

# **ORDINARY MEETING**

# MINUTES

# THURSDAY 27TH JUNE 2019

## Minutes of the Ordinary Meeting of Council held in Council Chambers, 115 Dubbo Street Warren on Thursday 27th June 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	
STAFF MEMBERS	G Wilcox	General Manager (GM)
	D Arthur	Divisional Manager Finance and Administration (DMFA)
	R Lawford	Divisional Manager Engineering Services (DMES)
	M Stephens	Manager Health and Development Services (MHD)
	J Burtenshaw	Executive Assistant (EA)

## APOLOGIES

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

Carried 107.6.19

## **CONFIRMATION OF MINUTES**

**MOVED** Irving/Higgins that the Minutes of the Ordinary Meeting of Council held on Thursday, 23rd May 2019 be adopted as a true and correct record of that Meeting.

Carried 108.6.19

DISCLOSURES OF INTERESTS Nil.

MAYORAL MINUTE(S) Nil.

## **REPORTS OF COMMITTEES**

## **Economic Development Committee**

**MOVED** Derrett/Walker that the Minutes of the Economic Development Committee held on Wednesday, 5th June 2019 be received and noted and the following recommendation be adopted:

#### Item 4.2 **Quarterly Economic Development** (D3-1.4) That Council approve the attendance of the Economic Development Officers at the 2019 Australian Regional Development Conference (location QLD).

Carried 109.6.19

## **Council Chambers Development Sunset Committee**

MOVED Quigley/Williamson that the Minutes of the Council Chambers Development Sunset Committee held on Wednesday, 12th June 2019 be received and noted and the following recommendation be adopted:

#### Consider Adjusted Scope for Council Chambers – Ground Floor Plan Item 4 (C14-3.25)

- 1. Seek quotations for renovations of existing building and present a report back to the Committee;
- 2. Seek quotations for the construction of the community centre; and
- 3. A staging plan to be developed to advise on the stages of construction.

**Town Improvement Committee** 

MOVED Taylor/Williamson that the Minutes of the Town Improvement Committee held on Thursday, 13th June 2019 be received and noted with the following amendments:

- 1. A member of the Warren Lions Club be invited to the next Town Improvement Committee;
- 2. Item 4 be amended to reflect that the money left for Lions Park was left with no direction on any specific items of works; and
- 3. Councillor Irving to be noted as an apology for this meeting.

Carried 111.6.19

## (C14-3.25)

Carried 110.6.19

(C14-3.22)

Minutes of the Ordinary Meeting of Council held in Council Chambers, 115 Dubbo Street Warren on Thursday 27th June 2019 commencing at 8:30 am

## REPORTS OF COMMITTEES

## Manex

**MOVED** Irving/Derrett that the Minutes of the Meeting of Manex held on Tuesday, 18th June 2019 be received and noted and the following be adopted:

## Item 4.1 2018/2019 Specific Works Status Report

- 1. The information be received and noted; and
- 2. Council to raise with the Critical Water Advisory Panel the status of the township if the water level doesn't remain available for fire fighting, what do we do with hospital and CBD in times of concern.

## Item 5.1 Work Health and Safety Performance Summary

That Work Health and Safety Performance Summary information be reviewed and monitored.

## Item 5.2 Work Health and Safety Corrective Action Reports

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

## Item 5.3 Work Health and Safety Action Plan

- 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 with the Warren Shire Council Work Health and Safety Action Plan Objective Update Table.

ltem 9	Operational Procedures	(A2-1)
1. The infor	nation be received and noted; and	

2. The procedure telephones be adopted.

		Carried
		112.6.19
REPORTS (	OF DELEGATES	
ltem 1	Country Mayors Association of NSW Inc	(C14-5.5)
MOVED W	alker/Derrett that the information be received and noted.	
		Carried
		113.6.19
ltem 2	Mining & Energy Related Councils NSW	(C14-6.3)
MOVED In	ving/Druce that the information be received and noted.	
		Carried
		114.6.19

