

# **BUSINESS PAPER**

## **ORDINARY MEETING**

**THURSDAY 23RD SEPTEMBER 2021**

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# WARREN SHIRE COUNCIL

## AGENDA - ORDINARY COUNCIL MEETING

**23rd September 2021**

**1. OPEN MEETING**

**2. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS**

**3. CONFIRMATION OF MINUTES**

Ordinary Meeting held on Thursday, 26th August 2021.

**4. DISCLOSURES OF INTERESTS**

**5. MAYORAL MINUTE(S)**

Nil.

**6. REPORTS OF COMMITTEES**

Meeting of the Ewenmar Waste Depot Sunset Committee  
held on Tuesday, 8th September 2021 ..... (C14-3.23)

Meeting of Manex held on Tuesday, 14th September 2021 ..... (C14-3.4)

Meeting of the Warren Local Emergency Management Committee  
(Covid-19 Catchup Clinic) held on Monday, 6th September 2021 ..... (E6-1)

**7. REPORTS TO COUNCIL**

**REPORTS OF DELEGATES**

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Nil.

**POLICY**

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Item 1	Procurement and Disposal Policy .....	(P13, P12-1)
Item 2	Communications and Engagement Policy and the Community Engagement Strategy .....	(P13, C8-1)
Item 3	Community Awareness – Activity Development Policy 2018	(P13-1, P15-10)

**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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**REPORTS OF THE MANAGER HEALTH & DEVELOPMENT**

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Item 2	Works Progress Reports – Health and Development Services (C14-7.3).....	Page 2

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

Nil.

**8. MATTERS OF URGENCY**

Nil.

**9. CONFIDENTIAL MATTERS**

Nil.

**10. CONCLUSION OF MEETING**

**PRESENTATIONS**

Nil.

## EWENMAR WASTE DEPOT SUNSET COMMITTEE MEETING

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Attached are the Minutes of the Ewenmar Waste Depot Sunset Committee Meeting held on Wednesday 8th September 2021.

**RECOMMENDATION:**

That the Minutes of the Ewenmar Waste Depot Sunset Committee Meeting held on Wednesday 8th September 2021, be received and noted.

**WARREN SHIRE COUNCIL**  
**Minutes of the Ewenmar Waste Depot Sunset Committee**  
**held Electronically via the Lifesize app**  
**on Wednesday 8th September 2021 commencing at 2.30 pm**

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**Present:** Councillor Pauline Serdity (Chairperson)  
Councillor Heather Druce  
Councillor Katrina Walker  
Councillor Milton Quigley  
Gary Woodman (General Manager)  
Maryanne Stephens (Manager of Health and Development)  
Raymond Burns (Town Services Manager)  
Cassy Mitchell (Minute Taker)

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**ITEM 1 APOLOGIES**

Nil.

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**ITEM 2 MINUTES OF THE MEETING HELD TUESDAY 6<sup>TH</sup> OCTOBER 2020**

**MOVED** Druce/Walker that the Minutes of the Meeting held on 6th October 2020 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 6TH OCTOBER 2020**

Nil.

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**ITEM 4 ACTION CHECKLIST**

**MOVED** Walker/Druce that the information be received and noted.

**Carried**

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**ITEM 5.1 CONSTRUCTION OF WARREN WASTE DEPOT TRANSFER STATION AT THE EWENMAR WASTE MANAGEMENT FACILITY (P16-20.24)**

- The Committee discussed relevant local contractors who may be suitable to undertake concrete works;
- Concrete testing will be undertaken on every batch most probably by Macquarie Geotech;
- The roads are to at least cater for the turning circle of a semi-trailer and road train if possible;
- An education campaign needs to be undertaken to educate people on how to drop;
- Test needs to be undertaken to ensure that there will be sufficient space for reversing;
- Council needs to be mindful of the need to compact the green area of the design plan; and
- During construction Council needs to make sure that every appropriate improvement is undertaken within the budget;

**MOVED** Walker/Druce that the information be received and noted.

**Carried**

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**WARREN SHIRE COUNCIL**  
Minutes of the Ewenmar Waste Depot Sunset Committee  
held Electronically via the Lifesize app  
on Wednesday 8th September 2021 commencing at 2.30 pm

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**ITEM 5.2      FIRE AT EWENMAR WASTE DEPOT 22nd AUGUST 2021      (G2-5.4)**

- Officers to check with the EPA of any further information or action required on the fire; and
- Investigation to be undertaken on the future of the timber pile.

**MOVED** Druce/ Walker that the information be received and noted.

**Carried**

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**ITEM 6      GENERAL BUSINESS**

- Discussion was held regarding the Netwaste Education Strategy Consultation held on the 11th August 2021. During the consultation the following was discussed:
    - Recycling and the cost of the process as other regional towns have similar issues.
    - The benefits of the previous CDEP (Community Development Employment Program).
    - For Council to be kept up to date with future waste solutions.
  - In regard to the Ewenmar Waste Depot Transfer Station the Committee would like to be involved in an inspection of the site prior to commencement of works.
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**ITEM 7      DATE OF NEXT MEETING**

Onsite at the Ewenmar Waste Depot within the next month.

**There being no further business the meeting closed at 3.38pm.**

## **MANEX MINUTES**

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Attached are the Minutes of the meeting of Manex Meeting held on Tuesday, 14th September 2021.

**RECOMMENDATION:**

That the Minutes of the Meeting of Manex Meeting held on Tuesday, 14th September 2021 be received and noted.



**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday 14th September 2021 commencing at 2.30 pm

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**PRESENT:**

Gary Woodman	General Manager (Chair)
Darren Arthur	Divisional Manager Finance & Administration
Jillian Murray	Treasurer
Raymond Burns	Acting Divisional Manager Engineering Services (Town Services Manager)
Rowan Hutchinson	Roads Infrastructure Manager
Maryanne Stephens	Manager Health and Development Services
Kerry Jones	Infrastructure Projects Manager
Jody Burtenshaw	Executive Assistant

**1 APOLOGIES**

Apologies were received from Rolly Lawford and Paul San Miguel, who were absent due to external commitments and it was **MOVED** Arthur/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** Jones/Murray that the information be received and noted and the items marked with an asterisk (\*) be deleted.

**Carried**

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**4.1 EXECUTIVE OFFICE MATTERS**

4.1.1 WOW Agency – Communications and Content (GM)

- Community Engagement Plan for the Carter Oval Youth Sports Precinct and Warren War Memorial Swimming Pool Draft Masterplan and implementation through reporting to the Sporting Facilities Committee to the 2nd December 2021 Council Meeting.  
Public submissions to close 4.00 pm on Thursday, 28th October 2021 (more than 28 days advertisement) (IPM);
- Community Engagement Plan for the Nevertire Water Tower Mural Concept Design and implementation through the Warren Public Arts Committee to the February 2022 Council Meeting.  
Public submissions to close 4.00 pm on Thursday, 27th January 2022 (at least 28 days advertisement) (TSM);

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**4.1 EXECUTIVE OFFICE MATTERS** **CONTINUED**

**4.1.1 WOW Agency – Communications and Content (GM)** Continued

- Community Engagement Plan for the Warren Public Arts Mural on Private Property Ideas and Implementation through the Warren Public Arts Committee to the March 2022 Council Meeting.  
Public submissions to close 4.00 pm on Thursday, 24th February 2022 (at least 28 days advertisement) (TSM);
- Community Engagement Plan for the Victoria Park and Oxley Park Plan of Management and implementation through reporting to the Sporting Facilities Committee to the 2nd December 2021 Council Meeting.  
Public submissions to close 4.00 pm 28th October 2021 (more than 28 days advertisement) (MHD);
- Community Engagement Plan for the Warren Central Business District Upgrading Plan and implementation through the Town Improvement Committee to the March 2022 Council Meeting.  
Public submissions to close 4.00 pm on Thursday, 24th February 2022 (at least 28 days advertisement) (DMES); and
- Consideration of other Projects, Plans and Programs (ALL).

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

**Carried**

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**4.1.2 Preparation of the September 2021 Council Newsletter (GM)**

- Carter Oval Youth Sport Precinct and Warren War Memorial Swimming Pool Draft Masterplan Community Consultation and public comments (IPM);
- Registration of Local Contractors, Suppliers and Service Providers on VendorPanel (DMFA, FC-CC);
- Road Maintenance and Construction Program for October/November 2021; (RIM)
- Nevertire Water Tower Mural Concept Community Consultation Program (TSM);
- Vacation Care Program (perhaps advertising for the Christmas/New Year Vacation Care Program) (MHD);
- Warren War Memorial Swimming Pool Season Opening (MHD);
- Warren Sewerage Treatment Works Project Status Report (IPM);
- Warren Showground/Racecourse Improvement Program Status Report (IPM);
- Election 2021 – Call for Councillor Nominations (GM); and
- New Plant Replacement Deliveries (WC).

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

**Carried**

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**4.1 EXECUTIVE OFFICE MATTERS**

**CONTINUED**

**4.1.3 Suggestions in the Council Suggestion Box (GM)**

The Executive Assistant advised that the Suggestion Box has been reinstated in the Depot Lunch Room today (14th September 2021).

One (1) suggestion was received by the General Manager proposing that Council provide washable and reusable face masks to employees.

Manex considered this suggestion and it was thought that no action is to be taken until we know what is happening with future mask use.

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

**Carried**

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**4.1.4 Local Roads and Community Infrastructure Grants Phase 3 (Commonwealth) – Community Projects (GM)**

- 2021/2022 Grant Amount \$1,310,516;
- \$1,000,000 for roads, used first up as contribution to the Fixing Local Roads Round 3 (State) projects;
- \$310,516 for community infrastructure;
- Need to now start determining the priorities for community infrastructure;
- Need to wait on the finalisation of all the grant applications that are in for both roads and community facilities;
- Hopefully grant results are known by December 2021;
- Senior Management Team and Senior Officers to check and finalise the project list;
- Report to February 2022 Council Meeting for the final split-up and project determination subject to roads and other grant application success or not; and
- See initial project list, what is missing, determine missing project estimates.

Projects to consider, some needing to wait for other Grant Applications results:

- Nevertire Tennis Courts Reconstruction (\$90,000);
- Sporting and Cultural Centre Roof Drainage (\$50,000);
- Lions Park Toilet Facility (\$200,000);
- Splash Park Toilet Facility (\$90,000);
- Sporting and Cultural Centre Upstairs Disabled Toilet and Pathway (\$60,000);
- Sporting and Cultural Centre Retaining Wall and Second/Third Tier Replacement (\$20,000);
- Warren Showground/Racecourse Replacement Ladies Toilet Part 2 (\$60,000);
- Equestrian Arena (\$95,944 – at least \$73,000);
- Warren Showground Racecourse Bar and Viewing Area Stage 2 (\$250,000);
- Macquarie Park Playground Equipment (cost to be determined) (TSM);
- Nevertire Community Park Improvement (cost to be determined) (TSM);
- Garden Avenue Park Playground Equipment (cost to be determined) (TSM);

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**4.1 EXECUTIVE OFFICE MATTERS**

**CONTINUED**

**4.1.4 Local Roads and Community Infrastructure Grants Phase 3 (Commonwealth) – Community Projects (GM) Continued**

- Warren Cemetery Improvements (cost to be determined) (TSM);
- Solar Lighting Improvements Laurie Elder Walk (cost to be determined) (TSM);
- Warren Airport RNAV (\$40,000);
- Warren CBD Toilet Block (at least \$150,000);
- Warren Sporting and Cultural Centre Main Oval Facing Scoreboard (\$15,000);
- Warren Sporting and Cultural Centre Pathways Connection (\$175,000);
- End of Trip Facilities Victoria Park (\$20,000);
- Picket Fence Victoria Oval (\$65,000);
- Warren Sporting and Cultural Centre New Carpet (\$15,000);
- Warren Sporting and Cultural Centre Floor Equipment (\$8,500);
- Warren Sporting and Cultural Centre Sound Mixer System and External Speakers (\$14,000);
- Warren Showground/Racecourse PA System (\$70,000);
- Warren Sporting and Cultural Centre Kitchen Upgrade (\$3,500);
- Victoria Oval Lighting Upgrade to LED (cost to be determined) (TSM);
- Lighting Upgrade to Netball and Basketball Courts (at least \$25,000);
- Warren Walking Track Program (cost to be determined) (TSM); and
- Solar panels on Council's facilities (cost to be determined) (DMFA).

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

**Carried**

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**4.1.5 Finalisation and Distribution of Draft Committees Action Checklists (GM)**

Need to make sure no matters i.e. recommendations, actions within the minutes and details are missed.

Need to get information, required actions into the minutes (reasonable actions) then into Action Checklists and detailing who is responsible so matters are not missed or forgotten.

The Manex Officer who manages each Committee with the relevant EA/AO/Centre Manager is responsible for finalising and distributing new draft Action Checklists straight from a Committee Meeting.

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

**Carried**

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**4.1 EXECUTIVE OFFICE MATTERS**

**CONTINUED**

4.1.6 2021 Warren Local Government Area Data Pack (GM)

Councils' website to be updated with this information by the Health and Development Services Department (MHD).

The General Manager asked for suggested improvements of data and if any of the data can be seen as wrong (ALL).

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

**Carried**

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4.1.7 Regional Sport Facility Fund Grant Applications (IPM)

- Closes 12 noon Friday, 8th October 2021;
- No contribution required if project is less than \$1,000,000;
- Purpose is to develop quality core sports infrastructure to meet the current and future needs of the community;
- Minimum grant \$100,000, minimum project \$100,000;
- Applicants can submit up to three (3) different applications with priority to be advised on the application forms;
- Eventually an information report to be provided to the Sporting Facilities Committee; and
- Projects in priority will be:
  1. Warren War Memorial Swimming Pool Amenities, Kiosk and Clubhouse (\$950,000) (IPM with help from MHD);
  2. Carter Oval Sports Precinct Project Works (up to \$1,000,000) (IPM); and
  3. Warren Sporting and Cultural Centre Change Rooms Facilities and Re-storage (\$650,000) (IPM with help from MHD and CM).

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

**Carried**

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4.1.8 Murray-Darling Healthy Rivers Program Grant Applications (TSM/IPM)

- Grant closes 9.00 pm, 6th October 2021;
- Total allowable amount for each project \$2,200,000 inc. GST.; and
- Projects in priority will be:
  1. Warren Sewerage Treatment Plant UV and Reed Bed Construction for Tiger Bay Wildlife Reserve \$300,000 - \$500,000; (TSM)
  2. Lower Weir Reconstruction and Fish Passage Investigation and full design up to \$2,200,000 (IPM); and
  3. Warren Gross Pollutant Trap Installation up to \$2,200,000 (TSM).

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

**Carried**

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**4.1 EXECUTIVE OFFICE MATTERS**

**CONTINUED**

4.1.9 Local Government Act 1993 – Section 55 Requirements for Tendering (GM)

- Copies of the following were provided to Manex:
  1. Local Government Act 1993 – Section 55 Requirements for Tendering;
  2. Part 7 Tendering Local Government (General) Regulation 2005;
  3. Department of Local Government Tendering Guidelines for NSW Local Government October 2009; and
  4. Procurement and Disposal Policy Current as of 5th December 2019.
  
- All Manex Members need to be familiar with the requirements of all documents;
- Need to follow the Tender Checklist at the back of the Procurement and Disposal Policy as this sets up everything/guides you for the requirements for a tender; and
- The General Manager to arrange training for tender/contract arrangements for all Manex members.

**MOVED** Hutchinson/Jones that the information be received and noted.

**Carried**

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**4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS**

4.2.1 Status and Progression of Confirm Asset Management System for Road Assets (AM)

The Asset Manager to report an update to the Senior Managers Team on the 21st September 2021 on the implementation and training plan for the Confirm Asset Management System for Road Assets.

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

**Carried**

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4.2.2 Status and Progression of Confirm Asset Management System for Water and Sewer Assets (AM)

APV is undertaking Council's valuation of water and sewer assets through the Orana Water Utility Alliance.

APV is based in Brisbane and will do a reasonable amount of work by desktop.

Only priority is to identify the water and sewer assets for APV for a valuation that is required to be finished by March 2022. APV requires this information as soon as possible, probably by mid-September 2021.

Confirm asset data on Water and Sewer Assets to be completed later with a deadline of March 2022.

Action required by the Asset Manager as soon as possible and then back to the implementation and training for Confirm for the road assets.

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

**Carried**

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**4.3 ENGINEERING DEPARTMENT MATTERS**

4.3.1 2021-2022 Engineering Services Department Works Program – Road Maintenance and Construction Works (RIM)

The Roads Infrastructure Manager presented a draft 2021-2022 Road Maintenance Program. A further report to be presented to the Senior Management Team Meeting on the 28th September 2021 in preparation for a report to the Roads Committee Meeting on the 6th October 2021.

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

**Carried**

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4.3.2 Warren Shire Council March 2021 Flood and Storm Damage Claim (RIM)

The Roads Infrastructure Manager to follow up with actions to date, status and estimated time for Council's funding application and reimbursement of emergency works expenditure to date.

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

**Carried**

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4.3.3 Safe and Secure Water Program - Prioritised Project Funding (TSM)

- There is a Safe and Secure Water Program co-funding opportunity for Council to address the prioritised Warren Potable Water Supply Scheme Risk (Risk ID 1048);
- The program involves a 10% Council contribution;
- Projects that could be included are as follows:
  - Chlorination Warren, Nevertire and Collie;
  - Storage Collie (perhaps); and
  - Telemetry (perhaps).
- The Infrastructure Projects Manager is to be advised Friday, 17th September 2021 if Warren will be funded separately using the existing Safe and Secure Water Program fund for the Warren chlorination and will advise all relevant Manex members accordingly; and
- Arrangements are to be made for an appropriate grant application for these projects (TSM).

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

**Carried**

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**4.4 HEALTH & DEVELOPMENT DEPARTMENT MATTERS**

**CONFIDENTIAL REPORT OF THE MANAGER HEALTH AND DEVELOPMENT SERVICES**

4.4.1 Deacon Drive Homes Status and Progress Matters (MHD)

The Manager Health and Development Services updated the Manex on the status of the Deacon Drive homes matter.

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

**Carried**

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**4.5 WORK HEALTH & SAFETY AND RISK MATTERS**

4.5.1 Corrective Action Report Log (GM)

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

**Carried**

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**4.6 HUMAN RESOURCES**

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

Position	Responsible Officer	Status
Accountant	DMFA	No action to be taken at present due to budget.
Waste Attendant (12 hours/week)	MHD	Waste Depot Operator arrangement to be finalised. Position Description and Skills and Competencies required. Still in progress.
Heavy Diesel Mechanic (B2 L2)	DMES	Interviews complete. Medical booked – on hold due to Public Health Orders.
Casual Cleaner	MHD	Interviews complete. Medical booked – on hold due to Public Health Orders.
Apprentice Plant Mechanic	DMES	Temporary contract extended until 1st October 2021.

The Treasurer to follow-up on booked medical appointments.

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

**Carried**

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**4.6 HUMAN RESOURCES**

**CONTINUED**

4.6.2 Warren Shire Local Government Unions Picnic Day (GM)

Council's USU Delegate has written to Council requesting that the proposed date of Monday, 27th September 2021 for the Warren Shire Local Government Unions Picnic Day be postponed to a more suitable date.

The General Manager advised that he has delegated authority to adjust the date if Covid-19 Stay at Home Orders interfere. A new date is yet to be proposed.

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

**Carried**

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4.6.3 Rapid Antigen Testing for Covid-19 (MHD)

The Manager Health and Development Services will be arranging for a gathering of information and reporting of Rapid Antigen Testing for Covid-19 just in case Council needs to use this in the future.

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

**Carried**

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4.6.4 Covid-19 Contractor Matters (IPM)

The Infrastructure Projects Manager and the Town Services Manager to request copies of contractor Covid Safety Plans and testing regimes.

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

**Carried**

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**4.6 HUMAN RESOURCES**

**CONTINUED**

4.6.5 Staff Calendar – Indoor Leave Arrangements and Absence Advice (Sick, Annual, Long Service, Special Day Off) (GM)

Manex is reminded that all Indoor Staff leave arrangements are to be approved by the relevant Divisional Manager/Department Manager or direct Supervisor before being taken. Once approved, ensure that the leave is recorded on the Staff Calendar for everyone's information.

An Outdoor staff leave calendar has been arranged by the Finance Clerk – Rates/ICT and includes the on-call staff arrangements and flexi day system.

The General Manager requested that the Christmas skeleton crews be finalised by Managers.

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

**Carried**

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**4.6 HUMAN RESOURCES**

**CONTINUED**

4.6.6 Warren Shire Council Workforce Development Initiatives Ideas and Considerations (GM)

All Manex members to continue to provide information on proposed Warren Shire Council Workforce Development Initiatives Ideas and Considerations.

**MOVED** Murray/Stephens that the information be received and noted: and

**Carried**

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4.6.7 Covid-19 Policy (TREAS)

The Treasurer to lead a project team to amend Council's Covid-19 Policy in relation to updating the information and the advice from LGNSW particularly in relation to the use of annual leave for isolating at home after testing i.e. not being sick, employer initiated testing and the information relating to the Splinter Award.

Policy to be reported to the October 2021 Council Meeting after being reviewed by Manex.

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

**Carried**

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**5.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS**

**(L5-3)**

Date	Circular No.	Description	Comment/Action
20.08.21	21-25	Job Retention Allowance 2021-22	Noted
24.08.21	21-26	New Risk Management and Internal Audit Framework for Councils and Joint Organisations	General Manager to investigate and report further.
02.09.21	21-27	Review of the Tendering Provisions of the Local Government (General) Regulation 2005	Noted
07.09.21	21-28	Updated Integrated Planning and Reporting Guidelines and Handbook	General Manager to investigate and report further.

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

**Carried**

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**5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS**

**(L5-3)**

DATE	TASK	STATUS
<b>SEPTEMBER</b>		
<b>4</b>	REMINDER: A Councillor must take an oath of office or make an affirmation of office at or before the first meeting of the Council after the Councillor is elected (LGA s233A(1)).	Action by GM 11/1/2022
	First Council Meeting after election, Councils to decide if any casual vacancies occurring in the first 18 months of the term are to be filled by a countback of the votes cast at the Ordinary Election (LGA s291A).	Action by GM 11/1/2022
<b>28</b>	Last day for Councillors to elect Mayor following Ordinary is three weeks after declaration of the Election of Councillors (LGA s290(1)(a)).	Action by GM 11/1/2022
<b>30</b>	Last due date for rates instalments (single instalment or first quarterly) [LGA s562(3); LGReg cl 413(1)]	Noted
	Electronic lodgment of Grants Commission Roads and Bridges Data Return Due.	Action by DMFA
	Lodge completed written returns of Interest for Councillors and Designated Persons [MCC cl 4.21(b)]. General Manager to table returns at next Council Meeting [MCC cl 4.25]	Issued for completion.
<b>OCTOBER</b>		
<b>2</b>	Closing date for Pensioner Concession subsidies claims	Action by TREAS
<b>17</b>	Request for extension to lodge Financial Statements to be submitted in writing to OLG [LGA s416(2); Code]	Noted
<b>30</b>	Annual report of obligations under PIDA to the Minister and the Ombudsman [PIDA s 31]	Action by DMFA
	Annual report of obligations under GIPA to the Minister and the Information Commissioner [GIPA s 125].	Action by DMFA
<b>31</b>	Second quarter rates instalment notices to be sent [LGA s 562(5)]	Noted
	Financial Statements to be audited [LGA s416(1); LGReg cl 413G] and lodged with OLG together with Financial Data Returns [LGA s417(5); Code]	Action by DMFA
	Electronic lodgement of Grants Commission General Data Return due	Action by DMFA/TREAS

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

**Carried**

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Tuesday 14th September 2021 commencing at 2.30 pm

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

Nil.

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**7 AUGUST 2021 DRAFT MINUTES AND SEPTEMBER 2021 BUSINESS PAPER**

The Committee previewed the September 2021 Business Paper and the August 2021 Draft Minutes and actions required were placed on the Action Checklist in Item 1 of the General Manager's Report.

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**8 CORRESPONDENCE AND COMPLAINTS/ACTION REQUESTS STATUS**

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

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**9 GENERAL BUSINESS WITHOUT NOTICE**

- The General Manager requested information for the 2020/2021 Annual Report to be forwarded as soon as practical.
- The General Manager reminded the Manex Team to check the draft report for the September 2021 Quarterly Review and to provide any additional information to the Divisional Manager Finance and Administration as soon as possible.
- Tender for the Carter Oval Sports Lights - closes 4.00 pm Wednesday, 13th October 2021. Tenders are to be opened 8.30 am Thursday, 14th October 2021. A report by the Infrastructure Projects Manager to be presented to the Sporting Facilities Committee Meeting scheduled for Wednesday, 20th October 2021. The Committee Business Paper will be emailed to members on Tuesday, 19th October 2021.
- The General Manager advised that VendorPanel information will be set up on Council's website under a Procurement Section near the Tender Section, similar to Snowy Monaro Regional Council. Arrangements will also be made to determine if a trade services list (prequalified – preferred supplier) will be arranged with appropriate preferred supplier information requirements.
- The General Manager advised that Council's Community Room official opening is proposed for 2nd December 2021 – Covid-19 restrictions dependent.
- The General Manager advised that a Citizenship Ceremony is scheduled for Thursday, 23rd September 2021.
- The Town Services Manager advised that the listing of Council's plant for the Arena System (RFS) has been entered. Currently waiting on photos to be supplied for uploading.
- The Infrastructure Projects Manager reminded all that Council's recruitment processes need to be followed for all staff appointments.

**There being no further business the meeting closed 5.38 pm.**

# WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

Covid-19 Clinic Catch up

## Minutes

Attached are the Minutes of the Warren Local Emergency Management Committee COVID Clinic Catchup Meeting held on Monday 6th September 2021.

**RECOMMENDATION:**

That the Minutes of the Warren Local Emergency Management Committee Covid Clinic Catchup Meeting held on Monday 6th September 2021, be received and noted.

# WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

## Minutes of Warren Local Emergency Management Committee Meeting held in the Community Room 115 Dubbo Street, Warren on Monday 6th September 2021 commencing at 9:30am

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### PRESENT:

Raymond Burns	Warren Shire Council (Chair)
Gary Woodman	Warren Shire Council
Angela Muir	FRNSW
Sam Midgley	NSW State Emergency Service
Glenn Midgley	NSW State Emergency Service
Rebecca Byles	NSW Police (LEOCON)
Wes Hamilton	Warren Shire Council
Les Fowler	RFS
Lyn Harris	Warren MPS

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### ITEM 1 APOLOGIES

Apologies were received on behalf of:

James Hammond – NSW Ambulance

**MOVED** that the apology be accepted, and a leave of absence be granted for this meeting.

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### ITEMS 2 - 5 PREPARATION ROUND 2 VACCINATION CLINIC

- Timing - are they Monday 10:30am – 4:30pm (13/9/21)  
Tuesday 10:00am – 4:00pm (14/9/21)
  - Second Shot Pfizer only or both? (*Raymond to contact NSW Health*)
  - Will people who received AZ on the last day of the first round of the clinic be eligible for their second dose or will they need to wait longer? (*Raymond to contact NSW Health*)
  - Are people who need their first shot able to attend and receive first dose? (*Raymond to contact NSW Health*)
  - Check RaRMS are holding a Pfizer Clinic Friday 20<sup>th</sup> September 2021? (*Raymond to contact RaRMS*)
  - Volunteers NSW Fire and Rescue and SES to supply up to 5 people for each day. (*F&R and SES*)
  - Warren Shire Council to arrange water to be handed out at least 600 bottles. (*Wes Hamilton*)
  - Advertising to outline all previously mentioned items including for people to bring their own snacks as there will be a long wait. (*Administration/ Raymond*)
- 

### ITEM 6 GENERAL BUSINESS

- SES asked that a small area of the waiting bay be cordoned off to allow for people who don't feel well (fainting) after the vaccine to have somewhere to rest privately. Wes advised he could accommodate this.
  - Set up on the Monday would be best completed by 8:30am as people start to line up early.
  - Marquees/ Signage will be to be securely held down.
  - Chairs and tables to be set up inside and out.
-

# WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

## **Minutes of Warren Local Emergency Management Committee Meeting held in the Community Room 115 Dubbo Street, Warren on Monday 6th September 2021 commencing at 9:30am**

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- Wes to advise Administration staff if new signs need to be made up and supplied.
- Warren MPS to determine if extra staff will be required for the clinic.
- This Second Clinic is expected to be quicker as the returning patron's paperwork already complete which is what took the most time up last Clinic.
- ID/ Medicare cards still required.

**THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 9 :58AM.**

**WARREN SHIRE COUNCIL**  
Policy Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
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**ITEM 1                    PROCUREMENT AND DISPOSAL POLICY**

**(P13-1, P12-1)**

**RECOMMENDATION** that:

1. The information be received and noted:
2. The Procurement and Disposal Policy be placed on public exhibition for a minimum of 28 days;  
and
3. Subject to no adverse comments being received, the Policy be adopted.

**PURPOSE**

To advise Council that a review of the Procurement and Disposal Policy has been undertaken. The Policy has been amended to correct information, update position names, Acts and to show clear details for the use of VendorPanel as one of the major procurement methods of Warren Shire Council and the auction methods for the sale of fleet plant and equipment.

Manex recommended that this Policy be reported to Council for re-adoption.

**BACKGROUND**

The objectives of the Procurement and Disposal Policy are to:

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

The main amendments to the Policy have centred on the use of VendorPanel as a major way for the procurement of Council's goods and services and the management of the obtaining of quotations under VendorPanel.

Importantly, Council's Local Preference Purchasing Policy is contained as an annexure within the Procurement and Disposal Policy and is the same as previous.

**REPORT**

The renewed Policy has been undertaken using a Project Team consisting of the Storekeeper, Divisional Manager Finance & Administration, Divisional Manager Engineering Services, Treasurer and General Manager. All staff who are responsible for the procurement have been given the chance to comment and the Draft Policy as presented has been through several iterations.



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**ITEM 1                    PROCUREMENT AND DISPOSAL POLICY**

**CONTINUED**

Council's Internal Auditor has also been provided a copy of the Draft Policy and has commented that it is an excellent Policy and covers things well.

