

BUSINESS PAPER

ORDINARY MEETING

THURSDAY 26TH MAY 2022

WARREN SHIRE COUNCIL

AGENDA - ORDINARY COUNCIL MEETING

26th May 2022 commencing at 8.30 am

1. OPEN MEETING

2. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

3. CONFIRMATION OF MINUTES

Ordinary Meeting held on Thursday, 28th April 2022.

4. DISCLOSURES OF INTERESTS

5. MAYORAL MINUTE(S)

Nil.

6. REPORTS OF COMMITTEES

Meeting of the Traffic Committee held on Thursday, 5th May 2022 (T5-3)

Meeting of the Warren Local Emergency Management Committee held on
Tuesday, 10th May 2022 (E6-1)

Meeting of the Showground/Racecourse Committee held on
Tuesday, 10th May 2022 (C14-3.2)

Meeting of the Economic Development and Promotions Committee held on
Wednesday, 11th May 2022 (C14-3.22)

Meeting of the Ewenmar Waste Depot Committee held on
Monday, 16th May 2022 (C14-3.23)

Meeting of Manex held on Tuesday, 17th May 2022 (C14-3.4)

Meeting of the Sporting Facilities Committee held on
Wednesday, 18th May 2022 (S21-2.1)

7. REPORTS TO COUNCIL

REPORTS OF DELEGATES

Nil.

POLICY

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REPORTS OF THE GENERAL MANAGER

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Item 2 Committee/Delegates Meetings (C14-2) Page 25

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Infrastructure Projects (C14-71, G4-1) Page 27

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Attendance Report (C14-5.4) Page 39

Item 5 Easement for Overhead Powerlines – Sewerage Treatment Plan,
8447 Oxley Highway, Warren 2824 (G4-1.34, S5-10.2) Page 45

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as at 12th May 2022 (R1-4) Page 4

Item 3 Works Progress Reports –
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Item 5 General Rates – Additional Special Variation (ASV)
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Item 6 Sale Prices of Council Owned Vacant Land –
Deacon Drive Warren (S1-8.2/38, 59, 60, 61, 62, 63, 64 & 65) ... Page 10

REPORTS OF THE DIVISIONAL MANAGER ENGINEERING SERVICES

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REPORTS OF THE MANAGER HEALTH AND DEVELOPMENT

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Item 3	Energy Action Plan (E7-1)	Page 6

8. NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil.

9. CONFIDENTIAL MATTERS

Nil.

10. CONCLUSION OF MEETING**PRESENTATIONS**

11.00 am	Grant Christopherson, Sustainable Councils & Communities Program Q & A Session – Energy Plan for Warren Shire Council
11.30 am	Ben Madgwick, Inland Rail Narromine to Narrabri: Project overview and outline of potential local business opportunities.

TRAFFIC COMMITTEE MINUTES

Attached are the Minutes of the meeting of the Traffic Committee meeting held in the Council Conference Room on Thursday, 5th May 2022.

RECOMMENDATION:

That the Minutes of the Meeting of the Traffic Committee held on Thursday, 5th May 2022 be received and noted that the following recommendations be adopted:

ITEM 4 BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD ON THURSDAY, 18TH FEBRUARY 2021

ITEM 4.2 TRAFFIC FLOW CHANGES - INCLUDING ESTABLISHMENT OF A HEAVY VEHICLE BYPASS (T5-1/R4-1.91)

That the resolution of Council concerning traffic flow changes including establishment of Heavy Vehicle Bypass be not enacted until all designs, grant applications and works have been progressed.

ITEM 6.1 ACTION COMPLAINT REQUEST MATTERS (T5-2)

- **Request for Installation of Bus Stop Sign**

A further onsite assessment be undertaken and that if the school bus signage is not in place, they be erected on Ellengerah Road.

- **Wambianna Road Double line request**

The Divisional Manager Engineering Services submit a report on the vegetation and site distance problems in this location for the next Traffic Committee meeting.

- **Request for parallel parking sign in the cul-de-sac**

The complainant be advised that the default parking in NSW is parallel parking, and the matter has been referred to the police.

ITEM 6.2 REVIEW OF TRAFFIC ACCIDENT AT THE INTERSECTION OF CHESTER STREET AND HALE STREET, WARREN (T5-2)

1. No action be taken at present as the accident in concern was not associated with the road environment or justifies a need for a crossing;
2. The Divisional Manager Engineering Services investigate the warrant for either a Hale Street School crossing or Zebra crossing for a report to a future Committee meeting and;
3. Investigation be taken in review of the no-stopping length approach to the existing zebra crossing in Chester Street.

WARREN SHIRE COUNCIL

Minutes of the 53rd Meeting of the Warren Shire Traffic Committee
held in Council Conference Room, 115 Dubbo Street, Warren on
Thursday, 5th May 2022 commencing at 3.00 pm

ATTENDANCE

Councillor Kevin Taylor (Chair)
Mr Richard Drooger (TfNSW)
Mr Jason Nicholson (TfNSW)
David Duncan
Constable Justin Hopkins (NSW Police)
Mr Raymond Burns (Acting Divisional Manager Engineering Services)
Mr Gary Woodman (General Manager)
Mrs Angela Tegart (Minute Taker)

ITEM 1 ELECTION OF CHAIRPERSON

NOMINATION Councillor Kevin Taylor by Raymond Burns and David Duncan.

Councillor Kevin Taylor was elected Chairperson of the Traffic Committee.

Carried

ITEM 2 APOLOGIES

An apology was received from Sergeant Rebecca Byles who was absent due to external commitments, and it was **MOVED** Burns/Duncan that the apology be accepted, and a leave of absence be granted for this meeting.

Carried

ITEM 3 CONFIRMATION OF MINUTES OF THE MEETING HELD ON THURSDAY, 18TH FEBRUARY 2021

MOVED Taylor/Drooger that the Minutes of the Meeting held on, Wednesday, 18th February 2021 be accepted as a true and correct record of that meeting.

Carried

ITEM 4 BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD ON THURSDAY, 18TH FEBRUARY 2021

ITEM 4.2 TRAFFIC FLOW CHANGES - INCLUDING ESTABLISHMENT OF A HEAVY VEHICLE BYPASS

(T5-1/R4-1.91)

2. Stafford Street between Dubbo Street and the North-eastern side of Zora Street be signposted as not being available for usage by large vehicles (B-Double, B-Triples, Road Trains).

Gunningbar Creek bridge - arrange to see what the heavy vehicle mass rating is.

RECOMMENDATION TO COUNCIL:

MOVED Taylor /Hopkins that the resolution of Council concerning traffic flow changes including the establishment of a Heavy Vehicle Bypass not be enacted until all designs, grant applications and works have been progressed.

Carried

WARREN SHIRE COUNCIL

Minutes of the 53rd Meeting of the Warren Shire Traffic Committee
held in Council Conference Room, 115 Dubbo Street, Warren on
Thursday, 5th May 2022 commencing at 3.00 pm

ITEM 5 ACTION CHECKLIST

MOVED Hopkins/Burns that the information be received and noted, and items marked with an (*) asterisk be deleted and all items with the subject Heavy Vehicle Bypass Traffic Flow Changes be marked no action to be taken at present.

Carried

ITEM 6 REPORTS

ITEM 6.1 ACTION COMPLAINT REQUEST MATTERS (T5-2)

- **Request for Installation of Bus Stop Sign**

RECOMMENDATION TO COUNCIL:

MOVED Duncan/ Hopkins A further onsite assessment be undertaken and that if the school bus signage is not in place, they be erected on Ellengerah Road.

- **Wambianna Road Double line request**

RECOMMENDATION TO COUNCIL:

MOVED Duncan/ Hopkins the Divisional Manager Engineering Services submit a report on the vegetation and site distance problems in this location for the next Traffic Committee meeting.

- **Request for a parallel parking sign in the cul-de-sac**

RECOMMENDATION TO COUNCIL:

MOVED Taylor/ Duncan the complainant be advised that the default parking in NSW is parallel parking, and the matter has been referred to the police.

Carried

ITEM 6.2 REVIEW OF TRAFFIC ACCIDENT AT THE INTERSECTION OF CHESTER STREET AND HALE STREET, WARREN (T5-2)

RECOMMENDATION TO COUNCIL:

MOVED Burns /Duncan that

1. No action be taken at present as the accident in concern was not associated with the road environment or justifies a need for a crossing;
 2. The Divisional Manager Engineering Services investigate the warrant for either a Hale Street School crossing or Zebra crossing for a report to a future Committee meeting and;
 3. That investigation be taken in review of the no-stopping length approach to the existing zebra crossing in Chester Street.
-

ITEM 7 GENERAL BUSINESS

NIL

ITEM 8 NEXT MEETING

Thursday 4th August 2022

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 4.05PM.

WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes

Attached are the Minutes of the Meeting of Warren Local Emergency Management Committee held on Tuesday 10th May 2022.

RECOMMENDATION:

That the Minutes of the Meeting of Warren Local Emergency Management Committee held on Tuesday 10th May 2022 be received and noted.

WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes of Warren Local Emergency Management Committee Meeting held in the Community Room 115 Dubbo Street, Warren on Tuesday 10th May 2022 commencing at 9.35am

PRESENT:

Gary Woodman	Warren Shire Council
Maryanne Stephens	Warren Shire Council
Raymond Burns	Warren Shire Council (Acting LEMO)
Samantha Midgley	NSW SES
Glenn Midgley	NSW SES
Rebecca Byles	NSW Police
Angela Muir	Fire and Rescue NSW
Sarah Masonwells	Resilience NSW
Angie Kelly	Local Land Service
Fiona Townsend	Transport for NSW
Aaron Powell	NSW Rural Fire Services (Via Lifesize)

ITEM 1 APOLOGIES

Apologies were received on behalf of John Moors, Annabelle Watson and Andrew Elms.

MOVED Muir/Byles that the apologies be accepted, and a leave of absence be granted for this meeting.

Carried

ITEM 2 MINUTES OF THE MEETING HELD ON TUESDAY, 8TH FEBRUARY 2022

MOVED Burns/Muir that the Minutes of the meeting held on Tuesday, 8th February 2022 as circulated, be adopted as a true and correct record of that meeting.

Carried

**ITEM 3 BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD ON TUESDAY,
8TH FEBRUARY 2022**

Nil.

WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes of Warren Local Emergency Management Committee Meeting
held in the Community Room 115 Dubbo Street, Warren on
Tuesday 10th May 2022 commencing at 9.35am

ITEM 4 REMO REPORT



CENTRAL WEST
EMERGENCY MANAGEMENT REGION

REMO Report to LRC/LEMC
May 2022

RRC

The next Region Rescue Committee (RRC) meeting will be in Dubbo at 1030hrs on Thursday 2 June 2022. This will be a face-to-face meeting with light lunch afterwards.

REMC

The next Central West REMC is scheduled for Dubbo at 1300hrs on Thursday 2 June 2022.

OPERATIONS

The REOC status is currently at 'Monitoring'. Issues currently being monitored are COVID19, flooding, Japanese encephalitis. The REOC is not currently supporting any operations but remains available if required.

La Nina continues to impact the region. Flooding in Queensland continues to make its way into the Far West region.

There are currently no local EOCs operating within the Central West.

LEOCONs

Narromine LGA welcomes INSP William Russell as the LEOCON and SGT Scott Heckendorf as the Deputy LEOCON.

Lachlan LGA welcomes SGT Joel Hunter as the LEOCON.

REMOs

The REMO position for the north zone of the Central West, based in Dubbo, has been filled with the successful applicant commencing on Monday 2 May 2022. An introductory email will be sent with details after the new REMO commences.

Greg McMahon, REMO Far West based at Broken Hill, retired in March. Central West REMO has been assisting Far West and will continue to do so until the position has been filled. Tony Byrnes, REMO New England is currently on extended leave and Central West REMO has also been assisting for that area as required.

TRAINING

Training courses are resuming for face-to-face delivery. I am currently working with ResNSW and other REMOs to be approved to deliver courses and become familiar with facilitating courses. Once approved, I will advise the dates of planned courses within our region.

The NSW Emergency Management Programme is available online through the ResNSW website (emtraining.nsw.gov.au). There are eight modules available to complete and anyone working or with an interest in EM is strongly encouraged to complete these modules. These modules are a pre-requisite for other ResNSW courses. Other useful online courses are also available.

EXERCISES

Conducted
Nil

Planning
NSWPF Western Region Business Continuity Plan discussion exercise date TBA

WARREN LOCAL EMERGENCY MANAGEMENT
COMMITTEE

Minutes of Warren Local Emergency Management Committee Meeting
held in the Community Room 115 Dubbo Street, Warren on
Tuesday 10th May 2022 commencing at 9.35am

ITEM 4 REMO REPORT

CONTINUED

The REOCON, A/C Greentree encourages LEMC to recommence planning and conduct of emergency exercises as part of the PPRR cycle of emergency management.

Andrew Elms
0417 438 845
Central West (South Zone) Region Emergency Management Officer
26 April 2022

MOVED Byles/Muir that the information be received and noted.

Carried

ITEM 5 LEMO REPORT

The Acting LEMO, Raymond Burns advised the meeting of the funding announced last week of \$5.325M for the rehabilitation of the Warren town levee. The works would concentrate on the area behind the Police Station/Community Services and the levee area opposite the Council Works Depot. A few other areas may also require some works to be undertaken. New floodgates and some pit works are also being investigated.

Council is waiting to see if any funding is forthcoming from the State Government to bring the total funding available to \$7.1M, which is what Council believes is required to undertake these rehabilitation works.

Gary Woodman gave the meeting an overview of the proposed works to be undertaken.

MOVED Byles/S Midgley that the information be received and noted.

Carried

ITEM 6 REIMBURSEMENT FOR FLOOD PREPARATION COST NOVEMBER 2021

The General Manager advised the meeting that the cost of running the levee works during the November/December 2021 flood event amounted to approximately \$173,000. Raymond Burns is to follow-up the reimbursement of these funds.

In the future LEMC wise, when floods/events happen and with officers changeover and time lapses, we forget that works should be formalised for Council to undertake any preparation works for such events. Council applied to the Public Works Advisory and was advised that NSW SES should be paying for the works that were undertaken by Council. This is a significant amount to Council.

WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes of Warren Local Emergency Management Committee Meeting held in the Community Room 115 Dubbo Street, Warren on Tuesday 10th May 2022 commencing at 9.35am

ITEM 7 AGENCY REPORTS

NSW SES

- No changes;
- No jobs; and
- 5 active members, waiting for some other members to upload Covid vaccination information.

NSW Police

- No new information to report.

FRNSW

- Recently Stephen Muir has stepped down as Captain, but remaining as a member of the Brigade. Currently a selection process for his replacement is being undertaken;
- 4 x 4 tanker operating;
- BLS training tonight;
- Search and Rescue training happening next month;
- 1 new member, means 9 active members;
- Open Day Saturday, 14 May 2022 @ 10 am to 2pm; and
- Winter Safety Campaigning.

RESILIENCE NSW

- 11 staff in the Central West, Orana, Far West Branch;
- 10 of the 11 staff have been at the Northern Rivers area helping;
- Workshops have been delayed with staff deployed;
- Soon will recommence the rollout of the Pre-event Recovery Planning workshops with pilot Councils prior to a full roll out; and
- The Resilience Report has missed the Business Paper, but will be distributed to the group.

CENTRAL WEST LOCAL LAND SERVICES

- Nothing locally to report;
- LLS staff have also been away with Floods on the North Coast; and
- Lachlan people are concerned with minor flooding.

TRANSPORT FOR NSW

- Training for Liaison Officers in the next few months;
- Have been active in the Northern Rivers area in Regional Recovery Centres; and
- Liaison Officers Recovery Training and Desktop exercises being undertaken.

WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes of Warren Local Emergency Management Committee Meeting
held in the Community Room 115 Dubbo Street, Warren on
Tuesday 10th May 2022 commencing at 9.35am

ITEM 7 AGENCY REPORTS

CONTINUED

WARREN SHIRE COUNCIL

- Mice are making a come back; and
- Starting to look at the levee works.

NSW RFS

- Membership at 1,400 as at 1/1/22;
 - 21 incidents attended;
 - Fully through fire permit season;
 - Helped with flooding on coast;
 - Acting Manager is Dez White;
 - Mark Mulheron is retiring;
 - Donna Evans is away; and
 - Working on Next Generation Plan.
-

ITEM 8 CONTACT LIST UPDATE

The contact list was circulated to the group with attendance sheet.

ITEM 9 MAJOR EVENTS

- 11th June 2022 - Warren Show.
-

ITEM 10 GENERAL BUSINESS

Nil.

ITEM 10 NEXT MEETING

9th August 2022 at 9.00 am Rescue Meeting.

9th August 2022 at 9.30 am normal LEMC Meeting.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 10.32 AM

SHOWGROUND/RACECOURSE COMMITTEE

Attached are Minutes of the Meeting of the Warren Showground/Racecourse Committee held on Tuesday, 10th May 2022.

RECOMMENDATION:

That the Minutes of the Meeting of the Showground/Racecourse Committee held on Tuesday, 10th May 2022 be received and noted.

WARREN SHIRE COUNCIL

Minutes of the Showground/Racecourse Committee Meeting held in the GBS Falkiner Lounge at the Showground/Racecourse Complex, Warren on Tuesday, 10th May 2022 commencing at 3.15pm

ATTENDANCE:

Councillor Heather Druce	Warren Shire Council (Chair)
Councillor Dirk McCloskey	Warren Shire Council
Councillor Greg Whiteley	Warren Shire Council
Ben Egan	Central West Adult Riding Club
Matt Colwell	Warren & District Jockey Club
Rhianna Gibson	Warren Pony Club
Justin Sanderson	Warren P & A Association
Paul Quigley	Warren Rodeo Committee (Campdraft)
Gary Woodman	General Manager
Maryanne Stephens	Manager Health and Development Services
Raymond Burns	Acting Divisional Manager Engineering Services
Darren Walton	Town Services Overseer

ITEM 1 APOLOGIES

Apologies were tendered on behalf of Councillor Higgins, Mark Beach (Other Users), David Dwyer (Polocrosse), Kevin Noonan (Warren & District Jockey Club) and it was **MOVED** Woodman/McCloskey that the apologies be accepted and a leave of absence for the members concerned be granted.

Carried

ITEM 2 MINUTES OF THE MEETING HELD ON 15TH FEBRUARY 2022

MOVED Woodman/Whiteley that the Minutes of the Meeting held on Thursday 15th February 2022 be accepted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING FROM MINUTES OF THE MEETING HELD ON 15TH FEBRUARY 2022

Nil.

ITEM 4 ACTION CHECKLIST

- Cattle yards – Stockpro Condobolin to do a design.
 - Asterisk item Showground/Racecourse Proposed Improvements dated 12.5.21 for deletion from the Action Checklist.
 - Parking and Disabled Parking needs to be determined by the Warren P & A Association for the Warren Show.
 - Equestrian Arena expected to be completed by September 2022, not March 2022.
 - GBS Falkiner Lounge ceiling tiles completed, carpet not in any condition to be recycled.
-

WARREN SHIRE COUNCIL

Minutes of the Showground/Racecourse Committee Meeting held in the
GBS Falkiner Lounge at the Showground/Racecourse Complex, Warren
on Tuesday, 10th May 2022 commencing at 3.15pm

ITEM 4 ACTION CHECKLIST

CONTINUED

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

Carried

ITEM 5 REPORTS

ITEM 5.1 2022 CALENDER OF EVENTS SCHEDULE – SHOWGROUND/RACECOURSE

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

Carried

ITEM 5.2 2022/2023 SHOWGROUND/RACECOURSE BUDGET

(S7-1)

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

Carried

ITEM 5.3 SHOWGROUND/RACECOURSE PROJECT UPGRADE

(G4-1.7/1)

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

Carried

ITEM 6 GENERAL BUSINESS

- Paul Quigley advised that there are issues with the loading ramp when reversing large trucks, the culvert near the centre arena cattle yards interferes with the trucks movement.
 - Councillor Whiteley requested if the meeting start time could be scheduled for 5.30pm.
-

ITEM 7 NEXT MEETING DATE AND TIME

Tuesday, 2nd August 2022 at 5.30 pm.

There being no further business the meeting closed at 5.24 pm

ECONOMIC DEVELOPMENT & PROMOTIONS COMMITTEE MINUTES

Attached are the Minutes of the meeting of the Economic Development & Promotions Committee held on Wednesday, 11th May 2022.

RECOMMENDATION:

That the Minutes of the Meeting of the Economic Development & Promotions Committee held on Wednesday, 11th May 2022 be received and noted, and the following recommendations be adopted:

ITEM 5.2 WARREN SHIRE SIGNATURE EVENTS (F5-1)

That a further report be provided to the Economic Development & Promotions Committee on future events to be broken into at least the following three (3) categories:

1. Warren Shire Signature Events;
2. Warren Shire Community Events; and
3. Warren Shire Facility Events.

ITEM 5.4 RECONNECTING NSW - COMMUNITY EVENTS PROGRAM (G1.4-67)

That the \$119,826 funding allocation for Reconnecting NSW – Community Events Program be prioritised to the following events:

- Christmas 2022 Celebration (\$45,726);
- Opening of Carter Oval Youth Precinct (Cricket match) (\$10,000);
- U16 Rugby Union Championships or Rugby League or similar (\$10,000);
- Burrima Boardwalk Opening (\$14,100);
- Celebration of Warren Youth Festival (\$20,000); and
- Warren Chamber of Music Festival (Under the Western Stars) (\$20,000).

WARREN SHIRE COUNCIL
Minutes of the Economic Development & Promotions Committee
Meeting held in the Council Community Room
on Wednesday 11th May 2022, commencing at 3:34pm

PRESENT:

Sarah Derrett	Councillor (Chair)
Roslyn Jackson	Councillor
Milton Quigley	Councillor
Greg Whiteley	Councillor
Gary Woodman	General Manager
Darren Arthur	Divisional Manager Finance & Administration
Raymond Burns	Acting Divisional Manager Engineering Services
Angela Shepherd	Regional Development - Department of Regional NSW - Business Development Manager (Lifesize)
Kerry Palmer	Regional Development - Department of Regional NSW - Business Development Facilitator (Lifesize)
Rebecca Christian	Project Administration Officer

ITEM 1 APOLOGIES

Apologies were received from Councillor Druce, Councillor Brewer and Maryanne Stephens who were absent due to external commitments and it was **MOVED** Jackson/Derrett that a leave of absence be granted for this meeting.

Carried

ITEM 2 MINUTES

MOVED Quigley/Jackson that the Minutes of the Economic Development & Promotions Committee meeting held on Wednesday, 16th March 2022 be adopted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING FROM THE MINUTES OF THE MEETING, 16TH MARCH 2022

Nil.

ITEM 4 ACTION CHECKLIST

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

Carried

ITEM 5.1 BUSINESS DEVELOPMENT FACILITATOR KERRY PALMER – INTRODUCTION AND DISCUSSION (D3-10)

MOVED Woodman/Quigley that the report be received and noted.

Carried

WARREN SHIRE COUNCIL
Minutes of the Economic Development & Promotions Committee
Meeting held in the Council Community Room
on Wednesday 11th May 2022, commencing at 3:34pm

ITEM 5.2 WARREN SHIRE SIGNATURE EVENTS (F5-1)

RECOMMENDATION TO COUNCIL:

MOVED Woodman/Jackson that a further report be provided to the Economic Development & Promotions Committee on future events to be broken into at least the following three (3) categories:

1. Warren Shire Signature Events;
2. Warren Shire Community Events; and
3. Warren Shire Facility Events.

Carried

**ITEM 5.3 TOURISM, PROMOTIONS, MARKETING, ECONOMIC DEVELOPMENT AND
COMMUNITY GRANTS DIRECTIONS (C12.3.5, D3.1, D3-10, P1-7.17/1, T4.3, T4-6.1)**

MOVED Derrett/Quigley that the report be received and noted.

Carried

ITEM 5.4 RECONNECTING NSW – COMMUNITY EVENTS PROGRAM (G1-4.67)

RECOMMENDATION TO COUNCIL:

MOVED Woodman/Jackson that the \$119,826 funding allocation for Reconnecting NSW – Community Events Program be prioritised to the following events:

- Christmas 2022 Celebration (\$45,726);
- Opening of Carter Oval Youth Precinct (Cricket match) (\$10,000);
- U16 Rugby Union Championships or Rugby League or similar (\$10,000);
- Burrima Boardwalk Opening (\$14,100);
- Celebration of Warren Youth Festival (\$20,000); and
- Warren Chamber of Music Festival (Under the Western Stars) (\$20,000).

Carried

ITEM 5.5 REGIONAL ECONOMIC DEVELOPMENT STRATEGIES (REDS) 2022 UPDATE (D3-3)

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

Carried

ITEM 5.6 ACCOMMODATION IN THE WARREN SHIRE (T4-4)

MOVED Woodman/Derrett that the information report be received and noted.

Councillor Jackson left the meeting room at 4:55pm and took no further part in the Meeting.

Carried

WARREN SHIRE COUNCIL
Minutes of the Economic Development & Promotions Committee
Meeting held in the Council Community Room
on Wednesday 11th May 2022, commencing at 3:34pm

ITEM 5.7 INLAND RAIL (N2) NARROMINE TO NARRABRI (R3-1)

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

Carried

ITEM 5.8 'EXCHANGE'DUBBO (D3-1)

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

Carried

ITEM 5.9 COVID – 19 GRANT PROVIDED DIGITAL DISPLAY SCREEN AND MOBILE MESSAGE BOARD (G4-1.61)

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

Carried

ITEM 6 GENERAL BUSINESS

Nil.

ITEM 7 DATE OF NEXT MEETING

To be arranged for 10th August 2022.

There being no further business the meeting concluded at 5:15 pm.

EWENMAR WASTE DEPOT COMMITTEE MEETING

Attached are the Minutes of the Ewenmar Waste Depot Committee Meeting held on Monday 16th May 2022.

RECOMMENDATION:

That the Minutes of the Ewenmar Waste Depot Committee Meeting held on Monday 16th May 2022, be received, and noted and the following recommendation be adopted:

ITEM 5.1 FLOOD IMPACT ON THE EWENMAR WASTE DEPOT (G2-5.4)

That Council develops a contingency plan for flood events at the Ewenmar Waste Depot.

ITEM 5.2 NEW MANAGEMENT REGIME – EWENMAR WASTE FACILITY (G2-5.4)

That a second-hand excavator with appropriate attachments be purchased as soon as possible, using funds from the Domestic Waste Reserve and partly from the General (Plant) Replacement Reserve with the estimated cost amount as detailed within the report.

ITEM 5.3 COLLECTION AND DISPOSAL OF PUTRESCIBLE RUBBISH AND GARBAGE (C13-71)

1. That subject to a positive financial check Council accepts the tender received from JR Richards & Sons of 92 Manning Street, Tuncurry NSW 2428 for the RFT C13-71 *“Collection and Disposal of Putrescible Rubbish and Garbage”* for five (5) years with the option of a two (2) year extension, being the Alternate Tender “A” pricing proposal submitted by JR Richards & Sons, being a per service collection charge, with a quarterly rise and fall adjustment, and with the rise and fall calculations to be used are the Sydney Terminal Gate price for fuel and the Sydney All Groups CPI not Melbourne as indicated in the tender;
2. That authority be given to affix the Seal of Council to the RFT C13-71 *“Collection and Disposal of Putrescible Rubbish and Garbage”* agreement.

WARREN SHIRE COUNCIL
Minutes of the Ewenmar Waste Depot Committee
held in the Council Community Room, 115 Dubbo Street Warren on
Monday 16th May 2022 commencing at 10.08am

Present: Councillor Heather Druce (Chairperson)
Councillor Katrina Walker
Councillor Ron Higgins
Gary Woodman (General Manager)
Maryanne Stephens (Manager of Health and Development Services)
Raymond Burns (Acting Divisional Manager Engineering Services)
Cassy Mitchell (Minute Taker)

ITEM 1 APOLOGIES

An apology was received from Sylvester Otieno who was absent due to external commitments, and it was **MOVED** Higgins/Walker that the apology be accepted, and a leave of absence be granted for this meeting.

Carried

ITEM 2 CONFIRMATION OF THE MINUTES OF THE MEETING HELD 14th February 2022

MOVED Walker/Higgins that the Minutes of the Meeting held on 14th February 2022 be accepted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD 14th February 2022

- A question was raised regarding Item 4 of the Minutes as to when the timber pile will be removed.

Council has funding to have the timber pile removed, it has just been too wet to do so. When the ground dries out enough, this job will be completed.

ITEM 4 ACTION CHECKLIST

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

Carried

ITEM 5.1 FLOOD IMPACT ON THE EWENMAR WASTE DEPOT (G2-5.4)

RECOMMENDATION TO COUNCIL:

MOVED Higgins/Walker that a contingency plan be developed for flood events at the Ewenmar Waste Depot.

