



ORDINARY MEETING

MINUTES

WEDNESDAY 17TH APRIL 2019

WARREN SHIRE COUNCIL
Minutes of the Ordinary Meeting of Council
held in Council Chambers, 115 Dubbo Street Warren
on Wednesday 17th April 2019 commencing at 8:35 am

Present:

COUNCILLORS	MJ Quigley	Chair
	KR Irving	
	MJ Beach	
	BD Williamson	
	SJ Derrett	
	KL Walker	
	P Serdity	
 STAFF MEMBERS	 G Wilcox	 General Manager (GM)
	J Murray	Acting Divisional Manager Finance and Administration (DMFA)
	R Lawford	Divisional Manager Engineering Services (DMES)

APOLOGIES

An apology was tendered on behalf of Councillor Wilson OAM, Councillor Brewer, Councillor Druce, Councillor Taylor and Councillor Higgins who were absent due to external commitments, and it was **MOVED** Serdity/Walker that the apologies be accepted and a leave of absence for the members concerned be granted.

Carried
77.4.19

CONFIRMATION OF MINUTES

MOVED Derrett/Walker that the Minutes of the Ordinary Meeting of Council held on Thursday, 28th March 2019 be adopted as a true and correct record of that Meeting.

Carried
78.4.19

DELEGATES AND COMMITTEES

Plant Committee **(C14-3.8)**

MOVED Beach/Derrett that the Minutes of the Plant Committee held on Friday 22nd March 2019 be received and noted and the following recommendation be adopted:

Item 6 **Short & Long-Term Plant Replacement Programs** **(C14-3.8)**

That, the following recommendations and actions are implemented as contained in the table of the Short and Long term Replacement Program.

WARREN SHIRE COUNCIL
Minutes of the Ordinary Meeting of Council
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DELEGATES AND COMMITTEES

Plant Committee

Continued

- **Recommendation 1,2 & 3** remain the same as previously discussed at the July Committee meeting and;
- **Recommendation 4** be adopted and;
- **Recommendations 5 & 6** be received and noted but no decision be made at this time until the grant for said Transfer Station is received and;
- **Recommendations 7 to 12** be adopted but that us be noted in the Recommendations that went to the Committee that in Recommendations 11 the priority numbers be amended to 32 & 33 and in Recommendation 12 the Priority numbers be amended to 34, 35 & 36 in accordance with Attachment 01.

**Carried
79.4.19**

Ewenmar Waste Depot Sunset Committee

(C14-3.23)

MOVED Serdity/Walker that the Minutes of the Ewenmar Waste Depot Sunset Committee held on Monday, 1st April 2019 be received and noted and the following recommendation adopted:

Item 5.1 Strategic Review – Manning the Ewenmar Waste Facility (C14-3.23)
That Council implement the following advertising prior to the phasing in of the new restricted opening hours;

1. Signs to be erected
 - a) Road side edges
 - b) Electronic Notice board
2. Letter drop;
3. Council's website and social media
4. Article to be placed in local newspaper
5. That Council phase in restricted opening hours as follows;
 - 3rd June 2019 – Closed Mondays
 - 19th June 2019 – Closed Wednesdays
 - 5th July 2019 – Closed Fridays
 - 5th July – Full restricted opening hours
 - Sunday; 9am – 5pm
 - Monday; Closed
 - Tuesday; 1pm – 5pm
 - Wednesday; Closed
 - Thursday 1pm – 5pm
 - Friday; Closed
 - Saturday; 9am – 5pm

**Carried
80.4.19**

WARREN SHIRE COUNCIL
Minutes of the Ordinary Meeting of Council
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DELEGATES AND COMMITTEES

CONTINUED

Internal Audit Committee

(A1-3)

MOVED Williamson/Derrett that the Minutes of the Meeting of the Internal Audit Committee held on Wednesday, 3rd April 2019 be received and noted and the following recommendation be adopted:

