

ORDINARY MEETING

MINUTES

THURSDAY 28TH MARCH 2019

WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council
held in Council Chambers, 115 Dubbo Street Warren
on Thursday 28th February 2019 commencing at 8:30 am

Present:

COUNCILLORS MJ Quigley Chair
KR Irving
MJ Beach
HJ Druce
BD Williamson
KW Taylor
SJ Derrett
RJ Higgins
KL Walker
AJ Brewer
P Serdity

STAFF MEMBERS G Wilcox General Manager (GM)
J Murray Acting 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 Wilson OAM who was absent due to external commitments, and it was **MOVED** Taylor/Druce the apology be accepted and a leave of absence for the members concerned be granted.

**Carried
55.3.19**

CONFIRMATION OF MINUTES

MOVED Williamson/Higgins that the Minutes of the Ordinary Meeting of Council held on Thursday, 28th February 2019 be adopted as a true and correct record of that Meeting, with the word “modified” being inserted to the Divisional Manager Engineering Services Item 3, number 3 resolution.

**Carried
56.3.19**

DELEGATES AND COMMITTEES

**Item 1 NSW Public Libraries Association (PLA) Central West Zone AGM
and March Meeting (L2-7)**

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

**Carried
57.3.19**

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DELEGATES AND COMMITTEES

CONTINUED

Economic Development Committee

(C14-3.22)

MOVED Brewer/Derrett that the Minutes of the Economic Development Committee held on Wednesday 6th March 2019 be received and noted.

**Carried
58.3.19**

Water Conservation Committee

(C14-3.26)

MOVED Brewer/Higgins that the Minutes of the Water Conservation Committee held on Tuesday, 12th March 2019 be received and noted with the addition of the word modified be added to Item 5 General Business point 2 level 3 and the following recommendation adopted:

Item 2 Election of Chairperson

(C14-3.26)

That Councillor Brewer be elected Chairperson for this Committee.

**Carried
59.3.19**

Manex

(C14-3.4)

MOVED Williamson/Druce that the Minutes of the Meeting of Manex held on Tuesday, 19th March 2019 be received and noted and the following be adopted:

Item 3 Action Checklist

That the information be received and noted and items marked with an asterisk (*) be deleted.

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 Correction Action Reports

(S12-14.1)

That the status of the Work Health and Safety Corrective Action Reports be reviewed and monitored.

Item 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 items contained within the Warren Shire Council Work Health and Safety Action Plan Objective Update Table.
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DELEGATES AND COMMITTEES

CONTINUED

Manex

Continued

Item 7 Work Force Vacancies

(S12-1)

1. Manex note the report; and
2. A report is to go to the March Council Meeting to not fill vacancies during the drought period unless essential to ensure the retained employment of permanent staff.

**Carried
60.3.19**

Warren Sporting Facilities Committee

(C14-3.18)

MOVED Irving/Williamson that the Minutes of the Meeting of the Warren Sporting Facilities Committee held on Wednesday, 20th March 2019 be received and noted and the following recommendation be adopted:

Item 6.1 Warren War Memorial Swimming Pool Refurbishment Grant(G4-1.6)

That Council advertise the Warren War Memorial Pool refurbishment project on Tenderlink for a minimum 28 days.

Item 6.2 Victoria Oval Lights

(S1-1.45)

1. Warren Shire Council engage a suitable trained contractor to replace the non-working globes of the lights at Victoria Oval; and
2. Council replaces lights using funding sourced from the infrastructure reserve budget.

Item 6.3 Construction of Outdoor Netball and Basketball Courts

(G4-1.5)

That Council accepts the tender of L_Don Sporting Areas P/L for a total of \$317,651.00 ex. GST using the grant funds received and internal resources.

Item 6.4 Carter Oval Concept Plan

(P1-7.3)

That the Centre Manager undertakes consultation with stakeholder sporting and cultural organisations who will be utilising the Carter Oval precinct in relation to the concept plan and provide feedback to the next Sporting Facilities Committee meeting.

