

BUSINESS PAPER

ORDINARY MEETING

THURSDAY 27TH AUGUST 2026

WARREN SHIRE COUNCIL

AGENDA - ORDINARY COUNCIL MEETING

27th August 2026 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 July 2026.

5. DISCLOSURES OF INTERESTS

6. MAYORAL MINUTE(S)

Item 1 General Matters Concerning Warren Shire (TO BE TABLED) (C14-4)

7. REPORTS OF COMMITTEES

Meeting of the Warren Local Emergency Management Committee
held on Tuesday, 11th August 2026 (E6-1)

Meeting of the Economic Development & Promotions Committee
held on Wednesday, 12th August 2026 (C14-3.22)

Meeting of the MANEX Committee Meeting
held on Tuesday, 18th August 2026.....(C14-3.4)

8. REPORTS OF DELEGATES

Item 1 Ordinary Meeting of the Warren Support Services Interagency
held on Monday, 10th August 2026 (C3-9)

9. REPORTS TO COUNCIL

POLICY

Item 1	Investment Policy (P13-1,I3-1.35)	Page 1
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REPORTS OF THE GENERAL MANAGER

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REPORTS OF THE DIVISIONAL MANAGER ENGINEERING SERVICES

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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

Nil.

13. CONCLUSION OF MEETING

14. PRESENTATIONS

Nil.

WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes

Attached are the Minutes of the Meeting of Warren Local Emergency Management Committee held on Tuesday, 11th August 2026.

RECOMMENDATION:

That the Minutes of the Meeting of Warren Local Emergency Management Committee held on Tuesday, 11th August 2026 be received and noted.

WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes of Warren Local Emergency Management Committee Meeting held in the
Community Room 115 Dubbo Street, Warren on Tuesday 11th August 2026
commencing at 9:30am

PRESENT:

Sylvester Otieno	Warren Shire Council (LEMO and Chair)
Gary Woodman	Warren Shire Council (GM)
Stephen Glen	Warren Shire Council (AMHD)
Raymond Burns	Warren Shire Council (TSM)
Chris Campbell	TfNSW
Matt Jones	CWLLS
Andrew Elms	NSW Police – REMO (via Teams)
Thomas Hadland	NSW Ambulance
Shane Rankin	NSW Police (Warren & LEOCON)
Mark Langham	NSW RFS
Jacqueline Jones	NSW RA
Campbell Blair	NSW SES
Sally Perry	GIVIT – Present during GIVIT Presentation
Belinda McNamara	Warren Shire Council (AOES) Minutes

ITEM 1 APOLOGIES

Apologies were received on behalf of John Moors – Western NSW LHD, Annabelle Watson – NSW SES, Darryl Foster – NSW RFS, Emma Hamblin – NSW Health, Anna Pash - DCJ

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

Carried

ITEM 2 GIVIT PRESENTATION

GIVIT is an organisation that facilitates responsible donations during natural disasters and in other cases such as Domestic Violence. Sally Perry provided a presentation on their activities and how their services benefits communities in times of need.

ITEM 3 MINUTES OF THE MEETING HELD ON TUESDAY, 12th MAY 2026

MOVED Otieno/Woodman that the Minutes of the meeting held on Tuesday, 12th May 2026 as circulated, be adopted as a true and correct record of that meeting.

Carried

WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes of Warren Local Emergency Management Committee Meeting held in the
Community Room 115 Dubbo Street, Warren on Tuesday 11th August 2026
commencing at 9:30am

**ITEM 4 BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD ON TUESDAY, 12th
JUNE 2026**

Nil.

ITEM 5 CONSEQUENCE MANAGEMENT GUIDES REVIEW 2026

- Agencies need to re-undertake the risk assessments of each of their respective emergencies and report back to the LEMO. CMGs are needed only in cases where there are no subplans and the risk score is medium or higher.
- The nominated Local Emergency Operations Centre is located at Warren Shire Council Community Room – 115 Dubbo Street Warren.
- Concerns were raised regarding TfNSW deleting transport responsibilities from section G of the Storm and Flood CMGs management. However, it has been clarified that the information that was deleted has been added in the Resupply and Evacuation sections.

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

Carried

ITEM 6 REMO REPORT

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

Carried

ITEM 7 AGENCY REPORTS

a) FRNSW

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

Carried

b) NSWRFs

MOVED Langham/J Jones that the information be received and noted.

Carried

c) NSW SES

MOVED Blair/Langham that the information be received and noted.

Carried

d) LEMC NSW RA

MOVED J Jones/Hadland that the information be received and noted.

Carried

WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes of Warren Local Emergency Management Committee Meeting held in the
Community Room 115 Dubbo Street, Warren on Tuesday 11th August 2026
commencing at 9:30am

ITEM 7 AGENCY REPORTS

CONTINUED

e) **TfNSW**

MOVED Campbell/Blair that the information be received and noted.

Carried

f) DCJ

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

Carried

gg) LLS

MOVED M Jones/Langham that the information be received and noted.

Carried

h) NSW HEALTH

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

Carried

i) **NSW AMBULANCE**

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

Carried

k) **NSW POLICE**

MOVED Rankin/Langham that the information be received and noted.

Carried

I) WARREN SHIRE COUNCIL

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

Carried

ITEM 8 CONTACT LIST UPDATE

- The contact list has been updated. Any further updates should be communicated to Council.

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

Carried

WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes of Warren Local Emergency Management Committee Meeting held in the
Community Room 115 Dubbo Street, Warren on Tuesday 11th August 2026
commencing at 9:30am

ITEM 9 MAJOR EVENTS (DISCUSSION)

- 29th August 2026 Maddi Whitbourne Falkiner Lounge – **TENTATIVE**
- 19th September 2026 Belinda Fuller Undercover Bar Area & Cool Room - **TENTATIVE**
- 4th October 2026 Nevertire Rodeo Noel Waters Oval – **500 attendees**
- 7th October 2026 Egelabra Ram Sale Undercover Bar Area & Cool Room – **200 attendees**
- 8th November 2026 Cotton Cup Entire Complex - **500 attendees**
- 28th November 2026 Ben Thomas Falkiner Lounge – **TENTATIVE**
- 11th December 2026 Twilight Races Entire Complex – **1,000 attendees**

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

Carried

ITEM 10 GENERAL BUSINESS

- LEMC to use the November meeting to discuss Evacuation Management.
 - Welfare Services to be invited and to provide input as they are pivotal part of the Evacuation process.
 - There have been 4 positive cases of Bird Flu in NSW.
 - Levee will be finished by end of August. Closing Ceremony will be held on 22nd October 2026.
 - Avgas NOTAM has been lifted at Warren Aerodrome.
 - Warren Bushfire season will start as per usual on 1st October 2026.
 - Council advised that they have sufficient fuel, and have not experienced shortage or market challenges.
-

ITEM 11 NEXT MEETING

10th November 2026 9:30am.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 11:13AM.

ECONOMIC DEVELOPMENT & PROMOTIONS COMMITTEE MINUTES

Attached are the Minutes of the Meeting of the Economic Development & Promotions Committee held on Wednesday, 12th August 2026.

RECOMMENDATION:

That the Minutes of the Meeting of the Economic Development & Promotions Committee held on Wednesday, 12th August 2026 be received and noted.

WARREN SHIRE COUNCIL
Minutes of the Economic Development & Promotions Committee
Meeting held in the Council Community Room
on Wednesday 12th August 2026, commencing at 3:40 pm

PRESENT:

Sarah Derrett	Councillor (Chair)
Penny Heuston	Councillor
Pauline Serdity	Councillor
Greg Whiteley	Mayor
Gary Woodman	General Manager
Susan Balogh	Economic Development and Visitation Manager
Stephen Glen	Acting Manager Health and Development Services
Sylvester Otieno	Divisional Manager Engineering Services
Bec Christian	Minute Taker

ITEM 1 APOLOGIES

Apologies were received from Councillor Ros Jackson and Bradley Pascoe Divisional Manager Finance and Administration who were absent due to external commitments.

MOVED Derrett/Serdity that a leave of absence be granted for this meeting.

Carried

ITEM 2 MINUTES

MOVED Serdity/Derrett that the Minutes of the Economic Development and Promotions Committee Meeting held on Wednesday, 13th May 2026 be adopted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING FROM THE MINUTES OF THE MEETING, 13TH MAY 2026

Nil.

ITEM 4 ACTION CHECKLIST

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

Carried

ITEM 5 REPORTS

ITEM 5.1 ECONOMIC DEVELOPMENT AND VISITATION OFFICE UPDATE (T4-1, D3-1)

MOVED Heuston/Serdity that the information be received and noted.

Carried

ITEM 5.2 ECONOMIC DEVELOPMENT STRATEGY AND ACTION PLAN (D3-1)

MOVED Derrett/Heuston that the information be received and noted.

Carried

Minutes of the Economic Development & Promotions Committee
Meeting held in the Council Community Room
on Wednesday 12th August 2026, commencing at 3:40 pm

- A program is being considered by the Economic Development and Visitation Officer (EDVM).

- Council needs to consider improved signage for access to Bob Christensen Reserve and suitable parking areas in town for tourists with caravans/large RV's (EDVM/DMES).

To be arranged for Wednesday 18th November 2026 at 3:30pm.

Page 2

MANEX MINUTES

Attached are the Minutes of the Meeting of Manex Committee held on Tuesday, 18th August 2026.

RECOMMENDATION:

That the Minutes of the Meeting of the Manex Committee held on Tuesday, 18th August 2026 be received and noted and the following recommendation be adopted:

4.2.4 Proposed Budget Variations/Adjustments Sought For Quarterly Budget Review Statements (DMFA)

RECOMMENDATION TO COUNCIL that:

1. Approval be given for the funding of the following projects/reserves in 2026/2027:
 - Additional \$23,380 for the Regional Roads Block Grant funding to be allocated to Regional Bridges M&R, bringing the new budget to \$148,000.
2. Appropriate arrangements be made to finalise the final changes of Council's Estimates in this regard using the September 2026 Quarterly Budget Review Statement.

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held in Council's Community Room on
Tuesday, 18th August 2026 commencing at 2.32 pm

PRESENT:

Gary Woodman	General Manager
Jerome Shepherd	Trainee Administration Officer (Minute Taker)
Stephen Glen	Acting Manager Health & Development (Chair)
Joe Joseph	Infrastructure Projects Manager
Susie Balogh	Economic Development and Visitation Manager
Sylvester Otieno	Divisional Manager Engineering Services
Raymond Burns	Town Services Manager
Nabin Shrestha	Assets Manager
Bradley Pascoe	Divisional Manager Finance & Administration
Erica Kearnes	Librarian
Nori Luff	Acting Treasurer
Scott Hosking	Work Health Safety and Risk Officer (Observer)

The Chair welcomed Acting Treasurer, Nori Luff, to her first Manex Meeting.

1 APOLOGIES

Apologies were received from Jody Burtenshaw and Fredrick Boamah, who was absent due to external commitments, and it was **MOVED** Woodman/Glen that a leave of absence be granted for this meeting.

Carried

2 BUSINESS ARISING FROM MINUTES

Nil.

3 ACTION CHECKLIST

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

Carried

4.1 EXECUTIVE OFFICE MATTERS

4.1.1 Marketing and Communications Update (GM)

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

Carried

4.1.2 The Western Plains App Monthly Report (GM)

4.1.2.1 June 2026; and

4.1.2.2 July 2025 to June 2026.

MOVED Woodman/Joseph 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 August 2026 commencing at 2.32 pm

4.1 EXECUTIVE OFFICE MATTERS

CONTINUED

4.1.3 Preparation of the September 2026 Council Newsletter (GM)

SEPTEMBER 2026 NEWSLETTER

Item	Responsible Officer
HEADER OR FOOTER ITEMS	
Registration of Local Contractors on Unimarket	DMFA, CC
Subscription to Newsletter (Only for 2 Page PDF)	GM
Livestreaming of Council Meetings	DMFA
VIC Volunteer Advertising	EDVM
PRIORITY MATTERS	
From the Mayors Desk	(EA/ GM /Mayor/Deputy Mayor)
Vacant Positions	Finance Officer – Payroll/HR Officer
Warren Shire Council Staff Health & Wellbeing Day Services Closure	EA/ GM
Road Maintenance Construction Program for August/September 2026	RIM /DMES
Warren Shire Alert Roll Out Program	TSM/Works Clerk/AOES/ ATOR
Garbage Service Days in Warren, Nevertire and Collie	GM/ PAO
Cat Ownership Information and Responsible Pet Ownership	Ranger /GM
Law & Order Update	GM /Mayor/Deputy Mayor
Kerbside Recycling Service Update	GM/ MHD /PAO
Warren Town Levee Rehabilitation Work – Revetment Work	DMES/ IPM
Customer Service Action Request Bluey System	ATOR /DMES
Library September/October School Holiday Program	LIB
LOWER PRIORITY MATTERS	
On the Roads	DMES/ RIM
Warren Town Levee Rehabilitation Work – Levee Pumps, Generators and Flood Gates Work	DMES/ TSM
Share your Community Event within the Shire	GM/ PAO
2027 Australia Day Nominations	GM/ DMFA /EA
Warren Cemetery Family Plot Availability	GM/ PAO
Attendance at Alliance of Western Council's Board Meeting – Cobar	GM /Mayor
Attendance at Country Mayors Association Board Meeting – Sydney	GM /Deputy Mayor
Attendance at the Murray Darling Association National Conference and AGM – Shepparton	EA/ Mayor

RECCOMENDATION:

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 August 2026 commencing at 2.32 pm

4.1 EXECUTIVE OFFICE MATTERS

CONTINUED

4.1.4 Suggestions in the Council Suggestion Boxes (GM)

Nil.

4.1.5 OLG Council Circular 26-11 – Procurement Guidance for Local Government

- An appropriate training program be arranged in the Procurement Guidelines for Local Government (IPM).

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

Carried

4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS

4.2.1 Warren Shire Council Contract Register (DMFA)

- Arrangement of an up-to-date Contracts Register as of 30 June 2026 to be on the Council Website (GIPA Publication Guide Area) (DMFA).

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

Carried

4.2.2 Warren Shire Council Grants Register (DMFA)

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

Carried

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

Estimated major expenditure for August/September 2026:	Estimated income / payments for August/September 2026:
▪ Levee Construction Payment - \$488,675.50 (IPM). ▪ RR202 Marthaguy Road Bitumen Seal - \$60,000 (RIM). ▪ RR202 Marthaguy Road Stabilisation - \$65,000 (RIM). ▪ Ausroad \$45,000 (RIM). ▪ Discover Warren and Destination Macquarie Marshes Website Development and hosting charges \$46,000 (EDVM). ▪ Warren Shire Council Image Library Creation \$26,000 (EDVM) ▪ Heartline Reconnected \$10,000 (EDVM).	▪ Levee milestone (7, 8, 9 & 10) payments (\$2,183,332). Claim to be finalised and submitted after 30 Aug 2026 (IPM).

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

Carried

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
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4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS

CONTINUED

4.2.4 Proposed Budget Variations/Adjustments Sought for Quarterly Budget Review Statements (DMFA)

TO BE INCLUDED	TO BE REMOVED
The 2026/27 Regional Roads Block Grant allocation has been confirmed to increase to \$1,790,000. The budgeted amount is currently \$1,766,620. The additional \$23,380 will be allocated to Regional Bridges M&R	

RECOMMENDATION TO COUNCIL that:

MOVED Otieno/Pascoe that:

- Approval be given for the funding of the following projects/reserves in 2026/2027:
 - Additional \$23,380 for the Regional Roads Block Grant funding to be allocated to Regional Bridges M&R, bringing the new budget to \$148,000.
- Appropriate arrangements be made to finalise the final changes of Council's Estimates in this regard using the September 2026 Quarterly Budget Review Statement.

Carried

WARREN SHIRE COUNCIL

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4.3 ENGINEERING DEPARTMENT MATTERS

4.3.1 Flood Recovery Works (DMES/FRSPM/RIM)

Event Name	Event Description	Work Completion Deadline	Approved Scope	Payment Claim	Funds Received	Comments	Status
AGRN 1034 EPA RW	NSW Flooding from 14 September 2022 onwards - Roads	30.06.2026	\$8,655,818.00	\$7,790,237.26	\$7,790,237.26	NSW RA has taken over administration of DRFA and now uses <i>Smartygrants</i> for reporting. NSW RA have now paid up to 90% of the approved amount - \$7,790,237.26 Balance \$865,582 to be paid after completion of works. A variation has been submitted for full claim of SR23 Gradgery Lane causeways \$1,027,000.	Works ongoing

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

Carried

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

Project	Estimate / Budget	Comments
*RMAP Activities – 2025-26	\$493,431	Complete
RMAP Activities – 2026-27	\$330,388	Ongoing

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

Carried

WARREN SHIRE COUNCIL
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4.3 ENGINEERING DEPARTMENT MATTERS

CONTINUED

4.3.3 2026-2027 Calendar of Events at Showground/Racecourse (TSM)

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

Carried

4.3.4 Customer Service Action Request System Discussion and Email Templates (DMES)

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

Carried

4.4 HEALTH & DEVELOPMENT DEPARTMENT MATTERS

4.4.1 Kerbside recycling Program Commencing 2026/2027 Status Discussion (MHD)

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

Carried

4.4.2 Development and Building Certification Status Discussion (MHD)

- Jackson Williams-Hedges from Bogan Shire Council has been appointed temporarily with some help if required from Coonamble Shire Council.

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

Carried

4.4.3 NSW Food Act Inspections Status Discussion (MHD)

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

Carried

4.4 WORK HEALTH & SAFETY RISK MATTERS

4.5.1 Workplace Inspection Calendar (WHS-RC)

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

Carried

4.5.2 Workplace Inspection Sporting & Cultural Centre (WHS-RC)

- Finalised inspection checklist to be referred to AMHD and the WSCCM for action particularly immediate action on the high- risk item (AMHD/WSCCM).

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

Carried

WARREN SHIRE COUNCIL
 Minutes of the Manex Committee Meeting
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4.6 HUMAN RESOURCES

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

Position	Permanent/ Contract	Responsible Officer	Status
Accountant	Permanent	DMFA	Advertising with an open closing date. Arrangements also in train for consideration of Temporary Contract Staffing.
Records Administrator / Relief Service NSW	Permanent	DMFA	Advertising with an open closing date.
Treasurer	Permanent	DMFA	Advertising with an open closing date. Temporary Contract Staff member commencing Monday 17th August.
Town Services Manager	Permanent	DMES	Information Package being drafted and advertising campaign to be scoped.
Heavy Diesel Mechanic	Permanent	DMES	Advertising with an open closing date.
Heavy Plant Operator (Grader)	Permanent	DMES	Advertising with an open closing date. Interview being arranged.
Pavement Maintenance Team Leader	Permanent	DMES	Advertising with an open closing date.
Utilities Maintenance Team Leader	Permanent	DMES	Advertising with an open closing date.
Utilities Maintenance Team Member (2)	Permanent	DMES	Advertising with an open closing date. Interview for one position held, pre-employment medical being organised.
Tourism Information Officer	Permanent	EDVM	Advertising with an open closing date.
Administration Officer Health & Development	Permanent	GM	Advertising with an open closing date.
Manager Health & Development Services	Permanent	GM	Advertising with an open closing date. Arrangements also in train for consideration of Temporary Contract Staffing.
Youth Support Officer (Part-time)	Permanent	GM	Interview held. Pre-employment medical to be organised.
*Works Clerk	Permanent	DMES	Successful candidate has commenced.

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

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

Carried

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4.6 HUMAN RESOURCES

CONTINUED

4.6.2 NSW Local Government (State) Award 2026 Presentation (HRO)

SMT have received the presentation by the HRO.

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

4.6.3 Union Picnic Day – Monday, 28th September 2026, Council Service Provision (GM)

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

Carried

5.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS

(L5-3)

OFFICE OF LOCAL GOVERNMENT CIRCULARS

Date	Circular No.	Description	Comment/Action
17.7.2026	26-14	Local Government Asset Valuation Discussion Paper	Noted

MINISTERIAL CIRCULARS

Date	Circular No.	Description	Comment/Action
Nil.			

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

Carried

WARREN SHIRE COUNCIL

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5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

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

The Calendar of Compliance includes key deadlines for strategic management tasks for all Councils and Joint Organisations in NSW. Statutory and other reporting deadlines are not limited to those included in the Calendar of Compliance. The OLG Calendar of Compliance & Reporting Requirements 2026-27 is available to view [here](#). A hard copy of the full document has been provided to Manex Members via an email sent on Thursday, 9th July 2026.

Month	Due Date	Category	Task	Legislation	Manex Comments
Aug-2026	01-Aug-2026	Finance	Last day for rates to be levied by service of rates notice.	Local Government Act 1993 - section 562 (4)	Noted
Aug-2026	31-Aug-2026	Finance	First quarter rates or single instalment due.	Local Government Act 1993 - section 562 (3)	Noted
Aug-2026		Grants	New Council Implementation Fund (NCIF) progress report due.		N/A
Aug-2026		Grants	Stronger Communities Fund (SCF) progress report due.		N/A
Aug-2026	31-Aug-2026	Companion Animals	Animal seizures – Pound data report due. Councils to submit pound data via the Companion Animals Register.	Companion Animals Act 1998 - Section 67A	AMHD/Ranger
Aug-2026		Other	Expected first instalment of Financial Assistance Grants.		Noted

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on
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5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

Month	Due Date	Category	Task	Legislation	Manex Comments
Sep-2026	30-Sep-2026	Governance	Written returns of interest due for councillors and designated persons who held office at 30 June GM to table returns at next Council meeting	Model code of Conduct cl4.21(b) Model Code of Conduct cl4.25	Reported to August 2026 Council Meeting (EA)
Sep-2026	30-Sep-2026	Governance	Audit Risk Improvement Committee (ARIC) to have met this quarter	Local Government (General) Regulation 2021 - 216J	ARIC scheduled 1 September 2026 (EA/WHS-RC/DMFA/GM)
Sep-2026		Education	Cyber Security Councils Forum Registration via community@cyber.nsw.gov.au		Noted
Sep-2026	2-4 September 2026	Education	LG Professionals – Integrated Planners Conference		Noted

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

Carried

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6 OPERATIONAL PROCEDURES (I2-11.1)

6.1 Road Condition Report Process and Instructions

Nil.

7 AUGUST 2026 DRAFT MINUTES AND AUGUST 2026 DRAFT BUSINESS PAPER

The Committee previewed the August 2026 Draft Business Paper and the July 2026 Draft Minutes and actions required were placed on the Action Checklist in Item 1 of the General Manager's Report.

8 CORRESPONDENCE AND CUSTOMER REQUESTS STATUS

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

9 GENERAL BUSINESS WITHOUT NOTICE

- The Economic Development & Visitation Manager advised information she has received regarding Freshstart Program, and it was considered that the Webinar needs to be attended by the responsible Project Team.
- The Economic Development and Visitation Manager also advised of a recent security breach of the countryheartline.com.au website. The Country Heartline URL was stolen and used by a US online shopping site that also styled the name Country Heartline as its branding. Bush Media, who currently manages the site for the tri-council consortia, was immediately contacted and immediately took steps that rectified the breach. Additional security controls have now been added to the site, which has returned to normal access and operations.
- The Divisional Manager Engineering Services expressed his sincere appreciation to the Town Services Manager for his outstanding service and valuable contribution to Council, noting that his dedication and commitment would be greatly missed.
- The Town Services Manager thanked the Committee and Council for the wishes and messages he received following the announcement of his resignation.

There being no further business the meeting closed at 4.26pm

WARREN SHIRE COUNCIL
Delegates Report by Councillor S Derrett
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday 27th August 2026

ITEM 1 WARREN SUPPORT SERVICES INTERAGENCY (C3-9)

RECOMMENDATION:

That the information be received and noted.