## CONTINUED

(C14-3.4)

(S12-14.1)

(S12-14.1)

#### (S12-14.1)

## Minutes of the Ordinary Meeting of Council held in Council Chambers, 115 Dubbo Street Warren on Thursday 27th June 2019 commencing at 8:30 am

REPORTS OF DELEGATES	CONTINUED
Item 3 Warren Interagency Support Services	(C3-9)
<b>MOVED</b> Derrett/Irving that the information be received and noted.	
	Carried 115.6.19
POLICY	
Item 1 Legislative Compliance Policy and Procedure	(P13-1, A6-1)
<b>MOVED</b> Irving/Derrett that Council adopt the Legislative Compliance Policy.	Carried 116.6.19
MOVED Williamson/Taylor that:	
Item 2 Model Code of Meeting Practice	(C14-2)
That Council formally adopt the Model Code of Meeting Practice.	
Councillor Irving requested that her vote against this item be formally recorded.	
Item 3 Model Code of Conduct	(A7-6)
That Council formally adopt the Model Code of Conduct.	
	Carried 117.6.19
GENERAL MANAGER'S REPORTS	
Item 1 Outstanding Reports Checklist	(C14-7.4)
<b>MOVED</b> Walker/Higgins that the information be received and noted.	
	Carried 118.6.19
Item 2 Committee/Delegates Meetings	(C14-2)
<b>MOVED</b> Irving/Walker that the information be received and noted.	
	Carried 119.6.19

## Minutes of the Ordinary Meeting of Council held in Council Chambers, 115 Dubbo Street Warren on Thursday 27th June 2019 commencing at 8:30 am

GENERAL M	ANAGER'S REPORTS	CONTINUED
ltem 3	Delivery Program Progress Report (S404(5))	(E4-38)
	ng/Walker that Council note the Delivery Program Progress R ment Act 1993 and the ongoing actions.	eport under s404(5)
		Carried 120.6.19
DIVISIONAL	MANAGER FINANCE AND ADMINISTRATION'S REPORTS	
ltem 1	Reconciliation Certificate – May 2019	(B1-10.16)
<b>MOVED</b> Wal	ker/Irving that the Statements of Bank and Investments Balances and noted.	s as at 31st May 2019
		Carried 121.6.19
-	on of Warren being a healthy town and to keep awareness o be standing while dealing with the following item of the busines	
ltem 2	Statement of Rates and Annual Charges	(R1-4)
MOVED Drue	ce/Williamson that the information be received and noted.	Carried 122.6.19
Item 3	2019/2020 Operational Plan & Estimates	(E4-39)
Councillor In	ving requested that her vote against this item be formally record	ded.
MOVED Will	iamson/Druce that:	
	dopt the 2019/2020 Operational Plan and Estimates with a defic	cit budget of \$34,016

- Council adopt the 2019/2020 Operational Plan and Estimates with a deficit budget of \$34,016 after incorporating the adjustments to the Emergency Services Levy and the removal of DWM collection charges for Large Lot Residential – R5 assessments.
- 2. Council note the deficit of \$34,016 will be adjusted in the September 2019 Budget Review.

Carried 123.6.19

## WARREN SHIRE COUNCIL Minutes of the Ordinary Meeting of Council held in Council Chambers, 115 Dubbo Street Warren on Thursday 27th June 2019 commencing at 8:30 am

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

## Item 4 Making and Levying of Rates and Fixing of Charges - 2019/2020 (R1-6.1)

Councillor Irving requested that her vote against this item be formally recorded.

