

# **BUSINESS PAPER**

## **ORDINARY MEETING**

**THURSDAY 27TH APRIL 2023**

---

# WARREN SHIRE COUNCIL

## AGENDA - ORDINARY COUNCIL MEETING

**27th April 2023 commencing at 8.30 am**

**1. OPENING OF MEETING**

**2. ACKNOWLEDGEMENT OF COUNTRY**

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

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

**4. CONFIRMATION OF MINUTES**

Ordinary Meeting held on Thursday, 23rd March 2023.

**5. DISCLOSURES OF INTERESTS**

**6. MAYORAL MINUTE(S)**

Nil.

**7. REPORTS OF COMMITTEES**

Meeting of Manex held on Tuesday, 18th April 2023 ..... (C14-3.4)

**8. REPORTS OF DELEGATES**

**REPORTS OF DELEGATES**

---

- |        |  |
|--------|--|
| Item 1 | Meeting of the Castlereagh Macquarie County Council held on Monday, 6th March 2023 ..... (C15-1)                       |
| Item 2 | Ordinary Meeting of the Country Mayors Association of New South Wales held on Thursday, 9th March 2023 ..... (C14-5.5) |
| Item 3 | Meeting of the Alliance of Western Council's Board held on Thursday, 16th March 2023 ..... (C14-6.5)                   |

## 9. REPORTS TO COUNCIL

### POLICY

---

Item 1	Review of Secondary Employment Policy (P13-1, S12-1) .....	Page 1
--------	--	--------

### REPORTS OF THE GENERAL MANAGER

---

Item 1	Outstanding Reports Checklist (C14-7.4) .....	Page 1
Item 2	Committee/Delegates Meetings (C14-2) .....	Page 23
Item 3	Works Progress Reports – Infrastructure Projects (C14-7.1, G4-1) .	Page 24
Item 4	Local Roads and Community Infrastructure Program – Phase 3 Extension and Phase 4 – Local Roads and Community Infrastructure Projects (C14-3.29) .....	Page 45
Item 5	2023 Local Roads Congress – IPWEA (NSW) (R4-13.2) .....	Page 54
Item 6	Land Allocation for NSW Rural Fire Service – New Station for Central Warren Brigade (B7-12) .....	Page 66
Item 7	Draft 2023/2024 Operational Plan (A7-4.1/1) .....	Page 83

### REPORTS OF THE DIVISIONAL MANAGER FINANCE AND ADMINISTRATION

---

Item 1	Réconciliation Certificate – March 2023 (B1-10.16) (SUPPLEMENTARY REPORT) .....	Page 1
Item 2	Statement of Rates and Annual Charges as at 16th April 2023 (R1-4) .....	Page 2
Item 3	Works Progress Reports – Finance & Administration Projects (S1-1.15, C9-1) .....	Page 4
Item 4	Draft 2023/2024 Estimates (E4-43) .....	Page 5
Item 5	Council Bank Account Signatories (B1-5) .....	Page 8

### REPORTS OF THE DIVISIONAL MANAGER ENGINEERING SERVICES

---

Item 1	Works Progress Reports – Roads (C14-7.2) .....	Page 1
Item 2	Works Progress Reports – Town Services (C14-7.2) .....	Page 19
Item 3	Works Progress Reports – Fleet/Workshop (C14-7.2) .....	Page 36
Item 4	Proposed Land Acquisition at Marthaguy Bridge, Warren Road (B3-1.2) .....	Page 39

**REPORTS OF THE MANAGER HEALTH AND DEVELOPMENT SERVICES**

---

Item 1	Development Application Approvals (B4-9) .....	Page 1
Item 2	Works Progress Reports – Health and Development Services (C14-7.3) .....	Page 2

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

Nil.

**11. MATTERS OF URGENCY**

Nil.

**12. CONFIDENTIAL MATTERS**

Item 1	Warren War Memorial Swimming Pool .....	(S19-2)
Item 2	Tender No. RFT C13-79 Construction of Birdviewing Platform at Monkeygar Creek, Gibson’s Way .....	(C13-79)
Item 3	Recovery and Write Off Rates – Assessment 1384 .....	(R1-4)

**13. CONCLUSION OF MEETING****14. PRESENTATIONS**

Nil.

## MANEX MINUTES

---

Attached are the Minutes of the Meeting of Manex Committee held on Tuesday, 18th April 2023.

**RECOMMENDATION:**

That the Minutes of the Meeting of Manex Committee held on Tuesday, 18th April 2023 be received and noted.

**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday 18th April 2023 commencing at 2.31 pm

---

**PRESENT:**

Gary Woodman	General Manager
Sylvester Otieno	Divisional Manager Engineering Services
Joe Joseph	Infrastructure and Projects Manager
Raymond Burns	Town Services Manager
Susan Balogh	Economic Development and Visitation Manager
Jody Burtenshaw	EA to the Mayor and General Manager (left at 3.00 pm)

**1 APOLOGIES**

Apologies were received from Jillian Murray, Maryanne Stephens and Pam Kelly who were absent due to external commitments and it was **MOVED** Woodman/Burns that a leave of absence be granted for this meeting.

**Carried**

---

**2 BUSINESS ARISING FROM MINUTES**

Nil.

---

**3 ACTION CHECKLIST**

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

**Carried**

---

**4.1 EXECUTIVE OFFICE MATTERS**

4.1.1 WOW Agency – Communications and Content (GM)

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

**Carried**

**WARREN SHIRE COUNCIL**  
 Minutes of the Manex Committee Meeting  
 held in Council's Community Room on  
 Tuesday 18th April 2023 commencing at 2.31 pm

---

**4.1 EXECUTIVE OFFICE MATTERS**

4.1.2 Preparation of the May 2023 Council Newsletter (GM)

Item	Responsible Officer
Road Maintenance Construction Program for April/May 2023	DMES
Registration of Local Contractors on VendorPanel	DMFA, CC
Women of Warren Shire	GM
Staff Profile	GM
Old Warren Road Construction Works	DMES
Collie-Trangie Road Construction Works	DMES
VIC Volunteer Advertising	EDVM
Project upgrade updates	GM/IPM/DMES/TSM
Successful Grants	GM/IPM/DMES
Vacant Positions	Finance Officer – Payroll/HR Officer
CMCC Weed Awareness Section	CMCC
Draft 2023/2024 Operational Plan and Estimates	GM
CBD Toilet Amenities	TSM
Lions Park Toilet Amenities	TSM
Mozzie Campaign	TSM
Warren Showground/Racecourse Vandalism	TSM

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

**Carried**

4.1.3 Suggestions in the Council Suggestion Box (GM)

Nil signed suggestions.

**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday 18th April 2023 commencing at 2.31 pm

---

**4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS**

4.2.1 NSW Local Government CIO Roundtable 30 March 2023 – Gilgandra (GM)

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

**Carried**

---

**4.3 ENGINEERING DEPARTMENT MATTERS**

4.3.1 Warren Shire Council March 2021 Flood and Storm Damage Claim (AGRN 960) (DMES/FRSPM)

- Approximately \$462,000 including Council contribution for Emergency Works undertaken and paid for;
- Package 1 for Essential Public Asset Reconstruction Works amounting to approximately \$1.871 million approved;
- Package 2 for Essential Public Asset Reconstruction Works amounting to approximately \$350,000 approved (Dragon Cowal – Merrigal Road culverts);
- Other restoration works transferred to November/ December 2021 Flood and Storm Damage Claim (AGRN 987) which will allow further time for the eventual undertaking of restoration work, most will probably be eventually transferred to September to December 2022 Flood and Storm Damage Claim (ARGN 1034);
- The Divisional Manager Engineering Services advised that a Works Program has been formulated;
- The Divisional Manager Engineering Services advised that five (5) roads have been completed; SR25 Cullemburrawang Road, SR24 Hatton Road. SR31 Pigeonbah Lane, SR30 Wonbobbie Lane and SR10 Killaloo Lane; and
- The Divisional Manager Engineering Services advised that Council has a time extension to March 2024 for restoration works to be completed.

4.3.2 Warren Shire Council November 2021 Flood and Storm Damage Claim (AGRN 987) (DMES/FRSPM)

- Approximately \$750,000 including Council contribution for Emergency Works undertaken and paid for;
- Built Environment Collective (BEC) still undertaking an assessment which has been severely affected by further flood and storm events expected to be somewhere between \$1.2 million and \$1.4 million;
- Some restoration works maybe transferred to the June/July 2022 Flood and Storm Damage Claim (AGRN 1025) which will allow further time for the eventual undertaking of restoration work, most will probably be eventually transferred to September to December 2022 Flood and Storm Damage Claim (ARGN 1034); and
- The Town Services Manager has provided the State Emergency Service (SES) a further copy of Council's Claim for Emergency Levee Operations (\$174,000) requesting payment. Advice will also be provided to the Member for Barwon requesting help for full reimbursement of Council's costs.



**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday 18th April 2023 commencing at 2.31 pm

---

**4.3 ENGINEERING DEPARTMENT MATTERS**

**CONTINUED**

4.3.3 Warren Shire Council June/July 2022 Flood and Storm Damage Claim (AGRN 1025) (DMES/FRSPM)

- Built Environment Collective (BEC) still undertaking an assessment which has been severely affected by further flood and storm events expected to be somewhere between \$600,000 and \$800,000, most will probably be eventually transferred to September to December 2022 Flood and Storm Damage Claim (AGRN 1034);
- Immediate reconstruction works approved in the amount of approximately \$323,610 (Ellengerah Road). Work is substantially complete. Pending guardrail and linemarking; and
- To date approximately \$274,033 spent for Emergency Works which are yet to be finalised and claimed for (June, July, August, September, October, November, December 2022).

4.3.4 Warren Shire Council August 2022 Flood and Storm Damage Claim (AGRN 1030) (DMES/FRSPM)

- An application for a Natural Disaster Declaration has been made to Resilience NSW with an estimate of \$600,000 flood and storm damage provided;
- Built Environment Collective (BEC) still undertaking an assessment which has been severely affected by further flood and storm events, most will eventually be transferred to September to December 2022 Flood and Storm Damage Claim (AGRN 1034); and
- Emergency Works are in conjunction with the AGRN 1025 Event as there seemed to never be a gap.

4.3.5 Warren Shire Council September to December 2022 Flood and Storm Damage Claim (AGRN 1034) (DMES/FRSPM)

- The Town Services Manager has provided the State Emergency Service (SES) a further copy of Council's Claim for Emergency Levee Operations (\$757,745.33) requesting payment. Advice will also be provided to the Member for Barwon requesting help for full reimbursement of Council's costs;
- BEC has completed assessment;
- BEC continuing analysis of data. Aiming for Level 3 for bridges; and
- \$2,337,685 Immediate Restoration Works (IRW) approved, work involves reconstruction work on RR202 Marthaguy Road, SR73 Udora Road, SR66 Wambianna Road, RR333 Carinda Road and RR347 Collie-Trangie Road. Engineering Services Department are now formulating the required works program.

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

**Carried**

---

4.3.6 2023 Calendar of Events at the Showground/Racecourse (TSM/IPM)

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

**Carried**

**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday 18th April 2023 commencing at 2.31 pm

---

**4.3 ENGINEERING DEPARTMENT MATTERS**

**CONTINUED**

4.3.7 Confirm Asset Management System Implementation Timetable and Status (DMES)

Confirm training still to be given, arranged with the help from the trainer to any other identified staff, such as Team Leaders etc. The required staff members and their immediate supervisors are to be advised of the upcoming training and to make themselves available for these days.

The Divisional Manager Engineering Services is investigating the management of roads through the Reflect System.

The Divisional Manager Engineering Services will enquire with Civica to see if there is an Asset Management System that can be added to our current Practical System.

The Divisional Manager Engineering Services to investigate a start point for this system, a list of assets to be followed up.

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

**Carried**

---

**4.4 HEALTH & DEVELOPMENT DEPARTMENT MATTERS**

Nil.

---

**4.5 WORK HEALTH SAFETY MATTERS**

4.5.1 Safety Records

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

**Carried**

---

4.5.2 Fire Training and Audit

The WHS/RO to follow up with the nominated staff members listed below for Warden Training:

- Library – Pamela Kelly;
- Administration Office – Gary Woodman;
- Depot – Dean Leach;
- Warren and Macquarie Marshes Visitation Centre – Susan Balogh;
- Showground/Racecourse – Robert Hunt; and
- Warren Sporting and Cultural Centre – Wesley Hamilton.

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

**Carried**

---

**WARREN SHIRE COUNCIL**  
 Minutes of the Manex Committee Meeting  
 held in Council's Community Room on  
 Tuesday 18th April 2023 commencing at 2.31 pm

---

**4.6 HUMAN RESOURCES**

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

Position	Responsible Officer	Status
Accountant	DMFA	No action to be taken at present due to budget.
Water & Sewer Team Leader	DMES	Looking at options.
Assets & Projects Manager	DMES	Advertising – open closing date.
Divisional Manager Finance & Administration	GM	Starting 24th April – if not sooner.
Roads Infrastructure Manager	DMES	Advertising, closing 27th April 2023.
Pavement Maintenance Team Leader - Permanent	DMES	Advertising – open closing date.
Roadside Maintenance Team Operator - Permanent	DMES	Advertising – open closing date.
Light Plant Operator – Relief - Permanent	DMES	Advertising – open closing date.
Light Truck Driver – Water - Temporary	DMES	Advertising – open closing date.
Light Plant Operator (Roller) – Permanent	DMES	Advertising – open closing date.
Flood Restoration and Special Projects Manager – Temporary	DMES	Advertising – open closing date.
Casual Admin Officer	DMFA	Advertising – open closing date, one candidate already applied.
Water & Sewer Attendant	TSM	To be advertised.

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

**Carried**

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on  
Tuesday 18th April 2023 commencing at 2.31 pm

## 5.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS

(L5-3)

Nil.

## 5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

(L5-3)

APRIL 2023	STATUS	MAY 2023	STATUS
<b>30th:</b> Public bodies to provide Council with a list of parcels of land to which rate rebate applies [LGA s 600(5)]	Noted	<b>1st:</b> Low Cost Loan Initiative Interim Progress Report due	N/A
<b>30th:</b> Fourth quarter rates instalment notices to be sent [LGA s562(5)]	Noted	<b>4th:</b> Local Infrastructure Renewals Scheme (LIRS) portal opens for claims for the month	DMFA to investigate
		<b>17th:</b> Expected fourth instalment of 2022-23 Financial Assistance Grants.	Noted
		<b>31st:</b> Last day for Responsible Accounting Officer to submit quarterly budget review statement to council [LGReg cl 203(1)]	Rates Clerk/DMFA/Treasurer
		<b>31st:</b> Last day for requests to Valuer General for estimates of changes in the value of land for which supplementary valuations are required to be furnished [LGA s513]	Noted
		<b>31st:</b> Fourth quarterly rates instalment due [LGA s562(3)(b)]	Noted
		Local Infrastructure Renewal Scheme (LIRS) - Progress/Final Report Due	Noted

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

**Carried**

**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday 18th April 2023 commencing at 2.31 pm

---

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

Nil.

---

**7 MARCH 2023 DRAFT MINUTES AND APRIL 2023 BUSINESS PAPER**

The Committee previewed the April 2023 Business Paper and the March 2023 Draft Minutes and actions required were placed on the Action Checklist in Item 1 of the General Manager's Report.

---

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

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

The Casual Administration Officer to be asked to photocopy all outstanding bluey's and that they be circulated to the relevant staff member to follow-up for completion.

---

**9 GENERAL BUSINESS WITHOUT NOTICE**

- The Executive Assistant to the Mayor and GM enquired on the Anzac Day setup for Macquarie Park and traffic control. The Town Services Manager advised that he has arranged for two (2) staff to be available for the set-up, and he is currently looking for two (2) additional staff members to assist.
- The Executive Assistant to the Mayor and GM asked if a friendly reminder could be provided to staff to submit their timesheets promptly.
- The Economic Development and Visitation Manager enquired on proposed locations for the new AED for the Administration Centre to be located. After a discussion it was agreed that adjacent to the electrical switch room near the Cleaners Store would be a suitable location.
- The Infrastructure Projects Manager enquired on the insurance of facilities like the Equestrian Arena, now that the project is finalised. The General Manager advised that the Divisional Manager Finance & Administration and Treasurer usually check against a list of those Council assets to be insured. The constructors of any assets need to make sure that Asset take up sheets are provided to the Finance Section. Normally this process would be organised by the Assets and Projects Manager.
- The Divisional Manager Engineering Services enquired if Council had a template for undertaking a Tender Reference check? The Infrastructure Projects Manager advised that he has one that could be adapted for this use.
- A Section 138 Roads Act 1993 application form is being formulated by the Engineering Services Department.

**There being no further business the meeting closed at 3.19 pm.**

---

## CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

**MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL HELD AT COONAMBLE SHIRE COUNCIL CHAMBERS ON MONDAY 6<sup>th</sup> MARCH AT 10:35AM.**

**PRESENT:** Clr D. Batten, B. Fisher, Clr D Todd, Clr I Woodcock, Clr M Cooke, N Kinsey, P Cullen and Clr G Peart

**ABSENT:** Clr Z Holcombe and Clr G Whiteley

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

**WELCOME:** Meeting was opened at 10:35am and Chairman Clr D Batten welcomed all councillors and staff to the meeting.

### **03/23/01 Leave of Absence**

**Resolved:**

That the leave of absence received from Councillors Z Holcombe and G Whiteley is accepted and a leave of absence granted.

**Moved:** Clr Todd

**Seconded:** Clr Kinsey

**Carried**

### **DECLARATIONS OF INTEREST- Nil**

### **03/23/02 Minutes of Ordinary Council Meeting – 19<sup>th</sup> December 2022**

**Resolved:**

That the minutes of the ordinary Council meeting held 19<sup>th</sup> December 2022, having been circulated be confirmed as a true and accurate record of that meeting.

**Moved:** Clr Woodcock

**Seconded:** Clr Fisher

**Carried**

**03/23/03 Council's Decision Action Report – February 2023****Resolved:**

That the Resolution Register for February 2023 be received and noted

**Moved:** Clr Todd

**Seconded:** Clr Cooke

**Carried**

**03/23/04 Circulars Received From the NSW Office of Local Government****Resolved:**

That the information contained in the following Departmental circulars 22-39 to 22-42 from the Local Government Division Department of Premier and Cabinet be received and noted.

**Moved:** Clr Kinsey

**Seconded:** Clr Peart

**Carried**

**03/23/05 Cash and Investment Report - 31<sup>st</sup> December 2022 & 31<sup>st</sup> January 2023****Resolved:**

That the investment report for 31<sup>st</sup> December 2022 and 31<sup>st</sup> January 2023 received and noted.

**Moved:** Clr Fisher

**Seconded:** Clr Cullen

**Carried**

**03/23/06 Second Quarter Operational Plan and Half Yearly Delivery Program 2022/2023****Resolved:**

Council accept the progress made on the 2022/2023 Operational Plan and Delivery Program as at 31<sup>st</sup> December 2022.

**Moved:** Woodcock

**Seconded:** Cooke

**Carried**

**03/23/07 Quarterly Budget Review Statement – December 2022****Resolved:**

That Council adopt the attached Quarterly Budget Review Statement for 31<sup>st</sup> December 2022 as tabled.

**Moved:** Clr Woodcock

**Seconded:** Clr Cooke

**Carried**

**03/23/08 Important Dates for Councillors – Upcoming Meetings and Events****Resolved:**

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

**Moved:** Clr Peart

**Seconded:** Clr Kinsey

**Carried**

**03/23/09 Moved Into Closed Session****Resolved:**

**Time:** 11:03am

That the public be excluded from the meeting pursuant to Sections 10A (2) (c) & (d) of the Local Government Act 1993 on the basis that the items deal with:

(d) That the matter and information is commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

**Moved:** Clr Kinsey

**Seconded:** Clr Peart

**Carried**



**03/23/10 CONFIDENTIAL – LLS Hudson Pear Contract**

**Resolved:**

1. That the General Managers report be received.
2. That Council endorse the action of the General Manager in entering into a contract with North West Local Land Services for the delivery of the Hudson Pear Program until 30<sup>th</sup> June 2023.

**Moved:** Clr Kinsey  
**Seconded:** Clr Todd

**03/23/11 Return to Open Session**

**Resolved:**

That Council return to open session.

**Moved:** Clr Todd  
**Seconded:** Clr Peart

**Carried**

**03/23/12 Adoption Of Closed Session Reports**

**Resolved:**

That Council adopt the recommendations of the Closed Committee Reports

**Moved:** Clr Kinsey  
**Seconded:** Clr Cullen

**Carried**

**03/23/13 Quarterly Biosecurity Report**

**Resolved:**

That the report be received and noted.

**Moved:** Clr Peart  
**Seconded:** Clr Cullen

**Carried**

Date of the next CMCC Council Meeting to be Monday 24<sup>th</sup> April 2023 at Coonamble.

**Close of Meeting**

The meeting closed at 12:15pm

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
General Manager

DRAFT



# Country Mayors Association Inc of NEW SOUTH WALES

**Chairperson:** Cr Jamie Chaffey  
PO Box 63, Gunnedah NSW 2380  
0467 402 412  
ABN 92 803 490 533

## MEETING MINUTES

### GENERAL MEETING

**Thursday 9 March 2023** held at the Offices of the Port of Newcastle, Level 4, 251 Wharf Road, Newcastle.

***The meeting opened at 8:45am***

#### 1. ATTENDANCE:

Armidale Regional Council, Cr Sam Coupland, Mayor  
Armidale Regional Council, Mr James Roncon, General Manager  
Bega Valley Shire Council, Cr Russell Fitzpatrick, Mayor  
Bellingen Shire Council, Cr Steve Allan, Mayor  
Berrigan Shire Council, Cr Matthew Hannan, Mayor  
Broken Hill City Council, Cr Jim Hickey, Deputy Mayor  
Dungog Shire Council, Cr John Connors, Mayor  
Dungog Shire Council, Mr Gareth Curtis, General Manager  
Federation Council, Cr Patrick Bourke, Mayor  
Federation Council, Mr Adrian Butler, General Manager  
Forbes Shire Council, Cr Phyllis Miller, Mayor  
Forbes Shire Council, Mr Steve Loane, General Manager  
Glen Innes Shire Council, Cr Troy Arandale, Deputy Mayor  
Glen Innes Shire Council, Mr Bernard Smith, General Manager  
Goulburn Mulwaree Council, Cr Peter Walker, Mayor  
Griffith City Council, Cr Doug Curran, Mayor  
Griffith City Council, Mr Brett Stonestreet, General Manager  
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor  
Gunnedah Shire Council, Mr Eric Groth, General Manager  
Kempsey Shire Council, Cr Leo Hauville, Mayor  
Kempsey Shire Council, Mr Craig Milburn, General Manager  
Lachlan Shire Council, Cr John Medcalf, Mayor  
Lachlan Shire Council, Mr Greg Tory, General Manager  
Leeton Shire Council, Cr Tony Reneker, Mayor  
Leeton Shire Council, Ms Jackie Kruger, General Manager  
Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor  
Liverpool Plains Shire Council, Mr Nathan Skelly, Acting General Manager  
Mid-Western/Mudgee Regional Council, Cr Des Kennedy, Mayor

Moree Plains Shire Council, Cr Mark Johnson, Mayor  
Moree Plains Shire Council, Mr Lester Rogers, General Manager  
Narrabri Shire Council, Cr Ron Campbell, Mayor  
Narrabri Shire Council, Mr Robert Williams, General Manager  
Narramine Shire Council, Cr Dawn Collins, Deputy Mayor  
Oberon Council, Cr Lauren Trembath  
Oberon Council, Mr Gary Wallace, General Manager  
Orange City Council, Cr Jason Hamling, Mayor  
Parkes Shire Council, Cr Ken Keith, Mayor  
Port Stephens Council, Cr Ryan Palmer, Mayor  
Singleton Council, Cr Sue Moore, Mayor  
Singleton Council, Mr Jason Linnane, General Manager  
Tamworth Regional Council, Cr Russell Webb, Mayor  
Tamworth Regional Council, Mr Paul Bennett, General Manager  
Tenterfield Shire Council, Cr Bronwyn Petrie, Mayor  
Uralla Shire Council, Cr Robert Bell, Mayor  
Uralla Shire Council, Ms Kate Jessep, General Manager  
Walcha Council, Cr Eric Noakes, Mayor  
Wingecarribee Shire Council, Mr Viv May, Interim Administrator  
LGNSW, Cr Darriea Turley, President  
LGNSW, Mr Scott Phillips, CEO

#### **APOLOGIES:**

Ms Linda Scott, President ALGA and as submitted

Further apologies taken from the floor:

- Kent Boyd, GM Parkes
- Cr Rick Firman, Mayor Temora

#### **SPECIAL GUESTS**

- (a) Cr Darriea Turley AM, President, LGNSW  
(b) Mr Scott Phillips, CEO, LGNSW

## **2. Adoption of Minutes of Previous Meeting:**

RESOLVED that the minutes of the General Meeting held on 18 November 2022 be accepted as a true and accurate record

*Moved: Narrabri Mayor, Councillor Ron Campbell*

*Seconded: Kempsey Mayor, Councillor Leo Hauville*

**Carried**

***Meeting suspended at 8:50am, and Jamie introduced Darriea and Scott***

Darriea addressed current matters for LGNSW including Red Fleet and then handed over to Scott, LGNSW. Scott addressed the following:

- Councillor Conduct Framework
- IPART Review of Rate Peg Methodology- new CEO doesn't believe that they can have report to Government by April deadline, and have been granted a 3 month extension

**Chairman Chaffey introduced Craig Carmody at 9:00am**

Mr Carmody gave the meeting an overview of the operations and aspirations of Port of Newcastle.

Mr Carmody wrapped up at 9:50 with a presentation of a book to Jamie.

Mayor of Singleton, Councillor Sue Moore made a presentation as a token of appreciation to Craig.

**Meeting broke for morning tea to resume at 10:15am.**

**Meeting resumed at 10:15am**

**3. Matters Arising from the Minutes:**

There were no matters arising.

**4. Membership:**

**Motion:** That Junee Shire Council, Muswellbrook Shire Council, Bourke Shire Council be admitted as members of the Association.

*Moved: Forbes Mayor, Councillor Phyllis Miller*

*Seconded: Federation Mayor, Councillor Patrick Bourke*

**Carried unanimously.**

Chairman Chaffey read correspondence received last night from Mayor of Newcastle, which requested that the association grant Newcastle City Council associate membership.

Discussion ensued.

**Motion:** That Country Mayors Association move to work on consideration of change to our membership to align with that of LGNSW rural regional.

*Moved: Forbes Mayor, Councillor Phyllis Miller*

*Seconded: Lachlan Mayor, Councillor John Medcalf*

**Carried**

**Motion:** That 2 months notice be given that there be constitutional change to allow for there to be associate membership to the association.

*Moved: Parkes Mayor, Councillor Ken Keith*

*Seconded: Tenterfield Mayor, Councillor Bronwyn Petrie*

The matter was suggested to be deferred pending the investigation of realignment of membership as per the previous motion. The Chair determined to allow it as it was a separate matter to that of Newcastle's request.

**Carried by 75% majority**

It was noted that the executive would work towards putting words around what associate membership would entitle and how much it would be.

**5. Correspondence:**

*Correspondence Outward and Correspondence Inward sheets provided with General Meeting Agenda*

**Motion:** That the correspondence be noted.

*Moved: Lachlan Mayor, Councillor John Medcalf*

*Seconded: Tamworth Mayor, Councillor Russell Webb*

**Carried**

- (a) NSW Fair Trading Form A12 – T2 Annual Summary of Financial Affairs Tier 2
- (b) Local Government NSW Update for CMA Meeting on 09/03/23  
*Clr Darriea Turley AM, President, LGNSW provided update and addressed CMA members regarding membership*

**6. Financial Report:**

**Motion:** That the financial reports for the last quarter were tabled and accepted.

*Moved: Parkes Mayor, Councillor Ken Keith*

*Seconded: Glen Innes Deputy Mayor, Councillor Troy Arandale*

**Carried**

## 7. General Business

### (a) Change to CMA Constitution

*At the 18 November meeting it was resolved that notice of 2 months be given to members to change the Associations Constitution to provide for the position of Immediate Past Chairman to be a member of the Executive.*

*Under clause 32 of the Constitution, no alterations to the Constitution shall be made unless two months' notice in writing is first given and unless the alteration be supported by 75% of the members present at the meeting at which the vote is taken. Notice of the proposed change was notified to members by e-mail on the 28 November 2022*

**Motion:** That the Country Mayors Association change the Associations Constitution to create the position of Immediate Past Chairman and provide for that position to be a member of the Executive.

*Moved: Forbes Mayor, Councillor Phyllis Miller*

*Seconded: Tamworth Mayor, Councillor Russell Webb*

**Carried unanimously**

### (b) Acknowledgement to Country

**Motion:** That the Country Mayors Association includes an Acknowledgement to Country at its future meetings with the wording of such to be as follows:

*"We acknowledge the Traditional Custodians of the land and waters, and we show our respect for Elders past, present and emerging. We are committed to providing communities in which Aboriginal and Torres Strait Islander People are included socially, culturally and economically".*

*Moved: Kempsey Mayor, Councillor Leo Hauville*

*Seconded: Bellingen Mayor, Councillor Steve Allan*

**Carried unanimously**

(c) **Quotes**

**CMA Banners (Llyod Signs)**

**Website (Two Cats Creative)**

**Motion:** That the Country Mayors Association accepts the quotes for CMA Banners received from Lloyd Signs and for CMA Website received from Two Cats Creative.

*Moved:* Goulburn Mayor, Councillor Peter Walker

*Seconded:* Berrigan Mayor, Councillor Matthew Hannan

**Carried**

(d) **Revised and amended Scholarship Program**

It was noted by the Chair that there was some concern with this item by parties external to CMA as the amount offered was greater than the first prize for the Bluett.

**Motion:** That the matter of the scholarship program be deferred to the May meeting of CMA.

*Moved:* Forbes Mayor, Councillor Phyllis Miller

*Seconded:* Tamworth Mayor, Councillor Russell Webb

**Carried**

(e) **CMA Position on distribution of Letters of Support for Funding**

*The Chairman recently received a request for a Letter of Support for a member council to assist with a grant funding application to a State Government program. A draft letter was presented to the Executive for their approval as CMA currently do not have an endorsed position on the provision of such request for support. It should be noted the letter was supported by the Executive but it was not unanimous and after further discussion with the Executive it was decided that this issue should be debated at the next General Meeting of CMA for a formal position to be developed.*

**Motion:** That the Country Mayors Association not give letters of support to our member Councils for their grant funding applications.

*Moved:* Forbes Mayor, Councillor Phyllis Miller

*Seconded:* Singleton Mayor, Councillor Sue Moore

**Carried**



## **General Business from the floor:**

### **Motion:**

That the Association, at a future meeting, report on holding two meetings a year in non-metropolitan locations with application criteria being determined by the Executive. These meetings would commence in 2024 if adopted.

*Moved: Kempsey Mayor, Councillor Leo Hauville*

*Seconded: Forbes Mayor, Councillor Phyllis Miller*

*It was clarified by the Chair that this is 2 additional meetings to the 4 meetings per year that CMA will hold in Parliament House aligned with sitting dates, or alternate venue such as York Club.*

### **Carried**

### **Motion:**

That the Country Mayors Association write to the Board of LGNSW and request that a motion be moved at the next LGNSW Conference to:

1. Revoke the previously passed motion to disallow real estate agents and developers and associated families of such from standing as councillors through NSW LGAs; and
2. That if the motion is successful that the board write to both major political parties advising them of the decision.

*The Chair sought, given the nature of the motion, leave from the meeting about whether the motion should be accepted. The motion was accepted and put to the vote.*

*Moved: Broken Hill Deputy Mayor, Councillor Jim Hickey*

*Seconded: Federation Mayor, Pat Bourke*

### **Carried**

There being no further business the meeting closed at 11:15am

The members remained to receive a briefing from Viv May on the Remuneration Tribunal deliberations this year.

A Guided Tour of the Newcastle Port Facilities was then held on conclusion of the meeting.

### **Next Meeting**

The date of the next meeting is scheduled for **Friday 26 May 2023**, location in **Sydney** with venue to be advised.

Cr Jamie Chaffey

CHAIRMAN

COUNTRY MAYOR'S ASSOCIATION OF NSW INC.

---

**Meeting of:** Alliance of Western Councils (AWC) Board  
**Date:** 16 March 2023  
**Time:** 8.02am  
**Venue:** Teams Meeting

---

**ATTENDEES:**

Derek Francis	General Manager Bogan Shire Council
Clr Glen Neill	Mayor Bogan Shire Council
Leonie Brown	General Manager Bourke Shire Council
Clr Barry Holman	Mayor Bourke Shire Council
David Kirby	General Manager Brewarrina Shire Council
Clr Vivian Slack-Smith	Mayor Brewarrina Shire Council
Bob Stewart	Administrator, Central Darling Shire Council
Peter Vlatko	General Manager Cobar Shire Council
Clr Peter Abbott	Mayor Cobar Shire Council
Murray Wood	CEO, Dubbo Regional Council
Clr Mathew Dickerson	Mayor Dubbo Regional Council
David Neeves	General Manager Gilgandra Shire Council (from 8.29am)
Jane Redden	General Manager Narromine Shire Council
Clr Craig Davies	Mayor Narromine Shire Council (Chair)
Sally McDonnell	Secretariat Narromine Shire Council
Michael Urquhart	General Manager Walgett Shire Council
Gary Woodman	General Manager Warren Shire Council
Roger Bailey	General Manager Warrumbungle Shire Council

**1. WELCOME**

The Chair welcomed those present and declared the meeting open at 8.02am.

**2. APOLOGIES**

Apologies were received for:

Greg Hill	General Manager, Central Darling Shire Council
Clr Des Kennedy	Mayor Mid-Western Regional Council
Brad Cam	General Manager Mid-Western Regional Council
Clr Milton Quigley	Mayor Warren Shire Council
Jane Keir	Mayor Walgett Shire Council

**RESOLVED** Clr Barry Holman/Bob Stewart, that the apologies received be accepted.

2022/28

**3. DECLARATIONS OF INTEREST**

Nil

#### 4. CONFIRMATION OF MINUTES OF AWC BOARD MEETING HELD ON 9 DECEMBER 2022

**RESOLVED** Clr Glen Neill/Clr Mathew Dickerson that the minutes of the AWC Board Meeting held on 9 December 2022 be adopted.

2022/29

#### 5. CONFIRMATION OF MINUTES OF GMAC MEETING HELD ON 10 FEBRUARY 2023

**RESOLVED** Jane Redden/Murray Wood that the minutes of the GMAC Meeting held on 10 February 2023 be adopted.

2022/30

#### 6. RECOMMENDATIONS FROM GMAC MINUTES

##### 6.1 Item 5.3 – Financial Reports

**It was noted** that the Alliance of Western Councils member contributions will remain at \$5,000 for the financial year 2023/2024.

##### 6.2 Item 6.3 – Orana Water Utility Alliance (OWUA) and NSW Water Directorate Update

**RESOLVED** Clr Barry Hollman/Bob Stewart that AWC obtain quotations for the development of a business case/plan for the development and establishment of a Water and Sewer Training Centre in the OWUA region with the eventual cost of the plan/case, if approved, to be funded 50% by AWC and 50% from remaining funds available through the Orana JO.

2022/31

#### 7 GENERAL BUSINESS

##### 7.1 Chairs Report

**RESOLVED** Clr Craig Davies/Derek Francis that the information be noted.

2022/32

##### 7.2 Repeat Offenders of Crime

Discussion was held regarding the rising rate of Crime across our region and the growing issues with the judicial system and repeat offenders.

**RESOLVED** Clr Barry Holman/Clr Glen Neill that, following the State Election, AWC makes strong representation to the Attorney-General's Department and the Children's Court NSW, to request that the judicial system be reviewed, in relation to the penalties aligning with the crimes that are being committing.

2022/33

### 7.3 Presenters for future meetings

The Chair requested that members provide feedback on who they would like to have present at future meetings of AWC.

**It was noted** that the following be invited to future Board meetings.

- Rebecca Fox – Secretary, Department of Regional NSW
- Brett Whitworth – Deputy Secretary, Local Government

Jane Redden requested that everyone continue to provide their suggestions of presenters, to ensure that there is a sufficient pool of speakers.

### 7.4 Future Meeting Dates

Discussion was held regarding the meeting scheduled for 12 May 2023, the Chair explained he will be unavailable on this date and requested it be changed to the 19 May 2023. There were no objections to this.

Given the change of meeting dates for this Board meeting from March to May, dates for the remainder of the year will be provided at a later date.

