

BUSINESS PAPER

ORDINARY MEETING

THURSDAY 23RD OCTOBER 2025

WARREN SHIRE COUNCIL

AGENDA - ORDINARY COUNCIL MEETING

23rd October 2025 commencing at 8.30 am

1. OPENING OF MEETING

2. ACKNOWLEDGEMENT OF COUNTRY

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

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

4. CONFIRMATION OF MINUTES

Ordinary Meeting held on Thursday, 25th September 2025.

5. DISCLOSURES OF INTERESTS

6. MAYORAL MINUTE(S)

Nil.

7. REPORTS OF COMMITTEES

Meeting of the Warren Airport Operations Committee
held on Wednesday 8th October 2025 (A2-1)

Meeting of the Warren Public Arts Committee
held on Monday, 13th October 2025 (S21-2)

Meeting of the Roads Committee
held on Tuesday, 14 October 2025 (C14-3.28)

Meeting of Manex held on Thursday, 16th October 2025 (C14-3.4)

8. REPORTS OF DELEGATES

Item 1 Ordinary Meeting of the Castlereagh Macquarie County Council
held on Monday, 25 August 2025..... (C15-1)

Item 2 North Western Library Co-operative Annual General Meeting
held on Wednesday, 10th September 2025 (L2-5)

Item 3	Central West Zone Library held on Friday, 19th September 2025	(L2-7)
Item 4	Meeting of the Warren Interagency Support Services Group held on Monday, 13th October 2025	(C3-9)

9. REPORTS TO COUNCIL

POLICY

General Manager Reports

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REPORTS OF THE GENERAL MANAGER

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Item 4	Warren Shire Community Christmas Party 2025 (D3-1.8)	Page 26

REPORTS OF THE DIVISIONAL MANAGER FINANCE AND ADMINISTRATION

Item 1	Réconciliation Certificate – September 2025 (B1-10.16)	Page 1
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Item 4	Librarian’s Operational Performance Report (L2-2)	Page 7
Item 5	Internally Restricted Funds as at 30th June 2025 (A1-5.43).....	Page 20
Item 6	September 2025 Quarterly Review Report including Carryovers (A1-5.44) Supplementary.....	Page 27

REPORTS OF THE DIVISIONAL MANAGER ENGINEERING SERVICES

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REPORTS OF THE MANAGER HEALTH AND DEVELOPMENT SERVICES

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Item 2	Works Progress Reports – Health and Development Services (C14-7.3)	Page 2
Item 3	Local Environmental Plan Review (P15-31.6)	Page 7
Item 4	Club House Hotel 138 Dubbo Street Warren – Fire Upgrade (H2-6.27, L3-9.2/10)	Page 33

10. NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil.

11. MATTERS OF URGENCY

Nil.

12. CONFIDENTIAL MATTERS

Report of the Manager Health and Development Services

- Item 1 Evaluation of Submissions Tender: “NetWaste Tender for Collection and Recycling Scrap Metal F4459” (C13-101, G2-5.4)

This report is being considered in the Committee of the Whole Closed Council Meeting under **Section 10A(2)(d)(i)** of the *Local Government Act 1993 (NSW)*.

(2) “The matters and information are the following –

- (d) Commercial information of a confidential nature that would, if disclosed –
 - (i) Prejudice the commercial position of the person who supplied it,”

- Item 2 Deacon Drive Dwellings – District Court Matter (S1-8.2/52, S1-8.2/58, P16-18.25, P6-18.26)

This report is being considered in the Committee of the Whole Closed Council Meeting under **Section 10A(2)(g)** of the *Local Government Act 1993 (NSW)*.

(2) “The matters and information are the following –

- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,”

13. CONCLUSION OF MEETING

14. PRESENTATIONS

Nil.

AIRPORT OPERATIONS COMMITTEE

Attached are the Minutes of the meeting of the Airport Operations Committee held on Wednesday, 8th October 2025.

RECOMMENDATION:

That the Minutes of the Meeting of the Airport Operations Committee held on Wednesday, 8th October 2025 be received and noted.

WARREN SHIRE COUNCIL

Minutes of the Airport Operations Committee
Meeting held in the Community Room, Warren
on Wednesday, 8th October 2025 commencing at 11:00 am

PRESENT:

Penny Heuston	Councillor (Acting Chairperson)
Ralph Smith	Community Member
Pat Hulme	Community Member
Gary Woodman	General Manager
Daniel Davis	Assets Technical Officer – Water & Sewer
Joe Joseph	Infrastructure Projects Manager
Darren Walton	Acting Town Services Manager
Rebecca Christian	Minute Taker

Due to the absence of the Committee Chairperson, Councillor Heuston agreed to Chair the meeting.

ITEM 1 APOLOGIES

Apologies were received from Councillor Dirk McCloskey, George Falkiner, Brett Williamson, Raymond Burns Towns Services Manager, Sylvester Otieno Divisional Manager Engineering Services, Nigel Clark and Nigel Martin who were absent due to external commitments and it was **MOVED** Smith/Woodman that a leave of absence be granted for this meeting.

Carried

ITEM 2 CONFIRMATION OF MINUTES (C14-3.12)

MOVED Smith/Woodman that the Minutes of the Meeting held on Wednesday, 11th June 2025 be accepted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING FROM MINUTES OF THE MEETING, 11th JUNE 2025

Nil.

ITEM 4 ACTION CHECKLIST

- An investigation be undertaken if appropriate PAL instructions can be put in the ERSA in the additional information section so all pilots can be made aware of the process and correct spacing. (TSM)

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

Ralph Smith left the meeting at 11:14 am and returned at 11:17 am

Carried

WARREN SHIRE COUNCIL

Minutes of the Airport Operations Committee
Meeting held in the Community Room, Warren
on Wednesday, 8th October 2025 commencing at 11:00 am

ITEM 5 REPORTS

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

- The Airport's certification process is complete and accepted by regulatory bodies, confirming compliance with safety and operational standards; and
- Certificates to be framed and displayed publicly and internally.

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

Carried

ITEM 6 **GENERAL BUSINESS**

ITEM 7 **NEXT MEETING**

Next meeting to be arranged for Wednesday, 4th February 2026.

There being no further business the meeting closed at 11:27 am

WARREN PUBLIC ARTS COMMITTEE MINUTES

Attached are the Minutes of the Meeting of the Warren Public Arts Committee held on Monday, 13th October 2025.

RECOMMENDATION:

That the Minutes of the Meeting of the Warren Public Arts Committee held on Monday, 13th October 2025 be received and noted, and the following recommendation be adopted:

**ITEM 5.1 REVIEW OF THE WARREN SHIRE COUNCIL PUBLIC ART MASTER PLAN
(P13-1, C14-3.29)**

That:

2. The reviewed Warren Shire Council Public Arts Master Plan be resubmitted to the Committee with the changes clearly shown in red.

WARREN SHIRE COUNCIL

Minutes of the Warren Public Arts Committee Meeting
held in the Community Room, 115 Dubbo Street Warren
on Monday 13th October 2025 commencing at 3:35 pm

PRESENT:

Ros Jackson	Councillor (Chairperson)
Penny Heuston	Councillor
Pauline Serdity	Councillor
Judy Ridley	Community Member
Sylvester Otieno	Divisional Manager of Engineering Services
Joe Joseph	Infrastructure Projects Manager
Darren Walton	Acting Town Services Manager
Cassy Mitchell	Note Taker

ITEM 1 APOLOGIES (C14-3.29)

Apologies were received from Jenny Quigley, Mary Small, Rachel Cant, Michelle Hamblin, Raymond Burns and Gary Woodman who were absent due to external commitments, and it was **MOVED** Jackson/ Heuston that a leave of absence be granted for this meeting.

Carried

ITEM 2 CONFIRMATION OF MINUTES (C14-3.29)

MOVED Jackson/Serdity that the Minutes of the Meeting held on Tuesday 10th June 2025 be accepted as a true and correct record of that meeting.

Carried

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

Nil.

ITEM 4 ACTION CHECKLIST

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

Carried

ITEM 5.1 REVIEW OF THE WARREN SHIRE COUNCIL PUBLIC ART MASTER PLAN (P13-1, C14-3.29)

RECOMMENDATION TO COUNCIL:

MOVED Jackson/ Heuston that:

1. The information be received and noted; and
2. The reviewed Warren Shire Council Public Arts Master Plan be resubmitted to the Committee with the changes clearly shown in red.

Carried

WARREN SHIRE COUNCIL

**Minutes of the Warren Public Arts Committee Meeting
held in the Community Room, 115 Dubbo Street Warren
on Monday 13th October 2025 commencing at 3:35 pm**

ITEM 6 GENERAL BUSINESS

- Discussion on Waste to Art, the Community doesn't seem to be interested anymore, but for anyone who is they can join via the Outback Arts Committee.
 - Letter of thanks to be sent to Peter Mackay for his painting of the doors for the Female Friendly Amenities building (IPM)
 - That a list of grants available and what grants have been applied for be created or added to the action check list (PAO).
-

ITEM 7 DATE OF NEXT MEETING

To be arranged for the 2nd February 2026 at 3:30 pm.

There being no further business the meeting closed 3.54pm.

ROADS COMMITTEE

Attached are the Minutes of the Meeting of the Roads Committee held on Tuesday 14th October 2025.

RECOMMENDATION:

That the Minutes of the Meeting of the Roads Committee held on Tuesday 14th October 2025 be received and noted and the following recommendations be adopted;

**ITEM 5.1 COST ESTIMATE – WATER SUPPLY TO MURRAY FARM AT INGLEWOOD ROAD
(R4-22, R4-1.35, R4-1.90)**

1. That it is noted that it is feasible to supply water to Lot 63 DP42232 and Lot 64 DP42232, both owned by Mrs. Helen Murray;
2. That Council instructs Mrs. Helen Murray to remove the existing public gate at the start of the Inglewood Road near the intersection with SR35 Bourbah Road, on condition that Mrs. Jo Stewart, Mrs. Jamee Wykes and company pay for replacing the gate with a stock grid. If the condition is not met, then the public gate would stay in place;
3. That both parties be notified of the intended resolution after the October 2025 Council Meeting; and
4. That Council defer Item 2 to the December Council Meeting and an additional Roads Committee meeting be set for the 5th November 2025 to allow interested parties to put forth a presentation to that meeting.

ITEM 5.5 LOCAL ROADS LOAM AND GRAVEL RE-SHEETING PROGRAM (R4-1)

That Council undertakes the following Local Roads Loam and Gravel Re-sheeting Program for 2025/2026:

- SR65 Old Warren Road, Segment 36 at a cost of \$137,437.50;
- SR98 Colane Road, Segment 12 at a cost of \$101,797.50; and
- SR23 Gradgery Lane Segment 00, 2km from RR333 Carinda Road at a cost of \$197,377.50.

WARREN SHIRE COUNCIL

Minutes of the Roads Committee

Meeting held in Council's Community Room at 115 Dubbo Street
Warren on Tuesday, 14th October 2025 commencing at 11.00am

PRESENT:

Councillor Noel Kinsey (Chair)
Councillor Dirk McCloskey
Councillor Tony Wass
Councillor Andrew Brewer
Sylvester Otieno (Divisional Manager Engineering Services)
Sunil Prakash (Roads Infrastructure Manager)
Ray Egan (Flood Restoration and Special Projects Manager)
Stephen Smith (Roads Overseer) (Observer)
Rino Miranda (Asset Technical Officer – Roads) (Observer)
Hari Pyakurel (Works Clerk/ Administration Officer) (Observer)
Angie Tegart (Minute Taker)

ITEM 1 APOLOGIES

Apologies were received from Councillor Greg Whiteley, Councillor Mark Kelly and General Manager Gary Woodman who were absent due to external commitments, and it was **MOVED** Brewer/McCloskey that the apologies be accepted, and a leave of absence be granted for this meeting.

Carried

ITEM 2 CONFIRMATION OF MINUTES FROM THE MEETING HELD 1st JULY 2025

MOVED Brewer/Wass that the Minutes of the Meeting held on, Tuesday, 1st July 2025 be accepted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD 1ST JULY 2025

Nil

ITEM 4 ACTION CHECKLIST

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Roads Committee

Meeting held in Council's Community Room at 115 Dubbo Street
Warren on Tuesday, 14th October 2025 commencing at 11.00am

ITEM 5 REPORTS

ITEM 5.1 COST ESTIMATE – WATER SUPPLY TO MURRAY FARM AT INGLEWOOD ROAD (R4-22, R4-1.35, R4-1.90)

RECOMMENDATION TO COUNCIL:

MOVED Wass/McCloskey

1. That it is noted that it is feasible to supply water to Lot 63 DP42232 and Lot 64 DP42232, both owned by Mrs. Helen Murray;
2. That Council instructs Mrs. Helen Murray to remove the existing public gate at the start of the Inglewood Road near the intersection with SR35 Bourbah Road, on condition that Mrs. Jo Stewart, Mrs. Jamee Wykes and company pay for replacing the gate with a stock grid. If the condition is not met, then the public gate would stay in place;
3. That both parties be notified of the intended resolution after the October 2025 Council Meeting; and
4. That Council defer Item 2 to the December Council Meeting and an additional Roads Committee meeting be set for the 5th November 2025 to allow interested parties to put forth a presentation to that meeting.

Carried

ITEM 5.2 RMCC CONTRACTOR PERFORMANCE REPORT Q2 (W6-11, W6-11.25, R4-2.2)

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

Carried

ITEM 5.3 RENEWAL OF AUSTROADS NATIONAL PREQUALIFICATION – R2 (ROAD AND BRIDGE CONSTRUCTION) AND G (PROVISION OF TRAFFIC CONTROL) (R6-3)

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

Carried

ITEM 5.4 TRAFFIC COUNTER SUMMARY AND TRENDS (R4-1)

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

Carried

ITEM 5.5 LOCAL ROADS LOAM AND GRAVEL RE-SHEETING PROGRAM (R4-1)

RECOMMENDATION TO COUNCIL:

MOVED McCloskey/Brewer

That Council undertakes the following Local Roads Loam and Gravel Re-sheeting Program for 2025/2026:

- SR65 Old Warren Road, Segment 36 at a cost of \$137,437.50;
- SR98 Colane Road, Segment 12 at a cost of \$101,797.50; and
- SR23 Gradgery Lane Segment 00, 2km from RR333 Carinda Road at a cost of \$197,377.50.

WARREN SHIRE COUNCIL

Minutes of the Roads Committee

Meeting held in Council's Community Room at 115 Dubbo Street
Warren on Tuesday, 14th October 2025 commencing at 11.00am

ITEM 6 GENERAL BUSINESS

Nil

ITEM 8 NEXT MEETING

5th November 2025 – 10am

There being no further business the meeting closed at 12.24pm.

MANEX MINUTES

Attached are the Minutes of the Meeting of Manex Committee held on Thursday, 16th October 2025.

RECOMMENDATION:

That the Minutes of the Meeting of the Manex Committee held on Thursday, 16th October 2025 be received and noted.

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held in Council's Community Room on
Thursday, 16th October 2025 commencing at 3.30pm

PRESENT:

Gary Woodman	General Manager (Chair)
Joe Joseph	Infrastructure Projects Manager
Jillian Murray	Treasurer
Sunil Prakash	Roads Infrastructure Manager
Scott Hosking	Work Health Safety and Risk Officer (Observer)
Maryanne Stephens	Manager Health and Development Services
Erica Kearnes	Librarian
Bradley Pascoe	Divisional Manager Administration and Finance

1 APOLOGIES

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

Carried

2 BUSINESS ARISING FROM MINUTES

Everyone's Annual Report information needs to be finished by the 30th October 2025 or earlier if possible. **(MANEX)**

3 ACTION CHECKLIST

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

Carried

4.1 EXECUTIVE OFFICE MATTERS

4.1.1 Marketing and Communications Update (GM)

- Need to ensure that draft Media Releases, Newsletter items and other communications are distributed to the original authors for checks. **(SMT)**

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

Carried

4.1.2 The Western Plains App Monthly Report (GM)

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on Thursday, 16th October 2025 commencing at 3.30pm

4.1 EXECUTIVE OFFICE MATTERS

4.1.3 Preparation of the November 2025 Council Newsletter (GM)

NOVEMBER 2025 NEWSLETTER

Item	Responsible Officer
HEADER OR FOOTER ITEMS	
Registration of Local Contractors on VendorPanel	DMFA , CC
Subscription to Newsletter (Only for 2 Page PDF)	GM
VIC Volunteer Advertising	EDVM
PRIORITY MATTERS	
From the Mayors Desk	(EA/ GM /Mayor)
Vacant Positions	Finance Officer – Payroll/HR Officer
Road Maintenance Construction Program for November/December 2025	FRSPM/ RIM /DMES
Country Heartline Regional Drought Resilience Implementation Plan Project	EDVM
Warren Showground/Racecourse Complex Automatic Gates Operational	TSM
Warren Shire Alert Roll Out Program	TSM /Works Clerk/AOES
Levee Rehabilitation Works	DMES/ IPM
Code of Meeting Practice 2026 Public Exhibition	GM /EA
Australia Day Awards 2026	GM/EA/ DMFA
Summer Reading Program	LIB
2024/2025 Financial Statements	DMFA
LOWER PRIORITY MATTERS	
Women of Warren Shire	GM
Responsible Pet Ownership	MHD
RR202 Marthaguy Road Towards Zero Safety Roads Update	FRSPM/ RIM /DMES
RR333 Carinda Road Towards Zero Safer Roads Update	RIM /DMES/FRSPM
Ewenmar Waste Depot Access Road Flood Restoration Works	RIM /DMES/FRSPM/MHD

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held in Council's Community Room on
Thursday, 16th October 2025 commencing at 3.30pm

4.1 EXECUTIVE OFFICE MATTERS

CONTINUED

4.1.3 Preparation of the November 2025 Council Newsletter (GM)

Continued

Item	Responsible Officer
SR66 Wambianna Road and SR91 Industrial Access Road Flood Restoration Works	RIM/DMES/ FRSPM
SR65 Old Warren Road Flood Restoration Works (Unsealed Section and Heavy Patching)	RIM/DMES/ FRSPM
Use of Council Events Calendar	IPM/ PAO

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

Carried

4.1.4 Suggestions in the Council Suggestion Boxes (GM)

- Need to determine if the two-page PDF and EDM Newsletters should be put in the Newsletter section of the Website. (GM)
-

4.1.5 2025/2026 Operational Plan Matters Responsibility (GM)

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

Carried

4.1.6 Policy Review Plan (GM)

- Policies to be arranged or renewed to Council are as follows:
 - Customer Services Policy; (GM)
 - Customer Services Ethos Policy; (GM)
 - Warren Airport Master Plan; (TSM)
 - Workforce Plan and Strategy; (GM/HRO) AND
 - Code of Meeting Practice 2026. (GM)

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

Carried

4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS

4.2.1 Warren Shire Council Contract Register (DMFA)

- Arrangements be made to remove the expired Sims Metal collection and recycling of scrap metal, the unused C13-97 Contract for the Supply and Deliver of install a 7m wide cantilever auto gate and the removal of Watch Out Traffic Control on Regional Procurement T272324OROC. (DMFA)

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

Carried

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held in Council's Community Room on
Thursday, 16th October 2025 commencing at 3.30pm

4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS

CONTINUED

4.2.2 Warren Shire Council Grants Register (DMFA)

- Check of both work order and RMAP payments from the RMCC 2024/2025 (Treas/RIM)
MOVED Pascoe/Woodman that the information be received and noted.

Carried

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

Estimated major expenditure for October 2025:	Estimated income / payments for October 2025:
▪ Supply of Flat Drum Roller \$256,300 (DMES)	▪ Levee milestones 4 & 5 payments \$714,182.06 (IPM)
▪ Levee Rehabilitation \$811,121.50 (IPM)	▪ Warren Road – RNSW and ROSI Final Payment (\$267,192 RNSW + \$74,657 ROSI). (DMES)
▪ Supply of Motor Grader \$539,302 (DMES)	▪ Bridges RNSW Progress payment \$304,316 (DMES)
▪ Marthaguy Road – Sealing \$120,000 (RIM)	
▪ Marthaguy Road – Stabiliser \$120,000 (RIM)	
▪ Carinda Road – Mt Foster Material \$150,000 (RIM)	
▪ Carinda Road – Sealing \$150,000 (RIM)	
▪ Carinda Road – Stabiliser \$120,000 (RIM)	
▪ RFQ accessible toilet and kitchen \$40,000 (MHD)	

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on
Thursday, 16th October 2025 commencing at 3.30 pm

4.3 ENGINEERING DEPARTMENT MATTERS

4.3.1 Flood Recovery Works (DMES/FRSPM/RIM)

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

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

Carried

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

Project	Estimate / Budget	Comments
Heavy Patching 2025-26	TBC	Work proposed submitted – Details discussed with TfNSW.
Milawa Pavement Rehabilitation	TBC	Work proposal submitted and approved. Work Order issued by TfNSW - \$721,669.18
RMAP Activities – 2025-26	\$493,431.14	Ongoing

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on
Thursday, 16th October 2025 commencing at 3.30 pm

4.3 ENGINEERING DEPARTMENT MATTERS

CONTINUED

4.3.3 Council Road Construction/Reseal Works (DMES/RIM/FRSPM)

Reseal Works 2025-26	Local Roads (\$855,468)	Comments
SR 5 Buckiinguy Road (R2R)	\$97,200	Segment 4
SR 60 Dandaloo Road (R2R)	\$103,968	Segment Part of 22/24/26 (Project to be confirmed) (DMES)
SR 59 Tottenham Road (R2R)	\$54,000	Segment 24 - 1km
SR 68 Bundemar Road (R2R)	\$121,500	Segment 20/22
SR 65 Old Warren Road (R2R)	\$115,200	Segment 4
SR 66 Wambianna Road (R2R)	\$133,200	Segment 22
SR 64 Ellengerah Road (R2R)	\$133,200	Segment 16
SR 12 Lemongrove Road (R2R)	\$97,200	Segment 16
Reseal Works 2025-26	Regional Roads (\$252,000)	Comments
RR 347 Collie-Trangie Road (Block Grant)	\$126,000	Segment 8
RR 202 Marthaguy Road (Block Grant)	\$126,000	Segment 32

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

Carried

4.3.4 2025 Calendar of Events at Showground/Racecourse (TSM/IPM)

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting

held in Council's Community Room on

Tuesday, 16th September 2025 commencing at 2.35 pm

4.4 HEALTH & DEVELOPMENT DEPARTMENT MATTERS

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

Event	Subcategory	Estimate	Status
AGRN 1034	EPA RW	\$220,500	Approval received 13th June 2025. Works scheduled for August/September with completion in October 2025.
ARGN 1034	EPA RW	\$38,983.86	Request for finalisation of payment made to Public Works Authority on the 20th June, 12th August, 26th August and 8th September 2025. Invoice sent September 2025.

Table Legend

AGRN – Australian Government's Registration Number

IRW – Immediate Reconstruction Works

EW – Emergency Works

EPA RW – Essential Public Asset Reconstruction Works

- Contact to be made with the Public Works Authority and NSW Reconstruction Authority and if need the Minister for Recovery to obtain payment. (MHD/GM)

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

Carried

4.5 WORK HEALTH & SAFETY RISK MATTERS

4.5.1 Workplace Inspection Calendar (WHS_RC)

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

Carried

4.5.2 Managing Work Health & Safety Risk Guidelines

WHSRC and SMT to meet to finalise the guidelines for final consideration at November 2025 MANEX (WHS/RC)

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting

held in Council's Community Room on

Tuesday, 16th September 2025 commencing at 2.35 pm

4.6 HUMAN RESOURCES

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

Position	Permanent/ Contract	Responsible Officer	Status
Management Accountant	Permanent	DMFA	Completion of information package and advertising to be arranged as soon as possible and then advertising with an open closing date.
Utilities Maintenance Team Leader	Permanent	DMES	Advertising with an open closing date.
Utilities Maintenance Team Member (2)	Permanent	DMES	Advertising with an open closing date.
Pavement Maintenance Team Leader or Operator	Permanent	DMES	Candidate resigned after working 3 days. Advertising with an open closing date.
Roadside Maintenance Team Operator	Permanent	DMES	Employee moved to new role. Advertising with an open closing date.
Light Plant Operator – Relief	Permanent	DMES	Advertising with an open closing date.
Heavy Plant Operator (Grader)	Contract at least 2 Years	DMES	Subject to further discussions at SMT. Advertising to be arranged as soon as possible if required.
Heavy Plant Operator (Grader)	Permanent	DMES	Subject to impending resignation. Preparation work to be undertaken and then advertising to be arranged as soon as possible if required.
Light Truck Driver (Water)	Contract at least 2 Years	DMES	Advertising with an open closing date.
Light Plant Operator – Roller	Contract at least 2 Years	DMES	Advertising with an open closing date.
Heavy Diesel Mechanic	Permanent	DMES	Advertising with an open closing date.
Roads Infrastructure Manager	Permanent	DMES	Advertising with an open closing date. Ongoing interviews.
*Works Clerk/Administration Officer Engineering Services	12-month Contract	DMES	Candidate attended pre-employment medical Monday 8 th September 2025, commenced Monday 13 th October 2025.
Trainee Plant Operator	Trainee – 3 years	DMES	Advertising with an open closing date for either an immediate or early January 2026 commencement. If no appointment this position will be transferred to Round 3 with a commencement date in early January 2026.
Apprentice Gardener	Apprentice – 4 years	DMES	Advertising with an open closing date for an early January 2026 commencement.
Apprentice Heavy Vehicle Motor Mechanic	Apprentice – 4 years	DMES	Advertising with an open closing date for an early January 2026 commencement. .

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting

held in Council's Community Room on

Tuesday, 16th September 2025 commencing at 2.35 pm

4.6 HUMAN RESOURCES

CONTINUED

Position	Permanent/ Contract	Responsible Officer	Status
*Cleaner (Part-Time)	Permanent	MHD	Interview arranged for Friday 12 th September 2025, commenced 22 nd September 2025.
Records Administrator / Relief Service NSW	Permanent	DMFA	Advertising with an open closing date. Casual employed to help with backload.
Assets Manager	Permanent	DMES	Advertising with an open closing date. Ongoing interviews
*Pool Assistants for 2025/26 Season	Casual	MHD	Advertising with an open closing date.

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

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

Carried

5.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS

(L5-3)

Date	Circular No.	Description	Comment/Action
19.9.2025	25-22	Release of Quarterly Budget Review Statement Data Return Templates	DMFA Report being prepared for October 2025 Council Meeting with a return to be provided soon after

MINISTERIAL CIRCULARS

Date	Circular No.	Description	Comment/Action
Nil			

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on
Tuesday, 16th September 2025 commencing at 2.35 pm

5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

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

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

The OLG Calendar of Compliance & Reporting Requirements 2025-26 is available to view [here](#). A hard copy has been provided to Manex Members via an email sent on Tuesday, 12th August 2025.

		October 2025	Status		November 2025	Status
Finance	3	Application for payment of Pensioner Subsidy due	In progress DMFA/TREAS	30	Second quarter rates instalment due [LGA s562(3)(b)]	Noted
	17	Request for extension to lodge Financial Statements due in writing to OLG [LGA s416(2), Code]	Noted	30	Last day for RAO to submit quarterly budget review statement to council [LG Reg cl 203(1)]. Councils are requested to send a copy of the QBRs to finance@olg.nsw.gov.au	DMFA reporting to the October 2025 Council Meeting
	31	Financial Statements to be audited [LGAs416(1), Code] and lodged to OLG [LGA s417(5)] with Financial Data Return (FDR) available at here	DMFA to arrange			
	31	Council's Annual Permissible Income Workpapers to be submitted to soc@olg.nsw.gov.au . SoC available here	Noted			
	31	Second quarter rates instalment notices to be sent [LGA s562(5)]	DMFA to arrange			

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on
Tuesday, 16th September 2025 commencing at 2.35 pm

5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

		October 2025	Status		November 2025	Status
Governance	30	Annual Report of obligations under GIPA due to the Minister and the Information Commissioner [GIPA s125]	DMFA	30	Annual report is to be placed on council's website and notify the Minister (electronically to OLG with web link) [LGA s428] . Annual Report Checklist is available here	GM Draft expecting to be completed by 30 October 2025, will be reported to the December 2025 Council Meeting
Grants		Local Government Recovery Grants – AGRN 1012, 1025,1030/34 – YTD reporting due	IPM			
Companion Animals						
Other				16	Expected second installment of 2023-24 Financial Assistance Grants	Noted
				30	ALGA Return of National Local Road Data return due. Return available here	DMES/DMFA to complete by deadline
Education					LG NSW Annual Conference	

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

Carried

Thursday, 16th October 2025 commencing at 2.35 pm

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

**MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL
HELD AT COONAMBLE SHIRE COUNCIL CHAMBERS, COONAMBLE ON MONDAY 25th
AUGUST 2025 COMMENCING AT 10:30AM**

PRESENT: Member D Batten, Member N Kinsey, Member P Fisher, Member M Garnsey, Member M Cooke, Member D Bell, Member G Whiteley, Member G Peart

ABSENT: Member Z Holcombe, and Member G Rummery

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

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

04/25/01 Leave of Absence

Resolved:

That the leave a leave of absence received from Member G Rummery is accepted and a leave of absence is granted.

Moved: Member Peart

Seconded: Member Kinsey

Carried

04/25/02 Approval to Attend Meeting by Audio Visual Link

Resolved:

That approval be given to Member G Rummery to attend the 25th August 2025 Ordinary Meeting by Audio Visual Link due to his travel restrictions.

Moved: Member Kinsey

Seconded: Member Peart

Carried

DECLARATIONS OF INTEREST

Member	Item No.	Pecuniary/ Non-Pecuniary	Reason
Rebecca Wilson	15.1	Pecuniary	Family member may have potential interest in purchase of demountable office/amenity building

04/25/03 Minutes of Ordinary Council Meeting – 23rd June 2025**Resolved:**

That the minutes of the ordinary Council meeting held 23rd June 2025, having been circulated be confirmed as a true and accurate record of that meeting.

Moved: Member Fisher

Seconded: Member Garnsey

Carried

10:35am Member M Cooke arrived at the meeting

04/25/04 Reports of Committees**Recommendation:**

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

- NSW Weed Biocontrol Taskforce 30th April 2025
- Parthenium Weed Taskforce Meeting No.48 4th February 2025

Moved: Member Kinsey

Seconded: Member Fisher

Carried

04/25/05 Council's Decision Action Report – August 2025**Resolved:**

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

Moved: Member Garnsey

Seconded: Member Peart

Carried

04/25/06 Circulars Received from the NSW Office of Local**Resolved:**

That the information contained in the following Departmental circulars 25-12 to 25-16 from the Local Government Division Department of Premier and Cabinet be received and noted.

Moved: Member Whiteley

Seconded: Member Garnsey

Carried**04/25/08 Cash and Investment Report – 30th June 2025 and 31st July 2025****Resolved:**

That the investment report for 30th June 2025 and 31st July 2025 be received and noted.

Moved: Member Garnsey

Seconded: Member Bell

Carried**04/25/09 Fourth Quarter Operational Plan 2024/2025 and Annual Delivery Program****Resolved:**

That Council accepts the progress made on the 2024/2025 Operational Plan as at 30th June 2025 and Annual Delivery Program 2024/2025

Moved: Member Kinsey

Seconded: Member Bel

Carried

There was discussion in relation to writing to relative Local Ministers, to extend an invitation to address Council on relative government plans at State Level.

There was discussion in regarding the compliance program with Upper Macquarie Council and the desire for legal action against non-compliant landholders.

Member Kinsey requested that if a successful meeting with ministers be arranged, that Members are afforded the opportunity to submit written questions.

04/25/10 Annual Financial Statements 2024/2025**Resolved:**

1. The Draft Annual Financial Reports for 2024/2025 be referred to Council's Auditor.
2. The Chairperson, Deputy Chairperson, General Manager be authorised to sign the necessary Financial Statements.
3. On receipt of the Audit Report, a copy be forwarded to the Office of Local Government and any other relevant statutory body.
4. Council delegate to the General Manager the authority to set the date at which the Auditor's report and the Financial Statements be presented to the public, additionally be reviewed/adopted by Council formally as required, subject to Section 418 of the Local Government Act 1993 and its requirements.

Moved: Member Kinsey**Seconded:** Member Peart**04/25/11 Payment of Expenses & Provision of Facilities to Councillors - Policy****Resolved:**

That;

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

Moved: Member Peart**Seconded:** Member Garnsey**Carried****04/25/12 Revised Investment Policy**

Resolved:

That;

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

Moved: Member Kinsey**Seconded:** Member Fisher**Carried****04/25/13 New and Reviewed Policies and Plans****Resolved:**

That;

1. the report be received.
2. Council adopts the following policies and plans:
 1. Cyber Security – Incident response procedure – NEW
 2. Financial Management and Control – Revised
 3. Related Parties AASB Policy & Forms – Revised
 4. Purchase and Card Policy – Revised
 5. Work Health & Safety Policy - Revised

Moved: Member Whiteley**Seconded:** Member Cooke**Carried****04/25/14 Christmas Closure Period 2025/2026****Recommendation:**

That Council operations close from Friday 19th December 2025 to Friday 9th January 2026, inclusive, and the General Manager make satisfactory arrangements for the provision of emergency call out services.

Moved: Member Peart**Seconded:** Member Garnsey**Carried****04/25/15 Important Dates for Members - Upcoming Meetings & Events**

Recommendation:

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

Moved: Member Whiteley

Seconded: Member Bell

Carried

It was noted by the General Manager that the ARIC meeting scheduled for the 21st August 2025, had been rescheduled to the 28th August 2025.

Proceeding in Brief

The General Manager informed Council that the Council's participating in the group Internal Audit Tender (Castlereagh Macquarie, Upper Hunter and Upper Macquarie County Councils) had received quotations from interested parties to conduct the groups internal audit. Quotations were deemed to expensive and in turn the joint Council group intended to go back to the market requesting new expressions of interest based upon revised information regarding the Council's and internal audit requirements.

04/25/16 Quarterly Biosecurity Report

Resolved:

That the report be received and noted.

Moved: Member Kinsey

Seconded: Member Whiteley

Carried

It was agreed that the presentation from the Senior Biosecurity officer was rescheduled until the October 2025 meeting when all Members are present.

The Senior Biosecurity Officer informed Council of notification regarding Sticky Florentina spreading throughout NSW on sheep travelling from central Queensland. This sparked discussion from Members regarding an advertising campaign.

04/25/17 Advertising Campaign

Resolved:

That the Council undertake a wide scale media campaign in relation to the Sticky Florentina outbreak.

Moved: Member Fisher

Seconded: Member Kinsey

Carried

11:39am The meeting was paused by Chairman Batten who left the Chamber.

11:42am Chairman Batten entered the Chamber and the meeting resumed.

04/25/17 Move Into Closed Session

Time: 11.57am

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

(2) (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

Moved: Member Kinsey

Seconded: Member Peart

Carried

11:58am The Senior Biosecurity Officer and Minute Secretary left the meeting. The General Manager commenced minute taking from this juncture.

04/25/18 CONFIDENTIAL – Sale of Demountable Office/Amenity Building

Recommendation:

That the General Manager be authorised to:

(1) Advertise, calling for expressions of interest for the sale of the demountable office/amenity building situated on Crown Reserve R97121 at Coolah and its removal from the said land, and

(2) Negotiate with potential purchasers to achieve a best value price for the sale and removal of the office/amenity building.

Moved: Member Kinsey

Seconded: Member Bell

Carried

12:02pm The Senior Biosecurity Officer and Minute Taker returned to the meeting. The Minute Secretary recommenced minute taking.

04/25/19 Return to Open Session

Recommendation:

That Council return to open session

Moved: Member Fisher

Seconded: Member Kinsey

Carried

04/25/20 Adoption of Closed Session Reports

Recommendation:

That Council adopt the recommendations of the Close Committee Reports.

Moved: Member Kinsey

Seconded: Member Peart

Carried

Date of the next CMCC Council Meeting to be Monday 27th October 2025 in Coonamble

Close of Meeting

The meeting closed at 12:06pm

Chairman

General Manager

NORTH WESTERN LIBRARY SERVICE

Minutes of the North Western Library Co-operative
Annual General Meeting held at Bogan Shire Council
on Wednesday 10th September 2025 commencing at 10.42 am.

PRESENT:

Brooke Whaley (Librarian)	Bogan Shire Library
Azita Sobhani (Community Development Manager)	Coonamble Shire Council
Raquel Pickering (Librarian)	Coonamble Shire Library
Liz McCutcheon (Librarian)	Gilgandra Shire Library
Councillor Pauline Serdity	Warren Shire Council
Councillor Penny Heuston	Warren Shire Council
Gary Woodman (General Manager)	Warren Shire Council
Bradley Pascoe (Divisional Manager of Finance and Administration)	Warren Shire Council
Erica Kearnes (NW Co-operative Library Manager)	Warren Shire Library

WELCOME – Debb Wood (Director People & Community Services) welcomed everyone to the meeting.

ITEM 1 APOLOGIES – Councillor Graham Jackson – Bogan Shire Council, Phillip Perram (Acting General Manager) - Coonamble Shire Council, Lesley Duncan (Acting Director Community, Planning, Development and Environment) – Coonamble Shire Council, Councillor Karen Churchill - Coonamble Shire Council, David Neeves (General Manager) - Gilgandra Shire Council, Neil Alchin (Director Growth & Liveability) - Gilgandra Shire Council, Councillor Amber Bunter – Gilgandra Shire Council.

Moved Whaley/Pickering that the apologies be accepted.

Carried

ITEM 2 CONFIRMATION OF MINUTES

Moved Serdity/Kearnes that the minutes of the AGM held on the 29th November 2024 at Gilgandra Shire Council, as circulated, be confirmed as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING

Nil

ITEM 4 CHAIRPERSON'S REPORT 2024/2025

Moved Serdity/Whaley that the information be received and noted.

Carried

ITEM 5 ELECTION OF CHAIRPERSON

The Executive Officer acted as Returning Officer for the election.

Nominations were called for the position of Chairperson.

A single nomination was received for Councillor Serdity.

Moved Pickering/Whaley that Councillor Serdity elected Chairperson for 2025/26.

Carried

ITEM 6 CHAIRPERSON'S ALLOWANCE

Moved Whaley/McCutcheon continues as is for 2025/26.

NORTH WESTERN LIBRARY SERVICE

Minutes of the North Western Library Co-operative
Annual General Meeting held at Bogan Shire Council
on Wednesday 10th September 2025 commencing at 10.42 am.

Carried

ITEM 7 ELECTION OF EXECUTIVE COMMITTEE

In accordance with the Constitution, North Western Library must set up an Executive Management Committee. The committee comprises of the Chairperson, the Executive Officer, the Regional Librarian and one other delegate elected at the AGM.

Nominations were called for the position on the Executive Management Committee.

A single nomination received for Councillor Jackson from Bogan.

Moved Whaley/McCutcheon that Councillor Jackson elected delegate for 2025/26.

Carried

ITEM 8 FINANCIAL REPORTS

Extended report to be provided for future Annual General Meeting.

A single invoice to be provided but with the two separate lines.

Moved Pascoe/Whaley that the information be received and noted.

Carried

ITEM 9 COUNCIL CONTRIBUTIONS FOR 2026/27

Discussion held around price increases.

As discussed above extended report to be presented help determine costs moving forward.

All agreed that the annual increase should be 5% for 2026/27.

Moved Pascoe/Sobhani.

Carried

ITEM 10 REGIONAL LIBRARY MANAGERS' REPORT – 2024/25

Moved Kearnes/Serdity that the information be received and noted.

Carried

ITEM 11 BOGAN SHIRE LIBRARY REPORT – 2024/25

Moved Whaley/Sobhani that the information be received and noted.

Carried

ITEM 12 COONAMBLE SHIRE LIBRARY REPORT – 2024/25

Moved Pickering/Heuston that the information be received and noted.

Carried

ITEM 13 GILGANDRA SHIRE LIBRARY REPORT – 2024/25

Moved McCutcheon/ Whaley that the information be received and noted.

Carried

NORTH WESTERN LIBRARY SERVICE

Minutes of the North Western Library Co-operative
Annual General Meeting held at Bogan Shire Council
on Wednesday 10th September 2025 commencing at 10.42 am.

ITEM 14 WARREN SHIRE LIBRARY REPORT – 2024/25

Moved Kearnes/Serdity that the information be received and noted.

Carried

ITEM 15 STATISTICAL REPORT – 2024/25

Moved Kearnes/Whaley that the information be received and noted.

Carried

GENERAL BUSINESS

NSWPLA Membership – Erica to send out the information digitally to each individual Council.

NEXT MEETING

The next meeting is to be held at Warren Shire Council in August/September 2026. Actual date to be confirmed.

There being no further business the meeting closed at 12.34pm

A post meeting tour of the upgraded Bogan Shire Library building was held. Thank you to Brooke for giving the tour.



CENTRAL WEST ZONE MEETING
19 September 2025, 10am – 1.30pm
Parkes Library and Cultural Centre
25 Bogan Street, Parkes
Online – via Microsoft Teams

Attendance

Cr Les Lambert (Narromine Shire Council)
Cr Bill Jayet (Parkes Shire Council)
Cr Pauline Serdity (Warren Shire Council)
Cr Katie Dicker (Mid-Western Regional Council) via Teams
Cr Lauren Trembath (Oberon Council)
Cr Michele Herbert (Forbes Shire Council)
Cr Elaine West (Bathurst Regional Council)
Philippa Scarf (SLNSW) via Teams
Adele Casey (NSWPLA) via Teams
Kerryn Jones (Parkes Shire Library)
Tracy Dawson (Parkes Shire Library)
Kathryn McAlister (Macquarie Regional Library)
Patou Clerc (Bathurst Regional Council)
Roslyn Cousins (Central West Libraries)
Jennifer Lawrence (Central West Libraries)
Rachel Gill (Mid-Western Regional Council Library)
Erica Kearnes (Warren Shire Library/North-Western)
Liz McCutcheon (Gilgandra Shire Library)
Deborah Kelly (Lachlan Shire Library)
Jodi Hatch (Bourke Public Library) via Teams
Sharon Lewis (Lithgow City Council Library) via Teams
Brooke Whaley (Bogan Shire Library) via Teams
Hayley Martin (Bogan Shire Library) via Teams
Rhianon Mijovic (Oberon Library) via Teams
Dawn Doherty (Broken Hill City Library) via Teams

Apologies

Cr Karen Churchill (Coonamble Shire Council)
Cr Steve Ring (Gilgandra Shire Council)
Cr Ruth Fagan (Cowra Council)
Cr Amber Bunter (Lithgow City Council)
Cr Marea Ruddy (Orange City Council)
Yasmin Purcell (Moree Community Library)
Julianne Gaynor (Walgett Library)
Terry Mills (Cowra Library)
Raquel Pickering (Coonamble Shire Library)
Anton Franze (Blayney Library)
Jane Siermans (Cobar Shire Library)

Meeting commenced at 10.02 am

1. Welcome

A special 'Elvis Festival' welcome from Neil Westcott (Mayor) and Annalise Teale (Director Planning and Community Services) – photo attached to minutes.

Acknowledgement of Country and welcome by NSWPLA Central West Zone Chairperson Cr. Les Lambert

2. Apologies

Attendees and apologies noted

MOTION: That the apologies be accepted as a true and accurate record.

Moved Cr Bill Jayet Seconded Cr Pauline Serdity

MOTION: CARRIED

3. Confirmation of Previous Minutes (21 March 2025 – Bathurst)

MOTION: That the previous minutes be accepted as a true and accurate record.

Moved Erika Kearnes Seconded Cr Pauline Serdity

MOTION: CARRIED

Business arising from previous minutes.

Wrong minutes were sent by secretary. Philippa noted she didn't have a copy of the minutes.

Action: Jennifer to resend correct minutes to all.

4. Introductions

Introductions by those present in-person and online.

5. NSWPLA Annual General Meeting – Central West Zone Motions (attached to minutes)

Addressing the need for media and information literacy training for NSW Public Librarians

Moved Patou Clerc Seconded Kathryn McAlister

Addressing the toll of cost-shifting on public library customer service

Moved Patou Clerc Seconded Cr Bill Jayet

Reaffirming support for Freedom to Read in NSW Public Libraries

Moved Kathryn McAlister Seconded Cr Elaine West

6. Councillor Insight (the first year in)

The group discussed the challenges of raising and progressing motions within a democratic process, noting that at times issues may not advance and it is important to move on. The role of seconders was highlighted as a way to ensure matters can be brought into the public arena. Social media, particularly Facebook, was noted as a catalyst for community discussion, with emphasis placed on keeping community needs as the central focus.

It was acknowledged that councillors bring a mix of perspectives, with some being non-political and motivated solely by community outcomes, while others may be more disruptive. Libraries were recognised as critical community infrastructure that should be reflected in budget considerations. Librarians were also noted as valuable sources of community insight due to their close connection with the public.

All agreed there are no "dumb questions" and encouraged open engagement. Questions were raised regarding the new Model Code of Meeting Practice, particularly around the restrictions on councillor briefings.

7. Format of meetings and NSWPLA Exec meetings

Concerns were raised about the number of apologies received for meetings. Suggestions to improve engagement included incorporating tours of facilities or towns, and considering the needs of smaller libraries that operate with only one staff member. It was proposed that letters be sent to libraries, and potentially to councils, to understand reasons for non-attendance. An online survey could be used to gather feedback on barriers, such as budget restrictions for travel. Offering online or hybrid options was noted as a way to increase participation.

It was recommended that meeting dates be set early to ensure they are added to diaries. Further ideas to improve the format included seeking feedback on preferred days, activities (such as tours), and overall expectations, with these questions to be included in the survey.

Patou suggested making Councillor Insight a permanent agenda item. Cr Katie Dicker suggested that Library Managers and their Councillors develop stronger working relationships by engaging more regularly and sharing insights prior to zone meetings.

8. State Library of NSW (SLNSW) Report (Philippa)

New public library objectives and standards – webinar to be held on Tuesday 7 October from 2pm to 3pm: <https://sl-nsw-gov-au.zoom.us/join/83088552328?pwd=vcZYDEZOGZzQnAYcQhRwhtK4gKaWNp.1>

Public library infrastructure grants opening imminently. Online information session to be held on Thursday 2 October from 11.30am to 12.30pm: <https://sl-nsw-gov-au.zoom.us/j/83088552328?pwd=vcZYDEZOGZzQnAYcQhRwhtK4gKaWNp.1>

British newspapers have been added to the GALE databases suite – links should have been provided by GALE so libraries could update their websites.

9. NSWPLA Report (Adele) – full report attached to minutes

Reminder SWITCH Conference on 11-14 November at Western Sydney Conference Centre.

Thanks to the support of the Book House, the Kath Knowles Emerging Leaders Scholarship will now be offered annually (previously it alternated each year with the Colin Mills Scholarship).

Professional development lunchtime workshops are being organised for Feb-Mar 2026. Ten speakers already confirmed.

Romola and Adele attended an Early Years Forum, which resulted in a statement of commitment to early years literacy. NSWPLA has signed onto this commitment, and a national alliance has been formed, with Adele representing NSW. A presentation on this initiative will be delivered at SWITCH.

Grandparents Day grants are available. NSWPLA has secured a three-year grant; each library (including per branch) can access \$500 to deliver an event on or around Grandparents Day (26 October). Expression of Interest form is available on the NSWPLA website. Acquittal requirements are minimal - a photo and a short blurb. It can be as simple as inviting grandparents to storytime.