## **MOVED** Walker/Derrett that:

- 1. It is hereby resolved to make a Farmland ad valorem rate of 0.50631 cents in the dollar, subject to a minimum of \$276.00 per assessment on the land value of all land within the Shire other than land within the Warren, Nevertire and Collie centres of population and fringe area, in accordance with the Local Government Act, 1993, as amended, for the 2019/2020 financial year.
- 2. It is hereby resolved to make a Warren Residential ad valorem rate of 4.18184 cents in the dollar, subject to a minimum of \$511.00 per assessment on the land value of all land within the Warren Centre of Population area subject to such rate, in accordance with the Local Government Act, 1993, as amended, for the 2019/2020 financial year.
- 3. It is hereby resolved to make a Nevertire Residential ad valorem rate of 0.75037 cents in the dollar subject to a minimum of \$211.00 per assessment on the land value of all land within the Nevertire Centre of population area subject to such rate, in accordance with the Local Government Act, 1993, as amended, for the 2019/2020 financial year.
- 4. It is hereby resolved to make a Collie Residential ad valorem rate of 2.06389 cents in the dollar subject to a minimum of \$211.00 per assessment on the land value of all land within the Collie Centre of population area subject to such rate, in accordance with the Local Government Act, 1993, as amended, for the 2019/2020 financial year.
- 5. It is hereby resolved to make a Rural Residential ad valorem rate of 0.75978 cents in the dollar subject to a minimum of \$276.00 per assessment on the land value of all land satisfying the Rural Residential criteria generally being land between 2 and 40 ha in area and not in an urban centre population and used for residential purposes only subject to such rate, in accordance with the Local Government Act, 1993, as amended, for the 2019/2020 financial year.
- 6. It is hereby resolved to make a Business ad valorem rate of 7.97356 cents in the dollar subject to a minimum rate of \$511.00 per assessment on the land value of all land within the Warren Centre of Population area subject to such rate and satisfying business criteria, in accordance with the Local Government Act, 1993, as amended, for the 2019/2020 financial year.
- 7. It is hereby resolved to make a Business Other Warren ad valorem rate of 0.62245 cents in the dollar subject to a minimum rate of \$276.00 per assessment on the land value of all land meeting the business criteria which are situated on the fringes of the Warren Centre of Population, in accordance with the Local Government Act, 1993, as amended, for the 2019/2020 financial year.
- 8. It is hereby resolved to make a Business Nevertire ad valorem rate of 1.66249 cents in the dollar subject to a minimum rate of \$276.00 per assessment on the land value of all land meeting the business criteria which is identified in the LEP 2012 –industrial Zoning area of Nevertire, in accordance with the Local Government Act, 1993, as amended, for the 2019/2020 financial year.

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

## Item 4 Making and Levying of Rates and Fixing of Charges - 2019/2020 Continued

- 9. It is hereby resolved to make a Business –airport Area ad valorem rate of 0.77926 cents in the dollar subject to a minimum rate of \$276.00 per assessment on the land value of all land meeting the business criteria which is identified in the LEP 2012 - –industrial Zoning area of the Warren Airport area, in accordance with the Local Government Act, 1993, as amended, for the 2019/2020 financial year.
- 10. Council determine seven-point five percent per annum (7.5% p.a.) as the rate at which overdue rates are to be charged in accordance with the provisions of Section 566(3) of the Local Government Act, 1993.
- 11. Approval be given for the rates made under the preceding clauses of this resolution to be levied as Combined Rates for the Warren Water Availability Charge, Warren Residential Sewerage Charge, Non-residential Sewerage Charge, Warren Domestic Waste Charge, Warren Waste Management Charge, Nevertire Water Availability Charge, Nevertire Sewerage Charge, Nevertire Domestic Waste Charge, Collie Water Availability Charge, Collie Domestic Waste Charge, Warren Airport Water Supply and Waste Depot Access Charge to be levied in advance on Council's Rate Notice.
- 12. Council make an availability charge for all assessments for the Warren Water Supply of \$412.00 per annum and usage charges as follows:

Potable (Bore) water usage charge of \$1.20 per kilolitre up to 450 kls, then \$1.82 per kilolitre for usage over 450 kls.

Non-potable (River) water usage charge of 44 cents per kilolitre up to 450 kls, then 77 cents per kilolitre for usage over 450 kls.