**It was noted** that the Country Mayors Meeting dates for the year are scheduled for 26 May 2023, 4 August 2023 and 3 November 2023.

## 8 CLOSURE OF MEETING

There being no further business the meeting closed at 8.30am.

The Minutes (pages 1 to 3) were confirmed at a meeting held on the day of \_\_\_\_\_ 2022, and are a full and accurate record of proceedings of the meeting held on 16 March 2023.

Chair

**WARREN SHIRE COUNCIL**  
Policy Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 27th April 2023

---

**ITEM 1                      REVIEW OF SECONDARY EMPLOYMENT POLICY**

**(P13-1, S12-1)**

**RECOMMENDATION**

That Council adopt the amended Secondary Employment Policy.

**PURPOSE**

To advise Council that a review of the Secondary Employment Policy has been undertaken in conjunction with Council's Internal Auditor Mr Keith Coates and that a number of recommended changes have been identified as requiring revision and recommended for adoption by Council.

Manex has recommended that the amended Policy be reported to Council for re-adoption.

**BACKGROUND**

The purpose of Council's Secondary Employment Policy is to provide the framework for controlling secondary employment by staff within Warren Shire Council to ensure that the provisions of the Local Government Act 1993 and Council's Code of Conduct are met in relation to managing secondary employment.

The Policy applies to all staff members of Warren Shire Council.

Attachment 1 is a copy of the current Policy.

Attachment 2 is a copy of the standard memorandum that has been provided each year to all staff.

Following an investigation and further advice by Council's Internal Auditor, there is a need to amend Council's Secondary Employment Policy.

The required new Draft Secondary Employment Policy is Attachment 3.

**REPORT**

Following discussions with Council's Internal Auditor, it has been found following appropriate investigations that there is a need to amend the current Secondary Employment Policy to ensure the following:

- That the Policy states within the body of the Policy the requirement of submitting the Secondary Employment Application Form on an annual basis instead of only just on the Form as well as seeking renewal on the General Manager's Request or when an employee changes their work position or location or when the nature of the secondary employment activity changes;
- Correcting as required the clause numbers within the Policy relating to Council's adopted Code of Conduct that relates to Secondary Employment. These clauses in turn mirror the requirements prescribed under section 353 of the Local Government Act, 1993; and
- Minor typographical errors.

The reviewed Draft Policy was presented to the April, 2023 Manex where there were no concerns and the matter needs to be reported to Council for adoption of the renewed Policy.

**WARREN SHIRE COUNCIL**  
Policy Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, Thursday, 27th April 2023

---

**ITEM 1                    REVIEW OF SECONDARY EMPLOYMENT POLICY**

**CONTINUED**

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

**LEGAL IMPLICATIONS**

Local Government Act, 1993 section 353; and  
Council's Code of Conduct, adopted 24<sup>th</sup> February 2022, resolution No. 48.2.22.

**RISK IMPLICATIONS**

If the Policy is not appropriately amended, there is the risk that the requirement for an annual renewal of advice concerning Secondary Employment will not be properly adhered to by Council Staff and that a reasonable person test, if applied, would find that a staff member would not necessarily read the entire Application Form unless the Policy stipulates when the Form was to be lodged within the body of the Policy in question. The Policy needs to state within the body of the Policy to submit the Form at least annually if this is a requirement of the General Manager, which it is and has been since the initial adoption of the Policy and inclusion of the new Form.

**STAKEHOLDER CONSULTATION**

Consultation has been undertaken with Council's Internal Auditor, who has recommended the appropriate changes to the Secondary Employment Policy.

Manex also considered the Draft Policy positively.

**OPTIONS**

Nil.

**CONCLUSION**

After a review of the Secondary Employment Policy and advice provided by Council's Internal Auditor, changes to Council's Secondary Employment Policy are recommended.

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

5.2.2 Proactively manage known compliance risks.

**SUPPORTING INFORMATION /ATTACHMENTS**

1. Current Secondary Employment Policy adopted 27<sup>th</sup> September 2018, Minute No. 214.9.18 with new Form added 25th July;
2. Standard Memorandum Provided to Staff with Form for Secondary Employment; and
3. New Draft Secondary Employment Policy with Form for Secondary Employment.

**WARREN SHIRE COUNCIL**  
Policy Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, Thursday, 27th April 2023

---

**ITEM 1            REVIEW OF SECONDARY EMPLOYMENT POLICY**

**CONTINUED**

**Attachment 1** - Current Secondary Employment Policy adopted 27<sup>th</sup> September 2018, Minute No. 214.9.18 with new Form added 25th July;



**POLICY REGISTER**

**SECONDARY EMPLOYMENT  
POLICY**

---

Policy adopted: 27<sup>th</sup> September 2018   Minute No. 214.9.18

Reviewed:

File Ref:                    P13-1, S12-1

**WARREN SHIRE COUNCIL**  
Policy Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, Thursday, 27th April 2023

---

ITEM 1

REVIEW OF SECONDARY EMPLOYMENT POLICY

CONTINUED

**DOCUMENT CONTROL**

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Council Minute No. 214.9.18 (27 <sup>th</sup> September 2018)



**WARREN SHIRE COUNCIL**  
Policy Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, Thursday, 27th April 2023

---

ITEM 1

REVIEW OF SECONDARY EMPLOYMENT POLICY

CONTINUED

Warren Shire Council – Secondary Employment Policy

---

**PURPOSE/OBJECTIVES**

To provide the framework for controlling secondary employment within Warren Council. To ensure that the provisions of the *Local Government Act 1993* are met in relation to managing secondary employment.

**SCOPE**

This Policy applies to all staff members of Warren Council.

**POLICY STATEMENT**

**1. Notification and Application for Secondary Employment**

- (a) An existing staff member who seeks secondary employment, must, before they accept that position, or engage in any form of work outside the service of Council, seek approval from the General Manager. Where a new staff member already has other employment at the time of commencing work with Council, this employment must be disclosed and approval sought from the General Manager immediately.
- (b) Employees must seek renewal of any approval for secondary employment:
  - I. On the General Manager's request;
  - II. When they change their work position or location;
  - III. When the nature of the secondary employment activity changes.
- (c) Notification and application for the approval of secondary employment must be made on the Secondary Employment Declaration form (see attachment 1 to this policy).

**2. Engaging in Secondary Employment**

- (a) Employees must not engage for remuneration, in private employment or contract work outside the service of Council that relates to the business of Council or is work that might conflict with the member's Council duties unless he or she has notified the General Manager in writing (section 353 (2) *Local Government Act* – the LGA and clause 4.30 of Council's Code of Conduct)
- (b) The General Manager may prohibit a member of staff from engaging in private employment or contract work outside the service of Council that relates to the business of Council or is work that might conflict with the member's council duties or is work that might conflict with the member's council duties – section 353 (3) of the LGA.
- (c) Pursuant to clause 4.31 of the Code of Conduct, as a staff member, you must ensure that any outside employment or business that you in engage in will not:
  - I. Involve using confidential information or Council resources obtained through your work with Council;
  - II. Require you to work while on Council duty;
  - III. Discredit or disadvantage the Council.
- (d) A member of staff must not engage, for remuneration, in private employment or contract outside the service of Council if prohibited from doing so as prescribed at paragraph 2(b) of this policy.
- (e) The General Manager must not engage, for remuneration, in private employment or contract work outside the service of the Council, without the approval of Council.

I:\Policies and Procedures - File P13\Policies\Currently Adopted\Secondary Employment Policy May 2018 - new form added 25 July.docx

Page 1

**WARREN SHIRE COUNCIL**  
Policy Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, Thursday, 27th April 2023

---

ITEM 1

REVIEW OF SECONDARY EMPLOYMENT POLICY

CONTINUED

Warren Shire Council – Secondary Employment Policy

---

**3. Determination**

- (a) The General Manager will determine all applications for secondary employment (other than his/her own). The General Manager may make any inquiries he or she deems necessary to make such a determination. An approval may be subject to any terms and conditions deemed appropriate by the General Manager. Any prohibition finding will list the reasons for such a decision.
- (b) The following factors should be considered in any determination:
- The potential for conflict with the employee's Council duties;
  - The hours of work required in the secondary employment and the likelihood of any impact on the employee's normal duties;
  - The likelihood of public perception of a conflict of interest between the employee's secondary employment and their Council position/duties;
  - Risk of using Council resources to fulfil or conduct the employee's secondary employment duties.

**4. PROCEDURE**

**Employee**

- I. The employee must complete the prescribed Secondary Employment Declaration form (attachment 1 to this policy).
- II. The employee must forward the completed Declaration form to the General Manager.

**General Manager**

- I. The General Manager will make appropriate inquiries (if necessary) and determine the secondary employment or contract work request and attach any conditions deemed necessary.
- II. If the request is refused, the reasons for refusal are to be recorded with the declaration form.
- III. The employee is advised in writing of the decision and provided with the reasons if the request is refused.
- IV. The determination is sent to HR and is recorded on the employee's personnel file.

**DEFINITIONS**

**Secondary Employment** – is when a staff member employed by Council does work (whether contract, self-employed, part time, casual or other) for oneself, another person or an organisation.

**Conflict of Interest** – exist when a Council employee could be influenced, or a reasonable person would perceive that the employee could be influenced by a personal interest, relating to the employee or others, when carrying out their public duty.

**REVIEW**

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

---

I:\Policies and Procedures - File P13\Policies\Currently Adopted\Secondary Employment Policy May 2018 - new form added 25 July.docx

**WARREN SHIRE COUNCIL**  
 Policy Report of the General Manager  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday, Thursday, 27th April 2023


ITEM 1

REVIEW OF SECONDARY EMPLOYMENT POLICY

CONTINUED

Warren Shire Council – Secondary Employment Policy

**Appendix 1 – Secondary Employment Application Form**



**Secondary Employment  
Application Form**

Name:	
Current position:	
Name of outside organisation:	
Title of outside position:	
Estimated time required: (hours duration, days per week)	
Start and end date of proposed outside work:	
Main business activity of outside organisation:	
Please describe the nature of the proposed outside work:	
Does the proposed outside work employer undertake or are they likely to undertake work for or have any business or other arrangement with Council?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please explain:
Is there likely to be a need to make changes to your work arrangements at Council e.g. flexi days to undertake proposed outside work, variation of usual start or finish times?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please explain:
Is there likely to be any use of or perception of use of Council resources, materials or equipment or information that is obtained through your work with the Council in the proposed outside work?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please explain:
Is there likely to be any other conflict or perceived conflict or interest between the proposed outside work and your Council duties and/or Council business?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please explain:
<b>For Part Time and Casual Employees only:</b> What is your primary employment (e.g. major income sources)? Please explain.	
<b>Employee Declaration: That the above information is accurate and correct.</b>	
Signature:	Date:

I:\Policies and Procedures - File P13\Policies\Currently Adopted\Secondary Employment Policy May 2018 - new form added 25 July.docx

Page 3


**WARREN SHIRE COUNCIL**  
 Policy Report of the General Manager  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday, Thursday, 27th April 2023

ITEM 1

REVIEW OF SECONDARY EMPLOYMENT POLICY

CONTINUED

Warren Shire Council – Secondary Employment Policy



## Secondary Employment Application Form

<b>Supervisor's Comments:</b>		
Signature:	Date:	
<b>Divisional Manager/Manager Comments:</b>		
Signature:	Date:	
<b>General Manager's Determination</b>	<input type="checkbox"/> Prohibited	<input type="checkbox"/> Not Prohibited
Reason:		
Signature:	Date:	
Office use:	<input type="checkbox"/> Original to Personnel File <input type="checkbox"/> Copy to Secondary Employment Register <input type="checkbox"/> Copy to employee	

**General Manager Comment:**

This approval is only for 12 months from date of approval of this application, on expiry you are requested to submit another application for secondary employment.

---

I:\Policies and Procedures - File P13\Policies\Currently Adopted\Secondary Employment Policy May 2018 - new form added 25 July.docx


Page 4

**WARREN SHIRE COUNCIL**  
Policy Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, Thursday, 27th April 2023

ITEM 1                      REVIEW OF SECONDARY EMPLOYMENT POLICY

CONTINUED

**Attachment 2 - Standard Memorandum Provided to Staff with Form for Secondary Employment**

	<h1 style="font-size: 4em; margin: 0;">M E M O</h1>
<p><b>To:</b> All Staff <b>From:</b> General Manager <b>File:</b> S12-1 <b>Date:</b> 12th May 2021 <b>Subject:</b> Secondary Employment Approval</p>	
<p><input type="checkbox"/> Response required                      <input type="checkbox"/> Response not required</p>	
<p>Council has been reviewing the governance around staff and it has been identified that some staff have a second job.</p> <p>Generally, there is no issue with having secondary employment unless it conflicts with what you do at Council or your secondary employment requires you to work when you should be working for Council.</p> <p>Under the Local Government Act 1993, any staff member that wants to have a second job must ask Council if they can work as below. You will also see that an approval by Council can only last for 12 months and you need to apply again each year if your second job continues. It remains up to the employee to fill in the attached form and make the request.</p> <p>Although the legislation can restrict work, over many years in this position I have not rejected an application for secondary employment.</p> <p>If you have any concerns as to your second job and if it conflicts with your work at Council, please talk to your Senior Manager or come and talk to me.</p> <p style="text-align: center;"><i>"Local Government Act 1993, section 353 Other work</i></p> <ol style="list-style-type: none"><li>(1) <i>The general manager must not engage, for remuneration, in private employment or contract work outside the service of the council without the approval of the council.</i></li><li>(2) <i>A member of staff must not engage, for remuneration, in private employment or contract work outside the service of the council that relates to the business of the council or that might conflict with the member's council duties unless he or she has notified the general manager in writing of the employment or work.</i></li><li>(3) <i>The general manager may prohibit a member of staff from engaging, for remuneration, in private employment or contract work outside the service of the council that relates to the business of the council or that might conflict with the member's council duties.</i></li><li>(4) <i>A member of staff must not engage, for remuneration, in private employment or contract work outside the service of the council if prohibited from doing so under subsection (3)."</i></li></ol> <p style="margin-top: 20px;"><b>Gary Woodman</b> General Manager</p> <hr style="width: 50%; margin-left: 0;"/> <p style="font-size: 0.8em; margin-top: 5px;">I:\Admin\Memos and File Notes\2021\2021.05.12 Memo to All Staff, Secondary Employment Approval.docx</p>	

**WARREN SHIRE COUNCIL**  
 Policy Report of the General Manager  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday, Thursday, 27th April 2023

ITEM 1

REVIEW OF SECONDARY EMPLOYMENT POLICY

CONTINUED



**Secondary Employment  
Application Form**

Name:	
Current position:	
Name of outside organisation:	
Title of outside position:	
Estimated time required: (hours duration, days per week)	
Start and end date of proposed outside work:	
Main business activity of outside organisation:	
Please describe the nature of the proposed outside work:	
Does the proposed outside work employer undertake or are they likely to undertake work for or have any business or other arrangement with Council?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please explain:
Is there likely to be a need to make changes to your work arrangements at Council e.g. flexi days to undertake proposed outside work, variation of usual start or finish times?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please explain:
Is there likely to be any use of or perception of use of Council resources, materials or equipment or information that is obtained through your work with the Council in the proposed outside work?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please explain:
Is there likely to be any other conflict or perceived conflict or interest between the proposed outside work and your Council duties and/or Council business?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please explain:
<b>For Part Time and Casual Employees only:</b> What is your primary employment (e.g. major income sources)? Please explain.	
<b>Employee Declaration: That the above information is accurate and correct.</b>	
Signature:	Date:

**WARREN SHIRE COUNCIL**  
 Policy Report of the General Manager  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday, Thursday, 27th April 2023

ITEM 1

REVIEW OF SECONDARY EMPLOYMENT POLICY

CONTINUED



**Secondary Employment  
Application Form**

<b>Supervisor's Comments:</b>		
Signature:		Date:
<b>Divisional Manager/Manager Comments:</b>		
Signature:		Date:
<b>General Manager's Determination</b>	<input type="checkbox"/> Prohibited	<input type="checkbox"/> Not Prohibited
Reason:		
Signature:		Date:
Office use:	<input type="checkbox"/> Original to Personnel File <input type="checkbox"/> Copy to Secondary Employment Register <input type="checkbox"/> Copy to employee	

**General Manager Comment:**

This approval is only for 12 months from date of approval of this application, on expiry you are requested to submit another application for secondary employment.

**WARREN SHIRE COUNCIL**  
Policy Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, Thursday, 27th April 2023

---

ITEM 1                      REVIEW OF SECONDARY EMPLOYMENT POLICY

CONTINUED

**Attachment 3** - New Draft Secondary Employment Policy with Form for Secondary Employment



**POLICY REGISTER**

**DRAFT**

**SECONDARY EMPLOYMENT  
POLICY**

---

Policy adopted: 27<sup>th</sup> September 2018   Minute No. 214.9.18

Reviewed:

File Ref:                      P13-1, S12-1



**WARREN SHIRE COUNCIL**  
 Policy Report of the General Manager  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday, Thursday, 27th April 2023

---

ITEM 1

REVIEW OF SECONDARY EMPLOYMENT POLICY

CONTINUED

**DOCUMENT CONTROL**

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Council Minute No. 214.9.18 (27th September 2018)
2.0	Reviewed by Gary Woodman General Manager	Amendments and adjustments to Policy regarding relevant Clause numbers and stipulating the form must be completed and lodged annually by 30 June.	Council Minute No. . . .23 ( . . . 2023)

**WARREN SHIRE COUNCIL**  
Policy Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, Thursday, 27th April 2023

---

ITEM 1

REVIEW OF SECONDARY EMPLOYMENT POLICY

CONTINUED

Warren Shire Council – Secondary Employment Policy

---

**PURPOSE/OBJECTIVES**

To provide the framework for controlling secondary employment within Warren Council. To ensure that the provisions of the *Local Government Act 1993* are met in relation to managing secondary employment.

**SCOPE**

This Policy applies to all staff members of Warren Council.

**POLICY STATEMENT**

**1. Notification and Application for Secondary Employment**

- (a) An existing staff member who seeks secondary employment, **must**, before they accept that position, or engage in any form of work outside the service of Council, seek approval from the General Manager. Where a new staff member already has other employment at the time of commencing work with Council, this employment must be disclosed and approval sought from the General Manager immediately.
- (b) Employees must seek renewal of any approval for secondary employment:
  - I. On the General Manager's request;
  - II. When they change their work position or location;
  - III. When the nature of the secondary employment activity changes.
- (c) Further, notification and application for the approval of secondary employment must be made on the Secondary Employment Declaration form (see attachment 1 to this policy). **The Secondary Employment Form must be completed and lodged annually (by 30 June of any year whilst secondary employment continues). Approval will be made by the General Manager on an annual basis.**

**2. Engaging in Secondary Employment**

- (a) Employees must not engage for remuneration, in private employment or contract work outside the service of Council that relates to the business of Council or is work that might conflict with the member's Council duties unless he or she has notified the General Manager in writing (section 353 (2) *Local Government Act* – the LGA and clause 5.24 of Council's Code of Conduct)
- (b) The General Manager may prohibit a member of staff from engaging in private employment or contract work outside the service of Council that relates to the business of Council or is work that might conflict with the member's council duties or is work that might conflict with the member's council duties – section 353 (3) of the LGA.
- (c) Pursuant to clause 5.27 of the Code of Conduct, as a staff member, you must ensure that any outside employment or business that you in engage in will not:
  - I. **Conflict with their official duties;**
  - II. **Involve using confidential information or council resources obtained through their work with the Council including where private use is permitted**
  - III. **Require them to work while on Council duty;**
  - IV. **Discredit or disadvantage the Council;**
  - V. **Pose, due to fatigue, a risk to their health or safety, or to the health and safety of their co-workers.**

---

I:\Policies and Procedures - File P13\Policies\Draft\Secondary Employment April 2023\DRAFT Secondary Employment Policy WSC.docx

Page 3

**WARREN SHIRE COUNCIL**  
Policy Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, Thursday, 27th April 2023

---

ITEM 1

REVIEW OF SECONDARY EMPLOYMENT POLICY

CONTINUED

Warren Shire Council – Secondary Employment Policy

---

- (d) A member of staff must not engage, for remuneration, in private employment or contract outside the service of Council if prohibited from doing so as prescribed at paragraph 2(b) of this policy.
- (e) The General Manager must not engage, for remuneration, in private employment or contract work outside the service of the Council, without the approval of Council.

**3. Determination**

- (a) The General Manager will determine all applications for secondary employment (other than his/her own). The General Manager may make any inquiries he or she deems necessary to make such a determination. An approval may be subject to any terms and conditions deemed appropriate by the General Manager. Any prohibition finding will list the reasons for such a decision.
- (b) The following factors should be considered in any determination:
  - The potential for conflict with the employee's Council duties;
  - The hours of work required in the secondary employment and the likelihood of any impact on the employee's normal duties;
  - The likelihood of public perception of a conflict of interest between the employee's secondary employment and their Council position/duties;
  - Risk of using Council resources to fulfil or conduct the employee's secondary employment duties.

**4. PROCEDURE**

**Employee**

- I. The employee must complete the prescribed Secondary Employment Declaration form (attachment 1 to this policy).
- II. The employee must forward the completed Declaration form to the General Manager.
- III. **The Secondary Employment Form must be completed and lodged annually (by 30 June of any year whilst secondary employment continues). Approval will be made by the General Manager on an annual basis.**

**General Manager**

- I. The General Manager will make appropriate inquiries (if necessary) and determine the secondary employment or contract work request and attach any conditions deemed necessary. **This will be undertaken on an annual basis.**
- II. If the request is refused, the reasons for refusal are to be recorded with the declaration form.
- III. The employee is advised in writing of the decision and provided with the reasons if the request is refused.
- IV. The determination is sent to HR and is recorded on the employee's personnel file.

**WARREN SHIRE COUNCIL**  
Policy Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, Thursday, 27th April 2023

---

ITEM 1

REVIEW OF SECONDARY EMPLOYMENT POLICY

CONTINUED

Warren Shire Council – Secondary Employment Policy

---

**DEFINITIONS**

**Secondary Employment** – is when a staff member employed by Council does work (whether contract, self-employed, part time, casual or other) for oneself, another person or an organisation.

**Conflict of Interest** – exist when a Council employee could be influenced, or a reasonable person would perceive that the employee could be influenced by a personal interest, relating to the employee or others, when carrying out their public duty.

**REVIEW**

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

**WARREN SHIRE COUNCIL**  
 Policy Report of the General Manager  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday, Thursday, 27th April 2023


ITEM 1

REVIEW OF SECONDARY EMPLOYMENT POLICY

CONTINUED

Warren Shire Council – Secondary Employment Policy

**Appendix 1 – Secondary Employment Application Form**



**Secondary Employment  
Application Form**

Name:	
Current position:	
Name of outside organisation:	
Title of outside position:	
Estimated time required: (hours duration, days per week)	
Start and end date of proposed outside work:	
Main business activity of outside organisation:	
Please describe the nature of the proposed outside work:	
Does the proposed outside work employer undertake or are they likely to undertake work for or have any business or other arrangement with Council?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please explain:
Is there likely to be a need to make changes to your work arrangements at Council e.g. flexi days to undertake proposed outside work, variation of usual start or finish times?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please explain:
Is there likely to be any use of or perception of use of Council resources, materials or equipment or information that is obtained through your work with the Council in the proposed outside work?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please explain:
Is there likely to be any other conflict or perceived conflict or interest between the proposed outside work and your Council duties and/or Council business?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please explain:
<b>For Part Time and Casual Employees only:</b> What is your primary employment (e.g. major income sources)? Please explain.	
<b>Employee Declaration: That the above information is accurate and correct.</b>	
Signature:	Date:

I:\Policies and Procedures - File P13\Policies\Draft\Secondary Employment April 2023\DRAFT Secondary Employment Policy WSC.docx


Page 6

**WARREN SHIRE COUNCIL**  
 Policy Report of the General Manager  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday, Thursday, 27th April 2023

ITEM 1

REVIEW OF SECONDARY EMPLOYMENT POLICY

CONTINUED

Warren Shire Council – Secondary Employment Policy	
	<h2 style="margin: 0;">Secondary Employment Application Form</h2>
<b>Supervisor's Comments:</b> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	
Signature:	Date:
<b>Divisional Manager/Manager Comments:</b> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	
Signature:	Date:
<b>General Manager's Determination</b>	<input type="checkbox"/> Prohibited <input type="checkbox"/> Not Prohibited
Reason:	
Signature:	Date:
Office use:	<input type="checkbox"/> Original to Personnel File <input type="checkbox"/> Copy to Secondary Employment Register <input type="checkbox"/> Copy to employee
<p><b>General Manager Comment:</b></p> <p>This approval is only for 12 months from date of approval of this application, on expiry you are requested to submit another application for secondary employment.</p>	
I:\Policies and Procedures - File P13\Policies\Draft\Secondary Employment April 2023\DRAFT Secondary Employment Policy WSC.docx	
Page 7	

**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room, Warren on Thursday, 27th April 2023

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

<b>Date</b>	<b>Resolution or Qwn</b>	<b>Outstanding Matter</b>	<b>Officer Resp</b>	<b>Response/Action</b>
<b>General Manager</b>				
25.2.21	41.2.21	Mobile and Internet Coverage in Nevertire	GM	Monthly advice requests to Telstra being undertaken.
22.7.21	153.7.21	Customer Service Policy	GM	Over the next 12 months detail a Warren Shire Council Service Ethos or similar to ensure there is an appropriate customer service culture throughout the organisation, expect reporting in mid-2023.
28.10.21	240.10.21	Proposed Sale of Lot 2 DP1104089 and Licence of Lot 7007 DP1120699 (Crown Reserve)	GM	Arrange sale and licence in accordance with Council's resolution – Sale matter in progress through purchaser's Solicitor. Crown Reserve matter delayed due to an Aboriginal Lands Claim on the Reserve. Purchasing arrangements delayed due to practicality of not being able to currently lease and use the associated Crown land.
28.10.21	241.10.21	Completion of Infrastructure Projects – Warren Airport, Warren CBD Toilet Facility and Lions Park Toilet Facility	DMFA/ GM/IPM	<b>Warren Airport</b> Warren Aerodrome Terminal Building. Consultant preparing slab design and technical specification for the construction of the Terminal Building. Airport Operations Committee are in agreement with proposed single storey building that addresses the access compliance issues. Custom steel frames (original building structure supplier has completed plan modification to suit single storey building. Tender for Airport Terminal Building called on 30 March 2023, with the tender closing on 4 May 2023.

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 27th April 2023

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				<p><b><u>Warren CBD Toilet Facility</u></b> Council has accepted a quotation from Exeloo P/L. Project timeline is 22 weeks, buildings on track for delivery to Warren late March 2023. Installation is progressing, expected to finish in April 2023.</p> <p><b><u>Lions Park Toilet Facility</u></b> Council has accepted a quotation from Exeloo P/L. Project timeline is 22 weeks, buildings delivered to Warren late March 2023. Installation is progressing, expected to finish in April 2023.</p>
2.12.21	269.12.21	Proposed Sale of Warren Airport Land to MVAS	GM	<ol style="list-style-type: none"> <li>1. Arrange sale of land as detailed within the report – in progress through purchasers' solicitor.</li> <li>2. Arrange for the signing of any associated documents under the Seal of Council if required.</li> </ol> <p>Matter in the hands of purchasers Solicitor that is to contract stage following completion of subdivision. Subdivision lodged, waiting on examination, then transaction will be completed.</p>
28.4.22	101.4.22	Public Art on Private Property Murals	GM/TSM	<p>Arrange for a Macquarie River theme collage to be incorporated on the Lions Park Toilet/Amenities outside wall – in progress, further advertising for quality photographs arranged.</p>



# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 27th April 2023

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				<p>Concept design presented to the Warren Public Arts Committee meeting 7th March 2023. Final check of photos carried out and final concept design recirculated to Committee and Councillors.</p> <p>Final design complete and endorsed at March 2023 Council Meeting. Delivery and installation expected to be completed by end of April 2023.</p>
28.4.22	101.4.22	Public Art on Private Property Murals	GM/TSM	<p>Arrange for historical photographs of a Warren themed collage to be incorporated on the Warren CBD Toilet/Amenities Dubbo Street Wall – in progress, advertising for quality photographs completed. Expected to be completed March/April 2023.</p> <p>Concept design presented to the Warren Public Arts Committee meeting 7th March 2023. Final check of photos carried out and final concept design recirculated to Committee and Councillors.</p> <p>Final design complete and endorsed at March 2023 Council Meeting. Delivery and installation expected to be completed by end of April 2023.</p>
23.6.22	158.6.22	Tender C13-73 – Design, Deliver and Construct a Prefabricated or Modular Sports Amenities Building for	GM/IPM	<p>Awarded to Landmark Products Pty Ltd. Design and construction works have commenced; Building plan signed and finalised on 6th September</p>

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 27th April 2023

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
		Carter Oval Youth Sports Precinct		2022. Landmark completed Geotech testing to complete foundation design. 22 weeks completion period from drawing sign off. Landmark submitted an extension of time for practical completion to 31st May 2023. Landmark commenced construction in February 2023, post foundation concreting completed, however subject to engineering assessment. Superstructure frames delivered on site, installation commenced early March 2023. Installation is progressing.
25.8.22	214.8.22	Reactivation of Visitor Services Volunteers During Peak Periods	GM/EDVM	Expressions of interests to be arranged for Volunteers for the Visitor Information Centre as soon as practical – in progress. Currently in the process of engagement of additional volunteers who have expressed interest in assisting the VIC. These volunteers will (for this round of recruitment) will be brought onto the roster in a staggered onboarding. One has already commenced with the others currently in the process of completing their police checks and other information.
25.8.22	214.8.22	Reactivation of Visitor Services Volunteers During Peak Periods	GM/EDVM	The reactivation of Visitor Services Volunteers During Peak Periods for the Visitor Information Centre in progress by the Economic

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 27th April 2023

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				<p>Development and Visitation Manager who is ensuring lists, position requirements, expectations, rosters and actions are appropriately managed.</p> <p>A comprehensive Volunteer Onboarding Package is complete. The package has been put together primarily for initial use by the VIC volunteer recruitment needs but with adjustments could be adapted as a format for paid employment recruitment as well.</p> <p>The package could also be offered to businesses and community groups as well.</p>
1.12.22	296.12.22	Economic Development Strategy and Action Plan	GM/BDF	<ol style="list-style-type: none"> <li>1. That the document be progressed as the Warren Shire Economic Development Strategy and Action Plan;</li> <li>2. Key stakeholders be engaged to ascertain their commitment to support responsibilities in the Draft Plan; and</li> <li>3. The next draft document be completed following a workshop with the Economic Development and Promotions Committee that determines actions, timing, goals/measures, lead matters, who supports on matters, status and supporting documentation, taking on board previous documents, Workshop undertaken on 1st March</li> </ol>

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 27th April 2023

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				2023 - in progress, nearing final draft.
1.12.22	297.12.22	Public Art on Private Property Murals	GM/TSM	Horse Committee is prepared to donate \$10,000 to be used in conjunction with the left over MDB Economic Development Round 3 Funding for a horse/campdraft themed mural to be installed on 2 walls of the new toilet building at the Showground/Racecourse Complex. Paint the Town Murals are preparing a concept design for consideration. The draft design submitted to the Showground/Racecourse Committee on the 14th February 2023. A further revised draft reviewed by the Warren Public Arts Committee on the 7th March 2023. Order raised for Paint the Town Murals to commence works. Delivery of completed panels expected in May 2023.
25.1.23	3.1.23	Public Art on Private Property	GM/TSM	Consult with the Showground/Racecourse Committee and the Horse Committee members for an appropriate Campdraft, horse, rodeo themed mural on the outside of the proposed new toilet block at the Showground/Racecourse Complex. A further revised draft reviewed by the Warren Public Arts Committee on the 7th March 2023.

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 27th April 2023

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				Order raised for Paint the Town Murals to commence works. Delivery of completed panels expected in May 2023.
25.1.23	12.1.23	Affordable Housing Opportunity – Housing Plus	GM/DMES	Make arrangements to negotiate and finalise the required agreement with Housing Plus for the eventual sale of all or most of the nine (9) vacant land lots in Gunningba Estate for a maximum five (5) year period but, also on the basis that investigations be commenced and reported to Council in the near future on progressing Stage 3 of Gunningba Estate including estimated costs and how Stage 3 would be funded. Advice provided to Housing Plus – in progress.
25.1.23	13.1.23	Warren and the Visitor Economy Community Consultation Report August 2022 - Executive Summary	GM	Council communicate to the community about the importance of visitors to the region – Action Plan being formulated. Following the initial workshops, further consultation with the community should be sought through the holding of a follow up forum in order to further refine the document into Action Plan steps. A commitment has been solicited and received from the team at Destination Country and Outback to a visit to Warren the to discuss the Shire’s visitation program and vision and the community forum be

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 27th April 2023

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				<p>held over until after the DNCO visit and workshop, at this stage planned for early May, 2023.</p> <p>Council reform and facilitate the Destination Macquarie Marshes Taskforce and review the past Action Plan expanding the coverage and leverage of current and future resources with more collaboration through the Economic Development and Promotions Committee – in progress.</p> <p>Council ensures that the reformed Destination Macquarie Marshes Taskforce has representation from every local government area that sees the Macquarie Marshes as an asset to their visitation, form a Memorandum of Understanding with each Council to support the Economic Development of the region with this Taskforce having the potential to drive the regional destination promotion with consistent messaging, a reflection of values and increased engagement with the communities – in progress.</p> <p>Council collaborate on increasing the access to the Macquarie Marshes by commercial providers and free-independent travellers (FITs) whilst working towards providing a diverse offering to the access and experience</p>

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 27th April 2023

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				that the Macquarie Marshes can offer a variety of markets – Action Plan being formulated. Inaugural meeting of the Destination Macquarie Marshes Taskforce held on the 12th April 2023.
*23.2.23	38.2.23	Review of Appointment and Oversight of General Managers Policy Renewal	GM/ EA	1. Policy has been placed on public exhibition until 4pm Thursday, 30th March 2023; and 2. Subject to no adverse submissions being received, the new Appointment and Oversight of General Managers Policy (new or reappointed General Manager) as amended be adopted. No submissions received, policy adopted.
*23.2.23	39.2.23	Review of Councillor Expenses Policy	GM/ EA	1. Policy has been placed on public exhibition until 4pm Thursday, 30th March 2023; and 2. Subject to no adverse submissions being received, the Councillor Expense and Facilities Policy as amended be adopted. No submissions received, policy adopted.
23.3.23	64.3.23	Public Art on Private Property Murals	GM/TSM	Council proceed with the concept design for the Showground/ Racecourse mural subject to the Showground Racecourse

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 27th April 2023

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				Committee and Horse Committee endorsement. Production in progress, delivery expected May 2023.
23.3.23	64.3.23	Warren CBD Toilet/Amenities	GM/TSM	Council proceed with the final concept design after the check of approved photographs particularly of people is undertaken. Production in progress, delivery expected May 2023.
23.3.23	64.3.23	Lions Park Toilet/Amenities	GM/TSM	Council proceed with the final concept design. Production in progress, delivery expected May 2023.
23.3.23	72.3.23	Media Policy	GM	1. Media Policy has been placed on public exhibition until 4pm 27th April 2023. 2. Subject to no adverse submissions being received, the Media Policy as amended be adopted.
*23.3.23	76.3.23	Expressions of Interest for the Vacant Community Member Position on the Warren Public Arts Committee	GM	New community member advised of acceptance of membership. Committee advised of new community member.

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Finance and Administration</b>				
*25.1.23	18.1.23	2023/2024 Operational Plan & Estimates Timetable	DMFA	A Councillor Workshop to be held on Wednesday 19th April 2023 at 4.00 pm to go through the Draft 2023/2024 Operational Plan & Estimates prior to the final Draft being recommended for public exhibition at the April 2023 Council Meeting – report provided.



# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 27th April 2023

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
6.12.18	284.12.18	Amendments to the Boundaries of Lot 79 & 80 DP 724585 Wambianna Street, Collie to provide for the existing Collie Hotel accommodation units	DMES	Survey completed and a report is to be presented to Council. This project is currently on hold. Waiting on land boundary adjustments between RFS and Local Hotel. Re-investigation commenced by new DMES. Hotel owner has been contacted via phone. He will meet DMES for further discussion.
27.6.19	129.6.19	Warren Levee Rehabilitation	DMES	Application under the National Flood Mitigation Infrastructure 2021-2022 arranged and has been successful (\$5.325M). Further application under the 2022-2023 NSW Government's Floodplain Management Program arranged, however unsuccessful. Resilience NSW has committed \$887,500 which is half of the required \$1.775M co-contribution. Investigations are continuing on how Council will fund the remaining \$887,500. See report to October 2022 Council Meeting. Engagement with funding administrator ongoing. Design of alternative has been finalised. Scope Variation and Revised Work Plan has been submitted.
3.12.20	256.12.20			
26.9.19	204.9.19	Bundemar Street Warren Proposed Centre Median Alteration	DMES	1. Provide a detailed budget for works. Submit plans and documents to Council for

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 27th April 2023

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
				consideration and approval. 2. Further investigations are to be undertaken. Ongoing.
24.9.20	214.9.20	New Sewage Treatment Works	TSM	Commissioning of new plant and EPA final sign off expected April 2023. EPA have issued an interim licence for commissioning. All sewage flow is going to the new plant as at 5pm Friday 11th November 2022. In discussions with EPA regarding commissioning date. Meeting with EPA Officers 15th March 2023 to negotiate final licence for new plant. Meeting with NSW EPA in March 2023 was productive and licence is progressing.
27.5.21	95.5.21	Upgrade of Chlorination system improvements	DMES/ TSM	Council apply for grant funding for Nevertire and Collie chlorination system improvement to best practices level and to include appropriate building facilities at Collie; and Scope change for Bore Flat and Ellengerah Chlorination Works approved by DPE. Equipment for Bore Flat and Ellengerah have been ordered. Works to be completed by 30 June 2023. Chlorination systems ordered, ETA late April/May. Building constructed. 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, 27th April 2023

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
27.5.21	95.5.21	River Water Pumps at Ellengerah and Oxley Park Reservoirs	DMES/ TSM	River level too high to proceed at present (Oxley Park). Ellengerah pumps installed. Information from Water NSW is that environmental flows will reduce April 2023 – ongoing.
27.5.21	95.5.21	Spare pumps – water and sewage	DMES/ TSM	Gunningba and Nevertire to be upgraded. Spare pump for Wilson Street. Xylem Water started on site mid-November 2022. Wilson Street switchboard being designed and materials being ordered. Works subject to weather.  Nevertire and Wilson Street have now been upgraded. Telemetry works to be completed. Gunningba waiting on new cabinet. Expected mid-March 2023. Sewer upgrades still expected to be complete March/April 2023. Request to March 2023 Water and Sewerage Committee Meeting for funding to purchase spare water pumps and motors. Spare bore pumps and motors have been ordered.
27.5.21	95.5.21	Water and Sewerage Telemetry System	DMES/ TSM	Sewer telemetry to be improved as part of the Sewer Pump Station Upgrade. Awaiting funding from Briefing Notes and Applications. Report to Council's March 2023 Water and Sewerage Committee Meeting for funds from Water and Sewer

**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room, Warren on Thursday, 27th April 2023

---

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
				reserves to replace Telemetry System. Drafting of RFT documents in progress.
24.6.21	143.6.21	Ewenmar Waste Management Facility	DMES/ MHD/ TSM	Budget amended by a further \$100,000 using the Domestic Waste Restricted funds. Civil works utilising Council day labour and engage local contractors to carry out the other components of the project as required. Stormwater pipes/pits installed. Concreting works listed on VendorPanel closed 3rd March 2022. Initial Civil works and concreting works to commence mid-June. MLB Concrete and Construction are the successful contractor. Weather and contractor staffing issues have delayed the works. Surveyor onsite week of 13th March 2023 to repeg works. Works commenced late April.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Develop a Community Consultation Program and commence obtaining feedback from business houses and the community – in progress. Discussions with WOW Agency to be commenced in regard to Community Consultation Program.
2.12.21	257.12.21	Town Centre Upgrade	DMES	Arrange for the amended proposal to go to Community Consultation when completed.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Determine an estimated cost for the complete project in

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 27th April 2023

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
				conjunction with feedback and negotiated positions for land purchases and report back to a Closed Council Meeting – in progress.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Seek necessary grants for this extensive 10 year project – ongoing.
26.8.21	174.8.21	2021/2022 Plant Replacement Program	DMES/ WC	Arrange for the replacement of light vehicles as per recommendation - <b>*Plant 62</b> – Toyota Hilux Single Cab 2x4 Tipper (estimated change-over cost – \$18,000) April 2022 for 2022/2023 – replacement has been ordered with a 6 month delivery time. Now considered in FY 2022/23; <b>*Plant 241</b> – Toyota Hilux Single Cab 4x4 (estimated change-over cost – \$13,000) Probably 2022/2023 – replacement has been ordered with a 8-12 month delivery time. Now considered in FY 2022/23; and <b>Plant 3503</b> – Toyota Kluger Wagon (estimated change-over cost – \$20,000) replacement has been ordered and should arrive in six months. To replace Plant 3606.
28.10.21	231.10.21	Village Enhancement Plans Works – Extra Projects for Collie, Nevertire, Warren Finalisation (Murray-Darling Basin Economic Development – Improvement of Regional Structures Grant)	DMES/ GM/IPM/ TSM/ RIM	That the \$424,288 budget available for further project works be allocated to the list of works presented to the Town Improvement Committee on the 14th October 2021. Review meeting undertaken and works programming commenced.

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 27th April 2023

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
				Works ongoing.
23.6.22	156.6.22	Road Safety Plan	DMES/ RIM	Progress the development and adoption of a Warren Shire Council Road Safety Plan in 2022/2023. Stakeholder consultation in progress.
1.12.22	299.12.22	Showground/ Racecourse Toilet Amenity Progress Report	DMES/ TSM	Progress the proposal to demolish both the ladies and male toilets and construct a joint toilet/shower facility at the location of the ladies toilet – ongoing. Demolition awarded to BD Brouff Earthmoving. Shed to be constructed by Ryan Mason Engineering and Adam Mayne. Demolition commenced 17th April 2023.
23.2.23	33.2.23	Proposed Hale Street Crossing and Chester Street Crossing's No Stopping Zone	DMES/ RIM	<ol style="list-style-type: none"> <li>1.The installation of a new children's (school) crossing on Hale Street, west of the Chester Street intersection be approved. The required undertaking has been obtained from the Principal of Warren Central School;</li> <li>2.The existing No Stopping zone for the pedestrian crossing on Chester Street be adjusted to comply with the recommended standards; and</li> <li>3.Funding be sought from Transport for New South Wales to implement the recommendations. Design will be completed and sent to TfNSW.</li> </ol>

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 27th April 2023

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
23.2.23	37.3.23	Upgrade/Replacement of Play Equipment	DMES/ TSM	Arrange a new Ext 1002 piper playground equipment setup and install the equipment in house if possible. Ordered, waiting on delivery.
23.2.23	59.2.23	Review of Avgas Supply and Pricing Options, Warren Airport	TSM	<p>2. Continue to purchase Avgas from IOR Aviation until the Regional Procurement Bulk Fuel Tender has been reviewed; and</p> <p>3. Review the Regional Procurement Bulk Fuel Tender submissions for the Supply and Delivery of Avgas to determine if Council changes fuel supplier.</p> <p>Tenders and existing contract arrangements being reviewed.</p>
23.3.23	65.3.23	Warren Central Business District Upgrade Project	DMES	<p>1. The roundabout central island be constructed of an outer circle external ring of coloured concrete and an internal ring of low maintenance shrubs with colour to enhance the centre of town;</p> <p>2. Option 2 as outlined in this report be adopted for the pedestrian refuge islands on the median islands.</p> <p>3. Information on planned pavement work on Dubbo Street and the Roundabout be received and noted.</p> <p>4. The suggestions as amended contained in Other Feedback in this report be adopted as</p>

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 27th April 2023

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
				designed and be included in the Masterplan. Feedback has been emailed to Consultant for incorporation in the Masterplan.
23.3.23	66.3.23	Plant Committee – Financial Statement	DMES	<p>An individual plant income and cost report to be provided to the first Plant Committee Meeting in 2023/2024 detailing information for the 2022/2023 year result on all plant items.</p> <p>That the final 2022/2023 Plant Replacement Program be approved with the Fertiliser Spreader being the lowest priority/contingency for any over expenditure to allow the local purchase of an appropriate minimum 3.6m folding slasher.</p> <p>That the 2023/2024 Plant Replacement Program be approved in principle but, not including Plant 111 replacement, the sale only of Plant 300, not including Plant 43 replacement and the addition of \$133,622.70 to be allocated to the replacement of Plant 104 to an appropriate Telehandler.</p>
23.3.23	66.3.23	Management and operation of Mt Foster Quarry	DMES	<ol style="list-style-type: none"> <li>1. Arrange for the acceptance of the expression of Interest from Neill Earthmoving Pty Ltd.;</li> <li>2. Engage an appropriate law firm to draft a lease agreement of Mt Foster Quarry, between Council</li> </ol>



# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 27th April 2023

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
				and Neill Earthmoving Pty Ltd; and 3. Make arrangements for the negotiation of an agreement with Neill Earthmoving Pty Ltd for the Management and Operation of Mount Foster Quarry for reporting to Council through the Plant Committee for final approval. Initial meeting with Neil Earthmoving held on the 29th March 2023.
23.3.23	67.3.23	Water and Sewerage Telemetry and Pump Funding Request	DMES/ DMFA	Arrange for the immediate appropriation of \$320,000 from the Water Fund (\$200,000 for Water Telemetry System and \$120,000 for pump replacement) and \$150,000 from the Sewer Fund to upgrade the Sewer Telemetry systems for Warren and Nevertire – RFT being arranged.
23.3.23	67.3.23	Warren Shire Council Water Supply Bore Inspection Program	DMES/ DMFA	Arrange for the immediate appropriation of \$160,000 from the Water Fund for refurbishment of the old Bore at Nevertire, new Nevertire Bore, new Ellengerah Bore and inspection of the new Collie Bore – order for works arranged.

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 27th April 2023

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Manager Health and Development Services</b>				
27.2.20	36.2.20	Draft Plans of Management	MHD	<ol style="list-style-type: none"> <li>Categories assigned as detailed in report.</li> <li>Crown Reserves classified identified as operational land.</li> <li>Draft Plans of Management nearing completion.</li> </ol> The Victoria Oval and Oxley Park Plan complete.
26.8.21	172.8.21	Future Grant Projects at the Warren Sporting & Cultural Centre	MHD/CM	Pursue funding for: <ol style="list-style-type: none"> <li>Heating &amp; cooling of the indoor court and gym area.</li> </ol>
*2.12.21	258.12.21	Victoria Oval and Oxley Park Plan of Management	MHD	Ministers consent received for the Victoria Oval and Oxley Park Plan of Management. Adopted by Council.
24.2.22	74.2.22	Deacon Drive Homes Status and Progress Matters	MHD	<ol style="list-style-type: none"> <li>Council proceeds to a hearing before The NSW Civil and Administrative Tribunal (NCAT) Consumer Division and if required the District Court (in progress) NCAT hearing set for Thursday 8th September 2022; Solicitor coming to Warren 26/10/22 Meeting scheduled with the Mayor, General Manager and Manager Health and Development Services. Matter to progress in District Court; and</li> <li>Council authorises the Mayor, the General Manager, and the Manager Health and Development Services to</li> </ol>

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 27th April 2023

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Manager Health and Development Services</b>				
				<p>formulate settlement terms if required.</p> <p>Solicitor inspected dwellings 8th and 9th December 2022.</p> <p>Court orders received 26th February 2023. Dwellings inspected in March 2023 by expert as requested by defendant.</p>
26.5.22	132.5.22	Flood Impact on the Ewenmar Waste Depot	MHD	<p>Develop a contingency plan for flood events at the Ewenmar Waste Depot.</p> <p>Alternative arrangements have been made with Bogan and Narromine Shire for a temporary disposal solution, Contact has been made with the EPA.</p>
25.8.22	211.8.22	CCTV Options at the Ewenmar Waste Facility	MHD	Investigate better CCTV options and locations.
21.9.22	240.9.22	Shade Sails – Warren War Memorial Swimming Pool	MHD	Reported to the Sporting Facilities Committee Meeting held September 7/09/2022. Grant funding be sourced for the purchase and installation of shade sails on the western side of the wading pool to improve shading of the supervision area for parents/guardians.
*21.9.22	265.9.22	Coatings Condition Assessment Report – Warren War Memorial Swimming Pool	MHD	<p>1. Council engage Blackwell Short to commence legal proceedings against Beau Corp Aquatics and Construction; letter sent from Blackwell Short to Beau Corp Aquatics and Construction on the 4/10/2022;</p> <p>2. Solicitor inspected the pool on the 9/12/2022; and</p>

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 27th April 2023

---

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Manager Health and Development Services</b>				
				3. Council authorises the Mayor, the General Manager, and the Manager Health and Development Services to formulate settlement terms if required. Meeting arranged with Contractor. Report provided to April 2023 Council Meeting.

**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**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room, Warren on Thursday, 27th April 2023**

**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>
17.03.2023	IPWEA Appointments and Remuneration Committee Meeting	Sydney
21.03.2023	John Carpenter, Blackwell Short Conference	Online
22.03.2023	John Carpenter, Blackwell Short and Beacorp Conference	Online
27.03.2023	LGNSW Award Working Party Meeting	Online
29.03.2023	Mount Foster Quarry EOI Discussion	Warren
30.03.2023	CIO Roundtable	Gilgandra
31.03.2023	IPWEA Management Committee Meeting	Online
05.04.2023	North West Bushfire Management Committee Meeting	Online
06.04.2023	IPWEA Appointments and Remuneration Committee Meeting	Sydney
12.04.2023	WOW Agency Monthly Meeting	Online
12.04.2023	Inaugural Destination Macquarie Marshes Taskforce Meeting	Warren
13.04.2023	Grow Services Expo Day	Warren
13.04.2023	IPWEA NSW and ACT Board Meeting	Online
18.04.2023	North West RFS Service Level Agreement Meeting	Online
19.04.2023	IPWEA Orana Regional Group Meeting	Coonamble
19.04.2023	Councillor and SMT Workshop - Draft 2023/2024 Estimates	Warren
20.04.2023	Central West Orana and Far West Regional Recovery Committee	Online
21.04.2023	ANZAC Day Planning Meeting	Warren
26.04.2023	Debrief Meeting Warren Floods (Council staff, Local Experts and Landowners Sub-Committee)	Warren

<b>DATE</b>	<b>COMMITTEE / MEETING</b>	<b>LOCATION</b>
Nil.		

**RECOMMENDATION:**

That the information be received and noted.

**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held at  
 Council Community Room, Warren on Thursday, 27th April 2023

---

**ITEM 3      WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS      (C14-7.2, G4-1)**

**RECOMMENDATION:**  
 That the information be received and noted.

The following are details of Infrastructure Projects and Grant Applications that are being managed by the Executive Office including the Infrastructure Projects Manager for the period 14th March 2023 to 12th April 2023:

Project	Budget	Expend	Resp	Comment
<b>General</b>				
Warren Airport Upgrade (Drought Stimulus Package Funding – RNIG2-004-NSW DPIE)  Includes \$60,000 allocated from restricted funds for infrastructure improvement/replacement.	185,240	14,842	IPM	<p>Works for the upgrade of Runway 03/ 21 (Clay, unsurfaced runway), all Aprons and Taxiways, including the sealing of the Taxiway between the sealed runway 09/ 27 and the unsealed runway 03/ 21, drainage works on Taxiways, Aprons and Runway 03/ 21 and line marking as required by the Civil Aviation Safety Authority, (CASA). Works are now completed.</p> <p>Further drainage work proposed in Whiteley’s property area may improve drainage on the site. Scope revisiting is required and works to be scheduled for later 2023. Airport Operations Committee(AOC) in its meeting on 13/09/22 identified the need of extra drainage works on 03/21 runway, for consideration in the future funding.</p> <p>Aircraft refuelling system is complete since June 2021. Recent operational training conducted by IOR identified a number of non-compliant matters for Council’s attention. Matters prioritised for addressing.</p> <p>Terminal building frame delivered to site, old Terminal building demolished and removed. Foundation to use</p>

**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held at  
 Council Community Room, Warren on Thursday, 27th April 2023

---

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
				<p>screw piers or bored piers; Engineer recommends using bored piers.</p> <p>Original building frame supplier contacted to provide required modifications – that it is a single story building with all access compliance.</p> <p>Revised drawings received from building component supplier. Specification and foundation drawings expected from design consultant by end of March, to call a tender in early April.</p> <p>Tender called 30th March 2023 with Tender closing on 4th May 2023.</p>
<p>Village Enhancements for Warren, Nevertire and Collie (currently does not include \$395,800 budget provision for Warren Roundabout Reconstruction)</p> <p>(MDB Economic Development Program - Improvement of Regional Structures Grant)</p>	535,725	198,250	GM IPM DMES TSM RIM	<p>Rescoping has commenced in relation to planting of the final street and park trees in Nevertire and Collie.</p> <p>Works in Warren subject to funding by others of the Warren roundabout reconstruction.</p> <p>Works Program for Project rescoped and programmed by GM, DMES, IPM, TSM and RIM.</p> <p>Reports provided to the Town Improvement Committee 14th October 2021 to finalise Works Program.</p> <p>Kerb, gutter and footpath works in Nevertire 98% complete.</p> <p>New Toilet Block for Noel Waters Oval construction is complete.</p> <p>New seating and bin enclosures have been delivered.</p> <p>New electric BBQ for Nevertire Community Park delivered.</p> <p>Survey completed for new access ramp at Lawson/Readford Streets. Construction of ramp is complete.</p>

**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held at  
 Council Community Room, Warren on Thursday, 27th April 2023

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
				<p>Concrete pathways and BBQ slab works at Nevertire are complete.</p> <p>New fencing at Nevertire Community Park completed.</p> <p>Status and programming meeting undertaken and works program instigated to complete work.</p> <p>Some of the identified works are progressing and on track.</p>
<p>Carter Oval and the Development of the Surrounds Carry Over            (MDB Economic Development Program - Improvement of Regional Structures Grant)            (Includes \$460,000 allocated from Council's Infrastructure Improvement Replacement Reserve)</p>	<p>952,253</p>	<p>628,542</p>	<p>IPM</p>	<p>Concept Plan - Draft Concept Plan complete – Grant has been approved.</p> <p>Public Liaison – complete with user groups and the Sporting Facilities Committee.</p> <p>Design Plan – complete, 28-day public exhibition.</p> <p>Skate Park – complete. Sports Committee on their recent site visit (on 20.7.22 with landscape architect) suggested inclusion of additional seating on the western side of the skate park, close to existing Ironbark tree. Installation is complete.</p> <p>Irrigation installed on Carter Oval. Sprinkler irrigation heads will be marked with tags on the ground to minimise any damage when ground/outfield remediation happens.</p> <p>Soccer field works will commence following the cricket pitch field works. If conditions are ideal, the Carter Oval field rejuvenation is expected to finish by the end of May. Decompaction and aeration and 1st stage top dressing is completed in cricket field.</p> <p>Soil and sand analysis are completed for soccer field redevelopment. Soccer field redevelopment and cricket field 2<sup>nd</sup> stage dressings works in progress.</p>



**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held at  
 Council Community Room, Warren on Thursday, 27th April 2023

---

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
				<p>Irrigation system being installed and tested for soccer field and cricket pitch areas.</p> <p>Irrigation system to landscaped area for tree planting being installed.</p> <p>More pathways between sports fields will be constructed once the construction of the soccer fields and junior cricket field are complete.</p> <p>Carpark excavations and topsoil removal is currently progressing.</p> <p>Final funding report provided to January 2023 Council Meeting has been accepted.</p>
Stronger Country Communities Round 3 Splash Park	5,763	5,490	IPM	<p>Splash Park Complete. Has been commissioned by contractor, Pool Manager has been given an operations handover.</p> <p>Stone seats rearrangements completed to alleviate water splashing onto nearby ground.</p>
Swim & Shade Sails (Splash Park) (Drought Communities Extension Program)	86,992	84,240	IPM	<p>Splash Park contractors were on site 1 February 2023, looking at defects. Stone seating re-arranged to address the spilling of water into grassed area.</p> <p>Defects associated with swinging/ splashing bucket rectified. Meeting with contractor on site held, local contractor has been engaged to complete works - sealing of drainage pit.</p>
Carter Oval Lighting Project (Drought Communities Extension Program)	127,151	127,151	IPM	<p>Carter Oval Sporting Lighting (Cricket and Soccer Fields) complete subject to acceptance of final quality assurance and testing report.</p> <p>Additional lighting installation at the Little athletics and mustering areas completed 1 December 2022. E switch system access for the Little athletics</p>

**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held at  
 Council Community Room, Warren on Thursday, 27th April 2023

---

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
				and mustering areas yet to be completed.  REEs to do final quality assurance, testing report once fields (soccer and cricket) remediation is complete.
Change Rooms and Amenities Block at Carter Oval  (Stronger Country Communities Round 4)	669,497	649,684	IPM	<p>Little A's, Cricket and Soccer storage facilities have joined as part of new Amenities block, originally scheduled for completion in January 2023. Change rooms, toilets (male &amp; female), canteen are included in the amenities building for Carter Oval Sports Precinct with a focus on female competitors. Tender called in May 2022; Report provided to June 2022 Council Meeting through the Sporting Facilities Committee. A contract awarded in June 2022 for design, deliver and construction of building. Preliminary drawings submitted for review and comments. Final design was approved on 6/9/22, 22 weeks for procurement and construction of project. Contractor completed Geotech inspection. Contractor asked to revisit the draft foundation design submitted in order to comply with soil conditions and Geotech recommendations. Contractors presented two (2) options for foundation design. Stiffened raft design and screw piers design. Contractors proceeding with stiffened raft foundation option.</p> <p>Foundation works commenced in February. Superstructure frames and components delivery received onsite on 6th March 2023.</p> <p>Installation of superstructure commenced from 4th March 2023. Expected completion is May 2023.</p>

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Community Room, Warren on Thursday, 27th April 2023**

---

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
Carter Oval Cricket Pitch	5,845	217	IPM	<p>Construction of cricket field / turf wicket commenced; Cricket Pitch reassessed on 6 July for further development. Cricket pitch turf did not grow as envisaged. Round of negotiations with Contractor Green Horticultural Group (GHG) occurred to understand the reasons and possible reinstatement of the wicket turf. A quote for reinstatement of a turf pitch and outfield redevelopment accepted from GHG. Work on ground likely to commence in November 2022, subject to favourable weather conditions and level of ground saturation and suitability for machinery to work on.</p> <p>GHG commenced cricket oval pitch and outfield works from 13/02/2023.</p> <p>Cricket out field remediation (decompaction, aeration, fertilising and topsoil dressing) completed in February 2023.</p> <p>Stage 2 top dressing scheduled for 3rd week of April including cricket pitch turfing.</p>
Cricket Practice Nets (Cricket Legacy Fund)	15,000	Nil	IPM	Cricket practice net set out completed, work expected to commence once field remediation is completed April 2023.
Pathway Sculptures/Art (Drought Communities Extension Program)	5,750	5,614	GM TSM	<p>Sculptures have been constructed; most have been erected. First structure completed and located in Victoria Park (Table Tennis Sculpture). Four (4) sculptures in total installed along Victoria Park River walk. Football, Gym and Gymnastic sculptures have been installed in Victoria Oval Precinct. Five (5) cockatoo sculptures have been installed.</p>

**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held at  
 Council Community Room, Warren on Thursday, 27th April 2023

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
Warren Showground/ Racecourse Upgrade Project  (Regional Sports Infrastructure Fund and \$10,182 from sale of old McCalman Pavilion)  <ul style="list-style-type: none"> <li>• Equestrian Arena</li> </ul>	555,701	301,860	IPM	Equestrian Arena area completed in February 2023 with the installation of 500 tonnes of selected sand.  Works already completed: <ul style="list-style-type: none"> <li>- Kick rail installation;</li> <li>- Path around area and access gate ways (3 x vehicle and 1 x pedestrian) into arena;</li> <li>- Sprinkler irrigation;</li> <li>- Graveling skillion side;</li> <li>- Stormwater drainage around arena; and</li> <li>- Swale drains and levelling nearby areas to divert runoff to SW pits.</li> </ul> Southern side annex floor sealing completed in March 2023.  Irrigation pump shed installation is progressing. On 26th February 2023 trial run of arena was successfully completed with the clubs events.  Adult riding Club and Pony Club requested the thickness of sand footing be reduced to 50mm; sand removal and levelling completed for the next event scheduled for 16-19 <sup>th</sup> April 2023.
<ul style="list-style-type: none"> <li>• Pony Club Cross Country Facilities</li> </ul>	4,606	Nil	IPM	Contractor engaged to complete improvement works for the Pony Club Cross Country facilities which have been delayed due to Covid and illness of the Contractor. Works practically completed March 2022 but are subject to a quality check and required improvements by the contractor.  An inspection completed revealed that some activity area and works need some rectification and improvements. Contractor (Phil Waterford) was asked to provide a report and requested to liaise with Council and Pony Club to address the concerns and for any

**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held at  
 Council Community Room, Warren on Thursday, 27th April 2023

---

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
				additional works that may need to be completed.
<ul style="list-style-type: none"> <li>GBS Falkiner Lounge and Viewing Area</li> </ul>		102,979	IPM	<p>Disabled toilet has been constructed and male &amp; female toilets upgrade including ambulant toilet painting, new carpet &amp; tiles and are now complete. Air conditioning installed and commissioned.</p> <p>Seating in viewing area completed, painting of the grandstand flooring has been completed, re walling and painting is complete.</p> <p>Access stairs to grandstand reoriented with new hardwood planks. A quotation accepted from Western Plains Glass and Windows for door/sliding door, windows replacement – installation completed in December 2022.</p> <p>Works outstanding are:</p> <ul style="list-style-type: none"> <li>- Concourse to GBS Falkiner Lounge with disabled access – Outstanding works are scheduled to commence in May 2023.</li> <li>- Disability complying ramp from lower bar/ground level to lounge level.</li> </ul>
<ul style="list-style-type: none"> <li>Replacement of the Showground Ladies Toilets</li> </ul>	54,545	Nil	IPM/ TSM	<p>Rescoping of Concept Design being completed. Alternative design tabled at the Showground/Racecourse Committee on 2.8.22 with proposed jointed male &amp; female toilet as one block attached to switch room.</p> <p>Works on alternative designs is progressing for the proposed option.</p> <p>Demolition of existing ladies toilets to commence late April with construction and building to start in May 2023 with completion by mid-July 2023.</p>
<ul style="list-style-type: none"> <li>Relocation of Cattle Yards (NSW Showgrounds Stimulus Program Phase 2B)</li> </ul>	60,000	Nil	IPM	<p>Advice from P &amp;A (Justin Sanderson). Showground Racecourse Committee Members would like to see the yards refurbished and made suitable for</p>

**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held at  
 Council Community Room, Warren on Thursday, 27th April 2023

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
				both cattle and horses by making the relocated pens approximately 4mx4m in size. Need to investigate further and obtain advice. Stockpro to do a design – organised by P&A. (\$140k) Quote received from Stockpro is over budget and other grant funds to be sourced. Additional funding is required to move forward.
<ul style="list-style-type: none"> <li>Upgrade electrical Cattleman’s Camping Area</li> </ul>	8,082	Nil	IPM	Works complete, balance of unspent funds to be used elsewhere in project.
Warren Showground/ Racecourse Upgrade Project (Showground Stimulus Funding Program Phase 2C) including: <ul style="list-style-type: none"> <li>Update/Renovate Male &amp; Female Amenities in Cattleman’s &amp; Horse Sports Camping Area</li> </ul>	87,735	5,755	IPM/ TSM	Works program finalised following consultation with User Groups at the Showground/Racecourse Committee Meeting held on the 2nd August 2022.  Joint male and female toilet facility in one location.  Balance of unspent funds to be used elsewhere in project - other sewer/toilet works.
<ul style="list-style-type: none"> <li>Renovate Male Toilet @ Main Pavilion</li> </ul>	100,000	Nil	IPM/ TSM	To be inspected by Council Engineer. Contractor has rectified the defects in the floor to Council’s satisfaction.  Concept Design changed due to condition of infrastructure. Scope of Works completed and now project is replacement of the male toilet.  Alternative design considered with male and female toilet in one area has been given the go ahead at the Showground Racecourse Committee meeting held 15 November 2022.  Contactor engaged for demolition works of male and female toilets.

**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held at  
 Council Community Room, Warren on Thursday, 27th April 2023

---

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
				Negotiations with building contractors is advancing on the proposed designs of new combined toilet block.
<ul style="list-style-type: none"> <li>Install New Septic Receival Tank for Main Pavilion Toilets</li> </ul>	45,000	6,120	IPM/ TSM	Scope of works being reassessed to complete the works within the budget as part of alternative combine male and female toilet facility in one location.
<ul style="list-style-type: none"> <li>Renovate Centre Arena Toilets</li> </ul>	102,888	57,112	IPM/ TSM	Works Complete, balance of unspent funds which will be allocated to other sewer/sewerage works.
<ul style="list-style-type: none"> <li>Refence Showground Perimeter with Exclusion Fencing</li> </ul>	105,000	47,212	IPM	<p>Scope/area determined by Showground/ Racecourse Committee on 7th October 2021 being revised. (Quotes to be requested from local suppliers and rural fencing contractors). Length 4,100m and 3 double gates &amp; 2 single gates. RFQ document being prepared to call for quotations.</p> <p>Exclusion fence like airport exclusion fence being considered. Other grant funds required.</p> <p>Options and estimate prepared for 1.8m and 2.1m high fencing for Racing NSW considerations and funding supplement.</p> <p>Details on proposed option being considered (2.1m high) is sent to Warren Jockey Club for sourcing additional funding.</p> <p>Liaising with Matt Colwell/ Nicole McKay on this possible funding support from Racing NSW.</p>
<ul style="list-style-type: none"> <li>New Septic Centre Arena</li> </ul>	3,150	Nil	IPM TSM	Works Complete, balance of unspent funds which will be allocated to other works.

**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held at  
 Council Community Room, Warren on Thursday, 27th April 2023

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
<ul style="list-style-type: none"> <li>• Re-level Pavilion Floors</li> </ul>	8,908	Nil	IPM TSM	Works Complete, balance of unspent funds which will be allocated to other works.
Local Roads & Community Infrastructure Program Phase 3 – Equestrian Arena	94,545	84,286	IPM	<p>Warren Showground/Racecourse Complex Equestrian Arena with a focus on female participants. (Annex pavement, sealing and concrete path construction).</p> <p>Equestrian Arena area completed in February 2023 with the respreading of sand media.</p> <p>Works already completed are:</p> <ul style="list-style-type: none"> <li>- Kick rail installation;</li> <li>- Path around area and access gate ways (3 x vehicle and 1 x pedestrian) into arena;</li> <li>- Sprinkler irrigation;</li> <li>- Gravelling skillion side;</li> <li>- Stormwater drainage around arena; and</li> <li>- Swale drains and levelling nearby areas to divert runoff to SW pits.</li> </ul> <p>Skillion area sealing is completed. Mist irrigation pump shed installation is progressing.</p> <p>Expected completion – end of April 2023.</p>
Crown Reserves Improvement Fund Program Disabled (all access) toilet block Warren Pony Club	79,705	46,465	IPM/ TSM	<p>Construction of a toilet facility in the Warren Pony Club Facility. Scope of works and design complete. Single ambulant toilet will be built.</p> <p>Location has been finalised with Warren Pony Club, on the western side of Pony Club shed.</p> <p>Contractor (SPLAT Plumbing) has been engaged in September 2022 to do the works.</p> <p>Completion expected April 2023.</p>



**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Community Room, Warren on Thursday, 27th April 2023**

---

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
Regional Racecourse Stimulus Funding Program 2022 – ‘Irrigation System’ Drought Proofing project and Public Area Fencing	272,727	Nil	IPM/ TSM	<p>Funding has been granted by the NSW Government towards drought proofing project and public area fencing.</p> <p>Rescoping in progress for an appropriate irrigation system and project may need further grants for the full scope of works.</p> <p>A concept and report is expected by late April 2023.</p>
Crown Reserves Improvement Fund Program Replacement of Showground Ladies Toilet Part 2	54,545	Nil	IPM/ TSM	<p>Option for the replacement /refurbishments of the female toilets to an appropriate standard is in its final stage.</p> <p>Alternative design being considered with male and female toilet in one area. Draft layout plan tabled at Showground Racecourse Committee meeting on 2/8/22.</p> <p>Proposed to construct a joint toilet/shower facility at the location of ladies toilet agreed at the Showground Racecourse Meeting 15 November 2022.</p> <p>Works onsite to commence in April 2023 and expected to be completed by July 2023.</p>
Murray-Darling Basin Economic Development Program – Round 3 – Warren Showground/Racecourse Complex Improvement Program	130,591	96,387	IPM	<p>Project involves: Showground/Racecourse facilities. i.e.</p> <ol style="list-style-type: none"> <li>1. Disabled toilets GBS Falkiner Memorial Lounge; completed December 2021.</li> <li>2. Replace windows and doors GBS Falkiner Memorial Lounge; Quote accepted for windows and doors replacements. Window and door installation works completed in December 2022;</li> <li>3. Paint on the GBS Falkiner Lounge and grandstand, now complete.</li> </ol>

**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held at  
 Council Community Room, Warren on Thursday, 27th April 2023

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
				4. Entry area concreting to comply with disabled access is planned for April/May 2023.
Murray-Darling Basin Economic Development Program – Round 3 – Warren Shire Tourism, Business Development and Macquarie Marshes Signage and Shire Mural Program  <ul style="list-style-type: none"> <li>Stafford Street Water Tower Mural</li> </ul>	<b>For Mural Program Only</b>  125,914	121,590	GM IPM TSM	Rescoping for revised budget arranged. See Warren Public Arts Committee Minutes reported to July 2021 Council Meeting.  Stafford Street Water Tower Mural Design Concept reported to August 2021 Warren Public Arts Committee. Advertised to the Community on Council media resources and the Warren Weekly in September 2021. Mural complete and unveiling undertaken on 2nd December 2021.
<ul style="list-style-type: none"> <li>Nevertire Water Tower Mural</li> </ul>			GM IPM TSM	Community Engagement Plan finalised. Community consultation completed and reported to the November 2021 Warren Public Arts Committee Meeting. Theme finalised, artist quotations finalised and works completed in July 2022.
<ul style="list-style-type: none"> <li>Warren Town Murals on Private Property</li> </ul>			GM IPM TSM	Community Engagement Plan finalised. Community consultation completed and report provided to November 2021 Warren Public Arts Committee Meeting. Themes, locations finalised; artist quotations finalised. Work commenced in July and was completed in August 2022. Further works being considered for funds available being on the proposed new toilet block at the Showground Racecourse Complex.
Murray-Darling Basin Economic Development Program – Round 3 – Carter Oval Lighting Project	53,773	53,773	IPM	Project involves Stage 2 of the Sports Lighting at Carter Oval including the installation of 4 lighting towers and LED lights.

