

# **ORDINARY MEETING**

# **MINUTES**

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**THURSDAY 25TH JANUARY 2024**

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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 25th January 2024 commencing at 8:37 am

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## Present:

<b>COUNCILLORS</b>	MJ Quigley	Chair
	HJ Druce	
	GJ Whiteley	
	AJ Brewer	
	KW Taylor	
	NR Kinsey	
	SJ Derrett	
	J Van Eldonk	
<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 Jackson, Councillor McCloskey and Councillor Walker who were absent due to external commitments, and it was **MOVED** Taylor/Druce that the apologies be accepted and a leave of absence for the members concerned be granted.

**Carried**  
**1.1.24**

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Council observed a minute's silence for the Late Councillor Ronald Higgins who served as a Councillor on Warren Shire Council from September 2016 to January 2024, a period of 8 years and also as a well respected member of staff from 1987 to 2013, over 25 years of service.

Council would like to express their sincere condolences to his wife Helen and their children, Christopher, Anthony and Rebecca and their families.

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## CONFIRMATION OF MINUTES

**MOVED** Whiteley/Druce that the Minutes of the Ordinary Meeting of Council held on Thursday, 7th December 2023 be adopted as a true and correct record of that Meeting.

**Carried**  
**2.1.24**

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## DISCLOSURES OF INTERESTS

Nil.

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## MAYORAL MINUTE(S)

Nil.

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## REPORTS OF COMMITTEES

**Manex** (C14-3.4)

**MOVED** Brewer/Taylor that the Minutes of the Manex Meeting held on Monday, 16th January 2024 be received and noted.

**Carried**  
**3.1.24**

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## DELEGATES REPORTS

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

**MOVED** Derrett/Taylor that the Minutes of the Warren Interagency Support Services Meeting held on Thursday, 30th November 2023 be received and noted.

**Carried**  
**4.1.24**

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

**MOVED** Druce/Derrett that the Draft Minutes of the Mining & Energy Related Councils (NSW) Inc. Annual General Meeting held on Friday, 8th December 2023 be received and noted.

**Carried**  
**5.1.24**

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**Item 3 Mining & Energy Related Councils (NSW) Inc. Ordinary Meeting** (C14-6.3)

**MOVED** Druce/Derrett that the Draft Minutes of the Mining & Energy Related Councils (NSW) Inc. Ordinary Meeting held on Friday, 8th December 2023 be received and noted.

**Carried**  
**6.1.24**

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## DELEGATES REPORTS

CONTINUED

**Item 4 Alliance of Western Councils (C14-6.5)**

**MOVED** Quigley/Derrett that the Draft Minutes of the Alliance of Western Councils Board Meeting held on Friday, 8th September 2023 be received and noted.

**Carried  
7.1.24**

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**Item 5 Castlereagh Macquarie County Council (C15-1)**

**MOVED** Kinsey/Whiteley that the Draft Minutes of the Castlereagh Macquarie County Council Meeting held on Monday, 4th December 2023 be received and noted.

**Carried  
8.1.24**

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## POLICY

**Item 1 Investment Policy – Review January 2024 (P13-1, I3-1.15)**

**MOVED** Whiteley/Kinsey that Council approve the reviewed Investment Policy with minor alteration as listed in the report detail, as required in order to comply with regulatory or other requirements impacting the Policy in use or application.

**Carried  
9.1.24**

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## GENERAL MANAGER'S REPORTS

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

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

**Carried  
10.1.24**

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

**Carried  
11.1.24**

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**GENERAL MANAGER'S REPORTS**

**CONTINUED**

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

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

**Carried  
12.1.24**

**Item 4 Disclosures of Interest – Councillors and Designated Persons (A7-9)**

EA - N **MOVED** Taylor/Druce that the tabled Disclosure of Interest Return for Councillors and Designated Persons be received and noted.

**Carried  
13.1.24**

**Item 5 September 2024 Council Meeting Date Cancellation and Holding of an Extra-Ordinary October 2024 Council Meeting (C14-2)**

**MOVED** Whiteley/Druce that:

GM – A  
Chk Lst

1. Council not hold the September 2024 Ordinary Meeting and have an Extra-Ordinary Meeting on Thursday, 10th October 2024 due to the timing of the NSW Local Government Election results being released; and
2. Approval be given for the General Manager's Delegations to be extended until at least the required reporting in October 2024.

**Carried  
14.1.24**

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

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

**MOVED** Whiteley/Druce that the Statements of Bank and Investments Balances as at 31st December 2024 be received and noted.

**Carried  
15.1.24**

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

**MOVED** Brewer/Kinsey that the Statement of Rates and Annual Charges information for 10th January 2024 be received and noted.

