



WARREN SHIRE COUNCIL

ORDINARY MEETING

MINUTES

THURSDAY 26TH OCTOBER 2017

WARREN SHIRE COUNCIL
Minutes of the Ordinary Meeting of Council
Held in Council Chambers, 115 Dubbo Street Warren
on Thursday 26th October 2017 commencing at 8:33 am

Present:

COUNCILLORS NRF Wilson OAM Chair

MJ Quigley

KL Walker

MJ Beach

HJ Druce

KW Taylor

SJ Derrett

RJ Higgins

KR Irving

AJ Brewer

P Serdity

STAFF MEMBERS G Wilcox General Manager (GM)
D Arthur Manager Finance and Administration (MFA)
J Cleasby Acting Manager Health and Development Services (AMHD)
L Morgan Manager Engineering Services (MES)
J Burtenshaw Executive Assistant (EA)

APOLOGIES

An apology was tendered on behalf of Councillor BD Williamson who was absent due to external commitments, and it was **MOVED** Taylor/Derrett that the apology be accepted and a leave of absence for the member concerned be granted.

Carried
263.10.17

CONFIRMATION OF MINUTES

MOVED Brewer/Irving that the Minutes of the Ordinary Meeting of Council held on Thursday 28th September 2017 be adopted as a true and correct record of that Meeting.

Carried
264.10.17

The Mayor advised that Council's Manager Engineering Services, Mr Les Morgan had tendered his resignation and thanked him for his time with Council.

DELEGATES AND COMMITTEES

Item 1 **Warren Interagency Support Services** **(C3-9)**

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

Carried
265.10.17

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DELEGATES AND COMMITTEES

CONTINUED

Warren Sporting Facilities Committee

(C14-3.18)

MOVED Quigley/Taylor that the Minutes of the Meeting of the Warren Sporting Facilities Committee held on Wednesday 4th October 2017 be received and noted and the following recommendation be adopted:

ITEM 6 REPORTS FROM ACTING MANAGER HEALTH & DEVELOPMENT SERVICES (S21-2)

1. The information be received and noted;
2. Grant applications be sought to undertake works as proposed under Item 6.8 of this report;
3. The Centre Manager undertakes community consultation with all local based sporting organisations that utilise Victoria Park and compile a joint grant application to be reported to the next sporting facilities committee as proposed under Item 6.9;
4. The WSCC Gym Asset Management Plan as per Item 6.12 be adopted into the 10yr LTFP; and
5. Develop a Victoria Park Master Plan to locate future sport and cultural facilities.

Carried
266.10.17

Showground Racecourse Committee Meeting

(C14-3.2)

MOVED Beach/Druce that the Minutes of the Showground Racecourse Committee Meeting held on Thursday, 5th October 2017 be received and noted and the following recommendations be adopted:

ITEM 4.1 REGIONAL SPORTS INFRASTRUCTURE FUND (D3-1.4)

1. A meeting to be held within 2 weeks with one representative from each association, Economic Development, Manager Engineering Services, and Acting Manager Health & Development.
2. Manager Engineering Services to arrange a meeting for 5:30pm Thursday 19th October 2017.

ITEM 5 GENERAL BUSINESS

1. Polocrosse would like the pricing structure to include the pricing for local, zones, regional, state and national events.
2. Manager Engineering Services to get a copy of the fees and charges to all Committee members and liaise with them.

Carried
267.10.17

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DELEGATES AND COMMITTEES

CONTINUED

Economic Development Committee

(C14-3.22)

MOVED Quigley/Brewer that the Minutes of the Economic Development Committee held on Wednesday 11th October 2017 be received and noted.

Carried
268.10.17

Manex

(C14-3.4)

MOVED Wilson/Taylor that the Minutes of the Meeting of Manex held on Wednesday, 17th October 2017 be received and noted and the following recommendations be adopted:

ITEM 3 ACTION CHECKLIST

Flood Emergency Works Non-Road

GM-A
Chk Lst

Council advised not claimable. A letter to be sent to the Minister for Emergency Services, Local Members and a Motion submitted to the LGNSW Annual Conference.