Through APLA, New South Wales, Queensland, Tasmania, and South Australia have been registered to participate in a trial of Victoria's Summer Reading Program. The program will be officially launched at SWITCH. APLA report is also attached to the minutes.

SWITCH 2026 will be held in Bathurst, which coincides with the 70th anniversary of Bathurst Library.

10. Library Reports

Highlights:

Bathurst: community cohesion project, pen pal project

Gilgandra: opening of hub (invite attached to minutes), new spaces available to book

Warren: working towards grant funding for building extension, some structural issues identified; coordinating a library tour with Peter Watt who will be visiting 12 libraries

Lithgow: replaced cataloguer position, still short staffed because of other vacant positions; running a Spring membership drive; upcoming author visit with Lucy Bloom

Bourke: seniors brain training morning tea for adult learners week; Roald Dahl birthday event

Bogan: have completed two thirds of the public infrastructure grant, extension on back of library for programs, children's area opened up

Macquarie: 355 responses from community survey (though need 600 to be statistically valid), positive feedback received from Councillors shown to staff

Lachlan: issues with staffing, Debbie currently also covering the role of Manager for Home and Community Care, time split 50/50 between this and library; Lego and coding clubs; introduced fee for meeting room; Bluey attended NSS, program attendance overall is increasing; replaced air con this year

Oberon: created social media presence; introducing home library service; introduced EnvisionWare; new library logo; two new satellite libraries; two new library cards designed and new library bags; community cohesion funding secured; increasing school holiday programs; community garden; careers and local services expo; Shakespeare expo; NSS; scavenger hunt; waste to art; three author talks

Mid-Western: PA system installed at Mudgee branch; joined uLibrary consortia, new dual language collection and VOX books collection; Mudgee Readers' Festival

Central West: Grenfell will be becoming part of the Central West umbrella; new staff recruited for Weddin; Forbes now has an air con and electrical wiring that works

Parkes: metacat malfunctioned, replacement arrived; have full complement of staff; junior campfire lock-in and upcoming youth lock-in; showbags for local shows as part of membership drive; Bald Archy coming; community cohesion project; library of little things; secured Bluey and Humphrey as part of Elvis Festival; Questacon

Broken Hill: opening date not yet set but will be amazing new premises – big space, meeting rooms, space for children's activities, space for YA, outdoor area, large IT space with lots of computers

11. Next Meetings - Locations and Dates

Lithgow (19-20 March 2026)

Gilgandra (17-18 September 2026)

12. General Business

Reminder from Les to attend the Gil Library Hub opening (invite attached to minutes)

Meeting closed at 12.22pm



Chat

- ✓ Kerry Jones joined the conversation.
- ✓ Thursday, 7 August
- ✓ Kerry Jones named the meeting CWZone Meeting
- ✓ Admin Training Room was invited to the meeting.
- ✓ Thursday, 14 August
- ✓ Kerry Jones named the meeting Central West Zone Meeting.

NOTICE OF MOTION – Central West Zone – NSW PLA Annual General Meeting

Title: **Addressing the Need for Media and Information Literacy (MIL) Training for NSW Public Librarians**

Mover: Patou Clerc

Seconder: Kathryn McAlister

Date of Submission: 25 September 2025

Motion:

That the NSW Public Libraries Association (NSWPLA):

1. **Collaborate** with the State Library of NSW, the Australian Library and Information Association (ALIA), and other relevant stakeholders to:
2. **Curate** a centralised and accessible database of Media and Information Literacy (MIL) training resources tailored for public library staff.
3. **Support** the development and delivery of affordable MIL training programs for public librarians, potentially modelled on successful frameworks such as the “23 Things” program or the Library 2.0 initiative.

Background:

Media and Information Literacy (MIL) is a foundational skill for informed citizenship and the protection of democratic systems, as emphasised in the recent report by the Australian Media Literacy Alliance.

Public libraries are recognised as critical infrastructure for lifelong media literacy education. However, in an environment of rapid technological change and widespread misinformation, staff in public libraries report feeling underprepared to deliver effective MIL programs. Confidence and skill levels vary significantly across the network, highlighting the need for a coordinated and sustained training support system.

Conversations around MIL and AI have previously occurred with the NSWPLA membership, acknowledging its importance and the challenges faced by library staff. While some initial work has been done, further coordinated action is needed.

Several MIL training resources are currently available or in development, including:

UNESCO's Media and Information Literacy Unit and MIL for Adult Educators

IFLA MLCE Guidelines: Media Literacy Interventions for Libraries

ABC Education's misinformation, media literacy, and civic education program for young adults, currently offered to selected libraries

University-led initiatives, such as the University of Canberra's "Stay Smart Online" module for older adults, being pilot-tested in partnership with selected public libraries across Australia.

Rationale

NSW public librarians need to upskill to meet the challenges of the current digital information landscape. By leveraging existing resources and successful training models, a centralised approach to curating resources and delivering training will build staff capacity and confidence, ensure consistency and quality in MIL programming, enable libraries to respond effectively to community needs and strengthen the role of libraries as trusted sources of information and civic engagement.

NOTICE OF MOTION – Central West Zone – NSW PLA Annual General Meeting

Title: **Addressing the Toll of Cost-Shifting on Public Library Customer Service**

Mover: Patou Clerc

Seconded: Cr Bill Jayet

Date of Submission: 25 September 2025

Motion:

That the NSW Public Libraries Association (NSWPLA):

- **Support and facilitate** a campaign led by elected local councils to lobby State and Federal governments for greater recognition of the pressures placed on public libraries in delivering digital government services.

The campaign will seek to:

- **Advocate** for **clear boundaries** around the role of public libraries in supporting digital government services, ensuring agencies do not default to libraries as service centres without consultation or resourcing.

To support this campaign, NSWPLA will:

1. **Coordinate** the collection and analysis of data to quantify the extent and impact of cost-shifting and service expectations placed on public libraries and staff.
2. **Provide** campaign resources, including report templates, briefing notes, and correspondence tools for councils to engage with State and Federal representatives.
3. **Support** advocacy efforts for appropriate staffing, training, and funding where libraries are expected to assist with agency services.

Background:

As government and financial services shift online and reduce face-to-face support, public libraries are increasingly relied upon to assist with complex digital tasks—such as medical bookings, housing applications, banking, and identity services—well beyond their traditional role.

While library staff are committed to helping their communities, they often lack the training and resources for these services. The growing demand places emotional and operational strain on staff, especially in smaller and regional libraries with limited capacity.

This issue has been raised in previous NSWPLA motions, and while some advocacy has begun, coordinated action is now urgently needed.

Rationale:

This motion seeks to protect the integrity of public library services, support staff wellbeing, and ensure that community expectations are realistically aligned with library capabilities. It is hoped that through collaboration with relevant agencies, we can develop solutions that better assist underserved populations and alleviate the burden on library services.

NOTICE OF MOTION – Central West Zone – NSW PLA Annual General Meeting

Title: **Reaffirming Support for Freedom to Read in NSW Public Libraries**

Mover: Kathryn McAlister – Macquarie Regional Library, Dubbo

Seconder: Councillor Elaine West – Bathurst Regional Council

Date of Submission: 25 September 2025

Motion:

That the NSW Public Libraries Association (NSWPLA):

1. **Reaffirms** its unwavering commitment to the core value of *intellectual freedom*, including the right of all individuals to freely choose what they read, view, and access in public libraries.
2. **Endorses** the principle that collections and resources in NSW public libraries should reflect the diverse interests, perspectives, and needs of the communities they serve.
3. **Supports** the professional responsibility of qualified library staff to develop and manage collections without external censorship or political interference, in alignment with the *ALIA Statement on Free Access to Information* and related ethical guidelines.
4. **Commits** to advocating for policies and practices that uphold the freedom to read, and **opposes** any attempts to ban, restrict, or censor library materials based on personal, political, or ideological objections.
5. **Encourages** all member councils and public libraries across NSW to publicly affirm their support for intellectual freedom and to engage in community education on the importance of free and open access to information.

Background:

Public libraries have long been trusted institutions that uphold democratic values, community inclusion, and the free flow of information. However, developments across Australia and internationally continue to highlight efforts to challenge or restrict access to library materials based on content, viewpoint, or political ideology.

In light of these protracted efforts to restrict the freedom to read, it is both timely and necessary for the NSWPLA to reaffirm its support for the *Freedom to Read*—a fundamental right that underpins the mission and values of public libraries.

Rational:

This motion aligns with the principles of leading library organisations and institutions, including the *Australian Library and Information Association (ALIA)*, NSW Public Libraries

Association, and the *State Library of NSW*. It seeks to strengthen public trust and confidence in libraries as inclusive, accessible, and open spaces for all.



NSWPLA Update – September 2025

SWITCH 2025

SWITCH 2025, 11-14 November 2025 at Penrith.

Conference Theme: **Thriving Together: Building Resilient and Sustainable Workforces**

Conference Dinner: Superheroes

REGISTRATIONS NOW OPEN

1. Program

1. Draft Program available on the website. .
2. Speaker announcements have commenced.
3. Program includes:

Tuesday

1. Concurrent workshops
2. Mobile Library and Outreach Services workshop
3. Trade Talks
4. Lightning talks
5. Presentations

Wednesday and Thursday following usual format.

2. Delegate Registrations

1. Registrations are open to open until 17 October 2025
2. Credit card facilities are available
3. Tax Invoice Option available.

3. Exhibition and Sponsors

1. At present all booths and tables have been sold with a waiting list
2. One booth in the Foyer (additional)
3. Display from Insight Exchange in Foyer.

From:

Executive Officer:
Adele Casey
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nswpla.org.au



Kath Knowles Bursary

Following call for applications, the bursary was well received with a large number of applications of high quality. Due to the number and quality, the Executive agreed to support additional bursaries.

Awards and Scholarships

All Awards and Scholarships close on 12 September 2025.

The Colin Mills Scholarship provides the opportunity for library staff to fulfill a professional development need that is outside of their library's normal staff development training resources. Applications are now open.

The Innovation in Library Services Award is for you. The **Innovation in Library Services Awards** provide recognition for the high-quality outreach programs and services **OR** originality of marketing of the service or project. The awards are administered by NSWPLA. **Sponsorship of the awards is by Accessible Formats Australia**

The **Multicultural Excellence Awards** are awarded annually by the Working Group on Multicultural Library Services (WGMLS), a working group of the NSW public libraries network. The awards recognise a public library service and an individual practitioner for demonstrated excellence in the delivery of multicultural library services. **Sponsorship of these awards is by CAVAL.**

Life Membership of NSWPLA is awarded as per the Constitution to recognise the outstanding contributions of individuals to the Association or to members who have rendered 15 years' continuous service to the organisation and/or who have provided an exceptional level of contribution to the association

Retired Library Managers. NSW Public Libraries depend on the enthusiasm of Library Managers to inspire and motivate their staff to achieve library service excellence. NSWPLA acknowledges library managers who have retired at the SWITCH Conference dinner in the year of their retirement.



Lunch Time Professional Development Series

In response to the large number of Lightning talks received for the SWITCH conference and the need for professional development across the network, the Executive Officer is organizing a series of lunchtime professional development sessions.

These sessions will include digital literacy, a direct result of the AGM. Due to the renovations being undertaken at the SLNSW, it has been decided to undertake these sessions online, which will also provide greater reach.

It is proposed to record sessions and have available for those unable to attend and for future reference.

Strategic Plan Update

As previously advised, Jan Richards Consulting is undertaking Strategic Plan Review for NSWPLA.

The Councillor session was undertaken on 18 September.

Early Years National Forum

Now and for their futures: Libraries brain building in the early years

A national Forum

The President and Executive Officer attended the Early Years Forum.

Website: <https://plconnect.slq.qld.gov.au/professional-development/events/now-and-their-futures-libraries-brain-building-early-years-national>

Grandparents Day

NSWPLA has entered into a 3-year agreement with Department of Communities and Justice to provide funding for Grandparents Day. The agreement has been finalised with applications now open, closing on 3 October. Application available on the NSWPLA website.

Libraries Open Day

At the recent executive meeting, it was agreed that NSWPLA would work with member libraries to have an Open Day. This idea was originally brought to the table by the Combined Sydney Zones. The Executive Officer is currently working on collateral and will call for interested parties to form a working group.



Summer Reading Program

The executive officer has been in discussion with other states around a summer reading club. The BIG Summer Read encourages young readers 0-18 years to read and engage with their local public libraries over the Australian Summer holidays in December and January. Further information to follow when available.

APLA

The executive officer recently attended the APLA meeting. Summary attached for Information. and will distribute meeting summary when available.

NSWPLA eNews

All the latest news is distributed through the eNews. [Subscribe here.](#)



APLA meeting, Thursday 28 August 2025

The in person/online meeting included representatives from all jurisdictions.

Key Messages from meeting and State/Territory reports

ALIA

Australian Media Literacy Alliance became an incorporated association in early August. The founding members are ALIA, ABC, SBS, QUT, WSU, ACMI and NFSA. The Museum of Australian Democracy is not a member but will stay closely involved.

The incorporation of AMLA is a significant step in its maturation as a collaboration and demonstrates the value the members place on the work of the Alliance. It is hoped that AMLA will work closely with the Department of Infrastructure to design and deliver Australia's first national media literacy strategy.

Australia Reads also became a company in mid-August. The founding members of the company limited by guarantee are ALIA, Australian Publishers Association, Australian Society of Authors, BookPeople and the Copyright Agency. Australia Reads is looking forward to working closely with Writing Australia to deliver a national reading strategy.

Prime Minister's Literary Awards – the shortlist was announced on 12 August and the winners will be announced on 29 September. ALIA provided 10 free book packs of the shortlisted titles to ALIA Institutional members who submitted an entry. Another EOI will go out in October/November seeking applications from libraries to host a winning author with travel and accommodation expenses covered by Creative Australia as well as \$10,000 fund for the event. The visits will occur in early 2026.

[Respect and Recognition of Aboriginal and Torres Strait Islander Peoples, Cultures and Country in Australian Libraries](#) - This foundational course is a collaboration between ALIA and the Jumbunna Institute for Indigenous Education and Research at the University of Technology Sydney (UTS). It covers the core domain of the LIS Workforce Framework and counts for 15 CPD hours. It is online and self paced - \$500 for members and \$665 for non-members.

Occupational violence research - ALIA APLA have joined with CAUL to support Associate Professor Jane Garner's research project into occupational violence in Australian public and university libraries. An Advisory Committee with representatives from ALIA, APLA and CAUL is working with Jane on the survey which you can expect to receive in October.

ACT

[The report](#) from Libraries ACT Independent Working Group (IWG) has been made public.

Key priority for Access Canberra is to keep ACT libraries open.

This is a difficult time for everyone at Libraries ACT.

NSW

- **Issues** - Financial sustainability challenges are currently being faced by a number of Councils and there is concern about the potential impact this may have on library services. Contributing to this is the ongoing cost shifting from State and Federal Government eg clients sent to libraries to assist with Service NSW and Centrelink services. See Local Government NSW cost shifting report [here](#).
- **Professional development** – identified needs include crowd control, resilience, programming, digital technologies, local studies, collection preservation.
- **Advocacy** - Presenting to high school students on careers in Local Government and specifically Libraries.
- **Partnerships** – NSWPLA have entered into a three year partnership with Department of Communities and Justice to provide funding for 100 libraries to participate in Grandparents Day celebrations.

NT

- LANT is commencing for the first time, a process of collection valuation in partnership with our finance team and MAGNT (Museum and Art Gallery of the NT) colleagues.
- LANT's Leadership Team will be commencing Rachael Robertson's [Extreme Leadership Course](#) together through in an effort to improve our strategic planning, and future-proof LANT.
- LANT has been nominated as a finalist in the 2025 Chief Minister's Award for Excellence in the Public Sector, for the excellent work of our Collection Development Team and First Nations staff on ICIP Protocols
- The [NT Literary Awards shortlist](#) has been announced. The awards ceremony will be held on Wednesday 24th September at 5:30pm at LANT Danala in Darwin and will also be livestreamed in Alice Springs.
- Taminmin Community Library has relocated to new premises at Coolalinga Shopping Centre and has been renamed Litchfield Community Library. This move is the culmination of a long process over many years to separate the public library from joint use on the premises of Taminmin Secondary College in Humpty Doo. Creating a new fit-for purpose, accessible, standalone library for the greater benefit of the Litchfield Community is a significant achievement and outcome and a great effort by all involved.

QLD

- **The QPLA Executive Board members 2025-2026 are:**
President - Nicole Hunt, Townsville Citylibraries
President Elect/Vice-President – Colleen Bentzen, Logan Libraries
Secretary – Laney Robinson, City of Moreton Bay
Treasurer – Sharon Uthmann, Ipswich Libraries
First Nations Regional Rep – Douglas Graham, Woorabinda Aboriginal Council
Regional Rep – Central QLD – Peta Browne, Bundaberg Libraries
Regional Rep – North QLD – Prin Stroppe, Mareeba Libraries
Regional Rep – South West QLD – Melanie Mills, Balonne Shire Council
Regional Rep – South East QLD – Teresa Kohne, Sunshine Coast Libraries
Executive Officer – Adele Casey
- Following on from the first successful program, applications for the second round of the joint *QPLA/SLQ Library Leaders Program* are now open for all library staff.
- **ALIA / QPLA Mentoring Program** - 2025 has 4 mentors and 4 mentees registered with 8 Queensland representatives in the mentoring program.

- QPLA provided **feedback** to the State Library of Queensland regarding the **Funding Methodology**. The feedback was directly from the feedback received from the members. Overall, the members were not supportive of the methodology changes proposed.
- The QPLA LEaD Professional Development 2025 will be held 14-15 October 2025 at SLQ. Tuesday workshops will be an intimate setting to gain the most from the training, followed by a full day on Wednesday with the focus on de-escalation skills development. Both days also offer curated tours of either Brisbane Portrait Prize or Culture Love exhibition. Wednesday also includes the QPLA AGM and SLQ Workshop.

SA

- **PLSA Strategic review** - Public Libraries SA is commencing a strategic review to better align the role of PLSA to represent the network effectively. It will consider strategic priorities, governance, committees, structure and clarifying decision making and the alignment with Public Library Services roles
- **Professional development via** Public Library Services includes AI Awareness, Adult Media Literacy training, Google Super Searchers advanced techniques and fact checking, Inclusive Literacy Practice to upskill early childhood practitioners with CALD families, Yellaka Warra Kurna Language course to learn language and protocols with Elder Uncle Tamaru and Jess Shaw from Gowrie SA in October
- **Firstival** - During July public libraries across the state encouraged the community to visit or reconnect with their library and try something for the first time. Over 350 events were held reaching 40,000 people and high media coverage across radio, TV and print media to advocate for the services libraries provide and connect with new users.
- **Spindle** - The Spindle platform using Recollect software for access to digital local history collection has been endorsed for statewide implementation.
- **Yitpi Yartapuultiku** - Port Adelaide Enfield Council and libraries in partnership with Kurna Elders and community have been collaborators in developing a new Aboriginal Cultural Centre located in the heart of Port Adelaide. Yitpi Yartapuultiku is a place of cultural sharing, learning, and connection.
[Yitpi Yartapuultiku, Aboriginal Cultural Centre | Participate PAE](#)
[Creating an Aboriginal Cultural Centre in Port Adelaide](#)

TAS

- **End of Financial Year data** indicates:
 - o Public library membership and program attendance increasing
 - o eLibrary loans continuing to make up a greater proportion of the lending service
 - o Adult literacy learner numbers continuing to decrease
 - o Satisfaction survey - 96% satisfaction rate (highest achieved).
- The Public Library Network has a strong focus on:
 - o Improving Prison Library services
 - o Focus on Youth engagement, activities, spaces and places
 - o Two new Open Library Access sites
 - o Improving visibility in towns through new signage, street signage etc.
- **LMS** – New Library Management system implemented across the state.
- **Professional development** –
 - o ALIA Public Library Proficiency course

- o De-escalation training to handle increasing number of incidents
- o Focus on Safeguarding training and planning for all staff, Safeguarding is the state's Strategy to protect and look after young people. [Keeping children safe through safeguarding - Department for Education, Children and Young People](#)

VIC

- **Funding** - PLV has submitted a proposal to the Victorian Government for funding to support a new suite of statewide projects, including a project to enhance early years literacy in Victoria's public libraries.
- **Statistics** - Preliminary data from PLV's Annual Survey shows library memberships are up by 5.4%, meaning over 100,000 Victorians became new library members in 2024-25. eResources downloads are up nearly 16% for the same period. Both results point strongly to the impact of our eResources marketing campaign
- **Advocacy** - The Minister for Local Government announced in May the appointment of [Victoria's inaugural Public Libraries Ambassador](#), award-winning children's author Andrea Rowe. Andrea brings a lifelong passion for libraries and brilliant communication skills to the role. She is helping to raise the profile of public libraries among MPs and councilors as well as in the community
- **Warm Winter Reads** - Our fourth annual campaign ends on 31 August. This year, Libraries Tasmania joined in the challenge.

WA

- **Funding** – Local level agreements between the Library Board and Local Councils are going out for consultation in February 2026.
- **Awards** – The Library Board Awards for Innovation and Collaboration winners were City of Melville for their response to book challenges and Mount Barker Public Library, in the Shire of Plantagenet, for 'Reading for Generations'. The project supports children's early literacy development with two key aims: encouraging Hazara families to read with their children, and to build community pride and support for Noongar language development.

The F A Sharr Award was presented to Brooke Donabie. Brooke champions graphic novels as a powerful tool for improving literacy and fostering a love of reading, emphasising their underappreciated literary merit and capacity to enhance critical thinking.

The Kay Poustie Scholarship, jointly funded by PLWA and the State Library was awarded to Jesse Lee from the City of Stirling. Jesse's research proposal will explore how the integration of AI and Generative AI solutions in public libraries has the potential to enhance the accessibility and inclusivity of library services for visually impaired users.

- **Advocacy** - PLWA have developed a statewide schedule to have libraries provide their good news stories in order to continue the work that has been done over the last couple of years. These are now being shared with multiple agencies and communicated through their various newsletters and publications as well as on PLWA social media. It is hoped this will provide a more diverse range of content for use in publicity and advocacy.



Mayor, Councillor Doug Batten,
and Councillors of Gilgandra Shire Council
extend an invitation to attend

The celebration of The GIL Library Hub

Monday, 29 September 2025

10.00am

**The GIL Library Hub,
30 - 32 Miller Street, Gilgandra**

Join us as we officially open The GIL Library Hub.
Followed by morning tea.

RSVP by Wednesday, 24 September 2025

Phone: 02 6817 8800

Email: library@gilgandra.nsw.gov.au

The GIL Library Hub is proudly funded by the Australian Government Building Better Regions Fund, the NSW Government Regional Cultural Fund, Public Library Infrastructure Grant Program, Stronger Country Communities Fund, Your High Street Program, and Gilgandra Shire Council.



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Delegates Report by Councillor S Derrett
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ITEM 4 WARREN INTERAGENCY SUPPORT SERVICES

RECOMMENDATION:

That the information be received and noted.

**Minutes of the Warren Support Services Interagency Meeting held in the
Council Community Room, Warren on Monday 13th October 2025**

Meeting opened: 1pm

- 1. PRESENT:** Clr Sarah Derrett, Blair Morrison (Western NSW Local Health District), Fleur Stubbs (Barnardos) and Felicity Leonard (Barnardos).

Via Teams – Rachel Swindle (Transport for NSW), Amy Hall (TAFE NSW), Katie Blackett (Lives Lived Well), Ewen Jones (Marathon Health), Jacqueline Jones (NSW Reconstruction Authority), Emma O’Connell (Royal Flying Doctor Service - RFDS), Teagan Harris (National Indigenous Australians Agency - NIAA) and Shaana Daley (Catholic Care Wilcannia-Forbes - CCWF).

- 2. APOLOGIES:** Clr Pauline Serdity, Clr Ros Jackson, Maryanne Stephens (Manager Health and Development Services), Kelly Sinclair (Warren Youth Foundation), Tahlia Morrison (Warren Youth Foundation), Belinda Bell (CCWF) and Kurt Behan (TAFE NSW).

Moved: Clr Sarah Derrett Seconded: Ewen Jones

Carried

- 3. CONFIRMATION OF MINUTES:** Minutes of meeting held on 11th August 2025.

Moved: Clr Sarah Derrett Seconded: Shaana Daley

Carried

4. BUSINESS ARISING

Nil.

- 5. CORRESPONDENCE:** Out – Nil In – Nil

- 6. ACTION CHECKLIST:** No further updates to the checklist at this time.

7. GUEST SPEAKER PRESENTATION:

Presentation delivered by Jacqueline Jones from NSW Reconstruction Authority covering the following areas;

- Establishment of the NSW Reconstruction Authority
- Responsibilities and functions
- Role in recovery
- Recovery planning
- Supporting engagement and collaboration
- Regional Delivery - distribution
- Representatives’ contact information

A full copy of the presentation has been emailed to all Interagency contacts.

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8. REPORTS FROM AGENCIES:

Amy Hall – TAFE NSW;

- Starting to do some planning for some face-to-face courses to happen locally during 2026.
- Not too much happening towards the end of the year, just courses wrapping up.
- Responsible Service of Alcohol and Responsible Conduct of Gambling courses will still run a few times before the end of the year which can be done through the local campus.
- TAFE is always happy to try and support community in their training needs.

Jacqueline Jones - NSW Reconstruction Authority;

- Currently conducting Recovery Centre Audits.
- Updating our contact list before the summer season. I am keen to get appropriate contacts from community orgs and services ahead of summer in the event we need to do recovery (hopefully you won't need to hear from me).
- Will be in Warren on 10th November and happy to meet with people. Keen to get a better understanding of services and referral pathways.

Katie Blackett - Lives Lived Well;

- Emphasised flexibility in being able to start groups or networks based on needs.
- Alcohol and Other Drug Group Facilitator/Case Manager with the Roadmaps program.
- Roadmaps is a 6 week drug and alcohol program.
- Focus is on self-management skills, harm minimisation and relapse prevention.
- Based in Dubbo and travel to deliver the program to smaller neighbouring communities including Warren, Coonamble, Nyngan, Gilgandra, Dubbo, Peak Hill, Parkes, Forbes and Wellington.
- Referrals can be made by clients themselves or by service providers.

Ewen Jones – Marathon Health (Community Engagement Officer);

- Marathon Health has been contracted to continue delivering the Commonwealth Psychosocial Support (CPS) Program until 30 June 2026.
- What is CPS? CPS is a short-term low intensity non-clinical, community-based program that can offer one-to-one coaching with a psychosocial recovery coach. We work in partnership with the individual's current supports and family/carers (where possible) focusing on the strengths and abilities, developing an individual plan to increase capacity ensuring choice and opportunities for the individual to live a meaningful life.
- Who is eligible?
 - Individuals with severe and persistent mental illness.
 - Have needs that can be appropriately met through short-term, low intensity support to live independently in the community, as determined through a capacity and strengths-based assessment. Not be restricted in their ability to fully and actively participate in the community because of their residential setting (for example, prison or psychiatric facility)

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- o Not be receiving similar psychosocial supports through a state or territory government program or the NDIS, where there is potential for duplication of service offerings.
 - o Be aged 16 years and over
- Please note that we are not a crisis service. The numbers below are available for 24-hour support and assistance:
 - o Mental Health Hotline: 1800 011 511
 - o Police: 13 14 44 or 000
 - o Ambulance: 000 or 112 from mobile phone
 - o Lifeline: 13 11 14
- For further information on Marathon Health please access all information via our website <https://www.marathonhealth.com.au/or> contact us on 1300 402 585 or email psychosocialsupports@marathonhealth.com.au

Teagan Harris - NIAA;

- Uniquely positioned to assist with accessing funding.
- Liaises closely with State and Territory governments, peak bodies and service providers to ensure the delivery Indigenous programs and services for Aboriginal and Torres Strait Islander peoples.
- Always open to hearing about funding needs and eager to engage with the Warren community.

Shaana Daley - CCWF;

- Located at the Old Bowling Club Hall, 5 Burton Street Warren.
- A number of programs are available within the Warren branch including;
 - o Familycare Program
 - o Aboriginal Family and Sexual Domestic Violence
 - o Post Separation Family Counselling
 - o Financial Counselling
- We have 4 workers in Warren/Nyngan - Belinda Bell, Amy Edwards, Shaana Daley and Meagan Giddy.
- Weekly playgroups held on Fridays from 10.30am – 12.30pm.
- Monthly domestic violence support group called Stronger Together.

Rachel Swindle - Transport for NSW;

- This month is **Motorcycle Awareness Month**, which is an initiative of the [Motorcycle Council of NSW](#). It runs for the month of October and is supported by Transport for NSW. It encourages driver awareness of motorcycles and educates on safe motorcycle riding behaviour. Transport for NSW supports Motorcycle Awareness Month by providing increased motorcycle road safety messaging and campaign resources across the region. Participating venues are provided with resources, which they commit to having on display, or push their social and media platforms, while encouraging their customers to engage with

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the campaign material. The resources include motorcycle safety pull-up blinds, brochures, guides, posters, digital media and corflutes. If there are any local motorcycle retailers or service station that would like to be involved, please reach out. We are delighted and very grateful to have the Warren VIC on board again for this campaign.

- If you would like further information on Motorcycle Awareness Month, please reach out to the West Region Motorcycle Safety team via email at motorcyclewestern@transport.nsw.gov.au.
- October is also **National Safe Work Month**. Road crashes are the leading cause of workplace fatalities; more than falling from heights or being hit by moving objects. The Work Health and Safety Act 2011 places an obligation on workplaces to ensure the workplace is without risks to the health and safety of any person and it also establishes a vehicle being used for work is considered a workplace. The **Road Safety In Your Workplace (RSIYW)** program was developed in 2019, in alignment with the NSW Government Work Health and Safety Sector Plan. It's designed to help organisations educate both managers and workers on safe work-related travel. The program offers free resources to help implement a road safety policy and supplement existing WHS road safety practices. These include award-winning eLearning, factsheets, toolbox talks and case studies.
 - o <https://www.safeworkaustralia.gov.au/national-safe-work-month>
- **Harvest season** is here, which means extra trucks and slower moving, over-sized farming machinery are travelling on local roads. To help promote safety this harvest season, Transport are running a public education campaign to remind motorists to be cautious when driving next to or behind a truck, and to slow down, be patient and share the road, along with the importance of taking proper breaks to manage fatigue. The campaign runs across the state over October and November 2025 and comprises radio, press and social media messages.
 - o <https://collaborationhub.towardszero.nsw.gov.au/news-activities/news/harvest-season-in-full-bloom>
- With the commencement of term 4 today, I would also like to remind our communities of the importance of **safety around schools**, and to slow down to 40km/h when bus lights flash. Transport runs a '**Bus flashing lights**' campaign at the start of each school term, to remind motorists to slow down to 40km/h when bus lights flash - unless a lower speed limit applies. Flashing lights indicate that the bus is picking up or setting down school children who may be on or near the road. The initiative also promotes important messages for parents and families around getting their child to and from the bus stop safely. This is part of the school zones campaign, which reminds motorists to drive under the school zone speed limit when school zones are active.
 - o <https://collaborationhub.towardszero.nsw.gov.au/news-activities/news/bus-flashing-lights-campaign>
 - o https://www.transport.nsw.gov.au/roadsafety/road-users/drivers/be-bus-aware#Bus_flashing_lights
 - o <https://www.transport.nsw.gov.au/roadsafety/community/schools/school-zones>

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- Transport has launched the **Road Safety Learning Lab**, which is an Australia-first interactive website that helps all road users explore the ‘why’ behind the road rules. This learning lab is a first-of-its-kind, digital experience and is the new benchmark in road safety learning, designed to challenge what people think they know. Features include simulated crash tests based on real-world testing, powerful personal stories from people affected by road trauma, practical how-to videos, and quizzes to test your knowledge. The learning lab is targeted for all NSW road users aged 16+.
 - o <https://nsw.gov.au/roadsafetylearninglab>

Emma O’Connell - RFDS;

- GROW program continuing in partnership with Warren Central School. Includes school-based education and wellbeing programs, an aquaponics initiative that supports STEM learning and therapeutic horticulture, and community engagement activities that improve access to health and wellbeing services.
- Ursula Ryan continuing to deliver mental health and alcohol and other drug (AOD) services in Warren.

Felicity Leonard - Barnardos;

- Tuning into Kids parenting program for parents of children aged 3-10 years old. Supporting children’s development of emotional intelligence.
- Playgroups held weekly on Wednesdays in Nevertire and on Thursdays in Warren.

Fleur Stubbs - Barnardos;

- Now 13 years in this role, facilitating the Reconnect program.
- Working with young people aged 12-18 years who are homeless or at risk of homelessness, (and their families) to reconnect the young person with family, education, community, training/employment.

Blair Morrison - Western NSW LHD;

- “Drumming Flashmob - Bring-a-drum-or-tin-along” community event held on 15th October.
- Mental Health Peer Navigator role is based at Warren Multi-Purpose Service but also covers Nyngan and Trangie.
- Supports all community members with mental health or wellbeing concerns to find support in their own community using lived experience of living with or caring for someone with mental ill health to navigate health, social and community services.
- A Peer Navigator can help by:
 - o Supporting a person's journey across mental health services.
 - o Improving people's knowledge and understanding about mental health services and supports.
 - o Facilitating access to mental health support through GP's, community health, psychologists and counselling services.
 - o Connecting people to community-based services and social supports eg. Housing, employment and transport.

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- o Identifying and resolving local barriers to services.
- o Building up a person's capacity to access and engage with health services such as Dentists, Optometrists and Podiatrists.
- o Supporting people who are socially isolated to reconnect with activities they enjoy such as Bowls, Exercise groups, attending local markets.

9. GENERAL BUSINESS:

- Warren NAIDOC events being held at Carter Oval on Saturday 18th October and at Beemunnel on Sunday 19th October.
- Warren Open Garden Day hosted by St Mary's Parish School being held on Friday 17th October and Saturday 18th October.

10. Date of Next Meeting:

Monday 24th November 2025.

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

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ITEM 1 WARREN SHIRE COUNCIL CODE OF MEETING PRACTICE (C14-2)

RECOMMENDATION that:

1. The information be received and noted;
2. The Draft Warren Shire Council Code of Meeting Practice 2026 be placed on public exhibition for a minimum of 28 days; and
3. Subject to no adverse submissions being received within a period of at least 42 days, the Draft Warren Shire Council Code of Meeting Practice 2026, as amended be adopted commencing on 1st January, 2026.

PURPOSE

To present to Council a new Draft Warren Shire Council Code of Meeting Practice 2026 for eventual adoption following appropriate community public exhibition and consultation.

BACKGROUND

The Office of Local Government (OLG) through OLG Circular No. 25-20 of 29th August 2025 has advised that following extensive consultation the new 2025 Model Code of Meeting Practice for Local Councils in NSW (2025 Model Meeting Code) has been finalised.

The new 2025 Model Meeting Code has been published in the Government Gazette and is expected to be prescribed under the Local Government (Council) Regulation, 2021 shortly.

Council must adopt a Code of Meeting Practice that incorporates the mandatory provisions of the 2025 Model Meeting Code no later than 31st December, 2025.

There have been numerous Meetings of General Managers across the state together with much correspondence using the Local Government NSW General Managers Network to ensure there is an understanding of the new Code together with its implications

REPORT

The Mayor, Deputy Mayor, Executive Assistant and General Manager met on the 27th September, 2025 to draft the new Draft Warren Shire Council Code of Meeting Practice 2026 which is **Attachment 1**.

Transitional provisions in the Regulation will provide that if a Council does not adopt a Code of Meeting Practice that incorporates the mandatory provisions of the 2025 Model Meeting Code by 31st December 2025, from 1st January 2026, any provisions of the Council's Code of Meeting Practice that is inconsistent with a mandatory provision of the 2025 Model Meeting Code will be automatically overridden by the relevant mandatory provision of the 2025 Model Meeting Code.

The 2025 Model Meeting Code has two elements:

- Mandatory Provisions (indicated in black font); and
- Non-mandatory provisions (indicated in red font) cover areas of meeting practice that are common to most Councils but where there may be a need for some variation in practice between Councils based on local circumstances. The non-mandatory provisions also operate to set a benchmark based on what OLG sees as best practice for relevant are of practice.

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ITEM 1 WARREN SHIRE COUNCIL CODE OF MEETING PRACTICE

CONTINUED

What is new or changing?

Mandatory provisions of the 2025 Model Meeting Code will prohibit pre-meeting briefings.

Councils must also livestream meetings of the Councils and Committees comprising wholly of Councillors from 1st January, 2026 using an audio-visual recording. Recordings of meetings must be published on the Council's website for the balance of the Council term or 12 months, whichever is the later date. The Divisional Manager of Finance and Administration is making arrangements to ensure that our audio-visual system enables livestreaming. If possible, Council will continue to place recordings of the future Council Meetings on our website.

OLG has advised that the key focus of the changes made to the 2025 Model Meeting Code is to ensure Meetings are conducted in a dignified and orderly way befitting to a chamber of democracy and to promote community confidence in Councils and their decisions.

The following is a summary of the key changes. It is not an exhaustive list of all the changes that have been made.

Extraordinary Meetings:

- The Mayor may now call an Extraordinary Meeting without the need to obtain the signature of two (2) Councillors.

Dealing with Urgent Business at Meetings.

- The process for dealing with urgent business at both Ordinary and Extraordinary Meetings has been simplified.
- Business may be considered at a Meeting at which all Councillors are present, even though due to notice has not been given of all the business, if the Council resolves to deal with the business on the grounds that it is urgent and requires a decision by the Council before the next scheduled Ordinary Meeting of the Council. The resolution must state the reasons for the urgency.
- If all Councillors are not present at the Meeting, the Chairperson must also rule that the business is urgent and requires a decision by the Council before the next scheduled Ordinary Meeting.

Prohibition of Pre-Meeting Briefing Sessions

- The 2025 Model Meeting Code prohibits briefing sessions being held to brief Councillors on business listed on the Agenda for Meetings of the Council or Committees of the Council.
- The prohibition of briefing sessions does not prevent a Councillor from requesting information from the General Manager about a matter to be considered at a Meeting, provided the information is also available to the public. The information must be provided in a way that does not involve any discussion of the information.

Public Forums

- The Public Forum provisions are now made mandatory but leave it to Councils to determine whether to hold Public Forums before Council and Committee Meetings

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- Councils are also free to determine the rules under which Public Forums are to be conducted and when they are to be held. OLG will be issuing Model Best Practice Public Forum Rules that Councils can use if they choose to.
- Public Forums must be livestreamed.
- Warren Shire Council will continue to not hold Public Forums.

Councillors' Attendance at Meetings by Audio-Visual Link

- The provisions governing attendance by Councillors at meetings by audio-visual link have been made mandatory and the option to attend Meetings by audio-visual link has been restricted to where Councillors are prevented from attending a meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities (very similar to the current Code of Warren Shire Council).

Absences from Council Meetings

Changes have been made to the provisions governing absences from Meetings.

- Where Councillors are unable to attend one (1) or more Meetings of the Council or Committees of the Council, the new provisions encourage them to:
 - o Submit an apology for the Meetings they are unable to attend;
 - o State the reasons for their absence from the Meetings; and
 - o Request that the Council grant them a leave of absence from the relevant Meeting.
- o Where a Councillor makes an apology, the Council must determine by resolution whether to grant the Councillor a leave of absence for the Meeting. Councils are required to act reasonably when deciding whether to grant a leave of absence to a Councillor. To ensure accountability if the Council resolves not to grant a leave of absence for the Meeting, it must state the reasons for its decision in its resolution.

Livestreaming Meetings

- As of 1st January, 2026, Councils are required to livestream their Meetings using an audio-visual recording.
- Recordings of Meetings must be published on the Council's website for the balance of the Council's term or for 12 months, whichever is the later date.
- OLG will be issuing updated guidance on the livestreaming of Meetings.

New Rules of Etiquette at Meetings

- Councils may determine standard of dress for Councillors when attending Meetings.
- Where physically able to, Councillors and staff are encouraged to stand when the Mayor enters the chamber and when addressing the Meeting. At Warren Shire Council, this will be at the discretion of the Mayor.
- The 2025 Model Meeting Code prescribes modes of address.

Mayoral Minutes

- The restrictions on Mayoral Minutes under the previous Code have been removed. Mayoral Minutes may be put to a meeting without notice on any matter or topic that the Mayor determines should be considered at the Meeting.

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CONTINUED

Rules of Debates

- The rules of debate have been simplified and the rules governing the foreshadowing of motions and amendments have been removed. It remains open to Councillors to foreshadow that they intend to move an amendment during the debate, but there are no longer formal rules governing this.
- An amendment has been made to clarify that there is nothing to prevent a further motion from being moved at a Meeting on the same item of business where the original motion is lost, provided the motion is not substantially the same as the one that was lost.
- Councils will no longer have the option of reducing the duration of speeches to less than five (5) minutes. However, Councils continue to have other options to expedite business at Meetings such as moving that motion be put where the necessary conditions have been satisfied and to resolve to deal with items by exception.

Voting on planning decisions

- Consistent with the Independent Commission Against Corruption's (ICAC) recommendations, a Council or a Council Committee must not make a final planning decision at a Meeting without receiving a staff report containing an assessment and recommendation in relation to the matter put before the Council for a decision.
- Where the Council or a Council Committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.

Representations by the Public on the Closure of Meetings

- In the interests of simplifying the Code, the rules governing representations by the public on the closure of Meetings have been removed. However, there is nothing to prevent Councils from adopting their own rules on this. OLG will be issuing model best practice rules for public representations that Councils can use if they choose to.

Making Information Considered at Closed Meetings Public

- Consistent with ICAC's recommendation, the General Manager must publish business papers for items of business considered during Meetings that have been Closed to Public on the Council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- Before publishing this information, the General Manager must consult with the Council and any other affected persons and provide reasons for why the information has ceased to be confidential.

Dealing with Disorder

- Councils will be required to determine on the adoption of the new Code and at the commencement of each Council term, whether to authorise the person presiding at a Meeting to exercise the power of expulsion.
- The definition of acts of disorder by Councillors has changed. The following constitute acts of disorder under the Regulation and the 2025 Model Meeting Code:
 - o Contravening the Act, the Regulation, or the Council's Code of Meeting Practice;

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- o Assaulting, or threatening to assault, another Councillor or person present at the Meeting;
 - o Moving or attempting to move a motion or an amendment that has an unlawful purpose or deals with a matter that is outside the jurisdiction of the Council or Committee or addressing or attempting to address the Council or Committee on or such a motion, amendment or matter;
 - o Using offensive or disorderly words;
 - o Making gestures or otherwise behaving in a way that sexist, racist, homophobic or otherwise discriminatory, or if the behavior occurred in the Legislative Assembly, would be considered disorderly;
 - o Imputing improper motives, or unfavorably personally reflecting, on another Council Official or a person present at the Meeting; or
 - o Saying or doing anything that would promote disorder at the Meeting or is otherwise inconsistent with maintaining order at the Meeting.
- Where a Councillor fails to remedy an act of disorder at the Meeting at which it occurs, they can be required to do so at each subsequent Meeting until they remedy the act of disorder. On each occasion the Councillor fails to comply with a direction by the Chairperson to remedy an act of disorder, they can be expelled from the Meeting and each subsequent Meeting until they comply.
- Members of the public can be expelled from Meetings for engaging in disorderly conduct. Disorderly conduct includes:
 - o Speaking at Meetings without being invited to;
 - o Bringing flags, signs or protest symbols to Meetings;
 - o Disrupting Meetings; and
 - o Making unauthorised recording of Meetings.
- The 2025 Model Meeting Code notes that failure by a Councillor or members of the public to leave the meeting when expelled is an offence under section 660 of the Act. Section 660 provides that a person who wilfully obstructs a Council, Councillor, employee of a Council or a duly authorised person in the exercise of any function under the Act, or Regulation is guilty of an offence. An offence under section 660 carries a maximum fine of \$2,100.

Committees

- Meetings of Committees of a Council whose membership comprises only of Councillors must be conducted in accordance with the Council's adopted Meeting Code. Such Committees will no longer have the option of determining that rules under the Council's Meeting Code do not apply to them.
- At Warren Shire Council, Council Committees whose membership include persons other than Councillors will follow Council's adopted Code of Meeting Practice for Meetings unless the Council determines otherwise.

General

Where possible Warren Shire Council practice at its Meetings have been included in the new Draft Warren Shire Council Code of Meeting Practice 2026. Examples are as follows:

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- Where required the General Manager will continue to provide further information via a report for inclusion with a Notice of Motion submitted by a Councillor in relation to legal, strategic, financial or Policy implications. Notices of Motions should also identify the source of funding for the expenditure that is subject of the Notice of Motion or otherwise the General Manager must report on the availability of funds. Notice of Motions would be deferred until these reports are provided.
- As previously advised Council will not hold Public Forums.
- Approval of the General Manager is required for persons who are members of Council Committees that contain persons other than Councillors to participate in Meetings by an audio-visual link because of natural disaster or a public health emergency.
- Council's general order of business for an Ordinary Meeting of Council continues to be as follows:
 - o Opening Meeting;
 - o Acknowledgement of Country;
 - o Apologies and Applications for a Leave of Absence by Councillors;
 - o Confirmation of Minutes;
 - o Disclosures of Interests;
 - o Mayoral Minute(s);
 - o Reports of Committees;
 - o Reports of Delegations;
 - o Reports to Council;
 - o Notices of Motions/Questions with Notice;
 - o Matters of Urgency;
 - o Confidential Matters;
 - o Conclusion of the Meeting; and
 - o Presentations.
- The Order of Business to include a separate Acknowledgement of Country and be at Council Meetings only.
- The Acknowledgement of Country be read out by the Chairperson of the Council Meeting.
- The Acknowledgement of Country wording be as follows: *"Warren Shire Council acknowledges the traditional owners of the lands within Warren Shire and acknowledges the Aboriginal and Torres Strait Islander people who reside within this Shire"*.
- A Welcome to Country be held at the first Council Meeting of each new Council Term and be provided by an invited Aboriginal Elder if possible.
- Mayoral Minutes must not be used to put without notice, matters that are routine and not urgent or because of their complicity. Similar rules will apply to Mayoral Minutes that if adopted would require the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted Operational Plan, the source of funding must be identified otherwise the matter must be deferred until a report from the General Manager on availability of funding.
- Any motion, amendment or other matter that the Chairperson has ruled out of order is taken to have been lost.

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- The grounds on which a Meeting is closed to the public must be specified in the decision to close the Meeting and recorded in the Minutes of the Meeting.
- Council's standard Review Clause has been included.

FINANCIAL AND RESROUCE IMPLICATIONS

- The only financial concern at present is the cost of ensuring that from 1st January 2026, Council Meetings are livestreamed.
- The Divisional Manager Finance and Administration is undertaking the required investigation of the practicalities and cost that may be able to advise verbally on this matter at the Council Meeting.

LEGAL IMPLICATIONS

Local Government Act, 1993

Local Government (General) Regulations, 2021

Councils must adopt a Code of Meeting Practice that incorporates the mandatory provisions of the 2025 Model Meeting Code no later than 31st December, 2025.

