

# **BUSINESS PAPER**

## **ORDINARY MEETING**

**THURSDAY 25TH MARCH 2021**

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## WARREN SHIRE COUNCIL

### AGENDA - ORDINARY COUNCIL MEETING

25th March 2021

**1. OPEN MEETING**

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

**3. CONFIRMATION OF MINUTES**

Ordinary Meeting held on Thursday, 25th February 2021.

**4. DISCLOSURES OF INTERESTS**

**5. MAYORAL MINUTE(S)**

Nil.

**6. REPORTS OF COMMITTEES**

Meeting of the Sporting Facilities Committee  
held on Wednesday, 24th February 2021 ..... (S21-2.1)

Meeting of Manex held on Tuesday, 16th March 2021 ..... (C14-3.4)

Meeting of the Showground/Racecourse Committee  
held on Wednesday, 17th February 2021 ..... (C14-3.2)

**7. REPORTS TO COUNCIL**

**REPORTS OF DELEGATES**

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Item 2 Mining & Energy Related Councils (NSW) Inc  
(Verbal Report Clr K Irving) (C14-6.3) ..... Page 3

**POLICY**

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Nil.

**7. REPORTS TO COUNCIL****CONTINUED****REPORTS OF THE GENERAL MANAGER**

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Item 3	Delivery Program Progress Report (S404(5)) (E4-40) .....	Page 5

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

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Item 2	Statement of Rates and Annual Charges as at 12th March 2021 (R1-4) .....	Page 4
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**REPORTS OF THE DIVISIONAL MANAGER ENGINEERING SERVICES**

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Nil.

**REPORTS OF THE MANAGER HEALTH & DEVELOPMENT**

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Item 3	Extension of Pool Season Warren War Memorial Swimming Pool (S19-2) .....	Page 5
Item 4	Status Update – Visitors Information Centre (T4-1) .....	Page 8

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

Item 1	Workshop to Develop a Framework for a Suitable Community Engagement and Participation Policy and Strategy for Warren Shire Council (P13-1) .....	Page 1
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**9. MATTERS OF URGENCY**

Nil.

**10. CONFIDENTIAL MATTERS**

- Item 1 Tender No. T07/2020 - Upgrade/Refurbishment of Airside Infrastructure including Runways, Taxiways, Aprons, Drainage and Line Marking at Warren Aerodrome (G4-1.16, A2-1) ..... Page 1

**11. CONCLUSION OF MEETING**

**PRESENTATIONS**

Nil.



# WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the Council Chambers, Warren on Wednesday the 24th February 2021 commencing at 2:35pm

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**Present:**

Councillor MJ Quigley (Chairman)  
Councillor KR Irving  
Councillor KW Taylor  
Stephen Glen (General Manager)  
Wesley Hamilton (Centre Manager)  
Maryanne Stephens (Manager of Health and Development)  
Raymond Burns (Town Services Manager)

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**ITEM 1 APOLOGIES**

An apology was tendered on behalf of Councillor BD Williamson and it was **MOVED** that a leave of absence be granted for this meeting.

**Carried**

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**ITEM 2 CONFIRMATION OF MINUTES OF THE SPORTING FACILITIES COMMITTEE MEETING 24TH SEPTEMBER 2020**

**MOVED** that the Minutes of the Meeting held on the 24th September 2020 be accepted as a true and correct record of that meeting.

**Carried**

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**ITEM 3 BUSINESS ARISING FROM MINUTES**

Discussion was held in regards to the inclusion of a financial statement for the Warren War Memorial Swimming Pool as a permanent agenda item in all future Sporting and Facilities Committee Meetings.

Discussion was held in regards to the reporting of pool temperature weekly. MHD to provide report.

**Carried**

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# WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the Council Chambers, Warren on Wednesday the 24th February 2021 commencing at 2:35pm

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## ITEM 4 ACTION CHECKLIST

<i>Date</i>	<i>Outstanding Matter</i>	<i>Officer Resp.</i>	<i>Response/Request/Comment</i>	<i>Completion Date</i>
12.10.2016	Matting at practice nets	CM	To be included in Carter Oval redevelopment plan. Investigate suitable grant for local sporting club to apply for.	Pending
21.02.2018	Research replacement of pool facilities	MHD	A report of what projects have been completed to date including expenditures and a financial statement be reported to the next sporting facilities committee meeting, including the creation of an off season maintenance checklist which focuses initially on the rehabilitation of the internal pool surface.	2021
21.02.2018	Victoria Park Master Plan	MHD	Crown Land Management Plan be circulated to the Sporting Facilities Committee. Plan to be reviewed for comment by stake holders of Victoria Park before being implemented.	2021
04.04.2018	Installation of Sealed Netball / Basketball Courts	IPM/D MES	Turf and irrigation to be installed surrounding outdoor courts.	2021
31.07.2019	Carter Oval Upgrade	IPM	Water Park nearing completion. Report to be created of which programs have been completed to date and a timeline of project still to be completed and which of those projects have funding approved.	2021
12.02.2020	Quote to install reverse cycle air-conditioning WSCC	CM	Investigate suitable grant to fund project	2021
12.08.2020	Electronic Score board	CM	Council to provide 75% and local Clubs to contribute 25%	June 2021
*12.08.2020	Water temp of the pool to be monitored	PM	Monitor pool temp weekly and report back to committee	Feb 2021
*12.08.2020	Letters sent to Gym members regarding compensation for new restricted hours.	CM	Letters to be sent offering refund or extension of membership equivalent to the period inconvenienced. Complete	Aug 2020

# WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the Council Chambers, Warren on Wednesday the 24th February 2021 commencing at 2:35pm

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**ITEM 4 ACTION CHECKLIST CONTINUED**

**MOVED** that:

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

**Carried**

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**ITEM 5 FINANCIAL REPORT**

**MOVED** that the information be received and noted.

**Carried**

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**ITEM 6 REPORTS FROM THE CENTRE MANAGER (S21-2)**

**MOVED** that the information be received and noted.

**Carried**

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**ITEM 7 WARREN SENIOR NETBALL HIRE FEES (S21-2)**

Council retain the price of \$66.00 per session for all user groups which utilise the indoor court at the Warren Sporting and Cultural Centre.

**Carried**

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**ITEM 8 WARREN GYM ASSET REPLACEMENT FIVE YEAR PLAN 2.0 (S21-2)**

1. Council invest in the replacement of gym equipment for the next five financial years as stated in Table 2 of this report.
2. Council consider renewal of the aerobic equipment leasing program in 2023 with the addition of two treadmills being added to the leasing plan.
3. The draft 2021/2022 Fees and Charges for the Warren Sporting and Cultural Centre Gym membership be increased to \$224.00 for 12 months, \$130 for 6 months and \$70 for 3 months.

**Carried**

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**ITEM 9 DRAFT WARREN WAR MEMORIAL SWIMMING POOL MASTER PLAN (S19-2)**

The General Manager develop a new draft master plan of the Carter Oval Sporting & Recreational Precinct including the Warren War Memorial Swimming Pool and the General Manager consult with the Community & User Groups of the Carter Oval Sporting & Recreational Precinct including the Warren War Memorial Swimming Pool to develop the draft master plan.

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**ITEM 10 GENERAL BUSINESS WITHOUT NOTICE (S21-2)**

- Council approves the placement of a temporary 20ft storage container for Far West Academy of Sport behind the Warren Sporting and Cultural Centre. The Far West Academy of Sport will be responsible for all costs associated with the placement and maintenance of the storage container.
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# WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the Council Chambers, Warren on Wednesday the 24th February 2021 commencing at 2:35pm

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- Consideration be given to the development of an additional unisex change room facility at the Warren Sporting and Cultural Centre to cater for the increasing participation of both genders across all sporting groups
- 

## ITEM 11      DATE OF NEXT MEETING

5<sup>th</sup> May 2021 – 2:30pm Warren Shire Council Conference Room

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 4.03 PM.**

DRAFT

## MANEX MINUTES

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Attached are the Minutes of the meeting of Manex held on Tuesday, 16th March 2021.

**RECOMMENDATION:**

That the Minutes of the Meeting of Manex held on Tuesday, 16th March 2021 be received and noted.

**ITEM 4.4 STATUS REPORTS**

That:

1. The following reports are expected from the April 2021 Council Meeting:
  - A) Work Progress Reports - Roads;
  - B) Work Progress Reports - Town Services;
  - C) Work Progress Reports - Projects;
  - D) Work Progress Reports - Health & Development;
  - E) Work Progress Reports - Finance & Administration; and
2. These Reports will replace Items 4.1, 4.2 and 4.3 in Manex Business Paper.

**Carried**

**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in the Conference Room Warren,  
on Tuesday 16th March 2021 commencing at 2.26 pm

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**PRESENT:**

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

The Chairperson welcomed newly appointed General Manager, Gary Woodman to the meeting and the Assets Manager, Paul San Miguel to the meeting.

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**ITEM 1            APOLOGIES**

Nil.

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**ITEM 2            BUSINESS ARISING FROM MINUTES**

The Manager Health and Development Services thanked the Engineering Department on arranging for the hydrants located near St. Mary's School in Burton Street to have painted markings to maintain access to them by emergency services.

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**ITEM 3            ACTION CHECKLIST**

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

**Carried**

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**ITEM 4.1        2020/2021 SPECIFIC WORKS STATUS REPORT**

The Asset Manager requested if a shower could be installed into the new disabled toilet being built in the old section of the Council Chambers. The Divisional Manager Finance & Administration advised that any additional works would be governed by budget constraints.

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

**Carried**

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**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in the Conference Room Warren,  
on Tuesday 16th March 2021 commencing at 2.26 pm

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**ITEM 4.2 PROJECTS AND ASSETS STATUS REPORT**

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

**Carried**

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**ITEM 4.3 EWENMAR WASTE DEPOT STATUS REPORT**

The Manager Health and Development Services advised that Safe Work Australia inspected the Ewenmar Waste Depot recently.

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

**Carried**

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**ITEM 4.4 STATUS REPORTS**

**MOVED** Woodman/Murray that:

1. The following reports are expected from the April 2021 Council Meeting:
  - A) Work Progress Reports - Roads;
  - B) Work Progress Reports - Town Services;
  - C) Work Progress Reports - Projects;
  - D) Work Progress Reports - Health & Development;
  - E) Work Progress Reports - Finance & Administration; and
2. These Reports will replace Items 4.1, 4.2 and 4.3 in Manex Business Paper.

**Carried**

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**ITEM 5.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS**

**(L5-3)**

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

**Carried**

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**ITEM 5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS**

**(L5-3)**

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

**Carried**

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**ITEM 6 FEBRUARY 2021 DRAFT MINUTES AND MARCH 2021 BUSINESS PAPER**

The Committee previewed the March 2021 Business Paper and the February 2021 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 the Conference Room Warren,  
on Tuesday 16th March 2021 commencing at 2.26 pm

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**ITEM 7                    CORRESPONDENCE AND COMPLAINTS/ACTION REQUESTS STATUS**

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

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**ITEM 8                    GENERAL BUSINESS WITHOUT NOTICE**

- Grant Funding for Offset Tee intersection– Carinda Road/Industrial Access Road/Dubbo Street. The Divisional Manager Engineering Services advised that the grant that had been identified would not be pursued as it is more for the planning side of the works. Council will continue to actively pursue grant funding opportunities for this work.
- The Treasurer advised that asset sheets are still not being returned for plant purchases and requested for asset sheets to be completed including any small plant items that are purchased.
- The Treasurer has observed the gates at the Ellengerah Road water reservoirs have been opened over the weekends.
- The Treasurer reminded Manex of the training budget and asked that essential training to be given a priority.
- The Asset Manager thanked the Manex Team for the inclusion.
- The General Manager requested ideas for the Murray-Darling Basin Economic Development Program - Round 3 grant opportunity.
- The General Manager advised that recently a videography team from the Department of Regional NSW met with Council's Mayor, Councillor Quigley and some business owners in Warren to film footage regarding NSW Government investment in the Warren local government area and what this means for the local community/businesses. Once the Department releases these videos, Council will upload the video's to Council's Facebook and Website.
- The General Manager advised that the Murray Darling Association membership invoice is with the Mayor for approval.
- The General Manager advised that a first draft Internal Audit Plan has been completed by Council's Internal Auditor, Keith Coates.
- The General Manager drew the Committees attention to a funding submission prepared by the Warren Health Action Committee, of which Councillor Druce is a delegate.
- The General Manager requested if Council could contact the Nevertire Hall Trust Committee to see if they foresee the Hall not being repaired in time for the Local Government Elections 4th September 2021.
- The General Manager requested an update on the 50 Hour Agreement.
- The General Manager requested an update on the WOW Agency works with Council.