Important changes of note are as follows:

- *Purchases with an estimated value from \$3,001 to \$15,000* - At least two quotations have been **sought** (sole supplier situations excepted) using a Local Government Procurement Pricing Arrangement (LGPPA) or Regional Procurement Pricing Arrangement place (RPPA), or at least two quotations have been **sought** (sole supplier situations excepted) using VendorPanel in the first instance to ensure transparency.
- *Purchases with an estimated value from \$15,001 to \$50,000* - At least two quotations have been **sought** (sole supplier situations excepted) using a Local Government Procurement Pricing Arrangement (LGPPA) or Regional Procurement Pricing Arrangement (RPPA), or at least two quotations have been **sought** (sole supplier situations excepted) using VendorPanel in the first instance to ensure transparency.
- *Purchases with an estimated value from \$50,001 to \$249,999* - At least three quotations have been **sought** (sole supplier situations excepted) using a Local Government Procurement Pricing Arrangement (LGPPA) or Regional Procurement Pricing Arrangement (RPPA), or at least three quotations have been **sought** (sole supplier situations excepted) using VendorPanel.

The reviewed draft Policy was presented to Manex on the 14th September 2021 where there were no concerns and the matter needs to be reported to Council for adoption of the renewed Policy.

The Divisional Manager Finance & Administration is also going to arrange a further campaign in an attempt to ensure that as many local contractors, suppliers and service providers have registered under VendorPanel to allow them to be used for procurement subject to being appropriately qualified, licenced and experienced for relevant works and services.

Appropriate training on the use of VendorPanel will again be undertaken with Council's staff and Council's website will be updated to provide details of the use of VendorPanel and how to register.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

**LEGAL IMPLICATIONS**

Nil.

**RISK IMPLICATIONS**

Nil.

**STAKEHOLDER CONSULTATION**

Nil.

**OPTIONS**

Nil.

**WARREN SHIRE COUNCIL**  
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**ITEM 1            PROCUREMENT AND DISPOSAL POLICY**

**CONTINUED**

**CONCLUSION**

After a review, the Procurement and Disposal Policy has been amended to correct information, update position names, Acts and to show clear details for the use of VendorPanel as one of the major procurement methods of Warren Shire Council and the auction methods for the sale of fleet plant and equipment.

It is appropriate for the Council to adopt the amended Policy.

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

5.2.2    Timely and accurate reporting for efficient management and accountability.

**SUPPORTING INFORMATION /ATTACHMENTS**

Procurement and Disposal Policy.

**WARREN SHIRE COUNCIL**  
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ITEM 1

PROCUREMENT AND DISPOSAL POLICY

CONTINUED



## POLICY REGISTER

### PROCUREMENT AND DISPOSAL POLICY

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

Amended:           17th April 2018  
                          27th September 2018  
                          5th December 2019

File Ref:            P13-1, P12-1

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ITEM 1

PROCUREMENT AND DISPOSAL POLICY

CONTINUED

**DOCUMENT CONTROL**

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Council Minute No. 273.10.17 (26th October 2017)
1.1		Amended	Manex (17th April 2018 – Item 8) Minute No. 85.4.18
1.2		Amended	Council Minute No. 214.9.18 (27th September 2018)
1.3	Glenn Wilcox	Amended Purchasing amounts amended in line with Act.	Council Minute No. 248.12.19 (5th December 2019)
1.4	Gary Woodman	Amended Purchasing amounts in line with Act. Clear details of use of VendorPanel and Auction methods for the sale of fleet plant and equipment.	Council Minute No. ( )

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ITEM 1

PROCUREMENT AND DISPOSAL POLICY

CONTINUED

Warren Shire Council – Procurement and Disposal Policy

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**BACKGROUND**

The NSW Local Government Act 1993 and NSW Local Government (General) Regulation 2005 covers the procurement of all goods and services and is binding on all Local Government Authorities.

**OBJECTIVE**

The objectives of the Procurement and Disposal Policy are to:

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

**SCOPE**

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

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

**DEFINITION**

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

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

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PROCUREMENT AND DISPOSAL POLICY

CONTINUED

**Delegation of Authority**

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

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

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

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

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

**Purchase of Goods and Services**

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

Purchases up to a value of \$50.00	May be purchased from petty cash when available.
Purchases up to a value of \$100.00	May be purchased from Petty Cash. However, if the item sourced is used regularly, then Officers are encouraged to complete a purchase order.
Purchases with an estimated value from \$101 to \$3,000	A purchase order is required.
Purchases with an estimated value from \$3,001 to \$15,000	Purchase orders must not be issued unless either: <ol style="list-style-type: none"> <li>1. A Standing Order Arrangement (SOA) is in place, or</li> <li>2. A Preferred Supplier Arrangement (PSA) is in place, or</li> <li>3. A Government Contract Pricing Arrangement is in place, or</li> <li>4. At least two quotations have been sought (sole supplier situations excepted) using a Local Government Procurement Pricing Arrangement (LGPPA) or Regional Procurement Pricing Arrangement place (RPPA), or</li> <li>5. At least two quotations have been sought (sole supplier situations excepted) using VendorPanel in the first instance to ensure transparency.</li> </ol>

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PROCUREMENT AND DISPOSAL POLICY

CONTINUED

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

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ITEM 1

PROCUREMENT AND DISPOSAL POLICY

CONTINUED

Purchases with an estimated contract value of \$250,000 and above.	Purchases shall be administered in accordance with Section 55 of the NSW Local Government Act 1993 and the NSW Local Government (General) Regulation 2005 Part 7 - Tendering.
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In the interest of maintaining efficiency in the purchasing process there are some instances where the procedures outlined in this Policy can be bypassed. Exceptions to the required process include:

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

Purchases shall be administered in accordance with Section 55 of the NSW Local Government Act 1993 and the NSW Local Government (General) Regulation 2005 Part 7 - Tendering.

**Receipt of Goods and Services**

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

**Bi-Annual Tenders**

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

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



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ITEM 1

PROCUREMENT AND DISPOSAL POLICY

CONTINUED

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

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

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

**Workplace Practice Service**

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

**Workplace Health & Safety Management and Workplace Injury Management**

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

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

Workplace Health and Safety Compliance Service providers and their employees must comply with their work health and safety obligations under the NSW Work Health and Safety Act (2012), NSW Workplace Injury Management and Workers Compensation Act (1998) and NSW Workers Compensation Act (1987) and Regulations, workers compensation insurance premium requirements, relevant WHS industry codes of practice, and safety and dispute settlement procedures in applicable industrial awards and approved agreements.

**Disposal of Council Goods**

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

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

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

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

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ITEM 1

PROCUREMENT AND DISPOSAL POLICY

CONTINUED

All motor vehicles, motorised plant and fleet equipment are to be disposed of by auction (physical or online).

**Governance of Tender and Quotation Process**

To ensure compliance with the NSW Local Government (General) Regulation 2005, Tenders and procurement of items requiring more than one quotation shall be maintained in a separate file which is to be available to the auditors.

**Tenders**

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

**General Procurement**

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

**Complaints**

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

General Manager  
Warren Shire Council, P.O. Box 6, WARREN, NSW 2824

**RELATED DOCUMENTS**

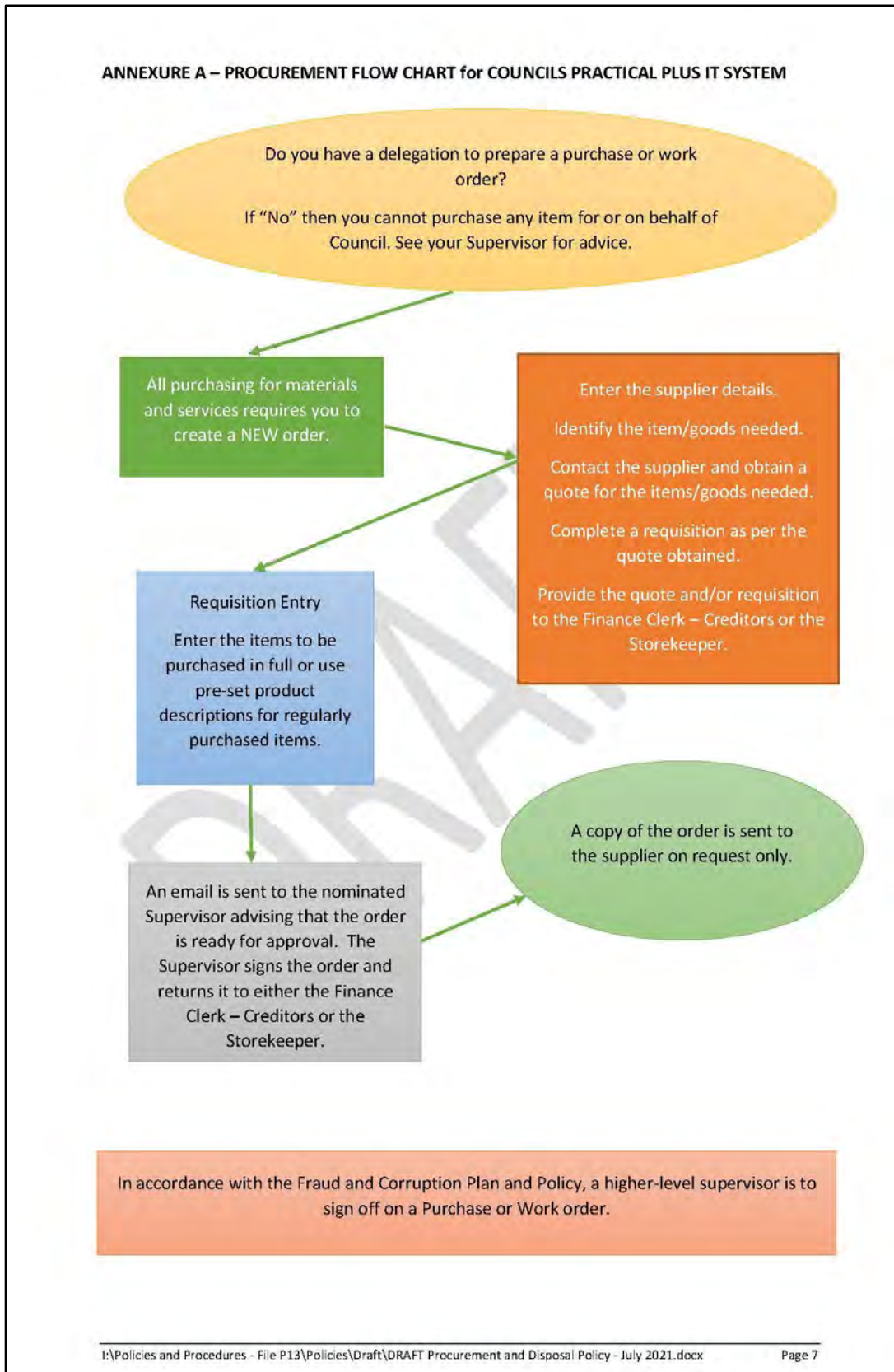
- The NSW Local Government Act 1993;
- The NSW Local Government (General) Regulation 2005;
- Tendering Guidelines for NSW Local Government;
- ICAC Guidelines;
- Warren Shire Council Code of Conduct;
- Warren Shire Council Corporate Credit Card Policy;
- Warren Shire Council Local Preference Purchasing Policy (Annexure B); and
- Warren Shire Council Statement of Business Ethics Policy.

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PROCUREMENT AND DISPOSAL POLICY

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ITEM 1

PROCUREMENT AND DISPOSAL POLICY

CONTINUED

**Annexure B - Warren Shire Council Local Preference Purchasing Policy**

OBJECTIVE

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

LOCAL PREFERENCE STATEMENT

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

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

DEFINITIONS

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

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

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

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

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

PROVISIONS

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

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

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ITEM 1

PROCUREMENT AND DISPOSAL POLICY

CONTINUED

**NON-PRICE VALUE-FOR-MONEY CONSIDERATION**

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

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

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

**PRICE PREFERENCE DISCOUNTS**

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

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

**LOCAL SUPPLIER DISCOUNT**

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

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

**LOCAL CONTENT DISCOUNT**

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

**OBTAINING DISCOUNTS**

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

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PROCUREMENT AND DISPOSAL POLICY

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**PROCEDURAL MATTERS**

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

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

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

**OVERALL LOCAL PREFERENCE**

If:

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

**IMPLEMENTATION**

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

**Example 1**

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

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

The local price preference discount is applied as follows:

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

**Example 2**

A tender for contract attracts the following bids:

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

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The local price preference discount is applied as follows:

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

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

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PROCUREMENT AND DISPOSAL POLICY

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Annexure C- Sample Advertisement

**Tender for the Purchase of Grader**

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

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

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

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

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

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



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Annexure D: Local Government Tendering Checklist

## 4. Resources

### 4.1 Tendering Checklist

Contract:		
Contract Sum:		
1. Evidence Council selected open or selective tendering methods (Clause 166 of the <i>NSW Local Government (General) Regulation, 2005</i> ), together with reasons, recorded on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Copy advertisement for tenders is on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Copy of any other invitation to bid is on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Copy of all documents provided to tenderers on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Documents provided to tenderers include:		
❖ Details of work, facilities or services	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Compliance with the <i>NSW Local Government (General) Regulation, 2005</i> Clause 170(1)(e) (if appropriate)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Closing date and tender lodgement requirements	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Outline of policies applicable to the procurement	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Evaluation criteria and methodology	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Specify contact person	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Whether formal tender documents are required and how to obtain them	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Information on obtaining copies of relevant council policies	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Proposed terms and conditions of contract	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Specify criteria on which tenders will be assessed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Council's Statement of Business Ethics	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Council's Code of Conduct	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ A statement that unethical or inappropriate conduct will result in the tender being disqualified	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Advice to tenderers of steps to take if they suspect corrupt and the action the council will take if it suspects corrupt conduct	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Include information on interaction between council and tenderers including prohibition on contacting councillors	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Record of all requests for tender documents on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Record of staff involved in preparing and issuing tender documents on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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8. Declaration of conflicts of interest for all staff involved on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Written records of all communications between tenderers and Council staff on file (including records of advertising, attendance and information provided at any briefing sessions)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Full documentation of any changes made to tender specifications (including who made the change and why)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Evidence any changes to tendering specifications communicated to all tenderers or potential tenderers and that no tenderer or potential tenderer was disadvantaged on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. Records of any variation to closing date (including reasons and identity of who made the decision)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13. Evidence Council took all reasonable steps to inform tenderers or potential tenderers of the later closing date?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14. All tenders date and time stamped?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15. Records of tender opening carried out in accordance with Clause 175 of the <i>NSW Local Government (General) Regulation, 2005</i> (two persons also present/members of public able to attend)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
16. Records of receipt for facsimile and electronic delivery with tenders submitted by fax or electronically?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
17. Documentation recording the acceptance of any late tenders, including when received and why accepted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
18. Documented tender assessment criteria on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
19. Documented tender list in alphabetical order of amounts prepared and displayed at council as per Clause 175 of the <i>NSW Local Government (General) Regulation, 2005</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Tender assessment documents</i>		
20. Details of any non-complying tenders and why they were assessed as non-complying?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
21. Documented tender assessment matrix completed for every member of assessment panel?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
22. Tender assessment panel members identified and include declaration of conflicts of interest?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
23. Records kept of all communication between potential tenderers and panel members on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
24. Records of any variations to tenders under Clause 176 of the <i>NSW Local Government (General) Regulation, 2005</i> including reasons why tender(s) varied and evidence all other tenders of same or similar characteristics were given the same opportunity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
25. Recommendation for preferred tenderer is in line with assessment documents?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
26. Report to Council on the tender includes:		
❖ Background information on the calling of tenders including history of decision to go to tender	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Background information on the performance of the previous contractor, if any	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Advice on whether, for continuing contracts, the terms of the terms of the contract have been reviewed	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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❖ A summary of the tender process	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Details of tenders received and details of any non-complying tenders	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Financial analysis of the comparative tenders based on unit price/service price/annual cost/total contract cost	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Details of assessment criteria used together with weightings	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Details of post-tender communication with tenderers	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Compliance with the <i>NSW Local Government (General) Regulation, 2005</i> Clause 178(1A) (if appropriate)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Conclusion and recommendation based on analysis of assessment criteria results	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ If recommendation is not to accept any tender, the reasons for that recommendation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
27. Evidence contract entered by Council is in accordance with the tender?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
28. Where Council enters into negotiations with one or more unsuccessful tenderers, Council resolution includes reasons for that decision, including the choice of tenders with whom it negotiates?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
29. Evidence Council advised all tenderers of outcome of process and copy of notice displayed at Council advising of outcome (clause 179 of the <i>NSW Local Government (General) Regulation, 2005</i> )?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Tendering Guidelines for NSW Local Government – October 2009

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**ITEM 2 COMMUNICATIONS AND ENGAGEMENT POLICY AND THE COMMUNITY  
ENGAGEMENT STRATEGY (P13-1, C8-1)**

**RECOMMENDATION** that:

1. The information be received and noted;
2. The Communications and Engagement Policy and the Community Engagement Strategy be placed on public exhibition for a minimum of 28 days; and
3. Subject to no adverse comments being received, the Communications and Engagement Policy and the Community Engagement Strategy be adopted.

**PURPOSE**

For Council to consider the Communications and Engagement Policy and the Community Engagement Strategy that has been developed by the General Manager following the obtaining of example policies and strategies from the industry and considered by Manex.

Manex recommended that the Communications and Engagement Policy and the Community Engagement Strategy be reported to Council for adoption.

**BACKGROUND**

Council at its meeting of the 25th March 2021 considered a Notice of Motion by Councillor Irving concerning the proposed workshopping of development of a framework for a suitable Community Engagement and Participation Policy and Strategy for Warren Shire Council. Council subsequently resolved as follows:

*“That the General Manager organises a workshop to develop a framework for a suitable Community Engagement and Participation Policy and Strategy (CEPPS) for Warren Shire Council.*

***Carried  
61.3.21”***

Following this resolution contact was made with numerous parties within the Local Government industry to obtain suitable Strategies and Policies which have been used to develop Warren Shire Council's Draft Communications and Engagement Policy and the Community Engagement Strategy. A majority of both the Policy and Strategy has come from Gilgandra Shire Council.

Council's Communications and Marketing Team (WOW Agency) were requested to comment on the final Drafts together with critiquing being undertaken by Manex.

Unfortunately, due to Covid stay-at-home restrictions, a workshop has not been possible practically.

**REPORT**

**Communication and Engagement Policy**

The objective of Council's Communication and Engagement Policy is as follows:

- To endeavour to comply with Council's focus to pursue excellence, to be responsive and proactive in the promotion and improvement of our community through responsible and innovative leadership.



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**ITEM 2                    COMMUNICATIONS AND ENGAGEMENT POLICY AND STRATEGY                    CONTINUED**

It is hoped the eventually Council, Committees and Staff can work towards appropriate community engagement.

**Community Engagement Strategy**

The purpose of a Community Engagement Strategy is to encourage a participatory culture and to create meaningful new bonds and new goals.

The Draft Community Engagement Strategy details that Council's seven (7) core principles of community engagement are as follows:

1. *Careful Planning and Preparation.* Through adequate and inclusive planning, ensure that the design, organisation, and convening of the process serve both a clearly defined purpose and the needs of the participants;
2. *Inclusion and Demographic Diversity.* Equitably incorporate diverse people, voices, ideas, and information to lay the groundwork for quality outcomes and democratic legitimacy;
3. *Collaboration and Shared Purpose.* Support and encourage participants, government and community institutions, and others to work together to advance the common good;
4. *Openness and Learning.* Help all involved listen to each other, explore new ideas unconstrained by predetermined outcomes, learn and apply information in ways that generate new options, and rigorously evaluate community engagement activities for effectiveness;
5. *Transparency and Trust.* Be clear and open about the process, and provide a public record of the organisers, sponsors, outcomes, and range of views and ideas expressed;
6. *Impact and Action.* Ensure each participatory effort has real potential to make a difference, and that participants are aware of that potential; and
7. *Sustained Engagement and Participatory Culture.* Promote a culture of participation with programs and institutions that support ongoing quality community engagement.

The Community Engagement Strategy does not relate to notifications of Development Applications and other related statutory notifications.

The Strategy asks Council to implement the best practice guidelines developed by the International Association for Public Participation to ensure the engagement is genuine. The Association's core values of public participation are as follows:

1. Is based on the belief that those who are affected by a decision have a right to be involved in the decision making process;
2. Includes the promise that the public's contribution will inform the decision;
3. Promote sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers;
4. Seeks out and facilitates the involvement of those potentially affected by or interested in a decision;
5. Seeks input from participants in designing how they participate;
6. Provides participants with the information they need to participate in a meaningful way; and
7. Communicates to participants how their input affected the decision made.

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**ITEM 2                    COMMUNICATIONS AND ENGAGEMENT POLICY AND STRATEGY                    CONTINUED**

The *NSW Local Government Act* also stipulates that the Community Strategic Plan should reflect the principles of Social Justice and that these social considerations are adequately addressed in the planning and development process. The principles for social justice are:

***Equity***

There should be fairness in decision making, prioritising and allocation of resources, particularly for those in need. Everyone should have a fair opportunity to participate in the future of the community. The planning process should take particular care to involve and protect the interests of people in vulnerable circumstances.

***Access***

All people should have fair access to services, resources and opportunities to improve their quality of life.

***Participation***

Everyone should have the maximum opportunity to genuinely participate in decisions which affect their lives.

***Rights***

Equal rights should be established and promoted, with opportunities provided for people from diverse linguistic, cultural and religious backgrounds to participate in community life.

For Warren Shire Council the key stages of how we will consult can be described as:

- Inform;
- Consult; and
- Involve/Collaborate.

An appropriate engagement matrix is included and where practical will be followed by relevant Staff, Committees and Councillors.

**FINANCIAL AND RESOURCE IMPLICATIONS**

The implementation of proper Community Engagement Plans for Council's projects, programs and plans will entail additional up front costs that I believe will be easily recouped with better informed decisions by Council, Committees and Staff.

**LEGAL IMPLICATIONS**

Nil.

**RISK IMPLICATIONS**

Nil.

**STAKEHOLDER CONSULTATION**

Manex, Communication and Marketing Team.

Both the Policy and Strategy would be advertised for a minimum of 28 days to obtain appropriate comments from the community and would only be adopted if no adverse comments are received.

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**ITEM 2                    COMMUNICATIONS AND ENGAGEMENT POLICY AND STRATEGY                    CONTINUED**

**OPTIONS**

Council does not need to adopt the Draft Communications and Engagement Policy and the Community Engagement Strategy.

**CONCLUSION**

The Communications and Engagement Policy and the Community Engagement Strategy are presented to Council for adoption. A workshop has not been possible however, a majority of both the Policy and Strategy have come from similar documents within the industry.

Both the Policy and the Strategy set the framework for Warren Shire Council's future community engagement, they are simple and not of a length where Councillors, Committees and Staff find it hard to implement.

Project Engagement Plans will be developed further and better following appropriate training of Manex members in regard to the creation of these plans in the near future.

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

- 5.1     A Community that partners with Council in decision making.
- 5.1.1   Implement of Council's Community Engagement Strategy

**SUPPORTING INFORMATION /ATTACHMENTS**

- 1.    Communications and Engagement Policy; and
- 2.    Community Engagement Strategy.



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ITEM 2      COMMUNICATIONS AND ENGAGEMENT POLICY AND STRATEGY      CONTINUED



**POLICY REGISTER**

**COMMUNICATIONS AND  
ENGAGEMENT POLICY**

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Policy adopted:      Minute No.

Reviewed:

File Ref:      P13-1, C8-1

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**ITEM 2                      COMMUNICATIONS AND ENGAGEMENT POLICY AND STRATEGY                      CONTINUED**

Warren Shire Council – Communications and Engagement Policy

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**DOCUMENT CONTROL**

<b>Issue</b>	<b>Prepared/Revised By and Date</b>	<b>Action/Amendment Description</b>	<b>Approved By and Date</b>
1.0	Gary Woodman	First Edition	Council Minute No. (        20XX)

DRAFT

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**ITEM 2                      COMMUNICATIONS AND ENGAGEMENT POLICY AND STRATEGY                      CONTINUED**

Warren Shire Council – Communications and Engagement Policy

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**Objective**

- To endeavour to comply with Council’s focus to pursue excellence, to be responsive and pro-active in the promotion and improvement of our community through responsible and innovative leadership.
- To enhance Council’s ability to be transparent, accessible and responsive to the community through encouraging dialogue and two-way communication;
- To outline the responsibilities, management and other issues concerning communication and engagement by Warren Shire Council;
- To outline Council’s expectations of staff and Councillors in regards to personal use of social media;
- To ensure Council’s communications conforms with its corporate identity standards; and
- To define roles and responsibilities for the management of communication tools on behalf of the Organisation.

**Scope**

This Policy clarifies openness and transparency in engaging with the community, ensuring a process which, at a minimum, meets legislative requirements and is facilitated with better access to and understanding of information, increasing participation, raising awareness and strengthening our community.

This Policy applies to all Warren Shire Council staff, Councillors and Contractors across all operations and functions of Council involved in the process of communications and community engagement, including those who:

- Propose to use communications to promote Council’s policies, functions, events and services internally with staff or with the wider community or to distribute content;
- Are authorised to administer or comment on official social media channels as Authorised Social Media Facilitators and Moderators; or
- Are users of social media in a personal or professional capacity.

**Definitions**

**Engagement** – is the process of Council working collaboratively with community and its stakeholders. It is actions or opportunities for input, feedback and advice on plans, projects or services that Council is developing or delivering.

Generally, there are three aspects to engagement:

- Inform;
- Consult; and
- Collaborate.

**Communication** – is a process by which Council provides announcements on services, projects and decisions. Communication can take many forms including face to face, digital or written and may be formal or structured depending on the audience. Communication is an essential component within engagement.

**Community** – refers to those who have an interest of the functions and future directions of Warren Shire Council, including but not limited to residents, ratepayers, visitors, schools, community/sporting/church groups, staff, users of services, businesses and developers.

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**ITEM 2                      COMMUNICATIONS AND ENGAGEMENT POLICY AND STRATEGY                      CONTINUED**

Warren Shire Council – Communications and Engagement Policy

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**Policy**

Council recognises the benefits effective and positive communication has to Council and the community.

**1. Forms of Communication**

Communication can be by means of:

- 1.1 Surveys;
- 1.2 Social Media;
- 1.3 Website;
- 1.4 Council Publications;
- 1.5 Employee Relations; and
- 1.6 Events and Presentations.

**1.1 Surveys**

Surveys may include online polls, questionnaires and surveys and are to be undertaken in line with the NSW Privacy and Personnel Information Protection Act 1998 which requires Council to:

- Secure and store personal information collected;
- Disclose the use, storage and collection of personal information;
- Clearly identifies that it is a Warren Shire Council survey; and
- Utilises online collection tools to restrict multiplication of entries if able.

**1.2 Social Media**

Social media: refers to internet-based tools for sharing and discussing information by people. Social media includes but is not limited to:

- Social networking sites (such as Facebook, LinkedIn, Google+);
- Video and photosharing (Youtube, Flickr, Instagram);
- Blogs;
- Micro-blogging (Twitter);
- Forums, discussion boards and groups (Google groups, hangout);
- Wikis (Wikipedia, wikispaces);
- Vodcasts and Podcasts; and
- Instant messaging and chat services.

Social media is a two-way form of communication between Council, residents, the community, partners and stakeholders. It offers an opportunity to disseminate information immediately and swiftly as well as being a tool for consultation and engagement.

Warren Shire Council accepts social media has the potential to improve communication with stakeholders including residents, partners, and business and industry organisations. As such the appropriate use of social media to support communications objectives is encouraged.

Social media is integrated in Council's communications functions. Use of social media should also be considered when developing new strategies as a means of communicating with a range of stakeholders.

Warren Shire Council also recognises the value of social media as a listening mechanism to improve the understanding of community expectations and to respond as it sees fit. It is closely linked with Warren Shire Council's Social Media Policy.

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**ITEM 2                    COMMUNICATIONS AND ENGAGEMENT POLICY AND STRATEGY                    CONTINUED**

Warren Shire Council – Communications and Engagement Policy

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**1.2.1 New Social Media Channels**

The General Manager must authorise the use of social media channels that are branded or deemed to be associated with Warren Shire Council.

In determining an application for a new social media channel the General Manager will consider the resourcing and management of such channels.

**1.2.2 User Generated Content**

User Generated Content (UGC) is content on a social media site that is created by the audience. The conventions of social media encourage user generated content. In the main Council supports this practice.

Authorised Social Media Facilitators and Moderators are responsible for establishing rules of use for the relevant social media channel and monitoring and moderating that channel appropriately.

**1.2.3 Dealing with Inappropriate Content and Behaviour**

Warren Shire Council will not publish UGC, or will remove any previously published UGC, that:

- Defames any individual, group or organisation;
- Vilifies any individual, group or organisation because of their political affiliation, race, religion, cultural background, gender, age or sexual identity;
- Contains obscene, racist, sexist, threatening or otherwise offensive language or images;
- Breaches copyright;
- Is/or potentially unlawful; and
- Contravenes any policies or guidelines set forth by Warren Shire Council.

**1.2.4 Personal Use of Social Media**

Warren Shire Council accepts employees, Contractors and Councillors will engage social media for professional and personal reasons. Staff, Councillors and Contractors should be aware that comments, including personal comments, made on social media regarding the organisation are connected to the organisation and as such relate to their relationship/employment /contract with Council.

When using social media Staff, Councillors and Contractors should at all times:

- Ensure personal online activities do not interfere with the performance of duties;
- Clearly distinguish personal comments from official comments;
- Not disclose confidential information obtained through their role;
- Act lawfully;
- Not post defamatory, discriminatory, disrespectful or deliberately misleading comments; and
- Best practice is that Staff/Contractors/Councillors should not comment directly on any Council social media posts or when those posts are shared.

Inappropriate behaviour (not limited to the examples above) may lead to a breach of Council's policies and Code of Conduct. This breach may result in disciplinary action including formal warnings and/or dismissal.

**1.3 Website**

Council will endeavour to provide an up to date, user and mobile friendly website that portrays information on Council services, functions, decisions and future in a way that proves a valuable source of information and customer service tool for its stakeholders.

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Regular communication, initiatives and updates of the website must be maintained to encourage the community to use the website for Council and community information.

Information should be reviewed regularly by all Council Departments to ensure the most current and relevant information is presented. Request for changes or updates should be sent through to authorised persons for update via the [council@warren.nsw.gov.au](mailto:council@warren.nsw.gov.au)

Stakeholders can promote their events through Council's website by emailing a request through to [council@warren.nsw.gov.au](mailto:council@warren.nsw.gov.au) with all relevant details.

**1.4 Council Publications**

Council publishes and distributes newsletters and/or news items to relevant stakeholders by Department. These publications must be created in line with Council's Brand Style Guides and approved templates. Prior to distribution, publications should be submitted through the relevant approval process.

Council's publications include, but are not limited to:

- Council Newsletters;
- Library Newsletters;
- Ratepayers Information Booklet;
- From the Mayor's Desk;
- Business Papers;
- Council Meeting Precis;
- Council Notices and Advertisements; and
- Digital Media Programs.

