

ORDINARY MEETING

MINUTES

THURSDAY 23RD AUGUST 2018

WARREN SHIRE COUNCIL
Minutes of the Ordinary Meeting of Council
Held in Council Chambers, 115 Dubbo Street Warren
on Thursday 23rd August 2018 commencing at 8:30 am

Present:

COUNCILLORS NRF Wilson OAM Chair

MJ Quigley

KL Walker

MJ Beach

HJ Druce

BD Williamson

KW Taylor

SJ Derrett

RJ Higgins

KR Irving

AJ Brewer

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

Nil.

CONFIRMATION OF MINUTES

MOVED Irving/Serdity that the Minutes of the Ordinary Meeting of Council held on Thursday 26th July 2018 be adopted as a true and correct record of that Meeting.

**Carried
178.8.18**

DELEGATES AND COMMITTEES

Item 1 **Country Mayors Association of NSW Inc.** **(C14-5.5)**

MOVED Quigley/Brewer that the information be received and noted.

**Carried
179.8.18**

WARREN SHIRE COUNCIL
Minutes of the Ordinary Meeting of Council
Held in Council Chambers, 115 Dubbo Street Warren
on Thursday 23rd August 2018 commencing at 8:30 am

DELEGATES AND COMMITTEES

CONTINUED

Item 2 Association Mining and Energy Related Councils (NSW) Inc.

(C14-6.3)

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

**Carried
180.8.18**

Item 3 Warren Interagency Support Services

(C3-9)

MOVED Derrett/Walker that:

1. The information be received and noted; and
2. That the Manager Health & Development Services to negotiate the restriction of squad training to a number of lanes.

MHD-A
Chk Lst

**Carried
181.8.18**

Town Improvement Committee

(C14-3.17)

MOVED Taylor/Druce that the Minutes of the Meeting of the Town Improvement Committee held on Wednesday, 8th August 2018 be received and noted and the following recommendations be adopted:

Item 4.1 Warren Street Masterplan

(C14-3.17)

That the long-term vision of the Warren Street Masterplan adopted September 2011 be noted, the Warren Street Masterplan Action Plan established in November 2015 be reviewed and a program of works inclusive of up to date costs be prepared and listed for consideration in future budgets.

Item 4.2 Warren Town Centre Upgrade

(C14-3.17)

That Council investigate with Essential Energy on the option and costs involved in purchasing the power pole in the middle of the roundabout and replace with a pole with solar lighting in line with Council's Masterplan.

DMES-N An update to be placed on Council's website for the public on the progression of the main street works in regards to works being undertaken.

**Carried
182.8.18**

WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council
Held in Council Chambers, 115 Dubbo Street Warren
on Thursday 23rd August 2018 commencing at 8:30 am

DELEGATES AND COMMITTEES

CONTINUED

Warren Shire Local Traffic Committee (T5-2)

MOVED Taylor/Irving that the Minutes of the Meeting of the Warren Shire Local Traffic Committee held on Wednesday, 8th August 2018 be received and noted and the following recommendations be adopted:

Item 4.1 Establish No Standing Zone - 15 Dubbo Street Warren Council's Works Depot (R4-1.70, T5-3)

To improve the safety of Traffic ingress and egressing at the Council Works Depot located at 15 Dubbo Street, Warren a *No Parking* area for the full length of the Depot frontage be established.

Item 4.2 Change of Route Priority - Industrial Access Road (R4-1.91, R4-2.5)

1. That the Intersection be subject to an external Safety Road Audit by formally writing to the Roads and Maritime Services for consideration.
2. That Engineering staff get up to date traffic counts at the intersection.

Item 4.3 Discontinue Use of Village Levee Bank as a Public Vehicular Access Route (R4-21)

1. That vehicle access along the Village Levee Bank between Hale Street and the Oxley Highway be discontinued by the Council; and
2. The New South Wales Roads and Maritime Services indicate its support for the discontinued access on to the Oxley Highway near the eastern approach to the Bridge over the Gunningba Creek.