Carried

WARREN SHIRE COUNCIL
Minutes of the Ewenmar Waste Depot Committee
held in the Council Community Room, 115 Dubbo Street Warren on
Monday 16th May 2022 commencing at 10.08am

ITEM 5.2 NEW MANAGEMENT REGIME – EWENMAR WASTE FACILITY (G2-5.4)

RECOMMENDATION TO COUNCIL:

MOVED Walker/Higgins that a second-hand excavator with appropriate attachments be purchased as soon as possible, using funds from the Domestic Waste Reserve and partly from the General (Plant) Replacement Reserve with the estimated cost amount as detailed within the report.

Carried

ITEM 5.3 COLLECTION AND DISPOSAL OF PUTRESCIBLE RUBBISH AND GARBAGE (C13-71)

RECOMMENDATION TO COUNCIL:

MOVED Higgins/Walker that:

1. Subject to a positive financial check Council accepts the tender received from JR Richards & Sons of 92 Manning Street, Tuncurry NSW 2428 for the RFT C13-71 "*Collection and Disposal of Putrescible Rubbish and Garbage*" for five (5) years with the option of a two (2) year extension, being the Alternate Tender "A" pricing proposal submitted by JR Richards & Sons, being a per service collection charge, with a quarterly rise and fall adjustment, and with the rise and fall calculations to be used are the Sydney Terminal Gate price for fuel and the Sydney All Groups CPI not Melbourne as indicated in the tender;
2. That authority be given to affix the Seal of Council to the RFT C13-71 "*Collection and Disposal of Putrescible Rubbish and Garbage*" agreement.

Carried

ITEM 5.4 VERBAL REPORT – TOWN SERVICES MANAGER (G2-5.4)

- The Town Services Manager presented a verbal report to update the Committee on the progress of the Contract for the concreting.
 - MLB Concrete and Construction were the successful quoters.
 - A quote has been requested from MLB Concrete and Construction for the earthworks to be completed.
 - Construction on the Transfer Station is ready to proceed, subject to the weather conditions.
 - At this point in time the Transfer Station is expected to be completed by the end of July, 2022.
 - A truck is being modified with hungry boards in preparation for receiving waste.
 - The Committee to be notified of the quote from MLB Concrete and Construction for the earthworks.
-

ITEM 6 GENERAL BUSINESS

- The appointment of a Waste Depot Operator is under consideration.
 - Green waste will be chipped, and the end product will be used within the Ewenmar Waste Depot.
-

WARREN SHIRE COUNCIL
Minutes of the Ewenmar Waste Depot Committee
held in the Council Community Room, 115 Dubbo Street Warren on
Monday 16th May 2022 commencing at 10.08am

ITEM 6

GENERAL BUSINESS

CONTINUED

- There has been noticeably more rubbish on the roads leading to the Ewenmar Waste Depot – a education campaign will be undertaken to remind people to cover their loads and the consequences of not following the law.
 - The chemical pick up that was scheduled for the 15th May, 2022 was relocated to the Oxley Highway truck stop due to wet weather.
-

ITEM 7

DATE OF NEXT MEETING

10.00am Monday 8th August 2022

There being no further business the meeting closed at 11.09am.

MANEX MINUTES

Attached are the Minutes of the Meeting of Manex Committee held on Tuesday, 17th May 2022.

RECOMMENDATION:

That the Minutes of the Meeting of Manex Committee held on Tuesday, 17th May 2022 be received and noted.

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held in Council's Community Room on
Tuesday 17th May 2022 commencing at 2.32 pm

PRESENT:

Gary Woodman	General Manager
Sylvester Otieno	Divisional Manager Engineering Services
Raymond Burns	Town Services Manager
Rowan Hutchinson	Roads Infrastructure Manager
Maryanne Stephens	Manager Health and Development Services (Chair)
Jillian Murray	Treasurer
Jody Burtenshaw	Executive Assistant

The Chair welcomed Council's new Divisional Manager Engineering Services, Sylvester Otieno to the Manex team and to today's meeting.

1 APOLOGIES

Apologies were received from Darren Arthur, Pamela Kelly, Kerry Jones and Paul San Miguel, who were absent due to external commitments and it was **MOVED** Woodman/Murray that a leave of absence be granted for this meeting.

Carried

2 BUSINESS ARISING FROM MINUTES

Nil.

3 ACTION CHECKLIST

MOVED Woodman/Murray 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 WOW Agency – Communications and Content (GM)

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

Carried

WARREN SHIRE COUNCIL
 Minutes of the Manex Committee Meeting
 held in Council's Community Room on
 Tuesday 17th May 2022 commencing at 2.32 pm

4.1 EXECUTIVE OFFICE MATTERS

4.1.2 Preparation of the May 2022 Council Newsletter (GM)

Item	Responsible Officer
Road Maintenance Construction Program for May/June 2022	RIM
Registration of Local Contractors on VendorPanel	DMFA, CC
Women of Warren Shire	GM
Warren Kerb and Gutter Improvement Program	RIM
Warren Town Levee Rehabilitation Program Grant Success	GM
Nevertire Water Reservoir Mural Final Concepts Feedback	TSM
Public Art on Private Property Murals Final Concepts Feedback	TSM
Warren Shire 2027 Community Strategic Plan and other IP & R Framework Documents Review Feedback	GM
March 2021 Flood and Storm Damage Restoration Program Application	RIM/GM
November 2021 Flood and Storm Damage Restoration Program Application	RIM/GM
Road Grant Successes	RIM/GM
Councillor Stand at the Warren P & A Association Show	GM

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

Carried

4.1.3 Suggestions in the Council Suggestion Box (GM)

For mental health and wellbeing Warren Shire Council should offer free gym membership to all employees and free or discounted season pool passes.

Item to be investigated.

4.1.4 Integrated Planning and Reporting (IP & R) Framework Documentation Renewal (GM)

MOVED Woodman/Murray Information be received and noted.

Carried

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held in Council's Community Room on
Tuesday 17th May 2022 commencing at 2.32 pm

4.1 EXECUTIVE OFFICE MATTERS CONTINUED

4.1.5 Local Roads and Community Infrastructure Program Phase 3 Work Schedule – Project Nomination (GM)

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

Carried

4.1.6 Local Roads and Community Infrastructure Program Phase 3 Extension (GM)

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

Carried

4.1.7 Reconnecting Regional NSW - Community Events Program (GM)

The Economic Development & Promotions Committee at their 11th May 2022 Meeting recommended to Council the following:

“that the \$119,826 funding allocation for Reconnecting NSW – Community Events Program be prioritised to the following events:

- *Christmas 2022 Celebration (\$45,726);*
- *Opening of Carter Oval Youth Precinct (Cricket match) (\$10,000);*
- *U16 Rugby Union Championships or Rugby League or similar (\$10,000);*
- *Burrima Boardwalk Opening (\$14,100);*
- *Celebration of Warren Youth Festival (\$20,000); and*
- *Warren Chamber of Music Festival (Under the Western Stars) (\$20,000)”.*

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

Carried

4.1.8 Contract Management Process Review (GM)

MOVED Stephens/Woodman that a formal Contract Management Guidance Procedure be developed by the new Infrastructure Projects Manager in conjunction with all relevant Manex members, with the procedure being brief enough to allow efficient and due process.

Carried

4.1.8 Australian National University (ANU) National Project Proposal – Final Submission – Partnering with Local Communities in Regional Australia to Increase Resilience to Flood Risk (GM)

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

Carried

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held in Council's Community Room on
Tuesday 17th May 2022 commencing at 2.32 pm

4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS

4.2.1 Setting up a meeting in Outlook from your own calendar (AM)

This item was deferred to the 14th June 2022 Manex Committee Meeting.

4.3 ENGINEERING DEPARTMENT MATTERS

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

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

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

Carried

4.3.3 2022 Calendar of Events at the Showground/Racecourse (TSM/IPM)

MOVED Woodman/Burns that the 2022 Calendar of Events at the Showground Racecourse be received and noted.

Carried

4.3.4 Showground/Racecourse Record of Inspection Sheet (GM)

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

Carried

4.3.5 Warren Levee Rehabilitation Project (GM)

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

Carried

4.4 HEALTH & DEVELOPMENT DEPARTMENT MATTERS

Nil.

4.5 WORK HEALTH & SAFETY AND RISK MATTERS

4.5.1 Corrective Action Report Log (GM)

4.5.2 April Safety Report (GM)

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

Carried

WARREN SHIRE COUNCIL
 Minutes of the Manex Committee Meeting
 held in Council's Community Room on
 Tuesday 17th May 2022 commencing at 2.32 pm

4.6 HUMAN RESOURCES

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

POSITION	RESPONSIBLE OFFICER	STATUS
Accountant	DMFA	No action to be taken at present due to budget.
Waste Depot Operator (12 hours/week)	MHD	Memo to the GM written.
Divisional Manager Engineering Services	GM	Successful candidate commenced on the 16th May 2022.
Asset Technical Officer – Roads	DMES	Continue to advertise until the position is filled. Lost recent candidate to another Council.
Water & Sewer Team Leader/Plumber	DMES	Advertising.
Infrastructure Projects Manager	GM	Advertising – closes 19th May 2022.

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

Carried

5.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS

(L5-3)

Date	Circular No.	Description	Comment/Action
19.04.22	22-11	Misuse of Council Resources – May 2022 Federal Election	Noted

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

Carried

WARREN SHIRE COUNCIL
 Minutes of the Manex Committee Meeting
 held in Council's Community Room on
 Tuesday 17th May 2022 commencing at 2.32 pm

5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

(L5-3)

DATE	TASK	STATUS
MAY		
1	Low Cost Loan Initiative Interim Progress Report due.	N/A
4	Local Infrastructure Renewals Scheme (LIRS) portal opens for claims, for the month.	N/A
17	Expected fourth instalment of 2021-2022 Financial Assistance Grants.	Noted
31	Last day for Responsible Accounting Officer (RAO) to submit Quarterly Budget Review Statement (QBRS) review to Council (LGReg cl 203(1)).	April 2022 Council Meeting
	Fourth quarterly rates instalment due (LGA s 562(3)(b)).	Noted
	Last day for requests to Valuer General for estimates of changes in the value of land for which supplementary valuations are required to be furnished (LGA s 513).	Noted
	Local Infrastructure Renewal Scheme (LIRS) – Progress/Final Report Due	N/A
JUNE		
1	Objections to the inclusion of land to be vested in public bodies must be served within two (2) months after the list is furnished (LGA s 600(6)).	Noted
30	Valuer General to provide estimates of changes in the value of land for which supplementary valuations are required within one (1) month of date of request (LGA s 513(2)).	Noted
	Delivery Program Progress reports provided to Council at least every six (6) months (LGA s 404(5)).	Noted
	Last day for adopting Operational Plan (2022-23) and updating Long Term Financial Plan (LGA s 405(1)).	June 2022 Council Meeting

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

Carried

6 OPERATIONAL PROCEDURES

(I2-11.1)

Nil.

7 APRIL 2022 DRAFT MINUTES AND MAY 2022 BUSINESS PAPER

The Committee previewed the May 2022 Business Paper and the April 2022 Draft Minutes and actions required were placed on the Action Checklist in Item 1 of the General Manager's Report.

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held in Council's Community Room on
Tuesday 17th May 2022 commencing at 2.32 pm

8 CORRESPONDENCE AND COMPLAINTS/ACTION REQUESTS STATUS

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

9 GENERAL BUSINESS WITHOUT NOTICE

- The General Manager has been advised verbally by Transport for NSW that Council has been successful with their application for additional funds for the RNSW919 Warren Road (RR7515) of \$2M bringing the total amount funded to \$3,684,320. The Engineering Services Department are to start rescoping, design, contract documents for the culverts and road construction by day labour for the project.
- Engineering Services Department (DMES, RIM, TSM and WC) priorities:
 - RMCC Preparation for start 1st July 2022 (DMES, RIM and Project Team);
 - RMCC Prequalification (John Kauter, Project Team and DMES);
 - Plant Replacement Program 2021/2022 and 2022/2023 and report to a June 2022 Plan Committee Meeting (DMES and WC);
 - Levee Rehabilitation Project (up to \$7.1M). Finalise investigation, design, contract documents, Stage 1 and Stage 2 (DMES and TSM);
 - Roads Grant Applications (Commonwealth Government Bridges Renewal and Heavy Vehicle Safety and Productivity Program (DMES and RIM);
 - RR7515 Warren Road (Warren – Coonamble Road) ROSI/Fixing Country Roads Project (\$3.684M). Investigation, scoping, design, contract documents for culverts, road construction (day labour) (DMES and RIM);
 - March 2021 Flood Damage Program Finalisation of Application with BEC (RIM);
 - November/December 2021 Flood Damage Program Finalisation of Application with BEC (RIM);
 - Support to TSM for IPM work (DMES):
 - Sewerage Treatment Plan Upgrade;
 - Showground Racecourse;
 - Carter Oval Youth Sports Precinct;
 - Lions Park Toilet Facility;
 - Warren CBD Toilet Facility;
 - Warren Airport Terminal Building; and
 - Groundwater Augmentation.
 - Warren CBD upgrade concept and design (TSM and DMES);
 - Monkeygar Creek birdviewing platform and parking area (DMES);
 - Mural projects need to be completed by June 2022 (TSM);
 - Road Construction Program 2022/2023 (RIM);
 - Road Maintenance Program 2022/2023 (RIM); and
 - Water and Sewer Construction Program 2022/2023 (TSM).

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held in Council's Community Room on
Tuesday 17th May 2022 commencing at 2.32 pm

9 GENERAL BUSINESS WITHOUT NOTICE

CONTINUED

- The General Manager requested that an analysis of the multiple Sporting and Cultural Centre projects be undertaken (MHD).

There being no further business the meeting closed 4.50 pm.

SPORTING FACILITIES COMMITTEE MEETING

Attached are the Minutes of the meeting of the Sporting Facilities Committee held on Wednesday 18th May 2022.

RECOMMENDATION:

That the Minutes of the Meeting of the Sports Facilities Committee held on the 18th May 2022 be received and noted and the following recommendations be adopted:

ITEM 6.2 CARTER OVAL YOUTH SPORTS PRECINCT MASTERPLAN (P1-7.3)

1. That the location of the long jump facility be investigated to determine suitability of the relocation to vacant area at the end of the main soccer oval beside the 3.6m high fence separating the soccer field area and the carparking area / Reinhard Way; and
2. At the appropriate time, negotiations be arranged with the successful contractor for the Kiosk and Amenities Building to where possible incorporate the proposed 3 bay storage shed (6m x 12m) in the Kiosk and Amenities Building or beside the building at the location and built with similar cladding.

WARREN SHIRE COUNCIL
Minutes of the Sporting Facilities Committee Meeting
held in Council's Community Room, 115 Dubbo Street, Warren
on Wednesday, 18th May 2022 commencing at 4:28pm

Present:

Councillor MJ Quigley (Chairman)
Councillor GJ Whiteley
Gary Woodman (General Manager)
Raymond Burns (Town Services Manager)
Sylvester Otieno (Divisional Manager Engineering Services)
Maryanne Stephens (Manager Health and Development Services)
Wesley Hamilton (Centre Manager – Warren Sporting and Cultural Centre)

ITEM 1 APOLOGIES

Apologies were tendered on behalf of Councillor KW Taylor and Councillor DJ McCloskey, who were absent due to external commitments, and it was **MOVED** Woodman/Whiteley that apologies be accepted and a leave of absence for the members concerned be granted for this meeting.

Carried

ITEM 2 CONFIRMATION OF MINUTES OF THE SPORTING FACILITIES COMMITTEE MEETING HELD ON WEDNESDAY, 16th FEBRUARY 2022

MOVED Burns/Woodman that the Minutes of the Meeting held on the 16th February 2022 be accepted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD ON WEDNESDAY, 16TH FEBRUARY 2022

Nil.

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee Meeting
held in Council's Community Room, 115 Dubbo Street, Warren
on Wednesday, 18th May 2022 commencing at 4:28pm

ITEM 4 ACTION CHECKLIST

<i>Date</i>	<i>Outstanding Matter</i>	<i>Officer Resp.</i>	<i>Response/Request/Comment</i>	<i>Completion Date</i>
05.05.2021	Internal pool works program.	MHD	Remedial works to internal pool surface has been approved under warranty. To be completed during pool offseason.	July 2022
20.10.2021	Carter Oval Lighting.	IPM	Contractor Engaged, Installation of LED sports lighting at Carter Oval to be completed.	2022
*20.10.2021	Carter Oval Soccer Field Lighting.	IPM	Technical specifications and request for tender developed and complete for installation of lighting at Carter Oval Soccer Fields, installation of poles and lights commenced.	2022
20.10.2021	Roof and Gutter improvements at the WSCC.	CM	Contractor engaged, works to be completed.	June 2022
12.08.2020	Electronic Score board.	CM	Commissioning to be finalised, final report to be completed.	June 2022
*17.11.2021	Community Feedback – Carter oval youth sports precinct including Warren War Memorial Swimming Pool.	GM	The amended masterplan as per the 17.11.2021 Sports Facilities Committee meeting be adopted by council. Final document complete and reported to May 2022 Committee Meeting.	2022
17.11.2021	Victoria Oval and Oxley Park Plan of Management.	GM	Council seek minister consent to adopt the Victoria Oval and Oxley Park Plan of Management.	2022
17.11.2021	Purchase of lockers and change room seating – Warren War Memorial Swimming Pool.	MHD	Successful grant allocation will allow for the purchase of lockers only. Lockers delivered, installation to be completed.	2022
17.11.2021	Planting of trees at Carter Oval Precinct.	IPM	Planting of trees surrounding Carter Oval Sporting precinct fields be made a priority project within Carter Oval Redevelopment Program.	2022

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee Meeting
held in Council's Community Room, 115 Dubbo Street, Warren
on Wednesday, 18th May 2022 commencing at 4:28pm

ITEM 4

ACTION CHECKLIST

CONTINUED

<i>Date</i>	<i>Outstanding Matter</i>	<i>Officer Resp.</i>	<i>Response/Request/Comment</i>	<i>Completion date</i>
16.02.2022	Solar Options Carter Oval Precinct / Works Depot Precinct.	MHD	Report to be submitted to May 2022 Council meeting.	2022
16.02.2022	Swapping of shallow and deep end shade sails at the Warren War Memorial Swimming Pool.	MHD	Investigate with manufacturer heat retention difference between shallow and deep end shade sails and swap during the off season if warranted.	2022

MOVED Woodman/Whiteley that:

1. The Action Checklist progress be received and noted; and
2. Items marked with an asterisk (*) be deleted.

Carried

ITEM 5

FINANCIAL STATEMENT

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

Carried

ITEM 6.1

REPORT FROM THE CENTRE MANAGER

(S21-2)

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

Carried

ITEM 6.2

CARTER OVAL YOUTH SPORTS PRECINCT MASTERPLAN

(P1-7.3)

RECOMMENDATION TO COUNCIL:

MOVED Whiteley/Woodman that:

1. The information be received and noted; and
2. That the location of the long jump facility be investigated to determine suitability of the relocation to vacant area at the end of the main soccer oval beside the 3.6m high fence separating the soccer field area and the carparking area / Reinhard Way; and
3. At the appropriate time, negotiations be arranged with the successful contractor for the Kiosk and Amenities Building to where possible incorporate the proposed 3 bay storage shed (6m x 12m) in the Kiosk and Amenities Building or beside the building at the location and built with similar cladding.

Carried

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee Meeting
held in Council's Community Room, 115 Dubbo Street, Warren
on Wednesday, 18th May 2022 commencing at 4:28pm

ITEM 6.3 **VERBAL REPORTS ON CARTER OVAL YOUTH SPORTS PRECINCT
REDEVELOPMENT PROJECTS FROM GENERAL MANAGER AND TOWN SERVICES
MANAGER** **(G4-1.54, P1-7.3, G4-1.12)**

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

Carried

ITEM 7 **GENERAL BUSINESS** **(S21-2)**

- Garbage services at Victoria Park / Sports Complex needs to be timed in preparation for weekend sport or large usage of the location.
-

ITEM 8 **DATE OF NEXT MEETING**

15th June 2022 – 3:00pm Warren Shire Council Conference Room

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 6.06 PM

WARREN SHIRE COUNCIL
Policy Report of the Divisional Manager of Finance & Administration
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday, 26th May 2022

ITEM 1

REVIEW OF COUNCIL'S SOCIAL MEDIA POLICY

(A1-9.1 & P13-1)

RECOMMENDATION:

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

PURPOSE

To advise Council that a review of the current Social Media Policy May 2018 has been undertaken. The Policy has been totally rewritten and is now based on the Office of Local Governments "Model Social Media Policy" modified to suit Council's objectives.

BACKGROUND

Council at its Meeting on the 27th September 2018 adopted the Social Media Policy May 2018.

REPORT

The Office of Local Government through Circular 22-08 advised Councils it had finalised the "Model Social Media Policy".

The model policy has been developed following two rounds of consultation with the local government sector and represents a 'best practice' approach.

The model policy is also informed by advice provided by key NSW Government agencies, including:

- Independent Commission Against Corruption;
- the Information and Privacy Commission;
- the State Archives and Records Authority; and
- Resilience NSW.

Although the model policy is not mandatory, Councils are free to choose whether to use them or to adapt them for their own purposes. If adopted, the policies will operate to supplement the provisions of Councils' adopted Codes of Conduct.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Nil.

RISK IMPLICATIONS

Nil.

STAKEHOLDER CONSULTATION

N/A.

WARREN SHIRE COUNCIL

Policy Report of the Divisional Manager of Finance & Administration
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday, 26th May 2022

ITEM 1

REVIEW OF COUNCIL'S SOCIAL MEDIA POLICY

CONTINUED

OPTIONS

Nil.

CONCLUSION

The renewed Social Media Policy has been developed using a model policy formulated by industry partners using best practice and extensive consultation with various stakeholders.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.1.3 Promote timely and quality dissemination of information to the community.

SUPPORTING INFORMATION /ATTACHMENTS

Social Media Policy.

WARREN SHIRE COUNCIL

Policy Report of the Divisional Manager of Finance & Administration
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday, 26th May 2022

ITEM 1

REVIEW OF COUNCIL'S SOCIAL MEDIA POLICY

CONTINUED



POLICY REGISTER

SOCIAL MEDIA POLICY

Policy adopted: Minute No.

Reviewed:

File Ref: P13-1, A1-9.1

WARREN SHIRE COUNCIL

Policy Report of the Divisional Manager of Finance & Administration
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday, 26th May 2022

ITEM 1

REVIEW OF COUNCIL'S SOCIAL MEDIA POLICY

CONTINUED

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0	Divisional Manager Finance & Administration	Full review using Model OLG Policy	Council Minute No. ()

ACCESS TO SERVICES

Warren Shire Council Administration Centre is located at:

Street Address: 115 Dubbo Street, WARREN NSW 2824

Postal Address: PO Box 6, WARREN NSW 2824

Phone: 02 6847 6600

Email : Council@warren.nsw.gov.au

Website: www.warren.nsw.gov.au

OFFICE HOURS

Monday to Friday

8.30am to 4.30pm

Council Offices are wheelchair accessible.

WARREN SHIRE COUNCIL

Policy Report of the Divisional Manager of Finance & Administration
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday, 26th May 2022

ITEM 1

REVIEW OF COUNCIL'S SOCIAL MEDIA POLICY

CONTINUED

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WARREN SHIRE COUNCIL

Policy Report of the Divisional Manager of Finance & Administration to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 26th May 2022

ITEM 1

REVIEW OF COUNCIL'S SOCIAL MEDIA POLICY

CONTINUED

Introduction

Social media – opportunities and challenges

Social media is at the heart of modern communication. Since its inception, social media has grown in popularity and influence and is now fundamental to not just how people interact with one another, but also to how we work, play and consume information and ideas.

Social media can be broadly defined as *online platforms and applications - such as social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards - that allow people to easily publish, share and discuss content*¹. Significantly, one of social media's key features is its unprecedented reach and accessibility, in that anyone with a computer or mobile device can use social media to generate content which has the potential to be viewed and shared by hundreds of millions of people worldwide.

Despite its obvious benefits, social media also presents a variety of challenges and risks. These include:

- the emergence of new, harmful forms of behaviour, such as cyber-bullying and trolling;
- maintaining the accuracy, reliability and integrity of information disseminated from multiple sources;
- organisations can be held liable for content uploaded onto their social media platforms by third parties²;
- content uploaded in a person's private capacity can adversely affect their employment and cause significant reputational damage to colleagues and employers; and
- rapid innovation can make it difficult to keep pace with emerging technologies and trends.

In addition, potential corruption risks may arise due to social media use. These include:

- customers, development proponents / objectors, tenderers, or other stakeholders grooming public officials by behaviors such as 'liking' specific posts, reposting content, or sending personal or private messages;
- public officials disclosing confidential or sensitive information;
- using social media for sponsorship opportunities, which may unfairly advantage one sponsor over another and lack transparency; and
- public agencies or officials promoting certain businesses by behaviour such as 'following' them, 'liking' content, or making comments, which may result in those businesses being favoured over others.

¹ NSW Department of Education. Social media policy: Implementation procedures – November 2018

² As confirmed by the High Court of Australia in *Fairfax Media Publications Pty Ltd v. Voller, Nationwide News Pty Limited v. Voller, and Australian News Channel Pty Ltd v. Voller*, 8 September 2021.

WARREN SHIRE COUNCIL

Policy Report of the Divisional Manager of Finance & Administration to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 26th May 2022

ITEM 1

REVIEW OF COUNCIL'S SOCIAL MEDIA POLICY

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Social media and local government in NSW

As in the federal and state jurisdictions, social media has become an important tool in government and political discourse at the local level. In the context of NSW local government, social media has two primary functions:

- a) it is used by Councils to interact and share information with their communities in an accessible and often more informal format.
- b) it enables Councillors to promote their achievements and address their constituents directly about community issues and events in ways that either complement or bypass traditional news and print media.

In addition, many Councils use social media as the platform through which they webcast their meetings. This increases transparency by providing visibility of Council decision making in real time.

However, Councils and Councillors are not immune from the challenges associated with social media, which can pose a significant risk both in a legal sense, and in terms of a Council's ability to operate in a unified and coordinated way. It is therefore vital that Councils have the right policy settings in place so that both Councils and Councillors can realise the full benefits of social media whilst mitigating risk.

The development and intent of this policy

The Social Media Policy has been developed using the Model Social Media Policy of the Office of Local Government (OLG) that was developed in consultation with Councils. It is applicable to Councils, County Councils and Joint Organisations.

The Social Media Policy sets out an exemplar approach by incorporating examples of best practice from the social media policies of a diverse range of NSW Councils, as well as from Commonwealth and State Government agencies.

The Social Media Policy provides Council with a robust framework for the administration and management of their social media platforms. It also sets standards of conduct for all Council officials who use social media in their official capacity. It has been developed to be fit-for-purpose in a digital age where innovation and emerging trends are the norm.

The Model Social Media Policy recognises that Councils use social media differently depending on factors such as a Council's size and resources, the demographics of a local government area, and Council's willingness to engage with their community in this way. For these reasons, the Model Social Media Policy ensures a degree of flexibility by including optional and adjustable provisions which enables each Council to tailor the policy to suit its own unique circumstances.

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Content of the Social Media Policy

At the heart of the Social Media Policy are the four 'Principles' of social media engagement. These are:

- Openness
- Relevance
- Accuracy
- Respect

These principles, which are expanded upon in Part 1, should underpin every aspect of a Council's social media activity and all Councils and Council officials should commit to upholding them.

Except for Part 8, this policy applies to Council social media pages and Councillor social media pages.

The Social Media Policy is structured as follows:

- Part 1** Sets out the principles of social media engagement for Councils
- Part 2** Contains two administrative models that Councils can adopt in relation to the management of their social media platforms
- Part 3** Details the administrative framework for Councillors' social media platforms
- Part 4** Prescribes the standards of conduct expected of Council officials when engaging on social media in an official capacity or in connection with their role as a Council official
- Part 5** Provides a framework by which Councils can remove or 'hide' content from their social media platforms, and block or ban third parties
- Part 6** Prescribes how Councils' social media platforms should be used during emergencies
- Part 7** Contains information about records management and privacy requirements relating to social media
- Part 8** Relates to personal use of social media by Council officials
- Part 9** Provides information about where concerns or complaints about a Councils' or Council officials' social media platform(s), or the conduct of Council officials on social media, can be directed.
- Part 10** Definitions

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Warren Shire Council – Social Media Policy

Part 1 – Principles

1.1 We, the Councillors, staff, and other officials of Warren Shire Council, are committed to upholding and promoting the following principles of social media engagement:

Openness	Our social media platforms are places where anyone can share and discuss issues that are relevant to our Council and the community we represent and serve.
Relevance	We will ensure our social media platforms are kept up to date with informative content about our Council and community.
Accuracy	The content we upload onto our social media platforms and any other social media platform will be a source of truth for our Council and community and we will prioritise the need to correct inaccuracies when they occur.
Respect	Our social media platforms are safe spaces. We will uphold and promote the behavioural standards contained in this Policy and our Council's Code of Conduct when using our social media platforms and any other social media platform.