Minutes of the Warren Support Services Interagency Meeting held in the General Manager's Office, Warren on Monday 10th August 2026

Meeting opened: 1.04 pm

- 1. PRESENT:** Cllr Sarah Derrett (Chair), Cllr Pauline Serdity, Gary Woodman (Warren Shire Council General Manager) and Stephen Glen (Acting Manager Health and Development Services).

Via Teams – Fleur Stubbs (Barnardos), Megan Payne (Barnardos), Blair Morrison (Western NSW Local Health District), Kym Owens (headspace), Emma O'Connell (Royal Flying Doctor Service - RFDS), Ewen Jones (Marathon Health), Kelly Sinclair (Warren Youth & Community Hub), Felicity Leonard (Barnardos), Therese Clancy (Outback Links) and Jayden Young (Marathon Health)

- 2. APOLOGIES:** Hannah Brooker (NDIS Marathon Health), Carl Moss (Marathon Health) and Cllr Ros Jackson.

Moved: Cllr Sarah Derrett Seconded: Cllr Pauline Serdity

Carried

- 3. CONFIRMATION OF MINUTES:** Minutes of meeting held on 15th June 2026.

Moved: Cllr Sarah Derrett Seconded: Kym Owens

Carried

- 4. BUSINESS ARISING**

Nil.

- 5. CORRESPONDENCE:**

- Email received from Carmel Hannelly from Transport for NSW advising that she has moved to a new role and will no longer be able to attend Interagency meetings. A new representative will be confirmed once Carmel's previous role has been filled.

- 6. ACTION CHECKLIST:**

- **Community Services Directory** - no further updates, ongoing; and
- **Guest speakers** - no further updates, ongoing.

- 7. GUEST SPEAKER PRESENTATION:**

Presentation delivered by Therese Clancy from Outback Links Frontier Services covering the following areas:

- What is Outback Links?

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ITEM 1 WARREN INTERAGENCY SUPPORT SERVICES CONTINUED

- ✓ Outback Links connects volunteers with people in rural and remote Australia in need of a helping hand;
- ✓ We provide practical support when it's needed most;
- ✓ This could include anything from care taking to property maintenance, gardening to painting or general farm support;
- ✓ It is a grassroots approach, bespoke and looks a little different everywhere we go;
- ✓ There is an opportunity for everyone to make a meaningful difference regardless of skills; and
- ✓ Volunteers are there to lend a helping hand to relieve some pressure and get some of "those" tasks done.
- The roles of Volunteer Coordinators and Bush Chaplains; and
- Examples of recent projects from Dubbo, Pleasant Hills, Nymagee, Adavale, Thargomindah, Gunnedah, Coleambally and Tibooburra.

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

8. REPORTS FROM AGENCIES:

Fleur Stubbs - Barnardos;

- Working one on one with young people aged 12-18 years who are homeless or at risk of homelessness, (and their families) to reconnect the young person with family, education, community, training/employment.

Megan Payne - Barnardos Support Worker, Domestic Violence;

- The DV Linker Service provides support to women who have recently left a Domestic or Family Violence (FDV) relationship and who are living within Central, Western or Far Western NSW. The service is available to women who are no longer in the FDV relationship and no longer living with the perpetrator, and who may require additional support outside of normal business hours and who have active casework support in place. Linker workers provide emotional and practical support for women through proactive phone calls.
- The Linker Service works collaboratively with case management services and will provide referrers with appropriate and relevant feedback to enrich their casework support.
- Areas in which the Linker workers can support your client include;
 - ✓ Regular telephone calls;
 - ✓ Service & other information;
 - ✓ Basic telephone counselling;
 - ✓ Grounding exercises;
 - ✓ Early planning of next steps; and
 - ✓ Limited practical support.
- Email contact for referrals is linkersupport@barnardos.org.au

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ITEM 1 WARREN INTERAGENCY SUPPORT SERVICES CONTINUED

Blair Morrison – Mental Health Peer Navigator, Western NSW Local Health District;

- Peer Navigator provides mental health support both social and emotional wellbeing through lived experience, provides education and support with mental health referral pathways;
- Peer navigation service is a non-clinical, but works closely with Mental Health clinicians within our team;
- Peer Navigator actively in community events such as GROW days, Peer Groups run by local NGO services; and
- Peer Navigator is contactable 8:30-5PM Monday- Friday on 0409 770 454 or blair.morrison@health.nsw.gov.au.

Kym Owens - headspace;

- Aboriginal Youth Wellbeing Worker; and
- Working on an initiative to bring services together to showcase and promote the many community services that are available in Warren.

Emma O'Connell - RFDS;

- GROW (Guiding Rural and Outback Wellbeing) days upcoming in Gulgong and Gilgandra;
- Warren GROW (Guiding Rural and Outback Wellbeing) Services Day held on 17th July 2026. Noted feedback to be taken into consideration for planning the next event in 2027;
- GROW Aquaponics program continuing with local schools; and
- Local case worker (Ursula Ryan) is continuing to deliver mental health and alcohol and other drug (AOD) services in Warren but is currently at full capacity. Please note though that referrals will still be accepted as assistance can be facilitated through other channels.

Ewen Jones – Marathon Health (Community Engagement Officer);

- Continuing to deliver the Commonwealth Psychosocial Support (CPS) Program with plenty of capacity available for Warren; and
- For further information on Marathon Health please access all information via our website <https://www.marathonhealth.com.au/or> contact us on 1300 402 585 or email psychosocialsupports@marathonhealth.com.au

Kelly Sinclair - Warren Youth & Community Hub;

- Hosted NSW Attorney General (The Hon. Michael Daley MP) with the Member for Barwon, Roy Butler at the Warren Youth Centre and Community Hub on 22nd July 2026;
- School holiday activities held across July including paintball trip to Dubbo, NAIDOC Day event, Sydney City Good Church barbecue and games, DIY beanie and hoodie workshop, Who-Dun-It Mystery Night and games night; and

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ITEM 1 WARREN INTERAGENCY SUPPORT SERVICES CONTINUED

- Continuing to work with Warren Shire Council towards the recruitment of a new Youth Officer position funded by the NSW Department of Communities and Justice Community through the Community and Family Support (CAFS) program.

Felicity Leonard - Barnardos;

- Community and Family Services - providing family, parenting and youth support services; and
- Regular playgroups held in Warren on a weekly basis and in Nevertire fortnightly during school terms.

Jayden Young - headspace;

- Cultural lead within the headspace Schools and Communities Program.

9. GENERAL BUSINESS:

- Reminder of the Warraan Widji Arts event to be held at the Beemunnel on Friday 14th August 2026, (flyer distributed via email).

10. Date of Next Meeting:

Monday 12th October 2026

There being no further business the meeting closed at 1.39 pm.

WARREN SHIRE COUNCIL

Policy Report of Divisional Manager Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 27th August 2026

ITEM 1 INVESTMENT POLICY

(P13-1, I3-1.35)

RECOMMENDATION:

That Council adopted the amended Investment Policy.

PURPOSE

To advise Council that the amended Investment Policy is required to be adopted, as per Section 158 of the Local Government Act, specific to the circumstance, criteria and other matters related to approval of investing Council funds.

BACKGROUND

Warren Shire Council's Investment Policy has been amended to reflect a certain defined circumstance, criteria and other related matters as pertains to the Investment portfolio risk and return methodology in practice. The Investment Policy has been reviewed with minor changes proposed, to allow flexibility and structure of invested funds generating optimal revenue returns.

REPORT

The Warren Shire Council Investment Policy will assist in the administration, management and operations of the Council. Specifically, it provides a framework for the optimum investment of Council's available cash held, to maximise the return on investment in consideration of risk, liquidity and security of the investment portfolio. The Policy represents the accepted level of risk versus return, as set by the Council, in the pursuit of the Council's strategic goals and objectives.

The reviewed Policy was presented to Manex on the 18th August 2026 where there were no concerns, the Policy then reported to Council for the process of adoption of the reviewed Policy.

This Policy has been reviewed with changes shown in red in the attached Policy.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Local Government Act 1993

Local Government (General) Regulation 2021;

Ministerial Investment Order;

The Trustee Amendment (Discretionary Investments) Act 1997 – Section 14;

Local Government Code of Accounting Practice and Financial Reporting;

Investment Policy Guidelines (Office of Local Government);

Australian Accounting Standards; and

Office of Local Government Circulars;

NSW Treasury Corporation (TCorp) Loan Agreement conditions.

Banking Act 1959 (Cth)

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ITEM 1 INVESTMENT POLICY

CONTINUED

RISK IMPLICATIONS

Warren Shire Council's Investment Policy is required to be adopted by Council following review and proposed amendments listed in the document, for compliance with Section 158 of the Local Government Act 1993. Therefore, it is a legal requirement that the Policy is adopted to ensure that the Council comply with the Local Government Act 1993 and Regulations.

STAKEHOLDER CONSULTATION

Consultation has been deemed not required as the Investment Policy has been reviewed with only minor changes proposed.

OPTIONS

Council has the option of amending the Policy or adopting the Policy without amendment.

CONCLUSION

The reviewed Investment Policy should be adopted, as it provides effective guidelines that will assist in ensuring the objective functions of Council are carried out in accordance with statute and common law, regulation and national standards.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 5.2.2 Proactively manage known compliance risks;
- 5.2.6 Embrace a team centred culture of continual improvement to improve operational efficiency; and
- 5.3.3 Ensure a quality customer service focus by Council staff.

SUPPORTING INFORMATION /ATTACHMENTS

Amended Investment Policy.

Attached 1 – Reviewed Investment Policy



POLICY REGISTER

INVESTMENT POLICY

Policy adopted: 27th September 2018 Minute No. 214.9.18

Reviewed: 23rd July 2020 Minute No. 137.7.20
25th January 2024 Minute No. 9.1.24
28th March 2024 Minute No. 68.3.24
22nd May 2025 Minute No. 159.5.25
28th August 2025 Minute No. 274.8.25
27th August 2026 Minute No. XXXX

File Ref: P13-1, I3-1.35

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INVESTMENT POLICY

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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)
1.1	Darren Arthur – July 2020	Second Edition	Council Minute No. 137.7.20 (23rd July 2020)
1.2	Bradley Pascoe – January 2024	Third Edition	Council Minute No. 9.1.24 (25th January 2024)
1.3	Bradley Pascoe – March 2024	Fourth Edition	Council Minute No. 68.3.24 (28th March 2024)
1.4	Bradley Pascoe – May 2025	Reviewed with no changes.	Council Minute No. 159.5.25 (22nd May 2025)
1.5	Bradley Pascoe – August 2025	Amended with minor changes.	Council Minute No. 274.8.25
1.6	Bradley Pascoe – August 2026	Amended with minor changes.	XXXX

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ITEM 1

INVESTMENT POLICY

CONTINUED

Warren Shire Council – Investment Policy

INVESTMENT OBJECTIVES

The Purpose of this Policy is to provide a framework for the optimum investment of Warren Shire Council's funds at the most favourable rate of interest available to it at the time, maximising returns whilst having due consideration of risks, liquidity and security for its investments.

While exercising the power to invest, consideration is to be given to the preservation of capital, liquidity and the return on investment. Therefore, Council has several primary objectives for its investment portfolio:

- Compliance with legislation, regulations, the prudent persons tests of the *Trustee Act* and best practice guidelines;
- The preservation of the amount invested;
- To ensure there is sufficient liquid funds to meet all reasonably anticipated cash flow requirements; and
- To generate income from the investment that exceeds the performance benchmarks mentioned later in this document.

LEGISLATIVE REQUIREMENTS

All investments must comply with the following:

- Local Government Act 1993;
- Local Government (General) Regulation 2021;
- Ministerial Investment Order;
- The Trustee Amendment (Discretionary Investments) Act 1997 – Section 14;
- Local Government Code of Accounting Practice and Financial Reporting;
- Investment Policy Guidelines (Office of Local Government);
- Australian Accounting Standards; and
- Office of Local Government Circulars;
- NSW Treasury Corporation (TCorp) Loan Agreement conditions.
- Banking Act 1959 (Cth)

DELEGATION OF AUTHORITY

Authority for implementation of the Investment Policy is delegated by Council to the General Manager in accordance with the Local Government Act 1993.

The General Manager may in turn delegate the day to day management of Council's investments to the Responsible Accounting Officer (RAO) and ensure adequate skill, support and oversight.

A Council Officer's delegated authority to manage Council's investments must be formally recorded. The Officer must also acknowledge receipt of this Policy and its obligations.

a. Prudent Person Standard

The Investments will be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public monies; officers are to manage Council's investment portfolios to safeguard the portfolio in accordance with the spirit of the Investment Policy and NOT for speculative purposes.

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INVESTMENT POLICY

CONTINUED

Warren Shire Council – Investment Policy

b. Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This Policy requires officers to disclose any conflicts of interest to the General Manager.

Independent advisors are also to declare, by written confirmation, that they have no actual or perceived conflicts of interest.

c. Authorised Investments

All investments must be denominated in Australian dollars. Authorised investments are limited to those allowed by the Ministerial Investment Order and include:

- Commonwealth /State/ Territory Government securities e.g. bonds;
- Interest bearing deposits /senior securities issued by an eligible ADI;
- Bills of Exchange (<200 days duration) guaranteed by an ADI;
- Debentures issued by a NSW Council (under Local Government Act 1993)
- Land mortgages which are first mortgages (< 60% of land value);
- Deposits with Local Government Financial Services Pty Limited (LGFS)
- Deposits with NSW T-Corp &/or Investments in NSW T-Corp Hour Glass Facility; and
- Investments grandfathered under the Ministerial Investment Order.

d. Prohibited Investments

This Investment Policy prohibits the following types of investments (and extends the prohibition to any investment carried out for speculative purposes) other than for securities specifically covered by grandfathering arrangements in the Ministerial Investment Order:

- Derivative based instruments:
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Stand-alone securities issues that have underlying futures, options, forwards contracts and swaps of any kind.

This Policy also prohibits the use of leveraging (borrowing to invest) of an investment. However, nothing in this Policy shall prohibit the short-term investment of loan proceeds where the loan is raised for non-investment purposes and there is a delay prior to the spending occurring.

e. Risk Management

Investments obtained are to be considered in light of the following key criteria:

- *Preservation of Capital* – the requirement for preventing losses in an investment portfolio's total value;
- *Credit Risk* – The risk that a party or guarantor to a transaction will fail to fulfil its obligations. In the context of this document it relates to the risk of loss due to the failure of an institution/entity with which an investment is held to pay the interest and/or repay the principal of an investment;
- *Diversification* – the requirement to place investments in a broad range of products so as not to be over exposed to a particular sector of the investment market.
- *Liquidity Risk* – the risk an investor runs out of cash, is unable to redeem investments at a fair price within a timely period, and thereby incurs additional costs (or in the worst case is unable to execute its spending plans);

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Warren Shire Council – Investment Policy

- *Market Risk* – the risk that fair value or future cash flows will fluctuate due to changes in market prices or benchmark returns will unexpectedly overtake the investment's return;
- *Maturity Risk* – the risk relating to the length of term to maturity of the investment. The longer the term, the greater the length of exposure and risk to market volatilities; and
- *Rollover Risk* – the risk that income will not meet expectations or budgeted requirement because interest rates are lower than expected in the future.

f. Investment Advisor

Council's Investment Advisor must be approved by Council and licensed by the Australian Securities and Investment Commission. The advisor must be independent. They must confirm in writing that they have no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of the Investment Policy. This includes receiving no commissions or other benefits in relation to the investments being recommended or reviewed. Warren Shire Council currently does not use an Investment Advisor.

g. Accounting

Council will comply with appropriate accounting standards in valuing its investments and quantifying its investment returns.

In addition to recording investment income according to accounting standards, published reports may show a breakdown of its duly calculated investment returns into realised and unrealised capital gains and losses and interest.

Other relevant issues will be considered in line with relevant Australian Accounting Standards, such as discount or premium, designation as held to maturity or on fair value basis and impairment.

h. Safe Custody Arrangements

Where necessary, investments may be held in safe custody on Council's behalf, as long as the following criteria are met:

- Council must retain beneficial ownership of all investments;
- Adequate documentation is provided, verifying the existence of the investments;
- The custodian conducts regular reconciliation of records with relevant registries and/or clearing systems; and
- The institution or custodian recording and holding the assets will be:
 - Austraclear;
 - An institution with an investment grade Standard and Poor's or Moody's rating; or
 - An institution with adequate insurance including professional indemnity insurance and other insurances considered prudent and appropriate to cover its liabilities under any agreement.

i. Counterparty Limits

Exposure to individual counterparties/financial institutions will be restricted by their ratings so that single entity exposure is limited, as detailed in the table below. It excludes any government guaranteed investments.

This table does not apply to any grandfathered managed fund or structured investment where it is not possible to identify a single counterparty exposure.

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INVESTMENT POLICY

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Warren Shire Council – Investment Policy

Individual Institution or Counterparty Limits

Long Term Rating	Short Term Credit Ratings	Limit
AAA Category	A-1+	100%
AA Category	A-1+	100%
A Category	A-2	60%
BBB Category	A-2	40%
BBB Category	A-3	20%

j. Credit Quality Target and Limits

The portfolio credit guidelines to be adopted will reference the Standard and Poor's (S&P) ratings system criteria and format – however, references to the Minister's Order also recognised Moody's and Fitch Ratings and any of the three ratings may be used where available.

However, the primary control of credit quality is the prudential supervision and government support and explicit guarantees of the ADI sector, not ratings.

The maximum holding limit in each rating category and the target credit quality weighting for Council's portfolio shall be:

Long Term Rating	Short Term Credit Rating	Maximum Holding
AAA Category	A-1+	100%
AA Category	A-2	100%
A Category	A-2	60%
BBB Category	A-2	40%
BBB Category	A-3	20%

k. Term to Maturity Limits

Council's investment portfolio shall be structured around the time horizon of investment to ensure that liquidity and income requirements are met.

Once the primary aim of liquidity is met, Council will ordinarily diversify its maturity profile as this will ordinarily be a low-risk source of additional return as well as reducing the volatility of Council's income. However, Council always retains the flexibility to invest as short as required by internal requirements or the economic outlook.

The factors and/or information used by Council to determine minimum allocations to the shorter durations include:

- Council's liquidity requirements to cover both regular payments as well as sufficient buffer to cover reasonably foreseeable contingencies;
- Medium term financial plans and major capex forecasts;
- Known grants, asset sales or similar one-off inflows;
- Seasonal patterns to Council's investment balances.

Investment Horizon Description	Investment Horizon Maturity Date	Minimum Allocation	Maximum Allocation
Working capital funds	0-3 months	0%	100%
Short term funds	3-12 months	0%	100%
Short-medium term	1-2 years	0%	60%
Medium term funds	2-5 years	0%	40%
Long term funds	5-10 years	0%	25%

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INVESTMENT POLICY

CONTINUED

Warren Shire Council – Investment Policy

Within these broad ranges, Council relies upon assumptions of expected investment returns and market conditions that have been examined with its investment advisor.

l. Performance Benchmarks

The performance of Council's investment portfolio will be benchmarked against the Bank Bill Swap Rate (BBSW), this may also include the Ausbond Bank Bill Index (BBI).

It is Council's expectation that the performance of each investment will be greater than or equal to the applicable benchmark by sufficient margin to justify the investment taking into account its risks, liquidity and other benefits of the investment.

It is also expected that Council will take due steps to ensure that any investment, notwithstanding a yield above the benchmark rate is executed at the best pricing reasonably possible.

The decision to exit grandfathered investments (i.e. managed funds and securities) is based on a range of criteria specific to the investments – including but not limited to factors such as:

- Returns expected over the remaining term.
- Fair values.
- Competing investment opportunities.
- Costs of holding.
- Liquidity and transaction costs.
- Outlook for future investment values.

In general, it is expected that professional advice will be sought before transacting in grandfathered investments.

m. Reporting

Documentary evidence must be held for each investment and details thereof maintained in an investment register. The documentary evidence must provide Council legal title to the investment.

For audit purposes, certificates must be obtained from the banks/fund managers/custodian confirming the amounts of investment held on Council's behalf at 30 June each year.

All investments are to be appropriately recorded in Council's financial records and reconciled at least on a monthly basis.

A **monthly** report will be provided to Council. The report will detail the investment portfolio in terms of holdings and impact of changes in market value since the previous report. The monthly report will also detail the investment performance against the applicable benchmark, investment income earned versus budget year to date and confirm compliance of Council investments within legislative and Policy limits. Council may nominate additional content for reporting.

n. Review of Policy and Investments

This Policy should be reviewed every four (4) years or within 12 months following an election of Council. The Policy may be reviewed and amended at any time at Council's discretion (or if legislation changes occur).

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INVESTMENT POLICY

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Warren Shire Council – Investment Policy

DEFINITIONS

Act	Local Government Act 1993
ADI	Authorised Deposit Taking Institutions (ADIs) are corporations that are authorised under the Banking Act 1959 (Commonwealth) to take deposits from customers.
BBI	The Bank Bill Index (BBI), formerly the UBS BBI, represents the performance of a notional rolling parcel of bills averaging 45 days, and is the widely used benchmark for Local Councils and other institutional cash investments.
Bill of Exchange	Is an unconditional order in writing, addressed by one person to another, signed by the person giving it, requiring the person to whom it is addressed to pay on demand, or at a fixed or determinable future time, a sum certain money to or to the order of a specified person, or to bearer.
BBSW	The Bank Bill Swap reference rate (BBSW) is the average of mid-rate bank bill quote from brokers on the BBSW Panel. The BBSW is calculated daily.
Council Funds	Surplus monies that are invested by Council in accordance with section 625 of the Act.
Debentures	A debenture is a document evidencing an acknowledgement of a debt, which a company has created for the purpose of raising capital. Debentures are issued by companies in return for medium and long-term investment of funds by lenders.
FRN	A Floating Rate Note (FRN) is a medium to long term fixed interest investment where the coupon is a fixed margin (coupon margin) over a benchmark, also described as a floating rate. The benchmark is usually the BBSW and is reset at regular intervals - most commonly quarterly.
Grandfathered	Investments held by Council that were previously allowed under the Minister's Order but were grandfathered (i.e. eligible to retain but not add to or restructure existing investments) when the NSW State Government changed the list of approved investments as a result of the Cole Inquiry reflected in the Ministerial Order dated 31/7/2008.
IPS	The Investment Policy Statement provides the general investment goals and objectives of Council and describes the strategies that must be employed to meet these objectives. Specific information on matters such as asset allocation, risk tolerance and liquidity requirements are also included in the IPS.
LGGR	Local Government (General) Regulation 2021 (NSW)
NCD	Is a short-term investment in an underlying security being a negotiable certificate deposit (NCD) where the term of the security is usually for a period of 185 days or less (sometimes up to 2 years). NCDs are generally discount securities, meaning they are issued and on sold to investors at a discount to their face value.
OLG	NSW Office of Local Government, Department of Planning, Industry and Environment.
RAO	Responsible Accounting Officer of a council means a member of the staff of the council designated by the General Manager, or if no such member has been designated, the General Manager. (LGGR – clause 196)
T-Corp	New South Wales Treasury Corporation.

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WARREN SHIRE COUNCIL

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ITEM 2

EMPLOYEE LEAVE POLICY AND PROCEDURE

(P13-1, S12-1)

RECOMMENDATION:

That Council adopt the amended Employee Leave Policy and Procedure.

PURPOSE

To advise Council that the amended Employee Leave Policy and Procedure is required to be adopted, as per Section 158 of the Local Government Act, specific to the circumstance, criteria and other matters related to Industry Award Provisions related to employee leave.

BACKGROUND

Warren Shire Council's Employee Leave Policy and Procedure is adopted to reflect a certain defined circumstance, criteria and other related matters as pertaining to the employee leave area of business operations. The Employee Leave Policy and procedure is established for compliance with (or exceeding) relevant Local Government (State) Award conditions.

