

ORDINARY MEETING

MINUTES

THURSDAY 22ND AUGUST 2024

WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council
held in the Council Community Room, 115 Dubbo Street Warren
on Thursday 22nd August 2024 commencing at 8:34 am

Present:

COUNCILLORS	MJ Quigley	Chair
	J Van Eldonk	
	SJ Derrett	
	NR Kinsey	
	KW Taylor	
	DJ McCloskey	
	G Whiteley	
	RA Jackson	
	AJ Brewer	
	HJ Druce	
STAFF MEMBERS	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

An apology was tendered on behalf of Councillor Walker who was absent due to external commitments, and it was **MOVED** Jackson/Kinsey that the apology be accepted and a leave of absence for the member concerned be granted.

Carried
201.8.24

The Member for Barwon, Mr Roy Butler MP addressed Council.

At this point in the meeting, the time being 9.06 am, the Mayor adjourned the Meeting to allow for the following Openings by the Member for Barwon, Mr Roy Butler MP and Mayor Quigley:

- Warren Airport Opening;
- Warren Showground/Racecourse Complex (various facilities opening);
- Ewenmar Waste Depot Transfer Station Opening; and
- Warren Water Supply Augmentation at Bore Flat Opening.

The Meeting resumed at 11.20 am.

Councillor Whiteley formally thanked Council staff for how the town was presented today, neat, tidy and well maintained.

WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council
held in the Council Community Room, 115 Dubbo Street Warren
on Thursday 22nd August 2024 commencing at 8:34 am

MAYORAL MINUTE(S)

CONTINUED

Councillor Walker, thank you for your work during your two (2) terms as a Councillor, again on a number of Committees but particularly in the Interagency space, in Health and in relation to the Ewenmar Waste Depot Committee.

Councillor Taylor, twenty five years of service. I commend you on your leadership of the Airport Committee, the Town Improvement and Promotions Committee, the Traffic Committee, the Australia Day Committee and the Liquor Accord. I have personally valued your input into the Sporting Facilities Committee. Beyond that, as a very public face of Council because of your visibility in business, thank you for referring so many small problems or queries on to Council staff quickly, meaning that residents concerns and problems could be dealt with minimal delay.

Finally, I pay tribute to our late colleague Councillor Ron Higgins, for his advocacy in seeking the construction of a skate park and in his position as Chairman of the Water and Sewerage Committee.

Thank you to our staff, led by our General Manager, Gary Woodman, our Divisional Manager of Engineering Services, Sylvester Otieno, our Divisional Manager of Finance and Administration, Brad Pascoe and our Manager of Health and Development Services, Maryanne Stephens and more broadly to all staff who ensure “things get done”.

For my personal thanks to Jody Burtenshaw, Executive Assistant to the Mayor and General Manager. Jody, you go above and beyond in your role. Nothing is ever too much trouble. I have valued your support enormously. You are the backbone of this organisation.

Finally, thank you to my Deputy Mayor, Sarah Derrett and to all my fellow Councillors. Councillor Derrett, I have valued your perspective and sensible thinking on any number of matters, likewise, Councillors, I believe that in a collective and collaborative way we have reached well considered, sensible decisions on the vast majority of matters that have been put before us. I believe we leave Warren and its residents in an enviable position at the conclusion of this term of Council. May the next Council build on what we have achieved.

MOVED Quigley that the information be received and noted.

**Carried
203.8.24**

REPORTS OF COMMITTEES

Sporting Facilities Committee

(S21-2.1)

MOVED Taylor/Kinsey that the Minutes of the Sporting Facilities Committee meeting held on Wednesday, 7th August 2024 be received and noted and noted and the following recommendation be adopted:

Item 6.2 Response to Gym User Email – Purchase Treadmills for Gym

(S21-2)

That:

- MHD – N
2. Council do not proceed with the purchase of treadmills, due to the increased risk of harm of a treadmill.

**Carried
204.8.24**

WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council
held in the Council Community Room, 115 Dubbo Street Warren
on Thursday 22nd August 2024 commencing at 8:34 am

REPORTS OF COMMITTEES

CONTINUED

Traffic Committee

(T5-2)

MOVED Taylor/Druce that the Minutes of the Traffic Committee Meeting held on Thursday, 8th August 2024 be received and noted and the following recommendations be adopted:

Item 5.1 Proposed Change of Drop-Off Zone – St. Mary’s School

(T5-3)

That:

DMES – A
Chk Lst

2. The St. Mary’s Parish School Bus Zone not be moved, as the signage has been repositioned to the correct location, and the design completed that will be implemented in accordance with the details within the report and that the Committee will review the traffic signage once the design has been undertaken by Transport for NSW; and

