



## **ORDINARY MEETING**

# **MINUTES**

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**THURSDAY 6TH DECEMBER 2018**

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**WARREN SHIRE COUNCIL**  
Minutes of the Ordinary Meeting of Council  
Held in Council Chambers, 115 Dubbo Street Warren  
on Thursday 6th December 2018 commencing at 8:34 am

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**Present:**

<b>COUNCILLORS</b>	MJ Quigley	Chair
	KL Walker	
	MJ Beach	
	HJ Druce	
	KW Taylor	
	SJ Derrett	
	RJ Higgins	
	KR Irving	
	AJ Brewer	
	P Serdity	
<b>STAFF MEMBERS</b>	G Wilcox	General Manager (GM)
	D Arthur	Divisional Manager Finance and Administration (DMFA)
	M Stephens	Manager Health and Development Services (MHD)
	R Lawford	Divisional Manager Engineering Services (DMES)
	J Burtenshaw	Executive Assistant (EA)

**APOLOGIES**

An apology was tendered on behalf of Councillor Williamson who was absent due to external commitments. Councillor Wilson OAM has formally requested a leave of absence for the December 2018, January and February 2019 meetings. **MOVED** Serdity/Druce that the apology be accepted and a leave of absence for the members concerned be granted.

**Carried**  
**262.12.18**

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**CONFIRMATION OF MINUTES**

**MOVED** Beach/Higgins that the Minutes of the Ordinary Meeting of Council held on Thursday, 25th October 2018 be adopted as a true and correct record of that Meeting.

**Carried**  
**263.12.18**

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**DELEGATES AND COMMITTEES**

**Item 1**      **Association of Mining and Energy Related Councils**      **(C14-6.3)**

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

**Carried**  
**264.12.18**

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## DELEGATES AND COMMITTEES

CONTINUED

### Item 2      **Outback Arts Annual General Meeting and General board Meeting** (C17-2)

**MOVED** Serdity/Brewer that the information be received and noted.

**Carried**  
**265.12.18**

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### **Ewenmar Waste Depot Sunset Committee** (C14-3.23)

**MOVED** Serdity/Druce that the Minutes of the Meeting of the Ewenmar Waste Depot Sunset Committee held on Thursday, 25th October 2018 be received and noted and the following recommendations be adopted:

1. That Council proceed with the introduction of the new opening hours as of 1st July 2019 of:  
Sunday;            9am – 5pm  
Monday;            Closed  
Tuesday;            1pm – 5pm  
Wednesday;        Closed  
Thursday            1pm – 5pm  
Friday;              Closed  
Saturday;           9am – 5pm  
and that these opening hours be advertised intensively within the community.
2. Council seek funding for all grants associated with Recycling and the development of the Waste Management Facility;
3. Council adopt the Ewenmar Waste Facility Operations Improvement Plan provided by Robert Bailey Consulting and Council will approve rehabilitation of the Ewenmar Waste Facility with an initial three (3) month plan including:
  - a. Clean up of the site;
  - b. Upgrade of fencing; and
  - c. Upgrade of facility.
4. Council to purchase appropriate fencing to improve litter blown off the site;
5. Develop a contract for the new position of gate keeper; and
6. Circulate the minutes of the Netwaste Meetings to all committee members and advise of any upcoming meetings.

**Carried**  
**266.12.18**

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### **Warren Sporting Facilities Committee** (C14-3.18)

**MOVED** Taylor/Brewer that the Minutes of the Meeting of the Warren Sporting Facilities Committee held on Wednesday, 7th November 2018 be received and noted and the following recommendations be adopted:

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**DELEGATES AND COMMITTEES**

**CONTINUED**

**Item 7 WSCC Gym Asset Replacement Five Year Plan (S21-2)**

1. The information be received and noted; and
2. The Gym Membership fees be increased to \$200 for 12 months and \$120 for 6 months for the 2019/2020 financial year
3. \$9,500.00 be placed in reserve and added to the 2019/2020 budget for the purchased of gym equipment.

**Item 8 WSCC Gym Aerobic Equipment Four Year Lease Plan (S21-2)**

1. The information be received and noted; and
2. \$4,500.00 + GST be placed in reserve and added to the 2019/2020 budget for the lease of aerobic equipment subject to budgetary constraints.

**Item 10 Riversmart Australia Request for Donations (S21-2)**

1. The information be received and noted; and
2. That the hire fees for the Warraan Festival community event be partially waived with a reduction in hire fees from \$470 to \$162.