REPORT

The Warren Shire Council Employee Leave Policy and Procedure will assist in the administration, management and operations of the Council, specifically it outlines the requirements and expectations relating to employee leave matters. The Employee Leave Policy provides this level of understanding to employees, where the Local Government (State) Award provides minimum requirements, this Policy is a quick resource for all staff to be informed and aware of relevant information primarily for efficient sharing and exchanging details in the pursuit of the Council's strategic goals and objectives.

The amended Policy and Procedure was presented to Manex on the 18th August 2026 where there were no concerns, and the matter needs to be reported to Council for the process of adoption of the reviewed Policy and Procedure.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Local Government Act 1993

Local Government (State) Award

RISK IMPLICATIONS

The relevance of risk in relation to Council Employee Leave Policy and Procedure is considered low, where the Local Government (State) Award already provides this minimum requirement and detail. By providing this Policy, Council may negate some measure of risk in staffing issues, through misunderstanding or misinterpreting the Local Government (State) Award.

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ITEM 2

EMPLOYEE LEAVE POLICY AND PROCEDURE

CONTINUED

STAKEHOLDER CONSULTATION

Consultation has been deemed not required as the amended Employee Leave Policy and Procedure has been reviewed with only minor changes proposed.

OPTIONS

Council has the option of amending the Policy or adopting the Policy without amendment. Council should adopt the Employee Leave Policy and Procedure.

CONCLUSION

The Employee Leave Policy and Procedure should be adopted, as it provides for effective governance across the functions of Council, ensuring they are delivered in accordance with relevant legislation or other mandatory obligations.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 5.2.2 Proactively manage known compliance risks
- 5.2.6 Embrace a team centred culture of continual improvement to improve operational efficiency
- 5.3.3 Ensure a quality customer service focus by Council staff

SUPPORTING INFORMATION /ATTACHMENTS

Employee Leave Policy and Procedure



POLICY REGISTER

EMPLOYEE LEAVE POLICY AND PROCEDURE

Policy adopted: 28th August 2025 Minute No. 275.8.25

Reviewed: 27th August 2026 Minute No. XXX.X.26

File Ref: P13-1, S12-1

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DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0	Bradley Pascoe Divisional Manager Finance and Administration August 2025	First Edition	Council Minute No. 275.8.25 (28th August 2025)
1.1	Bradley Pascoe Divisional Manager Finance and Administration August 2026	Second Edition	Council Minute No. XXX.X.26

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Warren Shire Council – Employee Leave Policy and Procedure

PURPOSE

The purpose of this Policy is to inform all employees of their entitlements to leave and the requirements that need to be complied with in order to access the various forms of leave.

The guiding principle of the Policy is the requirement to maintain operational effectiveness at all times. Supervisors and Department Managers must be able to guarantee the effective operation of work groups and individuals when approving leave.

This Policy applies to all employees of Warren Shire Council and must be read in conjunction with the relevant Leave Provisions of the Local Government (State) Award.

Council may introduce, vary, remove or replace this Policy at any time in consultation with employees and their respective unions.

SCOPE

Warren Shire Council will endeavour to, where possible, approve leave requests by employees to best accommodate personal, family, work and community commitments, without compromising the undertaking of Council's core business functions.

RESPONSIBILITIES

Employees

To comply with all aspects of this Policy including the provision of appropriate and adequate notice to Supervisors when applying for and taking leave, provision of supporting documentation and ensuring that they have appropriate leave available prior to application.

Supervisors

Will liaise with Payroll/HR to ensure that employees have the correct amount of leave available, that supporting documentation if required is provided and that the operational requirements of Council will be met prior to authorising employee leave requests.

Leave is not to be approved where the employee does not have sufficient entitlement.

Divisional Manager/Department Manager

Will review on a bi-monthly basis employee leave balances as provided by the Treasurer to ensure that staff leave balances are maintained at appropriate levels and that forward work planning can accommodate requests for and/or unplanned employee leave. Issues in regard to leave balances and the provision of supporting documentation will be raised with the Supervisor and employee.

Payroll/HR

Will provide to the Treasurer on a monthly basis a report outlining employee leave balances, any issues in regards to the provision of leave forms, supporting documentation and frequent and/or excessive leave taken.

Leave is not to be paid until the correct forms and/or supporting documentation has been provided. In the event that an authorised application has been received that is not supported by adequate leave the application is to go back to the Supervisor and employee so that the correct leave type and new leave application can be submitted.

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Treasurer

Will provide reports to the Divisional Manager/Department Manager on the frequency and amount of employee leave being taken, leave balances and any other leave related issues such as excessive leave balances.

ANNUAL LEAVE

Eligibility & Entitlement

Permanent full-time employees are entitled to 4 weeks paid annual leave per year (pro rata for permanent part-time employees), or 5 weeks paid annual leave if the employee is regularly required to work a seven day a week rotating roster, which accrues progressively throughout the year according to an employee's ordinary hours of work and is cumulative from year to year.

Annual leave is exclusive of public holidays.

Casual employees are not eligible for paid annual leave.

Simply making a request for annual leave does not automatically entitle an employee to take such leave. Council may refuse to authorise a period of annual leave on the grounds of the operational requirements of Council or in the event that the employee has provided insufficient notice of the desire to take leave or the employee does not have sufficient leave available.

Council will not unreasonably refuse to approve a period of annual leave or deny an employee a period of annual leave which has already been authorised.

When an employee suffers illness or injury whilst on leave.

If an employee becomes ill or injured whilst on annual leave, they are entitled to have the leave recredited and replaced with sick leave subject to Council being satisfied that:

1. The illness or injury resulted in the employee being unable to derive benefit from the leave;
2. The illness or injury did not arise from the employee engaging in other employment;
3. The period of illness is at least 5 consecutive working days;
4. The employee will be returning to work at the conclusion of the leave;
5. The employee has enough sick leave to cover the period of illness or injury;
6. The employee is required to complete the Leave Application Form; and
7. Council requires the employee to provide satisfactory medical evidence.

Procedures for requesting annual leave

1. Employees must complete a Leave Application Form 14 days in advance;
2. Employees must have adequate leave entitlements to cover the period;
3. Employees will not be able to take paid leave where they have exhausted their leave and accrued leave balance, Council will not approve employees going into a leave deficit;
4. The employee's Supervisor will consider the employee's request in conjunction with the operational needs of Council; and
5. The leave form will be approved by the Supervisor and signed off by the Divisional Manager/Department Manager.

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Council requiring employees to take annual leave

Council may direct an employee to take annual leave in circumstances by giving at least 4 weeks prior notice when:

1. The employee has accumulated in excess of 8 weeks annual leave; and
2. There is a period of annual close-down of up to and including 2 weeks.

If an employee does not have leave accrued during the close-down period, they may be given meaningful duties or instructed to take leave without pay.

SICK LEAVE

Eligibility & Entitlement

Sick leave is for instances when you are unable to perform your duties due to illness. Full-time employees are entitled for each year of service to receive **two (2)** weeks sick leave (exclusive of public holidays), which is granted at the commencement of employment and every anniversary thereafter. Sick leave accumulates from year to year and is paid at the ordinary rate.

Employees on a fixed term or temporary basis of less than 12 months shall be entitled to 1-week sick leave on commencement. The employee is then entitled to a further 1-week sick leave after each 4 months of continuous service.

Part time employees are entitled to pro-rata sick leave.
Casual employees do not receive sick leave entitlements.

The entitlement to sick leave is subject to the following conditions:

1. Council is satisfied that the sickness or illness is such that it justifies the time off;
2. Council is satisfied that the illness does not arise from engaging in other employment;
3. **Council may request that the employee provide proof of illness to justify payment:**
 - ~~After three separate periods in each service year and of not more than 2 working days;~~
 - ~~Where an absence exceeds two working days, even if the leave falls within the first three periods; and~~
 - Where Council believe it reasonable, Council can request that the employee provide proof of illness or injury having regard to the employee's pattern of sick and/or amount of sick leave taken by the employee; and
 - Where Council has provided the employee with prior written notice of the requirement to provide proof of illness or injury; and
 - Proof of illness shall indicate the employee's inability to undertake their normal duties.

Employees who have a pattern of absences that fall on the day before or after a weekend, public holiday, RDO or annual/long service leave may be requested to provide proof of illness, or if Council requires it due to the employee's pattern of sick and/or amount of sick leave taken.

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In this instance an employee may be required by Council to attend a medical examination by a medical practitioner nominated by Council (at Council expense) where:

- there is extended or frequent absence due to illness or injury; and
- there is a need to establish the fitness for work of an employee.

Procedures for taking sick leave

1. The employee is to notify their Supervisor as soon as possible when they are absent because of illness or injury and to indicate how long they expect to be absent. Text messaging, Facebook or leaving a message with another employee is not considered as providing adequate notice;
2. Complete the Leave Application Form as soon as possible and provide evidence of illness or injury, **as relevant or where requested given the extent of leave or circumstance;** and
3. Proof of evidence is a statutory declaration or a medical certificate from a qualified medical/health practitioner registered with the appropriate government authority which gives the employees name, date of consultation, evidence of incapacity for being unfit to undertake duties and the period of incapacity.

Workers Compensation and Sick Leave

During the time between when an employee's compensation claim is made and liability is accepted or denied by Council's insurer, an employee may be able to access sick leave. This is usually in circumstances where there is a delay in liability acceptance or a claim is in dispute.

If an employee has accessed sick leave and subsequently becomes entitled to the payment of workers compensation sick leave will be credited back to the employee's entitlement balance for the period covered by worker's compensation. *Please refer to Workers Compensation Act 1987 S50 Weekly Compensation and Sick leave.*

MY LEAVE

Eligibility & Entitlement

An employee (other than casual) shall be entitled to one (1) week of MyLeave at ordinary pay during each year of service, which becomes available on commencement or each anniversary thereafter, as provided in the Local Government (State) Award. MyLeave may be used by an employee for any purpose or activity and can be taken on a flexible basis, as single or multiple hours/days accordingly.

Employees are required to provide Council with advance notice of the intention to take MyLeave, where application is for more than one (1) day consecutively, upon agreement between the employee and Council, where such application should not be unreasonably refused.

Council will recognise accumulated MyLeave during the employee service only, upon each annual commencement anniversary the accumulated (unused) MyLeave will be converted to Sick Leave, which cannot be reversed.

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MyLeave accumulated outside of an annual commencement anniversary scenario, where it is unused, will not be paid out on termination of employment nor be recognised as Sick Leave.

CARER'S LEAVE

Eligibility & Entitlement

Employees (other than casuals) can access their sick leave entitlements with responsibilities in relation to class of person as defined in the Local Government (State) Award, who require care and support due to illness, or who require care due to an unexpected emergency.

The Local Government (State) Award defines a family member as:

- a spouse of the employee; or
- a de facto spouse, who, in relation to a person, is a person of the opposite sex to the first mentioned person who lives with the first mentioned person as the husband or wife of that person on a bona fide domestic basis although not legally married to that person; or
- a child or an adult child (including an adopted child, a step child, foster child or ex nuptial child), parent (including a foster parent, step parent and legal guardian), parents of spouse, grandparent, grandchild or sibling (including half, foster and step sibling) of the employees or spouse or de facto spouse of the employee; or
- a same sex partner who lives with the employee as the de facto partner of that employee on a bona fide domestic basis; or
- a relative of the employee who is a member of the same household, where for the purpose of this paragraph;
 - a) 'relative' means a person related by blood, marriage or affinity;
 - b) 'affinity' means a relationship that one spouse because of marriage has to blood relatives of the other; and
 - c) 'household' means a family group living in the same domestic dwelling.

Carer's leave is not intended to be used for routine medical, dental appointments, foreseen periods of childcare or intended to be used for long term care.

In normal circumstances, an employee must not take carer's leave where another person has taken leave to care for the same person.

An employee with the consent of Council may elect to take time in lieu instead of payment for overtime (where overtime is required of the position) for the purpose of providing care and support for a person as defined above. *Refer to the Local Government (State) Award.*

An employee with the consent of Council may elect to work "make up time" under which the employee takes time off during ordinary hours, and works those hours at a later time, within the spread of ordinary hours provided by the award, and at the ordinary rate of pay, for the purpose of providing care and support for a person as defined above.

An employee may elect with the consent of Council to take annual leave or leave without pay for the purpose of providing care or support. *Please refer to the Local Government (State) Award for Annual Leave and Special Leave.*

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Procedures for taking carer's leave

1. The employee where practical will give Council notice prior to the absence of the intention to take leave, the name of the person requiring care and that person's relationship to the employee, the reasons for taking such leave and the estimated length of absence. If it is not practical to give prior notice then the employee shall notify the Supervisor by telephone at the first opportunity on the day of absence. Text messaging or leaving a message with another employee is not providing adequate notice;
2. To complete the Leave Application Form as soon as possible and with evidence of the requirement for care such as a statutory declaration or a medical certificate from a qualified medical/health practitioner registered with the appropriate government authority which gives the employee's name, date of consultation, the relationship to the person concerned, the illness of the person and that the illness is such as to require care by another person where less than two weeks sick leave in any service year is used for carers leave;
3. Where more than two weeks sick leave in any year of service is sought to be used for caring purposes Council requires the employee to produce a medical certificate from a qualified medical/health practitioner showing the nature of illness of the person concerned and such other information as may be reasonably necessary to demonstrate that the illness is such as to require care by the employee and that no other appropriate care arrangements are reasonably available; and
4. Where more than two working weeks of sick leave hours in an anniversary year is to be used for caring purposes Council and employee shall discuss appropriate arrangements which, as far as practicable, take account of Council's and the employee's requirements.

BEREAVEMENT LEAVE

Eligibility & Entitlement

The purpose of taking bereavement leave is for an employee to take leave as a result of the death of an immediate family or extended family member. *Please refer to the Local Government (State) Award Clause for Bereavement Leave, also for the definition of family and extended family member.*

Paid bereavement leave

Employees other than casual employees are eligible to access:

1. Up to 4 days paid bereavement leave upon the death of a member of the employee's immediate family; or
2. Up to 2 days paid bereavement leave upon the death of a member of the employee's extended family.

Employees who wish to attend the funeral of a person that is not immediate, or extended family can access their paid leave entitlements on the recommendation of their Supervisor and subject to the approval of the Department Manager.

Unpaid Bereavement Leave

Casual employees are entitled to not be available to attend work, or to leave work upon the death of an immediate or extended family member.

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Casual employees are not entitled to any payment for the period of non-attendance.

Procedures for taking bereavement leave

1. An employee shall, where practicable, advise their Supervisor by phone call (not text message) of their inability to attend for work prior to the commencement of their start time and as far as possible state the reason for the absence and the estimated period of absence;
2. On return to work after a period of compassionate leave the employee will be required to complete the Leave Application Form and provide appropriate documentation as evidence to prove their inability to attend for duty on the days in respect of which compassionate leave is claimed;
3. The Leave Application Form will be approved by the Supervisor and signed off by the Divisional Manager/Department Manager;
4. An employee taking their own paid leave entitlement to attend a funeral of a person who is not an immediate or extended family member must complete the Leave Application Form; and
5. The leave form will be approved by the immediate Supervisor and signed off by the Divisional Manager/Department Manager.

OTHER PAID LEAVE

JURY SERVICE LEAVE

Eligibility & Entitlement

An employee required to attend jury service during the employee's ordinary working hours shall be reimbursed by Council an amount equal to the difference between the amount in respect of the employee's attendance for such jury duty and the amount of wage the employee would have received in respect of the ordinary time the employee would have worked had the employee not been on jury service.

Procedures for taking jury service leave

1. Employees are required to notify their Supervisor as soon as possible of the jury service dates;
2. Employees are to complete the Leave Application Form and provide proof of attendance, the duration of attendance and the payment received in respect of such jury service; and
3. The form is to be signed by the Supervisor and Divisional Manager/Department Manager.

UNION TRAINING LEAVE

Eligibility & Entitlement

Council shall agree to release employees to attend an accredited trade Union training course with up to 5 days paid leave and such agreement shall not unreasonably be withheld.

Procedures for taking Union training leave

1. The employee must provide 4 weeks written notice of their request to attend a training course;

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2. The request must include the type, content and duration of the course to be attended; and
3. Upon completion of the training, the employee must provide proof of attendance and satisfactory completion of the course.

UNION CONFERENCE LEAVE

An employee of Council who is an accredited delegate to the union's Annual Conference, will be granted paid leave for the duration of the Conference provided that Council's operational requirements are met and the union notifies Council of the accredited delegates nominated to attend the Conference at least one month prior to the commencement of the conference.

UNION PICNIC DAY

The Union Picnic Day is a public holiday for financial members of the Union(s). Council allows non-financial members to observe Union Picnic Day and requires non-financial members of a Union, who are not required to work that day, to submit a leave application for annual leave, long service leave, and time in lieu or leave without pay.

EMERGENCY SERVICES LEAVE

Eligibility & Entitlement

An employee other than a casual with more than 12 months continuous service with Council, who engages in "voluntary emergency management activity" shall be entitled to up to 5 days paid emergency services leave per calendar year from their accrued sick leave balance.

An employee is not entitled to emergency services leave if the taking of such leave will result in the employee having an accumulated sick leave balance of less than 3 weeks.

Please refer to the Local Government (State) Award for Leave Provisions related to Emergency Services and for definitions of "voluntary emergency management activity" and "recognised emergency management body"

Procedures for taking emergency services leave

1. On return to work after a period of emergency services leave the employee will be required to complete the Leave Application Form and provide appropriate written documentation as evidence to prove their participation in the voluntary emergency management activity on the days in respect of which emergency services leave is claimed; and
2. The leave form will be approved by the Supervisor and signed off by the Divisional Manager/Department Manager.

SPECIAL LEAVE

Eligibility & Entitlement

Council may grant special leave, with or without pay, to an employee for a period as determined by Council to cover any specific matter approved by Council including but not limited to:

- Compassionate leave for employees facing unforeseen circumstances such as injury or terminal illness; and

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- Leave to attend duties as a member of the Australian Defence Force, provided such leave is consistent with the Defence Reserve Service (Protection) Act 2001.

Such applications will be considered on a case by case basis.

Climatic Circumstances

An employee's ordinary pay shall not be reduced when the employee is prevented from attending work due to bushfire or other climatic circumstances beyond their control, provided that the following does not apply:

- Alternative duties are available that the employee can usefully perform;
- The bushfire or other climatic circumstances occurred outside of the State of New South Wales; and
- The employee has been unable to attend work for more than one week per climatic event and may make application in writing to the Department Manager for special leave.

Procedures for taking special leave

1. The employee must make application for special leave in writing to the Department Manager; and
2. Details must include the purpose of the leave and duration of leave expected.

FAMILY AND DOMESTIC VIOLENCE LEAVE

Eligibility & Entitlement

All employees of Council are eligible to access 10 days of family and domestic violence leave during each 12-month period of employment. This entitlement does not accumulate from year to year.

Dealing with the impact of family and domestic violence includes taking leave for:

- Making arrangements for the employees' safety or safety of a close relative (including relocation);
- Attending court hearings; and
- Accessing Policing services.

Procedures for taking family and domestic violence leave

1. The employee must tell their Department Manager as soon as possible of their need to take family and domestic violence leave, and the duration of the leave; and
2. The employee must show sufficient evidence to convince a reasonable person that the leave is taken to deal with the impact of family and domestic violence and it's not practical for them to do so outside of work hours.

Council will only use this information to satisfy itself that the employee is entitled to family and domestic violence leave, unless otherwise consented to by the employee, required to deal with the information by law or its necessary to protect the life, health or safety of the employee or another person.

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Acceptable evidence includes:

- Statutory declaration;
- Documents issued by the police service;
- Documents issued by a court; and
- Family violence support service documents.

Such applications will be considered on a case-by-case basis and dealt with in accordance with Council's Privacy Policy.

STUDY LEAVE

Please refer to Council's Training and Education Policy

LEAVE WITHOUT PAY

Department Managers may approve leave without pay for a period of up to 5 working days *in exceptional circumstances*. All other accrued annual and/or long service leave entitlements and time in lieu time must be used before leave without pay can be considered.

Leave without pay, other than *in exceptional circumstances* will only be considered on the Department Manager's recommendation and employee application, only the General Manager can approve Leave Without Pay applications.

Periods of leave without pay are not considered service for the purpose of computing long service leave, sick leave, or annual leave. Such periods shall not however constitute a break in the employee's continuity of service and public holidays during this period will not be paid.

Procedures for taking leave without pay

1. Employees must in the first instance seek leave without pay in writing, detailing the circumstances, to support their request and provide this request to the Divisional Manager/Department Manager, along with a Leave Application Form.
2. The Divisional Manager/Department Manager is to submit the leave without pay application, supported or not supported, for final approval or other determination by the General Manager. Only the General Manager can approve leave without pay applications.

ROSTERED DAY OFF (RDO) – also referred to as Flextime

Eligibility & Entitlement

The day of a rostered day off can be altered by mutual consent at any time prior to the RDO taking place, provided that the operational needs of Council are met.

Council may alter the day of a rostered day off by giving 2 weeks notice where there are genuine operational, or safety reasons and the alteration does not unreasonable disadvantage the employee.

An employee who works on a rostered day off at the request of Council will be paid in accordance with the *Local Government (State) Award for Overtime*.

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Council will only allow employees to accrue upto 42 hours. The accrued RDO's are to be used before annual leave when requesting leave.

Procedures for changing a rostered day off (RDO)

1. Employees are to complete the Change of RDO form; and
3. The form is to be approved by the Supervisor and Department Manager

TIME IN LIEU

Eligibility & Entitlement

Time in lieu is only approved where the employee has been directed to work additional hours by their Supervisor (who has sought approval from the Divisional Manager/Department Manager) due to operational requirements and where overtime is not paid, or the employee has requested payment be made as time in lieu.

Time in lieu is not to accrue beyond 42 hours and is to be used before annual leave when requesting leave.

PARENTAL LEAVE

Employees may be able to access a period of unpaid leave when their child is born or adopted. Parental leave includes birth-related leave, concurrent leave, special maternity leave and adoption leave.

Unpaid Parental Leave and No Safe Job Leave are also considered in this area, to recognise inclusion or relationship with relevant federal legislation and compliance with provisions of Fair Work Act. This is considered on application of a case by case basis.

Eligibility & Entitlement

Employees with at least 12 months' service with the Council can access unpaid parental leave for a period of 12 months. Casual employees are only eligible for parental leave if they have worked for the Company on a regular and systematic basis for at least than 12 months and have a reasonable expectation of continuing employment on a regular and systematic basis.

Procedures for taking parental leave

*Please refer to the Local Government (State) Award;
Clause for Unpaid Parental Leave and No Safe Job Leave;
Clause for Paid Parental Leave;
Clause for Concurrent Parental Leave; and
Clause for Adoption Leave.*

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LONG SERVICE LEAVE

Eligibility & Entitlement

An employee other than a casual is entitled to long service leave at ordinary pay as follows:

Length of Service Entitlement

After 5 years' service	6.5 weeks
After 10 years' service	13 weeks
After 15 years' service	19.5 weeks
After 20 years' service	30.5 weeks
For every 5 years thereafter	11 weeks

A casual employee is entitled to long service leave in accordance with the Long Service Leave Act 1955 (NSW), provided that in calculating the employees long service leave entitlement there shall be a deduction of the long service leave accrued as a casual employee prior to 1 July 2023.

Long Service Leave shall be taken at a mutually convenient time to the employee and Council giving regard to operational requirements or in the event that the employee has provided insufficient notice of the desire to take leave or the employee does not have sufficient leave available.

Council will not unreasonably refuse to approve a period of annual leave or deny an employee a period of annual leave which has already been authorised.

When an employee suffers illness or injury whilst on leave.

If an employee becomes ill or injured whilst on long service leave, they are entitled to have the leave recredited and replaced with sick leave subject to Council being satisfied that:

1. The illness or injury resulted in the employee being unable to derive benefit from the leave;
2. The illness or injury for not arise from the employee engaging in other employment;
3. The periods of illness are at least 5 consecutive working days;
4. The employee will be returning to work at the conclusion of the leave;
5. The employee has enough sick leave to cover the period of illness or injury;
6. The employee is required to complete the Leave Application Form; and
7. Council requires the employee to provide satisfactory medical evidence.