ITEM 6.1 WORK HEALTH SAFETY PREFORMANCE SUMMARY (S12-14.1)

That Work Health and Safety information be reviewed and monitored.

ITEM 6.2 WORK HEALTH AND SAFTEY ACTION PLAN (S12-14.1)

That 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 6.3 WORK HEALTH AND SAFETY COMMITTEE (S12-14.3)

GM-N

1. That Council formally adopt the reviewed Work Health and Safety Committee Constitution; and
2. That the General Manager note recommendations for Items 8.1, 8.2 and 8.3.

ITEM 6.4 STATECOVER WORK HEALTH AND SAFETY DEPOT INSPECTION (S12-14.9)

MES-A
Chk Lst

1. That the recommendations by StateCover for the control of identified risks identified at Council's Depot should continue to be implemented, with reports on progress supplied by the Manager of Engineering Services and WHS/Risk Officer to the General Manager and StateCover Mutual.
2. The workshop service pit to be inspected to prevent trucks driving into the inspection pit.

ITEM 6.5 STATECOVER WORK HEALTH AND SAFETY ANNUAL SELF-AUDIT (I2-3.1)

That Council update its existing Work Health and Safety Action Plan, utilising information received in StateCover self-audit report.

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DELEGATES AND COMMITTEES

CONTINUED

ITEM 8 WORK FORCE VACANCIES (S12-1)

That Manex note the report and commence recruitment of vacant positions.

ITEM 9 STATEWIDE MUTUAL CONTINUOUS IMPROVEMENT PLAN (I2-4.1/1)

That Manex note the report and commence the assessment process and provide the completed reports back to the insurer.

**Carried
269.10.17**

GM-A
Chk Lst

MOTION Brewer/Druce that Council write to the Local Land Services about stock on roads, camping on the road, moving and supervision of stock and animal welfare of stock and that we copy this letter to local representatives.

**Carried
270.10.17**

POLICY

ITEM 1 ASSET MANAGEMENT POLICY – REVISION 2 (A13-1)

MOVED Serdity/Irving that:

1. Edition 1/Revision 2 of Warren Shire Council's Asset Management Policy be adopted.
2. Revision 2 of Warren Shire Council's Asset Management Policy be placed on Council's website.

GM-A
Chk Lst

**Carried
271.10.17**

ITEM 2 FRAUD AND CORRUPTION CONTROL POLICY AND PLAN (P13-1, A1-3)

MOVED Irving/Brewer that:

1. Council adopt the Draft Fraud and Corruption Policy and Plan;
2. The Policy is placed on public exhibition in accordance with the Local Government Act 1993; and
3. Subject to no substantial community objections being raised that the Policy and Plan are adopted after the closing date for public comment.

GM-A
Chk Lst

**Carried
272.10.17**

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POLICY

CONTINUED

ITEM 3 DRAFT PROCUREMENT AND DISPOSAL POLICY (P13-1, P12-1)

MOVED Brewer/Derrett that:

GM-A
Chk Lst

1. Council adopt the Draft Procurement and Disposal Policy;
2. The Policy is placed on public exhibition in accordance with the Local Government Act 1993; and
3. Subject to no substantial community objections being raised that the Policy is adopted after the closing date for public comment.

Carried
273.10.17

ITEM 4 DRAFT BUSINESS SUPPORT POLICY (P13-1, D3-1)

MOVED Irving/Derrett that:

GM-A
Chk Lst

1. Council adopt the Draft Business Support Policy; and
2. The Policy is placed on public exhibition in accordance with the Local Government Act 1993; and
3. Subject to no substantial community objections being raised that the Policy is adopted after the closing date for public comment.

Carried
274.10.17

ITEM 5 ALCOHOL AND OTHER DRUGS POLICY (P13-1, S12-14.4)

MOVED Taylor/Druce that:

GM-A
Chk Lst

1. That in accordance with the Recommendation of the Warren Shire Work Health and Safety Committee that Council adopt the Policy - NSW Local Government Alcohol and Other Drugs Policy;
2. That Council write to the Union Bodies to advise of the introduction of Council's Alcohol and Other Drugs Policy in accordance with the established model Local Government Alcohol and Other Drugs Policy; and
3. That Council implement the policy and procedure across the entire workforce and at all work places.