Transitional provisions in the Regulation will provide that if a Council does not adopt a Code of Meeting Practice that incorporates the mandatory provisions of the 2025 Model Meeting Code by 31st December 2025, from 1st January 2026, any provisions of the Council's Code of Meeting Practice that is inconsistent with a mandatory provision of the 2025 Model Meeting Code will be automatically overridden by the relevant mandatory provision of the 2025 Model Meeting Code.

Under section 361 of the Local Government Act 1993 (the Act), before adopting a new Code of Meeting Practice, Councils must first exhibit a draft of the Code of Meeting Practice for at least 28 days and provide members of the community with at least 42 days in which to comment on the draft Code.

RISK IMPLICATIONS

The only major risk is that Council does not adopt an appropriate new Code of Meeting Practice by 31st December 2025.

There will always be a low risk that the Council changes or use of current practice from our previous Code is determined inconsistent with the mandatory provisions of the 2025 Model Meeting Code.

Advice was obtained from the OLG that not holding 'Public Forums' which has been Councils practice, is allowable as 'may' makes it discretionary.

STAKEHOLDER CONSULTATIONS

The OLG has advised that there have been extensive consultations with the Local Government Industry in regards to the development of the new Code.

Under section 361 of the Local Government Act 1993, before adopting a new Code of Meeting Practice, Councils must first exhibit a draft of the Code of Meeting Practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft Code.

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OPTIONS

It is considered that there is no other options, Council must adopt a new Code of Meeting Practice that is consistent with the 2025 Model Meeting Code.

Optional areas are the previous practices of Council that have been incorporated and are considered to be consistent with the 2025 Model Meeting Code.

CONCLUSIONS

It is considered appropriate that the new Code of Meeting Practice 2026 be placed on public exhibition as required and subsequently adopted by Council for commencement on 1st January, 2026.

LINK TO POLICY AND/OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION / ATTACHMENTS

1. Office Local Government Circular No.25-20 2025 Model Meeting Code provided by email to Councillors and MANEX on 29th August, 2025;
2. 2025 Model Meeting Code – FAQ provided by email to Councillors and MANEX on 29th August, 2025;
3. The Model Code of Meeting Practice for Local Councils in NSW, August 2025 provided by email to Councillors and MANEX on 29th August, 2025; and
4. **Attachment 1** - Draft Warren Shire Council Code of Meeting Practice 2026.

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CONTINUED

Attachment 1 - Draft Warren Shire Council Code of Meeting Procedure 2026

Warren Shire Council



CODE OF MEETING PRACTICE

2026



Adopted: xx.xx.2025

Res No: xx.xx.2025

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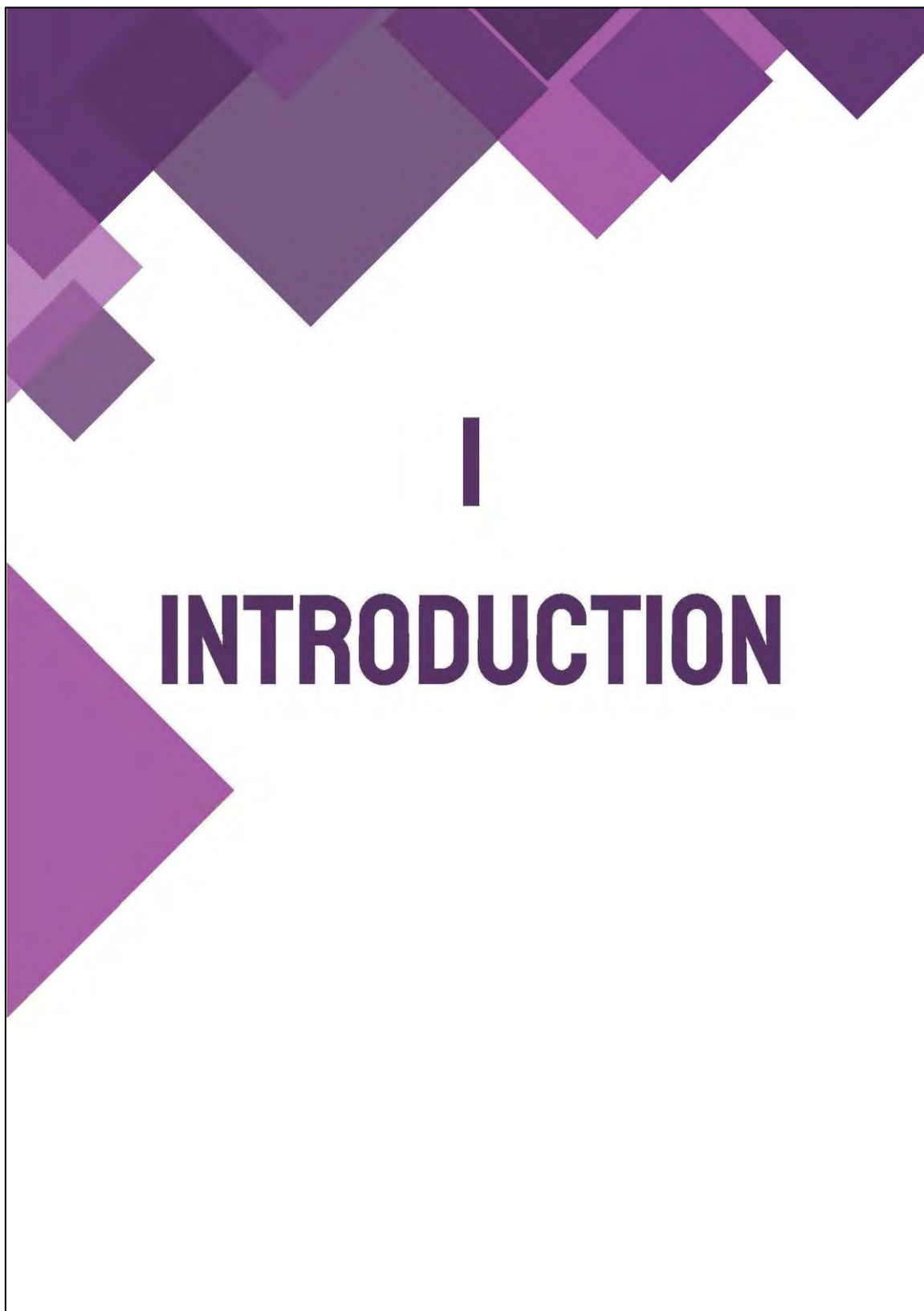
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INTRODUCTION

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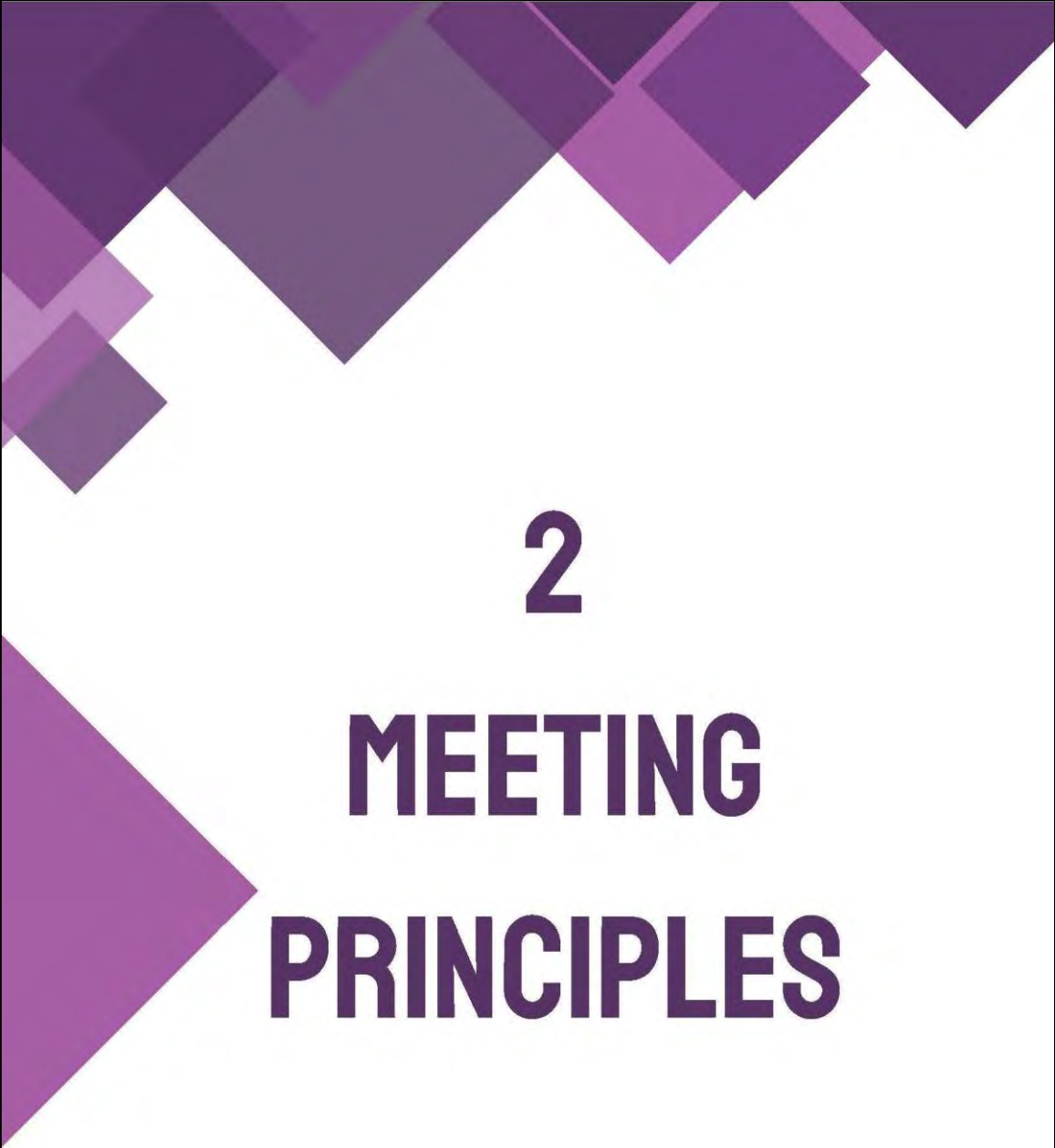
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WARREN SHIRE COUNCIL CODE OF MEETING PRACTICE

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1 INTRODUCTION

- 1.1 This Code of Meeting Practice for Local Councils in NSW (the Meeting Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).
- 1.2 The Meeting Code applies to all Meetings of Council and Committees of Council of which all the members are Councillors (Committees of Council). Council Committees whose members include persons other than Councillors will follow Council's adopted Code of Meeting Practice for Meetings unless the Council determines otherwise.
- 1.3 Councils must adopt a Code of Meeting Practice that incorporates the mandatory provisions of the Model Meeting Code.
- 1.4 Council's adopted Code of Meeting Practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a Code of Meeting Practice adopted by Council must not contain provisions that are inconsistent with the mandatory provisions of the Model Meeting Code.
- 1.5 Council and a Committee of Council of which all the members are Councillors must conduct its Meetings in accordance with the Code of Meeting Practice adopted by the Council.



2

MEETING

PRINCIPLES

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2 MEETING PRINCIPLES

2.1 Council and Committee Meetings should be:

Transparent: Decisions are made in a way that is open and accountable.

Informed: Decisions are made based on relevant, quality information.

Inclusive: Decisions respect the diverse needs and interests of the local community.

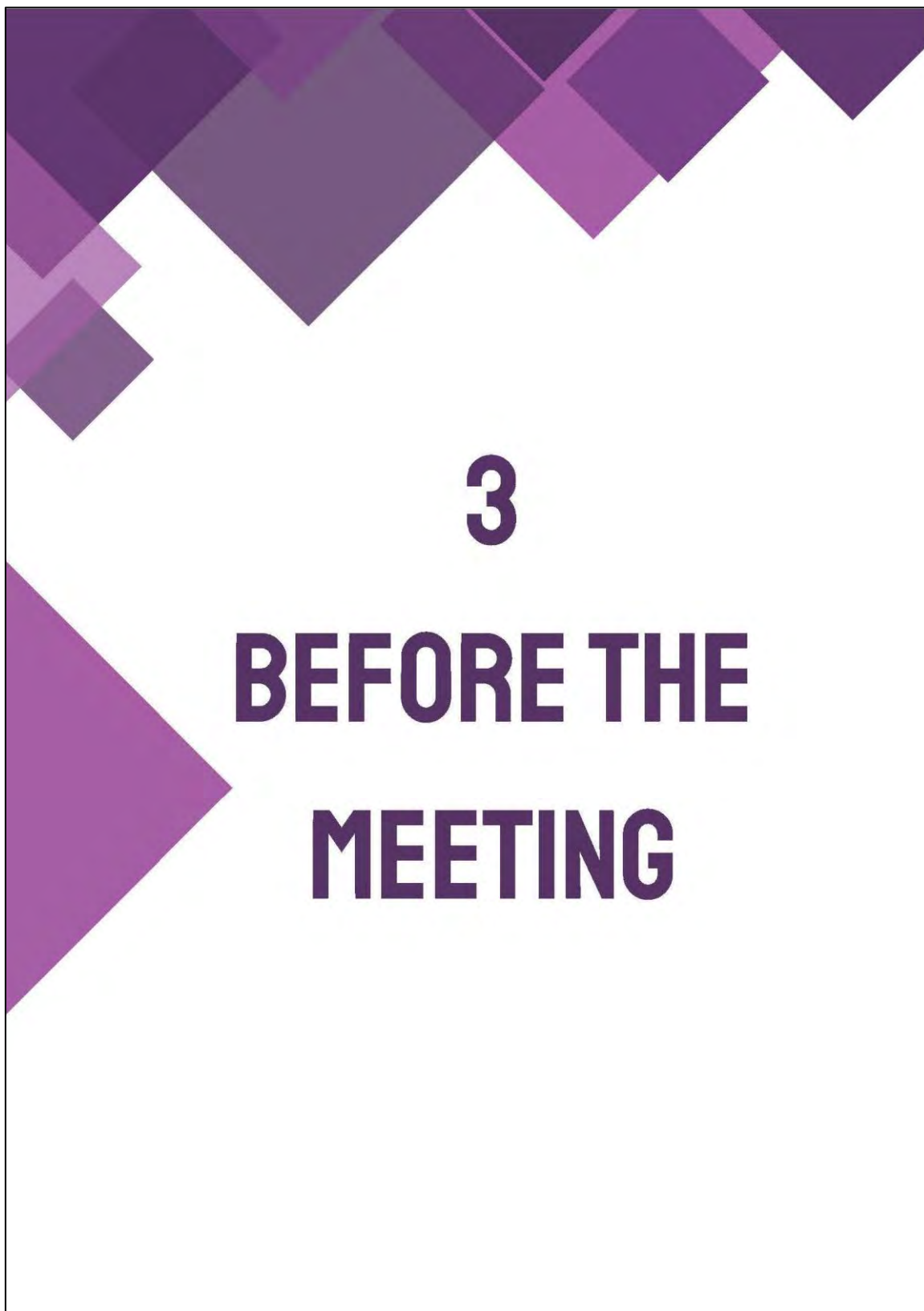
Principled: Decisions are informed by the principles prescribed under Chapter 3 of the Act.

Trusted: The community has confidence that Councillors and staff act ethically and make decisions in the interests of the whole community.

Effective: Meetings are well organised, effectively run and skilfully chaired.

Orderly: Councillors, staff and Meeting attendees behave in a way that contributes to the orderly conduct of the Meeting.

Note: The Office of Local Government has issued a guideline on free speech in local government in NSW. The Guideline provides practical guidance to Councils on what free speech means in the context of NSW local government, including in relation to Council Meetings. The Guidelines have been issued under section 23A of the Act meaning Councils must consider them when exercising their functions at Meetings.



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3 BEFORE THE MEETING

TIMING OF ORDINARY COUNCIL MEETINGS

- 3.1 The Council shall, by resolution, set the frequency, time, date and place of its Ordinary Meetings.

Note: Under section 365 of the Act, Councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a Council is required to meet each year under section 365A.

Note: Under clause 13 of Schedule 11 of the Act, Councils that have been designated as a Rural and Remote Council under the Regulation are required to meet at least four (4) times each year, each time in a different quarter of the year.

EXTRAORDINARY MEETINGS

- 3.2 If the Mayor receives a request in writing, signed by at least two (2) Councillors, the Mayor must call an Extraordinary Meeting of the Council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The Mayor can be one of the two Councillors requesting the Meeting.

Note: Clause 3.2 reflects section 366 of the Act.

- 3.3 The Mayor may call an Extraordinary Meeting without the need to obtain the signature of two (2) Councillors.

NOTICE TO THE PUBLIC OF COUNCIL MEETINGS

- 3.4 The Council must give notice to the public of the time, date and place of each of its Meetings, including Extraordinary Meetings, and of each Meeting of Committees of the Council.

Note: Clause 3.4 reflects section 9(1) of the Act.

- 3.5 For the purposes of clause 3.4, notice of a Meeting of the Council and of a Committee of Council must be published before the Meeting takes place. The notice must be published on the Council's website, and in such other manner that the Council is satisfied is likely to bring notice of the Meeting to the attention of as many people as possible.

- 3.6 For the purposes of clause 3.4, notice of more than one (1) Meeting may be given in the same notice.

NOTICE TO COUNCILLORS OF ORDINARY COUNCIL MEETINGS

- 3.7 The General Manager must send to each Councillor, at least three (3) days before each Meeting of the Council, a notice specifying the time, date and place at which the Meeting is to be held, and the business proposed to be considered at the Meeting.

Note: Clause 3.7 reflects section 367(1) of the Act.

- 3.8 The notice and the agenda for, and the business papers relating to, the Meeting may be given to Councillors in electronic form, unless the Council determines otherwise, but only if all Councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.8 reflects section 367(3) of the Act.

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NOTICE TO COUNCILLORS OF EXTRAORDINARY MEETINGS

- 3.9 Notice of less than three (3) days may be given to Councillors of an Extraordinary Meeting of the Council in cases of emergency.

Note: Clause 3.9 reflects section 367(2) of the Act.

GIVING NOTICE OF BUSINESS TO BE CONSIDERED AT COUNCIL MEETINGS

- 3.10 A Councillor may give notice of any business they wish to be considered by the Council at its next Ordinary Meeting by way of a Notice of Motion. To be included on the agenda of the Meeting, the Notice of Motion must be in writing and must be submitted within such reasonable time before the Meeting is to be held as determined by the Council.
- 3.11 A Councillor may, in writing to the General Manager, request the withdrawal of a Notice of Motion submitted by them prior to its inclusion in the agenda and business paper for the Meeting at which it is to be considered.
- 3.12 If the General Manager considers that a Notice of Motion submitted by a Councillor for consideration at an Ordinary Meeting of the Council has legal, strategic, financial or policy implications which should be taken into consideration by the Meeting, the General Manager may prepare a report in relation to the Notice of Motion for inclusion with the business papers for the Meeting at which the Notice of Motion is to be considered by the Council.
- 3.13 A Notice of Motion for the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted Operational Plan must identify the source of funding for the expenditure that is the subject of the Notice of Motion. If the Notice of Motion does not identify a funding source, the General Manager must either:
- (a) Prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the Meeting at which the Notice of Motion is to be considered by the Council; or
 - (b) By written notice sent to all Councillors with the business papers for the Meeting for which the Notice of Motion has been submitted, defer consideration of the matter by the Council to such a date specified in the notice, pending the preparation of such a report.

QUESTIONS WITH NOTICE

- 3.14 A Councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the General Manager about the performance or operations of the Council.
- 3.15 A Councillor is not permitted to ask a question with notice under clause 3.14 that would constitute an act of disorder.
- 3.16 The General Manager or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant Meeting of the Council.

AGENDA AND BUSINESS PAPERS FOR ORDINARY MEETINGS

- 3.17 The General Manager must cause the agenda for a Meeting of the Council or a Committee of the Council to be prepared as soon as practicable before the Meeting.
- 3.18 The General Manager must ensure that the agenda for an Ordinary Meeting of the Council states:

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- (a) all matters to be dealt with arising out of the proceedings of previous Meetings of the Council; and
- (b) if the Mayor is the Chairperson – any matter or topic that the Chairperson proposes, at the time when the agenda is prepared, to put to the Meeting; and
- (c) all matters, including matters that are the subject of staff reports and reports of Committees, to be considered at the Meeting; and
- (d) any business of which due notice has been given under clause 3.10.

3.19 Nothing in clause 3.18 limits the powers of the Mayor to put a Mayoral Minute to a Meeting without notice under clause 9.7.

3.20 The General Manager must not include in the agenda for a Meeting of the Council any business of which due notice has been given if, in the opinion of the General Manager, the business is, or the implementation of the business would be, unlawful. The General Manager must report, without giving details of the item of business, any such exclusion to the next Meeting of the Council.

3.21 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the General Manager, is likely to take place when the Meeting is closed to the public, the General Manager must ensure that the agenda of the Meeting:

- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the Meeting is closed to the public); and
- (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.21 reflects section 9(2A)(a) of the Act.

3.22 The General Manager must ensure that the details of any item of business which, in the opinion of the General Manager, is likely to be considered when the Meeting is closed to the public, are included in a business paper provided to Councillors for the Meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a Councillor or by any other person to another person who is not authorised to have that information.

AVAILABILITY OF THE AGENDA AND BUSINESS PAPERS TO THE PUBLIC

3.23 Copies of the agenda and the associated business papers, such as correspondence and reports for Meetings of the Council and Committees of Council, are to be published on the Council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the Council, at the relevant Meeting and at such other venues determined by the Council.

Note: Clause 3.23 reflects section 9(2) and (4) of the Act.

3.24 Clause 3.23 does not apply to the business papers for items of business identified under clause 3.21 as being likely to be considered when the Meeting is closed to the public.

Note: Clause 3.24 reflects section 9(2A)(b) of the Act.

3.25 For the purposes of clause 3.23, copies of agendas and business papers must be published on the Council's website and made available to the public at a time that is as close as possible to the time they are available to Councillors.

Note: Clause 3.25 reflects section 9(3) of the Act.

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- 3.26 A copy of an agenda, or of an associated business paper made available under clause 3.23, may in addition be given or made available in electronic form unless the Council determines otherwise.

Note: Clause 3.26 reflects section 9(5) of the Act.

AGENDA AND BUSINESS PAPERS FOR EXTRAORDINARY MEETINGS

- 3.27 The Council must ensure that the agenda for an Extraordinary Meeting of the Council deals only with the matters stated in the notice of the Meeting.
- 3.28 Nothing in clause 3.27 limits the powers of the Mayor to put a Mayoral Minute to an Extraordinary Meeting without notice under clause 9.7.
- 3.29 Despite clause 3.27, business may be considered at an Extraordinary Meeting of the Council at which all Councillors are present, even though due notice has not been given of the business, if the Council resolves to deal with the business on the grounds that it is urgent and requires a decision by the Council before the next scheduled Ordinary Meeting of the Council. A resolution adopted under this clause must state the reasons for the urgency.
- 3.30 A Motion moved under clause 3.29 can be moved without notice but only after the business notified in the agenda for the Extraordinary Meeting has been dealt with. Despite any other provision of this Code, only the mover of a Motion moved under clause 3.29, and the Chairperson, if they are not the mover of the Motion, can speak to the Motion before it is put.
- 3.31 If all Councillors are not present at the Extraordinary Meeting, the Council may only deal with business at the Meeting that Councillors have not been given due notice of, where a resolution is adopted in accordance with clause 3.29 and the Chairperson also rules that the business is urgent and requires a decision by the Council before the next scheduled Ordinary Meeting.
- 3.32 A Motion of dissent cannot be moved against a ruling of the Chairperson under clause 3.31 on whether a matter is urgent.

PROHIBITION OF PRE-MEETING BRIEFING SESSIONS

- 3.33 Briefing sessions must not be held to brief Councillors on business listed on the agenda for Meetings of the Council or Committees of the Council.

Note: The prohibition on the holding of briefing sessions under clause 3.33 reflects the intent of Chapter 4, Part 1 of the Act which requires business of the Council to be conducted openly and transparently at a formal Meeting of which due notice has been given and to which the public has access. Pre-Meeting briefing sessions are inconsistent with the principles of transparency, accountability and public participation and have the potential to undermine confidence in the proper and lawful decision-making processes of the Council.

- 3.34 Nothing in clause 3.33 prevents a Councillor from requesting information from the General Manager about a matter to be considered at a Meeting, provided the information is also available to the public. Information requested under this clause must be provided in a way that does not involve any discussion of the information.



4 PUBLIC FORUMS

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4 PUBLIC FORUMS

- 4.1 The Council may hold a public forum prior to Meetings of the Council and Committees of the Council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the Meeting. Public forums may also be held prior to Meetings of other Committees of the Council.
- 4.2 The Council may determine the rules under which public forums are to be conducted and when they are to be held.
- 4.3 The provisions of this Code requiring the livestreaming of Meetings also apply to public forums.
- 4.4 The Council does not hold public forums.



5 COMING TOGETHER

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5 COMING TOGETHER

ATTENDANCE BY COUNCILLORS AT MEETINGS

- 5.1 All Councillors must make reasonable efforts to attend Meetings of the Council and of Committees of the Council of which they are members.

Note: A Councillor may not attend a Meeting as a Councillor (other than the first Meeting of the Council after the Councillor is elected or a Meeting at which the Councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

- 5.2 The Council may determine standards of dress for Councillors when attending Meetings.
- 5.3 A Councillor cannot participate in a Meeting of the Council or of a Committee of the Council unless personally present at the Meeting, unless permitted to attend the Meeting by audio-visual link under this Code.
- 5.4 Where a Councillor is unable to attend one or more Meetings of the Council or Committees of the Council, the Councillor should submit an apology for the Meetings they are unable to attend, state the reasons for their absence from the Meetings and request that the Council grant them a leave of absence from the relevant Meetings.
- 5.5 The Council must not act unreasonably when considering whether to grant a Councillor's request for a leave of absence.
- 5.6 Where a Councillor makes an apology under clause 5.4, the Council must determine by resolution whether to grant the Councillor a leave of absence for the Meeting for the purposes of section 234(1)(d) of the Act. If the Council resolves not to grant a leave of absence for the Meeting, it must state the reasons for its decision in its resolution.
- 5.7 A Councillor's civic office will become vacant if the Councillor is absent from three (3) consecutive Ordinary Meetings of the Council without prior leave of the Council, or leave granted by the Council at any of the Meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the Council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.7 reflects section 234(1)(d) of the Act.

THE QUORUM FOR A MEETING

- 5.8 The quorum for a Meeting of the Council is a majority of the Councillors of the Council who hold office at that time and are not suspended from office.

Note: Clause 5.8 reflects section 368(1) of the Act.

- 5.9 Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the Council.

Note: Clause 5.9 reflects section 368(2) of the Act.

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- 5.10 A Meeting of the Council must be adjourned if a quorum is not present:
- (a) at the commencement of the Meeting where the number of apologies received for the Meeting indicates that there will not be a quorum for the Meeting; or
 - (b) within half an hour after the time designated for the holding of the Meeting; or
 - (c) at any time during the Meeting.
- 5.11 In either case, the Meeting must be adjourned to a time, date, and place fixed:
- (a) by the Chairperson; or
 - (b) in the Chairperson's absence, by the majority of the Councillors present; or
 - (c) failing that, by the General Manager.
- 5.12 The General Manager must record in the Council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a Meeting of the Council, together with the names of the Councillors present.
- 5.13 Where, prior to the commencement of a Meeting, it becomes apparent that a quorum may not be present at the Meeting, or that the health, safety or welfare of Councillors, Council staff and members of the public may be put at risk by attending the Meeting because of a natural disaster or a public health emergency, the Mayor may, in consultation with the General Manager and, as far as is practicable, with each Councillor, cancel the Meeting. Where a Meeting is cancelled, notice of the cancellation must be published on the Council's website and in such other manner that the Council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.14 Where a Meeting is cancelled under clause 5.13, the business to be considered at the Meeting may instead be considered, where practicable, at the next Ordinary Meeting of the Council or at an Extraordinary Meeting called by the Mayor under clause 3.3.

MEETINGS HELD BY AUDIO-VISUAL LINK

- 5.15 A Meeting of the Council or a Committee of the Council may be held by audio-visual link where the Mayor determines that the Meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The Mayor may only make a determination under this clause where they are satisfied that attendance at the Meeting may put the health and safety of Councillors and staff at risk. The Mayor must make a determination under this clause in consultation with the General Manager and, as far as is practicable, with each Councillor.
- With Council Committees whose members include persons other than Councillors, Councillors or other Committee Members may attend and participate in those Meetings by an audio-visual link because of a natural disaster or a public health emergency with the approval of the General Manager.
- 5.16 Where the Mayor or where applicable the General Manager determines under clause 5.15 that a Meeting is to be held by audio-visual link, the General Manager must:
- (a) give written notice to all Councillors or where applicable other Members that the Meeting is to be held by audio-visual link; and
 - (b) take all reasonable steps to ensure that all Councillors or where applicable other Members can participate in the Meeting by audio-visual link; and
 - (c) where the meeting is a Council Meeting cause a notice to be published on the Council's website and in such other manner the General Manager is satisfied will bring it to the attention of as many people as possible, advising that the Meeting is to be held by audio-visual link and providing information about where members of the public may view the Meeting.

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- 5.17 This Code applies to a Meeting held by audio-visual link under clause 5.15 in the same way it would if the Meeting was held in person.

Note: Where a Council holds a Meeting by audio-visual link under clause 5.15, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the Meeting.

ATTENDANCE BY COUNCILLORS AT MEETINGS BY AUDIO-VISUAL LINK

- 5.18 Councillors may attend and participate in Meetings of the Council and Committees of the Council by audio-visual link with the approval of the Council or the relevant Committee where they are prevented from attending the Meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities.
- 5.19 Clause 5.18 does not apply to Meetings at which a Mayoral election is to be held.
- 5.20 A request by a Councillor for approval to attend a Meeting by audio-visual link must be made in writing to the General Manager prior to the Meeting in question and must provide reasons why the Councillor will be prevented from attending the Meeting in person.
- 5.21 Councillors may request approval to attend more than one Meeting by audio-visual link. Where a Councillor requests approval to attend more than one Meeting by audio-visual link, the request must specify the Meetings the request relates to in addition to the information required under clause 5.20.
- 5.22 The Council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a Councillor to attend a Meeting by audio-visual link.
- 5.23 A Councillor who has requested approval to attend a Meeting of the Council or a Committee of the Council by audio-visual link may participate in the Meeting by audio-visual link until the Council or Committee determines whether to approve their request and is to be taken as present at the Meeting. The Councillor may participate in a decision in relation to their request to attend the Meeting by audio-visual link.
- 5.24 A decision whether to approve a request by a Councillor to attend a Meeting of the Council or a Committee of the Council by audio-visual link must be made by a resolution of the Council or the Committee concerned. The resolution must state the Meetings the resolution applies to.
- 5.25 If the Council or Committee refuses a Councillor's request to attend a Meeting by audio-visual link, their link to the Meeting is to be terminated.
- 5.26 A decision whether to approve a Councillor's request to attend a Meeting by audio-visual link is at the Council's or the relevant Committee's discretion. The Council and Committees of the Council must act reasonably when considering requests by Councillors to attend Meetings by audio-visual link.
- 5.27 The Council and Committees of the Council may refuse a Councillor's request to attend a Meeting by audio-visual link where the Council or Committee is satisfied that the Councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this Code on one or more previous occasions they have attended a Meeting of the Council or a Committee of the Council by audio-visual link.

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- 5.28 This Code applies to a Councillor attending a Meeting by audio-visual link in the same way it would if the Councillor was attending the Meeting in person. Where a Councillor is permitted to attend a Meeting by audio-visual link under this Code, they are to be taken as attending the Meeting in person for the purposes of the Code and will have the same voting rights as if they were attending the Meeting in person.
- 5.29 A Councillor must give their full attention to the business and proceedings of the Meeting when attending a Meeting by audio-visual link. The Councillor's camera must be on at all times during the Meeting except as may be otherwise provided for under this Code.
- 5.30 A Councillor must be appropriately dressed when attending a Meeting by audio-visual link and must ensure that no items are within sight of the Meeting that are inconsistent with the maintenance of order at the Meeting or that are likely to bring the Council or the Committee into disrepute.

ENTITLEMENT OF THE PUBLIC TO ATTEND COUNCIL MEETINGS

- 5.31 Everyone is entitled to attend a Meeting of the Council and Committees of the Council. The Council must ensure that all Meetings of the Council and Committees of the Council are open to the public.

Note: Clause 5.31 reflects section 10(1) of the Act.

- 5.32 Clause 5.31 does not apply to parts of Meetings that have been closed to the public under section 10A of the Act.
- 5.33 A person (whether a Councillor or another person) is not entitled to be present at a Meeting of the Council or a Committee of the Council if expelled from the Meeting:
- (a) by a resolution of the Meeting; or
 - (b) by the person presiding at the Meeting if the Council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.33 reflects section 10(2) of the Act.

- 5.34 On the adoption of this Code and at the commencement of each Council term, the Council must determine whether to authorise the person presiding at a Meeting to exercise a power of expulsion.

Note: If adopted, clauses 15.15 confer a standing authorisation on all Chairpersons of Meetings of the Council and Committees of the Council to expel persons from Meetings. If adopted, clause 15.15 authorises Chairpersons to expel any person, including a Councillor, from a Council or Committee Meeting.

LIVESTREAMING OF MEETINGS

- 5.35 Each Meeting of the Council or a Committee of the Council is to be recorded by means of an audio-visual device.
- 5.36 At the start of each Meeting of the Council or a Committee of the Council, the Chairperson must inform the persons attending the Meeting that:
- (a) the Meeting is being recorded and made publicly available on the Council's website; and
 - (b) persons attending the Meeting should refrain from making any defamatory statements.

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5.37 The recording of a Meeting is to be made publicly available on the Council's website at the same time as the Meeting is taking place.

5.38 The recording of a Meeting is to be made publicly available on the Council's website for at least 12 months after the Meeting or for the balance of the Council's term, whichever is the longer period.

5.39 Clauses 5.35 - 5.38 do not apply to any part of a Meeting that has been closed to the public in accordance with section 10A of the Act.

Note: Clauses 5.35 – 5.39 reflect section 236 of the Regulation.

5.40 Recordings of Meetings may be disposed of in accordance with the *State Records Act 1998*.

ATTENDANCE OF THE GENERAL MANAGER AND OTHER STAFF AT MEETINGS

5.41 The General Manager is entitled to attend, but not to vote at, a Meeting of the Council or a Meeting of a Committee of the Council of which all of the members are Councillors.

Note: Clause 5.41 reflects section 376(1) of the Act.

5.42 The General Manager is entitled to attend a Meeting of any other Committee of the Council and may, if a member of the Committee, exercise a vote, unless otherwise resolved by the Council.

Note: Clause 5.42 reflects section 376(2) of the Act.

5.43 The General Manager may be excluded from a Meeting of the Council or a Committee while the Council or Committee deals with a matter relating to the standard of performance of the General Manager or the terms of employment of the General Manager.

Note: Clause 5.43 reflects section 376(3) of the Act.

5.44 The attendance of other Council staff at a Meeting, (other than as members of the public) shall be determined by the General Manager in consultation with the Mayor.



6 THE CHAIRPERSON

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6 THE CHAIRPERSON

THE CHAIRPERSON AT MEETINGS

- 6.1 The Mayor, or at the request of or in the absence of the Mayor, the Deputy Mayor (if any) presides at Meetings of the Council.

Note: Clause 6.1 reflects section 369(1) of the Act.

- 6.2 If the Mayor and the Deputy Mayor (if any) are absent, a Councillor elected to Chair the Meeting by the Councillors present presides at a Meeting of the Council.

Note: Clause 6.2 reflects section 369(2) of the Act.

ELECTION OF THE CHAIRPERSON IN THE ABSENCE OF THE MAYOR AND DEPUTY MAYOR

- 6.3 If no Chairperson is present at a Meeting of the Council at the time designated for the holding of the Meeting, the first business of the Meeting must be the election of a Chairperson to preside at the Meeting.

- 6.4 The election of a Chairperson must be conducted:

- (a) by the General Manager or, in their absence, an employee of the Council designated by the General Manager to conduct the election; or
- (b) by the person who called the Meeting or a person acting on their behalf if neither the General Manager nor a designated employee is present at the Meeting, or if there is no General Manager or designated employee.

- 6.5 If, at an election of a Chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the Chairperson is to be the candidate whose name is chosen by lot.

- 6.6 For the purposes of clause 6.5, the person conducting the election must:

- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips; and
- (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

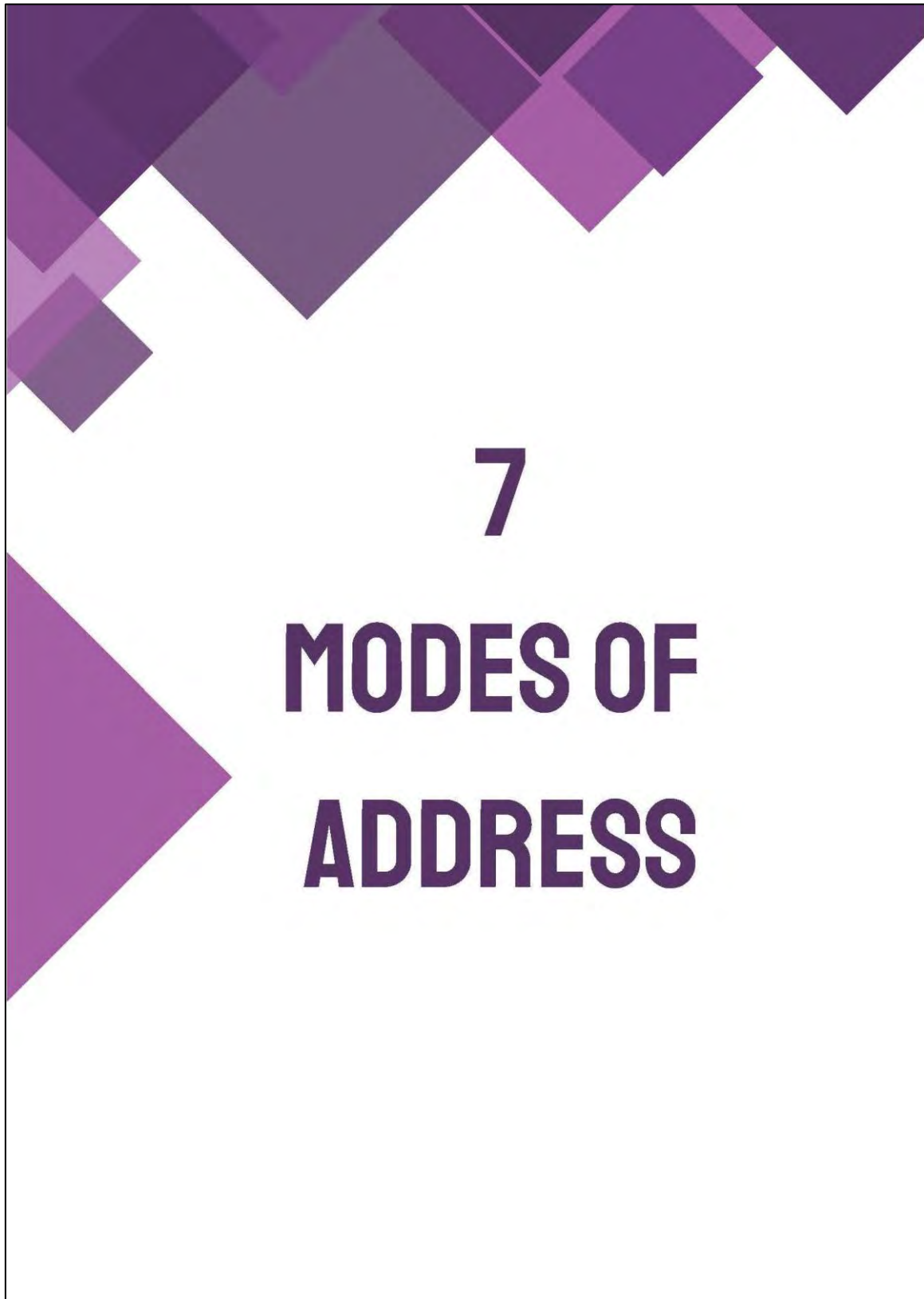
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the Chairperson.

- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the Meeting.

CHAIRPERSON TO HAVE PRECEDENCE

- 6.9 When the Chairperson rises or speaks during a Meeting of the Council:

- (a) any Councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat; and
- (b) every Councillor present must be silent to enable the Chairperson to be heard without interruption.



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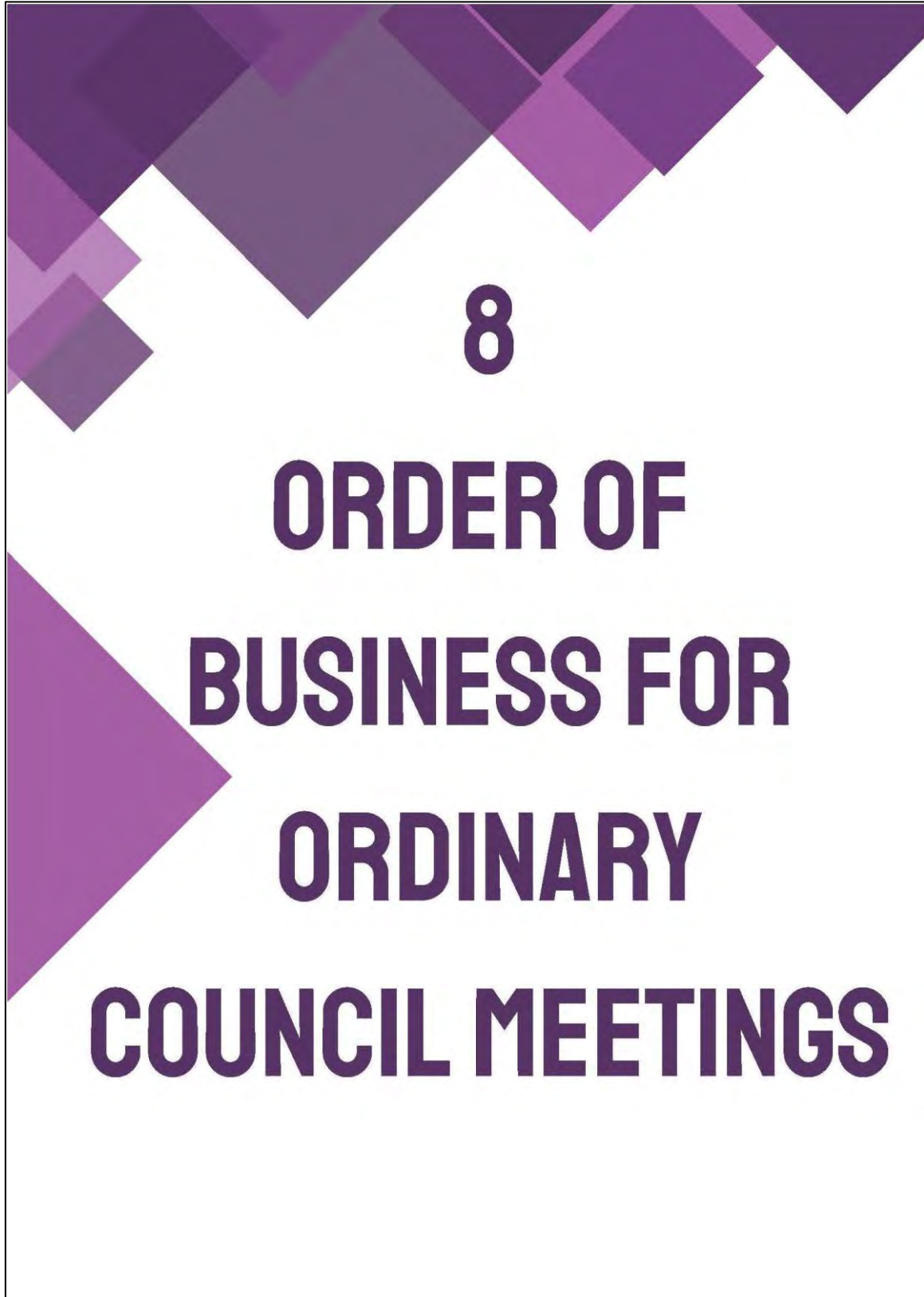
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7 MODES OF ADDRESS

- 7.1 Where physically able to, Councillors and staff should stand when the Mayor enters the chamber and when addressing the Meeting. This will be at the discretion of the Mayor or Chairperson.
- 7.2 If the Chairperson is the Mayor, they are to be addressed as 'Mr Mayor', 'Madam Mayor' or 'Mayor'.
- 7.3 If the Chairperson is the Deputy Mayor, they are to be addressed as 'Mr Deputy Mayor', or 'Madam Deputy Mayor' or 'Deputy Mayor'.
- 7.4 Where the Chairperson is not the Mayor or Deputy Mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson' or 'Chair'.
- 7.5 A Councillor is to be addressed as 'Councillor [surname]'.
- 7.6 A Council officer is to be addressed by their official designation or as Mr/Ms/Mx [surname].



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8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

- 8.1 At a Meeting of the Council, the general order of business is as fixed by resolution of the Council and where practicable be as follows:

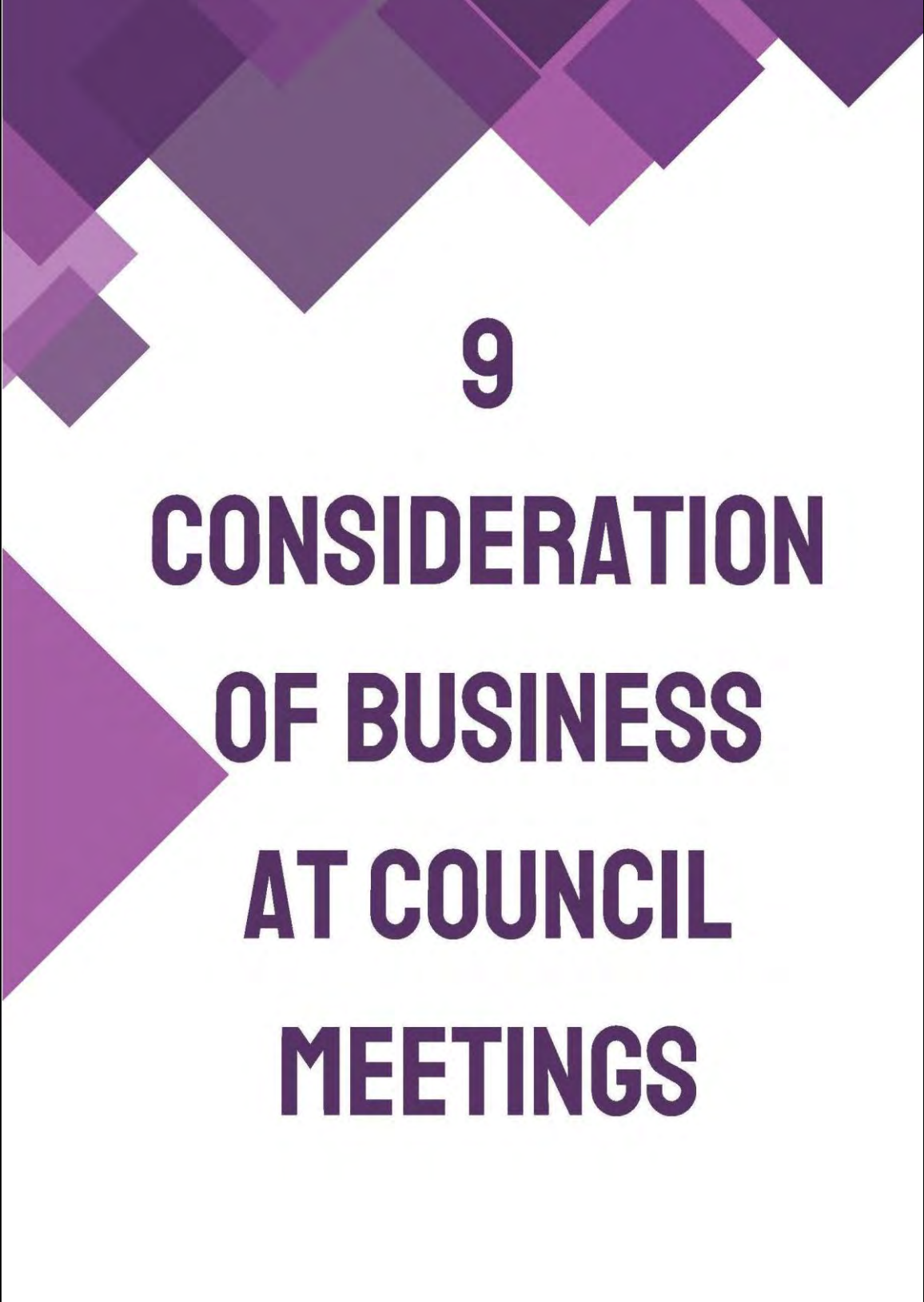
The general order of business for an Ordinary Meeting of the Council shall be:

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

- 8.2 The order of business as fixed under clause 8.1 may be altered for a particular Meeting of the Council if a Motion to that effect is passed at that Meeting. Such a Motion can be moved without notice.

