



## **ORDINARY MEETING**

# **MINUTES**

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**THURSDAY 22ND MARCH 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 22nd March 2018 commencing at 8:30 am

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**Present:**

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

**STAFF MEMBERS**    G Wilcox            General Manager (GM)  
D Arthur            Divisional Manager Finance and Administration (DMFA)  
J Cleasby            Acting Manager Health and Development Services (AMHD)  
R Lawford           Divisional Manager Engineering Services (DMES)  
J Burtenshaw        Executive Assistant (EA)

**APOLOGIES**

An apology was tendered on behalf of Councillor MJ Beach who was absent due to external commitments, and it was **MOVED** Higgins/Williamson that the apologies be accepted and a leave of absence for the members concerned be granted.

**Carried**  
**53.3.18**

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**NOTICE OF MOTION**

**Item 1      Rescission Motion**

GM-N **MOVED** Quigley/Williamson/Walker that Council rescind the minute and resolution in relation to Item 6 Memorandum of Understanding Windows on the Wetlands of the General Managers Report 22 February 2018, to allow additional time to review the Memorandum of Understanding, the outcomes and the budget items contained in this agreement (41.2.18).

**Carried**  
**54.3.18**

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**CONFIRMATION OF MINUTES**

**MOVED** Serdity/Derrett that the Minutes as amended of the Ordinary Meeting of Council held on Thursday 22nd February 2018 be adopted as a true and correct record of that Meeting.

**Carried**  
**55.3.18**

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**DELEGATES AND COMMITTEES**

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

**MOVED** Wilson/Quigley that the information be received and noted.

**Carried**  
**56.3.18**

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**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 21st February 2018 be received and noted and the following recommendations be adopted:

**Item 6 Reports from Centre Manager (S21-2)**

**RECOMMENDATION:**

1. That the information be received and noted;
2. The Centre Manager engage a contractor to undertake construction of outdoor fitness equipment shelter as per Item 6.3;
3. The Centre Manager undertake submission of Stage 2 application for the Regional Cultural Fund as per Item 6.4;
4. The Centre Manager liaise with the WSC Town Services Manager as to the construction of pathways and cycle ways at Victoria Park Precinct as per Item 6.9;
5. The Centre Manager seek grant funding to undertake the construction of a sealed long jump / triple jump area as per item 6.10;
6. The Centre Manager undertake all proposed works before re-opening of gym at the Warren Sporting and Cultural Centre as per Item 6.14;
7. The Centre Manager implement updated Code of Conduct for all new gym members from 1st April 2018.

**Item 7 Strengthening of Cardio Area Mezzanine Floor (S21-2)**

**RECOMMENDATION:**

1. Report be received and noted;
2. Council to consider the inclusion of the reinforcement works in the 2019/20 Estimates.

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**DELEGATES AND COMMITTEES**

**CONTINUED**

**Warren Sporting Facilities Committee**

**Continued**

**Item 8 Warren War Memorial Swimming Pool Assessment Report (S19-2)**

**RECOMMENDATION:**

1. Report be received and noted;
2. Council to develop a Warren War Memorial Swimming Pool Master Plan;
3. Council to seek grant funding to assist in funding required works.

**Carried  
57.3.18**

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At this point in the meeting, the time being 9.00 am, Councillor Irving requested and was given a leave of absence and left the meeting room.

**Economic Development Committee**

**(C14-3.22)**

**MOVED** Quigley/Walker that the Minutes of the Economic Development Committee held on Wednesday 28th February 2018 be received and noted and the following recommendation be adopted:

**Item 4 Quarterly Economic Development (D3-1.4)**

**(D3-1.4)**

That Item 13 Easy To Do Business Program - that Warren Shire Council join the NSW Governments Easy to do Business Program.

