



ORDINARY MEETING

MINUTES

THURSDAY 28TH FEBRUARY 2019

WARREN SHIRE COUNCIL
Minutes of the Ordinary Meeting of Council
held in Council Chambers, 115 Dubbo Street Warren
on Thursday 28th February 2019 commencing at 8:30 am

Present:

COUNCILLORS MJ Quigley Chair
 KR Irving
 MJ Beach
 HJ Druce
 BD Williamson
 KW Taylor
 RJ Higgins
 KL Walker
 AJ Brewer

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

APOLOGIES

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

Carried
28.2.19

CONFIRMATION OF MINUTES

MOVED Brewer/Williamson that the Minutes of the Ordinary Meeting of Council held on Thursday, 24th January 2019 be adopted as a true and correct record of that Meeting.

Carried
29.2.19

DELEGATES AND COMMITTEES

Item 1 Association Mining and Energy Related Councils (NSW) Inc.
(C14-6.3)

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

Carried
30.2.19

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DELEGATES AND COMMITTEES

CONTINUED

Item 2 Warren Interagency Support Services (C3-9)

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

**Carried
31.2.19**

Item 3 Western Division Councils of NSW 2019 Annual Conference (C14-5.4)

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

**Carried
32.2.19**

Internal Audit Committee

(A1-3.1)

MOVED Williamson/Taylor that the Minutes of the Internal Audit Committee held on Wednesday 23rd January 2019 be received and noted and the following recommendations be adopted:

Item 4.1 Warren Project Management Review (A1-3)

1. The contractor performance evaluations are kept on file and reviewed when a contractor applies for new contract work and this is utilised as part of any contract assessment process or tender process.
2. The Manager Health and Development Services to receive project management training to assist her with this role. Council to liaise with the Manager Health and Development Services to determine if internal mentoring from the Town Services Manager or an external course would be best suited to her needs and provide the training as required.
3. That a further review of Project Management is undertaken in 12 months.

Item 4.2 ICAC Audit Tool Development Review September 2018 (A1-3)

1. Council develop and adopt a suitable policy setting out the nature of (and limitations) on the pre-lodgement advice for development applications as soon as practical.
2. Council develop a formal procedure for managing and recording the pre-lodgement advice that it provides to applicants as soon as practical.
3. The information sheet attached to all DAs for pre-lodgement discussions be also available at the main counter area and on Council's website.
4. Develop a policy or processes (or equivalent) that:
 - Details the statutory and Council policy requirements regarding the notification of specific categories of development.

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DELEGATES AND COMMITTEES

CONTINUED

Internal Audit Committee

Continued

Item 4.2 ICAC Audit Tool Development Review September 2018 **Continued**

- Ensures when advertising or notifying development applications, Council discloses whether the application is accompanied by a SEPP 1 (or equivalent) objection.

This should form part of the proposed new Warren Shire Council Development Guide (discussed in report below)

5. Review Council's policy that details the circumstances (including legislative) in which external referrals will be required for specific categories of development as soon as is practicable (last reviewed 2012).
6. Council to include as part of the proposed Warren Shire Council Development Guide (see below) a business rule that ensures conflicts of interest are considered during the application process.
7. Design and implement a suitable policy setting out when on-site meetings are required and include this within the proposed Warren Shire Council Development Guide as soon as practicable.
8. Council to implement standardised development reports for completing development assessment reports for determination by Council and determinations under delegated authority.
9. Council should formalise within the Warren Shire Council Development Guide (see below) the referring of all objections etc for appropriate internal review.
10. Council to develop a suitable formal policy and/or procedure that sets out the circumstances in which a development can be "called up" to Council. Warren Shire Council does not have a policy or procedure that stipulates that when there is a 10% or greater variation in standards under SEPP 1 (or equivalent) that the DA in question must be determined by the full council (this should form part of the proposed Warren Shire Council Development Guide).
11. Council to develop a public register of development applications determined with variations in standards under SEPP 1 (or equivalent) on its website. Council should ensure that adequate resources are provided to create an appropriate register.
12. The following should be included in the SEPP 1 Register:
 - The reasons for the proposed variation
 - The extent of the variation
 - Reasons for Council's determination
 - Information as to whether Department of Planning concurrence was required.
13. Council to ensure a new Development Guide (covering the issues identified within this recommendation) is completed as soon as is practicable and provide the Development staff with the time and resources to complete the task. The current Development Checklist should also be amended to reflect any relevant changes

Carried
33.2.19

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DELEGATES AND COMMITTEES

CONTINUED

Town Improvement Committee **(C14-3.17)**

MOVED Taylor/Druce that the Minutes of the Meeting of the Town Improvement Committee held on Thursday, 24th January 2019 be received and noted and the following recommendations be adopted:

Item 7 Dubbo Street Upgrade **(C14-3.17)**

That the outstanding items be planned and costed and considered for timing and inclusion at the next Town Improvement Committee Meeting.

Item 8 Proposed CBD Upgrades **(C14-3.17)**

That further analysis of the Thornton Avenue Car Park proposal be investigated and reported to a future Town Improvement Committee Meeting.