Note: If adopted, Part 13 allows Council to deal with items of business by exception.

- 8.3 Despite any other provision of this Code, only the mover of a Motion referred to in clause 8.2 and the Chairperson, if they are not the mover of the Motion, can speak to the Motion before it is put.
- 8.4 The Order of Business to include a separate Acknowledgement of Country and be at Council Meetings only.
- 8.5 The Acknowledgement of Country be read out by the Chairperson of the Council Meeting.
- 8.6 The Acknowledgement of Country wording be as follows *"Warren Shire Council acknowledges the traditional owners of the lands within Warren Shire and acknowledges the Aboriginal and Torres Strait Islander people who reside within this Shire"*.
- 8.7 A Welcome to Country be held at the first Council Meeting of each new Council Term and be provided by an invited Aboriginal Elder if possible.



9

CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

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9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

BUSINESS THAT CAN BE DEALT WITH AT A COUNCIL MEETING

- 9.1 The Council must not consider business at a Meeting of the Council:
- (a) unless a Councillor has given notice of the business, as required by clause 3.10; and
 - (b) unless notice of the business has been sent to the Councillors in accordance with clause 3.7 in the case of an Ordinary Meeting or clause 3.9 in the case of an Extraordinary Meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a Meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the Council; or
 - (b) is the election of a Chairperson to preside at the Meeting; or
 - (c) is a matter or topic put to the Meeting by way of a Mayoral minute; or
 - (d) is a Motion for the adoption of recommendations of a Committee of the Council.
- 9.3 Despite clause 9.1, business may be considered at a Meeting of the Council at which all Councillors are present even though due notice has not been given of the business to Councillors, if the Council resolves to deal with the business on the grounds that it is urgent and requires a decision by the Council before the next scheduled Ordinary Meeting. A resolution adopted under this clause must state the reasons for the urgency.
- 9.4 A Motion moved under clause 9.3 can be moved without notice. Despite any other provision of this Code, only the mover of a Motion referred to in clause 9.3 and the Chairperson, if they are not the mover of the Motion, can speak to the Motion before it is put.
- 9.5 If all Councillors are not present at a Meeting, the Council may only deal with business at the Meeting that Councillors have not been given due notice of, where a resolution is adopted in accordance with clause 9.3, and the Chairperson also rules that the business is urgent and requires a decision by the Council before the next scheduled Ordinary Meeting.
- 9.6 A Motion of dissent cannot be moved against a ruling by the Chairperson under clause 9.5.

MAYORAL MINUTES

- 9.7 The Mayor may, by Minute signed by the Mayor, put to the Meeting without notice any matter or topic that the Mayor determines should be considered at the Meeting.
- 9.8 A Mayoral Minute, when put to a Meeting, takes precedence over all business on the Council's agenda for the Meeting. The Mayor may move the adoption of a Mayoral Minute without the Motion being seconded.
- 9.9 A recommendation made in a Mayoral Minute put by the Mayor is, so far as it is adopted by the Council, a resolution of the Council.
- 9.10 A Mayoral Minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the Council before the next scheduled Ordinary Meeting of the Council.

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- 9.11 Where a Mayoral Minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted Operational Plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the Mayoral Minute does not identify a funding source, the Council must defer consideration of the matter, pending a report from the General Manager on the availability of funds for implementing the recommendation if adopted.

STAFF REPORTS

- 9.12 A recommendation made in a staff report is, so far as it is adopted by the Council, a resolution of the Council.

REPORTS OF COMMITTEES OF COUNCIL

- 9.13 The recommendations of a Committee of the Council are, so far as they are adopted by the Council, resolutions of the Council.
- 9.14 If in a report of a Committee of the Council distinct recommendations are made, the Council may make separate decisions on each recommendation.

QUESTIONS

- 9.15 A question must not be asked at a Meeting of the Council unless it concerns a matter on the agenda of the Meeting or notice has been given of the question in accordance with clauses 3.10 and 3.14, unless the Council determines otherwise in accordance with this Code.
- 9.16 A Councillor may, through the Chairperson, ask another Councillor about a matter on the agenda.
- 9.17 A Councillor may, through the Mayor, ask the General Manager about a matter on the agenda. The General Manager may request another Council employee to answer the question.
- 9.18 A Councillor or Council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a Councillor or Council employee to whom a question is put is unable to respond to the question at the Meeting at which it is put, they may take it on notice and report the response to the next Meeting of the Council.
- 9.19 Councillors must ask questions directly, succinctly, and without argument.
- 9.20 The Chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a Councillor or Council employee.



10 RULES OF DEBATE

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10 RULES OF DEBATE

MOTIONS TO BE SECONDED

- 10.1 Unless otherwise specified in this Code, a Motion or an amendment cannot be debated unless or until it has been seconded.

NOTICES OF MOTION

- 10.2 A Councillor who has submitted a Notice of Motion under clause 3.10 is to move the Motion the subject of the Notice of Motion at the Meeting at which it is to be considered.
- 10.3 If a Councillor who has submitted a Notice of Motion under clause 3.10 wishes to withdraw it, they may request its withdrawal at any time. If the Notice of Motion is withdrawn after the agenda and business paper for the Meeting at which it is to be considered have been sent to Councillors, the Chairperson is to note the withdrawal of the Notice of Motion at the Meeting unless the Council determines to consider the Notice of Motion at the Meeting.
- 10.4 In the absence of a Councillor who has placed a Notice of Motion on the agenda for a Meeting of the Council:
- (a) any other Councillor may, with the leave of the Chairperson, move the Motion at the Meeting; or
 - (b) the Chairperson may defer consideration of the Motion until the next Meeting of the Council.

CHAIRPERSON'S DUTIES WITH RESPECT TO MOTIONS

- 10.5 It is the duty of the Chairperson at a Meeting of the Council to receive and put to the Meeting any lawful Motion that is brought before the Meeting.
- 10.6 The Chairperson must rule out of order any Motion or amendment to a Motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a Motion or an amendment to a Motion under clause 10.6, the Chairperson is to give the mover an opportunity to clarify or amend the Motion or amendment.
- 10.8 Any motion, amendment, or other matter that the Chairperson has ruled out of order is taken to have been lost.

AMENDMENTS TO MOTIONS

- 10.9 An amendment to a Motion must be moved and seconded before it can be debated.
- 10.10 An amendment to a Motion must relate to the matter being dealt with in the original Motion before the Council and must not be a direct negative of the original Motion. An amendment to a Motion which does not relate to the matter being dealt with in the original Motion, or which is a direct negative of the original Motion, must be ruled out of order by the Chairperson.
- 10.11 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.

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- 10.12 If an amendment has been lost, a further amendment can be moved to the Motion to which the lost amendment was moved, and so on, but no more than one (1) Motion and one (1) proposed amendment can be before Council at any one time.
- 10.13 While an amendment is being considered, debate must only occur in relation to the amendment and not the original Motion. Debate on the original Motion is to be suspended while the amendment to the original Motion is being debated.
- 10.14 If the amendment is carried, it becomes the Motion and is to be debated. If the amendment is lost, debate is to resume on the original Motion.
- 10.15 An amendment may become the Motion without debate or a vote where it is accepted by the Councillor who moved the original Motion.

LIMITATIONS ON THE NUMBER AND DURATION OF SPEECHES

- 10.16 A Councillor who, during a debate at a Meeting of the Council, moves an original Motion, has the right to speak on each amendment to the Motion and a right of general reply to all observations that are made during the debate in relation to the Motion, and any amendment to it at the conclusion of the debate before the Motion (whether amended or not) is finally put.
- 10.17 A Councillor, other than the mover of an original Motion, has the right to speak once on the Motion and once on each amendment to it.
- 10.18 A Councillor must not, without the consent of the Council, speak more than once on a Motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.19 Despite clause 10.18, the Chairperson may permit a Councillor who claims to have been misrepresented or misunderstood to speak more than once on a Motion or an amendment, and for longer than five (5) minutes on that Motion or amendment to enable the Councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.20 Despite clauses 10.16 and 10.17, a Councillor may move that a Motion or an amendment be now put:
- (a) if the mover of the Motion or amendment has spoken in favour of it and no Councillor expresses an intention to speak against it; or
 - (b) if at least two (2) Councillors have spoken in favour of the Motion or amendment and at least two (2) Councillors have spoken against it.
- 10.21 The Chairperson must immediately put to the vote, without debate, a Motion moved under clause 10.20. A seconder is not required for such a Motion.
- 10.22 If a Motion that the original Motion or an amendment be now put is passed, the Chairperson must, without further debate, put the original Motion or amendment to the vote immediately after the mover of the original Motion has exercised their right of reply under clause 10.16.
- 10.23 If a Motion that the original Motion or an amendment be now put is lost, the Chairperson must allow the debate on the original Motion or the amendment to be resumed.
- 10.24 All Councillors must be heard without interruption and all other Councillors must, unless otherwise permitted under this Code, remain silent while another Councillor is speaking.

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- 10.25 Once the debate on a matter has concluded and a matter has been dealt with, the Chairperson must not allow further debate on the matter.
- 10.26 Clause 10.25 does not prevent a further Motion from being moved on the same item of business where the original Motion is lost provided the Motion is not substantially the same as the one that is lost.

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II VOTING

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11 VOTING

VOTING ENTITLEMENTS OF COUNCILLORS

- 11.1 Each Councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

- 11.2 The person presiding at a Meeting of the Council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

- 11.3 Where the Chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the Motion being voted upon is lost.

VOTING AT COUNCIL MEETINGS

- 11.4 A Councillor who is present at a Meeting of the Council but who fails to vote on a Motion put to the Meeting is taken to have voted against the Motion.

- 11.5 If a Councillor who has voted against a Motion put at a Council Meeting so requests, the General Manager must ensure that the Councillor's dissenting vote is recorded in the Council's minutes.

- 11.6 The decision of the Chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) Councillors rise and call for a division.

- 11.7 When a division on a Motion is called, the Chairperson must ensure that the division takes place immediately. The General Manager must ensure that the names of those who vote for the Motion and those who vote against it are recorded in the Council's minutes for the Meeting.

- 11.8 When a division on a Motion is called, any Councillor who fails to vote will be recorded as having voted against the Motion in accordance with clause 11.4 of this Code.

- 11.9 Voting at a Meeting, including voting in an election at a Meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the Council may resolve that the voting in any election by Councillors for Mayor or Deputy Mayor is to be by secret ballot.

VOTING ON PLANNING DECISIONS

- 11.10 The Council or a Council Committee must not make a final planning decision without receiving a staff report containing an assessment and recommendation in relation to the matter put before the Council for a decision.

- 11.11 Where the Council or a Council Committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.

- 11.12 The General Manager must keep a register containing, for each planning decision made at a Meeting of the Council or a Council Committee (including, but not limited to a Committee of the Council), the names of the Councillors who supported the decision and the names of any Councillors who opposed (or are taken to have opposed) the decision.

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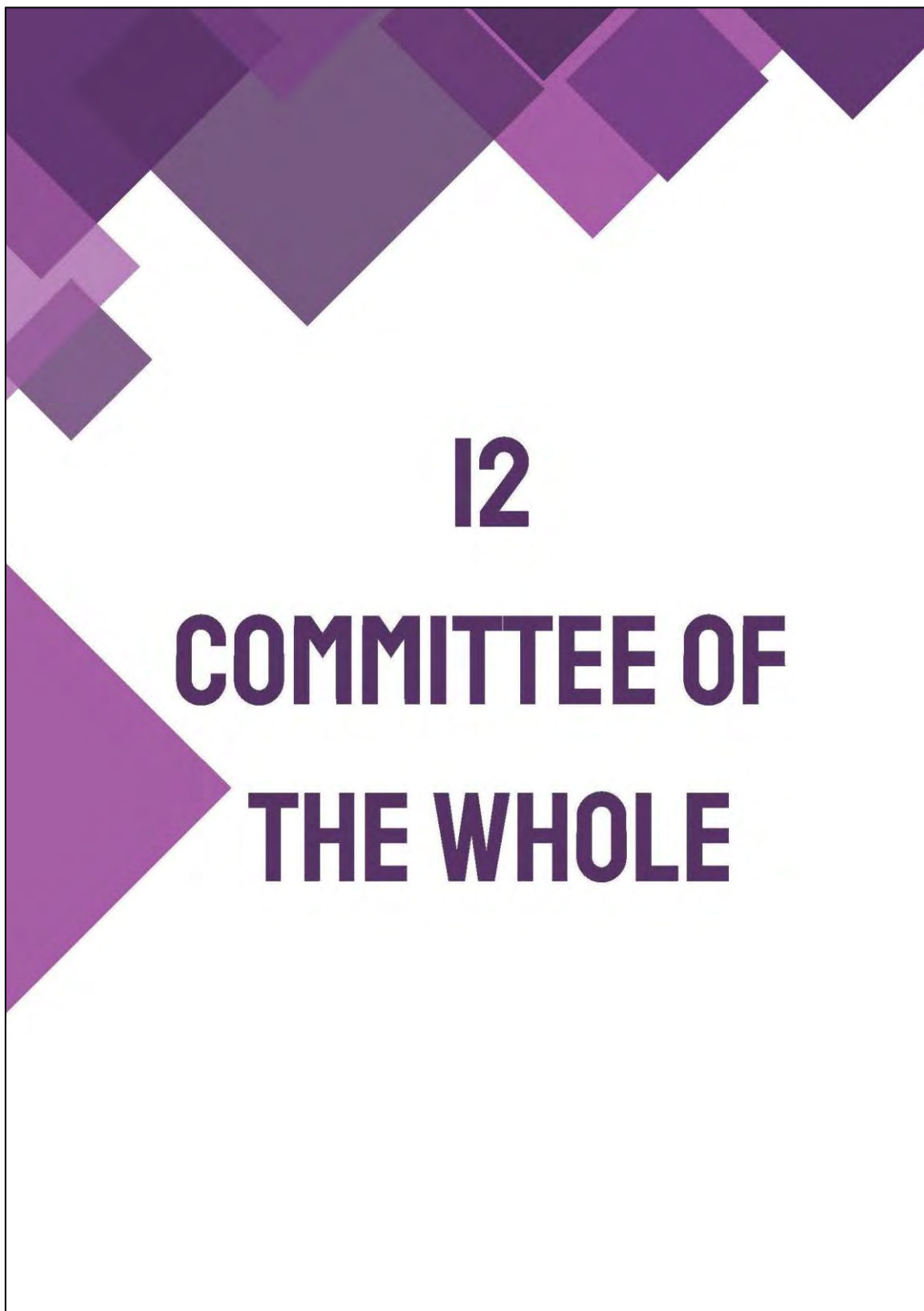
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- 11.13 For the purpose of maintaining the register, a division is taken to have been called whenever a Motion for a planning decision is put at a Meeting of the Council or a Council Committee.
- 11.14 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.15 Clauses 11.12–11.14 apply also to Meetings that are closed to the public.

Note: Clauses 11.12–11.15 reflect section 375A of the Act.

Note: The requirements of clause 11.12 may be satisfied by maintaining a register of the minutes of each planning decision.



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12 COMMITTEE OF THE WHOLE

- 12.1 The Council may resolve itself into a Committee to consider any matter before the Council.

Note: Clause 12.1 reflects section 373 of the Act.

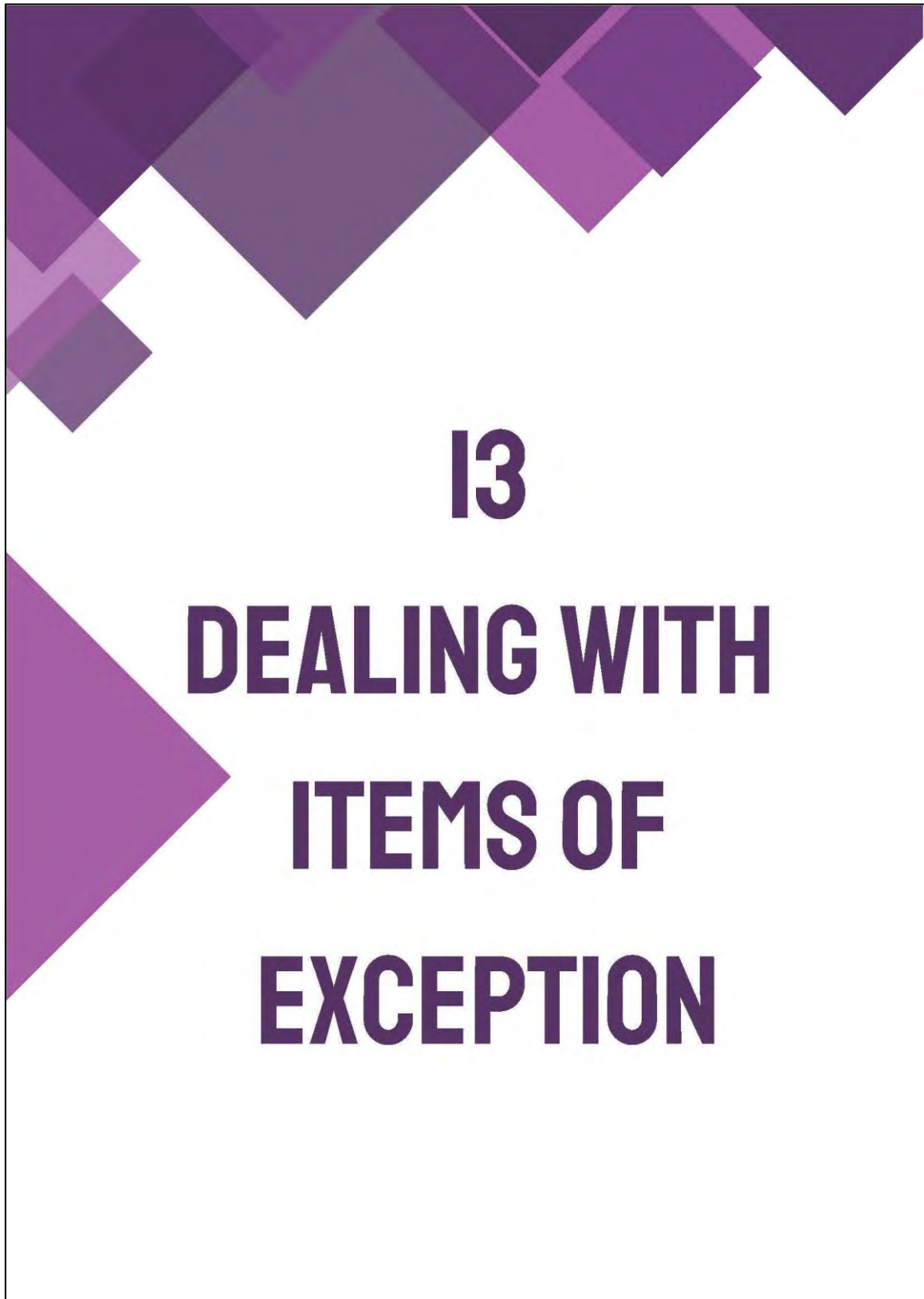
- 12.2 All the provisions of this Code relating to Meetings of the Council, so far as they are applicable, extend to and govern the proceedings of the Council when in Committee of the whole, except the provisions limiting the number and duration of speeches and encouraging Councillors and staff to stand when addressing the Meeting.

Note: Clauses 10.16 – 10.26 limit the number and duration of speeches.

Note: Clause 7.1 encourages Councillors and staff to stand when addressing the Meeting where they can. This will be at the discretion of the Mayor or Chairperson.

- 12.3 The General Manager or, in the absence of the General Manager, an employee of the Council designated by the General Manager, is responsible for reporting to the Council the proceedings of the Committee of the Whole. It is not necessary to report the proceedings in full, but any recommendations of the Committee must be reported.

- 12.4 The Council must ensure that a report of the proceedings (including any recommendations of the Committee) is recorded in the Council's minutes. However, the Council is not taken to have adopted the report until a Motion for adoption has been made and passed.



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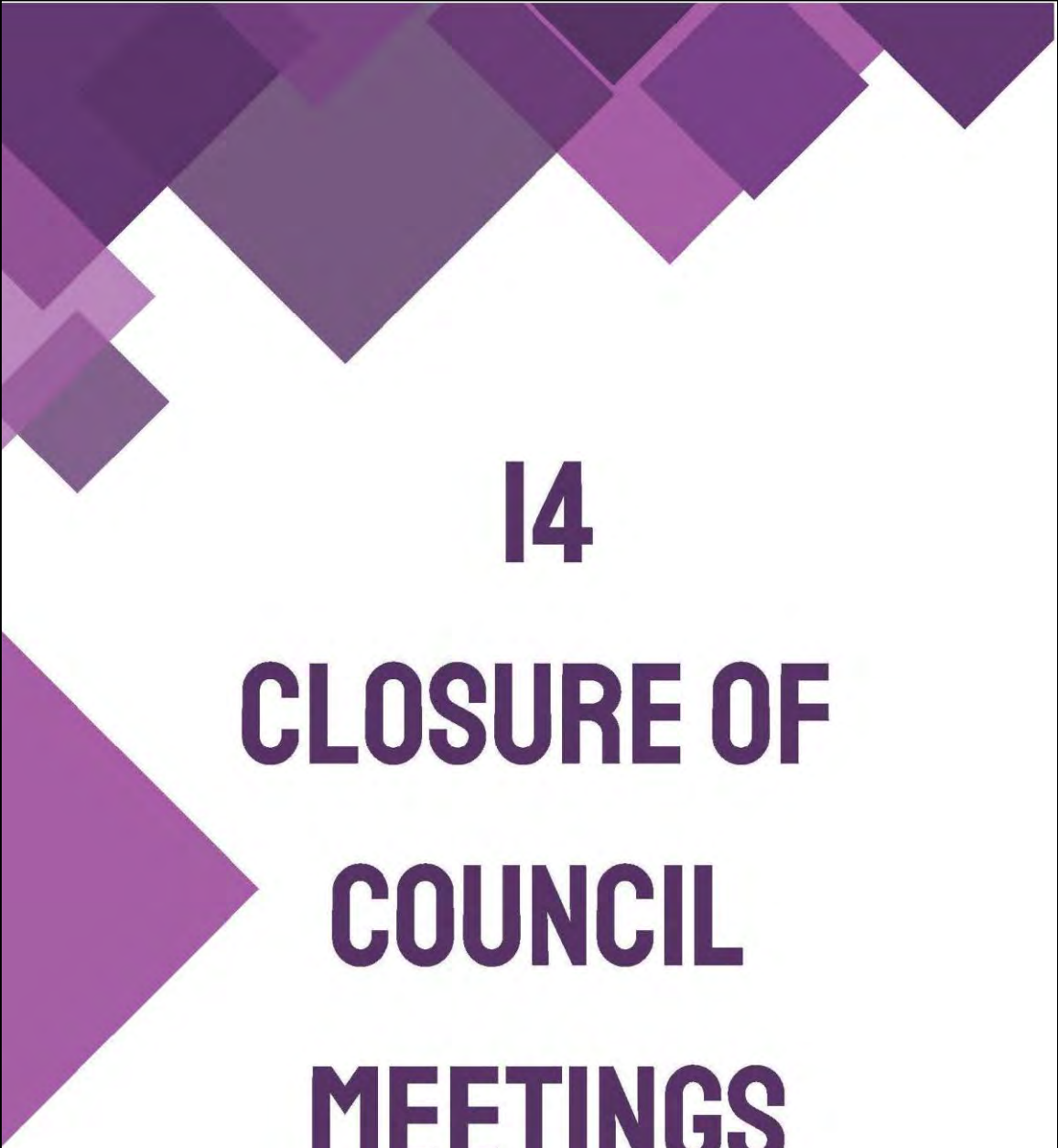
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13 DEALING WITH ITEMS BY EXCEPTION

- 13.1 The Council or a Committee of Council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution where it considers it necessary to expedite the consideration of business at a Meeting.
- 13.2 Before the Council or Committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the Chairperson must list the items of business to be adopted and ask Councillors to identify any individual items of business listed by the Chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The Council or Committee must not resolve to adopt any item of business under clause 13.1 that a Councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the Meeting, the Council or Committee must resolve to alter the order of business in accordance with clause 8.2.
- 13.5 A Motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1.



14

CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

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14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

GROUNDINGS ON WHICH MEETINGS CAN BE CLOSED TO THE PUBLIC

- 14.1 The Council or a Committee of the Council may close to the public so much of its Meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than Councillors);
 - (b) the personal hardship of any resident or ratepayer;
 - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business;
 - (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it; or
 - (ii) confer a commercial advantage on a competitor of the Council; or
 - (iii) reveal a trade secret.
 - (e) information that would, if disclosed, prejudice the maintenance of law;
 - (f) matters affecting the security of the Council, Councillors, Council staff or Council property;
 - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege;
 - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land; and
 - (i) alleged contraventions of the Council's Code of Conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

- 14.2 The grounds on which a Meeting is closed to the public must be specified in the decision to close the meeting and recorded in the Minutes of the Meeting.
- 14.3 The Council or a Committee of the Council may also close to the public so much of its Meeting as comprises a Motion to close another part of the Meeting to the public.

Note: Clause 14.3 reflects section 10A(3) of the Act.

MATTERS TO BE CONSIDERED WHEN CLOSING MEETINGS TO THE PUBLIC

- 14.4 A Meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
 - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the Council or Committee concerned is satisfied that discussion of the matter in an open Meeting would, on balance, be contrary to the public interest.

Note: Clause 14.4 reflects section 10B(1) of the Act.

- 14.5 A Meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:
- (a) are substantial issues relating to a matter in which the Council or Committee is involved; and
 - (b) are clearly identified in the advice;

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- (c) are fully discussed in that advice; and
- (d) are subject to legal professional privilege.

Note: Clause 14.5 reflects section 10B(2) of the Act.

- 14.6 If a Meeting is closed during the discussion of a Motion to close another part of the Meeting to the public (as referred to in clause 14.3), the consideration of the Motion must not include any consideration of the matter or information to be discussed in that other part of the Meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.6 reflects section 10B(3) of the Act.

- 14.7 For the purpose of determining whether the discussion of a matter in an open Meeting would be contrary to the public interest, it is irrelevant that:
- (a) a person may misinterpret or misunderstand the discussion; or
 - (b) the discussion of the matter may:
 - (i) cause embarrassment to the Council or Committee concerned, or to Councillors or to employees of the Council; or
 - (ii) cause a loss of confidence in the Council or Committee.

Note: Clause 14.7 reflects section 10B(4) of the Act.

- 14.8 In deciding whether part of a Meeting is to be closed to the public, the Council or Committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

Note: Clause 14.8 reflects section 10B(5) of the Act.

NOTICE OF LIKELIHOOD OF CLOSURE NOT REQUIRED IN URGENT CASES

- 14.9 Part of a Meeting of the Council, or of a Committee of the Council, may be closed to the public while the Council or Committee considers a matter that has not been identified in the agenda for the Meeting under clause 3.21 as a matter that is likely to be considered when the Meeting is closed, but only if:
- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1; and
 - (b) the Council or Committee, after considering any representations made under clause 14.10, resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter); and
 - (ii) should take place in a part of the Meeting that is closed to the public.

Note: Clause 14.9 reflects section 10C of the Act.

REPRESENTATIONS BY MEMBERS OF THE PUBLIC

- 14.10 The Council, or a Committee of the Council, may allow members of the public to make representations to or at a Meeting, before any part of the Meeting is closed to the public, as to whether that part of the Meeting should be closed.

Note: Clause 14.10 reflects section 10A(4) of the Act.

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- 14.11 A representation under clause 14.10 is to be made after the Motion to close the part of the Meeting is moved and seconded.
- 14.12 Despite clauses 14.10 and 14.11, the Council may resolve to close the Meeting to the public in accordance with this Part to hear a representation from a member of the public as to whether the Meeting should be closed to consider an item of business where the representation involves the disclosure of information relating to a matter referred to in clause 14.1.
- 14.13 Where the matter has been identified in the agenda of the Meeting under clause 3.21 as a matter that is likely to be considered when the Meeting is closed to the public, in order to make representations under clause 14.10, members of the public must first make an application to the Council in a manner determined by the Council.

EXPULSION OF NON-COUNCILLORS FROM MEETINGS CLOSED TO THE PUBLIC

- 14.14 If a Meeting or part of a Meeting of the Council or a Committee of the Council is closed to the public in accordance with section 10A of the Act and this Code, any person who is not a Councillor and who fails to leave the Meeting when requested, may be expelled from the Meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.15 If any such person, after being notified of a resolution or direction expelling them from the Meeting, fails to leave the place where the Meeting is being held, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the Meeting.

Note: Failure to comply with a direction to leave a Meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

OBLIGATIONS OF COUNCILLORS ATTENDING MEETINGS BY AUDIO-VISUAL LINK

- 14.16 Councillors attending a Meeting by audio-visual link must ensure that no other person is within sight or hearing of the Meeting at any time that the Meeting is closed to the public under section 10A of the Act.

INFORMATION TO BE DISCLOSED IN RESOLUTIONS CLOSING MEETINGS TO THE PUBLIC

- 14.17 The grounds on which part of a Meeting is closed must be stated in the decision to close that part of the Meeting and must be recorded in the minutes of the Meeting. The grounds must specify the following:
- (a) the relevant provision of section 10A(2) of the Act;
 - (b) the matter that is to be discussed during the closed part of the Meeting;
 - (c) the reasons why the part of the Meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open Meeting would be, on balance, contrary to the public interest.

Note: Clause 14.17 reflects section 10D of the Act.

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RESOLUTIONS PASSED AT CLOSED MEETINGS TO BE MADE PUBLIC

- 14.18 If the Council passes a resolution during a Meeting, or a part of a Meeting, that is closed to the public, the Chairperson must make the resolution public as soon as practicable after the Meeting, or the relevant part of the Meeting, has ended, and the resolution must be recorded in the publicly available minutes of the Meeting.
- 14.19 Resolutions passed during a Meeting, or a part of a Meeting, that is closed to the public must be made public by the Chairperson under clause 14.18 during a part of the Meeting that is livestreamed where practicable.
- 14.20 The General Manager must cause business papers for items of business considered during a Meeting, or part of a Meeting, that is closed to public, to be published on the Council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- 14.21 The General Manager must consult with the Council and any other affected persons before publishing information on the Council's website under clause 14.20 and provide reasons for why the information has ceased to be confidential.



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15 KEEPING ORDER AT MEETINGS

POINTS OF ORDER

- 15.1 A Councillor may draw the attention of the Chairperson to an alleged breach of this Code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order must be taken immediately it is raised. The Chairperson must suspend the business before the Meeting and permit the Councillor raising the point of order to state the provision of this Code they believe has been breached. The Chairperson must then rule on the point of order – either by upholding it or by overruling it.

QUESTIONS OF ORDER

- 15.3 The Chairperson, without the intervention of any other Councillor, may call any Councillor to order whenever, in the opinion of the Chairperson, it is necessary to do so.
- 15.4 A Councillor who claims that another Councillor has committed an act of disorder, or is out of order, may call the attention of the Chairperson to the matter.
- 15.5 The Chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the Council.
- 15.6 The Chairperson's ruling must be obeyed unless a Motion dissenting from the ruling is passed.

MOTIONS OF DISSENT

- 15.7 A Councillor can, without notice, move to dissent from a ruling of the Chairperson on a point of order or a question of order. If that happens, the Chairperson must suspend the business before the Meeting until a decision is made on the Motion of dissent.
- 15.8 If a Motion of dissent is passed, the Chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any Motion or business has been rejected as out of order, the Chairperson must restore the Motion or business to the agenda and proceed with it in due course.
- 15.9 Despite any other provision of this Code, only the mover of a Motion of dissent and the Chairperson can speak to the Motion before it is put. The mover of the Motion does not have a right of general reply.

ACTS OF DISORDER

- 15.10 A Councillor commits an act of disorder if the Councillor, at a Meeting of the Council or a Committee of the Council:
- (a) contravenes the Act, the Regulation or this Code; or
 - (b) assaults or threatens to assault another Councillor or person present at the Meeting; or
 - (c) moves or attempts to move a Motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the Council or the Committee, or addresses or attempts to address the Council or the Committee on such a Motion, amendment or matter; or
 - (d) uses offensive or disorderly words; or

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- (e) makes gestures or otherwise behaves in a way that is sexist, racist, homophobic or otherwise discriminatory, or, if the behaviour occurred in the Legislative Assembly, would be considered disorderly; or
- (f) imputes improper motives to or unfavourably personally reflects upon any other Council official, or a person present at the Meeting, except by a Motion; or
- (g) says or does anything that would promote disorder at the Meeting or is otherwise inconsistent with maintaining order at the Meeting.

Note: Clause 15.10 reflects section 182 of the Regulation.

Note: The Legislative Assembly's Speaker's Guidelines state that "Members are not to use language, make gestures, or behave in any way in the Chamber that is sexist, racist, homophobic or otherwise exclusionary or discriminatory. Such conduct may be considered offensive and disorderly, in accordance with Standing Order 74".

- 15.11 The Chairperson may require a Councillor:
- (a) to apologise without reservation for an act of disorder referred to in clauses 15.10(a), (b), (d), (e), or (g); or
 - (b) to withdraw a Motion or an amendment referred to in clause 15.10(c) and, where appropriate, to apologise without reservation; or
 - (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.10(d), (e), (f) or (g).

Note: Clause 15.11 reflects section 233 of the Regulation.

- 15.12 A failure to comply with a requirement under clause 15.11 constitutes a fresh act of disorder for the purposes of clause 15.10.
- 15.13 Where a Councillor fails to take action in response to a requirement by the Chairperson to remedy an act of disorder under clause 15.11 at the Meeting at which the act of disorder occurred, the Chairperson may require the Councillor to take that action at each subsequent Meeting until such time as the Councillor complies with the requirement. If the Councillor fails to remedy the act of disorder at a subsequent Meeting, they may be expelled from the Meeting under clause 15.18.

HOW DISORDER AT A MEETING MAY BE DEALT WITH

- 15.14 If disorder occurs at a Meeting of the Council, the Chairperson may adjourn the Meeting for a period of not more than fifteen (15) minutes and leave the chair. The Council, on reassembling, must, on a question put from the Chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of Councillors.

EXPULSION FROM MEETINGS

- 15.15 All Chairpersons of Meetings of the Council and Committees of the Council are authorised under this Code to expel any person, including any Councillor, from a Council or Committee Meeting, for the purposes of section 10(2)(b) of the Act.
- 15.16 Clause 15.15 does not limit the ability of the Council or a Committee of the Council to resolve to expel a person, including a Councillor, from a Council or Committee Meeting, under section 10(2)(a) of the Act.

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WARREN SHIRE COUNCIL CODE OF MEETING PRACTICE

CONTINUED

- 15.17 A Councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a Meeting of the Council for having failed to comply with a requirement under clause 15.11 or clause 15.13. The expulsion of a Councillor from the Meeting for that reason does not prevent any other action from being taken against the Councillor for the act of disorder concerned.

Note: Clause 15.17 reflects section 233(2) of the Regulation.

- 15.18 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a Meeting of the Council for engaging in or having engaged in disorderly conduct at the Meeting.

- 15.19 Members of the public attending a Meeting of the Council:
- (a) must remain silent during the Meeting unless invited by the Chairperson to speak;
 - (b) must not bring flags, signs or protest symbols to the Meeting; and
 - (c) must not disrupt the Meeting.

- 15.20 Without limiting clause 15.18, a contravention of clause 15.19 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Members of the public may, as provided by section 10(2) of the Act, be expelled from a Meeting for a breach of clause 15.19.

- 15.21 Where a Councillor or a member of the public is expelled from a Meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the Meeting.

- 15.22 If a Councillor or a member of the public fails to leave the place where a Meeting of the Council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using such force as is reasonably necessary, remove the Councillor or member of the public from that place and, if necessary, restrain the Councillor or member of the public from re-entering that place for the remainder of the Meeting.

Note: Failure to comply with a direction to leave a Meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

HOW DISORDER BY COUNCILLORS ATTENDING MEETINGS BY AUDIO-VISUAL LINK MAY BE DEALT WITH

- 15.23 Where a Councillor is attending a Meeting by audio-visual link, the Chairperson or a person authorised by the Chairperson may mute the Councillor's audio link to the Meeting for the purposes of enforcing compliance with this Code.
- 15.24 If a Councillor attending a Meeting by audio-visual link is expelled from a Meeting for an act of disorder, the Chairperson of the Meeting or a person authorised by the Chairperson, may terminate the Councillor's audio-visual link to the Meeting.

USE OF MOBILE PHONES AND THE UNAUTHORISED RECORDING OF MEETINGS

- 15.25 Councillors, Council staff and members of the public must ensure that mobile phones are turned to silent during Meetings of the Council and Committees of the Council.
- 15.26 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a Meeting of the Council or a Committee of the Council without the prior authorisation of the Council or the Committee.

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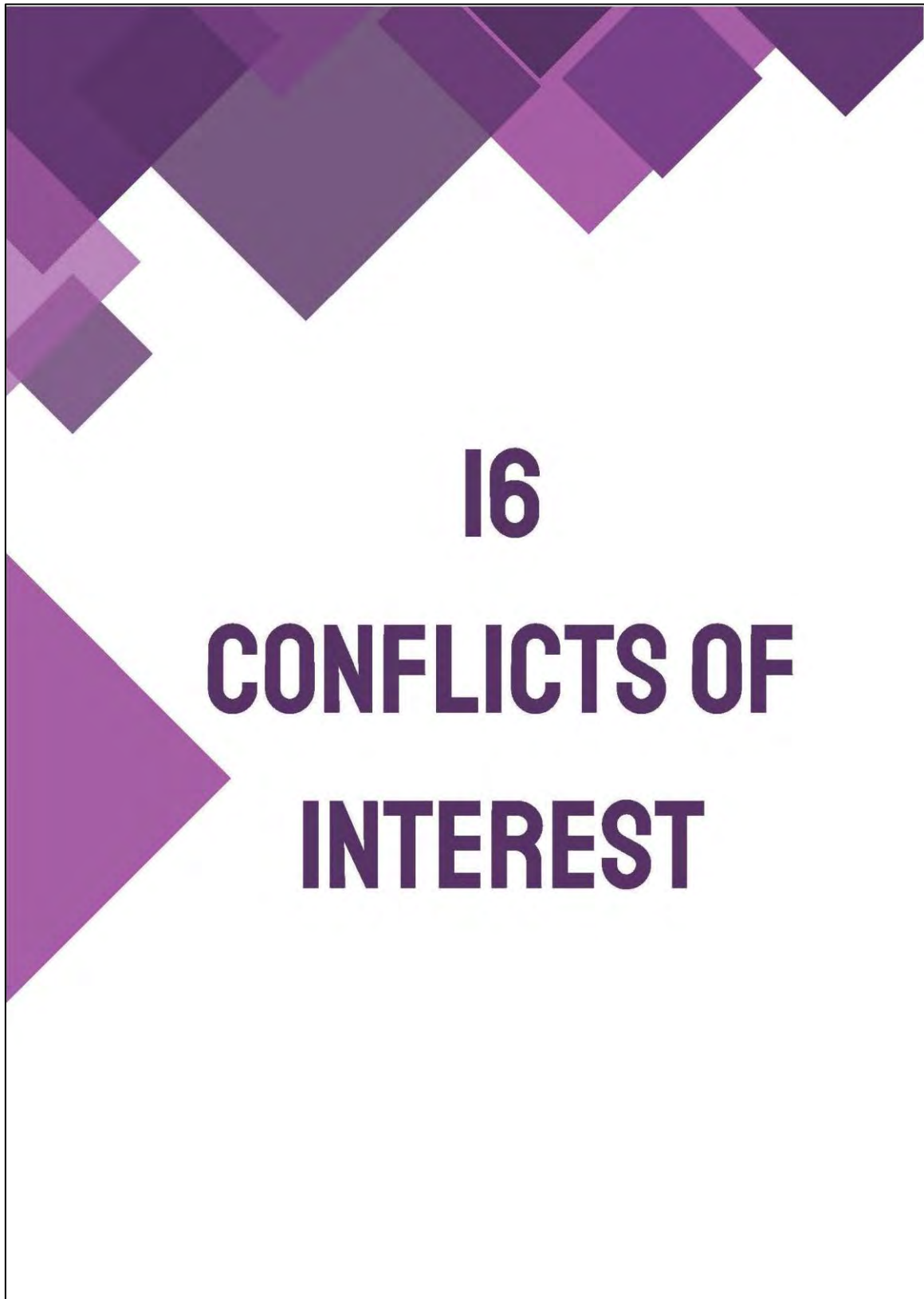
WARREN SHIRE COUNCIL CODE OF MEETING PRACTICE

CONTINUED

15.27 Without limiting clause 15.18, a contravention of clause 15.26 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Any person who contravenes or attempts to contravene clause 15.26, may, as provided for under section 10(2) of the Act, be expelled from the Meeting.

15.28 If any such person, after being notified of a resolution or direction expelling them from the Meeting, fails to leave the place where the Meeting is being held, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the Meeting.

Note: Failure to comply with a direction to leave a Meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.



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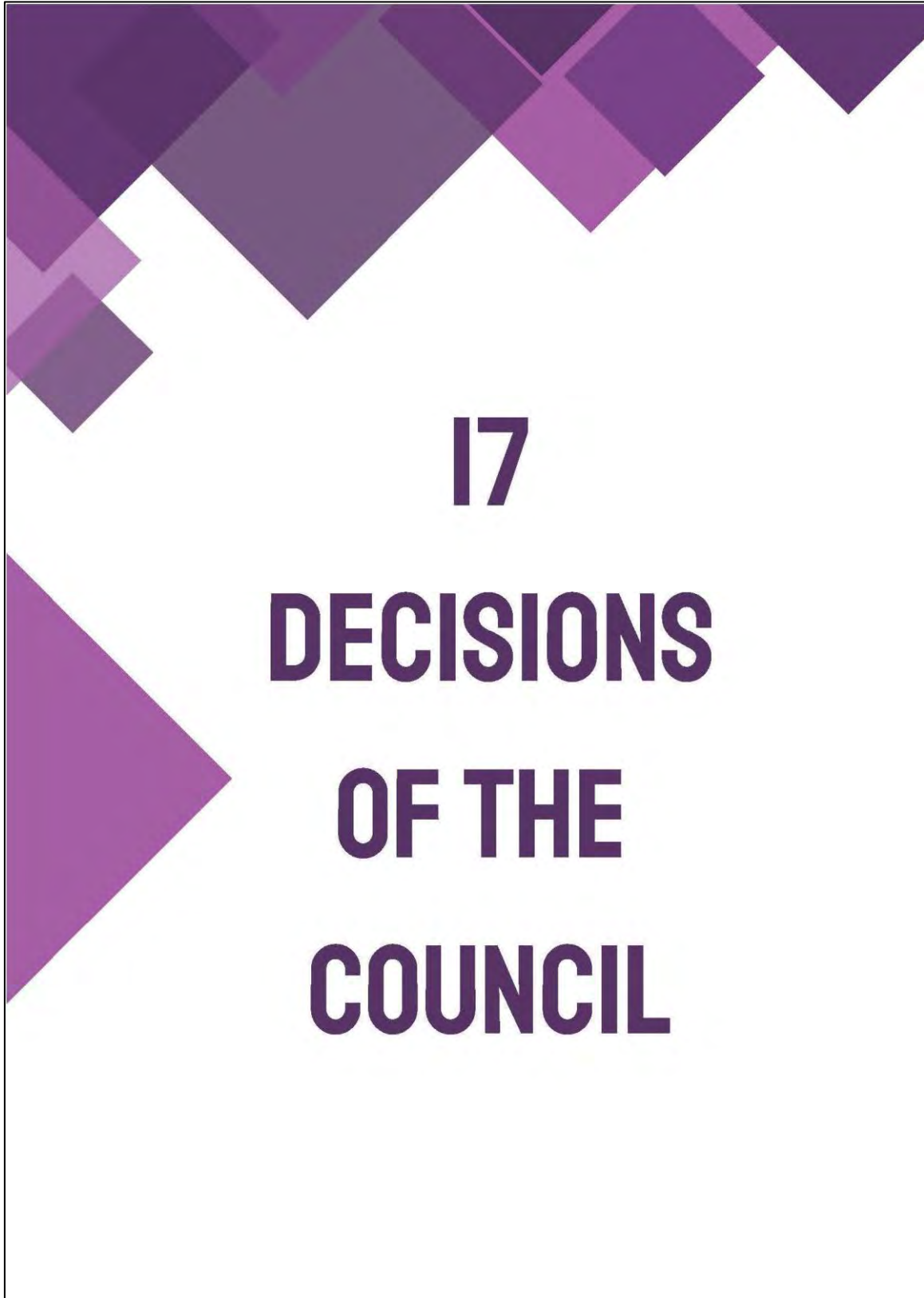
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WARREN SHIRE COUNCIL CODE OF MEETING PRACTICE

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16 CONFLICTS OF INTEREST

- 16.1 All Councillors and, where applicable, all other persons, must declare and manage conflicts of interest they have in matters being considered at Meetings of the Council and Committees of the Council in accordance with the Council's Code of Conduct. All declarations of conflicts of interest must be recorded in the minutes of the Meeting at which the declaration was made.
- 16.2 Councillors attending a Meeting by audio-visual link must declare and manage any conflicts of interest they have in matters being considered at the Meeting in accordance with the Council's Code of Conduct. Where a Councillor has declared a conflict of interest in a matter being discussed at the Meeting, the Councillor's audio-visual link to the Meeting must be suspended or terminated and the Councillor must not be in sight or hearing of the Meeting at any time during which the matter is being considered or discussed by the Council or Committee, or at any time during which the Council or Committee is voting on the matter.



