



ORDINARY MEETING

MINUTES

THURSDAY 28TH JUNE 2018

WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council
Held in Council Chambers, 115 Dubbo Street Warren
on Thursday 28th June 2018 commencing at 8:30 am

Present:

COUNCILLORS NRF Wilson OAM Chair
 MJ Quigley
 KL Walker
 KW Taylor
 SJ Derrett
 RJ Higgins
 AJ Brewer
 P Serdity

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 BD Williamson, Councillor MJ Beach, Councillor HJ Druce and Councillor KR Irving who were absent due to external commitments, and it was **MOVED** Brewer/Higgins that the apologies be accepted and a leave of absence for the members concerned be granted.

**Carried
135.6.18**

CONFIRMATION OF MINUTES

MOVED Taylor/Higgins that:

The Minutes of the Ordinary Meeting of Council held on Thursday 24th May 2018 be adopted as a true and correct record of that Meeting; and

**Carried
136.6.18**

MOVED Taylor/Derrett that:

The Minutes of the Extra Ordinary meeting of Council held on Wednesday 13th June 2018 be adopted as a true and correct record of that Meeting.

**Carried
137.6.18**

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NOTICE OF MOTION

Item 1 Western Slopes Pipeline

GM-A
Chk Lst

MOVED Walker/Serdity that Warren Shire Council write a letter to the Premier of NSW, Gladys Berejiklian, the Honourable Anthony Roberts M.P., Minister for Planning, Housing and Special Minister of State and the Honourable Don Harwin M.P., Minister for Energy and Utilities and Minister for the Arts, requesting an independent inquiry into the construction and maintenance of the Western Slopes Pipeline, as is their right under the Pipeline Act, 1967, No 90.

Carried
138.6.18

DELEGATES AND COMMITTEES

Item 1 Meeting Balonne Shire, Walgett Shire and Warren Shire in Lightning Ridge Monday 4th June 2018 (C12-3.4)

MOVED Wilson/Walker that:

1. The information be received and noted; and
2. That Councillors to meet formally and liaise with the General Manager on how best to proceed.

Carried
139.6.18

Item 2 Warren Interagency Support Services (C3-9)

MOVED Derrett/Walker that:

1. That the information be received and noted; and
2. That a separate subcommittee be formed called the Warren Youth Strategy Committee which will investigate options to facilitate opportunities for youth.

Carried
140.6.18

Airport Operations Committee (C14-3.12)

MOVED Taylor/Derrett that the Minutes of the Meeting of the Airport Operations Committee held on Wednesday 23rd May 2018 be received and noted and the following recommendations be adopted:

Item 2.1 Terms of Reference – Airport Committee (C14-3.12)

That the Airport Operations Committee adopt the Terms of Reference as presented for the Airport Committee.

Item 2.2 Warren Airport Master Plan (Draft for Discussion) (A2-1)

1. Master Plan be adopted as a reference document; and
 2. A checklist be included in the agenda each meeting for updating.
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DELEGATES AND COMMITTEES

CONTINUED

Airport Operations Committee

Continued

Item 2.4 Warren Aerodrome Maintenance

(A2-6)

That Council note the Warren Aerodrome maintenance list.

**Carried
141.6.18**

Council Chambers Development Sunset Committee

(C14-3.25)

MOVED Quigley/Serdity that the Minutes of the Meeting of the Council Chambers Development Sunset Committee held on Wednesday 30th May 2018 be received and noted and the following recommendation be adopted:

Item 2 Council Chambers Development Project

(C14-3.25)

1. A revised design is to be provided to Council as per discussions; and
2. The General Manager to revise project budget, based on final approval design.

**Carried
142.6.18**

Manex

(C14-3.4)

MOVED Wilson/Walker that the Minutes of the Meeting of Manex held on Tuesday, 19th June 2018 be received and noted and the following recommendations be adopted:

Item 5.1 Work Health Safety Performance Summary

(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)

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)

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.

Item 7 Work Force Vacancies

(S12-1)

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

Item 9 Governance Review

(P13-1)

1. That senior staff develop the policies and procedures as listed and workshop these with Councillors prior to submission to Council; and
2. That a table be included each Manex business paper to identify policies and procedure actions.