**1.5 Employee Relations**

The Staff and elected Councillors of Warren Shire Council are significant and effective ambassadors for Council. It is essential that the information presented to these ambassadors is received in a way that is timely, relevant, consistent and user friendly to best ensure they are equipped and adequately informed on Council's activities.

Effective internal communication encourages acknowledgement, ownership and accountability to Council's present and future, increasing staff morale and more effective communication between employees across Departments and management. Staff are to be made aware of any key issues or projects which will affect them e.g. a specific focus on safety.

Strategies to ensure such communication to employees include, but are not limited to:

- Staff induction process;
- Regular staff, Senior Management Team and MANEX meetings;
- Memorandums;
- Staff noticeboards;
- Email;
- Text messages;
- Attachments on pay slips;
- Employee surveys; and
- LinkedIn.

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**1.6 Events and Presentations**

Council Staff and Councillors should secure permission from the relevant Divisional Manager, Acting Divisional Manager, Manager, Acting Manager or General Manager prior to accepting speaking engagements at events or conferences.

Written or verbal support of community events should also have the approval of the relevant Divisional Manager, Acting Divisional Manager, Manager, Acting Manager or General Manager.

Appropriate branded documents, presentations and collateral must be used for communication in line with Council's Brandmark Guide.

All presentations, videos and external documents should have relevant approvals prior to distribution or use.

If a presentation is accepted by a Councillor or Staff Member as a private citizen, it must be made clear to the audience that there is no affiliation with Warren Shire Council.

Warren Shire Council's Marketing and Communications Team can provide and assist in facilitation, marketing and public relations support to Council and community events through collateral, digital sharing of information across website and social media channels.

**2. When Council Should Engage**

Council will undertake a formal community engagement process in the following circumstances:

- Where there is a legislative/statutory requirement;
- When Council resolves to undertake community consultation;
- On issues that have the potential to affect the delivery of services or facilities that contribute to community well-being, growth and prosperity;
- When identifying and understanding the needs and priorities of the community for the purposes of strategic planning; and
- To monitor and evaluate community satisfaction with Council or Council services.

**3. Project Engagement Plans**

Council Staff can utilise a Project Engagement Plan with the Marketing and Communications Team when planning to undertake community engagement for a specific event or project. Council Department's should advise the Marketing and Communications Team of projects and together determine the need for a formal plan.

The plan will:

- Define the project;
- Determine objectives;
- Outline appropriate communication and engagement methods;
- Detail timeframes and responsibilities; and
- Consider feedback, reporting and evaluation.

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**4. Copyright**

Warren Shire Council respects the copyright of others and will protect the copyright of its own materials.

Warren Shire Council retains the copyright on all material created by Warren Shire Council and shared via the above communication channels.

Authorised Social Media Facilitators and Moderators, website content officers and the Marketing and Communications Team will ensure content shared does not breach copyright and that Council copyrighted material is approved for use.

**5. Records Management**

Records of all communication will comply with Council's Records Management Policy.

**6. Appropriate Content**

Council's communication activities should not have political purpose (unless otherwise directed and approved by General Manager and Mayor). Any communication will be presented in unbiased language, grammatically correct and in line with this Policy, and all related policies, procedures, legislation and approval processes.

**6.1 Social Media Content**

All Authorised Social Media Facilitators and Moderators must exercise sound judgement in regard to content and material communicated via Council's social media channels. All material published on the social media channels must reflect content that is aligned to Council's corporate approval process.

All communication via Council's social media channels must:

- Comply with all related Council policies, including the Social Media Policy, and Code of Conduct;
- Be approved by relevant staff when and where appropriate;
- Be of a high standard;
- Not plagiarise or breach copyright; and
- Comply with the Privacy and Personal Information Protection Act 1998.

The following content is not appropriate to be communicated via Council's social media channels:

- Unassociated commercial advertising and sponsorship; and
- Intentionally misleading or inaccurate information.

Council's Authorised Social Media Facilitators and Moderators reserve the right to remove material from social media if deemed inappropriate.



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**7. Roles and Responsibilities**

All staff have a responsibility to act ethically and honestly when communicating with the community. Staff should take measures to ensure personal comments cannot be mistaken for an official comment of Council.

Council's Divisional Managers, Managers and Staff should also:

- Inform the Marketing and Communications Team of information being communicated to the community and follow relevant approval processes; and
- Comply with Council's relevant policies and procedures including Council's Brandmark Guide, Social Media Policy, Community Engagement Strategy and Communication & Engagement Policy.

**7.1 Digital**

- Comments, post, images, video and any other material that is deemed defamatory of Council, other employees or Councillors, will result in disciplinary action;
- The Marketing and Communications Team will maintain a register of approved social media platforms and channels used within Warren Shire Council; and
- Only Authorised Social Media Facilitators and Moderators may comment via official social media channels on behalf of Warren Shire Council.

**Relevant Legislation**

NSW Privacy and Personal Information Protection Act 1998  
NSW Local Government Act, 1993

**Associated Documents**

Warren Shire Council's Code of Conduct  
Warren Shire Council's Social Media Policy  
Warren Shire Council's Brandmark Guide  
Warren Shire Council's Records Management Policy  
Project Engagement Plans

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## COMMUNITY ENGAGEMENT STRATEGY



Adopted:                      Minute No.

Reviewed:

File Ref:                      P13-1, C8-1

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**DOCUMENT CONTROL**

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

DRAFT

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## Introduction

The Community Engagement Strategy outlines the process for involving the Warren Shire community in Council's strategic planning and decision making processes, ranging from the development of Council's Ten Year Community Strategic Plan to day-to-day activities. Council supports the right of citizens to participate in decision making that affects their future.

The strategy:

1. Defines community engagement and identifies the methods of engagement Council uses for the key stages of engagement—inform, consult, involve, collaborate and empower;
2. Identifies the broad categories of Council projects which require engagement; and
3. Provides an Engagement Matrix to align the methods of engagement with the category of Council projects.



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## Scope

The purpose of a Community Engagement Strategy is to encourage a participatory culture and to create meaningful new bonds driven by shared values or goals.

A number of organisations and scholars have identified core principles of community engagement. Warren Shire Council's seven core principles that effectively reflect the common beliefs and understandings of those working in the field of community engagement – conflict, conflict resolution, and collaboration.

In practice, these principles and others, are applied in many different ways. The principles are as follows:

1. *Careful Planning and Preparation.* Through adequate and inclusive planning, ensure that the design, organisation, and convening of the process serve both a clearly defined purpose and the needs of the participants;
2. *Inclusion and Demographic Diversity.* Equitably incorporate diverse people, voices, ideas, and information to lay the groundwork for quality outcomes and democratic legitimacy;
3. *Collaboration and Shared Purpose.* Support and encourage participants, government and community institutions, and others to work together to advance the common good;
4. *Openness and Learning.* Help all involved listen to each other, explore new ideas unconstrained by predetermined outcomes, learn and apply information in ways that generate new options, and rigorously evaluate community engagement activities for effectiveness;
5. *Transparency and Trust.* Be clear and open about the process, and provide a public record of the organisers, sponsors, outcomes, and range of views and ideas expressed;
6. *Impact and Action.* Ensure each participatory effort has real potential to make a difference, and that participants are aware of that potential; and
7. *Sustained Engagement and Participatory Culture.* Promote a culture of participation with programs and institutions that support ongoing quality community engagement.

This Community Engagement Strategy relates to most activities undertaken by Council, except for notifications of development applications and other related statutory notifications. If legislative requirements or other Council policies exist which address specific information/consultation processes, they take precedence, but the implementation of that legislation and those policies should take account the Community Engagement Strategy.

There are external factors that sometimes limit the level of engagement possible. For example, state or federal legislation may prescribe specific activities or project characteristics may determine what can or should be done. Community members also have opportunities to participate beyond the Community Engagement Strategy by the use of Council's customer request process.

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### **Benefits**

Effective engagement makes communities feel more connected with their Councils, strengthening trust, goodwill and respect.

There are a number of benefits from the Community Engagement Strategy which:

- Commits Council to be open and accountable;
- Helps Council plan services better to meet community needs and aspirations;
- Helps Council prioritise services and make better use of resources;
- Allows a broader range of views to be expressed, more information to be assembled, and more possible solutions to be considered before making decisions;
- Enables Council and the community to work together to achieve balanced decisions;
- Offers opportunities for residents to contribute to and influence outcomes which directly affect their lives; and
- Encourages greater community ownership and acceptance of Council decisions.

### **Objectives**

1. Involve the local community in the development, implementation and review of Council's strategic planning and decision making processes, within its legislative abilities;
2. Provide a framework for a co-ordinated well planned approach to engagement that is genuine and inclusive and meets the needs of each stakeholder group (not one size fits all);
3. Monitor and evaluate Council's engagement activities and incorporate feedback to improve and enhance Council's community engagement activities and capabilities into the future;
4. Build a positive reputation for Warren Shire Council by demonstrating that Council is listening, informing and being informed by a broad cross section of the community; and
5. Ensure Council and Councillors receive quality information representative of the views of a broad cross section of the community, sourced from a range of methods to assist in effective decision making.

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## Legislation/Principles

### *NSW Local Government Act*

The *NSW Local Government Act 1993* requires all Councils in NSW to have a long term Community Strategic Plan to enable better outcomes focused on the needs and aspirations of the community. To ensure that the Plan reflects community needs, the Act states that Councils must prepare and implement an Engagement Strategy.

The strategy needs to specifically address the issues around determining 'Levels of Service' that the community expects from Council. This information can then be used to plan and guide the quality and effectiveness of policy development, service level planning, infrastructure works, major projects, advocacy and partnership development.

### *Public Participation Principles*

Council believes that all citizens should have a say in decisions about actions that affect their lives. Council implements best practice guidelines developed by the International Association for Public Participation (IAP2) to ensure that engagement is genuine.

The IAP2s core values of public participation:

1. Is based on the belief that those who are affected by a decision have a right to be involved in the decision making process;
2. Includes the promise that the public's contribution will inform the decision;
3. Promote sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers;
4. Seeks out and facilitates the involvement of those potentially affected by or interested in a decision;
5. Seeks input from participants in designing how they participate;
6. Provides participants with the information they need to participate in a meaningful way; and
7. Communicates to participants how their input affected the decision made.



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***Social Justice Principles***

The *NSW Local Government Act* also stipulates that the Community Strategic Plan should reflect the principles of Social Justice and that these social considerations are adequately addressed in the planning and development process. The principles for social justice are:

***Equity***

There should be fairness in decision making, prioritising and allocation of resources, particularly for those in need. Everyone should have a fair opportunity to participate in the future of the community. The planning process should take particular care to involve and protect the interests of people in vulnerable circumstances.

***Access***

All people should have fair access to services, resources and opportunities to improve their quality of life.

***Participation***

Everyone should have the maximum opportunity to genuinely participate in decisions which affect their lives.

***Rights***

Equal rights should be established and promoted, with opportunities provided for people from diverse linguistic, cultural and religious backgrounds to participate in community life.

***Engaging with Hard to Reach Groups***

Traditionally, some groups of people have been more challenging to engage with effectively.

These have included:

- People from Culturally and Linguistically Diverse (CALD) backgrounds;
- Indigenous people;
- Older people;
- Youth;
- People with a disability;
- People with low levels of literacy; and
- People from disadvantaged socio-economic backgrounds.

Warren Shire Council will use a variety of strategies to engage hard to reach groups.

These include:

- Ensuring community engagement activities are promoted through a number of different media e.g. newspapers, free publications, over the radio, online and through flyers;
- Using plain english both to promote community engagement and during community engagements;
- Following appropriate cultural protocols and ensuring that the person/s involved in engagement have the authority to speak on behalf of their community or group;
- Avoiding using assumptions, generalisations, or insensitive language about people from CALD backgrounds or their beliefs;
- Seeking the support of agencies (including sections of Council) that provide services to special needs groups;
- Providing incentives to encourage groups and/or individuals to become involved in community engagement;

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- Using age appropriate methods for children and young people;
- Taking the opportunity to carry out engagement at activities, events or festivals in the Community; and
- Councillors and staff going out to conduct engagement sessions in the communities.

### **Engagement Basics**

#### ***What is Engagement?***

For the purposes of this strategy, community engagement is defined as the processes and structures in which Council:

1. Communicates information to the community; and
2. Seeks information, involvement and collaboration from the community with the primary aim of informing Council's decision making.

Best practice community engagement as prescribed by the International Association for the Public Participation (IAP2) defines community engagement as:

*'Any process that involves the public in problem solving or decision making and uses public input to make decisions.'*

In general terms, it is an inclusive process to ensure the community has the opportunity to participate in decisions that may impact them.



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## **Our Community**

### **Stakeholders**

Warren Shire Council stakeholders include:

**Warren Shire Residents:** Those who reside in the Warren Shire Local Government Area.

**Warren Shire Ratepayers:** Those who own rateable land located in the Warren Shire Local Government Area.

**Community Organisations and Groups:** This includes not-for-profit, civic, cultural and religious organisations, groups and networks, and village progress associations etc.

**Councillors and Council Staff:** The elected body of Council and Council employees.

**Schools, Education and Training Institutes:** This includes vocational and training providers and schools.

**Businesses/Industry:** Owners, operators and employees of small, medium and large businesses, business groups, utility companies, economic development, Chamber of Commerce and tourism industry groups.

**Government Agencies and Statutory Authorities:** State and Federal government agencies and statutory authorities, including emergency services.

**Other Orana Councils and Regional Bodies:** Bogan, Bourke, Brewarrina, Cobar, Coonamble, Dubbo Regional, Gilgandra, Narromine, Walgett and Warrumbungle Shire Councils.

**Interest Groups:** Representative groups with an interest in particular issues, such as sporting or cultural organisations and peak bodies, youth organisations, disability advocacy and indigenous organisations.

**Council Committees:** Plant Committee, Showground/Racecourse Committee, Warren Shire Traffic Committee, Warren Water and Sewerage Committee, Warren Town Improvement Committee, Warren Sporting Facilities Committee, Economic Development & Promotions Committee, Council Chambers Development Sunset Committee, Ewenmar Waste Depot Sunset Committee, Water Conservation Committee, Airport Operations Committee, Roads Committee, Warren Public Arts Committee, Australia Day Committee, Local Emergency Management Committee and Warren Interagency Support Services Group.

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## How we will Engage

### Levels of Participation

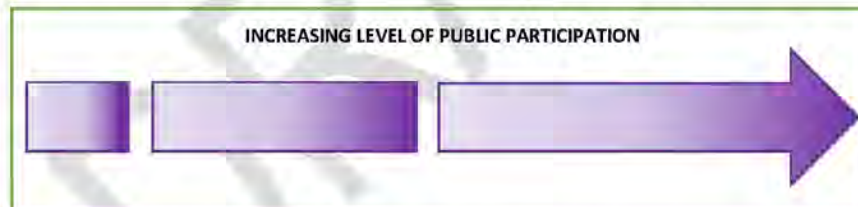
The Public Participation Spectrum developed by IPA2 identifies five different stages of consultation relative to the level of impact the community should have on decision making.

The stages are:

1. Inform;
2. Consult;
3. Involve;
4. Collaborate; and
5. Empower.

The spectrum is outlined in the table below:

Inform	Consult	Involve	Collaborate	Empower
To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions	To obtain public feedback on analysis, alternatives and/or decisions	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution	To give the public a real voice in the final decision making*



\* Council functions under the *NSW Local Government Act NSW 1993*; therefore except in very limited circumstances only the elected body of Council is 'empowered' to make decisions and implement actions. Hence, engagement activities conducted at the Empowerment level will be unusual.

For Warren Shire Council purposes the key stages can be described as:

- Inform;
- Consult; and
- Involve/Collaborate.

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## **Inform**

**Commitment to Community :** We will keep you informed.

**Community's Role:** Listen.

**Council's Role:** Give stakeholders balanced, accurate and relevant information on decisions, policies, plans and strategies.

The inform stage is for day-to-day use, often when Council has already made a decision, to communicate the outcome or status of projects, or when there is only one way that Council can inform the community.

## **Inform Engagement Methods**

**Customer Service:** Council's Administration Centre along with Services NSW Office in Dubbo Street in Warren provide a 'one-stop-shop' for Council services using customer service, visual displays and printed materials for Council related business.

**Warren Shire Council Website:** One of Council's primary communication tools, the website should be a comprehensive source of information for all Council services and programs.

**Advertising and Features:** Council will consider the use of advertising/features with any local media servicing the area e.g. The Warren Weekly, The Daily Liberal, Western Magazine, 2DU, 2WEB and United Christian Broadcasters etc.

**Media Releases:** Regular media releases ensure Council provides reliable, timely and accurate information to all media servicing the Warren Shire Local Government Area, including print and broadcast.

**Publications/Information Material:** Warren Shire Council publications about Council specific programs, services and initiatives are a valuable source of information.

**Social Media:** Provides a platform for Council to provide information, receive feedback and hold discussions.

**Council Facilitated Community Events:** Council hosted events which provide opportunities for Councillors and staff to provide information to the community. Council also strongly supports and participates in other community events.

**Letterbox Drop:** Non addressed letter/flyer that advises citizens of an outcome/works to be undertaken and informs how feedback can be provided.

**Targeted Direct Mail:** Addressed letters sent directly to customer. This is usually specific to a project, geographic location or members of a particular group or demographic.

**Presentation/Public Speaking:** Councillors and staff speak at relevant meetings or events such as community events.

**Site Specific Signage:** Erected temporarily or permanently to inform the public of the project and relevant project details.

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**Community Displays/Stalls:** Councillors and Council officers are available at a nominated venue and for a specific period of time, encouraging citizens to attend and discuss topics.

**Site Meeting/Tour:** Interaction at specific locations, usually facilitated by Council for invited participants.

**Personal Briefing:** Inform relevant community groups/ratepayer associations/businesses/ individuals that they may request a personal briefing with Councillors or Council staff to discuss a particular issue.

**Meetings by Invitation:** Community leaders, stakeholders and representatives meet with Councillors and Council staff for discussion, debate and exchange of views on a specific issue.

## Consult

**Commitment to the Community:** We will listen to you, consider your ideas and concerns and keep you informed.

**Community's Role: Contribute**

**Council's Role:** Generate active two-way communication between Council and the community. At this level, Council seeks feedback to identify important community issues and perspectives that can influence and assist decision making. Informing is a prerequisite for consultation.

## Consult Engagement Methods

**Customer Service:** Council's Administration Centre along with Services NSW Office in Dubbo Street in Warren provide a 'one-stop-shop' for Council services using customer service, visual displays and printed materials for Council related business.

**Warren Shire Council Website:** One of Council's primary communication tools, the website should be a comprehensive source of information for all Council services and programs.

**Advertising and Features:** Council will consider the use of advertising/features with any local media servicing the area e.g. The Warren Weekly, The Daily Liberal, Western Magazine, 2DU, 2WEB and United Christian Broadcasters etc.

**Media Releases:** Regular media releases ensure Council provides reliable, timely and accurate information to all media servicing the Warren Shire Local Government Area, including print and broadcast.

**Publications/Information Material:** Warren Shire Council publications about Council specific programs, services and initiatives are a valuable source of information.

**Social Media:** Provides a platform for Council to provide information, receive feedback and hold discussions.

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**Targeted Direct Mail:** Addressed letters sent directly to customer. This is usually specific to a project, geographic location or members of a particular group or demographic.

**Community Forums:** These provide an opportunity for members of the community to attend a structured two way information session hosted by Council, usually about specific projects and topics.

**Presentation/Public Speaking:** Councillors and staff speak at relevant meetings or events such as community events.

**Public Exhibitions and Submissions:** Required by legislation for certain types of issues, items on exhibition and development applications are open to submissions from the public. The information is made available to the public to comment on within a certain time frame, while informing citizens how they can make their submissions/comments to Council.

**Community Displays/Stalls:** Councillors and Council officers are available at a nominated venue and for a specific period of time, encouraging citizens to attend and discuss topics.

**Targeted Direct Mail:** Addressed letters sent directly to customer. This is usually specific to a project, geographic location or members of a particular group or demographic.

**Surveys:** Target audience surveys should be integrated with broader consultation for larger projects, using independent market research companies or survey specialists where possible.

**Site Meeting/Tour:** Interaction at specific locations, usually facilitated by Council for invited participants.

**Personal Briefing:** Inform relevant community groups/ratepayer associations/businesses/ individuals that they may request a personal briefing with Councillors or Council staff to discuss a particular issue.

**Meetings by Invitation:** Community leaders, stakeholders and representatives meet with Councillors and Council staff for discussion, debate and exchange of views on a specific issue.

## **Involve/Collaborate**

**Commitment to the Community:** We will work with you on an ongoing basis to ensure your ideas, concerns and aspirations are considered. We will provide feedback on Council's decisions.

**Community's Role:** Participate

**Council's Role:** Create a collaborative relationship/partnership between Council and the community, facilitating involvement in shaping decisions that affect community life. Informing and consulting are components of involving/collaborating.

## **Involve/Collaborate Engagement Methods**

**Customer Service:** Council's Administration Centre along with Services NSW Office in Dubbo Street in Warren provide a 'one-stop-shop' for Council services using customer service, visual displays and printed materials for Council related business.

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**ITEM 2                      COMMUNICATIONS AND ENGAGEMENT POLICY AND STRATEGY                      CONTINUED**

Warren Shire Council – Community Engagement Strategy

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**Warren Shire Council Website:** One of Council's primary communication tools, the website should be a comprehensive source of information for all Council services and programs.

**Advertising and Features:** Council will consider the use of advertising/features with any local media servicing the area e.g. The Warren Weekly, The Daily Liberal, Western Magazine, 2DU, 2WEB and United Christian Broadcasters etc.

**Media Releases:** Regular media releases ensure Council provides reliable, timely and accurate information to all media servicing the Warren Shire Local Government Area, including print and broadcast.

**Publications/Information Material:** Warren Shire Council publications about Council specific programs, services and initiatives are a valuable source of information.

**Social Media:** Provides a platform for Council to provide information, receive feedback and hold discussions.

**Letterbox Drop:** Non addressed letter/flyer that advises citizens of an outcome/works to be undertaken and informs how feedback can be provided.

**Targeted Direct Mail:** Addressed letters sent directly to customer. This is usually specific to a project, geographic location or members of a particular group or demographic.

**Presentation/Public Speaking:** Councillors and staff speak at relevant meetings or events such as community events.

**Surveys:** Target audience surveys should be integrated with broader consultation for larger projects, using independent market research companies or survey specialists where possible.

**Meetings by Invitation:** Community leaders, stakeholders and representatives meet with Councillors and Council staff for discussion, debate and exchange of views on a specific issue.

**Large Group/Stakeholder Collaboration:** As forums to address a strategic issue or plan, these collaborations bring together Councillors, Council staff, Committee Members, stakeholder groups and individuals with relevant expertise and knowledge to formulate a response.

## **Empower**

**Commitment to the Community:** We will give the community greater opportunity to participate in a transparent flow of information and feedback to Councillors, who have been empowered as the community representatives to make decisions in accordance with the NSW Local Government Act 1993.

**Community's Role:** Decide

**Council's Role:** As noted above, engagement activities conducted at the Empower level will be unusual. However, engagement with Councillors is encouraged and facilitated.



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Warren Shire Council – Community Engagement Strategy

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### **Council Projects for Engagement**

Consultation methods vary according to the type of project/issue. The strategy sets guidelines for engagement on project/issues which are classified into four categories:

1. **Shire-wide / High Impact:** Strategic plans, major projects and resource issues. *For example, Community Strategic Plan, Local Environmental Plans, shire-wide Development Control Plans.*
2. **Shire-wide / Low Impact:** Management Plans and Policy Development, minor projects and major projects with limited impact. *For example major festivals and events.*
3. **Locality Based / High Impact:** Locality improvement and site specific matters and events. *For example, Development Applications in accordance with statutory requirements, construction of Council facilities and works in central business districts.*
4. **Locality Based / Low Impact:** Council service/program planning and delivery. *For example, local road works, operational services such as traffic management and general maintenance of public areas or upgrade of parks and recreational areas (minor works level).*

This Strategy relates to many activities undertaken by Council. However, legislative requirements and other Council policies regulate the procedures and outcomes of some Council activities, limiting the opportunities for public input and the scope for community engagement.

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**ITEM 2 COMMUNICATIONS AND ENGAGEMENT POLICY AND STRATEGY CONTINUED**

Warren Shire Council – Community Engagement Strategy

**Engagement Matrix**

	What to do?	When you are dealing with...			
		Shire-Wide / High Impact	Shire-Wide / Low Impact	Locality Based / High Impact	Locality Based / Low Impact
	1 = every time 2 = in most circumstances 3 = on specific circumstances 4 = on rare occasions				
<b>INFORM</b>	Administration Centre	1	1	1	1
	Warren Shire Council Website & Social Media Tools	1	1	1	3
	Newspaper/Advertising/Features	1	1	2	3
	Media Release	1	1	2	3
	Publications/Information Material	1	2	2	4
	Council Facilitated Events	4	4	4	4
	Letterbox Drop	4	4	3	3
	Target Direct Mail	2	2	2	3
	Presentation/Public Meeting	2	3	3	4
	Site Specific Signage	3	3	3	3
<b>CONSULT</b>	Community Forum	3	3	2	3
	Public Exhibitions/Submissions	1	2	3	4
	Community Displays/Information Sessions	2	2	3	4
	Surveys	3	4	4	4
	Site Meeting/Tour	2	3	2	4
	Personal Briefing	1	1	2	2
<b>INVOLVE</b>	Meetings by Invitation	1	2	2	4
	Meetings by Council Committees/ Advisory Groups	1	3	3	4
	Large Group/Stakeholders Collaboration	2	2	3	4

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**ITEM 2                      COMMUNICATIONS AND ENGAGEMENT POLICY AND STRATEGY                      CONTINUED**

Warren Shire Council – Community Engagement Strategy

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### **Evaluation and Feedback**

Following the implementation of an involve/consult engagement project, Council will evaluate the effectiveness of the program in reaching the desired audience and achieving the required outcomes. Council will then provide feedback to the people who participated in the program in order to increase their understanding of how the input gathered during the program was considered/utilised in the decision making process and what direction was ultimately taken.

By providing open and timely feedback to participants and all stakeholders, Council will enhance the transparency of its decision making and further strengthen its relationship with the broader community. Feedback will also improve future engagement programs through a greater understanding of the engagement process.

### **Acknowledgements**

The following acknowledgements are made, recognising institutions and documents that informed and influenced the development of this Community Engagement Strategy:

- NSW Division of Local Government, 'Integrated Planning and Reporting Manual for Local Government';
- International Association for Public Participation 'Foundations of public participation';
- Penn State College of Agricultural Sciences, Department of Agricultural Economics, Sociology, and Education – Core Principles of Community Engagement; and
- The Gilgandra Shire Council's 'Community Engagement Strategy'.

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**ITEM 3 COMMUNITY AWARENESS – ACTIVITY DEVELOPMENT POLICY 2018**

**(P13-1, P15-10)**

**RECOMMENDATION** that:

1. The information be received and noted:
2. The Community Awareness – Activity Development Policy 2018 be placed on public exhibition for a minimum of 28 days: and
3. Subject to no adverse submissions being received, the amended Policy be adopted.
  - Community Awareness – Activity Development Policy 2018

**PURPOSE**

To advise Council that the Community Awareness – Activity Development Policy 2018 requires an amendment to be applied and adopted.

**BACKGROUND**

Warren Shire Council has had a Community Awareness Policy for quite some time. The Policy was re-written in 2018 and it appears that the intention of the Policy was representative of its purpose, as the 2018 version applies to all land within the Warren Local Government area, not just proposed development within residential zones where community consultation should be completed and/or where Council deems the proposed development to have a potential effect on public amenity.

**REPORT**

The amendment will result in those proposed developments within the correlating zones (i.e. commercial development in a commercial zone) to be permitted without community consultation. Currently, the content of the Policy does not take into consideration the land zone but rather the type of development and results in an unnecessary delay in circumstances that do not justify community consultation.

The Policy does have value in its intention. It requires an amendment so that its intention does deliver an outcome, in achieving community consultation, where deemed necessary in particular within residential zones.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

**LEGAL IMPLICATIONS**

Council does have a legal obligation to complete community consultation. For those proposed developments within the appropriately zoned area, (Commercial, Industrial) those developments are permitted with consent under the Warren Local Environmental Plan (LEP) 2012. The different zones within the LEP are to ensure appropriate planning controls are achieved and an attempt to avoid land use conflicts. Commercial and Industrial developments within the appropriate zones, if permitted under the LEP, do not require additional community consultation, however the Policy still allows for community consultation if Council deems the proposed development to have potential effect on public amenity.

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**ITEM 3 COMMUNITY AWARENESS – ACTIVITY DEVELOPMENT POLICY 2018**

**CONTINUED**

**RISK IMPLICATIONS**

If the Policy was to remain as is, there are additional processes and delays involved that are not necessary.

**STAKEHOLDER CONSULTATION**

Nil.

**OPTIONS**

Council can leave the Policy as is, which will result in additional processes and delays that are not necessary, or Council can amend the Policy to ensure its intention is correctly applied to those proposed developments, in relation to community consultation.

**CONCLUSION**

Council should amend the Community Awareness – Activity Development Policy 2018, to ensure that the intention of the Policy is reflective of its purpose and is not be too onerous on Council, whilst still achieving community consultation for those proposed developments where the zone is of a residential type and/or where Council deems the proposed development to have a potential effect on public amenity.

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

- 1.4.4 Help ensure safe and sustainable development
- 5.1.3 Promote timely and quality dissemination of information to the community.
- 5.2.2 Timely and accurate reporting for efficient management and accountability.

**SUPPORTING INFORMATION /ATTACHMENTS BY SEPARATE EMAIL**

Draft Community Awareness – Activity Development Policy 2021

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ITEM 3      **COMMUNITY AWARENESS – ACTIVITY DEVELOPMENT POLICY 2018**

**CONTINUED**



**POLICY REGISTER**

**COMMUNITY AWARENESS  
DEVELOPMENT /ACTIVITY  
POLICY**

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Policy adopted: 28th September 1989 Minute No. 473.9.89

Reviewed:      23rd February 2012 Minute No. 48.2.12  
                      6th December 2018 Minute No. 274.12.18

File Ref:        P13-1 and P15-10  
                      (previous file ref: 2890/82)

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**ITEM 3 COMMUNITY AWARENESS – ACTIVITY DEVELOPMENT POLICY 2018**

**CONTINUED**

Warren Shire Council – Community Awareness/Activity Development Policy

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**DOCUMENT CONTROL**

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0	James Cleasby		Council Minute No. 274.12.18 (6th December 2018)
1.1	Maryanne Stephens	Adjoining zone clarification	

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I:\Policies and Procedures - File P13\Policies\Draft\Community Awareness - Activity Development Policy 2018.docx

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**ITEM 3 COMMUNITY AWARENESS – ACTIVITY DEVELOPMENT POLICY 2018**

**CONTINUED**

**OBJECTIVE - POLICY STATEMENT**

Adjoining property owners and tenants within a residential zone, of which a Development Application or Section 68 Application (Local Government Act 1993) has been lodged, involving the Development/Activity types listed below are to be notified in writing of the proposal advising that plans are available for inspection at the Council Chambers. Comments or objections will be received in writing up to 14 days from the date of receipt of the notice.