Council requiring employees to take long service leave

Council may direct an employee to take long service leave accrued on or after 23 June 1988 and not taken within 5 years of it falling due by giving at least 4 weeks notice.

Procedures for taking long service leave.

1. Employees must complete a Leave Application Form 14 days in advance;
2. The employee's Supervisor will consider the employee's request in conjunction with the operational needs of Council; and
3. The leave form will be approved by the Supervisor and signed off by the Department Manager.

Reviewed: August 2026

Adopted: 27 August 2026

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ITEM 2

EMPLOYEE LEAVE POLICY AND PROCEDURE

CONTINUED

Warren Shire Council – Employee Leave Policy and Procedure

ABSENT WITHOUT LEAVE

An employee who has failed to complete the appropriate leave form and notify their Supervisor as required will be considered to be “Absent Without Leave”.

Disciplinary action will commence from the first incident of failing to notify their Supervisor. After recording three (3) such absences employees may be given notice to show cause why their employment should not be terminated.

TERMINATION OF EMPLOYMENT

Employees who leave Council will receive payment for all relevant leave entitlements except for sick/carers leave upon cessation of employment. Employees will not be granted leave more than their accrued balance.

LINKS TO POLICY

Warren Shire Council Privacy Policy
Staff Education and Training Policy

LINKS TO FORMS

Leave Application Form

RELEVANT LEGISLATION

Local Government (State) Award
Fair Work Act 2009
Workers Compensation Act 1987 (NSW)
Long Service Leave Act 1955 (NSW)
Industrial Relations Act 1996 (NSW)
Defence Reserve Services (Protection) Act 2001

REVIEW

This Policy should be reviewed every four (4) years or within 12 months following an election of Council. The Policy may be reviewed and amended at any time at Councils discretion (or if legislation changes occur)

Reviewed: August 2026

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WARREN SHIRE COUNCIL

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ITEM 3 DATA BREACH POLICY

(P13-1, A7-12)

RECOMMENDATION that:

1. The information be received and noted;
2. The Data Breach Policy detailed within the report, be place on public exhibition for a minimum of 28 days; and
3. Subject to no adverse submissions being received, the Data Breach Policy be adopted.

PURPOSE

To advise Council of the newly created Data Breach Policy that is required to be adopted, as per Section 158 of the Local Government Act, specific to the circumstance, criteria and other matters related to approval of investing Council funds.

BACKGROUND

Warren Shire Council's Data Breach Policy has been established to reflect certain defined circumstances, criteria and other related matters as pertains to level of compliance required within the Privacy and Personal Information Protection (PIPP) Act 1998, section 59ZD specifically.

The change reflected in PIPP Act (Section 59ZD) is to recognize the enactment of regulatory framework (under Part 6A) as the NSW Mandatory Notification of Data Breach Scheme, which illustrates mandatory requirement for all government or public sector agencies to notify the IPC and affected individuals about "eligible data breaches" (likely to result in serious harm).

REPORT

The Warren Shire Council Data Breach Policy will assist in the administration, management and operations of the Council. Specifically, it provides a framework for compliance with aspects of the PIPP Act 1998 regarding data breach management. The Policy includes responsibility for relevant officers, addresses risk and impact of potential data breach items as they occur, also has transparency in all aspects reporting obligations being met which addresses risk factors across the organization of Council in the pursuit of the Council's strategic goals and objectives.

A critical component of this change of legislation is the establishment of the NSW Mandatory Notification of Data Breach (MNDB) Scheme, reflected in Part 6A, that requires all public sector agencies to prepare and publish a Data Breach Policy for managing such breaches as they arise.

In preparation and establishment of this Data Breach Policy, Council has referred to the NSW Information and Privacy Commission (IPC) document *Guide to Preparing a Data Breach Policy*, which outlines legislative requirements and the expectation of the IPC to ensure compliance of all public sector participants.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Local Government Act 1993

Local Government (General) Regulation 2021;

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DATA BREACH POLICY

CONTINUED

Privacy and Personal Information Protection Act 1998;
Health Records and Information Privacy Act 2002;
Privacy and Personal Information Protection Regulation 2019;
NSW Government Information Classification, Labelling and Handling Guidelines (July 2015)

RISK IMPLICATIONS

Warren Shire Council's Data Breach Policy is required to be adopted by Council following changes as detailed in the body of this report, to ensure Council remain compliant in consideration of the Legislation, Regulations and related Industry Standards reference in the Policy document.

The Policy has been established to reflect specific Legislative compliance with Section 158 of the Local Government Act 1993. Therefore, it is a legal requirement that the Policy is adopted to ensure that the Council comply with the Local Government Act 1993 and Regulations.

STAKEHOLDER CONSULTATION

Consultation has been deemed required as the Data Breach Policy has been created as a new Policy which is a mandatory requirement for Council, where legislative compliance is the major factor.

Consultation will involve at minimum 28 days public notice for the making of public submissions and adopting the renewed Policy following consideration of any submissions and the making of any appropriate changes to the Draft Policy.

OPTIONS

Council has limited options; it is recommended that Council should adopt the Data Breach Policy as provided.

CONCLUSION

The Data Breach Policy should be adopted, as it provides effective guidelines that will assist in ensuring the objective functions of Council are carried out in accordance with statute and common law, regulation and national standards.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 5.2.2 Proactively manage known compliance risks
- 5.2.6 Embrace a team centred culture of continual improvement to improve operational efficiency
- 5.3.3 Ensure a quality customer service focus by Council staff

SUPPORTING INFORMATION /ATTACHMENTS

Data Breach Policy.

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ITEM 3

DATA BREACH POLICY

CONTINUED



POLICY REGISTER

DATA BREACH POLICY

Policy adopted: 27th August 2026 Minute No. XXXX.18

File Ref: P13-1, A7-12

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ITEM 3

DATA BREACH POLICY

CONTINUED

DOCUMENT CONTROL

Issue.	Prepared/Revised by and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Council Minute No. XXXX26

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ITEM 3

DATA BREACH POLICY

CONTINUED

Warren Shire Council – Data Breach Policy

POLICY OBJECTIVES

The purpose of this policy is to set out requirements of the mandatory notifiable data breach scheme that applies under the Privacy and Personal Information Protection Act 1998 (PPIP Act, Division 6).

The main objectives of this policy are to:

- Provide guidance for responding to a breach of information held by Council.
- Provide considerations around notifying persons whose privacy may be affected by the breach.
- Assist Council in avoiding or reducing possible harm to both the affected individuals, organisations and Council.
- Prevent future breaches.

This policy outlines Council's overall strategy for managing data breaches, where Council is committed to:

- Preparing for, evaluating, responding to and reporting on data breaches at the appropriate level and of a timely basis.
- Mitigating potential harm to affected individuals, organisations and Council.
- Meeting the compliance obligations as provided in the Privacy and Personal Information Protection Act 1998.

INTRODUCTION AND BACKGROUND (TERMINOLOGY)

What is an eligible data breach?

An 'eligible data breach' occurs where:

- There is an unauthorised access (whether deliberate or accidental) to, or unauthorised disclosure of, personal information held by Council or there is a loss of personal information held by Council in circumstances that are likely to result in unauthorised access to, or unauthorised disclosure of, the information, and
- A reasonable person would conclude that the access or disclosure of the information would be likely to result in serious harm to an individual to whom the information relates.

What is the Mandatory Notification of Data Breach (MNDB) scheme?

Mandatory Notification of Data Breach (MNDB) scheme applies to breaches of 'personal information' as defined in section 4 of the PPIP Act, meaning information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion.

The scheme also applies to 'health information,' defined in section 6 of the Health Records and Information Privacy Act 2002 (HRIP Act), covering personal information about an individual's physical or mental health, disability, and information connected to the provision of a health service.

The scheme does not apply to data breaches that do not involve personal information or health information, or to breaches that are not likely to result in serious harm to an individual. Where the scheme does not apply, Council is not required to notify individuals or the Commissioner but should still take action to respond to the breach. Council may still provide voluntary notification to individuals where appropriate.

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DATA BREACH POLICY

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Warren Shire Council – Data Breach Policy

PROCEDURE

The PPIP Act creates an MNDB scheme which requires public sector agencies, including councils, to notify the NSW Information and Privacy Commission (IPC) and affected individuals of data breaches involving personal or health information likely to result in serious harm. Therefore, not all data breaches are notifiable.

- Any suspected data breach, whether accidental or deliberate, whether carried out by internal or external actors must be reported immediately to the Privacy Contact Officer.
- If, after an initial investigation, the Privacy Contact Officer suspects a notifiable data breach may have occurred, a reasonable and expeditious assessment must be undertaken to determine if the data breach is likely to result in serious harm to any individual affected.
- Council's Privacy Contact Officer will seek information to assess the suspected breach.
- In assessing a suspected breach, the Privacy Contact Officer may require assistance and information from other areas of the Council depending on the circumstances.
- There will then be an evaluation of the scope and possible impact of the breach.
- The Privacy Contact Officer will assess if a breach is likely to be notifiable and ensure appropriate actions, including reporting to the IPC.
- An assessment of a known or suspected breach must be conducted expeditiously and where possible, should be completed within 30 days.
- In all cases, the assessment will identify what actions must be taken including:
 - how to contain or minimise possible damage,
 - notification requirements and to whom, and
 - post incident review and preventative efforts.
- These actions will be documented and acted upon as soon as possible.
- A breach, which is assessed as likely to result in serious harm to individuals whose personal information is involved, is a notifiable data breach. Such data breaches must be notified to the affected individuals and the IPC.
- Notice will include information about the breach and the steps taken in response to the breach.

Note: If Council has responded quickly to the breach, and because of this action the data breach is not likely to result in serious harm, then the individuals and the IPC will not usually be contacted. However, Council staff may decide to advise the affected individuals about the incident for the sake of transparency.

The risk of serious harm will be assessed by considering both the likelihood of the harm occurring and the consequences of the harm.

Some of the factors that will be considered are:

Factors	Considerations
The type of personal information involved in the data breach.	Some kinds of personal information are more sensitive than others and could lead to serious ramifications for individuals if accessed. Information about a person's health, documents commonly used for identity fraud (e.g., Medicare card, driver's licence) or financial information are examples of information that could be misused if the information falls into the wrong hands.

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DATA BREACH POLICY

CONTINUED

Warren Shire Council – Data Breach Policy

Factors	Considerations
Circumstances of the data breach	The scale and size of the breach may be relevant in determining the likelihood of serious harm. The disclosure of information relating to many individuals would normally lead to an overall increased risk of at least some of those people experiencing harm. The length of time that the information has been accessible is also relevant. Consideration must be given to who may have gained unauthorised access to information, and what their intention was (if any) in obtaining such access. It may be that there was a specific intention to use the information in a negative or malicious way.
Nature of possible harm	Consider the broad range of potential harm that could follow from a data breach including: • identity theft, • financial loss, • threat to a person's safety, • loss of business or employment opportunities, and • damage to reputation (personal and professional).

ROLES AND RESPONSIBILITIES

Council's nominated Privacy Contact Officer will coordinate the assessment of a suspected data breach in accordance with this Policy and ensure the requirements under the Privacy and Personal Information Protection Act are met.

Notification to the IPC and internally within Council is the responsibility of the Privacy Contact Officer.

Notification to individuals may be undertaken by the Privacy Contact Officer or a Council officer in the area in which the breach occurred after the Privacy Contact Officer agrees to the action.

LEGISLATION AND SUPPORTING DOCUMENTS

Relevant Legislation, Regulations and Industry Standards include:

- *Privacy and Personal Information Protection Act 1998*
- *Health Records and Information Privacy Act 2002*
- *Privacy and Personal Information Protection Regulation 2019*
- *NSW Government Information Classification, Labelling and Handling Guidelines (July 2015).*

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DATA BREACH POLICY

CONTINUED

Warren Shire Council – Data Breach Policy

Relevant Council Policies and Procedures Include:

- *Records Management Policy*
- *Public Interest Disclosure Policy*
- *Business Continuity Plan*
- *Privacy Management Policy*
- *Public Interest Disclosure Policy*
- *ICT Policies and Procedures*

VARIATION AND REVIEW

The Data Breach Policy will be reviewed every term of Council, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

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 August 2026

ITEM 1 OUTSTANDING REPORTS CHECKLIST

(C14-7.4)

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
25.1.23	12.1.23	Affordable Housing Opportunity – Housing Plus	GM/ DMES	Negotiations continuing to finalise the required agreement with Housing Plus for the eventual sale of all or most of the nine (9) vacant land lots in Gunningba Estate for a maximum five (5) year period. Housing Plus considering making an application for affordable housing in the next Round of funding from Housing Australia. Housing blocks will be put on the market in the near future if Housing Plus not successful in funding. Individual applications for purchase are being considered. Report provided to the April 2026 Council Meeting on the valuation of Gunningba Estate Housing Blocks. Housing Plus advised of new valuations for Gunningba Estate Housing Blocks.
25.5.23	118.5.23	Destination Macquarie Marshes Taskforce	GM/ EDVM	That within 12 months and, after the Taskforce's short and long term goals and Destination Macquarie Marshes Action Plan, Macquarie Marshes Promotions Strategy and Stakeholder Engagement Strategy are formulated, other organisations/ community representatives be invited to be members of the Taskforce. Development continuing. Next meeting to discuss logos, brochure content and the also the development of the Macquarie Marshes specific website. RFQ's issued for website development and hosting. Contractor has been appointed and development work has commenced. Meeting convened for August 19 2026 to discuss website and brochure content.
7.12.23	293.12.23	Destination Macquarie Marshes Taskforce Meeting 7th June 2023	GM/ EDVM	1. That grant funding opportunities to improve signage in the Macquarie Marshes be investigated - ongoing. 2. That neighbouring Councils to the Macquarie Marshes be requested to consider funding grant applications for appropriate signage to the Macquarie Marshes. Meeting convened for August 19 2026 to discuss website and brochure content.
7.12.23	301.12.23	Internal Auditor – Human Resources Review – June 2021	GM	The priorities as listed in the recommendation be actioned and progressed.

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ITEM 1 OUTSTANDING REPORTS CHECKLIST

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
24.4.24	87.4.24	Warren Shire Council Customer Service Ethos Policy	GM	The Draft Customer Service Ethos Policy be redeveloped to solely consider Ethos and a separate Policy be developed to cover Customer Service. Report to be provided by the December 2026 Council Meeting.
23.5.24	114.5.24	Regional Industry Educational Partnership (RIEP)	GM / EDVM	The program is currently on hold pending discussions between the Economic Development and Visitation Manager, Department of Education and Careers Adviser for Warren Central School regarding limited interest from students in attending a Job Market within Warren Shire Council. Also in discussion is the development of School Based Traineeships program being offered in Warren. Program still on hold pending renewed interest from students.
*27.6.24	147.6.24	Legislative Compliance Policy and Procedure and Legislative Compliance Register	GM	1. Actions to be taken on how non-compliance is managed to ensure that matters are not repeated and that appropriate high level risk assessments are undertaken and documented and that implementation of actions to reduce risk are arranged – in progress. Contract Internal Auditor has completed the Internal Audit of Council's Legislative Compliance and the matter is being reported to the September 2026 ARIC Meeting.
28.8.25	264.8.25	Destination Macquarie Marshes Taskforce	EDVM	Work on a new brochure, website and logo for Destination Macquarie Marshes is continuing. Subject to funding approvals, the same will be undertaken for the brochure production and printing. A contractor has now been appointed with development work underway. Ongoing
4.12.25	360.12.25	ARIC Continuous Risk Improvement Program	WHS-RC/GM	That the information be received and noted and that the Committee advise Council that it supports the continuous risk improvement program that has been implemented and the priorities of improvement should be arranged to ensure improvement is implemented and progress on the implementation be reported to the Committee in the future. An Action Plan to prioritise improvement items to be developed.

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ITEM 1 OUTSTANDING REPORTS CHECKLIST

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
26.2.26	27.2.26	ARIC - Risk Management Framework Review (Enterprise Risk Management – Maturity Review Report)	GM/ WHS-RC	That: 2. An Action Plan on the progress to be reported back to ARIC within six (6) months and included into the Work Plan – in progress; and 3. Council seek or utilise access to other external resources where possible – in progress.
26.2.26	42.2.26	Proposed Sale of Council Land in Wilson Street, Warren to Adjoining Resident Schalk Blom	GM	Make the necessary arrangements for the sale of Council's vacant land adjoining 22 Wilson Street, Warren (Lot 330 DP 822424) to Mr Schalk Blom as resolved – in progress.
26.2.26	55.2.26	Deacon Drive Dwellings	GM/IPM	Budget contained within the 2026/2027 Estimates and scoping work in progress. Further reporting be presented to Council on how to rectify the houses, option and scoping of works are in progress.
23.4.26	81.4.26	Proposed Kerbside Recycling 2026/2027	GM/MHD	The Mayor and General Manager be granted delegation to finalise negotiations and approve changes to Contract No. 13-71 - Collection and Disposal of Putrescible Rubbish and Garbage with JR Richards & Sons for the provision of Kerbside Recycling Services within Warren Shire – in progress.
23.4.26	82.4.26	Take Off and Landing by Remotely Piloted Aircraft on Council Land by Private Users	GM/ WHS-RC	That Policy and Guidelines be developed to ensure Council managed facilities are used in accordance with all legislation requirements relating to the operation of Remotely Piloted Aircraft (RPA) on Council owned or controlled land by Private Users taking off and landing with the document to include both members of the public and Council employees when operating RPA's for Council business. Drone (Remotely Piloted Aircraft) Policy presented to the July 2026 Council Meeting. Guidelines are to be presented to a future Manex Committee– in progress.
28.5.26	111.5.26	Economic Development & Promotions Committee Item 6.3 Economic	GM/ EDVM	RiverSmart Australia Limited provided a 12-month extension of the current RiverSmart Australia Limited Memorandum of Agreement to enable a full analysis of the current Memorandum of Agreement and discussions with RiverSmart Australia Limited over that 12-month period – in progress.

WARREN SHIRE COUNCIL

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ITEM 1 OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
		Development Strategy and Action Plan		Twelve month extension period ends 30 June, 2027.
25.6.26	141.6.26	ARIC Committee Item 7.2.3 Completed Internal Audit – Civil Asset Construction	GM/IPM/ DMES	That: 2. Council note the Internal Audit – Civil Asset Construction Action Plan and that the following agreed actions will be implemented: ▪ Council will continue refining and embedding the existing Project Management Procedure and Roadmap across all infrastructure projects. This will include: - Strengthening requirements management; documentation for contractor; - Implementing consistent contract administration records, contractor appropriate; interaction including logs where; - Ensuring hold points, inspections and certifications are documented and retained within project files; and - Reinforcing project compliance requirements during the execution phase of works. ▪ Council will ensure future exempt development projects include a documented checklist identifying: - Required certifications; - Certifications not applicable to the project scope; - Evidence of completed inspections and compliance records retained within project files; and - This process will be incorporated into the Project Management Procedure and Roadmap. ▪ An Inspection and Test Plan (ITP) will be developed for major road construction work. The ITP would consolidate all the information identified in this item.

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ITEM 1 OUTSTANDING REPORTS CHECKLIST

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
				▪ Council will formalise a pre-construction planning compliance review process for all capital works projects. The existing Project Management Procedure Roadmap Step 5.6 already incorporates planning and risk assessment considerations, and this process will be reinforced to ensure: - Documented assessment of the applicable approval pathway (Exempt Development, CDC or DA); - Written confirmation from the Planning/Regulatory authority (Manager Health & Development) where required; and - Retention of planning compliance records within project documentation systems.
25.6.26	141.6.26	ARIC Committee Item 7.2.4 Completed Internal Audit – WHS Framework	GM/ WHS-RC	2. Council note the Internal Audit – WHS Framework Action Plan and that the following agreed actions will be implemented: ▪ Managing Psychosocial Hazards Guideline; ▪ Return to Work Program and Alcohol and Other Drugs Procedure; ▪ Contractor oversight responsibilities; ▪ Corrective action recording improvements; ▪ Complete implementation of the WHS Risk Register; ▪ Improve consistency of risk assessment processes; ▪ Toolbox talk compliance improvements; ▪ Implement SafetyCulture to strengthen monitoring of operational controls. ▪ Continue induction and refresher training programs; ▪ Consider improvements to centralisation of training and competency records;

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ITEM 1 OUTSTANDING REPORTS CHECKLIST

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
				- Review and update the Corrective Action Register and continue training and oversight of incident investigation processes; and - Implement a centralised WHS record keeping and KPI monitoring system through SafetyCulture.
25.6.26	153.6.26	Contract C13-94 – Preferred Supplier Status – Relevant Local Trades and Commercial Services Extension to 30th June 2028	GM/IPM	That: - The Mayor and General Manager be delegated authority to approve the inclusion of additional suppliers, amend the Preferred Supplier Arrangement and remove suppliers that no longer meet Council's requirements, subject to Council's Procurement and Disposal Policy and Local Preference Purchasing Policy – in progress. - Suppliers included on the Preferred Supplier Arrangement continue to be engaged in accordance with Council's Procurement and Disposal Policy and Local Preference Purchasing Policy – in progress. Preferred Supplier Arrangement – of Local Trade and Commercial Services to be finalised for approval /signature by Mayor and General
25.6.26	154.6.26	Warren Long Day Care Inc. – Funding Request	GM/ DMFA/ Mayor/ Deputy Mayor	That: The Mayor, Deputy Mayor, General Manager and Divisional Manager Finance & Administration be delegated the authority following receipt of the additional information and corrections in the Amended Business Plan for provision of the Warren Long Day Care Service to determine the level of grants funds up to a maximum of \$60,000 and concessional loan up to a maximum of \$120,000 to be provided and if so the associated conditions pertaining to the grant and concessional loan if provided – in progress with the finalisation of conditions underway for a \$60,000 donation and interest free loans of up to \$120,000 under the Section 356 of the Local Government Act 1993.
23.7.26	172.7.26	Drone (Remotely Piloted Aircraft) Use Policy	GM	The Drone (Remotely Piloted Aircraft) Policy has been placed on public exhibition for a minimum of 28 days until 4.00 pm 27 August 2026; and

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
				3. Subject to no adverse submissions being received, the Drone (Remotely Piloted Aircraft) Policy as amended be adopted.

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Finance and Administration				
7.12.23	301.12.23	Internal Auditor – Media Communications Review – June 2023	DMFA	The following priority and action be progressed: A new electronic document management system to be purchased and implemented. Electronic records system has had a delay due to additional review of the structure needed, completion of internal work is required before final implementation and training. By end of August internal work is being completed.
7.12.23	301.12.23	Internal Auditor – Fraud Control Review – June, July 2023	DMFA/ IPM	The following priorities and actions be progressed: - Fraud training to relevant staff – Council has been successful in receiving grant funds for this training, which is now being planned/actioned. - Service provider Safetrac has been engaged to develop and roll out online training modules, initially targeting staff with financial delegations. - The Project Plan has been developed, and Safetrac has commenced development of the online training modules.
5.12.24	287.12.24	Promoting Better Practice Review	DMFA/ GM	- Arrangements be made to review the Business Continuity Plan as soon as practical and update it where required – in progress; and - A review of the Records Management Policy has been undertaken. The Policy will need to be updated in part with the new electronic document system being put in place. – in progress.