**There being no further business the meeting closed 4.28 pm.**

## SHOWGROUND/RACECOURSE COMMITTEE

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Attached are Minutes of the Meeting of the Warren Shire Showground/Racecourse Committee held on Wednesday, 17th March 2021.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Showground/Racecourse Committee held on Wednesday, 17th March 2021 be received and noted.

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**WARREN SHIRE COUNCIL**  
**Minutes of the Showground/Racecourse Committee Meeting**  
**held in the Community Room, Warren, on Wednesday**  
**17th March 2021 commencing at 5:00 pm**

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**ATTENDANCE:**

Councillor Mark Beach	Chair
Councillor Milton Quigley	Mayor (5.15 pm)
Vicki Parker	Warren Rodeo/ Campdraft Committee
Paul Quigley	Polocrosse Club
Phil Waterford	Pony Club and Adult Riding Club
Kevin Noonan	Warren Jockey Club
Rebecca McKay	Warren Jockey Club
Justin Sanderson	P & A Association
Gary Woodman	General Manager
Maryanne Stephens	Manager Health and Development Services
Rolly Lawford	Divisional Manager Engineering Services (DMES)
Kerry Jones	Infrastructure Project Manager
Darren Walton	Town Services Overseer

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**ITEM 1            APOLOGIES**

Apologies were accepted on behalf of Councillor Ron Higgins, Councillor Heather Druce, Ben Egan - Adult Riding Club, David Dwyer – Polocrosse, John Hardie - Campdraft Committee, Ian McKay - Warren Jockey Club.

**Carried**

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**ITEM 2            MINUTES OF THE MEETING HELD ON 11TH FEBRUARY 2020**

**MOVED** Rebecca McKay / Justin Sanderson that the Minutes of the Meeting held on Tuesday 11th February 2020 be accepted as a true and correct record of that meeting.

**Carried**

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**ITEM 3            BUSINESS ARISING FROM MINUTES OF THE MEETING HELD ON 11TH  
FEBRUARY 2020**

Discussion held regarding the 50% user fee reduction for the Jockey Club fees be noted that they have not been receiving the fee reduction.

A discussion was also held about local contractors not being notified about works happening within the community and that local contractors are missing out on the opportunity to quote for works. It was explained that any project over \$5,000 now has to be listed on the electronic tendering platform known as VendorPanel and that contractors need to be registered on the platform to be eligible to provide a tender price.

**Carried**

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**WARREN SHIRE COUNCIL**  
**Minutes of the Showground/Racecourse Committee Meeting**  
**held in the Community Room, Warren, on Wednesday**  
**17th March 2021 commencing at 5:00 pm**

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**ITEM 4            CORRESPONDENCE**

At this point in the meeting, the Chairman indicated to attendee Phil Waterford that it would be appropriate for him to leave the room as a pecuniary interest. Mr Waterford left the room immediately without any objection.

A discussion was held regarding the correspondence and was agreed that a letter be sent to the applicant explaining Council's way forward with this facility.

**Carried**

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Time being 5:15pm Mayor Milton Quigley entered the meeting.

Time being 5:15pm Mr Waterford re-entered the meeting.

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The Chairman brought forward Item 7 of the Business Paper.

**ITEM 7            UPGRADED ASSETS – SHOWGROUND/RACECOURSE PROJECT WORKING  
SUB COMMITTEE**

The Infrastructure Projects Manager provided a report to the meeting detailing the projects and costings of each of the projects and after his explanation a question and answer session was held.

The committee were very appreciative to be involved in the update of expenditure for all projects.

**Carried**

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**ITEM 5            UPGRADED ASSETS – WARREN P&A ASSOCIATION**

A verbal report by the Warren P & A Association representatives was tabled and no notes taken.

**Carried**

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**ITEM 6            UPGRADED ASSETS – WARREN JOCKEY CLUB**

A verbal report by the Warren Jockey Club representatives was tabled and no notes taken.

**Carried**

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**ITEM 8            GENERAL BUSINESS**

- The Warren Rodeo/Campdraft Committee representative questioned the location of toilets and noted that the green toilets in the centre arena need to be pumped out before every event.
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**WARREN SHIRE COUNCIL**  
**Minutes of the Showground/Racecourse Committee Meeting**  
**held in the Community Room, Warren, on Wednesday**  
**17th March 2021 commencing at 5:00 pm**

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**ITEM 8            GENERAL BUSINESS**

- The Warren Rodeo/Campdraft Committee representative advised that the drainage on the Polocrosse fields and the design is restricting the flexibility of use by others. Requested the possibly of combining it with the fields closest to the grandstand.
  - The Warren P & A Association representative requested that Showground/Racecourse Plans and information be issued to members to allow use at a meeting of Users on the 28th of April 2021. This will help Users attempt to finalise a User Master Plan of the Showground/Racecourse at the next meeting of the Committee on the 5th May 2021.
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**ITEM 9            NEXT MEETING DATE AND TIME**

- 5th of May 2021 at 4pm.

**There being no further business the meeting closed at 6:45pm**

**WARREN SHIRE COUNCIL**  
Delegates Report by Councillor K Walker  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday 25th March 2021

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**ITEM 1**

**WARREN INTERAGENCY SUPPORT SERVICES**

**(C3-9)**

**RECOMMENDATION:**

That the information be received and noted.

A meeting of the Warren Interagency Support Services was held on Thursday, 26th November 2020 in the meeting room of the Warren Sporting and Cultural Centre.

Meeting opened at 1.05pm.

1. Present: Ben Williams, Lisa Pilon, Ange Fenton, Cheryl Burns, Peter Mackay, Ursula Ryan, Clr Sarah Derrett and Clr Katrina Walker.

2. Apologies:  
Clr Karlene Irving - Warren Shire Council,

Apologies: Moved: Clr Sarah Derrett    Seconded: Clr Katrina Walker

**Carried**

At the last meeting held on 8<sup>th</sup> October 2020 there was not a quorum.

3. The last minutes were from the meeting held on the 27<sup>th</sup> August 2020.  
Moved: Clr Sarah Derrett    Seconded: Clr Katrina Walker

**Carried**

4. Business Arising:  
Ursula Ryan from the Royal Flying Doctor Service gave an update on the status of the hydroponics system that has been set up at the Central School.  
There will be a training day for children and people from the community, on how to operate the system, in February 2021. The training day will be hosted by Aqualife a company from the Central Coast.

5. Correspondence In:  
Reports from people attending the meeting.

6. Correspondence Out: Nil

7. Action Check List:  
Clr Sarah Derrett proposed to remove items from the Action Checklist if there has been no follow up activity over a period of time.

**WARREN SHIRE COUNCIL**  
Delegates Report by Councillor K Walker  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday 25th March 2021

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**ITEM 1**

**WARREN INTERAGENCY SUPPORT SERVICES**

**CONTINUED**

8. Agency Reports:

Peter Mackay recently appointed as the new Aboriginal Education Officer at the Central School. Karlene Irving and Peter have a class once a week and it can be attended by a child of any age.

The children have been learning about the history and culture of the Aborigines. They have also been making clap sticks and hope to make bowls next year.

Starting from next year assignments have to be handed in on time to attend the class. Trips are also to be organised for next year. There is a dance group that has been started at the school.

Peter Mackay organised an art competition for a design to be painted on the container of the hydroponics system. There were two art designs chosen.

Ursula Ryan let the group know that Leanne Howard has been working in the Youth Centre during the school term. Individual sessions can be organised for anyone with a drug issue. Ursula works during the week seeing children who have been referred from a doctor, friend or family.

Ursula mentioned that there will be a Well Being Hub opening in Dubbo, providing mental and drug services.

Ben Williams ( Social Futures), will be working to identify children and young adults that can possibly access NDIS. Can talk to Ben via a link or in person. Ben will come out to Warren fortnightly or monthly. Can make appointments through the Department of Education, to make an appointment so Ben can visit the school.

Cheryl Burns works for the Commonwealth Home Support Services. She helps people to access services they require, from the bucket of money available to them.

9. General Business: Nil

Meeting Closed 1.50pm

Date of Next Meeting: 11<sup>th</sup> February 2021

**WARREN SHIRE COUNCIL**  
Delegates Report by Councillor K Irving  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday 25th March 2021

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**ITEM 2                    MINING AND ENERGY RELATED COUNCILS (NSW) INC**

**(C14-6.3)**

**RECOMMENDATION:**

That the information be received and noted.

**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) ORDINARY MEETING HELD ON 26<sup>TH</sup> FEBRUARY 2021 AT NOVATEL, ADMIRAL'S ROOM, NORTHBEACH HOTEL, 2-14 CLIFF RD, NORTH WOLLONGONG.**

**Present**

Cr Peter Shinton	Warrumbungle Shire Council (Chair)
Cr Owen Hasler	Gunnedah Shire Council (Deputy Chair)
Cr Michael Banasik	Wollondilly Shire Council (Deputy Chair)
Cr Phyllis Miller	Forbes Shire Council (Ex Committee)
Cr Katheryn Smith	Mid Coast Council (Ex Committee)
Cr Noel Lowry	Wollondilly Shire Council
David Henry	Wollondilly Shire Council
Cr Mark Hall	Lachlan Shire Council
Ron Zwicker	Wollongong City Council
Cr Dom Figliomeni	Wollongong City Council
Cr Cath Blakey	Wollongong City Council
Cr Scott Ferguson	Blayney Shire Council
Rebecca Ryan	Blayney Shire Council
Steve Loane	Forbes Shire Council

**By Zoom**

Cr Sue Moore	Singleton Council (Ex Committee)
Cr Melanie Dagg	Cessnock City Council
Cr Rob Hooke	Gunnedah Shire Council
Adrian Panuccio	Mid Coast Council
Cr Karlene Irving	Warren Shire Council
Greg Warren	Shadow Minister Local Government
Chloe Hicks	DPIE, Director Energy & REZ
David Shoebridge	MLC, The Greens

**In attendance**

Greg Lamont, Executive Officer. (Minute Taker) & Lisa Schiff (Observer)

**1. Meeting Opened by the Chair at 9.35am**

**2. Minute's Silence for the late Cr Lilliane Brady, OAM**

A minute's silence was observed to pay respects to the late Cr Lilliane Brady, OAM, former Deputy Chair of the Association and Mayor of Cobar Shire Council. The Chair indicated that he had sent a Letter of Condolence to Cobar Shire Council and the family of Lilliane Brady.

**WARREN SHIRE COUNCIL**  
Delegates Report by Councillor K Irving  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday 25th March 2021

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**ITEM 2 MINING AND ENERGY RELATED COUNCILS (NSW) INC**

**CONTINUED**

**OM 1/2021** Resolved (Cr Miller/Cr Hall) that MERC write to Mayor, Cr Peter Abbott, Deputy Mayor & General Manager, Peter Vlatko, Cobar Shire Council to congratulate them on the conduct of the State funeral held in Cobar on 19<sup>th</sup> February 2021 indicating that it was most fitting that Lilliane Brady OAM was farewelled in the manner she was pointing out that her contribution to MERC has been outstanding.

**3. Apologies.**

**OM 2/2021** Resolved (Cr Miller/Cr Hall) that the apologies of the following delegates be received and noted:- Councillor Liz Mc Glynn, Bland Shire Council; Councillor Ian Davison & Heather Nicholls, Cabonne Shire Council; Councillor Alan Ward, Parkes Shire Council; Greg Tory, Lachlan Shire Council; Councillor Robert Khan, Wollondilly Shire Council; Andrew Johns, Gunnedah Shire Council; Councillor Joanne McRae & Councillor Kevin Duffy, Orange City Council; Michael McMahon & Cr Ben Shields, Dubbo Regional Council; Dan Thompson, Singleton Council; Cr Heather Druce & Steve Glen, Warren Shire Council; Cr Ian Woodcock & Michael Urquhart, Walgett Shire Council; Cr Jay Suvaal & Cr Bob Pynsent, Cessnock City Council; Councillor Jarrod Marsden & Peter Vlatko, Cobar Shire Council; Cr Des Kennedy & Brad Cam, Mid Western Regional Council.

**4. Disclosures of Interest.**

- (a) Mr Ron Zwicker declared an interest as a shareholder in AGL Gas Investments;
- (b) Cr Melanie Dagg declared an interest as her husband works at Rix's Creek Mine in the Hunter Valley;

**OM 3/2021** Resolved (Cr Hall/Cr Figliomeni) that the disclosures of interest and reasons for them be received and noted.

**5. Adoption of Minutes of Executive Committee Meeting – 23 February 2021**

**OM 4/2021** Resolved (Cr Hasler/Cr Hall) that consideration of the minutes of the Executive Committee meeting held on 23<sup>rd</sup> February 2021 be deferred until after the Executive Officer provides a background report on the items & recommendations.

**SUSPENSION OF STANDING ORDERS TO RECEIVE SPEAKERS.**

**OM 5/2021** Resolved (Cr Miller/Cr Hall) that standing orders be suspended at 10.15am to allow the speakers to address delegates and for morning tea.