- 13. Council make an availability charge for all assessments for a Warren Residential Sewerage Charge allowing for a standard 2 pedestals per assessment at a rate of \$567.00 per annum.
- 14. Council make an availability charge for all assessments for a Non-residential Sewerage Access Charge of \$520.00 per annum and a usage charge of \$1.91 per kl multiplied by the relevant Sewerage Discharge Factor for the type of business being conducted.
- 15. Council make an availability charge for all assessments for Warren Domestic Waste Charge within the Warren Scavenging District of \$278.00 with an additional charge of \$5.35 for each service exceeding the minimum number of one service weekly. Council make a Vacant Domestic Waste Charge within the Warren scavenging district of \$46.00 per annum for all vacant rateable land.
- 16. Council make an availability charge for all assessments for Warren Waste Management Charge within the Warren Scavenging District of \$278.00 with an additional charge of \$5.35 for each service exceeding the minimum number of one service weekly. Council make a Vacant Waste Charge within the Warren scavenging district of \$46.00 per annum for all vacant rateable land.
- 17. Council make an availability charge for all assessments for the Nevertire Water Supply of \$546.00 per annum and usage charges as follows:

Potable (Bore) water usage charge of 69 cents per kilolitre up to 450 kls, then \$1.01 per kilolitre for usage over 450 kls.

Further that all assessments being eligible for connection to the supply but not connected be charged at \$210.00 per annum.

on Thursday 27th June 2019 commencing at 8:30 am

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

## Item 4 Making and Levying of Rates and Fixing of Charges - 2019/2020 Continued

18. Council make an availability charge for all assessments for Nevertire Sewerage Charge allowing for a standard 2 pedestals per assessment at a rate of \$593.00 per annum.

Further that all assessments being eligible for connection to the service but not connected be charged at \$226.00 per annum.

- 19. Council make an availability charge for all assessments for Domestic Waste Charge within the Nevertire Garbage Scavenging District of \$278.00 with an additional charge of \$5.35 for each service exceeding the minimum number of one service weekly. Council make a Vacant Domestic Waste charge within the Nevertire Scavenging District of \$46.00 per annum for all vacant rateable land.
- 20. Council make an availability charge on all assessments connected to the Collie Water Supply at a rate of \$417.00 per annum and usage charges as follows:

Potable (Bore) water usage charge of \$1.49 per kilolitre up to 450 kls, then \$2.26 per kilolitre for usage over 450 kls.

Further that all assessments being eligible for connection to the supply but not connected be charged at \$210.00 per annum.

- 21. Council make an availability charge for all assessments for Domestic Waste Charge within the Collie Garbage Scavenging District of \$278.00 with an additional charge of \$5.35 for each service exceeding the minimum number of one service weekly. Council make a Vacant Domestic Waste charge within the Collie Scavenging District of \$46.00 per annum for all vacant rateable land.
- 22. Council make an availability charge for all assessments for Warren Aerodrome Water within the Warren Aerodrome Precinct of \$142.00 per annum and usage charge of \$1.20 per kilolitre.
- 23. In the case of residential flats and multi-unit dwellings that are adapted or are capable of being adapted for separate occupancy be subject to an additional charge of \$284.00 for each pedestal being ½ of the Warren Sewerage charge for each occupancy.
- 24. In the case of residential flats and multi-unit dwellings that are adapted or are capable of being adapted for separate occupancy be subject to an additional charge of \$297.00 for each pedestal being ½ of the Nevertire Sewerage charge for each occupancy.
- 25. Council make a Waste Depot Access Charge for the provision of Waste Management Services on each assessment categorised as farmland, rural residential and business that are outside the waste collection area of the shire of \$10.00

Carried 124.6.19

## Item 5 Tiger Bay Wetlands Walking Track

**MOVED** Irving/Walker that 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 as per the lease document.

Carried 125.6.19

(P1-7.17)

