

ORDINARY MEETING

MINUTES

THURSDAY 22ND JULY 2021

WARREN SHIRE COUNCIL
Minutes of the Ordinary Meeting of Council
held in Council Chambers, 115 Dubbo Street Warren
on Thursday 22nd July 2021 commencing at 8:30 am

Present:

COUNCILLORS	MJ Quigley	Chair
	KR Irving	
	MJ Beach	
	HJ Druce	
	BD Williamson	
	KW Taylor	
	SJ Derrett	
	RJ Higgins	
	P Serdity	
STAFF MEMBERS	G Woodman	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)

APOLOGIES

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

Carried
146.7.21

CONFIRMATION OF MINUTES

MOVED Serdity/Druce that the Minutes of the Ordinary Meeting of Council held on Thursday, 24th June 2021 be adopted as a true and correct record of that Meeting.

Carried
147.7.21

DISCLOSURES OF INTERESTS

Councillor Derrett declared a non-pecuniary interest in regards to Item 3 Divisional Manager Finance & Administration Report - Works Progress Reports – Finance & Administration Projects and advised that she would vacate the Chamber and take no part in the debate or voting on the matter.

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MAYORAL MINUTE(S)

Nil.

REPORTS OF COMMITTEES

Town Improvement Committee

MOVED Taylor/Druce that the Minutes of the Town Improvement Committee Meeting held on Tuesday, 29th June 2021 be received and noted and that the following recommendations be adopted:

Item 3 Warren CBD Upgrade Stage 2 (C14-3.17)

DMES - A
Chk Lst

- 1) Council include the following list of works to the current Warren Central Business District Upgrade Project in principle:
 - a) The project needs to be considered as the Warren Central Business District Upgrade Project which will be abbreviated to be the Warren CBD Upgrade Project.
 - b) The Warren CBD Upgrade Project will be considered as a 10-year plan.
 - c) The initial proposed area be extended to include the Warren Library at the Readford Street End of Dubbo Street.
 - d) The initial proposed area be extended to include the Warren Courthouse at the Hale Street End of Dubbo Street.
 - e) Negotiations with TfNSW regarding financial provision to cater for the establishment of a new roundabout and approaches are to be undertaken immediately after a draft design and estimated cost of the new roundabout has been compiled.
 - f) The acquisition of the vacant land behind the Royal Hotel to allow for the currently proposed carpark behind the previous Nursery Café to be extended to cater for Caravans.
 - g) The acquisition of the vacant land surrounding the Warren NAB Bank Building to allow for the proposed carparking which is to include provision for Caravan Parking.
 - h) Subsequent drop points in each carpark to facilitate the servicing of caravans
 - i) Consider the establishment of four more tree guarded areas each with Manchurian Pear planted within and Jasminum creeps used as ground surrounds.
 - j) Level crossing for pedestrian crossing added to the Hale Street and Dubbo Street intersection.
 - k) Provision be made for the tidying up sections of footway in front (Dubbo Street) and the side (Readford Street) of the Warren Library.
 - l) Provision be made for the tidying up of sections of footway in front (Dubbo Street) of the Court House.
 - m) Provision be made for the tidying up of sections of footway in front (Dubbo Street) and the side (Hale Street) of the Macquarie Toyota Warren.

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REPORTS OF COMMITTEES

CONTINUED

Town Improvement Committee

Continued

- n) Create details of the improvements to the SPAR Carpark and its surrounds.
- o) Provide for the decoration of the "wall spaces" within the total CBD area. (Murals or Otherwise) to be considered in conjunction with the Public Arts Committee.
- p) Provision be made for the repaving of Dubbo Street's existing paved footways from Hale Street to Readford Street.
- q) Provision be made for the resurfacing of Dubbo Street from Hale Street to Readford Street using a 40mm layer of asphaltic concrete.

DMES - A 2) A Community Consultation Program be developed and commenced to obtain feedback from
Chk Lst the business houses and community of Warren Shire for the current Warren Central Business District Upgrade Project;

DMES - A 3) An estimated cost be determined and reported to Council for the complete project in
Chk Lst conjunction with the reporting of the business houses and community feedback with negotiation positions for land purchases to be reported in Closed Council;

DMES - A 4) Council commence the process of obtaining necessary grants for this extensive ten (10) year
Chk Lst project.

Carried
148.7.21

Roads Committee

(C14-3.28)

MOVED Druce/Derrett that the Minutes of the Roads Committee Meeting held on Wednesday, 30th June 2021 be received and noted and the following recommendations be adopted:

Item 4.1 Construction of Old Warren Road Part Segment 22 and Segment 24 (R4-1.65)

DMES – N That the Roads Committee acknowledge that the construction of part of Segment 22 (750m) and all of Segment 24 of the old Warren Road inclusive of a 20mm final seal, linemarking and the required roadside furnishings has been completed to the Council's satisfaction.