**RESUMPTION OF STANDING ORDERS.**

**OM 6/2021** Resolved (Cr Hasler/Cr Hall) that standing orders be resumed at 11.50am.

The Executive Officer went through the items in his report that related to matters on the Agenda for this meeting prior to adoption of the minutes noting the receipt of two items of late correspondence and additional motions.

**WARREN SHIRE COUNCIL**  
Delegates Report by Councillor K Irving  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday 25th March 2021

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**ITEM 2**

**MINING AND ENERGY RELATED COUNCILS (NSW) INC**

**CONTINUED**

**Item 6(a) (i) Late Correspondence** – Letter from Singleton Council re membership withdrawal effective from 1<sup>st</sup> July 2021, as read out by the Chair. Indicating that it had always been a significant contributor to MERC and will always see it as an important channel to advocate for the needs of the mining communities. Refer General Manager’s report to Singleton Council 15<sup>th</sup> February 2021 for background to the decision, which was attached to the email.

**OM 7/2021** Resolved (Cr Hasler/Cr Nolan) that MERC write to Singleton Council to:

- (a) thank the Council for their involvement in MERC (as one of the founding members) and the delegates Cr Sue Moore (Executive Committee member), Cr Dan Thompson and Cr John Martin (Life Member) for their major contributions to MERC over the many years of membership; and
- (b) acknowledge Council’s decision to withdraw their membership from MERC.

**Item 6(a) (ii) Late Correspondence** – Letter from Cobar Shire Council re MERC supporting the establishment of a Miners Memorial Day on 4<sup>th</sup> December each year (this is St Barbara’s Day who is the patron saint of miners), similar to what they have in Queensland and to approach the NSW Government to undertake this.

**OM 8/2021** Resolved (Cr Nolan/Cr Smith) that MERC indicate to Cobar Shire Council the following that:

- (a) MERC supports the establishment of a Miners Memorial Day for NSW however as long as the intention is that the name “Miners” includes all persons associated with mining and suggests that a Mineworkers Memorial Day may be a more appropriate name to embrace contractors and allied mining industry workers that may have lost their lives whilst involved in mining;
- (b) MERC will approach the NSW Minerals Council seeking their support for a Memorial Day; and
- (c) MERC will approach the State Government upon receiving comments on (a) & (b)

**Item 6(k) Renewable Energy Zone**

**OM 9/2021** Resolved (Cr Miller/Cr Smith) that MERC write to the Minister for Energy & Environment suggesting that the name Central West Orana Renewable Energy Zone and the zone map don’t correlate, indicating therefore that it be renamed to the Orana Renewable Energy Zone in view of the zone dominantly reflecting the Orana area and not Central West and Orana areas.

**OM 10/2021** Resolved (Cr Hasler/Cr Miller) that the minutes of the Executive Committee meeting held on 23<sup>rd</sup> February 2021 be received and noted with the following changes to the resolutions as outlined in the minutes:

- a) ECM 9/2021 (3) PhD Research Project – correct the spelling of Stephen Donahue.to Stephen O’Donahue.

**6. Executive Officers Report** – This was dealt with as part of Item 4

**7. Delegates Reports** – Nil to report.

**WARREN SHIRE COUNCIL**  
Delegates Report by Councillor K Irving  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday 25th March 2021

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ITEM 2                      **MINING AND ENERGY RELATED COUNCILS (NSW) INC**                      **CONTINUED**

**8. Speakers**

- (a) Chloe Hicks, DPIE - Director Energy Infrastructure & Zones providing an update on Central West Orana REZ & Electricity Infrastructure Roadmap;
- Cr Miller requested clarification on name of Central West Orana REZ indicating that Orana REZ would be more relevant given the zone map.
  - Slides from presentation to be distributed under separate cover.

(b) Greg Warren, MP Labor - Shadow Minister for Local Government spoke on:-

- Acknowledged passing of Cr Lilliane Brady OAM and her significant contribution to Local Government and mining related communities;
- Local Government Rating Amendment Bill has 13 of the 42 recommendations in it from the IPART recommendations – awaiting the Coalition Governments position once submissions are evaluated;
- Labor supports the mining rate being outside of the general rates mix (which are pegged) for councils to determine the rates not the government;
- He requested members forward their rating review submissions to his office [greg.warren@parliament.nsw.gov.au](mailto:greg.warren@parliament.nsw.gov.au);
- Emergency Services Levy should come direct from the government as it does in other states so councils don't get the wrath of their communities with criticism of another rate levy. He is meeting with other state Ministers
- A sample Emergency Levy notice from another state to be distributed to delegates and Shadow Minister as information with names redacted. For members to lobby for this approach with the government.

(c) David Shoebridge, MLC The Greens spoke (12.45 -1.00pm) on their Renewable Energy position as follows:

- Been Chairing the NSW Government Budget Estimates Committee;
- The Greens have a commitment for renewable energy options including green hydrogen;
- Keen to work with Local Government on renewable energy options to keep jobs in the regions and to grow local communities by keeping the wealth local.

**9. General Business**

**(a) Cr Banasik – Tahmoor Mine Extension.** Concerned that the Subsidence Advisory Board has own internal review system that doesn't appear to be independent for compensation reviews, will raise at a future meeting.

**(b) Cr Figliomeni – Carbon Abatement Policy.** MERC to invite the NSW Minerals Council CEO to attend the next meeting of MERC to discuss their Carbon Abatement Policy to assist members address the issues in their LGA's if they haven't already.

**OM 9/2021** Resolved (Cr Figliomeni/Cr Smith) that MERC invite the CEO of NSW Minerals Council, Mr Steve Galilee, to attend a future meeting of MERC to discuss their Carbon Abatement Policy with members and the need for MERC to develop a similar policy for circulation to assist members.

**WARREN SHIRE COUNCIL**  
Delegates Report by Councillor K Irving  
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**ITEM 2                    MINING AND ENERGY RELATED COUNCILS (NSW) INC                    CONTINUED**

**(c) Cr Blakey – Federal Environment Protection & Conservation legislation.** Is concerned that the fines in this legislation are too small and it is ineffectual eg sediment dams failures with fines as low as \$15,000 relative to the damage done

**(d) Cr Miller – EPA Penalties.** The EPA breach process can cause members some issues where they are fined. Suggest getting a senior EPA person to a future meeting to outline the process where fines for breaches are imposed on members to fix the damage from the breaches. Cr Lowry suggested a Environment Management Package approach be considered.

**OM 10/2021** Resolved (Cr Miller/Cr Smith) that MERC invite a senior EPA officer (Armidale) to address delegates at the next meeting on the EPA penalty system where fines imposed are to be spent on rectifying the EPA legislation breach impacts.

**(e) Cr Ferguson – Independent Planning Commission (IPC).** Concerned that the IPC during COVID ceased “face to face” consultations with the regional communities and as a result people in regional areas are missing out on meeting the Commissioners in person to put their case and this should be re-instated now that the COVID risk has reduced. Blayney Shire Council has the facilities to hold a IPC consultation meeting within the numbers limit allowed.

**OM 11/2021** Resolved (Cr Miller/Cr Smith) that MERC write to the Minister for Planning & Public Places, Hon Rob Stokes requesting the IPC to resume “face to face” community consultations in rural communities.

**13 Next Meeting.**

**OM 12/2021** Resolved (Cr Hasler/Cr Banasik) that the next meeting to be held in Gunnedah 21st May 2021, date and venue to be confirmed.

**Close** – the meeting closed at 1.05pm.



**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held in the  
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**ITEM 1                      OUTSTANDING REPORTS CHECKLIST                      (C14-7.4)**

<b>Date</b>	<b>Resolution or Qwn</b>	<b>Outstanding Matter</b>	<b>Officer Resp</b>	<b>Response/Action</b>
<b>General Manager</b>				
*25.2.21	34.2.21	Variation to Contract for New Sewerage Treatment Works	GM	Mayor and General Manager met with Contractor 10 March 2021.
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.
<b>Divisional Manager Finance and Administration Services</b>				
24.9.20	213.9.20	Sale of Land Nevertire Part Lot 165 DP704130	DMFA	Field Solutions Group contacted. Awaiting acceptance.
*3.12.20	252.12.20	North Western Library Co-Operative 2021/2022 Contribution	DMFA	Included in Draft 2021/2022 Operational Plan & Estimates
*25.2.21	37.2.21	Sale of Dwelling at 39 Garden Ave Warren	DMFA	Dwelling listed for sale with local Real Estate Agents at market value.
<b>Divisional Manager Engineering Services</b>				
6.12.18	284.12.18	Lot 79 & 80 DP 724585 Wambianna Street, Collie.	DMES	Survey completed and a report is to be presented to Council. This project is currently on hold.
27.6.19	129.6.19	Warren Levee Bank Rehabilitation	DMES	Seek funding as soon as practical. This project will remain on hold until funding is acquired.
26.9.19	204.9.19	Bundemar Street Warren Proposed Centre Median Alteration	DMES	1. Provide a detailed budget for works. 2. Submit plans and documents to Council for consideration and approval. This project currently on hold.

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

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
24.9.20	214.9.20	REF – New Sewage Treatment Works	DMES	Tender accepted. Loan application in progress. Request to be sent to Infrastructure NSW for contribution towards increased costs. Works in progress.
3.12.20	256.12.20	Warren Levee Bank Rehabilitation	DMES	<ol style="list-style-type: none"> <li>1. Funding currently being pursued for repairs to the reported section of the Warren levee bank.</li> <li>2. Consulted with State Government representatives seeking financial assistance to rectify deteriorated section.</li> <li>3. Works to be undertaken in-house using Council staff and local contractors.</li> <li>4. Local contractors have been liaised with in regards to the methods of repair.</li> <li>5. Fresh applications have been submitted to the Federal Government Department of Infrastructure.</li> </ol>
28.1.21	21.1.21	2020/21 Fixing Country Roads Grant Round 2 Submission and the Australian Government Covid-19 Local Roads and Community Infrastructure Program – Phase 2 Allocation.	DMES	Funding to be announced.

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
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**ITEM 1**

**OUTSTANDING REPORTS CHECKLIST**

**CONTINUED**

<b>Date</b>	<b>Resolution or Qwn</b>	<b>Outstanding Matter</b>	<b>Officer Resp</b>	<b>Response/Action</b>
*25.2.21	38.2.21	Tender – Supply and Delivery of Bitumen Emulsion	DMES	Tender accepted as per Council's resolution.
<b>Manager Health &amp; Development</b>				
27.2.20	36.2.20	Draft Plans of Management	MHD	1. Categories assigned as detailed in report. 2. Crown Reserves classified as identified as operational land. 3. Draft Plans of Management nearing completion.
3.12.20	26.12.20	Council houses - 8 and 21 Deacon Drive	MHD	Complaint lodged with the Department of Fair Trading.
*25.1.21	23.1.21	Request to Revoke a Menacing Dog Declaration	MHD	Owner advised of Council's resolution.
*25.1.21	24.1.21	Request for a Covenant Exemption – Lots 53 & 54 Deacon Drive, Gunningba Estate of Warren	MHD	Owner advised of Council's resolution.
*25.2.21	40.2.21	Menacing Dog Declaration	MHD	Owner advised of Council's resolution.

**RECOMMENDATION:**

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

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
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**ITEM 2 COMMITTEE/DELEGATES MEETINGS**

**(C14-2)**

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

**MEETINGS HELD**

<b>DATE</b>	<b>COMMITTEE / MEETING</b>	<b>LOCATION</b>
26.2.21	NSW Rural Fire Service District Manager, Paul Metcalfe	Warren
26.2.21	Mining & Energy Related Councils	Online
2.3.21	Parks and Gardens Crew Workshop	Warren
2.3.21	Warren Jockey Club Representatives	Warren
4.3.21	Project Control Group Meeting	Warren
4.3.21	Internal Audit	Warren
5.3.21	Country Mayors	Sydney
9.3.21	ANZAC Day Group	Warren
10.3.21	Council Workshop	Warren
16.3.21	Office of Local Government, Council Engagement Manager, Peter Evans	Warren
17.3.21	Showground / Racecourse Committee	Warren
19.3.21	External Auditors Meeting	Warren

**FUTURE MEETINGS NOT ON MEETING SCHEDULE**

<b>DATE</b>	<b>COMMITTEE / MEETING</b>	<b>LOCATION</b>
19-21 April 2021	Western Division of Councils of NSW Annual Conference	Broken Hill

**RECOMMENDATION:**

That the information be received and noted.

**WARREN SHIRE COUNCIL**  
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**ITEM 3 DELIVERY PROGRAM PROGRESS REPORT (S404(5))**

**(E4-40)**

**RECOMMENDATION**

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

**PURPOSE**

This report has been prepared in accordance with Section 404(5) of the Local Government Act 1993 and is required at least every six (6) months to inform Councillors of the progress being undertaken towards meeting the community's goals.