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Community Room, Warren on Thursday, 27th April 2023**

---

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
				<p>Onsite installation commenced 4th April 2022. All 4 main light towers have been installed, including 4 secondary towers on soccer field. Electrical switchboard and lighting testing and commissioning commenced on 1<sup>st</sup> week of August 2022.</p> <p>CT (Current transformer) metering installation at the switchboard and final commissioning completed in August 2022.</p> <p>WAE information/test reports, O &amp; M manual and remote access for operation training is expected in November 2022.</p> <p>Final tests and Lighting Certification will be carried out once Oval ground remediation works are complete. E-switch for Little Athletics and mustering area to be arranged.</p>
Murray-Darling Basin Economic Development Program – Round 3 – Monkeygar Creek Macquarie Marshes Bird Viewing Platform and Parking Project	499,608	148,792	IPM DMES	<p>Project involves the construction of the Bird viewing Platform, toilet and construction of the parking area suitable for buses and recreational vehicles (RV's).</p> <p>DMES is scoping and programming works. Concept Design for Bird Viewing Platform submitted to structural engineer for construction design. Roadworks and earthworks being scoped by DMES. Statement of Environmental Effects (SEE) completed. DA to be lodged. Toilet RFQ has been evaluated and ordered. Cost estimate for all works to be finalised once indicative cost of construction of the platform is obtained. Additional grant funding may be required or a scope reduction which will affect parking area.</p>

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Community Room, Warren on Thursday, 27th April 2023**

---

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
				<p>Wet weather has prevented any access to site since November 2021.</p> <p>Additional funding sought through Regional Tourism Activation fund grant was not successful. Scope will now be revised.</p> <p>Tender called for the construction of bird viewing platform, Three tenders were received being reviewed and reported to April 2023 Council Meeting.</p>
Drought Relief Events (Drought Communities Extension Program)	3,480	149	GM	Used for the Warren Street Christmas Party 2022.
Warren Tennis Court Upgrade (Drought Communities Extension Program)	29,036	23,180	GM IPM	<p>Classic Sports Facilities have upgraded the two concrete courts to artificial turf cost \$48,254. Tennis Club costing new lights for these courts to complete the project. Order issued for supply of lights. Lights have arrived.</p> <p>Installation by local contractor (electrician) arranged. Electrician organising resources to complete the installation. Installation expected to happen April 2023.</p>
Reconnecting Regional NSW – Community Events Program	119,826	55,093	GM PAO	<p>Application submitted 30 June 2022.</p> <p>5 Events hosted by Community Organisations; these are as follows:</p> <ul style="list-style-type: none"> <li>- Burrima Walkway Grand Opening - Macquarie Wetlands Association (variation submitted for event &amp; date change to October 2023).</li> <li>- Far West Schools Ramsay Championship – NSW Rugby Union- Event complete.</li> <li>- Celebration of Warren Youth Festival – Warren Youth Support Group Incorporated.</li> </ul>

**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held at  
 Council Community Room, Warren on Thursday, 27th April 2023

---

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
				<ul style="list-style-type: none"> <li>- Sing Warren – Warren Chamber Music Festival – (variation submitted for event &amp; date change 30 September 2022).</li> <li>- Golden Oldies Game Day – Gilgandra Cricket Association (variation submitted for event &amp; date change to October 2023).</li> <li>- Christmas Street Party Celebrations 2022 – Warren Shire Council - Event complete and a good party with winning the Community Event of the Year in the 2023 Australia Day Awards.</li> </ul>
<b>Water Supplies</b>				
Groundwater Augmentation (Critical Drought Initiative Administered by – DPIE Safe and Secure Program)	245,616	200,085	TSM	All 3 cross connections are complete. Tanks have been constructed. Tank connections installed. Installed power supply to pumps. Pumps tested ok. Approximately 2,400m, of pipe has been laid. Manifolds for Bore Flat & Ellengerah have been installed. Flow meters and level sensors installed. System has been tested with gravity flow to Bore Flat from Ellengerah complete and System pumping from Bore Flat to Ellengerah testing complete. Approval from DPIE to purchase and install chlorination equipment at Bore Flat and Ellengerah given and now arranged. Chlorine equipment ordered, new chlorine shed built.
<b>Sewerage Services</b>				
Restart NSW Warren (STP) Upgrade	61,878	829	IPM/ TSM	<p>Contractor (Gongues Construction) started working on the project in early November 2020, following the award of a tender.</p> <p>Ponds: (Oxidation, maturation and evaporation) were built in early 2021. Construction in STP inlet works</p>

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Community Room, Warren on Thursday, 27th April 2023**

---

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
				<p>commenced in October 2021, with the operation of inlet screens ready for use. SPS and overflow storage facility was complete and commissioned.</p> <p>Intermittent and sporadic wet weather events during 2021 have delayed the progress of work considerably.</p> <p>Electrical Supply to STP installed with the installation of poles and a 63KVA Transformer and commissioned.</p> <p>EPA issued an advice/ provisional licence on 21 July 2022 on the condition that the EPA require a commissioning certificate from the contractor prior to issuing the final licence for the new Warren STP.</p> <p>Commissioning of the plant automation (SCADA &amp; Telemetry) completed in September 2022.</p> <p>Ongoing wet weather and major flooding around the town caused issues with accessing STP. Sewage diversion from old SPS to new SPS storage and then to STP arranged 11th November 2022.</p> <p>Start-up of the new STP, now commenced with final commissioning in December 2022.</p> <p>STP is in operation since December 2022.</p>
<p>Warren Central Business District Toilet Installation (Drought Communities Extension Program)</p> <p>Includes \$140,000 allocated from restricted funds for infrastructure improvement/ replacement.</p>	269,789	140,044	IPM/ TSM	<p>The land has been subdivided and purchased. Necessary services have been connected including the required grease trap facilities.</p> <p>Although Council has funding to install a basic toilet block, the Scope was changed to a 'self-cleansing' or better-quality facility toilet costing more than the budget available. Report provided to the October 2021 Council Meeting for consideration for Council funding to the project if grant funds are not</p>

**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held at  
 Council Community Room, Warren on Thursday, 27th April 2023

---

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
				forthcoming. Work in progress based on Council funding the project. RFQ advertised on VenderPanel closed 14 July 2022. Contract awarded to Exeloo Pty Ltd, expect 22 weeks construction period. Fabrication completed; installation completion expected to be April 2023.
Lions Park Toilet Installation	144,730	118,258	IPM/ TSM	<p>Project is using the following funding:</p> <ul style="list-style-type: none"> <li>• Includes \$52,000 allocated from restricted funds for infrastructure improvement/replacement;</li> <li>• Aubrey Dinsdale's bequeath to Council (\$52,813.78);</li> <li>• Murray Darling Basin Economic Development – Improvement of Regional Structures Grant (\$24,500); and</li> <li>• Contribution from the Warren Lions Club \$16,000.</li> </ul> <p>Final scoping of works complete, however was reassessed by the Infrastructure Projects Control Group.</p> <p>RFQ advertised on VenderPanel closed 14 July 2022. Contract awarded to Exeloo Pty Ltd, expect 22 weeks construction period. Fabrication completed; installation completion expected to be April 2023.</p>
Stronger Country Communities Fund Round 5 (SCCFR5) – Upgrading of Amenities, Change rooms, Canteen and Club House Facilities at the Warren Memorial Pool.	856,903	Nil	IPM	<p>This project will replace the existing Male &amp; Female with "All Access" modern facilities. Include Disabled and Ambulant toilets in the amenities.</p> <p>Replace the existing entry, office and kiosk adding in a club house room with a modern compliant, fit for purpose fit out.</p> <p>Construction work expected April-September 2024.</p>

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Community Room, Warren on Thursday, 27th April 2023**

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
NSW Severe Weather & Flood Grant (\$1,000,000) for AGRN 1025  Warren Town Levee Remediation	887,500	Nil	GM IPM DMES TSM	This project once implemented will ensure that the Warren town is prepared for major flooding and potentially immune from future natural disasters. This project will enable the resilience of the Warren Community as it equips the town with the mechanisms necessary to deal with future adverse environmental conditions.  <b>Funds have been paid however, works program yet to be approved.</b>
Macquarie Park Restoration	112,500	Nil	GM IPM DMES TSM	This project once implemented will ensure that the Warren town is prepared for major flooding and potentially immune from future natural disasters. This project will enable the resilience of the Warren Community as it equips the town with the mechanisms necessary to deal with future adverse environmental conditions.  <b>Funds have been paid however, works program yet to be approved.</b>
Office of Sport - Female Friendly Community Sport Facilities and Lighting Upgrades Grant Program  Victoria Park Precinct New Female Amenities.	500,000	Nil	IPM WSCCM	This project involves construction of new amenities building including two separate changerooms and public access toilets will be constructed to provide safe, equitable and accessible facilities for female participants within Victoria Park Precinct.  Planning and project initiations are progressing. <ul style="list-style-type: none"> <li>- Geotechnical investigations, initiated;</li> <li>- Final location determined.</li> </ul>
Office of Sport - Local Sport Defibrillator Grant Program 2022/23	7,335	7,335	IPM MHD	Three (3) AED units for 3 locations, they are as follows: <ul style="list-style-type: none"> <li>- Carter Oval Youth Sports Precinct New Amenities Building;</li> </ul>



**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held at  
 Council Community Room, Warren on Thursday, 27th April 2023

---

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
				<ul style="list-style-type: none"> <li>- Victoria Park Precinct - Warren Tennis Club; and</li> <li>- Collie Recreation Reserve - Collie Tennis Club.</li> </ul> <p>Defibrillators have been purchased and delivered.</p>
Office of Regional Youth - Children and Young People Wellbeing Recovery Initiative - Large Grants  Get Fit Get Strong Healthy Minds	49,062	Nil	IPM	Get Fit Get Strong Healthy Minds will be delivered at the Sporting Complex, Warren Memorial Pool and has been a Joint submission with Warren Youth Support Centre.

**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held at  
 Council Community Room, Warren on Thursday, 27th April 2023

---

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
<b>Grant Applications</b>				
NSW Social Cohesion Grants for local Government – Unsung Heroes, Innovation in Volunteering	99,575	Nil	IPM EDVM	Application was submitted on 6 February 2023, seeking to recognise and appreciate the volunteers of rural and regional communities. The program seeks to create a comprehensive scoping study to uncover the challenges associated with maintaining a dedicated rural volunteer workforce.  <b>Awaiting Successful Notification</b>

**ACRONYMS**

GM - General Manager

DMFA - Divisional Manager Finance & Administration

DMES - Divisional Manager Engineering Services

MHD - Manager Health and Development Services

TSM - Town Services Manager

RIM - Roads Infrastructure Manager

IPM - Infrastructure Projects Manager

PAO - Projects Administration Officer

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Community Room, Warren on Thursday, 27th April 2023**

---

**ITEM 4 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM – PHASE 3  
EXTENSION AND PHASE 4 – LOCAL ROADS AND COMMUNITY INFRASTRUCTURE  
PROJECTS (G4-1.70, G4-1.84)**

**RECOMMENDATION:**

That Council allocate funding under the Local Roads and Community Infrastructure Grant Programs for Phase 3 Extension and Phase 4 to the following projects:

**Engineering Services Department Projects**

▪ Generator and Transfer Switch Warren Airport	\$31,710
▪ Parks and Facilities Irrigation Controller Systems Upgrades	\$105,000
▪ Macquarie Park Flying Fox and Playground Equipment Softfall Further Contribution	\$89,625
▪ Warren Cemetery Entrance Gates Refurbishment	\$21,000
▪ Warren Cemetery Seating Covering	\$15,750
▪ Nevertire Cemetery Seating Covering	\$10,500
▪ Warren Parks and Gardens CCTV System	\$100,000
▪ Oxley Park Electric Barbeques (2)	\$19,950
▪ Victoria Oval and Park Roadway Bitumen Reseal	\$69,930
▪ Macquarie Park Roadway Bitumen Reseal	\$12,285
▪ Warren Walkway Bitumen Reseals	\$170,100
▪ Tiger Bay Signage Refurbishment	\$5,000
▪ Ravenswood Park Softfall Installation	\$89,145
▪ Bore Flat/Depot Parking Area Reseal	\$18,900
▪ Oxley Park Drive Through Area Reseal	\$8,505
▪ Ebert Park U-Turn Bay Area Reseal	\$5,670
▪ Warren Cemetery Access Road Reseal	\$9,450
▪ Monkeygar Creek Birdviewing Platform Contribution	\$65,000

**Health and Development Services Department Projects**

▪ Solar Panel Locations Battery Installation	\$145,000
▪ Solar Panel Installation Warren Swimming Pool	\$40,000
▪ Solar Panel Installation Warren Showground/Racecourse Complex	\$40,000
▪ Victoria Oval Park Permanent Scoreboard Contribution	<sup>1</sup> \$20,000
▪ Trailer Mounted Scoreboard (2) Contribution	\$45,000
▪ Warren Sporting and Cultural Centre Retaining Wall (Stage 2)	\$30,000
▪ Windows on the Wetlands Centre Precinct EV Charging Station (up to 3) and Power Upgrade Contribution	\$37,996

**Infrastructure Projects Management Office Projects**

▪ Carter Oval Carpark Refurbishment Works for Reseals	\$60,000
▪ Carter Oval EV Charging Station (up to 3) Contribution	\$45,000

<b>Total Phase 3 Extension and Phase 4</b>	<b>\$1,310,516</b>
--	--------------------

---

<sup>1</sup> In addition to a \$15,000 contribution from the Warren Rugby Club. Total Cost \$35,000

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Community Room, Warren on Thursday, 27th April 2023

---

**ITEM 4 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM – PHASE 3  
EXTENSION AND PHASE 4 – LOCAL ROADS AND COMMUNITY INFRASTRUCTURE  
PROJECTS CONTINUED**

**PURPOSE**

For Council to consider and determine projects to be undertaken under the Commonwealth Government Local Roads and Community Infrastructure Program – Phase 3 Extension Grant and Phase 4 Grant for Local Roads and Community Infrastructure Projects.

**BACKGROUND**

Council will be receiving the following amounts under the Local Roads and Community Infrastructure Program:

- |  |           |
|--|-----------|
| ▪ Phase 3 Extension (originally available 1st July 2023 and Projects to be delivered by June 2024) | \$655,258 |
| ▪ Phase 4 (Projects to be delivered by June 2025)  | \$655,258 |

With the commencement of the processes for the finalisation of the 2023/2024 Estimates, there is a need for the determination of the projects to be undertaken, particularly where the draft Estimates have considered other funding such as Internally Restricted Funds, other projects not able to be funded and other grant funded projects.

Due to almost up to \$29 million of recent expected future funding for the road network being possible over the next few years and most of Phase 1, Phase 2 and Phase 3 of the Local Roads and Community Infrastructure Grant Programs being allocated to roads, community infrastructure projects have been prioritised for consideration for Phase 3 Extension and Phase 4. There are still a number of 'road' related projects, particularly in the parks and community infrastructure areas.

**REPORT**

Over the past several years, most of Council's Committees have been requested to advise of suitable projects that could be considered for future works and grant funding. Manex over time have considered these requests together with the success or unsuccess of other grant applications over time in preparation for determination of the proposed split up of the \$1,310,516 available from these two (2) grant programs.

A brief summary of the relevant sections of the program guidelines (Phase 3) are as follows:

**5.1 ELIGIBLE GRANT ACTIVITY**

**Local Roads Projects**

Eligible Local Road Projects are projects that involve the construction or maintenance of roads managed by local governments. Local governments are encouraged to consider works that support improved road safety outcomes.

This could include projects involving any of the following associated with a road:

- Traffic signs;
- Traffic control equipment;
- Street lighting equipment;
- A bridge or tunnel;

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Community Room, Warren on Thursday, 27th April 2023

---

**ITEM 4 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM – PHASE 3  
EXTENSION AND PHASE 4 – LOCAL ROADS AND COMMUNITY INFRASTRUCTURE  
PROJECTS CONTINUED**

- A facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station);
- Facilities off the road that support the visitor economy; and
- Road and sidewalk maintenance, where additional to normal capital works schedules.

**Community Infrastructure Projects**

Eligible Community Infrastructure Projects are projects that involve the construction, maintenance and/or improvements to Council-owned assets (including natural assets) that are generally accessible to the public.

*‘Generally accessible to the public’* means that the project, or the amenity provided by the project, is generally accessible to the public at large. Some areas are clearly publicly accessible as they are areas that are open to all members of the public such as parks, playgrounds, footpaths and roads.

Projects will also be considered generally publicly accessible if they are in a location that is:

- Generally publicly accessible to the wider public undertaking a specific activity (for example Council operated sporting fields); or
- Generally publicly accessible for a limited age group of the community as a whole i.e. a kindergarten building; or
- Used for the provision of an essential service or community service, as determined by the Department, and the amenity of the asset is publicly accessible and benefits the community.

All projects whether carried out on Council owned land, or another type of public land, must deliver benefits to the community, such as improved accessibility, visual amenity, and/or safety.

Examples of eligible works include:

- Closed Circuit TV (CCTV);
- Bicycle and walking paths;
- Painting or improvements to community facilities;
- Repairing and replacing fencing;
- Improved accessibility of community facilities and areas;
- Landscaping improvements, such as tree planting and beautification of roundabouts;
- Picnic shelters or barbeque facilities at community parks;
- Community/public art associated with an Eligible Project (Eligible Funding Recipients will need to provide a clear description of the conceptual basis of the artwork);
- Playgrounds and skate parks (including all ability playgrounds);
- Noise and vibration mitigation measures; and
- Off-road car parks (such as those at sporting grounds or parks).

**Other Public Land**

Projects that involve the construction, maintenance and/or improvements to state/territory and Crown owned land/assets, and Commonwealth owned land/assets, can also be eligible projects

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Community Room, Warren on Thursday, 27th April 2023

---

**ITEM 4 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM – PHASE 3  
EXTENSION AND PHASE 4 – LOCAL ROADS AND COMMUNITY INFRASTRUCTURE  
PROJECTS CONTINUED**

where the Council can confirm that they have the authority of the land or asset owner to undertake the project at the nominated site(s) and the site(s) are accessible to the public (including natural assets).

**PART 5.2 MAINTAINING OVERALL CAPITAL EXPENDITURE**

As an economic stimulus measure, the intent is that Eligible Funding Recipients undertake infrastructure projects which are additional to projects that they had planned to undertake using either their own funds or funds already available to the Eligible Funding Recipients by another opportunity. The funding is not intended to replace existing expenditure commitments but rather to enable further, additional expenditure as economic stimulus.

**5.3 CO-CONTRIBUTIONS**

Co-contributions are not required under the LRCI Program, but are allowed to be used for projects. A project can be funded by a combination of LRCI Program funds, the Eligible Funding Recipient's funds, and other government program funds (including state government programs), as long as the combined funding for the project does not exceed the estimated cost of a project.

An Eligible Funding Recipient using co-contributions for a project also needs to meet the conditions of other funding programs from which funds are sourced. Eligible Funding Recipients are responsible for determining if the funding conditions of another program would permit the use of LRCI Program funding towards that project.

**5.6 WHAT THE GRANT MONEY CANNOT BE USED FOR**

Eligible Funding Recipients cannot use grant money to pay for business as usual activities and costs, or any other activities and costs not associated with Eligible Projects. These activities are Ineligible Projects or Ineligible Expenditures.

The following are examples of Ineligible Projects and Ineligible Expenditures:

- Costs incurred in the preparation of a Work Schedule or related documentation;
- Costs incurred in the preparation of reporting documentation including Audit requirements;
- General administrative overheads and staff salaries not connected with Eligible Projects funded under the Program;
- Subsidy of general ongoing administration of an organisation such as electricity, phone, rent, or costs incurred by the Council as a Landlord in the general course of a lease;
- Commencement ceremonies, opening ceremonies or any other event associated with Eligible Projects;
- Transport planning studies;
- Road rehabilitation studies (if not part of an Eligible Project);
- Road building plant or other capital equipment especially moveable equipment (e.g. graders or trailers);
- Land;
- Purchase of or improvement to assets that will be 'handed-off' to ineligible funding recipients under a cost sharing or minimisation strategy, or similar;

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Community Room, Warren on Thursday, 27th April 2023**

---

**ITEM 4 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM – PHASE 3  
EXTENSION AND PHASE 4 – LOCAL ROADS AND COMMUNITY INFRASTRUCTURE  
PROJECTS CONTINUED**

- Training (if not part of an Eligible Project);
- Public liability insurance;
- Fringe benefits tax;
- GST payable component of a supply;
- Finance leases on equipment;
- Depreciation, except for depreciation of plant and equipment directly attributable to a grant funded Eligible Project;
- Preliminary planning and stand-alone design that do not relate to an Eligible Project;
- Operating lease charges where the rental expense cannot be directly linked to the grant project (e.g. a grader may be hired for a period for a variety of tasks, only charges that specifically relate to the funded Eligible Project can be charged against the grant funds);
- Overseas travel; and
- The covering of retrospective project costs undertaken prior to work schedule approval.

Projects being considered are:

**Engineering Services Department Projects**

▪ Generator and Transfer Switch Warren Airport	\$31,710
▪ Parks and Facilities Irrigation Controller Systems Upgrades	\$105,000
▪ Macquarie Park Flying Fox and Playground Equipment Softfall Further Contribution	\$89,625
▪ Warren Cemetery Entrance Gates Refurbishment	\$21,000
▪ Warren Cemetery Seating Covering	\$15,750
▪ Nevertire Cemetery Seating Covering	\$10,500
▪ Warren Parks and Gardens CCTV System	\$100,000
▪ Oxley Park Electric Barbeques (2)	\$19,950
▪ Victoria Oval and Park Roadway Bitumen Reseal	\$69,930
▪ Macquarie Park Roadway Bitumen Reseal	\$12,285
▪ Victoria Oval LED Lights Conversion	\$265,650*
▪ Warren Walkway Bitumen Reseals	\$170,100
▪ Tiger Bay Signage Refurbishment	\$5,000
▪ Monkeygar Birdviewing Platform Parking and Pathways Contribution	\$150,000*
▪ Ravenswood Park Softfall Installation	\$89,145
▪ Medical Centre Carpark Reconstruction	\$60,900*
▪ Bore Flat/Depot Parking Area Reseal	\$18,900
▪ Oxley Park Drive Through Area Reseal	\$8,505
▪ Ebert Park U-Turn Bay Area Reseal	\$5,670
▪ Warren Cemetery Access Road Reseal	\$9,450
▪ Monkeygar Creek Birdviewing Platform Contribution	\$65,000

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Community Room, Warren on Thursday, 27th April 2023**

---

**ITEM 4 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM – PHASE 3  
EXTENSION AND PHASE 4 – LOCAL ROADS AND COMMUNITY INFRASTRUCTURE  
PROJECTS CONTINUED**

**Health and Development Services Department Projects**

▪ Solar Panel Locations Battery Installation	\$145,000
▪ Solar Panel Installation Warren Swimming Pool	\$40,000
▪ Solar Panel Installation Warren Showground/Racecourse Complex	\$40,000
▪ Victoria Oval Park Permanent Scoreboard Contribution	<sup>2</sup> \$20,000
▪ Trailer Mounted Scoreboard (2) Contribution	\$45,000
▪ Warren Sporting and Cultural Centre Retaining Wall (Stage 2)	\$30,000
▪ Bob Christenson Reserve Signage	\$5,000*
▪ Airconditioning System (Heating/Cooling) Warren Sporting and Cultural Centre	\$165,000*
▪ Windows on the Wetlands Centre Precinct EV Charging Station (up to 3) and Power Upgrade Contribution	\$37,996

**Infrastructure Projects Management Office Projects**

▪ Outer Ring Warren Showground/Racecourse Irrigation Contribution	\$200,000*
▪ Exclusion Fencing Warren Showground/Racecourse Contribution	\$100,000*
▪ Cattle Horse Yards Warren Showground/Racecourse Contribution	\$90,000*
▪ Carter Oval Carpark Refurbishment Works for Reseals	\$60,000
▪ Carter Oval Landscaping Plan Stage 2	\$75,000*
▪ Carter Oval Table Chairs Shade Structures	\$125,000*
▪ Carter Oval EV Charging Station (up to 3) Contribution	\$45,000

\* Project not recommended for funding under these programs.

Councillors need to be aware that the following projects have not been listed or considered as they are either funded in the Draft 2023/2024 Estimates with funding from elsewhere now or at another time or are not fundable in accordance with the Guidelines under the Grant Programs:

▪ RNAV Warren Airport	\$50,000
▪ Roundabout Island Reconstruction	To be funded by Transport for NSW
▪ Pound Construction Further Funding	\$80,000
▪ Thornton Avenue Pumping Station Screening (Hedging)	\$10,000
▪ Ellengerah Road/Rifle Road Intersection	\$100,000
▪ Old Warren Road Gravel Resheeting	\$200,000
▪ Tiger Bay Culvert Walkway Installation	\$30,000
▪ Defibrillators with Cabinets	\$12,000
▪ Nevertire Community Park Playground Equipment	\$10,080
▪ Nevertire Community Park Irrigation System	\$10,000
▪ Saunders Park Table and Chairs and Shade Structure Replacement	\$25,200

---

<sup>2</sup> In addition to a \$15,000 contribution from the Warren Rugby Club. Total Cost \$35,000





**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Community Room, Warren on Thursday, 27th April 2023**

---

**ITEM 4 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM – PHASE 3  
EXTENSION AND PHASE 4 – LOCAL ROADS AND COMMUNITY INFRASTRUCTURE  
PROJECTS CONTINUED**

**Engineering Services Department Projects**

▪ Generator and Transfer Switch Warren Airport	\$31,710
▪ Parks and Facilities Irrigation Controller Systems Upgrades	\$105,000
▪ Macquarie Park Flying Fox and Playground Equipment Softfall Further Contribution	\$89,625
▪ Warren Cemetery Entrance Gates Refurbishment	\$21,000
▪ Warren Cemetery Seating Covering	\$15,750
▪ Nevertire Cemetery Seating Covering	\$10,500
▪ Warren Parks and Gardens CCTV System	\$100,000
▪ Oxley Park Electric Barbeques (2)	\$19,950
▪ Victoria Oval and Park Roadway Bitumen Reseal	\$69,930
▪ Macquarie Park Roadway Bitumen Reseal	\$12,285
▪ Warren Walkway Bitumen Reseals	\$170,100
▪ Tiger Bay Signage Refurbishment	\$5,000
▪ Ravenswood Park Softfall Installation	\$89,145
▪ Bore Flat/Depot Parking Area Reseal	\$18,900
▪ Oxley Park Drive Through Area Reseal	\$8,505
▪ Ebert Park U-Turn Bay Area Reseal	\$5,670
▪ Warren Cemetery Access Road Reseal	\$9,450
▪ Monkeygar Creek Birdviewing Platform Contribution	\$65,000

**Health and Development Services Department Projects**

▪ Solar Panel Locations Battery Installation	\$145,000
▪ Solar Panel Installation Warren Swimming Pool	\$40,000
▪ Solar Panel Installation Warren Showground/Racecourse Complex	\$40,000
▪ Victoria Oval Park Permanent Scoreboard Contribution	<sup>3</sup> \$20,000
▪ Trailer Mounted Scoreboard (2) Contribution	\$45,000
▪ Warren Sporting and Cultural Centre Retaining Wall (Stage 2)	\$30,000
▪ Windows on the Wetlands Centre Precinct EV Charging Station (up to 3) and Power Upgrade Contribution	\$37,996

**Infrastructure Projects Management Office Projects**

▪ Carter Oval Carpark Refurbishment Works for Reseals	\$60,000
▪ Carter Oval EV Charging Station (up to 3) Contribution	\$45,000

---

**Total Phase 3 Extension and Phase 4      \$1,310,516**

---

<sup>3</sup> In addition to a \$15,000 contribution from the Warren Rugby Club. Total Cost \$35,000



**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Community Room, Warren on Thursday, 27th April 2023

---

**ITEM 5      2023 LOCAL ROADS CONGRESS – IPWEA (NSW)**

**(R4-13.2)**

**RECOMMENDATION** that:

1. The information be received and noted; and
2. Council approve the attendance of up to two (2) interested Councillors with the General Manager and Divisional Manager Engineering Services or nominee to the 2023 Local Roads Congress - IPWEA (NSW) on Monday, 5th June 2023.

**Purpose**

To seek Council approval for up to two (2) Councillors to attend the 2023 Local Roads Congress - IPWEA (NSW) on Monday, 5th June 2023.

**Background**

In previous years Council has sent up to two (2) Councillors to attend the Local Roads Congress - IPWEA (NSW) together with relevant staff.

Council's General Manager is on the Committee of Management of the IPWEA Roads and Transport Directorate that is responsible of the conduct of the Local Roads Congress and attends due to this. The Divisional Manager Engineering Services or nominee also attends due to the nature of the Congress.

This year each Council is allocated three (3) positions for attendance together with Council's General Manager.

In 2021 Councillor Andrew Brewer and the General Manager attended and both found the Congress worthwhile attending. In 2022 Councillors Whiteley and McCloskey, the Divisional Manager Engineering Services and the General Manager attended and all found the Congress worthwhile attending.

**Report**

The theme for this year's Congress "*Sustainable Investment*". Attached is a copy of the Draft Congress Program which is still being finalised, particularly in relation to the attendance of relevant Ministers and Opposition Spokespersons.

Also attached is a copy of the 2022 NSW Local Roads Communique together with information from previous Congresses.

It is considered worthwhile for at least one (1) Councillor, up to two (2) Councillors, who most probably have an interest in roads to attend with staff.

Practically, it would mean travel to Sydney by plane early Monday, 5th June 2023 staying overnight and returning back to Warren in the morning of Tuesday, 6th June 2023.

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Community Room, Warren on Thursday, 27th April 2023

---

**ITEM 5      2023 LOCAL ROADS CONGRESS – IPWEA (NSW)**

**CONTINUED**

**FINANCIAL AND RESOURCE IMPLICATIONS**

Attendance costs are expected to amount to approximately \$1,400 per attendee for Congress registration, accommodation, meals and flights.

Council provides annual funding for Councillors to attend this Congress

**LEGAL IMPLICATIONS**

There is no legal requirement for Council to attend this Congress however, Council is a member of the IPWEA Roads and Transport Directorate and local and regional roads are Council's most major asset and a high priority.

**RISK IMPLICATIONS**

There are no known risks.

**STAKEHOLDER CONSULTATION**

N/A.

**OPTIONS**

Council can choose to have Councillors attend or not attend.

**CONCLUSION**

This report has been prepared to advise Councillors of the upcoming Local Roads Congress and to arrange the attendance for up to two (2) interested Councillors.

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

- 3.1.1 Ensure that the road network is maintained to acceptable community standards;
- 5.3.1 Provide effective training and development of our staff;
- 5.3.2 Create a productive and cooperative working environment for Councillors to support their governance responsibilities; and
- 5.4.3 Actively seek external support (financial and in-kind) from Government, alliance partners, the community and philanthropists to support the provision of new services and amenities for the community.

**SUPPORTING INFORMATION /ATTACHMENTS**

- 1. Draft NSW Local Roads Congress 2023 Program.
- 2. 2022 NSW Local Roads Congress Communique.
- 3. Previous Local Roads Congress Information.

**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held at  
 Council Community Room, Warren on Thursday, 27th April 2023

ITEM 5      2023 LOCAL ROADS CONGRESS – IPWEA (NSW)

CONTINUED

**Attachment 1 - Draft NSW Local Roads Congress 2023 Program**





**Local Roads Congress 2023**  
**THEME: SUSTAINABLE INVESTMENT**  
 NSW Parliament House, Macquarie Street, Sydney

Monday, 5 June 2023	
8:30am – 9:00am	Registration
9:00am – 9:05am	Congress Welcome/Welcome to Country
9:05am – 9:20am	Welcome Address
9:20am – 9:35am	President’s Welcome Grant Baker, President IPWEA NSW and ACT
9:35am – 10:00am	Heavy Vehicles Pascal Felix
10:00am – 10:30am	Natural Disaster Recovery Funding - Will Barton
10:30am – 11:00am	<b>MORNING TEA</b>
11:00am – 11:30am	Keynote Address Minister
11:30am – 12:00pm	Keynote Address Shadow Minister
12:00pm – 12:30pm	Panel Discussion Minister?
12:30pm – 1:30pm	<b>LUNCH</b>
1:30pm – 2:00pm	Road Asset Benchmarking Steve Verity MEngTech (Civil), BEngTech (Civil), MIEAust, FIPWEA Principal Advisor Asset Management at IPWEA Australasia
2:00pm – 2:30pm	Valuation of Road Assets - Jeff Roorda
2:30pm – 3:00pm	Panel Discussion Assets – Steve, Jeff and ??
3:00pm – 3:30pm	<b>AFTERNOON TEA</b>
3:30pm – 4:00pm	Road Safety – Prasannah (tbc)
4:00pm – 4:30pm	Congress communique
4:30pm – 5:00pm	
5:00pm – 7:00pm	<b>DRINKS AND CANAPES</b>


**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Community Room, Warren on Thursday, 27th April 2023

---


ITEM 5      2023 LOCAL ROADS CONGRESS – IPWEA (NSW)

CONTINUED

**Attachment 2 - 2022 NSW Local Roads Congress Communiqué**



**LOCAL  
GOVERNMENT  
NSW**



NSW & ACT  
**IPWEA**  
INSTITUTE OF PUBLIC WORKS  
ENGINEERING AUSTRALASIA

## 2022 NSW Local Roads Congress

### Putting Policies into Practice

#### Congress Communiqué

The NSW Roads and Transport Directorate, a partnership between Local Government NSW (LGNSW) and the NSW Division of the Institute of Public Works Engineering Australasia (IPWEA NSW and ACT), in holding the 2022 Local Roads Congress, resolved to announce the following communiqué.

The Congress recognises the critical role of Local Government as a provider of local and regional transport infrastructure in partnership with the State and Federal Governments.

The Congress calls for continued action from all levels of government to leverage the current challenges as an opportunity to deliver safe, efficient and resilient road and transport infrastructure to local communities across NSW, now and into the future.

---

To further the outcomes of the Congress, this communiqué calls on governments to address the following matters:

**NSW Local Government**

*The Congress identified the need for the NSW and Australian Governments to support NSW councils in taking further action to address the current skills shortage. The Congress also acknowledges the impact that rising construction costs are having on NSW councils.*

The Congress calls on the NSW and Australian Governments to support NSW councils in their effort to address the current skills shortage and proposes the following measures for further consideration by councils:

- To implement engineering cadetship and work experience programs to ensure the skills and capacity to manage local roads is maintained into the future.
- Investigate potential opportunities for efficiency gains in council construction and maintenance work practices and techniques.
- Promote the value of a career in public works within their local communities, as a part of a collective voice with the wider engineering industry.
- Partner with educational institutions (TAFE, university's, high schools) to develop employment pathways into NSW councils.

The Congress supports the commitment of NSW councils in managing local road safety and proposes the following measures for further consideration by councils:

- Incorporate a Safe Systems approach within each council's strategic transport and infrastructure plans.
- Consider the development and implementation of formal Road Safety Strategic Plans aligned to the National Road Safety Strategy 2021-30 and the 2026 Road Safety Action Plan.
- Work with Transport for NSW in their review of the Local Government Road Safety Program.

Congress Communiqué

Page 1

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Community Room, Warren on Thursday, 27th April 2023

---

ITEM 5      2023 LOCAL ROADS CONGRESS – IPWEA (NSW)

CONTINUED



**2022 NSW Local Roads Congress**  
**Putting Policies into Practice**

The Congress is concerned with the impacts of rising construction costs and calls on the NSW and Australian Governments to increase road funding in line with cost increases and proposes the following measures for further consideration by councils:

- Review the procurement of construction materials and supply chains to mitigate impacts on councils in the current market.
- Work collaboratively with other councils and the Roads and Transport Directorate to investigate potential solutions to rising construction costs and supply chain issues, and to act as a collective voice for addressing this issue.
- Provide flexibility in procurement processes where permitted, including partnerships with other organisations, in order to reduce the impact of increased construction costs and to provide certainty for local supply chains and businesses.

**NSW Government**

*The Congress highlights the potential impacts that the road reclassification review being undertaken by the NSW Government could have on NSW councils. The Congress also highlights the need for more sustainable investment by the NSW Government into local roads via improvements to freight access, the fixing country bridges program, and funding for natural disaster recovery, as well as more sustainable funding models for NSW councils more broadly. The Congress calls on the NSW Government to:*

Address concerns relating to the Road Reclassification Review by:

- Ensuring the regional roads transferred to the State are maintained and improved through the allocation of an increased level of funding.
- Ensuring that councils are able to retain the maintenance work on roads transferred to the State.
- Ensuring that any change in arrangements does not adversely impact other grants provided to councils for local, and any retained regional, roads

Improve the access for freight to NSW local roads by:

- Working with council's in addressing first and last mile freight access issues.
- Releasing targeted funding to improve access for freight vehicles on local roads connecting to State and National freight routes as well as intermodal facilities.
- Providing additional funding to councils to increase the access of HPV and PBS vehicles to the local road network, and promote the uptake of such vehicles by the transport industry more widely, resulting in improved road safety outcomes.



**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Community Room, Warren on Thursday, 27th April 2023

---

ITEM 5      2023 LOCAL ROADS CONGRESS – IPWEA (NSW)

CONTINUED



**2022 NSW Local Roads Congress**  
**Putting Policies into Practice**

Improve the Fixing Country Bridges program by:

- Further extending the delivery timelines of Round 1 of the program to enable all projects to be completed.
- Offering additional rounds of funding to this program to enable councils to further improve the condition of local bridge assets.
- Expanding the program to cover the replacement of aging steel and concrete structures.

Improve the resilience of local communities to natural disasters by:

- Providing flexibility in disaster recovery funding to allow for betterment of local roads and assets, rather than like for like replacement.
- Working with councils to improve the resilience of local communities, public assets, and local government organisations to natural disasters.
- Reducing the burden on council's to accessing disaster recovery funding, including adjusting procurement requirements, whilst retaining good governance provisions.

Develop a sustainable funding model for Local Government in NSW by:

- Removing competitive funding processes and adopting a longer term allocation based model, to ensure stability in Local Government supply chains and resourcing.
- Exploring the potential for road user contribution funding as a means of more equitable distribution of road funds to NSW councils.
- Considering social equity in funding to ensure all residents of NSW have a minimum level of service access to Local Roads and infrastructure.
- Engaging with IPWEA and LGNSW on future funding program design and processes.
- Providing financial assistance to address the current skills shortage in NSW Local Government

**Australian Government**

*The Congress recognises the need for consultation with NSW councils in the development of National Service Level Standards (NSLS) and the accompanying Heavy Vehicle Road Reform being undertaken by the Australian Government. The Congress calls on the Australian Government to:*

Consider the needs of NSW councils in the implementation of the NSLS, by:

- Consulting with all NSW council's and the Roads and Transport Directorate in regards to the proposed NSLS to ensure the needs of local communities are represented.
- Ensuring the proposed NSLS framework can be implemented by NSW councils of varying size and capability, and support is available during the implementation of the framework.
- Ensuring the funding model of the NSLS framework results in increased funding and user amenity for Local Roads in NSW.