**Carried
61.3.19**

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DELEGATES AND COMMITTEES

CONTINUED

Plant Committee

MOVED Beach/Brewer that the Minutes of the Meeting of the Plant Committee held on Friday 22nd March 2019 be deferred to the April meeting of Council.

**Carried
62.3.19**

Water Conservation Committee

(C14-3.26)

MOVED Brewer/Williamson that the Minutes of the Water Conservation Committee held on Wednesday, 27th March 2019 be received and noted and the following recommendation be adopted:

ITEM 4 WATER RESTRICTIONS

(C14-3.26)

A modification to the current Level 3 Water Restrictions be advertised stating, "Council permits the watering of lawns and gardens between the times of 06:00 and 09:00 and 18:00 and 21:00 hours in line with the odds and evens system. Business houses are to contact Council to make a water saving management arrangement".

**Carried
63.3.19**

GENERAL MANAGER'S REPORTS

Item 1 Outstanding Reports Checklist

(C14-7.4)

MOVED Brewer/Derrett that the information be received and noted and that the items marked with an asterisk in Item 1 be deleted.

**Carried
64.3.19**

Item 2 Committee/Delegates Meetings

(C14-2)

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

The Mayor gave the meeting an update from the Orana Joint Organisation meeting held in Coonabarabran on the 4th April 2018.

**Carried
65.3.19**

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Item 3 April Council Meeting Date Change (C14-2)

GM A
Chk Lst

MOVED Williamson/Taylor that Council change its meeting date to 17th April 2019 due to Easter and ANZAC day holidays.

**Carried
66.3.19**

Item 4 Amendment to Work Force Plan Due to Drought Conditions (S12-1.1)

MOVED Williamson/Druce to suspend standing orders.

**Carried
67.3.19**

MOVED Williamson/Druce to reinstate standing orders.

**Carried
68.3.19**

GM A
Chk Lst

MOVED Williamson/Higgins that:

1. Council note the Amendment to the Work Force Plan due to Drought Conditions; and
2. Council write to the Union Groups advising of the Amendment to the Workforce Plan due to Drought Conditions as required by the Local Government Award.

**Carried
69.3.19**

DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS

Item 1 Reconciliation Certificate – February 2019 (B1-10.16)

MOVED Derrett/Druce that the Statements of Bank Balances and Investments as at 28th February 2019 be received and noted.

**Carried
70.3.19**

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

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

**Carried
71.3.19**

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DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS
CONTINUED

Item 3 2019/2020 Draft Operational Plan & Estimates (E4-38)

DMFA A **MOVED** Taylor/Williamson that Council advertise the Draft 2019/2020 Operational
Chk Lst Plan & Estimates inviting public submissions and comment up until 3.00 pm on
Wednesday 8th May 2019.

Carried
72.3.19

Item 4 Tiger Bay Wetlands Walking Track (P1-7.17)

DMFA A **MOVED** Irving/Williamson that:
Chk Lst 1. Council enter into a lease agreement with Mr and Mrs Stephens to allow an area
of their land to be used as part of the Tiger Bay Wetland walking track; and
2. that the Lease Agreement be presented to Council before being signed.

Carried
73.3.19

DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS

Item 1 2019 IPWEA Local Roads Congress – Sydney 3rd June 2019 (R4-13.1)

DMES A **MOVED** Irving/Walker that Councillor Williamson, Councillor Druce and the Divisional
Chk Lst Manager Engineering Services attend the 2019 Local Roads Congress scheduled for
Monday 3rd June 2019.