**BACKGROUND**

Council is required under section 404 of the Local Government Act 1993 to work with its community to develop and adopt a four-year delivery plan. Council Adopted its plan for 2017/18 to 2020/2021.

**REPORT**

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

The plan contains traffic lights to indicate:

- Green on target;
- Yellow progressing; and
- Red not commenced.

**FINANCIAL AND RESOURCE IMPLICATIONS**

The Delivery Plan is funded as per Council's Four (4) Year Long Term Budget (with the extension of the Council term this is now a five (5) Year Long Term Budget.

**LEGAL IMPLICATIONS**

Section 404 states:

***"404 Delivery program***

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

**WARREN SHIRE COUNCIL**  
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**ITEM 3**

**DELIVERY PROGRAM PROGRESS REPORT (S404(5))**

**CONTINUED**

*(4) A draft delivery program must be placed on public exhibition for a period of at least 28 days and submissions received by the council must be considered by the council before the delivery program is adopted by the council.*

*(5) The general manager must ensure that regular progress reports are provided to the council reporting as to its progress with respect to the principal activities detailed in its delivery program. Progress reports must be provided at least every 6 months."*

In 2021/2022 after the September 2021 Local Government Election, a new three (3) year Delivery Program will be developed that will put the Council back in step with the next Council term.

**RISK IMPLICATIONS**

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

**STAKEHOLDER CONSULTATION**

The Delivery Program is available via council for review.

**OPTIONS**

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

**CONCLUSION**

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

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

The Delivery Program 2017/18 to 2020/2021

**SUPPORTING INFORMATION /ATTACHMENTS**

Six (6) monthly report attached.






# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday 25th March 2021

ITEM 3

DELIVERY PROGRAM PROGRESS REPORT (\$404(5))

CONTINUED

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
1.1.1	Local access to essential services and less out-reach of these essential services	Lobby Government for provision of essential services to be provided locally.	GM	Services provided locally	Regular communication with Interagency and service providers  Meet twice per year with State and Federal members	  	Council attending Interagency meetings as reported. Meet WMPHS/ Medical Centre.  Regular meetings with local members.
1.1.2	Maintain high levels of community cohesion and community spirit	Support activities that increase community participation and connection.  Provision of an information package for new residents  Liaise with Local Aboriginal Communities	GM / MHD  GM  GM	Number of activities  Completion/ review of package  Number of activities	EDO's to communicate with community organisations and produce "What's on"  Supply of packages readily available  Promote combined activities	    	The soon to be funded and appointed EDO through NSW Regional and Economic Development by the Commonwealth Government will be asked to provide updates and reports to the Economic Development Committee.  Packages available.  Meetings held with Land Council including attendance at Board Meeting. Council has supported development




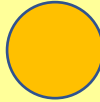

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday 25th March 2021

ITEM 3

DELIVERY PROGRAM PROGRESS REPORT (\$404(5))

CONTINUED

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
				Number of meetings	Arrange meetings bi-monthly		of walkways at Beemunnel. Support as required.  General catch up held as required.
1.1.3	Provide leadership and co-ordination of the Warren Interagency group	Provide Chair & Secretariat	MHD	Production of business paper Number of meetings held	Business papers prepared for meeting every 2 months		Meetings held every 2 months.
		Provision of information on grants etc. and assistance in assessing grants to community groups	MHD	Circulation of information	Information circulated as received		Information circulated as received.
1.1.4	Ensure a high standard of education for Shire residents	Work with organisations to increase the quality and diversity of educational opportunities available locally.	GM	Increase in students enrolled at local schools and TAFE	Meeting with TAFE and schools on courses available.		New General Manager will arrange meetings as required.
		Regular meetings with educational providers: - - Schools - TAFE	GM	Number of meetings held	Meet with TAFE and Warren schools at least twice per year. Invite to address Council once per year		Interim General Manager met with Warren Central School in December 2020. New General Manager will arrange meetings as required.








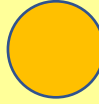
# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday 25th March 2021

ITEM 3

DELIVERY PROGRAM PROGRESS REPORT (\$404(5))

CONTINUED

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
1.1.5	Retain and develop housing for skilled people	Ensure adequate supply of residential land available	GM	Number of lots available	Ensure adequate residential land available		Land available but development of housing very limited.
		Number of private houses available for sale/rent	GM	Liaise with Real Estate agencies	Monitoring undertaken		Ongoing
1.1.6	Co-ordinate and support community groups to promote events and activities within the local community	Assess requests for support for community events	GM	Donation/support provided with Council approval	Develop guideline on usage charges of Council facilities when used by community groups		Annual Operational Plan
		Co-ordinate Australia Day and ANZAC Day	GM	Community feedback and number in attendance	Act as secretariat		In progress, initial community planning meeting held with final planning meeting arranged.
		Support community events through administration and secretarial support	GM	Number of committees formed for special events	Involve Council in community events		New Economic Development Officer will be asked to provide support. Staff assist Spring Festival, Rugby and other events.
1.1.7	Investigate initiatives in attracting and retaining working families	Implementation of actions from Goal 1 Economic Development Strategy	GM	Report on actions taken	Report to each Economic Development Committee meeting on actions		New Economic Development Officer will be asked to provide appropriate reporting.





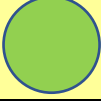


# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday 25th March 2021

ITEM 3

DELIVERY PROGRAM PROGRESS REPORT (\$404(5))

CONTINUED

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
1.2.1	Investigate options available looking to develop a solution that can provide leadership and coordination of actions to assist all youth.	Create Community Liaison Committee to develop strategies	MHD	Creation of Committee and number of meetings	Ensure Committee has Youth Membership. Regular reporting to Council.		Warren Youth Interagency Sub Committee has undertaken this responsibility.
		EIPP program	MHD	Number/success of projects undertaken	Administer and report on Programs		Funding is utilised within the community.
		Community Builders program	MHD	Number/success of projects undertaken	Administer and report on Programs		Funding is utilised within the community.
1.2.2	Promote to youth Warren facilities and activities available	Address schools on facilities available	MHD	Number of addresses to schools	Arrange address to school assemblies		Attendance in 2020 not able to be made due to COVID restrictions.
		Regular media/information releases	MHD	Media feedback and website hits	Monitor and report feedback		Information circulated when received.
1.2.3	Development of traineeship programs to retain youth	Review trainee places in Council structure	GM	Review structure	Monitor Council structure suitability		Workforce Plan prepared to Council.
		Develop Indigenous traineeships	GM	Review of previous programs and no. of traineeships	Investigate a more suitable model		Further discussions to be held to determine the required support training and casual employment outcomes.






# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday 25th March 2021

ITEM 3

DELIVERY PROGRAM PROGRESS REPORT (S404(5))

CONTINUED



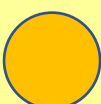


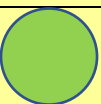

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
		Liaise with businesses to encourage traineeships	GM	Presentation to Chambers of Commerce	Undertake regular presentations to Chamber of Commerce. Monitor and record no. of recruitments.		Meeting with Chamber attended by Councillors.
1.2.4	Investigate initiatives in creating employment for youth	Liaise with businesses to encourage youth employment	GM	Presentation to Chambers of Commerce	Monitor and record no. of recruitments.  Undertake regular presentations to Chamber of Commerce	  	Chamber has not requested Council involvement into traineeships.  No requests received by Council.
1.3.1	Provide appropriate levels of health care and aged care within the Shire	Lobby State Government to provide continued services  Liaise with Warren MPHS	GM  GM	Services provision  Number of meetings	Continue Monitoring  Minimum 2 meetings per year	  	Meetings held with Doctors and Western Health. Submission provided to the inquiry into Health Outcomes and Access to Health and Hospital Services in Rural, Regional and Remote NSW.  Ongoing.

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday 25th March 2021

**ITEM 3 DELIVERY PROGRAM PROGRESS REPORT (\$404(5))**

**CONTINUED**

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
1.3.2	Advocate for Dentist and Doctors available in Warren to meet community's needs	Continue existing management regime at Warren Family Health Centre	GM	Number of doctors and allied health using facility	Monitor the number/type of health service providers		Regular meetings held and Council working to attract health professionals.
1.4.1	Continually liaise with NSW Police on law and order issues within the community	Regular meetings with local Police	GM	Number of meetings	Meet with the Officer in Charge, Warren sector once a month		Meetings being held through LEMC.
		Active participation in Community Safety Precinct meetings	GM	Attendance at meetings	Councillors and GM to attend all meetings. Invite relevant community members.		Minimal meetings held.
1.4.2	Continually monitor the use of illicit drugs within the community	Regular meetings with local Police	GM	Number of meetings	Meet with the Officer in Charge		Issues raised at Precinct Meetings. Regular discussion held with Police.
		Pass information to Police	GM	Information passed on	Record information from community and pass on to Police		Issues being forwarded.
1.4.3	Provide adequate protection from fires, other natural disasters and other risks to public health and safety	To provide an adequate Local Emergency Operations Centre with all the necessary administrative,	GM	Condition of EOC	Regular inspections of EOC  Provide administrative, management and technical staff	 	Regular meetings are held with emergency service providers under LEMC and RFS committees.







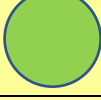

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday 25th March 2021

ITEM 3

DELIVERY PROGRAM PROGRESS REPORT (\$404(5))

CONTINUED

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
		management and technical support.	GM	Review of EMPLAN	Continually review EMPLAN and CMG's		Ongoing.
		Keep Warren EMPLAN up to date	GM	Hold regular meetings	Minimum 4 per year		Ongoing.
		Co-ordinate LEMC meetings	ALL	Provision of resources	Make available Council resources		Ongoing.
		Make available council resources for emergencies					
1.4.4	Help ensure safe and sustainable development	Utilise Sub Regional Land Use Strategy	MHD	Reference to Strategy	Monitor land use practices.		Ongoing.
		Review LEP	MHD	Update LEP	5 year review of LEP		LEP completed April 2018.
		Review Development Control Plan	MHD	Update Development Control Plan	5 year review		Due 2022.
		Monitor development	MHD	Ensure Develop in line with legislation/ sustainable	Maintain Registers		Ongoing.
1.4.5	Maintain high standards of street cleanliness, vacant block management	Monitor daily and weekly schedules to ensure coverage and quality of service provided.	DMES	Community feedback	Adjust cleaning regime when required		Inspections carried out weekly by RO including review of the quality of the work undertaken,





# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday 25th March 2021

ITEM 3

DELIVERY PROGRAM PROGRESS REPORT (S404(5))

CONTINUED




Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
		Maintain existing street cleaning regime	DMES	Tidiness of streets	CBD twice weekly. Street sweeper 3 days per week		programming and the scheduled works are carried out.
		Regular inspection of vacant blocks	MHD	Complaints of untidy lots	Inspect vacant lots twice per year		Inspected on a monthly basis.
1.4.6	Maintain town streets and footpaths	Maintain regular footpath inspection	DMES	Update of Footpath Defect Register	Inspect footpaths minimum yearly		Footpath inspections undertaken annually by ATO (Roads) and Defect Register updated. Program of works reported to Council annually for approval and budgeting.
		Regular patching and reseal of streets	DMES	Effectiveness of programs	Patching of streets three times per year, reseals as per plan.		RO inspects all urban streets weekly and schedules any routine maintenance works including patching. RIM and DMES inspect all roads annually and formulates the annual reseal program which is reported to Council for approval and budgeting purposes.




## WARREN SHIRE COUNCIL

### Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday 25th March 2021

**ITEM 3 DELIVERY PROGRAM PROGRESS REPORT (S404(5))**

**CONTINUED**

Strategies	Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
1.4.7 Provide animal control services to meet the demands of the community	Undertake obligations under the Companion Animals Act	MHD	Regular reporting to Office of Local Government	All reports undertaken by due date		Ongoing.
	Maintain regular ranger patrolling	MHD	Number of complaints	Complaints register monitored		Ongoing.
	Continuation of de-sexing program	MHD	Number of animals de-sexed	Continue annual program		Awaiting next round of funding.

Strategies	Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
2.1.2 Review and update Economic Development Strategy	Reviewed Economic Development Strategy to Council	GM	Adopt reviewed strategy	To Council for adoption		Support policies adopted and grants being applied for.
	Implementation of Strategies Schedule	GM	Review and adopt schedules	Monitor actions from Schedule		Grants successful and work being completed under strategic plans.
				Report to Economic Development Committee		Currently no reporting. Waiting for appointment of new EDO.







# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday 25th March 2021

ITEM 3

DELIVERY PROGRAM PROGRESS REPORT (\$404(5))

CONTINUED

Strategies	Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment	
2.1.3	Implement updated activities of the Strategy's Action Plan	Implementation of strategies schedules	GM	Report on actions taken	Report to each Economic Development Committee meeting on actions		Currently no reporting. Waiting for appointment of new EDO. Grant funding is taking a priority.
2.2.1	Continue implementation of existing Economic Development Strategy Goal 6 until 2016 Census data released	Implementation of actions from Goal 6 Economic Development Strategy	GM	Report on actions taken	Report to each Economic Development Committee meeting on actions		Currently no reporting. Waiting for appointment of new EDO.
2.2.2	Implementation of Streetscape Masterplan and Town Improvement Committee activities	Program/costings of works for Streetscape Masterplan	DMES	Adoption of program of work for Streetscape Masterplan	Report to each Town Improvement Committee		Program for Streetscape Masterplan commenced.
		Implementation of Streetscape works	DMES	Works undertaken	Commence works as/when adopted		Construction works of Streetscape Masterplan underway.
					Report to each Town Improvement Committee meeting on actions		Town Improvement Committee updated on a 3 monthly basis.
2.2.3	Actively participate in the Great Western Plains Destination Management Group	Membership of Destination Management Group	GM	Continued membership	Attend regional meetings		Attendance has been affected by COVID and having no EDO.







# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday 25th March 2021

ITEM 3

DELIVERY PROGRAM PROGRESS REPORT (\$404(5))

CONTINUED

Strategies	Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment	
	Promotion of Warren Shire	GM	Participation in advertising campaign	Investigate advertising possibilities		Marketing levels reduced due to having no EDO.	
2.2.4	Liaise with RiverSmart in line with Council's Economic Development Strategy	Regular meetings to be held	GM	Number of meetings	Minimum bi-monthly meetings to be held		Agreement developed and approved by Council and Riversmart to develop tourism and education outcomes.
		Review synergies between various Plans	GM	List of synergies	Develop list with RiverSmart		Grants applied for and successful. Due to future potential name changes, are continuing to run on old Agreement.
		Progress synergies	GM	Report on actions	Report to Economic Development Committee on actions		Council and Riversmart are working well to develop tourism and social actions.





# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday 25th March 2021

ITEM 3

DELIVERY PROGRAM PROGRESS REPORT (S404(5))

CONTINUED

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
3.1.1	Ensure local roads and bridges are maintained /constructed to acceptable community standards in a cost effective, efficient and safe manner	Renew Extended Work Hours Agreement	DMES	Sign off agreement	Review Agreement annually		Extended Work Hours Agreement reviewed annually by DMES and RO.
		Undertake road standard audits to ensure compliance with standards	DMES	Compliance standards	with Undertake inspections – 4 Sector Hierarchy		Road standard audits undertaken at least annually by RO, RIM and DMES.
		Ensure maintenance is programmed as a preventative measure as far as practicable	DMES	Quality/Quantity of work	Monitor works		Routine maintenance works carried out proactively after weekly inspections by RO. Resealing works funded and undertaken on a 10 year cycle as a proactive preventive measure to prevent early breakdown of the wearing surface and pavement, reducing routine maintenance costs.
		Continued maintenance management system	DMES	Review Works programs	Develop Yearly Works Schedule and Condition Assessments		Condition assessment carried out annually in line with ACRVM. Annual works program






# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday 25th March 2021

ITEM 3

DELIVERY PROGRAM PROGRESS REPORT (S404(5))

CONTINUED

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
		Roads Inspection Procedures manual in place	DMES	Inspection schedules	Regular Inspections		developed by DMES and reported to Council for approval and budgeting purposes.
3.1.2	Ensure regional main roads and highways are maintained to acceptable community standards	Continued maintenance management system	DMES	Review Works Programs	Regular PEG meetings		PEG meetings attended by DMES and works program reviewed by DMES.
		Roads Inspection Procedures manual	DMES	Inspection schedules	Regular inspections		Inspections carried out regularly by RO and annual inspections undertaken by DMES.
		Ensure RMCC requirements are met	DMES	RMCC qualified	RMCC requirements met		All RMCC requirements are met and maintained by PAE.
3.1.3	Maintain and enhance the local aerodrome and promote its use	To maintain aerodrome infrastructure to existing standard and monitor and review operational plans and emergency procedures.	DMES	Audit for compliance with standards and licence conditions	Regular inspections in line with requirements		Council is currently pursuing this contract.







# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday 25th March 2021

ITEM 3

DELIVERY PROGRAM PROGRESS REPORT (S404(5))

CONTINUED







Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
3.1.4	Maintain and enhance local pathways network to meet the needs of all sections of the community	Maintain existing pathways	DMES	Monitor works programs	Regular inspections		All walkways inspected weekly by RO. Condition assessments carried out by ATO (Roads) annually and a works program formulated by ATO (Roads) and reported to Council for approval and budgeting purposes.
		Investigate grant opportunities for new pathways as per Plan	DMES	Number of grants submitted	Monitor and apply for all available grants		Grants sought and applications made where possible by ATO (Roads).
3.2.1	Maintain parks, gardens and reserves in a safe and attractive condition	Maintain and monitor a planned system of Parks and Gardens and Reserves maintenance.	DMES	Monitor community feedback	Continually review and monitor maintenance program		Maintenance program developed and reviewed weekly by RO.
3.2.2	Monitor pool management and implement maintenance and upgrades	To maintain effective pool operation and management	MHD	Report to Council annually	Report to Council annually		Pre-season and post season inspections.
		Review rolling works and upgrade program	MHD	Asset Management Plan	Adopt plan of works		Currently being developed. Assessments undertaken and tender released as to upgrades.
3.2.3	Provide a high quality library service that meets	Review all library services and customer needs.	DMFA	Analyse user numbers.	Report quarterly to Council		Successful grant 2016 upgrading shelves. Submitted new grant

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday 25th March 2021

**ITEM 3 DELIVERY PROGRAM PROGRESS REPORT (\$404(5))**

**CONTINUED**






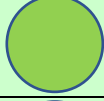


Strategies	Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment	
	the needs of the community	Continued membership North Western Library	DMFA	Participation	Active participation continued		application 9 November 2017 technology upgrade.  AGM held 4th November 2020 at Warren. New Agreement 2021/2025 endorsed.
3.2.4	Maintain community facilities to an appropriate standard (e.g. Sporting Complex)	Review/monitor maintenance regimes	MHD DMES	Report to Council/ Community Feedback	Report to Council monthly		Building & Maintenance Officer & MHD have been creating a works program.
3.2.5	Maintain and service the villages of Collie and Nevertire	Regular inspection of villages	DMES/MHD	Work schedule	Inspections undertaken twice per year		Inspected weekly and Village works team improving villages appearance and maintenance.
3.2.7	Upgrade and refurbishment of Warren Shire Council Chambers to comply with legislation	Review requirements	GM / MHD	Review requirements	Review Project		Building construction 80% complete.
		Redevelop a Concept Plan	GM / MHD	Development of new Concept Plan	Quantity Survey new project		
		Undertake developed and adopted Plan	GM / MHD	Project finalisation	Works required		

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday 25th March 2021

**ITEM 3 DELIVERY PROGRAM PROGRESS REPORT (\$404(5))**

**CONTINUED**

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
4.1.1	Monitor Warren Shire Council LEP	Utilise Sub Regional Landuse Strategy in reviewing LEP	MHD	Review 2012 LEP	5 year review		Review complete 2018.
		Document problem issues arising from implementation of LEP.	MHD	Number of reforms to LEP	Monitor LEP operation		File maintained detailing arising matters.
4.1.2	Actively participate in the Environment and Waterways Alliance	Active membership of Water Quality & Salinity Alliance	MHD	Attendance at meetings	Regular attendance at meetings		Actively attended meetings.
		Implementation of projects	MHD	Number of projects Council involved in	Involvement when Project is applicable to Warren		Actively engage with sole/group projects.
4.1.3	Management of noxious plants	Delegated to CMCC (Council x 2 delegates)	Delegates	Report to Council	Report to Council quarterly		Verbal reports given at Council Meetings.
4.1.4	Maintain involvement and support of Local Land Services (LLS)	Liaise continually with LLS on natural resource management issues	GM / MHD	Number of meetings	Meet with LLS when required		A meeting held in February 2021.
4.2.1	Ewenmar Waste Depot – New Management Regime	Development of new management regime and strategy	MHD	Adoption of Plan and Strategies	Finalise Plan and Strategy to Council		Proposed plan submitted to committee and works undertaken to improve waste depot overall.
		Implementation of Management Plan and Strategies	MHD	Report on actions taken	Report to each Ewenmar Waste Depot Committee meeting on actions		Grant funding sought to develop drop off area. Staffing and changes to





# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday 25th March 2021

ITEM 3

DELIVERY PROGRAM PROGRESS REPORT (S404(5))

CONTINUED

Strategies	Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
						hours of operation approved by Council.
4.2.2	Reduce rate of landfill through waste management, minimisation and collection methods	Participate in regional initiatives relating to waste disposal and reduction.	MHD	Reduction in landfill	Investigate options	 Participating in various Netwaste projects.
		Investigate all avenues for recommencement of kerbside recycling	MHD	Re-introduction of recycling	Investigate options	 Currently investigating. Based on State wide recycling issues this request should be placed on hold.
4.2.3	Ensure the efficient and cost effective operation of Council's road making materials (eg. gravel pits.)	To regularly monitor the safety and operations of gravel pits under Council's control to review and act under the Safety and Environment Standards.	DMES	Compliance with all safety, mining and environmental standards	Minimum operations at Mt Foster Quarry  All gravel pits inspected prior and after usage	 All gravel pits inspected by RO and DMES as required.
4.3.1	Manage environmentally responsible drainage works in accordance with Council program	Complete proposed works within each program year.	DMES	Design and construction on time and within budget.	Works schedule monitored	 Collie drainage works have been carried out and work commenced at Nevertire as part of the Village Plan upgrades. Work to be completed across all roads in Shire





# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday 25th March 2021

ITEM 3

DELIVERY PROGRAM PROGRESS REPORT (S404(5))

CONTINUED

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
							based on budgets and need. A new program will be presented to Council in 2020/21.
4.3.2	Provide Warren and villages of Collie and Nevertire with an adequate and safe water supply that is appropriately priced for all consumers	Operation in line with Warren Shire Council's Business Plan for Water Supply & Sewerage Services	DMES	Adherence to Plan	Completion of Restart NSW 357 Projects		Restart NSW Water Security Project complete. New water tanks at Collie and to go to airport subdivision. Additional water treatment required due to drought and water potability at Collie.
		Compliance with best practice	DMES	Annual report	100% compliance		Compliant.
		Continued active membership of Lower Macquarie Water Utilities Alliance	DMES	Council involvement in LMWUA	Actively involved in LMWUA Board and Technical Committee		Actively involved with LMWUA Technical Committee.
4.3.3	Provide Warren and village of Nevertire with an adequate and environmentally acceptable sewerage scheme that is	Operation in line with Warren Shire Council's Business Plan for Water Supply & Sewerage Services	DMES	Adherence to Plan	Ongoing		Compliant.








# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday 25th March 2021

**ITEM 3 DELIVERY PROGRAM PROGRESS REPORT (\$404(5))**

**CONTINUED**

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
	appropriately priced for all consumers	Compliance with best practice	DMES	Annual report	100% compliance		Compliant.
		Continued active membership Lower Macquarie Water Utilities Alliance	DMES	Council involvement in LMWUA	Actively involved in LMWUA Board and Technical Committee		Actively involved.

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
5.1.1	Implementation of Council's Community Engagement Strategy	Use of Engagement Strategy to consult with community	GM	Reference to Strategy	Strategy to be used when consultation with community required		Review Strategy. A new communications procedure to be submitted to Council.
5.1.2	Implementation of required agreed community actions	Co-ordinate communication with Community Liaison Committee	GM	Report on actions taken	Report to Council and Interagency on actions		Bimonthly meetings being held. Councillors attending meeting.
5.1.3	Promote timely and quality dissemination of information to the community	Regular community updates by various media	GM	Report on actions taken	Monitor and report to Council		Mayoral Column, monthly community newsletters, news worthy stories to press, radio interviews and TV interviews used.







## WARREN SHIRE COUNCIL

### Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday 25th March 2021

ITEM 3

DELIVERY PROGRAM PROGRESS REPORT (S404(5))

CONTINUED

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
5.1.4	Convey community issues to the Government	Lobby on behalf of the community	GM	Number of communiques	Record and report communiques		As required.
5.2.1	Quality customer service focus by Council staff	To promote quality customer services with all Council employees.	ALL	Customer satisfaction	Community feedback monitored		KPI's developed for staff. Annual performance appraisals undertaken.
5.2.2	Timely and accurate reporting for efficient management and accountability	Review Council Committees and Administrative support on an annual basis	GM	Report to Council	Review each September		Review undertaken and committees identified.
		To promote timely and quality dissemination of information to the community, as well as internally throughout the Council organisation	ALL	Review annually	Website E-mail system Weekly column in paper Rate notices		Monthly Councillor/community newsletter. Website updated and Mayoral Column.
		To review business papers to improve information provided to elected members and the public.	GM	Council determination	Review September 2017		Progressive review. New Code of Meeting practice included.
		To ensure compliance with statutory and regulatory requirements for financial reporting	DMFA	Reporting on time to auditors, Ministers and the general public.	All statutory reporting undertaken by due dates		All statutory and financial reports submitted before due dates.




# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday 25th March 2021

ITEM 3

DELIVERY PROGRAM PROGRESS REPORT (S404(5))

CONTINUED

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
		and public accountability by the due dates.  To provide for revenue and expenses in a fair and competent manner with due regard for Council's financial position and public accountability.	DMFA	Council's financial reporting analysis	Regular reporting to Council		Budget Reviews submitted to Council Meetings.
5.2.3	Effective staff training and development processes in place	Review staff training and development  To implement systems for performance management and staff review.	ALL  ALL	Adoption of Training Plan for individuals following performance appraisals.  Review Salary System	Develop standard performance appraisal timeline  Report to Consultative Committee	  	Performance Appraisals undertaken annually and to occur in February.  Consultative Committee established September 2017 and reviews commenced. Salary system being reviewed to determine long term training and wage progression. Compliance with Award has been achieved.

# 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, Warren on Thursday 25<sup>th</sup> March 2021

ITEM 1

RECONCILIATION CERTIFICATE – FEBRUARY 2021

(B1-10.16)

## RECOMMENDATION

That the Statements of Bank and Investments Balances as at 28<sup>th</sup> February 2021 be received and noted.

## PURPOSE

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

## BACKGROUND

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

## REPORT

Following is the reconciled internal funds of Council that have been reconciled with the Bank Statements as at 28<sup>th</sup> February 2021.

### INTERNAL LEDGER ACCOUNT RECONCILIATION

	Balance 31-Jan-21	Transactions	Balance 28-Feb-21
General	7,824,236.08	(142,287.65)	7,681,948.43
Water Fund	467,536.05	(45,780.11)	421,755.94
Sewerage Fund	2,239,342.22	(794,629.85)	1,444,712.37
North Western Library	62,953.38	(5,663.39)	57,289.99
Trust Fund	133,316.52	0.00	133,316.52
Investment Bank Account	(8,716,253.65)	(510,016.58)	(9,226,270.23)
	<b>2,011,130.60</b>	<b>(1,498,377.58)</b>	<b>512,753.02</b>

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday 25<sup>th</sup> March 2021

ITEM 1

RECONCILIATION CERTIFICATE – FEBRUARY 2021

CONTINUED

## BANK STATEMENT RECONCILIATION

Balance as per Bank Statement =	500,836.31
Add: Outstanding Deposits for the Month	11,986.71
Less: Outstanding Cheques & Autopays	(70.00)
	<hr/>
Balance as per Ledger Accounts less Investments =	<b>512,753.02</b>
	<hr/> <hr/>

## INVESTMENTS RECONCILIATION

### Investments as at 28th February 2021

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	216,270.23	Variable	On Call A/c
5	Macquarie Credit Union	1,500,000.00	182 days @ 0.85%	2-Mar-21
9	National Australia Bank	3,000,000.00	91 days @ 0.45%	8-Mar-21
10	Macquarie Credit Union	1,000,000.00	90 Days @ 0.45%	30-Apr-21
11	National Australia Bank	1,500,000.00	91 days @ 0.30%	17-May-21
12	National Australia Bank	2,000,000.00	91 days @ 0.30%	24-May-21
40	National Australia Bank	10,000.00	180 days @ 0.31%	24-Aug-21
		<hr/>		
<b>TOTAL INVESTMENTS =</b>		<b>9,226,270.23</b>		
		<hr/> <hr/>		

## BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	6,356,200.00
Internally Restricted Funds Invested	3,122,889.00
2020/21 General Fund Operating Income & Grants	<hr/> 259,934.25
<b>TOTAL BANK &amp; INVESTMENTS ACCOUNTS BALANCE =</b>	<b>9,739,023.25</b>
	<hr/> <hr/>

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  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday 25<sup>th</sup> March 2021

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ITEM 1

RECONCILIATION CERTIFICATE – FEBRUARY 2021

CONTINUED

**FINANCIAL AND RESOURCE IMPLICATIONS**

N/A

**LEGAL IMPLICATIONS**

N/A

**RISK IMPLICATIONS**

N/A

**STAKEHOLDER CONSULTATION**

N/A

**OPTIONS**

N/A

**CONCLUSION**

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

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

5.2.2 Timely and accurate reporting for efficient management and accountability.

**SUPPORTING INFORMATION / ATTACHMENTS**

N/A

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday 25<sup>th</sup> March 2021

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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 12<sup>th</sup> March 2021 including comparisons over the last four years.

## FINANCIAL AND RESOURCE IMPLICATIONS

Nil

## LEGAL IMPLICATIONS

Nil

## RISK IMPLICATIONS

N/A

## STAKEHOLDER CONSULTATION

N/A

## OPTIONS

N/A

## CONCLUSION

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

## LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

## SUPPORTING INFORMATION / ATTACHMENTS

Statement of Rates and Annual Charges as at 12<sup>th</sup> March 2021.

# 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, Warren on Thursday 25<sup>th</sup> March 2021

ITEM 2                      STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

12TH MARCH 2021

Name of Rate	NETT			COLLECTIONS FOR YEAR		NETT ARREARS	
	ARREARS 1st JULY \$	NETT LEVY \$	TOTAL RECEIVABLE \$	AMOUNT COLLECTED \$	COLLECT AS % AGE OF TOTAL REC'ABLE	ARREARS AMOUNT \$	ARREARS AS % AGE OF TOTAL REC'ABLE
General Fund Rates	208,310	4,975,890	5,184,200	3,904,636	75.32%	1,279,564	24.68%
Warren Water Fund	49,372	466,634	516,006	371,279	71.95%	144,727	28.05%
Warren Sewerage Fund	61,270	492,795	554,065	389,673	70.33%	164,392	29.67%
<b>TOTAL 2020/2021</b>	<b>318,952</b>	<b>5,935,319</b>	<b>6,254,271</b>	<b>4,665,588</b>	<b>74.60%</b>	<b>1,588,683</b>	<b>25.40%</b>
<b>TOTAL 2019/2020</b>	<b>178,732</b>	<b>5,789,594</b>	<b>5,968,326</b>	<b>4,417,281</b>	<b>74.01%</b>	<b>1,551,045</b>	<b>25.99%</b>
<b>TOTAL 2018/2019</b>	<b>128,294</b>	<b>5,613,848</b>	<b>5,742,142</b>	<b>4,359,822</b>	<b>75.93%</b>	<b>1,382,320</b>	<b>24.07%</b>
<b>TOTAL 2017/2018</b>	<b>125,675</b>	<b>5,435,424</b>	<b>5,561,099</b>	<b>4,225,908</b>	<b>75.99%</b>	<b>1,335,191</b>	<b>24.01%</b>
<b>TOTAL 2016/2017</b>	<b>137,085</b>	<b>5,350,379</b>	<b>5,487,464</b>	<b>4,139,261</b>	<b>75.43%</b>	<b>1,348,203</b>	<b>24.57%</b>
		9-Mar-17	6-Mar-18	14-Mar-19	10-Mar-20	12-Mar-21	
COLLECTION FIGURES AS \$		4,139,261	4,225,908	4,359,822	4,417,281	4,665,588	
COLLECTION FIGURE AS %		75.43%	75.99%	75.93%	74.01%	74.60%	



# 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, Warren on Thursday 25<sup>th</sup> March 2021

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## ITEM 3 COUNCIL BANK ACCOUNT SIGNATORIES

(B1-5)

### RECOMMENDATION

That the following people be authorised signatories for Council's General Fund Account at the National Australia Bank:

Gary Woodman – General Manager  
Darren Arthur – Divisional Manager of Finance & Administration  
Jillian Murray - Treasurer  
Rolly Lawford – Divisional Manager Engineering Services  
Milton Quigley – Mayor  
Brett Williamson – Deputy Mayor  
Sarah Derrett - Councillor

### PURPOSE

To have a suitable number of Council Officers authorised as signatories for Council's General Fund Account to allow for staff leave provisions.

### BACKGROUND

With the recent tenure of Council's Interim General Manager completed and the appointment of Council's new General Manager commencing on Monday 15<sup>th</sup> March 2021, a review of the authorised signatories of Council's General Fund Account at the National Australia Bank needs to be undertaken.

### REPORT

It is a requirement from Council's Bankers, the National Australia Bank that a formal Council resolution is made before they will alter their signatory register.

Currently, the signatories are:

Stephen Glen – Interim General Manager  
Darren Arthur – Divisional Manager of Finance & Administration  
Jillian Murray – Treasurer  
Rolly Lawford – Divisional Manager Engineering Services  
Milton Quigley – Mayor  
Brett Williamson – Deputy Mayor  
Sarah Derrett – Councillor

The proposed new signatories are:

Gary Woodman – General Manager  
Darren Arthur – Divisional Manager of Finance & Administration  
Jillian Murray – Treasurer  
Rolly Lawford – Divisional Manager Engineering Services  
Milton Quigley – Mayor  
Brett Williamson – Deputy Mayor  
Sarah Derrett – Councillor

At least one (1) staff member must be a signatory on all cheques, the National Australia Bank will not accept two (2) Councillor signatures.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
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**ITEM 3 COUNCIL BANK ACCOUNT SIGNATORIES**

**CONTINUED**

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil

**LEGAL IMPLICATIONS**

N/A

**RISK IMPLICATIONS**

N/A

**STAKEHOLDER CONSULTATION**

N/A

**OPTIONS**

N/A

**CONCLUSION**

This report is provided to Council for endorsement so that timely payments can be made to creditors.

**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

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## ITEM 4 ALCOHOL FREE ZONES

(L7-1.2)

### RECOMMENDATION

Council resolve to renew the Alcohol Free Zone within the Warren Town levee commencing 27<sup>th</sup> March 2021 for a four (4) year period and that the zone applies 24 hours per day following consideration of any representations, submissions or objections being received.

### PURPOSE

To advise Council that the Alcohol Free Zone within the Warren town levee expires on 27<sup>th</sup> March 2021 and seek endorsement of the actions taken to renew the zone for a further 4 years.

### BACKGROUND

At the meeting held on Thursday 23<sup>rd</sup> March 2017, Council resolved the following;

*“1. That Council note one positive response was received from NSW Police supporting Council in renewing the Alcohol Free Zone within the Warren Town Levee, and  
2. Council resolve to renew the Alcohol Free Zone within the Warren Town levee commencing 27<sup>th</sup> March 2017 for a four (4) year period and that the zone applies 24 hours per day.”*

### REPORT

The Alcohol Free Zone within the Warren town levee expires on 27<sup>th</sup> March 2021. Due to the timing of the March meeting (25<sup>th</sup> March 2021) the process of renewing the alcohol free zone for further four (4) years has commenced. As required under Section 644 of the Local Government Act 1993 the following actions have been undertaken:

Notices published in the local newspaper (Warren Weekly on Wednesday 17<sup>th</sup> & 24<sup>th</sup> March 2021), allowing inspection of the proposal and inviting representations, submissions or objections until 4.30 pm Wednesday 24<sup>th</sup> March 2021. The notice states the exact location of the proposed alcohol free zone and that it can be inspected at the Warren Shire Council Office 115 Dubbo Street Warren NSW 2824 during normal office hours, 8.30am to 4.30pm Monday to Friday.

On Friday 12<sup>th</sup> March 2021 copies of the proposal were mailed to:

- (a) the officer in charge of the Warren Police Station,
- (b) all liquor licensees and Manager/Secretary of registered clubs,
- (c) Warren Macquarie Local Aboriginal Land Council, and
- (d) Warren Chamber of Commerce

inviting representations, submissions or objections to the proposed renewing of the Alcohol Free Zone for a further 4 years.

Prior to adopting the Alcohol Free Zone Council must give proper consideration to any representations, submissions or objections received and as a result may amend or withdraw the proposal to renew the Alcohol Free Zone.

An update on any representations, submissions or objections received will be tabled at the Council meeting.

# WARREN SHIRE COUNCIL

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**ITEM 4 ALCOHOL FREE ZONES**

**CONTINUED**

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil

**LEGAL IMPLICATIONS**

N/A

**RISK IMPLICATIONS**

N/A

**STAKEHOLDER CONSULTATION**

N/A

**OPTIONS**

N/A

**CONCLUSION**

This report is provided to seek Council endorsement to renew the Alcohol Free Zone within the Warren town levee for a further 4 years commencing 27<sup>th</sup> March 2021 subject to consideration of any representations, submissions or objections being received.

