

# **ORDINARY MEETING**

# **MINUTES**

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**THURSDAY 23RD FEBRUARY 2023**

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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 23rd February 2023 commencing at 8:30 am

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## Present:

<b>COUNCILLORS</b>	MJ Quigley	Chair
	SJ Derrett	
	AJ Brewer	
	KL Walker	
	NR Kinsey	
	GJ Whiteley	
	KW Taylor	
	HJ Druce	
	RA Jackson	
	RJ Higgins	
	DJ McCloskey	
	<b>STAFF MEMBERS</b>	G Woodman
	J Murray	Acting Divisional Manager Finance & Administration (DMFA)
	S Otieno	Divisional Manager Engineering Services (DMES)
	M Stephens	Manager Health & 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

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

**Carried**  
**29.2.23**

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## CONFIRMATION OF MINUTES

**MOVED** Jackson/Druce that the Minutes of the Ordinary Meeting of Council held on Wednesday, 25th January 2023 be adopted as a true and correct record of that Meeting.

**Carried**  
**30.2.23**

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## DISCLOSURES OF INTERESTS

Nil.

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## MAYORAL MINUTE(S)

Nil.

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## REPORTS OF COMMITTEES

### Road Committee Minutes (T5-2)

**MOVED** Whiteley/Kinsey that the Minutes of the Road Committee Meeting held on Wednesday, 1st February 2023 be received and noted.

**Carried  
31.2.23**

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### Sporting Facilities Committee (S21-2.1)

**MOVED** Taylor/Whiteley that the Minutes of the Sporting Facilities Committee meeting held on Wednesday, 1st February 2023 be received and noted.

**Carried  
32.2.23**

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### Traffic Committee Minutes (T5-2)

**MOVED** Taylor/Walker that the Minutes of the Traffic Committee Meeting held on Tuesday, 7th February 2023 be received and noted and the following recommendations be adopted:

#### Item 5.1 Cobb Lane – Stop Sign Warrant (R4-1.70)

DMES – A  
Chk Lst

That subject to concurrence of the NSW Police the Southeast Intersection of the Oxley Highway and Cobb Lane stop sign and lines be installed and if warranted a stop sign be installed on the Northwest side of the intersection.

#### Item 5.2 Proposed Hale Street Crossing and Chester Street Crossing's No Stopping Zone (T5-2)

That subject to concurrence of the NSW Police:

DMES – A  
Chk Lst

1. The installation of a new children's (school) crossing on Hale Street, west of the Chester Street intersection be approved;

DMES – A  
Chk Lst

2. The existing No Stopping zone for the pedestrian crossing on Chester Street be adjusted to comply with the recommended standards; and

DMES – A  
Chk Lst

3. Funding be sought from Transport for New South Wales to implement the recommendations.

#### Item 5.3 Warren Directional Sign at Nevertire (T5-2)

DMES – A  
Chk Lst

That subject to concurrence of the NSW Police an appropriate advance road sign be designed for the approach to Nevertire and that Transport NSW will design, fund and install the new sign.

**Carried  
33.2.23**

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## REPORTS OF COMMITTEES

CONTINUED

### Economic Development Committee

(C14-3.22)

**MOVED** Derrett/Jackson that the Minutes of the Economic Development Committee Meeting held on Tuesday, 7th February 2023 be received and noted and the following recommendations be adopted:

#### Item 5.2 Economic Development Strategy and Action Plan

(D3-1)

That Council note that the Committee has scheduled Wednesday 1st March 2023 2:00pm – 6pm for the Committee Workshop to finalise the next draft of the Warren Shire Economic Development Strategy and Action Plan.

#### Item 5.8 Warren Christmas Street Party

(D3-10, F5-1)

That Council congratulate all participants and staff involved in the Warren Christmas Street Party having won the Community Event of the Year in the 2023 Warren Shire Australia Day Awards.

Carried  
34.2.23

GM – A  
Chk Lst

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### Warren Local Emergency Management Committee

**MOVED** Jackson/Walker that the Minutes of the Warren Local Emergency Management Committee Meeting held on Tuesday, 14th February 2023 be received and noted.