Congress Communiqué

Page 3

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Community Room, Warren on Thursday, 27th April 2023

---

ITEM 5      2023 LOCAL ROADS CONGRESS – IPWEA (NSW)

CONTINUED



**2022 NSW Local Roads Congress**  
**Putting Policies into Practice**

**Further information and enquiries:**

Grant Baker, President IPWEA NSW and ACT – 0418 112 855

William Barton, Vice President IPWEA NSW and ACT – 0407 781 745

Joshua Devitt, Manager Roads and Transport Directorate – 0417 795 163

Patrick Lee, Senior Policy Officer, Local Government NSW (02) 9242 4073

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Community Room, Warren on Thursday, 27th April 2023

---

ITEM 5      2023 LOCAL ROADS CONGRESS – IPWEA (NSW)

CONTINUED

**Attachment 3 - Previous Local Roads Congress Information**


3/21/23, 3:25 PM Local Roads Congress | IPWEA (NSW)

NEW & ACT  
**IPWEA**  
INSTITUTE OF PUBLIC WORKS  
ENGINEERING AUSTRALIA

**G** LOCAL  
GOVERNMENT  
NSW

## Local Roads Congress

### About the Event

The Roads and Transport Directorate, in collaboration with Local Government NSW, holds an annual Local Roads Congress, where local council mayors, councillors and executives gather to discuss road-related policy issues. The purpose of the Congress is to address policy issues rather than technical issues and to optimise roads and transport outcomes. The first NSW Local Roads Congress was held in December 2005 and has been held annually since then.

### 2023 Local Roads Congress

The 2023 Local Roads Congress will be held on 5 June 2023 as a hybrid event at NSW Parliament House and online.

More Information coming soon!

---

<https://ipweansw.org/roadsdirector/local-roads-congress> 1/6

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Community Room, Warren on Thursday, 27th April 2023

ITEM 5      2023 LOCAL ROADS CONGRESS – IPWEA (NSW)

CONTINUED

3/21/23, 3:25 PM

Local Roads Congress | IPWEA (NSW)



Local Roads Congress 2022

<https://ipweansw.org/roadsdirector/local-roads-congress>

2/6

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Community Room, Warren on Thursday, 27th April 2023

---

**ITEM 5      2023 LOCAL ROADS CONGRESS – IPWEA (NSW)**

**CONTINUED**

3/21/23, 3:25 PM

Local Roads Congress | IPWEA (NSW)

The Local Roads Congress was held on Monday 6 June 2022, at the NSW Parliament House in Sydney.

The theme of the Congress was Putting Policies into Practice.

2022 NSW Local Roads Congress  
Communiqué

**2021 Local Roads Congress**

The 2021 Local Roads Congress was held on 7 June 2021 as a hybrid event at the NSW Parliament House and online. The theme of the Congress was Reconnecting the Dots in Community Recovery – the connections being Emergency Management, Management of Assets, Road Safety, and Resources – strategic areas which are interrelated and of primary importance to local government.

2021 NSW Local Roads Congress  
Communiqué

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Community Room, Warren on Thursday, 27th April 2023

ITEM 5      2023 LOCAL ROADS CONGRESS – IPWEA (NSW)

CONTINUED

3/21/23, 3:25 PM      Local Roads Congress | IPWEA (NSW)



**2020 Local Roads Conference**

The annual NSW Local Roads Congress was delivered as a virtual conference, with sessions on 1 June 2020 and 15 June 2020. The theme for this year's event was Connecting the Dots – the connections being Emergency Management, Management of Assets, Rural Safety, and Resources – strategic areas which are inter-related and

<https://ipweansw.org/roadsdirectorate/local-roads-congress> 4/6

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Community Room, Warren on Thursday, 27th April 2023**

---

**ITEM 5      2023 LOCAL ROADS CONGRESS – IPWEA (NSW)**

**CONTINUED**

3/21/23, 3:25 PM

Local Roads Congress | IPWEA (NSW)

of primary importance to local government. The conference took place over two session days- the first session tackling the challenges associated with 'Saving lives on local roads' and the second session focusing on 'Providing high quality infrastructure to the community'.

### 2019 Local Roads Congress

**Roads, Risk, Regulation & Resourcing.** The 2019 Local Roads Congress and Congress Dinner was held at the Parliament House NSW Theatre on 3 June 2019. The Minister for Regional Transport and Roads, Paul Toole MP and the Shadow Minister for Local Government and Communities and Shadow Minister for Regional Roads, Peter Primrose, MLC each addressed the Congress. At the conclusion of the Congress delegates adopted a Communiqué which succinctly captured the outcomes of matters discussed during the day.



For information and enquiries about the Local Roads Congress, please contact us at  
[rtd@ipweansw.org](mailto:rtd@ipweansw.org) or on (02) 8267 3000

Resources

Projects

Membership

<https://ipweansw.org/roadsdirectoratelocal-roads-congress>

5/6

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Community Room, Warren on Thursday, 27th April 2023

---

**ITEM 6      LAND ALLOCATION FOR NSW RURAL FIRE SERVICE – NEW STATION FOR CENTRAL  
WARREN BRIGADE      (B7-12)**

**RECOMMENDATION**

That Council approve in principle subject to subdivision and development approval and the Rural Fire Service agreeing to the following requirements being of the Rural Fire Services cost the use of approximately 1,604m<sup>2</sup> of land at the intersection of Wilson and Chester Streets, Warren (Part of Lots 1 and 2 DP853548) as detailed within the plan attached to the report for the use for the Rural Fire Service Warren Central Brigade Facility instead of 36 Arthur Butler Drive, Warren (Lot 10 DP746672) at the Warren Airport with this 36 Arthur Butler Drive, Warren land being the alternate for the facility:

- Subdivision application easement and survey work;
- Development application;
- Telecommunications connection;
- Bore water connection;
- River water connection;
- Sewer connection;
- Relocation of the overland flow drain at the location and restoration;
- Kerb and gutter with appropriate heavy duty gutter ramps including road construction/restoration;
- Appropriate easement over the water trunk main in Lot 2 DP853548;
- No building construction over the water trunk main at the location;
- Construction of appropriate hard stand areas suitable for heavy vehicles and equipment;
- Foundations to be suitable, most probably EH level;
- Construction of appropriate Colourbond fencing on the rear and side of the blocks; and
- Emergency operations alarm/sirens on the building not be used at the location.

**PURPOSE**

The purpose of this report is to seek confirmation and support from Council for the provision of suitable land and appropriate conditions for a new Brigade Station for the Rural Fire Services (RFS) Central Warren Brigade.

**BACKGROUND**

For a number of years now, arrangements have been progressing for the provision of suitable land to allow the relocation of the RFS Central Warren Brigade from the current shared facility location with the State Emergency Services (SES) in Readford Street, Warren to a location that will allow a stand alone facility.

Attached (Attachment 1) is a copy of the relevant correspondence from the RFS that progressed the proposed use of 36 Arthur Butler Drive, Warren (Lot 10 DP746672) located on land adjacent to the Warren Airport) that is currently leased to the Castlereagh Macquarie County Council (CMCC).

The Airport site was identified as the preferred site based on the extensive search and discussion with the local Central Warren Brigade and the RFS District. However, it was preferred that the site was in the town of Warren.





**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Community Room, Warren on Thursday, 27th April 2023

---

**ITEM 6      LAND ALLOCATION FOR NSW RURAL FIRE SERVICE – NEW STATION FOR CENTRAL  
WARREN BRIGADE      CONTINUED**

- Telecommunications available, but needs to be setup at their cost;
- Bore water available, but needs to be setup at their cost;
- River water available, but needs to be set up at their cost;
- Sewer available, but needs to be set up at their cost;
- Overland flow drainage works on Lot 2 DP853548 needs to be redirected to partially into Lot 3 DP853548 and land restored and suitable for the travel of heavy vehicles and equipment at their cost;
- Kerb and gutter with appropriate heavy duty gutter ramp(s) needs to be constructed in Wilson Street in front of the property including road construction/restoration at their cost;
- Subdivision of Lots 1 and 2 DP853548 including an appropriate easement over the water trunk main in Lot 2 DP853548 at their cost;
- No building will be allowed over the water trunk main in Lot 2 DP853548;
- Appropriate hardstand areas to be constructed on the block suitable for the heavy vehicles and equipment to be stored/parked at the location at their cost;
- Assumption of the highest level of foundations, EH, at their cost;
- Appropriate Colourbond fencing to be constructed on the rear and side of the block at their cost;
- Development Application process will need to involve the appropriate community consultation particularly with the current neighbour adjoining the proposed location, others in Wilson and Chester Streets, the Warren Central School and other neighbours in the vicinity, aesthetics of the facility will need to be considered at their cost;
- Verbal advice has been provided that emergency operations alarms/sirens at the Brigade Station would not be applicable.
- It is considered that the use of the land would not be detrimental for future use of what is left of Lots 1 and 2 DP853548, particularly for future residential development.

If Council determines that it has no concerns with the proposed change of location from 36 Arthur Butler Drive, Warren to the land at the intersection of Wilson and Chester Streets, use of the property would be in principle only subject to a Subdivision and Development Application and the RFS's agreement for the following at their cost:

- Subdivision application, easement and survey work;
- Development Application;
- Telecommunications connection;
- Bore water connection;
- River water connection;
- Sewer connection;
- Relocation of the overland flow drain at the location and restoration;
- Kerb and gutter with appropriate heavy duty gutter ramps including road construction/restoration;
- Appropriate easement over the water trunk main at the location;
- Construction of appropriate hard stand areas suitable for heavy vehicles and equipment;

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Community Room, Warren on Thursday, 27th April 2023

---

**ITEM 6      LAND ALLOCATION FOR NSW RURAL FIRE SERVICE – NEW STATION FOR CENTRAL  
WARREN BRIGADE      CONTINUED**

- Foundations to be suitable, most probably EH level;
- Construction of appropriate Colourbond fencing on the rear and side of the block; and
- Emergency operations alarms/sirens on the building not to be used at the location.

**FINANCIAL AND RESOURCE IMPLICATIONS**

The RFS has arranged a suitable budget in 2022/2023 for the development and construction of the proposed facility. Most services will be provided at the cost of the RFS.

Council is responsible for providing suitable land for facilities of this nature.

**LEGAL IMPLICATIONS**

Any development at both proposed locations will be subject to a Development Application.

**RISK IMPLICATIONS**

Nil however, objections may be raised at the Development Application stage.

**STAKEHOLDER CONSULTATION**

The property owner in Wilson Street adjoining the proposed Wilson and Chester Streets, Warren location has been approached to gauge their reaction to what is proposed. Some concern was expressed.

CMCC has been consulted in relation to movement to the Warren Shire Works Depot if the 36 Arthur Butler Drive, Warren property is used. Perhaps even if it is not used arrangements will most probably be made for their relocation to make available this land for more appropriate commercial development.

**OPTIONS**

Two (2) options for the facility:

1. 36 Arthur Butler Drive, Warren (Lot 10 DP746672) approximately 2,010m<sup>2</sup>; or
2. Intersection Wilson and Chester Streets, Warren (Part Lot 1 and Part Lot 2 DP853548), approximately 1,604m<sup>2</sup> as detailed within the report.

**CONCLUSION**

It is considered appropriate that subject to subdivision and development approval and the RFS agreeing to Council's requirements contained within this report the approximate 1,604m<sup>2</sup> of land at the intersection of Wilson and Chester Streets, Warren as detailed within the plan attached to this report be made available for use for the RFS Warren Central Brigade Facility.

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

- 1.2.3 Encourage volunteerism within the community;
- 1.2.4 Ensure that our emergency services organisations are ready to support our community during natural disasters and other emergencies;
- 3.2.1 Maintain community assets (swimming pools, library, council buildings, parks, gardens, reserves, cemeteries, aerodrome, stormwater, water and sewer infrastructure) to acceptable community standards;
- 5.2.4 Explore partnerships with others to share costs; and




**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Community Room, Warren on Thursday, 27th April 2023


---

**ITEM 6      LAND ALLOCATION FOR NSW RURAL FIRE SERVICE – NEW STATION FOR CENTRAL WARREN BRIGADE      CONTINUED**

**Attachment 1: RFS letter 1st March 2021 – Land allocation for NSW RFS – New Station for Central Warren Brigade**



## NSW RURAL FIRE SERVICE



---

Mr Stephen Glen  
Interim General Manager Warren Shire Council  
PO Box 6  
WARREN NSW 2824

Our reference 12803  
  
1 March 2021

Dear Stephen

**Land Allocation for NSW Rural Fire Service – New Station for Central Warren Brigade**

As per our recent discussion on Friday 26/3/21 I am formally writing to Council seeking written confirmation and support for a new brigade Station for the Central Warren Brigade.

The current station is a shared facility with SES and is now considered no longer suitable for the brigade operations. This is primarily due to the fact that the brigade has out grown the space available with the advancement in equipment and vehicle now available to the brigade. There are also a number of Work Health and Safety matters that require ongoing attention such as the operation of the large sliding manual doors. The NSW Rural Fire Service (RFS) has provided seed funding to commence works on the development of a new Station for the Central Warren Brigade during 2021 with additional funding being bid for to complete a new Station to be built during the 21/22 financial year.

However before any works can proceed confirmation of Council Commitment and support for the project is required along with acknowledgement that the Station can be built on the following block of Council owned land.

- DP746672 Lot 10 located on land adjacent to the Warren Airport. (Map/photo attached)

This site has been identified as the preferred site based on an extensive search and discussion with the local Central Warren Rural Fire Brigade and the local district. Support has been endorsed by the Central Warren brigade for this site. We understand the preferred option was within the town, however the NSW RFS appreciates and supports Council support and the provision of land at the Warren Airport.

A new Station at the Airport site provides options to link the Brigade with other assets such as the work that has already occurred to support the advancement in aviation support for firefighting operations. The plan will include building a facility that will serve the community well into the future considering current and future operational requirements within Warren and the surrounding area. Land around the new site could also be used for Brigade training and enhance community engagement. There is a real need to grow the membership of the Central Warren Rural Fire Brigade and a new facility in a new location will go a long way to help lift the profile of the brigade and links to local industry within the area.

<p>Postal address NSW Rural Fire Service PO Box 370 COONAMBLE NSW 2829</p>	<p>Street address NSW Rural Fire Service Lot 3 Buckley Drive COONAMBLE NSW 2829</p>	<p><a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a> T (02) 6822 4422 F (02) 6822 4203 E <a href="mailto:paul.metcalferfs@rfs.nsw.gov.au">paul.metcalferfs@rfs.nsw.gov.au</a></p>
--	---	--

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Community Room, Warren on Thursday, 27th April 2023

---

**ITEM 6      LAND ALLOCATION FOR NSW RURAL FIRE SERVICE – NEW STATION FOR CENTRAL  
WARREN BRIGADE      CONTINUED**

Thank you in advance for your continued support and assistance with such a great project for the Warren Community and should you wish to discuss any aspects of this request please don't hesitate to contact me.

I look forward to hearing from you at your earliest convenience to confirm support and approval to move forward with this project.

Yours faithfully



Inspector Paul Metcalfe  
District Manager North West Zone  
NSW Rural Fire Service

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Community Room, Warren on Thursday, 27th April 2023

---

**ITEM 6      LAND ALLOCATION FOR NSW RURAL FIRE SERVICE – NEW STATION FOR CENTRAL  
WARREN BRIGADE      CONTINUED**

To whom it may concern,

I would like to officially request a new station for the Warren Central HQ Brigade.

In 2017 at a medal presentation held at the station the regional manager stated that he wanted the district manager to make a new station a priority. Since then there has been many discussions around this topic but as yet none have resulted in acceptable solutions. The brigade has discussed the possibility of a new station on many occasions over years and are very keen to move forward with this as soon as possible.

Our current station lacks room in every way. It is not sufficiently large enough to house our vehicles especially given we share the current station with the SES which in itself creates a number of issues.

There is no room to expand the current station which also has no room to train at. The current station has aged, is damaged and creates a number of WHS and logistical concerns including the configuration of the doors.

Given all that I have stated above I would really appreciate your consideration of my request on behalf of the brigade.

Regards



*Kate Poplin*  
Kate Poplin  
Captain

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Community Room, Warren on Thursday, 27th April 2023

---

**ITEM 6      LAND ALLOCATION FOR NSW RURAL FIRE SERVICE – NEW STATION FOR CENTRAL WARREN BRIGADE** **CONTINUED**



Proposed NEW Central Warren Station Location on DP746672 Lot 10 which is Council owned has in principle support and confirmed via face to face meeting with GM on 26/2/21





WARREN SHIRE COUNCIL  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Community Room, Warren on Thursday, 27th April 2023

---

ITEM 6      LAND ALLOCATION FOR NSW RURAL FIRE SERVICE – NEW STATION FOR CENTRAL  
WARREN BRIGADE      CONTINUED

Attachment 2: Preliminary Projects Plan, NSW RFS Central Warren Headquarters

# PRELIMINARY PROJECT PLAN

NSW RURAL FIRE SERVICE  
NORTH WEST ZONE & BOGAN DISTRICT

Central Warren Headquarters



Address: 98 Torryburn Way, Dubbo NSW  
Phone: 0419 278 678  
Email: [katie@lyonsadvantage.com.au](mailto:katie@lyonsadvantage.com.au)  
Web: [www.lyonsadvantage.com.au](http://www.lyonsadvantage.com.au)

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Community Room, Warren on Thursday, 27th April 2023

---

**ITEM 6      LAND ALLOCATION FOR NSW RURAL FIRE SERVICE – NEW STATION FOR CENTRAL  
WARREN BRIGADE      CONTINUED**

<b>Contents</b>	
INTRODUCTION.....	1
METHOD.....	1
DESIGN AND APPROVAL COSTS .....	1
CONSTRUCTION WORKS COSTS.....	1
ADDITIONAL DEVELOPMENT COSTS .....	1
TOTAL DEVELOPMENT COSTS .....	2
SUMMARY.....	3

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Community Room, Warren on Thursday, 27th April 2023**

**ITEM 6      LAND ALLOCATION FOR NSW RURAL FIRE SERVICE – NEW STATION FOR CENTRAL WARREN BRIGADE      CONTINUED**

PRELIMINARY PROJECT PLAN   RFS Central Warren Headquarters



**INTRODUCTION**

NSW Rural Fire Service North West Zone and Bogan District (Client) has engaged Lyons Advantage to provide project advice and management for a new headquarters for the Central Warren Rural Fire Service brigade located at Warren Airport.

The focus of this Preliminary Project Plan is to outline the likely project costs. The project has design drawings, specifications and Development Application approval from Warren Shire Council (Council).

\$30,000.00 grant was approved for seed funding to develop the design, carry out site investigations and submit a Development Application.

**METHOD**

**DESIGN AND APPROVAL COSTS**

These costs are based on quoted works from various suppliers. Some of the works have been carried out with the available seed funding.

**CONSTRUCTION WORKS COSTS**

The estimate of construction costs is based on a previous project of the same size and scope for the Coonamble headquarters. The tenders were received for this project in August 2019 and a summary of how this has been applied to this project estimate is below:

<b>SHED PRICE CALCULATION</b>	
<b>Based on Coonamble HQ - same layout and specifications</b>	
Average Tender Price received August 2019	\$650,000.00
Variations and additional works	\$25,150.00
<b>Construction Price 2019</b>	<b>\$675,150.00</b>
Building Price Index	8.08%
Forecast Construction Price June 2021	\$729,707.02
Budgeted Allowance for build costs	\$730,000.00
<b>Additional works required differing to Coonamble HQ</b>	
- Demolition of existing buildings	\$30,000.00
- Relocation of CMCC from site	\$7,500.00
- Septic Tank	\$15,000.00
- External Works & Site Hardstand Area	\$35,000.00
<b>TOTAL FORECAST BUILDING PRICE IN 2021</b>	<b>\$817,500.00*</b>

\*Please note this does not include any escalation costs

All building price indices are sourced from the Rawlinsons Australian Construction Handbook 2021 (Handbook) and its associated quarterly updates.

**ADDITIONAL DEVELOPMENT COSTS**

To indicate the overall development expenses, additional costs have been added to the costs outline above. These are based on available figures, percentages or provisional allowances and are indicative of market value.

Additional costs include:

**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held at  
 Council Community Room, Warren on Thursday, 27th April 2023

**ITEM 6 LAND ALLOCATION FOR NSW RURAL FIRE SERVICE – NEW STATION FOR CENTRAL WARREN BRIGADE CONTINUED**

PRELIMINARY PROJECT PLAN RFS Central Warren Headquarters



- Contingency – an allowance for unforeseeable issues and minor changes in scope. 5% has been nominated at this stage of the project. Generally, this would be higher at DA stage but given the known construction methods and structural requirements of the area this amount is suitable.
- Escalation Costs – as noted in the Shed Price Calculation, the building price index over the last two years is much higher than in previous periods. This is due to global shipping issues, Covid-19 and general influx of work into the industry from stimulus packages. An additional 5% is applied to the overall budget to cater for the next 12 month period of potential price increase.

**TOTAL DEVELOPMENT COSTS**

The table below represents the collection of data outline above and the costs to date for the project. Please note that all costs exclude GST.

Item / Activity / Task	Progress	Budget Total \$ Ex GST	Committed \$ Ex Gst	Actuals (Invoiced) \$ Ex GST	Estimate to Complete	Budget Variance
<b>DESIGN AND APPROVAL</b>						
<b>Project Management fees</b>						
Design Development	100%	\$6,000.00	\$6,000.00	\$6,000.00	\$0.00	\$0.00
Early Works Package	24%	\$2,100.00	\$2,100.00	\$500.00	\$0.00	\$0.00
Council Approval	100%	\$2,100.00	\$2,100.00	\$2,100.00	\$0.00	\$0.00
Tender Evaluation and contractor engagement	0%	\$5,500.00	\$5,500.00	\$0.00	\$0.00	\$0.00
Construction and handover	0%	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$0.00
Completion	0%	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00
<b>Consultants</b>						
Geotechnical	100%	\$2,000.00	\$1,815.00	\$1,815.00	\$0.00	\$185.00
Survey	100%	\$3,000.00	\$2,654.00	\$2,654.00	\$0.00	\$346.00
Hygienist	100%	\$6,800.00	\$6,503.00	\$6,503.00	\$0.00	\$297.00
<b>Certification and approvals</b>						
Septic Tank	0%	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00
DA/CC Council Fees	100%	\$10,000.00	\$6,656.00	\$6,656.00	\$0.00	\$3,344.00
<b>CONSTRUCTION</b>						
Demolition of existing buildings	0%	\$30,000.00	\$0.00		\$30,000.00	\$0.00
Relocation of CMCC from site	0%	\$7,500.00	\$0.00		\$7,500.00	\$0.00
<b>Main Building</b>						
Shed kit	0%	\$90,000.00	\$0.00		\$90,000.00	\$0.00

**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held at  
 Council Community Room, Warren on Thursday, 27th April 2023

**ITEM 6 LAND ALLOCATION FOR NSW RURAL FIRE SERVICE – NEW STATION FOR CENTRAL WARREN BRIGADE CONTINUED**

PRELIMINARY PROJECT PLAN RFS Central Warren Headquarters



Item / Activity / Task	Progress	Budget Total \$ Ex GST	Committed \$ Ex Gst	Actuals (Invoiced) \$ Ex GST	Estimate to Complete	Budget Variance
Earth works	0%	\$30,000.00	\$0.00		\$30,000.00	\$0.00
Slabs and general hardstand	0%	\$80,000.00	\$0.00		\$80,000.00	\$0.00
Labour and fitout	0%	\$410,000.00	\$0.00		\$410,000.00	\$0.00
Solar, locks, gates and other miscellaneous	0%	\$120,000.00	\$0.00		\$120,000.00	\$0.00
<b>Additional Works</b>						
Septic Tank	0%	\$15,000.00	\$0.00		\$15,000.00	\$0.00
External Works & Site Hardstand Area	0%	\$35,000.00	\$0.00		\$35,000.00	\$0.00
<b>Signage</b>	0%	\$2,000.00			\$2,000.00	\$0.00
<b>SUBTOTAL</b>	<b>3.0%</b>	<b>\$870,000.00</b>	<b>\$45,328.00</b>	<b>\$26,228.00</b>	<b>\$820,500.00</b>	<b>\$4,172.00</b>
<b>Contingency 5%</b>		\$43,500.00			\$43,500.00	\$0.00
<b>Escalation 5%</b>		\$45,675.00			\$45,675.00	\$0.00
<b>TOTAL</b>		<b>\$959,175.00</b>				

**SUMMARY**

Total proposed building development, based on above methodology is an estimated cost of:

**\$960,000.00 GST Exclusive.**

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held at Council Community Room, Warren on Thursday, 27th April 2023

### ITEM 6 LAND ALLOCATION FOR NSW RURAL FIRE SERVICE – NEW STATION FOR CENTRAL WARREN BRIGADE CONTINUED

#### Attachment 3: Plan detailing Lot 1 and Lot 2 DP853548

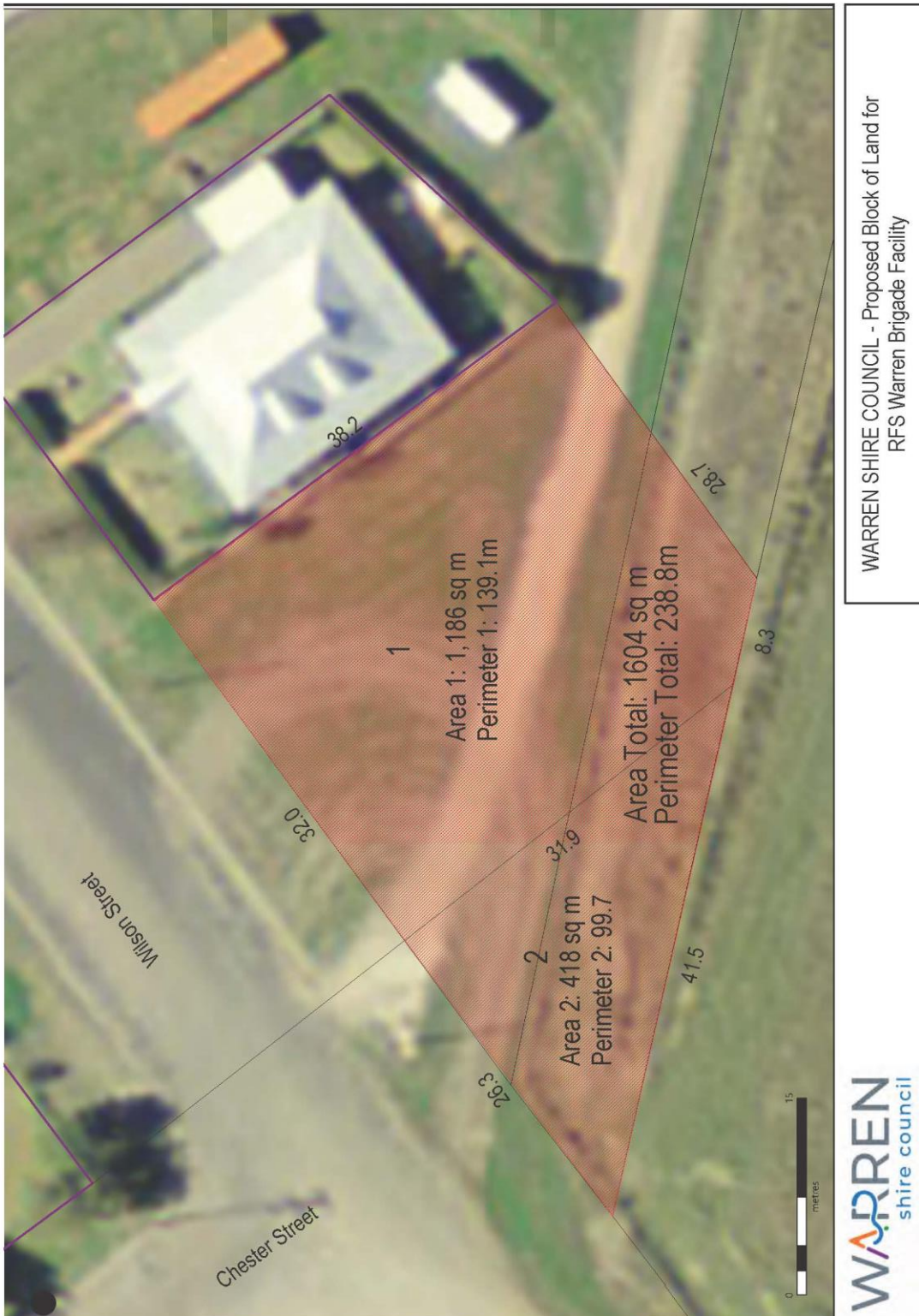
<p><b>PLAN FORM 2</b> SIGNATURE AND SEALS ONLY.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; vertical-align: top;"> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">OFFICE USE ONLY</p> <p><b>DP 853548</b></p> <p>Registered: 13.10.1995</p> <p>C.A. TORRENS</p> <p>Title System: TORRENS</p> <p>Purpose: PLAN OF ACQUISITION</p> <p>Ref. Map: WARREN SH. 11</p> <p>Last Plan: D P 822424</p> <p>PLAN OF SUBDIVISION OF LOT 331 DP 822424, LOT 2 DF 824088 &amp; PT. R8102 FOR PREVENTION OF FLOODS GAZ. 3-10-1958</p> <p>Lengths are in metres. Reduction Ratio: 2000</p> <p>L.G.A. WARREN</p> <p>Locality: WARREN</p> <p>Parish: WARREN</p> <p>County: OXLEY</p> <p>This is a Torrens Title Plan (Dated 13/10/1995)</p> <p>GORDON, MAXWELL, IRVING, or TOULCAN, WARREN, NSW, 2874. HAS BEEN COMPLETED FOR PREVENTION OF FLOODS. THIS PLAN HAS BEEN COMPLETED FOR PREVENTION OF FLOODS. THIS PLAN HAS BEEN COMPLETED FOR PREVENTION OF FLOODS. THIS PLAN HAS BEEN COMPLETED FOR PREVENTION OF FLOODS.</p> <p>Surveyor: Gordon, Maxwell, Irving &amp; Toulcan Pty Ltd. Survey No. 1592. Survey Date: 13/10/1995.</p> <p>Plans used in preparation of survey/compilation: DP 822424</p> <p>PANEL FOR USE ONLY for statements of intention to create or vary easements, covenants, charges, mortgages, interests, restrictions on the use of land or positive covenants.</p> </td> <td style="width: 85%; vertical-align: top;"> </td> </tr> </table>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">OFFICE USE ONLY</p> <p><b>DP 853548</b></p> <p>Registered: 13.10.1995</p> <p>C.A. TORRENS</p> <p>Title System: TORRENS</p> <p>Purpose: PLAN OF ACQUISITION</p> <p>Ref. Map: WARREN SH. 11</p> <p>Last Plan: D P 822424</p> <p>PLAN OF SUBDIVISION OF LOT 331 DP 822424, LOT 2 DF 824088 &amp; PT. R8102 FOR PREVENTION OF FLOODS GAZ. 3-10-1958</p> <p>Lengths are in metres. Reduction Ratio: 2000</p> <p>L.G.A. WARREN</p> <p>Locality: WARREN</p> <p>Parish: WARREN</p> <p>County: OXLEY</p> <p>This is a Torrens Title Plan (Dated 13/10/1995)</p> <p>GORDON, MAXWELL, IRVING, or TOULCAN, WARREN, NSW, 2874. HAS BEEN COMPLETED FOR PREVENTION OF FLOODS. THIS PLAN HAS BEEN COMPLETED FOR PREVENTION OF FLOODS. THIS PLAN HAS BEEN COMPLETED FOR PREVENTION OF FLOODS. THIS PLAN HAS BEEN COMPLETED FOR PREVENTION OF FLOODS.</p> <p>Surveyor: Gordon, Maxwell, Irving &amp; Toulcan Pty Ltd. Survey No. 1592. Survey Date: 13/10/1995.</p> <p>Plans used in preparation of survey/compilation: DP 822424</p> <p>PANEL FOR USE ONLY for statements of intention to create or vary easements, covenants, charges, mortgages, interests, restrictions on the use of land or positive covenants.</p>	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">OFFICE USE ONLY</p> <p><b>DP 853548</b></p> <p>Registered: 13.10.1995</p> <p>C.A. TORRENS</p> <p>Title System: TORRENS</p> <p>Purpose: PLAN OF ACQUISITION</p> <p>Ref. Map: WARREN SH. 11</p> <p>Last Plan: D P 822424</p> <p>PLAN OF SUBDIVISION OF LOT 331 DP 822424, LOT 2 DF 824088 &amp; PT. R8102 FOR PREVENTION OF FLOODS GAZ. 3-10-1958</p> <p>Lengths are in metres. Reduction Ratio: 2000</p> <p>L.G.A. WARREN</p> <p>Locality: WARREN</p> <p>Parish: WARREN</p> <p>County: OXLEY</p> <p>This is a Torrens Title Plan (Dated 13/10/1995)</p> <p>GORDON, MAXWELL, IRVING, or TOULCAN, WARREN, NSW, 2874. HAS BEEN COMPLETED FOR PREVENTION OF FLOODS. THIS PLAN HAS BEEN COMPLETED FOR PREVENTION OF FLOODS. THIS PLAN HAS BEEN COMPLETED FOR PREVENTION OF FLOODS. THIS PLAN HAS BEEN COMPLETED FOR PREVENTION OF FLOODS.</p> <p>Surveyor: Gordon, Maxwell, Irving &amp; Toulcan Pty Ltd. Survey No. 1592. Survey Date: 13/10/1995.</p> <p>Plans used in preparation of survey/compilation: DP 822424</p> <p>PANEL FOR USE ONLY for statements of intention to create or vary easements, covenants, charges, mortgages, interests, restrictions on the use of land or positive covenants.</p>			
<p><b>Crown Lands Office Approval</b></p> <p>PLAN APPROVED: _____</p> <p>Land Officer: _____</p> <p>Field Book: _____</p>	<p><b>Council's Certificate</b></p> <p>I hereby certify that:</p> <p>(a) the requirements of the Local Government Act 1995 (other than the requirements for the registration of plans), and</p> <p>(b) the requirements of Part 2 of the Environmental Planning and Assessment Act 1979 (other than the requirements for the registration of plans) have been complied with by the applicant in relation to the proposed subdivision.</p> <p>Signature: _____</p> <p>General Manager/Authorised Person (Signature): _____</p> <p>Council the No. _____</p> <p>The Council is advised to be advised where the application is only for a subdivision of land for the purposes of a new lot or lots to be created under the provisions of the Environmental Planning and Assessment Act 1979 and the Rural Water Board and the Rural Water Corporation Ltd.</p> <p>Where Applicable</p>		

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Community Room, Warren on Thursday, 27th April 2023

---

**ITEM 6      LAND ALLOCATION FOR NSW RURAL FIRE SERVICE – NEW STATION FOR CENTRAL WARREN BRIGADE** **CONTINUED**

**Attachment 4: Warren Shire Council – Proposed block of land for RFS Warren Brigade Facility, intersection Wilson and Chester Streets, Warren**





**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Community Room, Warren on Thursday, 27th April 2023

---

**ITEM 7      DRAFT 2023/2024 OPERATIONAL PLAN**

**(A7-4.1/1)**

**RECOMMENDATION:**

That Council advertise the Draft 2023/2024 Operational Plan in conjunction with the Draft 2023/2024 Estimates inviting written public submissions and comments up until 4.00 pm Thursday 1st June, 2023.

**PURPOSE**

To seek Council endorsement to advertise the Draft 2023/2024 Operational Plan in conjunction with the Draft 2023/2024 Estimates inviting written public submissions and comments up until 4.00 pm Thursday 1st June 2023.

**BACKGROUND**

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

**REPORT**

Included with the April 2023 Council Meeting Business Paper is a copy of the Draft 2023/2024 Operational Plan and Draft 2023/2024 Estimates that were presented to the Councillor and Senior Management Team Workshop on Wednesday 19th April, 2023 for information, comment and any amendments.

The Draft 2023/2024 Estimates will be subject to a separate report to the April 2023 Council Meeting.