Item 4.2 Construction of Ellengerah Road Segment 20 (R4-1.64)

DMES – N That the Roads Committee acknowledge that the construction of Segment 20 of the Ellengerah Road inclusive of a 20mm final seal, linemarking and the required roadside furnishings has been completed to the Council's satisfaction.

Item 4.3 Construction of Nevertire Bogan Road Segment 02 (R4-1.58)

DMES – N That the Roads Committee acknowledge that the construction of Segment 02 of the Nevertire Bogan Road inclusive of a 14mm final seal, linemarking and the required roadside furnishings has been completed to the Council's satisfaction.

Carried
149.7.21

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REPORTS OF COMMITTEES

CONTINUED

Warren Public Arts Committee

(C14-3.29)

MOVED Serdity/Irving that the Minutes of the Warren Public Arts Committee Meeting held on Monday, 5th July 2021 be received and noted and the following recommendations be adopted:

Item 5.2 Warren Shire Council Public Art Masterplan

(C14-3.29)

GM - A
Chk Lst

That the Draft Warren Shire Council Public Arts Masterplan be amended to take into account the requested amendments and a Committee Workshop be held to reconsider the new Draft Warren Shire Council Public Art Masterplan.

Item 5.4 Murray-Darling Basin Economic Development Program Round 3 – Water Reservoirs and Grain Silos Murals

(C14-3.29)

That:

1. The work scope for the Murray-Darling Basin Economic Development Program Round 3 Water Reservoirs and Grain Silos Mural be:
 - a. Stafford Street Water Reservoir (\$100,000);
 - b. Nevertire Water Reservoir (\$130,000);
 - c. Public Art of Private Property in the Warren Shire (\$20,000).
2. Appropriate community consultation be undertaken for the Nevertire Water Reservoir and the public art on private property murals.

GM - A
Chk Lst

Item 5.5 Warren Stafford Street Water Reservoir Mural

(C14-3.29)

GM - A
Chk Lst

That the Warren Stafford Street Water Reservoir Mural be progressed using the current budget from CASP (\$2,466) and Drought Communities Grant Program Round 1 (\$34,792) budget together with the additional \$100,000 from the Murray Darling Basin Economic Development Program Round 3 Grant.

Item 5.6 Resignations from Committee

(C14-3.29)

That:

1. Council note the resignation of Mrs Alisha Leach and that Mrs Leach be thanked for her contribution to the Warren Public Arts Committee; and
2. Appropriate advertising be arranged to obtain Expressions of Interest for new community members to fill the three (3) vacant community members positions on the Warren Public Arts Committee with appropriate reporting to Council for appointment to the Committee.

GM - A
Chk Lst

Carried
150.7.21

Airport Operations Committee

(C14-3.12)

MOVED Williamson/Taylor that the Minutes of the Airport Operations Committee Meeting held on Tuesday, 6th July 2021 be received and noted.

Carried
151.7.21

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REPORTS OF COMMITTEES

CONTINUED

Economic Development Committee

(C14-3.22)

MOVED Derrett/Druce that the Minutes of the Economic Development Committee Meeting held on Wednesday, 7th July 2021 be received and noted.

**Carried
152.7.21**

Manex

(C14-3.4)

MOVED Serdity/Williamson that the Minutes of the Manex Meeting held on Tuesday, 13th July 2021 be received and noted and that the following recommendations be adopted:

4.1 Executive Office Matters

GM - A
Chk Lst

4.1.4 Development of a Customer Service Policy (GM)

That over a 12 month period, Council will detail a Warren Shire Council Service Ethos or similar to ensure there is an appropriate customer service culture throughout the organisation.

4.3 Engineering Department Matters

4.3.2 2021-2022 Engineering Services Department Works Program – Town Services Works (TSM)

That:

1. The information be received and noted; and
2. A report be prepared for the Water and Sewerage Committee.

DMES - A
Chk Lst

TSM - N

**Carried
153.7.21**

DELEGATES REPORTS

Item 1 Outback Arts Inc. Board Meeting

(C17-2)

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

**Carried
154.7.21**

Item 2 Castlereagh Macquarie Country Council

MOVED Beach/Taylor that the information be received and noted.