Item 4.4 The Ride Against Cancer (R4-1)

1. That Council advise the Roads and Maritime Services of Council's approval for the use of local and regional roads within the Warren Local Government area for the Mudgee Lion's Club Ride Against Cancer fundraising event.
2. That a current Certificate of Liability Insurance is obtained prior to the event taking place.

Item 5 General Business

- It was noted that while a recommendation on speed cannot be made by a council and that a letter should be sent to RMS in order to have speed zones reviewed.
- Richard Drooger from RMS asked for the on progress on the large GIVEWAY signs for the Oxley Highway outside of Auscott. Rolly Lawford informed him of the problem with Optical Fibres in the area which is being addressed.
- Sharon Grierson mentioned the all Local events need to be approved by RMS and to help local Councils with this process there will be seminars ran at night for anyone interested in learning more about this process.

**Carried
183.8.18**

WARREN SHIRE COUNCIL
Minutes of the Ordinary Meeting of Council
Held in Council Chambers, 115 Dubbo Street Warren
on Thursday 23rd August 2018 commencing at 8:30 am

DELEGATES AND COMMITTEES

CONTINUED

Manex (C14-3.4)

MOVED Wilson/Walker that the Minutes of the Meeting of Manex held on Tuesday, 14th August 2018 be received and noted and the following recommendations be adopted:

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, noting the completion of:

- Chemical Audit completed for Warren Sporting and Cultural centre – July 2018; and
- WHS Inspection completed on chemical storage at Warren Pool by StateCover Mutual – August 2018.

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

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, noting the completion of the following items:

- StateCover Mutual Annual Work Health and Safety Audit - Completed August 2018;
- WHS Policy adopted by Council August 2017;
- Draft Guideline Complete May 2017- Incident Reporting and Investigation Guideline. Guideline adopted by MANEX in August 2017 Meeting;
- WHS Committee formed in September 2017, with constitution adopted;
- Draft Guideline Complete June 2017 - Managing Work Health & Safety Risk Guideline. Guideline adopted by Council in March 2018 Council Meeting;
- Contractor Management Policy in Draft and available for presentation at Council Policy Workshop. Contractor Management Policy put for Public Exhibition;
- Draft Guideline complete June 2017 -Development of Safe Work Procedures Guideline. Guideline adopted by Council in March 2018 Council Meeting;
- Plant start up books ordered and received and to be distributed to all outdoor staff – May 2018;
- Staff induction presentation developed – July 2018;
- Volunteer Management Policy in Draft and available for presentation at Council Policy Workshop;
- Alcohol and other Drug Policy adopted by Council in October 2017;
- Asbestos Register and Management Plans developed in November 2016;
- Staff provided with Remove non-friable asbestos and supervise removal of non-friable asbestos in December 2017;
- Asbestos Management Plan in draft form and available for presentation at Council Policy Workshop. Asbestos Management Plan put for Public Exhibition;
- Chemical Audit completed at Warren Sporting and Cultural Centre – July 2018;
- WHS Inspection undertaken by StateCover Mutual of Chemical Storage facility at Warren Swimming Pool – August 2018; and
- Safe Work Method Statement Developed for safe work at heights – July 2018.

WARREN SHIRE COUNCIL
Minutes of the Ordinary Meeting of Council
Held in Council Chambers, 115 Dubbo Street Warren
on Thursday 23rd August 2018 commencing at 8:30 am

DELEGATES AND COMMITTEES

CONTINUED

Manex

Continued

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;
- Senior Heavy Truck Driver;
- Heavy Truck Driver;
- Workshop Co-ordinator; and
- Asset / Technical Officer.

Item 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.

Item 9 Governance Review (P13-1)

That the Draft ICT Policy has been prepared for review by staff and to satisfy the requirements of the Auditor General.

Item 10.1 Council Chambers Development Project (C14-3.25)

1. The information be received and noted; and
2. A project report, architect and consultant costs and a time line was provided for Manex review.

MHD-N Councillor Quigley requested if the architect and consultant costs along with the time line could be provided to the Council Chambers Development Committee.

