

# **ORDINARY MEETING**

# **MINUTES**

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**THURSDAY 27TH JUNE 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 27th June 2024 commencing at 8:33 am

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## Present:

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

**Carried**  
**144.6.24**

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## CONFIRMATION OF MINUTES

**MOVED** Whiteley/Jackson that the Minutes of the Ordinary Meeting of Council held on Thursday, 23rd May 2024 be adopted as a true and correct record of that Meeting.

**Carried**  
**145.6.24**

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## DISCLOSURES OF INTERESTS

Councillor Derrett declared a non-pecuniary and less than significant interest in the Reports of Committees Section, Airport Operations Committee Meeting Minutes of the 5th June 2024 and the Manager Health and Development Services Item 1 Development Approvals Report (P16.24.06 157 Hatton Lane, Warren). Councillor Derrett will continue to be involved with the matters.

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**MAYORAL MINUTE(S)**

Nil.

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**REPORTS OF COMMITTEES**

**Airport Operations Committee (C14-3.12)**

**MOVED** Druce/Jackson that the Minutes of the Airport Operations Committee meeting held on Wednesday, 5th June 2024 be received and noted and the following recommendation be adopted:

**Item 5.2 Airport Operational Manual Update (A2-1)**

That:

- DMES – A  
Chk Lst
2. The Draft Airport Operations Manual as amended be submitted to CASA for approval.

**Carried  
146.6.24**

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**Warren Shire Council Audit, Risk and Improvement Committee (A1-3.1)**

**MOVED** Derrett/Walker that the Minutes of the Warren Shire Council Audit, Risk and Improvement Committee Meeting held on Thursday, 6th June 2024 be received and noted and the following recommendations be adopted:

**Item 5 Action Checklist from the Internal Audit And Risk Management Committee, now For The Audit, Risk And Improvement Committee (Aric)**

That:

- GM – A  
Chk Lst
2. A timeline to be included in the ARIC Action Checklist for each item, which would be highlighted in the comments section or a separate column.

**Item 6.13 External Auditor – Annual Engagement Plan (AEP) for the Audit of Warren Shire Council’s Financial Statements for the Year Ending 30th June 2024**

**(A1-5.42, A1-4.42)**

DMFA – A  
Chk Lst

That the Revaluation of Assets Timetable be provided to the Committee.

DMFA – A  
Chk Lst

That an overview of the Key Accounting Estimates/Disclosures/Principles be provided to the Committee and to be included in the ARIC Work Plan.

DMFA – A  
Chk Lst

That the General Manager and Divisional Manager Finance and Administration liaise with the Auditor to ensure that the draft Audited Statements are provided to ARIC in the appropriate timetable.

**Item 6.3 Notice of Public Exhibition – Fraud and Corruption Policy and Framework (P13-1, A1-3)**

That:

- DMFA – A  
Chk Lst
2. An Implementation Action Plan to be developed when the final Policies are adopted with the Committee Work Plan to include a review of the progress of the actions to implement the Policy and Framework.
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**REPORTS OF COMMITTEES**

**CONTINUED**

**Warren Shire Council Audit, Risk and Improvement Committee (A1-3.1)**

**Item 6.4 Internal Auditor – Warren Shire Council Strategic Audit Plan 2023-2024 Status (A1-3)**

That:

- GM – A  
Chk Lst
2. Audit Plans to make sure that the organisation has the capacity to implement the recommendations of any Internal Audits and that priority recommendations are actioned accordingly; and
- DMFA – A  
Chk Lst
3. The Committee provides advice on the number and scope of individual Internal Audits.

**Item 6.5 Internal Auditor – Draft Warren Shire Council Aric Annual Work Plan 2024-2025 and Internal Auditor Strategic Audit Plan 2024-2025 (A1-3)**

That:

- GM – A  
Chk Lst
2. The Warren Shire Council ARIC Work Plan 2024/2025 and the Internal Auditor Strategic Audit Plan 2024/2025 – 2027/2028 be adopted.

**Item 6.10 Legislative Compliance Policy and Procedure And Legislative Compliance Register (P13-1, A6-1)**

That:

- GM – A  
Chk Lst
2. Actions to be taken on how non-compliance is managed to ensure that matters are not repeated and that appropriate high level risk assessments are undertaken and documented and that implementation of actions to reduce risk are arranged.

