

ORDINARY MEETING

MINUTES

THURSDAY 24TH APRIL 2025

WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council
held in the Council Community Room, 115 Dubbo Street Warren
on Thursday 24th April 2025 commencing at 8:45 am

Present:

COUNCILLORS

GJ Whiteley	Chair and Mayor
SJ Derrett	Deputy Mayor
PJ Heuston	
RA Jackson	
RL McKay	
DDW Cleasby	
ME Kelly	
P Serdity	
NRG Kinsey	
DJ McCloskey	
AJ Brewer	

STAFF MEMBERS

G Woodman	General Manager (GM)
B Pascoe	Divisional Manager Finance & Administration (DMFA)
S Otieno	Divisional Manager Engineering Services (DMES)
J Burtenshaw	Executive Assistant (EA) (Minute Taker)

ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was made by the Mayor.

APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS

An apology was tendered on behalf of Councillor Wass who was absent due to external commitments, and it was **MOVED** McCloskey/Kinsey that the apology be accepted and a leave of absence for the member concerned be granted.

Carried
82.4.25

CONFIRMATION OF MINUTES

MOVED Serdity/Kinsey that the Minutes of the Ordinary Meeting of Council held on Thursday, 27th March 2025 be adopted as a true and correct record of that Meeting.

Carried
83.4.25

DISCLOSURES OF INTERESTS

Nil.

WARREN SHIRE COUNCIL

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MAYORAL MINUTE(S)

Nil.

REPORTS OF COMMITTEES

Roads Committee

(C14-3.22)

MOVED Kinsey/Kelly that the Minutes of the Roads Committee Meeting held on Tuesday, 8th April 2025 be received and noted and the following recommendations be adopted:

Item 5.1 **Droving of Loose Animals on Shire Road Policy**

(P13-1)

- DMES – 2. The proposed changes to the Draft Droving of Loose Animals on Council Roads Policy be
A Chk Lst incorporated and the Draft Policy be reported to a future Council Meeting.

Item 5.2 **Issue of Temporary Grazing Permits on Council Controlled Dedicated Public Roads Where Travelling Stock Routes Do Not Exist Policy**

(R4-18, R7-1, R7-3, F2-1)

- DMES – 2. The proposed changes to the Draft Issue of Temporary Grazing Permits on Council Controlled
A Chk Lst Dedicated Public Roads where Travelling Stock Routes Do Not Exist Policy be incorporated, and the Draft Policy be reported to a future Council Meeting.

Item 5.3 **Stock Control on Council Controlled Dedicated Public Roads Policy**

(P8-3, P4-1, F2-1)

- DMES – 2. The proposed changes to the Draft Stock Control on Council Controlled Dedicated Public Roads
A Chk Lst Policy be incorporated and the Draft Policy be reported to a future Council Meeting.

Item 5.4 **Proposed Combination – Stock Control on Council Roads Reserves Policy**

(P8-3, P4-1, F2-1)

- DMES – 2. The proposed changes to the Draft Proposed Combination - Stock Control on Council Roads
A Chk Lst Reserves Policy be incorporated and the Draft Policy be reported to a future Council Meeting.

Item 5.5 **Rural Vehicular Access Policy**

(R4-21)

- DMES – 2. The proposed changes to the Draft Rural Vehicular Access Policy be incorporated and the Draft
A Chk Lst Policy be reported to a future Council Meeting.

Item 5.6 **Urban Vehicular Access Policy**

(R4-21)

- DMES – 2. The proposed changes to the Draft Urban Vehicular Access Policy be incorporated and the
A Chk Lst Draft Policy be reported to a future Council Meeting.

Item 5.7 **Stock Grids Policy**

(R2-1)

- DMES – 2. The proposed changes to the Draft Stock Grid and Gates Policy be incorporated and the Draft
A Chk Lst Policy be reported to a future Council Meeting.

**Carried
84.4.25**

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REPORTS OF COMMITTEES

CONTINUED

Plant Committee

(C14-3.8)

MOVED Kinsey/Kelly that the Minutes of the Plant Committee Meeting held on Tuesday, 8th April 2025 be received and noted.

Carried
85.4.25

Manex

(C14-3.4)

MOVED Derrett/McKay that the Minutes of the Manex Meeting held on Monday, 14th April 2025 be received and noted.

Carried
86.4.25

DELEGATES REPORTS

Item 1 Alliance of Western Councils

(C14-6.5)

MOVED Derrett/Heuston that the Draft Minutes of the Alliance of Western Councils Board Meeting held on Friday, 7th March 2025 be received and noted.

Carried
87.4.25

Item 2 Central West Zone Library Meeting

(L2-7)

MOVED Serdity/Heuston that the Delegates Report of the Central West Zone Library Meeting and Minutes of the NSW Public Libraries Association Central West Zone Meeting held on Friday, 21st March 2025 be received and noted.

Carried
88.4.25

Item 3 The Association of Mining & Energy Related Council's Meeting

(C14-6.3)

MOVED McKay/Jackson that the Draft Minutes of the Association of Mining & Energy Related Council's Ordinary Meeting held on Thursday, 27th March 2025 be received and noted.

Carried
89.4.25

Item 4 Outback Arts AGM and General Meetings

(C17-2)

MOVED Jackson/McKay that the Minutes of the Outback Arts AGM and General Meetings held on Monday, 31st March 2025 be received and noted.