**Carried  
58.3.18**

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**Manex**

**(C14-3.4)**

**MOVED** Wilson/Brewer that the Minutes of the Meeting of Manex held on Tuesday, 13th March 2018 be received and noted and the following recommendations be adopted:

**Item 5.1 Work Health Safety Performance Summary (S12-14.1)**

**(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)**

**(S12-14.1)**

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

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

**(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.

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**DELEGATES AND COMMITTEES**

**CONTINUED**

**Manex**

**Continued**

**Item 5.4 Safe Work Procedures Guideline**

**(S12-14.4)**

That Council formally adopt the reviewed Safe Work Procedures Guideline.

**Item 5.5 Managing Work Health and Safety Risk Guideline**

**(S12-14.4)**

That Council formally adopt the reviewed Managing Work Health and Safety Risk Guideline.

**Item 5.6 Smoke Free Workplace Policy**

**(P13-1, S12-14.1)**

That Council formally adopt the Smoke Free Workplace Policy.

**Item 7 Work Force Vacancies**

**(S12-1)**

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

**Item 10 General Business without notice**

That Item 2 Town Services and Item 3 Fleet Services of the Engineering Department Section of the Council Business Paper be reported quarterly, commencing from April 2018.

**Carried  
59.3.18**

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**GENERAL MANAGER'S REPORTS**

**Item 1 Outstanding Reports Checklist**

**(C14-7.4)**

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

**Carried  
60.3.18**

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**Item 2 Committee/Delegates Meetings**

**(C14-2)**

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

**Carried  
61.3.18**

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**Item 3 Regional Joint Organisations**

**(L5-16.3)**

**MOVED** Quigley/Brewer for discussion.

**Carried  
62.3.18**

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## GENERAL MANAGER'S REPORTS

CONTINUED

### Item 3 Regional Joint Organisations (L5-16.3)

**MOVED** Wilson/Quigley that

GM-A  
Chk Lst

1. That Council advise the Minister for Local Government that at this time, Warren Shire Council defers consideration of being a part of a Regional Joint Organisation, and
2. That Council review joining a Regional Joint Organisation at some future date in consultation with the other OROC Councils.

**Carried  
63.3.18**

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### Item 4 Draft Memorandum of Understanding – Windows on Wetlands Committee (P1-7.17/1)

**MOVED** Quigley/Druce for discussion.

**Carried  
64.3.18**

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## MORNING TEA

At this point in the meeting, the time being 10.20 am, Council adjourned for Morning Tea.

## RESUMPTION

The meeting resumed at 10.42 am.

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### Item 4 Draft Memorandum of Understanding – Windows on Wetlands Committee Continued

At this point in the meeting the time being 10.44 am, Councillor Irving returned to the meeting room.

GM-A  
Chk Lst

**MOVED** Quigley/Williamson that Council sign the Memorandum of Agreement with RiverSmart to work co-operatively over the next two (2) year period and to develop and deliver program outcomes as amended.

**Carried  
65.3.18**

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## DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS

### Item 1 Reconciliation Certificate - February 2018 (B1-10.15)

**MOVED** Irving/Williamson that the Statements of Bank Balances and Investments as at 28th February 2018 be received and noted.

**Carried  
66.3.18**

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

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

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

**Carried**  
**67.3.18**

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**Item 3 2018/2019 Draft Operational Plan & Estimates (E4-37)**

DMFA-A  
Chk Lst **MOVED** Taylor/Williamson that Council advertise the Draft 2018/2019 Operational Plan & Estimates inviting public submissions and comment up until 3.00 pm on Monday 7th May 2018.

The Mayor also expressed his appreciation to Council's Management Team on their work in developing these documents.