2023/2024 and into 2024/2025 is expected to be an extremely busy year with a great deal of capital improvement works completed or commenced together with a large flood restoration program on Council's road network and other programs/projects, at least as follows:

- Administration – ICT Strategic Plan Program \$102,000;
- Warren Memorial Swimming Pool – Finalise Refurbishment - \$380,000;
- Warren Sporting & Cultural Complex – Gym Equipment Renewals - \$7,500;
- Urban Roads – Bitumen Resealing - \$55,000;
- Urban Roads – Gravel Resheeting - \$15,000;
- Rural Roads – Bitumen Resealing - \$600,258;
- Rural Roads – Gravel Resheeting - \$410,000;
- Regional Roads – Bitumen Resealing - \$200,000;
- Regional Road REPAIR Program RR202 Marthaguy Road Reconstruction - \$900,000;
- Tiger Bay Stormwater Drainage - \$30,218;
- Carter Oval Youth Sports Precinct Development - \$250,000 (estimated);
- Showground/Racecourse Redevelopment – \$390,000 (estimated);
- Warren Airport Upgrade - \$450,000 (estimated);

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Community Room, Warren on Thursday, 27th April 2023**

---

**ITEM 7      DRAFT 2023/2024 OPERATIONAL PLAN**

**CONTINUED**

- Murray Darling Basin Economic Development Program – Improvement of Regional Structures Grant Village Enhancements for Warren, Nevertire and Collie - \$150,000 (estimated);
- Murray Darling Basin Economic Development Program Round 3, Monkeygar Creek Bird Viewing Platform and Parking Project - \$350,000, with further funds to be carried over;
- Animal Shelter Replacement - \$140,000, with \$60,000 to be carried over;
- Warren Shire Library - Doorways to an Open-Air Library - \$315,723;
- Nevertire-Bogan Road – Segments 04 to 10 – Reconstruction - \$3,496,725;
- RR7515 (Warren Road) Segments 28 to 32 – Rehabilitation - \$2,409,637 with further funds to be carried over;
- Plant Replacement 2022/2023 (Net Purchase Cost) - \$250,000 (estimated);
- Regional and Local Roads Repair Program including \$200,000 of bitumen reseals - \$2,215,175;
- RR7515 (Warren Road) Newe Park Bridge and Tenandra Bridge Replacement - \$5,010,000;
- March 2021 AGRN 960 Flood and Storm Damage Merrigal Road (Dragon Cowal) - \$325,000;
- Disaster Risk Reduction Fund Merrigal Road (Dragon Cowal Causeway) - \$275,000;
- March 2021 AGRN 960 Flood and Storm Damage Essential Public Asset Reconstruction Shire Roads - \$1,000,000;
- March 2021 AGRN 960 Flood and Storm Damage Essential Public Asset Reconstruction Regional Roads - \$500,000;
- September 2022 AGRN 1034 Flood and Storm Damage Essential Public Asset Reconstruction/ Immediate Reconstruction Work Shire and Regional Roads - \$4,000,000 (estimated);
- Reconnecting Regional NSW – Community Events Program - \$20,000 to be carried over;
- Stronger Country Communities Fund Round 5 Upgrading of Amenities, Change Rooms, Canteen and Club Room Facilities at the Warren War Memorial Swimming Pool - \$850,000 most to be carried over;
- Warren Town Levee Upgrading - \$7,050,000;
- NSW Severe Weather and Flood Grant for ARGN 1025 Macquarie Park Restoration \$112,500;
- Office of Sport – Female Friendly Community Sports Facilities and Lighting Upgrade Grant Program Victoria Park Precinct New Female Amenities - \$500,000;
- CCTV and Smoke Testing of Sewer Mains at Warren and Nevertire - \$200,000 to be carried over;
- Local Roads and Community Infrastructure Program – Phase 3 Extension - \$655,258;
- Local Roads and Community Infrastructure Program – Phase 4 - \$655,258;
- Warren Lawn Cemetery Improvements Stage 3 - \$68,000 to be carried over;
- Warren Sewerage Treatment Plant Project Finalisation - \$100,000;
- Sewerage Pump Station Hatch Covers \$99,750;
- Thornton Avenue Sewerage Pump Station Refurbishment \$275,000;
- Tiger Bay Sewerage Pump Station Lifting Gantry \$29,400;
- Water Valve Replacement Program \$43,420; and
- Gunningba Estate Stage 3 Investigation and Design \$30,000.

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Community Room, Warren on Thursday, 27th April 2023**

---

**ITEM 7      DRAFT 2023/2024 OPERATIONAL PLAN**

**CONTINUED**

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

Having such a sizeable capital improvement budget together with Council’s normal maintenance program and expected flood restoration program will necessitate the employment of both extra management and operational resources. Currently, advertisement has commenced for both a new Assets and Projects Manager and Roads Infrastructure Manager and a temporary position – Flood Restoration and Special Projects Manager who are required to ensure works and programs are efficiently, safely and effectively facilitated together with other members of Council’s Management Executive Team.

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

Funding has also been included for an extra Tourism Resource to cover weekend work at the Warren and Macquarie Marshes Visitor Information Centre (VIC) and times when the Economic Development and Visitation Manager is absent or attending meetings away from the VIC.

Major grants to be sought will include upgrades to the Showground/Racecourse Complex, Carter Oval Youth Sports Precinct and walking trail improvement, Window on the Wetlands Centre Precinct Improvement, Macquarie Marshes, Tourism, Business Development Signage and Murals, Stormwater Quality Improvements, Shire, Regional and Remote Roads Improvement and Design of the Upgrading of the Bryan Egan Weir.

No new loans are proposed in the 2023/2024 Operational Plan & Estimates.

**Operational Plan Legislative Requirements and Compliance**

<b>Operational Plan</b>	Identify projects, programs or activities that Council will undertake within the financial year towards addressing actions in the Delivery Program	The actions in this document include actions planned for the 2023/2024 financial year
	Allocate responsibilities for each project, program or activity and measures to determine effectiveness	The actions in this document include responsibilities and measurements
	Include the Statement of Revenue Policy	The actions in this document include responsibilities and measurements
	Include provisions relating to the content of Council’s annual statement of Revenue Policy: <ul style="list-style-type: none"> <li>• Estimated income and expenditure</li> <li>• Ordinary rates and special rates</li> <li>• Proposed fees and charges</li> <li>• Council’s proposed pricing methodology</li> <li>• Proposed borrowings</li> </ul>	The actions in this document include responsibilities and measurements

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Community Room, Warren on Thursday, 27th April 2023**

---

**ITEM 7      DRAFT 2023/2024 OPERATIONAL PLAN**

**CONTINUED**

Unfortunately at the time of formulating the Draft 2023/2024 Operational Plan and Estimates, the Office of Local Government (OLG) was yet to provide advice on the maximum interest rate payable on overdue rates and charges for 2023/2024, the section 603 certificate fee for 2023/2024 or the statutory limit on the maximum amount of minimum rates for 2023/2024 for commencement on 1st July 2023.

Accordingly, the interest rate and section 603 certificate fee has been marked to be amended when the advice is provided and will hopefully be finalised when Council adopts the Draft 2023/2024 Operational Plan and Estimates at the June 2023 Council Meeting.

There are no concerns in regard to the maximum minimum rate as Council's minimum rate is low.

The Operational Plan Actions are addressed under the following categories:

1. **Social** (coloured Yellow)
2. **Economic** (coloured Grey)
3. **Infrastructure** (coloured Red)
4. **Environmental** (coloured Green)
5. **Governance** (coloured Blue)

Each of these categories outlines a summary of the community views as outlined in the Community Strategic Plan "Warren Shire 2035".

**FINANCIAL AND RESOURCE IMPLICATIONS**

Under the Integrated Planning and Reporting process, Council prepares a rolling Long Term Financial Plan. From this Plan, Council prepares a single year Financial Plan from its Delivery Program to identify its day to day operational needs and to determine future capital and maintenance works across all the service areas of Council.

The Draft 2023/2024 Operational Plan and Estimates importantly has included the additional costs that will come about with the increased or redeveloped assets that have been starting to come on line over the past 12-18 months or will soon come on line such as:

- Lions Part toilet amenities;
- Warren CBD toilet amenities;
- Warren Cemetery toilet amenities;
- Victoria Park and Oval toilet and changeroom amenities;
- Other toilet amenities;
- Carter Oval Youth Sports Precinct Development;
- Window on the Wetlands Centre Precinct (Visitor Information Centre/toilet amenities);
- Warren Showground/Racecourse Equestrian Arena; and
- Warren Airport Terminal building amenities.

These additional costs are now financially affecting budgets and will need to be monitored to determine if extra ways of funding maintenance is required in the near future to ensure services are not needed to be reduced in other areas of the budget.

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Community Room, Warren on Thursday, 27th April 2023

---

**ITEM 7      DRAFT 2023/2024 OPERATIONAL PLAN**

**CONTINUED**

Where possible, use of Council's Internal Restricted Funds has been undertaken to reduce any impact on the overall budget.

**LEGAL IMPLICATIONS**

Section 405 Local Government Act 1993 (as amended).

**RISK IMPLICATIONS**

Nil, unless the Draft 2023/2024 Operational Plan is not complete and adopted by Council by 1st July 2023.

**STAKEHOLDER CONSULTATION**

This report is provided to commence the appropriate consultation process by advertising the Draft 2023/2024 Operational Plan in conjunction with the Draft 2023/2024 Estimates inviting written public submissions and comments up until 4.00 pm Thursday 1st June, 2023.

**OPTIONS**

Nil as the Draft Operational Plan must be progressed.

**CONCLUSION**

This report is provided to recommend to Council the advertising of the Draft 2023/2024 Operational Plan in conjunction with the Draft 2023/2024 Estimates prior to adoption at the June 2023 Council Meeting.

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

- 5.2.3 Seek new sources of income for Council;
- 5.3.2 Create a productive and cooperative working environment for Councillors to support their governance responsibilities. (Provide timely, accurate and relevant reporting and information to Councillors to enable informed decision making); and
- 5.4.3 Actively seek external support (financial and in-kind) from Government, alliance partners, the community and philanthropists to support the provision of new services and amenities for the community.

**SUPPORTING INFORMATION /ATTACHMENTS**

Draft 2023/2024 Operational Plan (under separate cover).

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 27th April 2023

---

ITEM 1

RECONCILIATION CERTIFICATE – MARCH 2023

(B1-10.16)

**RECOMMENDATION**

That the Statements of Bank and Investments Balances as at 31st March 2023 be received and noted.

**IT IS EXPECTED TO PRESENT THIS REPORT AS A SUPPLEMENTARY REPORT.**

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 27th April 2023

---

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 16th April 2023 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

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

## SUPPORTING INFORMATION / ATTACHMENTS

Statement of Rates and Annual Charges as at 16th April 2023.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 27th April 2023

ITEM 2

STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

16th APRIL 2023

Name of Rate				COLLECTIONS FOR YEAR		NETT ARREARS	
	NETT 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	160,175	5,258,109	5,418,285	4,170,208	76.97%	1,248,077	23.03%
Warren Water Fund	61,625	526,298	587,923	420,917	71.59%	167,006	28.41%
Warren Sewerage Fund	68,503	555,216	623,720	439,181	70.41%	184,539	29.59%
<b>TOTAL 2022/2023</b>	<b>290,303</b>	<b>6,339,624</b>	<b>6,629,927</b>	<b>5,030,305</b>	<b>75.87%</b>	<b>1,599,622</b>	<b>24.13%</b>
<b>TOTAL 2021/2022</b>	<b>303,871</b>	<b>7,171,097</b>	<b>7,474,968</b>	<b>4,845,399</b>	<b>64.82%</b>	<b>2,629,569</b>	<b>35.18%</b>
<b>TOTAL 2020/2021</b>	<b>318,952</b>	<b>6,995,578</b>	<b>7,314,530</b>	<b>4,665,588</b>	<b>63.79%</b>	<b>2,648,942</b>	<b>36.21%</b>
<b>TOTAL 2019/2020</b>	<b>178,732</b>	<b>6,761,551</b>	<b>6,940,283</b>	<b>4,417,281</b>	<b>63.65%</b>	<b>2,523,002</b>	<b>36.35%</b>
<b>TOTAL 2018/2019</b>	<b>128,294</b>	<b>6,515,689</b>	<b>6,643,983</b>	<b>4,359,822</b>	<b>65.62%</b>	<b>2,284,161</b>	<b>34.38%</b>
		03-Apr-19	08-Apr-20	09-Apr-21	13-Apr-22	16-Apr-23	
COLLECTION FIGURES AS \$		4,359,822	4,417,281	4,665,588	4,845,399	5,030,305	
COLLECTION FIGURE AS %		65.62%	63.65%	63.79%	64.82%	75.87%	



# WARREN SHIRE COUNCIL

## Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 27th April 2023

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

**RECOMMENDATION:**

That the information be received and noted.

The following are details of the projects undertaken by the Finance and Administration Department from 8<sup>th</sup> March 2023 to the 11<sup>th</sup> April 2023.

Project	Budget	Expend	Resp	Comment
Public Library Infrastructure Grants – “Doorways to Open-Air Library”.	\$315,723 \$6,800	\$5,692	DMFA LIB IPM	Grant funds received 6/5/2022, the additional \$6,800 are Council funds carried over from 2021/2022 for the finalisation of concept plans and engineering specifications prior to work commencing.  B Creative and Barnsons have been engaged to undertake these works.
Office Equipment Purchases – PC Purchases	\$15,000	\$7,818	DMFA	5 x New PC’s Purchased

**ACRONYMS**

GM - General Manager

DMFA - Divisional Manager Finance & Administration

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

MHDS – Manager Health & Development Services

LIB – Librarian

IPM – Infrastructure Projects Manager

# WARREN SHIRE COUNCIL

## Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 27th April 2023

---

ITEM 4 DRAFT 2023/2024 ESTIMATES

(E4-43)

### RECOMMENDATION

That Council advertise the Draft 2023/2024 Estimates inviting written public submissions and comment up until 4.00 pm on Thursday 1st June 2023.

### PURPOSE

To seek Council endorsement to advertise the Draft 2023/2024 Estimates inviting written public submissions and comment up until 4.00 pm on Thursday 1st June 2023.

### BACKGROUND

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

### REPORT

Included with the April 2023 Business Paper is a copy of the Draft 2023/2024 Estimates that was presented to the Councillor workshop on Wednesday 19th April 2023 for information and comment.

The Draft 2023/2024 Estimates is submitted to Council with a balanced budget (excluding depreciation) in the General Fund, a balanced budget in the Water Fund and a balanced budget in the Sewerage Fund.

The Draft 2023/2024 Estimates have been prepared based on the below rates and charges: -

1. General rate increase of 3.7%, this will generate additional income of \$194,800.00 on the actual 2022/2023 rates levied.
2. a \$35.00 or 7.0% increase in the Warren water availability charge to \$535.00,
3. a \$47.00 or 7.0% increase in the Nevertire water availability charge to \$709.00,
4. a \$36.00 or 7.0% increase in the Collie water availability charge to \$542.00,
5. a \$44.00 or 7.0% increase in the Warren residential sewerage charge to \$669.00,
6. a \$46.00 or 7.0% increase in the Nevertire residential sewerage charge to \$700.00,
7. a \$41.00 or 7.0% increase in the of Non-residential sewerage charge to \$614.00,
8. a \$12.00 or 3.7% increase in the garbage charge (Warren, Nevertire & Collie) to \$334.00,
9. a \$2.00 or 3.7% increase in vacant land garbage charge on all residential and business assessments to \$56.00,
10. a 3.7% increase on the Waste Depot Access Charge for all occupied land categorised as Rural Residential, Business – Other and Business - Airport outside the current waste collection area to \$120.00,
11. a \$2.00 increase on all vacant land categorised as Rural Residential, Business – Other and Business - Airport outside the current waste collection area charged the Warren Domestic Waste Vacant charge of \$56.00,

# WARREN SHIRE COUNCIL

## Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 27th April 2023

---

### ITEM 4 DRAFT 2023/2024 ESTIMATES

CONTINUED

12. Warren Bore Water Usage Charge - (Up to 450kl) increased by \$0.10 to \$1.49/kl  
- (Over 450kl) increased by \$0.15 to \$2.26/kl
13. Warren River Water Usage Charge - (Up to 450kl) increased by \$0.04 to \$0.54/kl  
- (Over 450kl) increased by \$0.06 to \$0.95/kl
14. Nevertire Bore Water Usage Charge - (Up to 450kl) increased by \$0.06 to \$0.86/kl  
- (Over 450kl) increased by \$0.08 to \$1.25/kl
15. Collie Bore Water Usage Charge - (Up to 450kl) increased by \$0.12 to \$1.77/kl  
- (Over 450kl) increased by \$0.18 to \$2.71/kl
16. Warren Airport Bore Water Supply - (Up to 450kl) increased by \$0.10 to \$1.49/kl  
- (Over 450kl) increased by \$0.15 to \$2.26/kl
17. Non-residential Sewer Usage Charge – increase by \$0.15 to \$2.26/kl

The increases in rates and charges for 2023/2024 in the towns and villages are as follows: -

1. Warren residential rates and charges will have varying increases, due to different land valuations. The minimum increase for 2023/2024 is \$122.00 which equates to a total minimum rate account of \$2,108.00,
2. Nevertire residential rates and charges have increased by \$59.00 on 2022/2023 which equates to a total rate account of \$1,924.00,
3. Collie residential rates and charges have increased by \$57.00 on 2022/2023 which equates to a total rate account of \$1,112.00,
4. Business rates and charges will have varying rate increases dependent on the land value and number of garbage services they have.

Other factors applied when preparing the Draft 2023/2024 Estimates were:

1. a 3.5% increase in wages as required under the proposed new Local Government (State) Award,
2. a 0.5% increase in the superannuation guarantee levy to 11%,
3. a 7.8% CPI increase in other recurrent income,
4. a 7.8% CPI increase in expenditure unless the actual amounts are known,
5. a 7.8% increase in Council Fees and Charges income,
6. the capital works program has been developed in line with Council's asset management strategies and associated plans, and
7. carryover projects have been included in the document; these will be finalised in the September 2023 Budget Review when the 2022/2023 Financial Statements are finalised.

It is a requirement under Section 405 of the Local Government Act 1993 to advertise the Draft 2023/2024 Estimates for a period of not less than 28 days seeking public comment before adoption.

# WARREN SHIRE COUNCIL

## Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 27th April 2023

---

### ITEM 4 DRAFT 2023/2024 ESTIMATES

CONTINUED

To comply with the Local Government Act & Regulations the Draft 2023/2024 Estimates will be advertised on Wednesday 3rd May 2023 in the local paper if available and on Council's website and Facebook page seeking written public submissions or comment up until 4.00 pm on Thursday 1st June 2023.

#### FINANCIAL AND RESOURCE IMPLICATIONS

Reported elsewhere in the Business Paper.

#### LEGAL IMPLICATIONS

Section 405 Local Government Act 1993 (as amended).

#### RISK IMPLICATIONS

Nil unless the Draft 2023/2024 Estimates is not completed and adopted by Council by 1st July 2023.

#### STAKEHOLDER CONSULTATION

Advertise in the local newspaper if available and on Council's website and Facebook page seeking written public comment or submissions up until 4.00pm on Thursday 1st June 2023.

#### OPTIONS

It is most important to progress the exhibition of the relevant documents as the whole process needs to be finalised before 1st July 2023.

#### CONCLUSION

This report is provided to recommend to Council the advertising of the Draft 2023/2024 Estimates prior to adoption at the June 2023 Council Meeting.

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

5.2.3 Seek new sources of income for Council;

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

5.4.3 Actively seek external support (financial and in-kind) from Government, alliance partners, the community and philanthropists to support the provision of new services and amenities for the community.

#### SUPPORTING INFORMATION / ATTACHMENTS

Draft 2023/2024 Estimates (under separate cover).

# WARREN SHIRE COUNCIL

## Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 27th April 2023

---

### ITEM 5 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  
Bradley Pascoe - Divisional Manager Finance & Administration  
Jillian Murray - Treasurer  
Sylvester Otieno – Divisional Manager Engineering Services  
Maryanne Stephens – Manager of Health & Development Services  
Milton Quigley – Mayor  
Sarah Derrett – Deputy Mayor

#### **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 commencement of the new Divisional Manager of Finance & Administration, Bradley Pascoe 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:

Gary Woodman – General Manager  
Jillian Murray – Treasurer  
Sylvester Otieno – Divisional Manager Engineering Services  
Maryanne Stephens – Manager of Health & Development Services  
Milton Quigley – Mayor  
Sarah Derrett – Councillor

The proposed new signatories are:

Gary Woodman – General Manager  
Bradley Pascoe - Divisional Manager Finance & Administration  
Jillian Murray - Treasurer  
Sylvester Otieno – Divisional Manager Engineering Services  
Maryanne Stephens – Manager of Health & Development Services  
Milton Quigley – Mayor  
Sarah Derrett – Deputy Mayor

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  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 27th April 2023

---

**ITEM 5 COUNCIL BANK ACCOUNT SIGNATORIES**

**(B1-5)**

**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 ensure Council has sufficient account signatories to allow the payment of creditors each week allowing for staff leave.

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

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

**SUPPORTING INFORMATION / ATTACHMENTS**

N/A.

**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 27th April 2023**

**ITEM 1                      WORKS PROGRESS REPORTS – ROADS**

**(C14-7.2)**

**RECOMMENDATION:**

That the information be received and noted.

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

**ACRONYMS**

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

**Roads M & R (Maintenance and Repair) Budget and Works from  
8th March to 16th April 2023**

ACCOUNT	BUDGET	EXPENDITURE
Urban Sealed Roads	\$57,548	\$28,311
Parking Areas	\$5,306	Nil
Kerb and Guttering	\$27,191	Nil
Footpaths	\$37,139	\$5,625
Urban Unsealed Roads	\$27,528	\$2,937
Rural Sealed Roads	\$381,998	\$590,680*
Rural Unsealed Roads	\$1,061,106	\$1,105,831*
Rural Bridges	\$15,917	\$7,428
Regional Sealed Roads	\$703,640	\$501,240
Regional Unsealed Roads	\$108,415	\$1,338*
Regional Bridges	\$17,233	\$881
Bushfire Hazard Reduction Works (Shire Roads, Regional Roads and Council Facilities)	\$285,088	\$144,695
Fixing Local Roads Pothole Repair Round	\$454,883.53	\$164,005
Works - Shire Roads - Package 1		

**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 27th April 2023

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

ACCOUNT	BUDGET	EXPENDITURE
March 2021 AGRN 960 Flood and Storm Damage Essential Public Asset Reconstruction	\$1,252,622.95	\$93,786
March 2021 AGRN 960 Flood and Storm Damage Essential Public Asset Reconstruction Works – Regional Roads – Package 1	\$619,162.88	\$4,150
March 2021 AGRN960 Flood and Storm Damage Essential Public Asset Reconstruction Works – Package 2 Merrigal Road (Dragon Cowal)	\$349,685.88	\$24,181
Disaster Risk Reduction Fund – Dragon Cowal Creek Culverts Merrigal Road.	\$300,000	\$25,133
June/July 2022 AGRN 1025 Flood and Storm Damage – Immediate Reconstruction Works – Ellengerah Road	\$323,610	\$181,850
Regional and Local Roads Repair Program	\$2,415,175	Nil

* Includes approximately \$274,033 of emergency works for the June, July, August, September, October, November and December 2022 Flood and Storm Emergency Works on Roads.
--



**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 27th April 2023**

---

**ITEM 1**

**WORKS PROGRESS REPORTS – ROADS**

**CONTINUED**

**MAINTENANCE**

<b>WORK CREW</b>	<b>LOCATION</b>	<b>ACTIVITY</b>	<b>WORK COMPLETED</b>
Grader Crew 1 (Three-man crew)	Nevertire Cemetery	Building Levee	20th March 2023 To 24th March 2023
	SR62 Buddabadah Road	Grading - Emergency rehabilitation flood work.	27th February 2023 To 16th April 2023 ongoing
Grader Crew 2 (Three-man crew)	SR65 Old Warren Road	Rehabilitation work.	20th March 2023 To 24th March 2023
	RR347 Collie / Trangie	Rehabilitation work	27th March 2023 To 16th April 2023 Ongoing
Grader Crew 3 (Three-man-crew)	SR40 Merrigal Road	Grading	20th March 2023 To 16th April 2023 Ongoing
	SR79 Greentree Road	Grading/ Flood Damage Works	1st March 2023 To 3rd March 2023
Grader Crew 4 (Three-man-crew)	SR9 Booka Road	Pulled out two grids	20th March 2023 To 22nd March 2023
	SR16 Notts Lane	Grading	23rd March 2023 To 24th March 2023
	SR98 Colane Road	Grading	27th March 2023 To 16th April 2023 Ongoing
Grader Crew 5 (Three-man-crew)	Being Prepared		

**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 27th April 2023

---

**ITEM 1**

**WORKS PROGRESS REPORTS – ROADS**

**CONTINUED**

<b>WORK CREW</b>	<b>LOCATION</b>	<b>ACTIVITY</b>	<b>EMULSION USED</b>	<b>STONE USED</b>
Paveline (Tar Patching)	RR202 Marthaguy Road	Patching	500L	5tonne
	RR333 Carinda Road	Patching	1400L	14tonne
	SH11 Oxley Hwy	Patching	800L	8 tonne
	SR59Tottenham	Patching	700L	7 tonne
	SR66 Wambianna Road	Patching	500L	5 tonne
	SR64 Ellengerah Road	Re seal	1000L	10 tonne
	SR73 Udora Road	Re seal	1200L	12 tonne
	SR12 Lemongrove Road	Patching	500L	5 tonne

<b>WORK CREW</b>	<b>LOCATION</b>	<b>ACTIVITY</b>	<b>WORK UNDERTAKEN</b>
Roadside Maintenance Team	RR347 Collie / Trangie	Slashing	18km
	SR37 Collie Road	Slashing	12km
	SR35 Bourbah Road	Slashing	20km
	SR64 Ellengerah Road	Slashing	52km
	SR65 Old Warren Road	Slashing	20km ongoing

**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 27th April 2023

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

**UPCOMING WORKS (APRIL - MAY 2023)**

WORK CREW	LOCATION	ACTIVITY
Grader Crew 1 (Three-man crew)	SR61 Elsinore Road	Flood Damage Works
	SR65 Old Warren Road	Gravel Resheet Seg 36/38
	Burrima Boardwalk Access Road Construction	Pavement Construction
Grader Crew 2 (Three-man crew)	RR347 Collie / Trangie Road	Pavement Rehabilitation
	RR7515 Warren Road	Pavement Rehabilitation
	SH11 Oxley Highway	Heavy Patching
Grader Crew 3 (Three-man crew)	SR40 Merrigal Road	Flood Damage Works
	SR75 Pine Clump Soldiers Rd	Flood Damage Works
Grader Crew 4 (Three-man crew)	SR98 Colane Road	Flood Damage Works
	RR424 Marra Road	Flood Damage Works
	SR9 Booka Road	Flood Damage Works
Grader Crew 5 (Three-man crew)	Being Arranged	

\* Flood Damage Works Program being developed.

Project	Budget	Expend	Resp	Comment
<b>Capital Works Bitumen Reseals (Regional Roads)</b>				
<b>Capital Works In Progress</b>				
*Old Warren Road Segments 30 Construction	\$500,000	\$413,992	DMES/ RIM	Variations of Fixing Local Roads Round 3 funding after cost savings. Completed.
CBD Improvements	\$52,732	\$3,650	DMES	Investigation and design work for CBD Improvement Program.

**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 27th April 2023

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

Project	Budget	Expend	Resp	Comment
Warren Road Reconstruction	\$3,684,320	\$170,748	RIM	New culverts, widening of road, and pavement rehabilitation. Culverts ordered – expected delivery 2023. Contract for culvert installation has been approved.
REPAIR Program 2022/2023 RR347 Collie – Trangie Road	\$800,000	\$284,356	RIM	Rehabilitation of Segment 18 on RR347 Collie – Trangie Road.
<b>Gravel Resheeting</b> Priority Roads 1.Old Warren Road 2. Colane Road 3.Buddabadah Road 4. Gradgery Lane	\$400,000	\$100,637	RIM	Gravel resheeting of Old Warren Road and others as per priority.
<b>Bridges Renewal Program</b> Replacement of Newe Park Bridge and Marthaguy Creek Bridge	\$5,010,000	\$50,418	DMES/ RIM	\$3,883,200 and \$1,126,800 funded by Bridges Renewal Program and Fixing Country Roads respectively.
<b>Planned Future Capital Works</b>				
Local Roads and Community Infrastructure Program Phase 3 (Commonwealth) and Fixing Local Roads Round 4 Nevertire – Bogan Road Segment 4, 6, 8 and 10 Rehabilitation	\$3,496,725 <b>Made up of \$2,797,380 grant &amp; \$699,345 Council</b>	Nil	DMES	

**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 27th April 2023

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

Project	Budget	Expend	Resp	Comment
<b>Grant Applications</b>				
Get NSW Active Program	\$1,779,441	Nil	DMES	Construction of footpaths on Readford Street, Udora Road, Dr Kater Drive, Glen Street, Wilson Street, Macquarie Drive, Oxley Parade, Sturt Street, Orchard, Street, Garden Avenue, Boston Street and Roland Street. <b>Awaiting approval.</b>
Infrastructure Betterment Fund (IBR) Carinda Road	\$9,180,124 Made up of \$9,107,218 IBR and \$72,906 DRRF AGRN960 Pk 1	Nil	DMES	Rehabilitation of Segments 64-76. <b>Awaiting approval.</b>
Infrastructure Betterment Program Gibson Way	\$3,116,431 Made up of \$3,048,746 IBR and \$67,685 DRRF AGRN 960 Pk 1	Nil	DMES	Upgrade of Gibson Way Segments 0-4. <b>Awaiting approval.</b>

# WARREN SHIRE COUNCIL

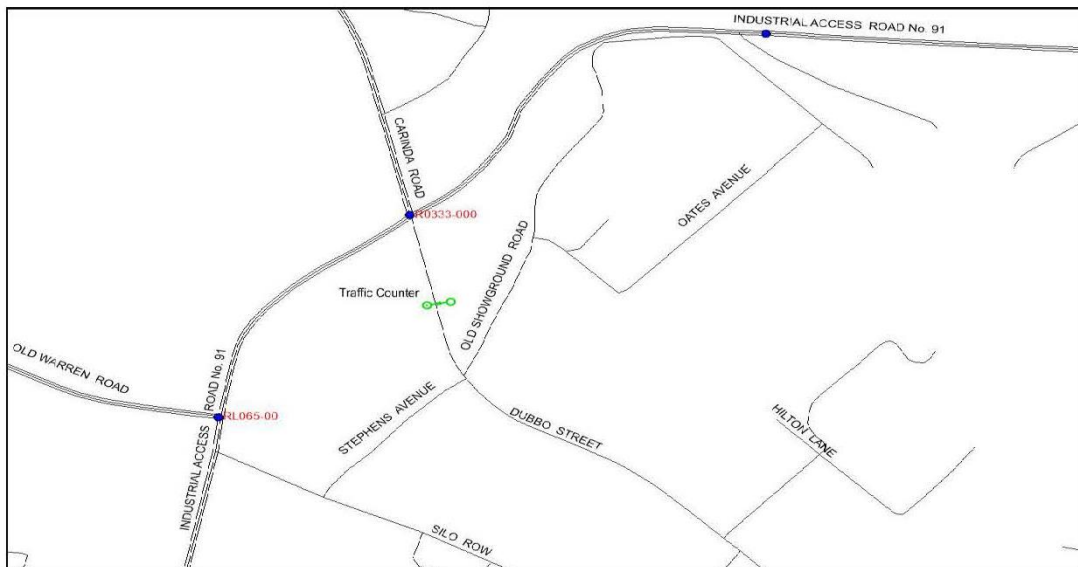
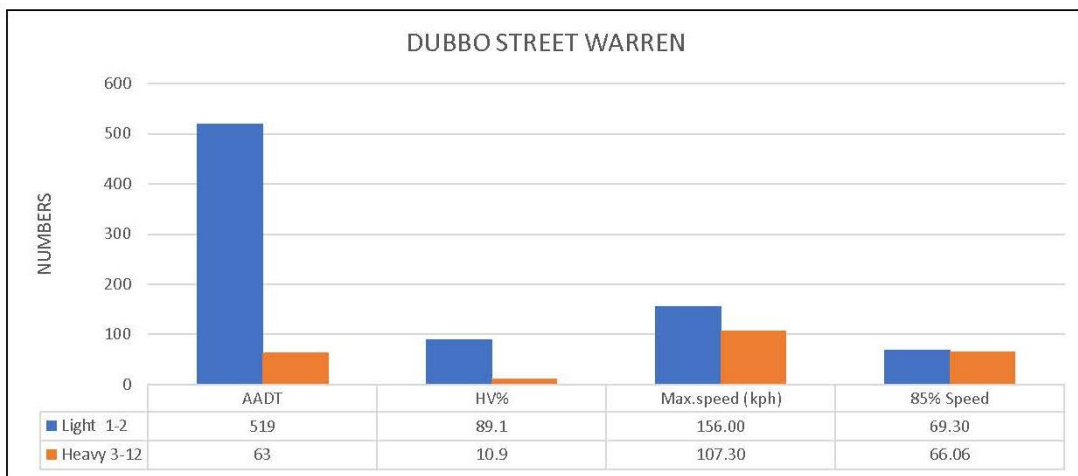
## Report of the Divisional Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday 27th April 2023

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

TRAFFIC CLASSIFIER REPORT		DUBBO STREET WARREN			
Location		Segment 00			
Period of Operation (Days)		31	6/03/2023	to	6/04/2023
Vehicle type	Class	AADT	HV%	Max.speed (kph)	85% Speed
Light	1-2	519	89.1	156.00	69.30
Heavy	3-12	63	10.9	107.30	66.06
Total		<b>582</b>	<b>100</b>		
Average percentile across classes			<b>67.7</b>	Km/H	



# WARREN SHIRE COUNCIL

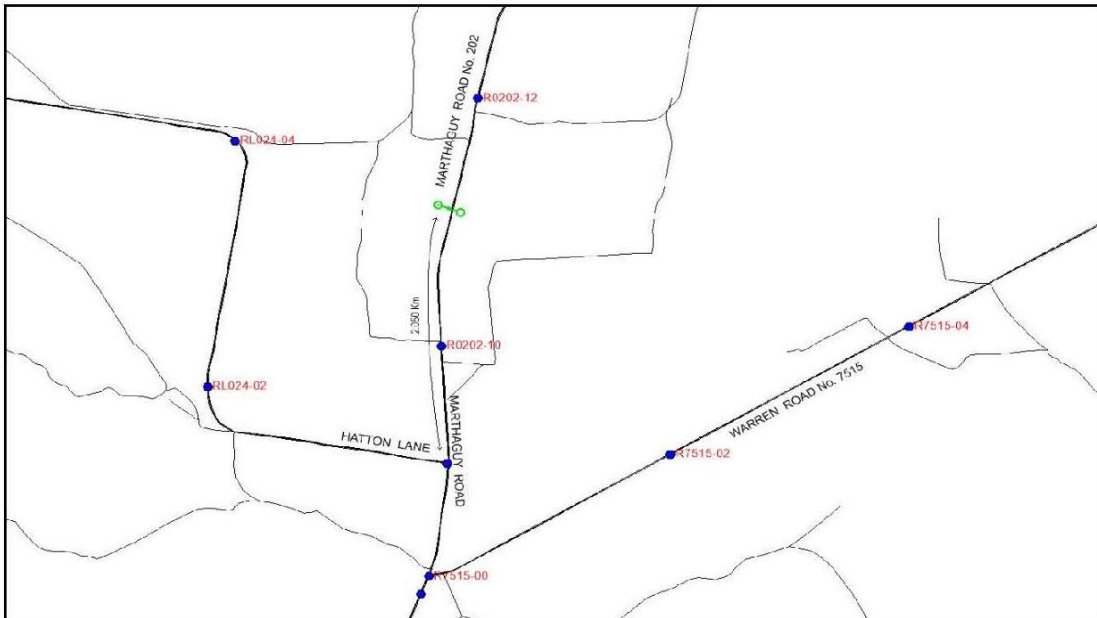
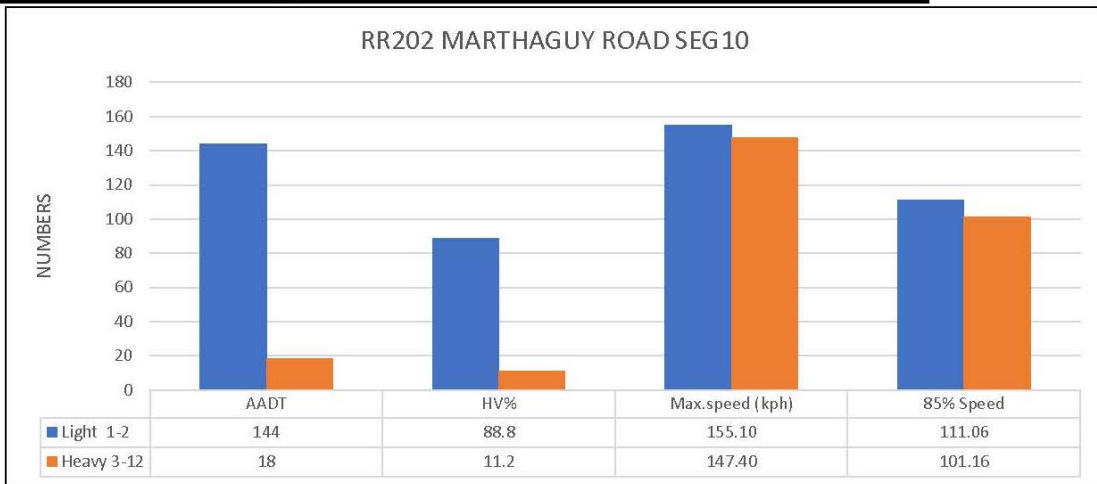
## Report of the Divisional Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday 27th April 2023