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

N/A

**SUPPORTING INFORMATION / ATTACHMENTS**

Map of the proposed Alcohol Free Zone renewal 27<sup>th</sup> March 2021 to 27<sup>th</sup> March 2025.

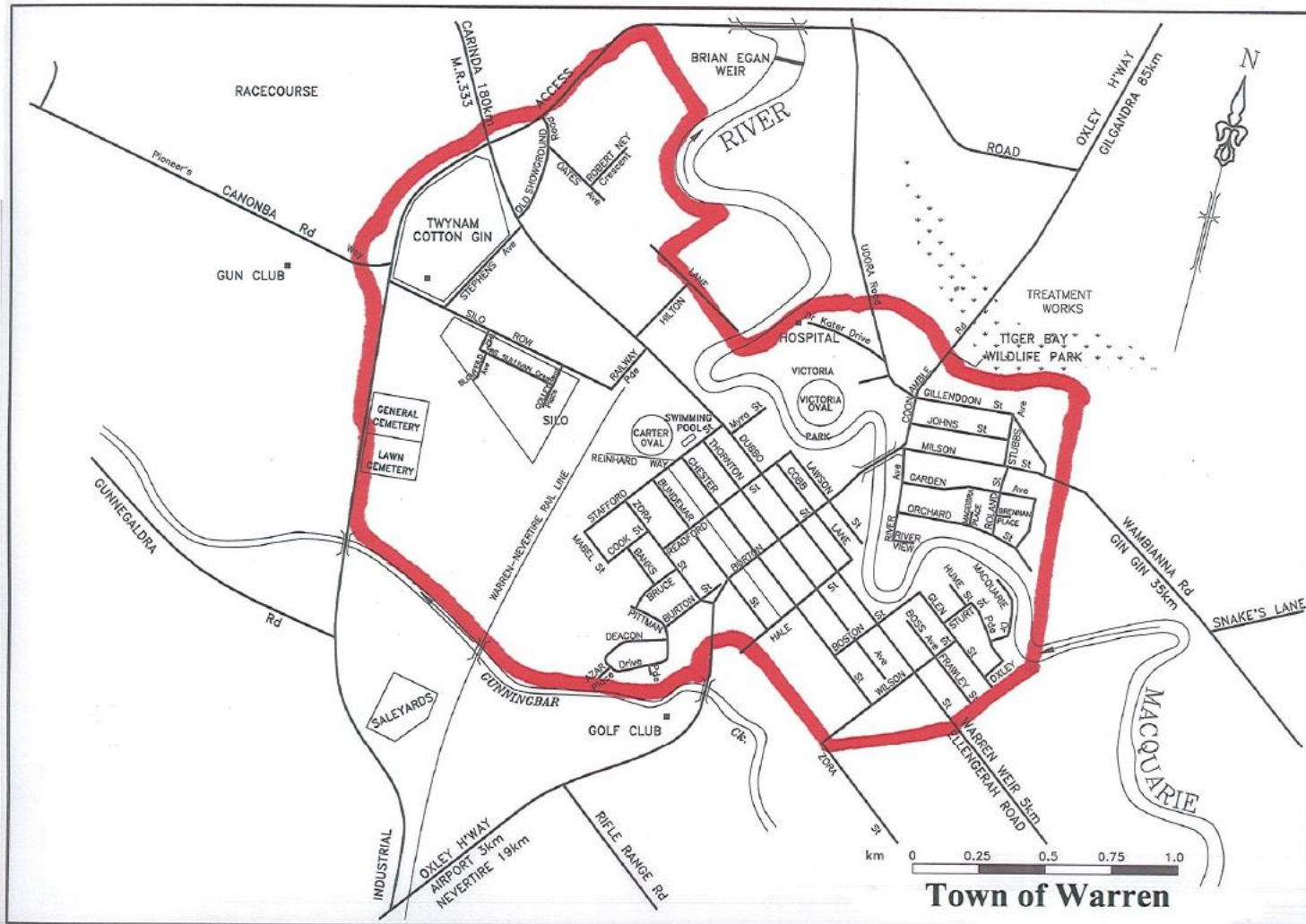
# WARREN SHIRE COUNCIL

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ITEM 4 ALCOHOL FREE ZONES

CONTINUED

Proposed Alcohol Free Zone - 27th March 2021 to 27th March 2025



# 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 of February.

### BACKGROUND

Council received one (1) Development Applications within the Warren Shire area to seek approval.

### REPORT

The following Development Applications were approved for February 2021.

FILE	LOCATION	WORKS	RECEIVED	APPROVED
P16-20.24	Lot 2 DP8161 Oxley Highway	Construction of Transfer Station	21/12/2020	26/2/2021

### LEGAL IMPLICATIONS

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

### RISK IMPLICATIONS

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

### STAKEHOLDER CONSULTATION OPTIONS

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

### CONCLUSION

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

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

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

### SUPPORTING INFORMATION/ ATTACHMENT

Nil.

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**ITEM 2                      REQUEST FOR DONATION – WARREN MUSEUM AND GALLERY ASSOCIATION**  
**(D8-1)**

**RECOMMENDATION:** That Council make a donation in the form of waiving 50% of the hire fees for equipment to the value of \$355.

**PURPOSE**

The purpose of this report is for Council to consider a request for a donation for the waiving of hire fees of equipment required for an Open Garden Day by the Warren Museum and Gallery Association Incorporated. The purpose of the event is a fund raising event.

**BACKGROUND**

Council receives requests to make donations to charities, sporting or community organisations.

Council records regular donations within its Operational Plan and Revenue documents for consideration by the community and adoption by Council. Other requests received by staff are referred to Council for consideration.

**REPORT**

Council has received a request from the Warren Museum and Gallery Association Incorporated for a donation for the hiring of thirty (30) tables, three hundred (300) chairs and four (4) portaloo's for an upcoming Open Garden Day to be held on 11<sup>th</sup> April 2021.

The cost to hire this equipment comes to \$710, excluding the refundable security deposit of \$44.00. Council already financially supports the Warren Museum and Gallery Association Incorporated in the form of payment of rates valued at \$2,263.39.

In accordance with Section 356 Local Government Act 1993, Council may determine to approve the donation.

Council does not have any policy on the type and value of donations and this approval cannot be delegated (section 377 Local Government Act 1993).

**FINANCIAL AND RESOURCE IMPLICATIONS**

All donations have an impact on the Council's finances and a resolution of Council must be made. Taking into consideration that Council resolved to reduce the user fees and charges at the Warren Showground/Racecourse by 50%, applying the same reduction is ensuring consistency across Council. Additionally, the donations allocation is \$8,936.00, of which \$7,085.31 is spent, leaving an amount of \$1,850.69. This will also ensure that any future requests for donations by others may be considered.

The donation being applied for may be funded from Council's section 356 expenses vote of the budget.

# WARREN SHIRE COUNCIL

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## ITEM 2                      REQUEST FOR DONATION – WARREN MUSEUM AND GALLERY ASSOCIATION CONTINUED

### LEGAL IMPLICATIONS

The Local Government Act 1993 section 356 states:

- 356 Can a council financially assist others?*
- (1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.*
  - (2) A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.*
  - (3) However, public notice is not required if:*
    - (a) the financial assistance is part of a specific program, and*
    - (b) the program's details have been included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and*
    - (c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and*
    - (d) the program applies uniformly to all persons within the council's area or to a significant group of persons within the area.*
  - (4) Public notice is also not required if the financial assistance is part of a program of graffiti removal work.*

Council is required to comply with the Act prior to donating.

### RISK IMPLICATIONS

Risks are reduced if Council follows the Act. Council may over expend the allocated budget amount if the allocation is not monitored.

### STAKEHOLDER CONSULTATION

The President of the Warren Museum and Gallery Association Incorporated and the Divisional Manager of Finance and Administration have been consulted with.

### OPTIONS

Council may approve the donation or alternatively Council may refuse this donation.

### CONCLUSION

Donations are regularly requested of Council by various organisations. It is considered that this request supports the Warren Museum and Gallery Association Incorporated and the donation will assist a community group in their fund raising activities. The reduction of 50% is consistent with previous reductions of user fees and charges for other user groups.



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**ITEM 2                    REQUEST FOR DONATION – WARREN MUSEUM AND GALLERY ASSOCIATION**  
**CONTINUED**

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

Objective 1.1.2 Maintain high levels of community cohesion and community spirit  
Objective 1.1.2 Co-ordinate and support community groups to promote events and activities within the local community.

**SUPPORTING INFORMATION /ATTACHMENTS**

Letter from applicant.

To Whom it May Concern,  
Warren Shire Council  
Dubbo St.,  
Warren N.S.W. 2824

I am writing on behalf of the Warren Museum and Gallery Association Inc.  
We are planning to have an Open Garden Day on the 11th April, 2021.  
This day is to be fund raising day. The hope is to assist the Association with costs necessarily incurred establishing a museum in Warren.

- 1] We wish to reserve the day.
- 2] We ask for Councils assistance with chairs and possibly tables that could be used at the lunch venue on the day.
- 3] We ask also if Council would consider loaning it's portaloos for use on that day?

Yours Sincerely,

Warren Museum and Gallery Association Inc.

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**ITEM 3                      EXTENSION OF POOL SEASON WARREN WAR MEMORIAL SWIMMING POOL**  
**(S19-2)**

**RECOMMENDATION:**

That the Warren War Memorial Swimming Pool season is not extended beyond Sunday 28<sup>th</sup> March 2021, due to the additional cost exceeding the Warren War Memorial Swimming Pool operational budget.

**PURPOSE**

The purpose of this report is to provide statistical information to determine if the Warren War Memorial Swimming Pool operating season should be extended to include the April school holidays.

**REPORT**

The report is to provide data on patronage usage, water temperatures and the associated costs with extending the pool season for a period of two (2) weeks to include the April school holidays.

**March 2020 daily patronage;**

Date	Number
1/3/2020	26
2/3/2020	12
3/3/2020	6
4/3/2020	20
5/3/2020	0
6/3/2020	11
7/3/2020	12
8/3/2020	81 (club championships)
9/3/2020	5
10/3/2020	13
11/3/2020	20
12/3/2020	5
13/3/2020	5
14/3/2020	2
15/3/2020	6
16/3/2020	4
17/3/2020	1
18/3/2020	0
19/3/2020	4
20/3/2020	0
21/3/2020	2
22/3/2020	2

Post the club championships competition, a reduction in patronage is inevitable due to those swimmers that have not advanced to State competition, no longer have the need to train. Additionally, winter sports have commenced training sessions (e.g. football, netball, gymnastics, dance) which will also impact upon patronage. These influencing factors as well as the cooler weather does result in less attendance at the Warren War Memorial Swimming Pool.

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**ITEM 3                    EXTENSION OF POOL SEASON WARREN WAR MEMORIAL SWIMMING POOL**  
**CONTINUED**

**March 2020 Water temperature;**

<b>DATE</b>	<b>TEMPERATURE</b>
1/3/2020	23 degrees
2/3/2020	24 degrees
3/3/2020	24 degrees
4/3/2020	24 degrees
5/3/2020	24 degrees
6/3/2020	24 degrees
7/3/2020	24 degrees
8/3/2020	23 degrees
9/3/2020	22 degrees
10/3/2020	22 degrees
11/3/2020	23 degrees
12/3/2020	23 degrees
13/3/2020	23 degrees
14/3/2020	23 degrees
15/3/2020	22 degrees
16/3/2020	22 degrees
17/3/2020	22 degrees
18/3/2020	23 degrees
19/3/2020	22 degrees
20/3/2020	22 degrees
21/3/2020	22 degrees
22/3/2020	21 degrees

**FINANCIAL AND RESOURCE IMPLICATIONS**

Due to the legal requirement for the minimum of two (2) qualified lifeguards to be onsite at all times, the cost for staff would be \$13,431.75 for wages based on an 8 hour day, for the two weeks. This does not include the operational costs of the pool (electricity, chlorine, ground maintenance, cleaning etc.)

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**ITEM 3                    EXTENSION OF POOL SEASON WARREN WAR MEMORIAL SWIMMING POOL**  
**CONTINUED**

**March 2020 the following daily income was received;**

Date	Amount	Comment
1/3/2020	\$60.50	
2/3/2020	\$14.60	
3/3/2020	\$16.50	
4/3/2020	\$61.80	\$17 - equipment
5/3/2020	\$0	
6/3/2020	\$32.00	
7/3/2020	\$25.10	
8/3/2020	\$213.10	Club championships
9/3/2020	\$909.00 (\$6.50)	\$902.50 – grant
10/3/2020	\$11.50	
11/3/2020	\$34.70	
12/3/2020	\$11.50	
13/3/2020	\$8.00	
14/3/2020	\$4.00	
15/3/2020	\$14.50	
16/3/2020	\$9.20	
17/3/2020	\$7.40	
18/3/2020	\$9.00	
19/3/2020	\$21.60	
20/3/2020	\$5.10	
21/3/2020	\$6.50	
22/3/2020	\$16.30	
23/3/2020	\$8.00	
<b>TOTAL</b>	<b>\$1,526.90</b>	

Based on the current financial position, the cost involved to extend the pool season, the daily income, the temperature of the water and the low patronage, the additional expenditure will exceed Council's Swimming Pool operational budget by approximately \$15,000. The operational budget does not permit for the re-allocation of funds from other areas of control to provide for this expenditure.