**Carried**  
**68.3.18**

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**DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS**

**Item 1 Works Progress Report – Roads Branch (C14-7.2)**

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

**Carried**  
**69.3.18**

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

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

**Carried**  
**70.3.18**

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

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

**Carried**  
**71.3.18**

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**DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS CONTINUED**

**Item 4 Oxley Park Wharf (W5-2.2)**

**MOVED** Williamson/Walker for discussion.

**Carried  
72.3.18**

DMES-A  
Chk Lst

**MOVED** Irving/Higgins that Council upgrade the pumping infrastructure serving the river water supply in Warren from the Macquarie River adjacent to the Oxley Park reservoir utilising axial-flow pumps and suitable pipes that are not dependant on support of the wharf.

**Carried  
73.3.18**

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**Item 5 Fish Release (F7-1)**

**MOVED** Taylor/Derrett that the information be received and noted.

**Carried  
74.3.18**

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**Item 6 Replacement Bridge Over Marthaguy Creek Wonbobbie Road (B3-1.25)**

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

**Carried  
75.3.18**

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**ACTING MANAGER HEALTH AND DEVELOPMENT'S REPORTS**

**Item 1 Development Application Approvals (B4-9)**

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

**Carried  
76.3.18**

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**Item 2 Department of Planning Circulars (P15-10)**

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

**Carried  
77.3.18**

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## ACTING MANAGER HEALTH AND DEVELOPMENT'S REPORTS

CONTINUED

**Item 3 Impounding Officer's Report (P4-4)**

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

**Carried  
78.3.18**

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**Item 4 Changes to Environmental Planning and Assessment Act (P15-10)**

**MOVED** Brewer/Irving for discussion.

**Carried  
79.3.18**

The Acting Manager Health and Development Services took on notice the enquiry from Councillor Wilson OAM regarding if neighbours receive any notification.

MHD-A  
Chk Lst

**MOVED** Druce/Brewer that:

1. The information be received and noted;
2. Further information and a presentation be presented to Council; and
3. An invitation be extended to the Department of Environment and Heritage to address Council and local landholders at a public meeting.

**Carried  
80.3.18**

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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 himself and the General Manager had attended the Country Mayors Association Meeting held on the 2nd March 2018 and referred to the Delegates Report on this meeting.
  - The Mayor advised that himself and the General Manager had attended an OROC Council Workshop and Board Meeting on the 15th and 16th March 2018.
  - The Mayor reported that the Western Sheep Breeders Race Meeting by all accounts was a successful day and he had heard favourable comments on the track. The Mayor wished to have passed on his congratulations to the relevant staff involved.
  - The Mayor advised that on the 21st March 2018 he was invited to address the IPWEA Australasia Forum in their opening session. This Forum was held at the Warren Golf Club and offered a good opportunity for him to update himself on the institute's activities.
  - The Mayor advised that himself and the General Manager attended the Productivity Commission's Public Forum held in Warren on the Murray Darling Basin Plan Inquiry. This was not a revisit of the Plan, it was more to do with how to prepare for the next review. The Mayor expressed his disappointment on the forum's missed opportunity to have a broad range discussion.
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**MAYORAL MINUTES**

**CONTINUED**

**Upcoming Events**

- 8th April 2018 - Triathlon
  - 25th April 2018 – ANZAC Day
  - 27th April 2018 – Country Rugby Championships
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**QUESTIONS WITHOUT NOTICE**

**By Councillor Quigley**

1. Councillor Quigley requested to speak with Council's Divisional Manager Engineering Services after the meeting regarding the upcoming triathlon.
2. Councillor Quigley advised that when a test was undertaken on Victoria Oval lights, it was found that there were approximately 15 lights out, although these will not be detrimental to the upcoming Rugby Championships as the lights will not be required for games.

The Divisional Manager Engineering Services commented that due to the expense of replacing the lights, it is proposed to revisit the replacement of them in the next financial year.

3. Councillor Quigley commented on recent Council negative press, but some positive things are happening and he believes Council is heading in the right direction.

**By Councillor Walker**

1. Councillor Walker enquired on the sitting area attached to the Coffee House next door to the recent demolition of 113 Dubbo Street and fencing the area?

The General Manager advised that Council will be talking to the owner of the property about fencing etc.