MHD-A
Chk Lst The Manager Health and Development Services to call a meeting of the Council Chambers Development Sunset Committee to discuss the documents and progress.

Item 10.2 Waste Disposal Transfer Stations (G2-5.4)

1. That Manex approve the project for further development; and
 2. That the Manager Health & Development call an Ewenmar Waste Depot Committee meeting and that the project is included within the 2018/19 budget considerations for review at the September Quarter.
- MHD-A
Chk Lst

**Carried
184.8.18**

WARREN SHIRE COUNCIL
Minutes of the Ordinary Meeting of Council
Held in Council Chambers, 115 Dubbo Street Warren
on Thursday 23rd August 2018 commencing at 8:30 am

DELEGATES AND COMMITTEES

CONTINUED

Warren Sporting Facilities Committee

(C14-3.18)

MOVED Quigley/Williamson that the Minutes of the Meeting of the Warren Sporting Facilities Committee held on Wednesday 15th August 2018 be received and noted and the following recommendations be adopted:

Item 6 Reports from Centre Manager

(S21-2)

1. An annual service of gym equipment be undertaken as per the Gym Maintenance Report;
2. The Centre Manager liaise with the Work Health and Safety Officer as to the creation of a maintenance procedure for each defibrillator as per the Local Sports Defibrillator Program.
3. That the progress of the Grant under the Regional Cultural Fund – Develop Warren’s Art and Cultural Facility be noted.

Item 7 General Business

1. Council to undertake a review of all current fees and charges applicable to the Victoria Park Precinct.
2. Council to charge a fee of \$63 per session to mixed netball competition whilst the review of current fees and charges is in place.
3. Council pay for the usage of the Warren Sporting and Cultural Centre during Halloween movie night in line with Council community strategic plan policy 1.1.6 (Co-ordinate and support community groups to promote events and activities within the local community).
4. Council liaise with Warren Arts Council as to the appropriate location of sculptures and outdoor table tennis areas in line following the creation of works program for Pathways and Cycle Ways within Victoria Park Precinct.
5. Town Service Manager to investigate the purchase/hirer of a pitch roller for the upcoming cricket season.
6. Centre Manager to undertake all maintenance tasks highlighted in points 7 and 8 of general business in line with Council’s Community Strategic Plan Policy 3.2.4 Maintain community facilities to an appropriate standard (e.g. Sporting Complex) and Council’s adopted budget.

**Carried
185.8.18**

Showground/Racecourse Committee Meeting

Councillor Beach gave an update on the meeting of the Showground/Racecourse Users on Thursday, 16th August 2018 where discussions were held on the proposed grant for the upgrade to the Showground/Racecourse Complex.

Councillor Beach also expressed his appreciation to the EDO’s and the user groups in providing the information for this application.

WARREN SHIRE COUNCIL
Minutes of the Ordinary Meeting of Council
Held in Council Chambers, 115 Dubbo Street Warren
on Thursday 23rd August 2018 commencing at 8:30 am

DELEGATES AND COMMITTEES

CONTINUED

Airport Operations Committee

(C14-3.12)

MOVED Williamson/Taylor that the Minutes of the Meeting of the Airport Operations Committee held on Wednesday 22nd August 2018 be received and noted and the following recommendations be adopted:

1. That Council prepare and submit grant applications to the NSW and Federal Governments seeking funding to undertake the renewal of the airport fencing to prevent animal hazards to aero medical services and other users, to upgrade runway lighting to the required 60m centres and to upgrade the runway surface to meet current safety standards.
2. That Council undertake repairs to culverts, taxiways and hold down areas as soon as possible from current funding held in the airport reserve.
3. That:
 1. Council prepare a plan, a detailed budget and a delivery program;
 2. Council establish a sales price per allotment based on the cost to develop all stages of this subdivision; and
 3. Council prepare contracts for sale that includes time restrictions to develop on the land and legal requirements for building heights to comply with airport slope.
4. That Council investigate the location of a fuel tank, pump and 24-hour card unit as part of the airport subdivision and contact aircraft fuel resellers as to interest in setting up at Warren or local supply requirements for consideration of the committee.
5. Requests for Airport Works by Committee.