Development/Activities requiring written notification to adjoining land owners and tenants include:

- Commercial development;
- Industrial development;
- Residential flat buildings;
- Hotel/Motel Accommodation;
- Tourist Apartments;
- Caravan Parks;
- Camping Grounds;
- Animal Boarding or Training Facilities;
- Veterinary Hospitals;
- Events or Ceremonies held annually on private property;
- Temporary use of Land;
- Self-Storage Units;
- Service Stations; and
- any development Council deems to have a potential effect on public amenity.

All development listed above of which a Development Application or Section 68 application under the Local Government Act 1993 has been lodged is to be advertised in a local paper and Council's social media platforms advising plans are on display at the Council Chambers and comments or objections will be received in writing up to 14 days from the date of 1st advertisement.

Residential zone includes:  
RU5 Village  
R1 General Residential  
R5 Large Lot Residential



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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	Lobby the Federal and the NSW Governments to include the Nevertire region in the "Black Spot" funding program as a top priority. Briefing Note provided to the Local Member the Hon. Mark Coulton MP at the meeting held by the Mayor and General Manager in Broken Hill 20 April 2021. Now attempting to work with Telstra to improve mobile and internet service at Nevertire.
25.3.21	44.3.21	Development of a new Draft Master Plan of the Carter Oval Sporting & Recreational Precinct including the Warren War Memorial Swimming Pool and the General Manager consult with the Community & User Groups of the Carter Oval Sporting & Recreation Precinct including the Warren War Memorial Swimming Pool to develop the Draft Master Plan.	GM/IPM	Draft Master Plan of the Carter Oval Sporting & Recreational Precinct including the Warren War Memorial Swimming Pool reported to the August 2021 Sporting Facilities Committee.  Finalised Draft Master Plan advertised for public comment and community consultation in September 2021.
*25.3.21	61.3.21	Workshop to Develop a Framework for a Suitable Community Engagement and Participation Policy	GM	Draft Policy and Strategy reported to the September 2021 Council Meeting.

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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>General Manager</b>				<b>Continued</b>
22.7.21	150.7.21	Murray-Darling Basin Economic Development Program Round 3 – Water Reservoirs and Grain Silos Murals	GM/TSM	Arrange for appropriate community consultation to be undertaken for the Nevertire Water Reservoir and public art on private property murals – in progress.
22.7.21	150.7.21	Warren Stafford Street Water Reservoir Mural	GM/TSM	Painting of mural utilising budget funds – in progress.
22.7.21	150.7.21	Warren Public Arts Committee Membership	GM	Arrange appropriate advertising for EOI of new community members to fill the three vacant positions – advertising arranged.
22.7.21	153.7.21	Customer Service Policy	GM	Over the next 12 months detail a Warren Shire Council Service Ethos or similar to ensure there is an appropriate customer service culture throughout the organisation.
*26.8.21	172.8.21	Carter Oval Sporting Precinct including Warren War Memorial Swimming Pool	IPM	Circulate Version 4 Map to Sporting Facilities Committee members for final critique and proposed plan be distributed to the public for final consultation – circulated to Committee and publicly advertised.
*26.8.21	173.8.21	Regional Arts Fund	GM/PAO	Grant application completed for photography display on shop fronts.
*26.8.21	173.8.21	Warren Shire Council Public Art Masterplan	GM	Plan adopted. Distributed and placed on website.
*26.8.21	176.8.21	17 August 2021 Manex Minutes	GM	Divisional Manager Engineering Services added to attendees list.
*26.8.21	182.8.21	Local Government Picnic Day	GM	Advised of approval of Picnic Day date, which has now been postponed.

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**ITEM 1**

**OUTSTANDING REPORTS CHECKLIST**

**CONTINUED**

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<b>General Manager</b>				<b>Continued</b>
*26.8.21	183.8.21	Local Government NSW Annual Conference	GM/EA	All Councillors have been registered for the Annual Conference.
26.8.21	183.8.21	LGNSW Special Conference	GM/EA	Arrange for the Mayor, Deputy Mayor, General Manager and up to 1 Councillor to be registered for the LGNSW Special Conference 28 February – 2 March 2022.
*26.8.21	183.8.21	Voting Delegate for the online LGNSW Annual Conference	GM/EA	Advised LGNSW that the Mayor is Council's Voting Delegate for this Conference.
*26.8.21	183.8.21	Voting Delegate for the LGNSW Special Conference	GM/EA	Advised LGNSW that the Mayor is Council's Voting Delegate for this Conference.
26.8.21	184.8.21	LGNSW Special Conference Motions	MAYOR/ GM	Formulate motions to the LGNSW Special Conference.
<b>Divisional Manager Finance and Administration Services</b>				
24.9.20	213.9.20	Sale of Land Nevertire Part Lot 165 DP704130	DMFA	Field Solutions Group – engaged local surveyor. Possible location indicated on aerial map. No on-ground works due to Stay-at-Home Orders.
*26.8.21	188.8.21	Financial Reports for the Year Ended 30 June 2021	DMFA	Signatories arranged for the General Purpose Financial Statements and the Special Purpose Financial Statements for the year ending 30th June 2021.
<b>Divisional Manager Engineering Services</b>				
6.12.18	284.12.18	Amendments to the Boundaries of Lot 79 & 80 DP 724585 Wambianna Street, Collie to provide for the existing Collie Hotel accommodation units	DMES	Survey completed and a report is to be presented to Council. This project is currently on hold. Waiting on land boundary adjustments between RFS and Local Hotel.

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<b>Divisional Manager Engineering Services</b>			<b>Continued</b>	
27.6.19 3.12.20	129.6.19 256.12.20	Warren Levee Bank Rehabilitation	DMES	Matter is in the hands of Minister Elliot's and Minister Littleproud's offices. It should be recognised that the first submission may not be successful. Second submission provided. There may be a second round or pursue through other flood asset grants if needed. Emergency Plan in place if required.
26.9.19	204.9.19	Bundemar Street Warren Proposed Centre Median Alteration	DMES	1. Provide a detailed budget for works. 2. Submit plans and documents to Council for consideration and approval. Further investigations being undertaken.
24.9.20	214.9.20	REF – New Sewage Treatment Works	IPM	Tender accepted. \$2.5M loan drawn on 28 June 2021 through TCorp. Request sent to Infrastructure NSW for contribution towards increased costs due to unsuitable material. Works in progress.
27.5.21	95.5.21	Upgrade of Chlorination system improvements	DMES/ TSM	Council apply for grant funding for Nevertire and Collie chlorination system improvement to best practices level and to include appropriate building facilities at Collie; and If the use of the Warren Groundwater Augmentation Grant for the provision of Warren chlorination system improvement to best practice level is not possible then a further grant application be made to the

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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 Engineering Services</b>				<b>Continued</b>
				relevant authorities for provision of this important infrastructure in Warren.
27.5.21	95.5.21	River Water Pumps at Ellengerah and Oxley Park Reservoirs	DMES/ TSM	Ellengerah pumps delivered. Oxley Park pumps ordered. Project awarded to Ryan Mason Engineering. Works to be completed August / September 2021.  New casings have been fabricated. New pumps have arrived.
27.5.21	95.5.21	Spare pumps – water and sewage	DMES/ TSM	Gunningba and Nevertire to be upgraded. Spare pump for Wilson Street and Garden Avenue to be purchased. Investigating water pumps.
27.5.21	95.5.21	Water and Sewerage Telemetry System	DMES/ TSM	Sewer telemetry to be improved as part of the Sewer Pump Station Upgrade.
24.6.21	143.6.21	Ewenmar Waste Management Facility	DMES/ MHD/ TSM	Budget amended by a further \$100,000 using the Domestic Waste Restricted funds. Civil works utilising Council day labour and engage local contractors to carry out the other components of the project as required. In progress.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Include the list of works as noted in the Warren Town Improvement Committee Meeting 29 <sup>th</sup> June 2021, Item 3 point 1 a-q to the current CBD Upgrade Project in principle – in progress.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Develop a Community Consultation Program and commence obtaining feedback from business houses and the community – in progress.

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**CONTINUED**

<b>Date</b>	<b>Resolution or Qwn</b>	<b>Outstanding Matter</b>	<b>Officer Resp</b>	<b>Response/Action</b>
<b>Divisional Manager Engineering Services</b>			<b>Continued</b>	
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Determine an estimated cost for the complete project in conjunction with feedback and negotiated positions for land purchases and report back to a Closed Council Meeting – in progress.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Seek necessary grants for this extensive 10 year project – in progress.
22.7.21	153.7.21	2021-2022 Engineering Services Department Works Program – Town Services Works	TSM/ DMES	Prepare a report for the Water and Sewerage Committee.
26.8.21	173.8.21	Warren Stafford Street Water Reservoir Mural Finalisation	TSM	Arrange approved concept design mural – in progress.
26.8.21	174.8.21	2021/2022 Plant Replacement Program	DMES/ WC	<p>Arrange for the replacement of light vehicles as per recommendation – Plant 56 – Toyota Hilux Single Cab 2x4 (estimated change-over cost – \$18,000) replace now;</p> <p>Plant 62 – Toyota Hilux Single Cab 2x4 Tipper (estimated change-over cost – \$18,000) April 2022 for 2022/2023;</p> <p>Plant 236 – Toyota Hilux Extra Cab 2x4 (estimated change-over cost – \$18,000) April 2022 for 2022/2023;</p> <p>Plant 240 – Toyota Aurion (estimated change-over cost – \$22,000) Probably 2022/2023;</p> <p>Plant 241 – Toyota Hilux Single Cab 2x4 (estimated change-over cost – \$13,000) Probably 2022/2023;</p>

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CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				<b>Continued</b>
				Plant 242 – Toyota Kluger Wagon (estimated change-over cost – \$10,000) Probably 2022/2023; and Plant 3503 – Toyota Kluger Wagon (estimated change-over cost – \$20,000) replace now.
26.8.21	174.8.21	2021/2022 Plant Replacement Program	DMES/ WC	Arrange for the replacement of heavy plant as per recommendation – Plant 15 – Kioti Daedong Tractor (estimated change-over cost - \$30,000); Plant 21 – Tractor John Deere (estimated change-over cost - \$35,000); Plant 1168 – Excavator JCB 8018 (estimated change-over cost - \$15,000); Plant 107 – Isuzu FVZ193A (Dump Truck) (estimated change-over cost - \$225,000) (subject to a further report); New Tipping Trailer (estimated cost - \$90,000) (subject to a further report); Plant 751 – Pressure cleaner Monsoon 100TR (estimated change-over cost - \$1,000); Plant 774 – Fountain Proline V4 Liquid Marker (estimated change-over cost - \$500); and Plant 112 – Trailer with Kubota ASKA 180B generator (estimated change-over cost - \$5,000).
26.8.21	174.8.21	2021/2022 Heavy Plant Replacement Program	DMES/ WC	Provide a further report to the Plant Committee to finalise the 2021/2022 Heavy Plant Replacement Program.

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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 Engineering Services</b>				<b>Continued</b>
26.8.21	174.8.21	Truck and Trailer Combinations	DMES/ WC	Provide a report to the Plant Committee on the analysis of different truck and trailer combinations.
*26.8.21	174.8.21	Motor Vehicle Policy	DMES	Policy amended and advised relevant staff of changes.
26.8.21	175.8.21	Warren Road Rehabilitation Segment 28, 30 & 32	DMES	Make representations to Hon. Mark Coultan MP and the Transport for NSW Western Manager to ensure project is properly funded.
<b>Manager Health &amp; Development</b>				
27.2.20	36.2.20	Draft Plans of Management	MHD	<ol style="list-style-type: none"> <li>1. Categories assigned as detailed in report.</li> <li>2. Crown Reserves classified as identified as operational land.</li> <li>3. Draft Plans of Management nearing completion.</li> </ol>
27.5.21	92.5.21	Water ingress through mezzanine floor windows at Warren Sporting & Cultural Centre	MHD/ CM	Minor works not possible following advice from contractor. Investigations continuing.
22.7.21	156.7.21	Vacation Care Policies – Audit Review	MHD	Place policies on public exhibition for a minimum of 28 days. Subject to no adverse submissions, arrange for policies to be adopted.
26.8.21	172.8.21	Future Grant Projects at the Warren Sporting & Cultural Centre	CM	Pursue funding for: <ol style="list-style-type: none"> <li>1. Heating &amp; cooling of the indoor court and gym area; and</li> <li>2. Construction of additional change room / toilet amenities block at Victoria Park.</li> </ol>



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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>Manager Health &amp; Development</b>				<b>Continued</b>
26.8.21	172.8.21	Victoria Oval and Oxley Park – Plan of Management	MHD	Collate feedback and/or comments from review of the Plans of Management provided by Committee members and amend Plan as required.
26.8.21	172.8.21	Victoria Oval and Oxley Park – Plan of Management	MHD	Final schematic of Victoria Park including transfer of sporting assets to Carter Oval be completed with the plan to be advertised and community consultation undertaken.
26.8.21	194.8.21	Partnership Agreement Service for NSW for Business	MHD	Awaiting Partnership Agreement for signing.
*26.8.21	198.8.21	Netwaste Tender for Collection and Recycling Scrap Metal F2959	MHD	Agreement accepted.
26.8.21	199.8.21	Construction of Council Houses Lot 58 DP872884 8 Deacon Drive and Lot 52 DP872884 21 Deacon Drive, Warren	MHD	Provide a further report to determine a final direction on the matter.

**RECOMMENDATION:**

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

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**ITEM 2 COMMITTEE/DELEGATES MEETINGS**

**(C14-2)**

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

**MEETINGS HELD**

<b>Date</b>	<b>Committee / Meeting</b>	<b>Location</b>
26.08.21	OLG Webinar – Covid Webinar	Online
27.08.21	Audit and Risk Committee Meeting	Online
27.08.21	LGEA Committee of Management Meeting	Online
30.08.21	Roads and Transport Directorate Transport Working Group Meeting	Online
31.08.21	OLG Webinar – Covid Webinar	Online
02.09.21	LGNSW Public Health Orders & Managing Staff Q & A Discussion Forum	Online
06.09.21	Local Emergency Management Committee Covid-19 Clinic	Warren
07.09.21	Peter Halyburton – Energy and Management Services	Online
08.09.21	Ewenmar Waste Depot Committee Meeting	Online
09.09.21	WOW Agency	Online
14.09.21	Macquarie Flood Mitigation Zone Reference Panel Meeting	Online
14.09.21	LG Professionals General Manager Meeting	Online
14.09.21	Manex Committee Meeting	Warren
16.09.21	Kate Elliott – Department of Planning Industry and Environment - Safe and Secure Water Program Meeting	Online

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**ITEM 2 COMMITTEE/DELEGATES MEETINGS**

**CONTINUED**

**FUTURE MEETINGS NOT ON MEETING SCHEDULE**

<b>DATE</b>	<b>COMMITTEE / MEETING</b>	<b>LOCATION</b>
28.10.21	Proposed Council Meeting	Warren
29.11.21	2021 LGNSW Annual Conference	Online
02.12.21	Proposed Council Meeting	Warren
02.12.21	Proposed Opening of New Council Community Room and Administration Centre (Subject to finalisation of works with Covid restrictions)	Warren
02.12.21	Proposed Unveiling of the Stafford Water Tower Mural	Warren
02.12.21	Proposed End of Term Council Function	Warren
05.01.22	New Councillor Induction Day	Warren
11.01.22	Proposed Council Meeting	Warren
28.02.22 – 02.03.22	LGNSW Special Conference	Sydney

**RECOMMENDATION:**

That the information be received and noted.

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**ITEM 3                      WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS                      (C14-7.1, 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:

Project	Budget	Expend	Resp	Comment
<b>General</b>				
Swimming Pool Refurbishment – Carry Over	764,415	867,412	MHD/ IPM	New filtration and disinfection system completed 10th February 2021. Full project inspection undertaken 29th March 2021 to determine Action Plan to finalise project and to formalise a handover and induction to the Pool Manager.
Warren Airport Upgrade	125,741	Nil	IPM	Works for the upgrade of Runway 03/ 21 (Clay, unsurfaced runway), all Aprons and Taxiways, including the sealing of the Taxiway between the sealed runway 09/ 27 and the unsealed runway 03/ 21, drainage works on Taxiways, Aprons and Runway 03/ 21 and line marking as required by the Civil Aviation Safety Authority, (CASA). Works commenced in November 2020. Runway 03/21 Drainage works are 90% complete and unseasonal rain in March and weekly rain since had delayed access for heavy machinery to complete these works. Contractor has been programmed to complete works since April 2021, but the area is still holding water and works are now programmed for October 2021. Aircraft refuelling system complete.  Terminal building frame delivered to site, old Terminal building demolished and removed. Quotations received for the construction of the new Terminal building, all above the

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

Project	Budget	Expend	Resp	Comment
				budget available. Redesign of the concrete slab required and re-quoting of construction is being sourced. Final costings being prepared for work to be completed.
Village Enhancements for Warren, Nevertire and Collie (currently does not include \$395,800 budget provision for Warren Roundabout Reconstruction)  (MDB Economic Development Program - Improvement of Regional Structures Grant)	1,254,451	3,289	GM/ IPM/ DMES/ TSM/ RIM	Rescoping has commenced in relation to planting of the final street and park trees in Nevertire and Collie.  Works in Warren subject to funding by others of the Warren roundabout reconstruction.  Works Program for Project to be rescoped and programmed by GM, DMES, IPM, TSM and RIM.
Carter Oval and the Development of the Surrounds Carry Over  (MDB Economic Development Program - Improvement of Regional Structures Grant)	752,274	178,469	IPM          IPM	Concept Plan - Draft Concept Plan complete – Grant has been approved.  Public Liaison – ongoing with user groups and the Sporting Facilities Committee.  Design Plan – complete. Ready for 28-day Public exhibition. Skate Park – complete.  Splash Park complete. Has been commissioned by contractor but not yet handed over to Pool Manager.  Irrigation installed on Carter Oval. Pathways constructed between sports areas. More pathways will be constructed as works continue on the construction of the soccer fields and Junior cricket field. Car parking area to be constructed following completion of cut and fill earthworks. All of these tasks are weather dependent.  Little A's, Cricket and Soccer storage facilities have been re-quoted and will be ordered in late September 2021.  Development of soccer fields started.

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

Project	Budget	Expend	Resp	Comment
Carter Oval Lighting Project (Drought Communities Extension Program)	274,166	Nil	IPM	Work to be programmed in conjunction with MDBEDP Round 3 funding.
Carter Oval Cricket Pitch	6,000	Nil	IPM	Construction of cricket field / turf wicket commenced, to be completed by end of September 2021
Cricket Practice Nets (Cricket Legacy Fund)	15,000	Nil	IPM	Works to be programmed. Quotes received and assessed; all quotes are more than budget. To be discussed at Officer level..
Pathway Sculptures/Art (Drought Communities Extension Program)	24,042	Nil	GM/ IPM	First structure completed and located in Victoria Park (Table Tennis Sculpture.) Waiting on further information (as requested by email) from Warren and District Arts Council.
Warren Showground/Racecourse Upgrade Project (Regional Sports Infrastructure Fund and \$10,182 from sale of old McCalman Pavilion) including: <ul style="list-style-type: none"> <li>• Polocrosse Fields Upgrade,</li> <li>• Equestrian Arena</li> <li>• Camp draft Facilities,</li> <li>• Pony Club Cross Country Facilities,</li> </ul>	713,877	120,630	IPM	<p>Polocrosse Ground Upgrade - Polocrosse office/canteen building complete.</p> <p>Equestrian Arena - the covered arena construction is complete. Lighting installed. Watering system being quoted. Quotations obtained for supply and installation of kick rails. Working with the Adult Riding Club representatives to ensure project is to the appropriate standard for handover. Sand floor to be re-laid.</p> <p>Camp draft office/canteen building completed.</p> <p>Contractor engaged to complete improvement works for the Pony Club Cross Country facilities which have</p>

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

Project	Budget	Expend	Resp	Comment
<ul style="list-style-type: none"> <li>• P &amp; A Shed,</li> <li>• Racecourse Bar and Viewing Area,</li> <li>• Replacement of the Showground Ladies Toilets,</li> <li>• Upgrade of the Electrical Facilities including Showies Camping Area, (NSW Showgrounds Stimulus Program Phase 2)</li> <li>• Upgrade Electrical Facilities Cattleman’s Camping Area (NSW Showgrounds Stimulus Program Phase 2B)</li> <li>• Relocation of Cattle Yards. (NSW Showgrounds Stimulus Program Phase 2B)</li> </ul>	<p>65,726</p> <p>50,000</p> <p>60,000</p>	<p>Nil</p> <p>41,917</p> <p>Nil</p>	<p>IPM</p> <p>IPM</p> <p>IPM</p>	<p>been delayed due to Covid and illness of the Contractor.</p> <p>Quotations currently being sourced.</p> <p>Racecourse Bar and Viewing Area works scoping and program commenced.</p> <p>Quotes received options to be discussed with user groups.</p> <p>Stage 1 Electrical switchboards are complete for the “Showies” and the Cattleman’s Camping areas.</p> <p>Complete (as above)</p> <p>Warren P&amp;A contacted and requested to expedite the design and relocation area and to be discussed with the Showground/ Racecourse Committee. No movement to date.</p>
<p>Warren Showground/            Racecourse Upgrade Project            (Showground Stimulus            Funding Program Phase 2C)            including:</p> <ul style="list-style-type: none"> <li>• Update/Renovate Male &amp; Female Amenities in Cattleman’s &amp; Horse Sports Camping Area</li> </ul>	<p>220,000</p>	<p>Nil</p>	<p>IPM</p>	<p>Works program to be determined following consultation with User Groups.</p> <p>Scope of Works Complete. Quotations obtained for plumbing, fixtures and painting. To commence October 2021.</p>

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

Project	Budget	Expend	Resp	Comment
• Renovate Male Toilet @ Main Pavilion	100,000	Nil	IPM	Scope of Works Complete. Quotations obtained for plumbing, fixtures and painting. Works to commence November 2021.
• Install New Septic Receival Tank for Main Pavilion Toilets	45,000	Nil	IPM	Scope of Works Complete Quotations requested from local and regional businesses. Works to commence Sept/Oct 2021.
• Update/Renovate Toilet Block in Centre Arena	160,000	12,301	IPM	Scope of Works Complete Works commenced Tuesday 3rd August 2021. Works will be completed including painting by end of September 2021.
• Install New Septic Receival Tank @ Centre Arena Toilets with Grease trap for Canteen Waste Disposal	45,000	Nil	IPM	Scope of Works Completed. Major works expected to be completed end of September 2021.
• Renew all concrete & AC Floors in all Pavilions	90,000	34,727	IPM	Scope of Works Complete. Works to commence after 18th September 2021. Quotes received from B& D Brouff/ MLB/Damo's Bobcat & Tipper Hire. Order raised 6th September 2021. Work to commence when Contractor available/ Covid restrictions.
• Refence Showground Perimeter with Exclusion Fencing	105,000	Nil	IPM	Quotes requested from local suppliers and rural fencing contractors, scope/ area to be determined.
Upgrade judging and camera towers at the Warren Showground and Racecourse (Crown Reserves Improvement Fund Program)	40,370	21,307	IPM/ WJC	Works in progress managed by Warren Jockey Club (WJC). 45% complete.  Warren Jockey Club & Council applied for this grant with Council holding funds.
Murray-Darling Basin Economic Development Program – Round 3 – Warren Showground/Racecourse	250,000	Nil	IPM	Applications submitted 12 April 2021. Project Plan and Budget submitted 5 May 2021.



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WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expend	Resp	Comment
Complex Improvement Program				Project involves: Showground/Racecourse facilities. i.e. <ol style="list-style-type: none"> <li>1. Disabled toilets GBS Faulkner Lounge; Quotes received.</li> <li>2. Replace windows and doors GBS Faulkner Lounge;</li> <li>3. Paint and refurbish grandstand; Quotes received.</li> </ol> Rescoping and program for revised budget being developed.
Murray-Darling Basin Economic Development Program – Round 3 – Warren Shire Tourism, Business Development and Macquarie Marshes Signage and Shire Mural Program	250,000	Nil	GM/ IPM/ TSM	Rescoping for revised budget arranged. See Warren Public Arts Committee Minutes reported to July 2021 Council Meeting.
Stafford Street Water Tower Mural (\$100,000)	<b>For Mural Program Only</b>			Stafford Street Water Tower Mural Design Concept reported to August 2021 Warren Public Arts Committee. Advertised to the Community on Council media resources and the Warren Weekly September 2021.
Nevertire Water Tower Mural (\$130,000)				Community Engagement Plan being finalised. Community consultation commenced.
Warren Town Murals (\$20,000)				Community Engagement Plan being finalised.
Murray-Darling Basin Economic Development Program – Round 3 – Carter Oval Lighting Project	500,000	Nil	IPM	Project involves Stage 2 of the Sports Lighting at Carter Oval including the installation of 4 lighting towers and LED lights.  RFT advertised on Tenderlink, works will commence following Tender process. Tender closes 13th October 2021, Tender assessment following this date with report to Sports Facilities Committee to follow.

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**WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS**

**CONTINUED**

<b>Project</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
Murray-Darling Basin Economic Development Program – Round 3 – Monkeygar Creek Macquarie Marshes Bird Viewing Platform and Parking Project	500,000	Nil	IPM/ DMES	Project involves the construction of the Bird Viewing Platform and sealed construction of the parking area suitable for buses and recreational vehicles (RV's).  DMES scoping and programming works. Concept Design for Bird Viewing Platform submitted to structural engineer for construction design. Roadworks and Earthworks being scoped by DMES.
<b>Water Supplies</b>				
Groundwater Augmentation (Critical Drought Initiative Administered by – DPIE Safe and Secure Program)	277,545	128,628	IPM	All 3 cross connections are complete. Tanks have been constructed. Tank connections installed. Installed power supply to pumps. Pumps tested ok. Approximately 2,400m, of pipe has been laid. Manifolds for Bore Flat & Ellengerah have been installed. Flow meters and level sensors installed. System has been tested with gravity flow to Bore Flat from Ellengerah complete and System pumping from Bore Flat to Ellengerah tested complete. Waiting approval from DPIE to purchase and install chlorination equipment at Bore Flat and Ellengerah.
Drought Relief Events (Drought Communities Extension Program)	8,980	Nil	GM	Events as required and to be determined.
Warren Tennis Court Upgrade (Drought Communities Extension Program)	29,036	Nil	GM/ IPM	Classic Sports Facilities have upgraded the two concrete courts to artificial turf cost \$48,254. Tennis Club costing new lights for these courts to complete the project.
Stafford Street Water Tower Mural funded by: Country Arts Support Program (CASP) – \$2,466, Drought Communities Extension Program – \$22,292,	37,258	500	GM/ IPM/ TSM	Artist Sam Brooks has been engaged to undertake concept planning work. The mural work put on hold for a while until the project could be completely re-scoped and properly costed, particularly as the Stafford Street Water Tower surface needs to

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

Project	Budget	Expend	Resp	Comment
Drought Communities Extension Program – Adverse Events Plan - \$5,000, Drought Communities Extension Program – Walkway Sculptures - \$7,500				be cleaned and it needed to be ascertained if the Saunders Park surface was suitable for Cherry Picker work or another process if required. Refer further funding applications from Murray-Darling Basin Economic Development Program – Round 3. Refer to Warren Public Arts Committee Meeting Minutes reported to July 2021 Council Meeting for proposed extra funding, new mural painting quotations being obtained. Expect mural to be painted in November 2021.
<b>Sewerage Services</b>				
Restart NSW Warren (STP) Upgrade	1,165,282	317,779	IPM	The successful tenderer was approved at the Council Meeting on 24th September 2020. The successful tenderer is Gongues Constructions Pty Ltd of Newcastle. Site cleared and first ponds constructed. Started on inlet works and rising main from new SPS 2. Easement required over some private property to avoid Tiger Bay (PWA Design). Easement granted agreement between Council and property owner with Lovett and Green Solicitors. Certified and Registered. Contractor started work early November 2020. Ponds constructed, rising main 100% installed. Inlet works 100% constructed. Gravity main 80% complete. March 2021 wet weather has delayed the project for between 2-3 weeks. Overall project at 88% completion. Electrical supply to STP delayed because of non-availability of 100KVA Transformer. Could be end of October 2021 before installation. Electrical Supply to STP commenced 9th September 21 with the installation of poles and a 63KVA Transformer. High voltage wires will be connected to high voltage mains scheduled for

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

Project	Budget	Expend	Resp	Comment
				22nd September 2021. Commissioning of STP and Inlet works commenced 9th September 2021 using Diesel Generators at each site.
Warren Central Business District Toilet Installation (Drought Communities Extension Program)	129,789	Nil	IPM/ TSM	The land has been subdivided and purchased. Necessary services have been connected including the required grease trap facilities. Although Council has funding to install a basic toilet block, the Scope was changed to a 'self cleansing' or better quality facility toilet costing more than the budget available. Funding has been applied for this new toilet and Council is waiting on the funding outcome. See NSW Responsible Gambling Infrastructure Fund Application below.