Carried
34.2.19

Warren Sporting Facilities Committee **(C14-3.18)**

MOVED Williamson/Taylor that the Minutes of the Meeting of the Warren Sporting Facilities Committee held on Wednesday, 6th February 2019 be received and noted and the following recommendation be adopted:

Item 7 Construction of Outdoor Netball and Basketball Courts **(G4-1.5)**

1. The information be received and noted;
2. The document be submitted to tender for a minimum period of 28 days; and
3. The tender state that the construction of a half basketball court as an “option”.

Carried
35.2.19

Showground/Racecourse Committee

MOVED Beach/Brewer that the Minutes of the Meeting of the Showground/Racecourse Committee held on Thursday 7th February 2019 be received and noted and the following recommendations be adopted:

Item 3 Annual User Groups Fees and Chargers Report

That the 18/19 user group fees and chargers structure remain unaltered and the 19/20 financial fees be the same plus the small percentage in which Council increases its overall fees and charges by budget at approx. 2-3%. However, in years of hardship such as the Polocrosse’s non-event due to wet weather or non-events that Council consider the non-payment of fees during these times.

Carried
36.2.19

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DELEGATES AND COMMITTEES

CONTINUED

Manex (C14-3.4)

MOVED Irving/Williamson that the Minutes of the Meeting of Manex held on Tuesday, 19th February 2019 be received and noted and the following 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 and 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 Correction Action Reports (S12-14.1)

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

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

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

Item 5.4 Emergency Preparedness and Emergency Procedure (P13-1)

That Council formally adopt the Emergency Preparedness and Management Procedure.

Item 5.5 StateCover Work Health and Safety Audit Verification (I2-3.1)

That Council should review its current processes for Hazard Identification, Assessment and Control implementation as well as its WHS Risk Management Guideline.

Item 7 Work Force Vacancies (S12-1)

That Manex note the report.

Item 12 Librarian's Report (L2-2)

1. The information be received and noted;
2. That Management review the upgrade of Senior Library Officer to a Librarian Technician, and
3. That a further report is submitted to Manex.

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DELEGATES AND COMMITTEES

CONTINUED

Manex

Continued

Item 13 Operational Procedures

(A2-1)

That:

1. The information be received and noted; and
2. The procedures; Adding a Media Release to the Website, Monthly Data Collection for Visitor Information Centre and Website, Updating Facebook, Updating the Sporting Centre Schedule on the Website and Wash Out Pound Facility be adopted.

**Carried
37.2.19**

Airport Operations Committee

(C14-3.12)

MOVED Williamson/Taylor that the Minutes of the Meeting of the Airport Operations Committee held on Wednesday 20th February 2019 be received and noted.

**Carried
38.2.19**

MAYORAL MINUTE

Item 1 Save Our Recycling Campaign

GM- A
Chk Lst

MOVED Quigley/Williamson that:

1. That Council support the LGNSW's Save Our Recycling campaign.

**Carried
39.2.19**

GENERAL MANAGER'S REPORTS

Item 1 Outstanding Reports Checklist

(C14-7.4)

Item 2 Committee/Delegates Meetings

(C14-2)

MOVED Williamson/Walker that the information be received and noted and that the items marked with an asterisk in Item 1 be deleted.

**Carried
40.2.19**

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.

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The Mayor welcomed Mr David and Mrs Debbie George to the meeting.

The Mayor made a presentation to Mr George and thanked him for his 39 years of service to Warren Shire and its community. Mr George gave the meeting a little background information on his start with Council, with his first job of forming gutters in Garden Avenue and working his way in to the position of Roads Overseer. He further noted that many changes and improvements have occurred, especially with camping in hot caravans versus the now permanent campsite.

The Mayor invited Mr and Mrs George to join Councillors for morning tea.

MORNING TEA

At this point in the meeting, the time being 10.31 am, Council adjourned for Morning Tea.

RESUMPTION

The meeting resumed at 11.17 am.

CONFIDENTIAL ITEM

MOVED Brewer/Druce that the Council proceed into the Committee of the Whole, the time being 11.18 am to consider the following matter.

Carried
51.2.19

Report of the Mayor

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

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

Carried
52.2.19

RESUMPTION OF ORDINARY MEETING

MOVED Brewer/Beach that Council resume the Ordinary meeting of Council at 11.50 am.

Carried
53.2.19

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CONFIDENTIAL ITEM

CONTINUED

ADOPTION OF RECOMMENDATIONS OF CONFIDENTIAL COMMITTEE OF THE WHOLE

Item 1 General Manager’s Performance Review six (6) Monthly (“P”)

MOVED Brewer/Beach that the General Manager’s sixth (6th) monthly performance review be noted.

**Carried
54.2.19**

There being no further business the meeting closed at 11.51 pm.

**THESE MINUTES WERE CONFIRMED AT THE ORDINARY MEETING OF COUNCIL
HELD ON THURSDAY 28TH MARCH 2019 AS BEING
A TRUE AND CORRECT RECORD.**

MINUTE No. 56.03.19

.....
GENERAL MANAGER

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MAYOR