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ITEM 1 OUTSTANDING REPORTS CHECKLIST

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Finance and Administration				
26.6.25	196.6.25	ARIC Committee Asset Management/ Valuations	DMFA	Council's actions to develop and implement an ICT Strategic Plan be reported to a future ARIC Meeting – ongoing.
25.6.26	141.6.26	ARIC Committee Item 7.2.1 Completed Internal Audit - Fraud and Corruption Control	DMFA	2. Council note the Internal Audit – Fraud and Corruption Control Action Plan and that the following agreed actions will be implemented: ▪ The required framework documents will be reviewed and updated to reflect current policy/procedure which will include action to address the points: - Completion of fraud and corruption health checks; - Completion of a fraud risk assessment; - Completion of culture surveys; and - Integration of reporting to MANEX and ARIC. ▪ A specific fraud and corruption risk assessment will be undertaken, which will inform the organisational view critically, to improve the level of maturity regarding fraud and corruption prevention, with an earlier timeframe to be considered by management. ▪ Council will implement a full fraud and corruption register that will be subject to the outcomes of the fraud risk assessment in identifying high risk or critical areas. This will allow for a review process to be undertaken in identifying trends or anomalies with incidence or occurrence (potential or founded). ▪ Annual training will be introduced and conducted for relevant high-risk roles at least annually, with all other staff training to occur at least every two (2) years.
23.7.26	168.7.26	Manex Committee Proposed Budget Variations/Adjustments	DMFA	1. Approval be given for the funding of the following projects/reserves in 2026/2027:

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ITEM 1 OUTSTANDING REPORTS CHECKLIST

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Finance and Administration				
		Sought For Quarterly Budget Review Statements		▪ \$15,000 contribution to come from Infrastructure Improvement / Replacement Reserve to the NSW Rugby World Cup Legacy Program 2025/2026 Infrastructure Grant Project made up of total of a total of \$51,018 as follows: - \$15,000 Council contribution; - \$5,000 Warren Rugby Club contribution; and - \$31,018 grant. ▪ Future Drought Fund's Communities Program Regional Drought Resilience Plan Social Outcome Project (FRRR) - \$100,000. Heartline Reconnected: Creating pathways to wellbeing, connection and lasting resilience. ▪ 2026 LGP Capacity Grant Fund - Procurement Fraud & Corruption Prevention Program Training - \$22,000. 2. Appropriate arrangements be made to finalise the final changes of Council's Estimates in this regard using the September 2026 Quarterly Budget Review Statement.

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ITEM 1 OUTSTANDING REPORTS CHECKLIST

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
6.12.18	284.12.18	Amendments to the Boundaries of Lot 79 & 80 DP 724585 Wambianna Street, Collie to provide for the existing Collie Hotel accommodation units	DMES	Survey completed. This project is currently on hold until further discussions are held with the new Hotel owners.
27.6.19 3.12.20	129.6.19 256.12.20	Warren Levee Rehabilitation (total project - \$7.1M)	DMES/ IPM/TSM	Contract awarded for Levee Rehabilitation works on 15th May 2025. Works on the Levee Rehabilitation commenced on the 17th June 2025. MGN installed all piles except the toe berm access way during June despite ongoing intermittent rainfall events impacting the construction program, resulting in delays of more than two weeks. The current persistent wet weather pattern and associated varying river levels (currently above toe berm) limits access to the river for continuing rock riverbank works. This remains a concern and may continue to affect progress. Despite the significant rainfall event in early July, the Levee Rock Revetment works made substantial progress throughout July and August. Revetment closure works are currently progressing in the section between along the access road to the toe berm. MGN's current Contract Program forecasts completion of the project still remains end of August 2026. The Project Work Plan has been revised, with Version 13 approved by the funding body. All construction activities, project reporting and acquittal requirements are scheduled to be completed by the end of September 2026. Two pit lids remain to be modified. *Container charging system has been installed and container returned. Waiting on charging cables and lighting to be installed. O&M manual being drafted.

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 August 2026

ITEM 1 OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
				Test run setting up electric pumps to be arranged.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Seek necessary grants for this extensive 10 year project – ongoing. Commonwealth Government Grant Program Application re-submitted.
26.10.23	270.10.23	Warren CBD Upgrade – Land Acquisition	DMES/ GM	Further investigations be undertaken and reported on in regard the estimated cost of any proposed private land purchases, what could be developed and the estimated costs of the proposed use - in progress.
28.3.24	60.3.24	Warren Shire Council Integrated Water Cycle Management (IWCM) Strategy Document	DMES / TSM	NSW Public Works Advisory has commenced the assignment. Progressing – Grant Period extended to 31 st December 2026. Draft Issues paper has been issued for review. Optional item 1 has been completed and payment received. \$90,000.
25.7.24	183.7.24	Closed Circuit Television (CCTV) And Workplace Surveillance	DMES/ TSM	SIMTEC has provided an initial dilapidation report. Cameras will be installed at Ebert and Macquarie Parks and at the Showground. These cameras have been ordered, awaiting delivery. Funding 2026/2027 will be allocated to other locations.
23.1.25	7.1.25	Water Supply in Collie Village	DMES/ TSM	That a master plan be developed for improvement of water supply in Collie Village. This would be considered in the IWCM - ongoing.
23.1.23	23.1.25	Proposed Land Acquisition – Lot 128 DP 755314 & Lot 313 DP 724603	DMES	1. Authorises acquisition of approximately 10,000 square metres and 7,000 square metres portions of land through Lot 313 DP 724603 and Lot 128 DP 755314 respectively, as depicted on Figure 2 of the 23rd January 2025 Divisional Manager Engineering Services report to Council, Item 4 – in progress. 2. Authorises the General Manager and Divisional Manager Engineering Services to obtain a Planning Certificate under Section 10.7(2) of the Environmental Planning and Assessment Act 1997 – in progress. 3. Authorises the General Manager and Divisional Manager Engineering Services to enter negotiations with the owners of the land within provisions of the NSW Roads

WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the
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ITEM 1 OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
				Act 1993, and the Land Acquisition (Just Terms Compensation) Act 1991, with a view of acquiring the portions for an agreed monetary compensation – in progress. 4. That a plan of subdivision be registered, and if required, a notice be published in the Government Gazette dedicating the acquired land as a public road – in progress.
*28.8.25	262.8.25	Structural Damage to the Inlet Works – Tiger Bay Sewer Treatment Plant	DMES/ TSM	Council approves the use of the \$63,500.00, surplus funds from the construction of the additional evaporation lagoon, for the repair of the Tiger Bay Sewer Treatment The new footing, tied to the existing channel has been poured. Reinforcing of the channel wall will be complete prior to 30 June. COMPLETE
23.10.25	325.10.25	Local Roads Loam and Gravel Re-Sheeting Program	DMES/ RIM	That Council undertakes the following Local Roads Loam and Gravel Re-sheeting Program for 2025/2026: ▪ SR65 Old Warren Road, Segment 36 at a cost of \$137,437.50; ▪ SR98 Colane Road, Segment 12 at a cost of \$101,797.50; and ▪ SR23 Gradgery Lane Segment 00, 2km from RR333 Carinda Road at a cost of \$197,377.50. ▪ Work has been carried over to 2026/2027.
23.4.26	83.4.26	Sewerage Gravity Main Refurbishment Plan	DMES/ TSM	That subject to the approval of the funding request in the 2026/2027 budget, Council carry out refurbishment or replacement works of Vitreous Clay (VC) sewer mains within Warren.

WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the
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ITEM 1 OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Health and Development Services				
27.2.20	36.2.20	Draft Plans of Management	MHD	- Categories assigned as detailed in report; - Crown Reserves classified identified as operational land; and - Draft Plans of Management still to be completed.
7.12.23	301.12.23	Internal Auditor – Waste Control Review – November 2022 – February 2023	MHD/ WHS-RC	The following priority and action be progressed: - An overarching Operational Plan be developed to include risk assessments, procedures, control measures and future strategic actions – in progress and initial commencement 22 August 2024. - Consultant engaged. Safe Work Method Statements prepared and listed for discussion with staff and WHS-RC.
24.4.23	83.4.24	Ewenmar Waste Depot Recycling Options	MHD	The Manager Health and Development Services to investigate the feasibility of implementing a return and earn facility and other recycling services in conjunction with NetWaste, on a regional basis and other organisations. Additional recycling processes to be reviewed as a result of the Recycling Services 2026 Survey.
5.12.24	290.12.24	Carter Oval Youth Sports Precinct Usage Tracking and Analysis	MHD/ WSCCM	All user groups of the Carter Oval Youth Sports Precinct be requested to implement measures to record facility usage over the next two years to ensure Council is able to report in accordance with grant conditions on usage of the new facilities – in progress.
5.12.24	331.12.24	Planning Proposal – LEP Review	MHD	Finalised. Now with Parliamentary Counsel – September 2026
23.10.25	347.10.25	Local Environmental Plan Review	MHD	Subject to the mapping changes being checked and endorsed by National Parks and Wildlife, Council proceeds with the amendment to the Warren Local Environmental Plan 2012 for various housekeeping amendments to finalisation and that Council recommends to the Department of Planning, Housing and Infrastructure as planning proposal authority, to exercise its functions as plan making authority under section 3.36(2) of the Act, subject to the conditions of the Gateway Determination [Department reference PP-2025-217] – in progress, with final mapping being

WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the
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ITEM 1 OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Health and Development Services				
				arranged and eventual advice to Parliamentary Counsel, maybe slightly delayed and a request for time extension has been arranged. Just about finalised – currently with Parliament Counsel – September 2026.
26.3.26	61.3.26	Food Organics and Garden Organics (FOGO)	MHD	That Council apply for an appropriate exemption under the Protection of the Environment Operations Act, 1997 for the introduction of Food Organics and Garden Organics (FOGO) services due to the inhibitive cost, geography and population restraints, current waste services contract arrangements, lack of supporting infrastructure and limitations and timing – in progress subject to further information from the May 2026 AWC GMAC. In progress – October 2026
23.4.26	81.4.26	Proposed Kerbside Recycling 2026/2027	MHD/ GM	Where possible Kerbside Recycling Services within Warren Shire commence on the 7 October 2026 being the first Wednesday in October – in progress.
23.7.26	185.7.26	Section 7.12 Contributions Plan	MHD	2. The Section 7.12 Contributions Plan as detailed within the report, has been placed on public exhibition for a minimum of 28 days until 4.00 pm 27 August 2026; and 3. Subject to no adverse submissions being received, the Section 7.12 Contributions Plan be adopted.

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 August 2026

ITEM 2 COMMITTEE/DELEGATES MEETINGS

CONTINUED

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

Meetings Held

Date	Committee / Meeting	Location
27.07.2026	Staff Annual General Induction	Warren
29.07.2026	Meeting with Member for Parkes Jamie Chaffey	Warren
5.8.2026	Police Assistant Commissioner Western Region Andrew Holland and Inspector John Rowland	Warren
6.8.2026	NSW & ACT IPWEA Road Safety Panel Meeting	Online
7.08.2026	GMAC Meeting	Narromine
10.08.2026	Warren Support Services Interagency Group Meeting	Warren/Online
11.8.2026	Local Emergency Management Committee Meeting	Warren/Online
12.08.2026	Muse State Monthly Meeting	Online
12.08.2026	Economic Development & Promotions Committee Meeting	Warren
13.8.2026	Western Councils Water Alliance Meeting	Online
13.08.2026	Greg Sam, Chief Executive Officer and Annette Olsen Community Engagement Lead RFDSSSE	Warren
14.08.2026	Orana Risk & Safety Meeting	Dubbo
14.08.2026	NSW & ACT IPWEA Asset Management Panel Meeting	Online
17.8.2026	Gordon Brock Welcome Ceremony as a Commissioner of the Industrial Relations Commission of NSW	Sydney
18.8.2026	NSW & ACT IPWEA Roads and Transport Directorate Management Committee Meeting	Online
18.8.2026	Manex Committee Meeting	Warren
19.8.2026	Bushfire Management Committee Meeting and Pre-Season Exercise	Coonamble
19.8.2026	Destination Macquarie Marshes Taskforce Meeting	Warren
21.8.2026	LGEA Committee of Management Meeting	Online
24-27.08.2026	Murray Darling Association 2026 National Conference and Annual General Meeting	Shepparton
26-27.08.2026	National Bush Summit	Dubbo

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

CONTINUED

FUTURE MEETINGS NOT ON MEETING SCHEDULE

Date	Committee / Meeting	Location
2-4.09.2026	LGNSW Water Management Conference	Ballina
10-13.11.2026	NSW Public Libraries Association Switch 2026 Conference	Bathurst
22-24.11.2026	LGNSW Annual Conference	Wollongong

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 August 2026

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 May 2026 to 30th June 2026:

Project	Budget	Expenditure/ Committed	Resp	Comment
General				
Restart NSW Warren (STP) Upgrade JC 220-3-0	92,000	Nil	TSM	EPA to write to Council advising licence and decommissioning requirements. Council to relocate the flowmeter at the inlet channel to the discharge side of the channel to provide a total flow into the plant, including tanker deliveries. Additionally, a flowmeter is to be installed on the overflow pipework to provide the volume of any overflows that occur. Works to be carried out at the time of the inlet channel repairs. Groundwater monitoring wells to be re-established where they were built over during the construction of the new plant.
NSW Severe Weather & Flood Grant for AGRN 1025 (\$1,000,000) (part of Warren Levee Rehabilitation Project \$7,100,000)			GM/ IPM/ DMES/ TSM	Contract awarded for Levee Rehabilitation works on 15th May 2025. Works on the Levee Rehabilitation commenced on the 17th June 2025. Works on toe berm with type 2 rocks completed with temporary over fill for machinery access for future works. Works on the levee site resumed on 4 th May 2026 with UC pile installation activities, following the temporary disestablishment of the site in November 2025 due to prolonged elevated river flow conditions and associated access constraints.

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 August 2026

ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

(C14-7.2, G4-1)

Project	Budget	Expenditure/ Committed	Resp	Comment
Warren Town Levee Remediation JC: 3300-4400-0000 Federal; 3300-4410-0000 State; and 3300-4420-0000 OLG AGRN.	5,325,000 887,500 887,500	5,189,100 861,055 887,161		MGN installed all piles except the toe berm access way during June despite ongoing intermittent rainfall events impacting the construction program, resulting in delays of more than two weeks. The current persistent wet weather pattern and associated varying river levels (currently above toe berm) limits access to the river for continuing rock riverbank works. This remains a concern and may continue to affect progress. Despite the significant rainfall event in early July, the Levee Rock Revetment works made substantial progress throughout July and August. Revetment closure works are currently progressing in the section between along the access road to the toe berm. MGN's current Contract Program forecasts completion of the project still remains end of August 2026. The Project Work Plan has been revised, with Version 13 approved by the funding body. All construction activities, project reporting and acquittal requirements are scheduled to be completed by the end of September 2026. *Diesel pumps have been assembled in cages. Hoses have been cut to shorter lengths and loaded into storage. Complete. New O & M Manual being drafted. Electric pumps/NRV have been assembled and will be fitted to each location. Diesel pump storage container has been returned. Waiting on lights and charging cables. Pump assemblies will be installed once cables and lights have been installed.
Safety Management System GL 3210-4010-5	75,825	54,976	WHS-RC /GM	Works Program ongoing.
Asset Management & IPR	112,636	Nil	GM/ DMES	Works program being formulated.

WARREN SHIRE COUNCIL

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

(C14-7.2, G4-1)

Project	Budget	Expenditure/ Committed	Resp	Comment
Future Drought Fund's Communities Program Regional Drought Resilience Plan Social Outcome Project (FRRR)	100,000	Nil	EDVM	Heartline Reconnected: Creating pathways to wellbeing, connection and lasting resilience Concept which will address the growing need for stronger social connection, improved community wellbeing and increased drought resilience across our shire and region. Project Program and Action Plan being formulated for commencement of project 2026/2027.
2026 LGP Capability Grant Fund Procurement Fraud and Corruption Prevention Program	22,000	Nil	IPM	Project/Program scoping for a Fraud and Corruption Prevention Program has commenced. Fraud training to relevant staff – Council has been successful in receiving grant funds for this training, which is now being planned/actioned. Service provider Safetrac has been engaged to develop and roll out online training modules, initially targeting staff with financial delegations. The Project Plan has been developed, and Safetrac has commenced development of the online training modules.
Grant Applications				
NSW EV Fast Charging Program.	NIL	NIL	IPM	Council was successful in submitting an Expression of Interest (EOI) to host electric vehicle fast charging infrastructure under the NSW EV Fast Charging Program for Nevertire. Proposed NEVERTIRE Vehicle Rest Area/ Parking site meets the eligibility criteria and have been added to the Site Host List and visual map. Three (3) CPO's were given a Letter of Support by Council to supplement their grant applications. It is understood that funding outcomes are anticipated around July 2026, at which time the successful CPO applicant would be confirmed. Following confirmation, the detailed commercial terms and formal agreement arrangements would then be finalised with the successful CPO.

WARREN SHIRE COUNCIL

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

(C14-7.2, G4-1)

Project	Budget	Expenditure/ Committed	Resp	Comment
				CPO's submitted their application received the following message from Grant Assessment Team advising that <i>"assessment of Round 4 applications is still underway and anticipates that outcomes will be announced publicly in the final quarter of 2026, subject to approval processes. This timing is indicative and may change."</i>
Commonwealth Accessible Australia Initiative Tranche 2 – Application No. AAT265 Grant Amount -\$200,000 (Max)	249,120	Nil	IPM	Changing Place Facility @ Bob Christensen Reserve; Bob Christensen Reserve is a popular stop for regional travellers and caravan visitors. Installing a portable Changing Places facility would support families and people with high support needs who cannot use standard accessible toilets, enable inclusive travel and longer stay. A portable unit is appropriate given the site's flood-prone location. Grant Application submitted on 4 March 2026. Outcome expected by 30 August 2026. Pending.

WARREN SHIRE COUNCIL

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

(C14-7.2, G4-1)

Project	Budget	Expend	Resp	Comment
*2026 LGP Capacity Grant Fund	22,000	Nil	IPM	Proposed Procurement Fraud & Corruption Prevention Program seeks funding through the LGP Capability Grant Fund to develop a tailored online training module that strengthens procurement capability, ethical purchasing, fraud prevention and corruption risk awareness across Council. The project will be based on Council's Procurement and Disposal Policy and will cover procurement pathways, delegations, quotation thresholds, tendering, conflicts of interest, disposal obligations, audit readiness and practical fraud prevention scenarios. It is intended to improve compliance, consistency, governance and accountability across purchasing, supplier engagement, contract administration and record keeping, while creating a reusable training resource for staff induction, refresher training and contractor/project onboarding. Grant Application submitted on 11 May 2026. Successful outcome notification received on 15th June 2026.
*2026 LGP Capacity Grant Fund	21,400	Nil	IPM	Proposed Microsoft 365 Copilot Training Program, if successful aimed at improving staff capacity, productivity and responsible AI adoption across Council operations. Training will be provided by Onpoint Solutions, a Microsoft partner. Grant application submitted on 15 May 2026. Unsuccessful outcome notification received on 15th June 2026.

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

ACRONYMS

GM - General Manager

DMFA - Divisional Manager Finance & Administration

DMES - Divisional Manager Engineering Services

MHD - Manager Health and Development Services

ACC - Accountant

TSM - Town Services Manager

RIM - Roads Infrastructure Manager

IPM - Infrastructure Projects Manager

PAO - Projects Administration Officer

TREAS - Treasurer

AM – Assets Manager

WSCCM – Warren Sporting & Cultural Centre Manager

EDVM - Economic Development and Visitation Manager

WHS-RC – Work Health Safety / Risk Co-Ordinator

FRSPM – Flood Restoration and Special Projects Manager

WARREN SHIRE COUNCIL
Report of the General Manager
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ITEM 4 DISCLOSURES OF INTEREST – COUNCILLORS AND DESIGNATED PERSONS (A7-9)

RECOMMENDATION:

That the tabled Disclosures of Interest Return for Councillors and Designated Persons be received and noted.

PURPOSE

Under the Warren Shire Council's Code of Conduct (Code of Conduct) Section 4.21 all Councillors and Designated Persons, must lodge a written return of interest with the General Manager within (3) months after:

- a) Becoming a Councillor or Designated Person;
- b) 30 June of each year; and
- c) The councillor or designated person becoming aware of an interest they are required to disclose under Schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).

BACKGROUND

Returns of interests are an important accountability mechanism for promoting community confidence in decision making by Councillors and others and for ensuring that they disclose and appropriately manage conflicts of interest they may have in matters dealt with by the Council.

It is important that Councillors and others complete their returns of interests correctly and disclose all relevant interests.

REPORT

This report is presented to Council in accordance with Council's Code of Conduct requirements.

The General Manager is required to keep a register of returns, and these need to be tabled at the first meeting of the Council after the last day for lodgement.

These returns have been tabled for Council's information and have been uploaded to Council's website with relevant information redacted as determined by the General Manager.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Code of Conduct Section 4.21.

RISK IMPLICATIONS

Nil – returns have been completed and lodged with the General Manager and these are tabled at the meeting in accordance with legislative requirements.

STAKEHOLDER CONSULTATION

Consultation with Councillors and Designated Persons.

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 August 2026

ITEM 4 DISCLOSURES OF INTEREST – COUNCILLORS AND DESIGNATED PERSONS
CONTINUED

OPTIONS

This is a requirement of Councillors and Designated Persons.

STAKEHOLDER CONSULTATION

Consultation with Councillors and Designated Persons.

OPTIONS

This is a requirement of Councillors and Designated Persons.

CONCLUSION

In accordance with Council's Code of Conduct, Councillors and Designated Persons must complete and have lodged their returns with the General Manager as required within the appropriate timeframe.

The returns have been uploaded to Council's website with appropriate redaction.

Accordingly, the returns are tabled for Council's information.

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

Tabled Disclosures of Interest Returns for Councillors and Designated Persons.

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 August 2026

ITEM 1 RECONCILIATION CERTIFICATE – JULY 2026

(B1-10.16)

RECOMMENDATION:

That the Statement of Bank and Investments Balance as at the 31st July 2026 be received and noted.

PURPOSE

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

BACKGROUND

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

REPORT

Following is the reconciled internal funds of Council that have been reconciled with the Bank Statements as at 31st July 2026.

Council should note that investment items listed as

INTERNAL LEDGER ACCOUNT RECONCILIATION

	Balance 30-Jun-26	Transactions	Balance 31-Jul-26
General	13,727,574.95	(3,115,952.23)	10,611,622.72
Water Fund	1,077,114.83	93,285.57	1,170,400.40
Sewerage Fund	947,769.39	48,289.99	996,059.38
North Western Library	215,258.52	(88,699.24)	126,559.28
Trust Fund	95,696.13	1,500.00	97,196.13
Investment Bank Account	(3,000,000.00)	(6,000,000.00)	(9,000,000.00)
	13,063,413.82	(9,061,575.91)	4,001,837.91

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 August 2026

ITEM 1 RECONCILIATION CERTIFICATE – JULY 2026

CONTINUED

BANK STATEMENT RECONCILIATION

Balance as per Bank Statement =	4,001,837.91
Add: Outstanding Deposits for the Month	0.00
Less: Outstanding Cheques & Autopays	0.00
Balance as per Ledger Accounts less Investments =	<u>4,001,837.91</u>

INVESTMENTS RECONCILIATION

Investments as at 31st July 2026

No.	Institution	Amount	Term (days)	Rate %	Maturity Date
	CBA	0.00	NA	3.10%	On Call A/c
15	NAB	1,500,000.00	90	4.95%	31-Aug-26
1	NAB	2,000,000.00	60	4.60%	7-Sep-26
2	NAB	1,500,000.00	30	4.10%	7-Aug-26
3	NAB	2,000,000.00	90	4.95%	6-Oct-26
4	JUDO	2,000,000.00	180	5.25%	6-Jan-27
TOTAL INVESTMENTS =		<u>9,000,000.00</u>			

BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	6,441,712.91
Internally Restricted Funds Invested	6,060,125.00
Unrestricted Funds	<u>500,000.00</u>
TOTAL BANK & INVESTMENTS ACCOUNTS BALANCE =	<u>13,001,837.91</u>

As Councils Responsible Accounting Officer, I note the External and Internal Restricted Funds are an estimate only, pending review and reconciliation into the future.

