

# **ORDINARY MEETING**

# **MINUTES**

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**THURSDAY 22ND OCTOBER 2020**

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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 October 2020 commencing at 8:30 am

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## Present:

### COUNCILLORS

MJ Quigley Chair

KR Irving

MJ Beach

HJ Druce

BD Williamson

KW Taylor

SJ Derrett

RJ Higgins

KL Walker

AJ Brewer

P Serdity

### STAFF MEMBERS

G Wilcox General Manager (GM)

D Arthur Divisional Manager Finance & Administration (DMFA)

R Lawford Divisional Manager Engineering Services (DMES)

M Stephens Manager Health & Development Services (MHD)

J Burtenshaw Executive Assistant (EA)

Cassy Mitchell Administration Officer

## APOLOGIES

Nil.

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## CONFIRMATION OF MINUTES

**MOVED** Serdity/Derrett that the Minutes of the Ordinary Meeting of Council held on Thursday, 24th September 2020 be adopted as a true and correct record of that Meeting.

**Carried  
216.10.20**

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## DISCLOSURES OF INTERESTS

Councillor Druce declared an interest in the Section of the Divisional Manager Finance & Administration Report Item 4, Sale of Land 135 Dubbo Street, Warren.

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## MAYORAL MINUTE(S)

- The Mayor welcomed everyone to the new Council building and thanked the Council Chambers Development Sunset Committee, General Manager and Mr Blake Derrett on their efforts in completing the new building. An official opening is to be scheduled.

The trades people who have worked on Council's projects, office, swimming pool etc are to be especially noted for their commitment.

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**MAYORAL MINUTE(S)**

**CONTINUED**

- The Mayor thanked the General Manager, Glenn Wilcox for his work especially in regard to developing policies and forward planning and noted him being a conduit in improving Council, noting the number of projects that Council have been able to be deliver.
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**REPORTS OF COMMITTEES**

**Sporting Facilities Committee**

**(S21-2.1)**

**MOVED** Irving/Taylor that the Minutes of the Sporting Facilities Committee meeting held on Wednesday, 24th September 2020 be received and noted and the following recommendations be adopted:

**Item 3 Business Arising from Minutes**

**(S19-2)**

A Financial Report on the Swimming Pool be added to future meetings as a regular agenda item.

**Item 6 Centre Manager Report – WSCC Gym Asset Replacement Five Year Plan Amendment**

**(S1-1.45)**

1. The Centre Manager purchase a Cross Fit Rig including all mounting attachments and Plyometric Boxes in favour of an assisted dip-chin-up machine and medicine ball set; and
2. The Centre Manager review the WSCC Gym Asset Replacement Five Year Plan in consultation with gym members and report back to the Sporting Facilities Committee with an updated replacement program.

**Item 7 General Manager Report – Swimming Pool Master Plan**

**(S19-2)**

1. The Draft Warren Swimming Pool Master Plan be publicly displayed to seek further community input for a period of 28 days and that the Warren Sporting Facilities Committee review the community comments and make final adjustments prior to Council adoption; and
2. Council commences to look for grant funding to undertake the projects identified in the draft Master Plan.

**Carried  
217.10.20**

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**Ewenmar Waste Depot Sunset Committee**

**MOVED** Serdity/Druce that the Minutes of the Ewenmar Waste Depot Sunset Committee Meeting held on Tuesday, 6th October 2020 be received and noted with the following recommendation being adopted:

**Item 5.1 Ewenmar Waste Depot Transfer Station**

**(G2-5.4)**

That the revised detailed construction plans are accepted for the purpose of requesting quotations to develop and construct the transfer station.

**Carried  
218.10.20**

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**REPORTS OF COMMITTEES**

**CONTINUED**

**Manex**

**(C14-3.4)**

**MOVED** Walker/Druce that the Minutes of the Manex Meeting held on Tuesday, 13th October 2020 be received and noted.

**Carried**  
**219.10.20**

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**Internal Audit Committee**

**(A1-3)**

**MOVED** Williamson/Serdity that the Minutes of the Internal Audit Committee meeting held on Wednesday, 14th October 2020 be received and noted with the following recommendations being adopted:

#	Report Recommendations
1	Council should undertake a risk assessment in relation to stormwater contamination/pollution and determine if testing and other relevant control measures are required.
2	WSC should undertake a risk assessment and determine if suitable gross pollutant traps should be utilised in relation to stormwater discharge.
3	Council has not undertaken a full risk assessment in relation to water pollution within the LGA for all potential point source and diffuse sources. As Council is the regulatory authority in relation to activities other than schedule 1 activities (and licenced activities) it should undertake an appropriate risk assessment of <u>all</u> potential water pollution within the Shire.
4	There are two older premises/shops that are not compliant with the liquid trade waste requirements and that these matters are being followed up to ensure compliance as soon as is practicable. WSC should ensure these matters are followed up as soon as is practicable.
5	Council has not undertaken a risk assessment in relation to air pollution as the regulatory authority (in relation to activities other than schedule 1 activities and licenced activities). WSC should undertake an appropriate risk assessment of all potential air pollution activities and their monitoring within the Shire.
6	No formal risk assessment has been conducted in relation to noise pollution within the WSC LGA. Council should conduct a suitable risk assessment as soon as is practicable.
7	I note that the present Asbestos Procedure was written when the landfill was an unmanned facility and includes appointment requirements for asbestos acceptance. The Procedure should be reviewed in light of the fact the facility is now manned by a site manager and manded accordingly.
8	I further note that no formal risk assessment has been undertaken in relation to illegal dumping within the LGA and the management of the landfill site. I recommend that a risk identification/management process for these areas are undertaken.
9	In relation to skin penetration activities, checks are undertaken for relevant businesses (small in number) such as hairdressers. It is noted that the Skin Penetration Tool (checklist) from Health NSW is not currently used. It is recommended that the checklist is downloaded from Health NSW and utilised for future compliance checks.