Part 2 – Administrative framework for Council's social media platforms

Platforms

2.1 Council will maintain a presence on the following social media platforms:

- Facebook
- LinkedIn

2.2 Council's social media platforms must specify or provide a clearly accessible link to the 'House Rules' for engaging on the platform.

Establishment and deletion of Council social media platforms

2.3 A new Council social media platform, or a social media platform proposed by a Council related entity (for example, a Council committee), can only be established or deleted with the written approval of the General Manager or their delegate.

2.4 Where a Council social media platform is established or deleted in accordance with clause 2.3, the General Manager or their delegate may amend clause 2.1 of this Policy without the need for endorsement by the Council's governing body.

The role of the General Manager

2.5 The role of the General Manager is to:

- a) approve and revoke a staff member's status as an authorised user
- b) develop and/or approve the training and/or induction to be provided to authorised users

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- c) maintain a register of authorised users
- d) maintain effective oversight of authorised users
- e) ensure the Council adheres to the rules of the social media platform(s)
- f) coordinate with the Council's media team to ensure the Council's social media platforms are set up and maintained in a way that maximises user friendliness and any technical problems are resolved promptly.

2.6 The General Manager is an authorised user for the purposes of this Policy.

Authorised users

- 2.7 Authorised users are members of Council staff who are authorised by the General Manager to upload content and engage on social media on the Council's behalf.
- 2.8 Authorised users should be members of Council staff that are responsible for managing, or have expertise in, the events, initiatives, programs, or policies that are the subject of the social media content.
- 2.9 The General Manager will appoint authorised users when required.
- 2.10 An authorised user must receive a copy of this Policy and induction training on social media use and Council's obligations before uploading content on Council's behalf.
- 2.11 The role of an authorised user is to:
- a) ensure, to the best of their ability, that the content they upload onto social media platforms is accurate
 - b) correct inaccuracies in Council generated content
 - c) engage in discussions and answer questions on Council's behalf on social media platforms
 - d) keep the Council's social media platforms up to date
 - e) moderate the Council's social media platforms in accordance with Part 5 of this policy
 - f) ensure the Council complies with its record keeping obligations under the *State Records Act 1998* in relation to social media (see clauses 7.1 to 7.4 of this policy)
- 2.12 When engaging on social media on Council's behalf (such as, but not limited to, on a community social media page), an authorised user must identify themselves as a member of Council staff, but they are not obliged to disclose their name or position within the Council.
- 2.13 Authorised users must not use Council's social media platforms for personal reasons.

Administrative tone

- 2.14 Authorised users upload content and engage on social media on the Council's behalf. Authorised users must use language consistent with that function and avoid expressing or appearing to express their personal views when undertaking their role.
- 2.15 Authorised users may use more personal, informal language when engaging on Council's social media platforms, for example when replying to comments.

Register of authorised users

- 2.16 The General Manager will maintain a register of authorised users. This register is to be reviewed annually to ensure it is fit-for-purpose.

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Ceasing to be an authorised user

2.17 The General Manager may revoke a staff member's status as an authorised user, if:

- a) the staff member makes such a request
- b) the staff member has not uploaded content onto any of the Council's social media platforms in the last twelve months.
- c) the staff member has failed to comply with this policy
- d) the General Manager is of the reasonable opinion that the staff member is no longer suitable to be an authorised user.

Part 3 – Administrative framework for Councillors' social media platforms

3.1 For the purposes of this Policy, Councillor social platforms are not Council social media platforms. Part 2 of this Policy does not apply to Councillors' social media platforms.

3.2 Councillors are responsible for the administration and moderation of their own social media platforms (in accordance with Parts 3 and 5 of this policy), and ensuring they comply with the record keeping obligations under the *State Records Act 1998* (see clauses 7.1 to 7.4 of this policy) and Council's Records Management Policy in relation to social media.

3.3 Clause 3.2 also applies to Councillors in circumstances where another person administers, moderates, or uploads content onto their social media platform.

3.4 Councillors must comply with the rules of the platform when engaging on social media.

Induction and training

3.5 Councillors who engage, or intend to engage, on social media must receive induction training on social media use. Induction training can be undertaken either as part of the Councillor's induction program or as part of their ongoing professional development program.

Identifying as a Councillor

3.6 Councillors must identify themselves on their social media platforms in the following format:

Councillor "First Name and Last Name."

3.7 A Councillor's social media platform must include a profile photo which is a clearly identifiable image of the Councillor.

3.8 If a Councillor becomes or ceases to be the Mayor, Deputy Mayor, or the holder of another position (for example, chairperson of a committee), this must be clearly stated on the Councillor's social media platforms and updated within one month of a change in circumstances.

Other general requirements for Councillors' social media platforms

3.9 Councillor social media platforms must specify or provide a clearly accessible link to the 'House Rules' for engaging on the platform.

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3.10 A Councillor's social media platform must include a disclaimer to the following effect:

"The views expressed and comments made on this social media platform are my own and not that of the Council."

3.11 Despite clause 3.10, Mayoral or Councillor media releases and other content that has been authorised according to the Council's media and communications protocols may be uploaded onto a Councillor's social media platform.

3.12 Councillors may upload publicly available Council information onto their social media platforms.

3.13 Councillors may use more personal, informal language when engaging on their social media platforms.

Councillor queries relating to social media platforms

3.14 Questions from Councillors relating to their obligations under this Policy, technical queries relating to the operation of their social media platforms, or managing records on social media may be directed to the General Manager in the first instance, in accordance with Council's Councillor requests protocols.

Other social media platforms administered by Councillors

3.15 A Councillor must advise the General Manager of any social media platforms they administer on which content relating to the Council or Council officials is, or is expected to be, uploaded. The Councillor must do so within:

- a) Three months of becoming a Councillor, or
- b) One month of becoming the Administrator.

Part 4 – Standards of conduct on social media

4.1 This Policy only applies to Council officials' use of social media in an official capacity or in connection with their role as a Council official. The Policy does not apply to personal use of social media that is not connected with a person's role as a Council official.

4.2 Council officials must comply with the Council's Code of Conduct when using social media in an official capacity or in connection with their role as a Council official.

4.3 Council officials must not use social media to post or share comments, photos, videos, electronic recordings, or other information that:

- a) is defamatory, offensive, humiliating, threatening, or intimidating to other Council officials or members of the public
- b) contains profane language or is sexual in nature
- c) constitutes harassment and/or bullying within the meaning of the *Model Code of Conduct for Local Councils in NSW*, or is unlawfully discriminatory

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- d) is contrary to their duties under the *Work Health and Safety Act 2011* and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety
 - e) contains content about the Council, Council officials or members of the public that is misleading or deceptive
 - f) divulges confidential Council information
 - g) breaches the privacy of other Council officials or members of the public
 - h) contains allegations of suspected breaches of the Council's Code of Conduct or information about the consideration of a matter under the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*
 - i) could be perceived to be an official comment on behalf of the Council where they have not been authorised to make such comment
 - j) commits the Council to any action
 - k) violates an order made by a court
 - l) breaches copyright
 - m) advertises, endorses, or solicits commercial products or business
 - n) constitutes spam
 - o) is in breach of the rules of the social media platform.
- 4.4 Council officials must:
- a) attribute work to the original author, creator or source when uploading or linking to content produced by a third party
 - b) obtain written permission from a minor's parent or legal guardian before uploading content in which the minor can be identified.
- 4.5 Council officials must exercise caution when sharing, liking, retweeting content as this can be regarded as an endorsement and/or publication of the content.
- 4.6 Council officials must not incite or encourage other persons to act in a way that is contrary to the requirements of this Part.
- 4.7 Councillors must uphold and accurately represent the policies and decisions of the Council's governing body but may explain why they voted on a matter in the way that they did. (see section 232(1)(f) of the *Local Government Act 1993*).

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Part 5 – Moderation of social media platforms

Note: Councils and Council officials should be aware that they may be considered a 'publisher' of any content uploaded onto a social media platform they administer, including content that:

- is uploaded by a third party; and/or
 - appears on their social media platform because they have 'liked,' 'shared,' or 'retweeted' the content, or similar.
- 5.1 Council officials who are responsible for the moderation of the Council's or Councillors' social media platforms may remove content and 'block' or ban a person from those platforms. Such actions must be undertaken in accordance with this Part.
- 5.2 For the purposes of this Part, 'social media platform' and 'platform' means both the Council's and Councillors' social media platforms.

House Rules

- 5.3 Social media platforms must state or provide an accessible link to the 'House Rules' for engaging on the platform.
- 5.4 At a minimum, the House Rules should specify:
- a) the principles of social media engagement referred to in clause 1.1 of this Policy
 - b) the type of behaviour or content that will result in that content being removed or 'hidden,' or a person being blocked or banned from the platform
 - c) the process by which a person can be blocked or banned from the platform and rights of review
 - d) a statement relating to privacy and personal information (see clause 7.4 of this policy)
 - e) when the platform will be monitored (for example weekdays 8.30am – 4.30pm, during the Council's business hours)
 - f) that the social media platform is not to be used for making complaints about the Council or Council officials.
- 5.5 For the purposes of clause 5.4(b), third parties engaging on social media platforms must not post or share comments, photos, videos, electronic recordings, or other information that:
- a) is defamatory, offensive, humiliating, threatening, or intimidating to Council officials or members of the public,
 - b) contains profane language or is sexual in nature
 - c) constitutes harassment and/or bullying within the meaning of the *Model Code of Conduct for Local Councils in NSW*, or is unlawfully discriminatory
 - d) contains content about the Council, Council officials or members of the public that is misleading or deceptive
 - e) breaches the privacy of Council officials or members of the public

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- f) contains allegations of suspected breaches of the Council's Code of Conduct or information about the consideration of a matter under the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*,
- g) violates an order made by a court
- h) breaches copyright
- i) advertises, endorses, or solicits commercial products or business,
- j) constitutes spam
- k) would be in breach of the rules of the social media platform.

Removal or 'hiding' of content

- 5.6 Where a person uploads content onto a social media platform that, in the reasonable opinion of the moderator, is of a kind specified under clause 5.5, the moderator may remove or 'hide' that content.
- 5.7 Prior to removing or 'hiding' the content, the moderator must make a record of it (for example, a screenshot).
- 5.8 If the moderator removes or 'hides' the content under clause 5.6, they must, where practicable, notify the person who uploaded the content that it has been removed and the reason(s) for its removal and their rights of review.
- 5.9 A person may request a review of a decision by a moderator to remove or 'hide' content under clause 5.6. The request must be made in writing to the General Manager and state the grounds on which the request is being made.
- 5.10 Where a review request is made under clause 5.9, the review is to be undertaken by the General Manager or a member of staff nominated by the General Manager who is suitably qualified and who was not involved in the decision to remove or 'hide' the content.

Blocking or banning

- 5.11 If a person uploads content that is removed or 'hidden' under clause 5.6 of this Policy on three occasions, that person may be blocked or banned from all social media platforms.
- 5.12 A person may only be blocked or banned from a Council social media platform with the approval of the General Manager. This clause does not apply to blocking or banning a person from a Councillor's social media platform.
- 5.13 Prior to blocking or banning a person from a social media platform, the person must, where practicable, be advised of the intention to block or ban them from all platforms and be given a chance to respond. Any submission made by the person must be considered prior to a determination being made to block or ban them.
- 5.14 The duration of the block or ban is to be determined by the General Manager, or in the case of a Councillor's social media platform, the Councillor.
- 5.15 Where a determination is made to block or ban a person from all social media platforms, the person must, where practicable, be notified in writing of the decision and the reasons for it.

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The written notice must also advise the person which social media platforms they are blocked or banned from and the duration of the block or ban and inform them of their rights of review.

- 5.16 Despite clauses 5.11 to 5.15, where a person uploads content of a kind referred to under clause 5.5, and the moderator is reasonably satisfied that the person's further engagement on the social media platform poses a risk to health and safety or another substantive risk (such as the uploading of defamatory content), an interim block or ban from the platform/all platforms may be imposed on the person immediately for a period no longer than 6 months.
- 5.17 A person who is blocked or banned from all platforms under clause 5.16 must, where practicable, be given a chance to respond to the interim block or ban being imposed. Any submission made by the person must be considered when determining whether the interim block or ban is to be removed or retained under clauses 5.11 to 5.15.
- 5.18 A person may request a review of a decision to block or ban then from a social media platform. The request must be made in writing to the General Manager and state the grounds on which the request is being made.
- 5.19 Where a review request is made under clause 5.18, the review is to be undertaken by the General Manager or a member of staff nominated by the General Manager who is suitably qualified and who was not involved in the decision to block or ban the person. Where the decision to block or ban the person was made by the General Manager, the review must be undertaken by another senior and suitably qualified member of staff who was not involved in the decision.
- 5.20 Where a person that is the subject of a block or ban continues to engage on a social media platform(s) using an alternative social media account, profile, avatar, etc., a moderator may block or ban the person from the platform(s) immediately. In these circumstances, clauses 5.11 to 5.19 do not apply.

Part 6 – Use of social media during emergencies

- 6.1 During emergencies, such as natural disasters or public health incidents, the media team will be responsible for the management of content on the Council's social media platforms.
- 6.2 To ensure consistent messaging both during and after an emergency, authorised users and Council officials must not upload content onto the Council's or their own social media platforms which contradicts advice issued by the agency coordinating the emergency response, or agencies supporting recovery efforts.
- 6.3 Training on social media use during emergencies should be included in training and/or induction provided to authorised users and Councillors.

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Part 7 – Records management and privacy requirements

Records management

- 7.1 Social media content created, sent, and received by Council officials (including Councillors) acting in their official capacity is a Council record and may constitute open access information or be subject to an information access application made under the *Government Information (Public Access) Act 2009*. These records must be managed in accordance with the requirements of the *State Records Act 1998* and the Council's approved records management policies and practices.
- 7.2 You must not destroy, alter, or remove social media content unless authorised to do so. If you need to alter or remove social media content, you must do so in accordance with this Policy, and consult with the Council's records manager and comply with the requirements of the *State Records Act 1998*.
- 7.3 When/if a Councillor's term of office concludes, the Councillor must contact the Council's records manager and General Manager to manage/transfer records of social media content created during their term of office and comply with the requirements of the *State Records Act 1998*.
- 7.4 In fulfilling their obligations under clauses 7.1 to 7.3, Council officials should refer to any guidance issued by the State Archives and Records Authority of NSW relating to retention requirements for Councils' and Councillors' social media content³.

Privacy considerations and requirements

- 7.5 Social media communications are in the public domain. Council officials should exercise caution about what personal information, if any, they upload onto social media.
- 7.6 The *Privacy and Personal Information Protection Act 1998* applies to the use of social media platforms by the Council and Councillors. To mitigate potential privacy risks, Council officials will:
- a) advise people not to provide personal information on social media platforms
 - b) inform people if any personal information they may provide on social media platforms is to be used for official purposes
 - c) moderate comments to ensure they do not contain any personal information
 - d) advise people to contact the Council or Councillors through alternative channels if they have personal information they do not want to disclose in a public forum.
- 7.7 Council officials must ensure they comply with the *Health Records and Information Privacy Act 2002* when engaging on and/or moderating social media platforms. In fulfilling their obligations, Council officials should refer to any guidance issued by the Information and Privacy Commission of NSW, such as, but not limited to, the Health Privacy Principles.

³ See State Archives and Records Authority of NSW 'Government Recordkeeping / Advice and Resources / Local Government' and 'Social media recordkeeping for Councillors'

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Part 8 – Private use of social media

Note: Activities on social media websites are public activities. Even though privacy settings are available, content can still be shared and accessed beyond the intended recipients.

The terms and conditions of most social media sites state that all content becomes the property of the site on which it is posted⁴.

What constitutes 'private' use?

- 8.1 For the purposes of this Policy, a Council official's social media engagement will be considered 'private use' when the content they upload:
- a) is not associated with, or refers to, the Council, any other Council officials, contractors, related entities or any other person or organisation providing services to or on behalf of the Council, and
 - b) is not related to or does not contain information acquired by virtue of their employment or role as a Council official.
- 8.2 If a Council official chooses to identify themselves as a Council official, either directly or indirectly (such as in their user profile), then they will not be deemed to be acting in their private capacity for the purposes of this Policy.

Use of social media during work hours

- 8.3 Council staff may only access and engage on social media in their private capacity while at work during breaks.
- 8.4 Council staff who access and engage on social media in their private capacity during work hours must ensure it does not interfere with the performance of their official duties.

Part 9 – Concerns or complaints

- 9.1 Concerns or complaints about the administration of a Council's social media platforms should be made to the Council's General Manager in the first instance.
- 9.2 Complaints about the conduct of Council officials (including Councillors) on social media platforms may be directed to the General Manager.
- 9.3 Complaints about a General Manager's conduct on social media platforms may be directed to the Mayor.

⁴ Social Media: Guidance for Agencies and Staff (Government of South Australia) – page 9

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Part 10 - Definitions

In this Social Media Policy, the following terms have the following meanings:

Authorised user	members of Council staff who are authorised by the General Manager to upload content and engage on the Council's social media platforms on the Council's behalf
Council official	in the case of a Council - Councillors, members of staff and delegates of the Council (including members of Committees that are delegates of the Council);
Minor	for the purposes of clause 4.4(b) of this policy, is a person under the age of 18 years
Personal information	information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion
Social media	online platforms and applications - such as but not limited to social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards - that allow people to easily publish, share and discuss content. Examples of social media platforms include, but are not limited to Facebook, Twitter, Snapchat, LinkedIn, Yammer, YouTube, Instagram, Flickr and Wikipedia

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OUTSTANDING REPORTS CHECKLIST

(C14-7.4)

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
25.2.21	41.2.21	Mobile and Internet Coverage in Nevertire	GM	Lobby the Federal and the NSW Governments to include the Nevertire region in the "Black Spot" funding program as a top priority. Briefing Note provided to the Local Member the Hon. Mark Coultan MP at the meeting held by the Mayor and General Manager in Broken Hill 20 April 2021. Now attempting to work with Telstra to improve mobile and internet service at Nevertire. Council has submitted a submission on the Regional Telecommunications Review 2021 that is now available on the relevant Commonwealth Government Department website. Monthly reminders being provided to Telstra.
22.7.21	153.7.21	Customer Service Policy	GM	Over the next 12 months detail a Warren Shire Council Service Ethos or similar to ensure there is an appropriate customer service culture throughout the organisation.
28.10.21	233.10.21	Sports lighting of the Carter Oval Soccer Fields	GM/IPM	Tender process completed. Contract awarded to REES Electrical P/L. Design complete, including soccer field lighting. Site works commenced April 2022.
28.10.21	240.10.21	Proposed Sale of Lot 2 DP1104089 and Licence of Lot 7007 DP1120699 (Crown Reserve)	GM	Arrange sale and licence in accordance with Council's resolution – matter in progress through purchaser's Solicitor. Matter delayed due to an Aboriginal Lands Claim on the Reserve.

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
28.10.21	241.10.21	Completion of Infrastructure Projects – Warren Airport, Warren CBD Toilet Facility and Lions Park Toilet Facility	DMFA/ GM/IPM	<p>Allocation of \$60,000 from the restricted funds for infrastructure improvement/replacement to the Warren Airport Upgrading Project to allow completion of all necessary works – work in progress, but being delayed due to lack of suitable available builders.</p> <p>Allocation of \$140,000 from the restricted funds for infrastructure improvement/replacement for the Warren CBD Toilet Facility Project on the basis that the funds will be returned to restricted funds if Council is successful in receiving the NSW Responsible Gambling – Infrastructure Program Grant.</p> <p>NSW Responsible Gambling – Infrastructure Program Grant unsuccessful.</p> <p>Draft specification for CBD Toilet completed. Indicative costing completed for toilet type extras such as; electrical supply & metering – works in progress.</p> <p>Council has adopted the Warren Public Arts Committee recommendation to have historical photographs of Warren themed collage on the Dubbo Street wall of the facility.</p> <p>That Council note and approve the following funding to go towards the</p>

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General Manager				
				<p>Lions Park Toilet Facility Project:</p> <ul style="list-style-type: none"> • Aubrey Dinsdale’s bequeath to Council \$52,230.45; • Murray Darling Basin Economic Development Improvement of Regional Structures Grant \$24,500; and • Contribution from the Warren Lions Club – noted \$16,000. <p>Subject to the Warren Lions Club committing at least \$16,000 to the Lions Park Toilet Facility Council allocate \$52,000 from the restricted funds for infrastructure improvement/ replacement for the Lions Park Toilet Facility Project on the basis that the funds will be returned to restricted funds if Council is successful in receiving the NSW Responsible Gambling – Infrastructure Program Grant. Budget needs to be allocated – confirmation request provided to the Warren Lions Club who have verbally advised of agreement to provide \$16,000 contribution. Council has adopted the Warren Public Arts Committee recommendations to have a Macquarie River theme collage on the outside walls. Survey completed for Lions Park. Draft Concept Plan received.</p>

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General Manager				
*2.12.21	258.12.21	Community Feedback – Carter Oval Youth Sports Precinct Including Warren War Memorial Swimming Pool Master Plan	GM/ IPM	Concept Plan amended and ready to present to the Sporting Facilities Committee – complete.
*2.12.21	258.12.21	Carter Oval Youth Sports Precinct Including Warren War Memorial Swimming Pool Master Plan	GM/ IPM	Arrange for amended Carter Oval Youth Sports Precinct including Warren War Memorial Swimming Pool Masterplan be endorsed as adopted and uploaded to Council’s website - complete after final advice provided to Soccer, Cricket and Little Athletics including draft design of the Kiosk/ Amenities Building
2.12.21	269.12.21	Proposed Sale of Warren Airport Land to MVAS	GM	<ol style="list-style-type: none"> 1. Arrange sale of land as detailed within the report – in progress through purchasers solicitor. 2. Arrange for the signing of any associated documents under the Seal of Council if required. <p>Matter in the hands of purchasers Solicitor.</p>
24.2.22	54.2.22	Local Roads and Community Infrastructure Program - Phase 3 Grants - Community Infrastructure Projects	GM IPM DMFA/ MHD	<p>That Council allocate funding under the Local Roads and Community Infrastructure Program – Phase 3 Grant to the following community infrastructure projects:</p> <ul style="list-style-type: none"> ▪ Equestrian Arena (\$95,944); ▪ Solar panels on Council’s facilities – Works Depot (\$72,000) – will involve a number of facilities, draft specification arranged.

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General Manager				
			DMFA/ MHD	Report provided to May Council Meeting;
			MHD	<ul style="list-style-type: none"> ▪ Solar panels on Council's facilities – Administration Centre (\$53,000) - will involve a number of facilities, draft specification arranged.
			MHD	<ul style="list-style-type: none"> ▪ Warren Sporting and Cultural Centre Upstairs Disabled Toilet (\$40,000);
			MHD	<ul style="list-style-type: none"> ▪ Warren Sporting and Cultural Centre Retaining Wall and Second/Third Tier Replacement and concrete path work (\$40,000); and
			MHD	<ul style="list-style-type: none"> ▪ Warren Sporting and Cultural Centre Sound Mixer System and External Speakers (\$9,572). <p>Listed on VendorPanel, closed 5pm Tuesday, 5th April 2022.</p>
24.2.22	55.2.22	Integrated Planning and Reporting (IP & R) Framework Documentation Action Plan and Community Engagement Plan	GM	<ol style="list-style-type: none"> 1. Commence the IP & R Framework Documentation Action Plan in line with the Community Engagement Plan as reported – Drafts completed and advertised. 2. The cost of preparing Council's IP&R Framework Documentation Action Plan be funded from Council's Internally Restricted Reserves for Integrated Planning and Reporting/Asset Management Planning up to a maximum amount of \$69,532 – noted.

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General Manager				
24.2.22	71.2.22	Inclusion of an Acknowledgement of Country Within the Order of Business of Council's Ordinary, Extra-Ordinary, Special and Committee Meetings Under the Warren Shire Council Code of Meeting Practice	GM	That the inclusion of an Acknowledgement of Country within the Order of Business of Council's Ordinary, Extra-Ordinary, Special and Committee Meetings under the Warren Shire Council Code of Meeting Practice and any other proposed changes to the Code of Meeting Practice be considered at a Council Workshop before being progressed – expected May/June 2022.
*24.3.22	77.3.22	2022 Federal Election Campaign by the Australian Local Government Association (ALGA) – Don't Leave Local Communities Behind	GM	Advise ALGA of Council's support – complete.
*24.3.22	77.3.22	2022 Federal Election Campaign by the Australian Local Government Association (ALGA) – Don't Leave Local Communities Behind	GM	Participate in the ALGA's advocacy for their endorsed national funding priorities by writing to the Local Federal Member for Parkes and all know candidates in local Federal Electorates and the President of the ALGA – complete.
24.3.22	79.3.22	Warren Shire Council Economic Development Strategy	GM	Further refinement to be undertaken by the new Business Development Facilitator.
24.3.22	79.3.22	Warren Shire Council Economic Development Plan	GM	Further refinement to be undertaken by the new Business Development Facilitator.
24.3.22	79.3.22	RiverSmart Memorandum of Agreement (MOA)	GM	Start negotiations for MOA – in progress.
*24.3.22	79.3.22	Accommodation in the Warren Shire	GM	Item to be tabled and carried over to the next Economic

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General Manager				
				Development Committee Meeting to be held on the 11th May 2022 – complete.
28.4.22	101.4.22	Public Art on Private Property Murals	GM	Arrange for a Macquarie River theme collage be incorporated on the Lions Park Toilet/Amenities outside wall.
28.4.22	101.4.22	Public Art on Private Property Murals	GM	Arrange for historical photographs of a Warren themed collage be incorporated on the Warren CBD Toilet/Amenities Dubbo Street Wall.
*28.4.22	108.4.22	Draft Warren Shire 2035 Community Strategic Plan, 2022/2023 – 2025/2026 Delivery Program and 2022/2023 Operational Plan Exhibition	GM	Arrange for the plans as amended at the Councillor Workshop on the 27th April 2022 be placed on public display for 28 days seeking further comment - complete.
*28.4.22	109.4.22	2022 Local Roads Congress - IPWEA (NSW)	GM	Make the necessary arrangements for Councillor Whiteley, Councillor McCloskey, the General Manager and Divisional Manager Engineering Services to attend the Congress. Attendance arrangements complete.

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Finance and Administration				
*24.2.22	61.2.22	Payment of Superannuation for Councillors	DMFA	Council to introduce the payment of superannuation contributions to Councillors from 1 st July 2022 with the superannuation contribution being deducted from the Mayor and Councillor

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Divisional Manager Finance and Administration				
				allowance with each individual Councillor to determine whether they take up this option by advising the Divisional Manager Finance & Administration prior to 1st July 2022 – up to individual Councillors.
*28.4.22	115.4.22	2022/2023 Draft Estimates	DMFA	Advertised the Draft 2022/2023 Estimates inviting written public submissions and comment up until 3.00 pm on Thursday 2nd June 2022.

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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 and a report is to be presented to Council. This project is currently on hold. Waiting on land boundary adjustments between RFS and Local Hotel. Re-investigation commenced.
27.6.19 3.12.20	129.6.19 256.12.20	Warren Levee Rehabilitation	DMES	Matter is in the hands of Minister Elliot's and Minister Littleproud's offices. It should be recognised that the first submission may not be successful. Second submission provided. There may be a second round or pursue through other flood asset grants if needed. Emergency Plan funded and enacted (\$80,000) for November/December floods. Matter now also with Resilience NSW. Consultant

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Divisional Manager Engineering Services				
				engaged to arrange a further Grant Application through the State Government to the Commonwealth Government. Further application under the National Flood Mitigation Infrastructure 2021-2022 arranged and has been successful (\$5.325M). Further application under the 2022-2023 NSW Government's Floodplain Management Program arranged. Briefing of NSW Government Minister to obtain State Government funding amounting to \$1.775M continues.
26.9.19	204.9.19	Bundemar Street Warren Proposed Centre Median Alteration	DMES	<ol style="list-style-type: none"> 1. Provide a detailed budget for works. Submit plans and documents to Council for consideration and approval. 2. Further investigations are to be undertaken.
24.9.20	214.9.20	New Sewage Treatment Works	IPM	Works in progress. Practical completion 21 st November 2021. Waiting for EPA Licence for new STW. Site inspection with Contractor required before issuing a Practical Completion Certificate. Draft EPL received 7 th February 2022. Once approved Contractor will "cut over" to new SPS2 and STP for commissioning in May 2022.
27.5.21	95.5.21	Upgrade of Chlorination system improvements	DMES/ TSM	Council apply for grant funding for Nevertire and Collie chlorination system

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Divisional Manager Engineering Services				
				improvement to best practices level and to include appropriate building facilities at Collie; and If the use of the Warren Groundwater Augmentation Grant for the provision of Warren chlorination system improvement to best practice level is not possible then a further grant application be made to the relevant authorities for provision of this important infrastructure in Warren. Briefing Note provided to Roy Butler MP mid-January 2022 and Minister for Land and Water The Hon. Kevin Anderson MP February 2022.
27.5.21	95.5.21	River Water Pumps at Ellengerah and Oxley Park Reservoirs	DMES/ TSM	Ellengerah pumps delivered. Oxley Park pumps ordered. Project awarded to Ryan Mason Engineering. Works to be completed early 2022. New casings have been fabricated. New pumps have arrived. Materials delayed. Fittings being manufactured, waiting on river level.
27.5.21	95.5.21	Spare pumps – water and sewage	DMES/ TSM	Gunningba and Nevertire to be upgraded. Spare pump for Wilson Street and Garden Avenue to be purchased. Investigating water pumps. Ongoing. New electrical cabinets expected to be delivered late November 2021. Nevertire and Gunningba Stations to be bypassed to allow the internal refit in early 2022.