124.0.19

## DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS

## Item 1 Regional Procurement Tender No. T471920OROC – Provision of Bitumen Spray Sealing (C14-6.2/44)

**MOVED** Taylor/Druce that:

- 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 provisions of bitumen spray sealing for the period commencing 1<sup>st</sup> July, 2019 to the close of business 30<sup>th</sup> June, 2022.
- 2. That provision is allowed for a 12-month extension based on satisfactory supplier performance which may take this tender through to 30<sup>th</sup> June, 2023.
- 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 provision of bitumen spray sealing in accordance with price variation clauses detailed within the Contract T471920OROC's General Conditions of Contract.
- 4. That Council issue approval to the executive staff of Regional Procurement Initiative to sign the General Conditions of Contract document on behalf of Council for Contract T471920OROC.
- 5. That Warren Shire Council accept the best fit for purpose tenderers from the Panel Source Suppliers for the provisions of bitumen spray sealing for the period beginning 1<sup>st</sup> July, 2019 to close of business 30<sup>th</sup> June, 2022 in accordance with availability and cost as well as the terms and conditions of Contract T471920OROC.

## Item 2Regional Procurement Tender No. T481920OROC – Supply and Delivery of Bulk<br/>FuelFuel(C14-6.2/45)

- That Council, in accordance with Clause 166(a) of the Local Government (General) Regulation 2005, formally agree to accept the analysis of the tender evaluation matrix, for the joint group of Member Council for the Contract providing for the supply and delivery of bulk fuel within the Warren Shire Council for the period commencing 1<sup>st</sup> July, 2019 to the close of business 30<sup>th</sup> June, 2022.
- 2. That provision is allowed for a 12-month extension based on satisfactory supplier performance which may take this tender through to 30<sup>th</sup> June, 2023.
- 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 Contract providing for the supply and delivery of bulk fuel in accordance with price variation clauses detailed within the Contract T481920OROC.
- 4. That Council issue approval to the executive staff of Regional Procurement Initiative to sign the Deed of Agreement on behalf of Council for Contract T481920OROC.
- 5. That Warren Shire Council award Castyln Pty Ltd t/a Inland Petroleum the contract for the supply and delivery of bulk fuel for the period beginning 1<sup>st</sup> July, 2019 to close of business 30<sup>th</sup> June, 2022 in accordance with the Deed of Agreement of Contract T481920OROC.

Carried 126.6.19

## Minutes of the Ordinary Meeting of Council held in Council Chambers, 115 Dubbo Street Warren on Thursday 27th June 2019 commencing at 8:30 am

## MORNING TEA

At this point in the meeting, the time being 10.30 am, Council adjourned for Morning Tea.

#### RESUMPTION

The meeting resumed at 11.05 am.

DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS		CONTINUED
ltem 3 V	Varren Levee Bank Rehabilitation	(F8-1)
MOVED Quigley	to suspend standing orders.	Carried 127.6.19
MOVED Quigley	to reinstate standing orders.	Carried 128.6.19

**MOVED** Taylor/Williamson that:

- 1. That a qualified Geotechnical Consulting Engineering Firm be engaged as a matter of priority to provide a proper design and construction method to rehabilitate the levee and riverbank at the Dentist Surgery/Courthouse location;
- 2. Following completion of the Dentist Surgery/Courthouse location levee and riverbank rehabilitation design and construction method that an appropriate budget be allocated to the project to allow completion of the required work as a matter of priority;
- 3. That funding be sought immediately to pre-empt any works with the appropriate Government departments;
- 4. That a relevant component project team consisting of engineering management and supervisory staff to set up a complete Warren Levee Operations and Maintenance Manual and undertake the required annual inspections and operational preparation works schedules to determine priority annual works;
- 5. That an appropriate budget be arranged in the annual estimates to cater for the typical inspection and operational work determined by the annual inspection emanating from the Warren Levee Operations and Maintenance Manual;
- That the recommendations contained within the NSW Public Works Report Number DO/13/02 Visual Audit of the Warren Levees (North and South) dated 6 November 2013 be implemented by Council; and
- 7. That the specific issues detailed within the 6 November 2013 Visual Audit Report be used to form the basis of the next inspection of the Warren Town Levee as required in the Warren Levee Operations and Maintenance Manual.