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WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget Requested	Expend	Resp	Comment
<b>Grant Applications</b>				
Stronger Country Communities Round 4 Change rooms and amenities block at Carter Oval	671,000	N/A	IPM	Application submitted 25 June 2021. Change rooms, toilets (male & Female), canteen and viewing area (Amenities Building) for Carter Oval Sports Precinct with a focus on female competitors. <b>Notification expected mid-September 2021.</b>
Stronger Country Communities Round 4 Equestrian Arena	95,944	N/A	IPM	Application submitted 25 June 2021 Warren Showground/Racecourse Complex Equestrian Arena with a focus on female participants. <b>Notification expected mid-September 2021.</b>
Crown Reserves Improvement Fund Program Disabled (all access) toilet block Warren Pony Club	100,000	N/A	IPM	Application submitted 25 June 2021 Construction of a toilet facility in the Warren Pony Club Facility. Scope of works and design complete. <b>Waiting on Successful Notification.</b>
Crown Reserves Improvement Fund Program Racecourse Bar and Viewing Improvement/ Refurbishment Stage 2	250,000	N/A	IPM	Application submitted 25 June 2021 Refurbishment of toilets, windows, doors, lounge grandstand and jockey rooms. Scope of works and design complete. <b>Waiting Successful Notification.</b>
Crown Reserves Improvement Fund Program Replacement of Showground Ladies Toilet Part 2	60,000	N/A	IPM	Application submitted 25 June 2021 Final stage of the female toilet replacement to an appropriate standard. <b>Waiting Successful Notification.</b>

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**WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS**

**CONTINUED**

<b>Project</b>	<b>Budget Requested</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
Regional Tourism Activation Fund Window on the Wetlands Centre Improvements	500,000	N/A	GM/ TSM/ RIM/ DMES	Application closed 11 August 2021.  Partnering with RiverSmart for grant to improve the Window on the Wetlands – entrance, access road, ingress, egress, garden, carpark areas, drainage, signage, walkway sealing, kerb and gutter and disabled ramp to Tiger Bay.  <b>Waiting successful notification, expected to be announced in November 2021.</b>
Regional Tourism Activation Fund Burrima Walkway Access Road and Carpark Construction, Information Signage and creation of an Interactive Augmented Reality Education Program	500,000	N/A	GM/ RIM/ DMES	Application submitted 9 August 2021.  Partnering with Macquarie Wetlands Association to improve the Burrima Walkway with a sealed constructed access road and carpark, information signage on the walkway and the creation of an interactive augmented reality education program onsite and offsite.  <b>Waiting successful notification, expected to be announced in November 2021.</b>
NSW Responsible Gambling – Infrastructure	200,000	N/A	IPM	Application submitted 6 July 2021.  Construct new accessible toilet facility in CBD.  <b>Waiting successful notification, expected to be announced in November 2021.</b>
NSW Regional Arts Fund Project Grant	20,000	N/A	IPM/ PAO	Application submitted 12 August 2021.  Public Art on Warren Shire Shop fronts as discussed at the Warren Public Arts Committee.  <b>Waiting Successful Notification.</b>

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ITEM 3

WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget Requested	Expend	Resp	Comment
Murray-Darling Basin Economic Development Program – Round 3 – Bob Christensen Reserve Walkway and Improvement Project	850,000	N/A	IPM	<p>Applications submitted 12 April 2021. Project Plan and Budget submitted 5 May 2021.</p> <p>The project involves:            Construction of a walkway from Bob Christensen Reserve to Dubbo Street and general improvements of the Bob Christensen Reserve.</p> <p><b>Not approved at this stage but, may be considered later in 2021.</b></p>

**ACRONYMS**

- GM - General Manager
- DMFA - Divisional Manager Finance & Administration
- DMES - Divisional Manager Engineering Services
- MHD - Manager Health and Development Services
- TSM - Town Services Manager
- RIM - Roads Infrastructure Manager
- IPM - Infrastructure Projects Manager
- PAO - Projects Administration Officer

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**ITEM 4                    MEETING SCHEDULE UNTIL COUNCIL END OF TERM AND INITIAL NEW COUNCIL  
(C14-2)**

**RECOMMENDATION**

That Council adopt the Council Meeting dates as listed:

- Thursday, 28th October 2021 in Warren commencing at 8.30 am;
- Thursday, 2nd December 2021 in Warren commencing at 2.00 pm; and
- Tuesday, 11th January 2022 in Warren commencing at 8.30 am.

**PURPOSE**

To set the Council meeting dates to take into account the new Local Government Election Day of Saturday, 4th December 2021 and the required Mayoral Election within three (3) weeks of the declaration of election of new Councillors for the new term.

**BACKGROUND**

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

However, with the postponement of the Local Government Elections to the 4th December 2021, there is a need to set the new Council Meeting dates after the 23rd September 2021, including a new date for a Council Meeting to elect a new Mayor and other matters within three (3) weeks of the declaration of the poll.

**REPORT**

From the OLG Circular to Councils 20-25, please note the following information:

**What's new or changing**

- The Minister for Local Government has published orders in the Gazette under section 318B of the Local Government Act 1993 (the Act) postponing the next ordinary Local Government Elections in response to the COVID-19 pandemic.
- The next Local Government Elections will be held on 4th December 2021.
- The decision to postpone the elections until December 2021 has been made in consultation with and on the advice of the NSW Electoral Commissioner.

**What this will mean for Warren Shire Council**

- The orders made under section 318B suspend the election requirements of the Act including the requirement to hold by-elections to fill vacancies for the period specified in the orders.
- Current Councillors will continue to hold their civic offices until Council Elections are held on 4th December 2021.
- Councils will not be required to hold by-elections to fill vacancies or to apply to the Minister to dispense with the requirement to hold a by-election during the period specified in the orders.
- Mayors and Deputy Mayors elected in September 2020 will continue to hold office until Council Elections are held on 4th December 2021.



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**ITEM 4 MEETING SCHEDULE UNTIL COUNCIL END OF TERM AND INITIAL NEW COUNCIL CONTINUED**

- The postponement of the next ordinary Local Government Elections will not affect the timing of future Council Elections, and the subsequent ordinary Local Government Elections will still proceed in September 2024.

**Key points**

- The Act was amended in March 2020 to confer on the Minister for Local Government a time-limited power to postpone Council elections in response to the COVID-19 pandemic.
- The amendment allows the Minister by an order published in the Gazette, to postpone elections for 12 months from the date of the order. The order may be extended for an additional period to 31 December in the year after the order is made.

This will mean that new dates will need to be arranged for the October and December 2021 Council Meetings and a Council Meeting set for the new Council to elect a Mayor and to consider other matters within three (3) weeks of the declaration of polls, which is expected to be sometime between Tuesday, 21st and Thursday, 23rd December 2021 as results will be declared progressively. This means that a Council Meeting will need to be held most probably Tuesday, 11th January 2022 with a new Councillor Induction Day to prepare all new Councillors most probably Wednesday, 5th January 2022.

Council should also consider a different time for the December 2021 Meeting to take into account a proposed Stafford Street Water Tower Mural unveiling and an End of Term Function early in the evening of the proposed Council Meeting.

The proposed dates, times and locations for Council Meetings up to January 2022 are as follows:

Thursday	28th October 2021	Warren	8.30 am
Thursday	2nd December 2021	Warren	2.00 pm
Tuesday	11th January 2022	Warren	8.30 am

**FINANCIAL AND RESOURCE IMPLICATIONS**

No impact to Council's finances or resources.

**LEGAL IMPLICATIONS**

The Local Government Act 1993 requires Council to meet a minimum of 10 times per year. This recommendation complies with the Act.

**RISK IMPLICATIONS**

No risks are identified. The set dates do not clash with known events or activities.

**STAKEHOLDER CONSULTATION**

Meeting dates will be advertised in the local newspaper and on Council's website.

**OPTIONS**

Council may accept or vary the dates recommended.

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**ITEM 4                    MEETING SCHEDULE UNTIL COUNCIL END OF TERM AND INITIAL NEW COUNCIL  
CONTINUED**

**CONCLUSION**

This report establishes the meeting dates up until January 2022.

The new Council will consider new Council Meeting dates after January 2022.

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

- 5.1.3 Promote timely and quality dissemination of information to the community.
- 5.2.2 Timely and accurate reporting for efficient management and accountability.

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
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**ITEM 5**

**DELEGATION OF AUTHORITY TO THE GENERAL MANAGER**

**(S12-25.1)**

**RECOMMENDATION:**

That in accordance with the provisions of Section 377 of the Local Government Act, 1993 Council hereby delegates to the General Manager, Gary John Woodman delegated authority to exercise or perform on behalf of Council the following powers, authorities, duties and functions:-

**A. Council Meeting and Operations**

1. To determine matters which are included in the Business Papers of Council and its Committees, subject to the inclusion of the following items when they arise, namely:
  - (i) reports on matters which cannot be determined under delegated authority;
  - (ii) reports required to be submitted under any Act or Regulation;
  - (iii) matters requiring a determination of Policy;
  - (iv) reports directed by the Council to be submitted;
  - (v) matters essential for the Council's information;
  - (vi) matters requested by the Mayor.
2. To invite a group or individual to address any Council Committee.
3. To lay information, to make application for search warrants, to make complaints, to initiate and carry on any proceedings and to represent Council in any Court on any matter.
4. To affix the Council's Common Seal to documents provided that an attestation is still provided with each affixation of the Seal by the signatures of at least one (1) member of the Council's staff and the Mayor or Deputy Mayor.
5. To respond to media publicity on Council matters and to issue media releases and make statements to the media on behalf of Council.

**B. General Administration**

1. To approve recommendations of the Joint Consultative Committee.
2. To disclose Council records in line with the Government Information (Public Access) Act 2009 (GIPA Act) Warren Shire Council Publication Guide in consultation with Council's Public Officer.
3. To enter into Pipeline Agreements with the State Rail Authority or its successor.

**WARREN SHIRE COUNCIL**  
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**ITEM 5**

**DELEGATION OF AUTHORITY TO THE GENERAL MANAGER**

**CONTINUED**

4. To exercise the power of entry and to authorise other employees of Council to have that power of entry under:
- (a) The provisions of the Local Government Act, 1993 Section 191, 191A, 192 and 193.
  - (b) The provisions of Section 119E of the Environmental Planning and Assessment Act, 1979.
  - (c) The provisions of Section 28 of the Swimming Pools Act, 1992.
  - (d) The provisions of Section 66 of the Rural Fires Act, 1997 (in line with Service Level Agreement).
  - (e) The provisions of Section 37 of the Food Act, 2003.
  - (f) The provisions of Sections 47 and 72 of the Public Health Act, 1991.
  - (g) The provisions of Section 164 of the Roads Act, 1993.
  - (h) The provisions of Section 42 of the Impounding Act, 1993.
  - (i) The provisions of Sections 111 and 196 of the Protection of the Environment Operations Act, 1997
  - (j) The provisions of Sections 43, 44 and 50 of the Noxious Weeds Act, 1993.
  - (k) The provisions of the Companion Animals Act, 1998.
5. To exercise the powers of an authorised officer/person and appoint such persons under:
- (a) The Local Government Act, 1993;
  - (b) The Impounding Act, 1993;
  - (c) The Roads Act, 1993;
  - (d) The Food Act, 2003;
  - (e) The provisions of the Protection of the Environment Operations Act, 1997
  - (f) The Swimming Pools Act, 1992;
  - (g) The Public Health Act, 1991;
  - (h) The Rural Fires Act, 1997 (in line with Service Level Agreement);
  - (i) The Noxious Weeds Act, 1993;
  - (j) The Mines Inspection Act, 1901;
  - (k) The provisions of the Companion Animals Act, 1998;
  - (l) The Environmental Planning and Assessment Act 1979.
6. To give approval to "approved forms" as defined by the Local Government Act, 1993.

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**ITEM 5**

**DELEGATION OF AUTHORITY TO THE GENERAL MANAGER**

**CONTINUED**

7. To issue references under Council letterhead.
8. To authorise and undertake any necessary arrangements for the attendance of practical, technical and professional staff at any relevant course, seminar, congress meeting and conference but such approved attendance must be within budget limitations.
9. To approve annual, sick, long service, special leave and leave without pay for Council employees.

**C. Finance**

1. To designate an employee of Council as the responsible accounting officer in accordance with Part 9 of the Local Government (General) Regulation, 2005.
2. To declare each parcel of rateable land in the Warren Shire Council area to be within one or other of the following categories:-
  - farm land
  - residential
  - mining
  - business
3. To accept payment of rates and charges due and payable by a person in accordance with an agreement made with the person and to write off or reduce interest accrued on rates or charges if the person complies with the agreement.
4. To write off accrued interest on rates or charges payable by a person if the person is unable to pay the accrued interest for reasons beyond the person's control or where payment of the accrued interest would cause that person extreme hardship.
5. To invest money in accordance with Section 625 of the Local Government Act, 1993.
6. To approve reimbursement for shortages in the Cashier's tray up to \$500 in any one case.
7. To approve the submission of tenders, quotations and estimates for private works.
8. To authorise the refund of fees in total or in part in respect of applications either refused by Council or withdrawn by the applicant.
9. To authorise the release of any bond or bank guarantee where the required works or services have been completed in accordance with approvals granted by Council.
10. To require the lodgement of a cleaning deposit for the hiring of Council's parks, ovals, sporting facilities or buildings.

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**ITEM 5**

**DELEGATION OF AUTHORITY TO THE GENERAL MANAGER**

**CONTINUED**

11. To prepare and lodge applications for the payment of a Library Subsidy in accordance with Section 13 of the Library Act, 1939.
12. To authorise expenditure of Council for works and services required in accordance with the adopted annual budget of Council up to a maximum of \$250,000.
13. To initiate, negotiate and authorise royalty agreements on Council's behalf with local landholders for the acquisition of resources in the performance of Council's works programme.
14. To engage (or dismiss) contractors on an hourly, daily, weekly or monthly basis for works in accordance with Council's Work Programme.
15. To authorise the hire of Council's plant and resources for private works at comprehensive hire rates or at suitably negotiated rates.
16. To write off accrued interest on rates and charges payable by a ratepayer who is paying by instalments in accordance with the provisions relating to the annual rate levy, Council's policy.
17. To destroy Council records in accordance with the provisions of the State Records Act 1998 (NSW).
18. To expend Council's maintenance votes in accordance with, and subject to the limits as adopted by Council in the annual budget.

**D. Roads**

1. To close roads and bridges temporarily or impose load limits subject to the provisions of the Roads Act, 1993, for repair or construction when necessary.
2. To approve applications for permission to open streets, subject to the proviso that applications received from private individuals (other than from State and Commonwealth authorities) shall not be approved until the cost of reinstatement has been paid in full.
3. To deal with all matters relating to the alteration or deletion of easements or restrictions as to use pursuant to Section 88 (B) of the Conveyancing Act.
4. To issue approvals for structures on footways pursuant to Sections 125 and 126 of the Roads Act, 1993.
5. To give direction to remove obstructions or encroachments on public road pursuant to Section 107 of the Roads Act, 1993.
6. To approve ramp and gate installations in accordance with Council policy.

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**ITEM 5**

**DELEGATION OF AUTHORITY TO THE GENERAL MANAGER**

**CONTINUED**

7. To approve the movement of stock, machinery or any other materials along or across any Council controlled road or through any built up area of the Shire, subject to any provisions of the Roads Act, 1993.

**E. Town Planning/Building Control**

1. To determine the amount of any bond required to be lodged by developers as security for completion of works.
2. To exercise Council's power under Section 54 of the Environmental Planning Assessment Act to commence the preparation of a draft Local Environmental Plan and a Draft Development Control Plan.
3. To issue or serve approvals and orders under the provisions of Chapter 7 of the Local Government Act, 1993 and regulations thereunder including the extension, renewal, modification and revocation of any approval granted.
4. To implement Regulation 157c of the Construction Safety Act relating to Amusement Devices.
5. To implement the provisions of the Environmental Restoration and Rehabilitation Trust Act, 1990 as an authorised delegate under such Act.
6. To consider and determine objections and seek the concurrence of the Director-General of the Division of Local Government in relation to such objections under Section 82 of the Local Government Act, 1993.
7. To approve the re-location and re-positioning of buildings.
8. To approve the classification or re-classification of buildings under the provisions of the Local Government (General) Regulations, 2005 and the issue of appropriate certificates and statements.
9. To approve or refuse the issue of Building Certificates pursuant to Section 149D of the Environmental Planning and Assessment Act, 1979 as amended.
10. To authorise the service of orders on owners, builders or other persons to correct any breach of any approval or defects in buildings and structures.
11. To approve unconditionally or subject to conditions or refuse applications received in respect to the construction of fences, advertising signs and street banners.
12. To approve, subject to the payment of fees fixed by Council from time to time and pursuant to Section 68 of the Local Government Act, 1993 the erection of hoardings on footpaths.

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**ITEM 5**

**DELEGATION OF AUTHORITY TO THE GENERAL MANAGER**

**CONTINUED**

13. To consider the applications and to issue unconditionally or subject to conditions or refuse applications for the occupation of caravans or other temporary accommodation on building sites.
14. To grant or refuse the extension/renewal of building approvals issued by Council.
15. To approve the variation of building lines where such variation is of a minor significance.
16. To accept or reject certifications submitted under Section 93 of the Local Government Act, 1993.
17. To approve Development Applications for all developments/classes of buildings where no substantial community objection is registered.
18. To refuse Development Applications that do not comply with legislation, Council's LEP or DCP.
19. To authorise, where appropriate, the determination of Land and Environment Court matters by an Assessor of the Court.
20. To grant a departure from a development standard pursuant to the various Development Control Plans where that provision is available and where such departure is considered to be in accordance with the overall aims and objectives of the relevant plan.
21. To serve any notices or orders or intention of any notice or order under the provisions of the Local Government Act and Regulations, Environmental Offences and Penalties Act and Regulations, Public Health Act and Regulations, Food Act and Regulations, Protection of the Environment Act, 1997 and regulations.
22. Pursuant to any delegation from the Director-General of the Department of Health to issue clean up notices under Section 51 of the Food Act, 1989.
23. Pursuant to any delegation from the Director-General of the Department of Health to serve Orders for Closure under Section 52 of the Food Act, 1989.
24. To approve or refuse applications for the installation of waste treatment devices and human waste storage facilities under Section 68 of the Local Government Act, 1993.
25. To issue Undertaker and Mortuary approvals pursuant to Section 68 of the Local Government Act, 1993.
26. To authorise the carrying out of work by Council pursuant to Section 678 of the Local Government Act, 1993.
27. To reject applications for approval pursuant to Section 85 of the Local Government Act, 1993.



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**ITEM 5**

**DELEGATION OF AUTHORITY TO THE GENERAL MANAGER**

**CONTINUED**

**F. BUSHFIRE/EMERGENCY SERVICES**

1. To authorise the release of Council plant and other resources to assist fire fighting and emergency work.
2. To authorise the use of Council resources to support the Warren Local Emergency Management Committee, Warren Local Emergency Operations Controller or Warren State Emergency Service Local Controller.
3. To authorise the use of Council's resources and exercise the powers conferred under Section 36 of the Environmentally Hazardous Chemicals Act, 1985.
4. To make Council appointments to the Warren Local Emergency Management Committee pursuant to the State Emergency Rescue and Management Act, 1989.

**G. Impounding/Stock Control/Saleyards**

1. To appoint Impounding Officers and authorised persons to impound and/or destroy certain animals and articles pursuant to the Impounding Act, 1993.
2. To implement the provisions of the Companion Animals Act 1999 and regulations and serve any notice for breaches of the subject Act and Regulations.
3. To issue any temporary grazing permits for public roads or for any Council controlled lands in accordance with Council's policy on this matter, or any other appropriate State or Federal legislation or any reasonable conditions of approval as determined by the General Manager.

**H. Miscellaneous Operational Matters**

1. To determine applications for use of public roads for walkathons, charitable collections, motorcar trials, bicycle races and the like where the involvement of the Warren Local Traffic Committee is not specifically required.
2. To determine the conditions of use of Council's parks gardens and reserves and other places in accordance with section 632 of the Local Government Act, 1993.
3. To vary the dates of opening and closing of the Warren Pool Complex.
4. To impose and enforce any necessary restrictions to the water supplies of Warren, Nevertire and Collie.
5. To issue pavement concessions for aircraft wishing to use the Warren Aerodrome in accordance with the guidelines issued by the Department of Transport.

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**ITEM 5**

**DELEGATION OF AUTHORITY TO THE GENERAL MANAGER**

**CONTINUED**

6. In consultation with the Mayor the authority to approve or refuse applications for mineral explorations throughout the Shire unconditionally or subject to any appropriate conditions.
7. To approve the free utilisation of Council plant and equipment to charitable, service, voluntary and community organisations within the Shire in accordance with Council's Policy.
8. To issue NOTAMS advices to the CASA in accordance with appropriate legislative requirements.

**PURPOSE**

Council's General Manager's Delegations currently extends to the 23rd September 2021 which was the supposed new first Council Meeting date of the new Council. With the extension of the Council term to the 4th December 2021 and the supposed first Council Meeting date of the new Council being mooted for the Tuesday, 11th January 2022 the Delegations to the General Manager need to be extended to at least Tuesday, 11th January 2022 as this is when it is proposed the new Council will consider this matter again to extend the Delegations for the Term of the new Council.

**BACKGROUND**

The provisions of Local Government Act state:

***"377 General power of the council to delegate***

- (1) *A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council under this or any other Act, other than the following:*
- (a) the appointment of a general manager,*
  - (b) the making of a rate,*
  - (c) a determination under section 549 as to the levying of a rate,*
  - (d) the making of a charge,*
  - (e) the fixing of a fee,*
  - (f) the borrowing of money,*
  - (g) the voting of money for expenditure on its works, services or operations,*
  - (h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),*
  - (i) the acceptance of tenders to provide services currently provided by members of staff of the council,*
  - (j) the adoption of an operational plan under section 405,*
  - (k) the adoption of a financial statement included in an annual financial report,*
  - (l) a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,*
  - (m) the fixing of an amount or rate for the carrying out by the council of work on private land,*
  - (n) the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,*

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**ITEM 5                      DELEGATION OF AUTHORITY TO THE GENERAL MANAGER                      CONTINUED**

- (o) the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the [Environmental Planning and Assessment Act 1979](#),*
- (p) the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,*
- (q) a decision under section 356 to contribute money or otherwise grant financial assistance to persons,*
- (r) a decision under section 234 to grant leave of absence to the holder of a civic office,*
- (s) the making of an application, or the giving of a notice, to the Governor or Minister,*
- (t) this power of delegation,*
- (u) any function under this or any other Act that is expressly required to be exercised by resolution of the council.*

*(1A) Despite subsection (1), a council may delegate its functions relating to the granting of financial assistance if:*

- (a) the financial assistance is part of a specified program, and*
- (b) the program is included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and*
- (c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and*
- (d) the program applies uniformly to all persons within the council's area or to a significant proportion of all the persons within the council's area.*

*(2) A council may, by resolution, sub-delegate to the general manager or any other person or body (not including another employee of the council) any function delegated to the council by the Departmental Chief Executive except as provided by the instrument of delegation to the council."*

**REPORT**

That in accordance with the provisions of Section 377 of the Local Government Act, 1993 Council is required to delegate to the General Manager delegated authority to exercise or perform on behalf of Council the powers, authorities, duties and functions required of this position.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

**LEGAL IMPLICATIONS**

Nil.

**RISK IMPLICATIONS**

Nil.

**STAKEHOLDER CONSULTATION**

Nil.

**OPTIONS**

Nil.

**WARREN SHIRE COUNCIL**  
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**ITEM 5                    DELEGATION OF AUTHORITY TO THE GENERAL MANAGER                    CONTINUED**

**CONCLUSION**

Delegations of Authority are required for the General Manager.

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

5.2.2    Timely and accurate reporting for efficient management and accountability.

**SUPPORTING INFORMATION /ATTACHMENTS**

Nil.

**WARREN SHIRE COUNCIL**  
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**ITEM 6 CHRISTMAS CLOSURE**

**(C14-1)**

**RECOMMENDATION** that:

1. Council close the Office, Service NSW Agency, Library and Works Depot at the close of business on Thursday 23rd December 2021 and reopen on Tuesday, 4th January 2022; and
2. All staff to be paid at their normal rate for Friday, 24th December 2021.

**PURPOSE**

This report is to request that Council close its Office, Service NSW Agency, Library and Works Depot at the close of business on Thursday, 23rd December 2021 and reopen on Tuesday, 4th January 2022 inclusive.

**BACKGROUND**

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

The Council, at its meeting on Thursday 3rd December 2020, considered a report titled Christmas Closure Report and resolved:

1. *“That Council close the Office, Service NSW Agency, Library and Works Depot at the close of business on Wednesday 23rd December 2020 and reopen on Monday, 4th January 2021.*
2. *That all staff to be paid at their normal rate for Thursday 24th December.”*

Dates for Christmas 2021 have a similar situation where Christmas falls on a Saturday and most people if able to travel, will want to travel on Friday, 24th December 2021.

**REPORT**

This report seeks Council’s concurrence to close Council Offices, the Library, Service NSW Agency and the Works Depot a day earlier, at the close of business on Thursday 23rd December 2021 and that Council agree to pay staff at their normal rate for Friday 24th December, 2021.

Staff will be asked to submit leave applications for the period over the Christmas and New Year break. It is expected it will be a similar situation as December 2020 where a very small amount of people will be attending the Council offices, and the depot will be closed leading up to 24th December 2021.

In order to be fair and equitable with indoor and outdoor staff, it is recommended that if the 24th December 2021 is approved as part of the Christmas closure that all staff be entitled to an extra day paid holiday.

Again the additional paid holiday is a once off arrangement and is made recognising:

1. That there may not be Christmas celebrations this year due to the restrictions associated with the COVID-19 Pandemic, and
2. the efforts staff have provided during the 2021, particularly under additional pressures of arranging grant applications and the extra works associated with success of these grant applications; and
3. The extra works and pressure associated with the COVID-19 pandemic.

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**ITEM 6**

**CHRISTMAS CLOSURE**

**CONTINUED**

**FINANCIAL AND RESOURCE IMPLICATIONS**

The additional paid holiday for the 24th December 2021, will be funded from operational budgets and will not be detrimental to Council's overall budget. Staff will be required to take leave for the remainder of the closure period from annual leave or other accumulated leave which will be funded through employee leave entitlements. Council will have staff on call during the Christmas period.

**LEGAL IMPLICATIONS**

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

**RISK IMPLICATIONS**

Council will maintain an on-call workforce and standard works around water and sewer treatment will be undertaken during this period.

**STAKEHOLDER CONSULTATION**

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

**CONCLUSION**

It is proposed that Council Office, Service NSW Agency, Library and Works Depot close at the close of business on the 23rd December 2021 and re-open on Tuesday, 4th January 2022. It is recommended that the 24th December 2021 be regarded as a once off paid Council holiday with funding for the holiday being made from operational budgets.

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

5.2.2 Timely and accurate reporting for efficiency and accountability.

**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  
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ITEM 1 RECONCILIATION CERTIFICATE – AUGUST 2021

(B1-10.16)

## RECOMMENDATION

That the Statements of Bank and Investments Balances as at 31<sup>st</sup> August 2021 be received and noted.

## PURPOSE

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

## BACKGROUND

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

## REPORT

Following is the reconciled internal funds of Council that have been reconciled with the Bank Statements as at 31<sup>st</sup> August 2021.

### INTERNAL LEDGER ACCOUNT RECONCILIATION

	Balance 31-Jul-21	Transactions	Balance 31-Aug-21
General	7,350,603.16	3,300,791.60	10,651,394.76
Water Fund	1,165,601.35	16,617.41	1,182,218.76
Sewerage Fund	1,789,269.54	273,134.37	2,062,403.91
North Western Library	(19,929.59)	(24,539.79)	(44,469.38)
Trust Fund	133,336.26	1,000.00	134,336.26
Investment Bank Account	(1,726,361.48)	(500,018.96)	(2,226,380.44)
	<b>8,692,519.24</b>	<b>3,066,984.63</b>	<b>11,759,503.87</b>

# WARREN SHIRE COUNCIL

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ITEM 1

RECONCILIATION CERTIFICATE – AUGUST 2021

CONTINUED

## BANK STATEMENT RECONCILIATION

Balance as per Bank Statement =	11,748,132.21
Add: Outstanding Deposits for the Month	11,441.66
Less: Outstanding Cheques & Autopays	(70.00)
	<hr/>
Balance as per Ledger Accounts less Investments =	<u><u>11,759,503.87</u></u>

## INVESTMENTS RECONCILIATION

### Investments as at 31st August 2021

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	216,380.44	Variable	On Call A/c
1	National Australia Bank	2,000,000.00	91 days @ 0.25%	29-Nov-21
40	National Australia Bank	10,000.00	180 days @ 0.10%	23-Feb-22
		<hr/>		
<b>TOTAL INVESTMENTS =</b>		<u><u>2,226,380.44</u></u>		

## BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	5,858,222.00
Internally Restricted Funds Invested	3,633,758.00
2021/22 General Fund Operating Income & Grants	<hr/> 4,493,904.31
<b>TOTAL BANK &amp; INVESTMENTS ACCOUNTS BALANCE =</b>	<u><u>13,985,884.31</u></u>

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



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ITEM 1

RECONCILIATION CERTIFICATE – AUGUST 2021

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**

5.2.2 Timely and accurate reporting for efficient management and accountability.

**SUPPORTING INFORMATION / ATTACHMENTS**

N/A

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
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ITEM 2                      STATEMENT OF RATES & ANNUAL CHARGES

(R1-4)

## RECOMMENDATION

That the information be received and noted.

## PURPOSE

To advise Council of the rates and annual charges levied, collected and currently outstanding as at the report date.

## BACKGROUND

A major source of revenue Council receives each year is through the levying of rates and annual charges on property owners in the Warren Shire Council local government area to provide and maintain services to the Warren Shire community.

## REPORT

Attached to this report is the statement of rates and annual charges as at 9<sup>th</sup> September 2021 including comparisons over the last four years.

## FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

## LEGAL IMPLICATIONS

Nil.

## RISK IMPLICATIONS

N/A

## STAKEHOLDER CONSULTATION

N/A

## OPTIONS

N/A

## CONCLUSION

This report is provided to advise Council of the balance of rates and annual charges for the current financial year.

## LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

## SUPPORTING INFORMATION / ATTACHMENTS

Statement of Rates and Annual Charges as at 9<sup>th</sup> September 2021.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
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ITEM 2

STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

9TH SEPTEMBER 2021

Name of Rate	NETT			COLLECTIONS FOR YEAR		NETT ARREARS	
	ARREARS 1st JULY \$	NETT LEVY \$	TOTAL RECEIVABLE \$	AMOUNT COLLECTED \$	COLLECT AS % AGE OF TOTAL REC'ABLE	ARREARS AMOUNT \$	ARREARS AS % AGE OF TOTAL REC'ABLE
General Fund Rates	173,627	5,092,227	5,265,854	1,755,579	33.34%	3,510,275	66.66%
Warren Water Fund	59,928	490,263	550,191	216,590	39.37%	333,601	60.63%
Warren Sewerage Fund	70,316	517,972	588,288	219,461	37.31%	368,827	62.69%
<b>TOTAL 2021/2022</b>	<b>303,871</b>	<b>6,100,462</b>	<b>6,404,333</b>	<b>2,191,630</b>	<b>34.22%</b>	<b>4,212,703</b>	<b>65.78%</b>
<b>TOTAL 2020/2021</b>	<b>318,952</b>	<b>5,939,424</b>	<b>6,258,376</b>	<b>1,931,662</b>	<b>30.87%</b>	<b>4,326,714</b>	<b>69.13%</b>
<b>TOTAL 2019/2020</b>	<b>178,732</b>	<b>5,771,993</b>	<b>5,950,725</b>	<b>1,925,413</b>	<b>32.36%</b>	<b>4,025,312</b>	<b>67.64%</b>
<b>TOTAL 2018/2019</b>	<b>128,294</b>	<b>5,609,436</b>	<b>5,737,730</b>	<b>1,911,910</b>	<b>33.32%</b>	<b>3,825,820</b>	<b>66.68%</b>
<b>TOTAL 2017/2018</b>	<b>125,675</b>	<b>5,444,993</b>	<b>5,570,668</b>	<b>1,773,044</b>	<b>31.83%</b>	<b>3,797,624</b>	<b>68.17%</b>
		<b>14-Sep-17</b>	<b>12-Sep-18</b>	<b>12-Sep-19</b>	<b>11-Sep-20</b>	<b>09-Sep-21</b>	
<b>COLLECTION FIGURES AS \$</b>		<b>1,773,044</b>	<b>1,911,910</b>	<b>1,925,413</b>	<b>1,931,662</b>	<b>2,191,630</b>	
<b>COLLECTION FIGURE AS %</b>		<b>31.83%</b>	<b>33.32%</b>	<b>32.36%</b>	<b>30.87%</b>	<b>34.22%</b>	

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 23<sup>rd</sup> September 2021

## ITEM 3 WORKS PROGRESS REPORTS – FINANCE & ADMINISTRATION PROJECTS (S1-1.15, C9-1)

### RECOMMENDATION:

That the information be received and noted.