**Carried
155.7.21**

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POLICY

Item 1 Vacation Care Policies – Audit Review

(V1-2)

MOVED Serdity/Derrett that:

MHD – A
CHK LST

1. The information be received and noted;
2. The following policies be placed on public exhibition for a minimum of 28 days; and
3. Subject to nil submissions being received, the following draft policies be adopted.
 - Acceptance and Refusal Authorisation Policy
 - Administration of First Aid Policy
 - Administration of Medication Policy
 - Anaphylaxis Management Policy
 - Arrival and Departure Policy
 - Asthma Management Policy
 - Bush Fire Policy
 - Child Protection Policy
 - Children’s Belongings Policy
 - Child-Safe Environment Policy
 - Control of Infectious Diseases Policy
 - Dental Health Policy
 - Diabetes Management Policy
 - Excursion Policy
 - Furniture and Equipment Safety Policy
 - Grievance Policy General
 - Hand Washing Policy
 - Head Lice Policy
 - Health and Safety Policy
 - Immunisation Policy
 - Incident Illness Accident Trauma Policy
 - Lockdown Policy
 - Medical Conditions Policy
 - Mobile Device Usage Policy
 - Photograph Policy
 - Physical Environment Policy

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POLICY

CONTINUED

Item 1 Vacation Care Policies – Audit Review

Continued

- Road Safety Policy
- Safe Storage of Hazardous Chemicals Policy
- Safe Transportation Policy
- Sick Children Policy
- Sun Safe Policy
- Supervision Policy
- Termination of Enrolment Policy
- Unexpected Death of a Child Policy
- Water Safety Policy
- Work Health and Safety Policy
- Working Alone Policy
- Bullying, Discrimination and Harassment Policy
- Grievance Policy (Staff) Policy
- Pregnancy in Early Childhood Policy
- Responsible Persons Policy
- Staffing Arrangements Policy
- Anti-Bias and Inclusion Policy
- Behaviour Guidance- Bullying Policy
- Behaviour Guidance Policy
- Gender Equity Policy
- Interactions with Children, Families and Staff Policy
- Respect for Children Policy
- Enrolment Policy
- Grievance Policy-Families
- Grievance Policy-General
- Open Door Policy
- Curriculum Pedagogy Educators Training Policy
- Governance Policy
- Payment of Fees Policy
- Privacy and Confidentiality Policy
- Professional Development Policy
- Record Keeping and Retention Policy
- Relief Staff Policy
- Writing Reviewing and Maintaining Policies Policy

**Carried
156.7.21**

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POLICY

Item 1 Councillor Access to Information Policy – Review July 2021 (P13-1, C14-5.1)

EA – N **MOVED** Derrett/Williamson that Council adopt the amended Councillor Access to Information Policy.

**Carried
157.7.21**

GENERAL MANAGER'S REPORTS

Item 1 Outstanding Reports Checklist (C14-7.4)

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

**Carried
158.7.21**

In recognition of Warren being a healthy town and to keep awareness of a healthy lifestyle, Council will be standing while dealing with Item 2 of the General Manager's report.

Item 2 Committee/Delegates Meetings (C14-2)

MOVED Derrett/Druce that:

1. That Council note the Alliance of Western Councils Inaugural Meeting was postponed due to concerns with the Covid-19 Pandemic; and
2. The information be received and noted.

**Carried
159.7.21**

Item 3 Works Progress Reports – Infrastructure Projects (C14-7.1, G4-1, G4-1.43)

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

**Carried
160.7.21**

DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS

Item 1 Reconciliation Certificate – June 2021 (B1-10.16)

MOVED Williamson/Druce that the Statements of Bank and Investments Balances as at 30th June 2021 be received and noted.

**Carried
161.7.21**

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

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

**Carried
162.7.21**

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DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS

CONTINUED

At this point in the meeting, the time being 9.46 am Councillor Derrett left the meeting room and was not in sight of the meeting room.

Item 3 Works Progress Reports – Finance & Administration Projects (S1-1.15, C9-1)

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

Carried
163.7.21

At this point in the meeting the time being 9.49 am, Councillor Derrett entered the meeting room.

Item 4 Librarian's Report on the Warren Shire Library Operations (L2-2)

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

Carried
164.7.21

DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS

Item 1 Works Progress Reports - Roads (C14-7.2)

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

Carried
165.7.21

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

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

Carried
166.7.21

Item 3 Works Progress Reports – Fleet/Workshop (C14-7.2)

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

Carried
167.7.21

MANAGER HEALTH AND DEVELOPMENT SERVICES REPORTS

Item 1 Development Application Approvals (D4-9)

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

Carried
168.7.21

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MANAGER HEALTH AND DEVELOPMENT SERVICES REPORTS

CONTINUED

Item 2 Works Progress Reports – Health and Development Services (C14-7.3)

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

**Carried
169.7.21**

The Mayor advised Councillors that the site inspection of the new Warren Sewerage Treatment Works Project will commence at 11.00 am.

There being no further business the meeting closed at 10.12 am.

**THESE MINUTES WILL BE CONFIRMED AT THE ORDINARY MEETING OF COUNCIL
HELD ON THURSDAY, 26TH AUGUST 2021 AS BEING
A TRUE AND CORRECT RECORD.**

MINUTE No. .8.21

.....
GENERAL MANAGER

.....
MAYOR