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

TRAFFIC CLASSIFIER REPORT		RR202 MARTHAGUY ROAD			
Location		Segment 10			
Period of Operation (Days)		36	1/03/2023	to	6/04/2023
Vehicle type	Class	AADT	HV%	Max.speed (kph)	85% Speed
Light	1-2	144	88.8	155.10	111.06
Heavy	3-12	18	11.2	147.40	101.16
Total		<b>162</b>	<b>100</b>		
Average percentile across classes			<b>106.1</b>	Km/H	



# WARREN SHIRE COUNCIL

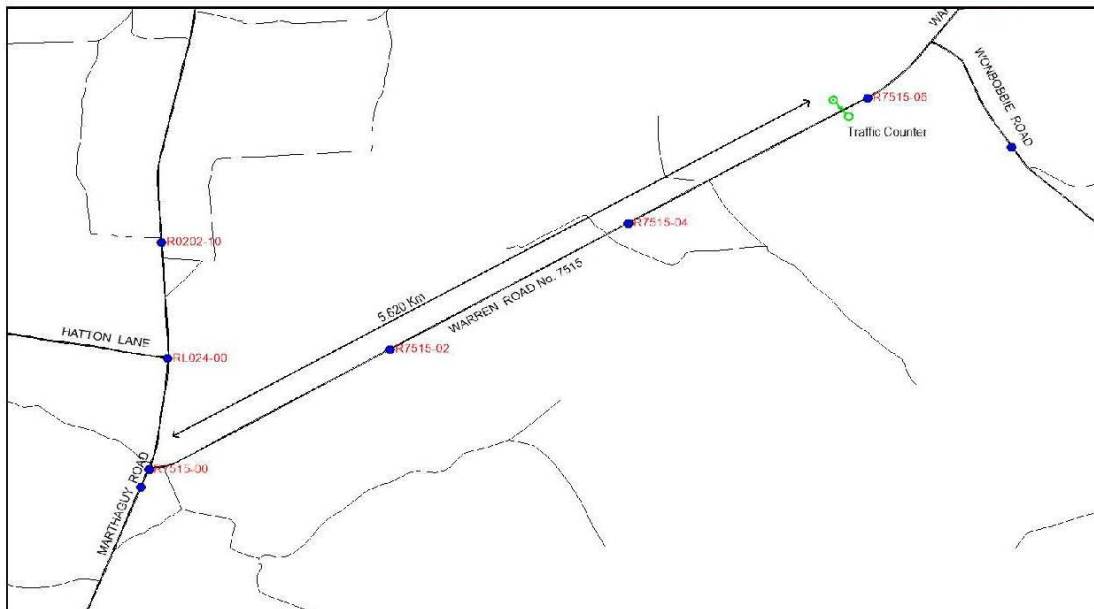
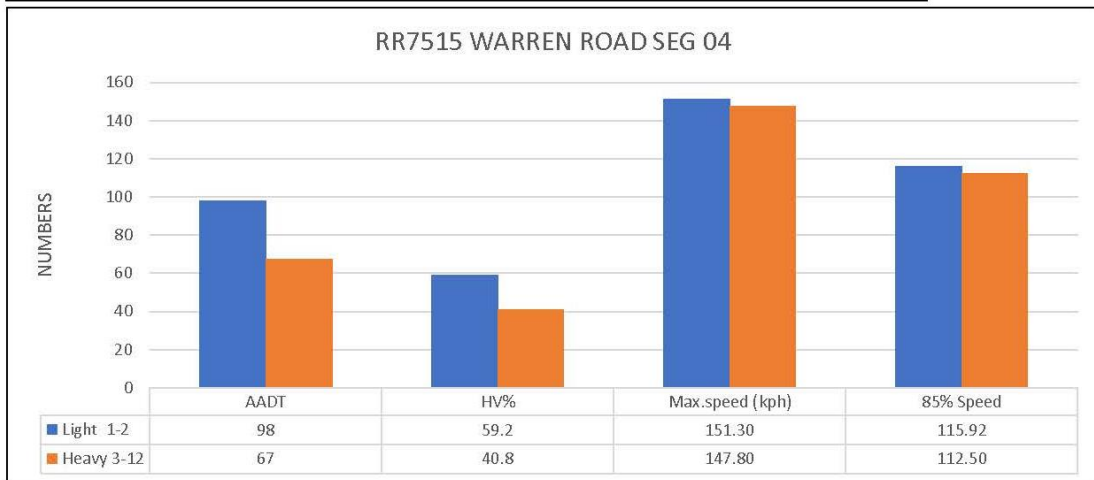
## Report of the Divisional Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday 27th April 2023

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

TRAFFIC CLASSIFIER REPORT		RR7515 WARREN ROAD			
Location		Segment 04			
Period of Operation (Days)		36	1/03/2023	to	6/04/2023
Vehicle type	Class	AADT	HV%	Max.speed (kph)	85% Speed
Light	1-2	98	59.2	151.30	115.92
Heavy	3-12	67	40.8	147.80	112.50
Total		<b>165</b>	<b>100</b>		
Average percentile across classes			<b>114.2</b>	Km/H	





# WARREN SHIRE COUNCIL

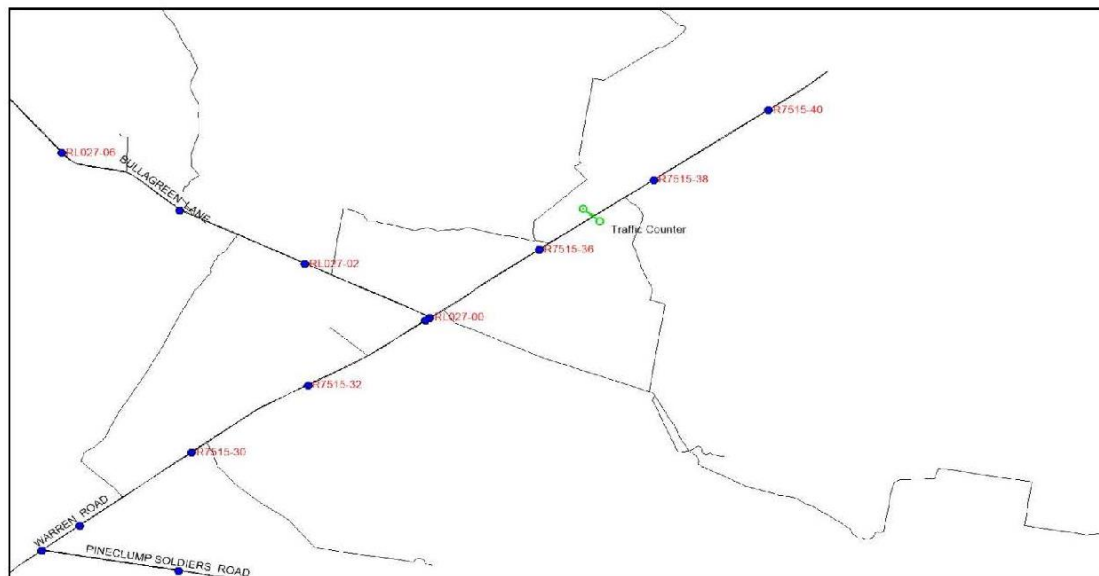
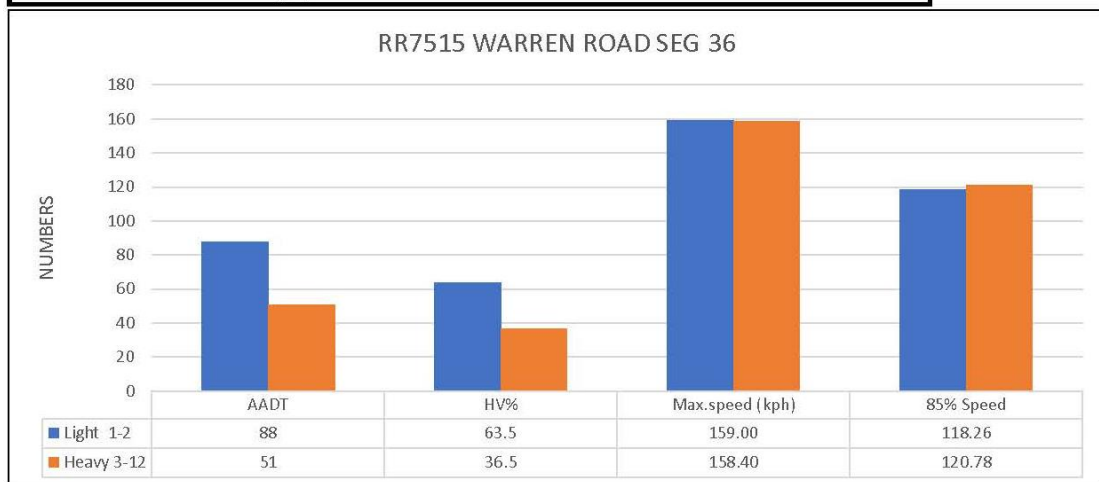
## Report of the Divisional Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday 27th April 2023

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

TRAFFIC CLASSIFIER REPORT		RR7515 WARREN ROAD			
Location		Segment 36			
Period of Operation (Days)		36	1/03/2023	to	6/04/2023
Vehicle type	Class	AADT	HV%	Max.speed (kph)	85% Speed
Light	1-2	88	63.5	159.00	118.26
Heavy	3-12	51	36.5	158.40	120.78
Total		138	100		
Average percentile across classes			119.5	Km/H	



# WARREN SHIRE COUNCIL

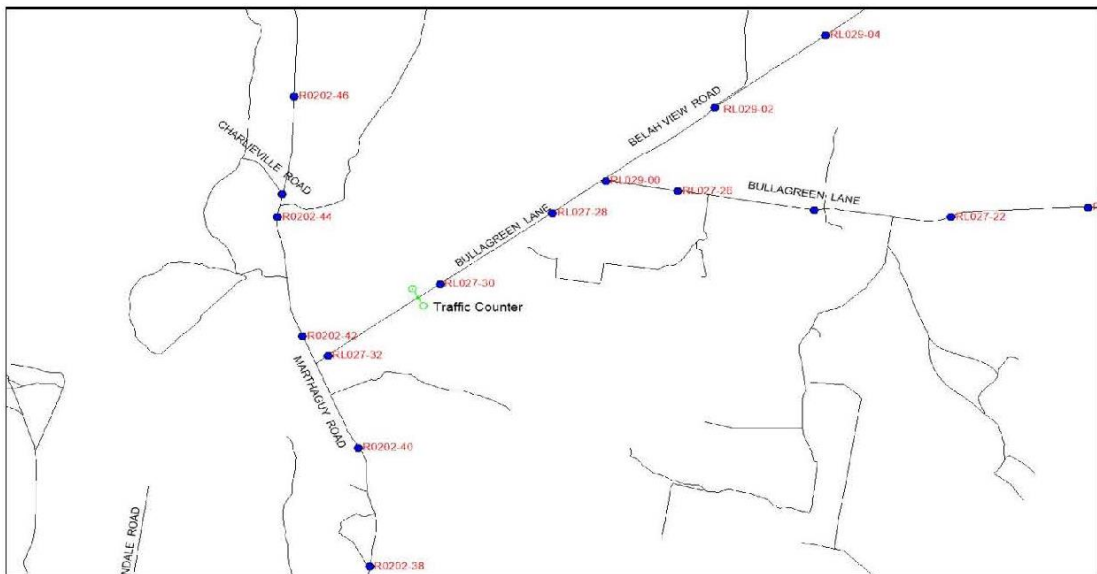
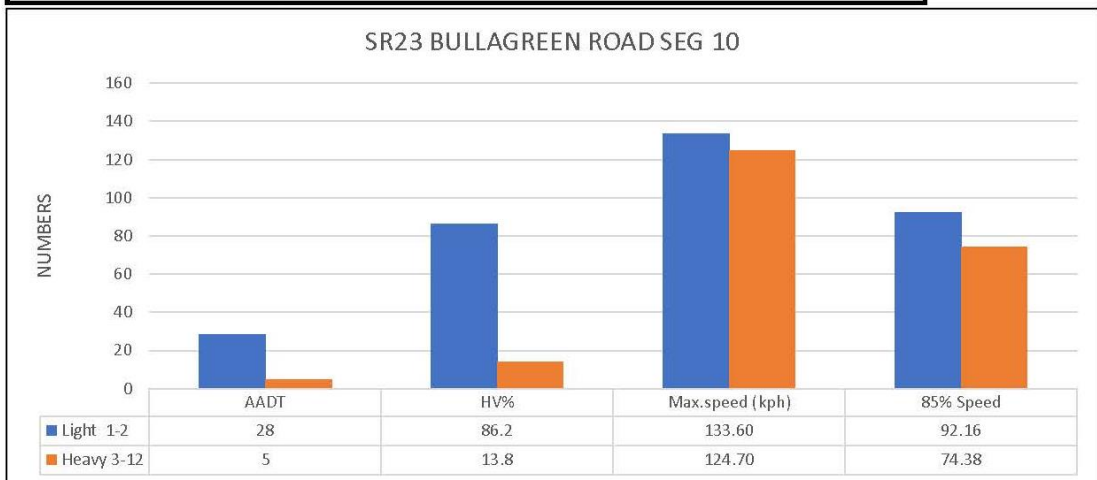
## Report of the Divisional Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday 27th April 2023

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

TRAFFIC CLASSIFIER REPORT		SR23 BULLAGREEN ROAD			
Location		Segment 10			
Period of Operation (Days)		36	1/03/2023	to	6/04/2023
Vehicle type	Class	AADT	HV%	Max.speed (kph)	85% Speed
Light	1-2	28	86.2	133.60	92.16
Heavy	3-12	5	13.8	124.70	74.38
Total		33	100		
Average percentile across classes			83.3	Km/H	



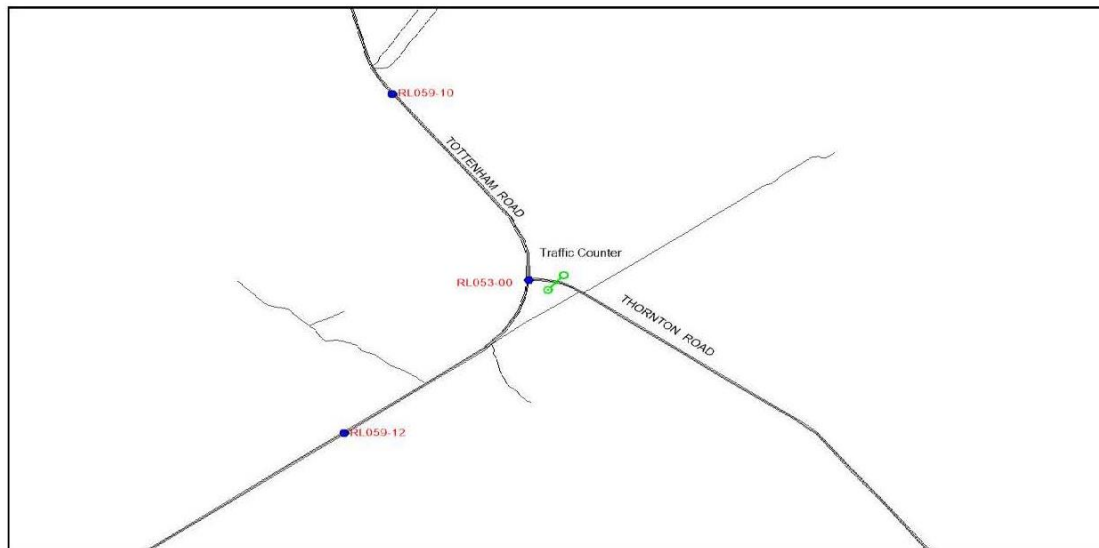
**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 27th April 2023

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

TRAFFIC CLASSIFIER REPORT		SR53 THORTON ROAD			
Location		Segment 00			
Period of Operation (Days)		31	6/03/2023	to	6/04/2023
Vehicle type	Class	AADT	HV%	Max.speed (kph)	85% Speed
Light	1-2	39	85.7	136.40	98.64
Heavy	3-12	7	14.3	121.60	88.70
<b>Total</b>		<b>46</b>	<b>100</b>		
Average percentile across classes			<b>93.7</b>	Km/H	



# WARREN SHIRE COUNCIL

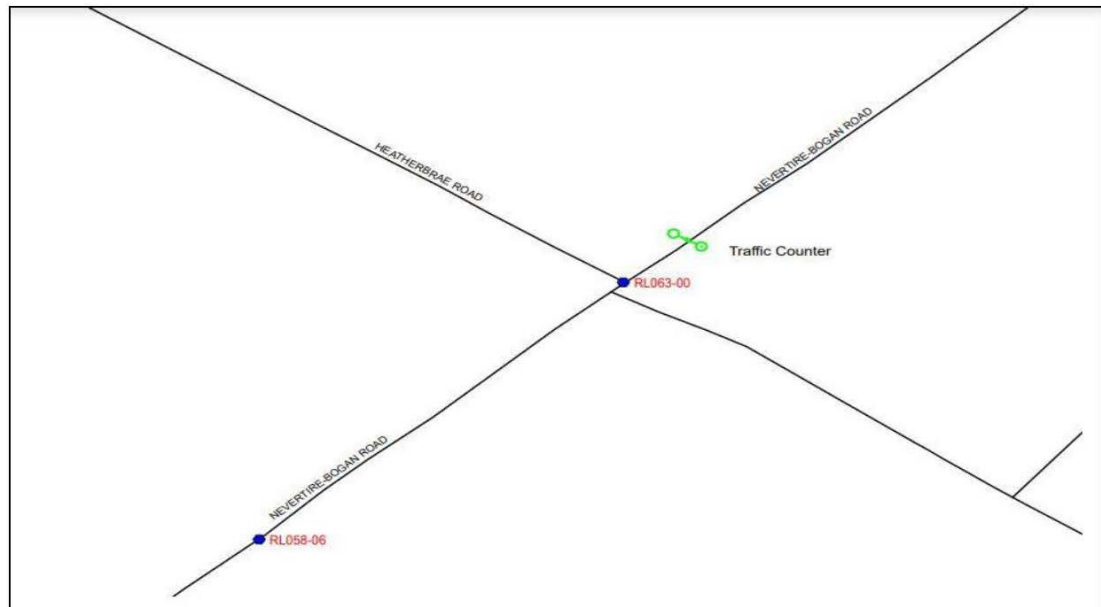
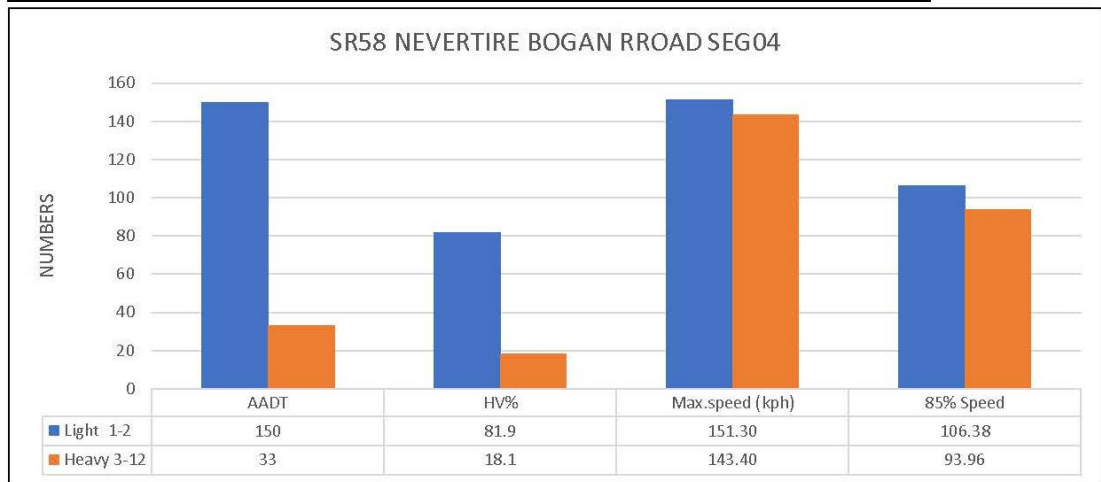
## Report of the Divisional Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday 27th April 2023

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

TRAFFIC CLASSIFIER REPORT		SR58 NEVERTIRE BOGAN ROAD			
Location		Segment 4			
Period of Operation (Days)		28	9/03/2023	to	6/04/2023
Vehicle type	Class	AADT	HV%	Max.speed (kph)	85% Speed
Light	1-2	150	81.9	151.30	106.38
Heavy	3-12	33	18.1	143.40	93.96
Total		<b>183</b>	<b>100</b>		
Average percentile across classes			<b>100.2</b>	Km/H	



# WARREN SHIRE COUNCIL

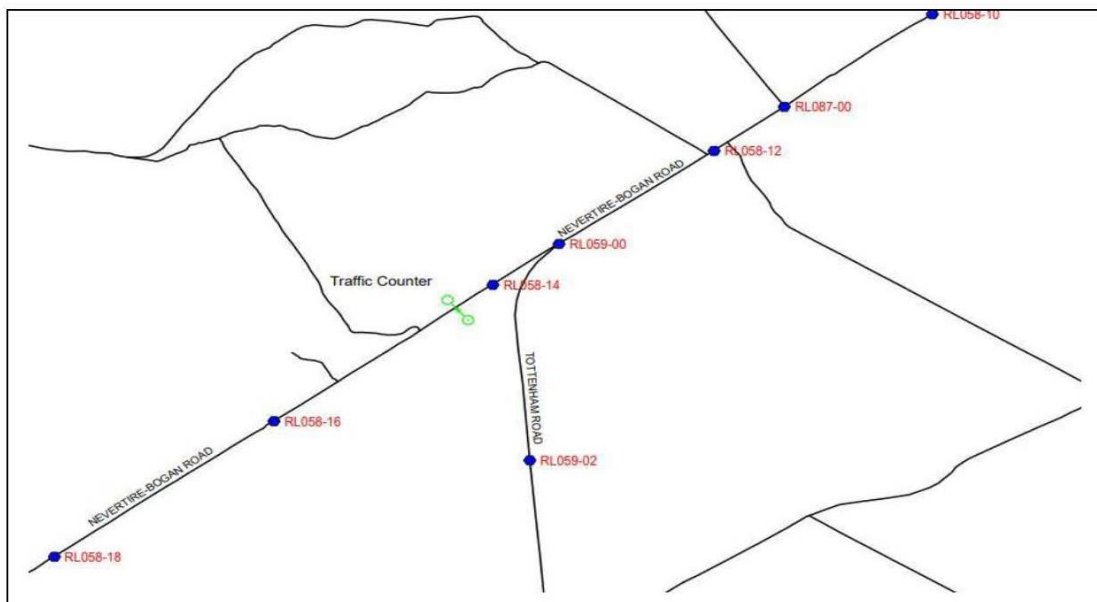
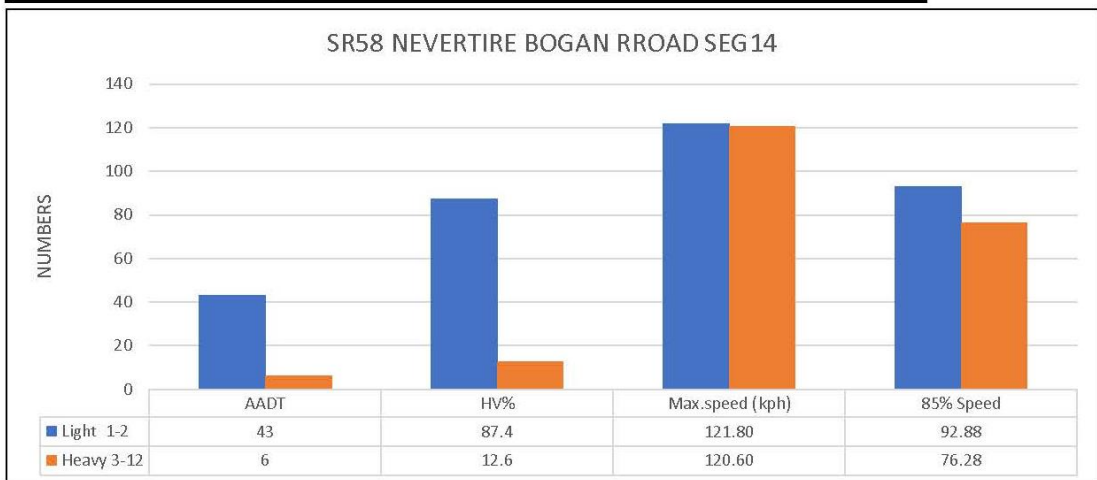
## Report of the Divisional Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday 27th April 2023

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

TRAFFIC CLASSIFIER REPORT		SR58 NEVERTIRE BOGAN ROAD			
Location		Segment 14			
Period of Operation (Days)		28	9/03/2023	to	6/04/2023
Vehicle type	Class	AADT	HV%	Max.speed (kph)	85% Speed
Light	1-2	43	87.4	121.80	92.88
Heavy	3-12	6	12.6	120.60	76.28
Total		49	100		
Average percentile across classes			84.58	Km/H	



# WARREN SHIRE COUNCIL

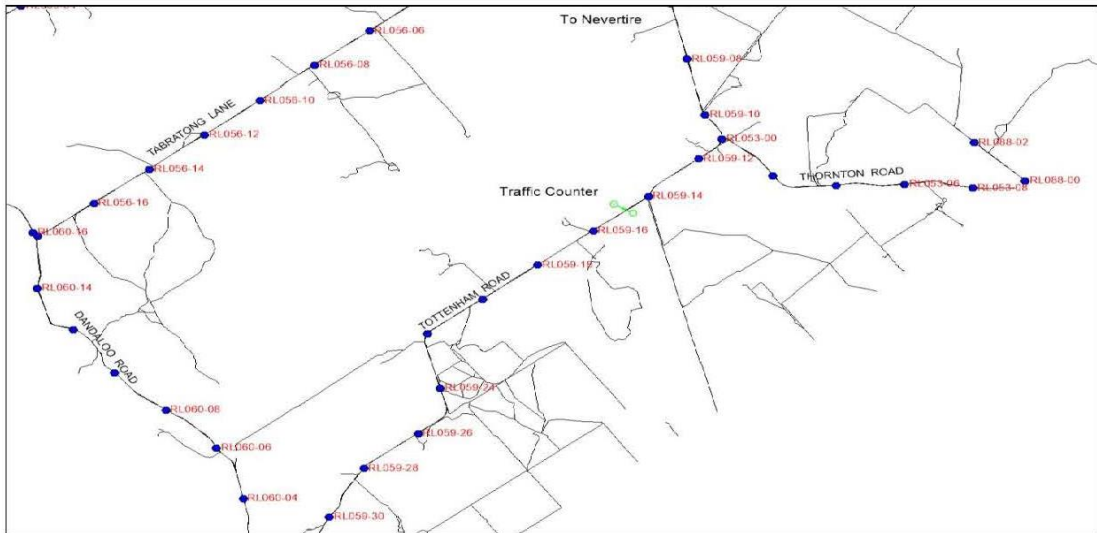
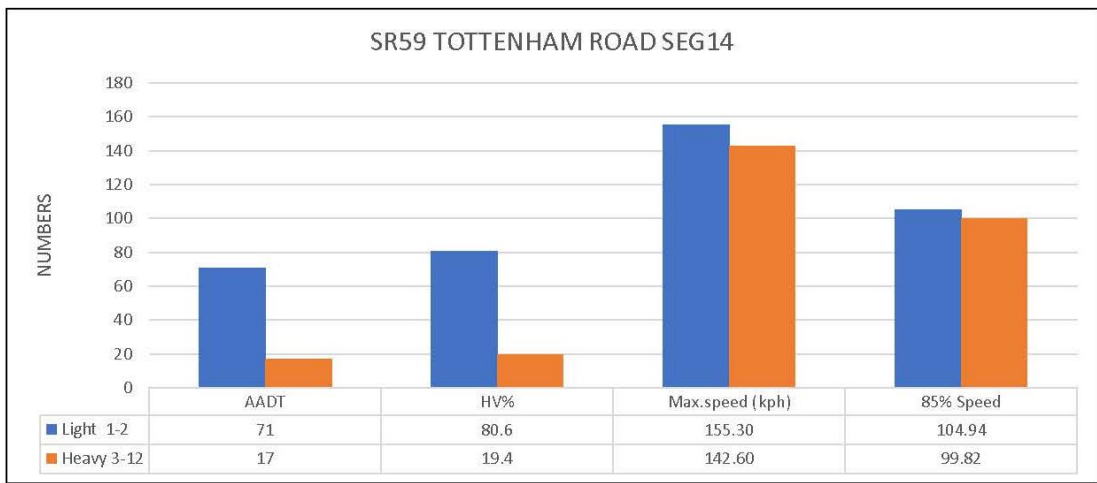
## Report of the Divisional Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday 27th April 2023

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

TRAFFIC CLASSIFIER REPORT		SR59 TOTTENHAM ROAD			
Location		Segment 10			
Period of Operation (Days)		31	6/03/2023	to	6/04/2023
Vehicle type	Class	AADT	HV%	Max.speed (kph)	85% Speed
Light	1-2	71	80.6	155.30	104.94
Heavy	3-12	17	19.4	142.60	99.82
Total		<b>88</b>	<b>100</b>		
Average percentile across classes			<b>102.4</b>	Km/H	



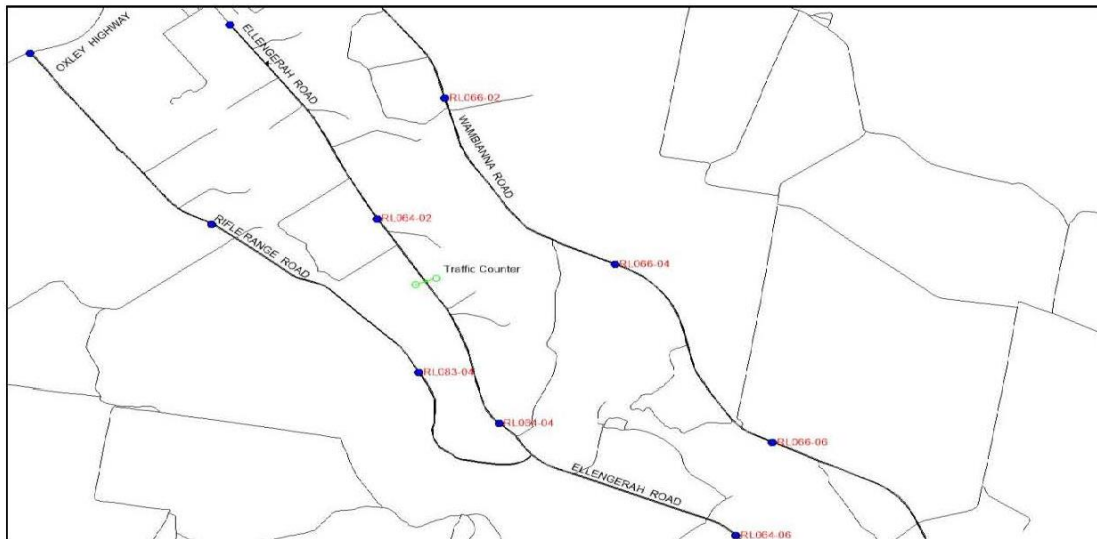
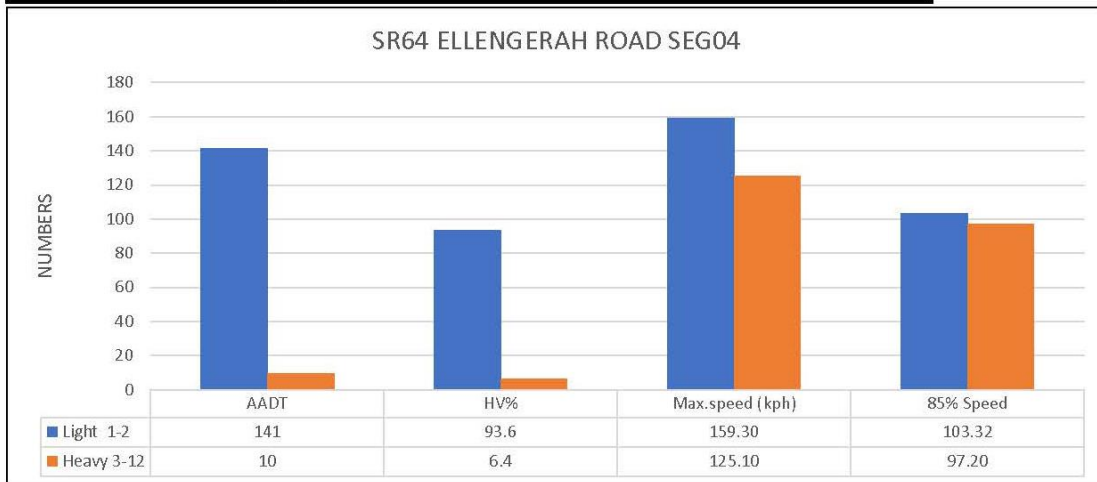
**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 27th April 2023

ITEM 2

WORKS PROGRESS REPORTS – ROADS

CONTINUED

TRAFFIC CLASSIFIER REPORT		SR64 ELLEGERAH ROAD			
Location		Segment 04			
Period of Operation (Days)		31	6/03/2023	to	6/04/2023
Vehicle type	Class	AADT	HV%	Max.speed (kph)	85% Speed
Light	1-2	141	93.6	159.30	103.32
Heavy	3-12	10	6.4	125.10	97.20
Total		<b>151</b>	<b>100</b>		
Average percentile across classes			<b>100.3</b>	Km/H	



# WARREN SHIRE COUNCIL

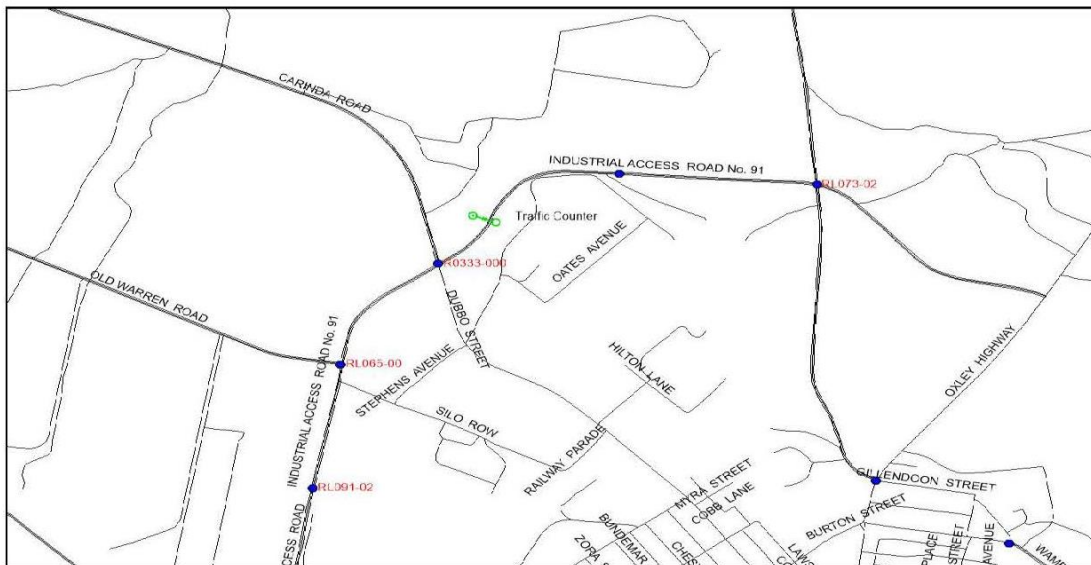
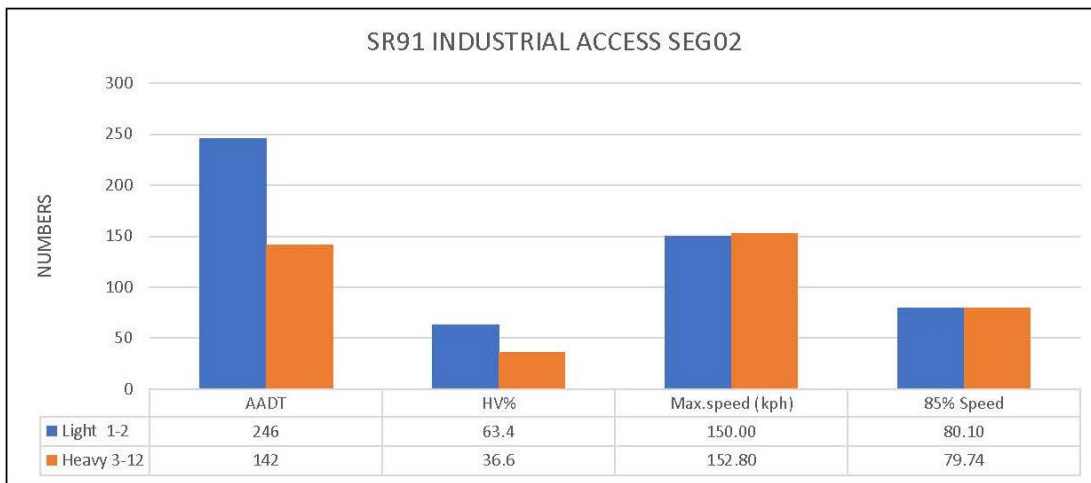
## Report of the Divisional Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday 27th April 2023

ITEM 2

WORKS PROGRESS REPORTS – ROADS

CONTINUED

TRAFFIC CLASSIFIER REPORT		SR91 INDUSTRIAL ACCESS			
Location		Segment 02			
Period of Operation (Days)		31	6/03/2023	to	6/04/2023
Vehicle type	Class	AADT	HV%	Max.speed (kph)	85% Speed
Light	1-2	246	63.4	150.00	80.10
Heavy	3-12	142	36.6	152.80	79.74
Total		387	100		
Average percentile across classes			79.9	Km/H	





**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 27th April 2023

**ITEM 2**

**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

**RECOMMENDATION:**

That the information be received and noted.