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Divisional Manager Engineering Services				
				Concrete works to commence shortly.
27.5.21	95.5.21	Water and Sewerage Telemetry System	DMES/ TSM	Sewer telemetry to be improved as part of the Sewer Pump Station Upgrade. Other areas subject to obtaining grants. Briefing Note provided to Roy Butler mid-January 2022 and to the Minister for Land and Water The Hon. Kevin Anderson MP February 2022.
24.6.21	143.6.21	Ewenmar Waste Management Facility	DMES/ MHD/ TSM	Budget amended by a further \$100,000 using the Domestic Waste Restricted funds. Civil works utilising Council day labour and engage local contractors to carry out the other components of the project as required. Stormwater pipes/pits installed. Concreting works listed on VendorPanel closed 3 rd March 2022. Contractor appointed. Civil works to commence shortly, waiting on Contractor.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Include the list of works as noted in the Warren Town Improvement Committee Meeting 29 th June 2021, Item 3 point 1 a-q to the current CBD Upgrade Project in principle – in progress. Further report provided to the November 2021 Town Improvement Committee. Amendments to be provided to Consultant. Drawings have been received from the Consultant and will be distributed to the Town Improvement

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Divisional Manager Engineering Services				
				Committee Members and Councillors.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Develop a Community Consultation Program and commence obtaining feedback from business houses and the community – in progress. In discussions with WOW Agency.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Determine an estimated cost for the complete project in conjunction with feedback and negotiated positions for land purchases and report back to a Closed Council Meeting – in progress.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Seek necessary grants for this extensive 10 year project – in progress.
2.12.21	257.12.21	Town Centre Upgrade	DMES	Committee members to analyse proposals and forward them to the DMES.
2.12.21	257.12.21	Town Centre Upgrade	DMES	Arrange for the amended proposal to go to Community Consultation when completed.
26.8.21	174.8.21	2021/2022 Plant Replacement Program	DMES/ WC	Arrange for the replacement of light vehicles as per recommendation - Plant 56 – Toyota Hilux Single Cab 2x4 (estimated change-over cost – \$18,000) replacement has been ordered with a 6-8 month delivery time; Plant 62 – Toyota Hilux Single Cab 2x4 Tipper (estimated change-over cost – \$18,000) April 2022 for 2022/2023 – replacement has been ordered with a 6-8 month delivery time;

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Divisional Manager Engineering Services				
				<p>Plant 236 – Toyota Hilux Extra Cab 2x4 (estimated change-over cost – \$18,000) April 2022 for 2022/2023 – replacement has been ordered with a 6-8 month delivery time;</p> <p>Plant 240 – Toyota Aurion (estimated change-over cost – \$22,000) Probably 2022/2023;</p> <p>Plant 241 – Toyota Hilux Single Cab 4x4 (estimated change-over cost – \$13,000) Probably 2022/2023 – replacement has been ordered with a 6-8 month delivery time;</p> <p>Plant 242 – Toyota Kluger Wagon (estimated change-over cost – \$10,000) Probably 2022/2023 – replacement has been ordered with a 6-8 month delivery time; and</p> <p>Plant 3503 – Toyota Kluger Wagon (estimated change-over cost – \$20,000) replacement has been ordered with a 6-8 month delivery time. Ongoing.</p>
26.8.21	174.8.21	2021/2022 Plant Replacement Program	DMES/ WC	<p>Arrange for the replacement of heavy plant as per recommendation –</p> <p>Plant 15 – Kioti Daedong Tractor (estimated change-over cost - \$30,000) – Listed on VendorPanel 4th March 2022. Closed 28th March 2022, quotations being considered;</p> <p>Plant 21 – Tractor John Deere (estimated change–</p>

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Divisional Manager Engineering Services				
				<p>over cost - \$35,000) – Listed on VendorPanel 4th March 2022. Closed 28th March 2022, quotations being considered;</p> <p>Plant 1168 – Excavator JCB 8018 (estimated change-over cost - \$15,000) – Draft Specification written, replacement to be considered for 2022/2023;</p> <p>Plant 107 – Isuzu FVZ193A (Dump Truck) (estimated change-over cost - \$225,000) (subject to a further report, see October 2021 Plant Committee Meeting) – Selling only, further resolutions awaiting replacement. – New truck Specification writing complete.</p> <p>New Tipping Trailer (estimated cost - \$90,000) (subject to a further report, see October 2021 Plant Committee Meeting) – not applicable, further resolution awaiting replacement – Specification writing complete (trailers and dolly).</p> <p>Plant 751 – Pressure cleaner Monsoon 100TR (estimated change-over cost - \$1,000);</p> <p>Plant 774 – Fountain Proline V4 Liquid Marker (estimated change-over cost - \$500); and</p> <p>Plant 112 – Trailer with Kubota ASKA 180B generator (estimated change-over cost - \$5,000), replacement to be considered for 2022/23.</p>

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Divisional Manager Engineering Services				
26.8.21	175.8.21	Warren Road Rehabilitation Segment 28, 30 & 32	DMES	<p>Details of Council's two options being:</p> <ol style="list-style-type: none"> 1. The rehabilitation of the 6.20 km section of RR 7515 fully at a cost of \$3.684M; and 2. Providing for the expenditure of the initial allocation of \$1.679M have been issued to the Coonamble Shire Council. It has been agreed that a meeting will be held between Coonamble Shire Council representatives and perhaps the State and/or Federal Infrastructure Section to resolve the matter – estimate and project(s) details provided to Coonamble Shire Council who have provided a submission. <p>Awaiting decision from Transport for NSW and Infrastructure NSW which has been delayed to May 2022.</p>
*28.10.21	226.10.21	Warren Streets Improvements	DMES/ RIM	<p>Arrange for the section of Thomas Sullivan Crescent between Railway Parade and Colley Place to have a 450mm diameter culvert 12.2m long installed within the low-lying section. The low-lying section is to be lifted using an un-certified material on the street and has also a gravel layer applied on the section affected by the installation of the culvert – in progress.</p>

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Divisional Manager Engineering Services				
				Culvert not considered required. The gravel layer is the material sourced from the "Minedanna" Quarry in the Bogan Shire. The total estimated cost for the overall work is \$45,300 – work in progress, earthworks complete.
28.10.21	226.10.21	Kerb and Gutter Works	DMES/ RIM	Program the following required kerb and gutter replacement works in the amount of \$92,767 to be funded from the kerb and gutter replacement restricted funds: Priority one (1): Orchard Street, Warren 20.2 metres. Priority two (2): Readford and Zora Street, Warren 62.4 metres; Readford and Chester Street, Warren 92.8 metres; and Readford and Bundemar Street, Warren 73 metres – Works progressing March/April/May 2022. Kerb and gutter lengths will need to be reduced due to increased costs.
28.10.21	226.10.21	Fixing Local Roads Program Round 3 Successful Project and Funding Requirements	DMES/ RIM	Council allocates \$876,160 remaining of the nominally allocated Local Roads and Community Infrastructure Phase 3 funds (Commonwealth) to the Nevertire – Bogan Road Segments 04, 06 Rehabilitation Project with the works to be undertaken in late 2021/2022 and

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Divisional Manager Engineering Services				
				waiting in abeyance for other funding opportunities if they arise in 2021/2022 and 2022/2023.
*28.10.21	229.10.21	Comparison Plant Replacement for Council Gravel Haulage Fleet	DMES/ WC	<p>A specification defining the requirements of a road train side tipper combination be arranged as follows:</p> <p>Single Steer Bogie Drive Prime Mover to road train specification with an engine capacity suitable to tow and operate two (2) triaxle side tipping trailers and triaxle road train dolly; Prime Mover specification complete.</p> <ul style="list-style-type: none"> • Triaxle road train dolly, Specification complete; and; • Two (2) heavy duty bisalloy triaxle side tipping trailers, Specification complete.
28.10.21	229.10.21	Comparison Plant Replacement for Council Gravel Haulage Fleet	DMES/ WC	Arrange the advertising for the supply and delivery of one (1) Bogie Drive Road Train Specification Prime Mover, a triaxle road train dolly and two (2) heavy duty bisalloy triaxle side tipping trailers. Specification complete.
*28.10.21	229.10.21	Comparison Plant Replacement for Council Gravel Haulage Fleet	DMES/ WC	Council provide \$624,000 ex GST in the 2021/2022 Heavy Plant Replacement Program for the supply and delivery of one (1) Bogie Drive Road Train Specification Prime Mover, a triaxle road train dolly and (2) heavy duty bisalloy triaxle side tipping trailers – Specification complete and budget noted.

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Divisional Manager Engineering Services				
28.10.21	229.10.21	Comparison Plant Replacement for Council Gravel Haulage Fleet	DMES/ WC	Council following delivery of the road train side tipping combination sell Plant 107, Plant 31 and Plant 165 for the expected amount of \$85,000 ex GST.
28.10.21	229.10.21	Finalisation of 2021/2022 Heavy Plant Replacement Program	DMES/ WC	<p>The following heavy plant replacement/purchases be included in the 2021/2022 Heavy Plant Replacement Program:</p> <ul style="list-style-type: none"> • \$30,000 new front mounted mower – Specification written and being quoted; • \$7,000 for new smaller mowing deck for Plant 70 Iseki Mower and the Village Crew Trailer be upgraded in weight capacity – no action to be taken on trailer; and • \$190,000 for a new rubber tyred roller gross weight 22.5 tonne – Listed on VendorPanel 4th March 2022. Closed 28th March 2022 – report provided to April 2022 Council Meeting and roller ordered.
28.10.21	229.10.21	Finalisation of 2021/2022 Heavy Plant Replacement Program	DMES/ WC	An investigation be undertaken on the capability and practicality of the purchase in the future of a minimum 3.6m slasher for roadside, airport and outside areas of the racecourse use – investigation commenced and expected to be reported to the next Plant Committee Meeting.

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Divisional Manager Engineering Services				
28.10.21	231.10.21	Village Enhancement Plans Works – Extra Projects for Collie, Nevertire, Warren Finalisation (Murray-Darling Basin Economic Development – Improvement of Regional Structures Grant)	DMES/ GM/IPM/ TSM/ RIM	That the \$424,288 budget available for further project works be allocated to the list of works presented to the Town Improvement Committee on the 14 th October 2021 – works in progress.
24.2.22	37.2.22	Regional and Shire Road Reconstruction/Construction Pavement and Seal Width Standards	RIM	Provide a report to the next Roads Committee Meeting detailing the typical widths for prime seals, final seals and pavement that should be undertaken on Regional and Shire Road Reconstruction/Construction projects – report to be provided to the next Roads Committee Meeting.
24.2.22	43.2.22	Solar options for Carter Oval Sports Precinct/Workshop Depot Precinct	DMES	Investigate solar options for areas as specified – in progress, draft specifications arranged.
24.2.22	46.2.22	Warren Lawn Cemetery Expansion	GM	Commence Community Consultation and subject to Community Feedback be adopted by Council for inclusion into future workplans – in progress.
*28.4.22	101.4.22	Public Art on Private Property Murals	DMES	Arrange with the mural artist to amend designs on the following basis: <ul style="list-style-type: none"> ▪ Flipping the cod on JC's Cotton Café 180 degrees so that it faces Dubbo Street and the river and the name of the fish written in Wayilwan and English - complete; ▪ The words 'Royal Mail' and 'Cobb and Co' be included in the Post Office

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Divisional Manager Engineering Services				
				Stagecoach Mural in accordance with the original picture provided by Outback Pioneer Longreach, the owner of the image, with a credit to be acknowledged – complete.
*28.4.22	101.4.22	Public Art on Private Property Murals	DMES	Arrange an Agenda item for the next Warren Public Arts Committee Meeting for the determination of a further location and mural theme to be used as a contingency for the Old Federal Theatre location to allow completion of the project before 30th June 2022. The first suggestion being a field of red poppies with Lest We Forget written in the proposed mural on the Macquarie Park toilet amenities building, relevant to ANZAC Day and Remembrance Day – complete.
*28.4.22	101.4.22	Public Art on Private Property Murals	DMES	Arrange for the Collie Tennis Court Wall Mural to be amended to a scene showing Hereford cattle and Merino sheep grazing, with the Marthaguy Creek in the background – complete.
*28.4.22	101.4.22	Public Art on Private Property Murals	DMES	Arrange for the Nevertire Park Mural to be the same theme and concept without rolling hills with young children and to move away from abstract art to be between abstract art and lifelike – complete.

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
28.4.22	124.4.22	Supply and Delivery of one (1) Rubber Tyred Roller	DMES	Accept the quotation from WesTrac Pty Ltd of 8 Purvis Lane, Dubbo for the supply and delivery of a Caterpillar CW34 Rubber Tyred Roller in accordance with the Request for Quotation No. VP294685 Rubber Tyred Roller for \$217,000 plus GST. Roller ordered.

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Health and Development Services				
27.2.20	36.2.20	Draft Plans of Management	MHD	<ol style="list-style-type: none"> Categories assigned as detailed in report. Crown Reserves classified identified as operational land. Draft Plans of Management nearing completion.
26.8.21	172.8.21	Future Grant Projects at the Warren Sporting & Cultural Centre	CM	Pursue funding for: <ol style="list-style-type: none"> Heating & cooling of the indoor court and gym area; and Construction of additional change room / toilet amenities block at Victoria Park.
28.10.21	233.10.21	Warren Sporting and Cultural Centre Roof and Guttering	MHD/ CM	That Council allocate \$40,000 from the restricted funds for infrastructure improvement/replacement for the improvement of roof and guttering at the Warren Sporting and Cultural Centre, to prevent the ingress of water into the building. Works listed on VendorPanel, contractor appointed.

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ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Health and Development Services				
				VendorPanel request complete successful contractor selected and engaged. Works to be completed in May 2022.
28.10.21	252.10.21	Proposed Acquisition Notice – Gunningbar Street Nevertire	MHD	<ol style="list-style-type: none"> 1. Council proceeds with the compulsory acquisition of the land described as Lot 362 DP1273205 which is bounded by the rear of the old Nevertire School, Gobabla Street and Beleringa Street – work in progress, 2. Lot 362 DP1273205 for the purpose of dedication of public road “Gunningbar Street” Nevertire in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991, and – noted. 3. Council makes an application to the Minister and the Governor for approval to acquire Lot 362 DP1273205 by compulsory process under section 77(2)(b) of the Roads Act 1993. Proposed Acquisition Notice (PAN) submitted to Crown Lands 24th November 2021. Acknowledgment received. Email sent 16th December 2021 requesting status update. Advised that Crown Lands are completing checks. Invoice received and paid. No objection letter received

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OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Health and Development Services				
				16 th February 2022. Concurrence for reducing notification period received. PAN lodged with OLG 6 th April 2022 for Minister's recommendation to the Governor and the Valuer General to prepare report for compensation.
2.12.21	258.12.21	Victoria Oval and Oxley Park Plan of Management	MHD	Seek Ministers consent to adopt the Victoria Oval and Oxley Park Plan of Management. Plan of Management sent to Minister 10 th November 2021. Awaiting response.
*24.2.22	47.2.22	Local Approvals Policy	MHD	1. Local Approvals Policy was placed on public exhibition for a minimum of 28 days; and 2. No adverse submissions were received within a period of at least 42 days, the Local Approvals Policy has been adopted.
24.2.22	74.2.22	Deacon Drive Homes Status and Progress Matters	MHD	1. Council proceeds to a hearing before The NSW Civil and Administrative Tribunal (NCAT) Consumer Division and if required the District Court (in progress); and 2. Council authorises the Mayor, the General Manager, and the Manager Health and Development Services to formulate settlement terms if required.
*24.3.22	97.3.22	Standard Instrument LEP Agritourism Amendment Order		The adoption of all of the optional clauses for farm stay accommodation and farm

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OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Health and Development Services				
				gate activities was lodged online.

RECOMMENDATION:

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

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ITEM 2 COMMITTEE/DELEGATES MEETINGS

(C14-2)

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

MEETINGS HELD

Date	Committee / Meeting	Location
29.04.22	Transport for NSW – Disaster Recovery Forum	Online
02-03.05.22	Western Division Conference Mid-Term Conference	Cobar
03.05.22	Castlereagh Macquarie County Council	
04.05.22	The Hon. Mark Coulton MP	Warren
05.05.22	BEC Meeting	Online
05.05.22	Traffic Committee Meeting	Warren
06.05.22	Pat Christoff - Warren Historical and Family History Society	Warren
09.05.22	Staff Meetings – Depot and Office	Warren
10.05.22	Local Emergency Management Committee Meeting	Warren
10.05.22	Kelly Sinclair – Warren Youth Foundation	Warren
10.05.22	Warren Showground/Racecourse Committee Meeting	Warren
11.05.22	Economic Development and Promotions Committee Meeting	Warren
12.05.22	WOW Agency Monthly Meeting	Online
12.05.22	Strata Units AGM	Warren
16.05.22	Ewenmar Waste Depot Committee Meeting	Warren
17.05.22	Manex Meeting	Warren
18.05.22	Roads Transport Directorate Working Group Meeting	Online
18.05.22	Mark Spittal, Chief Executive and Sharon McKay, Acting Director of Operations Western Local Area Health District Presentation to Council and WHAC	Warren
18.05.22	Sporting Facilities Committee Meeting	Warren
18.05.22	The Hon. Steph Cooke MP, Minister for Resilience and Emergency Services	Online
19.05.22	IPWEA NSW Membership Committee Meeting	Online
19.05.22	Chamber of Commerce Meeting	Warren

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ITEM 2 COMMITTEE/DELEGATES MEETINGS

(C14-2)

FUTURE MEETINGS NOT ON MEETING SCHEDULE

DATE	COMMITTEE / MEETING	LOCATION
01.06.22	Bushfire Management Committee Meeting	Coonamble
06.06.22	PWEA Roads and Transport Directorate Local Roads Congress	Sydney
09.06.22	WOW Agency Monthly Meeting	Online
23-25.10.22	2022 Local Government Annual Conference	Hunter Valley

RECOMMENDATION:

That the information be received and noted.

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ITEM 3

WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

C14-7.1, G4-1

RECOMMENDATION:

That the information be received and noted.

The following are details of Infrastructure Projects and Grant Applications that are being managed by the Executive Office including the Infrastructure Projects Manager for the period 15th April 2022 to 10th May 2022:

Project	Budget	Expend	Resp	Comment
General				
ANZAC Community Grant	1,000	Nil	IPM/TSM	Construct new rose garden at the Warren War Memorial.
Warren Airport Upgrade (Drought Stimulus Package Funding – RNIG2-004-NSW DPIE) Includes \$60,000 allocated from restricted funds for infrastructure improvement/replacement.	185,741	501	IPM	<p>Works for the upgrade of Runway 03/ 21 (Clay, unsurfaced runway), all Aprons and Taxiways, including the sealing of the Taxiway between the sealed runway 09/ 27 and the unsealed runway 03/ 21, drainage works on Taxiways, Aprons and Runway 03/ 21 and line marking as required by the Civil Aviation Safety Authority, (CASA). Works commenced in November 2020. Runway 03/21 Drainage works are 90% complete and unseasonal rain in March and weekly rain since had delayed access for heavy machinery to complete these works. Contractor has now completed works.</p> <p>Further drainage work in Whiteley’s will finalise drainage improvements in early 2022.</p> <p>Aircraft refuelling system complete.</p> <p>Terminal building frame delivered to site, old Terminal building demolished and removed. Quotations received for the construction of the new Terminal building, all above the budget available. Redesign of the concrete slab completed and re-quoting of construction is being sourced. Final costings being prepared for work to be completed, see report to the October 2021 Council Meeting</p>

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C14-7.1, G4-1

Project	Budget	Expend	Resp	Comment
				for further funding. Expect Terminal Building work to be completed by end of May/June 2022. Still having difficulty finding an available builder for construction and fit out.
Village Enhancements for Warren, Nevertire and Collie (currently does not include \$395,800 budget provision for Warren Roundabout Reconstruction) (MDB Economic Development Program - Improvement of Regional Structures Grant)	1,229,951	491,812	GM/ IPM/ DMES/ TSM/ RIM	<p>Rescoping has commenced in relation to planting of the final street and park trees in Nevertire and Collie.</p> <p>Works in Warren subject to funding by others of the Warren roundabout reconstruction.</p> <p>Works Program for Project rescoped and programmed by GM, DMES, IPM, TSM and RIM.</p> <p>Reports provided to the Town Improvement Committee 14th October 2021 to finalise Works Program.</p> <p>Kerb, gutter and footpath works in Nevertire nearing completion.</p> <p>New Toilet Block for Noel Waters Oval has commenced construction.</p> <p>New seating and bin enclosures have been delivered.</p> <p>New electric BBQ for Nevertire Community Park delivered.</p> <p>Survey completed for new access ramp at Lawson/Readford Streets.</p>
Carter Oval and the Development of the Surrounds Carry Over (MDB Economic Development Program - Improvement of Regional Structures Grant)	761,562	312,642	IPM IPM	<p>Concept Plan - Draft Concept Plan complete – Grant has been approved.</p> <p>Public Liaison – complete with user groups and the Sporting Facilities Committee.</p> <p>Design Plan – complete, 28-day Public exhibition.</p> <p>Skate Park – complete.</p> <p>Splash Park complete. Has been commissioned by contractor, Pool</p>

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C14-7.1, G4-1

Project	Budget	Expend	Resp	Comment
Carter Oval Lighting Project (Drought Communities Extension Program)	274,166	159,688	IPM	<p>Manager has been given an operations handover.</p> <p>Irrigation installed on Carter Oval. Pathways constructed between sports areas. More pathways will be constructed as works continue on the construction of the soccer fields and Junior cricket field. Car parking area to be constructed following completion of cut and fill earthworks. All of these tasks are weather dependent.</p> <p>Little A's, Cricket and Soccer storage facilities have been re-quoted. Development of soccer fields started.</p> <p>Contract signed by both parties. Design work commenced December 2021. Appropriate variation quotation obtained and accepted from contractor in the amount of \$42,739.40 inc. GST to prepare electrical system and switchboard for additional soccer field lighting and appropriate variation quotation obtained and accepted for Australian made poles and 200 LUX LED lighting of the soccer fields in the amount of \$170,528.30 inc. GST – works in progress. Contractor onsite from 4 April 2022 to completion of project. 3 out of 4 Light Towers have been installed, electrical switchboard is installed and awaiting commissioning.</p>
Stronger Country Communities Round 4 Change rooms and amenities block at Carter Oval	671,000	220	IPM	Change rooms, toilets (male & female), canteen and viewing area (amenities building) for Carter Oval Sports Precinct with a focus on female competitors. Out to Tender May 2022.
Carter Oval Cricket Pitch	5,845	Nil	IPM	Construction of cricket field / turf wicket commenced, to be completed in May 2022, weather dependant.
Cricket Practice Nets (Cricket Legacy Fund)	15,000	Nil	IPM	Works to be programmed. Quotes received and assessed; all quotes are

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C14-7.1, G4-1

Project	Budget	Expend	Resp	Comment
<ul style="list-style-type: none"> Replacement of the Showground Ladies Toilets, Relocation of Cattle Yards. (NSW Showgrounds Stimulus Program Phase 2B) 	60,000	Nil	IPM	<p>Quotes received; options being investigated. Works to commence after the Warren Show.</p> <p>Warren P&A contacted and requested to expedite the design and relocation area and to be discussed with the Showground/ Racecourse Committee. No movement to date.</p>
<p>Warren Showground/ Racecourse Upgrade Project (Showground Stimulus Funding Program Phase 2C) including:</p> <ul style="list-style-type: none"> Update/Renovate Male & Female Amenities in Cattleman's & Horse Sports Camping Area Renovate Male Toilet @ Main Pavilion Install New Septic Receiving Tank for Main Pavilion Toilets Refence Showground Perimeter with Exclusion Fencing 	220,000	116,964	IPM	<p>Works program finalised following consultation with User Groups at the Showground/ Racecourse Committee held on the 7th October 2021.</p> <p>Female toilets and showers practically complete, Male toilets and showers practically complete. Painting complete.</p> <p>New disabled toilet practically complete. Laundry practically complete.</p> <p>Final works from practical inspection in train.</p>
	100,000	Nil	IPM	<p>Scope of Works complete. Quotations obtained for plumbing, fixtures and painting. Works to commence after the Warren Show.</p>
	45,000	Nil	IPM	<p>Scope of Works complete. Quotations requested from local and regional businesses. Works will commence May 2022.</p>
	105,000	Nil	IPM	<p>Quotes requested from local suppliers and rural fencing contractors; scope/ area determined by Showground/ Racecourse Committee on 7th October 2021. Length 4,100m and 4 gates. Awaiting further quotes.</p>

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C14-7.1, G4-1

Project	Budget	Expend	Resp	Comment
Local Roads & Community Infrastructure Program Phase 3	94,545	Nil	IPM	Warren Showground/Racecourse Complex Equestrian Arena with a focus on female participants. (Annex pavement, sealing and concrete path construction)
Crown Reserves Improvement Fund Program Disabled (all access) toilet block Warren Pony Club	79,705	Nil	IPM	Construction of a toilet facility in the Warren Pony Club Facility. Scope of works and design complete. Location determination to be finalised with Warren Pony Club.
Crown Reserves Improvement Fund Program Replacement of Showground Ladies Toilet Part 2	54,545	Nil	IPM	Final stage of the female toilet replacement/refurbishment to an appropriate standard. Works to commence after Warren Show.
Murray-Darling Basin Economic Development Program – Round 3 – Warren Showground/Racecourse Complex Improvement Program	250,000	88,805	IPM	Project involves: Showground/Racecourse facilities. i.e. 1. Disabled toilets GBS Falkiner Memorial Lounge; completed December 2021. 2. Replace windows and doors GBS Falkiner Memorial Lounge; Waiting on quotes, now from interstate suppliers. 3. Paint and refurbish grandstand; Quotes received. Works in progress.
Murray-Darling Basin Economic Development Program – Round 3 – Warren Shire Tourism, Business Development and Macquarie Marshes Signage and Shire Mural Program	For Mural Program Only			Rescoping for revised budget arranged. See Warren Public Arts Committee Minutes reported to July 2021 Council Meeting.
Stafford Street Water Tower Mural	100,000	83,665	GM/ IPM/ TSM	Stafford Street Water Tower Mural Design Concept reported to August 2021 Warren Public Arts Committee. Advertised to the Community on Council media resources and the Warren Weekly September 2021.

