



ORDINARY MEETING

MINUTES

THURSDAY 27TH SEPTEMBER 2018

WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council
Held in Council Chambers, 115 Dubbo Street Warren
on Thursday 27th September 2018 commencing at 8:35 am

Present:

COUNCILLORS NRF Wilson OAM Chair
 MJ Quigley Chair
 KL Walker
 MJ Beach
 HJ Druce
 BD Williamson
 KW Taylor
 SJ Derrett
 RJ Higgins
 P Serdity

STAFF MEMBERS 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

Apologies were tendered on behalf of Councillor KR Irving and Councillor AJ Brewer who were absent due to external commitments, and it was **MOVED** Taylor/Serdity that the apologies be accepted and a leave of absence for the members concerned be granted.

**Carried
205.9.18**

NOTICE OF MOTIONS

Item 1 That at this point we move to Item 1 and 2 of the General Manager's reports for the Election of Mayor and Deputy Mayor.

Item 2 That after the Election of Mayor and Deputy Mayor, we return back to the general business agenda.

MOVED Serdity/Derrett that:

1. We move to Item 1 and 2 of the General Manager's reports for the Election of Mayor and Deputy Mayor.
2. That after the Election of Mayor and Deputy Mayor, we return back to the general business agenda.

**Carried
206.9.18**

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The Mayor Cr Wilson spoke to Council about past Council successes, team work and working for the community.

The General Manager read out a letter of appreciation from Bogan Shire Council.

GENERAL MANAGER'S REPORTS

Item 1 Election of Mayor (C14-13)

The General Manager, as Returning Officer, informed Council that there had been only one nomination received for the position of Mayor, that being Councillor Milton Quigley, who had formally acknowledged in writing his acceptance of the nomination for this position.

Pursuant to Section 3(1) of Schedule 7 of the Local Government (General) Regulation, 2005 the Returning Officer formally advised Council that Councillor Milton Quigley had been elected to the position of Mayor of Warren Shire Council unopposed for the ensuing term.

The Mayor thanked the Councillors for their confidence in him and he looked forward to this term of Council.

Carried
207.9.18

Election of Deputy Mayor (C14-13)

The General Manager, as Returning Officer, informed Council that there had been only one nomination received for the position of Deputy Mayor, that being Councillor Brett Williamson who had acknowledged in writing his acceptance of the nomination for this position.

Pursuant to Section 3(1) of Schedule 7 of the Local Government (General) Regulation, 2005 the Returning Officer formally advised Council that Councillor Brett Williamson had been elected to the position of Deputy Mayor of Warren Shire Council for the ensuing term.

Carried
208.9.18

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CONFIRMATION OF MINUTES

MOVED Serdity/Walker that the Minutes of the Ordinary Meeting of Council held on Thursday, 23rd August 2018 be adopted as a true and correct record of that Meeting.

Carried
209.9.18

NOTICE OF MOTION

ITEM 3 ORDINARY COUNCIL MEETING SCHEDULE (C14-2)

That Warren Shire Council schedule one Ordinary Council meeting at both Collie and Nevertire in 2019.

Reason:

To more ably fulfil the role of a Councillor, as an elected person, by facilitating a greater opportunity for Councillor's to:

1. Represent the interests of the residents and ratepayers.
2. Provide leadership and guidance to the community.
3. Facilitate communication between the community and the Council.

Moved: Cr Karlene Irving

Date: 13th September 2018

Second: Cr Pauline Serdity

AMENDMENT MOVED Serdity/Derrett that Council meet at Nevertire, Collie, Marthaguy and Marra Hall once within the four (4) year term of Council.

THE AMENDMENT WAS PUT AND WAS CARRIED.

Carried
210.9.18

DELEGATES AND COMMITTEES

Item 1 NSW Public Libraries Association (PLA) Central West Zone General Meeting (L2-7)

Councillor Serdity requested that it be noted that the Conference is in Coffs Harbour, not Penrith as reported.