**Carried  
267.12.18**

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**Showground/Racecourse Committee**

**MOVED** Beach/Druce that the Minutes of the Meeting of the Showground/Racecourse Committee held on Thursday 8th November 2018 be received and noted and the following recommendations be adopted:

**Item 3 Grant Workshop Sub Committee Report (G4-1.7)**

1. That the Showground Committee, the Race Club Committee and each Equestrian user group named under the Grant Project supply the name and contact details to the General Manager, of one (1) person to form a Project Working Subcommittee; and
2. That the first meeting of the Working Group Sub Committee shall meet on Tuesday 11th December 2018.

**Item 4 Warren Showground/Racecourse Annual User Chargers & Warren Polocrosse Club Request for Donation (S7-1)**

1. The current fees and charges and method of formatting future year fees and charges remain "as is" for all user groups;
2. That the Warren Polocrosse Club be required to commit to the 2018/19 annual charge that has been issued; and
3. All annual user groups to report back to the Committee on recommendations for user chargers for their respective club for the next financial years consideration.

**Carried  
268.12.18**

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**DELEGATES AND COMMITTEES**

**CONTINUED**

**Council Chambers Development Sunset Committee (C14-3.25)**

**MOVED** Serdity/Irving that the Minutes of the Meeting of the Council Chambers Development Sunset Committee held on Wednesday 14th November 2018 be received and noted and the following recommendations be adopted:

**Item 3.1 Update Concept Design (C14-3.25)**

That:

1. The Committee accepted the revised cost estimates tabled at this meeting; and
2. Council endorse Belinda Dimarzio-Bryan from B Creative Photography and Architecture to proceed to full tender documentation once final investigations on conventional piers versus screw piles and cable in slab floor heating are undertaken.

**Carried  
269.12.18**

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

**MOVED** Brewer/Taylor that the Minutes of the Meeting of the Airport Operations Committee held on Wednesday 14th November 2018 be received and noted and the following recommendations be adopted:

**Item 4.1 Proposed Subdivision – Warren Airport (C14-2.12)**

1. That the proposed subdivision costs be approved for referral to Council.
2. Stage 1 of this development will only be for Blocks 1 to 4.
3. The sale of Block 5 will be the trigger for Stage 2 (the sale of Blocks 5 to 8) but only after the sale of Blocks 1 to 4 is complete.
4. The purchase price of Blocks 5 to 8 is to be reviewed if they do not sell within 12 months of the purchase of the first Block in Stage 1.
5. That Covenants be placed on the title and sales documents as described:-
  - That all buildings on this subdivision shall have a maximum height above ground level of 4.5m to the highest point to comply with the airport OLS,
  - That the building is to be constructed only within the identified building envelope as shown in the Subdivision Plan,
  - That the purchaser note that Council has not provided services to the proposed lots and any service provision shall be at the owners cost,
  - That a hangar building must be constructed on the allotment within 18 months of the date of contract finalisation or the land will be returned to Council at the purchase price less 10% to cover legal costs unless the owner can show substantial commencement of a building,
  - The resale of land by a purchaser within 18 month construction period shall allow for a right of first refusal by Council at the price of the initial (first) sale from Council,

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**DELEGATES AND COMMITTEES**

**CONTINUED**

**Airport Operations Committee**

**Continued**

**Item 4.1 Proposed Subdivision – Warren Airport**

**Continued**

- A second or subsequent purchaser shall be required to comply with the conditions to construct a hangar building, however they shall be permitted an additional 12 months only from the date of initial (first) contract finalisation to the initial purchaser, to construct such building before the land is returned to Council at the initial (first) purchase price less 10% to cover legal costs.

**Carried  
270.12.18**

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**Town Improvement Committee**

**(C14-3.17)**

**MOVED** Taylor/Irving that the minutes of the meeting of the Town Improvement Committee held on Wednesday, 20th November 2018 be received and noted, and the following recommendation be adopted:

**Item 4.1 Warren Town Centre Upgrade**

**(C14-3.17)**

That the AC (asphalt) be deferred for consideration at a later date and the process of applying emulsion seal to the shoulder of the main street be trialed between now and the 6th December 2018 and that further consideration be given by the Divisional Manager Engineering Services.

**Carried  
271.12.18**

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**MORNING TEA**

At this point in the meeting, the time being 9.55 am, Council inspected the trialed seal on the main street and adjourned for Morning Tea.

**RESUMPTION**

The meeting resumed at 10.30 am.

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**Manex**

**(C14-3.4)**

**MOVED** Serdity/Beach that the Minutes of the Meeting of Manex held on Monday, 3rd December 2018 be received and noted and the following recommendations be adopted:

**Item 5.1 Work Health and Safety Performance Summary**

**(S12-14.1)**

That the Work Health and Safety Performance Summary information be reviewed and monitored.

**Item 5.2 Work Health and Safety Risks and Priority Issues**

**(S12-14.1)**

That the Work Health and Safety Risks and Priority Issues be reviewed and monitored.