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 August 2026

ITEM 1 RECONCILIATION CERTIFICATE – JUNE 2026

CONTINUED

A summary of Council's investments as at the 31st July 2026 is shown below:

Time Period	Term Deposits	Total Avg Yield	RBA Cash	1m BBSW	3m BBSW	AusBond Bank Bill	AusBond Annualised	vs RBA	vs 1m BBSW	vs 3m BBSW	vs AusBond
As At 31/7/2026	4.80%	4.80%	4.35%	4.32%	4.50%	10553.214	—	+0.45%	+0.48%	+0.30%	—
1m	4.92%	4.92%	4.35%	4.31%	4.46%	0.38%	4.42%	+0.57%	+0.61%	+0.47%	+0.50%
3m	4.50%	4.50%	4.10%	4.20%	4.37%	1.11%	4.40%	+0.40%	+0.30%	+0.13%	+0.11%
6m	3.73%	3.73%	3.60%	3.68%	3.84%	2.06%	4.16%	+0.13%	+0.05%	-0.11%	-0.43%
12m	4.34%	4.34%	3.85%	3.68%	3.68%	3.94%	3.94%	+0.49%	+0.66%	+0.66%	+0.40%

**Source: Curve Securities/YieldHub portfolio portal 31/07/2026*

FINANCIAL AND RESOURCE IMPLICATIONS

N/A.

LEGAL IMPLICATIONS

N/A.

RISK IMPLICATIONS

N/A.

STAKEHOLDER CONSULTATION

N/A.

OPTIONS

N/A.

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION / ATTACHMENTS

N/A.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 27th August 2026

ITEM 2

STATEMENT OF RATES & ANNUAL CHARGES

(R1-4)

RECOMMENDATION:

That the Statement of Rates and Annual Charges information as at 10th August 2026 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 10th August 2026 including comparisons over the last four years.

The values for 2023/24 are listed as NA, this is due to a system error occurring at that time with Council rating system, leaving the figures unattainable. The reports from Council financial system can only be produced on a certain day, they are not able to be produced retrospectively.

This report is considered the most accurate and relevant information available, for Council to consider relating Rates and Annual Charges information, for comparative purposes in a related period.

FINANCIAL AND RESOURCE IMPLICATIONS

N/A.

LEGAL IMPLICATIONS

N/A.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 27th August 2026

ITEM 2

STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

RISK IMPLICATIONS

N/A.

STAKEHOLDER CONSULTATION

N/A.

OPTIONS

N/A.

CONCLUSION

This report is provided to advise Council of the balance of rates and annual charges.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION / ATTACHMENTS

Nil.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 27th August 2026

ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

10-Aug-26

Name of Rate	NETT ARREARS 1st JULY \$	NETT LEVY \$	TOTAL RECEIVABLE \$	COLLECTIONS FOR YEAR		NETT ARREARS	
				AMOUNT COLLECTED \$	COLLECT AS % AGE OF TOTAL REC'ABLE	ARREARS AMOUNT \$	ARREARS AS % AGE OF TOTAL REC'ABLE
General Fund Rates	284,049	6,143,613	6,427,661	371,940	5.79%	6,055,721	94.21%
Warren Water Fund	146,390	659,243	805,633	91,534	11.36%	714,100	88.64%
Warren Sewerage Fund	165,201	685,542	850,743	83,611	9.83%	767,132	90.17%
TOTAL 2026/2027	595,640	7,488,398	8,084,038	547,084	6.77%	7,536,954	93.23%
TOTAL 2025/2026	522,077	7,241,830	7,763,907	382,395	4.93%	7,381,512	95.07%
TOTAL 2024/2025	486,670	6,931,692	7,418,362	250,092	3.37%	7,168,270	96.63%
TOTAL 2023/2024	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TOTAL 2022/2023	321,306	6,297,700	6,619,006	592,318	8.95%	6,026,688	91.05%
		11-Aug-22	N/A	06-Aug-24	05-Aug-25	10-Aug-26	
COLLECTION FIGURES AS \$		592,318	N/A	250,092	382,395	547,084	
COLLECTION FIGURE AS %		8.95%	N/A	3.37%	4.93%	6.77%	

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 August 2026

ITEM 3 WORKS PROGRESS REPORT – FINANCE & ADMINISTRATION PROJECTS
(C14-7.1, C9-1)

RECOMMENDATION:

That the information be received and noted.

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

Project	Budget	Expend	Resp	Comment
Office Equipment Purchases – PC Purchases – Electronic Records Management System Implementation	\$184,411	\$6,713	DMFA	2025/26 carry over value, included in the budget figure is \$145,911.00. Purchase new office equipment, PC's and other ICT equipment as needed. Electronic records system has had a delay due to additional review of the structure needed, completion of internal work is required before final implementation and training. By end of August internal work is being completed.

ACRONYMS

DMFA - Divisional Manager Finance & Administration

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 August 2026

ITEM 4 SUMMARY OF FINANCIAL ASSISTANCE GRANT 2026-2027 (G4-1, L5-5.2/47)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

To inform Council of the indicative value increase for 2026-2027 Financial Assistance Grant.

BACKGROUND

Over the last 40 years the Australian Government has invested over \$70 billion in Local Government under the Financial Assistance Grant program alone. The grant is provided under the Local Government (Financial Assistance) Act 1995 (the Act).

The Financial Assistance Grant program consists of two components:

- a general purpose component which is distributed between the states and territories according to population (i.e. on a per capita basis), and
- an identified local road component which is distributed between the states and territories according to fixed historical shares.

Both components of the grant are united in the hands of local government, allowing councils to spend the grants according to local priorities.

Local government grants commissions in each state and the Northern Territory recommend the distribution of the funding under the Financial Assistance Grant program to local governing bodies in accordance with the Act and the National Principles for allocating grants.

- National principles for the allocation of grants under the Local Government (Financial Assistance) Act 1995.

The Australian Capital Territory does not have a local government grants commission as the territory government provides local government services in lieu of the territory having a system of local government.

The grant is paid in quarterly instalments to state and territory governments for immediate distribution to local governing bodies.

The quantum of the grant pool changes annually in line with changes in population and the Consumer Price Index (the Act provides discretion to the Treasurer to alter this annual indexation).

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 August 2026

ITEM 4 SUMMARY OF FINANCIAL ASSISTANCE GRANT 2026-2027

CONTINUED

REPORT

The following table compares initial budget figures anticipated when compared to the actual for the Financial Assistance Grant to be received:

Component	Budget	Actual from OLG	Overall (Increase) /Decrease
General Component	\$ 2,935,870.64	\$ 2,977,287.60	(\$41,416.96)
Road Component	\$ 1,408,530.36	\$ 1,428,400.80	(\$19,870.44)
Total	\$ 4,344,401.00	\$ 4,375,790.00	(\$61,287.40)

The estimate of Financial Assistance Grants above has been compiled based on the advance payment notification, which Council received an advance payment of 80% in June 2026, final values (including any adjustments) and be paid quarterly throughout the remainder of the financial year, though are yet to be released from the OLG.

The initial estimate of Financial Assistance Grants as a proportion of Commonwealth Tax Revenue in 2026-2027 has been maintained at approximately the same as previous year (0.51 % in 2025-2026, 0.49 % in 2026-2027).

FINANCIAL AND RESOURCE IMPLICATIONS

When compared to Warren Shire Council original budget estimates, the relevant indicative increase of an estimated \$61,287.40 funding total will see an improvement to the overall budgeted financial position for 2026/2027.

LEGAL IMPLICATIONS

N/A.

RISK IMPLICATIONS

N/A.

STAKEHOLDER CONSULTATION

N/A.

OPTIONS

N/A.

CONCLUSION

This report is provided to advise Council of relevant matters as relates to the 2026/2027 Financial Assistance Grant.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION / ATTACHMENTS

N/A.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 27th August 2026

ITEM 5

FINANCIAL REPORTS FOR THE YEAR ENDED 30TH JUNE 2026

(A1-5.44)

RECOMMENDATION that:

1. The necessary elected members and staff be authorised to sign the Statement by Councillors and Management on the General Purpose Financial Statements and the Special Purpose Financial Statements for the year ending 30th June 2026;
2. Council delegate to the General Manager the authority to "authorise the Year End Accounts for issue" subject to there being no material audit changes or audit issues, in accordance with AASB 110; and
3. Council delegate to the General Manager the authority to "finalise the date" at which the auditor's report and financial statements are to be presented to the public as required under Section 418 (1) of the Local Government Act, 1993.

PURPOSE

To endorse Warren Shire Council's 2025/2026 General Purpose Financial Statements and 2025/2026 Special Purpose Financial Statements by signing the Statement by Councillors and Management.

BACKGROUND

Section 413 – "*Preparation of financial reports*" – of the Local Government Act, 1993 requires Council to prepare financial reports for each year and must refer them for audit as soon as practicable (having regard to the requirements of section 416 (1)) after the end of that year. Section 413 (2c) requires Council to include a statement in the approved form by the Council as to its opinion on the General Purpose Financial Report and the Special Purpose Financial Report.

REPORT

Attached are the approved statements that are required to be signed by the Mayor, one Councillor, General Manager and Responsible Accounting Officer before the Auditors can issue their Auditors Report of Councils accounts.

Section 418 – "*Public notice to be given of presentation of financial reports*"- of the Local Government Act, 1993 states:

(1) *As soon as practicable after a council receives a copy of the auditor's reports:*

- (a) *it must fix a date for the meeting at which it proposes to present its audited financial reports, together with the auditor's reports, to the public, and*
- (b) *it must give public notice of the date so fixed.*

(2) *The date fixed for the meeting must be at least 7 days after the date on which the notice is given, but not more than 5 weeks after the auditor's reports are given to the council.*

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 August 2026

ITEM 5 FINANCIAL REPORTS FOR THE YEAR ENDED 30TH JUNE 2026 CONTINUED

With the strict timeframe from the date of receipt of the Auditors Report to when the public meeting must be held it is recommended that Council delegate to the General Manager the authority to "authorise the Year End Accounts for issue" subject to there being no material audit changes or audit issues, in accordance with AASB 110.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Nil.

RISK IMPLICATIONS

Nil.

STAKEHOLDER CONSULTATION

Nil.

OPTIONS

Nil.

CONCLUSION

For Council to receive the Auditors Reports on the 2025/2026 Financial Statements the Statement by Councillors and Management must be signed by resolution of Council.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION /ATTACHMENTS

- 1 General Purpose Financial Statements 2025/2026 - Statement by Councillors and Management; and
- 2 Special Purpose Financial Statements 2025/2026 - Statement by Councillors and Management.

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 August 2026

ITEM 5

FINANCIAL REPORTS FOR THE YEAR ENDED 30th JUNE 2026

CONTINUED

Warren Shire Council

General Purpose Financial Statements

for the year ended 30 June 2026

Statement by Councillors and Management

Statement by Councillors and Management made pursuant to Section 413 (2c) of the *Local Government Act 1993*

The attached general purpose financial statements have been prepared in accordance with:

- the *Local Government Act 1993* and the regulations made thereunder
- the Australian Accounting Standards issued by the Australian Accounting Standards Board
- the Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these statements:

- present fairly the Council's operating result and financial position for the year
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 27 August 2026.

Greg Whiteley

Mayor

27 August 2026

Sarah Derrett

Councillor

27 August 2026

Gary Woodman

General Manager

27 August 2026

Bradley Pascoe

Divisional Manager of Finance &
Administration

27 August 2026

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 August 2026

ITEM 5

FINANCIAL REPORTS FOR THE YEAR ENDED 30th JUNE 2026

CONTINUED

Warren Shire Council

Special Purpose Financial Statements

for the year ended 30 June 2026

Statement by Councillors and Management

Statement by Councillors and Management made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

The attached special purpose financial statements have been prepared in accordance with:

- NSW Government Policy Statement, *Application of National Competition Policy to Local Government*
- Division of Local Government Guidelines, *Pricing and Costing for Council Businesses: A Guide to Competitive Neutrality*
- The Local Government Code of Accounting Practice and Financial Reporting
- Sections 3 and 4 of the NSW Department of Climate Change, Energy, the Environment and Water's (DCCEEW) *Regulatory and assurance framework for local water utilities, July 2022*

To the best of our knowledge and belief, these statements:

- present fairly the operating result and financial position for each of Council's declared business activities for the year,
- accord with Council's accounting and other records; and
- present overhead reallocation charges to the water and sewerage businesses as fair and reasonable.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 27 August 2026.

Greg Whiteley

Mayor

27 August 2026

Sarah Derrett

Councillor

27 August 2026

Gary Woodman

General Manager

27 August 2026

Bradley Pascoe

Divisional Manager of Finance & Administration

27 August 2026

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 August 2026

ITEM 6 INTERNALLY RESTRICTED AND CARRY OVER FUNDS AS AT 30TH JUNE 2026
(A1-5.44, E4-46)

RECOMMENDATION that:

- 1) Council resolve to approve the list of Internally Restricted Funds as at 30th June 2026, subject to final audit process occurring, in part with the draft 2025/2026 Annual Financial Statements currently being undertaken.
- 2) Council resolve to approve the Carry Forward values indicated for the General, Water and Sewer Funds respectively, for inclusion in the 2026/2027 budget estimates. The Carry Forward values were fully provided for on a cash basis in 2025/2026 and remained un-expended as at the 30th June 2026.

PURPOSE

To inform Council of the list of internal restricted and carry forward funds as at 30th June 2026.

BACKGROUND

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

At the end of each accounting year where funds allocated remain unspent, assumed as fully provided for on a cash basis, they are indicated as a carry forward into the new financial year accordingly. Typically, only Capital expenditure is included, however a marginal array of Operational items is also considered where a specific purpose or commitment to the expenditure exists.

REPORT

At the end of the 2025/2026 Financial Year, Council are intending to have internal restrictions with a total estimated value of \$7,321,511.

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

- **Financial Assistance Grant (80%) - \$3,671,407** – Council received an advance payment of the 2026/2027 grant from the NSW Grants Commission June 2026.
- **Employees Leave Entitlements - \$400,000** - These funds have been restricted to cover a proportion of Council's discounted leave liability, which equates to 27.50% coverage.
- **Election Expenses - \$35,000** – These funds have been set aside each year to help cover the cost of the next Local Government Elections scheduled for September 2028.

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 August 2026

ITEM 6 INTERNALLY RESTRICTED AND CARRY OVER FUNDS AS AT 30TH JUNE 2026

CONTINUED

- **Public Liability & Professional Indemnity Insurance Claims Excess - \$25,000** - These funds have been restricted in the event of any major claims being lodged against Council, each insurance claim carries an excess of \$12,500.
- **Levee M&R - \$67,182** - Carryover funds for major levee maintenance works.
- **Rural Addressing - \$2,000** - Funds carried forward to review rural addressing system.
- **CBD - Supply of Paint - \$3,237** - Funds carried forward for the supply of paint to CBD businesses.
- **Library Capital Contingency Reserve - \$19,300** - A newly created reserve to allow future capital works projects for the Library.
- **ICT Strategic Reserve - \$34,000** - A newly created reserve providing for future replacement of assets.
- **Parking area Capital Contingency - \$6,000** - A newly created reserve to fund capital improvement work on parking areas.
- **Footpath & Cycleway Capital Contingency - \$19,000** - A newly created reserve to fund future capital works.
- **Deacon Drive Housing Rectification - \$505,000** - A newly created reserve to fund future rectification work.
- **Urban Street Heavy Patching - \$192,383** - Funds carried forward for heavy patching of Cobb Lane as adopted in the 2018/19 Operational Plan.
- **Urban Street Re-sheeting - \$38,700** - To allow for future re-sheeting works, includes funds carried forward from 2021/2022.
- **Rural Unsealed Roads Gravel Re-sheeting - \$120,000** - To allow for future re-sheeting works, which includes prior years carry forward amounts.
- **Overflow Bridge - Major Repairs - \$85,000** - Funds carried forward from the 2019/20 Operational Plan to undertake major repairs on the bridge.
- **Infrastructure Improvement/Replacement - \$719,776** - These funds have been restricted for future improvements or replacement of Council's infrastructure assets, to be determined by Council.
- **Tiger Bay Wetlands - \$18,071** - Set aside for future use at Tiger Bay wetlands area.
- **Plant Replacement - Light Plant - \$210,000** - Plant fund related value, unspent from 2025/26 to be used for future plant replacement program.
- **Plant Replacement - Heavy Plant - \$745,000** - Plant fund related value, unspent from 2025/26 to be used for future plant replacement program.
- **Memorial Pool Re-lining - \$405,455** - Funds to be used on future cost of re-lining project, taken from Infrastructure Improvement/Replacement Reserve as resolved by Council, funds not spent at 30/06/2023.

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 August 2026

ITEM 6 INTERNALLY RESTRICTED AND CARRY OVER FUNDS AS AT 30TH JUNE 2026 CONTINUED

WARREN SHIRE COUNCIL DRAFT INTERNALLY RESTRICTED FUNDS AS AT 30 June 2026

DESCRIPTION	BALANCE	TRANSFERS		BALANCE
	01-Jul-25	TO	FROM	30-Jun-26
FAG Advance Payment	2,199,493	3,671,407	2,199,493	3,671,407
Employee's Leave Entitlements	400,000			400,000
Election Expenses	35,000			35,000
IP&R - Asset Management Planning	47,000		47,000	0
P.L. & P.I. Claims Excess	25,000			25,000
Risk & WHS Management Costs	0			0
Mobile Phone Replacement	0			0
Emergency Management Planning	14,363		14,363	0
Levee M&R	94,490		27,308	67,182
Natural Resource Management Works	0			0
Rural Addressing	2,000			2,000
CBD - Supply of Paint	3,237			3,237
Street Lighting	11,662		11,662	0
Computer Software/Hardware Upgrades	112,000		112,000	0
Destination Warren Website Development	12,000		12,000	0
Library - Capital Contingency Reserve	0	19,300		19,300
Ewenmar Waste Depot - Management Plan	3,424		3,424	0
Dwellings - Specific M & R	0			0
Alliance Western Councils Membership 24/25	12,500		12,500	0
ICT Strategic Reserve	34,000			34,000
Internal Audit Costs	40,000		40,000	0
Council Owned Housing - Capital Contingency	22,500		22,500	0
Parking Area - Capital Contingency	6,000			6,000
Footpath & Cycleway - Capital Contingency	19,000			19,000
Deacon Drive Housing Rectifications		505,000		505,000
Safety Culture Project	48,800		48,800	0
Gym Equipment - Capital Contingency	1,700		1,700	0
Carter Oval Resurfacing	14,000		14,000	0
Warren Lawn Cemetery - Stage 3	1,500		1,500	0
Library - Grant Design & Tender	0			0
Parks Improvement Program	3,490		3,490	0
New Lions Park Toilet	0			0
CBD Improvements	0			0
Urban Streets - Heavy Patching	192,383			192,383
Urban Street - Gravel Resheeting	38,700			38,700
Rural Unsealed Roads - Gravel Resheeting	120,000			120,000
Footpath Replacement - XC Rated	0			0
K&G Replacement - XC Rated	0			0
Overflow Bridge Major Repairs	85,000			85,000
Airport Terminal Building (Part Cost)	0		0	0
Airport Land Sales	31,620		31,620	0
Operational Land Reserve	171,073		171,073	0
Infrastructure Improvement/Replacement	929,694		209,918	719,776
Tiger Bay Wetlands	18,071			18,071
Economic Development & VIC Programs	30,000		30,000	0
Animal Shelter Replacement	0			0
Dwellings Construction x 2	0		0	0
56 Garden Avenue Refurb	0		0	0
Memorial Pool Re-Lining	405,455		0	405,455
Memorial Pool Re-painting (carryover)	0		0	0
Plant Replacement - Light Vehicles	0	210,000		210,000
Plant Replacement - Heavy Plant	0	745,000		745,000
TOTAL RESTRICTED FUNDS =	5,185,155	5,150,707	3,014,351	7,321,511

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 August 2026

ITEM 6 INTERNALLY RESTRICTED AND CARRY OVER FUNDS AS AT 30TH JUNE 2026 CONTINUED

Listed below is a detailed list of General Fund items to be considered for carry over into the 2026/2027 budget, where they were fully provided for on a cash basis in 2025/2026 financial year though remained unspent as at the 30th June 2026, they are specific items in nature, and it is recommended to Council they are approved as carry over funds for inclusion in the 2026/2027 budget estimates.

2025-2026 Carry Over Funds

GL/Desc	Value
General Fund - Operating	
0271-2457-0000 - Orana JO Expenses	\$ 19,369.00
0317-2260-0010 - Audit Fee - Internal	\$ 88,500.00
0701-2200-0000 - Warren Levee M&R	\$ 12,690.00
0317-2260-0015 - Audit Fee - Other Services	\$ 25,000.00
0330-2525-0000 - Asset Management Expenses	\$ 70,000.00
0701-2255-0000 - Floodplain Management Program	\$ 26,800.00
2755-2495-0000 - Visitor Centre - Program Exp	\$ 62,300.00
2755-2505-0000 - Visitor Centre - Advertising	\$ 5,350.00
	\$ 310,009.00
General Fund - Capital	
3210-4000-0005 - Administration - P&E Purchases	\$ 52,500.00
3210-4010-0005 - Safety Culture Project	\$ 37,300.00
3210-4020-0005 - Administration - OE - Purchases	\$ 93,411.00
3210-4100-0008 - Admin Office Access Toilet & Kitchen	\$ 90,000.00
3260-4120-0010 - Animal Shelter Replacement	\$ 18,400.00
3310-4120-0010 - Ewenmar Waste - Main Excavator Motor	\$ 14,192.00
3310-4120-0012 - Plant Purchase or Renewal - Excavator Slew Motor	\$ 4,172.00
3310-4120-0011 - Solar & battery install Waste build	\$ 21,700.00
3330-4120-0300 - Street Lighting Improvement	\$ 11,662.00
3330-4100-0002 - Buildings Renewal Program	\$ 47,700.00
3360-4015-0010 - Carter Oval Redevelopment	\$ 17,000.00
3360-4015-0017 - Carter Oval Cricket Facilities	\$ 8,200.00
3360-4050-0016 - Carter Oval Amenities Fitout	\$ 5,000.00
3360-4005-0015 - Swimming Pool Refurbishment	\$ 2,000.00
3360-4005-0021 - New Chairs for Sporting Complex	\$ 2,000.00
3360-4015-0017 - Carter Oval Cricket Facilities	\$ 8,000.00
3360-4015-0010 - Carter Oval Redevelopment	\$ 17,000.00
3420-4320-3000 - Rural Unsealed Roads - Resheeting	\$ 345,000.00
3420-4320-1000 - Urban Unsealed Roads - Resheeting	\$ 39,488.00
3460-4080-0010 - Gunningba Est Stg 3 - Invest & Des	\$ 194,073.00
	\$ 1,028,798.00
Total General Fund Carry Over	\$ 1,338,807.00

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 August 2026

ITEM 6 INTERNALLY RESTRICTED AND CARRY OVER FUNDS AS AT 30TH JUNE 2026 CONTINUED

Listed below is a detailed list of Water and Sewer Fund items to be considered for carry over into the 2026/2027 budget, where they were fully provided for on a cash basis in 2025/2026 financial year though remained unspent as at the 30th June 2026, they are specific items in nature, and it is recommended to Council they are approved as carry over funds for inclusion in the 2026/2027 budget estimates.

2025-2026 Carry Over Funds

GL/Desc	Value
Water Fund	
4580-4320-0010 - Water Mains Renewals	\$ 64,770.00
4580-4320-0055 - Valve Replacement - Water	\$ 13,000.00
4580-4320-0065 - Oxley Park River Pumping Station	\$ 15,000.00
Total Carry Over	\$ 92,770.00
Sewer Fund	
5580-4320-0002 - Sewerage Mains Renewals	\$ 27,800.00
5580-4320-0004 - Decommission Old STP	\$ 92,000.00
5580-4320-0005 - Water Ingress Prevention Project	\$ 100,000.00
5580-4320-1011 - Old Gillendoon PS	\$ 120,500.00
5580-4320-4000 - Sewerage Pumps - New Purchases	\$ 10,380.00
Total Carry Over	\$ 350,680.00

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 August 2026

ITEM 6 INTERNALLY RESTRICTED AND CARRY OVER FUNDS AS AT 30TH JUNE 2026 CONTINUED

FINANCIAL AND RESOURCE IMPLICATIONS

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

Carry over values indicated, where capital related are a balance sheet movement only (cash replaced with an asset), these projects were adopted in 2025/26 and are somewhat a contract with the community in completion of said works.