**Carried  
147.6.24**

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**Water and Sewerage Committee (C14-3.24)**

**MOVED** Kinsey/Derrett that the Minutes of the Water and Sewerage Committee Meeting held on Friday, 7th June 2024 be received and noted and the following recommendations be adopted:

**Item 5.1 Gunningba Estate Stage 3 – Water & Sewerage Layout (S1-3.1)**

- DMES – N
- That Council endorses the proposed water and sewerage infrastructure layout for the development of Gunningba Estate Stage 3.

**Item 5.2 Water and Sewerage Telemetry Scope Change Request (W1-3, S5-1)**

- DMES – N
- That Council approves the amended scope of works and complete the installation of Farmbot monitoring and control system to the remaining water and sewerage assets.

**Carried  
148.6.24**

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**REPORTS OF COMMITTEES**

**CONTINUED**

**Roads Committee**

**(C14-3.28)**

**MOVED** Whiteley/Kinsey that the Minutes of the Roads Committee meeting held on Tuesday, 11th June 2024 be received and noted and the following recommendation be adopted:

**Item 5.2 Gunningba Estate Stage 3 – Road Layout**

**(S1-3.1)**

DMES – A  
Chk Lst

That Council endorses the proposed roads layout for the development of Gunningba Estate Stage 3 subject to:

1. The cut and fill requirements matching the topography of the land;
2. The cut and fill for the entirety of Stage 3 being checked against the design; and
3. The stormwater drainage lines being checked to determine if better locations and lines are warranted.

**Carried**  
**149.6.24**

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**Traffic Committee**

**(T5-2)**

**MOVED** Derrett/Druce that the Minutes of the Traffic Committee Meeting held on Thursday, 12th June 2024 be received and noted and the following recommendation be adopted:

**Item 5.1 St. Mary's Bus Zone**

**(T5-3)**

DMES – A  
Chk Lst

- That the matter be deferred till the next meeting of the Traffic Committee to allow for further inspections and investigations by Transport for NSW before determining if the recommendations should be progressed or changed.

**Carried**  
**150.6.24**

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**Manex**

**(C14-3.4)**

**MOVED** Whiteley/Jackson that the Minutes of the Manex Meeting held on Tuesday, 18th June 2024 be received and noted.

**Carried**  
**151.6.24**

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**DELEGATES REPORTS**

**Item 1 Country Mayors Association of New South Wales (C14-5.5)**

**MOVED** Quigley/Kinsey that the Draft Ordinary Meeting Minutes of the Country Mayors Association of New South Wales held on Friday, 10th May 2024 be received and noted.

**Carried  
152.6.24**

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**POLICY**

Nil.

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**GENERAL MANAGER'S REPORTS**

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

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

**Carried  
153.6.24**

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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)**

Councillor Jackson advised that the Warren Public Arts Committee Meeting has been rescheduled from Monday 17th June 2024 to Monday, 8th July 2024.

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

**Carried  
154.6.24**

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

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

**Carried  
155.6.24**

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**Item 4 Determination of the Local Government Remuneration Tribunal 2024  
(2024/2025) (C14-5.1)**

DMFA – A  
Chk Lst **MOVED** Jackson/Walker that Council adopt the full 3.75% increase as determined by the Local Government Remuneration Tribunal for 2024 making the Councillor fee \$10,811.49 and the Mayoral fee \$29,488.86 as of 1st July 2024.

**Carried  
156.6.24**

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## GENERAL MANAGER'S REPORTS

CONTINUED

**Item 5 Draft Memorandum of Agreement (MOA) – RiverSmart Australia Limited  
(C12-3.5, P1-7.17/1)**

GM – A  
Chk Lst

**MOVED** Whiteley/Derrett that Council endorse the amended Memorandum of Agreement (MOA) between Warren Shire Council and RiverSmart Australia Limited dated 1st July 2024 with the removal of “*unless sub-licensed to another party,*” in point 8 on page 4 of the MOA.

**Carried  
157.6.24**

**Item 6 Delivery Program Progress Report (A7-4.1/1)**

**MOVED** Walker/Jackson that Council note the Delivery Program Progress Report under s404(5) Local Government Act 1993 and the ongoing actions.