**Item 5.3 Statecover Work Health and Safety Annual Self – Audit**

**(I2-3.1)**

That Council update the existing Work Health and Safety Action Plan, utilising information received in the StateCover Self-Audit Report.

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**DELEGATES AND COMMITTEES**

**CONTINUED**

**Item 5.4 Work Health and Safety Action Plan (S12-14.1)**

1. The updated Health and Safety Plan be adopted by Council; and
2. The Warren Shire Council Work Health and Safety Action Plan actions are reviewed and their status monitored and a report be prepared for the Work Health and Safety Committee each quarter to review the status and compliance.

**Item 5.5 Emergency Preparedness and Emergency Procedure (P13-1)**

That the Manex team are to review the Emergency Preparedness and Management Procedure and that a further report be presented to the 15th January 2019 Manex meeting with any changes.

**Item 7 Work Force Vacancies (S12-1)**

That Manex note the report and commence recruitment of vacant positions being:

- Patching Crew No. 2 – Light Truck Driver;
- Water and Sewer Foreman;
- Manager Roads Infrastructure;
- Workshop Co-ordinator;
- Workshop Mechanic;
- Trainee Plant Operator; and
- Ganger – CMC.

**Item 8 Warren Shire Council Initial Process and Control Audit January 2018**

That: **(A1-3)**

1. the information be received and noted that the Workshop RTA Inspection process remains outstanding.
2. the Divisional Manager Engineering Services to approach local businesses who may want to take up RMS Inspections.

**Item 13 Operational Procedures (A2-1)**

That:

1. the information be received and noted; and
2. the procedures: Arranging Vacation Care, Checking Oxi Sok at Pool, Contamination of water at swimming pool (e.g. bird/animals), Cryptosporidium Notification Response, Daily Routine for Pool Kiosk, Drowning or Rescue, Equipment failure at pool: Plant room/pump, Euthanasia of Injured Wildlife, Faecal incident loose stool response, Faecal incident solid stool response, Heart Attack or Medical Emergency, Inducting New Gym Members – Sporting and Cultural Centre, Maintenance of AED – Sporting and Cultural Centre, Maintenance of AED – Swimming Pool, Major chemical spill/gas leak, Morning Routine for Pool and Grounds, Natural Disaster: Lightning/hail/storm, Refunding FOB Deposit Fee for Gym Members, Running off till and balancing remittance at Swimming Pool, Spinal Injury or Death, Testing of chemical levels at pool, Use of Automatic Pool Vacuum Cleaner, Use of Manual Pool Vacuum Cleaner; Warren War Memorial Swimming Pool User Agreement and Maintenance of AED – Racecourse/Showground be adopted.

**Carried**  
**272.12.18**









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**DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS**

**CONTINUED**

**Item 2 Property Adjustment – Wambianna Street Collie**

DMES-A  
Chk Lst

**MOVED** Druce/Irving that amendments to the boundaries of Lot 79 and Lot 80 of Deposited Plan (DP) No.724585 located with frontages to both Wambianna and Coonamble Street Collie be formally altered so as to provide for the existing Collie Hotel accommodation units encroachment onto the land parcel serving as the Collie Rural Fire Service block be implemented.

**Carried**  
**284.12.18**

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**Item 3 Tender – Raw Water Pump Station Upgrade Macquarie River – Oxley Park, Warren (W2-1)**

DMES-A  
Chk Lst

**MOVED** Taylor/Higgins that:

1. the tender submitted by Darling Irrigation of 113 Dandaloo Street Narromine in the amount of \$54,612 inclusive of GST be accepted and a formal contract be negotiated to provide for commencement of works as soon as possible;
2. the monies required to provide for the establishment of this asset replacement be absorbed from within the 2018/19 Water Supply Fund Capital allocation listed as providing for water main and valve renewals allocation which has an allocation of \$130,000; and
3. the next quarterly budget will provide for the above water fund budget adjustments.

**Carried**  
**285.12.18**

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**Item 4 Mount Foster Quarry Usage Proposal (Q1-1.1)**

**MOVED** Brewer/Beach for discussion.

**Carried**  
**286.12.18**

DMES-A  
Chk Lst

**MOVED** Brewer/Beach that:

1. A tender for the production of approximately 40,000 tonne of 20mm road base at the Mount Foster Quarry and a multi-year contract providing for ongoing 20mm road base production be advertised.
2. This item is to be reported back to the Plant Committee.

**Carried**  
**287.12.18**

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**MANAGER HEALTH AND DEVELOPMENT'S REPORTS**

**CONTINUED**

**Item 4 Council Chambers Development Project**

**(C14-3.25)**

**MOVED** Serdity/Walker for discussion.

**Carried**  
**291.12.18**

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

**Carried**  
**292.12.18**

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**MAYORAL MINUTES**

The Mayor advised that the following items of general interest and Council business transacted through the period since the last Council Meeting.

