

**MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF  
BREWARRINA HELD AT THE BREWARRINA SHIRE COUNCIL CHAMBERS ON  
FRIDAY 24<sup>th</sup> NOVEMBER 2023**

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Meeting commenced at 10.00am

**1: PRESENT:**

<b>Councillors</b>	<b>Vivian SLACK-SMITH Isaac GORDON Trish FRAIL Mark BROWN Noel SHERIDAN Tommy STANTON Angelo PIPPOS Douglas GORDON</b>
<b>General Manager</b>	<b>David KIRBY</b>
<b>Executive Assistant</b>	<b>Arianne TAN</b>

**2: APOLOGIES**

145/23

**RESOLVED on MOTION by Councillor PIPPOS; Seconded by Councillor D GORDON; That Council grant the leave of absences for Councillor JEFFRIES for Friday 24th November 2023 Ordinary Business Meeting.**

The MOTION upon being PUT to the MEETING was declared CARRIED.

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**3. DECLARATION OF PECUNIARY OR NON-PECUNIARY CONFLICT OF INTEREST:**

- NIL

**4: CONFIRMATION OF MINUTES:**

Confirmation of the Minutes of the Ordinary Meeting of Friday 23<sup>rd</sup> June 2023

146/23

**RESOLVED on MOTION by Councillor D GORDON; Seconded by Councillor BROWN; that the Minutes of the Ordinary Meeting of Friday 27th October 2023 covered by resolutions 130/23 to 144/23 action request be adopted.**

The MOTION upon being PUT to the MEETING was declared CARRIED.

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**5: MAYORAL MINUTE:**

**GENERAL MANAGER ANNUAL PERFORMANCE REVIEW**

Council rescind Part 3 of motion from the Mayoral Minute on the 23<sup>rd</sup> October 2023 "following the 2022/2023 Annual Performance Review of Councils General Manager, Mr David Kirby, and the better than satisfactory performance result, the General Manager's existing Total Remuneration Package be increased by way of a 10% discretionary increase to \$264,000 effective 1st August 2023.

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That Council resolve to accept the adjusted motion to - following the 2022/2023 Annual Performance Review of Councils General Manager, Mr David Kirby, and the better than satisfactory performance result, the General Manager's existing Total Remuneration Package be increased by way of a 10% discretionary increase effective 1st August 2023.

## **6: REPORTS OF COMMITTEES**

- NIL
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## **7: REPORTS FOR ACTION TO COUNCIL:**

<b>ITEM 1: DROUGHT PLAN DEVELOPMENT</b>
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**PURPOSE:**

148/23

The purpose of this report is to advise Council of the funding received under the Regional Emergency Road Repair Fund (RERRF).

**RECOMMENDATION:**

**That Council;**

1. Accept this report as information
2. Nominate two representatives to participate in the RDRP process on behalf of Council
3. Nominated a Council staff contact as a local information conduit to work with the FNWJOC Drought Project Officer
4. Council to supply local plans relevant to Brewarrina Shire Council to the Drought Project Officer for review
5. Council to undertake local media promotion of the RDRP process to promote the launch of the consultation process in January 2024
6. Council to adopt the RDRP Project Plan for (RDRP 004 or RDRP 016) for implementation by the FNWJO as attached.

**RESOLVED on MOTION by Councillor PIPPOS, Seconded by Councillor STANTON;That Council;**

1. Accept this report as information
2. Nominated Mayor Slack-Smith and Councillor Sheridan as representatives to participate in the RDRP process on behalf of Council
3. Nominated General Manager David Kirby as a local information conduit to work with the FNWJOC Drought Project Officer
4. Council to supply local plans relevant to Brewarrina Shire Council to the Drought Project Officer for review
5. Council to undertake local media promotion of the RDRP process to promote the launch of the consultation process in January 2024
6. Council to adopt the RDRP Project Plan for (RDRP 004 or RDRP 016) for implementation by the FNWJO as attached.

The MOTION upon being PUT to the MEETING was declared CARRIED.

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**ITEM 2: BANK RECONCILIATION & INVESTMENTS**

**PURPOSE:**

The purpose of this report is to present the reconciliation of Council's cashbook and bank statement as at 31 st Oct 2023. The presentation of this information is not a requirement of any Act, however it has been provided historically for the information of Councillors.

**RECOMMENDATION:**

**That Council;**

149/23

1. The bank reconciliation report is received as information.
2. The Certification of the Responsible Accounting Officer for compliance with the Investment Policy and the Ministerial Investment Order dated 28 April 2017 be received and noted.

**RESOLVED on MOTION by Councillor FRAIL, Seconded by Councillor SHERIDAN;  
That;**

1. The bank reconciliation report is received as information.
2. The Certification of the Responsible Accounting Officer for compliance with the Investment Policy and the Ministerial Investment Order dated 28 April 2017 be received and noted.

The MOTION on being PUT to the MEETING was declared CARRIED.

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**ITEM 3: QUARTERLY BUDGET REVIEW STATEMENT 1st QUARTER 2023/2024**

150/23

**PURPOSE:**

The Purpose of this report is to submit to Council a report detailing the variances to the budget for the 2023/2024 financial year as presented in the Quarterly Budget Review Statement for the quarter ended 30 September 2023.

**RECOMMENDATION:**

**That Council;**

1. The Quarterly Budget Review Statement for the quarter ended 30 September 2023 be received and accepted and authorisation be given for the adjustments indicated therein.