DMES – A
Chk Lst

3. The school be requested to undertake an education campaign on the proper use of the Lawson Street School Bus Zone.

Item 5.2 Proposed Hale Street Crossing & Chester Street Crossing

(T5-2)

That:

2. Council notes that an additional school crossing on Hale Street is not warranted and would severely impact the school bus zone at the location;

DMES – A
Chk Lst

3. The following actions be undertaken:

- Council to extend the ¼ hour Parking sign on the western side of Chester Street 30m north from the current location

Item 5.2 Proposed Hale St. Crossing & Chester St. Crossing

Continued

- Council to bring the school crossing on Chester Street up to standard;
- Council to install extra school crossing posts with flag holders on either side of the median at the school crossing to increase extra warning of the school crossing for motorists;
- Council to shorten the western end of the bus zone on the southern side of Hale Street by 58m and to make the western side of the new location a 45-degree angle parking for the 58m that the bus zone had been shortened (The current length of the bus zone is 130m long by doing this it will still be 72m in length);
- Warren Central School to inform students internally that the new 45-degree angle parking on the southern side of Hale Street is to be utilised by students who drive to school;
- Council to install line marking on Hale Street which will ensure that the street looks narrower than what it is;
- TfNSW to provide a design for the Local Area Traffic Committee’s (Traffic Committee) approval; and
- The Committee to review the design when implemented.

Item 5.3 Warren Christmas Street Party

(R4-9)

DMES – A
Chk Lst

That Council along with Transport for NSW (TfNSW), subject to an Event Application, Risk Assessment, Public Liability Insurance and Road Occupancy License, close Oxley Highway at Dubbo Street between Burton and Hale Streets from 3:00 pm to 10:00 pm on Friday, 6th December 2024.

Carried
205.8.24

WARREN SHIRE COUNCIL
Minutes of the Ordinary Meeting of Council
held in the Council Community Room, 115 Dubbo Street Warren
on Thursday 22nd August 2024 commencing at 8:34 am

REPORTS OF COMMITTEES

CONTINUED

Warren Local Emergency Management Committee

MOVED Whiteley/Derrett that the Minutes of the Warren Local Emergency Management Committee Meeting held on Tuesday, 13th August 2024 be received and noted and the following recommendation be adopted:

Item 6 Warren CMG Transport Accidents Involving Animals

That:

1. The Warren Local Emergency Management Committee, subject to any changes endorses the Consequence Management Guide for Transport Accidents Involving Animals; and
2. The Committee authorises the LEOCON and the LEMO to sign the endorsed Consequence Management Guide for Transport Accident Involving Animals.

DMES – A
Chk Lst

**Carried
206.8.24**

Manex

(C14-3.4)

MOVED McCloskey/Jackson that the Minutes of the Manex Meeting held on Tuesday, 13th August 2024 be received and noted.

**Carried
207.8.24**

Economic Development and Promotions Committee

(C14-3.22)

MOVED Derrett/Whiteley that the Minutes of the Economic Development and Promotions Committee Meeting held on Wednesday, 14th August 2024 be received and noted and the following recommendation be adopted:

Item 5.7 Destination Macquarie Marshes Taskforce

(T4-1.2)

That it be noted that the Economic Development and Visitation Manager will continue undertaking the drafting of the 2024 Destination Macquarie Marshes Strategy and Action Plan.

GM – N

**Carried
208.8.24**

DELEGATES REPORTS

Item 1 Alliance of Western Councils

(C14-6.5)

MOVED Quigley/Taylor that the Draft Ordinary Minutes of the Alliance of Western Councils Meeting held on Friday, 12th July 2024 be received and noted.

**Carried
209.8.24**

WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council
held in the Council Community Room, 115 Dubbo Street Warren
on Thursday 22nd August 2024 commencing at 8:34 am

DELEGATES REPORTS

CONTINUED

Item 2 Country Mayors Association of New South Wales (C14-5.5)

MOVED Quigley/Druce that the Draft Ordinary Minutes of the Country Mayors Association of New South Wales Meeting held on Friday, 9th August 2024 be received and noted.