2. Councillor Walker expressed her concern regarding dogs getting into rubbish bins and scattering the rubbish in Cobb Lane. The Acting Manager Health and Development Services advised that a dog trap would be installed.
3. Councillor Walker provided an update on the rally at Coonamble regarding the Western Slopes Pipeline Project and that NSW Opposition Leader, Luke Foley was present.

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**QUESTIONS WITHOUT NOTICE**

**CONTINUED**

**By Councillor Druce**

1. Councillor Druce advised that she had attended the Western Slopes Pipeline Community Consultative Committee (CCC) Meeting with Councillor Beach as an observer and found it to be very informative. Councillor Druce gave a brief overview of this meeting including; Biosecurity and the shared responsibility between landholders, APA were asked to provide information on flood modelling, EIS due out June and advised the next meeting would be in June.

**By Councillor Derrett**

1. Councillor Derrett enquired into the proposed Town Enhancement Plans for Nevertire, Warren and Collie and if there were any public meeting dates set and if they had been promoted.

The General Manager advised that the public meeting dates had been set for Nevertire – 9th April and Collie 10th April 2018. They will be promoted via letter drop to village residents. There would be plans at both the Nevertire Pub and Collie Pub.

A pop-up stall would be set up on the footpath at Warren and plans will be distributed to different groups.

Currently there are plans on the counters in the office and people have constantly been taking them.

Councillor Derrett concurred with the approach to promoting the plans for Warren.

**By Councillor Irving**

1. Councillor Irving expressed her thanks on behalf of the Collie residents for the work undertaken at Collie.
2. Councillor Irving expressed her thanks to the Centre Manager, Wes Hamilton on the work organised in conjunction with the mezzanine floor at the Sporting Complex and the early completion of the works.
3. Councillor Irving requested an update on the plan for the refurbishment of the Council Chambers.

The General Manager advised that a registered architect had been appointed to draw up concept plans. He anticipated that the concept plans will be provided to Council in 4-5 weeks. Information has already been placed in last week's local paper. Ongoing information to the community will be available once concept plans are in hand and further information will be provided via the local paper and Council's Facebook page. The General Manager also gave an overview on the project process.

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**QUESTIONS WITHOUT NOTICE**

**CONTINUED**

**By Councillor Brewer**

1. Councillor Brewer advised of the Western Plains selected side trial matches 23rd and 30th March 2018.
2. Councillor Brewer enquired on the move and timeframe of the Engineering Department to Council Depot.

The Divisional Manager Engineering Services advised that a site had been identified at the Depot and works were currently being organised for electricity and phones etc.

The General Manager advised that plans to move were being organised and the costs of moving were being investigated. There will be no car parking on site at the Depot and the concept plan will be reported back to Council. Car parking will be moved to Bore Flat.

3. Councillor Brewer enquired on drug and alcohol testing and how it was progressing.

The General Manager advised Council had random drug and alcohol testing last week and there were no recorded events with staff. Staff were given no notice, and it was accepted well by staff.

4. Councillor Brewer enquired if Council had a Code of Meeting Practice, there wasn't one on Council's website.

The General Manager advised that a copy would be placed on Council's website and further advised that Council's new website would be active by 1st July 2018.

**By Councillor Serdity**

1. Councillor Serdity expressed her appreciation for the recent slashing around Nevertire.
2. Councillor Serdity enquired if Councillors are going to be drug tested.

The General Manager advised that if Councillors are onsite when testing is being undertaken, they will also be tested.

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**There being no further business the meeting closed at 12.48 pm.**

**THESE MINUTES WERE CONFIRMED AT THE ORDINARY MEETING OF COUNCIL  
HELD ON THURSDAY 26TH APRIL 2018 AS BEING  
A TRUE AND CORRECT RECORD.**

**MINUTE NO. 81.04.18**

.....  
**GENERAL MANAGER**

.....  
**MAYOR**