**RESOLVED on MOTION by Councillor FRAIL, Seconded by Councillor STANTON;  
That;**

1. The Quarterly Budget Review Statement for the quarter ended 30 September 2023 be received and accepted and authorisation be given for the adjustments indicated therein.

The MOTION on being PUT to the MEETING was declared CARRIED.

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**ITEM 4: BAD DEBT WRITE OFF POLICY**

151/23

**PURPOSE:**

- to establish a transparent bad debt write off processes in according to Section 131 and Section 213 of Local Government (General) Regulation 2021
- to delegate the General Manager and Finance & Administration Manager to write off minor bad debts in pursuant of Section 355 of the Local Government Act 1993.

**RECOMMENDATION:**

- To adopt the policy and
- To delegate the General Manager to write off bad debt above \$50 but less than \$500
- To delegate the Finance and Administration Manager to write off bad debt less \$50

**RESOLVED on MOTION by Councillor BROWN, Seconded by Councillor D GORDON;**

- To adopt the policy and
- To delegate the General Manager to write off bad debt above \$50 but less than \$500
- To delegate the Finance and Administration Manager to write off bad debt less \$50

The MOTION on being PUT to the MEETING was declared CARRIED.

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**ITEM 5: 2022-2023 DRAFT ANNUAL REPORT**

152/23

**PURPOSE:**

The purpose of this report is to present Councillors with the Annual Report 2022-2023, for review and adoption by Council.

**RECOMMENDATION:**

That;

The Annual Report for the year ending 30th June 2023 be received and adopted by Council.

**RESOLVED on MOTION by Councillor PIPPOS, Seconded by Councillor STANTON;**

That;

The Annual Report for the year ending 30th June 2023 be received and adopted by Council.

The MOTION on being PUT to the MEETING was declared CARRIED.

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**ITEM 6: Pre-Event Recovery Plan**

153/23

**PURPOSE:**

The purpose of this report is to advise Council of the Pre-Event Recovery Plan crafted to guide our community in anticipating and planning for disasters. It allocates responsibilities and tasks to relevant stakeholders, ensuring preparedness regardless of the disaster's scale.

**RECOMMENDATION:**

**That Council;**

- Reviews and endorses the updated Pre-Event Recovery Plan.
- This endorsement will enable the Brewarrina LEMC to proceed with the implementation phase, ensuring that our community is well-prepared for potential disasters.

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**RESOLVED on MOTION by Councillor FRAIL, Seconded by Councillor I GORDON;  
That Council;**

- Reviews and endorses the updated Pre-Event Recovery Plan.
- This endorsement will enable the Brewarrina LEMC to proceed with the implementation phase, ensuring that our community is well-prepared for potential disasters.

The MOTION on being PUT to the MEETING was declared CARRIED.

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**8: REPORTS FOR INFORMATION:**

**PURPOSE:**

The purpose of this report is for Councillors to receive the Status Report, Councils Information Reports as well as the items for Correspondence.

154/23

**RECOMMENDATION:**

That the Status Report, Information Reports, which are listed from a-g, and the Items for Correspondence be received as information.

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- **Status Report**
  - **Information Report**
    - a. General Manager / Mayor
    - b. Transport
    - c. Utilities
    - d. Economic Development
    - e. Human Resources
    - f. FAM
    - g. Correspondence
- 

**RESOLVED on MOTION by Councillor I GORDON, Seconded by Councillor FRAIL;**

That the Status Report, Information Reports, which are listed from a-g, and the Items for Correspondence be received as information.

The MOTION on being PUT to the MEETING was declared CARRIED.

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**9: NOTICE OF MOTION:**

- NIL

**10: CLOSED SESSION:**

**RESOLVED on MOTION by Councillor I GORDON, Seconded by Councillor BROWN; that Council move to close the Meeting to the public as per section of the Local Government Act 1993:**

155/23

**Section 10B (2) (a) of the Local Government Act 1993, the discussion of personnel matters concerning particular individuals (other than Councillors)**

The MOTION upon being PUT to the MEETING was declared CARRIED.

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**Meeting moved into closed session at 11:30am**

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**RESOLVED on MOTION by Councillor D GORDON, Seconded by Councillor STANTON;**

**That Council move into open session,**

**Council resumed open session at 1:00 pm**

**11: OPEN SESSION:**

The General Manager reported to the OPEN session of the Council meeting that the following resolutions were moved in CLOSED session:

**Sale of Land – Aboriginal Housing Office (Goodooga)**

That Council authorise the General Manager to advertise expression of Interest for other vacant residential land in Goodooga and to execute the sale of any such land in conjunction with fair market value.

**Exercise of Option Notice – Licence Agreement  
with BAI Communications Pty Ltd**

Acknowledge the receipt of this notice, review the proposed documentation from BAI and authorise General Manager to prepare for the subsequent steps to finalise the extension of the license.

**Confidential Letter – Brewarrina Shire Council**

1. That Council resolve to advise the complainant that all such matters have been tendered to and that Council consider the matter closed.
2. That Submission for Development Application PAN-381100-BRE DA05-2023 QUARRY NEAR AIRPORT be tabled for consideration at the December 2023 Ordinary meeting of Council with all other submissions following closing submission date.

**Meeting concluded at 1:02PM**

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