Carried
74.3.19

**Item 2 Regional Procurement Tender No. REGPRO191819 for the Supply
and Delivery of Water Meters (C14-6.2/48)**

DMES A **MOVED** Taylor/Williamson that:
Chk Lst 1. That Council, in accordance with Clause 166(a) of the *Local Government (General)*
Regulation 2005, formally agree to accept all tenders, as per the tender evaluation
matrix, for the joint group of Member Council for the joint Contract for the supply and
delivery water meters for the period commencing 1st April 2019 to close of business
31st March 2021.
2. That provision is allowed for a 12-month extension based on satisfactory supplier
performance which may take this tender through to 31st March 2022.

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DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS CONTINUED

Item 2 Regional Procurement Tender No. REGPRO191819 for the Supply and Delivery of Water Meters Continued

3. That Council issue approval to the executive staff of Regional Procurement Initiative (a division of Hunter Councils Inc) to adjust the prices for the joint group of Member Councils the joint Contract for the supply and delivery of water meters in accordance with price variation clauses detailed within the contract.
4. That Council issue approval to the executive staff of Regional Procurement Initiative to sign the Deed of Agreement on behalf of Council.
5. That Warren Shire Council accept the best fit for purpose the supply source for water meters for the period beginning 1st April 2019 and ending 31st March 2021.

Item 3 Regional Procurement Tender No. T181819OROC for the Supply and Delivery of Traffic & Safety Signage (C14-6.2/49)

DMES A
Chk Lst

1. That Council, in accordance with Clause 166(a) of the Local Government (General) Regulation 2005, formally agree to accept all tenders, as per the tender evaluation matrix, for the joint group of Member Council for the joint Contract for the supply and delivery of Traffic & Safety Signage for the period commencing 1st April 2019 to close of business 31st March 2021.
2. That provision is allowed for a 12-month extension based on satisfactory supplier performance which may take this tender through to 31st March 2022.
3. That Council issue approval to the executive staff of Regional Procurement Initiative (a division of Hunter Councils Inc) to adjust the prices for the joint group of Member Councils the joint Contract for the supply and delivery traffic and safety signage in accordance with price variation clauses detailed within the contract.
4. That Council issue approval to the executive staff of Regional Procurement Initiative to sign the Deed of Agreement on behalf of Council.
5. That Warren Shire Council accept the best fit for purpose the supply source for traffic and safety signage for the period beginning 1st April 2019 and ending 31st March 2021.

Item 4 Regional Procurement Tender No. REGPRO281516 – Supply And Delivery Of Stationery (C14-6.2/47)

DMES A
Chk Lst

1. That Council, in accordance with Clause 166(a) of the *Local Government (General) Regulation 2005*, formally agree to accept all tenders, as per the tender evaluation matrix, for the joint group of Member Council for the joint Contract for the supply and delivery stationery for the period commencing 1st April 2019 to close of business 31st March 2021.
2. That provision is allowed for a 12-month extension based on satisfactory supplier performance which may take this tender through to 31st March 2022.

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DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS CONTINUED

Item 4 Regional Procurement Tender No. REGPRO281516 – Supply And Delivery Of Stationery (C14-6.2/47)

3. That Council issue approval to the executive staff of Regional Procurement Initiative (a division of Hunter Councils Inc) to adjust the prices for the joint group of Member Councils the joint Contract for the supply and delivery of stationery in accordance with price variation clauses detailed within the contract.
4. That Council issue approval to the executive staff of Regional Procurement Initiative to sign the Deed of Agreement on behalf of Council.
5. That Warren Shire Council accept the best fit for purpose the supply source for stationery for the period beginning 1st April 2019 and ending 31st March 2021.

**Carried
75.3.19**

MANAGER HEALTH AND DEVELOPMENT SERVICES

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.

Item 1 Development Application Approvals (B4-9)

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

**Carried
76.3.19**

There being no further business the meeting closed at 10.30 am.

**THESE MINUTES WERE CONFIRMED AT THE ORDINARY MEETING OF COUNCIL
HELD ON THURSDAY 17TH APRIL 2019 AS BEING
A TRUE AND CORRECT RECORD.**

MINUTE NO. 57.04.19

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GENERAL MANAGER

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MAYOR