Carried
275.10.17

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GENERAL MANAGER'S REPORTS

Item 1 Outstanding Reports Checklist (C14-7.4)

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

**Carried
276.10.17**

MORNING TEA

At this point in the meeting, the time being 10.00 am, Council adjourned for Morning Tea.

RESUMPTION

The meeting resumed at 10.31 am with all Councillors present.

In recognition of Warren being a healthy town and to keep awareness of a healthy lifestyle, Council will be standing while dealing with one (1) item of each business paper. Council stood for the following item.

Item 2 Committee/Delegates Meetings (C14-2)

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

**Carried
277.10.17**

Item 3 Draft Memorandum of Agreement – Windows on the Wetlands Committee (P1-7.17/1)

MOVED Taylor/Higgins that:

1. Council agree to enter into a Memorandum of Agreement (MOA) with the new Task Force Committee managing the Windows on the Wetlands Centre and that a further discussion be undertaken as to formulating the work plan identified in the MOA; and
2. The final draft Work Plan is presented to Council for consideration and agreement, prior to signing the MOA.

**Carried
278.10.17**

GM-A
Chk Lst

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MANAGER ENGINEERING SERVICES REPORTS **CONTINUED**

Item 2 **Works Progress Report – Town Services** **(C14-7.2)**

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

Carried
285.10.17

Item 3 **Works Progress Report – Fleet Branch** **(C14-7.2)**

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

Carried
286.10.17

Item 4 **Victoria Oval** **(P1-7.11)**

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

Carried
287.10.17

Item 5 **Shut Down Non-Potable Water Supply** **(W1-1)**

MOVED Beach/Walker that Council adopt the notification procedures for non-potable water supply shut down and implement these immediately.

Carried
288.10.17

Item 6 **Asset Management Strategy – Revision 1** **(A13-1)**

MOVED Irving/Derrett that:

1. Edition 1/Revision 1 of Warren Shire Council’s Asset Management Strategy be adopted; and
2. Edition 1/Revision 1 of Warren Shire Council’s Asset Management Strategy be placed on Council’s website.

Carried
289.10.17

MES-A
Chk Lst

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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 Councillors Higgins and Irving had indicated they would be attending the Councillor training session in Cobar on Wednesday, 29th November 2017 and requested if there were any further attendees.
- * The Mayor advised that the Association of Mining Related Councils meeting was scheduled for the 17th November 2017 in Singleton. Councillor Irving advised she would be interested in attending a meeting with the General Manager, but is not available for this meeting. Councillor Irving and the General Manager to attend a meeting in 2018, when further dates are advised.
- * The Mayor advised that himself and the General Manager would be attending the LGNSW Annual Conference on the 4th – 7th December 2017. This would mean that the Mayor and General Manager would not be available to attend the scheduled December Meeting of Council on the 7th December 2017.
- * The Mayor advised that himself and the General Manager would be attending the Country Mayors Meeting in Sydney on Friday, 3rd November 2017. OROC Executive Officer, Belinda Barlow has managed to secure meetings with Darcy Moar and Hollie Baillieu, Senior Policy Advisors for NSW Minister for Primary Industries, Dan Newlan, Head of Policy and Development to the Deputy Premier and Don Murray while they are in Sydney.
- * The Mayor advised that Council would be submitting a Motion to the LGNSW Conference regarding non-road flood damage claims.
- * The Mayor advised that on the 7th October 2017, the Tour de OROC had a short stopover in Nevertire and he congratulated Mr Rod Mildner and other Warren riders for their support of this.
- * The Mayor advised that a meeting between Councillors, the General Manager and RiverSmart was held on Friday, 13th October 2017.
- * The Mayor advised that the Hospital Spring Festival held on Saturday, 14th October 2017, was a resounding success. The area between the oval and the river was an excellent spot with plenty of shade.
- * The Mayor advised that the Far West Country Women’s Association held their regional meeting in the Community Room at the Victoria Park Precinct on Saturday, 14th October 2017. This meeting was well attended with people from regional areas in attendance.