**Carried  
158.6.24**

**Item 7 2024 NSW Local Roads Congress – IPWEA (NSW & ACT) (C14-5.4, R4-13.2)**

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

**Carried  
159.6.24**

**Item 8 2024 Western Division Councils of NSW Mid Term Conference Attendance Report (C14-5.4)**

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

**Carried  
160.6.24**

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

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

**Carried  
161.6.24**

**MORNING TEA**

At this point in the meeting, the time being 10.15 am, Council adjourned for Morning Tea at the Warren Library for the Official Launch of the Doorways to an Open Air Library.

**RESUMPTION**

The meeting resumed at 11.17 am.

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## DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS

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

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

**Carried  
162.6.24**

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

**MOVED** Jackson/Whiteley that the Statement of Rates and Annual Charges information for period ending 30th June 2024 is noted as being tabled for provision at the July 2024 Council meeting.

**Carried  
163.6.24**

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

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

**Carried  
164.6.24**

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**Item 4 ADOPTION OF THE 2024/2025 OPERATIONAL PLAN & ESTIMATES  
(E4-44, A7-4.1/1, R1-6.1)**

**MOVED** Walker/Jackson that:

1. Council notes the submissions and comments received on the Draft 2024/2025 Operational Plan & Estimates during the advertising period which closed on Thursday 30th May 2024;
2. Council adopt the amended 2024/2025 Operational Plan & Estimates which contains Council's Revenue Policy and Fees and Charges with the changes as detailed within this report; and
3. Council formally resolve to make and levy the Rates and Charges as detailed within the Statement of Revenue Policy – 2024/2025 (Statement of Rates) to enable the levying of the 2024/2025 Rates from July 2024.

**Carried  
165.6.24**

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## DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS

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

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

**Carried  
166.6.24**

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## DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS

CONTINUED

**Item 2 Works Progress Reports – Town Services**

**(C14-7.2)**

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

**Carried  
167.6.24**

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**Item 3 Works Progress Reports – Fleet/Workshop**

**(C14-7.2)**

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

**Carried  
168.6.24**

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## MANAGER HEALTH AND DEVELOPMENT SERVICES REPORTS

**Item 1 Development Application Approvals**

**(B4-9)**

Councillor Derrett advised that the approval date for P16-24.04 may require amending from 2025 to 2024.

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

**Carried  
169.6.24**

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**Item 2 Works Progress Reports – Health and Development Services**

**(C14-7.3)**

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

**Carried  
170.6.24**

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## NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil.

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## MATTERS OF URGENCY

Nil.

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**CONFIDENTIAL MATTERS**

**MOVED** Druce/Jackson that the Council proceed into the Committee of the Whole Closed Council, the time being 11.37 am to consider matters in accordance with Sections 10A(2)(a) of the Local Government Act.

**Carried**  
**171.6.24**

**MOVED** Druce/Jackson that the press and the public be excluded from the Committee of the Whole Closed Council in accordance with Sections 10A(2)(a) of the Local Government Act.

**Carried**  
**172.6.24**

Council resumed in Open Council at 12.13 pm.

**MAYORAL MINUTE**

**Item 1            Warren Shire Council General Manager – Renewal of Appointment**  
**(‘P’, S12-25.1)**

**MOVED** Kinsey/Whiteley that:

1. The information be received and noted;
2. Mr Gary John Woodman be reappointed as General Manager, Warren Shire Council as per his re-appointment request letter dated 19th March, 2024 under the following conditions:
  - a) Continuation of his Contract of Employment from 15th March 2025;
  - b) For a period of five (5) years;
  - c) Same contractual conditions as the current Contract of Employment with remuneration the same as current and adjusted as per either the SOORT Salary Adjustments or Council resolution following the next Annual Performance Appraisal(s); and
  - d) Future statutory increases in superannuation automatically increasing the Contract or Employment Package of the General Manager by the equivalent amount of the statutory increases in superannuation as per Council’s resolution 337.12.23 as at the December 2023 Council Meeting.

Mayor – A  
Chk Lst

DMFA – N

**Carried**  
**173.6.24**

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There being no further business the meeting closed at 12.15 pm.

**THESE MINUTES WILL BE CONFIRMED AT THE ORDINARY MEETING OF COUNCIL  
HELD ON THURSDAY, 25TH JULY 2024 AS BEING  
A TRUE AND CORRECT RECORD.**

**MINUTE NO.      .7.24**

.....  
**GENERAL MANAGER**

.....  
**MAYOR**