- The Mayor advised that he had attended the Remembrance Day Service held in Warren on the 11th November 2018.
- The Mayor advised that he along with Council's Divisional Manager Finance and Administration attended the Orana Joint Organisation Strategic Planning Workshop that was held in Warren. This Workshop was focused on developing a draft Strategic Plan.
- The Mayor emphasised the importance of Council Committee meetings and that they are to held quarterly or as set.
- The Mayor requested that all projects go to its Council Committee before being presented to Council.

**UPCOMING EVENTS**

- The Mayor reminded the meeting of the upcoming Councillor and Staff Christmas Party at the Twilight Races on Friday, 14th December 2018.
- The Mayor commented on the Street Christmas Party being held Friday, 6th December 2018.
- The Mayor advised that both the Deputy Mayor, Councillor Williamson and the General Manager, Glenn Wilcox will be travelling to Gilgandra on Tuesday, 11th December 2018 to meet with the Member for Barwon, Kevin Humphries MP.

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**QUESTIONS WITHOUT NOTICE**

**By Councillor Irving**

1. Councillor Irving requested an update on the scheduled 7th December 2018 Christmas Street Party.

The General Manager advised that all arrangements were in hand and local businesses are involved. Good support from the Lions Club and Warren Macquarie Local Aboriginal Lands Council. The band has been organised and are coming from the Central Coast. Dwyers Transport is providing a trailer for the stage.

2. Councillor Irving advised that Frances Evans is co-ordinating Carols by Candlelight this year in Macquarie Park on Saturday, 22nd December 2018.

**By Councillor Beach**

1. Councillor Beach advised that the Plant Committee were to have a quick catch up after this Council Meeting.
2. Councillor Beach advised that the rules seem to have been changed around irrigation water resulting in a loss in changeover and pulled back figures.
3. Councillor Beach noted that fixed charges are changing for individual irrigators, but not to schemes.

**By Councillor Druce**

1. Councillor Druce commented on the widespread media coverage for “Warren” the Reindeer and the Warren Street Party.
2. Councillor Druce advised that Nevertire Hall had been successful in receiving a grant for \$5,000 from the Cotton Growers Grant.
3. Councillor Druce requested if the owners of the corner shed in Nevertire could be contacted in regard to the loose corrugated iron on the roof.

MHD- A  
Chk Lst

**By Councillor Taylor**

1. Councillor Taylor advised that Council has received no nominations as yet for Australia Day 2019 and asked that any nominations be directed to Council’s Divisional Manager Finance and Administration.

**By Councillor Derrett**

1. Councillor Derrett conveyed her congratulations to staff for the main street works and the Christmas Street party event and advised that she has received lots of feedback.

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**QUESTIONS WITHOUT NOTICE**

**CONTINUED**

**By Councillor Higgins**

MHD- A  
Chk Lst

1. Councillor Higgins advised that he had received complaints regarding dogs knocking over bins in Thornton Avenue.

**By Councillor Walker**

1. Councillor Walker commented on the recent email to Councillors advising of the success with grants.

**By Councillor Brewer**

1. Councillor Brewer noted the recent public member donation to Lions Park. The Warren Lion's Club have some suggestions for this including a wheelchair access unisex toilet block. Councillor Brewer requested the Warren Lion's Club to write to Council with a list of priorities.
2. Councillor Brewer gave an update on the GPS aerial and repeater station on Nevertire tower. Councillor Brewer requested clarification on third party infrastructure on Council property.

GM-A  
Chk Lst

Council to review the lease arrangements and how to relocate electrical equipment to ground level (Green Star/John Deere). A report to be presented to the January Council meeting on Council's agreement on use of Council infrastructure and legality of Nevertire GPS.

3. Council Brewer commented on Minister Upton's new requirement for Council Meetings to be televised and if we can delay this until the new building is built?

The General Manager advised that this requirement is part of the new Code of Conduct to be presented to Council in January 2019. Meetings can either be televised or recorded and put on Council's website and the time frame will be looked at.

**By Councillor Serdity**

DMES-A  
Chk Lst

1. Councillor Serdity advised that one of the road signs outside of Nevertire on the Mitchell Highway heading towards Nyngan had one of its panels flapping and requested if it could be repaired.

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There being no further business the meeting closed at 12.50 pm.

**THESE MINUTES WERE CONFIRMED AT THE ORDINARY MEETING OF COUNCIL  
HELD ON THURSDAY 24TH JANUARY 2019 AS BEING  
A TRUE AND CORRECT RECORD.**

**MINUTE NO. 2.01.19**

.....  
**GENERAL MANAGER**

.....  
**MAYOR**