



**WARREN SHIRE COUNCIL**

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**ORDINARY MEETING**

**MINUTES**

**THURSDAY 25TH JANUARY 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 25th January 2018 commencing at 8:33 am

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## Present:

**COUNCILLORS**      NRF Wilson OAM      Chair  
MJ Quigley  
MJ Beach  
HJ Druce  
KW Taylor  
SJ Derrett  
BD Williamson  
AJ Brewer

**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

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

**Carried  
1.1.18**

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The Mayor welcomed newly appointed Divisional Manager Engineering Services, Mr Rolly Lawford to the meeting and wished him both personal and professional satisfaction in his new role.

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## CONFIRMATION OF MINUTES

**MOVED** Taylor/Druce that the Minutes of the Ordinary Meeting of Council held on Thursday 7th December 2018 be adopted as a true and correct record of that Meeting.

**Carried  
2.1.18**

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**DELEGATES AND COMMITTEES**

**Item 1 NSW Public Libraries Association – 2017 Switch Conference (L2-7)**

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

**Carried  
3.1.18**

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**Item 2 Warren Interagency Support Services (C3-9)**

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

**Carried  
4.1.18**

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**Manex (C14-3.4)**

**MOVED** Wilson/Derrett that the Minutes of the Meeting of Manex held on Tuesday, 16th January 2018 be received and noted and the following recommendations 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 Safety Performance Summary (S12-14.1)**

That 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)**

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

**Item 5.3 Work Health and Safety 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 5.5 StateWide Mutual Risk Management Action Plan (SI2-4.1)**

That the StateWide Mutual Risk Management Action Plan objectives are reviewed and their status monitored.

**Item 7 Work Force Vacancies (S12-1)**

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

**Carried  
5.1.18**

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**DELEGATES AND COMMITTEES**

**CONTINUED**

**Council Chambers Development Sunset Committee**

**(C14-3.25)**

**MOVED** Quigley/Taylor that the Minutes of the Meeting of the Council Chambers Development Sunset Committee held on Friday 19th January 2018 be received and noted and the following recommendations be adopted:

**Item 2.2 Asbestos Removal and Demolition of 113 Dubbo Street, Warren**

**(C14-3.25)**

MHD-A  
Chk Lst

1. That the information be received and noted;
2. Council proceed with the demolition of 113 Dubbo Street, Warren including all concrete slabs and footings.

**Carried  
6.1.18**

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**POLICY**

**Item 1 Risk Policy and Warren Shire Council Organisational Risk Register**

**(P13-1, I2-4.1/1)**

**MOVED** Beach/Williamson that:

1. Council review and adopt the Risk Policy and Warren Shire Council Organisational Risk Register 2018;
2. A biannual report is provided with the IP&R reporting as to Risk consideration, actions and outcomes; and
3. The Internal Audit Committee review the Risk Register to determine future changes or inclusion of risk actions to be addressed.

**Carried  
7.1.18**

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**Item 2 Employee Assistance Program Policy**

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

**MOVED** Derrett/Brewer that in accordance with the Recommendation of the Warren Shire Work Health and Safety Committee, Council formally adopt the Employee Assistance Program Policy.

**Carried  
8.1.18**

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**GENERAL MANAGER'S REPORTS**

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 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  
9.1.18**

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**Item 2 Committee/Delegates Meetings (C14-2)**

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

**Carried  
10.1.18**

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**Item 3 Council Typographical Logo (A7-4.1)**

GM-A  
Chk Lst

**MOVED** Brewer/Druce that:

1. Council note the report; and
2. Council proceed with updating the website, stationery and other promotional material with the concept from Thrive Media.

**Carried  
11.1.18**

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**Item 4 Regional Joint Organisations (L5-16.3)**

**MOVED** Wilson/Quigley that Council defer the consideration of the General Manager's Report on Joint Organisations until Council attends the Workshop with Mr Tim Hurst (Acting Chief Executive) of the Office of Local Government at Cobar on Thursday, 1st February 2018.

**Carried  
12.1.18**

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**MORNING TEA**

At this point in the meeting, the time being 10.02 am, Council adjourned for Morning Tea.

**RESUMPTION**

The meeting resumed at 10.32 am with all Councillors present.

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

**Item 1 Reconciliation Certificate - December 2017 (B1-10.15)**

**MOVED** Derrett/Quigley that the Statements of Bank Balances and Investments as at 31st December 2017 be received and noted.

**Carried  
13.1.18**

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

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

**Carried  
14.1.18**

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**Item 3 December 2017 Budget Review (A1-5.36)**

MFA-A  
Chk Lst

**MOVED** Quigley/Taylor that the information be received and noted and that amendments to votes in the December 2017 Budget Review as outlined be authorised.

**Carried  
15.1.18**

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**Item 4 2018/2019 Rate Pegging Limit 2.3% (R1-1.38)**

**MOVED** Brewer/Druce that:

1. That the information be received and noted, and
2. Council adopt a 2.3% increase in general rates when preparing the 2018/2019 Operational Plan & Estimates.