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

Carried
211.9.18

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Manex (C14-3.4)

MOVED Wilson/Taylor that the Minutes of the Meeting of Manex held on Tuesday, 18th September 2018 be received and noted and the following recommendations be adopted:

5.1 Work Health and Safety Performance Summary (S12-14.1)

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

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.

5.3 Work Health and Safety Action Plan (S12-14.1)

1. That 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.

2. That the Manex team note the completion of:

- WHSAP 7 – Ongoing development of SWMS and SOPs
- WHSAP 22 – Chemical Audit of Council Chambers Building undertaken September 2018
- WHSAP 14 – Draft Records Management Policy under public review June 2018
- WHSAP 29 – Audit of all small electric plant and equipment undertaken in September 2018

5.4 Notifiable Incident (S12-14.12)

That the actions developed in response to the notifiable incident should be reviewed and monitored to ensure completion/implementation of identified corrective actions.

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;
- Senior Heavy Truck Driver;
- Heavy Truck Driver;
- Workshop Co-ordinator;
- Asset / Technical Officer and
- Light Plant Operator – RCMC
- Non Trade Gardener; and
- Health and Development Administration Officer.

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DELEGATES AND COMMITTEES

CONTINUED

Manex

Continued

- 8. Warren Shire Council Initial Process and Control Audit January 2018 (A1-3)**
That the information be received and noted that the Workshop RTA Inspection process remains outstanding.

10.2 Waste Disposal Transfer Stations (G2-5.4)

1. That Manex approve the project for further development; and
2. Include the project within the 2018/19 budget considerations and review September quarter.

**Carried
212.9.18**

Economic Development Committee

(C14-3.22)

MOVED Derrett/Williamson that the Minutes of the Economic Development Committee held on Wednesday 26th September 2018 be received and noted and the following recommendation be adopted:

Item 5 The Identification of Business Opportunities for Federal Murray Darling Funding (D3-1.4)

GM-A
Chk Lst

That a letter is sent to the Federal Minister for Agriculture seeking funding to undertake research to develop strategies to target business opportunities that could utilise Federal Murray Darling funding.

**Carried
213.9.18**

POLICY

Item 1 Council Policies and Supporting Documents (P13-1)

GM-A
Chk Lst

MOVED Serdity/Druce that Council adopt the following policies in accordance with the Local Government Act 1993 including The Payment of Expenses or Provision of Facilities to Councillors (s253) and display all Policies on Council's website:

1. Draft Appointment and Oversight of the General Manager Policy
2. Draft Asbestos Policy
3. Draft Business Continuity Plan – Including Critical Incident Management Procedure
4. Draft Child Protection Policy
5. Draft Closed Circuit Television (CCTV) System Policy
6. Draft Communication Devices Policy
7. Draft Complaints Management Policy
8. Draft Contractor WHS Management Policy
9. Draft Corporate Credit Card Policy and Charge Forms

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POLICY

CONTINUED

Item 1 Council Policies and Supporting Documents Continued

10. Draft Councillor Access to Information Policy
11. Draft Councillor Expense Policy
12. Draft Equal Employment Opportunity Policy
13. Draft Festivals and Events Policy
14. Draft Financial Hardship Policy
15. Draft Fraud and Corruption Policy
16. Draft Gifts and Benefits Policy
17. Draft Interaction Between Councillors and Staff Policy
18. Draft Internal Reporting Policy
19. Draft Investment Policy
20. Draft Motor Vehicle Policy
21. Draft Private Swimming Pool and Barrier Inspection Policy
22. Draft Privacy Management Plan
23. Draft Records Management Policy
24. Draft Secondary Employment Policy
25. Draft Social Media Policy
26. Draft Staff Education and Training Policy
27. Draft Statement of Ethics Policy
28. Draft Volunteer Risk Management Procedure
29. Draft Volunteer Management Procedure
30. Draft Volunteer Manual
31. Draft Warren Airport Master Plan
32. Draft Workplace Surveillance Policy
33. Employee Assistance Program – Adopted January 2018
34. Procurement and Disposal Policy – Amended
35. Risk Management Policy – Adopted January 2018
36. Smoke Free Workplace Policy – Adopted March 2018
37. Draft Water Carters Policy – To be placed on public display as per May 2018 Council Meeting
38. Water Meter Policy – Adopted February 2018
39. Construction in the Vicinity of and Protection of Council Underground Assets Policy
40. Construction in the Vicinity of and Protection of Council Underground Assets Procedure