Carried  
35.2.23

### Manex

(C14-3.4)

**MOVED** Jackson/Whiteley that the Minutes of the Manex Meeting held on Tuesday, 14th February 2023 be received and noted.

Carried  
36.2.23

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### Showground/Racecourse Committee

(C14-3.2)

**MOVED** Druce/Walker that the Minutes of the Showground/Racecourse Committee Meeting held on Tuesday, 14th February 2023 be received and noted and the following recommendations be adopted:

#### Item 5.5 Upgrade/Replacement of Play Equipment

(S7-1)

That Council arrange a new Ext 1002 piper playground equipment setup and install the equipment in house if possible.

#### Item 5.6 Formation of the Sub Committee to Investigate a Solution to Allow the Continued Use of the Track Crossing Near the Pony Club Shed that will be Acceptable to Racing NSW

(S7-1)

DMES – A  
Chk Lst

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**REPORTS OF COMMITTEES**

**CONTINUED**

**Showground/Racecourse Committee**

**Continued**

That Council note that the Warren Jockey Club will approach Racing NSW to determine if there is any leeway or compromise in relation to continued use of the Pony Club crossing on the racetrack and in between time the crossing is not to be used.

**Carried**  
**37.2.23**

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**DELEGATES REPORTS**

Nil.

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**POLICY**

**Item 1            Review of Appointment and Oversight of General Managers Policy Renewal**  
**(P13-1, S12-25.1)**

**MOVED** Taylor/Whiteley that:

1. The information be received and noted;
2. The new Appointment and Oversight of the General Managers Policy (new or reappointed General Manager) detailed within the report, be placed on public exhibition for a minimum of 28 days; and
3. Subject to no adverse submissions being received, the new Appointment and Oversight of General Managers Policy (new or reappointed General Manager) as amended be adopted.

GM – A  
Chk Lst

**Carried**  
**38.2.23**

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**Item 2            Review of Councillor Expenses Policy** **(P13-1, C14-5.1)**

**MOVED** Walker/Jackson that:

1. The information be received and noted;
2. The reviewed Councillor Expense Policy with minor amendments including new name of Councillor Expenses and Facilities Policy as detailed within the report, be placed on public exhibition for a minimum of 28 days; and
3. Subject to no adverse submissions being received, the Councillor Expense and Facilities Policy as amended be adopted.

GM – A  
Chk Lst

**Carried**  
**39.2.23**

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**Item 3            Volunteer Risk Management Procedure – Review February 2023** **(P13-1)**

**MOVED** Walker/Jackson that Council adopt the amended Volunteer Risk Management Procedure.

**Carried**  
**40.2.23**

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**GENERAL MANAGER'S REPORTS**

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

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

**Carried  
41.2.23**

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

**Carried  
42.2.23**

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

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

**Carried  
43.2.23**

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

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

**MOVED** Derrett/Taylor that the Statements of Bank and Investments Balances as at 31st January 2023 be received and noted.

**Carried  
44.2.23**

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

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

**Carried  
45.2.23**

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**Item 3 Works Progress Reports – Finance & Administration Projects (S1-1.15, C9-1)**

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

**Carried  
46.2.23**

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## ACTING DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS

CONTINUED

### Item 4 Preparation of the Draft 2023/2024 Estimates (A1-5.42)

DMFA – A  
Chk Lst

**MOVED** Taylor/Kinsey that Council prepare the Draft 2023/2024 Estimates incorporating a 3.7% increase in general rates as determined by IPART.

Carried  
47.2.23

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### Item 5 December 2022 Budget Review (A1-4.41)

DMFA – N

**MOVED** Whiteley/Derrett that amendments to the itemised budgets as listed in the December 2022 Budget Review be authorised.