Operational carry over values do have impact on Council profit and loss result, where expense is recorded with no opposing income to offset against it, thus furthering any negative operating result. The values are not a significant amount overall, well below any relevant material (large value) consideration.

LEGAL IMPLICATIONS

N/A.

RISK IMPLICATIONS

N/A.

CONCLUSION

This report is to provide a comprehensive listing of Council's internally restricted and carry over funds as at 30th June 2026.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION / ATTACHMENTS

1. List of internal restrictions held as at 30th June 2026.
2. List of carry over funds – General Fund
3. List of carry over funds – Water and Sewer Funds

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 August 2026

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 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
AM	Assets Manager		

2026/27 Roads M & R (Maintenance and Repair) Budget and Works

From 9th July 2026 to 12th August 2026.

PROGRAM	BUDGET	EXPENDITURE
Urban Sealed Roads	\$78,597	\$1,665
Kerb and Guttering	\$22,000	\$0
Footpaths & Cycleway	\$41,000	\$9,356
Urban Unsealed Roads	\$32,814	\$0
Rural Sealed Roads	\$628,990	\$63,368
Rural Unsealed Roads	\$1,320,000	\$101,816
Rural Bridges	\$100,071	\$6,500
Regional Sealed Roads	\$822,000	\$92,070
Regional Unsealed Roads	\$120,000	\$398
Regional Bridges	\$124,620	\$0
Bushfire Hazard Reduction Works (Shire Roads, Regional Roads and Council Facilities)	\$375,000 (Subject to Grant)	\$0
Total	\$3,665,092	\$276,356

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ITEM 1 WORKS PROGRESS REPORTS – ROADS

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PROGRAM	BUDGET	EXPEND	COMMENTS
AGRN 1034 EPA RW RR333 Carinda Road	\$1,251,499	\$1,007,680	Ongoing
AGRN 1034 EPA RW RR347 Collie-Trangie Road	\$282,208	\$74,784	Ongoing
AGRN 1034 EPA RW RR202 Marthaguy Road	\$3,344,735	\$2,315,723	Ongoing
AGRN 1034 EPA RW RR7515 Warren Road	\$886	\$1,846	Completed
AGRN 1034 EPA RW Regional Roads	Total \$4,879,328	Total \$3,400,033	
AGRN 1034 EPA RW SR49 Arthur Butler Drive	\$21,420	\$20,406	Completed
AGRN 1034 EPA RW SR29 Belah View Road	\$10,116	\$10,116	Completed
AGRN 1034 EPA RW SR8 Ben Avon Road	\$1,862	\$5,012	Completed
AGRN 1034 EPA RW SR9 Booka Road	\$4,577	\$4,577	Completed
AGRN 1034 EPA RW SR42 Boss' Lane	\$30,309	\$12,166	Ongoing
AGRN 1034 EPA RW SR35 Bourbah Road	\$19,861	\$20,494	Ongoing
AGRN 1034 EPA RW SR62 Buddabadah Road	\$50,244	\$50,245	Completed
AGRN 1034 EPA RW SR68 Bundemar Road	\$111,272	\$102,227	Ongoing
AGRN 1034 EPA RW SR3 Canonba Road	\$13,742	\$13,742	Completed
AGRN 1034 EPA RW SR 33 Castlebar Road	\$64,070	\$64,070	Completed
AGRN 1034 EPA RW SR54 Cathundral-Bogan Road	\$94,421	\$96,404	Completed
AGRN 1034 EPA RW SR44 Charlieville Road	\$8,111	\$8,111	Completed
AGRN 1034 EPA RW SR37 Collie Road	\$138,231	\$139,089	Completed
AGRN 1034 EPA RW SR87 Cremorne Road	\$9,899	\$12,598	Completed
AGRN 1034 EPA RW SR25 Cullemburrawang Road	\$3,987	3,987	Completed
AGRN 1034 EPA RW SR60 Dandaloo Road	\$17,438	\$22,847	Completed

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ITEM 1 WORKS PROGRESS REPORTS – ROADS

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PROGRAM	BUDGET	EXPEND	COMMENTS
AGRN 1034 EPA RW SR41 Dick's Camp Lane	\$6,536	\$6,536	Completed
AGRN 1034 EPA RW SR26 Drungalear Road	\$15,962	\$15,962	Completed
AGRN 1034 EPA RW SR21 Duffity Road	\$53,830	\$53,830	Completed
AGRN 1034 EPA RW SR64 Ellengerah Road	\$176,223	\$176,223	Completed
AGRN 1034 EPA RW SR86 Ellerslie Road	\$19,036	\$28,199	Completed
AGRN 1034 EPA RW SR36 Gibson Way	\$84,356	\$71,734	Completed
AGRN 1034 EPA RW SR23 Gradgery Lane	\$15,595	\$15,595	Completed
AGRN 1034 EPA RW SR79 Greentree Road	\$53,605	\$53,605	Completed
AGRN 1034 EPA RW SR95 Gunningba Road	\$34,795	\$42,098	Completed
AGRN 1034 EPA RW SR91 Industrial Access Road	\$61,686	\$43,077	Ongoing
AGRN 1034 EPA RW SR15 Johnsons Road	\$54,589	\$55,462	Completed
AGRN 1034 EPA RW SR97 Kainga Marebone Road	\$62,363	\$67,742	Completed
AGRN 1034 EPA RW SR89 Leeches Creek Road	\$3,554	\$3,554	Completed
AGRN 1034 EPA RW SR12 Lemongrove Road	\$219,839	\$171,154	Ongoing
AGRN 1034 EPA RW SR18 Mannix Road	\$17,072	\$17,962	Completed
AGRN 1034 EPA RW SR69 Mullengudgery Road	\$132,974	\$77,566	Ongoing
AGRN 1034 EPA RW SR51 Oakley Road	\$19,465	\$19,465	Completed
AGRN 1034 EPA RW SR74 Old Showground Road	\$3,578	\$2,100	Ongoing
AGRN 1034 EPA RW SR65 Old Warren Road	\$297,616	\$179,410	Ongoing
AGRN 1034 EPA RW SR1 Oxley Road	\$73,550	\$43,968	Ongoing
AGRN 1034 EPA RW SR75 Pineclump Soldiers Road	\$36,735	\$49,456	Completed

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PROGRAM	BUDGET	EXPEND	COMMENTS
AGRN 1034 EPA RW SR34 Pleasant View Lane	\$11,479	\$11,479	Completed
AGRN 1034 EPA RW SR88 Quigley Carroll Road	\$31,430	\$15,775	Completed
AGRN 1034 EPA RW SR6 Retreat Road	\$15,543	\$18,477	Completed
AGRN 1034 EPA RW SR83 Rifle Range Road	\$31,398	\$35,519	Completed
AGRN 1034 EPA RW SR48 Ringorah Road	\$69,994	\$69,994	Completed
AGRN 1034 EPA RW SR28 Rothsay Road	\$5,447	\$0	Not yet started
AGRN 1034 EPA RW SR2 Sanctuary Road	\$11,789	\$8,308	On going
AGRN 1034 EPA RW SR72 Snakes Lane	\$7,529	\$7,713	Completed
AGRN 1034 EPA RW SR56 Tabratong Lane	\$118,951	\$118,768	Completed
AGRN 1034 EPA RW SR53 Thornton Road	\$12,721	\$4,495	On going
AGRN 1034 EPA RW SR59 Tottenham Road	\$66,975	\$19,658	Ongoing
AGRN 1034 EPA RW SR73 Udora Road	\$727,128	\$585,576	Ongoing
AGRN 1034 EPA RW SR66 Wambianna Road	\$470,947	\$443,179	Ongoing
AGRN 1034 EPA RW SR77 Wambianna Soldiers Road	\$50,773	\$65,663	Completed
AGRN 1034 EPA RW SR46 Widgeree Road	\$38,524	\$206	Ongoing
AGRN 1034 EPA RW SR52 Windabyne Bridge Road	\$7,018	\$10,734	Completed
AGRN 1034 EPA RW SR38 Yungundi Road	\$31,504	\$31,504	Completed
AGRN 1034 EPA RW Local Roads	Total \$3,751,669	Total \$3,226,240	
RMCC Routine Maintenance - Oxley Highway SH11	\$330,387	N/A	Ongoing

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MAINTENANCE AND CONSTRUCTION

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Grader Crew 1 (Three-man crew)	SR25 Cullemburraway Road	Maintenance Grading	4km Completed
	RR202 Marthaguy Road	TZSRP Rehabilitation	Ongoing
	SR61 Elsinore Road	Maintenance Grading	4km Completed
Grader Crew 2 (Three-man crew)	RR202 Marthaguy Road	Rehabilitation	Ongoing
Grader Crew 3 (Three-man crew)	SR65 Old Warren Road	Gravel Resheeting	Ongoing
	SR95 Gunningba Road	Maintenance Grading	8km Completed
Grader Crew 4 (Three-man crew)	No Crew		

WORK CREW	LOCATION	ACTIVITY	EMULSION USED	STONE USED
Paveliner (Tar Patching)	SR66 Wambianna Road	Potholes	300lts	3ton
	SR64 Ellengerah Road	Potholes	700lts	7ton
	RR333 Carinda Road	Potholes	600lts	6ton
	SH11 Oxley Highway	Potholes	200lts	2ton

WORK CREW	LOCATION	ACTIVITY	EMULSION USED	STONE USED
Ausroad	RR202 Marthaguy Road	Edge Breaks, Potholes & Cracks	6,650 lts	59ton
	RR333 Carinda Road	Edge Breaks, Potholes & Cracks	11,200lts	103.30ton
	RR333 Carinda Road	Potholes	8,600lts	66.88 ton
		Edge Breaks	4,050lts	37.50ton

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WORK CREW	LOCATION	ACTIVITY
Roadside Maintenance Team	SH11 Oxley Highway	Signs Maintenance
	SH11 Oxley Highway Rest Area	Rest Area Painting
	SR64 Ellengerah Road	Replace signpost
	SR65 Old Warren Road	Replace Signpost
	SR37 Collie Road	Replace Guidepost & Sign
	SR73 Udora Road	Signs
	SH11 Oxley Highway	Hand Patch cold mix
	SR68 Bundemar Road	Hand Patch cold mix
	SR12 Lemongrove Road	Slashing 22 km completed
	SR5 Buckiinguy Road	Slashing 22km completed
	RR333 Carinda Road	Slashing 26 km completed

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UPCOMING WORKS (AUGUST/SEPTEMBER 2026)

WORK CREW	LOCATION	ACTIVITY
Grader Crew 1 (Three-man crew)	SR61 Elsinore Road	Maintenance Grading
	SR65 Old Warren Road	Gravel Resheeting
	RR202 Marthaguy Road	Heavy Patching
	RR202 Marthaguy Road	Rehabilitation
	SR62 Buddabadah Road	Maintenance Grading
	SR69 Mullengudgery Road	Maintenance Grade Flood
	SR63 Heatherbrae Road	Maintenance Grading
Grader Crew 2 (Three-man crew)	SH11 Oxley Highway	Shoulder Grading
	SH11 Oxley Highway	Heavy Patching
Grader Crew 3 (Three-man crew)	RR202 Marthaguy Road	Rehabilitation
	SR65 Old Warren Rd	Maintenance Grading
	SR23 Gradgery Lane	Rehabilitation
	RR202 Marthaguy Road	Shoulder Damage Flood
	SR23 Gradgery Lane	Gravel Resheet
	SR23 Gradgery Lane	Maintenance Grading
	SR21 Duffity Road	Maintenance Grading
Grader Crew 4 (Three-man crew)	RR333 Carinda Road	Shoulder Grading
	SR98 Colane Road	Maintenance Grading/Gravel Re- Sheeting
	SR2 Sanctuary Road	Maintenance Grading
	SR9 Booka Road	Maintenance Grading

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ITEM 1 WORKS PROGRESS REPORTS – ROADS

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2026/27 CAPITAL WORKS IN PROGRESS

Project	Budget	Expend/Comm	Resp	Comment
Urban Unsealed Roads Resheeting (Council)	\$17,500	Nil	RIM	Being scoped
Australian Government Black Spot Program – SR66 Wambianna Road Safety Improvements	\$1,260,000	\$68,540	RIM	REF Completed Topographic Survey Ongoing
Floodplain Management Program (DCCEEW) – Warren Town Flood Study	\$226,308	\$199,500	DMES	Study Ongoing
Rural Unsealed Roads Resheeting – SR23 Gradgery Lane (Council)	\$197,377	Nil	RIM	Ongoing
Rural Unsealed Roads Resheeting – SR65 Old Warren Road (Council)	\$137,437	Nil	RIM	Being scoped
Rural Unsealed Roads Resheeting – SR98 Colane Road (Council)	\$101,797	Nil	RIM	Being scoped
RR202 Marthaguy Road (TZSRP \$4,777,592 and Council \$450,000)	\$5,227,592	\$4,591,683	RIM	Ongoing
SR27 Bullagreen Road – Shoulder Widening (RERRF)	\$1,113,347	Nil	RIM	Being scoped
Gillendoon Street – Heavy Patch (RERRF)	\$125,000	Nil	RIM	Being scoped
Cobb Lane – Heavy Patch (RERRF)	\$100,000	Nil	RIM	Being scoped
SR54 Cathundral Bogan Road Resheet (Council)	\$143,500	Nil	RIM	Being scoped
SR36 Gibson Way Resheet (Council)	\$143,500	Nil	RIM	Being Planned
SR68 Bundemar Road Resheet (Council)	\$143,500	Nil	RIM	Being Planned
RR333 Carinda Road Rehabilitation (Block)	\$450,000	Nil	RIM	Being Planned

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Project	Budget	Expend/Comm	Resp	Comment
RR202 Marthaguy Road Reseal (Block)	\$125,000	Nil	RIM	Being Planned
RR333 Carinda Road Reseal (Block)	\$125,000	Nil	RIM	Being Planned
SR5 Buckiinguy Road – Rehabilitation (R2R)	\$1,144,995	Nil	RIM	Being Planned
SR59 Tottenham Road – Reseal (R2R)	\$100,000	Nil	RIM	Being Planned

Project	Budget	Expend/Comm	Resp	Comment
Grant Applications				
Regional Precincts and Partnership Program – Precinct Delivery – Warren CBD Upgrade Grant Application	\$13,244,452	Nil	DMES	Pending Grant Approval.
Safer Local Roads Infrastructure Program – Beleringar Bridge on SR64 Ellengerah Road	Grant – \$2,304,000 Council - \$576,000	Nil	RIM	Pending Grant Approval.
Safer Local Roads Infrastructure Program – Weemabung Bridge on RR7515 Warren Road	Grant - \$1,516,800 Council \$379,200	Nil	RIM	Pending Grant Approval.
Disaster Ready Fund R4 – RR333 Carinda Road Causeways	Grant – \$1,488,680.00 Council \$297,736.00	Nil	RIM	Pending Grant Approval.
Disaster Ready Fund R4 – SR23 Gradgery Lane Causeways	Grant – \$2,999,000.00 Council \$599,800.00	Nil	RIM	Pending Grant Approval.

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WORKS PROGRESS REPORTS – ROADS

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TRAFFIC CLASSIFIER REPORT

Road	Segment	Class	ADT	V%	Days
Dubbo St.	0	Light	233	81%	26
		Heavy	56	19%	26
SR27 Bullagreen Road	0	Light	2	25%	12
		Heavy	6	75%	12
SR64 Ellengerah Road	4	Light	92	63%	26
		Heavy	53	37%	26
SR91 Industrial Access Road	2	Light	297	69%	26
		Heavy	134	31%	26
SR58 Nevertire - Bogan Road	4	Light	47	29%	27
		Heavy	117	71%	27
SR53 Thornton Road	14	Light	17	33%	27
		Heavy	35	67%	27
SR59 Tottenham Road	0	Light	18	63%	27
		Heavy	11	37%	27
SR66 Wambianna Road	14	Light	13	18%	27
		Heavy	57	82%	27
RR7515 Warren Road	24	Light	122	41%	26
		Heavy	179	59%	26
RR7515 Warren Road	4	Light	141	67%	24
		Heavy	70	33%	24

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ITEM 2 WORKS PROGRESS REPORTS – TOWN SERVICES

(C14-7.2)

RECOMMENDATION:

That the information be received and noted.

The following are details of Projects, Programs and Grant Applications that are being managed by the Town Services Manager for the budget and works period from **9th July 2026 – 12th August 2026**.

ACRONYMS

DMES Divisional Manager Engineering Services

TSM Town Services Manager

MHD Manager Health & Development Services

IPM Infrastructure Projects Manager

TSO Town Services Overseer

TOWN SERVICES OPERATIONS AND MAINTENANCE BUDGET

Project	Budget	Expend/ Comm	Resp	Comment
General - As of 3rd August 2026				
Nevertire Storm Damage February 2025 • Replacement of damaged toilet building at Noel Waters Oval, JC: 0106-0400-0010	\$164,566	\$107,022	TSM	20/07/2026 Supply and construction of amenities building awarded to Stella Washrooms. ETA 25/09/2026.
NEW 2026/2027 Remote Airstrip Upgrade Program Round 11. Improvement to Exclusion Fencing. 50% Council Contribution.	\$98,733	Nil	TSM	2/07/2026 Confirming final scope of work
NEW 2026/2027 Purchase & Installation of Shade Structures over three (3) Picnic Tables at the Warren Splash Park.	\$25,000	Nil	TSM	2/07/2026 Waiting on revised quote from the supplier.

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WORKS PROGRESS REPORTS – TOWN SERVICES

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Water Services – 3rd August 2026				
Water Extraction Meter Compliance GL: 4580-4320-0003 JC: 0190-0010-0000	\$1,346	\$42	TSM	2/07/2026 Additional information requested by DEECW.
NEW 2026/2027 Water Valve Replacement Program 2026-2027. GL: 4580-4320-0055 JC: 0190-0030-0005	\$114,575	Nil	TSM	

Town services, project, Operations & Maintenance Budget As of 3rd August 2026				
Project	Budget	Expand/Comm	Resp	Comment
Water Services				Continued
*NEW 2026/2027 Purchase of one Spare Pump & Motor for Ellengerah or Oxley Park River Pumping Stations. GL: JC: 161-2-40	\$25,000	\$16,750	TSM	20/07/2026 Items Ordered. ETA Early August 2026. 3/08/2026 Complete
*NEW 2026/2027 Purchase of one Spare Pump & Motor for Collie Bore Water Pumping Station. GL: JC: 181-6-1	\$20,000	\$12,171	TSM	20/07/2026 Items Ordered. ETA Early August 2026. 3/08/2026 Complete
NEW 2026/2027 Water Main Renewals 2026/2027 GL: 4580-4320-0010	\$144,234 Subject to Carryover approval of \$44,234	Nil	TSM	2/07/2026 Replacement of main from VIC to Entrance of new STP as well as main within the Showground / Racecourse. 20/07/2026 Scoping other works

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Project	Budget	Expend/Comm	Resp	Comment
Sewerage Services – As of 3rd August 2026				
Decommission Old Warren Sewerage Treatment Plant GL: 5580-4320-0001	\$92,000	Nil	TSM	Flow monitoring of the Inlet channel to be improved to allow for total flow inlet, including septage amounts. A monitored/alarmed flowmeter to be installed into the overflow structure to provide discharge volume if the plant is required to discharge to the water course. New Groundwater monitoring wells to be constructed at Gillendoon and Tiger Bay STP.
Decommission Gillendoon SPS. GL:5580-4320-1011	\$125,587	\$4,413	TSM	New Groundwater monitoring wells to be constructed at Gillendoon and Tiger Bay STP.
NEW 2026/2027 Purchase of one Spare Pump Impeller and one Pump Housing for SPS's 1 & 8. JC: 201-5-1	\$20,000	18,184	TSM	20/07/2026 Items Ordered. ETA Early August 2026.

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Town Services, Project, Operations & Maintenance Budget As of 3 rd August 2026			
Project	Budget	Expend/Comm	Resp
Tiger Bay Sewerage Treatment Plant Operations			
High algae count and high pH are causing issues with the treatment process.	M&R	Nil	TSM
<u>Comments</u> A long-term alternative is being investigated. Options being considered are; - floating paddlewheel aerators, - floor mounted diffusers (think fish tank oxygenators only much larger), and - Nano bubble aeration using either oxygen, ozone or both at different locations. Ozone treatment at the Maturation Lagoon, could allow the effluent to be sent to Tiger Bay Wetlands as required to top up the water level. I am in discussion with a company to conduct an onsite scaled trial of the Nano Bubble system using both Ozone and Oxygen. The installation of flowmeters as required by the EPA is underway. 20/07/2026 Waiting on a submission from Nano Bubble for a trial of O2 and O3 Nano Bubble Aeration. 3/8/2026 Trial of two NANO Bubble systems, one dosing Oxygen NANO Bubbles into the Oxidation Lagoon and the second system dosing Ozone NANO Bubbles into the Maturation Lagoon being considered, subject to EPA requirements. Trial to run 3 – 6 months. Sampling will need to be carried out to address EPA requirements. Rental cost for equipment is approximately \$7,000 per month. All rental costs will be deducted from the price if we purchase the unit.			

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Project	Budget	Expend/Comm	Resp	Comment
Safety Upgrades – SPS's - Gunningba, SPS 5. 201-90-30 - Depot, SPS 6. 201-90-35 GL: 5580-4320-0105 JC: 0201-0090-0000	\$11,931 Subject to Carryover approval.	Nil	TSM	22/07/2026 Replacement of lids and possible concrete refurbishment at Gunningba.

Town Services, Project, Operations & Maintenance Budget As of 3 rd August 2026,				
Project	Budget	Comm/Expend	Resp	
Levee Rehabilitation Non-Civil Costs JC :				
Federal	\$2,000,000		TSM	
3300-4400-0020		\$596,565		
3300-4400-0021		\$247,691		
3300-4400-0022		\$49,818		
3300-4400-0023		\$168,907		
Sub Total		\$1,062,981		
State				
3300-4410-0020		\$95,103		
3300-4410-0021		\$62,122		
3300-4410-0022		\$14,572		
3300-4410-0023		\$40,709		
Sub Total		\$212,506		
OLG				
3300-4420-0020		\$144,905		
3300-4420-0021		\$24,289		
3300-4420-0022		\$12,910		
3300-4420-0023		\$410,875		
Sub Total		\$592,979		
Total				\$1,868,466
<u>Comments</u> 2/07/2026 New O&M Manual being drafted. 3/08/2026 Trial run of electric pump to be planned.				

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Sewerage System Planned Maintenance		
Warren Sewerage Treatment Works	Currently effluent analysis is carried out monthly.	22/07/2025 Negotiations with EPA regarding the new license and possible effluent reuse. 9/03/2026 Discussions will recommence when treatment levels are under control, IE high PH levels and after ground water monitoring wells have been reinstated.

Project	Budget	Expend/Comm	Resp	Comment
IWCM & Wate Security Projects – As of 3rd August 2026				
Integrated Water Cycle Management (IWCM) Strategy Project. SSWP288 10% Council Contribution GL: 4580-4320-0080 Water JC: 191-6-5 Water GL: 5580-4320-0003 Sewer.	\$600,000 (Maximum) Council's maximum contribution is \$60,000	\$267,951 Comm. \$95,685 Exp.	TSM	*21/04/2026 Groundwater Investigation complete. Milestone 1 Payment - \$152,762 Received. Optional Item 1 - Payment - \$90,000 Received. 02/07/2026 PWA to present Draft Issues Paper to the Water & Sewer Committee, 15/07/26. 3/08/2026 PWA finalising Issues Paper.
Warren Shire Water Security Project. SSWP427 10% Council Contribution GL: 4580-4320-0 JC:191-4-5	\$1,127,700 (Maximum) Council's maximum contribution is \$112,770	\$1,003,793 Comm. \$21,389 Exp.	TSM	21/04/2026 Groundwater Investigation complete. Milestone 1 Payment - \$154,422 Received.