**Carried
143.6.18**

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POLICY

Item 1 Policies and Governance (P13-1)

GM-A
Chk Lst

MOVED Brewer/Derrett that Council advertise the following policies for public comment in accordance with the Local Government Act 1993 and that a further report is submitted to Council under s253 (payment of expenses or provision of facilities to Councillors) and S160 LGA to review any public comments prior to the policy (s) being adopted and displayed on Councils web site:

1. Audit Sheet
2. Draft Appointment and Oversight of the General Manager Policy
3. Draft Asbestos Policy
4. Draft Business Continuity Plan – Including Critical Incident Management Procedure
5. Draft Child Protection Policy
6. Draft Closed Circuit Television (CCTV) System Policy
7. Draft Communication Devices Policy
8. Draft Complaints Management Policy
9. Draft Contractor WHS Management Policy
10. Draft Corporate Credit Card Policy and Charge Forms
11. Draft Councillor Access to Information Policy
12. Draft Councillor Expense Policy
13. Draft Equal Employment Opportunity Policy
14. Draft Festivals and Events Policy
15. Draft Financial Hardship Policy
16. Draft Fraud and Corruption Policy
17. Draft Gifts and Benefits Policy
18. Draft Interaction Between Councillors and Staff Policy
19. Draft Internal Reporting Policy
20. Draft Investment Policy
21. Draft Motor Vehicle Policy
22. Draft Private Swimming Pool and Barrier Inspection Policy
23. Draft Privacy Management Plan
24. Draft Records Management Policy
25. Draft Secondary Employment Policy
26. Draft Social Media Policy
27. Draft Staff Education and Training Policy
28. Draft Statement of Ethics Policy
29. Draft Volunteer Risk Management Procedure
30. Draft Volunteer Management Procedure
31. Draft Volunteer Manual
32. Draft Warren Airport Master Plan
33. Draft Workplace Surveillance Policy
34. Employee Assistance Program – Adopted January 2018
35. Procurement and Disposal Policy – Amended
36. Risk Management Policy – Adopted January 2018
37. Smoke Free Workplace Policy – Adopted March 2018
38. Draft Water Carters Policy – To be placed on public display as per May 2018 Council Meeting

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POLICY

CONTINUED

Item 1 Policies and Governance

Continued

- 39. Water Meter Policy – Adopted February 2018
- 40. Construction in the Vicinity of and Protection of Council Underground Assets Policy
- 41. Construction in the Vicinity of and Protection of Council Underground Assets
 Procedure

**Carried
144.6.18**

GENERAL MANAGER’S REPORTS

Item 1 Outstanding Reports Checklist

(C14-7.4)

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

**Carried
145.6.18**

MORNING TEA

At this point in the meeting, the time being 10.05 am, Council adjourned for Morning Tea.

RESUMPTION

The meeting resumed at 10.35 am.

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)

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

**Carried
146.6.18**

Item 3 Delivery Program Progress Report (s404(5))

(E4-37)

MOVED Serdity/Derrett that Council note the Delivery Program Progress Report under s404(5) Local Government Act 1993 and the ongoing actions.

**Carried
147.6.18**

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GENERAL MANAGER'S REPORTS

CONTINUED

Item 4 Village Enhancement Plans for Warren, Nevertire and Collie
(C21-2, N2-2, W7-5)

MOVED Serdity/Derrett that:

GM-A
Chk Lst

1. That Council adopt the Village Enhancement Plans for Warren, Nevertire and Collie;
2. That Council develop a program of works to deliver the identified outcomes and work with the Village residents; and
3. That Council develop a community newsletter (via Facebook/twitter) to advise residents of the works program, how can the residents and Council work on projects and to work together to identify grants and other funding opportunities.

Carried
148.6.18

Item 5 Local Government Remuneration Tribunal 2018 (C14-5.1)

DMFA-N

MOVED Taylor/Higgins that Council adopt the full 2.5% increase as determined by the Remuneration Tribunal to the current Councillor fees being \$9,487.14 and set the Mayoral fee of \$25,876.89.

Carried
149.6.18

DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS

Item 1 Reconciliation Certificate - May 2018 (B1-10.15)

MOVED Taylor/Derrett that the Statements of Bank Balances and Investments as at 31st May 2018 be received and noted.