**Carried
210.8.24**

POLICY

Item 1 Staff Education and Training Policy (P13-1, S12-1)

MOVED Kinsey/Taylor that:

1. The information be received and noted; and
2. The revised Staff Education and Training Policy be adopted.

EA - N

**Carried
211.8.24**

Item 2 Employee Assistance Program Policy (P13-1, S12-1)

MOVED Whiteley/McCloskey that:

1. The information be received and noted; and
2. The revised Employee Assistance Program Policy be adopted.

EA - N

**Carried
212.8.24**

Item 3 Staff Relocation Assistance Policy (P13-1, S12-1)

MOVED Derrett/Jackson that:

1. The information be received and noted; and
2. The Staff Relocation Assistance Policy be adopted.

EA - N

**Carried
213.8.24**

GENERAL MANAGER'S REPORTS

Item 1 Outstanding Reports Checklist (C14-7.4)

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

EA - N

**Carried
214.8.24**

WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council
held in the Council Community Room, 115 Dubbo Street Warren
on Thursday 22nd August 2024 commencing at 8:34 am

GENERAL MANAGER'S REPORTS

CONTINUED

Item 5 Delegation of Authority of the Mayor and Deputy Mayor- Local Government Elections 2024 – Period Where All Councillors Cease to Hold Civic Office
Continued

- 1.8 To promote the area of Council through representations, delegations, functions and personal approaches.
- 1.9 To provide civic receptions as deemed appropriate.
- 1.10 To invite any group or individual to address any Committee or Council Meeting.
- 1.11 To authorise release of Council plant and other resources to assist fire fighting and emergency work.

GM – N 2. Council issue the following Delegations of the Deputy Mayor under the Local Government Act, 1993 for the period of Election Day 14th September, 2024 till when a new Deputy Mayor is elected or if Council determines to not have a Deputy Mayor to **Mrs Sarah Derrett**:

- 2.1 To carry out the statutory functions of the Mayor and exercise the delegations conferred upon the Mayor whenever the Mayor is absent from the Council area or is otherwise unable to carry out their duties.
- 2.2 To affix the Common Seal of Council in conjunction with the General Manager or another Councillor to any necessary document pursuant to or consequent upon any decision of Council.
- 2.3 To issue references under Council letterhead.

Carried
218.8.24

Item 6 Disclosures of Interest – Councillors and Designated Persons (A7-9)

MOVED McCloskey/Kinsey that the tabled Disclosures of Interest Return for Councillors and Designated Persons be received and noted.

Carried
219.8.24

DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS

Item 1 Reconciliation Certificate – July 2024 (B1-10.16)

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

Carried
220.8.24

WARREN SHIRE COUNCIL
Minutes of the Ordinary Meeting of Council
held in the Council Community Room, 115 Dubbo Street Warren
on Thursday 22nd August 2024 commencing at 8:34 am

DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS

CONTINUED

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

MOVED Jackson/Druce that the Statement of Rates and Annual Charges information for period ending 31st July 2024 be received and noted.

**Carried
221.8.24**

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

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

**Carried
222.8.24**

Item 4 Warren Shire Librarian's Operations Report (L2-2)

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

**Carried
223.8.24**

Item 5 Summary of Financial Assistance Grant 2024-2025 (G4-1)

MOVED Kinsey/McCloskey that the information surrounding the 2024-2025 Financial Assistance Grant be received and noted.

**Carried
224.8.24**

Item 6 Financial Reports for the Year Ended 30th June 2024 (A1-5.42)

MOVED Jackson/Druce that:

1. That 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 2024;
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.

**Carried
225.8.24**

DMFA – A
Chk Lst

WARREN SHIRE COUNCIL
Minutes of the Ordinary Meeting of Council
held in the Council Community Room, 115 Dubbo Street Warren
on Thursday 22nd August 2024 commencing at 8:34 am

DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS

CONTINUED

Item 7 Internally Restricted Funds as at 30th June 2024 (A1-5.41)

DMFA – N

MOVED Jackson/Druce that Council note the list of Internally Restricted Funds as at 30th June 2024, which are disclosed as an estimate only, subject to disclosure within Council 2023/2024 Annual Financial Statements in part with the relevant audit undertaking. Given cash availability, this list may represent the Internally Restricted Funds as at the 1st July 2024.

**Carried
226.8.24**

DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS

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

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

**Carried
227.8.24**

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

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

**Carried
228.8.24**

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

MOVED Jackson/McCloskey that the information be received and noted.

**Carried
229.8.24**

MANAGER HEALTH AND DEVELOPMENT SERVICES REPORTS

Item 1 Development Application Approvals (B4-9)

MOVED McCloskey/Kinsey that the information be received and noted.

**Carried
230.8.24**

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

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

**Carried
231.8.24**

WARREN SHIRE COUNCIL
Minutes of the Ordinary Meeting of Council
held in the Council Community Room, 115 Dubbo Street Warren
on Thursday 22nd August 2024 commencing at 8:34 am

There being no further business the meeting closed at 2.23 pm.

**THESE MINUTES WILL BE CONFIRMED AT THE ORDINARY MEETING OF COUNCIL
HELD ON THURSDAY, 10TH OCTOBER 2024 AS BEING
A TRUE AND CORRECT RECORD.**

MINUTE NO. .10.24

.....
GENERAL MANAGER

.....
MAYOR