The following are details of the projects undertaken by the Finance and Administration Department:

Project	Budget	Expend	Resp	Comment
Council Chambers – Administration Building Improvements Carry Over	84,270	77,617	GM MHDS DMFA	Items outstanding: <ol style="list-style-type: none"><li>1. Installation of extra cupboards &amp; shelving in the front service area,</li><li>2. Installation of the interview room walls and doors,</li><li>3. Laying of carpet tiles in interview room and existing offices, and</li><li>4. Fit out of interview room.</li></ol>
Eplanning Grant	37,465	19,500		<b>The following works will be undertaken subject to available funds:</b> <ol style="list-style-type: none"><li>5. Installation of the disabled toilet and relocation of the tea room</li><li>6. Furniture purchases - subject to available funds.</li></ol>
Project	Budget	Expend	Resp	Comment
ICT Purchases	8,000	Nil	DMFA/ICT	Not commenced.

### ACRONYMS

GM - General Manager

DMFA - Divisional Manager Finance & Administration

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

MHDS – Manager Health & Development Services

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
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**ITEM 4 INTERNALLY RESTRICTED FUNDS AS AT 30<sup>TH</sup> JUNE 2021 AND 1<sup>ST</sup> JULY 2021 (A1-5.39)**

**RECOMMENDATIONS:**

1. That Council note the list of Internally Restricted Funds as at 30<sup>th</sup> June 2021 included in Council's 2020/2021 General Purpose Financial Statements, and
2. That Council note and approve the list of Internally Restricted Funds as at 1<sup>st</sup> July 2021.

**PURPOSE**

To inform Council of the list of internal restricted funds as at 30<sup>th</sup> June 2021 and 1<sup>st</sup> July 2021.

**BACKGROUND**

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

**REPORT**

At the end of the 2020/2021 Financial Year, Council had 5 substantial grant debtors owing from different government departments totalling \$3,396,310.13, this resulted in a significant reduction in available cash to be able to undertake a comprehensive list of internally restricted funds as at 30<sup>th</sup> June 2021.

Attached with this report are two Internally Restricted Funds lists for Council's information,

1. Internally Restricted Funds as at 30<sup>th</sup> June 2021 totalling \$3,346,887.00, this list was included in **Note C1-3 Restricted cash, cash equivalents and investments** of Council's 2020/2021 General Purpose Financial Reports, and
2. a comprehensive list of Internally Restricted Funds as at 1<sup>st</sup> July 2021 totalling \$6,565,451.00, this list includes all carry over funds from 2020/2021 and the re-inclusion of items that were removed from the 30<sup>th</sup> June 2021 that could not be cash funded.

Listed below is a summary on each of the internally restriction items as at 1<sup>st</sup> July 2021 totalling \$6,565,451.00 these funds will be fully cash funded as the outstanding grant debtors are received.

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

**Financial Assistance Grant - \$1,620,116** – Council received an advance payment of the 2021/2022 grant from the NSW Grants Commission 9<sup>th</sup> June 2021.

**Employees Leave Entitlements - \$400,000** - These funds have been restricted to cover a proportion of Council's discounted leave liability, which equates to 25.96% coverage.

**Election Expenses - \$32,000** – These funds have been set aside each year to help cover the cost of the 2021 Local Government Elections scheduled for 4<sup>th</sup> December 2021.

# WARREN SHIRE COUNCIL

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## ITEM 4 INTERNALLY RESTRICTED FUNDS AS AT 30<sup>TH</sup> JUNE 2021 AND 1<sup>ST</sup> JULY 2021 CONTINUED

**Integrated Planning & Reporting – Asset Management Planning - \$69,532** - These funds have been restricted for costs associated in the development of plans and asset management system implementation required under the Integrated Planning & Reporting framework.

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

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

**Mobile Phone Replacement - \$7,500** – These funds have been restricted for the ongoing replacement of the Telstra Tough mobiles; Telstra have advised these phones will not work when 3G is eventually switched off.

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

**Levee M&R – \$45,000** – Carryover funds for major levee maintenance works.

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

**Rural Addressing - \$5,516** – Funds carried forward to review rural addressing system.

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

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

**Advertising & Booklet Printing - \$22,430** – Funds carried forward for the continued promotion of the shire through advertising and printing of booklets etc.

**Economic Development Officer & Programs - \$20,000** – Funds carried forward for the Economic Development Officers & Programs.

**Computer Hardware/Software Upgrades - \$61,840** – Funds carried forward for the replacement of computer and printer and hardware.

**Council Chambers Improvements - \$84,270** – Balance of funds for the completion of the Council office renovations.

**Depot CCTV - \$21,190** – Unspent funds from 2020/2021 for the initial installation of CCTV at the depot.

**Ewenmar Waste Depot – Transfer Station Upgrade - \$148,089** - These funds have been carried forward along with grant funds to construct a transfer station and associated works at the Ewenmar Waste Depot.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
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## ITEM 4 INTERNALLY RESTRICTED FUNDS AS AT 30<sup>TH</sup> JUNE 2021 AND 1<sup>ST</sup> JULY 2021 CONTINUED

**Dwellings – Specific M & R - \$31,741** - These funds have been restricted to undertake renewal works required on Council's dwellings.

**Warren Lawn Cemetery – Stage 3 - \$76,894** – Funds carried forward from 2020/2021 to finalise Stage 3 of the lawn cemetery upgrade.

**Parks Improvement Program - \$66,480** – Funds for improvements to the playground areas in Councils' parks.

**Showground/Racecourse Upgrades - \$10,182** – Proceeds from the sale of the old McCalman Pavilion to be included with the Enhancing Western Plains Horse Centre grant .

**CBD Improvements - \$74,320** – Funds carried forward for the CBD improvements in accordance with the Town Improvement/Promotions Committees recommendation to Council.

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

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

**Kerb & Guttering – XC Rated - \$92,767** – Funds carried forward for the renewal of kerb & guttering in the town and villages.

**Rural Road Reseals - \$31,616** – Unspent funds carried forward from 2020/2021.

**Rural Road Construction - \$39,150** – Unspent funds from the Tyrie Road construction carried forward from 2020/2021.

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

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

**Infrastructure Improvement/Replacement - \$1,808,623** – These funds have been restricted for future improvements or replacement of Council's infrastructure assets, to be determined by Council. The transfer of \$1M to this reserve was made up of government grant debtors owing from 2019/2020 paid in 2020/2021 of \$505K and savings from various budget areas in 2020/2021.

**Grant Application Co-contribution - \$14,250** – These funds have been included to offset any co-contributions required in grant applications submitted by Council, this will alleviate the need to juggle operational budgets to fund any successful application.

**Plant Replacement – Light Plant - \$53,690** – Funds carried forward for Council's light plant replacement program.

# WARREN SHIRE COUNCIL

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## ITEM 4 INTERNALLY RESTRICTED FUNDS AS AT 30<sup>TH</sup> JUNE 2021 AND 1<sup>ST</sup> JULY 2021 CONTINUED

**Plant Replacement – Heavy Plant - \$1,073,738** – Funds carried forward for Council’s heavy plant replacement program.

### FINANCIAL AND RESOURCE IMPLICATIONS

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

### LEGAL IMPLICATIONS

N/A

### RISK IMPLICATIONS

N/A

### CONCLUSION

This report is to provide a comprehensive listing of Council’s internally restricted funds as at 30<sup>th</sup> June 2021 and 1<sup>st</sup> July 2021.

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

5.2.2 Timely and accurate reporting for efficient management and accountability.

### SUPPORTING INFORMATION / ATTACHMENTS

1. Note C1-3 Restricted cash, cash equivalents and investments of Council’s 2020/2021 General Purpose Financial Reports, and
2. List of Internally Restricted Funds as at 1<sup>st</sup> July 2021



# 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 INTERNALLY RESTRICTED FUNDS AS AT 30<sup>TH</sup> JUNE 2021 AND 1<sup>ST</sup> JULY 2021 CONTINUED

Warren Shire Council | Notes to the Financial Statements 30 June 2021

### C1-3 Restricted cash, cash equivalents and investments

	2021 Current \$ '000	2021 Non-current \$ '000	2020 Current \$ '000	2020 Non-current \$ '000
<b>Total cash, cash equivalents and investments</b>	<b>10,817</b>	<b>–</b>	<b>13,829</b>	<b>–</b>
attributable to:				
External restrictions	6,970	–	7,049	–
Internal restrictions	3,347	–	6,280	–
Unrestricted	500	–	500	–
	<b>10,817</b>	<b>–</b>	<b>13,829</b>	<b>–</b>

	2021 \$ '000	2020 \$ '000
--	-----------------	-----------------

#### Details of restrictions

##### External restrictions – included in liabilities

Specific purpose unexpended grants – general fund	3,789	2,997
Transport for NSW advances	211	–
Cwoma roadside mapping	7	7
Destination Macquarie Marshes Project - RNSW2215	–	649
Regional Cultural Fund - Nevertire Hall	9	10
<b>External restrictions – included in liabilities</b>	<b>4,016</b>	<b>3,663</b>

##### External restrictions – other

External restrictions included in cash, cash equivalents and investments above comprise:

Transport for NSW contributions	133	1
Other Contributions - Library	4	2
Specific purpose unexpended grants (recognised as revenue) – general fund	84	133
Water fund	1,050	395
Sewer fund	1,455	2,615
Domestic waste management	228	240
<b>External restrictions – other</b>	<b>2,954</b>	<b>3,386</b>

##### Total external restrictions

**6,970**      **7,049**

##### Internal restrictions

Council has internally restricted cash, cash equivalents and investments as follows:

Plant and vehicle replacement	82	547
Infrastructure replacement	809	1,029
Employees leave entitlement	400	400
Roadworks	–	242
Bridgeworks	–	385
Risk management, whs and insurance	–	101
Specific maintenance and repair	32	32
Specific programs	288	528
CBD improvements	–	94
Prepaid financial assistance grant	1,620	1,528
Construction of Council Chambers and 2 Dwellings	84	1,266
Other	32	130
<b>Total internal restrictions</b>	<b>3,347</b>	<b>6,280</b>

##### Total restrictions

**10,317**      **13,329**

Internal restrictions over cash, cash equivalents and investments are those assets restricted only by a resolution of the elected Council.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
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## ITEM 4 INTERNALLY RESTRICTED FUNDS AS AT 30<sup>TH</sup> JUNE 2021 AND 1<sup>ST</sup> JULY 2021 CONTINUED

### WARREN SHIRE COUNCIL INTERNALLY RESTRICTED FUNDS AS AT 1ST JULY 2021

DESCRIPTION	BALANCE	TRANSFERS		BALANCE
	30-Jun-20	TO	FROM	01-Jul-21
FAG Advance Payment	1,525,848	1,620,116	1,525,848	1,620,116
Employee's Leave Entitlements	400,000			400,000
Election Expenses	18,005	13,995		32,000
IP&R - Asset Management Planning	69,532			69,532
P.L.& P.I. Claims Excess	25,000			25,000
Risk & WHS Management Costs	75,825			75,825
Mobile Phone Replacement	0	7,500		7,500
Emergency Management Planning	14,363			14,363
Levee M&R	45,000			45,000
Natural Resource Management Works	30,218			30,218
Rural Addressing	5,516			5,516
CBD - Supply of Paint	3,237			3,237
Street Lighting	11,662			11,662
Advertising the Area & Booklet Printing	22,430			22,430
Economic Development Programs	20,000			20,000
Computer Software/Hardware Upgrades	61,840			61,840
Council Chambers Construction	1,266,360		1,182,090	84,270
Depot - CCTV	0	21,190		21,190
Ewenmar Waste Depot - Upgrade - Transfer Station	23,500	124,589		148,089
Dwellings - Specific M & R	31,741			31,741
Warren Lawn Cemetery - Stage 3	0	76,894		76,894
Parks Improvement Program	66,480			66,480
Showground/Racecourse Improveents	0	10,182		10,182
CBD Improvements	93,690		19,370	74,320
Urban Streets - Heavy Patching	192,383			192,383
Footpath Replacement - XC Rated	7,800	7,956		15,756
K&G Replacement - XC Rated	92,767			92,767
Nevertire Streets Upgrade	50,000		50,000	0
Rural Road Reseals	0	31,616		31,616
Rural Road Construction - Tyrie Road	0	39,150		39,150
Wonbobbie Bridge Replacement	300,000		300,000	0
Overflow Bridge Major Repairs	85,000			85,000
Operational Land Reserve	151,473	49,600		201,073
Infrastructure Improvement/Replacement	1,028,623	1,000,000	220,000	1,808,623
Grant Fund Application Co-contributions	14,250			14,250
Plant Replacement - Light Vehicles	0	53,690		53,690
Plant Replacement - Heavy Plant	547,428	526,310		1,073,738
<b>TOTAL RESTRICTED FUNDS =</b>	<b>6,279,971</b>	<b>3,582,788</b>	<b>3,297,308</b>	<b>6,565,451</b>

# 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 5 FINANCIAL ASSISTANCE GRANT 2021/2022

(L5-5.2/41)

## RECOMMENDATION

That the information be received and noted.

## PURPOSE

To inform Council of the Financial Assistance Grant allocation for 2021/2022.

## BACKGROUND

All State Governments receive an annual grant from the Commonwealth Government for financial assistance to Local Government Authorities, the NSW Local Government Grants Commission then distributes these funds to Local Government on a formula based model that takes into consideration population, road length and disability factors.

## REPORT

Council has been advised by the Local Government Grants Commission of the 2021/2022 Financial Assistance Grant allocation. The grant after CPI adjustments from the previous year will be \$3,266,745.00, this represents a \$228,199.00 or 7.51% increase on the actual 2020/2021 grant received. The Financial Assistance Grant is made up of the following components:

- |                 |                |
|-----------------|----------------|
| 1. Local Roads  | \$1,133,444.00 |
| 2. Equalisation | \$2,133,301.00 |

Council received an advanced payment of \$1,620,116.00 on 9<sup>th</sup> June 2021 that has been internally restricted in the General Purpose Financial Statements as reported in Item 4 of my reports to this meeting.

Council will receive the remaining \$1,646,629.00 in four instalments as follows:

August 2020	-	\$411,659.00	-	received 19/08/2020 – Rec No. 48608,
November 2020	-	\$411,659.00,		
February 2021	-	\$411,659.00, and		
May 2021	-	\$411,652.00		

Attached to this report is a list of the actual payments received from the Financial Assistance Grant over the past 10 years, 2 line graphs, a comparison of neighbouring councils before any CPI adjustments and the NSW Grants Commission Appendix A.

## FINANCIAL AND RESOURCE IMPLICATIONS

Council budgeted a \$9,116.00 or 0.3% increase in the 2021/2022 Operational Plan and Estimates, the additional \$219,083.00 will be included in the September 2021 Budget Review document to be presented to the October 2021 Council meeting

# WARREN SHIRE COUNCIL

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ITEM 5 FINANCIAL ASSISTANCE GRANT 2021/2022

CONTINUED

## LEGAL IMPLICATIONS

N/A

## RISK IMPLICATIONS

N/A

## STAKEHOLDER CONSULTATION

N/A

## OPTIONS

N/A

## CONCLUSION

This report is to provide Council with an update of Council grant allocation.

## LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

## SUPPORTING INFORMATION / ATTACHMENTS

1. Council's actual Grant Allocation over the last 10 years,
2. 2 graphs showing allocations over the last 10 years,
3. Comparison table of neighbouring Council's, and
4. NSW Grants Commission Appendix A

## Warren Shire Council - Actual Grant Received

AFTER CPI ADJUSTMENTS FROM THE PREVIOUS YEAR

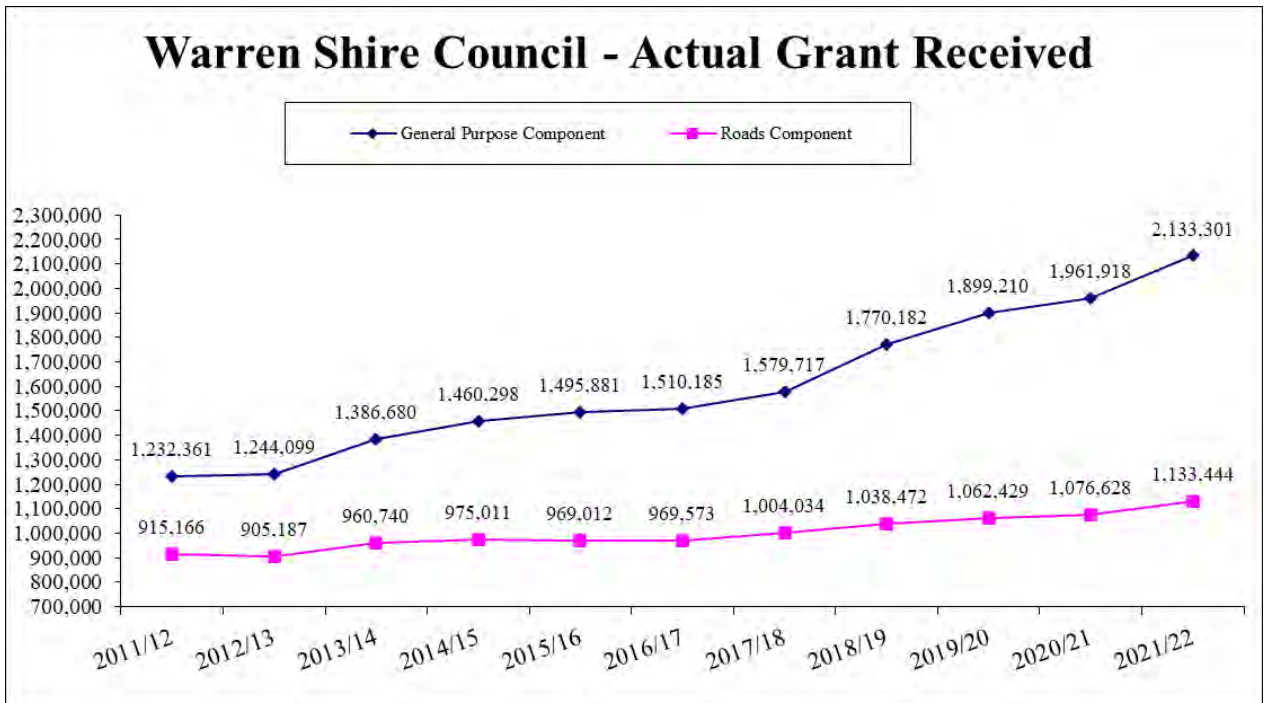
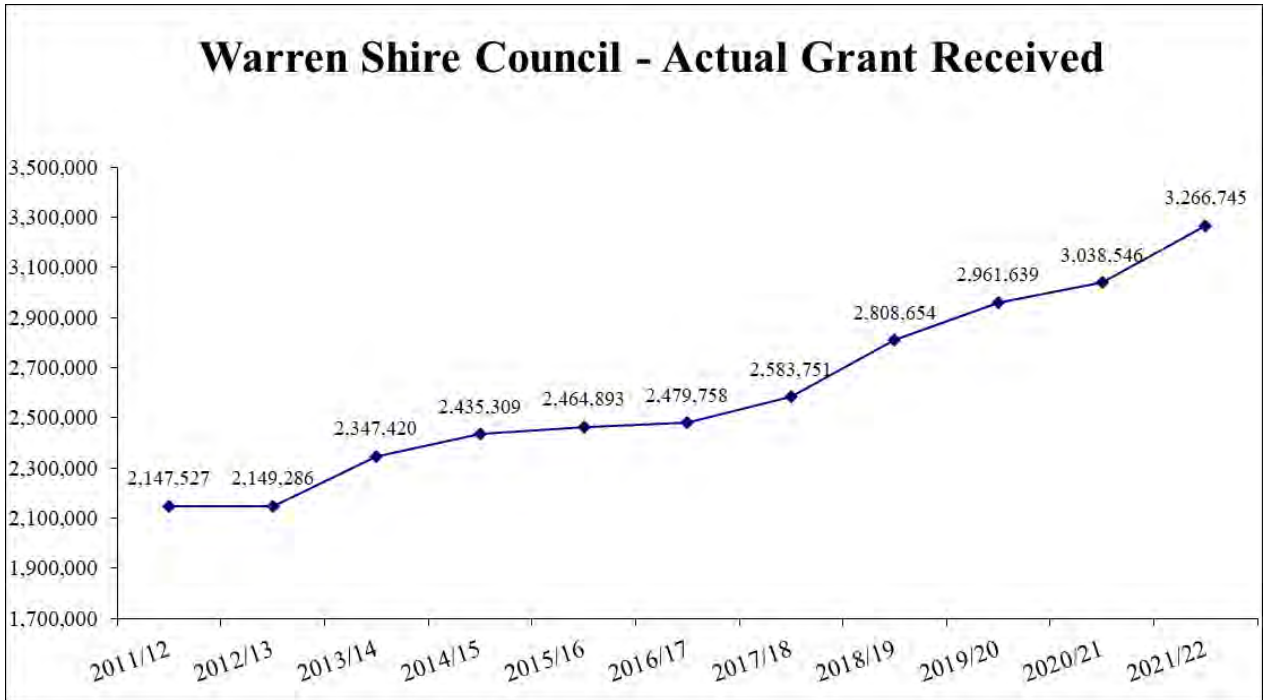
Year	Road Component	\$ Diff.	Equalisation Component	\$ Diff.	Total Grant Received	\$ Diff.	% Diff.
2011/12	915,166	35,709	1,232,361	69,876	2,147,527	105,585	5.17
2012/13	905,187	(9,979)	1,244,099	11,738	2,149,286	1,759	0.08
2013/14	960,740	55,553	1,386,680	142,581	2,347,420	198,134	9.22
2014/15	975,011	14,271	1,460,298	73,618	2,435,309	87,889	3.74
2015/16	969,012	(5,999)	1,495,881	35,583	2,464,893	29,584	1.21
2016/17	969,573	561	1,510,185	14,304	2,479,758	14,865	0.60
2017/18	1,004,034	34,461	1,579,717	69,532	2,583,751	103,993	4.19
2018/19	1,038,472	34,438	1,770,182	190,465	2,808,654	224,903	8.70
2019/20	1,062,429	23,957	1,899,210	129,028	2,961,639	152,985	5.45
2020/21	1,076,628	14,199	1,961,918	62,708	3,038,546	76,907	2.60
2021/22	1,133,444	56,816	2,133,301	171,383	3,266,745	228,199	7.51

# WARREN SHIRE COUNCIL

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ITEM 5 FINANCIAL ASSISTANCE GRANT 2021/2022

CONTINUED



# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
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ITEM 5 FINANCIAL ASSISTANCE GRANT 2021/2022

CONTINUED

## COMPARISON OF FINANCIAL ASSISTANCE GRANTS BEFORE ANY CPI ADJUSTMENTS

SHIRE	2019/20	2020/21	2021/22	DIFF	%
=====	=====	=====	=====	=====	=====
<b>ROADS COMPONENT</b>					
BOGAN	1,489,287	1,501,397	1,553,337	51,940	3.34%
BREWARRINA	1,340,756	1,351,702	1,407,418	55,716	3.96%
COONAMBLE	1,518,952	1,531,017	1,584,121	53,104	3.35%
GILGANDRA	1,382,591	1,394,509	1,440,125	45,616	3.17%
LACHLAN	3,478,114	3,507,242	3,632,596	125,354	3.45%
NARROMINE	1,486,392	1,498,237	1,550,533	52,296	3.37%
WALGETT	2,016,451	2,031,928	2,101,086	69,158	3.29%
<b>WARREN</b>	<b>1,070,616</b>	<b>1,078,915</b>	<b>1,117,028</b>	<b>38,113</b>	<b>3.41%</b>
<b>EQUALISATION COMPONENT</b>					
BOGAN	2,807,240	2,927,585	3,143,801	216,216	6.88%
BREWARRINA	2,920,286	3,149,562	3,477,425	327,863	9.43%
COONAMBLE	2,721,240	2,817,211	3,005,406	188,195	6.26%
GILGANDRA	2,627,015	2,706,423	2,865,148	158,725	5.54%
LACHLAN	5,965,676	6,115,444	6,407,125	291,681	4.55%
NARROMINE	3,039,368	3,070,252	3,203,480	133,228	4.16%
WALGETT	4,599,728	4,742,919	5,005,496	262,577	5.25%
<b>WARREN</b>	<b>1,911,821</b>	<b>1,966,050</b>	<b>2,100,537</b>	<b>134,487</b>	<b>6.40%</b>
<b>TOTAL GRANT</b>					
BOGAN	4,296,527	4,428,982	4,697,138	268,156	5.71%
BREWARRINA	4,261,042	4,501,264	4,884,843	383,579	7.85%
COONAMBLE	4,240,192	4,348,228	4,589,527	241,299	5.26%
GILGANDRA	4,009,606	4,100,932	4,305,273	204,341	4.75%
LACHLAN	9,443,790	9,622,686	10,039,721	417,035	4.15%
NARROMINE	4,525,760	4,568,489	4,754,013	185,524	3.90%
WALGETT	6,616,179	6,774,847	7,106,582	331,735	4.67%
<b>WARREN</b>	<b>2,982,437</b>	<b>3,044,965</b>	<b>3,217,565</b>	<b>172,600</b>	<b>5.36%</b>

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 23<sup>rd</sup> September 2021

ITEM 5 FINANCIAL ASSISTANCE GRANT 2021/2022

CONTINUED

## APPENDIX A

### LOCAL GOVERNMENT GRANTS COMMISSION 2021-22 FINANCIAL ASSISTANCE GRANTS

## Warren (S) Council

### General Purpose Component

#### Expenditure Allowance

Expenditure Functions	State ave cost per capita
Recreation and cultural	\$221.57
Admin and governance	\$260.32
Education and community	\$65.10
Roads, bridges, footpaths and aerodromes	\$203.08
Public order, safety, health and other	\$166.99
Housing amenity	\$73.09

Recreation and cultural			
			Pop <SS = relative disadvantage Pop >SS = 0 ATSI <SS = 0 ATSI >SS = relative disadvantage
Disability Measure	LGA measure	State Std (SS)	Weighted DF%
Population	2,716	63,801	46.6%
Aboriginal & Torres Strait Islander	14.7%	2.9%	21.6%

Admin and governance			
Disability Measure	LGA measure	State Std	Weighted DF%
Population	2,716	63,801	167.0%

Education and community			
Disability Measure	LGA measure	State Std	Weighted DF%
Population	2,716	63,801	156.9%

Roads, bridges, footpaths and aerodromes			
Disability Measure	LGA measure	State Std	Weighted DF%
Population	2,716	63,801	350.0%
Road Length	964	1,153	0.0%

Public order, safety, health and other			
			RTD <SS = 0 RTD >SS = relative disadvantage Env <SS = 0 Env >SS = relative disadvantage
Disability Measure	LGA measure	State Std	Weighted DF%
Population	2,716	63,801	112.1%
Rainfall, topography and drainage index	155%	161%	0.0%
Environment (Ha of environmental lands)	17,506	54,087	0.0%

Housing amenity			
Disability Measure	LGA Std	State Std	Weighted DF%
Population	2,716	63,801	25.4%

#### Isolation Allowance

Outside the Greater Statistical Area	Yes
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# WARREN SHIRE COUNCIL

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ITEM 5 FINANCIAL ASSISTANCE GRANT 2021/2022

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## APPENDIX A

### LOCAL GOVERNMENT GRANTS COMMISSION 2021-22 FINANCIAL ASSISTANCE GRANTS

#### Pensioner Rebate Allowance

PR <SS = relative disadvantage (+ allowance)	
PR >SS = relative advantage (- allowance)	
LGA % Pensioner Rebates (PR) Res Props:	19.9%
State Standard (SS) % PR	15.2%

#### Revenue Allowance

Revenue Allowance	
CV <SS = relative disadvantage (+ allowance)	
CV >SS = relative advantage (- allowance)	
No. of Urban Properties:	1,221
Standard Value Per Property:	\$489,908
Council Value (CV):	\$59,839

No. of Non-urban Properties:	703
Standard Value Per Property:	\$791,049
Council Value (CV):	\$1,590,585

#### Relative Disadvantage Allowance

Unsealed roads; Isolation; Population Decline	\$76,335
Special Submission	-
<b>Total General Purpose Grant</b>	<b>\$2,100,549</b>

#### Local Roads Component

Population:	2,716
Local Road Length (km):	964
Length of Bridges on Local Roads (m):	790

Road/Population Allowance:	\$1,047,708
Bridge Length Allowance:	\$69,320
<b>Local Roads Total:</b>	<b>\$1,117,028</b>

<b>Total Grant</b>	<b>\$3,217,577</b>
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#### Quarterly Instalments Payable in 2021-22 for 2021-22 FAGs

	August 2020	
GPC	\$267,570.00	
LRC	\$144,089.00	\$411,659.00
	November 2020	
GPC	\$267,570.00	
LRC	\$144,089.00	\$411,659.00
	February 2021	
GPC	\$267,570.00	
LRC	\$144,089.00	\$411,659.00
	May 2021	
GPC	\$267,570.00	
LRC	\$144,090.00	\$411,660.00
	TOTAL	
GPC	\$1,070,280.00	
LRC	\$576,357.00	\$1,646,637.00



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

**(C14-7.2)**

**RECOMMENDATION:**

That the information be received and noted.

The following are details of Projects, Programs and Grant Applications that are being managed by the Divisional Manager Engineering Services and the Roads Infrastructure Manager.