Carried
150.6.18

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

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

Carried
151.6.18

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DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS
CONTINUED

Item 3 Making and Levying of Rates and Fixing of Charges – 2018/2019
(R1-6.1)

DMFA-N **MOVED** Quigley/Taylor that:

1. It is hereby resolved to make a Farmland ad valorem rate of 0.492974 cents in the dollar, subject to a minimum of \$269.00 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 2018/2019 financial year.
2. It is hereby resolved to make a Warren Residential ad valorem rate of 4.0717 cents in the dollar, subject to a minimum of \$498.00 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 2018/2019 financial year.
3. It is hereby resolved to make a Nevertire Residential ad valorem rate of 0.730605 cents in the dollar subject to a minimum of \$206.00 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 2018/2019 financial year.
4. It is hereby resolved to make a Collie Residential ad valorem rate of 2.009534 cents in the dollar subject to a minimum of \$206.00 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 2018/2019 financial year.
5. It is hereby resolved to make a Rural Residential ad valorem rate of 0.739767 cents in the dollar subject to a minimum of \$269.00 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 2018/2019 financial year.
6. It is hereby resolved to make a Business ad valorem rate of 7.76356 cents in the dollar subject to a minimum rate of \$498.00 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 2018/2019 financial year.
7. It is hereby resolved to make a Business – Other Warren ad valorem rate of 0.606061 cents in the dollar subject to a minimum rate of \$269.00 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 2018/2019 financial year.

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DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS
CONTINUED

Item 3 Making and Levying of Rates and Fixing of Charges – 2018/2019
Continued

8. It is hereby resolved to make a Business – Nevertire ad valorem rate of 1.61871 cents in the dollar subject to a minimum rate of \$269.00 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 2018/2019 financial year.
9. It is hereby resolved to make a Business - Airport Area ad valorem rate of 0.75874 cents in the dollar subject to a minimum rate of \$269.00 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 2018/2019 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 and Warren Airport Water Supply 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 \$392.00 per annum and usage charges as follows:

Potable (Bore) water usage charge of \$1.14 per kilolitre up to 450 kls, then \$1.73 per kilolitre for usage over 450 kls.

Non-potable (River) water usage charge of 42 cents per kilolitre up to 450 kls, then 73 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 \$540.00 per annum.
14. Council make an availability charge for all assessments for a Non-residential Sewerage Access Charge of \$495.00 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.

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DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS
CONTINUED

Item 3 Making and Levying of Rates and Fixing of Charges – 2018/2019
Continued

15. Council make an availability charge for all assessments for Warren Domestic Waste Charge within the Warren Scavenging District of \$265.00 with an additional charge of \$5.09 for each service exceeding the minimum number of one service weekly. Council make a Vacant Domestic Waste Charge within the Warren scavenging district of \$44.00 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 \$265.00 with an additional charge of \$5.09 for each service exceeding the minimum number of one service weekly. Council make a Vacant Waste Charge within the Warren scavenging district of \$44.00 per annum for all vacant rateable land.

17. Council make an availability charge for all assessments for the Nevertire Water Supply of \$520.00 per annum and usage charges as follows:

Potable (Bore) water usage charge of 66 cents per kilolitre up to 450 kls, then 96 cents per kilolitre for usage over 450 kls.

Further that all assessments being eligible for connection to the supply but not connected be charged at \$200.00 per annum.

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 \$565.00 per annum.

Further that all assessments being eligible for connection to the service but not connected be charged at \$215.00 per annum.

19. Council make an availability charge for all assessments for Domestic Waste Charge within the Nevertire Garbage Scavenging District of \$265.00 with an additional charge of \$5.09 for each service exceeding the minimum number of one service weekly. Council make a Vacant Domestic Waste charge within the Nevertire Scavenging District of \$44.00 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 \$397.00 per annum and usage charges as follows:

Potable (Bore) water usage charge of \$1.42 per kilolitre up to 400 kls, then \$2.15 per kilolitre for usage over 400 kls.

Further that all assessments being eligible for connection to the supply but not connected be charged at \$200.00 per annum.