**Carried
214.9.18**

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POLICY

CONTINUED

Item 2 Policies and Governance(P13-1)

GM-A
Chk Lst

MOVED Serdity/Williamson that Council advertise the following policies for public comment in accordance with the Local Government Act 1993 Section 160 to review any public comments prior to the policy(s) being adopted and displayed on Council's web site:

1. Draft Discharge of Liquid Trade Waste into Council's Sewer Policy
2. Draft Liquid Trade Waste Code of Practice
3. Draft Drinking Water Quality Policy
4. Draft Community Awareness Development Policy
5. Draft Local Approvals Policy
6. Draft Keeping of Horses Policy
7. Draft Keeping of Stock in Residential Areas Policy
8. Draft Companion and Feral Animal Policy

Carried
215.9.18

GENERAL MANAGER'S REPORTS

Item 3 Outstanding Reports Checklist (C14-7.4)

MOVED Serdity/Walker for discussion.

Carried
261.9.18

MOVED Serdity/Walker that the information be received and noted and that the items marked with an asterisk be deleted.

Carried
217.9.18

Item 4 Committee/Delegates Meetings (C14-2)

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

Carried
218.9.18

Item 5 Meeting Schedule 2018/19 (C14-2)

GM-A
Chk Lst

MOVED Serdity/Taylor that Council adopt the meeting dates as listed and amend the May meeting to be held at Nevertire.

Carried
219.9.18

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GENERAL MANAGER'S REPORTS

CONTINUED

Item 6 Local Government NSW Annual Conference (S6-4)

GM-A
Chk Lst

MOVED Walker/Wilson that:

1. The information be received and noted.
2. Council nominate up to two (2) councillors to attend the Local Government NSW Annual Conference on Sunday 21st to Tuesday 23rd October 2018 and that the General Manager attend; and
3. Council identify the voting delegate(s) as the Mayor for registration.

**Carried
220.9.18**

Item 7 Local Government Union Picnic Day (S12-2.1)

GM-A
Chk Lst

MOVED Druce/Williamson that Council approve the Local Government Union Picnic Day in accordance with the Local Government (State) Award 2017 being Monday, 8th October 2018.

**Carried
221.9.18**

DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS

Item 1 Reconciliation Certificate - July 2018 (B1-10.15)

MOVED Williamson/Derrett that the Statements of Bank Balances and Investments as at 31st August 2018 be received and noted.

**Carried
222.9.18**

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

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

**Carried
223.9.18**

Item 3 Internal Restricted Funds as at 30th June 2018 (A1-5.36)

MOVED Walker/Williamson that the transfer to/from internal restricted funds as at 30th June 2018 be noted and approved.

**Carried
224.9.18**

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MORNING TEA

At this point in the meeting, the time being 10.30 am, Council adjourned for Morning Tea.

RESUMPTION

The meeting resumed at 10.55 am.

