

# **ORDINARY MEETING**

# **MINUTES**

---

**WEDNESDAY 24TH APRIL 2024**

---

# WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council  
held in the Council Community Room, 115 Dubbo Street Warren  
on Wednesday 24th April 2024 commencing at 8:38 am

---

## Present:

<b>COUNCILLORS</b>	MJ Quigley	Chair
	HJ Druce	
	NR Kinsey	
	SJ Derrett	
	RA Jackson	
	KW Taylor	
	KL Walker	
	AJ Brewer	
<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.

---

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

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

**Carried**  
**81.4.24**

---

## CONFIRMATION OF MINUTES

**MOVED** Brewer/Druce that the Minutes of the Ordinary Meeting of Council held on Thursday, 28th March 2024 be adopted as a true and correct record of that Meeting.

**Carried**  
**82.4.24**

---

## DISCLOSURES OF INTERESTS

Nil.

# WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council  
held in the Council Community Room, 115 Dubbo Street Warren  
on Wednesday 24th April 2024 commencing at 8:38 am

---

## MAYORAL MINUTE(S)

Nil.

---

## REPORTS OF COMMITTEES

### Ewenmar Waste Depot Committee

**MOVED** Druce/Walker that the Minutes of the Ewenmar Waste Depot Committee Meeting held on Monday, 8th April 2024 be received and noted and the following recommendations be adopted:

#### Item 5.2 Recycling Options (G2-5.4)

MHD – A  
Chk Lst

2. The results of the survey be communicated to the Warren Shire Community;
3. Kerbside recycling services be placed on hold;
4. 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; and
5. Council re-assesses the community's satisfaction with recycling services in 2 years time.

#### Item 5.3 Rural Access Charge Survey Results (G2-5.4)

DMFA – A  
Chk Lst

2. The Rural Access Charge be levied upon the rural assessments at \$10/rural farmland assessment annually within the draft 2024/2025 Operational Plan and Estimates for the commencement after 1st July, 2024.

**Carried**  
**83.4.24**

---

### Manex (C14-3.4)

**MOVED** Druce/Walker that the Minutes of the Manex Meeting held on Tuesday, 16th April 2024 be received and noted.

**Carried**  
**84.4.24**

---

## DELEGATES REPORTS

### Item 1 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, 15th March 2024 be received and noted.

**Carried**  
**85.4.24**

---

# WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council  
held in the Council Community Room, 115 Dubbo Street Warren  
on Wednesday 24th April 2024 commencing at 8:38 am

---

## POLICY

### Item 1 Fraud and Corruption Policy and Framework (P13-1, A1-3)

**MOVED** Derrett/Kinsey that:

GM – A  
Chk Lst

1. The information be received and noted;
2. The Draft Fraud and Corruption Policy and Fraud and Corruption Framework 2024 be placed on public exhibition for a minimum of 28 days; and
3. Subject to no adverse submissions being received, the Draft Fraud and Corruption Policy and Fraud and Corruption Framework 2024 as amended be adopted.

**Carried**  
**86.4.24**

---

### Item 2 Warren Shire Council Customer Service Ethos Policy (S12-10, P13-1)

GM – A  
Chk Lst

**MOVED** Taylor/Derrett that the Draft Customer Service Ethos Policy be redeveloped to solely consider Ethos and a separate Policy be developed to cover Customer Service.

**Carried**  
**87.4.24**

---

## GENERAL MANAGER'S REPORTS

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

EA - N

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

**Carried**  
**88.4.24**

---

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

At this point in the meeting the time being 9.38 am, Councillor Brewer left the meeting room.

At this point in the meeting the time being 9.40am, Councillor Brewer returned to the meeting room.

**Carried**  
**89.4.24**

---

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

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

**Carried**  
**90.4.24**

---

**WARREN SHIRE COUNCIL**  
Minutes of the Ordinary Meeting of Council  
held in the Council Community Room, 115 Dubbo Street Warren  
on Wednesday 24th April 2024 commencing at 8:38 am