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C14-7.1, G4-1

Project	Budget	Expend	Resp	Comment
Nevertire Water Tower Mural	130,000	71,225	GM/ IPM/ TSM	Mural complete and unveiling undertaken on 2nd December 2021. Community Engagement Plan finalised. Community consultation completed and reported to the November 2021 Warren Public Arts Committee Meeting. Theme finalised and artist quotations finalised.
Warren Town Murals on Private Property	20,000	60,885	GM/ IPM/ TSM	Community Engagement Plan finalised. Community consultation completed and report provided to November 2021 Warren Public Arts Committee Meeting. Themes and locations finalised; artist quotations finalised.
Murray-Darling Basin Economic Development Program – Round 3 – Carter Oval Lighting Project	500,000	498,873	IPM	Project involves Stage 2 of the Sports Lighting at Carter Oval including the installation of 4 lighting towers and LED lights. Tender process completed. Contractor engaged and variation made to include Soccer Field lighting with other funding. Design completed. Electrical switchboard to be commissioned. Contractor onsite and commenced work 4 April 2022. 3 out of 4 Light Towers have been installed.
Murray-Darling Basin Economic Development Program – Round 3 – Monkeygar Creek Macquarie Marshes Bird Viewing Platform and Parking Project	500,000	393	IPM/ DMES	Project involves the construction of the Bird Viewing Platform and construction of the parking area suitable for buses and recreational vehicles (RV's). DMES scoping and programming works. Concept Design for Bird Viewing Platform submitted to structural engineer for construction design. Roadworks and earthworks

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C14-7.1, G4-1

Project	Budget	Expend	Resp	Comment
				being scoped by DMES. Need for EIS / REF determined and being scoped. Wet weather has prevented any access to site since November 2021.
Water Supplies				
Groundwater Augmentation (Critical Drought Initiative Administered by – DPIE Safe and Secure Program)	277,545	160,557	IPM	All 3 cross connections are complete. Tanks have been constructed. Tank connections installed. Installed power supply to pumps. Pumps tested ok. Approximately 2,400m, of pipe has been laid. Manifolds for Bore Flat & Ellengerah have been installed. Flow meters and level sensors installed. System has been tested with gravity flow to Bore Flat from Ellengerah complete and System pumping from Bore Flat to Ellengerah testing complete. Waiting approval from DPIE to purchase and install chlorination equipment at Bore Flat and Ellengerah.
Drought Relief Events (Drought Communities Extension Program)	8,980	5,500	GM	Events as required and to be determined. Contribution for the Warren Community Christmas Tree arranged from this allocation.
Warren Tennis Court Upgrade (Drought Communities Extension Program)	29,036	15,970	GM/ IPM	Classic Sports Facilities have upgraded the two concrete courts to artificial turf cost \$48,254. Tennis Club costing new lights for these courts to complete the project. Quotes received for supply of lights. Quotes for installation received, an order to be raised.
Sewerage Services				
Restart NSW Warren (STP) Upgrade	1,165,282	1,108,458	IPM	Contractor started work early November 2020. Ponds constructed, rising main 100% installed. Inlet works 100% constructed. Gravity main 80% complete. March 2021 wet weather has delayed the project for between 2-3 weeks. Overall project at 88% completion. Electrical supply to STP connected.

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C14-7.1, G4-1

Project	Budget	Expend	Resp	Comment
				<p>Electrical Supply to STP installed with the installation of poles and a 63KVA Transformer. Commissioning of STP and Inlet works commenced 15th October 2021 using Diesel Generators at each site and is ongoing. Waiting on EPA licence to be issued. Project at practical completion but final inspection by Council to be completed before issuing a Practical Completion Certificate. Draft Environmental Protection Licence received and reviewed. Back to EPA for Approval/Issue. Then fully commissioning and testing will commence.</p> <p>Contractor to return to site for Final Inspection and Commissioning. Defects have been identified and Practical Certificate to be issued May 2022.</p>
<p>Warren Central Business District Toilet Installation (Drought Communities Extension Program)</p> <p>Includes \$140,000 allocated from restricted funds for infrastructure improvement/ replacement, waiting on receiving the NSW Responsible Gambling – Infrastructure Program Grant if application successful.</p>	269,789	Nil	IPM/ TSM	<p>The land has been subdivided and purchased. Necessary services have been connected including the required grease trap facilities. Although Council has funding to install a basic toilet block, the Scope was changed to a 'self cleansing' or better-quality facility toilet costing more than the budget available. Funding has been applied for this new toilet and Council is waiting on the funding outcome. See NSW Responsible Gambling Infrastructure Fund Application below. Report provided to the October 2021 Council Meeting for consideration of further Council funding to the project if grant funds are not forthcoming, work in progress.</p>
Lions Park Toilet Installation	144,730	Nil	IPM	<p>Project using the following funding:</p> <ul style="list-style-type: none"> Includes \$52,000 allocated from restricted funds for infrastructure improvement/ replacement, waiting

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C14-7.1, G4-1

Project	Budget	Expend	Resp	Comment
				<p>on receiving the NSW Responsible Gambling – Infrastructure Program Grant if application successful;</p> <ul style="list-style-type: none"> • Aubrey Dinsdale’s bequeath to Council (\$53,230.45); • Murray Darling Basin Economic Development – Improvement of Regional Structures Grant (\$24,500); and • Contribution from the Warren Lions Club \$16,000. Waiting on confirmation of contribution from Warren Lions Club, provided verbally. <p>Final scoping of works complete.</p>

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS CONTINUED

Project	Budget Requested	Expend	Resp	Comment
Grant Applications				
Crown Reserves Improvement Fund Program Racecourse Bar and Viewing Improvement/ Refurbishment Stage 2	250,000	N/A	IPM	Application submitted 25 June 2021 Refurbishment of toilets, windows, doors, lounge grandstand and jockey rooms. Scope of works and design complete. Waiting Notification.
NSW Responsible Gambling – Infrastructure	200,000	N/A	IPM	Original application submitted 6 July 2021. New application submitted 22 November 2021. Construct new accessible toilet facility in CBD. Unsuccessful however new application for next round arranged.
Murray Darling Healthy Rivers Program: Large Grants (Priority 2 of 3) (Other priorities are detailed in the Works Progress Reports – Town Services)	1,800,000	N/A	IPM	Application submitted 6th October 2021. The project involves the full investigation and design of the upgrading/renewal of the Bryan Egan Weir (Lower Warren Weir) to include appropriate fish passage to be “shovel ready” status. Waiting Notification.
Preparing Australian Communities – Local Stream (Commonwealth Government – Resilience)	352,274 of 622,202	N/A	GM	Application submitted 6th January 2022. The project involves a partnership with ANU to determine lessons from the November 2021 Floods in the Warren Shire – Flood Mitigation Study. Waiting Notification.

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS CONTINUED

Project	Budget Requested	Expend	Resp	Comment
Department of Primary Industry & Environment Open Spaces – Places to Play	300,000	N/A	IPM	Application 2nd March 2022. This project involves an adventure playground including children’s bike training track as an addition to the Carter Oval Youth Sports Precinct Development. Waiting Notification.
NSW Department of Communities and Justice - Expression of Interest Local Government Social Cohesion	50,000 – 100,000	N/A	GM/MHD	Application 10th March 2022. Successful EOI application for Building Resilience and Opportunities in Warren. By upskilling people within the Warren community. A collaboration with RiverSmart Australia Limited. Invitation to submit full grant application 31March 2022, currently liaising with RiverSmart Australia to complete application by 2 May 2022 deadline. Successful EOI. Application submitted 2 May 2022.

ACRONYMS

GM - General Manager

DMFA - Divisional Manager Finance & Administration

DMES - Divisional Manager Engineering Services

MHD - Manager Health and Development Services

TSM - Town Services Manager

RIM - Roads Infrastructure Manager

IPM - Infrastructure Projects Manager

PAO - Projects Administration Officer

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ITEM 4

2022 WESTERN DIVISION OF COUNCILS MID-TERM CONFERENCE ATTENDANCE
REPORT

CONTINUED



"The road to recovery is easier together"



**WESTERN DIVISION COUNCILS OF NSW
2022 MID TERM CONFERENCE**

FINAL CONFERENCE PROGRAM

As of 26 April 2022

1st to 3rd MAY 2022

Hosted by Cobar Shire Council



Sponsored by RDA Orana & Public Works Advisory

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ITEM 6 ROAD MAINTENANCE COUNCIL CONTRACT

(W6-11, R4-2.2)

RECOMMENDATION that:

1. Council agree to and sign the Road Maintenance Council Contract (RMCC) with Transport for NSW (TfNSW) for the commencement of contract work on 1st July 2022; and
2. Authority be given to the Mayor and/or General Manager to sign all documents in relation to the Road Maintenance Council Contract (RMCC) with Transport for NSW (TfNSW) under the seal of Council if required.

PURPOSE

This report has been prepared to allow Council to consider the final draft contract documents and make a final decision in participating in the Road Maintenance Council Contract (RMCC) for work on the State Highway 11 (Oxley Highway) from the 1st July 2022.

BACKGROUND

Council has been undertaking highway works for many years under a Work Order arrangement with DMR, RTA, RMS and now Transport for NSW (TfNSW). The original system of work orders suited small councils and allow supplementary income to be generated from RMS works. Warren Shire Council staff have performed very well under the original work order process. Council has been working with RMS and now TfNSW on highway projects, however Council's level of compliance fell below TfNSW expected levels and the costs to meet compliance have increased greatly.

In June 2020, Council made the decision to withdraw from the RMCC.

Warren Shire Council over the last twelve (12) months has been reconsidering its decision to not take on the RMCC on the State Highway 11 (Oxley Highway) within the Warren Shire Local Government Area. Following reporting by the Divisional Manager Engineering Services to Council's 30th November 2020 Roads Committee, Warren Shire Council at its Meeting on the 3rd December, 2020 subsequently resolved in part as follows:

"That:

1. *The interim General Manager and Divisional Manager Engineering Services be approved to make an initial approach to the Transport for New South Wales (TfNSW) representatives to determine whether TfNSW would consider Warren Shire Council's request to being engaged by TfNSW works in accordance with the conditions of the TfNSW's Roads Maintenance Council Contract."*

Since this time, discussions with relevant TfNSW Officers concerning Warren Shire Council taking back over the RMCC for State Highway 11 (Oxley Highway) within the Warren Shire LGA have been positive. Accordingly, Council has commenced what is necessary in relation to Warren Shire Council becoming prequalified to achieve condition R2, G - Traffic Control and F5 Status in accordance with the National Prequalified System Guidelines.

Council has engaged consultants EMC – Works (John Kauter) and Turtle Street Safety to undertake the necessary preparation work, application and co-ordination with a Council Officer Project Team (General Manager, Divisional Manager Engineering Services, Roads Infrastructure Manager, Roads Overseer, Work Health Safety & Risk Co-Ordinator, Divisional Manager Finance & Administration, Assets Technical Officer – Roads and Asset Manager) to ensure that Council will

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ITEM 6

ROAD MAINTENANCE COUNCIL CONTRACT

CONTINUED

be in a position to commence work under the RMCC on State Highway 11 (Oxley Highway) within the Warren Shire LGA on 1st July 2022.

John Kauter from EMC – Works has previously prepared and implemented a set of relevant documents which has seen Bourke Shire Council, MidCoast Council and Central Coast Council pre-qualify to R2 level and Bourke Shire Council and Central Coast Council also register for G – Traffic Control.

Since Council ceased doing the work on the State Highway 11 (Oxley Highway) the community of Warren Shire has been providing advice and feedback to Council that it would prefer that Warren Shire Council should be undertaking maintenance and improvement work on the State Highway 11 (Oxley Highway) within the Warren Shire LGA. The situation came to a head during the flooding of the Macquarie River and affects on the Oxley Highway during November/December 2021 and the need to convey the intricacies of the Warren Shire communities access requirements during this time to the current RMCC holder – Gilgandra Shire Council.

On the 2nd February 2022, discussions were held with the Gilgandra Shire Council General Manager, David Neeves and Director Infrastructure, Daryl Colwell and their Council's general attitude was that the State Highway work under the RMCC should be undertaken by the respective Council covering their own area and not another Council area.

Gilgandra Shire Council at its February 2022 Meeting resolved to support the splitting of responsibilities for RMCC work on the State Highway 11 (Oxley Highway) to the respective Councils.

If Warren Shire Council does take over the RMCC work within its LGA, it is preferred not to be under a cluster arrangement, but directly with TfNSW. It is noted that this is Gilgandra Shire Council's preference as well.

Warren Shire Council accordingly has applied for the ability to take over the RMCC on State Highway 11 (Oxley Highway) within the Warren Shire LGA in a direct arrangement commencing 1st July 2022, for an extended period of time as allowed under the contract with TfNSW.

One of the serious considerations of appointing a new Divisional Manager Engineering Services was experience under the RMCC, which is the case.

TfNSW Officers have met with the relevant Council Project Team Members responsible for implementing the RMCC and meetings have been more than positive. A final review of the draft RMCC Contract documents has shown that only minor matters have changed from the 2020 documents and the following comments have been advised to TfNSW:

- Preference for a much larger annual budget for the maintenance and operation of the section of SH11 within Warren Shire LGA, particularly with the current condition of the road and the wet weather being experienced;
- A joint inspection will probably confirm the budget problem, with the estimated \$215,000 per annum probably not being enough however efficient Council becomes;
- Would expect that the Council Participants of the Contract Leadership Team would be the Divisional Manager Engineering Services and General Manager;

WARREN SHIRE COUNCIL
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ITEM 6

ROAD MAINTENANCE COUNCIL CONTRACT

CONTINUED

- It would also be hoped that the Contract Management Team Council Representatives would be the Roads Infrastructure Manager and Divisional Manager Finance & Administration; and
- Council will be reviewing its plant and labour rates as soon as possible and before the contract commencement, particularly with the increase in fuel costs being felt by the Industry.

TfNSW is yet to confirm who our Contract Manager and Surveillance Officer are expected to be.

Council has asked to receive as soon as possible the TfNSW list of pre-qualified contractors for each pre-qualified area of work so our current contractors can be checked against the list (i.e. supply and delivery of emulsion, bitumen sealing, road stabilisation services, supply of signage, traffic control services, supply and delivery of road materials (gravel, sealing aggregate, etc), supply and laying of asphaltic concrete, supply and delivery of concrete, etc).

Council's Project Team is busy finalising the Pre-qualification Application to M, R2 (Conditional), F5 and G, however TfNSW has confirmed that Council will be able to commence the Contract doing maintenance work without pre-qualification/approval or being assessed as conditional in this regard with a time to finalise pre-qualification to M, R2 (Conditional), F5 and G.

TfNSW has confirmed that the initial contract will be for a period of 12 months, to bring it into line with other RMCCs across the State. It would be expected that if there are no concerns, it would be an automatic renewal.

REPORT

Council has received the final draft RMCC Contract from TfNSW to agree to and sign, the documentation will be available at the Council Meeting for perusal of interested Councillors.

An Action Plan has been developed and is being implemented by the Project Team to commence RMCC work on the 1st July 2022.

The Contract requires Council to cover costs to develop plans, policies and outcomes as directed by TfNSW. Further, that Council must guarantee the work it undertakes and that of subcontractors. These guarantees are a financial cost risk to Council and at the digression of TfNSW may be undertaken by a third party at Council's cost. However, road maintenance and construction is one of Warren Shire Council's core activities and work under the RMCC will compliment and improve efficiencies on our other roadworks on regional and shire local roads.

It is also hoped that the required upgraded skill levels will benefit all parts of the organisation.

FINANCIAL AND RESOURCE IMPLICATIONS

TfNSW has already been advised that the estimated \$215,000 per annum will not be sufficient to properly operate and maintain State Highway 11 (Oxley Highway) within the Warren Shire LGA. However, as a contractor Council can only undertake the works to an appropriate quality level and in accordance with available funding from the TfNSW.

It is believed that the current resources are sufficient to commence the required contract work particularly if by the 1st July 2022 Council is able to employ an Asset Technical Officer – Roads,

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ITEM 6

ROAD MAINTENANCE COUNCIL CONTRACT

CONTINUED

who will be responsible for surveillance and some administration work. In the interim, Council's Roads Overseer will be responsible for relevant surveillance work.

No action will be taken on increasing Council's operational resources until other known roadwork maintenance and construction programs are confirmed allowing the required justification of the extra resources.

However, for the future it is hoped that Warren Shire Council will be allocated the required heavy patching work on State Highway 11 (Oxley Highway) that could be at least of the order of \$1M and reconstruction work that could be at least of the order of \$5M over the next few years.

LEGAL IMPLICATIONS

Council will be required to comply with this Contract fully, within the budgets allocated by TfNSW.

RISK IMPLICATIONS

If Council signs the RMCC Documentation then it must be prepared to accept that staff time is dedicated to the running of the Contract, even if no work orders are provided to Council.

Risk reduction will come about with the experience that is now contained within the Council Project Team responsible for implementing the RMCC.

STAKEHOLDER CONSULTATION

This Contract is between Warren Shire Council and TfNSW.

Appropriate Briefing Notes have also been provided to the Minister for Regional Transport and Roads, who has expressed positive support for Council to take up the RMCC with TfNSW for works within the Warren Shire LGA.

OPTIONS

Council has the option to accept the Contract or to not accept the Contract.

CONCLUSION

Council has received a new Contract documentation for the RMCC for consideration.

In accordance with Council's previous resolutions the RMCC is being treated positively.

Council's Project Team is working to implement the RMCC by the 1st July 2022

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

3.1.2 Ensure regional main roads and highways are maintained to acceptable community standards.

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION /ATTACHMENTS

A copy of the RMCC Documentation will be available at the Council Meeting.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday 26th May 2022

ITEM 1 RECONCILIATION CERTIFICATE – APRIL 2022

(B1-10.16)

RECOMMENDATION

That the Statements of Bank and Investments Balances as at 30th April 2022 be received and noted.

PURPOSE

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

BACKGROUND

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

REPORT

Following is the reconciled internal funds of Council that have been reconciled with the Bank Statements as at 30th April 2022.

INTERNAL LEDGER ACCOUNT RECONCILIATION

	Balance 31-Mar-22	Transactions	Balance 30-Apr-22
General	8,941,840.50	1,837,959.00	10,779,799.50
Water Fund	483,341.89	(33,725.27)	449,616.62
Sewerage Fund	1,541,561.23	(7,158.19)	1,534,403.04
North Western Library	68,790.65	(2,198.19)	66,592.46
Trust Fund	138,433.22	250.00	138,683.22
Investment Bank Account	(8,226,506.12)	(1,000,017.20)	(9,226,523.32)
	2,947,461.37	795,110.15	3,742,571.52

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
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ITEM 1

RECONCILIATION CERTIFICATE – APRIL 2022

CONTINUED

BANK STATEMENT RECONCILIATION

Balance as per Bank Statement =	3,743,404.52
Add: Outstanding Deposits for the Month	0.00
Less: Outstanding Cheques & Autopays	(833.00)
Balance as per Ledger Accounts less Investments =	<u>3,742,571.52</u>

INVESTMENTS RECONCILIATION

Investments as at 30th April 2022

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	216,506.12	Variable	On Call A/c
7	National Australia Bank	1,000,000.00	91 days @ 0.42%	28-Apr-22
8	National Australia Bank	1,500,000.00	91 days @ 0.40%	12-May-22
9	National Australia Bank	2,000,000.00	90 days @ 0.40%	31-May-22
10	National Australia Bank	1,500,000.00	90 days @ 0.45%	6-Jun-22
11	National Australia Bank	2,000,000.00	90 days @ 0.50%	20-Jun-22
12	National Australia Bank	2,000,000.00	91 days @ 1.07%	29-Jul-22
40	National Australia Bank	10,000.00	180 days @ 0.10%	23-Aug-22
TOTAL INVESTMENTS =		<u>10,226,506.12</u>		

BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	6,045,689.00
Internally Restricted Funds Invested	7,191,123.00
2021/22 General Fund Operating Income & Grants	<u>732,265.64</u>
TOTAL BANK & INVESTMENTS ACCOUNTS BALANCE =	<u>13,969,077.64</u>

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

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
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ITEM 1 RECONCILIATION CERTIFICATE – APRIL 2022

CONTINUED

FINANCIAL AND RESOURCE IMPLICATIONS

N/A

LEGAL IMPLICATIONS

N/A

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A

OPTIONS

N/A

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

N/A

WARREN SHIRE COUNCIL

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

(R1-4)

RECOMMENDATION

That the information be received and noted.

PURPOSE

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

BACKGROUND

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

REPORT

Attached to this report is the statement of rates and annual charges as at 12th May 2022 including comparisons over the last four years.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Nil.

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A

OPTIONS

N/A

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

Statement of Rates and Annual Charges as at 12th May 2022.

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 2 STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

12TH MAY 2022

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	173,627	5,110,704	5,284,331	4,142,978	78.40%	1,141,353	21.60%
Warren Water Fund	59,928	492,254	552,182	431,846	78.21%	120,336	21.79%
Warren Sewerage Fund	70,316	519,865	590,181	456,858	77.41%	133,323	22.59%
TOTAL 2021/2022	303,871	6,122,823	6,426,694	5,031,682	78.29%	1,492,343	23.22%
TOTAL 2020/2021	318,952	5,939,697	6,258,649	4,847,875	77.46%	1,410,774	22.54%
TOTAL 2019/2020	178,732	5,793,348	5,972,080	4,579,799	76.69%	1,392,281	23.31%
TOTAL 2018/2019	128,294	5,434,827	5,563,121	4,359,822	78.37%	1,203,299	21.63%
TOTAL 2017/2018	125,675	5,435,400	5,561,075	4,407,782	79.26%	1,153,293	20.74%
		11-May-18	10-May-19	08-May-20	14-May-21	12-May-22	
COLLECTION FIGURES AS \$		4,407,782	4,359,822	4,579,799	4,847,875	5,031,682	
COLLECTION FIGURE AS %		79.26%	78.37%	76.69%	77.46%	78.29%	

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
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ITEM 3 WORKS PROGRESS REPORTS – FINANCE & ADMINISTRATION PROJECTS (S1-1.15, C9-1)

RECOMMENDATION:

That the information be received and noted.

The following are details of the projects undertaken by the Finance and Administration Department from 8th April 2022 to the 8th May 2022.

Project	Budget	Expend	Resp	Comment
Council Chambers – Administration Building Improvements Carry Over	84,270	81,409	GM MHDS DMFA	Installation of extra cupboards & shelving in the front service area undertaken on 3 rd May 2022.
Eplanning Grant	37,465	21,088		Items outstanding: 1. Laying of carpet tiles in interview room and existing offices, and 2. Fit out of interview room. The following works will be undertaken subject to available funding: 3. Installation of the disabled toilet and relocation of the tea room 4. Furniture purchases - subject to available funds.
ICT Purchases	8,000	3,497	DMFA/ICT	Toshiba e-Studio 2010AC MFD ordered for upstairs offices.
Solar Panels – Administration Centre	53,000	Nil	DMFA MHDS	Waiting finalisation of energy & usage audit currently being undertaken.
Solar Panels – Works Depot	72,000	Nil	DMFA MHDS	Waiting finalisation of energy & usage audit currently being undertaken.
Grants				
Public Library Infrastructure Grants – “Doorways to Open-Air Library”.	315,723	Nil	DMFA LIB	Notified of Grant application being successful on 6/04/2022. Waiting on details for the acceptance of the grant.

ACRONYMS

GM - General Manager

DMFA - Divisional Manager Finance & Administration

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

MHDS – Manager Health & Development Services

LIB - Librarian

WARREN SHIRE COUNCIL

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ITEM 4 SERVICE NSW AGENCY AGREEMENT – 1 YEAR EXTENSION

(R6-6)

RECOMMENDATION

Council note that Service NSW has exercised the provisions of clause 3(b) of the current Agency Agreement to renew it for a further one year period commencing 1st July 2022 to 30th June 2023.

PURPOSE

To advise Council of Service NSW's confirmation to exercise the provisions of clause 3(b) of the current Agency Agreement to renew the agreement for a further one year period commencing 1st July 2022 to 30th June 2023.

BACKGROUND

Warren Shire Council has had an Agency Agreement with varying State Government Departments for the provision of motor vehicle registration and licencing services for over 30 years.

REPORT

Council has received written advice from Service NSW stating they wish to exercise the provisions of Clause 3 "TERM, HOLDING OVER AND RENEWAL" paragraph 3(b) of the Agency Agreement which states:

"(b) Subject to clause 3(c), if at the end of the Initial Term, neither party has given the other party at least three months' notice that the Services are to cease at the end of the Initial Term, then this agreement will continue until terminated by one party giving the other party at last three month's written notice."

A new Service NSW Agency Agreement will be negotiated later this year and reported back to Council.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Nil.

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

Nil.

OPTIONS

N/A

CONCLUSION

Continuation of the services delivered under this agreement are essential to the Warren Shire community.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

1.1.1 Local access to essential services and less out-reach of these essential services.

SUPPORTING INFORMATION / ATTACHMENTS

Nil.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
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ITEM 5 GENERAL RATES - ADDITIONAL SPECIAL VARIATION (ASV) FOR 2022-2023

(R1-1.42)

RECOMMENDATION:

1. That Council under Section 508(2) of the Local Government Act 1993 make an application to IPART for a permanent single year Additional Special Variation (ASV) of 1.2% for 2022/2023 in accordance with the Guidelines as detailed in the Office of Local Government Circulars 22-03 and 22-07,
2. Council notes that, if successful, the total 2022/2023 general rate increase will be 2.5% as identified in the Warren Shire Council Long Term Financial Plan 2021/22 to 2030/31 and Draft 2022/2023 Estimates,
3. Council note that, if successful, the additional income that will be generated by the permanent single year Additional Special Variation of 1.2% for the 2022/2023 will equate to approximately \$61,600.00,
4. That the Additional Special Variation is required to continue to provide the current levels of service to the Warren Shire ratepayers and community and in doing so ensure the ongoing financial sustainability of Warren Shire Council, and
5. That Council has considered the impact of the Additional Special Variation for both the ratepayers and the community in 2022/2023 and future years and considers that a 2.5% increase is reasonable.

PURPOSE

To resubmit an amended Council resolution to apply to IPART for a permanent single year Additional Special Variation of 1.2% for 2022/2023 in accordance with the Guidelines as detailed in the Office of Local Government Circulars 22-03 and 22-07.

BACKGROUND

Council at the 24th March 2022 Meeting resolved to apply to IPART for an Additional Special Variation (ASV) of 1.2% in general rates that would equate to a total increase of 2.5% for 2022/2023 as was forecast in Council's Long Term Financial Plan 2021/22 to 2030/31, following is Council's March 2022 adopted resolution.

1. *Council under Section 508(2) of the Local Government Act 1993 make an application to IPART for a permanent single year Special Rate Variation of 1.2% for 2022/2023 in accordance with the Guidelines for Additional Special Variation (ASV) Process for 2022-23 as detailed in the Office of Local Government Circular 22-03; and*
2. *Council note that, if successful, the total 2022-2023 General Rate increase will be 2.5% as identified in the Warren Shire Council Long Term Financial Plan 2021/22 – 2030/31.*

REPORT

Council received an email from IPART on 10th May 2022 advising that the March 2022 Council Meeting resolution regarding the application for a 1.2% Additional Special Variation did not meet all the criteria required by IPART, the below points need to be addressed and included in Council's resolution:

- c. *why the special variation is required; and*
- d. *that the council has considered the impact on ratepayers and the community in 2022-23 and, if permanent, in future years if the special variation is approved and considers that it is reasonable.*

In considering whether to pursue the ASV of 1.2% that is allowable under the guidelines, Council should consider the cost drivers that have impacted the preparation of the Draft 2022/2023 Estimates.

For Council's information the major cost drivers identified are as follows:

WARREN SHIRE COUNCIL

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ITEM 5 GENERAL RATES - ADDITIONAL SPECIAL VARIATION (ASV) FOR 2022-2023 CONTINUED

- Advice received from Council's Insurance brokers, is that insurance premiums will increase by an anticipated 10% or around \$51,000.00;
- The 2.0% increase in salaries and wages from 1st July 2022 as per the Local Government (State) Award will cost approximately \$105,000.00 (not including overtime or allowances);
- An increase of 0.5% in the Superannuation Guarantee Levy costing approximately \$26,000.00; and
- The annual March 2022 Consumer Price Index (CPI) rose by 5.09%.

Taking into consideration these factors and to ensure Council's own ongoing financial sustainability, Council should apply to IPART for a permanent single year Special Rate Variation of 1.2% for 2022/2023 that will generate additional income of approximately \$61,600.00 to continue to provide the current levels of service to the Warren Shire ratepayers and community.

In making this determination, it is considered a 2.5% increase in general rates in 2022/2023 and future years as identified in the Warren Shire Council Long Term Financial Plan 2021/22 to 2030/31 on ratepayers and the community is considered reasonable.

FINANCIAL AND RESOURCE IMPLICATIONS

The Draft 2022/2023 Estimates were compiled with a 2.5% general rate increase as identified in Council's Long Term Financial Plan 2021/22 to 2030/31 and reported to the February 2022 Council meeting.

Should Council resolve to not reapply to IPART for the Additional Special Variation of 1.2% then Council will need to adjust the Draft 2022/2023 Estimates by reducing income and expenditure by \$61,600.00 to balance the budget or note that the Draft 2022/2023 Estimates will be presented to the community as a deficit budget.

LEGAL IMPLICATIONS

Nil.

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A

OPTIONS

N/A

CONCLUSION

This report is provided to seek Council's approval to reapply to IPART for an Additional Special Variation (ASV) of 1.2% for 2022/2023 to align with the planned objectives of Council's Long Term Financial Plan 2021/22 to 2030/31 and Draft 2022/2023 Estimates.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

Nil.