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WARREN SHIRE COUNCIL CODE OF MEETING PRACTICE

CONTINUED

17 DECISIONS OF THE COUNCIL

COUNCIL DECISIONS

- 17.1 A decision supported by a majority of the votes at a Meeting of the Council at which a quorum is present is a decision of the Council.

Note: Clause 17.1 reflects section 371 of the Act in the case of Councils and section 400T(8) in the case of Joint Organisations.

- 17.2 Decisions made by the Council must be accurately recorded in the minutes of the Meeting at which the decision is made.

RESCINDING OR ALTERING COUNCIL DECISIONS

- 17.3 A resolution passed by the Council may not be altered or rescinded except by a Motion to that effect of which notice has been given in accordance with this Code.

Note: Clause 17.3 reflects section 372(1) of the Act.

- 17.4 If a Notice of Motion to rescind a resolution is given at the Meeting at which the resolution is carried, the resolution must not be carried into effect until the Motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

- 17.5 If a Motion has been lost, a Motion having the same effect must not be considered unless notice of it has been duly given in accordance with this Code.

Note: Clause 17.5 reflects section 372(3) of the Act.

- 17.6 A Notice of Motion to alter or rescind a resolution, and a Notice of Motion which has the same effect as a Motion which has been lost, must be signed by three (3) Councillors if less than three (3) months has elapsed since the resolution was passed, or the Motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

- 17.7 If a Motion to alter or rescind a resolution has been lost, or if a Motion which has the same effect as a previously lost Motion is lost, no similar Motion may be brought forward within three (3) months of the Meeting at which it was lost. This clause may not be evaded by substituting a Motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

- 17.8 The provisions of clauses 17.5–17.7 concerning lost Motions do not apply to Motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

- 17.9 A Notice of Motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the Notice of Motion.

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17.10 A Notice of Motion to alter or rescind a resolution relating to a development application must be submitted to the General Manager no later than one (1) business day after the Meeting at which the resolution was adopted.

17.11 A Motion to alter or rescind a resolution of the Council may be moved on the report of a Committee of the Council and any such report must be recorded in the minutes of the Meeting of the Council.

Note: Clause 17.11 reflects section 372(6) of the Act.

17.12 Subject to clause 17.7, in cases of urgency, a Motion to alter or rescind a resolution of the Council may be moved at the same Meeting at which the resolution was adopted, where:

- (a) a Notice of Motion signed by three (3) Councillors is submitted to the Chairperson at the Meeting; and
- (b) the Council resolves to deal with the Motion at the Meeting on the grounds that it is urgent and requires a decision by the Council before the next scheduled Ordinary Meeting of the Council.

17.13 A Motion moved under clause 17.12(b) can be moved without notice. Despite any other provision of this Code, only the mover of a Motion referred to in clause 17.12(b) and the Chairperson, if they are not the mover of the Motion, can speak to the Motion before it is put.

17.14 A resolution adopted under clause 17.12(b) must state the reasons for the urgency.

RECOMMITTING RESOLUTIONS TO CORRECT AN ERROR

17.15 Despite the provisions of this Part, a Councillor may, with the leave of the Chairperson, move to recommit a resolution adopted at the same Meeting:

- (a) to correct any error, ambiguity or imprecision in the Council's resolution; or
- (b) to confirm the voting on the resolution.

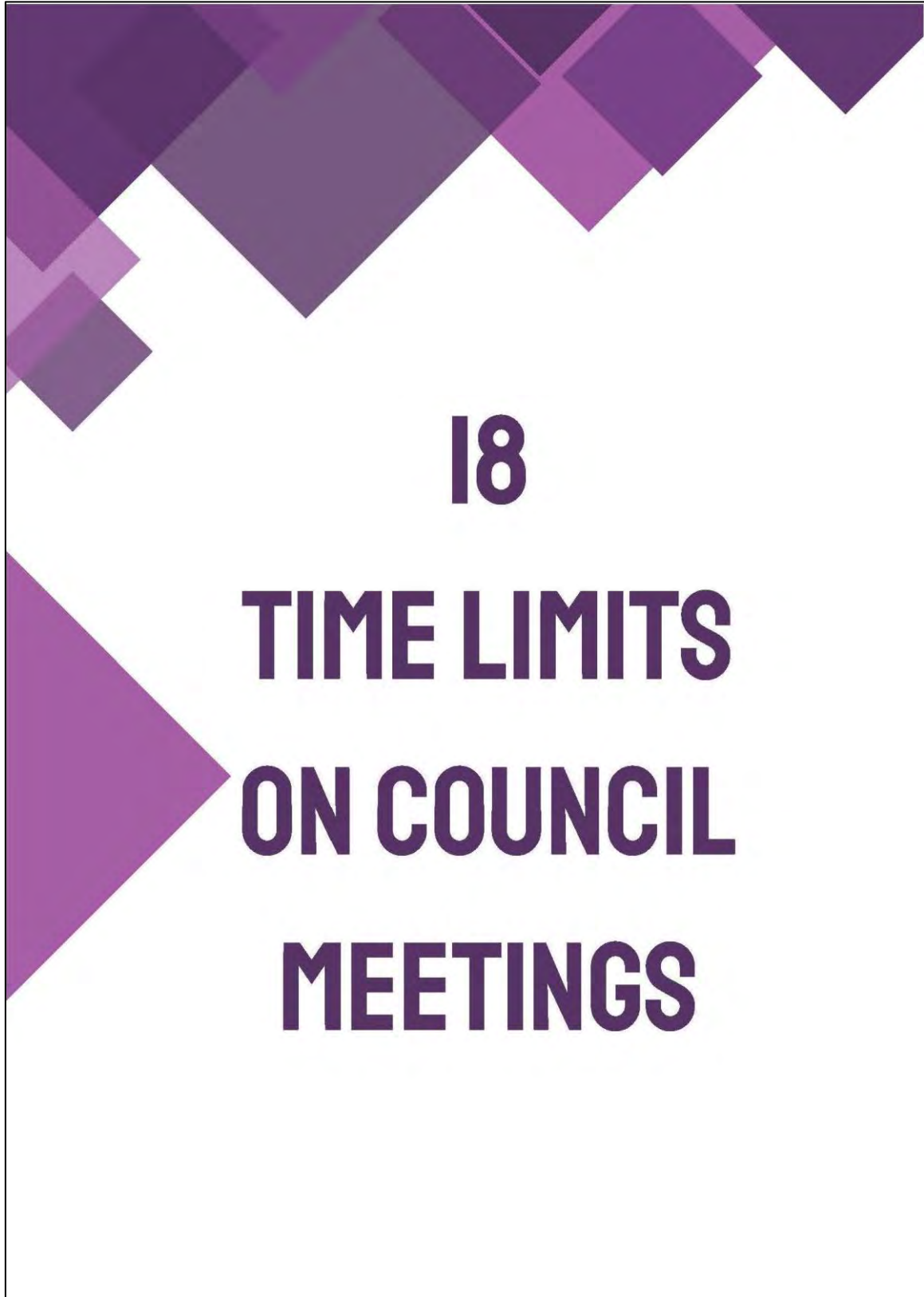
17.16 In seeking the leave of the Chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the Councillor is to propose alternative wording for the resolution.

17.17 The Chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the Meeting.

17.18 A Motion moved under clause 17.15 can be moved without notice. Despite any other provision of this Code, only the mover of a Motion referred to in clause 17.15 and the Chairperson, if they are not the mover of the Motion, can speak to the Motion before it is put.

17.19 A Motion of dissent cannot be moved against a ruling by the Chairperson under clause 17.15.

17.20 A Motion moved under clause 17.15 with the leave of the Chairperson cannot be voted on unless or until it has been seconded.



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18 TIME LIMITS ON COUNCIL MEETINGS

- 18.1 Meetings of the Council and Committees of the Council are to conclude at a time the Council may from time to time determine.
- 18.2 If the business of the Meeting is unfinished at the time the Council has determined, and the Council does not resolve to extend the Meeting, the Chairperson must either:
- (a) defer consideration of the remaining items of business on the agenda to the next Ordinary Meeting of the Council; or
 - (b) adjourn the Meeting to a time, date and place fixed by the Chairperson.
- 18.3 Clause 18.2 does not limit the ability of the Council or a Committee of the Council to resolve to adjourn a Meeting at any time. The resolution adjourning the Meeting must fix the time, date and place that the Meeting is to be adjourned to.
- 18.4 Where a Meeting is adjourned under clause 18.2 or 18.3, the General Manager must:
- (a) individually notify each Councillor of the time, date and place at which the Meeting will reconvene; and
 - (b) publish the time, date and place at which the Meeting will reconvene on the Council's website and in such other manner that the General Manager is satisfied is likely to bring notice of the time, date and place of the reconvened Meeting to the attention of as many people as possible.



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19 AFTER THE MEETING

MINUTES OF MEETINGS

- 19.1 The Council is to keep full and accurate minutes of the proceedings of Meetings of the Council.

Note: Clause 19.1 reflects section 375(1) of the Act.

- 19.2 At a minimum, the General Manager must ensure that the following matters are recorded in the Council's minutes:
- (a) the names of Councillors attending a Council Meeting and whether they attended the Meeting in person or by audio-visual link;
 - (b) details of each Motion moved at a Council Meeting and of any amendments moved to it;
 - (c) the names of the mover and seconder of the Motion or amendment;
 - (d) whether the Motion or amendment was passed or lost; and
 - (e) such other matters specifically required under this Code.

- 19.3 The minutes of a Council Meeting must be confirmed at a subsequent Meeting of the Council.

Note: Clause 19.3 reflects section 375(2) of the Act.

- 19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the Meeting they relate to.

- 19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent Meeting.

Note: Clause 19.5 reflects section 375(2) of the Act.

- 19.6 The confirmed minutes of a Meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the Meeting.

- 19.7 The confirmed minutes of a Council Meeting must be published on the Council's website. This clause does not prevent the Council from also publishing unconfirmed minutes of its Meetings on its website prior to their confirmation.

ACCESS TO CORRESPONDENCE AND REPORTS LAID ON THE TABLE AT, OR SUBMITTED TO, A MEETING

- 19.8 The Council and Committees of the Council must, during or at the close of a Meeting, or during the business day following the Meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the Meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the Meeting when the Meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

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- 19.10 Clause 19.8 does not apply if the Council or the Committee resolves at the Meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

IMPLEMENTATION OF DECISIONS OF THE COUNCIL

- 19.12 The General Manager is to implement, without undue delay, lawful decisions of the Council.

Note: Clause 19.12 reflects section 335(b) of the Act.



20 COUNCIL COMMITTEES

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20 COUNCIL COMMITTEES

APPLICATION OF THIS PART

- 20.1 This Part only applies to Committees of the Council whose members are all Councillors.

COUNCIL COMMITTEES WHOSE MEMBERS ARE ALL COUNCILLORS

- 20.2 The Council may, by resolution, establish such Committees as it considers necessary.
- 20.3 A Committee of the Council is to consist of the Mayor and such other Councillors as are elected by the Councillors or appointed by the Council.
- 20.4 The quorum for a Meeting of a Committee of the Council is to be:
- (a) such number of members as the Council decides; or
 - (b) if the Council has not decided a number – a majority of the members of the Committee.

FUNCTIONS OF COMMITTEES

- 20.5 The Council must specify the functions of each of its Committees when the Committee is established but may from time to time amend those functions.

NOTICE OF COMMITTEE MEETINGS

- 20.6 The General Manager must send to each Councillor, regardless of whether they are a Committee member, at least three (3) days before each Meeting of the Committee, a notice specifying:
- (a) the time, date and place of the Meeting; and
 - (b) the business proposed to be considered at the Meeting.
- 20.7 Notice of less than three (3) days may be given of a Committee Meeting called in an emergency.

NON-MEMBERS ENTITLED TO ATTEND COMMITTEE MEETINGS

- 20.8 A Councillor who is not a member of a Committee of the Council is entitled to attend, and to speak at a Meeting of the Committee. However, the Councillor is not entitled:
- (a) to give notice of business for inclusion in the agenda for the Meeting; or
 - (b) to move or second a Motion at the Meeting; or
 - (c) to vote at the Meeting.

CHAIRPERSON AND DEPUTY CHAIRPERSON OF COUNCIL COMMITTEES

- 20.9 The Chairperson of each Committee of the Council must be:
- (a) the Mayor; or
 - (b) if the Mayor does not wish to be the Chairperson of a Committee, a member of the Committee elected by the Council; or
 - (c) if the Council does not elect such a member, a member of the Committee elected by the Committee.

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CONTINUED

- 20.10 The Council may elect a member of a Committee of the Council as Deputy Chairperson of the Committee. If the Council does not elect a Deputy Chairperson of such a Committee, the Committee may elect a Deputy Chairperson.
- 20.11 If neither the Chairperson nor the Deputy Chairperson of a Committee of the Council is able or willing to preside at a Meeting of the Committee, the Committee must elect a member of the Committee to be acting Chairperson of the Committee.
- 20.12 The Chairperson is to preside at a Meeting of a Committee of the Council. If the Chairperson is unable or unwilling to preside, the Deputy Chairperson (if any) is to preside at the Meeting. If neither the Chairperson nor the Deputy Chairperson is able or willing to preside, the acting Chairperson is to preside at the Meeting.

PROCEDURE IN COMMITTEE MEETINGS

- 20.13 Subject to any specific requirements of this Code, each Committee of the Council may regulate its own procedure. The provisions of this Code are to be taken to apply to all Committees of the Council.
- 20.14 Whenever the voting on a Motion put to a Meeting of the Committee is equal, the Chairperson of the Committee is to have a casting vote as well as an original vote unless the Council or the Committee determines otherwise in accordance with clause 20.13.
- 20.15 Voting at a Council Committee Meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

MAYORAL MINUTES

- 20.16 The provisions of this Code relating to Mayoral minutes also apply to Meetings of Committees of the Council in the same way they apply to Meetings of the Council.

CLOSURE OF COMMITTEE MEETINGS TO THE PUBLIC

- 20.17 The provisions of the Act and Part 14 of this Code apply to the closure of Meetings of Committees of the Council to the public in the same way they apply to the closure of Meetings of the Council to the public.
- 20.18 If a Committee of the Council passes a resolution, or makes a recommendation, during a Meeting, or a part of a Meeting that is closed to the public, the Chairperson must make the resolution or recommendation public as soon as practicable after the Meeting or part of the Meeting has ended and report the resolution or recommendation to the next Meeting of the Council. The resolution or recommendation must also be recorded in the publicly available minutes of the Meeting.
- 20.19 Resolutions passed during a Meeting, or a part of a Meeting that is closed to the public must be made public by the Chairperson under clause 20.18 during a part of the Meeting that is livestreamed where practicable.
- 20.20 The General Manager must cause business papers for items of business considered during a Meeting, or part of a Meeting, that is closed to public, to be published on the Council's website as soon as practicable after the information contained in the business papers ceases to be confidential.

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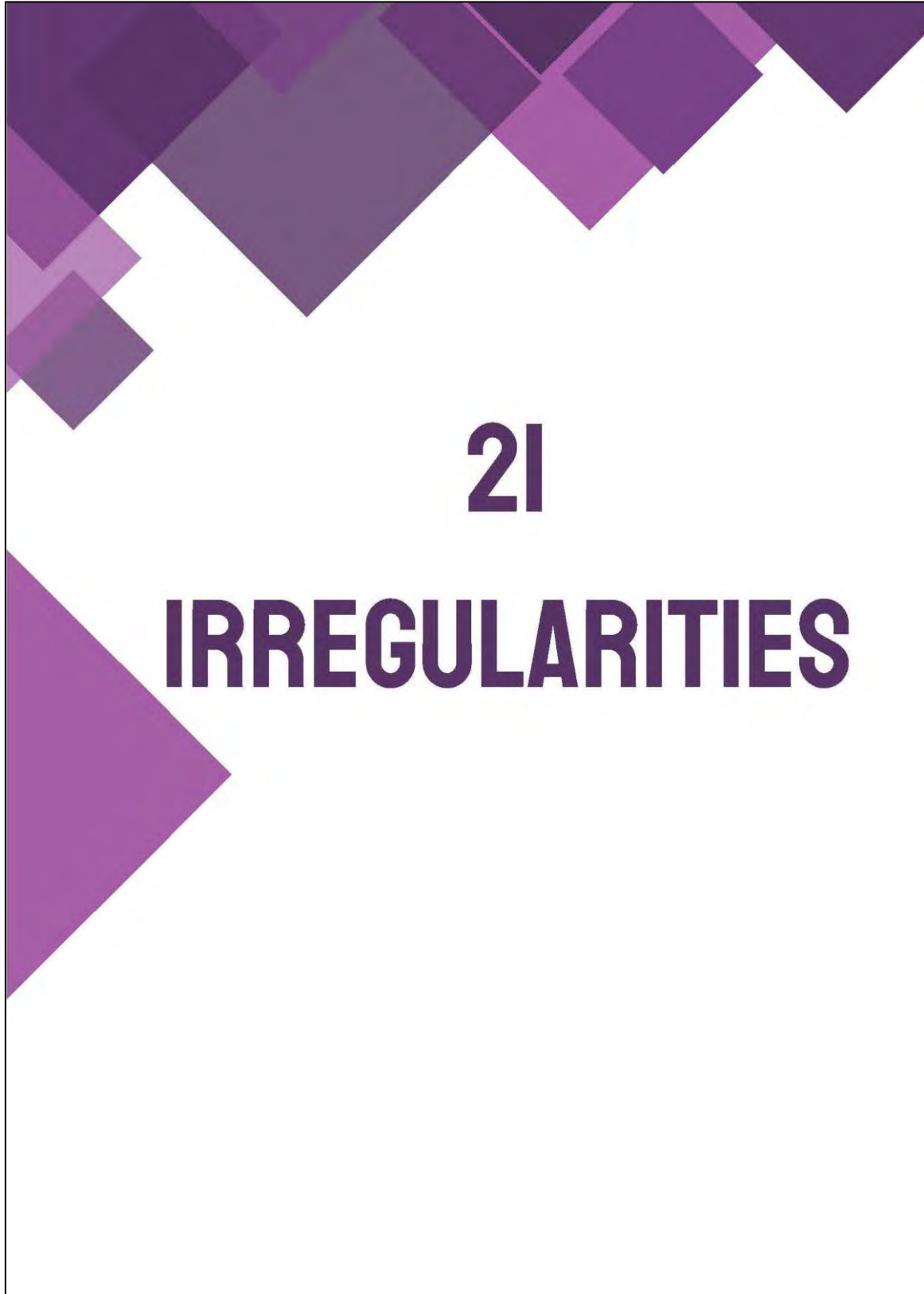
- 20.21 The General Manager must consult with the Committee and any other affected persons before publishing information on the Council's website under clause 20.20 and provide reasons for why the information has ceased to be confidential.

DISORDER IN COMMITTEE MEETINGS

- 20.22 The provisions of the Act, the Regulation, and this Code relating to the maintenance of order in Council Meetings apply to Meetings of Committees of the Council in the same way they apply to Meetings of the Council.

MINUTES OF COUNCIL COMMITTEE MEETINGS

- 20.23 Each Committee of the Council is to keep full and accurate minutes of the proceedings of its Meetings. At a minimum, a Committee must ensure that the following matters are recorded in the Committee's minutes:
- (a) the names of Councillors attending a Meeting and whether they attended the Meeting in person or by audio-visual link;
 - (b) details of each Motion moved at a Meeting and of any amendments moved to it;
 - (c) the names of the mover and seconder of the Motion or amendment;
 - (d) whether the Motion or amendment was passed or lost; and
 - (e) such other matters specifically required under this Code.
- 20.24 The minutes of Meetings of each Committee of the Council must be confirmed at a subsequent Meeting of the Committee.
- 20.25 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the Meeting they relate to.
- 20.26 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent Meeting.
- 20.27 The confirmed minutes of a Meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the Meeting.
- 20.28 The confirmed minutes of a Meeting of a Committee of the Council must be published on the Council's website. This clause does not prevent the Council from also publishing unconfirmed minutes of Meetings of Committees of the Council on its website prior to their confirmation.



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WARREN SHIRE COUNCIL CODE OF MEETING PRACTICE

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21 IRREGULARITIES

- 21.1 Proceedings at a Meeting of a Council or a Council Committee are not invalidated because of:
- (a) a vacancy in a civic office; or
 - (b) a failure to give notice of the Meeting to any Councillor or Committee member; or
 - (c) any defect in the election or appointment of a Councillor or Committee member; or
 - (d) a failure of a Councillor or a Committee member to declare a conflict of interest; or to refrain from the consideration or discussion of, or vote on, the relevant matter; at a Council or Committee Meeting in accordance with the Council's Code of Conduct; or
 - (e) a failure to comply with this Code.

Note: Clause 21.1 reflects section 374 of the Act.

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WARREN SHIRE COUNCIL CODE OF MEETING PRACTICE

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22

REVIEW

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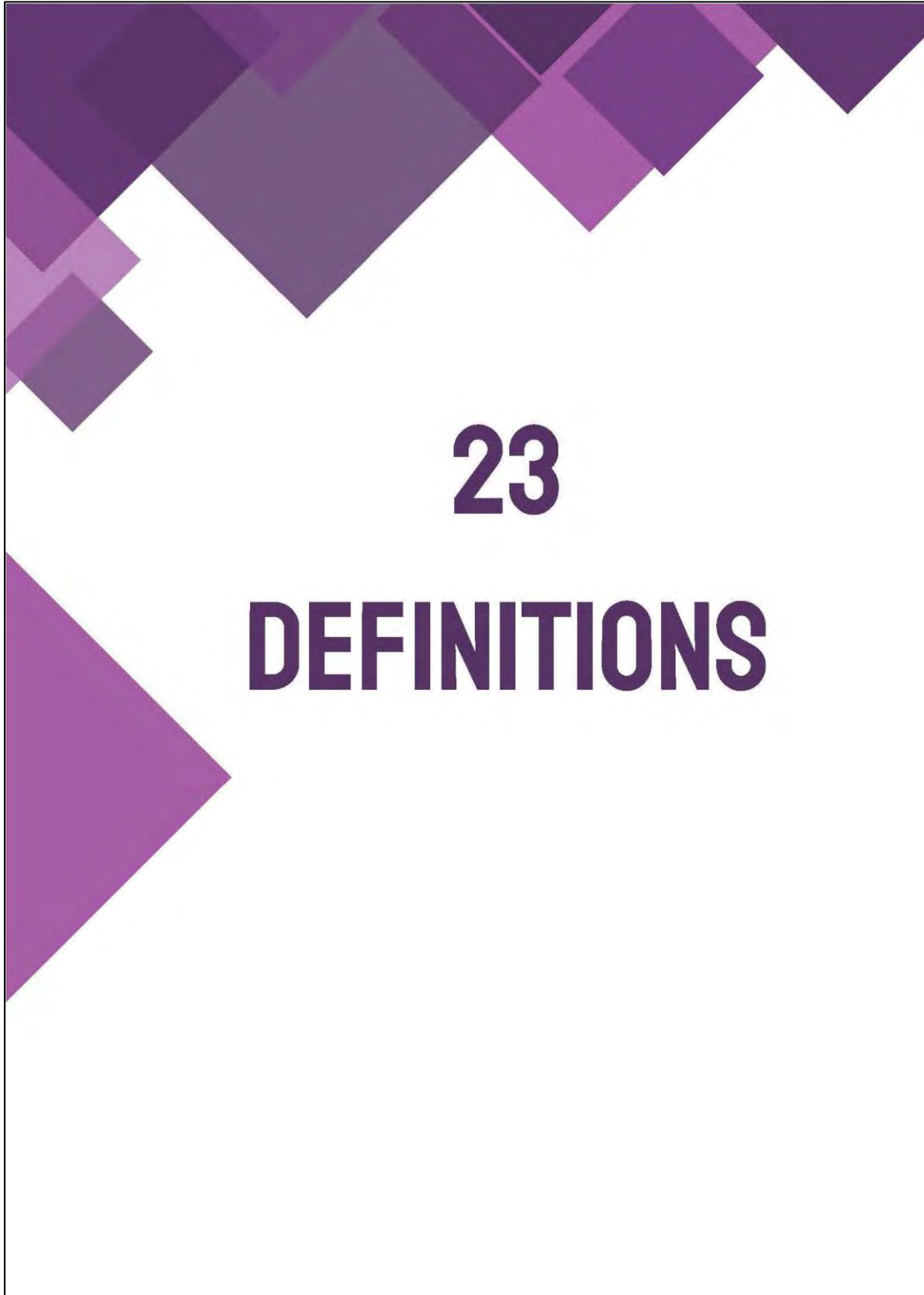
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WARREN SHIRE COUNCIL CODE OF MEETING PRACTICE

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22 REVIEW

- 22.1 This Code of Meeting Practice should be reviewed every 4 years or within 12 months of a Council election. The Code of Meeting Practice may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).



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WARREN SHIRE COUNCIL CODE OF MEETING PRACTICE

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23 DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.10 of this Code
amendment	in relation to an original Motion, means a Motion moving an amendment to that Motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
Chairperson	in relation to a Meeting of the Council – means the person presiding at the Meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this Code, and in relation to a Meeting of a Committee – means the person presiding at the Meeting as provided by clause 20.9 of this Code
this Code	means the Council's adopted Code of Meeting Practice
Committee of the Council	means a Committee established by the Council in accordance with clause 20.2 of this Code (being a Committee consisting only of Councillors) or the Council when it has resolved itself into Committee of the whole under clause 12.1
Council official	includes Councillors, members of staff of a Council, administrators, Council Committee members, delegates of Council and any other person exercising functions on behalf of the Council
day	means calendar day
division	means a request by two Councillors under clause 11.7 of this Code requiring the recording of the names of the Councillors who voted both for and against a Motion
livestream	a video broadcast of a Meeting transmitted across the internet concurrently with the Meeting
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a Council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan, a planning agreement or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of Councillors or Committee members necessary to conduct a Meeting
the Regulation	means the <i>Local Government (General) Regulation 2021</i>
year	means the period beginning 1 July and ending the following 30 June

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ITEM 1 OUTSTANDING REPORTS CHECKLIST (C14-7.4)

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
25.1.23	12.1.23	Affordable Housing Opportunity – Housing Plus	GM/ DMES	Negotiations continuing to finalise the required agreement with Housing Plus for the eventual sale of all or most of the nine (9) vacant land lots in Gunningba Estate for a maximum five (5) year period. Waiting on a 'Rural' or 'Remote' Round of funding from Housing Australia before considering going forward. Council blocks will be put on the market in the near future.
25.5.23	118.5.23	Destination Macquarie Marshes Taskforce	GM/ EDVM	That within 12 months and, after the Taskforce's short and long term goals and Destination Macquarie Marshes Action Plan, Macquarie Marshes Promotions Strategy and Stakeholder Engagement Strategy are formulated, other organisations/ community representatives be invited to be members of the Taskforce. Work on refining the draft document is ongoing. The Economic Development and Visitation Manager is currently refining chosen logo designs and will provide updated logo designs and draft brochure format to the next meeting of the

WARREN SHIRE COUNCIL

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ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
				Destination Macquarie Marshes Taskforce. Development continuing. Ongoing.
7.12.23	293.12.23	Destination Macquarie Marshes Taskforce Meeting 7th June 2023	GM/EDVM	1. That grant funding opportunities to improve signage in the Macquarie Marshes be investigated - ongoing. 2. That neighbouring Councils to the Macquarie Marshes be requested to consider funding grant applications for appropriate signage to the Macquarie Marshes. Ongoing pending future meeting discussion.
7.12.23	301.12.23	Internal Auditor – Human Resources Review – June 2021	GM	The priorities as listed in the recommendation be actioned and progressed.
24.4.24	87.4.24	Warren Shire Council Customer Service Ethos Policy	GM	The Draft Customer Service Ethos Policy be redeveloped to solely consider Ethos and a separate Policy be developed to cover Customer Service. Expected to be provided to the December 2025 Council Meeting.
23.5.24	114.5.24	Regional Industry Educational Partnership (RIEP)	GM / EDVM	The re-ignited program could be a feeder, into the recruitment of Round 3 positions for the OLG Fresh Start for Apprentices, Trainees and Cadets grant program. Next stage of the program is to hold a Council Careers event, to

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General Manager				
				present students with the range of specialist activities undertaken by Council and a meet/question session with departmental staff about their specific functions within Council. This is planned for early 4th School Term. Date to be negotiated. Senior Management support of the Careers Day has been received. The date is still pending and awaiting advice from Warren Central School Careers Advisor as the suggested dates from the School's perspective.
27.6.24	147.6.24	Legislative Compliance Policy and Procedure and Legislative Compliance Register	GM	1. Actions to be taken on how non-compliance is managed to ensure that matters are not repeated and that appropriate high level risk assessments are undertaken and documented and that implementation of actions to reduce risk are arranged – in progress.
27.3.25	69.3.25	Drought Resilience Plan Project	GM	1. A governance framework around a tri-party (Bogan, Coonamble, and Warren) arrangement be established and the three Councils form a Project Steering Committee for a Regional Drought

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General Manager				
				Resilience tourism project – in progress with first meeting of the Steering Committee undertaken on 11th July 2025 and Consultant engaged and being managed. 2. Country Heartline Project is currently 50% through the delivery activities with a final project end date of 28 November, 2025. The Economic Development and Visitation Manager is acting as both Project Lead and the main material writer, having delivered all written materials for the Country Heartline Brochure, Signage Strategy, Website Framework, Business Media Participation and Release Form, Legacy Farm Business Handbook, Workshop Survey Monkey Questionnaire and including the guides for photographic and video content /website development instructions for the delivery partner. 3. Work on the Branding element for the project has been completed. The original name chosen by the Economic Development and Visitation Manager

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General Manager				
				(and the accompanying extensive marketing research) has been endorsed by the delivery partner and the project now has the official Country Heartline branding. A logo has been agreed by all three shires. 4. The Workshop deliverable requirement is also underway. The first of three planned workshops was delivered in each of the three shires in September. The second round of Workshops is planned for October 21 and 22, 2025 with the third (and final workshop) planned for early November. A number of deliverables will be launched at the final workshop including the Country Heartline website and Legacy Handbook.
28.8.25	264.8.25	Destination Macquarie Marshes Taskforce	EDVM	That the Economic Development and Visitation Manager progress the development of a new dedicated brochure layout for the Discover Macquarie Marshes campaign and further develop a logo design for consideration of the

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General Manager				
				Destination Macquarie Marshes Taskforce. Ongoing.
28.8.25	270.8.25	Review of Code of Meeting Practice	GM	2. The Reviewed Code of Meeting Practice 2025 has been placed on public exhibition for a minimum of 28 days; and 3. Subject to no adverse submissions being received within a period of at least 42 days, the Reviewed Code of Meeting Practice 2025 be adopted.
28.8.25	271.8.25	Review of the Warren Shire Council Code of Conduct		2. The Reviewed Warren Shire Council Code of Conduct has been placed on public exhibition for a minimum of 28 days; and 3. Subject to no adverse submissions being received within a period of at least 42 days, the Reviewed Warren Shire Council Code of Conduct be adopted.
28.8.25	272.8.25	Review of the Procedures for the Administration of the Warren Shire Council Code of Conduct	GM	2. The Reviewed Procedures for the Administration of the Warren Shire Council Code of Conduct has been placed on public exhibition for a minimum of 28 days; and 3. Subject to no adverse submissions being

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General Manager				
				received within a period of at least 42 days, the Reviewed Procedures for the Administration of the Warren Shire Council Code of Conduct be adopted.
28.8.25	298.8.25	Queensland Cotton Gin Land Sales	GM	2.*Council delegate to the Mayor and General Manager to approve the submission of an Expressions of Interest for the purchase of Block 1 Gin Complex (part if required), Block 2 Module Yard and Block 3 Gunningbar Creek Block, Queensland Cotton Corporation Properties, Industrial Land and Complex, Warren, NSW, 2824 with the maximum purchase amounts and costs listed in the Report such as Stamp Duty costs if any, legal costs and any required subdivision costs if deemed necessary excluding GST – appropriate EOL's provided. Waiting on advice from vendor. 3.*Council delegate to the Mayor and General Manager to negotiate and finalise partnering arrangements and agreements and if necessary, any joint or separate Expressions of Interest for the purchase of relevant blocks of Queensland Cotton

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General Manager				
				Corporation Properties, Industrial Land and Complex, Warren, NSW, 2824 – partnering arranged complete; 4.*Authority be provided to affix Council's Seal to any documentation related to any land purchase in this matter if required - noted and 5. Final allocation of funding be undertaken at a later time subject to the success or not of the Council's Expressions of Interest.
25.9.25	302.9.25	Major Projects Risk Profiles	GM/ DMES/ IPM	The Committee requests further information from Management on the implementation of its monitoring and mitigation functions of the Risk Management Framework. Major Risks identified and reported in ARIC meeting. Council's Project Management Procedure, Framework being implemented to mitigate the risks on major selected projects e.g. Levee work.
25.9.25	302.9.25	Work, Health & Safety Risk Framework	WHS- RC/GM	The Committee to be updated in the future on the progress and implementation of the Targeted Assistance Program.
25.9.25	302.9.25	Work, Health & Safety Risk Framework	WHS- RC/GM	Key indicators are progressively reported to ARIC through the Work Plan on the WHS indicators on the

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General Manager				
				implantation of the Framework (trends on injury, lost time, training, improvements, workers compensation, lost time).
*25.9.25	304.9.25	Contractor Insurances, Certifications and Work Health & Safety	GM, DMFA, DMES, MHD	That all Council Officers responsible for engaging Contractors' follow-up with all their applicable insurances and certification before engagement – noted.
25.9.25	312.9.25	Christmas Closure	GM	Arrange for the appropriate advisement to staff and public advertising of the Christmas/New Year closure of the Office, Service NSW Agency, Library and Works Depot at the close of business on Wednesday 24th December 2025 and reopen on Monday 5th January 2026 – arrangements intrain.

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Finance and Administration				
7.12.23	301.12.23	Internal Auditor – Media Communications Review – June 2023	DMFA	The following priority and action be progressed: - A new electronic document management system to be purchased and implemented. Licence Agreement has been signed and project is expected to be complete by December 2025 – progressing.

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Divisional Manager Finance and Administration				
7.12.23	301.12.23	Internal Auditor – Fraud Control Review – June, July 2023	DMFA	The following priorities and actions be progressed: - Online Fraud training to relevant staff – Pending.
27.6.24	147.6.24	Notice of Public Exhibition – Fraud and Corruption Policy and Framework	DMFA	An Implementation Action Plan being developed.
5.12.24	287.12.24	Promoting Better Practice Review	DMFA/ GM	1. Arrangements be made to review the Business Continuity Plan as soon as practical and update it where required – in progress; and 2. Arrangements be made to review the Records Management Policy in line with the legislative changes in December 2022 and that the requirements of the new statutory regime be applied to record keeping and disposal within Warren Shire Council -In progress.
27.3.25	59.3.25	ARIC Committee Risk Management Framework Review	GM/ DMFA	That a report that includes the direction and purpose be provided on the review of the Policy – in progress.
26.6.25	196.6.25	ARIC Committee Asset Management/ Valuations	DMFA	Council's actions to develop and implement an ICT Strategic Plan be reported to a future ARIC Meeting - pending
*28.8.25	275.8.25	Employee Leave Policy and Procedure	DMFA	1. The Employee Leave Policy and Procedure detailed within the report, has been placed on public exhibition for a minimum of 28 days; and 2. Subject to no adverse submissions being received, the Employee

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Divisional Manager Finance and Administration				
				Leave Policy and Procedure be adopted – completed.
*28.8.25	276.8.25	Recruitment and Selection Policy	DMFA	2. The Recruitment and Selection Policy detailed within the report, has been placed on public exhibition for a minimum of 28 days; and 3. Subject to no adverse submissions being received, the Recruitment and Selection Policy has been adopted – completed.

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
6.12.18	284.12.18	Amendments to the Boundaries of Lot 79 & 80 DP 724585 Wambianna Street, Collie to provide for the existing Collie Hotel accommodation units	DMES	Survey completed. This project is currently on hold until further discussions are held with the new Hotel owners.
27.6.19 3.12.20	129.6.19 256.12.20	Warren Levee Rehabilitation (total project - \$7.1M)	DMES/ IPM/TSM	Contract awarded for Levee Rehabilitation works on 15 May 2025. Works on the Levee Rehabilitation commenced on the 17 June 2025. Works on Toe Berm with Type 2 Rocks progressing. The retaining wall works scheduled to start in September 2025. Precast panels and capping beams being cast. Rock armouring works at 7 sites completed in August/September 2025. High river flow due to

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Divisional Manager Engineering Services				
				Environmental flow release and irrigation demand release simultaneous release is slowing down the piling works at the Levee site. *All new levee flood gates installed, testing underway – completed.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Seek necessary grants for this extensive 10 year project – ongoing. Commonwealth Government Grant Program Application re-submitted.
26.10.23	270.10.23	Warren CBD Upgrade – Land Acquisition	DMES/ GM	Further investigations be undertaken and reported on in regard the estimated cost of any proposed private land purchases, what could be developed and the estimated costs of the proposed use - in progress.
7.12.23	304.12.23	Proposed National Polocrosse Titles Warren 2028 – Presentation by Phil Waterford and Simon Turnbull	DMES/ TSM/GM/ EDVM	1. Council form a Sub-Committee consisting of the relevant Councillors from the Showground/ Racecourse Committee, Council Staff, General Manager, Town Services Manager, Divisional Manager Engineering Services, Economic Development and Visitation Manager, all Showground/ Racecourse User Groups, Regional Polocrosse Representatives (future), Phil Waterford, Simon Turnbull to determine whether the proposal could and should be progressed; and

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Divisional Manager Engineering Services				
				2. A Planning Group consisting of Phil Waterford, Simon Turnbull, Warren Polocrosse Club, Holly Turnbull and Katlyn Turnbull be formed for presentation to the Sub-Committee on the framework of the proposal and the required business case to undertake the proposed event. The Economic Development and Visitation Manager has attempted to further contact (via email) representatives from Warren Polocrosse for an update on their progress or need for assistance. No replies have been received.
28.3.24	60.3.24	Warren Shire Council Integrated Water Cycle Management (IWCM) Strategy Document	DMES / TSM	NSW Public Works Advisory has commenced the assignment. Progressing – Grant Period extended to 31 December 2026.
23.5.24	143.5.24	Upgrade of Thornton Avenue Sewerage Pumping Station – Warren NSW	DMES / TSM	Works will be carried out in house and by local contractors. Works expected to be completed 31 October 2025.
25.7.24	183.7.24	Closed Circuit Television (CCTV) And Workplace Surveillance	DMES/ TSM	SIMTEC are working through installation issues. *Cameras functioning at Admin Office, Oxley Park toilet, Sporting Complex, Roundabout (existing 4), Skate Park and Splash Park. *The Waste Depot now have a functional CCTV camera using Farmbot.

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Divisional Manager Engineering Services				
24.10.24	283.10.24	Sewer Main Condition Assessment (CCTV) and Smoke/Dye Testing	DMES/ TSM	Contractor has finished. Council to engage Vapor to use AI to analyse the data..
5.12.24	291.12.24	Proposed Traffic Alterations on Bundemar Street	DMES	That subject to NSW Police Force concurrence: 1. A section of the centre median in Bundemar Street be removed from the existing intersection with the Oxley Highway, Burton Street, to a point level with or just east of the access serving the business premises of Tyreright thus allowing for improved and safer ingress/egress to Tyreright, for AB-Triple Vehicles; and 2. The removed section island to be converted into a painted island; 3. The NO STOPPING restriction be extended by 30m along Bundemar Street on the northeastern side of the intersection; and 4. Council apply for the designation of the Bundemar Street route to Tyreright as a heavy vehicle route to accommodate AB-Triple Vehicles. Work to be programmed after completion of major works on RR333 and RR202.
23.1.25	7.1.25	Water Supply in Collie Village	DMES/ TSM	That a master plan be developed for improvement of water supply in Collie Village. This would be considered in the IWCM.

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Divisional Manager Engineering Services				
23.1.23	23.1.25	Proposed Land Acquisition – Lot 128 DP 755314 & Lot 313 DP 724603	DMES	1. Authorises acquisition of approximately 10,000 square metres and 7,000 square metres portions of land through Lot 313 DP 724603 and Lot 128 DP 755314 respectively, as depicted on Figure 2 of the 23rd January 2025 Divisional Manager Engineering Services report to Council, Item 4 – in progress. 2. Authorises the General Manager and Divisional Manager Engineering Services to obtain a Planning Certificate under Section 10.7(2) of the Environmental Planning and Assessment Act 1997 – in progress. 3. Authorises the General Manager and Divisional Manager Engineering Services to enter negotiations with the owners of the land within provisions of the NSW Roads Act 1993, and the Land Acquisition (Just Terms Compensation) Act 1991, with a view of acquiring the portions for an agreed monetary compensation – in progress. 4. That a plan of subdivision be registered, and if required, a notice be published in the Government Gazette dedicating the acquired

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Divisional Manager Engineering Services				
				land as a public road – in progress. *Cadastral survey is completed. This has been put on hold pending the outcome of the larger acquisition quest.
*26.6.25	201.6.25	Airport Operations Committee Warren Aerodrome – Certification and Operational Implications	DMES/ TSM	That a further report be provided to the Committee on this issue that provides: 1. Advice from CASA confirming that Warren Shire Council Airport has never been certified; <i>Warren Aerodrome has only previously been Registered in 2020, the Law changed requiring Aerodromes to be either Certified or Uncertified.</i> 2. Confirmation that Warren Shire can continue to operate as an uncertified aerodrome under MOS 139 and Council Policies and Procedures; <i>N/A.</i> 3. The certification status of our neighbouring airports; <i>Nyngan, Coonamble, Cobar and Narromine are all currently certified Aerodromes.</i> <i>All neighbouring airports are Certified.</i> 4. Advice that all current users can still continue operations at the Warren Airport if it remains uncertified; and

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Divisional Manager Engineering Services				
				<i>CASA have confirmed all current Users could still operate from the Aerodrome if it was uncertified.</i> 5. Advice from Operations Staff of the RFDS providing details of their operational requirements regarding nighttime flying and if they require instrument approaches. <i>RFDS Western Manager advised that an instrument approach would be great to have, they don't need it.</i> All in progress.
*24.7.25	229.7.25	Roads Committee Stock Grids and Public Gates Policy	DMES	2. If permission of the Murray's is granted Council undertakes an investigation of the practicality and cost of watering (required pipeline, tank(s), trough and pumping system with floats) of the northern paddock of the Murray's with the Roads Committee reconvening to make a final determination on the SR90 Inglewood Road public gate issue – in progress, cost obtained. This matter will be finalised at the 14 October 2025 Roads Committee Meeting.
28.8.25	262.8.25	Structural Damage to the Inlet Works – Tiger Bay Sewer Treatment Plant	DMES/ TSM	Council approves the use of the \$63,500.00, surplus funds from the construction of the additional evaporation lagoon, for the repair of the

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Divisional Manager Engineering Services				
				Tiger Bay Sewer Treatment Plant Inlet Channel with any unused funds to be returned to the sewer fund at the completion of the project. Works being arranged.
28.8.25	263.8.25	Supply and Delivery of Grader	DMES	That Council accept the tender from WesTrac Pty Ltd of 8 Purvis Street, Dubbo for the Supply and Delivery of a 2025 model Caterpillar 140 Motor Grader in accordance with Tender – Supply and Delivery of Motor Grader for \$539,301.82 including GST – supply contract awarded, expect delivery in November 2025. Grader has been ordered. To be delivered early November 2025.
28.8.25	263.8.25	Supply and Delivery of Smooth Drum Roller	DMES	That Council accept the tender from BT Equipment Pty Ltd of 6-8 Ferngrove Place, South Granville NSW for the Supply and Delivery of a 2025 model Bomag BW219D5 Smooth Drum Roller in accordance with Tender – Supply and Delivery of Smooth Drum Roller for \$256,300.00 including GST - supply contract awarded, expect delivery in October 2025.
*25.9.25	307.9.25	Asbestos Policy	DMES	Arrange for the Asbestos Policy to be adopted, with minor amendments – completed.

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Manager Health and Development Services				
27.2.20	36.2.20	Draft Plans of Management	MHD	1. Categories assigned as detailed in report; 2. Crown Reserves classified identified as operational land; and 3. Draft Plans of Management nearing completion.
24.2.22	74.2.22	Deacon Drive Homes Status and Progress Matters	MHD	Matter progressing in the District Court with required affidavits. Council authorises the Mayor, the General Manager, and the Manager Health and Development Services to formulate settlement terms if required. Adjourned, new date to be advised (September – November 2025 expected) Defence expert reports received by Solicitor. Meeting held 6 August 2025 with Barrister and Solicitor, Mediation on 1 September 2025 unsuccessful. District Court date 13-17 October 2025. Update to be provided post District Court.
7.12.23	301.12.23	Internal Auditor – Waste Control Review – November 2022 – February 2023	MHD	The following priority and action be progressed: - An overarching Operational Plan be developed to include risk assessments, procedures, control measures and future strategic actions – in progress and initial commencement 22 August 2024.

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Manager Health and Development Services				
24.4.23	83.4.24	Ewenmar Waste Depot Recycling Options	MHD	1. The Manager Health and Development Services to investigate the feasibility of implementing a return and earn facility and other recycling services in conjunction with NetWaste, on a regional basis and other organisations – in progress; and 2. Council re-assesses the community's satisfaction with recycling services in 2 years' time (for 2026/2027 Estimates).
5.12.24	290.12.24	Carter Oval Youth Sports Precinct Usage Tracking and Analysis	MHD	All user groups of the Carter Oval Youth Sports Precinct be requested to implement measures to record facility usage over the next two years to ensure Council is able to report in accordance with grant conditions on usage of the new facilities – in progress.
5.12.24	331.12.24	Planning Proposal – LEP Review	MHD	Finalisation before or on 4 March 2026 – in progress. *Was placed on Public exhibition from 25th June 2025 to 17th July 2025. One submission received. Report to be provided to the October 2025 Council Meeting.

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

CONTINUED

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

MEETINGS HELD

Date	Committee / Meeting	Location
25.9.2025	Official Opening of the Victoria Park Female Friendly Facility	Warren
26.9.2025	IPWEA NSW & ACT Board Meeting and Boardroom Lunch with NSW Government	Sydney
29.9 – 2.10 2025	Murray Darling Association 2025 National Conference	Griffith
29.9.2025	Opening of the Gilgandra Library Hub	Gilgandra
6.10.2025	Toyota Tour de OROC	Warren
7.10.2025	TCorp Visit	Warren
8.10.2025	Airport Operations Committee Meeting	Warren
8.10.2025	Muse State Monthly Media and Communications Meeting	Online
8.10.2025	Professionals Australia National Local Government Delegates Meeting	Online
9.10.2025	North West Zone Bush Fire Service Level Agreement Meeting	Coonamble and Online
9.10.2025	North West Bush Fire Management Committee Workshop Three	Coonamble and Online
13-17.10.2025	Deacon Drive Houses District Court Matter	Sydney
13.10.2025	Warren Interagency Support Services Group Committee Meeting	Warren and Online
13.10.2025	Warren Public Arts Committee Meeting	Warren
14.10.2025	Roads Committee Meeting	Warren
16.10.2025	MANEX Meeting	Warren
21.10.2025	Murray Darling Basin Authority Roundtable	Narromine
22.10.2025	Round Two Country Heartline Workshop	Warren

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ITEM 2 COMMITTEE/DELEGATES MEETINGS

CONTINUED

FUTURE MEETINGS NOT ON MEETING SCHEDULE

DATE	COMMITTEE / MEETING	LOCATION
23 -25.11.2025	LGNSW Conference	Penrith

RECOMMENDATION:

That the information be received and noted.