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MAYORAL MINUTES

CONTINUED

- * The Mayor advised that the Welcome to Warren Barbeque would be held tonight and he acknowledged the Rotary Club, Warren Chamber of Commerce and Business Houses for holding this event.
- * The Mayor advised that the 150 Years Celebrations of Public Education in Warren was being celebrated this weekend and that hopefully there would be a good turn up of past staff and students.
- * The Mayor advised that the next OROC Meeting would be held on Friday, 1st December 2017 at the Trangie Research Station.
- * The Mayor remarked on the good rainfall in recent times and the local benefits of this to our community.
- * The Mayor advised he had attended the Eenaweena Ram sale held on the 11th October 2017.

QUESTIONS WITHOUT NOTICE

By Councillor Quigley

1. Councillor Quigley enquired if Council wanted to change the date of December's Council Meeting. The meeting date of the 7th December to stand.
2. Councillor Quigley advised that the Country Rugby Union Championships has been confirmed for Warren 27-29 April 2018 and they expected a minimum of 650 players.

By Councillor Walker

1. Councillor Walker thanked Council staff for the recent roadside rubbish clean-up.
2. Councillor Walker enquired if the Bio-Diversity Act had been referred to OROC. The General Manager advised that it would go to the December OROC meeting.

By Councillor Beach

1. Councillor Beach wished Councillor Quigley all the best with the New York marathon.

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QUESTIONS WITHOUT NOTICE

CONTINUED

By Councillor Taylor

1. Councillor Taylor asked if Council had any further information on the Container Deposit Scheme, with charges to retailers starting from the 1st November 2017. The Acting Manager Health and Development Services gave an overview on information provided to Council.

By Councillor Derrett

1. Councillor Derrett requested a leave of absence for the December Council meeting.

By Councillor Irving

1. Councillor Irving enquired into any comments received by the community to Councillors at the Spring Festival. The General Manager advised that they will be reviewed and reported back to Council.
2. Councillor Irving advised that local residents are receiving phone calls regarding the Local Council Projects Survey.
3. Councillor Irving advised that there will be a 150 Years School Assembly tomorrow at 1.30 pm to start the celebrations.

By Councillor Brewer

1. Councillor Brewer advised of a large hole that he previously reported in Bundemar Street to the Manager Engineering Services. The Manager Engineering Services advised that this would be undertaken in maintenance works.

By Councillor Serdity

1. Councillor Serdity advised she had attended the Outback Arts Conference in Coonamble Thursday 19th October, 2017. Councillor Serdity gave an overview of the conference.
2. Councillor Serdity advised of upcoming dates for the North Western Library AGM 6th December 2017 at Nyngan and the Zone Meeting in Bathurst on 27th October 2017.
3. Councillor Serdity enquired if the Roads and Maritime Services had been sent a letter regarding the tree branches broken at the Nevertire truck stop. The Manager Engineering Services confirmed that a letter had been sent.

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MOTION TO MOVE INTO CLOSED COMMITTEE.

Under the Local Government Act Section 10A(2)(a)

“10A Which parts of a meeting can be closed to the public?

(1) A council, or a committee of the council of which all the members are councillors, may close to the public so much of its meeting as comprises:

- (a) the discussion of any of the matters listed in subclause (2), or*
- (b) the receipt or discussion of any of the information so listed.*

(2) The matters and information are the following:

- (a) personnel matters concerning particular individuals (other than councillors)”*

MOVED Quigley/Walker that the press and the public and all staff except the General Manager be excluded from the Committee of the Whole.

Carried
294.10.17

RESUMPTION OF ORDINARY MEETING

MOVED Serdity/Beach that Council resume the Ordinary meeting of Council at 12.50 pm.

Carried
295.10.17

The Mayor reported that the General Manager provided Council with an update on senior staff positions and recruitment.

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

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**THESE MINUTES WERE CONFIRMED AT THE ORDINARY MEETING OF COUNCIL
HELD ON THURSDAY 7TH DECEMBER 2017 AS BEING
A TRUE AND CORRECT RECORD.**

MINUTE NO. 297.12.17

.....
GENERAL MANAGER

.....
CHAIRMAN