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**REPORTS OF COMMITTEES**

**CONTINUED**

**Internal Audit Committee**

**Continued**

#	Report Recommendations
10	<p>WSC must complete a Statement of Compliance in which Council certifies it has complied with or did not comply with the conditions of the WSC EPA Licence.</p> <p>The compliance is based on ongoing testing at the monitoring/discharge points. The sample is collected by WSC staff and analysed and then compared with the load limit rates and concentration limits prescribed by the EPA. I note that the EPA Licence requires a three-month testing regime, I am advised that Council's internal process for testing requires a two-month testing process. Council should consider the utility in amending the internal process to be consistent with the EPA Licence requirement.</p>
11	<p>Council in future, should ensure it complies with all EPA requests promptly or it risks substantial fines for non-compliance.</p>
12	<p>The Town Services Manager has advised that a comprehensive audit and report has been undertaken by a contractor IXOM, which, inter alia, covers a number of items relating to Council's drinking water. The audit report in question provides a number of action/recommendations. The IXOM audit report should be reviewed by the relevant Senior Management members (including the GM) and the actions agreed upon by WSC implemented in due course.</p>
13	<p>Concern was raised regarding removing trees without following statutory and biodiversity requirements/considerations and thus, leaving WSC vulnerable to large fines from the EPA and other external agencies.</p> <p>WSC should consider designing and implementing a formal process that mirrors legislative requirements for tree removal prior to works being undertaken and provide training/instruction on the requirements to relevant staff.</p>

**ITEM 5 GENERAL BUSINESS**

1. That Council budget for two (2) external audits each year and provide a budget allocation of \$25,000 in the 2021/22 budget year.
2. That Council undertake a Human Resources Audit to look at performance assessments, pay rates, holiday levels and pay scales etc.
3. That an audit of Vendor Panel processes is undertaken to ensure that Council is following its Procurement Policy.
4. That a chain of command review is undertaken to determine if the flow of information is followed and provided to all staff to ensure processes and accountability is performed.

**AMENDMENT MOVED** Williamson/Brewer that the Minutes of the Internal Audit Committee meeting held on Wednesday, 14th October 2020 be received and noted with the following recommendations being adopted and any additional financial resources are reported to Council for approval outside of existing budget.

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**REPORTS OF COMMITTEES**

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**Internal Audit Committee**

**Continued**

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10	<p>WSC must complete a Statement of Compliance in which Council certifies it has complied with or did not comply with the conditions of the WSC EPA Licence.</p> <p>The compliance is based on ongoing testing at the monitoring/discharge points. The sample is collected by WSC staff and analysed and then compared with the load limit rates and concentration limits prescribed by the EPA. I note that the EPA Licence requires a three-month testing regime, I am advised that Council's internal process for testing requires a two-month testing process. Council should consider the utility in amending the internal process to be consistent with the EPA Licence requirement.</p>

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**Internal Audit Committee**

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**The AMENDMENT was put and was won.**

**The AMENDMENT became the Motion.**

**The MOTION was put and carried.**

**Carried  
220.10.20**

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**Airport Operations Committee**

**(C14-3.12)**

**MOVED** Williamson/Taylor that the Minutes of the Airport Operations Committee Meeting held on Thursday, 15th October 2020 be received and noted and the following recommendations be adopted:

**Item 3.1 New Member Recommendations**

That Council accepted the two (2) nominations received from Mr George Falkiner and Mr Ralph Smith for membership of the Airport Operations Committee.

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**REPORTS OF COMMITTEES**

**CONTINUED**

**Airport Operations Committee**

**Continued**

**Item 3.2 Sale Price of Fuel**

That the Warren Airport Committee recommend to Council that the bowser price for Avgas is the purchase price per litre plus 10% with a minimum of 15 cents, whichever is the greater for the first 12 months.

**Item 3.3 Grant Update**

That:

1. The Warren Airport Committee note the progress of the grant expenditure;
2. Following consultation with Fulton Hogan (Tenderer), that the main runway work is not undertaken at this stage and that Council seek further grant funding to undertake the runway upgrade to meeting new PCN standards of 6600kg.

**General Business**

That Council establish a dedicated airport reserve fund.

**Carried  
221.10.20**

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**GENERAL MANAGER'S REPORTS**

**Item 1 Outstanding Reports Checklist**

**(C14-7.4)**

EA-N **MOVED** Irving/Higgins that the information be received and noted and that the items marked with an asterisk (\*) be deleted.

**Carried  
222.10.20**

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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 2 Committee/Delegates Meetings**

**(C14-2)**

EA-N **MOVED** Derrett/Druce that:

1. The information be received and noted; and
2. Councillor Derrett advised that due to not having a quorum, the Interagency Support Services Committee Meeting was not held on the 8th October 2020.

**Carried  
223.10.20**

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