WARREN SHIRE COUNCIL

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ITEM 6 SALE PRICES OF COUNCIL OWNED VACANT LAND – DEACON DRIVE WARREN (S1-8.2/38, 59, 60, 61, 62, 63, 64 & 65)

RECOMMENDATION

Council set the sale prices of the remaining nine (9) vacant allotments of land in Deacon Drive, Warren as follows:

10 Deacon Drive, Warren	Lot 59	DP872884	1,016 m2	\$24,000.00
12 Deacon Drive, Warren	Lot 60	DP872884	1,014 m2	\$24,000.00
13 Deacon Drive, Warren	Lot 56	DP872884	1,018 m2	\$24,000.00
14 Deacon Drive, Warren	Lot 61	DP872884	1,142 m2	\$27,000.00
16 Deacon Drive, Warren	Lot 62	DP872884	1,031 m2	\$25,000.00
18 Deacon Drive, Warren	Lot 63	DP872884	1,030 m2	\$25,000.00
20 Deacon Drive, Warren	Lot 64	DP872884	1,010 m2	\$24,000.00
22 Deacon Drive, Warren	Lot 65	DP872884	1,014 m2	\$24,000.00
24 Deacon Drive, Warren	Lot 38	DP716354	961.7 m2	\$23,000.00

PURPOSE

To seek Council's endorsement to adjustment the sale prices of the remaining nine (9) vacant allotments in Deacon Drive Warren to the current market price as determined on square metre price of recent sales of vacant land in the area.

BACKGROUND

Council subdivided and developed 28 lots of residential land in 1996/1997 known as Gunningba Estate Stage II, Council resolved at the 22nd May 1997 Meeting (Minute No. 221.5.97) to set the sale price of each allotment based on the cost of the development and location of the land. The only increase to the sale price since then was when GST was introduced on 1st July 2000 with the margin scheme, the average increase per lot was around \$450.00.

REPORT

The sale price of land in the Gunningba Estate Stage II development has only been reviewed and adjusted slightly with the introduction of GST on 1st July 2000 since the initial sale price was set back in May 1997.

An analysis of recent sales of vacant land in the area over the last twelve (12) months indicates that the current sale prices are on average \$5,000.00 to \$6,000.00 below the current market price.

To ensure Council is maximising its revenue potential and to keep up to date with the current economic climate it would be prudent to adjust the sale prices of the land in line with current market prices.

Calculation of the proposed sale prices was undertaken by averaging the last 3 sales of land on a per square metre basis then rounded to the nearest \$1,000.00. The average square metre used is \$24.00.

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 26th May 2022

ITEM 6 SALE PRICES OF COUNCIL OWNED VACANT LAND – DEACON DRIVE WARREN

CONTINUED

Below is a list of the nine (9) vacant allotments with the current sale price, proposed sale price and difference for information, also attached to this report is a map showing the nine (9) allotments.

GUNNINGBA ESTATE STAGE II - SALE PRICES

Street Address	Lot No.	DP Plan	Area Sqm	Current Sale Price	Proposed Sale Price	Difference
10 Deacon Drive	59	872884	1,016	18,350	24,000	5,650
12 Deacon Drive	60	872884	1,014	18,350	24,000	5,650
13 Deacon Drive	56	872884	1,018	18,350	24,000	5,650
14 Deacon Drive	61	872884	1,142	20,550	27,000	6,450
16 Deacon Drive	62	872884	1,031	19,450	25,000	5,550
18 Deacon Drive	63	872884	1,030	18,350	25,000	6,650
20 Deacon Drive	64	872884	1,010	18,350	24,000	5,650
22 Deacon Drive	65	872884	1,014	18,350	24,000	5,650
24 Deacon Drive	38	716354	961.7	18,350	23,000	4,650
			TOTAL	168,450	220,000	51,550

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Nil.

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

Nil.

OPTIONS

N/A

CONCLUSION

It is considered appropriate that Council adjust the sale prices of the remaining nine (9) allotments of land in Deacon Drive, Warren to be in line with the current market price of land in the area.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

N/A

SUPPORTING INFORMATION / ATTACHMENTS

Map of vacant allotments.

WARREN SHIRE COUNCIL
Report of the Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 26th May 2022

ITEM 1 WORKS PROGRESS REPORTS – ROADS

(C14-7.2)

RECOMMENDATION:

That the information be received and noted.

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

ACRONYMS

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

Roads M&R (Maintenance and Repair) Budget and Works from 10th April 2022 to 10th May 2022.

ACCOUNT	BUDGET	EXPENDITURE
Urban Sealed Roads	55,872	42,071
Parking Areas	5,151	1,870
Kerb and Guttering	26,399	10,424
Footpaths	30,906	11,279
Urban Unsealed Roads	26,726	14,551
Rural Sealed Roads	397,500*	721,326^
Rural Unsealed Roads	1,183,117*	1,102,952^
Rural Bridges	15,453	Nil
Regional Sealed Roads	1,037,950*	693,705^
Regional Unsealed Roads	103,292	53,910^
Regional Bridges	16,895	Nil
Bushfire Hazard Reduction Works (Shire Roads, Regional Roads and Council Facilities)	274,950	300,869

*Estimate increased due to notification from Transport for NSW (TfNSW) of successful Natural Disaster Funding – Emergency Works in the amount of \$425,348 for the March 2021 Flood and Storm Damage event, Council’s co-contribution is \$35,370.

^ Includes approximately \$574,600 of emergency flood damage works for the November 2021 Flood and Storm Damage event that is currently being undertaken and assessed.

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WORKS PROGRESS REPORTS – ROADS

CONTINUED

MAINTENANCE

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Grader Crew 1 (Three-man crew)	Tabratong Lane	Grading	4km
Grader Crew 1 (Three-man crew)	Cremorne Road	Grading	4km
Grader Crew 2 (Three-man crew)	Ellengerah Road (Segments 24 and 26)	Rehabilitation	2.3km
Grader Crew 3 (Three-man crew)	Duffity Road	Floodway Repair	

WORK CREW	LOCATION	ACTIVITY	EMULSION USED	STONE USED
Paveline (Tar Patching)	Collie-Trangie Road	Patching	700L	6T
	Carinda Road	Patching	1670L	18T
	Warren Town	Patching	650L	6T
	Ellengerah Road	Patching	500L	5T
	Private Works	Patching	800L	8T
Emulsion Truck	Marthaguy Road	Patching	2,000L	11T
	Warren Road	Patching	600L	3T

WORK CREW	LOCATION	ACTIVITY	WORK UNDERTAKEN
Roadside Maintenance Team	Bundemar Road	40 lane kms	Mowing
	Warren Kerb & Guttering	50m	Backfilling

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UPCOMING WORKS (MAY, JUNE 2022)

WORK CREW	LOCATION	ACTIVITY
Grader Crew 1 (three-man crew)	Tabratong Lane	Maintenance Grade
	Dandaloo Road	Maintenance Grade
	Cathundral – Bogan Road	Maintenance Grade
	Tyrie Road	Maintenance Grade
Grader Crew 2 (three-man crew)	Kianga – Marebone Road	Maintenance Grade
	Old Warren Road	Maintenance Grade
	Outstanding construction works Deacon Drive, stockpile sites preparation	Miscellaneous
Grader Crew 3 (three-man crew)	Pigeonbah Lane/Rothsay Road	Maintenance Grade
	Hatton Lane	Maintenance Grade
	Rothsay Road	Maintenance Grade
Grader Crew 4 (three-man crew)	Duffity Road	Maintenance Grade
	Ringorah Road	Maintenance Grade

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Project	Budget	Expend	Resp	Comment
Capital Works Bitumen Reseals (Regional Roads)				
Regional Roads Rehabilitation/Final Seal	120,000	Nil	RIM	Either part RR333 Rehabilitation (850m) or contribution to RR347 Final seal (3km).
Capital Works In Progress				
Ellengerah Road Construction Project Segments 22, Segment 24 and Segment 26	1,719,813	1,548,361	DMES/ RIM	Fixing Local Roads Round 2 (\$698,771), Council Contribution (\$174,693) Sub Total: \$873,464 Local Roads and Community Infrastructure Program Phase 2 (\$211,587), Fixing Local Roads Round 3 (\$634,762). In Progress. Segment 22 primer seal. Segment 24 & Segment 26 primer seal awaiting final seal.
Old Warren Road Segments 26 & 28 Construction	1,679,947	1,062,332	DMES/ RIM	Fixing Local Roads Program Round 3 (\$1,259,960), Local Roads and Community Infrastructure Program Phase 2 (\$296,147), Local Roads and Community Infrastructure Program Phase 3 (\$123,840). Practically complete with final seal and further works subject to variation claim.
2021/22 REPAIR Grant Rehabilitation Collie-Trangie Road Regional Road No.347. Segments 14 and 16 Existing Asset Upgrade.	800,000	802,627	DMES/ RIM	Project is complete except for a final seal on the last 3 km. Complete for Repair Program Funding.
Federal Road Safety (NSW) Program-School Zone Infrastructure Sub-Program Round 2 (Tranche 2 and Tranche 3)	9,193	Nil	RIM	Remarking of school zone 40km/h patches, Dragons Teeth, etc Project is practically complete. Awaiting Final costs.
Kerb and Gutter Replacement	92,767	21,149	RIM	Priority one (1): Orchard Street, Warren 20.2 metres. Priority two (2): Readford and Zora Street, Warren 62.4 metres;

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Project	Budget	Expend	Resp	Comment
				Readford and Chester Street, Warren 92.8 metres; and Readford and Bundemar Street, Warren 73 metres. Deferred Works commenced expected to be complete June 2022. Lengths have changed due to costs.
CBD Improvements	74,320	25,238	DMES	Investigation and design work for CBD Improvement Program.
Planned Future Capital Works				
Rehabilitation Warren Road Regional Road No.7515 Segment 7515.06 Inclusive of the Tenandra Bridge over the Marthaguy Creek – Fixing Country Road Grant Application. Existing Asset Upgrade.	Funded from Regional Roads Block Grant (No current budget)	Nil	DMES	All preliminary works have been completed. Therefore, this project is on hold until the required funding can be sourced. The project has been developed sufficiently to be classified as being “shovel ready” . Will be subject to a Commonwealth Government Bridges Renewal Program Grant.
Rehabilitation Warren Road Regional Road Segment 08 Inclusive of the Newe Park Bridge over the Merrigal Creek. Existing Asset Upgrade.	Funded from Regional Roads Block Grant (No current budget)	Nil	DMES	All preliminary works have been completed. Therefore, this project is on hold until the required funding can be sourced. The project has been developed sufficiently to be classified as being “shovel ready” . Will be subject to a Commonwealth Government Bridges Renewal Program Grant.

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Project	Budget	Expend	Resp	Comment
<p>Rehabilitation Warren Road Regional Road.</p> <p>This Project is Relevant to the 2016/17 Fixing Country Roads Grant Application and the 2020/21 ROSI Grant.</p> <p>Existing Asset Upgrade.</p>	1,679,000	Nil	DMES	<p>Several meetings have been held with Engineering Department representatives of the Coonamble Shire Council (CSC). Negotiations with the various Federal and State Departments is required to ensure that the proposed new scopes of works are agreed.</p> <p>Consultation has been ongoing with the Federal Government, Infrastructure NSW, NSW Transport and Coonamble Shire Council Representatives in an endeavour to have the deeds released. At this point in time, it is considered that a resolution has not been determined. Project has been included in the 2021/2022 Estimates.</p> <p>Council has resolved to make representations to the Local Member Mark Coulton and Transport for NSW Western Manager on this matter. Application for addition funds has been made through Coonamble Shire Council to Infrastructure NSW and Transport for NSW.</p>
<p>Local Roads and Community Infrastructure Program Phase 3 (Commonwealth) Nevertire – Bogan Road Segment 4 and Segment 6 Rehabilitation</p>	876,160	Nil	DMES	<p>Project programmed for late 2021/2022 and waiting in abeyance for other funding opportunities if they arise in 2021/2022.</p>

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Project	Budget	Expend	Resp	Comment
Grant Applications				
<p>Rehabilitation Warren Road Regional Road.</p> <p>This Project is Relevant to the 2016/17 Fixing Country Roads Grant Application and the 2020/21 ROSI Grant.</p> <p>Existing Asset Upgrade.</p>	<p>3,684,320</p>	<p>Nil</p>	<p>DMES</p>	<p>Several meetings have been held with Engineering Department representatives of the Coonamble Shire Council (CSC). Negotiations with the various Federal and State Departments is required to ensure that the proposed new scopes of works are agreed.</p> <p>TfNSW have advised that the Expenditure Review Committee (ERC) will not meet to consider the additional funding until May this year.</p> <p>Consultation has been ongoing with the Federal Government, Infrastructure NSW, NSW Transport and Coonamble Shire Council Representatives in an endeavour to have the deeds released. At this point in time, it is considered that a resolution has not been determined.</p> <p>Project has been included in the 2021/2022 Estimates with a budget of \$1,679,000.</p> <p>Council has resolved to make representations to the Local Member Mark Coulton and Transport for NSW Western Manager on this matter. This is a further application for the appropriate level of funding for what works are actually required which is the rehabilitation of the 6km immediately south of the Bullagreen Lane including replacement of 12 culverts.</p> <p>Application for addition funds</p>

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Project	Budget	Expend	Resp	Comment
				have been made through Coonamble Shire Council to Infrastructure NSW and Transport for NSW. Confirmation that grant application has been successful providing an extra \$2,000,320 from Transport for NSW. (TfNSW) fully funding this project.
Federal Road Safety Tranche 4 and 5 RR333 Carinda Road	1,255,400	Nil	RIM	Shoulder widening and Linemarking RR333 Carinda Road 6km- 10km from Industrial Access Road. Awaiting Approval.
REPAIR Program 2022/2023 RR347 Collie – Trangie Road	800,000	Nil	RIM	Rehabilitation of Segment 18 on RR347 Collie – Trangie Road Interim advice - successful.
REPAIR Program 2022/2023 RR333 Carinda Road	800,000	Nil	RIM	Rehabilitation of Segment 14 on RR333 Carinda Road. Not successful.
Remote Roads Pilot Program Grant SR36 Gibson Way	15,940,800 (\$797,040 Council Funding)	Nil	RIM	Initial sealing of SR 36 Gibson Way, from the boundary with Coonamble Shire to RR333 (Warren to Carinda) with replacement of 2 bridges and construction of a new bridge. Not successful.
Remote Roads Pilot Program Grant RR424 Marra Road	5,146,000 (\$514,600 NSW State Funding)	Nil	RIM	Initial sealing of MR 424 (Marra Road) from the boundary with Bogan Shire to the existing sealed section. 11.1km. Not successful.

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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 budget and works period from 10th April 2022 to 10th May 2022.

ACRONYMS

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

TOWN SERVICES OPERATIONS AND MAINTENANCE BUDGET FROM 10th April 2022 to 10th May 2022

Project	Budget	Expend	Resp	Comment
General				
Warren Lawn Cemetery Stage 3. 3330-4120-0100 <div style="border: 1px solid black; padding: 5px; width: fit-content;"> C/Over \$76,894 2021/2022 \$60,000 </div>	136,894	57,651	MHD / TSM	<p>Installation of the water main and drainage improvements commenced 16th May subject to weather.</p> <p>A coloured concept plan for the cemetery expansion has been prepared.</p> <p>The contractor that was awarded the water main and drainage upgrades has withdrawn from the project. The project has been rescope. River water main extension will be completed.</p> <p>Upgrade drainage along western side and installation of drainage along the eastern side.</p> <p>Extension of river water main for future lawn cemetery expansion. Project awarded. Work will be finalised later this year.</p>

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Project	Budget	Expend	Resp	Comment
				Cemetery Master Plan for future lawn cemetery expansion developed and will be put out for Community Consultation shortly.
Works Depot CCTV Installation 3210-4000-0200	21,190	Nil	DMES	Investigations being undertaken. Awaiting Quotes.

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CONTINUED

Project	Budget	Expend	Resp	Comment
Water Supplies				
Oxley Park River Water Pumping Station 4580-4320-0015	138,720	58,595	TSM	<p>River level remains too high to allow the works to be carried out.</p> <p>Carry out modification of the pipe work and pumps at the Oxley Park River Pump Station to allow the use of the same type of pumps used at the Ellengerah Road River Pump Station to allow efficient withdraw, rotation and replacement of the pumps together with an appropriate screening structure.</p> <p>Ryan Mason Engineering to carry out the fabrication and installation works.</p> <p>New pump casing has been fabricated and will be picked up from Newcastle in the week of 15/11/2012.</p> <p>New Pumps have arrived.</p> <p>Subject to weather and the river height, the works should be complete early 2022.</p>
Water Extraction Meter Compliance 4580-4320-0003	17,000	12,778	TSM	Installation of telemetry to all water extraction points meters to comply with Water NSW requirements.
Water Assets Revaluation 4300-2210-0000	15,000	11,693	TSM	APV through the Orana Water Utilities Alliance have been engaged to undertake Council's Water Assets Revaluation. Final report expected from the contractor May/June 2022. Draft report received and being reviewed.

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WORKS PROGRESS REPORTS – TOWN SERVICES

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Project	Budget	Expend	Resp	Comment
Sewerage Services				
<p>Works to Gunningbar Estate, and Nevertire Sewerage Pumping Stations.</p> <p>5580-4320-4010 5580-4320-4100</p>	218,182	218,182	TSM	<p>Stations to be by-passed to allow the internal refit.</p> <p>Replacement of pumps, starters and miscellaneous items to improve reliability.</p> <p>Xylem Water technologies will upgrade the pumps, pipework, guide rails, electrical switchboards, pump controllers and the telemetry at Gunningba Estate and Nevertire Sewerage Pumping Stations as well as minor electrical and telemetry works at Thornton Ave, Wilson St and Garden Ave pumping stations.</p> <p>New control cabinets delivered 17/11/2021.</p> <p>Nevertire and Gunningbah stations to have new cabinet plinths constructed.</p>
<p>CCTV and Smoke Testing of Sewer at Warren and Nevertire</p> <p>5580-4320-0002</p>	200,000	Nil	TSM	<p>Quotation documents under development.</p> <p>Quarter 4, 2021/2022.</p>
<p>Sewer Assets Revaluation</p> <p>5300-2210-0000</p>	15,000	2,690	TSM	<p>APV through the Orana Water Utilities Alliance has been engaged to undertake Council's Water Assets Revaluation. Final report expected from the contractor May/June 2022. Draft report received and being reviewed.</p>

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Project	Budget	Expend	Resp	Comment
Grant Applications				
Warren Levee Bank Rehabilitation	7,100,000 (\$1,775,000 Council Funding)	Nil	DMES / TSM	<ol style="list-style-type: none"> 1. Funding currently being pursued for repairs to the reported section of the Warren levee. 2. Consulted with State Government Representatives seeking financial assistance to rectify deteriorated section. 3. Works to be undertaken in-house using Council staff and local contractors if possible. 4. Local contractors have been liaised with regarding the methods of repair. Fresh applications have been submitted to the Federal Government Department of Home Affairs, waiting on confirmation of success or not. The matter is also with Resilience NSW who are also considering the application. Further application being arranged. Meeting & site inspections 15/12/21, between GM, ADMES and Tammy Greer from the National Recovery and Resilience Regarding levee repairs and improved disaster preparation through the NSW Minister for Emergency Services. New application under the Commonwealth Government National Flood Mitigation Infrastructure Program (NFMIP) with a required 25% contribution from Council arranged.

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WORKS PROGRESS REPORTS – TOWN SERVICES

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Project	Budget	Expend	Resp	Comment
Grant Applications Continued				
				\$5.325 million Commonwealth Funding Announced on the 4 th May 2022.
Tiger Bay Wetlands Effluent Reuse Scheme for Drought Protection. (Priority 1 of 3)	504,000	Nil	TSM	Installation of Ultraviolet (UV) Disinfection System and pipeline between New Sewerage Treatment Plant and construction of a Reed Bed at Tiger Bay Wetlands to ensure water supply to wetlands under the Murray-Darling Healthy Rivers Program – Large Grants. Awaiting Outcome.
Stormwater Quality Improvement for Warren (Priority 3 of 3)	1,720,000	Nil	TSM	Installation of 25 Stormwater Quality Improvement Device's (SQIDS) at stormwater locations that discharge directly into the Macquarie River and Gunningbar Creek under the Murray- Darling Healthy Rivers Program – Large Grants. Awaiting Outcome.

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WORKS PROGRESS REPORTS – TOWN SERVICES

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

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Activity	Required Interval	Details
Sewerage System Planned Maintenance		
Warren Sewerage Treatment Works	Quarterly	Samples of treated effluent collected monthly for laboratory analysis against EPA licence requirements for PH, Total Suspended Solids (TSS), Total Nitrogen (N), Total Phosphorus (P), Oil & Grease (O&G) and Biochemical Oxygen Demand (BOD). Results are published on Council website quarterly.
Sewer gravity main CCTV Inspection and Smoke Testing program		<p>Develop a program to carry out CCTV inspections and smoke testing of all gravity sewer mains in Warren and Nevertire.</p> <p>Develop a sewer main replacement/relining program.</p> <p>Identify stormwater infiltration locations.</p> <p>Develop a program to educate property owners and residents about stormwater infiltration prevention.</p> <p>Develop a stormwater infiltration rectification program for Council assets and private property.</p>
Water and Sewerage Works Subject to Funding		
Location	Work Under Development	
Collie Water Supply (Reliability)	Commission the two, 125,000 litre Pioneer water tanks located west of the tennis court. Construct a 10m high tank stand to support two, 25,000 litre water tanks at the Pioneer tank location. Install pressure pumps into a new building at the base of the new elevated tanks. Decommission and remove the elevated tanks.	
Collie chlorine dosing	Install new gaseous chlorination system at the Pioneer water tank location.	
Nevertire chlorine dosing	Install new gaseous chlorination system in the new building at Nevertire. Install new dosing point to ensure chlorination is possible from either bore.	
Warren chlorine dosing	Install new gaseous chlorination system in the new buildings at Bore Flat and Ellengerah.	
Replacement of Telemetry System	Replacement of the water and sewerage telemetry system and Firmware upgrade of the Clearwater SCADA.	

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Account	Budget	Expenditure
Water Fund Maintenance and Repair	642,539	474,136
4200-0003, 4220-0003, 4230-0003, 4240-0003, 4250-0003 & 4300-0003		
Sewer Fund Maintenance and Repair	362,206	128,634
5200-0003, 5250-0003, 5280-0003 & 5300-0003.		

Water and Sewer Works

Zora Street Bore main repair Dubbo Street service repair (river) Airport main investigation (bore)- (2 days) Mains flushing Meter reading	Cobb Lane main break Pittman Parade service leak Railway Parade main break Glen Street bore main break Forklift training Check flood gates Assist with ANZAC DAY preparations Meter reading in warren Frawley Street river main break 44 Garden Avenue service repair
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Warren Sewerage Treatment Works in Flow		Sewerage Year – 1st June to 31st May		
Month	Peak Daily Flow (KL)	Average Daily Flow (KL)	Monthly Flow (ML)	Cumulative Annual Flow (ML)
October 2021	843	455	14.10	68.34
November 2021	1261	494	14.82	83.16
December 2021	893	517	15.52	98.68
January 2022	880	471	14.60	113.27
February 2022	842	508	14.22	127.49
March 2022	1088	565	15.83	143.32
April 2022	1254	673	17.50	162.27

Rainfall in Warren for the month of April 114.2mm

Rainfall in Warren for the year July 2021 to date: 664.7mm

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Bulk Water Reading per Quarter

WATER SOURCE	FIRST QUARTER READING 1/07/21- 31/09/21	BULK USAGE TO DATE (ML)	SECOND QUARTER READING 1/10/21 - 31/12/21	BULK USAGE TO DATE (ML)	THIRD QUARTER READING 1/01/22 - 31/03/22	BULK USAGE TO DATE (ML)	FOURTH QUARTER READING 1/04/22 - 30/06/22	BULK USAGE TO DATE (ML)	% OF ANNUAL ALLOCATION	Max. Allocation (ML)
Warren Bores										
Bore 1 (Bore Flat) Lic. 80AL703155	0.45	0.45	0.00	0.45	0.00	0.45	0.00	0.45		
Bore 2 (Ellengerah) Unlicensed	62.90	62.90	57.01	119.91	64.20	184.11	20.19	204.31		
	63.35	63.35	57.01	120.36	64.20	184.56	20.19	204.76	29.25%	700
Warren River										
Oxley Park Lic. 80AL700017	7.99	7.99	10.80	18.79	29.00	47.79	13.61	61.40		
Ellengerah Rd Lic. 80AL700017	11.68	11.68	26.19	37.87	53.33	91.20	5.25	96.45		
	19.67	19.67	36.99	56.66	82.33	138.99	18.86	157.85	21.05%	750
Showground (Racetrack)										
Lic. 80AL700645	0.00	0.00	10.30	10.30	0.00	10.30	0.00	10.30	5.48%	188
Nevertire Bore Lic. 80AL703158	11.04	11.04	6.56	17.60	11.18	28.78	2.07	30.85	77.13%	40
Collie Bore Lic. 80CA724011	0.78	0.78	1.08	1.86	1.82	3.68	0.37	4.05	16.18%	25
Macquarie Park 80AL700996	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	14.2

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ITEM 2 WORKS PROGRESS REPORTS – TOWN SERVICES

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Parks and Gardens – Routine Works

Account	Budget	Expenditure
Parks & Gardens, Cemeteries & Racecourse	933,393	1,063,641*
0701-0003, 1151-0003, 1651-0003, 1701-0003, 2655-0003, 2660-0003 & 2670-0003		
*Includes \$173,457 of Emergency Works from November 2021 Flood and Storm Damage.		

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.

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

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

BBQs at Macquarie Park, Oxley Park, Skate Park and Splash Park are cleaned twice a week.

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

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

Parks and Gardens Works

Victoria Oval mow / snip /mark lines / clean up
Lawn cemetery mow/snip
Clean up Skate Park
Racecourse mowing
Median strips mow/snip

Oxley Park mow/snip
Ebert Park mow/snip
Lions Park mow/snip

Oxley Park mow/snip
Macquarie Park preparation for Anzac day
Warren Lawn cemetery mow/snip
Shire chambers mow/snip/tidy up
Victoria Oval mow/snip/line marking/general tidy up
Splash/skate parks mow/snip
CBD Area cleaning/weeding/planting/tidy up
Collie mowing
Preparations for ANZAC DAY – signs/mowing/snipping/weeding/setting up and cleanup of Cenotaph area.
Saunders park mow/snip
Town approaches slashing
Ravenswood Park mow/snip

WARREN SHIRE COUNCIL
Report of the Divisional Manager Engineering Services
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ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Town Crew Works

Anzac day preparations – set up/road closures/
 clean up after the event

Spraying in Warren – Chester Street, Medical
 Centre

Repair holes in Ebert Park

Assist plumbers in bore repair in Glen Street

Cleaning of stormwater grates around Warren

Remove tree on Quambone Road

Remove tree limbs in Ravenswood

Repair pavers in Dubbo Street

Install bins at Nevertire

Fence off gutter area's

Sprayed laneways for weeds

Assist in Pittman Parade service repairs

Laid turf /installed chairs at Collie Cenotaph

Assist in Railway Parade main repair

ANZAC DAY preparations/clean up

Assist in main repair in Glen Street

Assist with signs for ANZAC DAY

Assist in Cobb Lane main break

Non-Roads November/ December Flood and Storm Damage Works

Description	Expenditure
Non-Roads November/ December 2021 Flood and Storm Damage Emergency Works. (Application for reimbursement submitted 8/03/2022)	\$173,456.91 Note: \$36,330 per event will be funded by Council as per the agreement. This includes the Roads Flood and Storm Damage Claim contribution.
0700-0050-0500, 0700-0050-0510, 0700-0050-0520, 0700-0050-0530, 0700-0050-0540	

WARREN SHIRE COUNCIL
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ITEM 3

WORKS PROGRESS REPORTS – FLEET – WORKSHOP

C14-7.2

RECOMMENDATION

That the information be received and noted.

The following are details of Projects and Programs that are being managed by the Workshop Coordinator for the budget and works period from 10th April 2022 to 10th May 2022.