The following items have been identified as requiring repair or maintenance and general business:

1. Request Airservices to prepare an RNAV plans for Warren airport;
2. That airport funding equivalent to rates paid in the airport industrial area be held in reserve for upgrading of the precinct; and
3. That the Committee investigate options for flight training once fuel and upgrades are undertaken.

Carried
186.8.18

MORNING TEA

At this point in the meeting, the time being 10.10 am, Council adjourned for Morning Tea.

RESUMPTION

The meeting resumed at 10.46 am.

WARREN SHIRE COUNCIL
Minutes of the Ordinary Meeting of Council
Held in Council Chambers, 115 Dubbo Street Warren
on Thursday 23rd August 2018 commencing at 8:30 am

DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS CONTINUED

Item 2 Gunningbar Street Nevertire – A Crown Reserve (R4-1.55)

DMES-A
Chk Lst

MOVED Serdity/Derrett that:

1. The process of having a section of Crown Reserve being Lot 36 DP 755292 which is bounded by the rear of the old Nevertire School, Gobabla Street and Belerenga Street available for public usage (road reserve and residential development) be commenced,
2. Once the section of the Crown Reserve being Lot 36 DP 755292 is made available for public usage the section currently serving as a portion of Gunningbar Street west of Clyde Street be established as road reserve becoming part of Gunningbar Street,
3. Once the section of the Crown Reserve being Lot 36 DP 755292 is made available for public usage the declaration and usage/s of the remaining portion of the land be then resolved by the Council, and
4. The Owner of 9-13 Clyde Street Nevertire be advised of Council's intent.

**Carried
193.8.18**

**Item 3 Essential Energy Application to Establish an Antenna on Top of the
Oxley Park Reservoir (E3-3, W2-1)**

MOVED Williamson/Walker for discussion.

**Carried
194.8.18**

MOVED Taylor/Williamson that:

1. There be an agreement to the payment of an annual lease fee of \$12,000 (ex GST);
2. Approval for Essential Energy to establish a radio antenna on the top of the water reservoir located adjacent to the Macquarie River within the Oxley Park in Warren be granted subject to;
3. The lodgement of a formal lease agreement of five (5) years with the extension of a further five (5) to be signed by both parties and registered as a Council Legal document; and
4. The requirement of Essential Energy and/or a contracting firm to submit to the Council all construction documentation including:
 - the frequency and bandwidth of apparatus;
 - the side lobe frequency and bandwidth;
 - the RF power output of apparatus;
 - the proposed location of any equipment including antenna and mountings;
 - location away from other apparatus;
 - Safe Work Method Statements;
 - Risk Assessments;
 - Operator Licences; and

WARREN SHIRE COUNCIL
Minutes of the Ordinary Meeting of Council
Held in Council Chambers, 115 Dubbo Street Warren
on Thursday 23rd August 2018 commencing at 8:30 am

GENERAL BUSINESS

Motions to LGNSW Conference.

MOVED Serdity/Walker

Motion 1: Library and Arts Funding

That LGNSW continue to pursue the NSW Government to increase capital and ongoing funding of Libraries and Arts centres across NSW.

Reason: Regional and rural communities of low populations require ongoing support to maintain and improve library and art facilities and services.

**Carried
200.8.18**

MOVED Serdity/Druce

Motion 2: Aged Services

That LGNSW commence discussions with the NSW Government to undertake a review of aged services to rural communities and the disadvantages for age people that are not covered under the NDIS program.

Reason: It is recognised that in rural NSW that a growing group of people who are aged, are not covered under the Federal Government NDIS provisions and are not being supported by either Federal or State services. It is requested that LGNSW work with the State Government to develop social and health policies to provide support services to our aging communities who fall outside the NDIS group.