**ACRONYMS**

- DMES    Divisional Manager Engineering Services
- RIM     Roads Infrastructure Manager
- RO      Roads Overseer
- GR      Gravel Resheet
- BRL     Bitumen Reseal Local Road
- BRR     Bitumen Reseal Regional Road

**ROADS MAINTENANCE AND REPAIR BUDGET AS AT 8th September 2021**

ACCOUNT	BUDGET	EXPENDITURE
Urban Sealed Roads	55,872	9,821
Urban Unsealed Roads	26,726	355
Rural Sealed Roads	370,872	92,659
Rural Unsealed Roads	1,030,200	148,425
Regional Sealed Roads	673,699	192,692
Regional Unsealed Roads	103,292	11,484

**MAINTENANCE**

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Grader Crew 1 (Three-man crew)	Carinda Road	Shoulder Grading (Flood Damage)	40km
Grader Crew 2 (Three-man crew)	Collie- Trangie Road	Rehabilitation	
Grader Crew 2 (Three-man crew)	Thornton Road Intersection Nevertire Bogan Road	Patching	400m2

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WORKS PROGRESS REPORTS – ROADS

CONTINUED

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Grader Crew 2 (Three-man crew)	Quigley Carroll Road	Maintenance Grading (Flood Damage)	7km
Grader Crew 3 (Three-man crew)	Carinda Road	Shoulder Grading (Flood Damage)	30km
Grader Crew 4 (Three-man crew)	Cullemburrawang Road	Maintenance Grading (Flood Damage)	8km
Grader Crew 4 (Three-man crew)	Pigeonbah Road	Maintenance Grading (Flood Damage)	4km
Grader Crew 4 (Three-man crew)	Wonbobbie Road	Maintenance Grading (Flood Damage)	10km
Grader Crew 4 (Three-man crew)	Quigley Carroll Road	Maintenance Grading (Flood Damage)	7km
Grader Crew 4 (Three-man crew)	Cathundral Bogan Road	Maintenance Grading (Flood Damage)	10km
Roadside Maintenance Team	Thornton Road	Mowing	Full length
Roadside Maintenance Team	Nevertire Bogan Road	Mowing	Full Length
Roadside Maintenance Team	Ellengerah Road	Mowing	Full Length
Roadside Maintenance Team	Old Warren Road	Mowing	Full Length
Roadside Maintenance Team	Industrial Access Road	Mowing	Full Length

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WORKS PROGRESS REPORTS – ROADS

CONTINUED

<b>WORK CREW</b>	<b>LOCATION</b>	<b>ACTIVITY</b>	<b>EMULSION USED</b>	<b>STONE USED</b>
Paveline	Carinda Road	Patching		
	Marthaguy Road	Patching		
	Warren Road	Patching		
	Collie-Trangie Road	Patching		
	Dubbo Collie Road	Patching		

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WORKS PROGRESS REPORTS – ROADS

CONTINUED

**UPCOMING WORKS**

WORK CREW	LOCATION	ACTIVITY
Grader Crew 1 (three-man crew)	Old Warren Road (September)	Maintenance Grade
Grader Crew 1 (three-man crew)	Ellerslie Road (September)	Maintenance Grade
Grader Crew 1 (three-man crew)	Heatherbrae Road (October)	Maintenance Grade
Grader Crew 1 (three-man crew)	Cremorne Road (October)	Maintenance Grade
Grader Crew 2 (three-man crew)	Ellengerah Road (September)	Rehabilitation
Grader Crew 3 (three-man crew)	Carinda Road (September)	Shoulders (Flood Damage)
Grader Crew 3 (three-man crew)	Gibson's Way (September)	Maintenance Grade
Grader Crew 3 (three-man crew)	Booka Road (October)	Maintenance Grade
Grader Crew 3 (three-man crew)	Mannix Road (September)	Maintenance Grade
Grader Crew 3 (three-man crew)	Elsinore Road (September)	Maintenance Grade

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WORKS PROGRESS REPORTS – ROADS

CONTINUED

WORK CREW	LOCATION	ACTIVITY
Grader Crew 3 (three -man crew)	Catons Road (September)	Maintenance Grade
Grader Crew 4 (three -man crew)	Cullemburrawang Road (September)	Maintenance Grade (Flood Damage)
Grader Crew 4 (three -man crew)	Pigeonbah Road (September)	Maintenance Grade (Flood Damage)
Grader Crew 4 (three -man crew)	Hatton Road (September)	Maintenance Grade (Flood Damage)

Project	Budget	Expend	Resp	Comment
<b>Capital Works Gravel Resheets</b>				
Nil				
<b>Capital Works Bitumen Reseals (Rural Sealed Roads) Budget \$600,258 (Subject to Fixing Local Roads Round 3 Grant Submissions)</b>				
Ellengerah Road Segment 02	72,000	Nil	RIM	10mm bitumen reseal.
Ellengerah Road Segment 06	72,000	Nil	RIM	10mm bitumen reseal
Thornton Road Segment 00	140,518	Nil	RIM	20/10mm bitumen reseal
Nevertire-Bogan Road Segment 34	70,000	Nil	RIM	10mm bitumen reseal
Buckiinguy Road Segment 00 and Segment 02	108,840	Nil	RIM	10mm bitumen reseal
Rifle Range Road Segment 00	66,900	Nil	RIM	10mm bitumen reseal
Old Warren Road Segment 18	70,000	Nil	RIM	10mm bitumen reseal

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WORKS PROGRESS REPORTS – ROADS

CONTINUED

Project	Budget	Expend	Resp	Comment
<b>Capital Works Bitumen Reseals (Regional Roads) Budget \$254,114</b>				
Carinda Road Part Segment 2	53,928	Nil	RIM	1.07km 14/7mm Seal
Carinda Road Segment 4	100,800	Nil	RIM	2km 14/7mm Seal
Carinda Road Segment 58	99,386	Nil	RIM	2km 10mm and 20/10mm Seal
<b>Capital Works Bitumen Reseals (Town Streets) Budget \$55,000(Subject to Fixing Local Roads Round 3 Grant Submission</b>				
Hilton Lane	10,700	Nil	RIM	535m to apply a 10mm Seal
Hale Street	6,800	Nil	RIM	170m to apply a 10mm Seal
Orchard Street	21,500	Nil	RIM	336m to apply a 10mm Seal
Bundemar Street	16,000	Nil	RIM	200m to apply a 10mm Seal
<b>Capital Works In Progress</b>				
Unspent 2020/21 Repair Grant Rehabilitation Collie-Trangie Road Regional Road No.347. Segment 14 Existing Asset Upgrade.	239,066	239,066	DMES/ RIM	This project is in progress. The preliminary analysis works, survey, geotechnical, hydraulic analysis, REF and preliminary design, have all been partially completed. The three culverts within Segment 14 have all been replaced. Approximately 1km or half of the Segment has had enough of the shoulder, earth and pavement works completed to enable the application of a bitumen prime. The working conditions because of the continual wet weather were atrocious. Because of the wet conditions immediately after the application of the bitumen prime on the first kilometre the team discontinued working at the site. Work at this site will recommence as soon as the site conditions and weather pattern permits.
2021/2022 REPAIR Program – Regional Road 347 (Collie – Trangie Road) – Segment 16 – clearing	800,000	Nil	DMES/ RIM	Project Total: \$800,000 made up of as follows: REPAIR Program Transport for NSW Contribution \$400,000 and 2021/2022 Regional Roads Block Grant \$400,000.

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WORKS PROGRESS REPORTS – ROADS

CONTINUED

Project	Budget	Expend	Resp	Comment
of roadside vegetation, replacement of existing culvert, widening of road formation, upgrade of existing pavement material and application of a heavy bitumen prime surface 8m wide. Existing Asset Upgrade.				Project funding now available and works to be programmed.
<b>Planned Future Capital Works</b>				
Rehabilitation Warren Road Regional Road No.7515 Segment 7515.06 Inclusive of the Tenandra Bridge over the Marthaguy Creek – Fixing Country Road Grant Application. Existing Asset Upgrade.	Funded from Regional Roads Block Grant (No current budget)	Nil	DMES	All preliminary works have been completed.  Therefore, this project is on hold until the required funding can be sourced.  The project has been developed sufficiently to be classified as being <b>“shovel ready”</b> .
Rehabilitation Warren Road Regional Road Segment 08 Inclusive of the Newe Park Bridge over the Merrigal Creek. Existing Asset Upgrade.	Funded from Regional Roads Block Grant (No current budget)	Nil	DMES	All preliminary works have been completed.  Therefore, this project is on hold until the required funding can be sourced.  The project has been developed sufficiently to be classified as being <b>“shovel ready”</b> .
Rehabilitation Warren Road Regional Road.  This Project is Relevant to the 2016/17 Fixing Country Roads Grant Application and the 2020/21 ROSI Grant. Existing Asset Upgrade.	1,679,000	Nil	DMES	Several meetings have been held with Engineering Department representatives of the Coonamble Shire Council (CSC). Negotiations with the various Federal and State Departments is required to ensure that the proposed new scopes of works are agreed.

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WORKS PROGRESS REPORTS – ROADS

CONTINUED

Project	Budget	Expend	Resp	Comment
				<p>Consultation has been ongoing with the Federal Government, Infrastructure NSW, NSW Transport and Coonamble Shire Council Representatives in an endeavour to have the deeds released. At this point in time, it is considered that a resolution has not been determined. Project has been included in the 2021/2022 Estimates.</p> <p>Council has resolved to make representations to the Local Member Mark Coulton and Transport for NSW Western Manager on this matter.</p>
<b>Grant Applications</b>				
Federal Road Safety (NSW) Program- School Zone Infrastructure Sub-Program Round 2 (Tranche 2 and Tranche 3)	9,193	N/A	RIM	<p>Remarking of school zone 40km/h patches, Dragons Teeth, etc</p> <p><b>Waiting on Successful Notification.</b></p>
Fixing Local Roads Program (FLRP) Round 3 – Ellengerah Road Construction	846,349	N/A	DMES	<p>Project Total \$846,349 made up of as follows: FLRP Round 3 \$634,762 and Local Roads and Community Infrastructure Program \$211,587.</p> <p><b>Waiting on Successful Notification.</b></p>
Fixing Local Roads Program (FLRP) Round 3 – Bitumen Reseal Program on Priority Local Roads	1,333,000	N/A	RIM	<p>Project Total: \$1,333,000 made up of as follows: FLRP Round 3 \$1,000,000 and Roads to Recovery Bitumen Reseal Program \$333,000.</p> <p><b>Waiting on Successful Notification.</b></p>



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WORKS PROGRESS REPORTS – ROADS

CONTINUED

Project	Budget	Expend	Resp	Comment
<b>Grant Applications Continued</b>				
Fixing Local Roads Program (FLRP) Round 3 – Nevertire – Bogan Road Segment 4 and Segment 6 Rehabilitation	1,727,243	N/A	DMES	Project Total: \$1,727,243 made up of as follows: FLRP Round 3 \$1,295,432 and Local Roads and Community Infrastructure Program \$431,811. <b>Waiting on Successful Notification.</b>
Fixing Local Roads Program (FLRP) Round 3 –Gravel Resheeting Program on Priority Local Roads	1,333,000	N/A	DMES	Project Total: \$1,333,000 made up of as follows: FLRP Round 3 \$1,000,000 and Roads to Recovery Bitumen Reseal Program \$322,258 AND Other Unallocated \$10,742. <b>Waiting on Successful Notification.</b>
Fixing Local Roads Program (FLRP) Round 3 – Tyrie Road Construction	621,234	N/A	DMES	Project Total: \$621,234 made up of as follows: FLRP Round 3 \$465,926 and Local Roads and Community Infrastructure Program \$115,308 and Council Allocation \$40,000. <b>Waiting on Successful Notification.</b>
Fixing Local Roads Program (FLRP) Round 3 – Old Warren Road Segments 26 & 28 Construction	1,679,946	N/A	DMES	Project Total: \$1,679,946 made up of as follows: FLRP Round 3 \$1,259,960 and Local Roads and Community Infrastructure Program \$419,987. <b>Waiting on Successful Notification.</b>
Fixing Local Roads Program (FLRP) Round 3 – Upgrading Gradgery Lane Bridges	2,177,001	N/A	DMES	Project Total: \$2,177,001 made up of as follows: FLRP Round 3 \$1,632,751 and Local Roads and Community Infrastructure Program \$544,250. <b>Waiting on Successful Notification.</b>

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WORKS PROGRESS REPORTS – ROADS

CONTINUED

Project	Budget	Expend	Resp	Comment
Fixing Local Roads Program (FLRP) Round 3 – Gibson Way Road Construction	1,691,389	N/A	DMES	Project Total: \$1,691,389 made up of as follows: FLRP Round 3 \$1,268,542 and Local Roads and Community Infrastructure Program \$422,847. <b>Waiting on Successful Notification.</b>

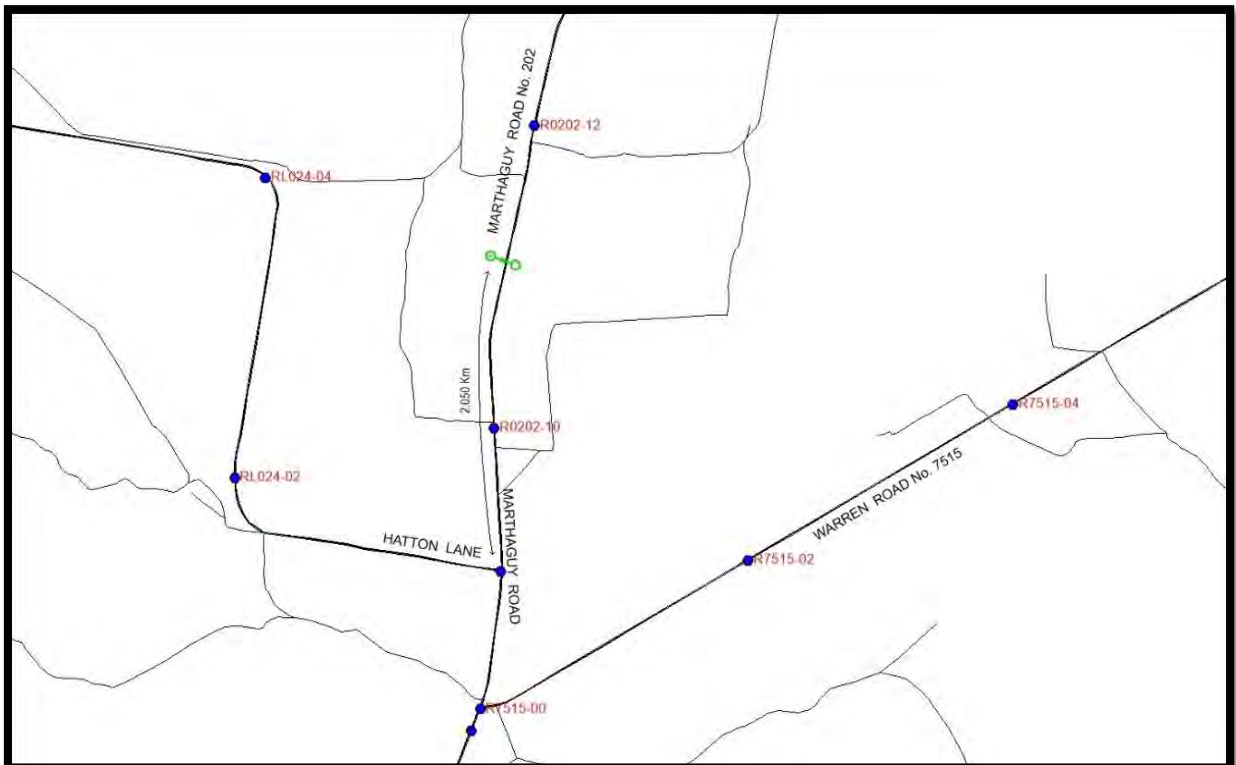
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WORKS PROGRESS REPORTS – ROADS

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<b>TRAFFIC CLASSIFIER REPORT</b>		<b>Marthaguy Road No. 202</b>			
<b>Location</b>		Segment 10			
<b>Period of Operation (Days)</b>		<b>34</b>	3/08/2021 to		6/09/2021
<b>Total count both directions</b>		3821			
<b>AADT (vehicles per day)</b>		112			
<b>Percent of commercial vehicles</b>		9.45%			
<b>Vehicle type</b>	<b>Class</b>	<b>Number</b>	<b>%</b>	<b>Max.speed (kph)</b>	<b>85%</b>
Light	1-2	3152	82.5	155.70	109.44
Non Articulated	3-5	308	8.1	127.80	99.48
Articulated	6-10	254	6.6	122.60	94.68
B-Double/Road Train	11-12	107	2.8	95.09	91.04
<b>Total</b>	<b>1-12</b>	<b>3821</b>	<b>100</b>	<b>155.70</b>	
Average percentile across classes				<b>98.66</b>	



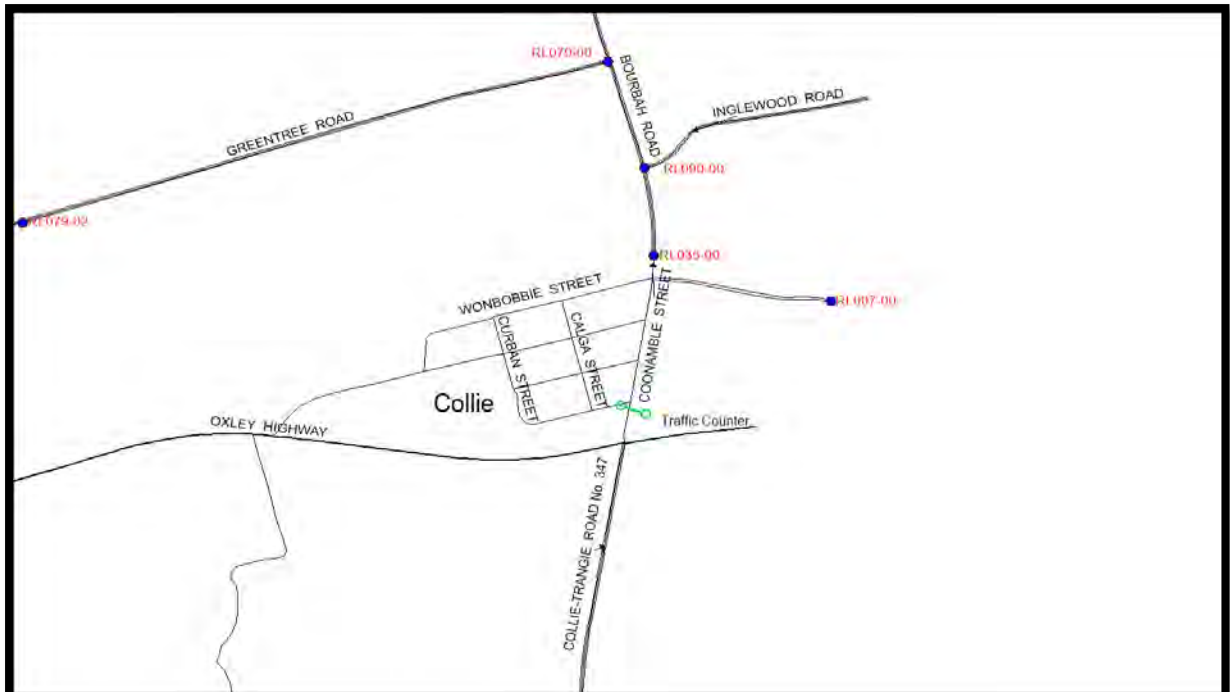
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WORKS PROGRESS REPORTS – ROADS

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<b>TRAFFIC CLASSIFIER REPORT</b>		<b>Collie-Trangie Rd No. 347</b>			
<b>Location</b>		Segment 12			
<b>Period of Operation (Days)</b>		30	3/08/2021 to	2/09/2021	
<b>Total count both directions</b>		2758			
<b>AADT (vehicles per day)</b>		92			
<b>Percent of commercial vehicles</b>		28.14%			
Vehicle type	Class	Number	%	Max.speed	85%
Light	1-2	774	28.1	157.20	12.86
Non Articulated	3-5	1208	43.8	140.80	113.04
Articulated	6-10	638	23.1	128.90	106.92
B-Double/Road Train	11-12	138	5.0	113.30	104.40
<b>Total</b>	<b>1-12</b>	<b>2758</b>	<b>100</b>	<b>157.20</b>	
Average percentile across classes			<b>109.31</b>	Km/H	



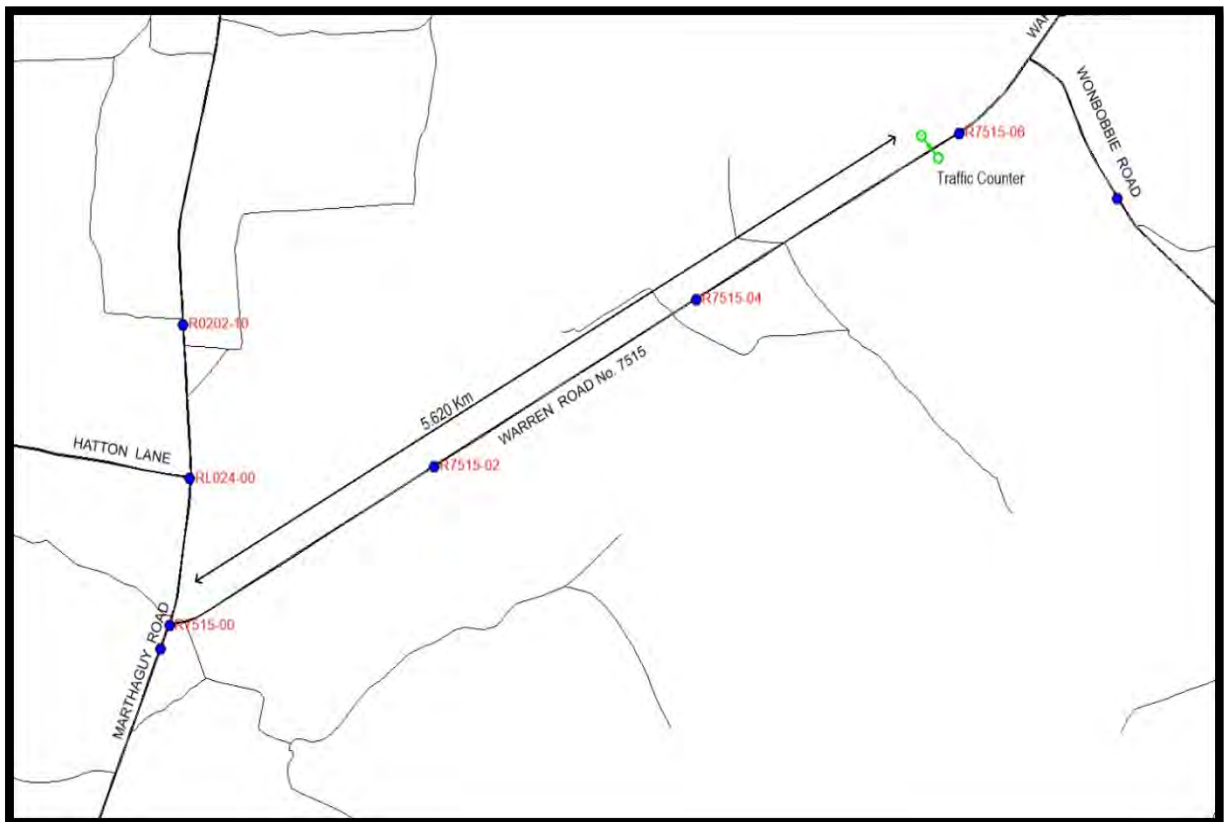
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<b>TRAFFIC CLASSIFIER REPORT</b>		<b>Warren Road No.7515</b>			
<b>Location</b>		Segment 04			
<b>Period of Operation (Days)</b>		<b>32</b>	4/08/2021 to		5/09/2021
<b>Total count both directions</b>		5617			
<b>AADT (vehicles per day)</b>		176			
<b>Percent of commercial vehicles</b>		34.38%			
Vehicle type	Class	Number	%	Max.speed (	85%
Light	1-2	2129	37.9	158.30	118.80
Non Articulated	3-5	1557	27.7	156.80	122.40
Articulated	6-10	821	14.6	139.40	110.16
B-Double/Road Train	11-12	1110	19.8	117.20	105.48
<b>Total</b>	<b>1-12</b>	<b>5617</b>	<b>100</b>	<b>158.30</b>	
Average percentile across classes			<b>114.21</b>	<b>Km/H</b>	



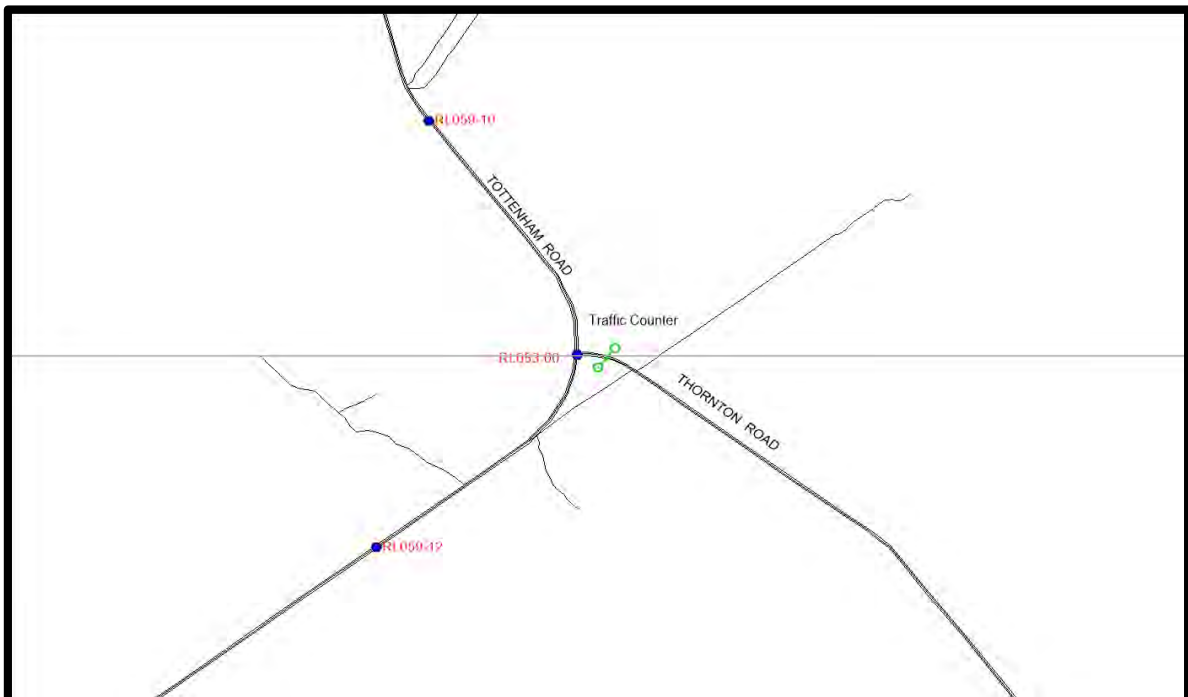
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<b>TRAFFIC CLASSIFIER REPORT</b>		<b>Thornton Rd No 53</b>			
<b>Location</b>		Segment 00			
<b>Period of Operation (Days)</b>	<b>29</b>	3/08/2021 to		1/09/2021	
<b>Total count both directions</b>		866			
<b>AADT (vehicles per day)</b>		30			
<b>Percent of commercial vehicles</b>		7.16%			
Vehicle type	Class	Number	%	Max.speed (kph)	85%
Light	1-2	676	78.1	141.00	96.38
Non Articulated	3-5	128	14.8	124.40	93.89
Articulated	6-10	62	7.2	99.50	78.30
B-Double/Road Train	11-12	0	0.0	0.00	0.00
<b>Total</b>	<b>1-12</b>	<b>866</b>	<b>100</b>	<b>141.00</b>	
Adverage percentile across classes				<b>67.14</b>	Km/H



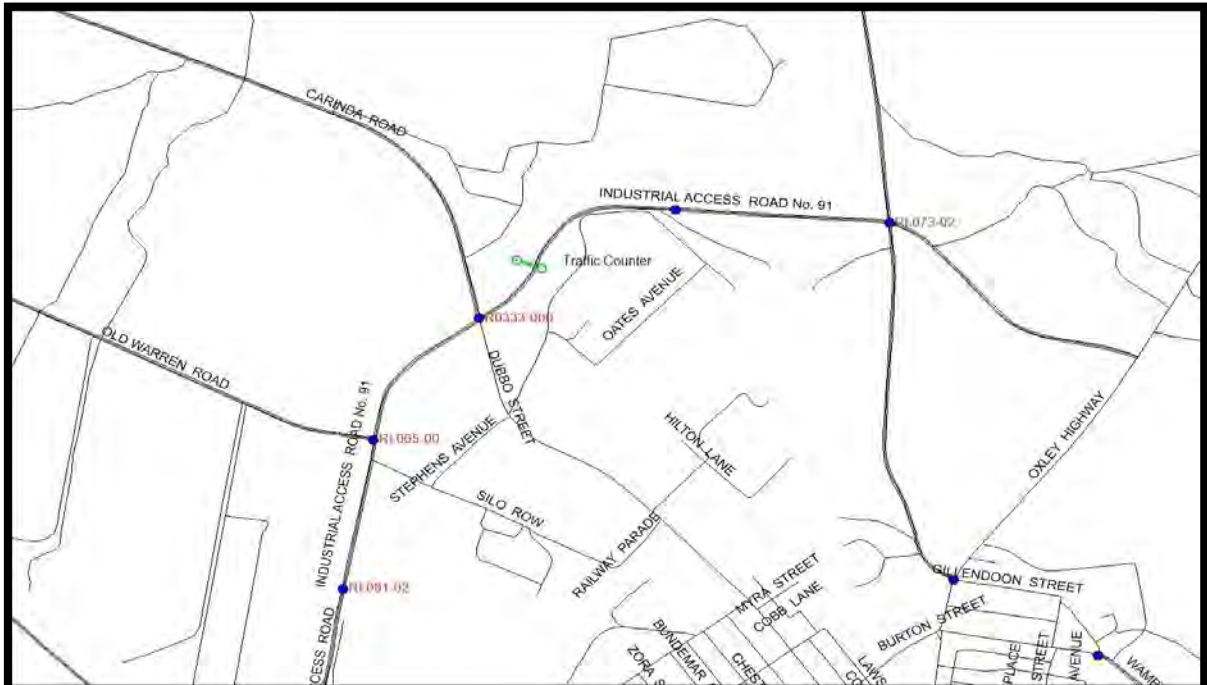
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WORKS PROGRESS REPORTS – ROADS