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
Plant Repairs				
P1047	Isuzu Street Sweeper	Jumpstart this morning. Test charging system, test battery needs replacing. Remove replace battery check again all ok.	3 hours	3 hours
P2380	Paveline Truck	Repair airline connections on the front wand, replace the air purge line, and cleanouts. Test run wash machine.	6 hours	6 hours
P236	2wd Hilux Ute	Make new power lead with Anderson connector for spray unit power.	0	1 hour
P79	Iseki Mower	Rebuild deck spindles x3 new bearings and seals fitted.	0	5 hours
P79	Iseki Mower	PTO shaft replacement and gearbox service.	0	3 hours
P31	Nissan UD Rigid Truck	Radiator blocked and vicious fan needs replacing. Replaced radiator, fan, x2 thermostats bleed system with new coolant test for leaks all ok.	10 hours	10 hours
P2141	Superior Slasher	New clutch plates fitted to slip clutch assembly.	1.5 hours	1.5 hours
P2141	Superior 6-Foot Slasher	New wheel bearings fitted into rear travel wheel.	1.5 hour	1.5 hours

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WORKS PROGRESS REPORTS – FLEET – WORKSHOP

CONTINUED

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P2120	6140m John Deere Tractor	Flat tyre on the LH side puncture hole front guidepost on the side of the road. Remove and take to Tyre Right for repairs needs vulcanising and has to be sent away.	0	4 hours
P93	Caterpillar CW34 Pneumatic Roller	Flat tyre rear RH side outer remove to replace with spare tyre (not correct) original tyre repaired and fit back to the machine.	2 hours	6 hours
Hired unit 641	Bomag Pneumatic Roller	Fuel leak motor won't continue to run, diagnose fuel pump leak and inform Rollers Australia of the issue.	3 hours	3 hours
P31	Nissan UD Truck	PTO pump leaking. Remove and fit new seal for PTO pump shaft. Test LL ok.	0	4 hours
P1041	Isuzu Water Tanker	General engine Service done 70,000Km.	3.5 hours	3.5 hours
P54	Caged Box Trailer	New taillights fitted and wiring cleaned up.	0	2 hours
Unit 641 hired roller	Bomag Pneumatic Roller	Rh side window smashed, make temporary window from Perspex a fit inform Rollers Australia.	0	3 hours
P1168	JCB 8018 Excavator	Purchase and fit new tracks to machine.	5 hours	5 hours
P1168	JCB 8018 Excavator	Full service done, including oil, fuel, hydraulic, and grease.	5 hours	5 hours
P2381	Sterling It9500 Truck	Service done, new two-way and aerial fitted, new AM/FM aerial fitted.	0	8 hours
P709	Stihl Chainsaw	Fit new chain, fill fuel, and test run for operation all ok.	0	1 hour

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ITEM 3

WORKS PROGRESS REPORTS – FLEET – WORKSHOP

CONTINUED

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
Hired unit 641	Bomag Pneumatic Roller	Machine not starting, diagnose the problem to be faulty starter motor got machine going for use that day informed rollers Australia for repairs.	3 hours	3 hours
P2120	6140m John Deere Tractor	Registration check done and rego renewal sorted.	2 hours	2 hours
P2121	6140m John Deere Tractor	Registration check done and registration renewal sorted.	2 hours	2 hours
P54	Car Trailer	R&R bearings in front LH side.	2 hours	2 hours
P3609	Toyota Hilux	Repairs to wiring harness for driving lights all ok now.	1.5 hours	1.5 hours
P2045	Caterpillar Skid Steer	Repair hydraulic leak on broom attachment control valve.	1.5 hours	1.5 hours
P3503	Toyota Kluger	Won't start test starting and charging circuits all ok test battery not ok replace battery all ok now.	0	1 hour
P242	Toyota Kluger	Won't start test starting and charging circuits all ok test battery not ok replace battery all ok now.	0	1 hour
P14	Caterpillar 432F Backhoe	Intercooler pipe connection leak, remove rubber connector and replace with new one. Manufacture to get the machine working new original one order and will be fit on arrival.	4 hours	4 hours
P79	Iseki Mower	Deck repairs weld cracks in deck hangers.	2 hours	2 hours

WARREN SHIRE COUNCIL
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ITEM 3

WORKS PROGRESS REPORTS – FLEET – WORKSHOP

CONTINUED

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
370-40-300	Wash Pad Pump	Repairs to drive belt addition of new sump pump to assist in high water situations.	4 hours	4 hours
P1041	Isuzu Water Truck	Remove front LH side tyre and send to Tyre Right for repairs replacement.	1 hour	2 hours
P22	John Deere 770g Grader	Remove and fit spare wheel to RH side rear front axle send to Tyre Right for repairs/replacement.	1 hour	2 hours
P31	Nissan UD Truck	Pre-registration check inspection.	2 hours	2 hours
P151	Dog Trailer for P31	Organise rego check HVIS/workshop check.	2 hours	2 hours
P14	Caterpillar 432F Backhoe	Remove and replace front RH side tyre twice in 2 days.	6 hours	6 hours
P10	Hamm Padfoot Roller	Order replacement parts for fan drive and idler pulleys.	2 hours	2 hours
P1168	JCB 8180CTS Excavator	Sourcing and ordering parts for machine service parts and new tracks.	2 hours	2 hours
Other works completed				
	Specialised safety	Clean and organise chain room for 12-month chain inspections.	2 hours	2 hours
	Pneumatic Roller Tender	Writing and posting of tender documents for the purchase of a new pneumatic tyred roller to replace the already sold unit P95.	12 hours	12 hours
	Tractor Tenders	Writing and posting of tender documents for the purchase of a new tractor to replace P15.	12 hours	12 hours
	Tractor Tenders	Writing and posting of tender documents for the purchase of a new tractor to replace P21.	6 hours	6 hours
	Average Fuel usage	Compiling information to attempt to get an accurate average fuel usage for all Council plants and vehicles.	12 hours	12 hours

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ITEM 3

WORKS PROGRESS REPORTS – FLEET – WORKSHOP

CONTINUED

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
	Water Truck Pumps P154, P153	Searching for replacement pumps for use on P153 and P154 Water Tankers.	7 hours	7 hours
90-1-1	Warren Swimming Pool	Fit new Gattic cover lid to well tank as the old one was too heavy to lift for maintenance purposes.	0	3 hours
	Waste oils drop off point	Emptied and cleaned area for waste oil drop-off in front of the depot. Needs doing again.	8 hours	8 hours
	Will Forklift Training	Will Fuller completed his forklift training 3-day course.		
	Truck and trailer specification	Writing of specifications for the purchase of a new Semi-Trailer Prime Mover Combination.	20 hours	20 hours

ACRONYMS

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

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 April 2022.

FILE	LOCATION	WORKS	RECEIVED	APPROVED
P16-22.02	Lot 1 DP999018 9-13 Clyde St, NEVERTIRE	Shed	2/2/2022	1/4/2022
P16-22.03	Lot 1 DP232612 13724 Mitchell Highway, MULLENGUDGERY	Telecommunications Facility and Associated Infrastructure	10/3/2022	19/4/2022

LEGAL IMPLICATIONS

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

RISK IMPLICATIONS

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

STAKEHOLDER CONSULTATION OPTIONS

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

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 5.2.2 Timely and accurate reporting for efficient management and accountability.
- 5.2.1 Quality customer service focus by Council staff.
- 1.4.4 Help ensure safe and sustainable development.

SUPPORTING INFORMATION/ ATTACHMENT

Nil.

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

RECOMMENDATION:

That the information be received and noted.

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

Budget and Works from 10th April 2022 to 10th May 2022

2020 Projects	Budget	Expend	Resp	Comment
Construction of two (2) x Council dwellings. 21 Deacon Drive and 8 Deacon Drive.	88,000	23,854 Committed	MHD	<p>Completed July 2020.</p> <p>New complaint lodged with Department of Fair-Trading 18th May 2021. Additional information provided 2nd and 7th June 2021.</p> <p>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.</p> <p>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.</p> <p>Department of Fair Trading advised of no progress 15th December 2021.</p> <p>Report provided to February 2022 Committee of the Whole Closed Council Meeting concerning directions on this project.</p> <p>Council resolved that: Council proceeds to a hearing before The NSW Civil and Administrative Tribunal (NCAT) Consumer Division and if required the District Court.</p>

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ITEM 2 WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES
CONTINUED

2021 Projects	Budget	Expend	Resp	Comment
Construction of the Waste Transfer Station at Ewenmar Waste Depot.	303,747	23,672	MHD/TSM	Final design complete. Contractor engaged to install drainage pipework at the end of November. Concreting works listed on vendor panel closed 3rd February 2022 contractor appointed.
Completion of Tiger Bay Wetlands Walkway (Central West Councils Environment and Waterways Alliance 2021 Small Grants).	5,000	Nil	MHD/DMES	Works program to be determined.
Community Building Partnership Program Grant - Waterproof lockers and changeroom double sided seating for Warren War Memorial Swimming Pool.	16,031	Nil	MHD	\$9,702 Grant successful that will be for lockers. Funding deed required dollar for dollar cash matching. Funds to be sourced from other areas of savings. Lockers delivered 6 th May 2022.
Community Building Partnership Program Grant – Electronic Scoreboard	10,847	3,357.75	MHD	\$5,000 grant has been successful. Council and other contributions to be determined. Scoreboard received. To be installed when scaffolding on site.

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ITEM 2 WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES
CONTINUED

2021 Projects	Budget	Expend	Resp	Comment
Electricity to Animal shelter.	6,000	Nil	MHD	Easement to be created.
Swimming Pool CCTV.	1,000	680	MHD	Cameras purchased and installed. Surplus funds reallocated to fencing.
Swimming Pool Double access gates.	15,000	Nil	MHD	Projected rescoped, part completed in house, part to be completed by Contractor.
Swimming Pool – shelving and concreting.	5,000	3,947.90	MHD	All shelving installed. Concreting to be completed.
Improvement of roof and guttering at the Warren Sporting and Cultural Centre.	40,000	Nil	MHD/CM	Quotes being obtained. Council resolved at October Council Meeting to allocate \$40,000 from the restricted funds for infrastructure improvement/replacement. Listed on vendor panel marketplace Closed 4.00pm Thursday 18 th November 2021. Contractor appointed. Works scheduled, subject to availability of scaffolding.

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ITEM 2 WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES
CONTINUED

2022 Projects	Budget	Expend	Resp	Comment
Warren Support Services (Targeted Early Intervention)				
2.11 Performing Arts and Language Place Incorporated Music Wellbeing Program.	5,000	Nil	MHD	Event will be held over 18 weeks from March through to July.
2.12 Warren Chamber Music Festival.	5,000	Nil	MHD	Complete waiting on acquittal.
2.13 Warren Performing Arts and Language Place Incorporated.	1,000	Nil	MHD	To be held May
2.14 Warren Youth Group Grow Services Day.	5,000	Nil	MHD	To be held May/June
2.15 CWA Warren Public Speaking.	2,000	Nil	MHD	To be held May
2.16 Zheng Fu Tai Chi and Wellness	1,995	Nil	MHD	To be held May/June
Local Roads and Community Infrastructure Program - Phase 3 Grants - Community Infrastructure Projects				
Warren Sporting and Cultural Centre Upstairs Disabled Toilet.	40,000	Nil	MHD	Listed on vendor panel, closed 5 th April. Quotations received exceeded allocated budget, other quotations being sourced.
Warren Sporting and Cultural Centre Retaining Wall and Second/Third Tier Replacement and concrete path work.	40,000	Nil	MHD	Listed on vendor panel, closed 5 th April. Quotations received exceeded allocated budget, other quotations being sourced.
Warren Sporting and Cultural Centre Sound Mixer System and External Speakers.	9,572	Nil	MHD	Quotation being considered.

RECOMMENDATION:
That the information be received and noted.

WARREN SHIRE COUNCIL
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ITEM 3 ENERGY ACTION PLAN

(E7-1)

RECOMMENDATION that Council:

1. Endorse the Energy Action Plan;
2. Approves the recommended tariff changes; and
3. Selects Option 2 of the Energy Action Plan for the installation of Solar PV (Photovoltaic) System at the five (5) sites being the Administration building, Council Works Depot, Ellengerah Water towers, Library and Victoria Oval and Sporting Complex.

PURPOSE

To inform Council of the development of the Energy Action Plan and the benefits for Council by enacting the recommended actions.

BACKGROUND

Back in December 2018, Warren Shire Council signed a Memorandum of Understanding (attached) to participate in the Sustainable Councils and Communities (SCC) Program. The SCC program works with resource constrained councils across NSW to improve the energy efficiency of Council buildings and infrastructure. It aims to help Councils understand, prioritise, and implement energy efficiency and renewable energy upgrades.

REPORT

This program is funded by the Climate Change Fund and facilitated by the Department of Planning, Industry and Environment.

The SCC program aims to achieve:

- Identify opportunities for Councils to save energy, money and increase energy efficiency knowledge among Council staff;
- Support Councils in understanding their energy data for a business case for efficiency or upgrade project and become 'investment ready'; and
- Increase knowledge and capacity in LGAs through energy efficiency programs aimed at supporting households, businesses, and communities.

Due to internal resource constraints from a relatively low-rate payer base, and high operational costs such as large road networks and aging infrastructure, many Councils have reduced internal capacity to identify, advocate and ultimately fund energy savings projects. Projected increases in energy costs mean that capacity will be further squeezed while operational costs from energy will rise. Ultimately, these barriers result in missing out on opportunities for financial savings and other co-benefits that can be achieved through improving the energy productivity of public facilities.

To date, the Department of Planning, Industry and Environment have provided professional services (Charge Works Pty Ltd) to review energy efficiency data analysis, baseline reporting, facilities audits, energy, and sustainability diagnostics for Council infrastructure, all of which is detailed in the Energy Action Plan.

Following on from the development of the Energy Action Plan, Charge Works have developed specifications for the facility upgrade project proposals, which can then be listed on vendor panel/marketplace for procurement.

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ITEM 3

ENERGY ACTION PLAN

CONTINUED

One of the recommended changes, as per detailed in Appendix 1, involves changing tariff rates of the metering, which is proposed to save Council \$12,186.

Appendix 2 details the solar PV (Photovoltaic) system parameters including the payback in years of each system.

The proposal in the Energy Action Plan recommends that the systems to be installed would be 39.5kW rather than 65kW at the Works Depot, and 30kW rather than a 45kW at the Council Administration Building. The reasoning is that a smaller system does not require any infrastructure upgrades whereas a larger system does, and that it also enables the funding to be spread across other facilities to install more solar PV (Photovoltaic) systems, which then increases the cost savings. It is not advantageous to oversize the systems and discharge back into the grid as the pricing is not comparable to that of tariff rates applied to energy used.

The Energy Action Plan also details medium and long term options.

In support of the program, and the Energy Action Plan, the Department of Planning, Industry and Environment have offered to hold a Questions and Answers Session.

LEGAL IMPLICATIONS

There are no legal implications to change tariffs of metering. If Council decides to proceed with the installation of the solar PV (Photovoltaic) systems of the 5 sites, Administration building, Council Works Depot, Ellengerah Water towers, Library and Victoria Oval and Sporting Complex, it is a requirement that the projects would be advertised through vendor panel/marketplace, in accordance with Council's Procurement and Disposal Policy.

RISK IMPLICATIONS

Charge Works Pty Ltd has inspected all of Council's facilities that were of interest for the purpose of the installation of solar PV (Photovoltaic) panels. The advantage of Charge Works developing the specifications for the proposed solar PV systems installation is that they are experts in the field, and they can determine if there are any additional requirements or site-specific impacts as part of the project. E.g. smart metering, shadowing effects, roof area availability etc. Their recommendation to install smaller systems over more buildings to gain greater cost savings and also taking into consideration additional requirements of bigger systems, demonstrates their knowledge and experience in the specialised field.

Advertising the projects on vendor panel/marketplace as per Council's Policy, will also ensure that Council achieves the best value for money.

STAKEHOLDER CONSULTATION

The Energy Action Plan has been circulated to the Senior Management Team for feedback and comment.

OPTIONS

Council has the option of not progressing with the recommendations within the Energy Action Plan, however this will result in no cost savings for Council.

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ITEM 3

ENERGY ACTION PLAN

CONTINUED

Taking into consideration Council adopted at the February Council meeting to allocate funding from the Local Roads and Community Infrastructure Program - Phase 3 Grants – Community Infrastructure Projects, to install solar panels on Council facilities, Works Depot (\$72,000), Administration Centre (\$53,000); (Minute 54.2.22), it is advantageous to further expand the proposed project to include the other 3 facilities, and the smaller sized systems than originally suggested, within the proposed funding allocation, to achieve a greater cost saving for Council.

CONCLUSION

The Energy Action Plan details ways in which Council can achieve cost savings after reviewing energy usage data, the estimated cost of each solar PV (Photovoltaic) system, the payback of each system and the reduction in emissions. By adopting the Energy Action Plan Council could potentially save \$12,186 in tariffs and \$25,865 in electricity costs.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION/ ATTACHMENT

1. MOU.
2. Energy Action Plan.

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ITEM 3 ENERGY ACTION PLAN

CONTINUED

ATTACHMENT 1 - MOU



Memorandum of Understanding

Sustainable Councils and
Communities Program

**NSW Office of Environment and
Heritage**

and

Warren Shire Council

WARREN SHIRE COUNCIL
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ITEM 3

ENERGY ACTION PLAN

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ENERGY ACTION PLAN

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MOU Details		
OEH	Name	The Crown in right of the State of New South Wales acting through the Office of Environment and Heritage
	ABN	30 841 387 271
	Address	59-61 Goulburn Street, Sydney NSW 2000
OEH Contact Person		Name: Grant Christopherson Position: Regional Delivery Telephone: 02 63609020 Email: grant.christopherson@environment.nsw.gov.au
Council	Name	Warren Shire Council
	ABN	87 198 932 652
	Address	115 Dubbo Street, Warren NSW 2824
Council Contact Person		Name: Position: Telephone: Email:
Program		Sustainable Councils and Communities Program
Start Date of the MOU		The date both parties sign the agreement.
Schedules		A. OEH's commitments B. Council's commitments

WARREN SHIRE COUNCIL
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ITEM 3


ENERGY ACTION PLAN

CONTINUED

Signing page

Authority to Sign: Each person who signs this MOU on behalf of a party warrants that he or she is duly authorised to sign this MOU.


SIGNED for and on behalf of the
**OFFICE OF ENVIRONMENT AND
 HERITAGE** acting for and on behalf of
 the Crown in right of the State of New
 South Wales by its authorised delegate
 in the presence of:




 Signature of witness

Kelly Stock

 Name of witness

)
)
) 
)
) _____
) Signature
) MARK SQUIRES
) _____
) Name of authorised delegate
) SENIOR TEAM LEADER
) _____
) Position/Title
) 21.12.18
) _____
) Date

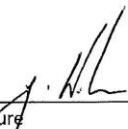
SIGNED on behalf of **WARREN SHIRE
 COUNCIL** by its authorised delegate
 in the presence of:



 Signature of witness

Mr Darren Arthur

 Name of witness

)
)
) 
)
) _____
) Signature
) Mr Glenn Wilcox
) _____
) Name of authorised delegate
) General Manager
) _____
) Position / Title
) 21.12.2018
) _____
) Date

WARREN SHIRE COUNCIL
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ITEM 3

ENERGY ACTION PLAN

CONTINUED

The parties agree as follows:

1. Purpose

- 1.1. The purpose of the Memorandum of Understanding (MOU) is to set out how the Office of Environment and Heritage (OEH) and Coonamble Shire Council (Council) will work together for the Sustainable Councils and Communities Program (the Program).

2. Term of the MOU

- 2.1. This MOU starts on the date when both parties sign the agreement and continues until terminated by a party giving at least 3 months written notice to the other party.

3. Introduction

- 3.1. The Program is a four-year program to provide focused and fast-tracked NSW Government support to Council's Local Government Areas (LGA). The Program will identify and deliver a tailored package of energy and resource efficiency data analysis and project scoping. This will result in the Council being 'investment ready' for upgrade and efficiency works. It will also build the capacity of Council staff to implement additional upgrades and or efficiency projects.
- 3.2. The Program will service both the Council and its community and bring together all of the government resource efficiency programs from the Climate Change Fund (CCF), including business training, lighting upgrades, appliance replacement offers and upgrades to social housing. The Program will combine and tailor these programs to suit local needs and deliver significant savings to the Council and its communities and will also allow flexibility and integration of future CCF programs.
- 3.3. OEH will work closely with the Council and community to:
- (a) access and analyse appropriate data; and
 - (b) plan and prioritise upgrade projects to facilities.
- OEH will also assist the Council in identifying alternative funding sources for these upgrades such as the Clean Energy Finance Corporation (CEFC).

4. Objectives of the Program

- 4.1. The parties acknowledge the Program will have the following objectives:
- Council will better understand its energy management and become 'investment ready' for priority energy reduction and efficiency projects.
 - Businesses, households and community groups will benefit from lower power bills, increased energy efficiency and reduced carbon emissions.
 - Improved access, participation and ownership of NSW resource efficiency programs that are flexible and tailored to meet the needs of the Council and its communities.

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ITEM 3

ENERGY ACTION PLAN

CONTINUED

- Regional communities will have the knowledge and capability to lead and achieve local energy efficiency outcomes.

5. Key Principles of the MOU

5.1. The parties agree:

- to will work cooperatively to deliver the agreed objectives for the Program;
- to work in a respectful manner where differing views occur;
- to work within their respective governance frameworks; and
- to act in a timely and transparent manner in all aspects of the delivery of the Program.

6. OEH's Contributions under the MOU

- 6.1.** The parties agree that OEH will provide the support specified in Schedule A to Council.

7. Council's Contributions under the MOU

- 7.1.** The parties agree that Council will provide the contributions specified in Schedule B to OEH.

8. Privacy

- 8.1.** The parties must comply with all applicable privacy laws.

9. Confidentiality

- 9.1.** A party must not disclose to third parties, or use for any purpose (other than under this MOU) any Confidential Information of the other party or any information about this MOU unless that disclosure or use:

- (a) is specifically authorised in writing by the other party;
- (b) is required by law; or
- (c) is to the party's legal advisers for the purpose of obtaining legal advice.

- 9.2.** In this clause "Confidential Information" is any information not in the public domain (otherwise than through a breach of an obligation of confidence).

10. Probity

- 10.1.** The parties must, at all times, adhere to appropriate probity and transparency requirements in accordance with existing legal and statutory requirements.

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11. Contact Persons

- 11.1. The contact persons specified in the MOU details (on page 3) will be responsible for communications under this MOU on behalf of their respective parties.
- 11.2. Parties may replace their contact persons, and if they do this they must notify the other party within 7 days of any change.
- 11.3. The contact persons are authorised to act as the agents of the parties in exercising their rights and discretions under this MOU.

12. Notices

- 12.1. A notice, consent or other communication under this MOU is only effective if it is emailed from a party's contact person to the other party's contact person.
- 12.2. If a party receives an email:
 - (a) after 5.00pm; or
 - (b) on a day which is not a Business Day,it will be deemed the party received the email on the next Business Day.

13. Dispute Resolution

- 13.1. If a dispute arises in relation to this MOU, the parties will endeavour to resolve it in good faith by raising issues with reasonably senior representatives of the parties who will meet to resolve the dispute in good faith.

14. Legal Standing of the Memorandum of Understanding

- 14.1. The MOU is a statement of intent by each party to guide the relationship between them as they work together to deliver the Program.
- 14.2. The MOU is not legally binding.

15. General

- 15.1. Any variation to this MOU must be in writing and signed by both parties.
- 15.2. This MOU may consist of a number of copies each signed by one or more parties to the MoU. If so, the signed copies are treated as making up the one document.

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Schedule A – OEH's Contributions

OEH will provide Council the following:

- Professional services to complete energy and resource efficiency diagnostics on agreed Council facilities.
- Energy audits on selected council facilities and a baseline emissions report across Council facilities.
- Support to develop a facility upgrade business case on selected facilities.
- Support to develop a Solar Power Purchase Agreement (this may include working with other councils in the Program as this improves the financial viability of such agreements).
- Capacity building for Council staff, networking and leadership development opportunities through events and special training.

Schedule B – Council's Contributions

Council will provide OEH the following:

- Historic energy data and future data projects for analysis and report preparation.
- Council officer time to support the Program – data preparation, project liaison and coordination at Council.
- Facilitating engagement with the other sections of the Council and community to progress energy efficiency projects and activities.
- Facilitating engagement with sections of the community and leading local community organisations and participate in activities (analysis, community project action planning, community capacity building, facilitating opportunities for integrating energy affordability program delivery into Council operations and communications).

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ATTACHMENT 2 – ENERGY ACTION PLAN



Energy Action Plan



March 2022

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Foreword from the Mayor

Warren Shire Council strives to be a pro-active and responsible leader to our community in adopting reliable, cost effective, and sustainable technologies.

This **Energy Action Plan** aligns with our Community Strategic Plan and details key opportunities for Council to reduce its energy consumption and costs whilst continuing to provide and enhance community services.

Energy projects require significant long-term planning and investment and a consistent approach throughout Council's portfolio. Warren Shire Council has developed a staged approach that maps out a long-term vision for economic and environmentally sustainable operations.

Council will continue to invest in energy efficient and renewable energy technologies to lower our costs of operation.

Council has identified over \$74,000 in annual energy savings which can be unlocked through targeted investment and redirected to future energy projects that benefit our community.

This **Energy Action Plan** will assist Council in achieving the key directions and objectives set out in its Community Strategic Plan for 2032.



Local Government Integrated Planning and Reporting Guidelines



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Glossary of Terms

Behind-the-meter

Energy generation and/or electricity consumption occurring on a customer's premises.

CO₂

Carbon Dioxide

DPE

NSW Department of Planning and Environment

EV

Electric Vehicle

Grid

Electrical infrastructure and market structure facilitating transfer of electricity

kW

Kilowatt, a unit of power

kWh

Kilowatt-Hour, a unit of energy

LED

Light Emitting Diode, an efficient lighting technology

MW

Megawatt, a unit of power equal to 1,000 kW

MWh

Megawatt Hours, a unit of energy equal to 1,000 kWh

Net-Zero

The concept of exporting renewable energy in quantities equal to or greater than the import of grid supplied energy over a certain time period.

NMI

National Meter Identifier, refers to a common electricity meter and is usually accompanied by a unique number.

PPA

Power Purchasing Agreement, commonly used to underwrite the investment and construction of a generator.

P.A.

Per Annum

OJO

Orana Joint Organisation

(Solar) PV

Photovoltaic, specifically referring to the direct conversion of light into electricity

Virtual Net Metering

The accounting of, usually in real-time, the energy generated at one site against the energy consumed at another.

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1 Where We Are Now

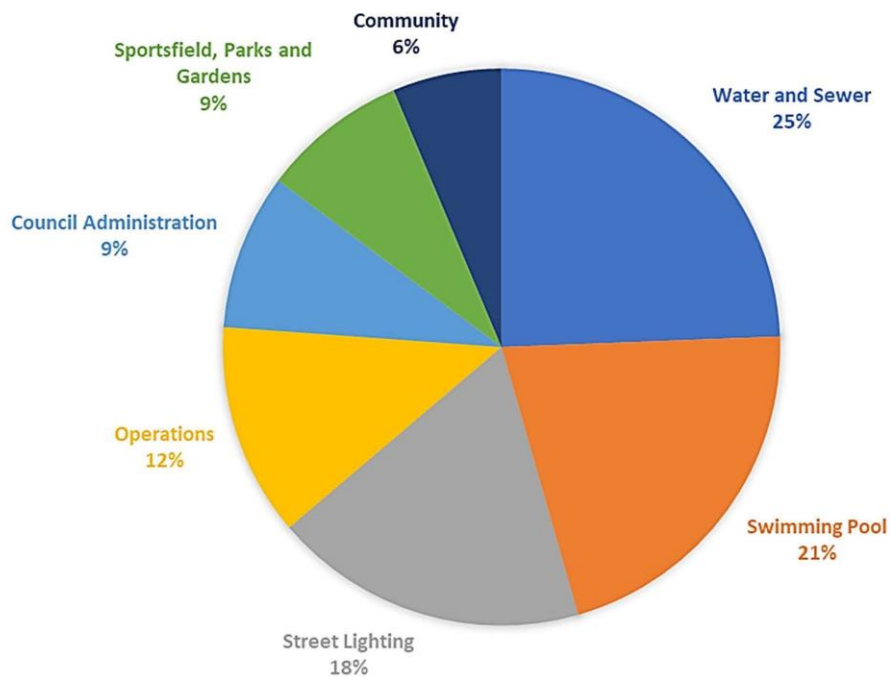
Warren Shire Council is home to approximately 2,700 residents across a Local Government Area (LGA) of 10,760 square kilometres.

Council's energy baseline (established using 2021 as a representative year) is as follows:

- 965 MWh p.a. of electricity consumption.
- Annual cost of approximately \$283,947 p.a. across 44 sites.
- 782 Tonnes greenhouse gas emissions per annum from electricity alone.

Council's electricity consumption comprises:

- Water and Sewer (25%)
- Swimming Pool (21%)
- Street Lighting (18%)
- Council Operations (Admin and Depots) (21%)
- Sports fields, Parks & Gardens (8%)
- Community Buildings (6%)



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2 Future Vision

This *Energy Action Plan* describes Council's strategy to reduce energy consumption and reduce our overall operating costs.

The targeted energy projects within this plan are separated into three distinct phases:

Phase 1 – Immediate Target Projects

Projects that will see immediate cost savings and a rapid return on investment without any foreseeable barriers to implementation.

Phase 2 – Medium Term Opportunities

Projects that require longer term planning and infrastructure investment. These projects may involve coordination from OJO and/or external grant funding.

Phase 3 – Long Term Energy Plan

Projects that target technological development over the next decade. These projects, that include electric vehicles and innovative retail energy models, may require Council to respond to external changes as opportunities arise.