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

(C14-7.2, G4-1)

RECOMMENDATION:

That the information be received and noted.

The following are details of Infrastructure Projects and Grant Applications that are being managed by the Executive Office including the Infrastructure Projects Manager for the period 11th September 2025 to 8th October 2025:

Project	Budget	Expenditure/ Committed	Resp	Comment
General				
Restart NSW Warren (STP) Upgrade JC 220-3-0	92,000	Nil	TSM	EPA to write to Council advising licence and decommissioning requirements.
NSW Severe Weather & Flood Grant for AGRN 1025 (\$1,000,000) (part of Warren Levee Rehabilitation Project \$7,100,000) Warren Town Levee Remediation JC: 3300-4400-0000 Federal; 3300-4410-0000 State; and 3300-4420-0000 OLG AGRN.	5,291,206 851,018 879,815	4,991,501 811,598 879,815	GM/ IPM/ DMES/ TSM	Panel and capping beam casting is progressing at the subcontractors (MLB) yard. All Panels and capping beams are cast. UC- Piles installation is scheduled to start 12th September 2025. River flow is currently above the toe beam constructed and is limiting the access. Information received from Water NSW indicates that farming/irrigation demand release from Burrendong dam is occurring now along with Environmental flow to Macquarie Marshes. The flow/river level may recede by end of December and by the end of February 2026 the flow may be favourable for accessing the river. Rock armouring installation at all sites except site 4 completed; - Meeting with DCCEEW held recently and the workplan was revised and currently seeking variation approval for an extension of time (EOT) for 6 months (30 June 2026).

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

(C14-7.2, G4-1)

Project	Budget	Expenditure/ Committed	Resp	Comment
				All major items have been delivered. Trash pump hoses to be modified for easier/safer handling. The test fitting of all equipment to be carried out to ensure set-up is correct. All new flood gates have been installed, all concrete repairs at pits and gates completed. Water tightness testing complete. Gate 38 to be reviewed due to leakage rate. Pumps to be assembled in cages. Hoses to be cut to shorter lengths. Works are progressing.
Local Government Procurement LGP Procurement Capability Grant Fund 2025 JC 270-0028-0010	10,500	7,500	IPM/ PAO	A proposed tailored training package designed and delivered by LGP Strategic Procurement Solutions – Sustainable Choice. Draft training package is expected by 19th October 2025. The training event date is set for the 19th November 2025 and all requested participants have received an invitation to the training. Manex members and staff with procurement responsibilities are invited to attend.
Safety Management System GL 3210-4010-5	75,825	54,976	WHS-RC /GM	Works Program ongoing.
Asset Management & IPR	112,636	Nil	GM/ DMES	Works program being formulated.

WARREN SHIRE COUNCIL

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

CONTINUED

Project	Budget	Expend	Resp	Comment
Grant Applications				

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

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

WARREN SHIRE COUNCIL
Report of the General Manager
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ITEM 4

WARREN SHIRE COMMUNITY CHRISTMAS PARTY 2025

(D3-1.8)

RECOMMENDATION that:

1. The information be received and noted;
2. Council allocates \$30,000 from available working funds in the 2025/2026 Estimates to the Warren Shire Community Christmas Party 2025 to ensure that the Event goes ahead.; and
3. Funding the Event in 2025/2026 be on a one-off basis with future Events only going ahead on the basis of full funding through appropriate grants, donations and in-kind contributions.

PURPOSE

For Council to determine if the proposed Warren Shire Community Christmas Party 2025 should go ahead and if so the funding of estimated costs that have not been able to be achieved by grants and donations.

BACKGROUND

The 2022, 2023 and 2024 Warren Christmas Street Party Events were most successful with attendance of at least 700 people each year and the 2022 Event winning the Warren Shire Australia Day Community Event of the Year.

Last year's Christmas Street Party provided an Event that created a great community function. It brought our rural and town residents together and supported our local businesses and charities.

All 2022, 2023 and 2024 Events were fully funded by grant funds.

The Warren Shire Community Christmas Party 2025 is an initiative of Warren Shire Council as part of its Economic Development & Promotions Program and partly funded by Warren Shire Council's Targeted Earlier Intervention (TEI) Program 2025/2026 through NSW Department of Communities and Justice.

Unfortunately, Council has not been able to secure any other grant funds for the proposed 2025 Event.

Requests for donations for up to a total of at least \$20,000 have gone out for the funding of the fireworks program. The fireworks are the highlight of the Event evening that are enjoyed by all attendees including the children of Warren Shire. The estimated cost to hold the Event in 2025 including the at least \$20,000 budget for fireworks amounts to \$60,000.

The TEI Program funding will amount to \$10,000 leaving a shortfall of \$30,000 for the Event.

It is believed that if all or most of this \$30,000 shortfall is not found that the Event may not be worth going ahead as not all the appropriate preparation, security, children's ride and facilities, entertainment, music, bands, setup, etc will not be able to be undertaken.

It is expected that if this year's Event does go ahead, it will be held on Friday, 5th December, 2025, 6.00pm – 9.30pm and located at the Carter Oval Youth Sports Precinct in Stafford Street, Warren.

Appropriate cost reductions have been achieved by using the Carter Oval Youth Sports Precinct and not having to close roads such as Dubbo Street and Burton Street (Oxley Highway).

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ITEM 4

WARREN SHIRE COMMUNITY CHRISTMAS PARTY 2025

CONTINUED

REPORT

It is considered that for the Event to go ahead successfully, Council must fund the expected \$30,000 shortfall in estimated costs.

However, if funds are provided the Council and community of Warren Shire must realise that this would have to be considered a one-off situation as funding of Events such as their using Council's very limited funds instead of grant funds is not sustainable in the long term.

In the future if Council is not successful with grant funding, all or most the of costs for the Events should not be undertaken by the Council.

FINANCIAL AND RESOUE IMPLICATIONS

Fortunately, as reported to Council there has been an increase over estimated budget for the Warren Shire Council Federal Assistant Grant for the 2025/2026 that will allow the funding of the estimated \$30,000 funding shortfall.

In the future continued funding of this Event by Council is considered not sustainable.

LEGAL IMPLICATIONS

Local Government Act 1993

Local Government (Council) Regulation 2021

RISK IMPLICATIONS

If the Event goes ahead an appropriate Event Risk Management Plan will be developed and implemented.

Stallholders and other relevant participants are also required to hold appropriate Public Liability Insurance.

An appropriate Action Plan is also developed in relation to the fireworks including the warning of dog owners and if Victoria Park is used as the launching area for fireworks the Warren Multi-Purpose Health Service.

STAKEHOLDER CONSULTATIONS

The first meeting of the Warren Shire Council Economic Development and Promotions Committee Sub Committee responsible for arranging and managing this Event is being held on Monday, 20th October, 2025.

Initial preparation work will be undertaken at the Sub-Committee Meeting waiting on Council's funding decision.

Initial consultations of this Sub-Committee helped determine the proposed date and that the Event may be moved to Carter Oval Youth Sports Precinct instead of closing Dubbo Street and Burton Street (Oxley Highway).

OPTIONS

Council does not necessarily need to provide funding for this Event in 2025. However, it is fortunate that a number of organisations such as the Lions Club of Warren, Rotary Club of Warren,

WARREN SHIRE COUNCIL
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ITEM 4 WARREN SHIRE COMMUNITY CHRISTMAS PARTY 2025 CONTINUED

Warren Chamber of Commerce, Warren Youth Foundation, numerous Businesses and many individual community members are prepared to participate and help with the Event.

CONCLUSION

It is recommended that Council provide the estimated \$30,000 shortfall funding for the Warren Shire Community Christmas Party 2025 Event using the funds available for the extra Federal Assistance Grant for 2025/2026 as a one-off situation with future Events having to rely on grant fund success.

Events such as the Warren Shire Community Christmas Party are staged not just by Council, but many organisations and members of the community.

LINK TO POLICY AND/OR COMMUNITY STRATEGIC PLAN

- 1.1.1 Improve ageing, youth and disability service within the community.
- 1.2.2 Support and promote community-based lifestyle and social events.
- 1.3.2 Promote to our youth, the facilities and activities that are available to them within the Shire.
- 5.2.3 Seek new sources of income for Council.

SUPPORTING INFORMATION / ATTACHMENTS

Nil.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 23rd October 2025

ITEM 1 RECONCILIATION CERTIFICATE – SEPTEMBER 2025

(B1-10.16)

RECOMMENDATION:

That the Statement of Bank and Investments Balance as at 30th September 2025 be received and noted.

PURPOSE

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

BACKGROUND

Clause 212 of the Local Government (General) Regulation 2021 requires the Responsible Accounting Officer to provide a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act.

REPORT

Following is the reconciled internal funds of Council that have been reconciled with the Bank Statements as at 30th September 2025.

Council should note that investment items listed as

	Balance 31-Aug-25	Transactions	Balance 30-Sep-25
General	14,005,615.41	(5,356,045.10)	8,649,570.31
Water Fund	1,085,933.18	(86,580.73)	999,352.45
Sewerage Fund	1,247,935.55	(86,654.28)	1,161,281.27
North Western Library	26,958.67	(26,580.45)	378.22
Trust Fund	95,636.13	0.00	95,636.13
Investment Bank Account	(9,142,013.65)	0.00	(9,142,013.65)
	7,320,065.29	(5,555,860.56)	1,764,204.73

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 23rd October 2025

ITEM 1 RECONCILIATION CERTIFICATE – SEPTEMBER 2025

CONTINUED

BANK STATEMENT RECONCILIATION

Balance as per Bank Statement =	1,764,204.73
Add: Outstanding Deposits for the Month	0.00
Less: Outstanding Cheques & Autopays	0.00
Balance as per Ledger Accounts less Investments =	<u>1,764,204.73</u>

INVESTMENTS RECONCILIATION

Investments as at 30th September 2025

No.	Institution	Amount	Term (days)	Rate %	3 month BBSW	Maturity Date
	CBA	2,132,013.65	NA	4.10%	NA	On Call A/c
14	NAB	1,500,000.00	90	4.10%	3.58%	12-Nov-25
16	NAB	2,000,000.00	90	4.05%	3.58%	18-Nov-25
17	NAB	1,500,000.00	90	4.10%	3.58%	3-Dec-25
18	NAB	2,000,000.00	90	4.10%	3.58%	3-Dec-25
	NAB	10,000.00	NA	1.45%	NA	TBA
TOTAL INVESTMENTS =		<u>9,142,013.65</u>				

BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	8,017,500.38
Internally Restricted Funds Invested	2,388,718.00
Unrestricted Funds	<u>500,000.00</u>
TOTAL BANK & INVESTMENTS ACCOUNTS BALANCE =	<u>10,906,218.38</u>

As Councils Responsible Accounting Officer, I note the External and Internal Restricted Funds are an estimate only, pending final review in part with Annual Financial Statements preparation into the future.

WARREN SHIRE COUNCIL

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ITEM 1 RECONCILIATION CERTIFICATE – SEPTEMBER 2025

CONTINUED

FINANCIAL AND RESOURCE IMPLICATIONS

N/A.

LEGAL IMPLICATIONS

N/A.

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A.

OPTIONS

N/A.

CONCLUSION

This report is provided to advise Council of its financial position.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION / ATTACHMENTS

N/A.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
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ITEM 2

STATEMENT OF RATES & ANNUAL CHARGES

(R1-4)

RECOMMENDATION:

That the Statement of Rates and Annual Charges information as at 14th October 2025 be received and noted.

PURPOSE

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

BACKGROUND

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

REPORT

Attached to this report is the statement of rates and annual charges as at 14th October 2025 including comparisons over the last four years.

This report is considered the most accurate and relevant information available for Council to consider relating Rates and Annual Charges collection percentages, comparatively to prior years.

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 the balance of rates and annual charges.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION / ATTACHMENTS

Nil.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 23rd October 2025

ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

14-Oct-25

Name of Rate	NETT ARREARS 1st JULY \$	NETT LEVY \$	TOTAL RECEIVABLE \$	COLLECTIONS FOR YEAR		NETT ARREARS	
				AMOUNT COLLECTED \$	COLLECT AS % AGE OF TOTAL REC'ABLE	ARREARS AMOUNT \$	ARREARS AS % AGE OF TOTAL REC'ABLE
General Fund Rates	257,982	5,948,687	6,206,669	2,214,330	35.68%	3,992,339	64.32%
Warren Water Fund	121,735	633,677	755,412	289,495	38.32%	465,917	61.68%
Warren Sewerage Fund	142,360	659,466	801,826	291,162	36.31%	510,665	63.69%
TOTAL 2025/2026	522,077	7,241,830	7,763,907	2,794,987	36.00%	4,968,920	64.00%
TOTAL 2024/2025	486,670	6,931,692	7,418,362	2,565,679	34.59%	4,852,683	65.41%
TOTAL 2023/2024	445,604	6,219,639	6,665,243	2,181,783	32.73%	4,483,460	67.27%
TOTAL 2022/2023	321,306	6,299,137	6,620,443	2,534,193	38.28%	4,086,250	61.72%
TOTAL 2021/2022	303,871	6,112,774	6,416,645	2,393,234	37.30%	4,023,411	62.70%
		14-Oct-21	14-Oct-22	17-Oct-23	21-Oct-24	14-Oct-25	
COLLECTION FIGURES AS \$		2,393,234	2,534,193	2,181,783	2,565,679	2,794,987	
COLLECTION FIGURE AS %		37.30%	38.28%	32.73%	34.59%	36.00%	

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
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ITEM 3 WORKS PROGRESS REPORT – FINANCE & ADMINISTRATION PROJECTS
(C14-7.1, C9-1)

RECOMMENDATION:

That the information be received and noted.

The following are details of the projects undertaken by the Finance and Administration Department for the 2025/26 financial year.

Project	Budget	Expend	Resp	Comment
Office Equipment Purchases – PC Purchases – Electronic Records Management System Investigation/ Implementation	\$222,000	\$52,386	DMFA	2024/25 estimated carry over value, included in the budget figure is \$112,000. Purchase new office equipment, PC's and other ICT equipment as needed. Ongoing implementation of a Document management system, this will include implementation of a new Finance System.

ACRONYMS

DMFA - Divisional Manager Finance & Administration

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
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ITEM 4

WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

(L2-2)

RECOMMENDATION

That the information be received and noted.

PURPOSE

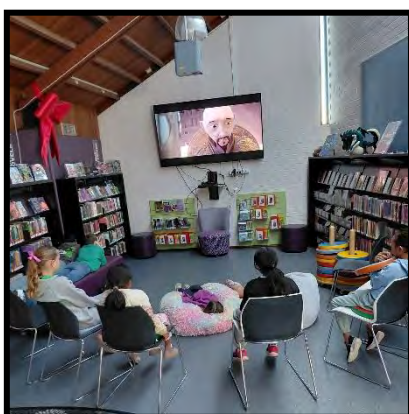
To inform Council of the services the Warren Shire Library has been undertaking.

BACKGROUND

The Warren Shire Library continues to supply a customer focused service which constantly meets the needs of the Warren community.

REPORT

The **winter school holiday** activities included events such as Mosaics, Intergenerational session for Connecting Seniors, Lego challenge and a couple of movies.



Warren team planning day

The Warren Library team spent a day together planning the coming year. Topics included regular programs, events, library layout and furnishings and budget.

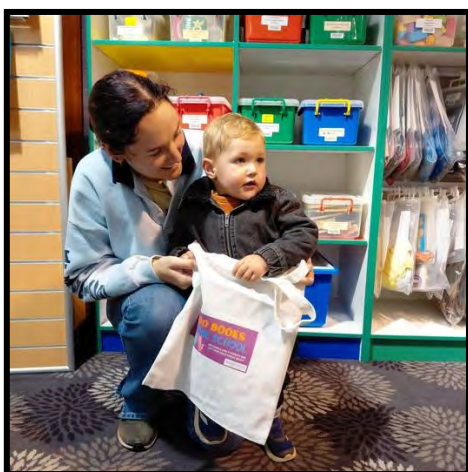
WARREN SHIRE COUNCIL

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ITEM 4 WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

(L2-2)

Library and Information Week was held from Monday 28 July where the team launched a new program. The theme for this year was *To Read or Not To Read: Literacy Matters*. To help children learn to read the team launched the 1,000 Books before school program. Each child upon registration receives a bag to help carry their books borrowed from the library. When they reach each 100 target, they receive an iron on patch to add to the bag and their name on a leaf to be added to the wall in the library. The lovely Ellory was the first to reach 100 and 200 books.



The team also promoted across social media and inside the library some interesting facts about the library.

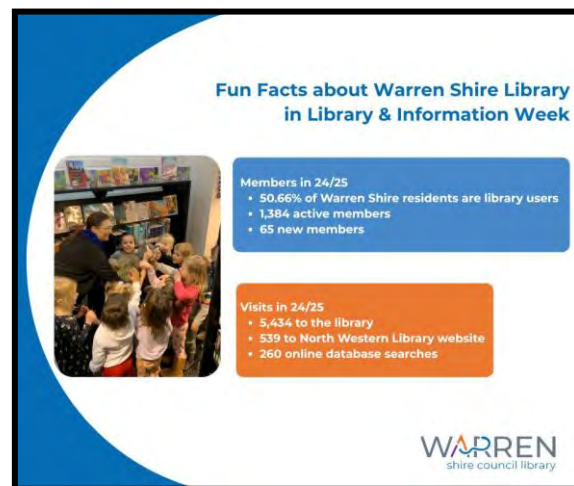
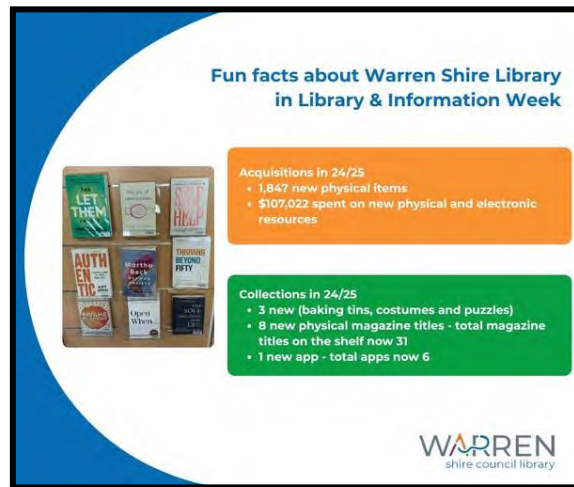
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WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

(L2-2)



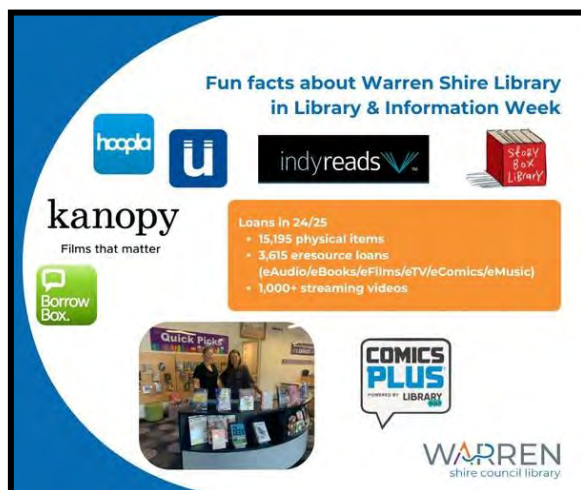
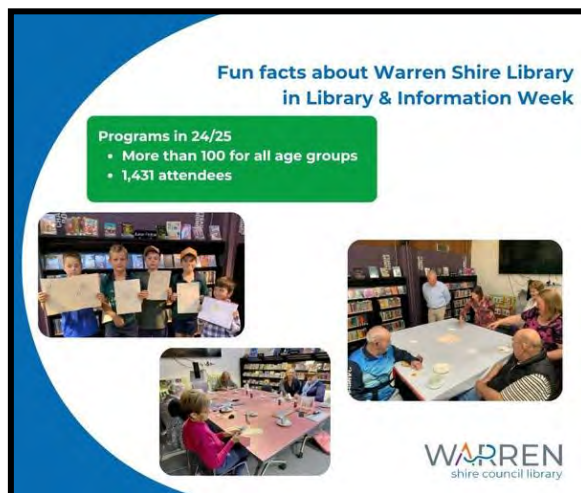
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WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

(L2-2)



During the week the team launched the new collection Wonderbooks. These are a combination of the book plus the audio. Great for our kids who are struggling to read.

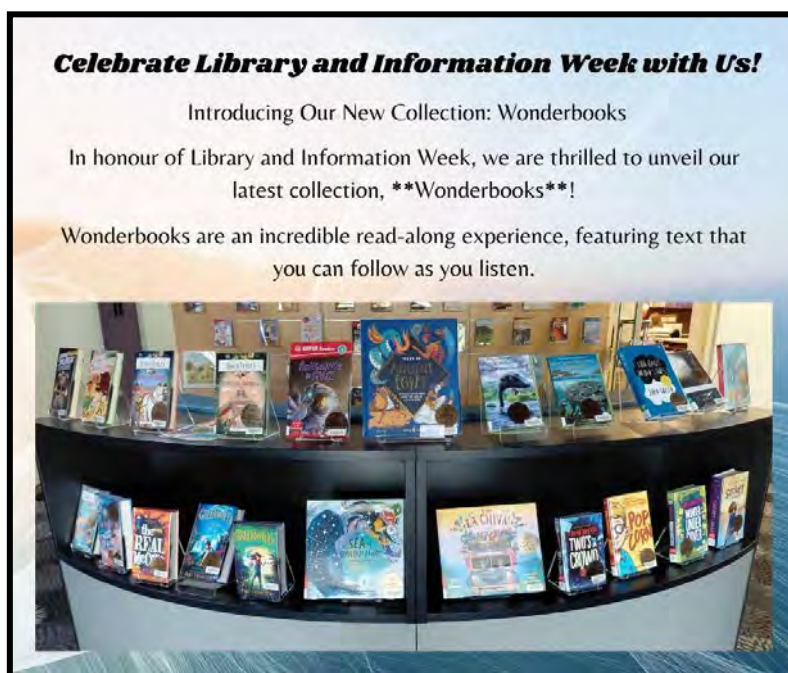
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WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

(L2-2)



The team also relaunched the Big Book collection.



The monthly movie. The August movie was the first Downton Abbey film and the September movie being the second Downton Abbey movie. The allowed people to catch up before the final Downton Abbey movie premiered at the cinema in September.

The library continued its **Outreach programs** with Barnardos, Family Daycare, Little Possums, Catholic Care Playgroup, Warren Preschool, Warren Central and St Mary's kindergartens, all either visiting the library or library officers visiting centres.

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WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

(L2-2)



WARREN SHIRE COUNCIL

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WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

(L2-2)



The **card making sessions** have continued this quarter and the ladies have been slowly learning how to use the Cricut.



Lampshade making session

Unfortunately, due to unforeseen circumstances the lovely Vanessa was unable to visit Warren during August. This will be rescheduled for another time.

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ITEM 4 WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

(L2-2)

During August the **Savings Finder Team from Service NSW** began their monthly visit to Warren to help residents on finding discounts and answering questions. The team are visiting each month on the third Thursday between 10am and 3pm. The **First Nations Outreach Officer from Revenue NSW** have been visiting monthly to help our residents at the same time. No bookings required for either service. Each visit is advertised across social media, posters around town and word of mouth.

Children's Book Week saw the team introduce **Baby rhyme time & stories**. These sessions will be held monthly to help children aged from birth to 5 years learn different rhymes and songs and hear a story or two.



A **book discussion group** commenced during August. This is not a traditional book club. We are a group who love to discuss their latest read, hear about opinions of various books, including what you enjoy and what you don't. Whether it's fiction or non-fiction. Those who have attended so far have enjoyed the varied conversations and learnt about making book suggestions and the inter-library loan service that is available to all members.

Connecting Seniors have continued during August and September following on from the intergenerational session in July.

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WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

(L2-2)



The **Central West Zone of the NSW Public Libraries Association** met in Parkes during September. The Library Managers met on the Thursday afternoon where we discussed topics such as internet usage, various programs and events, funding, NSWPLA update, training, updates regarding duress alarms, commercial businesses utilising library space without going through the correct channels, and staffing levels. The full zone meeting was held on the Friday morning. This is a great opportunity for the Councillors in attendance to hear about some of the events happening at the libraries and discussion around the various issues that we are all facing. One of those issues covers the impact of cost shifting from the different government departments onto library customer service staff. Most of the Zone are attending the annual conference in Penrith during November but the next set of meetings will be 19/20 March 2026 and held in Lithgow.

The **spring school holidays** have commenced with all sessions for the two weeks being booked out within three days of announcement. The first day saw us participate in sand art and paint by number.

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WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

(L2-2)



Members of the team attended the official opening of the new Gilgandra Shire Library on Monday 29 September. Well attended by all levels of government, shire residents and surrounding local Libraries and Councillors. It was lovely to see former Librarian Glenys Prout honoured with the multifunction room named after her.

Technology upgrades are slowly happening within the library. The library will go full fibre with NBN completing the installation in October. This will include a new modem, higher speeds and upgrade to the public terms and conditions for the Wi-Fi.

UPCOMING EVENTS

- October – Author Peter Watt visit
- January – Summer school holidays

STAFF TRAINING

- October – NSW Public Library Objectives and Standards, online
- October – SLNSW training for all North Western library staff. To be held in Warren and Gilgandra.
- October - Co-designing public libraries toolkit, online
- November - Inclusive Literacy Practice in Libraries, online

MEETINGS

- November 10-14 – Switch Conference, Penrith
- November 28 – North Western Librarians quarterly meeting, Warren

WARREN SHIRE COUNCIL

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ITEM 4 WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT STATISTICS FOR JUL - SEP 2025

(L2-2)

PROGRAM	PARTICIPANTS	CATEGORY
2/7/25: Storytime - Barnardos	5	Early Childhood
2//725: Storytime - St Mary's Kindergarten	19	School Age
4/7/25: Friday Movies	5	Adult
4/7/25: Lego Club	9	School Age
8/7/25: Holiday activities: Mosaics	16	School Age
9/7/25: Connecting Seniors and children	20	All Ages
11/7/25: Holiday activities: Movies	9	School Age
16/7/25: Lego Club	15	School Age
18/7/25: Holiday activities: Movies	4	School Age
23/7/25: Adult Crafters - Card Making	5	Adult
28/7/25: Storytime - Little Possums	8	Early Childhood
4/8/25: Storytime - Warren Preschool	8	Early Childhood
11/8/25: Storytime - Warren Central School Kindergarten	15	School Age
13/8/25: Connecting Seniors	0	Seniors
18/8/25: Storytime - St Mary's Kindergarten	17	School Age
18/8/25: Baby Bounce Rhyme Time	11	Early Childhood
22/8/25: Catholic Care Play Group	10	Early Childhood
22/8/25: Book Discussion	2	Adult
5/9/25: Friday Movies	5	Young Adult

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ITEM 4 WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT (L2-2)

1/9/25: Storytime- Warren Kindergarten	6	Early Childhood
8/9/25: Storytime - Warren Central School	12	School Age
10/9/25: Connecting Seniors	9	Seniors
15/9/25: Storytime - St Mary's Kindergarten	17	School Age
17/9/25: Baby Bounce Rhyme Time	1	Early Childhood
24/9/25: Adult Crafters - Card Making	6	Adult
30/9/25: Holiday Activities: Sand Art	10	School Age
26/9/25: Book Discussion	1	Adult
30/9/25: Holiday Activities: Paint By Number	10	School Age

Month	Visits	Loans	Members	Wi Fi Logins	Internet Bookings	1,000 Books before school program	Dolly Parton
Jul	517	959	1,394	43	98	3	1
Aug	421	809	1,412	47	81	12	1
Sep	400	808	1,260	26	10	1	2

North Western Library update

Annual Statistical Return

The annual statistical return was completed by early August with a huge team effort to ensure that questions not answered in the past were completed this round. Questions such as website visits, internet and wireless usage, room bookings, stock donations and discards and the number of various equipment on offer.

Website upgrade

The decision has been made to bring the North Western Library website back inhouse for better management. Logo Pogo who manages the Warren Shire Council website will be working with us to ensure that we have a working website again.

The **annual general meeting** was held on September 10 and hosted by Bogan Shire Council at the Nyngan Youth & Community Centre. Draft minutes have been submitted. The next meeting will be hosted by Warren Shire Council.

The quarterly **Librarians meeting** was held in Warren on Friday 12 September. This quarter we discussed stock rotation, budget expenditure, author visits, NSWPLA meetings and conference attendance, upcoming SLNSW training and subsidy.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 23rd October 2025

ITEM 4 WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

(L2-2)

ComicsPlus

The team launched ComicsPlus during July. This resource will allow all members to access graphic novels and manga for free via a app.

Envisionware installation

The Regional Librarian is currently installing new software to help manage the public computer bookings across all four libraries. This will make it easier for members to access computers by using their library member number without having to see a staff member. With the upgrade of the library website coming, members will be able to book computers before attending a library. Guests will be able to still access the computers but will still need to see staff for access.

STATISTICS FOR JUL - SEP 2025

Month	North Western eBooks	North Western eAudio	North Western ePress	North Western Comics	North Western Efilms/TV	Ancestry	StoryBox Library
Jul	388	714	252	8	72	29	2
Aug	375	675	214	1	73	120	5
Sep	377	707	216	3	68	23	1

LEGAL IMPLICATIONS

N/A

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A

OPTIONS

N/A

CONCLUSION

This report is to provide Council with an update of Council library services.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

3.2.3 Provide a high-quality library service that meets the needs of the community.

SUPPORTING INFORMATION / ATTACHMENTS

N/A

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
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ITEM 5

INTERNALLY RESTRICTED FUNDS AS AT 30TH JUNE 2025

(A1-5.43)

RECOMMENDATION that:

That Council resolve to adopt the revised list of Internally Restricted Funds as at 30th June 2025, which have been compiled as part of the 2024/25 Annual Financial Statements process, currently subject to final Audit Certification.

PURPOSE

To gain Council adoption of the list of internal restricted funds as at 30th June 2025.

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 2024/2025 Financial Year, Council is intending to have internal restrictions with a total estimated value of \$4,136,743.

Listed below is a summary on each of the internally restricted items as at 30th June 2025, which at this stage are likely to be funded for 2025/2026 budget and cash backed, however this will ultimately be subject to final audit undertaking occurs before end of October 2025.

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

Financial Assistance Grant - \$2,199,493 – Council received an advance payment of the 2025/2026 grant from the NSW Grants Commission June 2025.

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

Election Expenses - \$35,000 – These funds have been set aside each year to help cover the cost of the next Local Government Elections scheduled for September 2028.

IP&R – Asset Management Planning - \$47,000 – These funds are reflecting an underspend from 2024/25 financial year, which is required to fund future Asset Management Planning projects (GIS integration etc).

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.

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

Levee M&R – \$94,490 – Carryover funds for major levee maintenance works.

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	INTERNALLY RESTRICTED FUNDS AS AT 30 TH JUNE 2025	CONTINUED
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Rural Addressing - \$2,000 – Funds carried forward to review rural addressing system.

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

Street Lighting Upgrades - \$11,662 – Funds carried forward to provide for street lighting upgrades as required.

Computer Software/Hardware Upgrades – \$112,000 – Funds carried forward as unspent in 2024/25. Funding Electronic Records Management System etc.

Destination Warren Website Development - \$12,000 – Funds carried forward as unspent in 2024/25.

Ewenmar Waste Depot – Management Plan - \$3,424 – Funds held for the remaining management plan cost.

Alliance of Western Councils - \$12,500 - Funds carried forward as unspent in 2024/25.

ICT Strategic Reserve - \$34,000 – Funds carried forward as unspent in 2024/25, required to facilitate investigation and implementation of future ICT items required (Council meeting live stream).

Internal Audit Costs - \$40,000 – Funds carried forward as unspent in 2024/25, required to fund upcoming internal audit processes.

Council Owned Housing – Capital Contingency - \$22,500 – Funds carried forward as unspent in 2024/25, a new item to allow a contingency across capital maintenance of Council Owned Housing (A/C failure etc).

Parking Area – Capital Contingency - \$6,000 – Funds carried forward as unspent on parking area's in 2024/25, to allow for an increased program of maintenance or renewal for future years.

Footpath & Cycleway – Capital Contingency - \$19,000 – Funds carried forward as unspent in 2024/25 which is intended to fund program for maintenance or renewal in future years.

Safety Culture Project - \$48,800 – Funds carried forward as unspent in 2024/25, to fund the project in 2025/26.

Gym Equipment – Capital Contingency - \$1,700 – Funds carried forward as unspent from 2024/25, to fund future equipment requirements at the Sporting Complex.

Carter Oval Re-Surfacing Project - \$14,000 – Funds allocated to provide for capital renewal works schedules in 2025/26, part of project costs only.

Warren Lawn Cemetery - \$1,500 – Funds carried forward as unspent in 2024/25, to fund future capital improvements in 2025/26.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
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ITEM	INTERNALLY RESTRICTED FUNDS AS AT 30 TH JUNE 2025	CONTINUED
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Parks Improvement Program - \$3,490 – Funds for improvements to the playground areas in Councils' parks.

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

Urban Street Gravel Resheeting - \$38,700 – Unspent funds carried forward from 2024/25.

Rural Unsealed Roads Gravel Resheeting - \$120,000 – Unspent funds carried forward from 2024/25.

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

Airport Land Sales - \$31,620 – Funds held for future development or infrastructure needs at the Airport.

Operational Land Reserve - \$171,073 – Reserves set aside for the future development of Council operational land.

Infrastructure Improvement/Replacement - \$929,694 – These funds have been restricted for future improvements or replacement of Council's infrastructure assets, to be determined by Council.

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

Economic Development & VIC Programs - \$30,000 – Unspent funds carried forward from 2024/25, to complete various programs of work in 2025/26.

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

For a complete view of Council position with cash held as at June 30 2025, the following disclosure from the draft 2024/25 Annual Financial Statements, illustrates Council has cash assets to cover the listed restricted funds and maintain unrestricted cash of \$500,000.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
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ITEM INTERNALLY RESTRICTED FUNDS AS AT 30TH JUNE 2025 CONTINUED

Warren Shire Council | Notes to the Financial Statements 30 June 2025

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

	2025 \$ '000	2024 \$ '000
(a) Externally restricted cash, cash equivalents and investments		
Total cash, cash equivalents and investments	14,116	11,971
Less: Externally restricted cash, cash equivalents and investments	(8,431)	(9,218)
Cash, cash equivalents and investments not subject to external restrictions	5,685	2,753
External restrictions		
External restrictions – included in liabilities		
External restrictions included in cash, cash equivalents and investments above comprise:		
Cwcma roadside mapping	7	7
Specific purpose unexpended grants – general fund	2,955	2,232
External restrictions – included in liabilities	2,962	2,239
External restrictions – other		
External restrictions included in cash, cash equivalents and investments above comprise:		
Other Contributions - Library	–	6
Specific purpose unexpended grants (recognised as revenue) – general fund	3,506	4,627
Water fund	858	613
Sewer fund	1,000	1,639
Domestic waste management	105	94
External restrictions – other	5,469	6,979
Total external restrictions	8,431	9,218

Cash, cash equivalents and investments subject to external restrictions are those which are only available for specific use by Council due to a restriction placed by legislation or third-party contractual agreement.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
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ITEM INTERNALLY RESTRICTED FUNDS AS AT 30TH JUNE 2025 CONTINUED

Warren Shire Council | Notes to the Financial Statements 30 June 2025

C1-3 Restricted and allocated cash, cash equivalents and investments (continued)

	2025	2024
	\$ '000	\$ '000

(b) Internal allocations

Cash, cash equivalents and investments not subject to external restrictions

5,685 2,753

Less: Internally restricted cash, cash equivalents and investments

(5,185) (2,247)

Unrestricted and unallocated cash, cash equivalents and investments

500 506

Internal allocations

At 30 June, Council has internally allocated funds to the following:

Infrastructure replacement	1,501	—
Employees leave entitlement	400	400
Roadworks	215	—
Bridgeworks	85	—
Risk management, whs and insurance	25	—
Specific programs	720	—
Prepaid financial assistance grant	2,199	1,847
Other	40	—
Total internal allocations	5,185	2,247

Cash, cash equivalents and investments not subject to external restrictions may be internally allocated by resolution or policy of the elected Council.

	2025	2024
	\$ '000	\$ '000

(c) Unrestricted and unallocated

Unrestricted and unallocated cash, cash equivalents and investments 500 506

FINANCIAL AND RESOURCE IMPLICATIONS

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

LEGAL IMPLICATIONS

N/A.

RISK IMPLICATIONS

N/A.

CONCLUSION

This report is to provide a comprehensive listing of Council's internally restricted funds as at 30th June 2025.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 23rd October 2025

ITEM	INTERNALLY RESTRICTED FUNDS AS AT 30 TH JUNE 2025	CONTINUED
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LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION / ATTACHMENTS

1. List of internal restrictions held as at 30th June 2025.

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

INTERNALLY RESTRICTED FUNDS AS AT 30TH JUNE 2025

CONTINUED

WARREN SHIRE COUNCIL INTERNALLY RESTRICTED FUNDS AS AT 30 June 2025

DESCRIPTION	BALANCE	TRANSFERS		BALANCE
	01-Jul-24	TO	FROM	30-Jun-25
FAG Advance Payment	3,826,431	5,747,521	7,374,459	2,199,493
Employee's Leave Entitlements	400,000			400,000
Election Expenses	19,865	15,135		35,000
IP&R - Asset Management Planning	56,212	47,000	56,212	47,000
P.L. & P.I. Claims Excess	25,000			25,000
Risk & WHS Management Costs	75,825		75,825	0
Mobile Phone Replacement	3,600		3,600	0
Emergency Management Planning	14,363			14,363
Levee M&R	72,490	22,000		94,490
Natural Resource Management Works	30,218		30,218	0
Rural Addressing	2,000			2,000
CBD - Supply of Paint	3,237			3,237
Street Lighting	11,662	11,662	11,662	11,662
Computer Software/Hardware Upgrades	56,840	112,000	56,840	112,000
Destination Warren Website Development	0	12,000		12,000
Ewenmar Waste Depot - Management Plan	115,458		112,034	3,424
Dwellings - Specific M & R	71,741		71,741	0
Alliance Western Councils Membership 24/25	0	12,500		12,500
ICT Strategic Reserve	0	34,000		34,000
Internal Audit Costs	0	40,000		40,000
Council Owned Housing - Capital Contingency	0	22,500		22,500
Parking Area - Capital Contingency		6,000		6,000
Footpath & Cycleway - Capital Contingency		19,000		19,000
Safety Culture Project		48,800		48,800
Gym Equipment - Capital Contingency		1,700		1,700
Carter Oval Resurfacing	0	14,000		14,000
Warren Lawn Cemetery - Stage 3	86,827	1,500	86,827	1,500
Library - Grant Design & Tender	1,523		1,523	0
Parks Improvement Program	66,480		62,990	3,490
New Lions Park Toilet	22,570		22,570	0
CBD Improvements	5,462		5,462	0
Urban Streets - Heavy Patching	192,383			192,383
Urban Street - Gravel Resheeting	22,950	15,750		38,700
Rural Unsealed Roads - Gravel Resheeting	0	120,000		120,000
Footpath Replacement - XC Rated	15,756		15,756	0
K&G Replacement - XC Rated	15,545		15,545	0
Overflow Bridge Major Repairs	85,000			85,000
Airport Terminal Building (Part Cost)	60,000		60,000	0
Airport Land Sales	56,620		25,000	31,620
Operational Land Reserve	201,073		30,000	171,073
Infrastructure Improvement/Replacement	733,244	480,000	283,550	929,694
Tiger Bay Wetlands	18,071			18,071
Economic Development & VIC Programs	39,926	30,000	39,926	30,000
Animal Shelter Replacement	60,000		60,000	0
Dwellings Construction x 2	50,123		50,123	0
56 Garden Avenue Refurb	56,145		56,145	0
Memorial Pool Re-Lining	405,455		0	405,455
Memorial Pool Re-painting (carryover)	30,000		30,000	0
Plant Replacement - Light Vehicles	38,546		38,546	0
Plant Replacement - Heavy Plant	321,877		321,877	0
TOTAL RESTRICTED FUNDS =	7,370,518	6,813,068	8,998,431	5,185,155

WARREN SHIRE COUNCIL
Report of the Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday 23rd October 2025

ITEM 1

WORKS PROGRESS REPORTS – ROADS

(C14-7.2)

RECOMMENDATION:

That the information be received and noted.

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

ACRONYMS

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

Roads M & R (Maintenance and Repair) Budget and Works
From 8th September 2025 to 7th October 2025.

PROGRAM	BUDGET	EXPENDITURE
Urban Sealed Roads	\$65,832	\$25,988
Kerb and Guttering	\$22,000	\$485
Footpaths & Cycleway	\$41,000	\$827
Urban Unsealed Roads	\$31,491	\$4,760
Rural Sealed Roads	\$522,953	\$122,467
Rural Unsealed Roads	\$1,169,278	\$76,864
Rural Bridges	\$96,037	\$0
Regional Sealed Roads	\$822,000	\$204,973
Regional Unsealed Roads	\$120,000	\$1,699
Regional Bridges	\$91,000	\$0
Total	\$2,981,591	\$438,063

WARREN SHIRE COUNCIL
Report of the Divisional Manager Engineering Services
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ITEM 1

WORKS PROGRESS REPORTS – ROADS

(C14-7.2)

PROGRAM	BUDGET	EXPEND/COMMIT.	COMMENTS
AGRN 1034 EPA RW RR333 Carinda Road	\$1,251,499	\$759,370	Ongoing
AGRN 1034 EPA RW RR347 Collie-Trangie Road	\$290,281	\$245,452	Ongoing
AGRN 1034 EPA RW RR202 Marthaguy Road	\$3,344,735	\$2,503,093	Ongoing
AGRN 1034 EPA RW RR7515 Warren Road	\$886	0	Not yet started
AGRN 1034 EPA RW Regional Roads	Total \$4,887,401	Total \$3,507,915	
AGRN 1034 EPA RW SR49 Arthur Butler Drive	\$21,420	0	Not yet started
AGRN 1034 EPA RW SR29 Belah View Road	\$10,116	0	Not yet started
AGRN 1034 EPA RW SR9 Booka Road	\$4,577	0	Not yet started
AGRN 1034 EPA RW SR42 Boss' Lane	\$30,309	0	Not yet started
AGRN 1034 EPA RW SR35 Bourbah Road	\$19,861	\$697	Ongoing
AGRN 1034 EPA RW SR62 Buddabadah Road	\$50,244	\$36,547	Ongoing
AGRN 1034 EPA RW SR68 Bundemar Road	\$111,272	\$4,545	Ongoing
AGRN 1034 EPA RW SR3 Canonba Road	\$13,742	0	Not yet started
AGRN 1034 EPA RW SR 33 Castlebar Road	\$64,070	\$445	Ongoing
AGRN 1034 EPA RW SR54 Cathundral-Bogan Road	\$94,421	0	Not yet started
AGRN 1034 EPA RW SR44 Charlieville Road	\$8,111	0	Not yet started
AGRN 1034 EPA RW SR25 Cullemburrawang Road	\$3,987	0	Not yet started
AGRN 1034 EPA RW SR60 Dandaloo Road	\$17,438	0	Not yet started
AGRN 1034 EPA RW SR41 Dick's Camp Lane	\$6,536	0	Not yet started
AGRN 1034 EPA RW SR26 Drungalear Road	\$15,962	0	Not yet started
AGRN 1034 EPA RW SR21 Duffity Road	\$49,752	0	Not yet started

WARREN SHIRE COUNCIL
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ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

PROGRAM	BUDGET	EXPEND/COMMIT.	COMMENTS
AGRN 1034 EPA RW SR86 Ellerslie Road	\$19,036	0	Not yet started
AGRN 1034 EPA RW SR36 Gibson Way	\$72,305	\$64,647	Ongoing
AGRN 1034 EPA RW SR23 Gradgery Lane	\$15,595	0	Not yet started
AGRN 1034 EPA RW SR79 Greentree Road	\$53,605	0	Not yet started
AGRN 1034 EPA RW SR91 Industrial Access Road	\$94,534	\$4,545	Ongoing
AGRN 1034 EPA RW SR15 Johnsons Road	\$54,589	0	Not yet started
AGRN 1034 EPA RW SR89 Leeches Creek Road	\$3,554	0	Not yet started
AGRN 1034 EPA RW SR12 Lemongrove Road	\$219,839	\$207,605	Ongoing
AGRN 1034 EPA RW SR18 Mannix Road	\$17,072	0	Not yet started
AGRN 1034 EPA RW SR69 Mullengudgery Road	\$132,974	0	Not yet started
AGRN 1034 EPA RW SR51 Oakley Road	\$19,465	0	Not yet started
AGRN 1034 EPA RW SR74 Old Showground Road	\$3,578	0	Not yet started
AGRN 1034 EPA RW SR65 Old Warren Road	\$297,616	\$135,232	Ongoing
AGRN 1034 EPA RW SR1 Oxley Road	\$73,550	0	Not yet started
AGRN 1034 EPA RW SR75 Pineclump Soldiers Road	\$36,735	\$23,442	Ongoing
AGRN 1034 EPA RW SR34 Pleasant View Lane	\$11,479	0	Not yet started
AGRN 1034 EPA RW SR88 Quigley Carroll Road	\$31,430	0	Not yet started
AGRN 1034 EPA RW SR6 Retreat Road	\$15,543	0	Not yet started
AGRN 1034 EPA RW SR83 Rifle Range Road	\$31,398	\$16,677	Ongoing
AGRN 1034 EPA RW SR48 Ringorah Road	\$69,994	\$56,675	Ongoing
AGRN 1034 EPA RW SR28 Rothsay Road	\$5,447	0	Not yet started

WARREN SHIRE COUNCIL
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ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

PROGRAM	BUDGET	EXPEND/COMMIT.	COMMENTS
AGRN 1034 EPA RW SR2 Sanctuary Road	\$11,789	0	Not yet started
AGRN 1034 EPA RW SR72 Snakes Lane	\$7,529	0	Not yet started
AGRN 1034 EPA RW SR56 Tabratong Lane	\$118,951	0	Not yet started
AGRN 1034 EPA RW SR53 Thornton Road	\$12,721	0	Not yet started
AGRN 1034 EPA RW SR59 Tottenham Road	\$66,975	\$178	Ongoing
AGRN 1034 EPA RW SR73 Udora Road	\$727,128	\$486,178	Ongoing
AGRN 1034 EPA RW SR66 Wambianna Road	\$470,947	\$383,345	Ongoing
AGRN 1034 EPA RW SR77 Wambianna Soldiers Road	\$50,773	\$13,055	Ongoing
AGRN 1034 EPA RW SR46 Widgeree Road	\$38,524	\$206	Ongoing
AGRN 1034 EPA RW SR52 Windabyne Bridge Road	\$7,018	0	Not yet started
AGRN 1034 EPA RW SR38 Yungundi Road	\$31,504	0	Ongoing
AGRN 1034 EPA RW Local Roads	Total \$3,768,387	Total \$1,328,580	
RMCC Routine Maintenance - Oxley Highway SH11	\$493,431	N/A	Ongoing
RMCC Ordered Works - Oxley Highway SH11	TBA	N/A	Not yet Started

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ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

MAINTENANCE AND CONSTRUCTION

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Grader Crew 1 (Three-man crew)	Wellness Day		
	RR333 Carinda Road	Road Safety Program Construction	Ongoing
	RR333 Carinda Road	Guideposts	Replaced 7 Straighten 21
Grader Crew 2 (Three-man crew)	Wellness Day		
	RR202 Marthaguy Road	Road Safety Program Construction	Ongoing
	RR202 Marthaguy Road	Guidepost	15 Straighten 10 Replaced
Grader Crew 3 (Three-man crew)	Wellness Day		
	SR68 Bundemar Road	Flood work grading	6km Completed
	RR424 Marra Road	Replace Segment Markers	Complete
	SR6 Retreat Road	Replace Segment Markers	Complete
	SR5 Buckinguy Road	Replace Segment Markers	Complete
	SR68 Bundemar Road	Replace Segment Markers	Complete
	RR347 Collie Trangie Road	Replace Segment Markers	Complete
	SR37 Collie Road	Replace Segment Markers	Complete
	SR33 Castle Bar Road	Maintenance Grading	8km completed
Grader Crew 4 (Three-man-crew)	Wellness Day		
	SR48 Ringorah Road	Flood work grading	6km completed
	SR35 Bourbah Road	Replace signs	Replaced 2

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ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

Grader Crew 5 (Three-man crew)	Vacant
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WORK CREW	LOCATION	ACTIVITY	EMULSION USED	STONE USED
Paveliner (Tar Patching)	RR333 Carinda Road	120	3,800lts	38T 1,080 holes
	SR66 Wambianna Road	120	500lts	5T 52 holes
	RR347 Collie Trangie Road	120	400lts	4T 60 holes
	SR68 Bundemar Road	120	700lts	7T 352 Holes
	SH11 Oxley Highway	120	700lts	7T
	RR7515 Warren Road	120	800lts	8T 145 Holes

WORK CREW	LOCATION	ACTIVITY
Roadside Maintenance Team	SR64 Ellengerah Road	Slashing 30km completed spraying
	Construction RR333 Carinda Road	Roller Operation
	Construction RR202 Marthaguy Road	Roller Operation
	Wellness Day	
	SH11 Oxley Highway	Spraying
	SR91 Industrial Access Road	Spraying
	RR333 Carinda Road	Spraying
	SR83 Rifle Range Road	Slashing 11km completed and spraying

CREW	LOCATION	WORK COMPLETED	EMULSION USED	STONE USED
Pavement Maintenance Team (Tar Patching)	No crew			

WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services
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ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Contractor - Neill Earthmoving	RR333 Carinda Road Segment 96-98	Reconstruction	Underway
Contractor -Rollers Australia	SR38 Yungundi Road & SR89 Leeches Creek Road	Road Rehabilitation Flood	Not Yet Started
Town Crew	SR91 Industrial Access Side Entry Pit	Install Kerb	Underway

UPCOMING WORKS (OCTOBER- NOVEMBER)

WORK CREW	LOCATION	ACTIVITY
Grader Crew 1 (Three-man crew)	RR333 Carinda Road	Reconstruct Road - Road Safety Program
	SR1 Oxley Road	Flood Heavy Patching and Maintenance grading
	SR3 Canonba Road	Flood Heavy Patching and Maintenance grading
	RR333 Carinda Road	Flood Heavy Patching and Maintenance grading
Grader Crew 2 (Three-man crew)	RR202 Marthaguy Road - Segment 18	Reconstruction 2km
	SH11 Milawa SP2	Reconstruction intersection
	RR202 Marthaguy Road Segment 32	Shoulder grading reseals
Grader Crew 3 (Three-man crew)	SR68 Bundemar Road	Maintenance Grading and Flood Heavy Patching
	SR56 Tabratong Lane	Maintenance Grading and Flood Heavy Patching
Grader Crew 4 (Three-man crew)	SR23 Gradgery Lane	Maintenance Grading and Flood Heavy Patching
Grader Crew 5 (Three-man crew)	Vacant	

WARREN SHIRE COUNCIL

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WORKS PROGRESS REPORTS – ROADS

CONTINUED

WORK CREW	LOCATION	ACTIVITY
Neill Earthmoving	Segment 98 RR333 Carinda Road	Reconstruction
	RR202 Marthaguy Road - 750m Segment 00 (Intersection to Concrete Floodway)	Reconstructing Road Realignment to Intersection on Oxley Highway
	Ewenmar Waste Depot	Flood Recovery and Fire break
	RR7515 Warren Road	Reconstruction
	SR66 Wambianna Road	Flood Recovery Heavy Patch - Segment 0
	SR91 Industrial Access Road	Flood Recovery Heavy Patch - Segment 0
Rollers Australia	SR34 Pleasant View Lane	Maintenance Grading and Flood Heavy Patching
	SR51 Oakley Road	Maintenance Grading and Flood Heavy Patching
	SR35 Bourbah Road	Flood Restoration Shoulders
	RR347 Collie -Trangie Road Segment 8	Shoulder Grading Reseals
	SR40 Merrigal Road	Heavy Grade
Central West Linemarking	RR333 Carinda Road Segment 62-74	Line marking
	RR333 Carinda Road Seg 14-16-18 62 to 74 & 96-98	Line marking

CAPITAL WORKS IN PROGRESS

Project	Budget	Expend/Comm	Resp	Comment
Bridges Renewal Program RR7515 Warren Road Replacement of Newe Park Bridge and Marthaguy Creek Bridge	\$5,010,000	\$4,437,294	DMES	Bridge construction and approaches completed. Extension of approach road to Marthaguy Creek Bridge is being planned.