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

Item 4 Financial Assistance Grant 2018/2019 (L5-5.2/39)

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

**Carried
225.9.18**

Item 5 Librarian's Report on Library Funding (L2-2)

MOVED Serdity/Druce that:

1. That Council endorse the NSW Public Libraries Association and Local Government NSW library funding advocacy initiative, *Renew Our Libraries*.
2. That Council note the announcement by the NSW Government on 24 August 2018 of its intention to provide a \$60m funding package for NSW public libraries for the quadrennial period 2019-20 to 2022-23.
3. That Council support the ongoing *Renew Our Libraries* initiative to secure the pledged funding, clarify the funding components and liaise with the government regarding the funding model.
4. That Council support *Renew Our Libraries* to work with the Government to develop a sustainable future funding model with a view guaranteeing an appropriate level of ongoing and indexed state funding.
- GM-A
Chk Lst 5. That Council make representation to the local State Member, Mr Kevin Humphries MP, in relation to the need for ongoing additional funding from the NSW State Government for the provision of public library services.
- GM-A
Chk Lst 6. That Council write to the Hon. Don Harwin, Minister for the Arts and the Hon. Walt Secord, Shadow Minister for the Arts, calling for bi-partisan support for the provision of ongoing and indexed increases in state funding for NSW public libraries, supported by a sustainable future funding model.
7. That Council take a leading role in activating the campaign locally.
8. That Council endorse the distribution of the NSW Public Libraries Association and Local Government NSW library funding advocacy initiative information in Council libraries, as well as involvement in any actions arising from the initiative.

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DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS
CONTINUED

Item 5 Librarian's Report on Library Funding Continued

GM-A
Chk Lst

9. That Council formally advise the NSW Public Libraries Association and Local Government NSW that Council has endorsed the library funding advocacy initiative.

Carried
226.9.18

DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS

Item 1 Request to Close Part of Curban Street, Collie (R4-3, R4-1.39)

DMES-A
Chk Lst

MOVED Williamson/Walker that the request to close the section of Curban Street between Wambianna and Inglega Streets Collie because of the loss of serviceability to the other residents of Collie, the general road users and the imposition that may be caused to the proposed upgrade of the village streets be denied.

Carried
227.9.18

Item 2 Request to Close Part of a Rear Lane at Collie (R4-1.31)

DMES-A
Chk Lst

MOVED Williamson/Taylor that the request to close the section of rear lane at Collie located mid-way between Wonbobbie and Bundemar Streets and immediately east of the lane way that provides for the discernment stormwater from the Collie County Woman's Association (CWA) Hall be denied.

Carried
228.9.18

Item 3 Warren Airport Development (A2-1)

MOVED Williamson/Taylor for discussion.

Carried
229.9.18

MOVED Williamson/Taylor that:

DMES-A
Chk Lst

1. Council submit a development application for the subdivision of lots at the Warren Airport;
2. The conditions of sale of the land include a restriction of user to allow for the land to be returned to Council after two years if it is not built upon;
3. Council determine a sales price for the land during the construction of Stage 1 of the subdivision;

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DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS

CONTINUED

Item 3 Warren Airport Development **Continued**

4. Council advertise the proposed hangar lots for sale at 50% completion of Stage 1 of the subdivision; and
5. Monthly Progress Reports are submitted to Council including costs to date for works undertaken as part of the subdivision excluding required maintenance items.
6. The project includes; soil test, survey, Development Application, services installation and report back to the Airport Operations Committee.

Carried
230.9.18

Item 4 Warren Polocrosse Club Request for Donation **(D8-1)**

DMES-A
Chk Lst

MOVED Beach/Druce that the request received be taken to the Showground/Racecourse Committee for consideration and that the Committee recommendation be addressed by Council.

Carried
231.9.18

MANAGER HEALTH AND DEVELOPMENT'S REPORTS

Item 1 Impounding Officer's Report **(P4-4)**

In recognition of Warren being a healthy town and to keep awareness of a healthy lifestyle, Council will be standing while dealing with the following item of the business paper.

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

Carried
232.9.18

Item 2 Review of the Warren War Memorial Pool Opening Hours and Entry Fees **(S19-2)**

MOVED Derrett/Walker that:

1. That the information is received and noted; and
2. The opening hours of the Warren War Memorial Swimming Pool be revised and extended during the months of December and January and;
3. The entry fee for single entry and school carnivals (normal admission) be changed from \$3.30 to \$2.20.

