

# **ORDINARY MEETING**

# **MINUTES**

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**THURSDAY 27TH JULY 2023**

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# WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council  
held in the Council Community Room, 115 Dubbo Street Warren  
on Thursday 27th July 2023 commencing at 8:32 am

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## Present:

<b>COUNCILLORS</b>	MJ Quigley	Chair
	SJ Derrett	
	HJ Druce	
	RA Jackson	
	KW Taylor	
	AJ Brewer	
	RJ Higgins	
	GJ Whiteley	
	NR Kinsey	
<b>STAFF MEMBERS</b>	G Woodman	General Manager (GM)
	B Pascoe	Divisional Manager Finance & Administration (DMFA)
	S Otieno	Divisional Manager Engineering Services (DMES)
	M Stephens	Manager Health and Development Services (MHD)
	J Burtenshaw	Executive Assistant (EA)

## ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was made by the Mayor.

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## APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS

Apologies were tendered on behalf of Councillor Van Eldonk, Councillor McCloskey and Councillor Walker who were absent due to external commitments, and it was **MOVED** Taylor/Jackson that the apologies be accepted and a leave of absence for the members concerned be granted.

**Carried**  
**182.7.23**

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## CONFIRMATION OF MINUTES

**MOVED** Jackson/Druce that the Minutes of the Ordinary Meeting of Council held on Thursday, 22nd June 2023 be adopted as a true and correct record of that Meeting.

**Carried**  
**183.7.23**

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## DISCLOSURES OF INTERESTS

Councillor Derrett declared a pecuniary interest in regard to Reports to Committee Item 1 Airport Operations Committee Minutes and advised that she would vacate the meeting and take no part in the debate or voting on the matter. Councillor Derrett declared a non-pecuniary interest in regard to the Manager Health and Development Services Report Item 1 Development Approvals and advised that she would vacate the meeting and take no part in the debate or voting on the matter.

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**REPORTS OF COMMITTEES**

**CONTINUED**

At this point in the meeting the time being 8.51am, Councillor Derrett re-joined the meeting.

**Manex**

**(C14-3.4)**

**MOVED** Whiteley/Kinsey that the Minutes of the Manex Meeting held on Tuesday, 18th July 2023 be received and noted and the following recommendations be adopted:

**Item 4.1.7 Local Roads and Community Infrastructure (LRCI) Program Phase 4 – Initial Work Schedule**

DMFA – N  
DMES – A  
Chk Lst

That subject to final approval by The Department of Infrastructure, Transport, Regional Development, Communications and the Arts, the following Projects/Budgets in 2023/2024 be amended:

- (a) The Warren Airport Generator and Transfer Switch Project (\$31,700) be removed from the Local Roads & Community Infrastructure Program Phase 4 – Work Schedule (LRCI) as it does not comply with the Program Guidelines and that the project be funded by reallocation of the Infrastructure Reserve (Parks and Gardens) funding for the Saunders Park Picnic Shelter Replacement (\$25,200) and \$6,500 of the \$10,000 for the Nevertire Park Irrigation System with the balance of funds (\$3,500) returned to the Infrastructure Reserve (Parks and Gardens) Fund;
- (b) The Local Roads and Community Infrastructure Program Phase 4 – Work Schedule now include the Saunders Park Picnic Shelter Replacement (\$25,200) and the Nevertire Park Irrigation System with a revised budget of \$14,700, an increase of \$4,700;
- (c) The Local Roads and Community Infrastructure Program Phase 4 – Work Schedule for the Warren Library Irrigation System budget be revised to \$4,519, a reduction of \$8,190; and
- (d) The Local Roads and Community Infrastructure Program Phase 4 – Work Schedule for the Warren Cemetery Access Road Reseal budget be revised to \$8,798, a reduction of \$652 and Macquarie Park Roadway Bitumen Reseal budget be revised to \$12,937, an increase of \$652 with this adjustment being required to ensure the total amounts for Part A and Part B of the Grant balance.

**Item 4.5.5 Draft Work Health and Safety Policy 2023**

GM – A  
Chk Lst

That the new attached Draft Work Health and Safety Policy as amended that includes the undertaking of risk management processes for psychosocial hazards and psychosocial health to be in alignment with the Work Health and Safety Amendment Regulation 2022 be adopted by Council.