The following are details of Projects, Programs and Grant Applications that are being managed by the Town Services Manager for the budget and works period from 9<sup>th</sup> March 2023 to 12<sup>th</sup> April 2023.

**ACRONYMS**

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

**TOWN SERVICES OPERATIONS AND MAINTENANCE BUDGET FROM 9<sup>th</sup> March 2023 to 12<sup>th</sup> April 2023**

Project	Budget	Expend	Resp	Comment
<b>General</b>				
Warren Lawn Cemetery Stage 3. 3330-4120-0100 JC: 3330-4120-0010	\$109,904	\$23,077	MHD / TSM	15/11/22 Expansion works and main extension works to commence as staff and contractors are available. Upgrade drainage along western side and installation of drainage along the eastern side. Extension of river water main for future lawn cemetery expansion.
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 10px;">           C/Over \$76,894            2021/2022 \$60,000         </div>				
				8/02/23 Earthworks to construct the eastern drain complete. Will need to be seeded. <b>7/03/23</b> Ring main construction complete.

**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 27th April 2023

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend	Resp	Comment
<b>Water Supplies</b>				
Oxley Park River Water Pumping Station 4580-4320-0015	\$80,215	Nil	TSM	<p>Carry out modification of the pipe work and pumps at the Oxley Park River Pump Station to allow the use of the same type of pumps used at the Ellengerah Road River Pump Station to allow efficient withdraw, rotation and replacement of the pumps together with an appropriate screening structure.</p> <p>3/1/23 River levels are dropping but still too high for works to proceed. River level remains too high to allow the works to be carried out.</p> <p>8/02/23 River level remains too high to allow the works to be carried out.</p> <p>7/03/23 Advice from Water NSW is that flows will be reducing later in March.</p> <p>21/03/23 RME programmed to start in the first week of April.</p>
Water Extraction Meter Compliance 4580-4320-0003	\$3,217	\$6,448	TSM	<p>3/1/23 On-Going. Installation of telemetry to all water extraction points meters to comply with Water NSW requirements.</p> <p>8/02/23 On-Going.</p>

**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 27th April 2023

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend	Resp	Comment
				<p>7/03/23 Meeting with NRAR Wednesday 8 March.</p> <p><b>21/03/23</b> NRAR and Water NSW are working together to finalise the last sites. NRAH were very happy with our progress and acknowledge the issues are out of our control.</p>
<p>Bore Flat Groundwater Augmentation. 0191-0039-0000 <b>(Also contained within the Infrastructure Projects Managers Report)</b></p>	\$245,616	\$201,075 Committed	TSM	<p>3/1/23 DPE have approved the scope change. Chlorination equipment ordered ETA May 2023. New building ordered awaiting ETA. Waiting on quote for new slab.</p> <p>8/02/23 Slab for chlorine building at Bore Flat has been constructed. New building ETA late March 2023.</p> <p>7/03/23 Clorine systems have been ordered. ETA Late April, early May.</p> <p>Interim control system to be installed in March will allow automated water transfer to Ellengerah reservoir.</p> <p>21/03/23 All tracking on time at this stage.</p> <p><b>05/04/23</b> New Chlorine building has been constructed.</p>

**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 27th April 2023

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend	Resp	Comment
				All tracking on time at this stage.
<b>New</b> Clean New Bore – Ellengerah. JC 0152-0002-0022	\$27,756	\$27,756 Committed	TSM	<b>5/04/23</b> ACS Equipment have been engaged to clean drillers mud from new bore.
<b>New</b> Clean New Bore – Nevetire. JC: 0171-0001-0005	\$31,586	\$31,586 Committed	TSM	<b>5/04/23</b> ACS Equipment have been engaged to clean drillers mud from new bore.
<b>New</b> Refurbish Old Bore – Nevetire. JC: 0190-0335-0005	\$91,520	\$91,520 Committed	TSM	<b>5/04/23</b> ACS Equipment have been engaged to refurbish the old bore to prevent casing failure.
<b>New</b> Inspect New Bore – Collie JC: 0181-0006-0001	\$4,986	\$4,986 Committed	TSM	<b>5/04/23</b> ACS Equipment have been engaged to inspect and report on the condition of the New Bore at Collie.
<b>New</b> Purchase spare pump and motor for Bore Flat Bore. JC: 0191-0001-0080	\$30,000	\$18,712 Committed	TSM	<b>5/04/23</b> New Franklin bore pump and motor to be purchased for Bore Flat Bore.
<b>New</b> Purchase spare pump and motor for Ellengerah Bore. JC: 0191-0001-0070	\$30,000	\$16,540 Committed	TSM	<b>5/04/23</b> New Franklin bore pump and motor to be purchased for Ellengerah Bore.

**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 27th April 2023

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend	Resp	Comment
<b>New</b> Purchase spare pump and motor for Nevertire Bore. JC: 0191-0001-0060	\$30,000	\$8,654 Committed	TSM	<b>5/04/23</b> New Franklin bore pump and motor to be purchased for Nevertire Bore.
<b>New</b> Purchase spare pump and motor for Collie Bore. JC: 0191-0001-0090	\$30,000	\$17,700	TSM	<b>5/04/23</b> Purchase a spare pump, motor, drive shafts and casings for Collie Bore.
<b>New</b> Upgrade Water Network Telemetry System. JC: 0190-0020-0005	\$200,000	Nil	TSM	Design and implement a new Telemetry System for the water Network.

Project	Budget	Expend	Resp	Comment
<b>Sewerage Services</b>				
Works to Gunningba Estate, and Nevertire Sewerage Pumping Stations. 5580-4320-4010 5580-4320-4100	\$98,182	\$98,182	TSM	Xylem Water technologies will upgrade the pumps, pipework, guide rails, electrical switchboards, pump controllers and the telemetry at Gunningba Estate and Nevertire Sewerage Pumping Stations. Xylem have been instructed to work on Nevertire and Wilson Street as access to Gunningba is difficult due to the wet weather. 11/11/22. New cabinet installed. By-pass set-up & wet well to be cleaned Monday 21/11/22.

**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 27th April 2023

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend	Resp	Comment
				<p>Replacement of pumps, starters and miscellaneous items to improve reliability.</p> <p>3/1/23            Nevertire complete. Waiting for new cabinet to be manufactured for Gunningba. Xylem commenced site works at Nevertire, week ending</p> <p>8/02/23            Cabinet for Gunningba SPS ETA late March 2023.</p> <p>7/03/23            Wilson St complete. Factory testing of Gunningba SPS cabinet to be carried out week of 13/03/23.</p> <p>21/03/23            Gunningba SPS site works to commence mid April.</p>
<p>Works Wilson Street Sewerage Pumping Stations.</p> <p>0227-0020-0000</p>	\$133,908	\$121,734 Committed	TSM	<p>Replacement of pumps, starters and miscellaneous items to improve reliability.</p> <p>Xylem Water technologies will upgrade the pumps, pipework, guide rails, electrical switchboards, pump controllers and the telemetry. Equipment for Gunningba will be utilised at Wilson Street due to access issues at Gunningba.</p> <p>Wilson Street Complete. Xylem commenced site works week ending 11/11/2022. New cabinet to be installed.</p> <p>By-pass set-up &amp; wet well to be cleaned Monday 21/11/22.</p>

**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 27th April 2023

---

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend	Resp	Comment
				<p>Xylem Water have the cabinets being designed and materials on order.</p> <p>8/02/23</p> <p>New cabinet, pipework and pumps installed and running well.</p> <p>Indratel still to install Telemetry.</p>
<p>CCTV and Smoke Testing of Sewer at Warren and Nevertire</p> <p>5580-4320-0002</p>	\$200,000	Nil	TSM	Quotation documents under development for 2023/2024
<p><b>New</b></p> <p>Upgrade Sewerage Network Telemetry System</p> <p>JC 0226-0010-0005</p>	\$150,000	Nil	TSM	Design and implement a new Telemetry System for the Sewerage Network.

**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 27th April 2023

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend	Resp	Comment
<b>Grant Applications</b>				
Warren Levee Rehabilitation	\$7,100,000  (\$887,500 Council Funding)  (\$5.325 million Commonwealth Funding)  (\$887,500 NSW Government Funding to date)	Nil	DMES / TSM	<ol style="list-style-type: none"> <li>1. Funding currently being pursued for repairs to the reported section of the Warren levee.</li> <li>2. Consulted with State Government Representatives 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 regarding the methods of repair. Fresh applications have been submitted to the Federal Government Department of Home Affairs, waiting on confirmation of success or not. The matter is also with Resilience NSW who are also considering the application. Further application being arranged. Meeting &amp; site inspections 15/12/21, between GM, ADMES and Tammy Greer from The National Recovery and Resilience regarding levee repairs and improved disaster preparation through the NSW Minister for Emergency Services. New application under the Commonwealth Government National Flood Mitigation Infrastructure Program (NFMIP) with a required 25% contribution from Council arranged. \$5.325 million Commonwealth Funding announced on the 4th May 2022. Staff attempting to</li> </ol>



**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 27th April 2023

---

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend	Resp	Comment
				<p>secure \$1.775 million co-contribution from State. Meeting held with Resilience NSW directors where they asked for original application and correspondence with respect to the application. This has been sent. Awaiting response. State Program information request provided 19th August 2022. Resilience NSW met GM and DMES on 9th September 2022 and 16th September 2022. See report to October 2022 Council meeting concerning the Council contribution Funding, currently the NSW Government has only been able to fund \$887,500 of the required Council contribution of \$1,775,000. Council may have the option of using \$887,500 from the NSW Severe Weather Flood Grant for AGRN 1025 that is yet to be approved by OLG, however this is not preferred. Project Kick-off meeting held 18/01/23. Work program submitted to funding body. Inspection of levee by boat conducted 24/01/2023. Scope variation has been submitted to funding body.</p>

**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 27th April 2023

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Activity	Required Interval	Details	
<b>Water System Planned Maintenance</b>			
River mains flushing	As required	Flushing occurs three monthly when hydrants are flushed. Additionally, river water mains are flushed when problems such as poor pressure/flow are identified.	
Water main flushing (Bore)	As required	Sections are done where and when found necessary	
Fire hydrants. Covers checked, painted, flushed and replaced where necessary, Blue reflective indicators, HP and HR signs installed	Quarterly	Flushing every 3 months as agreed with NSW RFS and Fire and Rescue NSW.	
Bore Inspections	5 Year Rolling Program	The new Bore Flat bore was inspected and cleaned in November 2022. The old Nevertire bore was inspected in late November 2022. The condition of the Nevertire bore was imminent failure of the bore casing was possible. Condition 5. To prevent the loss of the pump if the bore collapsed, the pump will be removed from the bore and stored. The new bore at Nevertire and both bores at Ellengerah will be inspected late February, 2023. Details of the pumping equipment in the new bores will be collected so that spare pumps can be purchased. The Natural Resource Access Regulator (NRAR) carries out inspections of the bores and river extraction points on a random basis.	
Warren, Nevertire and Collie water chlorine, turbidity, temperature and pH testing	Weekly at specific locations	Testing carried out daily	
Warren river pumps		Ellengerah Rd Oxley Park Macquarie Park Racecourse	Breakdown maintenance only
Reservoir cleaning	3 to 5 years	Ellengerah and Nevertire Bore reservoirs	Inspected and cleaned in December 2022. Next Diver inspection December 2025.

**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 27th April 2023

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Activity	Required Interval	Details	
		Oxley Park River	Investigate using Remotely Operated Vehicle (ROV) to inspect 2023/2024.
		Ellengerah River	Oxley Park Reservoir to be emptied and cleaned in Autumn/Winter 2023 due to significant silt build up.
Activity	Required Interval	Details	
<b>Sewerage System Planned Maintenance</b>			
Warren Sewerage Treatment Works	Quarterly	New testing regime and commissioning to be finalised with EPA. The meeting with the EPA on Wednesday 14 <sup>th</sup> March was positive and we are working towards the finalisation of the licence	
Sewer gravity main CCTV Inspection and Smoke Testing program		Develop a program to carry out CCTV inspections and smoke testing of all gravity sewer mains in Warren and Nevertire. Develop a sewer main replacement/relining program. Identify stormwater infiltration locations. Develop a program to educate property owners and residents about stormwater infiltration prevention. Develop a stormwater infiltration rectification program for Council assets and private property.	
<b>Water and Sewerage Works Subject to Funding</b>			
Location	Work Under Development		
Collie Water Supply (Reliability)	Commission the two, 125,000 litre Pioneer water tanks located west of the tennis court. Construct a 10m high tank stand to support two, 25,000 litre water tanks at the Pioneer tank location. Install pressure pumps into a new building at the base of the new elevated tanks. Decommission and remove the elevated tanks.		
Collie Water Supply (Quality)	Installation of small package. Water Treatment Plant to return water supply to potable system.		
Collie chlorine dosing	Install new gaseous chlorination system at the Pioneer water tank location.		

**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 27th April 2023

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Activity	Required Interval	Details
Nevertire chlorine dosing		Install new gaseous chlorination system in the new building at Nevertire. Install new dosing point to ensure chlorination is possible from either bore.
*Warren chlorine dosing		Install new gaseous chlorination system in the new buildings at Bore Flat and Ellengerah. – Moved to Water Projects as part of Groundwater Augmentation.
Replacement of Telemetry System		Replacement of the water and sewerage telemetry system and Firmware upgrade of the Clearwater SCADA. Report to March 2023 Water & Sewer Committee.

Account	Budget	Expenditure
Water Fund Maintenance and Repair	\$636,516	\$480,005
4200-0003, 4220-0003, 4230-0003, 4240-0003, 4250-0003 & 4300-0003		
Sewer Fund Maintenance and Repair	\$278,821	\$160,683
5200-0003, 5250-0003, 5280-0003 & 5300-0003.		

**Water and Sewer Works**

- Flushing Valve repair in Collie
- 14 Readford St river main break
- Meter reading in Warren
- Thorton Ave bore service repair
- WOW Centre bore service leak
- Zora St meter replacement
- Bundemar River service repair
- Backfill Garden Ave excavation
- Triathlon preparation
- Training in the use of the “plumbguard”
- Meter reading in Collie
- Thorton Ave bore main break
- Johns Ave service leak (Bore)
- Nevertire cemetery water leak
- Repair Oxley Pde bore service
- Noel Waters Oval water leak
- Backfill Readford St excavation
- Checking floodgates

**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 27th April 2023

---

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Warren Sewerage Treatment Works inflow		Sewerage Year – 1st June 2022 to 31st May 2023		
Month	Peak Daily Flow (KL)	Average Daily Flow (KL)	Monthly Flow (ML)	Cumulative Annual Flow (ML)
June 2022	1,037	520	15.60	15.60
July 2022	628	441	13.67	29.27
August 2022	1,329	555	17.22	46.49
September 2022	1,440	654	19.61	66.10
October 2022	1,503	869	26.95	93.04

Due to the closure of the old Sewerage Treatment Plant, monthly figures are not available. Council is currently awaiting final approval for new reporting requirements.

**Rainfall in Warren for the month of March 48 mm**

**Rainfall in Warren for the year July 2022 to date: 415.9 mm**

# WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday 27th April 2023

ITEM 2      WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

## Bulk Water Reading per Quarter

WATER SOURCE	FIRST QUARTER READING 1/07/22- 31/09/22	BULK USAGE TO DATE (ML)	SECOND QUARTER READING 1/10/22 - 31/12/22	BULK USAGE TO DATE (ML)	THIRD QUARTER READING 1/01/23- 31/03/23	BULK USAGE TO DATE (ML)	FOURTH QUARTER READING 1/04/23 - 30/06/23	BULK USAGE TO DATE (ML)	% OF ANNUAL ALLOCATION	<b>Max. Allocation (ML)</b>
<b>Warren Bores</b>										
Bore 1 (Bore Flat) Lic. 80AL703155	0.01	0.01	0.00	0.01	2.85	2.86	0.00	2.86		
Bore 2 (Ellengerah) Unlicensed	57.46	57.46	65.03	122.49	69.21	191.70	0.00	191.70		
	<b>57.47</b>	<b>57.47</b>	<b>65.03</b>	<b>122.50</b>	<b>72.06</b>	<b>194.56</b>	<b>0.00</b>	<b>194.56</b>	<b>27.79%</b>	700
<b>Warren River</b>										
Oxley Park Lic. 80AL700017	0.00	0.00	0.00	0.00	62.06	62.06	0.00	62.06		
Ellengerah Rd Lic. 80AL700017	18.78	18.78	32.25	51.03	67.61	118.63	0.00	118.63		
	<b>18.78</b>	<b>18.78</b>	<b>32.25</b>	<b>51.03</b>	<b>129.67</b>	<b>180.69</b>	<b>0.00</b>	<b>180.69</b>	<b>24.09%</b>	750
<b>Showground (Racetrack)</b>										
Lic. 80AL700645	<b>0.00</b>	<b>0.00</b>	<b>5.00</b>	<b>5.00</b>	<b>26.20</b>	<b>31.20</b>	<b>10.00</b>	<b>41.20</b>	<b>21.91%</b>	188
<b>Nevertire Bore Lic. 80AL703158</b>										
	<b>3.57</b>	<b>3.57</b>	<b>6.26</b>	<b>9.83</b>	<b>10.27</b>	<b>20.10</b>	<b>0.00</b>	<b>20.10</b>	<b>50.25%</b>	40
<b>Collie Bore Lic. 80CA724011</b>										
	<b>0.75</b>	<b>0.75</b>	<b>2.15</b>	<b>2.90</b>	<b>2.06</b>	<b>4.96</b>	<b>0.00</b>	<b>4.96</b>	<b>19.84%</b>	25
<b>Macquarie Park 80AL700996</b>										
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	14.2

**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 27th April 2023**

**ITEM 2                      WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

**Parks and Gardens – Routine Works**

Account	Budget	Expenditure
Parks & Gardens, Cemeteries & Racecourse	\$935,733	\$1,436,417*
0701-0003, 1151-0003, 1651-0003, 1701-0003, 2655-0003, 2660-0003 & 2670-0003		
*Includes \$757,745 of Emergency Works from July, August, September, October, November and December 2022 Flood and Storm Damage Levee and Flood Gate Emergency Operation Works.		

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

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

**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 27th April 2023**

---

**ITEM 2**

**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

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

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

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

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

**Parks and Gardens Works**

- Skate/Splash Park mow/snip
- Town approaches mowing
- Stubbs levee mow/snip
- Ravenswood Park mow/snip/pick up rubbish
- Victoria Oval mow/snip/line marking
- CBD area weeding/pruning/spraying
- Lawn Cemetery mow/snip
- Shire Chambers mow/snip
- Woolnough levee mow/snip
- Bob Christenson reserve mowing
- Far West Academy mow/snip
- Lions Park mow/snip
- Macquarie Park mow/snip
- Macquarie Drive mow/snip
- Bore Flat mow/snip
- Saunders Park mow/snip
- Saunders Park mow/snip
- Training (sharps)
- Boston Street levee mow/snip
- Library mow/snip
- Ravenswood Park mow/snip
- CBD area tidy up weeding
- Victoria Oval - Cricket pitch preparation
- Clean up after Race Meeting
- Lions Park mow/snip
- Orchard St levee mow/snip
- Ebert Park mow/snip
- Orchard Street mow/snip
- Oxley Park mow/snip
- Family Medical Centre mow/snip
- Rotary Park mow/snip
- Ebert Park mow/snip
- Median strips mow/snip
- Gillendoon Pump station mow/snip
- Racecourse mow/snip/water
- Preparation for Race Meeting



**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 27th April 2023**

**ITEM 2**

**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

**Town Crew Works**

- Remove tree limbs around Warren
- Repair footpath near Police Station
- Assist Glen Street leak
- Spraying of weeds in Collie
- Nevertire Village mow/snip/spraying
- Clean stormwater grates around Warren
- Assist water/sewer crew
- Collie Village mow/snip
- Re-installed Racecourse river pump
- Install seats at Nevertire cemetery
- Repair signs for Roads Overseer
- Set-up for Triathlon

**Non-Roads November/ December 2021 Flood and Storm Damage Works**

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

**Non-Roads July, August, September, October, November and December 2022 Flood Damage Works**

Description	Expenditure
Non-Roads July, August, September, October, November and December 2022 Flood and Storm Damage Levee and Flood Gate Emergency Operation Works.	\$757,745  Note: \$36,330 per event will be funded by Council as per the agreement. This includes the Roads Flood and Storm Damage Claim contribution.
0700-0055-0500, 0700-0055-0510, 0700-0055-0520, 0700-0055-0530, 0700-0055-0540	

**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 27th April 2023

**ITEM 3**

**WORKS PROGRESS REPORTS – FLEET – WORKSHOP**

**CONTINUED**

**RECOMMENDATION**

That the information be received and noted.

The following are details of Projects and Programs that are being managed by the Workshop Coordinator for the budget and works period from 20th March 2023 – 14th April 2023.

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
<b>Plant Repairs 20.03.2023 to 14.4.2023</b>				
P2380	Isuzu Paveliner	Repairs to front nozzle components	4.5hrs	4.5hrs
P2802	Iseki Mower	Front deck wheel repairs	2hrs	2hrs
P2142	Superior Slasher	Cutting bar repairs	2hrs	2hrs
P28	770G John Deere Grader	Hydraulic hose replacements to oil cooler from tank. X6	8hrs	8hrs
P28	770G John Deere Grader	Airconditioner repairs. Replaced receiver drier/compressor/all o-rings/ cleaned and repaired condenser.	8hrs	8hrs
P752	Honda Flex Tool	Replaced coupler housing.	2hrs	2hrs
P103	Bomag Pulvi Mixer	Test and repair airconditioner system. Low side fill valve leak repaired system de gassed vacuumed and re gassed check function seems ok now.	5hrs	5hrs
P5	Bomag Smooth Drum Roller	Check airconditioner system and repair leaking low side filler valve. Vacuumed system and re gassed tested seems ok now.	4hrs	4hrs
P10	Hamm Padfoot Roller	Air conditioner system check and repair. Fan selection switch fault system working in a hardwired setup atm new switch to be ordered.	4hrs	4hrs

**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 27th April 2023

ITEM 3

WORKS PROGRESS REPORTS – FLEET – WORKSHOP

CONTINUED

Plant number	Description	Repairs	Plant down time	Repair time (manual hours)
P48	Lusty Tri Axle Float	Remove replace x 2 flat tyres.	2hrs	2hrs
P2181	A1 Traffic Lights	Electrical repairs to battery circuit.	2hrs	2hrs
P3507	Toyota Hilux Single Cab	Booked into windscreens Obrien 27-4-23 in Dubbo, earliest appointment. Will be taken to Pickles for sale after windscreen replacement.	1hr	1hr
P2045	Cat Skid Steer	General check over and change air filters.	2hrs	2hrs
P2341	Isuzu Tender Truck	Air cleaner lid repairs.	1hr	1hr
P70	Iseki Mower	Deck and rear wheels repaired/replaced.	3hrs	3hrs
P28	770G John Deere Grader	Repairs to spare wheel holder, fit spare wheel back to rack after repairs made.	6hr	6hrs
P107	Isuzu Medium Tipper	Prime and start machine. Had to replace manual priming pump as seal had failed allowing air into system.	4hrs	4hrs
P3613	Toyota Hilux Single Cab	Organised 1 <sup>st</sup> service to be done at Macquarie Toyota Warren 14-4-23.	0	.5hr
P2121	John Deere 6140M Tractor	Tyre replacement front LHS (spare used).	4hrs	4hrs
P2141	Superior Slasher	Diagnosis and parts ordered to repair unit.	3hrs	3hrs
P2141	Superior Slasher	Hole in top of deck letting rocks through plate deck in 2 spots.	4hrs	4hrs
P2382	Freightliner Prime Mover	Powers steering system check concerns over leak in reservoir.	1hr	1hr

**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 27th April 2023

ITEM 3

WORKS PROGRESS REPORTS – FLEET – WORKSHOP

CONTINUED

Plant number	Description	Repairs	Plant down time	Repair time (manual hours)
P2123	5093E John Deere Tractor	Electrical key switch fault diagnosis.	2hrs	2hrs
P2143	John Berrends Flail Mower	Unwrapping wire stuck around cutter bar.	3hrs	3hrs
P3608	Toyota Hilux	Replaced rear brake pads and tighten hand brake.	2hrs	2hrs
P3605	Toyota Hilux	Replaced rear brake pads.	2hrs	2hrs
P3613	Toyota Hilux Twin Cab	30,000klm service done.	2.5hrs	2.5hrs
P2402	Stonestar Side Tipping Trailer	Re-weld stauff clamps to secure hydraulic lines.	4hrs	4hrs
P3605	12v Portable Pump	Repairs to electrical connections.	2hrs	2hrs
P2340	Isuzu Tender Truck	Wiring in light bar for early morning starts.	3hrs	3hrs
P3603	Toyota Hilux	70,000klm service done (vehicle in terrible condition inside and out).	3hrs	3hrs
	Proprietor training AIS			

**ACRONYMS**

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



**WARREN SHIRE COUNCIL**  
Report of the Divisional Manager Engineering Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday 27th April 2023

---

**ITEM 4                    PROPOSED LAND ACQUISITION AT MARTHAGUY BRIDGE, WARREN ROAD**  
**CONTINUED**

**CONCLUSION**

An application for a temporary occupation license has been submitted to NSW Crown Lands. This would permit construction of the bridge while the acquisition process is followed. Noting that the process might take a long time owing to the complexity in navigating through Aboriginal Land Claims, Native Title Application and matters relating to Traveling Stock Route.

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

5.2.2 Timely and accurate reporting for efficient management and accountability

**SUPPORTING INFORMATION**

Attachment A -

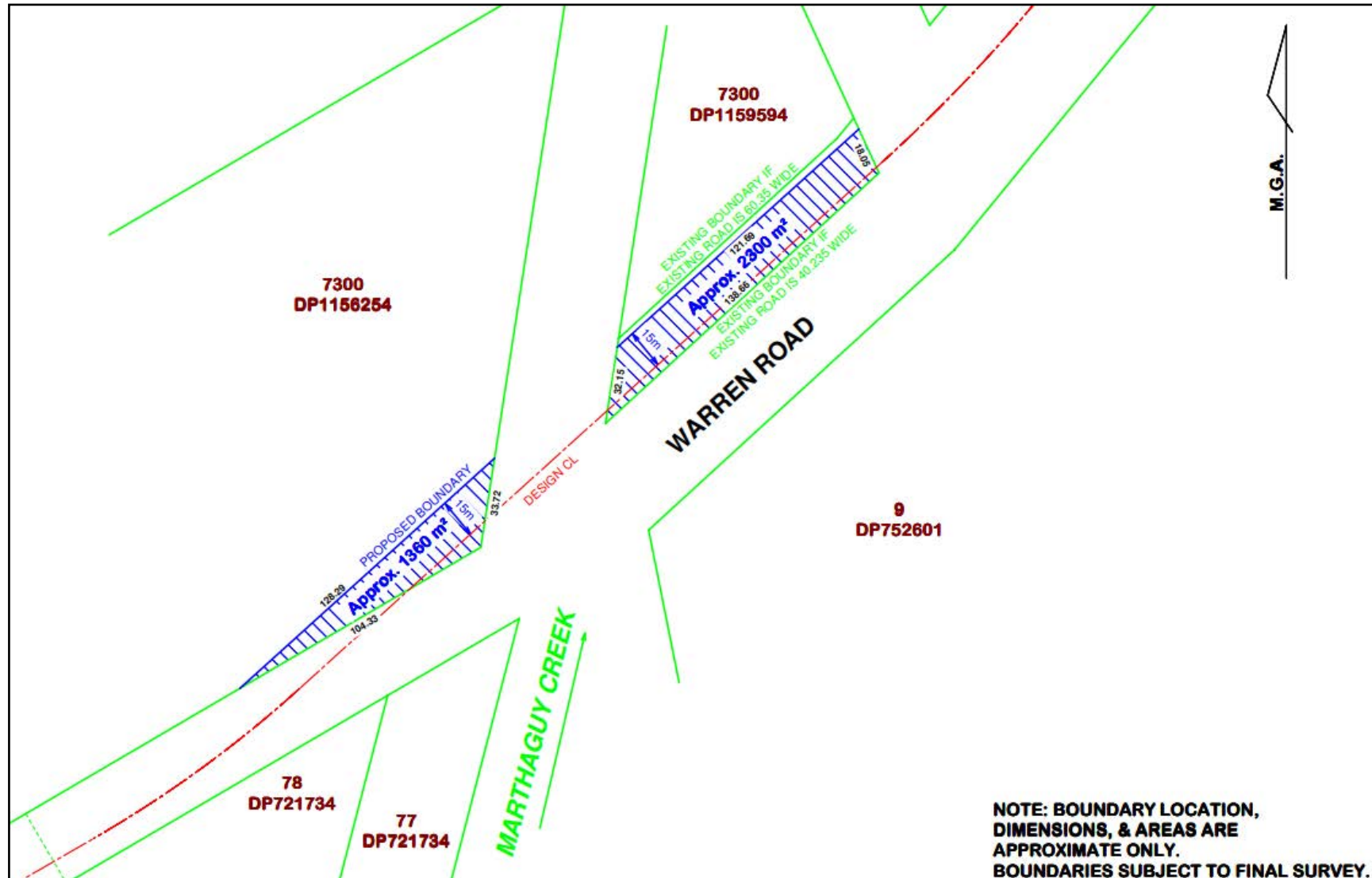
# WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday 27th April 2023

ITEM 4 PROPOSED LAND ACQUISITION AT MARTHAGUY BRIDGE, WARREN ROAD

CONTINUED

ATTACHMENT A



**WARREN SHIRE COUNCIL**  
Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday 27th April 2023

---

**ITEM 1                      DEVELOPMENT APPLICATION APPROVALS**

**(B4-9)**

**RECOMMENDATION:**

That the information be received and noted.

**PURPOSE**

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

**BACKGROUND**

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

**REPORT**

Development Applications that have been received for approval for March 2023.

<b>FILE</b>	<b>LOCATION</b>	<b>WORKS</b>	<b>RECEIVED</b>	<b>APPROVED</b>
P16-22.20	241 Gunnegaldra Road WARREN NSW 2824 Lot 1 DP121629	Construction of Shed.	9/01/2023	21/3/2023
P16-23.03	3499 Wambianna Road WARREN NSW 2824 Lot 1 DP121313	Installation of inground pool and spa.	8/3/2023	22/3/2023

**LEGAL IMPLICATIONS**

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

**RISK IMPLICATIONS**

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

**STAKEHOLDER CONSULTATION OPTIONS**

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

**CONCLUSION**

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

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

- 1.1.4 Ensure current and future housing needs for the community are met.
- 5.2.1 Ensure that this strategic planning framework becomes an integral part of our operating culture.
- 5.2.6 Embrace a team centred culture of continual improvement to improve operational efficiency.

**SUPPORTING INFORMATION/ ATTACHMENT**

Nil.



**WARREN SHIRE COUNCIL**  
**Report of the Manager Health & Development Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 27th April 2023**

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

**RECOMMENDATION:**

That the information be received and noted.

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

**Budget and Works from 10th March 2023 to 12th April 2023**

2020 Projects	Budget	Expend	Resp	Comment
Construction of two (2) x Council dwellings.  21 Deacon Drive and 8 Deacon Drive.	88,000	23,854 Committed	MHD	<p>Completed July 2020.</p> <p>New complaint lodged with Department of Fair-Trading 18th May 2021. Additional information provided 2nd and 7th June 2021.</p> <p>Formal complaint lodged with Department of Fair-Trading 4th March 2021. Additional information provided 11th March 2021. A further report provided to Council in August 2021.</p> <p>Rectification order issued. Expired 26/10/2021 Builder expected at the end of November to complete requested maintenance and repair works which has not progressed.</p> <p>Report provided to February 2022 Committee of the Whole Closed Council Meeting concerning directions on this project.</p> <p>Council resolved that: Council proceeds to a hearing before The NSW Civil and Administrative Tribunal (NCAT) Consumer Division and if required the District Court.</p> <p>Proceedings have commenced on 28th July 2022, in NCAT in respect of both properties.</p> <p>Case has been lodged with District Court.</p>

**WARREN SHIRE COUNCIL**  
**Report of the Manager Health & Development Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 27th April 2023**

---

**ITEM 2                   WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES**  
**CONTINUED**

2021 Projects	Budget	Expend	Resp	Comment
Construction of the Waste Transfer Station at Ewenmar Waste Depot.	271,116	106,982 Committed	MHD/TSM	<p>Final design complete. Contractor engaged to install drainage pipework at the end of November. Concreting works listed on vendor panel closed 3rd February 2022 contractor appointed.</p> <p>Due to time lapse, new quotations obtained and reassessed.</p> <p>MLB to commence once Equestrian Centre path is complete.</p> <p>No progress during September, October, November, December, January and February due to site being flooded and wet weather.</p> <p>Works being planned with contractor, Subject to availability.</p>
Completion of Tiger Bay Wetlands Walkway (Central West Councils Environment and Waterways Alliance 2021 Small Grants).	4,545	Nil	MHD/DMES	Works program to be determined. Site inspection completed 5 <sup>th</sup> January 2023.

**WARREN SHIRE COUNCIL**  
 Report of the Manager Health & Development Services  
 to the Ordinary Meeting of Council to be held at  
 Council Community Room, Warren on Wednesday, 27th January 2023

**ITEM 2 WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES**

**CONTINUED**

2022 Projects	Budget	Expend	Resp	Comment
Warren Support Services (Targeted Early Intervention)				
2.14 Warren Youth Group Grow Services Day.	5,000	Nil	MHD	To be held Thursday 13 <sup>th</sup> April 2023.
2.22 Warren Chamber of Music Festival.	4,380	Nil	MHD	To be held February 2023 through to September 2023.

Capital Expenses				
Dwelling Renewals – 1 Pittman Parade. Replacement of kitchen.	60,000	Nil	MHD	Contractor selected and purchase order issued.
Council Housing M & R.	101,741	Nil	MHD	56 Garden Avenue, Heavy Maintenance to be completed. Report to January Council meeting. In progress.  Further funds of \$90,000 allocated from the Infrastructure Improvement/Replacement Reserve to 56 Garden Avenue Refurbishment for the necessary asset renewal works to be completed.
Capital Renewal				
Animal Shelter Replacement	60,000	Nil	MHD/IPM	Project in planning stage.
Library Defibrillator	3,000	Nil	MHD	On back order.

Town Planning				
LEP Review	20,000	8,300	MHD	Consultant engaged. Draft report provided, reviewed. Feedback provided.