**Carried  
16.1.24**

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## DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS

CONTINUED

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

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

Carried  
17.1.24

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### Item 4 2024/2025 Operational Plan & Estimates Timetable (A1-5.42)

**MOVED** Kinsey/Derrett that:

1. The information be received and noted;
2. Council endorse the 2024/2025 Operational Plan & Estimates timeline; and
3. A Councillor workshop be held on Wednesday 17th April 2024 at 4.00 pm to go through the Draft 2024/2025 Operational Plan & Estimates prior to the final Draft being recommended for public exhibition at the April 2024 Council Meeting.

DMFA – A  
Chk Lst

Carried  
18.1.24

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### Item 5 December 2023 Quarterly Budget Review (A1-4.42)

DMFA – N **MOVED** Druce/Derrett that amendments to the itemised budgets as listed in the December 2023 Budget Review be authorised.

Carried  
19.1.24

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## DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS

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

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

Carried  
20.1.24

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

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

Carried  
21.1.24

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

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

Carried  
22.1.24

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## DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS

CONTINUED

Item 4 Fish Release 2023/2024 (F7-1)

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

Carried  
23.1.24

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## MANAGER HEALTH AND DEVELOPMENT SERVICES REPORTS

Item 1 Development Application Approvals (B4-9)

MOVED Brewer/Taylor that the information be received and noted.

Carried  
24.1.24

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

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

Carried  
25.1.24

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## NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil.

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## MATTERS OF URGENCY

Item 1 General Manager – Actions on the Passing of Councillor Ronald Higgins (C14-2)

MOVED Brewer/Kinsey that:

1. Council formally acknowledge the work and commitment to Warren Shire Council of Councillor Ronald Higgins, both as a Councillor since 2016 and as a staff member beforehand, and that this has been recognised by his peers, fellow Council staff and the community of Warren Shire at this time;
2. Council make application to the Minister for Local Government under Section 294 (2)(a) Local Government Act 1993, requesting that an order be made to not fill the vacancy created by the passing of Councillor Ronald Higgins; and
3. Council provide advice to the Minister stating that:
  - Council will retain (11) Councillors;
  - That a quorum of Council and its Committees can be maintained based on the remaining Councillors;
  - That due to the next general election being less than 18 months away, that the cost of hosting a by-election will place an increased burden on the ratepayers and Council resources; and
  - That Council has been operational over the past 10 week period when Councillor Higgins has been granted leave and other Councillors have been on occasional leave.

Carried  
26.1.24

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GM – A  
Chk Lst

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**MORNING TEA**

At this point in the meeting, the time being 10.18 am, Council adjourned for Morning Tea.

**RESUMPTION**

The meeting resumed at 10.43 am.

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**CONFIDENTIAL MATTERS**

**MOVED** Brewer/Taylor that the Council proceed into the Committee of the Whole Closed Council, the time being 10.44 am to consider matters in accordance with Section 10A(2)(d)(i) of the Local Government Act.

**Carried**  
**27.1.24**

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

**Carried**  
**28.1.24**

Council resumed in Open Council at 11.21 pm.

**REPORT OF THE GENERAL MANAGER**

**Item 1            Upgrading of the Swimming Pool Amenities and Facilities            (C13-82, G4-1.72)**

GM – A  
Chk Lst

**MOVED** Whiteley/Kinsey that:

1. Council receives and notes the information in this report for the proposed completion of Infrastructure Projects - *Upgrading of the Swimming Pool Amenities and Facilities*.
2. In accordance with the provisions of Clause 178 (1) (a) of Local Government (General) Regulation 2021 under the Local Government Act 1993, the amended tender submitted by Precinct Commercial Pty Ltd, in the Recommended Tender Amount for the rescoped works with air conditioning to be included of **\$1,089,888.58** (excluding GST), be accepted for Contract No. C13-82 for the *Upgrading of the Swimming Pool Amenities and Facilities, Warren NSW*.
3. Council authorises to affix the Seal of Council to Contract No. (C13-82) for the *Upgrading of the Swimming Pool Amenities and Facilities, Warren NSW*.
4. Council provides an amount of \$336,699.72 from available internal restricted funds for *Infrastructure Improvement and Replacement Fund* to cover the funding gap to undertake all necessary work at the Warren Swimming Pool Complex to complete the amended project scope.
5. Final rescoped Design and Specification and Works program be presented to Sporting Facilities Committee for concurrence prior to its implementation.

**Carried**  
**29.1.24**

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There being no further business the meeting closed at 11.25 pm.

**THESE MINUTES WILL BE CONFIRMED AT THE ORDINARY MEETING OF COUNCIL  
HELD ON THURSDAY, 22ND FEBRUARY 2024 AS BEING  
A TRUE AND CORRECT RECORD.**

**MINUTE NO.      .2.24**

.....  
**GENERAL MANAGER**

.....  
**MAYOR**