**Carried**  
**185.7.23**

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**DELEGATES REPORTS**

**Item 1 Meeting of the Warren Interagency Support Services (C3-9)**

**MOVED** Derrett/Taylor that the Minutes of the Warren Interagency Support Services Meeting held on Thursday, 8th June 2023 be received and noted.

**Carried**  
**186.7.23**

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## DELEGATES REPORTS

CONTINUED

**Item 2 Mining & Energy Related Councils (NSW) Inc. (C14-6.3)**

**MOVED** Whiteley/Derrett that the Draft Minutes of the Mining and Energy Related Councils (NSW) Inc. held on Friday, 9th June 2023 be received and noted.

**Carried  
187.7.23**

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## POLICY

**Item 1 Updated Corporate Credit Card Policy (P13-1, A1-9.1)**

**MOVED** Brewer/Jackson that:

- EA - N  
DMFA – A  
Chk Lst
1. The updated Corporate Credit Card Policy be received and approved by Council.
  2. The Council note and approve the updated value of Credit Card banking facility, as increased from \$20,000 to \$45,000 as a conjunct item with the Corporate Credit Card Policy.
  3. The Mayor and General Manager are authorised to sign under seal of Council for all related documentation for this matter, as required into the future.

**Carried  
188.7.23**

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## GENERAL MANAGER'S REPORTS

**Item 1 Outstanding Reports Checklist (C14-7.4)**

EA - N **MOVED** Whiteley/Jackson that the information be received and noted and that the items marked with an asterisk (\*) be deleted.

**Carried  
189.7.23**

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In recognition of Warren being a healthy town and to keep awareness of a healthy lifestyle, Council will be standing while dealing with Item 2 of the General Manager's report.

**Item 2 Committee/Delegates Meetings (C14-2)**

**MOVED** Jackson/Kinsey that the information be received and noted.

**Carried  
190.7.23**

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**Item 3 Works Progress Reports – Infrastructure Projects (C14-7.1, G4-1)**

**MOVED** Jackson/Kinsey that the information be received and noted.

**Carried  
191.7.23**

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**GENERAL MANAGER'S REPORTS**

**CONTINUED**

**Item 4 Expressions of Interest for the Vacant Community Member Position on the Warren Public Arts Committee (C14-3.29)**

GM – A  
Chk Lst

**MOVED** Jackson/Derrett that Council accept the Expressions of Interest nomination of Mrs Pauline Serdity as Community Member on the Warren Public Arts Committee at this time and thank Mr Bruce Lynch for his Expression of Interest nomination.

**Carried  
192.7.23**

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**DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS**

**Item 1 Reconciliation Certificate – June 2023 (B1-10.16)**

**MOVED** Druce/Jackson that the Statements of Bank and Investments Balances as at 30th June 2023 be received and noted.

**Carried  
193.7.23**

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**Item 2 Statement of Rates and Annual Charges (R1-4)**

**MOVED** Kinsey/Jackson that the information be received and noted.

**Carried  
194.7.23**

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**Item 3 Works Progress Reports – Finance & Administration Projects (C14-7.1, C9-1)**

**MOVED** Whiteley/Derrett that the information be received and noted.

**Carried  
195.7.23**

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**Item 4 Librarian's Operational Performance Report (L2-2)**

**MOVED** Jackson/Brewer that the information be received and noted.

**Carried  
196.7.23**

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**DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS**

**Item 1 Works Progress Reports - Roads (C14-7.2)**

**MOVED** Whiteley/Druce that the information be received and noted.

**Carried  
197.7.23**

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**DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS**

**CONTINUED**

**Item 2 Works Progress Reports – Town Services (C14-7.2)**

**MOVED** Whiteley/Jackson that the information be received and noted.

**Carried  
198.7.23**

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**Item 3 Works Progress Reports – Fleet/Workshop (C14-7.2)**

**MOVED** Derrett/Taylor that the information be received and noted.

**Carried  
199.7.23**

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**MANAGER HEALTH AND DEVELOPMENT SERVICES REPORTS**

At this point in the meeting, the time being 10.01 am Councillor Derrett left the meeting.

**Item 1 Development Application Approvals (D4-9)**

**MOVED** Druce/Brewer that the information be received and noted.

**Carried  
200.7.23**

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At this point in the meeting the time being 10.03 am, Councillor Derrett re-joined the meeting.

**Item 2 Works Progress Reports – Health and Development Services (C14-7.3)**

**MOVED** Kinsey/Druce that the information be received and noted.

**Carried  
201.7.23**

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**NOTICES OF MOTIONS/QUESTIONS WITH NOTICE**

Nil.