Carried 129.6.19

# Item 42019 IPWEA LOCAL ROADS CONGRESS(R4-13.1)MOVED Williamson/Druce that:1.1.That Council support the contents and the aims of Congress Communique seeking an<br/>increased level of government support for the overall contents of the Communique;2.That Council pursues the development of a formal Road Safety Strategic Plan aligned to the<br/>National Road Safety Strategy 2011-20 and the NSW Road Safety Plan 2021; and3.That Council utilises the contents of the IPWEA Media Release and Congress Communique

3. Inat council utilises the contents of the IPWEA Media Release and Congress Communique and advertise its intent to support the other Local Government Councils in the Regional areas of NSW calling for the development by the two higher levels of government of a sustainable and more equitable funding model to look after roads, target road safety, and open up local road network to more efficient transport to better service our community and drive the NSW economy forward.

Carried 130.6.19

CONTINUED

## MANAGER HEALTH AND DEVELOPMENT SERVICES

DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS

## Item 1 Request to Support St Mary's P&F Fundraising Event (D8-1)

**MOVED** Derrett/Druce that:

- 1. That Council make a donation in the form of a family Season Ticket for the Warren War Memorial swimming pool in the 2019/2020 swimming season valued at \$198.00, subject to this donation being advertised in the local newspaper for a period of 28 days; and
- 2. Subject to no substantial disagreement being received from the public.

Carried	
131.6.19	

## Item 2Development Application Change of Use Accommodation Lot 2 And 3,<br/>DP999018, 9-13 Clyde Street Nevertire(P16-19.04)

**MOVED** Druce/Derrett that:

- 1. Under the provisions of the Local Government 1993 as amended Section 375A(3) a division must be called; and
- 2. Development Application P16-19.04 for the Use of land as residential accommodation (boarding house) located at Lot 2 and 3 DP999018, 9-13 Clyde Street Nevertire is approved with the following conditions:

## Conditions prescribed by the Environmental Planning and Assessment Regulation 2000

1. The work must be carried out in accordance with the requirements of the Building Code of Australia.

Reason: Statutory requirement.

## WARREN SHIRE COUNCIL Minutes of the Ordinary Meeting of Council held in Council Chambers, 115 Dubbo Street Warren on Thursday 27th June 2019 commencing at 8:30 am

#### MANAGER HEALTH AND DEVELOPMENT SERVICES

#### CONTINUED

## Item 2Development Application Change of Use Accommodation Lot 2 And 3,<br/>DP999018, 9-13 Clyde Street Nevertire(P16-19.04)

- 2. A sign must be erected in a prominent position on the site:
  - showing the name, address and telephone number of the principal certifying authority for the work; and
  - showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours; and
  - stating that unauthorised entry to the work site is prohibited.

Any such sign is to be maintained while the building work is being carried out, but must be removed when the work has been completed.

Reason: Statutory requirement.

#### **Council conditions**

3. The development is to be undertaken in accordance with the plans submitted with the application.

**Reason:** To confirm and clarify the terms of this consent.

4. No caravans, tents, mobile homes or the like are permitted on the subject land.

**Reason:** To confirm and clarify the terms of this consent.

- 5. An automatic smoke alarm must be installed (hardwired) in the building in suitable locations on or near the ceiling in;
  - (a) Any storey containing bedrooms;

(i) Between each part of the dwelling containing bedrooms and the remainder of the dwelling; and

- (ii) Where bedrooms are served by a hallway, in that hallway; and
- (iii) Any other storey not containing bedrooms

**Reason**: To reduce risk to life and injury; ensure that the occupants are given adequate warning in the event of fire and to comply with the Building Code of Australia.