**LEGAL IMPLICATIONS**

Council has a duty of care to provide qualified lifeguards whilst the pool is open to the public.

**RISK IMPLICATIONS**

Council runs the risk of over expenditure to extend the pool season at a time of the year where patronage is low, and the water temperature is decreasing.

**CONCLUSION**

Past statistics indicate that the Warren War Memorial Swimming Pool is not popular amongst the greater community when the weather is cooler. The income and patronage numbers reflect this. Taking into consideration the staffing costs, it is not cost effective for the Warren War Memorial Swimming Pool season to be extended beyond Sunday 28<sup>th</sup> March 2021.

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

- 3.2.2 Monitor pool management and implement maintenance and upgrades.
- 5.2.2 Timely and accurate reporting for efficient management and accountability.

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**ITEM 4 STATUS UPDATE - VISITORS INFORMATION CENTRE**

**(T4-1)**

**RECOMMENDATION** that:

1. When the existing MOA with RiverSmart is reviewed, the inclusion for the provision of a Visitors Information Centre for the Warren Local Government area be considered;
2. Council gift all brochures to RiverSmart;
3. Council sell all current merchandise through the WOW at the current prices set;
4. Any assistance provided financially is included within the previous agreed amount of \$8,500; and
5. The arrangement is reviewed in six months' time, in the event that the MOA has not been reviewed.

**PURPOSE**

The purpose of this report is to provide Council with an update on the status in the operation of the Visitors Information Centre.

**BACKGROUND**

When COVID-19 pandemic became a public health risk, the General Manager decided to close the Visitors Information Centre, during the March 2020 COVID-19 Management Committee Meeting.

**REPORT**

The prevalence of COVID-19 has varied with clusters occurring throughout the State of New South Wales, however, there have not been any reported cases of COVID-19 in the Warren Local Government Area.

There has been an interest to re-open the Visitors Information Centre. An advertisement was placed in the paper requesting for new volunteers and contact has been made with the existing volunteers, with an intention of possibly re-opening. Investigations to date have revealed only 6 existing volunteers would like to continue participating at the Visitors Information Centre, with an indication of only one day per month. This volunteer base will not enable the Visitors Information Centre to re-open. Initial discussions have been undertaken with the Manager of the Window on the Wetlands Centre and the Acting CEO RiverSmart Australia, as to the possibilities of networking with RiverSmart to expand on the Macquarie Marshes Information Centre, to include Warren, Nevertire and Collie. This networking has been extremely positive and RiverSmart have formally responded with a letter detailing the contributions as part of this arrangement.

A report was presented to the August 2020 Council meeting with a draft MOA with RiverSmart. The Resolution of Council was;

*“that Council send a letter to the Windows on the Wetlands Committee to extend the current Memorandum of Agreement (MOA) and review the agreement in December.  
Minute 168.8.20”*

The agreement has not been reviewed as the current status of RiverSmart is still in deliberation.

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**ITEM 4 STATUS UPDATE - VISITORS INFORMATION CENTRE**

**CONTINUED**

**FINANCIAL AND RESOURCE IMPLICATIONS**

Currently, there is a minimum financial contribution of \$8,500 that Council makes as an annual contribution to rates and charges and the repair and maintenance of buildings, roadways, and general enhancements.

Council has the approximate following expenses for the Visitors Information Centre.

<b>Item</b>	<b>Cost</b>
Security (per year)	\$532
Cleaning	\$2,700
Building M & R	\$1,500
Merchandise	\$3,159
<b>Total</b>	<b>\$7,891</b>

The existing merchandise includes an array of brochures, stubbie coolers, mugs, tea towels, DVDs, pens, calico bags, shirts, magnets, pins, rulers, water bottles, hats, maps and post cards. Due to the volumes and variety of merchandise, it is proposed that the merchandise be sold at the WOW Centre, at the current set prices, rather than gifting them to RiverSmart, in an attempt to recoup some expenditure of the merchandise purchased (excluding brochures).

RiverSmart has requested assistance with the cost of power and internet. It is suggested that these are included as part of the existing agreement of the \$8,500 Council contribution.

RiverSmart has also requested Council to install appropriate directional signage in Warren to direct visitors to the information centre. Due to budgetary constraints, Council will work towards a grant for the purchase and installation of such signage. Any signage that can be relocated at a minimal cost, will be.

**LEGAL IMPLICATIONS**

At the time of reviewing the MOA with RiverSmart, the MOA should include the scope of the Visitors Information Centre for the Warren Local Government area.

Accreditation of a Visitors Information Centre has set criteria that must be achieved to become accredited. Council will endeavour to support RiverSmart to become accredited.

**RISK IMPLICATIONS**

If a Visitors Information Centre is not available for tourism and promotion, possible economic benefit may be lost from travellers and visitors. Given that RiverSmart is developing the Windows on the Wetlands building as a Macquarie Marshes Information Centre, it would be advantageous to expand on this to include all of the Warren Local Government area.

**STAKEHOLDER CONSULTATION**

All of the volunteers have been contacted and a meeting was held with the Manager of the Windows on the Wetlands. The General Manager has also been consulted with.

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**ITEM 4**

**STATUS UPDATE - VISITORS INFORMATION CENTRE**

**CONTINUED**

**OPTIONS**

Council does not have the staff or resources to consider staffing a Visitors Information Centre. Networking with RiverSmart to expand the Macquarie Marshes to include all of the Warren Local Government area as a possible way forward is an ideal solution which can be formalised with additions to the existing MOA. In the future, the arrangement may need to be reviewed in the event that other options for the provision of an Information Centre, may arise.

**CONCLUSION**

Once the status of RiverSmart is known, the existing MOA should be reviewed and the inclusion of the provision of a Visitors Information Centre for all of the Warren Local Government area, be reported back to Council, for adoption.

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

- 2.2.4 Liaise with RiverSmart in line with Council's Economic Development Strategy;
- 5.2.2 Timely and accurate reporting for efficient management and accountability.

**SUPPORTING INFORMATION**

Nil.

**ATTACHMENTS**

Letter from RiverSmart.

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ITEM 4

STATUS UPDATE - VISITORS INFORMATION CENTRE

CONTINUED



13<sup>th</sup> January, 2001

Maryanne Stephens,  
Manager, Health and Development  
WARREN SHIRE COUNCIL

Dear Maryanne,

**Visitor Information Centre**

I refer to our recent meeting where we discussed the possibility of The Window on the Wetlands Centre taking over the services of the Visitor Information centre for the town of Warren and surrounds.

I have discussed the matter with our Local Management Committee and we are very keen to explore the options with Warren Shire Council.

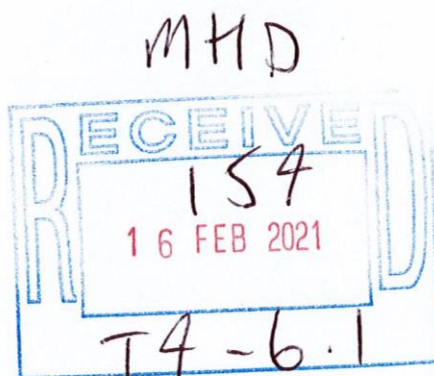
**Current Situation at the Window on the Wetlands Centre**

Visitors numbers to the WOW Centre have increased by 50% over the last 6 months. Our visitor counters are recording 5500 and 6000 people per month. With the Warren VIC closed, visitors are coming to the WOW Centre for information about the Warren region including the Macquarie Marshes. We have a collection of brochures, and some handouts that we have developed inhouse (eg Bird Lists for the Warren Region). Currently I and members of the committee, spend time sitting with the visitors and sharing information about services and features of interest.

As you will be aware, we are in the final stages of renovating the School House. This building will become the Macquarie Marshes Information Centre with funding provided from Destination Macquarie Marshes project through the New South Wales Government. It is proposed to open the Information Centre in early February 2021.

In the last 8 months we have added a number of new components to the WOW Centre including:

- \* Extensions to the kitchen. It is now a fully functioning café/restaurant, open 7 days a week
- \* Upgrade to the original toilets and the addition of 2 ambulatory/disabled toilets
- \* Further development of the gardens, including an outdoor stage, and incorporated a number of outdoor picnic tables and a BBQ for visitors to use
- \* Concrete paths to better access entry to the Church building and toilets
- \* Artwork, craft and produce from local business and suppliers in Warren and surrounding regions





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**ITEM 4**

**STATUS UPDATE - VISITORS INFORMATION CENTRE**

**CONTINUED**

**Future Development to support the Visitor Information Centre**

The Committee have identified the following discussion points in relation to this proposal:

**1. Improved ingress and egress and parking at the Centre**

It is important that visitors to a VIC have a pleasant experience, and ease of access to the site and good parking options are essential. Currently visitors approaching from the Gilgandra side and turning left have a very tight turn and vehicles towing a caravan cannot make such a sharp turn. Those vehicles approaching from town and making a right hand turn also find it difficult with the narrow entry. All traffic exit via the same roadway onto the highway. With the increase in traffic, vehicles exiting and entering often have to pullover to enable vehicles to pass and frequently encounter foot traffic from the caravan park and trucks or caravans that park in the stopping lanes on either side of the highway. A more efficient and safer option would be to develop the exit onto Gillendoon Street to enable a one-way traffic system.

Once they enter the site, caravans and buses currently park on the road reserve which serves as a caravan/bus and overflow car park. Cars normally nose into the row of oak trees, and this area holds about 25 vehicles and then overflow into the road reserve. Both these areas are subject to water inundation when it rains and water lays in these areas for days after each rain event. Neighbours also use the road reserve, and frequently drive through the water creating deep wheel ruts which dry and become obstacles for all vehicles.

I understand that work on the sewerage system is underway, and that at some time in the near future, work crews will be digging up the existing pipes in the area we currently use as our main carpark and will also be decommissioning the old sewerage treatment building. I have been advised that once these works are completed there will be some remediation work carried out on the carpark and road reserve.

This has been a discussion point with Council in the past, and I am aware that Council is supportive of this concept.

**2. Acquisition of brochures and display items currently at the Visitors Centre**

We would like to request Council consider gifting any current brochures and merchandise that are in your Visitors Centre. This would enable us to rapidly upgrade our current supply of brochures with sufficient stock to commence as the Visitors Centre for the Warren Shire. Any furniture, display tables or brochure holders would also be of great assistance.

**3. Volunteers**

We would welcome any of your previous volunteers who may wish to continue in a volunteer role at the WOW Centre.

**4. Assistance with payment of power and internet at the Visitors Centre**

The school house will now comprise of the "Macquarie Room" which will feature interpretive displays of the Macquarie Marshes, stunning photos of the region, audio visuals of both the Marshes and highlights of the Warren region and surrounds.

There is a foyer, which will be where our volunteers will have a counter, computer, photocopier and displays of brochures for visitors to peruse.

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**Council Community Room, Warren on Thursday 25th March 2021**

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**ITEM 4**

**STATUS UPDATE - VISITORS INFORMATION CENTRE**

**CONTINUED**

A second room, "Heron Room" will house a meeting room with facilities such as video conferencing and audio-visual equipment.

We ask that Council consider support in the form of bearing the cost of the power and internet usage for the Visitors Centre. The WOW Centre would cover the cost of usage of the meeting room.

We are currently seeking a grant to install further solar panels, in particular for the school house which will lower the cost of operating the Visitors Centre.

**5. Supporting local business**

It would be our intention to canvass all businesses, community organisations, and local community groups in the region to display their products and brochures at the Centre.

**6. Assistance and support for the WOW Centre to become an accredited Visitor Information Centre**

We would seek assistance and support from the Council to acquire appropriate Accreditation, once the Visitors Centre is established

**7. Roadside signage**

We would ask that Council install appropriate directional signage in Warren to direct visitors to the VIC.

**8. Formal processes to ensure accurate information**

We would also request a formal process whereby staff and volunteers at the WOW Centre are briefed by your staff to update us on any changes or new rules/regulations/guidelines that council have in place – for example where you allow camping or restrict camping on road reserves. Information on opening and closing times of facilities is also important. In this way we will ensure that we have the most up-to-date information. Recent publications on developing trends in Visitor Information Centres indicate that a high percentage of travellers research their destinations online before making travel arrangements

Thank you for the opportunity to present our discussion points for consideration by Council. Please do not hesitate to contact me if you require any clarification.

Kind regards,

Shona Whitfield

Manager, Window on the Wetlands Centre