MHD- A
Chk Lst

Carried
233.9.18

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MAYORAL MINUTES

The Mayor gave an overview of the Meeting with the Department of Premier and Cabinet, Jonathon Wheaton and Ben Morgan on Wednesday, 19th September 2018.

- Discussed the submitted grants on Expression of Interests that included the upgrade to the Nevertire and Collie water supplies, the flat land route and potentially changing the classification of the Tottenham Road to a regional road.
- A tour of sites was undertaken including the Carter Oval precinct, Warren Memorial Swimming Pool, Racecourse/showground Complex and Silo Row.
- The burnt out railway bridge over Gunningbar Creek was also visited and discussed.
- An inspection of GDT and discussed the issues regarding EPA approval.
- An inspection with the Warren Rotary Club members of the proposed Dementia Unit

QUESTIONS WITHOUT NOTICE

By Councillor Beach

1. Councillor Beach thanked Councillor Wilson OAM in his role as Mayor.

By Councillor Druce

1. Councillor Druce thanked Councillor Wilson OAM for his work as Mayor.
2. Councillor Druce advised that the Nevertire Rodeo was a great day, had approximately 1,200 through the gate and thanked the Council, especially Town Services Manager, Kerry Jones for the work undertaken. She received many great comments. Councillor Druce further complimented Council on how well Nevertire was presented, it looked fantastic, tidy and clean.
3. Councillor Druce reminded those present of the Comedy Festival next Thursday.

By Councillor Wilson OAM

1. Councillor Wilson OAM thanked those for their kind words and noted their were many interesting times.

By Councillor Williamson

1. Councillor Williamson advised of the hard times for contractors and can Council support work for contractors. The Divisional Manager Engineering Services noted these comments.

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QUESTIONS WITHOUT NOTICE

CONTINUED

Councillor Taylor

DMES-A
Chk Lst

1. Councillor Taylor advised he had been given a letter by a member of the community regarding the drainage issues at Warren Lawn Cemetery.

A report is to be presented back to Council on this issue.

Councillor Derrett

1. Councillor Derrett thanked the Arts Council and Council for persuading the comedians to visit and hold the Comedy Festival.
2. Councillor Derrett also noted the Warraan Festival next week with Melinda Schneider concert.

By Councillor Serdity

GM-A
Chk Lst

1. Councillor Serdity reiterated the comments of Councillor Druce in that the presentation of Nevertire was great and a credit to Council.
2. Councillor Serdity proposed that Council prepare a report and write a letter to the Warren Liquor Accord Committee regarding a no drinking zone in Nevertire.

CONFIDENTIAL ITEM

MOVED Wilson/Taylor that the Council proceed into the Committee of the Whole and the press and public be excluded with the time being 12.13 pm to consider the following matter.

**Carried
234.9.18**

REPORT OF THE MANAGER HEALTH AND DEVELOPMENT

Item 1 Exhumation (Section 10A(2)(a)) (C2-8)

RESUMPTION OF ORDINARY MEETING

MOVED Williamson/Wilson that Council resume the Ordinary meeting of Council at 12.25 pm.

**Carried
235.9.18**

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CONFIDENTIAL ITEM

CONTINUED

ADOPTION OF RECOMMENDATIONS OF CONFIDENTIAL COMMITTEE OF THE WHOLE

Item 1 Exhumation (C2-8)
(Section 10A(2)(a))

MOVED Wilson/Williamson that:

1. The information be received and noted.
2. Council to write a personal letter of apology to the family and send flowers.

Carried
236.9.18

There being no further business the meeting closed at 12.26 pm.

**THESE MINUTES WERE CONFIRMED AT THE ORDINARY MEETING OF COUNCIL
HELD ON THURSDAY 25TH OCTOBER 2018 AS BEING
A TRUE AND CORRECT RECORD.**

MINUTE NO. 238.10.18

.....
GENERAL MANAGER

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MAYOR