**Carried  
16.1.18**

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**Item 5 2018/2019 Operational Plan & Estimates Timetable (A1-5.37)**

**MOVED** Quigley/Williamson that:

1. That the information be received and noted;
2. Council endorse the 2018/2019 Operational Plan & Estimates timeline; and
3. That a Councillor workshop be held on Thursday 15th March 2018 at 5.00pm. to go through the Draft 2018/2019 Operational Plan & Estimates prior to adoption at the March 2018 Council Meeting.

MFA-A  
Chk Lst

**Carried  
17.1.18**

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**DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS**

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

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

**Carried  
18.1.18**

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

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

**Carried  
19.1.18**

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

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

**Carried  
20.1.18**

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**Item 4 River Water Pumps Oxley Park (W2-1)**

MES-A  
Chk Lst

**MOVED** Beach/Taylor that:

1. The information be received and noted;
  2. Council reinstate the original electric submersible pumps into operation;
  3. Make modifications as noted in the report to allow pumps insitu;
  4. Arrange for the wharf area to be fenced.
2. Council note the cost of \$35,000 for these works and that they be funded from the water Infrastructure Fund.

**Carried  
21.1.18**

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

**Item 1 Sporting and Cultural Centre Report (S21-2)**

**MOVED** Quigley/Williamson that the information be received and noted

**Carried  
22.1.18**

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## MAYORAL MINUTES

CONTINUED

- The Mayor advised that on the night of Tuesday, 23rd January 2018, he and the General Manager met with The Hon. Penny Sharpe, Shadow Minister for the Environment and Heritage, Shadow Minister for Trade, Tourism and Major Events along with The Hon. Mick Veitch, Shadow Minister for Primary Industries, Shadow Minister for Lands, Shadow Minister for Western NSW.
- The Mayor advised that Cobar Shire Council has extended an invitation to OROC Councils to attend a Workshop on the NSW Government's proposed Joint Organisations in Cobar on Thursday, 1st February 2018. Guest speaker at the Workshop will be Mr Tim Hurst, Acting Chief Executive from the Office of Local Government.
- The Mayor advised that arrangements are in place for tomorrow's Australia Day activities. Council's Ambassador is Mr Warwick Nowland, a two-time World Endurance Racing Champion and Winner of the LeMans 24 hours. The Mayor also expressed his appreciation to those who help organise the event, Council's Divisional Manager Finance and Administration, Darren Arthur and Councillor Taylor.

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## QUESTIONS WITHOUT NOTICE

### By Councillor Quigley

1. Councillor Quigley enquired into the surplus materials that were being stored in the building next door to Council's office, 113 Dubbo Street, Warren. Plans will shortly be in place to demolish the building and whether these items warrant Council to hold an auction.
2. Councillor Quigley enquired if Community Transport had been advised the building was to be demolished in light that they store their bus in the building.

The Acting Manager Health and Development Services advised that contact had been made with Community Transport and that a formal letter from them would be forwarded to Council shortly on possible options on storing their bus.

### By Councillor Beach

1. Councillor Beach advised that he would be available to attend the Narrabri Santos visit proposed for Wednesday, 7th February 2018.
2. Councillor Beach advised that the next Western Slopes Community Consultative Committee Meeting is being held on Tuesday, 6th February 2018 in Coonamble.

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**QUESTIONS WITHOUT NOTICE**

**CONTINUED**

**By Councillor Druce**

1. Councillor Druce expressed her concern that the shop across the laneway from Uncle Clarries had broken windows.

The Acting Manager Health and Development Services advised that a letter had been sent to the owners of the building to contact Council.

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**CONFIDENTIAL ITEM**

**MOVED** Quigley/Brewer that the Council proceed into the Committee of the Whole, the time being 11.41 am to consider the following matter.

**Carried  
25.1.18**

**Report of the Mayor**

- Item 1            General Manager's Performance Review six (6) Monthly            ("P")**  
**(Section 10A(2)(a))**

**MOVED** Druce/Brewer that the press and the public be excluded from the Committee of the Whole.

**Carried  
26.1.18**

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**RESUMPTION OF ORDINARY MEETING**

**MOVED** Druce/Brewer that Council resume the Ordinary meeting of Council at 12.15 pm.

**Carried  
27.1.18**

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**ADOPTION OF RECOMMENDATIONS OF CONFIDENTIAL COMMITTEE OF THE WHOLE**

- Item 1            General Manager's Performance Review six (6) Monthly            ("P")**

**MOVED** Quigley/Beach that the General Manager's sixth (6th) month performance review be noted.

**Carried  
28.1.18**

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**There being no further business the meeting closed at 12.16 pm.**

**THESE MINUTES WERE CONFIRMED AT THE ORDINARY MEETING OF COUNCIL  
HELD ON THURSDAY 22ND FEBRUARY 2018 AS BEING  
A TRUE AND CORRECT RECORD.**

**MINUTE NO. 30.02.18**

.....  
**GENERAL MANAGER**

.....  
**MAYOR**