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Project	Budget	Expend/ Comm	Resp	Comment
Urban Unsealed Roads Resheeting	\$39,488	\$0	RIM	Being scoped.
Floodplain Management Program (DCCEEW) – Warren Town Flood Study	\$226,308	\$23,254	DMES	Study Ongoing
Kerb and Guttering Renewal Chester Street (Stafford-Readford) (R2R)	\$170,000	Nil	RIM	Being planned.
Rural Sealed Roads – Reseal SR65 Old Warren Road (R2R)	\$115,200	Nil	RIM	Being planned.
Rural Sealed Roads – Reseal SR12 Lemongrove Road (R2R)	\$97,200	Nil	RIM	Being planned.
Rural Sealed Roads – Reseal SR5 Buckiinguy Road (R2R)	\$97,200	Nil	RIM	Being planned.
Rural Sealed Roads – Reseal SR66 Wambianna Road (R2R)	\$133,200	Nil	RIM	Being planned.
Rural Sealed Roads – Reseal SR64 Ellengerah Road (R2R)	\$133,200	Nil	RIM	Being planned.
Rural Sealed Roads – Reseal SR68 Bundemar Road (R2R)	\$121,500	Nil	RIM	Being planned.
Rural Sealed Roads – Reseal SR60 Dandaloo Road (R2R)	\$103,968	Nil	RIM	Being planned.

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Project	Budget	Expend/ Comm	Resp	Comment
Bundemar Street Safety Improvements (R2R)	\$50,000	Nil	RIM	Being planned.
Rural Unsealed Roads Resheeting – SR23 SR23 Gradgery Lane	\$430,500	Nil	RIM	Being scoped.
Regional Sealed Roads Reseal RR347 Collie - Trangie Road	\$126,000	Nil	RIM	Being scoped.
Regional Sealed Roads Reseal RR202 Marthaguy Road	\$126,000	Nil	RIM	Being scoped.
RR7515 Warren Road Rehabilitation (RERRF)	\$511,576	Nil	RIM	Being scoped.
RR333 Carinda Road - Segment 6, 14 & 16 (RERRF)	\$1,276,504	\$1,219,168	RIM/FRSPM	Line-marking pending
RR333 Carinda Road (TZSRP \$4,142,973 and Council \$450,000)	\$4,592,973	\$3,585,479	RIM/FRSPM	Ongoing
RR202 Marthaguy Road (TZSRP \$4,777,592 and Council \$450,000)	\$5,227,592	\$2,943,382	RIM/FRSPM	Ongoing

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WORKS PROGRESS REPORTS – ROADS

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Project	Budget	Expend/ Comm	Resp	Comment
Grant Applications				
Regional Precincts and Partnership Program – Precinct Delivery – Warren CBD Upgrade Grant Application	\$13,244,452	Nil	DMES	Pending Grant Approval.
Australian Government Black Spot Program – SR66 Wambianna Road Safety Improvements	Grant \$1,013,000	Nil	DMES	Pending Grant Approval.
Safer Local Roads Infrastructure Program – Beleringar Bridge	Grant - \$2,236,800 Council – \$559,200 \$2,796,000	Nil	DMES	Pending Grant Approval.
Safer Local Roads Infrastructure Program – Weemabung Bridge	Grant - \$2,424,000 Council – 606,000 \$3,030,000	Nil	DMES	Pending Grant Approval.
Heavy Vehicle Rest Area Tranche 7 – Nevertire Rest Area	Grant - \$1,167,360 Council – \$291,840 \$1,459,200	Nil	DMES	Pending Grant Approval.

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TRAFFIC CLASSIFIER REPORT

23 June 2025 - 16 September 2025					
Road	Segment	Class	ADT	V%	Days
Dubbo St.	0	Light	396	89%	85
		Heavy	50	11%	85
RR7515 Warren	36	Light	94	63%	30
		Heavy	55	37%	30
SR27 Bullagreen	0	Light	10	48%	85
		Heavy	10	52%	85
SR53 Thornton	0	Light	32	88%	85
		Heavy	4	12%	85
SR58 Nevertire - Bogan	14	Light	7	17%	85
		Heavy	35	83%	85
SR59 - Tottenham	14	Light	28	35%	85
		Heavy	53	65%	85
SR64 Ellengerah	4	Light	120	92%	85
		Heavy	10	8%	85
SR91 Industrial Access	2	Light	129	73%	85
		Heavy	48	27%	85
SR66 Wambianna	14	Light	169	56%	85
		Heavy	130	44%	85

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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 for the budget and works period from 10th September 2025 to 7th October 2025.

ACRONYMS

DMES	Divisional Manager Engineering Services
ATSM	Acting Town Services Manager
MHD	Manager Health & Development Services
IPM	Infrastructure Projects Manager
TSO	Town Services Overseer

TOWN SERVICES OPERATIONS AND MAINTENANCE BUDGET

Project	Budget	Expend/ Comm	Resp	Comment
General				
*Warren Showground Drought Proof Irrigation/Fencing Project Installation of Exclusion Fencing. Additional funding from Warren Jockey Club (WJC) & Racing NSW JC: 0122-0005-0010 GL: 3360-4030-0045	Nil	Nil	TSM	*3/09/2025 Finalising Access set-up for users and staff. 15/09/2025 Automatic gates go live Wednesday 17 th September 2025. Complete
Nevertire Storm Damage – Insurance Claim. - Replacement of damaged toilet building at Noel Waters Oval, - Repairs to damaged fences at Nevertire Community Park and RFS Site. Repairs to damaged Rodeo/Pony Club Shed at Noel Waters Oval	Budget to be determined	Nil	TSM	3/09/2025 Fence repairs have been approved. Chasing quotes for toilet block demolition and reconstruction.

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Project	Budget	Expend/ Comm	Resp	Comment
*Installation of Shade Structures (3) over picnic tables at the Splash Park. GL: 3360-4015-0010 JC: 3350-4320-0005	\$25,000	\$15,545	TSM	03/09/2025 Damian Plunket to install. Complete
Replacement of Front & Rear Fencing – Rotary Park. GL: JC: 0096-0004-0100	\$6,000	\$2,168	TSM	18/08/2025 Waiting for fencing to be delivered. No ETA.
Installation of Sandstone Slabs to prevent parking on Grass – Oxley Park. GL: JC: 0096-0002-0005	\$6,000	Nil	TSM	30/09/2025 Installation of sandstone blocks has commenced. 8/10/25 Blocks installed waiting to see if more needed.
Top Dressing of Carter Oval Soccer Field. GL: JC: 0094-0001-0005	\$10,000	Nil	TSM	10/09/25 Works will be carried out at same time as oval repairs.
Replacement of Tables & Chairs at Showground/Racecourse. GL: 3360-4030-0100 JC:	\$15,000	\$15,213	TSM	3/09/2025 Tables have been delivered. Chairs have been delayed. No ETA. 30/09/2025 Delivery of new chairs expected in the first week of October.
Levelling and drainage improvements of Carter Oval. JC: 94-1-5		\$3,330	TSM	*3/09/2025 Topographical mapping complete. Approximately 250 cubic metres of soil to be removed and new turf laid. Installation of sub-soil drainage, modifications to drainage pits. 15/09/2025 Site Meeting, Friday 19 September with all contractors to finalise details.

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Project	Budget	Expend/ Comm	Resp	Comment
				8/10/25 Meeting held 9/10/25 with General Manager and Project Team.
NSW Disaster Ready Fund – Electronic Signage at Reddenville Break and Stoney Creek Crossing. Signage – Reddenville Break. JC: 0014-0066-4000	\$29,056	\$26,590	TSM	12/08/2025 Signs being pre- assembled and wired, prior to installation.
NSW Disaster Ready Fund – Electronic Signage at Reddenville Break and Stoney Creek Crossing. Signage – Stoney Creek Crossing. JC: 0014-0068-4000	\$31,301	\$26,590	TSM	12/08/2025 Signs being pre- assembled and wired, prior to installation.
Installation of Shade Structure at Carter Oval Amenities Building. Grant Funding by Warren Soccer Club.	\$30,000	Nil.	TSM	Warren Junior Soccer Club was successful with a grant to install a shade structure on the Northern side of the amenities building. 18/08/2025 Project variation has been submitted to install a skillion roof structure instead of shade sails. Waiting on Grant Office to advise response.
Community Native Fish Stocking Grant 2025/26. GL: 4000-1400-0002	\$18,000 (\$6,000 Council Contribution)	Nil	TSM	04/08/2025 Approximately 12,000 Murray Cod and 10,000 Golden Perch to be ordered. 30/09/2025 Order has been placed for fingerlings.

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Water Services				
Project	Budget	Expend/Comm	Resp	Comment
Water Extraction Meter Compliance GL: 4580-4320-0003 JC: 0190-0010-0000	\$1,346	Nil	TSM	22/07/2025 Once completed, Information from the IWCM and Water Security Projects will support the need for the additional Water Access Licence (WAL).
Regional Leakage Reduction Program – Local Water Utilities Projects GL: 4580-4320-0004 JC: 0190-0340-0000 Pressure 0005 Leak 0015 Metering 0025	\$20,619	Nil	TSM	07/07/2025 Final report to be submitted.
Water Valve Replacement Program 2025-2026. GL: 4580-4320-0055 JC: 0190-0030-0005	\$100,000	\$14,574	TSM	4/08/2025 Replacement program has commenced.
Replacement of MCC at Oxley Park River Water Pumping Station. GL: 4580-4320-0001 JC: 0191-0001-0095	\$75,000	\$42,909	TSM	10/09/2025 MCC installed and commissioned. Minor tidy up works to be completed. Waiting on invoices.
*Water Main Renewals GL: 4580-4320-0010 JC:	\$100,000	\$17,020	TSM	4/08/2025 400 metres of main to be replaced in Arthur Butler Drive. Completed.

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Sewerage Services				
Project	Budget	Expend/Comm	Resp	Comment
CCTV and Smoke Testing of Sewer at Warren and Nevertire GL: 5580-4320-0002 JC: 230-0000-0005	\$400,000	\$368,403	TSM	12/08/2025. Plumbtrax have completed works. Council has engaged Vapar, an AI firm to review data and provide reports.
Decommission Old Warren Sewerage Treatment Plant GL: 5580-4320-0001 JC:	\$92,000	Nil	TSM	3/09/2025 EPA to write to Council advising licence and decommissioning requirements.
Decommission Gillendoon SPS. GL:5580-4320-1011 JC:	\$125,000	Nil	TSM	*3/09/2025 EPA to write to Council advising licence and decommissioning requirements. 30/09/2025 Wet well has been cleaned out.
Thornton Avenue Sewer Pump Station Refurbishment GL: 5580-4320-4030 JC: 201-90-10	\$107,000	Nil	TSM	*3/09/2025 Installation of by-pass connection. Thornton Ave to be closed from the office gate to Burton Street on Friday 19th September for the duration of the works. *15/09/2025 Trial installation of diesel pump 16/09/2025. 30/09/2025 Wet wells have been cleaned. Old MCC removed. New MCC installed. Still to be wired up. Obsolete items to be removed 8 th September 2025. Then installation of new items will commence. An opening need to be cut between the pump wet well and the Annular wet well to allow better flow through the station.

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Project	Budget	Expend/Comm	Resp	Comment
Repairs to Tiger Bay STP Inlet Channel. GL: 0202-0005-0011 JC: 0202-0005-0011	\$63,500	Nil	TSM	*22/07/2025 Works will be undertaken by Council staff and local contractors. 15/09/2025 Works will be undertaken by Council staff and local contractors early 2026.
Safety Upgrades – SPS's -Wilson St - Gunningbah - Garden Ave - Depot - Carter Oval GL: 5580-4320-0105 JC: 0201-0090-0000	\$99,750	Nil	TSM	*18/08/2028 Waiting of quotes from McBerns and Austral Industries for new wet well hatch covers, like those at Tiger Bay SPS. 15/09/2025 New safety covers will be installed at Thornton Ave, Wilson St and Gunningbah Estate Pumping Stations.
Sewerage Mains Replacement. GL: 5580-4320-0002	\$100,000	Nil	TSM	12/08/2025 Scope of works will be determined after review of CCTV investigation.

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Project	Budget	Expend/Comm	Resp
Levee Restoration			
Warren Levee Rehabilitation			
JC:			
3300-4400-0000 Federal;	\$5,291,206	\$4,991, 501	DMES/TSM/IPM
3300-4410-0000 State	\$851,018	\$811,598	
3300-4420-0000 OLG AGRN:	\$879,815	\$879,815	
<u>Comments</u>			
*10/9/2025			
Water tightness testing underway.			
Installation of generator and pump charging underway. Completed			
30/09/2025			
All new flood gates have been installed, all concrete repairs at pits and gates completed. Water tightness testing complete. Gate 38 to be reviewed due to leakage rate.			
8/10/25			
Pumps to be assembled in cages. Hoses to be cut to shorter lengths. Ongoing.			

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Local Roads and Community Infrastructure Grant Programs for Phase 4				
Project	Budget	Expend/Comm	Resp	Comment
Warren CCTV System GL: 3360-4040-0005 JC: 3350-9-10	\$108,598 Approved amended budget.	Nil	TSM	*3/09/2025 Cameras functioning at Admin Office, Oxley Park toilet, Sporting Complex, Roundabout (existing 4), Skate Park and Splash Park. 30/09/2025 Cameras functioning at Admin Office, Roundabout (original 4), Oxley Park Toilet Building, Sporting Complex, Splash Park, Skate Park, Undercover Bar, back of the Grandstand, The Officials Tower and the Equestrian Centre. 27 in total to date.
IWCM & Water Security Projects				
Project	Budget	Expend/Comm	Resp	Comment
Integrated Water Cycle Management (IWCM) Strategy Project JC: 191-6-0	\$339,470 Council contribution is \$33,947	\$363,636	TSM	3/09/2025 Warren, Nevertire & Collie Water Supply, Water Security Review and Options Assessment has been awarded to Engeny Australia Pty. Ltd.
Warren Shire Water Security Project JC:191-4-0	\$1,127,700 Council contribution is \$112,770	\$1,025,182	TSM	3/09/2025 Warren, Nevertire & Collie Water Supply, Water Security Review and Options Assessment has been awarded to Engeny Australia Pty. Ltd.

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Activity	Required Interval	Details	
Water System Planned Maintenance			
River mains flushing	As required	Flushing occurs three monthly when hydrants are flushed. Additionally, river water mains are flushed when problems such as poor pressure/flow are identified.	
Water main flushing (Bore)	As required	Sections are done where and when found necessary.	
Fire hydrants. Covers checked, painted, flushed, and replaced where necessary, Blue reflective indicators and signs installed	Quarterly	Flushing every 3 months as agreed with NSW RFS and Fire and Rescue NSW.	
Bore Inspections	5 Year Rolling Program	Next inspections due 2028	
Warren, Nevertire and Collie water Chlorine, Turbidity, Temperature, and pH testing	Weekly at specific locations	Testing carried out daily at Warren and Nevertire.	
Warren river pumps		Ellengerah Rd Oxley Park Macquarie Park Racecourse	Breakdown maintenance only.
Reservoir cleaning	3 to 5 years	Ellengerah and Nevertire Bore Reservoirs	Next Diver inspection December 2025. 30/09/2024 Ellengerah inspected & hosed out September 2024 during valve replacement.
		River Water Reservoirs	Investigate using Remotely Operated Vehicle (ROV) to inspect in 2026.

Sewerage System Planned Maintenance			
Warren Sewerage Treatment Works	Currently effluent analysis is carried out monthly.	22/07/2025 Negotiations with EPA regarding the new license and possible effluent reuse. Severe cracking was discovered in the inlet channel. Barnson Engineering have been engaged to develop a repair methodology.	

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Water and Sewerage Works Subject to Funding				
Location		Work Under Development		
Collie Water Supply (Reliability, Quality and Chlorination)		Relocation of the two, large Pioneer tanks to a new site located West of the Village. Construct a 10m high tank stand to support one or two, 25,000 litre water tanks at the Pioneer tank location. Installation of small package Water Treatment Plant and new gaseous chlorination equipment to return water supply to potable status. Install pressure pumps into a new building at the base of the new elevated tanks. Decommission and remove the old, elevated tanks.		
Water and Sewer – Routine Works Budget vs Expenditure as of 7 th October 2025				
Account		Budget	Expenditure, Inc. Commitments	
Water Fund Maintenance and Repair		\$641,496	\$120,778 (19%)	
GL’s: 4200-0003, 4220-0003, 4230-0003, 4240-0003, 4250-0003 & 4300-0003				
Sewer Fund Maintenance and Repair		\$293,834	\$95,829 (33%)	
GL’s: 5200-0003, 5250-0003, 5280-0003 & 5300-0003.				
Parks and Gardens – Routine Works Budget Vs Expenditure as of 7th October 2025				
Account		Budget	Expenditure, Inc. Commitments	
Parks, Gardens, Cemeteries, Racecourse & Levee		\$1,705,193	\$330,167 (19%)	
GL’s: 0701-0003, 0900-0002, 0950-0003, 1151-0003, 1601-0003, 1651-0003, 1701-0003, 2455-0003, 2505-0003, 2655-0003, 2660-0003 & 2670-0003				
Aerodrome – Routine Works Budget vs Expenditure as of 7th October 2025				
Account		Budget	Expenditure, Inc. Commitments	
Aerodrome Operations		\$183,040	\$46,138 (25%)	
GL: 2555-0003 JC: 2549-0-0				
Town Services Routine Budget Position Year to Date	Budget	Expenditure	Percentage of Year Elapsed	Percentage of Budget Expended/ Committed
	\$2,823,563	\$592,912	25%	21%

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Water and Sewer Works

- Hydrant flushing Warren/Nevertire
- Valve replacement in Warren (on going)
- Showground water leaks
- 28 Zora St meter repairs
- Warren Cemetery valve leak
- Catholic Church 50mm service (Lawson St)
- 29 Bundemar St replace sewer shaft
- 13 Oxley Pde flush valve repair
- Warren Tafe meter repairs
- 19 Glen St River service repair
- Dr Kater Drive sewer choke

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As of 3rd October 2025

Warren Sewerage Treatment Works inflow Sewerage Year – 1st June 2025 to 31st May 2026				
Month	Peak Daily Flow (KL)	Average Daily Flow (KL)	Monthly Flow (ML)	Cumulative Annual Flow (ML)
June 2025	1044*	399	11.97	11.97
July 2025	522	385	11.93	23.90
August 2025	622	368	11.41	35.31
September 2025	601	373	10.44	44.75
October 2025				
November 2025				
December 2025				
January 2026				
February 2026				
March 2026				
April 2026				
May 2026				

*Due to wet weather

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Bulk Water Reading per Quarter

Water Source	FIRST QUARTER READING 1/07/25- 31/09/25	BULK USAGE TO DATE (ML)	SECOND QUARTER READING 1/10/25 - 31/12/25	BULK USAGE TO DATE (ML)	THIRD QUARTER READING 1/01/26- 31/03/26	BULK USAGE TO DATE (ML)	FOURTH QUARTER READING 1/04/26 - 30/06/26	BULK USAGE TO DATE (ML)	% OF ANNUAL ALLOCATION	Max. Allocation (ML)
Warren Bores										
Bore 1 (Bore Flat) Lic. 80AL703155	42.99	62.99	0.00	62.99	0.00	62.99	0.00	62.99		
Bore 2 (Ellengerah) Unlicensed	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	42.99	62.99	0.00	62.99	0.00	62.99	0.00	62.99	9.00%	700
Warren River										
Oxley Park Lic. 80AL700017	0.34	0.34	0.00	0.34	0.00	0.34	0.00	0.34		
Ellengerah Rd Lic. 80AL700017	9.24	14.56	0.00	14.56	0.00	14.56	0.00	14.56		
	9.58	14.90	0.00	14.90	0.00	14.90	0.00	14.90	1.99%	750
Showground (Racetrack)										
Lic. 80AL700645	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	188
Nevertire Bore Lic. 80AL703158	2.21	3.35	0.00	3.35	0.00	3.35	0.00	3.35	8.38%	40
Collie Bore Lic. 80CA724011	0.49	0.80	0.00	0.80	0.00	0.80	0.00	0.80	3.20%	25
Macquarie Park 80AL700996	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	14.2

*Rainfall for September: 0 mm

*YTD Rainfall: 325.7 mm

*Burrendong Dam Level: 68%

*As of 30/9/2025

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

Parks and Gardens Works

- Skate/splash Park mow/snip
- Town approaches mowing
- Stubbs Levee mow/snip
- Woolnough Levee mow/snip
- Ravenswood Park mow/snip
- Event preparation Nevertire
- Victoria Oval mow/snip/line marking
- CBD area weeding/pruning/spraying
- Lawn Cemetery mow/snip
- Shire Chambers mow/snip
- Woolnough Levee mow/snip
- Bob Christenson reserves mow/snip
- Saunders Park mow/snip
- Far west academy mow/snip
- Warren medical centre mow/snip
- Warren median strips mow/snip
- Inspect irrigation systems (on going)
- Line marking Victoria Oval(football)
- Preparations for Warren Garden Show
- Spray/mow Tiger Bay trails
- Boston St levee mow/snip
- Library mow/snip
- Bore Flat mow/snip
- CBD area tidy up weeding
- Victoria oval Cricket pitch preparation (on going)
- Orchard St Park mow/snip
- Ebert Park mow/snip
- Oxley Park mow/snip
- Rotary Park mow/snip
- Lions Park mow/snip
- Macquarie Park mow/snip
- Macquarie Drive mow/snip
- Tiger bay pump station mow/snip
- Warren Shire Chambers mow/snip
- Line marking Carter Oval (Soccer)
- Pitch repairs (on going)
- Preparations for Nevertire Rodeo

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CONTINUED

Softfall areas at Macquarie and Ravenswood Parks are inspected and blown down daily.

BBQs at Macquarie Park, Oxley Park, Skate Park, and Splash Park are cleaned twice a week.

The following locations were mown, whipper-snipped, and weeded in the period from 10th September 2025 to 7th October 2025.

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

Town Crew

- | | |
|--|--|
| • Weed spraying around Warren | • Clean grates around Warren |
| • Clean up laneways in Warren (on going | • Grave duties |
| • Clean up small trees on levee (on going) | • Straighten signs around Warren |
| • Trim trees around Warren | • Remove rubbish from depot |
| • Assist Roads with gutter work (in Warren Bypass) | • Assist Roads with work on pram ramps |

WARREN SHIRE COUNCIL
Report of the Divisional Manager Engineering Services
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ITEM 2 WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

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

Description	Expenditure/ Committed
Non-Roads November/ December 2021 Flood and Storm Damage Levee and Flood Gate Emergency Operation Works. (Application for reimbursement submitted 8/03/2022)	\$173,456.91 Note: \$37,163 per event will be funded by Council as per the agreement. This includes the Roads Flood and Storm Damage Claim contribution. 9/05/24 Currently only \$73,012.03 has been approved for payment by SES/RA. GM met with the Minister for Emergency Services on 9th May 2024 to obtain a commitment and support for full reimbursement of both AGRN987 and AGR1034 emergency levee operational costs. Mayor & GM met with NSW Treasurer on 9 August 2024. Working with Member for Barwon to obtain funding. Mayor met with the Minister for Recovery on 28th March, 2025. No further positive advice.
0700-0050-0500, 0700-0050-0510, 0700-0050-0520, 0700-0050-0530, 0700-0050-0540	

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

Description	Expenditure/ Committed
Non-Roads July, August, September, October, November and December 2022 Flood and Storm Damage Levee and Flood Gate Emergency Operation Works. (Application for reimbursement submitted 28/2/2023).	\$757,745.33 Note: \$37,163 per event will be funded by Council as per the agreement. This includes the Roads Flood and Storm Damage Claim contribution. 9/05/24 Currently only \$169,827.86 has been approved for payment by SES/RA. GM met with the Minister for Emergency Services on 9th May 2024 to obtain a commitment and support for full reimbursement of both AGRN987 and AGR1034 emergency levee operational costs. Mayor & GM met with NSW Treasurer on 9 August 2024. Working with Member for Barwon to obtain funding. Mayor met with the Minister for Recovery on 28th March 2025. No further positive advice.
0700-0055-0500, 0700-0055-0510, 0700-0055-0520, 0700-0055-0530, 0700-0055-0540	

WARREN SHIRE COUNCIL
Report of the Divisional Manager Engineering Services
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ITEM 3 WORKS PROGRESS REPORTS – PLANT

(C14-7.2)

RECOMMENDATION

That the information be received and noted.

The following are details of Projects and Programs that are being managed by the Workshop Coordinator for the budget and works period from 8th September 2025 to 1st October 2025.

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P2123	John Deere 5093E	Service done on machine, hub and axle oils changed. General checks all ok RHS mirror has a small crack top RHS corner may need replacing soon.	4hrs	4hrs
P3621	Toyota Hilux	Diagnose noise in engine, suspect faulty alternator, Macquarie Toyota replaced alternator under warranty.	6hrs	6hrs
P2801	Toro Grounds Master Mower	Diagnose and order parts to repair steering wander and deck spindle issues. To be fit when they arrive.	4hrs	4hrs
P2344	Field Quip 8" Slasher	Pick up from supplier and start plating underneath for longevity.	Not in use	2hrs
P28	John Deere 770G Grader	Service done on machine, general checks all ok circle drive oil changed.	4hrs	4hrs
P109	10,000Lts Water Tank	Rebuild on pump motor for tank new rings fit to motor, replacement motor and pump sought as spare.	Not in use	6hrs
P2083	Caterpillar CW34 Roller	Remove flat tyre and fit new tyre.	2hrs	2hrs
P2340	Isuzu Tender Truck	Service done on truck. Aftermarket radio to fit to truck won't fit without modifications. Isuzu rep has spoken to Operator about issue and has said he would send a new radio out under warranty still waiting for receipt of new radio.	6hrs	6hrs
P2121	John Deere 6140M Tractor	Access damage to sump and resulting engine oil leak. New sump and gasket order for repairs to be completed. Removal of old sump and fitment of new sump done.	Not in use	10hrs
	Exit signs HVIS shed	Bluey issued from Transport for NSW on exit light not operational, organised Electrician to repair/replace exit light.		.5hr

WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services
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ITEM 3 WORKS PROGRESS REPORTS – PLANT CONTINUED

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P1041	Isuzu Rigid Water Truck	Diagnose and repair transmission warning light on machine, oil changed required, new sight glass tubes fitted side and rear of tank, new fittings for suction hose fitted. Tank rubber mounts fitted.	Not in use rain	8hrs
P1049	Isuzu Tender Truck	Isuzu visit to address rear seat and suspension roughness concerns, no result yet talking of redesigning rear seat height and cushions.		2hrs
	Making of signposts flood warnings.	Welding poles for sign fitment, wiring of components partially worked out.		8hrs
P153	Water Tanker	New hydraulic lines manufactured by Contractor fit to pump head on trailer.	2hrs	2hrs
P2060	5T Forklift	Registration papers done for conditional registration.	Not in use	1hr
P38	Lusty Tri Axle Float	Diagnose and order parts for brakes on trailer. All new brake pads ordered, bearings and hubs to be assessed on repair/replacement of brake pads.	1hr	1hr
P8	Caterpillar 432F Backhoe	LH rear tyre going flat remove tyre and take to warren tyre service for repairs.	Not in use	2hrs
P3509	Toyota Prado	New Celfire 5g phone kit fit to vehicle.	3hrs	3hrs
P10	Hamm Pad Foot Roller	Diagnose and repairs to starting circuit, seat sensor to be ordered and fit when arrives, additional push button start fitted for now all safety systems still working.	Not in use	6hrs
P8	Caterpillar 432F Backhoe	Call to tip operator had backhoe stuck in pit, removed backhoe from pit drove out by itself operator not confident. Pushed tip up whilst there.	1hr	1hr
P36	Isuzu Med Tipper	Truck stuck in pit, wet ground use P8 to assist retrieval of truck.	1hr	1hr
P2021	Kobelco Excavator	Test run machine for better diagnosis of power issue. No faults used machine for 1.5hrs no issue still waiting on pressure transducers to arrive.	1.5hrs	1.5hrs
P242	Toyota Kluger	200,000km service done, filter housing broke during removal, new filter housing ordered to be fit when it arrives, led bulbs fitted to headlights operator wants driving lights fitted, number plate bracket purchased and	6hrs	6hrs

WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services
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ITEM 3**WORKS PROGRESS REPORTS – PLANT****CONTINUED**

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
		fit but not secure enough will require nudge bar or bullbar fitting, vehicle needs to be replaced due to age and kms.		

ACRONYMS

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

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

(B4-9)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

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

BACKGROUND

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

REPORT

Development Applications that have been received for approval for September 2025.

FILE	LOCATION	WORKS	RECEIVED	APPROVED
P16-25.09	29 Gillendoon Street WARREN NSW 2824 Lot 123 DP547748	Carport	4/8/2025	10/9/2025

LEGAL IMPLICATIONS

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

RISK IMPLICATIONS

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

STAKEHOLDER CONSULTATION OPTIONS

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

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION/ ATTACHMENT

Nil.

WARREN SHIRE COUNCIL
Report of the Manager Health & Development Services
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ITEM 2 WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES (C14-7.3)

RECOMMENDATION:

That the information be received and noted.

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

Budget and Works from 10th September 2025 to 8th October 2025

2020 Projects	Budget	Expend. /Comm	Resp	Comment
Construction of two (2) x Council dwellings. 21 Deacon Drive and 8 Deacon Drive. 0300-0065-0010	56,145	335,597	MHD	Completed July 2020. New complaint lodged with Department of Fair-Trading 18th May 2021. Additional information provided 2nd and 7th June 2021. Formal complaint lodged with Department of Fair-Trading 4th March 2021. Additional information provided 11th March 2021. A further report provided to Council in August 2021. Rectification order issued. Expired 26/10/2021 Builder expected at the end of November to complete requested maintenance and repair works which has not progressed. Report provided to February 2022 Committee of the Whole Closed Council Meeting concerning directions on this project. Council resolved that: Council proceeds to a hearing before The NSW Civil and Administrative Tribunal (NCAT) Consumer Division and if required the District Court. Mediation undertaken on 30th April 2024. Further reporting undertaken to the May 2024 Council Meeting.

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ITEM 2

WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES

CONTINUED

2020 Projects	Budget	Expend. /Comm	Resp	Comment
				Matter set down for the District Court for 4 th - 8 th November 2024. Adjourned new date yet to be determined. Update given at the October 2024 Council Meeting. Expert reports provided, meeting with Solicitor and Barrister held 7 th August 2025, mediation set for 1 st September 2025, District Court date set at present for 13 th – 17 th October 2025.
2023 Projects	Budget	Expend. /Comm	Resp	Comment
Ewenmar Waste Depot Road repairs. AGRN 1034 Flood event.	220,500	Nil	MHD/DMES	To add to the quarterly review. \$220,500 claim certified as requested May 2025. Approval received June 2025. Works expected to be completed by October 2025.
Warren Support Services (Targeted Early Intervention)				
	Budget	Expend. /Comm	Resp	Comment
Warren Youth Group - Counselling Service.	5,000	Nil	MHD	July - Sept 2025
2.58 Junior Soccer	5,000	Nil	GM	2025 Soccer season
2.62 Warren Chamber of Music Festival 2025	5,000	Nil	MHD	29-30 th April 2025
2.63 Warren MPS – Dolly Parton Imagination Library	5,000	Nil	MHD	6 th March 2025 – 6 th March 2026

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WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES

CONTINUED

Warren Support Services (Targeted Early Intervention)				
	Budget	Expend. /Comm	Resp	Comment
2.65 Warren Youth Group Music Workshop	4,250	Nil	MHD	April – July 2025
2.66 St Mary's Naidoc Beemunnel Day	5,000	Nil	MHD	21 st July to 25 th July 2025
2.67 Warren Youth Group Grow Services Day	5,000	Nil	MDH	15 th July 2025
Town Planning				
LEP Review.	45,000	40,518.50	MHD	Consultant engaged. Planning Proposal submitted 5 th February 2025 for gateway determination. Gateway determination and conditions received 23 rd May 2025. LEP to be finalised before or on 4 th March 2026. Public exhibition 25 th June 2025 – 17 th July 2025. One submission received. Report to the October 2025 Council meeting.
2024 Projects	Budget	Expend/Comm	Resp	Comment
Council building renovations fit out (New Kitchen, accessible toilet. 3210-4100-005	90,000	90,000	MHD	Quotations obtained. Report to June 2025 Council meeting. Contractor arranged.
2025 Projects	Budget	Expend/Comm	Resp	Comment
Warren Sporting & Complex – Gym Equipment Renewals. 3360-4010-0015	7,500	3,251.31	MHD	In progress.

WARREN SHIRE COUNCIL
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ITEM 2

WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES

CONTINUED

	Budget	Expend. /Comm	Resp	Comment
Warren Family Health Centre Internal Painting 3326-4320-0005	20,000	Nil	MHD	
Administration Centre Air- conditioning and External Blinds 3326-4320-0010	15,000	5,981.81	MHD	
Warren Works Depot Air- Conditioning and Workshop Bird proofing 326-4320-0015	18,000	Nil	MHD	
Warren War Memorial Swimming Pool Improvement Works 0100-0055-0000	48,000	13,000	MHD	Irrigation controller and inspection tubes installed, awaiting invoice. Obtaining quotations on pathway.
Warren Showground/Racecourse Tables & 100 Chairs 3360-4005-0022	15,000	15,212.73	MHD	Purchase order issued to supplier. Tables delivered.
Carter Oval Youth Sports Complex Building Fit Out 3360-4050-0016	12,000	4,745.94	MHD	Urn, bain marie, pie warmer, microwave, chest freezer, BBQ, shelving delivered.
GRANT APPLICATIONS				
Project	Budget	Expend/ Comm	Resp	Comment
Community Energy Upgrades Fund Round 2	82,594 (50/50 co- contribution 41,297)	Nil	MHD	Solar and batteries at the Ewenmar Waste Facility, and Stage 2 of Solar at the Warren War Memorial Swimming Pool. Submitted 23rd May 2025.

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WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES

CONTINUED

Project	Budget	Expend/ Comm	Resp	Comment
Office of Responsible Gambling. Infrastructure Grants – Round 1 2025/26	150,000.00 (\$0.00 Co-Contribution from Council)	Nil – Pending Outcome of Grant	WSCCM	Submitted by Warren & District Rugby League Football Club (Breakdown of budget - \$60,000.00 for new composite style log fencing surrounding main oval, \$60,000.00 for Continuous LPG gas hot water systems to Sporting Complex, \$30,000.00 to construct Sandstone Block Yarning Circle) Application submitted 21st July 2025 – awaiting outcome

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ITEM 3 PLANNING PROPOSAL - LOCAL ENVIRONMENT PLAN (LEP) REVIEW (P15-31.6)

RECOMMENDATION that:

1. The information be received and noted;
2. Council adopt the post consultation changes to the Planning Proposal as outlined in the report; and
3. Subject to the mapping changes being checked and endorsed by National Parks and Wildlife, Council proceeds with the amendment to the Warren Local Environmental Plan 2012 for various housekeeping amendments to finalisation and that Council recommends to the Department of Planning, Housing and Infrastructure as planning proposal authority, to exercise its functions as plan making authority under section 3.36(2) of the Act, subject to the conditions of the Gateway Determination [Department reference PP-2025-217].

PURPOSE

The purpose of this report is for Council to endorse the post consultation changes to the planning proposal and proceed with the various housekeeping amendments to the LEP and submit it to the Department of Planning, Housing and Infrastructure as the plan making authority, for final endorsement.

BACKGROUND

Council at its meeting held on 5th December 2024 considered and resolved to progress with a Housekeeping Planning Proposal, based on the prior adopted LEP Health Check for Warren. A number of changes were recommended including simplifying the LEP, protecting land for infrastructure and rezoning land for housing and public recreation.

At this meeting, Council also resolved to include small-scale developments in the proposed new clause for temporary workers accommodation. This is discussed further below.

The six key stages for amending a LEP are as follows. Council is currently at the final stage 6 of this process.

Stage 1 – Pre-lodgement	Scoping Report was prepared by Ward Planning and Consulting and feedback given by DPHI to progress Planning Proposal.
Stage 2 – Lodgement and assessment	Planning Proposal was prepared. Council resolved at the October 2024 meeting to support the Planning Proposal and submit to the Department for a gateway determination.
Stage 3 – Gateway Determination	The Gateway Determination was sought and received 22 May 2025.
Stage 4 – Post Gateway	Council complied with conditions of the Gateway Determination and prior to exhibition, updated the Planning Proposal documentation.

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ITEM 3 PLANNING PROPOSAL - LOCAL ENVIRONMENT PLAN (LEP) REVIEW CONTINUED

Stage 5 – Public exhibition and assessment	Public exhibition was carried out in accordance with the gateway determination. The Gateway Determination also required the consultation with: NSW Department of Climate Change, Energy, the Environment and Water in relation to flooding risk; Crown Lands in relation to Crown land being rezoned to public recreation and Transport for NSW in relation to land being rezoned to SP2 Infrastructure (Classified road – Oxley Highway).
Stage 6 – Finalisation	This is the last stage in the LEP making process and generally leads to making of the LEP amendment(s). The Department of Planning Housing and Infrastructure, being the Planning Proposal Authority (due to Council owning land in the current Planning Proposal), prepares drafting instructions for the Parliamentary Counsel's Office (PCO) to draft the LEP.

REPORT

Council has progressed the Planning Proposal to the final stages in accordance with the LEP Making Guideline 2023.

In accordance with the guideline, Council is required to comply with the following requirements prior to finalisation of the LEP amendments.

(a) the planning proposal authority has satisfied all the conditions of the gateway determination;	<i>Satisfied – see Gateway conditions itemised below.</i>
(b) the planning proposal is consistent with applicable local planning directions under section 9.1 of the Act or the Secretary has agreed that any inconsistencies are justified; and	<i>Consistent – DPHI advice</i>
(c) there are no outstanding written objections from public authorities.	<i>No objections received – one submission received with suggestions analysed below and comments from public authorities and recommended actions noted in this report.</i>

Council has complied with the conditions on the gateway determination as outlined below.

Gateway Condition 1. Prior to exhibition, the planning proposal is to be amended to include:

- a) Information supplied from Council by email on 14 May 2025 supporting there are no contamination issues associated with the land for the proposed subject site at Wilson Steet,***

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ITEM 3 PLANNING PROPOSAL - LOCAL ENVIRONMENT PLAN (LEP) REVIEW CONTINUED

Comment: This information was incorporated into the Planning Proposal prior to exhibition.

- b) Include the intent to adopt a 500m2 minimum lot size for the subject site at Wilson Street, and corresponding current and proposed minimum lot size maps, and***

Comment: This information was confirmed and included in the Planning Proposal prior to exhibition. This minimum lot size for the Wilson St land is proposed to be the same as for existing R1 land within Warren.

- c) Justification of flood impacts to support the rezoning of Wilson Street land from RE1 to R1 General Residential, including appropriate mapping.***

Comment: Flood impacts were investigated and information included in the Planning Proposal. Prior DIPNR commissioned a Flood Levee Sensitivity report for the Warren levee system in 2004 and 2020. Results from the latest report included analysis of the levee's integrity and sensitivity to overtopping and subsequently where the levee is to be strengthened. Funding for levee restoration and rehabilitation in sensitive areas was received by Council and works are underway to complete the works recommended in this study.

Overall, the flood risk to the Wilson Street land is low and replicates the same level of flood protection afforded to Warren by the ring levee.

Gateway Condition 2:

Public Exhibition is required under section 3.34(2)(c) and clause 4 of Schedule 1 to the Act as follows:

the planning proposal is categorised as standard as described in the Local Environmental Plan Making Guideline (Department of Planning and Environment, August 2023) and must be made publicly available for a minimum of 20 working days

Comment: The Planning Proposal was publicly exhibited from 26th June 2025 to 17th July 2025. To ensure the Proposal was broadly circulated, a range of mediums were used including the Warren Star, Council website, Council social media, the Administration Building notice board, Council front counter and the Warren Shire Library. During this time, one (1) submission was received regarding rural minimum lot sizes – see below (name and address redacted).

From:
Sent: Wednesday, 16 July 2025 2:37 PM
To: Cassy Mitchell
Subject: Submission to the Warren LEP

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

I wish to submit that the acreage to build a dwelling in an RU1 zone be reduced to 500 acres . There is a number of country residents that would like to reside closer to Warren but cannot find a suitable replacement prospect .The next step for our country community is moving away such as Dubbo.Thank you for the opportunity to comment on your planning proposal

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ITEM 3 PLANNING PROPOSAL - LOCAL ENVIRONMENT PLAN (LEP) REVIEW CONTINUED

Council investigated the potential for reducing the minimum lot size required for the erection of a dwelling in the RU1 Primary Production zone, noting that adjoining LGA's have minimum lot sizes of 500ha (Warren is 1000ha). DPHI was consulted on this matter and whilst a definitive answer was not given, other LGA's have tried to go through this process and found it quite difficult. The Department of Primary Industries plays a pivotal role in this process and has an overall focus of retaining land for primary production and hence larger minimum lot sizes. DPHI (and DPI) also focus on potential for land use conflicts, fragmentation of productive agricultural land and inconsistency with strategic planning objectives aimed at preserving rural land for long-term primary production.