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DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS
CONTINUED

Item 3 Making and Levying of Rates and Fixing of Charges – 2018/2019
Continued

21. Council make an availability charge for all assessments for Domestic Waste Charge within the Collie Garbage Scavenging District of \$265.00 with an additional charge of \$5.09 for each service exceeding the minimum number of one service weekly.
22. Council make an availability charge for all assessments for Warren Aerodrome Water within the Warren Aerodrome Precinct of \$135.00 per annum and usage charge of \$1.14 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 \$270.00 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 \$282.50 for each pedestal being ½ of the Nevertire Sewerage charge for each occupancy.

Carried
152.6.18

Item 4 Service NSW Agency Agreement Renewal
From 1st July 2018 to 30th June 2021 **(R6-6)**

MOVED Quigley/Walker that Council endorse the actions of the General Manager and Divisional Manager of Finance & Administration in signing the renewal Agency Agreement between Service NSW and Warren Shire Council for the next 3 years with a 1-year renewal option, commencing 1st July 2018.

Carried
153.6.18

Item 5 Long Term Financial Plan – 2018/19 to 2027/28 **(A7-4.1/2)**

MOVED Quigley/Serdity that:

1. That the information be received and noted, and
2. That the Long Term Financial Plan 2018/19 to 2027/28 as presented be adopted.

Carried
154.6.18

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DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS CONTINUED

Item 6 Sale of Dwelling at 2 Roland Street Warren (S1-1.24)

DMFA-A **MOVED** Brewer/Derrett that:
Chk Lst

1. Council list for sale the dwelling at 2 Roland Street Warren with the local Real Estate Agents at market value, and
2. Authority be given to the Mayor and General Manager to negotiate with prospective purchasers for settlement of the sale.

**Carried
155.6.18**

DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS

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

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

**Carried
156.6.18**

Item 2 The Ride Against Cancer – Council Donation (D8-1)

MOVED Taylor/Higgins that

1. Council issue the Mudgee Lions Club INC. approval to camp ten (10) persons and six (6) horses at the racecourse with access to toilets and showers on the night of Thursday 18th October 2018,
2. The scheduled fees and charges for the camping of the ten (10) persons and six (6) horses at the racecourse with access to toilets and showers which totals \$114.00 be waived,
3. The value of the fees and charges, \$114.00, be included in the 2018/19 Budget as a Council Donation, and
4. The 2018/19 Budget Second Quarter review be amended to accommodate this donation.
5. That the donation is advertised in accordance with the Local Government Act 1993.

**Carried
157.6.18**

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GENERAL BUSINESS

Council Chambers Development Project (C14-3.25)

GM-A
Chk Lst

MOVED Quigley/Taylor that Council endorse the Plan SK20 as the floor plan for a future council building and that design works commence based on this plan.

**Carried
159.6.18**

Aboriginal Flag and NAIDOC Celebrations (A5-1)

Council has received a request from the public to display the Aboriginal Flag. Council to source a flag and pole for the chambers.

Council has received an invitation to St Mary's and NAIDOC Warren celebrations.

QUESTIONS WITHOUT NOTICE

By Councillor Quigley

1. Councillor Quigley advised that NSW Country Rugby Carnival that was held in Warren, was recently nominated for the NSW Community Event of the Year. Unfortunately, not successful but one (1) of six (6) finalists. The winner was PCYC NSW Nations of Origin.

By Councillor Walker

1. Councillor Walker advised that she attended the Western Slopes Community Consultation Committee meeting held in Warren on Tuesday, 19th June 2018 on behalf of Council and provided Council with an overview of the meeting.

By Councillor Brewer

1. Councillor Brewer noted the upcoming Coal Seam Gas meeting in Narrabri on Wednesday, 15th August 2018.

By Councillor Serdity

1. Councillor Serdity enquired if the bulk pick-up at Nevertire occurred on the 19th June 2018 and requested if more notice could be given to residents.

The Divisional Manager Engineering Services advised that a large truck and trailer picked up a good load, mainly consisting of vegetation.

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There being no further business the meeting closed at 12.15 pm.

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

MINUTE NO. 160.07.18

.....
GENERAL MANAGER

.....
MAYOR