**Carried
201.8.18**

MOVED Quigley/Druce

Motion 3: Natural Disaster (Flooding) Preparation

The NSW State Government allow for the betterment of destroyed infrastructure that has occurred as the result of a natural disaster rather than just its replacement in that such a move may reduce the possibility of further future damage.

Reason: Councils along with State agencies recognise that natural disaster events can be better controlled with an investment into prevention. This motion is specific to flood events, where over many years the same areas of road, culvert or bridge damage continue to occur and cost the State millions of dollars. By taking a preventative action and investing in improvements, the cost to the State and the communities will be reduced over the long term.

**Carried
202.8.18**

WARREN SHIRE COUNCIL
Minutes of the Ordinary Meeting of Council
Held in Council Chambers, 115 Dubbo Street Warren
on Thursday 23rd August 2018 commencing at 8:30 am

GENERAL BUSINESS

CONTINUED

MOVED Wilson/Brewer

Motion 4: Natural Disaster Declaration (Drought)

That LGNSW along with ALGA pursue the NSW and Federal Government to develop criteria to determine local and regional drought recognition like the triggers for flood and fire.

Reason: the declaration of drought is not considered on the same basis as a natural disaster such as flooding or fire and at a community level, drought can have a greater impact on the lives of the people on the properties, within a town or village and within a region.

Funding for fires and floods becomes readily available to support a community whereas drought funding requires a massive shift in community and political thinking before a government act. This delay results in support being received well after the impacts on social, employment and welfare is required.

**Carried
203.8.18**

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 on Wednesday, 8th August 2018, the General Manager and himself had attended an Orana JO meeting in Narromine.
- The Mayor advised that on the 8th August 2018 a proclamation of Warren Shire Council joining the Orana JO was made and subsequently gazetted on the 10th August 2018.
- The Mayor advised that the Warren Central School were holding their annual CBCA Book Week today at 1.30 pm and that his wife Robynne was attending on his behalf.

UPCOMING EVENTS

- The Mayor brought to Council's attention the upcoming visit of Mr Rod Crowfoot from Macquarie Homestay to Warren on Tuesday, 4th September 2018 and encouraged Councillors if available to attend.
- The Mayor advised that Councillors had received an invitation from the Warren Macquarie Local Aboriginal Land Council to the Warren Stage 1 of the Beemunnel Heritage Trail Opening at 12.00 pm on Saturday, 8th September 2018.

At this point in the meeting, the time being 11.55 am, Councillor Williamson requested and was given a leave of absence and left the meeting room and took no further part in the meeting.

WARREN SHIRE COUNCIL
Minutes of the Ordinary Meeting of Council
Held in Council Chambers, 115 Dubbo Street Warren
on Thursday 23rd August 2018 commencing at 8:30 am

QUESTIONS WITHOUT NOTICE

By Councillor Quigley

1. Councillor Quigley advised that the Chamber of Commerce Welcome to Warren night is scheduled for the 27th September 2018.
2. Councillor Quigley advised of the upcoming Rugby major semi-final in Coonamble and depending on the result, Warren will be hosting a game on either the 1st or 8th September 2018.
3. Councillor Quigley advised that the Arts Council would like to hold a community event for drought impact – 16th September and would like Council's support as to no hire fee of Victoria Park and if a short fall in costs of no more than \$1,000 if Council would assist.

The General Manager advised that it would be appropriate for Council to be a partner in this event and Council will book the venue at its cost.

4. Councillor Quigley expressed his appreciation to Council's long serving Mayor, Councillor Wilson OAM and noted that there would not be many who have given the time and effort to Council and Local Government and further he would like to recognise his time and effort in this position.

Councillor Quigley proposed a luncheon be planned after the next Council Meeting. This was concurred by those Councillors present.

By Councillor Walker

1. Councillor Walker mentioned the Hospital Auxiliary were looking at assisting those affected by the drought.
2. Councillor Walker enquired on what water would be available for those who are running out of supply outside of the general Warren area.

The General Manager circulated a draft application form for Drought Relief.

Motion

MOVED Walker/Druce that Council supply water for rural residents free of charge from the 27th August 2018 until 1st December 2018, with a review at Council's December meeting.