Carried  
48.2.23

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## DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS

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

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

Carried  
49.2.23

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

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

Carried  
50.2.23

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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  
51.2.23

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## MANAGER HEALTH AND DEVELOPMENT SERVICES REPORTS

### Item 1 Development Application Approvals (D4-9)

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

Carried  
52.2.23

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

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

Carried  
53.2.23

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## MANAGER HEALTH AND DEVELOPMENT SERVICES REPORTS

CONTINUED

**Item 3 Compensation – Proposed Acquisition Notice (Pan) Lot 362 Dp1273205  
Gunningbar Street Nevertire (R4-1.55)**

DMFA – A  
Chk Lst

**MOVED** Kinsey/Druce that the information be received and noted, and that funds of \$16,000 be allocated from the Infrastructure Improvement/Replacement Reserve for compensation costs for the acquisition of Lot 362 DP1273205 Gunningbar Street Nevertire.

**Carried  
54.2.23**

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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** Kinsey/Whiteley that the Council proceed into the Committee of the Whole Closed Council, the time being 10.17 am to consider matters in accordance with Section 10A(2)(d)(i) of the Local Government Act.

**Carried  
55.2.23**

**MOVED** Kinsey/Whiteley 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  
56.2.23**

Council resumed in Open Council at 10.46 am.



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## CONFIDENTIAL MATTERS

CONTINUED

### Item 1 Tender No. T182223OROC – Supply and Delivery of Hardware (C14-6.2/61)

**MOVED** Kinsey/Druce that:

1. Council, in accordance with the *Local Government (General) Regulation 2005*, formally agree to accept the analysis of the tender evaluation, for the joint group of Member Councils for the Contract T182223OROC Supply and Delivery of Hardware within the Warren Shire Council for the two-year period commencing 1st January, 2023 and ending 31st December, 2024.
2. The Council will allow for a 12-month extension based on satisfactory supplier performance which may take this tender through to 31st December, 2025.
3. Council issue approval to Regional Procurement to adjust the prices of the Contract Supply and Delivery of Hardware in accordance with the price variation Clause detailed within the Contract T182223OROC.
4. Council issue approval to the executive staff of Regional Procurement Initiative to sign the Deed of Agreement on behalf of Council for Contract T182223OROC.
5. Warren Shire Council award this contract for the period beginning 1st January 2023 to close of business 31st December 2024 in accordance with the terms and conditions of Contract T182223OROC for J. Blackwood and Son Ltd t/a Blackwoods.

DMES – A  
Chk Lst

DMES – A  
Chk Lst

DMES – A  
Chk Lst

**Carried  
57.2.23**

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### Item 2 Tender No. RFT C13-78 Installation of Box Culverts at Warren Road (C13-78)

**MOVED** Whiteley/Kinsey that:

1. Council, in accordance with the *Local Government (General) Regulation 2005*, formally agree to accept the analysis of the tender evaluation, for the Contract C13-78 Installation of Box Culverts at Warren Road.
2. The Council accepts the tender from Conseth Solutions Pty Limited and authorises the General Manager to enter the contract C13-78 Installation of Box Culverts at Warren Road, with Conseth Solutions Pty Limited for the contract sum of \$878,485.71 (ex GST).

DMES – A  
Chk Lst

**Carried  
58.2.23**

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### Item 3 Review of Avgas Supply and Pricing Options, Warren Airport (A2-16.1)

**MOVED** Taylor/Whiteley that:

1. The information be received and noted;
2. The Council set the sale price per litre for Avgas at Warren Airport to be the cost price from the supplier plus 20%;
3. Council continue to purchase Avgas from IOR Aviation until the Regional Procurement Bulk Fuel Tender has been reviewed; and
4. Council Review the Regional Procurement Bulk Fuel Tender submissions for the Supply and Delivery of Avgas to determine if Council changes fuel supplier.

DMES – A  
Chk Lst

DMES – A  
Chk Lst

**Carried  
59.2.23**

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There being no further business the meeting closed at 10.49 am.

THESE MINUTES WILL BE CONFIRMED AT THE ORDINARY MEETING OF COUNCIL  
HELD ON THURSDAY, 23RD MARCH 2023 AS BEING  
A TRUE AND CORRECT RECORD.

**MINUTE NO.      .3.23**

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**GENERAL MANAGER**

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**MAYOR**