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Project	Budget	Expend	Resp	Comment
Grant Applications				
Community War Memorials Fund. Warren Great War Memorial Cenotaph Accessibility Upgrade. Improved access, safety and functionality of the Cenotaph precinct for all users, including people with disability, older residents and those with limited mobility. Council Contribution \$10,000, if successful.	\$15,000	Nil	TSM	Pending Approval

Water and Sewerage Works Subject to Funding	
Location	Work Under Development
Collie Water Supply (Reliability, Quality and Chlorination)	Relocation of the two, large Pioneer tanks to a new site located West of the Village. Construct a 10m high tank stand to support one or two, 25,000 litre water tanks at the Pioneer tank location. Installation of small package Water Treatment Plant and new gaseous chlorination equipment to return water supply to potable status. Install pressure pumps into a new building at the base of the new elevated tanks. Decommission and remove old tanks.

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Activity	Required Interval	Details	
Water System Planned Maintenance			
River mains flushing	As required	Flushing occurs three monthly when hydrants are flushed. Additionally, river water mains are flushed when problems such as poor pressure/flow are identified.	
Water main flushing (Bore)	As required	Sections are done where and when found necessary.	
Fire hydrants. Covers checked, painted, flushed, and replaced where necessary, Blue reflective indicators and signs installed	Quarterly	Flushing every 3 months as agreed with NSW RFS and Fire and Rescue NSW.	
Bore Inspections	5 Year Rolling Program	Next inspections due 2028	
Warren, Nevertire and Collie water chlorine, turbidity, temperature, and pH testing	Weekly at specific locations	Testing carried out daily at Warren and Nevertire.	
Warren river pumps		Ellengerah Rd Oxley Park Macquarie Park Racecourse	Breakdown maintenance only.
Reservoir cleaning	3 to 5 years	Ellengerah and Nevertire Bore Reservoirs	Next Diver inspection December 2026. 30/09/2024 Ellengerah inspected & hosed out September 2024 during valve replacement.
		River Water Reservoirs	Investigate using Remotely Operated Vehicle (ROV) to inspect in 2026.

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

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

2026/2027 Routine Works Budget vs Expenditure as of 12th August 2026			
Water			
Account	Budget	Expenditure, Inc. Commitments	
Water Fund Maintenance and Repair	\$697,019	\$69,994.00 (10%)	
GL's: 4200-0003, 4220-0003, 4230-0003, 4240-0003, 4250-0003 & 4300-0003			
Notes:			
1. Annual Rates & Charges. \$4,846.			
Sewer			
Account	Budget	Expenditure, Inc. Commitments	
Sewer Fund Maintenance and Repair	\$309,769	\$73,755.00 (23%)	
GL's: 5200-0003, 5250-0003, 5280-0003 & 5300-0003.			
Notes:			
1. Replacement Gas Detector. \$4,955.			
2. Spare Xylem Pump Components. \$18,184.			
3. 2 Sewer Shaft Rebuilds. \$19,908.			
4. Effluent Testing 12 month commitment. \$5,978.			
5. Annual Rates & Charges. \$5,857.			
Parks and Gardens			
Account	Budget	Expenditure, Inc. Commitments	
Parks, Gardens, Cemeteries, Racecourse, Levee & Town	\$1,713,158	\$171,969.00 (10%)	
GL's: 0701-0003, 0900-0002, 0950-0003, 1151-0003, 1601-0003, 1651-0003, 1701-0003, 2455-0003, 2505-0003, 2655-0003, 2660-0003 & 2670-0003			
Notes:			
1. Barnson Structural Review. \$9,356			
Aerodrome			
Account	Budget	Expenditure, Inc. Commitments	
Aerodrome Operations:	\$196,288	\$33,909.00 (17%)	
GL: 2555-0003 JC: 2549-0-0			
Notes:			
1. Avgas Delivery \$22,338.			
2. Generator Controller, \$1,931.			
3. Annual Rates & Charges. \$7,063.			
Town Services			
Budget	Expenditure	Percentage of Year Elapsed	Percentage of Budget Committed
\$2,719,946	\$315,718.00	12%	12%

WARREN SHIRE COUNCIL
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ITEM 2 WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Water and Sewer Works

• Hydrant flushing Warren/Nevertire • Valve replacement in Warren (on going) • Showground water leaks • 13 Glen St bore service repair • 2 Warren/Trangie St Nevertire bore service • 17 Boss St bore service repair • 7 Myra St meter repairs • 19 Johns Ave bore meter repairs • 35-41 Narromine St bore main break • 25 Pittman Pde meter repairs • 10 Orchard St meter repairs • 10 Zora St water leak • 11 Zora hydrant repair • 5 Hume St meter repairs • Macquarie Park Flood/stormwater valve replacement	• Collie main break Wonbobbie/Bourbah • 9 Milson St meter repairs • 21 Milson St sewer shaft repair • 53 Thornton Ave bore service leak • 96 Thornton Ave leaking hydrant • 23 Garden Ave Sewer choke • Lions Park irrigation leak • 190 Dubbo leak investigation • 10 Johns Ave repair boundary shaft
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ITEM 2 WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

As of 06/07/2026

Warren Sewerage Treatment Works Inflow Sewerage Year – 1st June 2026 to 31 May 2027				
Month	Peak Daily Flow (KL)	Average Daily Flow (KL)	Monthly Flow (ML)	Cumulative Annual Flow (ML)
June 2026	655	485	14.56	14.56
July 2026	*1275	631	3.15	17.71
August 2026	503	357	0.71	29.09

*** Wet Weather**

WARREN SHIRE COUNCIL
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ITEM 2 WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Bulk Water Reading per Quarter

Water Source	FIRST QUARTER READING 1/07/26- 31/09/26	BULK USAGE TO DATE (ML)	SECOND QUARTER READING 1/10/26 - 31/12/26	BULK USAGE TO DATE (ML)	THIRD QUARTER READING 1/01/27- 31/03/27	BULK USAGE TO DATE (ML)	FOURTH QUARTER READING 1/04/27 - 30/06/27	BULK USAGE TO DATE (ML)	% OF ANNUAL ALLOCATION	Max. Allocation (ML)
Warren Bores										
Bore 1 (Bore Flat) Lic. 80AL703155	24.38	24.38	0.00	24.38	0.00	24.38	0.00	24.38		
Bore 2 (Ellengerah) Unlicensed	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	24.38	24.38	0.00	24.38	0.00	24.38	0.00	24.38	3.48%	700
Warren River										
Oxley Park Lic. 80AL700017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Ellengerah Rd Lic. 80AL700017	6.90	6.90	0.00	6.90	0.00	6.90	0.00	6.90		
	6.90	6.90	0.00	6.90	0.00	6.90	0.00	6.90	0.92%	750
Showground (Racetrack)										
Lic. 80AL700645	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	188
Nevertire Bore Lic. 80AL703158	1.04	1.04	0.00	1.04	0.00	1.04	0.00	1.04	2.60%	40
Collie Bore Lic. 80CA724011	0.27	0.27	0.00	0.27	0.00	0.27	0.00	0.27	1.09%	25
Macquarie Park 80AL700996	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	14.2

*Rainfall for July: 44.5mm

*YTD Rainfall: 324.1 mm

*Burrendong Dam Level: 30%

*As of 03/08/2026

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ITEM 2 WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

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

Parks and Gardens Works

• Skate/Splash Park mow/snip • Town approaches mowing • Stubbs Levee mow/snip • Woolnough Levee mow/snip • Ravenswood Park mow/snip • Event preparation Nevertire • Victoria Oval now/snip/line marking • CBD area weeding/pruning/spraying • Lawn Cemetery mow/snip • Shire Chambers mow/snip • Woolnough Levee mow/snip • Bob Christenson Reserve mow/snip • Saunders Park mow/snip • Far West Academy mow/snip • Warren Medical Centre mow/snip • Warren median strip's mow/snip • Inspect irrigation systems (on going) • Cricket pitch prep • Mowed Carter oval • Cricket pitch prep rolling/mowing and top dressing approaches	• Boston St Levee mow/snip • Library mow/snip • Bore Flat mow/snip • CBD area tidy up weeding • Victoria Oval Cricket Pitch preparation (ongoing) • Assist with Carter Oval top dressing • Orchard St Park mow/snip • Ebert Park mow/snip • Oxley Park mow/snip • Rotary Park mow/snip • Lions Park mow/snip • Macquarie Park mow/snip • Tiger Bay pump station mow/snip • Warren Shire Chambers mow/snip • Line marking Carter Oval • Line marking Victoria Oval Preparing for the Cattleman's Cup • Victoria Oval repairs of surface (on going) • Macquarie Dr mow/snip • Clean up after Cattleman's Cup
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The Play Equipment at Macquarie and Ravenswood Parks are inspected, and soft fall areas are cleaned **daily**.

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

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

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ITEM 2 WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Town Crew	
• Weed spraying around Warred • Assist P&G with weekly duties • Pickup limbs around town • Spraying Town Blisters • Street sweeper operations	• Clean grates around Warren • Grave duties • Straighten signs around Warren • Remove rubbish from Depot • Blow down Dubbo St of leaves

Street Sweeper – Schedule
Monday • Empty bins at rest area on Wambianna Road • Empty bins on Gilgandra Road • Oxley Ave, Macquarie Dr • Dubbo St (CBD), Library, Chester St (schools) Tuesday • Dubbo St (CBD) • Ravenswood • Nevertire streets • Burton St, Hale St, Sturt St • Lawson St, Glen St, Wilson St Wednesday • Dubbo St (CBD), Zora St, Mable St • Stafford St, Chester St, Bundemar St • Thornton Ave Thursday • Dubbo St (CBD), Deacon Dr, Banks St, Azar Pl, Pittman Pde • Intersections for loose stones • Sweep other areas as needed • Sweep out front of IGA Friday • Dubbo St (CBD) – small sweeper • M/R on both sweepers (cleaning/repairs) • Man Ewenmar Waste Facility as required Additional • Pickup water on wet days around Warren

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Non-Roads November/December 2021 Flood & Storm Damage Works

Description	Expenditure / Committed
Non-Roads November/ December 2021 Flood and Storm Damage Levee and Flood Gate Emergency Operation Works. (Application for reimbursement submitted 8/03/2022)	\$173,456.91 Note: \$37,163 per event will be funded by Council as per the agreement. This includes the Roads Flood and Storm Damage Claim contribution. 9/05/24 Currently only \$73,012.03 has been approved for payment by SES/RA.GM met with the Minister for Emergency Services on 9th May 2024 to obtain a commitment and support for full reimbursement of both AGRN987 and AGR1034 emergency levee operational costs. Mayor & GM met with NSW Treasurer on 9th August 2024. Working with Member for Barwon to obtain funding. Mayor met with the Minister for Recovery on 28th March 2025. Mayor and General Manager met again with the Minister for Recovery on 13th November 2025. The Mayor and General Manager brought up the matter up with the Minister for Recovery and CEO Reconstruction Authority at the Country Mayors Association meeting in Ballina on 2nd July 2026 – Ongoing no further positive advice.
0700-0050-0500, 0700-0050-0510, 0700-0050-0520, 0700-0050-0530, 0700-0050-0540	

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

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

Description	Expenditure/Committed
Non-Roads July, August, September, October, November and December 2022 Flood and Storm Damage Levee and Flood Gate Emergency Operation Works. (Application for reimbursement submitted 28/2/2023).	\$757,745.33 Note: \$37,163 per event will be funded by Council as per the agreement. This includes the Roads Flood and Storm Damage Claim contribution. 9/05/24 Currently only \$169,827.86 has been approved for payment by SES/RA. GM met with the Minister for Emergency Services on 9th May 2024 to obtain a commitment and support for full reimbursement of both AGRN987 and AGR1034 emergency levee operational costs. Mayor & GM met with NSW Treasurer on 9th August 2024. Working with Member for Barwon to obtain funding. Mayor met with the Minister for Recovery on 28th March 2025. Mayor and General Manager met again with the Minister for Recovery on 13th November, 2025. The Mayor and General Manager brought up the matter up with the Minister for Recovery and CEO Reconstruction Authority at the Country Mayors Association meeting in Ballina on 2nd July 2026 – Ongoing no further positive advice.
0700-0055-0500, 0700-0055-0510, 0700-0055-0520, 0700-0055-0530, 0700-0055-0540	

WARREN SHIRE COUNCIL
Report of the Divisional Manager Engineering Services
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ITEM 3 WORKS PROGRESS REPORTS – PLANT

(P2-1)

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 **9th July 2026 to 12th August 2026**.

Plant No	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
Plant Repairs				
P2021	Kobelco SK250-8 Excavator	New engine has arrived. All required components from the failed engine have been removed and fitted to the replacement engine. Engine fit to machine by Workshop staff. New engine oil, coolant and top up hydraulic oil done. Hydraulic oil lost through leak in oil cooler. Oil cooler removed and leak repaired. Cooler fitted back to machine. Test run operations. All seems ok. Grease entire machine and test drive for 3hrs. All seems ok.		3days
P2383	Mack Superliner Truck	Faults codes present. Codes checked and cleared no obvious fault at this stage. All seems ok test drive 1 hr no codes returned. Code 3226 wheels speed sensor issue present after 8hrs operation. Remove replace wheels speed sensor. Clear code and test. All ok now.	6hrs	6hrs

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ITEM 3 WORKS PROGRESS REPORTS – PLANT

(P2-1)

Plant No	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
Plant Repairs				
P8	Cat 432F Backhoe	Fork needs to be fitted. Awaiting new attachment pin to re fit.	0	2hrs
P2383	Mack Superliner	Engine service done on truck. General check over complete. Drive line components greased.	Not in use	6hrs
P2382	Freightliner Cascadia	Lack of engine oil found on prestart check. Engine oil topped up. Truck was 4,000km from service. Service components/parts purchased.	1hr	1hr
P50	Isuzu Tar Truck	Passenger side taillights broken. Removed/replaced taillight. Wiring to LH side taillight broken frayed. New wires ran to light. Tested function, all ok now.	Not in use	4hrs
P2383	Mack Superliner Truck	Leaking input seal front diff. Removed/replace seal & filled with new oil. Tested for leaks. All ok now. Cross lock valve not engaging when requested. Fitted new O-ring to plunger for cross lock operation. Test all, seems ok now. Diff lock not working on no2 axle also. Inspected, diaphragm failed inside diff lock actuator. Remove/replace diaphragm. Tested operation, all now.	6hrs	6hrs

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ITEM 3

WORKS PROGRESS REPORTS – PLANT

CONTINUED

Plant No	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
Plant Repairs				
P2145	Field Quip 7" Slasher	Operator reports clutch for slasher burnt out. Travel to machine to remove/replace clutch pack and torque to spec. Tested operation all seems ok now. Deck lift to 3-point hitch broken. Removed/replaced x4 broken chain links.	5hr	6hr
P2383	Mack Superliner	Codes 4225 replating to Nox sensor present on truck, clear codes and check for wiring or component issues, none found. Remove replace Nox sensor after muffler box, clear codes and test operation. All seems ok now.	4hrs	4hrs
P2082	Cat CW34 Roller	Broken shear bolt front LH side axle. Remove broken bolt, realign mounting hole and fit new bolt torque to spec and check function. All seems ok.	4hrs	4hrs
P2341	Isuzu 75/109 Crew Truck	Rego check done and repairs made to LH side taillight not operational. Remove/replace blown bulb. Checked function, all ok. Rego check complete.	1hr	2hrs

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Report of the Divisional Manager Engineering Services
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ITEM 3

WORKS PROGRESS REPORTS – PLANT

CONTINUED

Plant No	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
Plant Repairs				
P2342	Iveco Crew Truck	60,000km service done to machine. All checks seem ok. LH side park brake actuator broken. Actuator to be ordered and fitted.	Not in use	6hrs
P8	Cat 432F Backhoe	Remove replace x4 front tyres. x2 tyres repaired, x2 tyres replaced.	4hrs	6hrs
P59	Isuzu Small Tipper Truck	PTO control problem electric. General checks find no power to fuses for PTO operation. Limited information on circuit function for fuse box available. Tracserv contacted, they supplied some schematics. Not suitable to fix repair. May need to be sent to Tracserv for repairs in house. Repair still being investigated.	2days	2days
P2380	Isuzu PaveLine Truck	Power supply issues for XA2 1 controller blowing relays patching operation fails when relay fails. Tracing wiring issues and replace relay. All seems ok for now.	2days	2days

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Report of the Divisional Manager Engineering Services
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ITEM 3 WORKS PROGRESS REPORTS – PLANT

CONTINUED

Plant No	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
Plant Repairs				
P1041	Isuzu Rigid Water Truck	A/C function not working properly. Leak in high side fill valve found. Lack of gas creating operation malfunction> Remove/replace his side valve. Recover old gas. Vacuum down system & add 30ml of oil and re fill system with R134A gas. Tested operation. All seems ok now	Not in use	P1041
P50	Isuzu Tar Truck	HVIS check done, failed number plates not visible rear, remove number plates and had new ones issued, front windscreen cracked new windscreen ordered from Fuller Bros to be fit when windscreen arrives.	Not in use	2hrs
P2021	Kobelco SK250-8 Excavator	X2 new batteries fit to machine test charging and starting circuits all seem ok.	Not in use	1hr
P43	Mitsubishi Fighter	Centre bearing on driveshaft failed remove/replace centre bearing, isolator, and housing new parts had to come from China none in Australia test operation all seems ok now.	Not in use	8hrs
P2401	Lockyer Car Trailer	New 3.5tonne rated car trailer purchased to replace P54 trailer. Shire stickers and plant number put onto trailer. Request for registration form complete and number plates received to be fit to trailer. P54 to be retired and sold at auction.	Not in use	3hrs

ACRONYMS: WC Workshop Coordinator, TBD To be determined, DTC Diagnostic trouble code, DPD Diesel particulate diffuse, LH Left Hand, RH Right Hand, HVIS Heavy Vehicle Inspection Scheme.

WARREN SHIRE COUNCIL
Report of the Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday 27th August 2026

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 receives Development Applications for various projects from residents in the Warren Shire area seeking approval.

REPORT

There were no Development Applications approved in July 2026.

LEGAL IMPLICATIONS

Council is required under the Environmental Protection Authority (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 Section 101 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. For July 2026 there were no Development Applications Approved.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION/ ATTACHMENT

Nil.

RECOMMENDATION:

That the information be received and noted.

WARREN SHIRE COUNCIL
Report of the Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday 27th August 2026

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.

Town Planning	Budget	Expend/ Comm	Resp	Comment
LEP Review JC: 1300- 1-1	45,000	49,378	MHD/GM	Documentation with Parliamentary Counsel.
2024 Projects	Budget	Expend/ Comm	Resp	Comment
Council Building Renovations Fit Out (New Kitchen, Accessible Toilet) GL 3210-4100-0005 JC 3200-4100-0005	90,000	90,000	MHD/IPM	Contractor arranged. Contractor to give a firm date of starting works – it is envisioned that installation is to happen on weekends.
Warren Family Health Centre Internal Painting JC 3326-4320-0005	20,000	22,920	MHD/IPM	3 quotations sourced. Order issued, works to commence subject to agreement with Centre Management. Tentative work is scheduled for Christmas/New Year 2026/27 shutdown period. RFDS to do the lunchroom plastering at the same time.
Administration Centre Air-conditioning and External Blinds JC 3326-4320-0010	15,000	5,982	MHD/IPM	Blind installation complete. Airconditioning scope being investigated. An air-conditioning technician visited. A solution is expected to address the issue.
Warren War Memorial Swimming Pool Improvement Works JC 0100-0055-0000	48,000	46,974	MHD/IPM	500m ² area being repaired and painted by Council staff. Sanding and painting works are progressing; wet weather has delayed the program.

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ITEM 2 WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES
CONTINUED

2024 Projects	Budget	Expend/ Comm	Resp	Comment
				Scheduled to be completed in late August 2026.
Development and Implementation of Ewenmar Waste Depot Operations Plan JC:800-1-2210	15,000	3,000	MHD/ GM	Consultant engaged and given initial briefing. Further work on Operations Plan continuing.
2025 Projects	Budget	Expend/ Comm	Resp	Comment
Youth Support Services – Community and Family Support (CAFS) Program January – June 2026 JC: 1050-2-100	43,738	Nil	MHD/ GM	Arrangements in train to employ a Youth Support Officer (Part-Time) at the Warren Youth Centre and Community Hub. Interviews undertaken in August 2026.
2026 Projects	Budget	Expend/ Comm	Resp	Comment
Deacon Drive Houses Rectification Works	660,000	Nil	MHD/GM/ IPM	Scope of work development being undertaken, in the planning stage.
Council Dwellings Refurbishment program	25,000	Nil	MHD/ GM	Scope of work being undertaken.
Fortnightly Kerbside Recycling Collection Program – Warren, Nevertire and Collie	150,000	Nil	MHD/ GM	Media campaign has commenced.
Purchase, Supply and Delivery of 240 Litre Recycling Bins to Warren, Nevertire and Collie	70,000	66,962	MHD/ GM	Purchase order has been issued to JR Richards and Sons. Bins have arrived at the Works Depot.

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ITEM 2 WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES
CONTINUED

2026 Projects	Budget	Expend/ Comm	Resp	Comment
				Delivery to properties expected 11th September 2026.
NSW Office of Sport – Rugby World Cup Legacy Program. Total Co-contribution \$20,000 (\$15,000 Council and \$5,000 Warren Rugby Club)	51,018	Nil	WSCCM	Undertaking gas hot water upgrade. Work to be completed by end of September 2026.
Youth Support Services – Community and Family Support (CAFS) Program July 2026 – June 2027 JC: 1050-2-100	87,476	Nil	MHD/GM	Arrangements in train to employ a Youth Support Officer (Part-Time) at the Warren Youth Centre and Community Hub. Interviews undertaken in August 2026.
GRANT APPLICATIONS				
2026 Community Building Partnership (CBP) EOI (\$11,000.00) Co-contribution from Council)	22,000	Nil	WSCCM	Supply and install a permanent outdoor PA system at Carter Oval Youth Sports Precinct, including weather-rated speakers, wireless microphone mounts to support clear announcements at sporting events. Application submitted 27th April 2026. Awaiting outcome.

STAFF POSITION ACRONYMS

EXECUTIVE OFFICE	GM	General Manager
	IPM	Infrastructure Projects Manager
	PAO	Project Administration Officer
	MIO	Maintenance & Improvement Officer
	WHS/RC	Work Health & Safety/Risk Co-Ordinator
	EDVM	Economic Development and Visitation Manager
	EA	Executive Assistant to the Mayor and GM
FINANCE & ADMINISTRATION	DMFA	Divisional Manager Finance & Administration
	TREAS	Treasurer
	ACC	Accountant
	LIB	Librarian
ENGINEERING	DMES	Divisional Manager Engineering Services
	AOES	Administration Officer Engineering Services
	WC	Works Clerk
	AM	Assets Manager
	WC	Workshop Co-Ordinator
	RIM	Roads Infrastructure Manager
	RO	Roads Overseer
	ATOR	Assets Technical Officer Roads
	TSM	Town Services Manager
	Store	Storekeeper
	TSO	Town Services Overseer
	ATOS	Assets Technical Officer Services
HEALTH & DEVELOPMENT	MHD	Manager Health and Development Services
	AOHD	Administration Officer Health & Development
	WSCCM	Warren Sporting & Cultural Centre Manager (CM)