From the above, whilst it seems feasible to investigate further, it is currently outside the scope and deadlines for this LEP amendment noting a gateway determination has been issued. If this is something Council wishes to investigate further with the Department of Planning, it is recommended that this be done separate to this amendment.

As the content of this submission does not present outstanding matters regarding the LEP amendment, this gateway condition is satisfied.

Gateway Condition 3:

Consultation is required with the following public authorities and government agencies under section 3.34(2)(d) of the Act and/or to comply with the requirements of applicable directions of the Minister under section 9 of the Act:

- Department of Planning, Housing and Infrastructure - Crown Lands
- Department of Climate Change, Energy, Environment and Water
- Transport for NSW

Each public authority is to be provided with a copy of the planning proposal and any relevant supporting material via the NSW Planning Portal and given at least 30 working days to comment on the proposal.

Comment: In accordance with the gateway determination, the above public authorities were consulted.

Responses from these authorities are shown below.

Crown Lands

The below submission extract shows Crown Lands have no objection to the proposed rezoning of their land from E4 General Industrial to RE1 Public Recreation.

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ITEM 3 PLANNING PROPOSAL - LOCAL ENVIRONMENT PLAN (LEP) REVIEW CONTINUED

Department of Planning, Housing and Infrastructure
Crown Lands



Our ref: 25/01688#76

Your ref: PP-2025-217

jessica.holland@planning.nsw.gov.au

4 July 2025

Subject: Warren Local Environmental Plan Housekeeping Amendment

Dear Sir/Madam

The Department of Planning, Housing and Infrastructure – Crown Lands has reviewed the proposal for the Warren Local Environmental Plan (LEP) Housekeeping Amendment.

Lots 86, 87 and 88 DP 755314 are Crown Land, being reserves 89777 for Local Government Purposes, gazetted 15 April 1976 and 89778 for Public Recreation, gazetted 15 April 1976. Warren Shire Council are the Crown Land Manager of these reserves, having care and control of the subject land.

The current Land Zoning of E4 General Industrial is not consistent with the reserve purposes and the proposed Warren LEP Housekeeping Amendment to change the zoning to RE1 Public Recreation is more appropriate. Crown Lands has no objection to the proposed change to the zoning for Lots 86, 87 and 88 DP 755314.

If the proponent requires further information, or has any questions, please contact Karen Hocking, Senior Property Management Officer in Crown Lands, on 02 6883 3332 or at dubbo.crownlands@crownland.nsw.gov.au.

Yours sincerely

Department of Climate Change, Energy, Environment and Water (DCCEEW)

Response received 2 September 2025 with the below summary included.

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ITEM 3 PLANNING PROPOSAL - LOCAL ENVIRONMENT PLAN (LEP) REVIEW CONTINUED



Department of Climate Change, Energy, the Environment and Water

Your ref: PP-2025-217
Our ref: DOC25/734891

Maryanne Stephens
Manager Health & Development
Warren Shire Council
Email: mjs@warren.nsw.gov.au

Dear Maryanne

CPHR Response – Warren Housekeeping Planning Proposal – PP-2025-217

Thank you for your e-mail dated 14 August 2025 to the Conservation Programs, Heritage and Regulation Group (CPHR) of the NSW Department of Climate Change, Energy, the Environment and Water (NSW DCCEEW) inviting comments on the proposed housekeeping amendments to the Warren Local Environmental Plan 2012.

We understand the intent of the housekeeping planning proposal is to address eight items identified during the Council's Local Environmental Plan (LEP) health check in November 2023. CPHR has prepared detailed comments in **Attachment A** which have been summarised below:

- **LEP 1 – New temporary workers accommodation clause:**
Add provisions to exclude this development type from being permitted on land identified as "Macquarie Marshes" or "Buffer Area" on the Macquarie Marshes Map.
- **LEP 3 – Combine clauses 6.3 and 6.4 into one clause:**
CPHR supports this in principle, however, additional wording is suggested to improve clarification of the proposed combined clause.
- **LEP A – Wilson Street rezoning:**
Ensure future housing development:
 - only occurs within the levee protection area,
 - does not compromise the levee embankment structural integrity, and
 - an appropriate easement buffer is maintained permanently.
- **LEP B – Crown reserve rezoning:**
CPHR has no flooding concerns.
- **Additional LEP item – Updated Macquarie Marshes mapping:**
CPHR recommends the housekeeping planning proposal includes an additional item to update mapping for the Macquarie Marshes Nature Reserve, which currently has inconsistent zoning and lot size provisions within the Warren LEP.

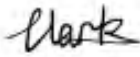
We encourage Council to contact us early to clarify any of our feedback or discuss components of planned fieldwork for any biodiversity studies associated with the planning proposal. Early engagement may simplify the biodiversity assessment process related to this planning proposal.

If you require any further information regarding this matter, please contact Nikki Pridgeon, Senior Conservation Planning Officer, via nikki.pridgeon@dcceew.nsw.gov.au or 5852 6807.

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ITEM 3 PLANNING PROPOSAL - LOCAL ENVIRONMENT PLAN (LEP) REVIEW CONTINUED

Regards



Candice Larkin
A/Senior Team Leader Planning
Conservation Programs, Heritage and Regulation Group

2 September 2025

Attachment A - CPHR's Detailed Comments and Recommendations

WARREN SHIRE COUNCIL
Report of the Manager Health & Development Services
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ITEM 3 PLANNING PROPOSAL - LOCAL ENVIRONMENT PLAN (LEP) REVIEW CONTINUED

Attachment A

CPHR's Detailed Comments and Recommendations

Warren Housekeeping – Planning Proposal

BAM	Biodiversity Assessment Method
BC Act	Biodiversity Conservation Act 2016
BC Reg	Biodiversity Conservation Regulation 2017
BDAR	Biodiversity development assessment report
BOS	Biodiversity Offset Scheme
C1	National Parks and Nature Reserve zone
CPHR	Conservation Programs, Heritage and Regulation
HEV	High environmental value
LEP	Local Environmental Plan
MLS	Minimum lot size
R1	General Residential zone
R5	Large Lot Residential zone
RE1	Public Recreation zone
RU1	Primary Production zone
RU6	Transitional zone

Recommendations

- 1.1 Include a subclause to the proposed temporary workers accommodation clause to prohibit this new development type from occurring on land identified as "Macquarie Marshes" and "Buffer Area" on the Macquarie Marshes Map series.
- 1.2 Update the proposed combined development on river front and watercourse areas' clause to include CPHR's recommendations as provided in Table 1 of this response.
- 1.3 Include mapping in the housekeeping planning proposal to address inconsistent zoning and minimum lot size mapping for the Macquarie Marshes Nature Reserve.
- 2.1 Mapping for Wilson Street rezoning should follow the levee boundary rather than the existing split zone boundary.

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Warren Housekeeping – Planning Proposal

CPHR has four areas of interest relating to strategic land use planning proposals:

1. The impacts of development intensification on biodiversity,
2. Adequate investigation of the environmental constraints of affected land,
3. Avoiding intensification of land use and settlement in areas of high environmental value (HEV), and
4. Ensuring that development within a floodplain is consistent with the NSW Government's Flood Prone Land Policy, the principles set out in the Floodplain Development Manual, and applicable urban and rural floodplain risk management plans.

We generally support strategic planning proposals which:

- Avoid settlement intensification in areas of HEV and environmental hazards,
- Align with state, regional and local strategic planning frameworks and includes objectives such as 'no net loss of native vegetation',
- Update planning controls to reflect the environmental values and constraints present, and
- Minimise flood risk to human life, property and the local environment while maintaining floodplain connectivity for environmental benefit.

We understand the planning proposal comprises eight items identified during the Council's Local Environmental Plan (LEP) health check in November 2023. These eight items range from site specific mapping amendments to creation of new development clauses which could affect large portions of the Warren Local Government Area. CPHR are generally supportive of the proposed LEP amendments.

Specific feedback to improve biodiversity and flooding protections is provided in the sub-sections below.

1. Biodiversity

LEP 1 – New temporary workers accommodation clause should exclude the Macquarie Marshes

LEP 1 proposes a clause to permit temporary workers accommodation within the RU1 Primary Production, RU5 Village and R5 Large Lot Residential zones. There are provisions to enable the temporary accommodation to become permanent in the proposed c15.25A(3(b)).

Review of the Warren LEP Macquarie Marshes Map series shows there are areas of land identified as "Macquarie Marshes" and "Buffer Area" within the RU1 zone. CPHR recommend an additional subclause is added to the proposed temporary workers accommodation clause to prohibit this new development type from occurring on land identified as "Macquarie Marshes" and "Buffer Area". This will prevent submission of any development applications for this development type and avoid unintended impacts to the Ramsar listed Macquarie Marshes and surrounding important environment which feeds into the marshes.

LEP 3 – Combining clauses 6.3 and 6.4 requires additional clarification

CPHR are supportive of the intent of combining clause 6.3 'riparian land and watercourses' and clause 6.4 'development on river front areas' to reduce duplication of assessment requirements for development. We understand that the proposed wording of the combined clause in the planning proposal is indicative only and will be further refined by Parliamentary Counsel at the instrument drafting stage. CPHR have summarised our recommendations in **Table 1** to improve readability and ensure any currently applicable land for assessment is not lost by combining the clauses. Our advice in **Table 1** is for consideration during the instrument drafting stage.

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Table 1: Recommendations to improve clarity of proposed combined 'development on river front and watercourse areas' clause

Current wording	Issue	Proposed wording
(1) The objectives of this clause are as follows – (a – e) ... (f) to conserve and protect riverine corridors, including wildlife habitat.	Consideration of both aquatic and riparian habitats from cl6.3(1)(c) was not directly translated in the proposed combined clause and could be missed in future development assessment if not specifically mentioned.	(f) to conserve and protect riverine corridors, including <u>aquatic and riparian</u> wildlife habitat.
(2) Despite any other provision of this Plan, development consent may be granted for development on land in a river front area only for the following purposes— ... AND (6) In this clause – River front area means land in Zone RU1 Primary Production, Zone RU6 Transition or Zone R5 Large Lot Residential that is within 40 metres of the highest bank of each watercourse on land identified as "Watercourse" on the Watercourse Map.	Current layout of the combined clause with the proposed subclause 2 wording could be misinterpreted as the entire combined clause only applies to 'river front area' land. Combining the current definitions of applicable land from cl6.3(2) and cl6.4(4) of the LEP into the proposed river front area definition shown in subclause 6 of the planning proposal will greatly reduce the amount of applicable land to be assessed across the Local Government Area (LGA). As the proposed river front area definition is restricted to the RU1, RU6 and R5 zones, future development assessment within 40m of a watercourse which are bounded by other zones will not be captured. This is mainly an issue for watercourses within the Warren township, such as R1 General Residential and E4 General Industrial zones along the Macquarie River.	The clause layout should be updated to make it clear that the combined clause applies to all land where the current cl6.3 and cl6.4 apply, with the exception of subclause 2 which has specific considerations only for 'river front area'. I.e. cl6.3(2) which specifies 'watercourses' and all land within 40m of the highest bank of each watercourses; and cl6.4(4) which specifies 'river' and 'river front area'.

Macquarie Marshes Nature Reserve boundaries do not match Warren LEP mapping

CPHR notes that the Macquarie Marshes Nature Reserve had a mixture of C1 National Parks and Nature Reserve and RU6 Transition zoning (**Figure 1**). The same mapping boundary inconsistency is present in the minimum lot size (MLS) mapping, which was a mixture of 1000ha and no specified MLS across the Nature Reserve. It is unclear whether or not this was an erroneous or intentional mapping decision when the Warren LEP was originally drafted.

CPHR recommends that Warren Shire Council updates the housekeeping planning proposal to include a mapping update to address the inconsistent zoning and MLS mapping for the Macquarie Marshes Nature Reserve. Extension of the C1 zoning across the entire Nature Reserve is consistent with the standard zones LEP practice note (PN 11-002).

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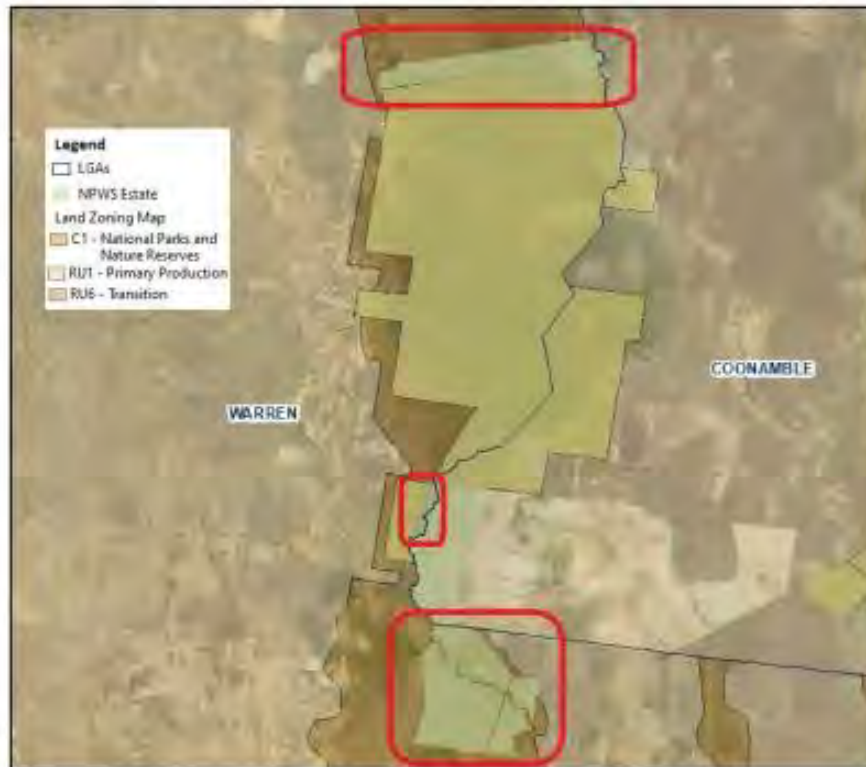


Figure 1: Parts of the Macquarie Marshes Nature Reserve are zoned RU6 as shown within red boundaries

Consideration of Biodiversity Offset Scheme (BOS) triggers for future subdivisions

As the consent authority, Council will be responsible for assessing any impacts to biodiversity from future subdivisions associated with this planning proposal. We note that the *Biodiversity Conservation Act 2016* (BC Act) and *Biodiversity Conservation Regulation 2017* (BC Reg) section 7.1 apply to subdivisions. When assessing subdivisions, the consent authority must consider the clearing of native vegetation required, or likely to be required, for the purpose for which the land is to be subdivided.

Native vegetation includes trees, understorey plants, groundcover and plants occurring in a wetland that are native to New South Wales (including planted native vegetation), not just trees. If any future subdivision will impact native vegetation and the clearing exceeds the BOS thresholds (Part 7, BC Reg), the biodiversity assessment method (BAM) must be applied, and a biodiversity development assessment report (BDAR) prepared to assess and calculate the biodiversity offset credit requirement.

Biodiversity offsets are calculated and secured in accordance with the BC Act for the subdivision. Once this is done, no further offsets are required for subsequent development of the land that is within the approved subdivision.

The BAM requires proponents to demonstrate that biodiversity impacts have been avoided and minimised as far as possible, with residual impacts offset. Both the complexity of assessments, and the costs to the proponent associated with complying with the BOS, are lower where impacts on biodiversity are avoided and/or concentrated in areas of lower vegetation integrity.

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Biodiversity recommendations:

- 1.1 Include a subclause to the proposed temporary workers accommodation clause to prohibit this new development type from occurring on land identified as "Macquarie Marshes" and "Buffer Area" on the Macquarie Marshes Map series.
- 1.2 Update the proposed combined development on river front and watercourse areas' clause to include CPHR's recommendations as provided in Table 1 of this response.
- 1.3 Include mapping in the housekeeping planning proposal to address inconsistent zoning and minimum lot size mapping for the Macquarie Marshes Nature Reserve.

2. Flooding

The proposal seeks to rezone land that is flood prone and therefore should be consistent with *Section 9.1(2) Ministerial Direction 4.1 Flooding* (Local Planning Direction); the NSW Government's Flood Prone Land Policy and Warren LEP 2012 clauses 5.21 Flood planning and 5.22 Special flood considerations.

LEP A – Wilson Street Rezoning

Council proposes to rezone flood-protected land inside the Warren levee on Wilson Street from RE1 Public Recreation to R1 General Residential. CPHR are generally supportive of this amendment and highlight that Council should ensure any potential residential development does not compromise the levee embankment structural integrity and an appropriate easement buffer is maintained permanently.

We also note that the proposed rezoning and reduction of MLS follows the existing split zone boundary, instead of the levee wall boundary. Part of the proposed residential subdivision will be outside of the flood protection area and a small area of R5 land will be within the levee wall area. To ensure efficient provision of residential land, we recommend that the proposed rezoning and MLS mapping amendments are slightly altered, so the boundary follows the levee wall as shown in **Figure 2**.



Figure 2: Current zone boundary versus recommended zone boundary (red) for Lot 3 DP853548.

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LEP B – Crown reserve rezoning

Council intends to rezone crown reserve 89777 from E4 General Industrial to RE1 Public Recreation to accommodate the loss of RE1 land from the Wilson Street rezoning. The reserve is bounded by Gunningbar Creek and is flood prone. As the rezoning will reduce the development potential of the flood liable land and ensure the land is used solely for public recreation, the new RE1 zoning is supported.

Flooding recommendations:

- 2.1 Mapping for Wilson Street rezoning should follow the levee boundary rather than the existing split zone boundary.

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- **LEP 1 – New temporary workers accommodation clause:**
Add provisions to exclude this development type from being permitted on land identified as "Macquarie Marshes" or "Buffer Area" on the Macquarie Marshes Map.
- **LEP 3 – Combine clauses 6.3 and 6.4 into one clause:**
CPHR supports this in principle, however, additional wording is suggested to improve clarification of the proposed combined clause.
- **LEP A – Wilson Street rezoning:**
Ensure future housing development:
 - only occurs within the levee protection area,
 - does not compromise the levee embankment structural integrity, and
 - an appropriate easement buffer is maintained permanently.
- **LEP B – Crown reserve rezoning:**
CPHR has no flooding concerns.
- **Additional LEP item – Updated Macquarie Marshes mapping:**
CPHR recommends the housekeeping planning proposal includes an additional item to update mapping for the Macquarie Marshes Nature Reserve, which currently has inconsistent zoning and lot size provisions within the Warren LEP.

The above recommended changes are expanded upon below.

Suggested change	Council response
LEP 1 – add provisions to exclude new temporary workers accommodation as permitted with consent on land identified as "Macquarie Marshes" or "Buffer Area" on the Macquarie Marshes Map.	This is appropriate and should be only excluded in the new clause from lands covered by either of the protected areas of Macquarie Marshes and Buffer Area. Interpretation should be - if an allotment only contains part of its area covered by one of these layers, only that part of the lot impacted is prohibited, not the entire lot (for clarification purposes).

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LEP 3 – combining clauses 6.3 and 6.4 into one clause.	Recommended changes include clarification of subclause (2) to ensure it is made clear this part refers to ‘river front areas’ which have a specific definition in the notes to the clause. See below for clause detail, with proposed changes in red noting that final legal wording of the clause is subject to Parliamentary Counsel consideration. 6.4 Development on river front and watercourse areas (1) The objectives of this clause are as follows— (a) to support the natural migration of the river channel, including riverine processes, (b) to protect and improve the bed and bank stability of rivers, (c) to maintain or improve the water quality of rivers, (d) to protect the amenity, scenic landscape values and cultural heritage of rivers, (e) to protect public access to riverine corridors, (f) to conserve and protect riverine corridors, including aquatic and riparian wildlife habitat. (2) This subclause refers to river front areas, as defined in subclause (6). Despite any other provision of this Plan, development consent may be granted for development on land in a river front area only for the following purposes— (a) boat building and repair facilities, boat launching ramps, boat sheds, charter and tourism boating facilities or marinas, (b) the extension or alteration of an existing building that is wholly or partly in the river front area if the extension or alteration will be located no closer to the river bank than the existing building, (c) environmental protection works, (d) extensive agriculture and intensive plant agriculture, (e) environmental facilities, recreation areas and recreation facilities (outdoor), (f) water recreation structures. (3) Development consent must not be granted for a purpose specified in subclause (2) unless the consent authority is satisfied of the following— (a) that the development will contribute to achieving the objectives for the zone in which the land is located, (b) that the appearance of the development, from both the river and adjacent river front area, will be compatible with the surrounding area, (c) that the development is not likely to cause environmental harm such as— (i) pollution or siltation of the river, or (ii) an adverse effect on surrounding uses, marine habitat, wetland areas, fauna or flora habitats, or
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	(iii) an adverse effect on drainage patterns, (d) that the development will only cause minimal visual disturbance to the existing landscape, (e) that continuous public access, and opportunities to provide continuous public access, along the river front and to the river will not be compromised, (f) that any historic, scientific, cultural, social, archaeological, architectural, natural or aesthetic significance of the land on which the development is to be carried out and of surrounding land will be maintained. (4) Before determining a development application for development on land identified as a watercourse on the <u>Watercourse Map</u> or land that is within 40 metres of the highest bank of each watercourse on land identified as “Watercourse” on that map, to which this clause applies, the consent authority must consider— (a) whether or not the development is likely to have any adverse impact on the following— (i) the water quality and flows within the watercourse, (ii) aquatic and riparian species, habitats and ecosystems of the watercourse, (iii) the stability of the bed and banks of the watercourse, (iv) the free passage of fish and other aquatic organisms within or along the watercourse, (v) any future rehabilitation of the watercourse and riparian areas, and (b) whether or not the development is likely to increase water extraction from the watercourse, and (c) any appropriate measures proposed to avoid, minimise or mitigate the impacts of the development. (5) Development consent must not be granted to development on land to which this clause applies unless the consent authority is satisfied that— (a) the development is designed, sited and will be managed to avoid any significant adverse environmental impact, or (b) if that impact cannot be reasonably avoided—the development is designed, sited and will be managed to minimise that impact, or (c) if that impact cannot be minimised—the development will be managed to mitigate that impact. (6) In this clause— river means a watercourse on land identified as “Watercourse” on the Watercourse Map. river front area means land in Zone RU1 Primary Production, Zone RU6 Transition or Zone R5 Large Lot Residential that is within 40 metres of the highest bank of each watercourse on land identified as “Watercourse” on the Watercourse Map.
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Mapping – Macquarie Marshes Nature Reserve boundaries to match Warren LEP zoning and minimum lot size mapping.	Following this suggested change, Council officers and the consultant investigated the inception of Macquarie Marshes zonings, minimum lot sizes and relevant clauses. It seems that the C1 National Parks and Nature Reserve zoning is based on the Ramsar listed components of the Marshes which are also owned by National Parks and Wildlife. Whilst this gives adequate protection to the Ramsar listed sites as a minimum, further lands owned by National Parks may warrant the same level of protection and so, this question was asked of NPWS on 26/9/2025. Council is still waiting on their response and this is why it is included in the recommendation, <i>“subject to the mapping changes checked and endorsed by National Parks and Wildlife”</i>.
Consideration of Biodiversity Offset Scheme (BOS) triggers for future subdivisions	Noted by Council for future subdivisions. Not relevant to this PP.
LEP A – Wilson St rezoning. Proposed zone boundary to follow the existing flood levee rather than the current RE1 zoned land.	It is understood this change will reflect a better outcome with no R1 General Residential lands being zoned outside of the flood levee. The mapping change as suggested below is supported and Council will work with the Department’s GIS team regarding this change. Figure 2: Current zone boundary versus recommended zone boundary (red) for Lot 3 DP853548.

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Transport for NSW

Transport for NSW

26 June 2025

TfNSW reference: WST25/00075/001
Your reference: PP-2025-217 - Ref-3748

General Manager
Warren Shire Council
Email: council@warren.nsw.gov.au

Attention: Maryanne Stephens

CC: Cassy Mitchell

PP-2025-217 - Ref-3748 - Planning Proposal - Housekeeping amends to the Warren Local Environmental Plan 2012 (LEP)

Hi Maryanne,

Transport for NSW (TfNSW) is responding to the PP-2025-217 referred on 12 June 2025 via the ePlanning Portal for agency consultation in accordance with the Gateway Determination under Section 3.34(2) of the *Environmental Planning and Assessment Act 1979*.

TfNSW is generally supportive of the Planning Proposal and provides comments for Council's consideration in **Attachment 1** of this letter.

If you have any questions, please contact Masa Kimura, Development Services Case Officer, on 1300 019 680, 0407 707 999 or email development.west@transport.nsw.gov.au.

Yours faithfully,



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Attachment 1

PP-2025-217-Ref-3748 – Planning Proposal – Housekeeping amendments to the Warren Local Environmental Plan 2012 (LEP)

This attachment relates to TfNSW's response dated 26 June 2025 reference WST25/00075/001.

Context

TfNSW provides the following context for the subject Planning Proposal:

- The PP seeks changes to land zoning, mapping and other housekeeping changes to the *Warren Local Environmental Plan 2012*.
- TfNSW key interest in the proposed amendments relates to a mapping amendment to rezone classified roads with the Warren LGA to *SP2 Infrastructure* under the Warren LEP 2012. The affected classified (State) road is the Oxley Highway (HW11).
- Council is seeking advice from TfNSW as part of agency consultation *Environmental Planning & Assessment Act 1979, Section 3.34(2)*, following gateway determination from the Department of Planning, Housing and Infrastructure (DPHI), dated 22 May 2025.

TfNSW comments

TfNSW's primary interests are in the road network, traffic, and broader transport issues. In particular, the efficiency and safety of the classified road network, the security of property assets and the integration of land use and transport.

TfNSW provides the following comments:

- Council should ensure that any existing land uses located along the classified road network are considered prior to finalisation of mapping amendments to reduce any potential land use conflict.
- Council should ensure the amendments identified as 'SP2' zone are consistent, noting that the Planning Report (dated August 2024) identifies SP2 as both 'Infrastructure' (LEP2) and 'Air Transport Facility and Emergency Services Facilities' (LEP4).

Existing land uses along the Oxley Highway corridor have been considered with the rezoning to SP2 Infrastructure. The only section to avoid intended new water structures is close to Collie which has already been identified in the PP and associated mapping.

The SP2 zone names are in accordance with the standard zones LEP Practice note (PN 11-002) where types of infrastructure are named to link with the objectives for the zone for that infrastructure.

Agency Consultation Conclusion

All the above matters highlighted by agency consultation have been taken into consideration and changes made where relevant.

Gateway condition 4:

A public hearing is not required to be held into the matter by any person or body under section 3.34(2)(e) of the Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or if reclassifying land).

Comment: Noted & complies.

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Local Planning Directions

Table 5 in the Planning Proposal assesses the relevance and consistency of each of the Local Planning Directions. All of the directions are consistent with one exception being 4.1 Flooding. Justification of the inconsistency is reproduced below.

4.1 Flood Planning – with regard to the Wilson St rezoning

No changes are proposed to the current flood planning controls for Warren. Current provisions have considered and are consistent with the Flood Risk Management Manual 2023, the Considering Flooding in and use planning Guidelines 2021 and the NSW Flood Prone Land Policy. The Wilson St rezoning is located inside the town flood levee for Warren and as such is afforded the same level of protection as Warren town. The levee is predicted as providing adequate protection from flooding – with the prior Department (DIPNR) commissioning levee gradient sensitivity assessments in 2004 & 2020. These assessments check various flood types – duration, seasonal changes and changes in floodplain vegetation & development to predict whether flood flow distribution would change and alter flood gradients and subsequently, alter where the levee may overtop. Since it's construction, the levee has not overtopped and a current \$7.1M project is underway to rehabilitate the levee bank and riverbank to strengthen areas in need of protection to future-proof and provide maintenance to the levee.

The following information is provided in support of consistency/inconsistency with this direction.

(2) A planning proposal must not rezone land within the flood planning area from Recreation to a residential zone. Inconsistent – this proposal intends to rezone from RE1 to R1. Despite this, the following points justify the inconsistency:

- The Planning Proposal is in accordance with the current flood planning controls – being within/inside the flood levee for Warren which has been checked for integrity and sensitivity within the last 5 years.
- The provisions of the planning proposal, involving rezoning the RE1 flood protected land to R1 General Residential, are of minor significance due to the limited flood risk inside the levee.
- Council has recently received funding from Commonwealth (National Flood Mitigation Infrastructure Program), State (NSW Reconstruction Authority) and the Office of Local Government for the Warren Levee Bank Rehabilitation and Riverbank Rock Armouring Project which will strengthen the integrity of the levee longer-term and justify further appropriate developments inside the town levee.
- There is a critical need for additional land for housing in Warren which supports this rezoning.
- There will be a net gain of RE1 land with another rezoning proposed as part of this Planning Proposal

(3) The planning proposal must not permit development:

(a) in a floodway – complies.

(b) that will result in significant flood impacts to other properties – complies. The land is located within the town levee and subdivision design will ensure overland flows and stormwater are adequately addressed.

(c) in high hazard areas – complies.

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(d) which significantly increases dwelling density on the land. Inconsistent – however this is the nature of this rezoning and the land is afforded an appropriate level of flood protection.

(e) Permit sensitive developments where occupants cannot evacuate. Complies – evacuation is possible within Warren.

(f) to be carried out without development consent except exempt development or agriculture. Inconsistent – the proposal includes the following development in the R1 zone as permitted without consent: Environmental protection works; Home occupations; Roads; Water reticulation systems. Despite this inconsistency, these works will not increase the flood risk on the land or surrounds, and this change is not considered significant.

(g) which increases govt spending on emergency management services, flood mitigation and the like. Consistent.

(h) that permits hazardous industries or hazardous storage events which cannot be contained in a flood. Consistent.

Council inclusion: smaller temporary workers accommodation

As mentioned above, Council sought an inclusion at the December 2024 meeting in the Planning Proposal for small scale temporary workers accommodation, noting the absence of various accommodation options in Warren and surrounds.

As is common practice, current LEP provisions were first checked to determine if avenues already exist for these accommodation types. The following definitions of various accommodation and clauses in the Warren LEP are already in place to cater for a variety of permanent and temporary accommodation:

Housing provision	Definition	Permissible zones
Backpackers accommodation	<i>backpackers' accommodation</i> means a building or place that— (a) provides temporary or short-term accommodation on a commercial basis, and (b) has shared facilities, such as a communal bathroom, kitchen or laundry, and (c) provides accommodation on a bed or dormitory-style basis (rather than by room).	RU5 (Village), R1
Bed and Breakfast accommodation	<i>bed and breakfast accommodation</i> means an existing dwelling in which temporary or short-term accommodation is provided on a commercial basis by the permanent residents of the dwelling and where— (a) meals are provided for guests only, and (b) cooking facilities for the preparation of meals are not provided within guests' rooms, and (c) dormitory-style accommodation is not provided.	RU1, RU6, R5 & R1

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Boarding house	<i>boarding house</i> means a building or place— (a) that provides residents with a principal place of residence for at least 3 months, and (b) that contains shared facilities, such as a communal living room, bathroom, kitchen or laundry, and (c) that contains rooms, some or all of which may have private kitchen and bathroom facilities, and (d) used to provide affordable housing, and (e) if not carried out by or on behalf of the Land and Housing Corporation—managed by a registered community housing provider, but does not include backpackers' accommodation, co-living housing, a group home, hotel or motel accommodation, seniors housing or a serviced apartment.	RU5, R1
Camping ground	<i>camping ground</i> means an area of land, with access to communal amenities, used for the short term placement of campervans, tents, annexes or other similar portable and lightweight temporary shelters for accommodation and includes a primitive camping ground but does not include— (a) a caravan park, or (b) farm stay accommodation.	RU1, RU5, RU6 & R1
Caravan Park	<i>caravan park</i> means an area of land, with access to communal amenities, used for the installation or placement of caravans, or caravans and other moveable dwellings, but does not include farm stay accommodation.	R1, RU5
Co-living housing	<i>co-living housing</i> means a building or place that— (a) has at least 6 private rooms, some or all of which may have private kitchen and bathroom facilities, and (b) provides occupants with a principal place of residence for at least 3 months, and (c) has shared facilities, such as a communal living room, bathroom, kitchen or laundry, maintained by a managing agent, who provides management services 24 hours a day, but does not include backpackers' accommodation, a boarding house, a group home, hotel or motel accommodation, seniors housing or a serviced apartment.	RU5, R1

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Eco-tourist facility	<i>eco-tourist facility</i> means a building or place that— (a) provides temporary or short-term accommodation to visitors on a commercial basis, and (b) is located in or adjacent to an area with special ecological or cultural features, and (c) is sensitively designed and located so as to minimise bulk, scale and overall physical footprint and any ecological or visual impact. It may include facilities that are used to provide information or education to visitors and to exhibit or display items. Note— See clause 5.13 for requirements in relation to the granting of development consent for eco-tourist facilities. Eco-tourist facilities are not a type of <i>tourist and visitor accommodation</i>—see the definition of that term in this Dictionary.	RU1, RU6 & R5
Farm Stay Accommodation	<i>farm stay accommodation</i> means a building or place— (a) on a commercial farm, and (b) ancillary to the farm, and (c) used to provide temporary accommodation to paying guests of the farm, including in buildings or moveable dwellings.	RU1 (Primary Production), RU6 (Transition)
Hotel or Motel accommodation	<i>hotel or motel accommodation</i> means a building or place (whether or not licensed premises under the <u>Liquor Act 2007</u>) that provides temporary or short-term accommodation on a commercial basis and that— (a) comprises rooms or self-contained suites, and (b) may provide meals to guests or the general public and facilities for the parking of guests' vehicles, but does not include backpackers' accommodation, a boarding house, bed and breakfast accommodation or farm stay accommodation.	RU5, R1

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ITEM 3 PLANNING PROPOSAL - LOCAL ENVIRONMENT PLAN (LEP) REVIEW CONTINUED

Rural workers dwellings	<i>rural worker's dwelling</i> means a building or place that is additional to a dwelling house on the same lot and that is used predominantly as a place of residence by persons employed, whether on a long-term or short-term basis, for the purpose of agriculture or a rural industry on that land.	RU1, RU6
Secondary dwellings	<i>secondary dwelling</i> means a self-contained dwelling that— (a) is established in conjunction with another dwelling (the <i>principal dwelling</i>), and (b) is on the same lot of land as the principal dwelling, and (c) is located within, or is attached to, or is separate from, the principal dwelling.	RU1, RU6, R5 (Large Lot Residential), R1 (General Residential)

As seen above, there are a number of avenues for smaller scale accommodation options for development in Warren. Alternatively, if a unique proposal comes forward which doesn't fit with any of the above provisions, Council is able to liaise with the applicant and DPHI to determine a suitable way forward, if this were to occur.

The temporary workers accommodation provisions as proposed are for large-scale accommodation proposals, including solar farms and the like as Warren is included in the Central West and Orana Renewable Energy Zone. At present these large-scale provisions do not exist in the Warren LEP and if a proposal were to come forward, Warren's LEP cannot consider such a development, hence this inclusion.

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In summary, this development is proposed within the Warren flood levee which affords the same level of protection as the rest of flood-protected Warren. The land, although considered part of the Flood Planning Area, historically has not flooded and appropriate subdivision design in accordance with Council's flood planning controls will produce a viable increase in flood protected and developable residential land with a net gain of land for open space provided on Industrial Access Road. Additionally, the new levee works underway will further justify developments protected by the town levee.

FINANCIAL AND RESOURCE IMPLICATIONS

The strategic work for the LEP amendment is currently within budget as recently reported to Council. No other financial or resource implications.

LEGAL IMPLICATIONS

Council is complying with its legal obligations under Section 3.21 of the Environmental Planning and Assessment Act by regularly reviewing its LEP.

RISK IMPLICATIONS

Nil.

STAKEHOLDER CONSULTATION

As reported above for the gateway conditions, the Planning Proposal was publicly exhibited from 26th June 2025 to 17th July 2025, one (1) submission was received regarding rural minimum lot sizes, which is outside the scope of this review. The Planning Proposal was sent to the required Government Agencies for feedback in accordance with DPHI requirements. Feedback received indicated some mapping issues, particularly in relation to the Macquarie Marshes. To ensure that the mapping is correct, consultation with National Parks has commenced. To enable the planning proposal to progress as it is time limited, subject to the Macquarie Marshes National Parks mapping being finalised, the planning proposal should proceed as recommended.

CONCLUSION

Council should proceed with the amendment to the Warren Local Environmental Plan 2012 for various housekeeping amendments to finalisation and Council should recommend final endorsement to the Department of Planning, Housing and Infrastructure as the plan making authority.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 1.1.4 Ensure current and future housing needs for the community are met.
- 5.1.3 Promote Warren Shire Council to wide audiences both within the Shire and externally.
- 5.2.1 Ensure that this strategic planning framework becomes an integral part of our operating culture.
- 5.4.1 Obtain new development funds from developers to support the provision of improved infrastructure services.

SUPPORTING INFORMATION /ATTACHMENTS

Nil

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ITEM 4 CLUB HOUSE HOTEL 138 DUBBO STREET WARREN – FIRE UPGRADE
(H2-6.27, L3-9.2/10)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

The purpose of this report is to inform Council of an inspection report from the Commissioner of NSW Fire and Rescue and the legal obligation to advise the Commissioner of NSW Fire and Rescue of Council's decision of their recommendations under Clause 17(4) of the Environmental Planning and Assessment Act 1979, as amended, as to the recommendations as a result of their inspection.

BACKGROUND

On Monday 19th May 2025, Council staff completed an inspection of the Club House Hotel for shared accommodation purposes. It was discovered that none of the fire services were compliant. A letter was issued stating what was required and the due date. A meeting with the Manager was held explaining to them what was required. Follow up inspections still revealed non-compliance. Contact with NSW Fire and Rescue was established, to gain further support to achieve compliance. As a result of the joint inspection on 10th September 2025, an inspection report was issued from the Commissioner of Fire and Rescue NSW (Attachment 1). It was also noted again no compliance with Council's instructions. Another meeting was held with the Manager and the Owner explaining to them what was required.

REPORT

Following on from this, Council staff attempted to assist with achieving compliance and arranged for a fire services contractor to inspect the premise and provided quotations for the necessary works (Dated 1st October 2025).

A follow up discussion with the Hotel Manager in person on 8th October 2025 to confirm if they have engaged the fire services contractor to complete the necessary works, was once again unsuccessful. Due to the lack of action towards achieving compliance, Council has issued a Notice of Intention to Serve a Fire Safety Order under Schedule 5, Part 2 of the Environmental Planning and Assessment Act 1979, as amended, instructing the owner to make the necessary improvements, to ensure the safety of persons in the event of fire. Failure to comply with the Notice will result in the Order being issued. Failure to comply with the Order will result in penalty infringement notices being issued.

LEGAL IMPLICATIONS

Council is required under the EPA Act to advise the Commissioner of NSW Fire and Rescue of its decision of their recommendations, and to uphold community safety of businesses operating as places of shared accommodation.

RISK IMPLICATIONS

Council has a legal obligation to ensure that places of shared accommodation provide a level of fire safety.

STAKEHOLDER CONSULTATION OPTIONS

Council staff have attempted to assist the Hotel achieve compliance for fire safety, however all attempts have failed. Council staff have involved NSW Fire and Rescue to gain support, however as Council is the appropriate regulatory authority, it is Council's responsibility to enforce the legislation.

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CONCLUSION

Council has a legal obligation to ensure the public safety at places of shared accommodation is provided and therefore Council has issued a Notice of Intention to Serve an Fire Safety Order under Schedule 5, Part 2 of the Environmental Planning and Assessment Act 1979, as amended, instructing the owner to make the necessary improvements, to ensure the safety of persons in the event of fire.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 1.1.5 Work with local Police and the community to ensure that our community is safe
- 2.3.2 Facilitate improvements in business efficiency for local businesses
- 5.2.2 Proactively manage known compliance risks

SUPPORTING INFORMATION/ ATTACHMENT

Premise inspection Report from the Commissioner of NSW Fire and Rescue.

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ITEM 4 CLUB HOUSE HOTEL 138 DUBBO STREET WARREN – FIRE UPGRADE CONTINUED

Unclassified



File Ref. No: FRN25/1843 - BFS25/4028 - 8000043281
TRIM Ref. No: D25/109926
Contact: Station Officer David Weekes

18 September 2025

General Manager
Warren Shire Council
PO Box 6
WARREN NSW 2824

Email: Council@warren.nsw.gov.au

Attention: Maryanne Stephens

Dear General Manager

**Re: INSPECTION REPORT
CLUBHOUSE HOTEL
138 DUBBO STREET WARREN ("the premises")**

Pursuant to Section 9.32(1) of the *Environmental Planning and Assessment Act 1979* (EP&A Act), Authorised Fire Officers from the Fire Safety Compliance Unit of Fire and Rescue NSW (FRNSW) inspected 'the premises' on 10 September 2025. Warren Shire Council were also present during the inspection.

On behalf of the Commissioner of FRNSW, comments in this report are provided under Section 9.32(4) and Schedule 5, Part 8, Section 17(1) of the EP&A Act.

The items listed in the comments of this report are based on the following limitations:

- A general overview of the building was obtained without using the development consent conditions or approved floor plans as reference.
- Details of the Provisions for Fire Safety and Fire Fighting Equipment are limited to a visual inspection of the parts in the building accessed and the fire safety measures observed at the time.

COMMENTS

The following items were identified during the inspection:

Provisions for Fire Safety

Fire and Rescue NSW	ABN 12 593 473 110	www.fire.nsw.gov.au
Community Safety Directorate	1 Amarina Ave	T (02) 9742 7434
Fire Safety Compliance Unit	Greenacre NSW 2150	F (02) 9742 7483
www.fire.nsw.gov.au		Page 1 of 3

Unclassified

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ITEM 4 CLUB HOUSE HOTEL 138 DUBBO STREET WARREN – FIRE UPGRADE CONTINUED

Unclassified

Egress

1. Exit doors and doors in the path of travel to an exit were observed containing lockable pad bolts and hasp and staples capable of interfering with the operations of fire exit doors, contrary to Section 109 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021 (EPAR21).
2. The rear northern corridor on level 1 contained construction boarding blocking access to the rear northern exit door, contrary to the Section 109 of the EPAR21.
3. Multiple exit doors and doors in the path of travel to exits (excluding sole occupancy unit entry doors) throughout the premises contain round knob handles in lieu of a single hand downward action lever handle or push bar handles, contrary to the requirements of Clause D3D28 of the National Construction Code 2022, Volume 1 Building Code of Australia (NCC).
4. Multiple swinging doors in required exits were found to swing against the direction of egress, contrary to the requirements of Clause D3D25 of the NCC.
5. Egress from the rear exits on both ground level and level 1 of the building discharge to an open area with no direct access to Cobb Street, contrary to the requirements of Clause D2D15 of the NCC.

In this regard, access to Cobb Street is restricted by a locked timber gate and a steel corrugated fence and gate. In accordance with D2D15 and the intent of D3D28 of the NCC, FRNSW recommends pedestrian gates with suitable latch operating devices be provided to ensure occupants can readily access the road in the event of a fire at the premises.

6. The entrance doorways of multiple Sole Occupancy Units (SOU) on Level 1 were either more than 6 metres to an exit, or to a point from which travel in different directions to 2 exits is available contrary to the requirements of Clause D2D5 of the NCC. In this regard, FRNSW estimated travel distances from the furthest SOU to the nearest exit to be = 24m.

Smoke Alarms

7. Multiple smoke alarms throughout the Level 1 accommodation and public corridors were not operational, contrary to the requirements of Section 98 of the EPAR21. In this regard, FRNSW observed smoke alarms hanging down and disconnected. Furthermore, smoke alarm coverage does not extend to the rear corridors of level one, contrary to the requirements of Specification S20C3 of the NCC.

Building Occupant Warning System (BOWS)

8. A BOWS was not provided to the premises contrary to the requirements of Specification 20 of the NCC. In this regard, FRNSW observed smoke alarms throughout the public corridors and other internal spaces of the Class 3 portion of the building that were not connected to activate a building occupant warning system to sound throughout all occupied areas of the building.

Exit Signs

Unclassified

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ITEM 4 CLUB HOUSE HOTEL 138 DUBBO STREET WARREN – FIRE UPGRADE CONTINUED

Unclassified

9. Multiple exit signs were not illuminated contrary to the requirements of Specification 25 of the NCC.

Emergency Lighting

10. Multiple emergency lights were not operating contrary to the requirements of Australian Standard (AS) 2293.1-2005. In this regard, FRNSW observed emergency lights that did not appear to be connected to an electrical supply.
11. Emergency lighting was not installed in all passageways and required non-fire isolated stairways contrary to the requirements of Clause E4D2 of the NCC. In this regard, FRNSW observed no emergency lighting throughout the Level 1 external passageways and the 2 required non-fire-isolated stairs to the rear of the premises.

Portable Fire Extinguishers (PFE's)

12. Minimum 2.5kg ABE type PFE's were not provided to all parts of the Class 3 portion of the premises contrary to the requirements of Clause E1D14 of the NCC. In this regard, FRNSW observed a Carbon Dioxide PFE provided in the Level 1 corridor, and a missing PFE on the rear external balcony.

FRNSW believes that there are inadequate provisions for fire safety within the building.

RECOMMENDATIONS

FRNSW recommends that Council:

- a. Inspect and address items 1 to 12 of this report and any other deficiencies identified on 'the premises'.

Please be advised that Schedule 5, Part 8, Section 17(2) requires any report or recommendation from the Commissioner of FRNSW to be tabled at a Council meeting. This matter is referred to Council as the appropriate regulatory authority. FRNSW awaits the Council's advice regarding its determination under Schedule 5, Part 8, Section 17 (4) of the EP&A Act.

Please do not hesitate to contact Station Officer David Weekes of FRNSW's Fire Safety Compliance Unit at FireSafety@fire.nsw.gov.au or call on (02) 9742 7434 if there are any questions or concerns about the above matters. Please ensure that you refer to file reference FRN25/1843 - BFS25/4028 - 8000043281 regarding any correspondence concerning this matter.

Yours faithfully



Paul Scott
Team Leader
Fire Safety Compliance Unit

Unclassified

STAFF POSITION ACRONYMS

EXECUTIVE OFFICE	GM	General Manager
	IPM	Infrastructure Projects Manager
	PAO	Project Administration Officer
	MIO	Maintenance & Improvement Officer
	WHS/RC	Work Health & Safety/Risk Co-Ordinator
	EDVM	Economic Development and Visitation Manager
	EA	Executive Assistant to the Mayor and GM
FINANCE & ADMINISTRATION	DMFA	Divisional Manager Finance & Administration
	TREAS	Treasurer
	MA	Management Accountant
	LIB	Librarian
ENGINEERING	DMES	Divisional Manager Engineering Services
	AOES	Administration Officer Engineering Services
	WC/AOES	Works Clerk /Admin Officer Engineering Services
	AM	Assets Manager
	FRSPM	Flood Restoration and Special Projects Manager
	WC	Workshop Co-Ordinator
	RIM	Roads Infrastructure Manager
	RO	Roads Overseer
	ATOR	Assets Technical Officer Roads
	TSM	Town Services Manager
	Store	Storekeeper
	TSO	Town Services Overseer
	ATOS	Assets Technical Officer Services
HEALTH & DEVELOPMENT	MHD	Manager Health and Development Services
	AOHD	Administration Officer Health & Development
	WSCCM	Warren Sporting & Cultural Centre Manager (CM)