Item 2.1 Inventory Management Dated March 2019

1. Warren Shire Council should also consider the utility of nominating officers to receive goods during Depot opening hours when the Storekeeper is not on site. Delivery people should be advised of this new requirement if implemented.
2. A number of sign posts have been placed in a pile in the yard (near the side fence) for a work crew to utilise. I am advised that these have never been signed out. The sign posts should be accounted for by way of assignment by job number to the relevant work crew or placed back in the Store.
3. It is my view that the security appears to be quite inadequate for the Store, Workshop and Depot. Management should review the security issues as a matter of some urgency and Warren Shire Council should ensure resources are made available to improve its security arrangements.
4. Formal processes/controls for the Store relating to inventory management should be designed and implemented by Warren Shire Council as soon as is practicable.
5. Warren Shire Council should consider the utility and practicality of having another officer enter the details on the Register independent of the officer ordering the purchase and physically receiving the goods. As an alternative, I recommend regular random spot checks (of goods ordered by the Store) are undertaken by Warren Shire Council management. These checks should include a review of the reasonableness of the purchases/goods types in question.
6. Warren Shire Council should ensure that a suitable manager or supervisor receives proper delegated authority to approve such disposals and the method to be utilised. This process should also be formalised by amending the Policy and adding this to the proposed formalised procedures.
7. I would suggest that when formal processes are designed and implemented that training in the processes is undertaken by the Storekeeper and any other staff that may relieve that position from time to time.
8. Warren Shire Council should conduct a detailed stocktake of its Depot, the Warren Shire Council Workshop area and the roadside gravel piles (see above). As part of this stocktake process, a determination needs to be made as to whether some items will ever be used for future works, and if not, a decision needs to be made to appropriately dispose of the items in question.

Item 2.2 IT Management Review Dated March 2019

1. I would suggest that access is tested to confirm the security.
2. I would suggest that a suitably qualified IT contractor is engaged to test the security levels and capabilities of the current IT system.

WARREN SHIRE COUNCIL
Minutes of the Ordinary Meeting of Council
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DELEGATES AND COMMITTEES

CONTINUED

Internal Audit Committee

Continued

Item 2.2 It Management Review Dated March 2019

3. I suggest that the General Manager reviews the current regime and looks to appoint an IT officer or modifies the Position Description of a current officer to encompass IT management within Warren Shire Council.
4. Further, not only has security processes never been independently tested, the actual functionality and efficiency of the current system has not been tested by an independent. I suggest this is undertaken at the same time as the security testing.

**Carried
81.4.19**

GENERAL MANAGER'S REPORTS

Item 1 Outstanding Reports Checklist

(C14-7.4)

MOVED Serdity/Walker that the information be received and noted and that the items marked with an asterisk in Item 1 be deleted.

**Carried
82.4.19**

Item 2 Committee/Delegates Meetings

(C14-2)

MOVED Serdity/Derrett that the information be received and noted and that the items marked with an asterisk in Item 1 be deleted.

**Carried
83.4.19**

Item 3 Councillor Resignation

(C14-2)

MOVED Derrett/Walker that:

GM A
Chk Lst

1. Councillor Rex Wilson OAM be formally congratulated for his time in office at Warren Shire Council and that Council request Mr Wilson and his family to attend a future Council meeting to allow Councillors to express their gratitude and well wishes;
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 resignation of Councillor Wilson OAM, and
3. Council provide advice to the Minister stating that;
 - Council will retain eleven (11) Councillors,
 - That a quorum of Council and its committees can be maintained based on the remaining Councillors,

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GENERAL MANAGER'S REPORTS

CONTINUED

Item 3 Councillor Resignation **Continued**

- That due to the next general election being less than 18 months from the date of the resignation, that the cost of hosting a by election will place an increased burden on the rate payers and Council resources, and
- That the Council has been operational over the past four-month period when Councillor Wilson OAM has been on granted leave and other councillors have been on occasional leave.

**Carried
84.4.19**

Item 4 Tender – Administration Building **(S1-1.15/1)**

GM A
Chk Lst

MOVED Serdity/Williamson information be received and noted and the following recommendation be adopted:

That Council does not accept the Tender from Brownrite Building Group P/L.

**Carried
85.4.19**

DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS

Item 1 Reconciliation Certificate – March 2019 **(B1-10.16)**

MOVED Williamson/Derrett that the Statements of Bank Balances and Investments as at 31st March 2019 be received and noted.

**Carried
86.4.19**

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

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

**Carried
87.4.19**

Item 3 Request to Support CWA of NSW Far Western Group Public Speaking Committee **(D8-1)**

MOVED Walker/Serdity that the information be received and noted, and the following be added:

- Add to the donation list annually in Operation Plan during the term of Council.

**Carried
88.4.19**