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<b>TRAFFIC CLASSIFIER REPORT</b>		<b>Industrial Access Rd No. 91</b>			
<b>Location</b>		Segment 02	Near the Macquarie River		
<b>Period of Operation (Days)</b>	30	3/08/2021 to		2/09/2021	
<b>Total count both directions</b>		7882			
<b>AADT (vehicles per day)</b>		263			
<b>Percent of commercial vehicles</b>		5.76%			
Vehicle type	Class	Number	%	Max.speed (kph)	85%
Light	1-2	5835	74.0	148.40	82.26
Non Articulated	3-5	1593	20.2	150.30	89.62
Articulated	6-10	316	4.0	113.80	84.60
B-Double/Road Train	11-12	138	1.8	99.90	83.09
<b>Total</b>	<b>1-12</b>	<b>7882</b>	<b>100</b>	<b>150.30</b>	
Average percentile across classes				<b>84.89</b>	Km/H



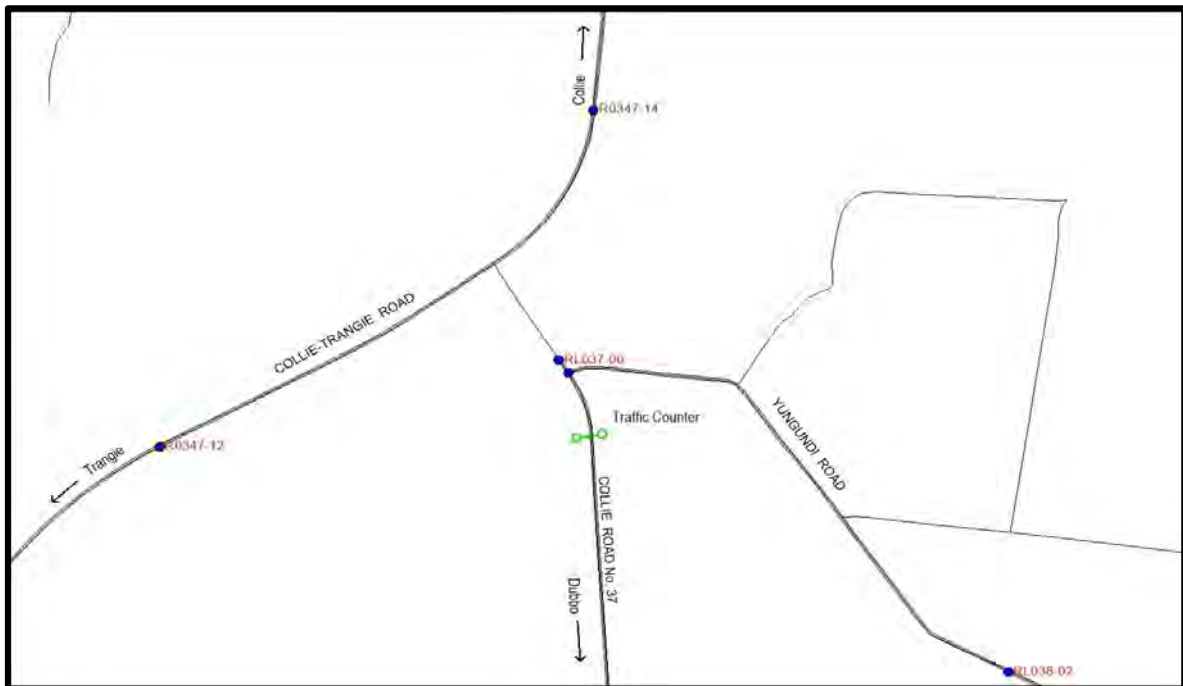
**WARREN SHIRE COUNCIL**  
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 to the Ordinary Meeting of Council to be held in the  
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ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

<b>TRAFFIC CLASSIFIER REPORT</b>		<b>Collie Rd No. 37</b>			
<b>Location</b>		Segment 04			
<b>Period of Operation (Days)</b>	30	3/08/2021 to		2/09/2021	
<b>Total count both directions</b>		1585			
<b>AADT (vehicles per day)</b>		53			
<b>Percent of commercial vehicles</b>		15.52%			
Vehicle type	Class	Number	%	Max.speed (kph)	85%
Light	1-2	373	23.5	130.30	107.46
Non Articulated	3-5	966	60.9	153.50	111.96
Articulated	6-10	241	15.2	121.50	90.32
B-Double/Road Train	11-12	5	0.3	61.60	0.00
<b>Total</b>	<b>1-12</b>	<b>1585</b>	<b>100</b>	<b>153.50</b>	
Average percentile across classes				<b>77.44</b>	





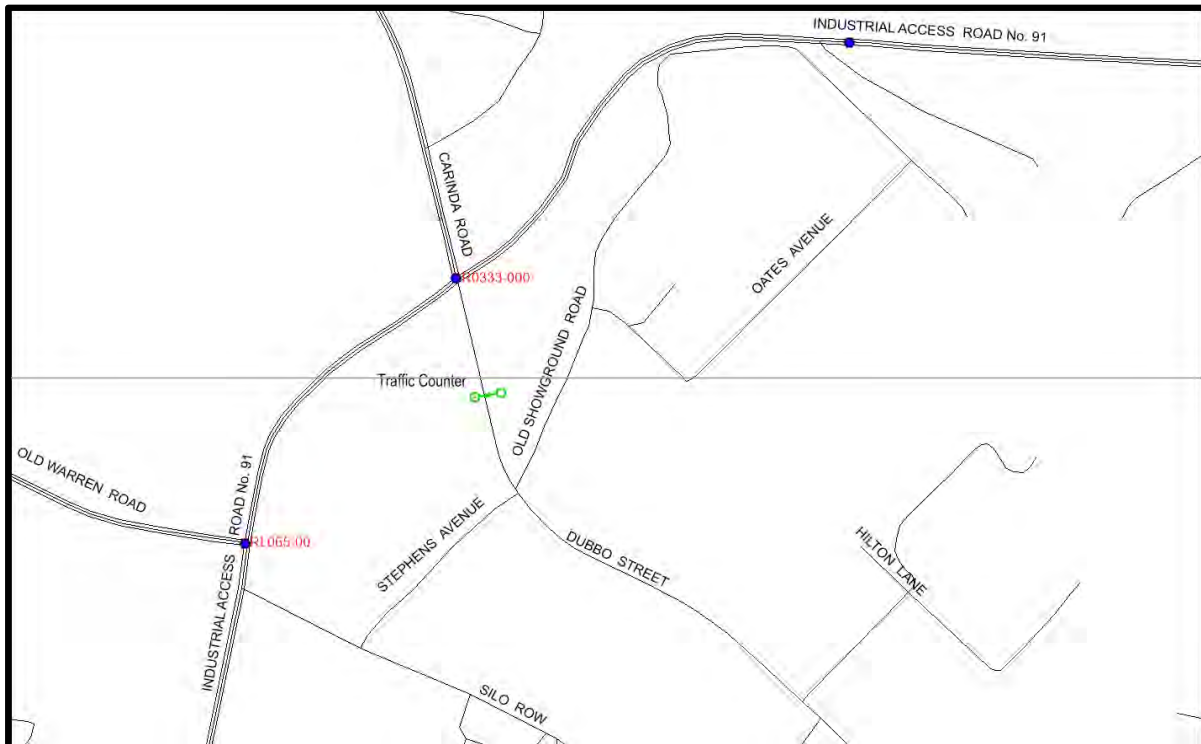
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WORKS PROGRESS REPORTS – ROADS

CONTINUED

<b>TRAFFIC CLASSIFIER REPORT</b>		<b>Dubbo street near cotton gin</b>			
<b>Location</b>		Segment 00	the end of dubbo St near cotton gin		
<b>Period of Operation (Days)</b>	30	3/08/2021 to		09/2021	
<b>Total count both directions</b>	202				
<b>AADT (vehicles per day)</b>	7				
<b>Percent of commercial vehicles</b>	1.49%				
Vehicle	Class	Number	%	Max.speed (kph)	85%
Light	1-2	193	95.5	158.50	117.90
Non Articulated	3-5	6	3.0	126.50	0.00
Articulated	6-10	1	0.5	33.10	0.00
B-Double/Road Train	11-12	2	1.0	33.10	0.00
<b>Total</b>	<b>1-12</b>	<b>202</b>	<b>100</b>	<b>158.50</b>	
Average percentile across classes				<b>29.48</b>	<b>Km/H</b>



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WORKS PROGRESS REPORTS – TOWN SERVICES

(C14-7.2)

**RECOMMENDATION:**

That the information be received and noted.

The following are details of Projects, Programs and Grant Applications that are being managed by the Town Services Manager.

**ACRONYMS**

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

**TOWN SERVICES OPERATIONS AND MAINTENANCE BUDGET AS AT 8<sup>th</sup> September 2021**

Project	Budget	Expend	Resp	Comment
<b>General</b>				
Warren Lawn Cemetery Stage 3. 3330-4120-0100  C/Over \$76,894 2021/2022 \$60,000	136,894	67,073	MHD / TSM	Upgrade drainage along western side and installation of drainage along eastern side.  Extension of river water main for future lawn cemetery expansion. Project awarded. Work will be finalised later this year.  Developing Cemetery Master Plan for future lawn cemetery expansion.

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Project	Budget	Expend	Resp	Comment
Warren Lawn Cemetery Installation of Toilet 3360-4050-0035 (Drought Communities Extension Program)	67,639	50,756	MHD / TSM	Supply of "Access toilet" was listed on VendorPanel 8 <sup>th</sup> January 2021 and closed 18 <sup>th</sup> January 2021. Awarded to Modus Australia.  Toilet has been installed. Waiting on internal accessories to allow toilet to be used.  Pathways and gardens complete.  Installation of on-site sewer management system complete.  Finalisation of the toilet has been delayed due to Covid – 19.
<b>Water Supplies</b>				
Nevertire Reservoir Refurbishment 4580-4320-0005	657,158	550,832	TSM	Tender closed 16 <sup>th</sup> April 2021. Evaluation complete.  Tender awarded to RMP Abrasive Blasting.  Roof structure has been removed. Internal abrasive blasting commenced.  External spot priming, intermediate and first topcoats applied.
Oxley Park River Water Pumping Station 4580-4320-0015	138,720	38,553	TSM	Carry out modification of the pipe work and pumps at the Oxley Park River Pump Station to allow the use of the same type of pumps used at the Ellengerah Road River Pump Station to allow efficient withdraw, rotation and replacement of the pumps together with an appropriate screening structure.

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Project	Budget	Expend	Resp	Comment
				<p>Ryan Mason Engineering to carry out the fabrication and installation works.</p> <p>New pump casing has been fabricated and are at Newcastle for galvanising.</p> <p>New Pumps have arrived.</p> <p>Subject to weather and the river height, the works should be complete September – October, 2021.</p>
<p>Temporary works to stop water leak at the Roundabout</p> <p>4201-2200-0000</p>	<p>From Operations</p>	<p>Nil</p>	<p>TSM</p>	<p>Planning works for the temporary repairs to stop the water leak under the roundabout. New hydrants and stop valves have been installed near IGA and the Newsagency in Dubbo Street and in front of Spar in Burton Street. A possible fourth connection isolation point is being investigated. A further program of works being investigated and programmed.</p>
<b>Sewerage Services</b>				
<p>CCTV and Smoke Testing of Sewer at Warren and Nevertire</p> <p>5580-4320-0002</p>	<p>200,000</p>	<p>Nil</p>	<p>TSM</p>	<p>Quotation documents under development.</p>
<b>Grant Applications</b>				
<p>Warren Levee Bank Rehabilitation</p>	<p>6,000,000</p>	<p>Nil</p>	<p>DMES / TSM</p>	<ol style="list-style-type: none"> <li>1. Funding currently being pursued for repairs to the reported section of the Warren levee.</li> <li>2. Consulted with State Government Representatives</li> </ol>

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Project	Budget	Expend	Resp	Comment
				<p>seeking financial assistance to rectify deteriorated section.</p> <p>3. Works to be undertaken in-house using Council staff and local contractors if possible.</p> <p>4. Local contractors have been liaised with regarding the methods of repair.</p> <p>Fresh applications have been submitted to the Federal Government Department of Home Affairs, waiting on confirmation of success or not.</p>

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Activity	Required Interval	Details	
<b>Water System Planned Maintenance</b>			
River mains flushing	As required	Sections are done where and when found necessary.	
Water main flushing (Bore)	As required	Sections are done where and when found necessary.	
Hydrant covers checked, painted, flushed and replaced where necessary, Blue reflective indicators, HP and HR signs installed		Done as required.	
Bore Inspections		Conducted by Natural Resource Access Regulator (NRAR).	
Warren, Nevertire and Collie water chlorine and pH testing	Weekly at specific locations.	Testing carried out daily.	
Warren river pumps		Oxley Park Ellengerah Rd Racecourse	Breakdown maintenance only.
Reservoir cleaning	5 years	Ellengerah Bore Nevertire Bore	Next Diver inspection and clean 2024
		Oxley Park River Ellengerah River	Investigate using Remotely Operated Vehicle (ROV) to inspect 2022/2023

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Activity	Required Interval	Details
<b>Sewerage System Planned Maintenance</b>		
Warren Sewerage Treatment Works	Quarterly	Samples of treated effluent collected monthly for laboratory analysis against EPA licence requirements for PH, Total Suspended Solids (TSS), Total Nitrogen (N), Total Phosphorus (P), Oil & Grease (O&G) and Biochemical Oxygen Demand (BOD). Results are published on Council website quarterly.
Sewer gravity main CCTV Inspection and Smoke Testing program		<p>Develop a program to carry out CCTV inspections and smoke testing of all gravity sewer mains in Warren and Nevertire.</p> <p>Develop a sewer main replacement/relining program.</p> <p>Identify stormwater infiltration locations.</p> <p>Develop a program to educate property owners and residents about stormwater infiltration prevention.</p> <p>Develop a stormwater infiltration rectification program for Council assets and private property.</p>
<b>Water and Sewerage Works Subject to Funding</b>		
Location	Work Under Development	
Collie Water Supply (Reliability)	Commission the two, 125,000 litre Pioneer water tanks located west of the tennis court. Install pressure pumps into shed at the base of the elevated tanks located behind the hotel. Decommission and remove the elevated tanks.	
Collie chlorine dosing	Install new gaseous chlorination system at the new Collie Bore, (approximately 7km west of Collie).	
Nevertire chlorine dosing	Install new gaseous chlorination system in the new building at Nevertire. Install new dosing point to ensure chlorination is possible from either bore.	
Warren chlorine dosing	Install new gaseous chlorination system in the new buildings at Bore Flat and Ellengerah.	
Replacement of Telemetry System	Replacement of the water and sewerage telemetry system and Firmware upgrade of the Clearwater SCADA.	

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**WORKS PROGRESS REPORTS – TOWN SERVICES**

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Account	Budget	Expenditure
Water Fund Maintenance and Repair	689,345	110,591
4200-0003, 4220-0003, 4230-0003, 4240-0003, 4250-0003 & 4300-0003		
Sewer Fund Maintenance and Repair	461,378	42,042
5200-0003, 5250-0003, 5280-0003 & 5300-0003.		

**Water and Sewer Works**

Water meter readings.

Preparation works and night shutdown for Nevertire Reservoir temporary by-pass set up.

Daily water quality testing.

Sewerage Treatment Plant Daily Operations.

Preparation work for roundabout works.

Mains flushing (Warren).

Hydrant flushing in Warren.

Replace pressure pump at gardeners shed.

Installed three (3) stop valves at the roundabout in preparation to rectify water leak.

Back fill and road repair at roundabout.

Back fill and repair footpath, Bundemar Street.

Total rebuild of a water service, 117 Dubbo Street.

Carry out pipe reconstruction work, Nevertire reservoir.

Install new water service at the new Gillendoon sewer pump station.

Commenced Sewerage sample collection for COVID Testing.



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<b>Warren Sewerage Treatment Works in Flow Sewerage Year – 1st June to 31st August</b>				
<b>Month</b>	<b>Peak Daily Flow (KL)</b>	<b>Average Daily Flow (KL)</b>	<b>Monthly Flow (ML)</b>	<b>Cumulative Annual Flow (ML)</b>
March 2021	1,924	648	19.85	127.62
April 2021	872	430	12.43	140.05
May 2021	921	430	13.32	153.37
June 2021	911	661	14.25	14.25
July 2021	1254	441	13.67	27.92
August 2021	776	393	12.19	40.11

**Rainfall in Warren for the month of August 2021: 41mm**

**Rainfall in Warren for year 2021-22: 97.8**

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ITEM 2      WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

## Bulk Water Reading per Quarter

WATER SOURCE	FIRST QUARTER READING 1/07/20 - 31/09/20	BULK USAGE TO DATE (ML)	SECOND QUARTER READING 1/10/20 - 31/12/20	BULK USAGE TO DATE (ML)	THIRD QUARTER READING 1/01/21 - 31/03/21	BULK USAGE TO DATE (ML)	FOURTH QUARTER READING 1/04/21 - 30/06/21	BULK USAGE TO DATE (ML)	% OF ANNUAL ALLOCATION	Max. Allocation (ML)
<b>Warren Bores</b>										
Bore 1 (Bore Flat) Lic. 80AL703155	0.45	0.45	0.00	0.45	0.00	0.45	0.00	0.45		
Bore 2 (Ellengerah) - Unlicensed	44.97	44.97	0.00	44.97	0.00	44.97	0.00	44.97		
	<b>45.42</b>	<b>45.42</b>	<b>0.00</b>	<b>45.42</b>	<b>0.00</b>	<b>45.42</b>	<b>0.00</b>	<b>45.42</b>	<b>6.49%</b>	700
<b>Warren River</b>										
Oxley Park Lic. 80AL700017	5.56	5.56	0.00	5.56	0.00	5.56	0.00	5.56		
Ellengerah Rd Lic. 80AL700017	2.82	2.82	0.00	2.82	0.00	2.82	0.00	2.82		
	<b>8.38</b>	<b>8.38</b>	<b>0.00</b>	<b>8.38</b>	<b>0.00</b>	<b>8.38</b>	<b>0.00</b>	<b>8.38</b>	<b>1.12%</b>	750
<b>Showground (Racetrack) Lic. 80AL700645</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>	234.2
<b>Nevertire Bore Lic. 80AL703158</b>	<b>3.51</b>	<b>3.51</b>	<b>0.00</b>	<b>3.51</b>	<b>0.00</b>	<b>3.51</b>	<b>0.00</b>	<b>3.51</b>	<b>8.77%</b>	40
<b>Collie Bore - Unlicensed</b>	<b>0.49</b>	<b>0.49</b>	<b>0.00</b>	<b>0.49</b>	<b>0.00</b>	<b>0.49</b>	<b>0.00</b>	<b>0.49</b>	<b>1.96%</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

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**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

**Parks and Gardens – Routine Works**

Due to the upgraded Covid-19 restrictions and heightened concerns, disinfection of playground equipment commenced again and will continue until the restrictions have been lifted.

Account	Budget	Expenditure
Parks & Gardens, Cemeteries & Racecourse	762,488	160,703
0701-0003, 1151-0003, 1651-0003, 1701-0003, 2655-0003, 2660-0003 & 2670-0003		

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

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

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The Play Equipment at Macquarie and Ravenswood Parks are inspected, and sand pit areas are raked daily.

BBQ's at Macquarie Park, Oxley Park, Skate Park and Splash Park are cleaned twice a week.

The following Locations are mown, whipper snipped and weeded as needed.

Bore Flat	Sewer Pumping Stations
Bore Flat Levee	Shire Housing
Carter Oval	Town Medians and approaches
Other Reserves	Water Pumping Stations and Reservoirs
Readford St Levee	Weed Spraying
WOW Centre	Tiger Bay Walking Track

**Event Preparations – August**

Mark out Ovals for Rugby Union, Rugby League, Soccer and Little Athletics.

Collie tree planting with assistance from residents.

Pony Club.

Pop-up Race Meeting 28 August 2021. Gulargambone's cancelled meeting. (Cancelled)

Erect marquees and assist with the Pfizer Covid vaccination two-day event.

**Event Preparations – September**

Erect marquees and assist with the return visit for second injection of the Covid-19 vaccination.

Pop-up Race Meeting at the Warren Showground racecourse 18 September 2021.

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**ITEM 3                      WORKS PROGRESS REPORTS – FLEET – WORKSHOP**

**(C14-7.2)**

**RECOMMENDATION**

That the information be received and noted.

The following are details of Projects and Programs that are being managed by the Workshop Coordinator.

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
<b>Plant Repairs</b>				
P2401	Emergency Trailer	Washed, cleaned and photos taken.	1 hour	1 hour
P1064	Isuzu Tender Truck twin cab	Jumpstart after lights had been left on during lunch.	0.5 hour	0.5 hour
P1042	Isuzu Water Truck	Continue water bar change over.		10 hours
P15	Kioti Tractor	Service done, clutch calibrated, brakes adjusted.	8 hours	8 hours
P3601	Parks & Garden Toyota Hilux twin cab	Jumpstart vehicle, charge battery and do load test battery all ok.	1 hour	1 hour
P3506	New Fortuner to replace old unit.	Asset form done and vehicle commissioned.	1 hour	1 hour
P3605	Toyota Hilux toolbox	Toolbox latch repaired/replaced.	2 hours	2 hours
P93	Multipak Roller	Service and cleaned out rear of unit.	0	6 hours
P1064	Isuzu Tender Truck	Service done.	0	3 hours
P10	Hamm Padfoot Roller	Make new scraper tynes for unit as new ones not in country x3 suppliers.	0	2 days
P2020	Caterpillar loader 950m	Repair shuttle lever.	1.5 hours	1.5 hours
P8	Caterpillar 432f Backhoe	Turbo and intercooler removal for repair.	3 days	6 hours
P70	Iseki Ride on Mower	Replaced rear tyres.	3 hours	3 hours
P1042	Isuzu Water Truck	Water Bar change over.	0	20 hours

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CONTINUED

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P22	John Deere 770g Grader	Check source of oil leak and order parts.	0.5 hour	3.5 hours
P3606	Toyota Hilux twin cab	Windscreen replacement claim form done.	0.5 hour	0.5 hour
P3611	Toyota Hilux twin cab	Windscreen claim form done.	0.5 hour	0.5 hour
P302	Sykes Pump	Modifications made to fit pump hitch onto tractor hitch, ready for testing.	0	2 hours
P8	Caterpillar 432f Backhoe	Inner cooler cleaned and fit back to machine new turbo fitted and tested oil changed also.	0	6 hours
	Parts ordered for stock	Hilux filters for services and some for stock.		
P31	UD Truck	Sent to Hi Torque Dubbo for gearbox noise inspection.	1 day	1day
P153	Fruehauf Tri Axle Water Tanker	Fitted new suction hose to tank, new camlock fittings on hose and on tank connection.	4 hours	4 hours
P167	Water Jetter (sewer)	Diagnose start problem, starter motor burnt out new unit on order.	4 hours	4 hours
P28	John Deere 770g Grader.	6,750 hour service done on machine.	4 hours	4 hours
P1042	Isuzu Water Truck 13,000ltr	Had new hydraulic hoses made for machine to run and updated water bars and pump.	0	1 day
P79	Iseki ride on mower	Repairs to battery box, made new strap to hold battery in place.	2 hours	2 hours
P91	Isuzu Workshop Truck	Rego check required, repaired wiring to number plate light, general check over.	1.5 hours	1.5 hours
P21	John Deere 5083e Tractor	Replaced fuel tank breather. Cleaned outside.	2 hours	2 hours

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Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P2300	Small Isuzu Tri Tipper	Rego check repaired right hand side rear blinker. General check over, cleaned outside.	2 hours	2 hours
P1042	Isuzu Water Truck 13,000ltr	Continuing with water bar changeover, electrics ran but not hooked up, hydraulics ran and cleaned up.	0	12 hours
P2401	Emergency Trailer	Inventory list started.	1 hour	1 hour
P2141	6 foot Superior Slasher.	Diagnose vibration in PTO shaft gearbox area, PTO shaft replaced, better but still has some vibration.	3 hours	3 hours
P93	Caterpillar CW34 Pneumatic Roller.	Diagnose no start issue. Repair wiring harness and replace blown fuse. Wiring harness to be replaced or rebuilt.	8 hours	8 hours
P3503	Silver Kluger Wagon	Made arrangements for vehicle to be dropped at Smash Repairs for insurance work. Organise alternate vehicle for operator.	1 hour	1 hour
P79 P70	Iseki ride on mowers	Ordering required parts as well as some for stock.	1 hour	1 hour
	Pool covers	Spent time researching possible lifting devices for operations at the pool. Also researching the purchase of new concrete vacuum to replace existing aged unit.	1.5 hours	1.5 hours
P8	Caterpillar 432f Backhoe	Retrieved from the Tip and cleaned ready for hydraulic line replacement, hyd line replaced by cat tech with workshop assistance.	0	6 hours

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WORKS PROGRESS REPORTS – FLEET – WORKSHOP

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Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P2140	6 foot Superior Slasher	Made 2 plates and welded underneath top of deck to repair stone damage.	3.5 hours	3.5 hours
P2045	Caterpillar Skid Steer 232d Loader	Repaired broken off hydraulic line to quick hitch for bucket	1 hour	1 hour
P2401	Emergency Trailer Setup	Wiring for lights and charging facilities ran and tested.	0	5 hours
P1042	Isuzu Water Truck	Started teardown of water truck to change water bars.	17 hours	17 hours
Unit 641	Hired Bomag Roller	Diagnose water leak in coolant system temporary repair made and Rollers Australia notified.	4 hours	4 hours
P90	Isuzu service truck	40,000km Service done	2.5 hours	2.5 hours
P1089	Toro ride on mower	1,100hr Service done	2.5 hours	2.5 hours
P56	Hilux Single Cab	80,000km Service done	3 hours	3 hours

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
<b>Outside Work</b>				
Nev	Water Tower Upgrade	Making up fitting for Water Tower emptying.	1.5 hours	1.5 hours
Nev	Water Tower Upgrade	Blow holes inside of container for connections to be made to temporary pump setup.	1.5 hours	1.5 hours



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Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
<b>Plant Repairs – Work to be Completed</b>				
P1042	Isuzu Water Truck	Water bars on rear to be changed over.	1 week	1 week
P50	Isuzu Tipper Tar Truck	Fan on condenser for A/C needs replacing.	1 hour	1 hour
P301	Sykes River Pump	Put back together new parts to be sourced and fit.	0	6 hours
P31	Nissan UD Truck	Add blue level sensor to be replaced or repaired.		3 hours
P1064	Isuzu Tender Truck	100,000km service due		4 hours
P14	Caterpillar 432f Backhoe	Leaking rams to be repaired, Power issue to be diagnosed.		TBD
P1064	Isuzu Tender Truck	Condenser fans to be replaced.		1 hour
P58	Hino Tender Truck to be traded	Clutch to be replaced.		5 hours
P1047	ISUZU/ Schwarze Street Sweeper	Seals to be replaced inside brush motors.		TBD
P15	Kioti Tractor	Clutch issue to be diagnosed and repaired.		TBD
P90	Isuzu Truck	New spare wheel required old rim dented and tyre will not seal.		TBD
P2140	6 foot Superior Slasher	Repairs to wheel and gearbox, new pins required also.		TBD

**ACRONYMS**

WC Workshop Coordinator  
 TBD To be determined

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

**(B4-9)**

**RECOMMENDATION:**

That the information be received and noted.

**PURPOSE**

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

**BACKGROUND**

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

**REPORT**

Development Applications that have been received for approval for August 2021.

<b>FILE</b>	<b>LOCATION</b>	<b>WORKS</b>	<b>RECEIVED</b>	<b>APPROVED</b>
P16-21.09	Lot 10 DP746672 Arthur Butler Drive	Demolition of existing shed and construction of new Rural Fire Service North Western Category 4 Station	2/6/2021	12/8/2021
P16-21.18	Lot 46 DP872884 6 Azar Place	Erection of Shed	9/8/2021	17/8/2021
P16-21.19	Lot1 DP1072012 Marthaguy Road	Subdivision of 7451 Marthaguy Road	9/8/2021	25/8/2021

**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**

5.2.2 Timely and accurate reporting for efficient management and accountability.

5.2.1 Quality customer service focus by Council staff.

1.4.4 Help ensure safe and sustainable development.

**SUPPORTING INFORMATION/ ATTACHMENT**

Nil.

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

**RECOMMENDATION:**

That the information be received and noted.

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

2020 Projects	Budget	Expend	Resp	Comment
Construction of two (2) x Council dwellings 21 Deacon Drive and 8 Deacon Drive	88,000	23,854 Committed	MHD	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.
Warren Support Services (Previously Community Builders Grant (CB) and Early Intervention Placement Prevention (EIPP) Service Programs				
Outback Arts, Aboriginal Cultural Art, Ceramics and Mentoring March 2021	4,000	Nil	MHD	Event not complete. It was postponed due to unforeseen circumstances, will be completed by week 8 of the school term.
EIPP	10,000	10,000	MHD	MOU with Warren Youth Support Group – in progress.

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

<b>2020 Projects</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
Construction of the Waste Transfer Station at Ewenmar Waste Depot.	304,242	12,890 Committed	MHD/TSM	Final design complete. Works program to be determined.
Wireless Scoreboard	8,000	Nil	MHD	Also a grant application has been submitted to Building Stronger Communities Partnership.
Completion of Tiger Bay Wetlands Walkway (Central West Councils Environment and Waterways Alliance 2021 Small Grants).	5,000	Nil	MHD/DMES	Works program to be determined.
Community Building Partnership Program Grant - Waterproof lockers and changeroom double sided seating	16,031	Nil	MHD	Works program to be determined if grant successful.
Community Building Partnership Program Grant – Electronic Scoreboard	10,847	Nil	MHD	Works program to be determined if grant successful.
Targeted Early Intervention (TEI)	30,000	Nil	MHD	Warren Youth Support Group successful with their ongoing programs.
Music Wellbeing Program (Warren Central School)	5,000	Nil	MHD	Approved 21 <sup>st</sup> July 2021.
Purchase of new gym Equipment	9,720	2,068	MHD	Ordered.
Anchor Points	25,000	Nil	MHD	Works program to be determined. Quotes received from Vendor Panel Market place. Assessment to be completed.

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

<b>2020 Projects</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
Electricity to Animal shelter	6,000	Nil	MHD	Easement to be created.
3 x Defibrillators	10,000	Nil	MHD	Ordered.
Swimming Pool CCTV	16,000	Nil	MHD	Discussion held with supplier on specification requirements.
Swimming Pool Double access gates	3,000	Nil	MHD	Works program to be determined to allow completion before pool season opening if possible.
Swimming Pool – shelving and concreting	5,000	Nil	MHD	Works program to be determined to allow completion before pool season opening.