---

**GENERAL MANAGER'S REPORTS**

**CONTINUED**

**Item 4 Internal Audit and Risk Management Framework (A1-3.1)**

**MOVED** Jackson/Walker that:

GM – A  
Chk Lst

1. The information be received and noted; and
2. The Warren Shire Council Internal Audit and Risk Management Committee be replaced by the Warren Shire Council Audit, Risk and Improvement Committee (ARIC) that consists of an Independent Chairperson, two (2) Independent Members and a Non-Voting Councillor Member;
3. Councillor Sarah Derrett be appointed as the Non-Voting Councillor Member of the Warren Shire Council Audit, Risk and Improvement Committee (ARIC) to the end of term of the current Council and an appropriate Councillor be appointed in October, 2024 and in the event that a Councillor is not available, that the Deputy Mayor be appointed as the Non-Voting Councillor Member at that time for the new term of Council;
4. Council adopt the Warren Shire Council Audit, Risk and Improvement Committee (ARIC) Terms of Reference as amended and attached to this Report;
5. Council adopt the Internal Audit Charter for Warren Shire Council as amended and attached to this Report;
6. Council note that there will be further reporting on the appointment of an Independent Chairperson and the two (2) Independent Members of the Warren Shire Council Audit, Risk and Improvement Committee (ARIC);
7. Council note that the Risk Management Function will be managed by the Senior Management Team in conjunction with the Work Health and Safety/Risk Co-ordinator; and
8. Council note that the Divisional Manager Finance and Administration will be the appointed Internal Audit Co-ordinator.

**Carried**  
**91.4.24**

---

**Item 5 Draft 2024/2025 Operational Plan (A4-4.1/1)**

GM – A  
Chk Lst

**MOVED** Kinsey/Derrett that Council advertise the Draft 2024/2025 Operational Plan in conjunction with the Draft 2024/2025 Estimates inviting written public submissions and comments up until 4.00 pm Thursday 30th May, 2024.

**Carried**  
**92.4.24**

---

**Item 6 Rural Fire Service (RFS) Warren Central Brigade Shed Development and Land Use Report (B7-12)**

GM – A  
Chk Lst

**MOVED** Brewer/Druce that Council withdraw the Wilson Street land for use by the Rural Fire Service (RFS) for the building of the RFS Warren Central Brigade facility due to there being alternative lands and buildings available and that the General Manager arrange a process with the RFS of identifying those lands and buildings for the consideration of purchasing for the new RFS Warren Central Brigade facility.

**Carried**  
**93.4.24**

---

**WARREN SHIRE COUNCIL**  
Minutes of the Ordinary Meeting of Council  
held in the Council Community Room, 115 Dubbo Street Warren  
on Wednesday 24th April 2024 commencing at 8:38 am

---

**GENERAL MANAGER'S REPORTS**

**CONTINUED**

**Item 7            Disclosures of Interest – Councillors and Designated Persons            (A7-9)**

**MOVED** Taylor/Jackson that the tabled Disclosures of Interest Returns for Councillors and Designated Persons be received and noted.

**Carried  
94.4.24**

---

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

**Item 1            Reconciliation Certificate – March 2024            (B1-10.16)**

**MOVED** Jackson/Walker that the Statements of Bank and Investments Balances as at 31st March 2024 be received and noted.

**Carried  
95.4.24**

---

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

**MOVED** Brewer/Druce that the Statement of Rates and Annual Charges information as at 15th April 2024 be received and noted.

**Carried  
96.4.24**

---

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

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

**Carried  
97.4.24**

---

**Item 4            2024/2025 Draft Estimates            (E4-44)**

DMFA – A  
Chk Lst

**MOVED** Kinsey/Taylor that Council advertise the Draft 2024/2025 Estimates inviting written public submissions and comment up until 4.00 pm on Thursday 30th May 2024.

**Carried  
98.4.24**

---

**Item 5            Warren Shire Librarian's Operations Report            (L2-2)**

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

**Carried  
99.4.24**

---

# WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council  
held in the Council Community Room, 115 Dubbo Street Warren  
on Wednesday 24th April 2024 commencing at 8:38 am

---

## DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS

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

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

**Carried  
100.4.24**

---

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

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

**Carried  
101.4.24**

---

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

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

**Carried  
102.4.24**

---

## MANAGER HEALTH AND DEVELOPMENT SERVICES REPORTS

**Item 1 Development Application Approvals (B4-9)**

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

**Carried  
103.4.24**

---

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

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

**Carried  
104.4.24**

---

**ITEM 3 DEVELOPMENT APPLICATION – RURAL FIRE SERVICES WARREN CENTRAL  
BRIGADE FACILITY AND SUBDIVISION, LOTS 1 AND 2 DP853548 WILSON STREET  
WARREN (P16-23.21)**

MHD – A  
Chk Lst

**MOVED** Brewer/Jackson that Council does not consider the Development Application for the RFS Warren Central Brigade facility as the land has been withdrawn for this use by the owner.

# WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council  
held in the Council Community Room, 115 Dubbo Street Warren  
on Wednesday 24th April 2024 commencing at 8:38 am

---

## DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS

CONTINUED

### ITEM 3 DEVELOPMENT APPLICATION – RURAL FIRE SERVICES WARREN CENTRAL BRIGADE FACILITY AND SUBDIVISION, LOTS 1 AND 2 DP853548 WILSON STREET WARREN CONTINUED

Under the provisions of the Local Government Act 1993 as amended Section 375A(3) a division was called.

FOR	AGAINST
Councillor Quigley	
Councillor Druce	
Councillor Kinsey	
Councillor Derrett	
Councillor Jackson	
Councillor Taylor	
Councillor Walker	
Councillor Brewer	

Carried  
105.4.24

---

## NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil.

---

## MATTERS OF URGENCY

Nil.

---

## MORNING TEA

At this point in the meeting, the time being 10.39am, Council adjourned for Morning Tea.

## RESUMPTION

The meeting resumed at 11.07 am.

---

## CONFIDENTIAL MATTERS

**MOVED** Taylor/Druce that the Council proceed into the Committee of the Whole Closed Council, the time being 11.07 am to consider matters in accordance with Section 10A(2)(d)(i) of the Local Government Act.

Carried  
106.4.24

---

# WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council  
held in the Council Community Room, 115 Dubbo Street Warren  
on Wednesday 24th April 2024 commencing at 8:38 am

---

## CONFIDENTIAL MATTERS

CONTINUED

**MOVED** Taylor/Druce 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**  
**107.4.24**

Council resumed in Open Council at 11.27 am.

## REPORT OF THE DIVISIONAL MANAGER ENGINEERING SERVICES

### Item 1 RFT C13-87 Provision of Casual Plant Hire and Minor Works (C13-87)

**MOVED** Brewer/Jackson that:

DMES – A  
Chk Lst

1. Council, in accordance with the *Local Government (General) Regulation 2021*, formally agree to accept the analysis of the tender evaluation, for the Contract C13-87 Provision of Casual Plant Hire and Minor Works; and
2. The Council accepts the tenders as a panel contract, from the thirty-six (36) tenderers listed on the **Evaluation Results** section and **Attachments** of this report for RFT C13-87 Provision of Casual Plant Hire and Minor Works for a period of one year ending April 30, 2025.

**Carried**  
**108.4.24**

---

### Item 2 RFT C13-89 Replacement of Flood Gates on the Warren Town Flood Levee (C13-89)

**MOVED** Brewer/Jackson that:

DMES – A  
Chk Lst

1. Council, in accordance with the *Local Government (General) Regulation 2021*, formally agree to accept the analysis of the tender evaluation, for the Contract C13-89, Replacement of Flood Gates on the Warren Town Flood Levee; and
2. Subject to a favourable Financial Assessment carried out by Corporate Scorecard, Council accepts the tender from Precision Civil Infrastructure for the value of \$868,888.16 Inclusive of GST for RFT C13-89 Replacement of Flood Gates on the Warren Town Flood Levee.

**Carried**  
**109.4.24**

---

### Item 3 RFT C13-90 Supply and Installation of Rubber Wet Pour Surfacing (C13-90)

**MOVED** Brewer/Jackson that:

DMES – A  
Chk Lst

1. Council, in accordance with the *Local Government (General) Regulation 2021*, formally agree to accept the analysis of the tender evaluation, for the Contract C13-90, Supply and Installation of Rubber Wet Pour Surfacing; and
2. Subject to a favourable Financial Assessment carried out by Corporate Scorecard, Council accepts the Option 1 tender from Play Park for the value of \$269,493.15 Inclusive of GST for RFT C13-90 Supply and Installation of Rubber Wet Pour Surfacing.

**Carried**  
**110.4.24**

**WARREN SHIRE COUNCIL**  
Minutes of the Ordinary Meeting of Council  
held in the Council Community Room, 115 Dubbo Street Warren  
on Wednesday 24th April 2024 commencing at 8:38 am

---

There being no further business the meeting closed at 11.30 am.

**THESE MINUTES WILL BE CONFIRMED AT THE ORDINARY MEETING OF COUNCIL  
HELD ON THURSDAY, 23RD MAY 2024 AS BEING  
A TRUE AND CORRECT RECORD.**

**MINUTE No.      .5.24**

.....  
**GENERAL MANAGER**

.....  
**MAYOR**