6. All doors exiting the buildings must swing in the direction of egress (outwards).

**Reason:** To ensure that the building allows occupants to safely evacuate during an emergency.

7. All door handles exiting the buildings are to be readily openable without a key from the side that faces the person seeking egress, by a single hand downward action or pushing action on a single device which is located between 900mm and 1100mm from the floor. The operation of the latch is to comply with Part D2.21 of the Building Code of Australia.

**Reason:** To ensure that the building allows occupants to safely evacuate during an emergency.

## Minutes of the Ordinary Meeting of Council held in Council Chambers, 115 Dubbo Street Warren on Thursday 27th June 2019 commencing at 8:30 am

## MANAGER HEALTH AND DEVELOPMENT SERVICES

## CONTINUED

# Item 2Development Application Change of Use Accommodation Lot 2 And 3,<br/>DP999018, 9-13 Clyde Street Nevertire(P16-19.04)

8. Fire extinguishers and fire blankets are to be installed and serviced annually, by a suitably qualified technician.

**Reason:** To ensure that the building is provided with fire fighting equipment.

9. Instructions for action in the event of a fire are to be placed in each guest bedroom.

**Reason:** To ensure the safety of all guests in the event of a fire evacuation of the building.

10. A business identification sign is to be installed onsite, detailing a contact number.

**Reason:** To ensure that the business operator can be contacted in the event of an emergency.

11. Refrigerators are to maintain food at below 5 degrees Celsius. A thermometer is to be installed inside the refrigerator to ensure the temperature is accurate.

**Reason:** To comply with the Food Standards Code.

12. No noise is permitted after 10pm.

**Reason:** To ensure that the amenity of the area is not impacted upon.

- 13. An onsite static water supply storage tank of 20,000L is to be provided on-site, dedicated for fire fighting purposes only. A 65 mm storz fitting and ball or gate valve shall be installed in the tank to allow full utilisation of the supply.
  - (a) The tank is to be located at least 10 metres away from ALL buildings and located within the property.
  - (b) The area around the tank is to be provided with a gravel or similar hardstand area and a clear unobstructed path is to be maintained to permit fire brigade personnel to draw water from that source.

Reason: To ensure adequate water supply and access for emergency fire personnel.

14. The applicant is to register the boarding house with the Department of Fair Trading.

Reason: Statutory requirement.

15. The boarding house is to operate in compliance with the Boarding Houses Act 2012 and the Boarding Houses Regulation 2013.

Reason: Statutory requirement.

## Standards for places of shared accommodation - Local Government (General) Regulations

- 16. Maximum number of boarders and lodgers
  - (a) The number of occupants (not including children under the age of 5 years) must not exceed the maximum number of one (1) persons to be accommodated in each bedroom.
  - (b) The maximum number of one (1) persons accommodated in a bedroom, or in a cubicle of a dormitory, must not exceed one (1) by allowing a minimum floor area within the bedroom or cubicle in accordance with the relevant provisions under the *Public Health Act 1991* for each person.

**Reason:** Statutory requirement.

## WARREN SHIRE COUNCIL Minutes of the Ordinary Meeting of Council held in Council Chambers, 115 Dubbo Street Warren on Thursday 27th June 2019 commencing at 8:30 am

## MANAGER HEALTH AND DEVELOPMENT SERVICES

#### CONTINUED

## Item 2Development Application Change of Use Accommodation Lot 2 And 3,<br/>DP999018, 9-13 Clyde Street NevertireContinued

- 17. Notices
  - (a) A sign indicating the permissible maximum length of time during which a person may board or lodge in the premises must be conspicuously displayed to public view outside the premises.
  - (b) A schedule showing the numeral designating each bedroom and dormitory and the number of persons permitted to be accommodated in each must be conspicuously displayed on the premises.
  - (c) Each bedroom must be numbered in accordance with the schedule and there must be displayed clearly on the door of or in each bedroom the maximum number of persons allowed (one [1]) to be accommodated in the bedroom.