**Carried
204.8.18**

The General Manager to organise a Drought Committee Meeting to formulate a co-ordinated response with Rotary and Warren Arts Council.

WARREN SHIRE COUNCIL
Minutes of the Ordinary Meeting of Council
Held in Council Chambers, 115 Dubbo Street Warren
on Thursday 23rd August 2018 commencing at 8:30 am

QUESTIONS WITHOUT NOTICE

CONTINUED

By Councillor Beach

1. Councillor Beach further commented on the issues facing many with the current drought conditions, mental health issues, need for a co-ordinated action and that once a certain criteria is met, droughts are treated as exceptional circumstances the same as a flood.

By Councillor Druce

1. Councillor Druce advised that the Nevertire Rodeo would be held on the 22 September, a daytime event finishing at 6.00 pm.

Councillor Taylor

1. Councillor Taylor reiterated Councillor Quigley's comments on Councillor Wilson OAM and added that his passion and dedication to this community has been exceptional and what has been learned from him has been invaluable.

By Councillor Derrett

1. Councillor Derrett thanked the Mayor as both a Councillor and past Council employee.
2. Councillor Derrett noted that change of date for the Regional Summit in Narromine from the 18th October to the 27th September 2018.

The Mayor advised that the General Manager has advised LGNSW of the clash with Council's September Council Meeting and that it also is the date of Bogan's Council Meeting.
3. Councillor Derrett also acknowledged the glass cross located on the back wall as the gift from St. Mary's School NAIDOC Celebrations.

By Councillor Higgins

1. Councillor Higgins thanked the Mayor for his service to the community,

By Councillor Irving

1. Councillor Irving advised of RiverSmart organising a Festival on the 3-7 October 2018.
2. Councillor Irving also acknowledged the great leadership of Council's Mayor, Councillor Wilson OAM.

WARREN SHIRE COUNCIL
Minutes of the Ordinary Meeting of Council
Held in Council Chambers, 115 Dubbo Street Warren
on Thursday 23rd August 2018 commencing at 8:30 am

QUESTIONS WITHOUT NOTICE

CONTINUED

By Councillor Brewer

1. Councillor Brewer also expressed his thanks to Councillor Wilson OAM for his service to the community and Council.
2. Councillor Brewer advised that there would be a Campdraft Practice Day on Saturday, 15th September 2018.
3. Councillor Brewer enquired on the water pooling around the Stafford Street water reservoir.

The Divisional Manager Engineering Services advised that he is aware of the pooling created by the concrete cancer.

The Divisional Manager Finance and Administration further advised that applications for funding had been submitted but were unsuccessful. Several examinations of the reservoir have been undertaken.

By Councillor Serdity

1. Councillor Serdity thanked the Mayor for his assistance over the years and especially for the six (6) years she was Deputy Mayor
2. Councillor Serdity enquired on the water line repairs at Nevertire.
The Divisional Manager Engineering Services outlined the works undertaken.
3. Councillor Serdity enquired on trucks getting water for the Nevertire reservoir.

The Divisional Manager Engineering Services advised that Council was currently working on the Tottenham and Nevertire - Bogan Roads and were accessing the water for the roadworks.

4. Councillor Serdity advised that the dust from trucks accessing fuel in Nevertire is an issue, with the dry conditions.

The Divisional Manager Engineering Services advised that the surveyors have been there to provide the best design, but he has some concerns with the plans and shall consult with the RMS.

WARREN SHIRE COUNCIL
Minutes of the Ordinary Meeting of Council
Held in Council Chambers, 115 Dubbo Street Warren
on Thursday 23rd August 2018 commencing at 8:30 am

There being no further business the meeting closed at 12.37 pm.

**THESE MINUTES WERE CONFIRMED AT THE ORDINARY MEETING OF COUNCIL
HELD ON THURSDAY 27TH SEPTEMBER 2018 AS BEING
A TRUE AND CORRECT RECORD.**

MINUTE NO. 209.09.18

.....
GENERAL MANAGER

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MAYOR