By following the strategies set out in each phase of this Action Plan, Warren Shire Council will strive to:

- Reduce energy costs as a priority, by 26%, equivalent to \$74,036 p.a.
- Reduce net energy consumption by 65% by 2030, exceeding the NSW government's 2030 target of 35%.
- Supply 100% of our energy needs with renewable energy generated on site or through power purchasing agreements by 2030.

To achieve our future vision, and the specific objectives listed in this plan, Council will look to seek external grant funding and work with OJO and its member Council's to support our common aims.

Council plans to target the large energy users within our portfolio such as water and sewer, Council operations and Warren Swimming Pool to achieve maximum impact. Implementing solar PV at these sites will be effective in substantially lowering our overall energy costs.



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3 Past Success

Local Roads and Community Infrastructure

Council has received over \$1.3 million of federal grant funding to be invested in community infrastructure before 30 June 2023.

Of this funding, Council has allocated \$125,000 for solar panels on Council's works depot and Council's administration building to improve environmental sustainability of these sites and to reduce operational costs.

The rollout of solar PV at other targeted high energy-use sites will be continued as an effective method of energy cost saving.

With an operational lifetime of more than twenty years and a financial return of approximately five years, solar is a sound investment for Council.

Energy Efficient LED Street Lighting

In 2020, Council initiated the upgrade of all Council streetlights to energy efficient LEDs. This program provides energy savings as well as significantly reduced maintenance costs to Council.

To date, Council has upgraded 359 out of the 387 streetlights and reduced associated energy consumption by 51%. The annual savings of 186MWh have reduced Council's overall energy consumption by 16%.

The program, expected to be completed in 2022, provides improved lighting throughout Council and will facilitate savings of up to \$37,600 p.a. in energy cost and \$18,000 p.a. in operational costs.

Victoria Park Pathway Solar Lighting

As part of the Victoria Park upgrade project, Council has installed solar powered lighting along the new pathway. This has enhanced the area and improved safety without increasing Council's energy bill.



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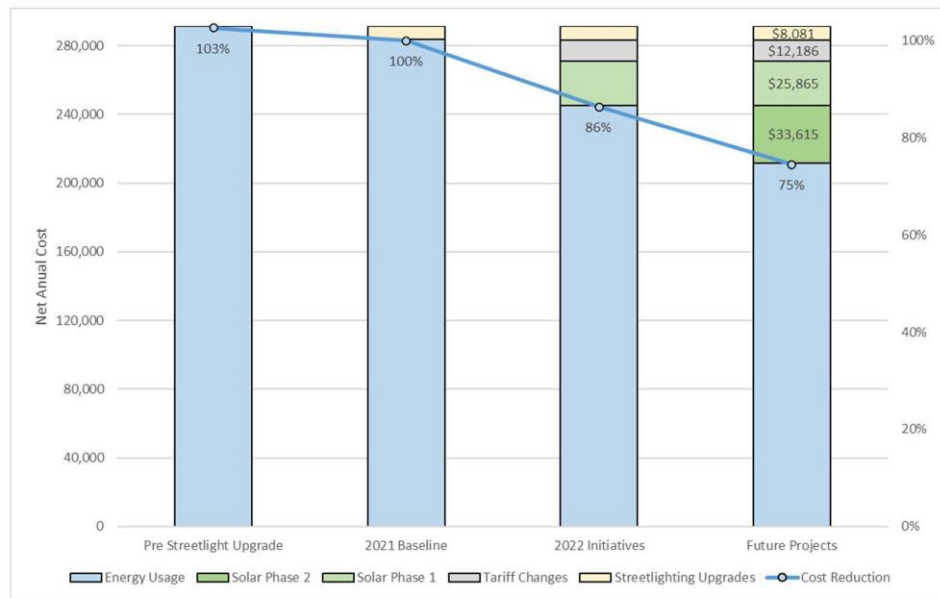
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4 Energy Saving Pathway

The target projects identified in this *Energy Action Plan* will:

- Create total savings of \$72,250 per year compared to the 2021 baseline.
- Reduce energy costs by 25% compared to 2021 levels.

This will be achieved through a combination of solar PV, tariff changes and energy efficiency projects.



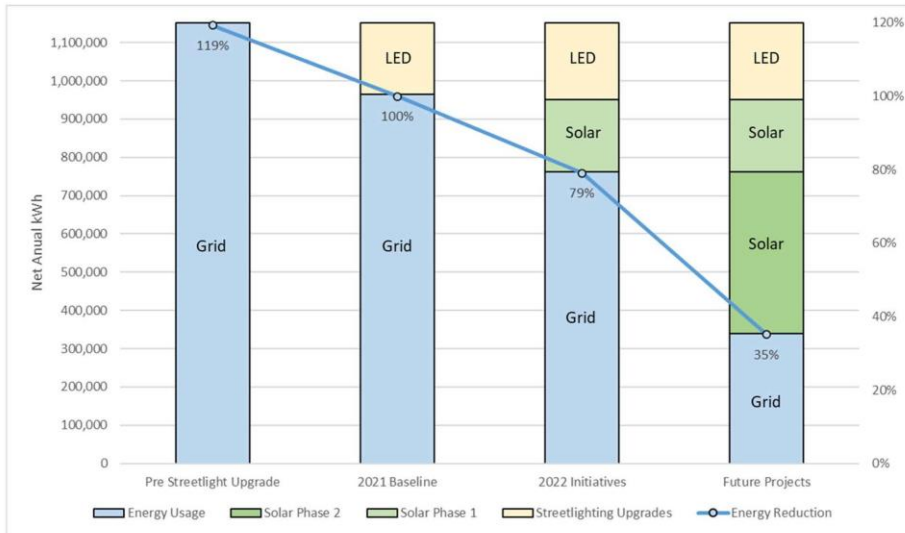
By implementing energy efficient technologies and solar PV across our assets Council plans to:

- In the next 12 months, reduce net energy consumption by 21% compared to the 2021 baseline, and;
- Thereafter, explore the other opportunities listed in this strategy to reduce net energy consumption by up to 65%.

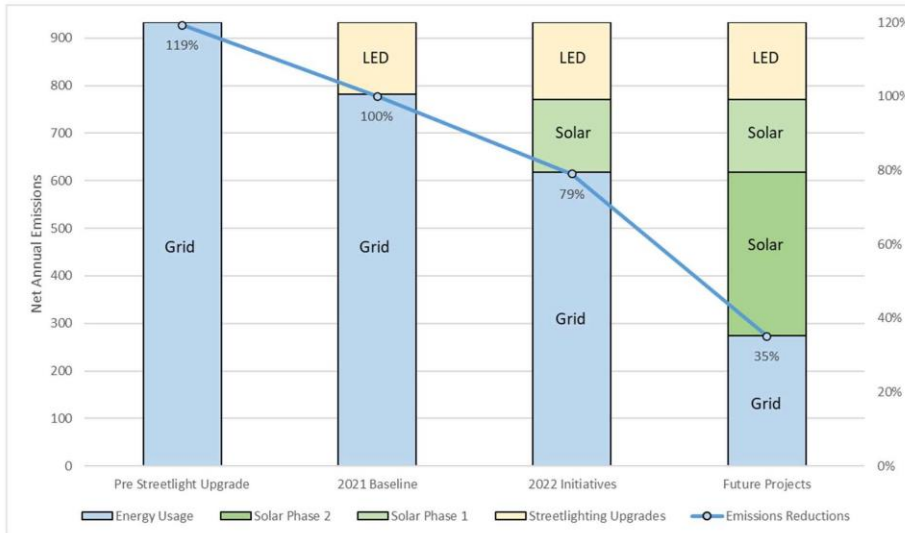
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These initiatives and targeted projects not only save considerable costs but will enable Council to meet and exceed the NSW Government's 2030 emissions reduction target of 35%.



Furthermore, the quantity of solar PV to be installed behind-the-meter will enable Council to achieve a 63% net renewable energy target:



Council intends to target the remaining areas of non-renewable electricity through a power purchasing agreement to be negotiated in partnership with our neighbouring Councils in our next energy contract. Provided that the contracted rates are equal or lower to existing levels, Council intends to adopt a 100% renewable PPA as part of our energy mix.

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5 Immediate Target Projects

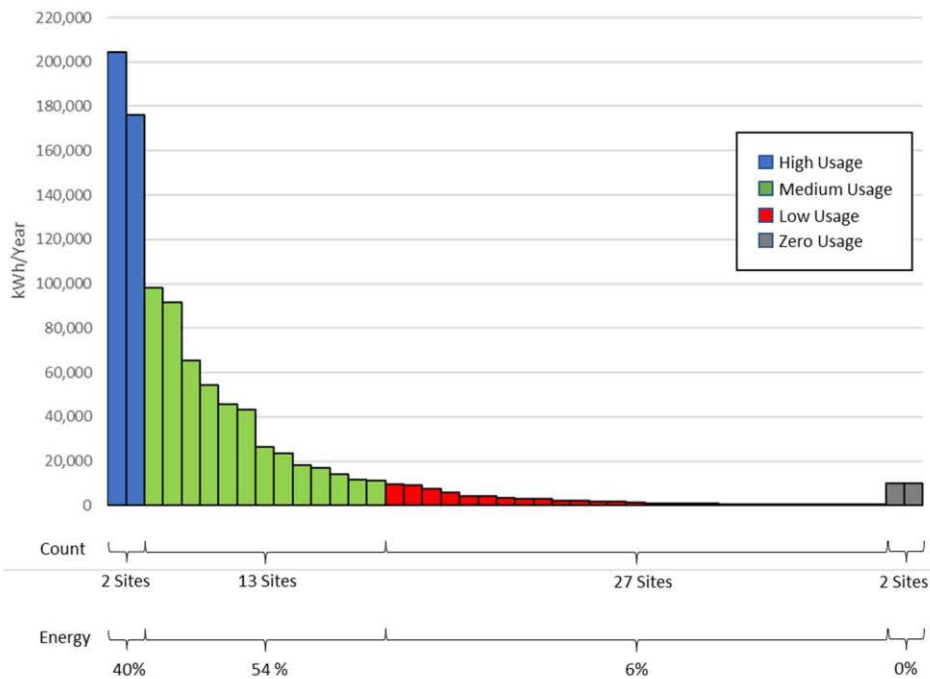
5.1 Tariff Optimisation

The energy audit conducted as part of this *Energy Action Plan* has identified possible savings through a variety of tariff optimisation techniques.

The identified tariff optimisation initiatives are estimated to save Council **up to \$12,186 p.a.**

Refer Appendix 1 for details.

Smart meters (interval metering) have already been installed at all Council sites. Some of these sites, via a simple application form, can switch to more favourable tariffs.



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5.2 Energy Efficiency

Victoria Park Sports Field Lighting

Council plans to upgrade Victoria Park's sports field lights to energy efficient LEDs.

This initiative is expected to reduce the lighting energy consumption by 40-50%.

Modern high-powered sports field lighting will allow our sporting teams to enjoy an enhanced level of illuminance to get the most out of their sporting sessions. These lights improve the safety of the grounds whilst also reducing energy consumption and substantially lowering maintenance cost.

Council will ensure the lighting is compliant with Australian Standards suitable for its use.

LED Street Lighting

Council plans to upgrade the remaining 28 streetlights to LED in 2022. This will facilitate a further 4% reduction in street lighting energy consumption compared to 2019 levels, equivalent to 14.4MWh p.a.

Interior Lighting

Council will continue the transition of inefficient lighting to LEDs throughout the interior of Council's buildings. All new lights purchased will be LED and optimised to enhance the indoor environment.



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5.3 Solar PV – Phase 1

Council has budgeted \$125,000 for solar PV projects to be implemented before the end of June 2023. The immediate projects identified in this plan can deliver up to 188MWh of energy savings p.a. worth approximately \$25,865 per year.

Whilst Council has already identified the works depot and Council chambers for this project, spreading the investment across multiple sites has a superior business case. The two options are explored below.

Option 1 – Depot + Admin

The proposed 65kW and 45kW system sizes at the works depot and Council chambers will facilitate a net-zero energy outcome for these two sites, at a cost of approximately \$110,000.

The Council chambers also has a large NW facing roof that can accommodate a 45kW system. This system would save Council \$8,667 p.a. and achieve a simple payback of approximately 5.2 years.



Council Works Depot

The works depot has a large NW facing roof that can more than accommodate a 65kW system. This system would save Council \$9,578 p.a. and achieve a simple payback of approximately 6.8 years.

Whilst a 65kW system achieves a net zero outcome, only 45% of the energy generated is used on site, with the majority exported to the network for a low feed in rate.



Council Chambers

Due to the nature of the energy consumption at these sites, both systems are oversized with much of the energy generated being exported rather than used on site.

These two systems will achieve a simple payback of 6 years and total savings of \$18,245 p.a.

Site	Size (kW)	Annual Savings
Council Works Depot	65	\$9,578
Council Chambers	45	\$8,667
TOTAL	110	\$18,245

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Option 2 - 5 Sites

Alternatively, Council has identified in preparing this strategy that up to 5 sites could install more solar within the same budget by reducing the quantity of solar feed-in.

The system sizes at the works depot and Council chambers would need to be marginally reduced, but will achieve a superior business case and free-up budget for 3 additional sites.

Site	Size (kW)	Savings
Council Works Depot	40	\$7,318
Council Chambers	30	\$7,089
Warren Chlorination Shed – Ellengerah Road	30	\$5,615
Victoria Park Sports Complex	15	\$3,343
Warren Library	10	\$2,500
TOTAL	125	\$25,865

The proposed solar portfolio will save Council \$25,865 p.a. and achieve a simple payback of under 5 years, a superior outcome to option 1.

Council Works Depot

Similar to option 1, a 39.5kW system may be installed on the NW facing roof. A 30kW should be used to avoid the need for network protection and to keep costs low. This system is expected to save \$7,318 p.a. achieve a 5.5 year payback.



Council Works Depot – 39.5kW

Council Chambers

A 30kW solar PV system at the Council Chambers will save \$7,089 p.a. and achieve a simple payback of 4.2 years.

The operation hours of this building are well suited to Solar PV.



Council Chambers – 30kW

Warren Chlorination Shed

Warren Chlorination Shed is Council's 4th highest energy user and operates constantly to supply water to the town. This site is suitable for a 30kW ground-mounted solar array.

Ground mounted systems are slightly more expensive however this site has an excellent business case with annual savings of \$5,615 and a simple payback of 6.9 years.



Warren Chlorination Shed

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Victoria Park Sports Complex

Victoria Park sports complex is a suitable candidate for a 15kW system. This site has high morning and night time loads when the gym is in use, or the sports field lighting is on.

Unfortunately, this usage is in periods with low solar potential. Council will look to reduce night time load by installing energy efficient LED lighting.

The 15kW system is optimised to offset the daytime usage at this site and will save Council \$3,343 p.a. and achieve a 4.5 year payback.



Victoria Park Sports Complex

Warren Library

Warren library is an excellent candidate for solar PV with high daytime energy usage during peak generation periods. This site is physically constrained by the roof area however can accommodate a 10kW system.

This site is estimated to save Council \$2,500 p.a. and achieve a 4-year simple payback.

Further details about the solar PV project metrics can be found in Appendix 2.



Warren Library



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6 Medium Term Opportunities

The following projects require significant financial investment, however, will deliver a range of benefits to the community through improved lighting aesthetic and safety.

Council plans to apply for community, regional and energy-specific grants to fund these projects where applicable.

6.1 Solar PV – Phase 2

Site	Size (kW)	Estimated Annual Savings
Warren Swimming Pool	23	\$4,615
Bore Flat	20	\$4,000
Warren Racecourse	240	\$25,000
TOTAL	283	\$33,615

Warren Swimming Pool

Warren Swimming Pool is Council's largest energy user however has minimal suitable roof space for solar PV. Council plans to fill the pump shed roof with panels resulting in a 23kW system. Due to the high load, 98% of the energy generated will be consumed directly on site, facilitating savings of \$4,615p.a. and a 5 year simple payback.



Warren Swimming Pool

Council will also look to install solar PV on the new amenities building that is due to be constructed pending funding as part of the precinct masterplan.

Bore Flat

Bore flat accommodates a pump station and new chlorination shed that are currently not utilised.

As these systems become more integrated into Warren's water supply operations, Council will look to install a ground mounted system to offset the day time loads. Council will develop a business case for this system to assess the feasibility of solar PV. Council estimates that a 20kW system will be suitable.



Bore Flat

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Warren Racecourse – Virtual Net Metering

Warren racecourse has an abundance of suitable roof space for solar, however, it has minimal daytime load outside of events.

Whilst not currently financially feasible, there may be a future opportunity to take advantage of virtual net metering at this site as part of an innovative future retail energy contract.

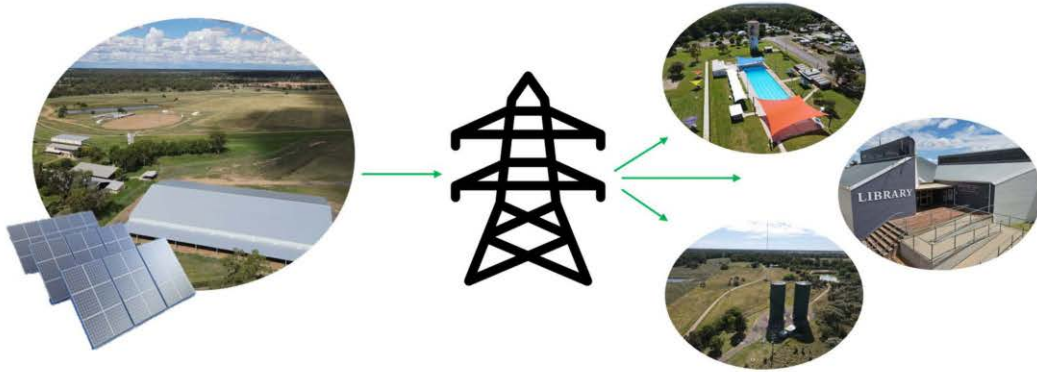
Virtual net metering is the arrangement where one site, such as Warren Racecourse, exports energy to the grid whilst another site, such as a pump station or pool, imports energy from the grid. A participating retailer agrees to 'net-out' the daytime usage of these sites and facilitate the transfer.

This is beneficial to both Council and retailers, especially across a huge portfolio of sites where import will always exceed feed-in.

Council intends to explore the opportunity for virtual net metering as part of our next electricity contract.

An agreement to facilitate virtual net metering at this level would enable Council to increase the size of planned solar systems as the value of the exported energy is greatly increased.

Warren Racecourse is suitable for a 240kW solar PV system. This would generate approximately 360MWh per year, equivalent to 37% of Councils total electricity usage. This system could potentially save Council more than \$25,000 p.a.



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6.2 Carter Oval Youth Sports Precinct Masterplan

The Carter Oval Youth Sports Precinct including Warren War Memorial Swimming Pool Draft Masterplan has been designed to create an area that brings the community together through sports and activities with a focus on our youth.

This masterplan includes a series of staged projects that are subject to external funding. Council will look to include energy efficient technologies within all associated constructions and install solar PV where suitable.

Sports field Lighting

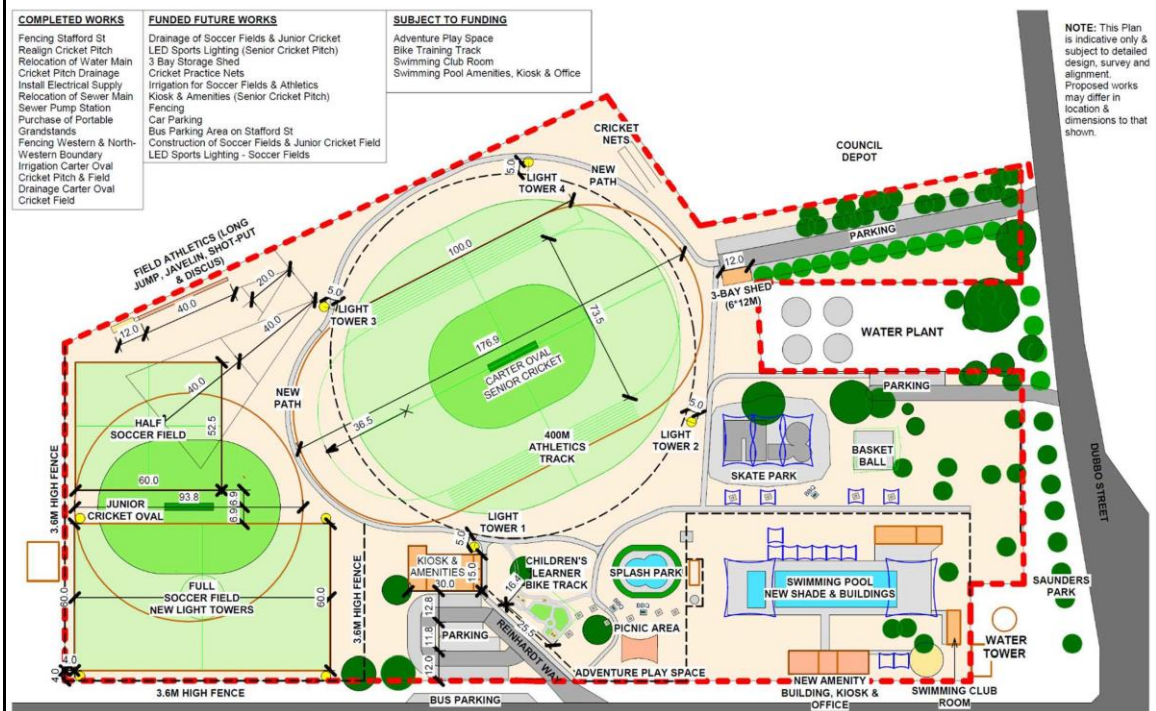
Council has received \$500,000 from the Murray-Darling Basin Economic Development fund to install LED sports field Lighting for the senior cricket pitch and soccer fields at Carter Oval. This energy efficient technology will minimise the increase in overall energy consumption whilst delivering premium lighting to our sporting communities. Council has actioned this project and expects this to be completed in 2022.

Solar PV Projects

Council plans to construct several buildings which may be suitable for solar PV including:

- Senior cricket pitch kiosk and amenities
- Swimming pool amenities, kiosk and office.

As part of the design, Council will conduct a feasibility assessment for solar PV and strive to maximise the impact of these systems. This will be particularly beneficial at the swimming pool, Councils largest energy use which currently has limited roof space for solar PV.



NOTE: This Plan is indicative only & subject to detailed design, survey and alignment. Proposed works may differ in location & dimensions to that shown.

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7 Long Term Energy Plan

7.1 Electric Vehicles

Council recognises the changing nature of Australia's vehicle market and is preparing for a transition to electric vehicles over the next decade.

EV tourism is an excellent opportunity for Warren Shire to capitalise on this developing technology.

The NSW government has recently published its EV strategy in which it has committed \$20 million to co-funding regional destination charging locations such as hotels and wineries and points of interest.

Electric vehicle charging infrastructure will attract travellers to visit Warren and stimulate the local economy. Council looks to build on this by investigating the installation of a range of destination charging options throughout Council.



NRMA 50kW Fast Charger - Bathurst

7.2 Power Purchasing Agreements

The increasing quantity of low-cost renewable energy in NSW's energy mix presents Council with the opportunity to lower its overall electricity costs.

Many Councils in NSW have been able to demonstrate 20%, 50% and even 100% renewable energy PPAs at prices equal to or lower than equivalent 'black' grid power.

Warren Shire Council similarly wishes to achieve this outcome. We will look to work with the Orana Joint Organisation to negotiate a low-cost renewable PPA.

Provided that energy rates are no greater than conventional electricity contracts, Council will support up to a 100% renewable PPA.

The benefits of such a PPA is three-fold:

1. It lowers the electricity cost to Council.
2. It accelerates our progress towards meeting our sustainability goals.
3. It incentivises private investment and employment in the energy industry.

Council will, where possible, look to support 'locally grown' renewable energy in its procurement of a renewable PPA such as from the Orana Renewable Energy Zone.

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8 Summary

This *Energy Action Plan* details a clear pathway to a low cost and sustainable energy future for Warren. Council will continue to invest in community projects that demonstrate leadership and provide both economic and social benefits to our residents.

This document presents a long term approach to energy management that aligns with the objectives of our 10 year Community Strategic Plan.

Warren Shire Council's energy vision is to:

- Reduce energy costs as a priority, by 26% equivalent to \$74,036 p.a.
- Reduce net energy consumption by 65% by 2025, exceeding the NSW government's 2030 target of 35%.
- Supply 63% of our energy needs with renewable energy generated on site.

Council will achieve this vision through continued investment in targeted projects with the largest impact on our energy portfolio.

Council will continue our previous success by exploring new ways to reduce cost and energy consumption. We have identified immediate and long-term initiatives which will support and enhance public facilities and spaces and help us to meet our responsibilities in protecting our natural environment.

A key aspect of achieving a net-zero energy portfolio is the negotiation of an innovative retail energy agreement. Council plans to utilise our partnerships with the Orana Joint Organisation and neighbouring Councils to explore contract opportunities that also lower our cost of operations.

Council will continue to seek external funding streams to construct community infrastructure and be mindful of energy related opportunities throughout development.

Warren Shire Council is proud to present this **Energy Action Plan** to our community and work towards a sustainable and secure energy future.



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9 Appendices

Appendix 1 – Tariff Recommendations

Category	Recommended Action	Savings p.a.
High and Medium Usage Sites	Switch high/medium usage sites currently on high-cost energy tariffs to low-cost energy tariffs with demand charges. - 1 high use site to switch to BLND3AO tariff - 3 medium use sites switch to BLND1AB tariff. Switch 2 medium usage sites with high daily fixed charges to time of use tariffs with low daily fixed charges.	\$12,186
Total Savings		\$12,186

Site	NMI	Annual Consumption (kWh)	Existing Tariff	Proposed Tariff	Existing Cost	Proposed Energy Charges	Proposed Demand Charges	Proposed Total Cost	Annual Savings
High Use Site									
Warren Swimming Pool	NAAA0004739	204347	BLNT2AL	BLND3AO	\$ 43,475	\$ 27,627	\$ 8,402	\$ 41,679	\$ 2,090
Medium Use Sites									
Works Depot	40010019227	98050	BLNT2AL	BLND1AB	\$ 22,264	\$ 15,999	\$ 2,622	\$ 19,350	\$ 2,914
Warren Chlorination Shed - Ellengerah Rd	40010865684	91593	BLNT2AL	BLND1AB	\$ 20,444	\$ 14,771	\$ 1,373	\$ 16,741	\$ 3,704
Sewer Pump Station - Gillendoon	40010865702	43015	BLNT2AL	BLND1AB	\$ 10,067	\$ 6,922	\$ 1,249	\$ 8,935	\$ 1,132
Sports Complex/Victoria Park	40010865710	54293	BLNT2AU	BLNT2AL	\$ 14,811	\$ 12,107	\$ -	\$ 13,587	\$ 1,224
Warren Library	40010922831	45617	BLNT2AU	BLNT2AL	\$ 13,537	N/A	\$ -	\$ 12,415	\$ 1,122
								TOTAL	\$ 12,186

WARREN SHIRE COUNCIL
 Report of the Manager Health & Development Services
 to the Ordinary Meeting of Council to be held in the
 Council Community Room on Thursday, 26th May 2022

ITEM 3 ENERGY ACTION PLAN

CONTINUED

Appendix 2 – Behind-the-Meter Solar PV

Site	Size (kW)	Site Annual Consumption (kWh)	Annual Generation (kWh)	Net Zero %	Annual Savings	Capital Cost	Simple Payback (Years)	Emissions Reduction (T)
Immediate Target Projects								
Council Works Depot	39.5	98,050	59,250	60%	\$7,318	\$39,500	5.4	48
Council Chambers & Office	30	65,152	45,000	69%	\$7,089	\$30,000	4.2	36
Warren Chlorination Shed - Ellengerah Rd	30	91,593	45,000	49%	\$5,615	\$39,000	6.9	36
Victoria Park Sports Complex	15	54,293	22,500	41%	\$3,343	\$15,000	4.5	18
Warren Library	10	45,617	15,000	33%	\$2,500	\$10,000	4.0	12
SUBTOTAL	124.5	354,705	186,750	53%	\$25,865	\$133,500	5.2	151
Medium and Long Term Projects								
Warren Swimming Pool - Pump Shed	23	204,347	34,500	17%	\$4,615	\$23,000	5.0	28
Warren Bore No. 1 (Bore Flat)	20	885	30,000	3390%	\$4,000	\$26,000	6.5	24
Warren Racecourse	240	26,373	360,000	1365%	\$25,000	\$250,000	10.0	292
Warren Swimming Pool - New Amenities Building	30	204,347	45,000	22%	\$6,000	\$30,000	5.0	36
Carter Oval Amenities Building	30	N/A	45,000	N/A	\$8,000	\$30,000	3.8	36
SUBTOTAL	343	435,952	514,500	118%	\$47,615	\$359,000	7.5	417
TOTAL	467.5	790,657	701,250	89%	\$73,480	\$492,500	6.7	568