Reason: Statutory requirement.

- 18. Light and ventilation
  - (a) Adequate light and ventilation must be maintained in the premises.
  - (b) All partitions forming cubicles in a dormitory must be adequately constructed and provide adequate ventilation.

**Reason:** Statutory requirement.

- 19. Kitchen facilities
  - (a) Any kitchen facilities and utensils for the storage or preparation of food must be kept in a clean and healthy condition, in good repair, free from foul odours and, as far as practicable, free from dust, flies, insects and vermin.
  - (b) The floor of any kitchen must have an approved impervious surface.

**Reason:** Statutory requirement.

- 20. General cleanliness
  - (a) All parts of the premises and all appurtenances (including furniture, fittings, bedsteads, beds and bed linen) must be kept in a clean and healthy condition, and free from vermin.
  - (b) Pans, receptacles or other waste storage devices must be kept covered and all waste must be deposited in appropriate pans, receptacles or other waste storage devices.

Reason: Statutory requirement.

21. Furniture and fittings

Appropriate furniture and fittings must be provided and maintained in good repair.

Reason: Statutory requirement.

## MANAGER HEALTH AND DEVELOPMENT SERVICES

#### CONTINUED

## Item 2Development Application Change of Use Accommodation Lot 2 And 3,<br/>DP999018, 9-13 Clyde Street NevertireContinued

22. Long term residences

If the place is one in which persons may board or lodge for 7 days or longer, an adequate number of beds (each provided with a mattress and pillow and an adequate supply of clean blankets or equivalent bed clothing), adequate storage space and blinds, curtains or similar devices to screen bedroom and dormitory windows for privacy must be provided for the occupants.

Reason: Statutory requirement.

23. Provision for Parking spaces are to be provided within the property as follows;

Bicycle – 3 Motorcycle – 3 Car/vehicle – 6

**Reason:** To ensure that provisions are made to provide off street parking facilities for occupants.

Carried 132.6.19

Under the provisions of the Local Government 1993 as amended Section 375A(3) a division was called.

For	Against	
Councillor Quigley	Nil	
Councillor Beach		
Councillor Irving		
Councillor Druce		
Councillor Williamson		
Councillor Taylor		
Councillor Derrett		
Councillor Higgins		
Councillor Walker		

## Item 3 Development Application Approvals

(B4-9)

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

Carried 133.6.19

## Minutes of the Ordinary Meeting of Council held in Council Chambers, 115 Dubbo Street Warren on Thursday 27th June 2019 commencing at 8:30 am

MA	MANAGER HEALTH AND DEVELOPMENT SERVICES			
lter	n 4 Warren War Memorial Swimming Pool Refurbishment Grant	(G4-1.6)		
MO	VED Quigley to suspend standing orders.	Carried 134.6.19		
MO	VED Quigley to reinstate standing orders.	Carried 135.6.19		
MO	VED Irving/Walker that:			
As per Part 7 Division 4 Clause 178 of the Local Government (General) Regulation,				
1.	Council enter into negotiations with sub-contractors to proceed with the neces works in the present off season, and	ssary filtration		
2.	Council canvas those suitably qualified and skilled contractors for the refurbis with the intention of commencing works during the 2020 off season.	hment works,		
		Carried 136.6.19		
		130.0.15		

## NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil.

## **CONFIDENTIAL MATTERS**

Nil.

Minutes of the Ordinary Meeting of Council held in Council Chambers, 115 Dubbo Street Warren on Thursday 27th June 2019 commencing at 8:30 am

There being no further business the meeting closed at 11.42 am.

## THESE MINUTES WERE CONFIRMED AT THE ORDINARY MEETING OF COUNCIL HELD ON THURSDAY 25TH JULY 2019 AS BEING A TRUE AND CORRECT RECORD.

MINUTE NO. 138.07.19

GENERAL MANAGER

MAYOR

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