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**MATTERS OF URGENCY**

**Item 5 Airport Terminal (C13-81, G4-1.16)**

The General Manager advised that appropriate negotiations had been completed with BRD Design & Construction Pty Ltd in relation to pricing of the rescoped Contract (No. C13-81) for the Construction of new Warren Airport Terminal Building, Warren NSW. The General Manager requested permission of the Mayor to table a report for consideration of the Council on this matter being Item 5 Warren Airport Projects.

The Mayor declared this a matter of urgency due to the timing of the project. Otherwise consideration of the report would need to be undertaken at the August 2023 Council Meeting, further delaying the completion of this important project.

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**MATTERS OF URGENCY**

**CONTINUED**

**DISCLOSURES OF INTERESTS**

Councillor Derrett declared a pecuniary interest in regard to the Matters of Urgency, Item 5 of the General Manager's Reports and advised that she would vacate the meeting and take no part in the debate or voting on the matter.

At this point in the meeting, the time being 10.07 am Councillor Derrett left the meeting.

**GENERAL MANAGER'S REPORTS**

**Item 5 Warren Airport Projects (C13-81, G4-1.16)**

At this point in the meeting, the time being 10.12 am Councillor Taylor left the meeting.

At this point in the meeting the time being 10.14 am, Councillor Taylor re-joined the meeting.

**MOVED** Brewer/Kinsey that:

GM – A  
Chk Lst

1. Council receives and notes the information in the report for the proposed completion of Infrastructure Projects - *Warren Airport Terminal Building* (Contract No. C13-81) and *Stormwater and Drainage Work on Runway 03/21*".
2. Council provides an amount of \$550,340 from available internal restricted funds for infrastructure improvement and replacement to undertake all necessary work at the Warren Airport to complete the project to the required reduced scope.
3. Council accept the negotiated tender price submitted by BRD Design & Construction Pty Ltd in the recommended tender amount of \$486,000.00 (excluding GST), for the rescoped *Contract (No. C13-81) for the Construction of new Warren Airport Terminal Building, Warren NSW*.
4. Council authorise to affix the Seal of Council to the *rescoped Contract (No. C13-81) for the Construction of New Warren Airport Terminal Building, Warren NSW*.

**Carried  
202.7.23**

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At this point in the meeting the time being 10.20 am, Councillor Derrett re-joined the meeting.

**CONFIDENTIAL MATTERS**

**MOVED** Taylor/Brewer that the Council proceed into the Committee of the Whole Closed Council, the time being 10.21 am to consider matters in accordance with Section 10A(2)(d)(ii) of the Local Government Act.

**Carried  
203.7.23**

**MOVED** Taylor/Brewer that the press and the public be excluded from the Committee of the Whole Closed Council in accordance with Section 10A(2)(d)(ii) of the Local Government Act.

**Carried  
204.7.23**

Council resumed in Open Council at 10.45 am.



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CONFIDENTIAL MATTERS

CONTINUED

**REPORT OF THE DIVISIONAL MANAGER FINANCE & ADMINISTRATION**

**Item 1 Council Banking Facility (B1-5)**

**Moved** Whiteley/Jackson that:

DMFA – A  
Chk Lst

1. The information provided be considered in determining if Council elect to make use of Commonwealth Bank of Australia for all future banking facility requirements, products, or services as is needed across the business functions of Council.
2. Discretionary ability is granted to the Mayor, General Manager and Divisional Manager Finance & Administration for final decision as to whether Commonwealth Bank of Australia banking facilities will be engaged and utilised to service the business functions of Council into the future.
3. The discretionary ability granted to the Mayor, General Manager and Divisional Manager Finance & Administration will be decided upon with reference to estimated cost of service and efficiency gained to service the business functions of Council into the future.
4. That the Mayor and General Manager are authorised to sign under seal of Council for all related documentation for this matter, as required into the future.

**Carried  
205.7.23**

There being no further business the meeting closed at 10.47 am.

THESE MINUTES WILL BE CONFIRMED AT THE ORDINARY MEETING OF COUNCIL  
HELD ON THURSDAY, 24TH AUGUST 2023 AS BEING  
A TRUE AND CORRECT RECORD.

MINUTE NO. .8.23

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**GENERAL MANAGER**

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**MAYOR**