Carried
90.4.25

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DELEGATES REPORTS

CONTINUED

Item 5 Warren Interagency Support Services (C3-9)

MOVED Derrett/McCloskey that the Minutes of the Warren Interagency Support Services held on Thursday, 10th April 2025 be received and noted.

Carried
91.4.25

POLICY

General Manager Reports

Item 1 Employee Assistance Program Policy (P13-1, S12-1)

MOVED Brewer/Serdity that:

GM – A
Chk Lst

1. The information be received and noted; and
2. The reviewed Employee Assistance Program Policy be adopted.

Carried
92.4.25

Item 2 Review of Motor Vehicle Policy (P13-1, S12-20)

GM – A
Chk Lst

MOVED Brewer/Serdity that Council adopt the reviewed Motor Vehicle Policy.

Carried
93.4.25

Item 3 Review of Loss of Drivers Licence Policy (P13-1, S12-29)

GM – A
Chk Lst

MOVED Brewer/Serdity that Council adopt the reviewed Loss of Drivers Licence Policy.

Carried
94.4.25

Item 4 Review of Secondary Employment Policy (P13-1, S12-1)

GM – A
Chk Lst

MOVED Brewer/Serdity that Council adopt the reviewed Secondary Employment Policy.

Carried
95.4.25

Item 5 Review of Media Policy (P13-1, C8-1, M4)

GM – A
Chk Lst

MOVED Brewer/Serdity that Council adopt the reviewed Media Policy.

Carried
96.4.25

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POLICY

CONTINUED

Item 6 Review of Councillor Access to Information Policy (C14-1, P13-1)

GM – A
Chk Lst

MOVED Brewer/Serdity that Council adopt the reviewed Councillor Access to Information Policy.
Carried
97.4.25

Item 7 Review of Councillor and Staff Interaction Policy (C14-1, P13-1)

GM – A
Chk Lst

MOVED Brewer/Serdity that Council adopt the reviewed Councillor and Staff Interaction Policy.
Carried
98.4.25

Item 8 Review of Complaints Management Policy (S12-10, P13-1)

GM – A
Chk Lst

MOVED Brewer/Serdity that Council adopt the reviewed Complaints Management Policy.
Carried
99.4.25

Item 9 Review of Council's Social Media Policy (A1-9.1, P13-1)

GM – A
Chk Lst

MOVED Brewer/Serdity that:
1. The information be received and noted; and
2. The reviewed Social Media Policy with no changes be adopted by Council.
Carried
100.4.25

Item 10 Review of Councillor Expenses and Facilities Policy (P13-1, C14-5.1)

GM – A
Chk Lst

MOVED Brewer/Serdity that:
1. The information be received and noted;
2. The reviewed Councillor Expenses and Facilities Policy with minor amendments as detailed within the report, be placed on public exhibition for a minimum of 28 days; and
3. Subject to no adverse submissions being received, the Councillor Expenses and Facilities Policy as amended be adopted.
Carried
101.4.25

Item 11 Review of Gifts and Benefits Policy (P13-1, A7-6)

GM – A
Chk Lst

MOVED Brewer/Serdity that Council adopt the reviewed Gifts and Benefits Policy.
Carried
102.4.25

WARREN SHIRE COUNCIL

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POLICY

CONTINUED

Divisional Manager Finance & Administration Reports

Item 12 Communications Devices Policy (P13-1)

DMFA – A
Chk Lst **MOVED** Brewer/Serdity that the Communication Devices Policy be adopted, with minor amendments.

Carried
103.4.25

Item 13 Public Interest Disclosure Policy (P13-1, A1-3.3)

DMFA – A
Chk Lst **MOVED** Brewer/Serdity that:

1. The information be received and noted;
2. The Public Interest Disclosure Policy detailed within the report, be placed on public exhibition for a minimum of 28 days; and
3. Subject to no adverse submissions being received, the Public Interest Disclosure Policy be adopted.

Carried
104.4.25

Item 14 Financial Hardship Policy (R1-4, P13-1)

DMFA – A
Chk Lst **MOVED** Brewer/Serdity that the Financial Hardship Policy be adopted as amended.

Carried
105.4.25

Item 15 Corporate Credit Card Policy (P13-1, A1-9.1)

DMFA – A
Chk Lst **MOVED** Brewer/Serdity that the Corporate Credit Card Policy be adopted as provided, with only minor amendments.

Carried
106.4.25

Divisional Manager Engineering Services Reports

Item 16 Water Meter Policy (P13-1, W1-1)

DMES – A
Chk Lst **MOVED** Brewer/Serdity that the Water Meter Policy be adopted, with minor amendments.

Carried
107.4.25

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POLICY

CONTINUED

Item 17 Water Carters Policy (P13-1, W1-1)

DMES – A
Chk Lst **MOVED** Brewer/Serdity that the Water Carters Policy be adopted, with minor amendments.
Carried
108.4.25

Item 18 Water and Sewerage Pricing Policy (P13-1, W1-1)

DMES – A
Chk Lst **MOVED** Brewer/Serdity that the Water and Sewerage Pricing Policy be adopted, with minor amendments.
Carried
109.4.25

Item 19 Sewerage Junctions, Connections, Maintenance & Responsibilities Policy (P13-1, S5-1, W1-1)

DMES – A
Chk Lst **MOVED** Brewer/Serdity that the Sewerage Junctions, Connections, Maintenance & Responsibilities Policy be adopted, with minor amendments.
Carried
110.4.25

Item 20 On-Site Sewage Management Systems (Septics) Policy (P13-1, S5-1, W1-1)

DMES – A
Chk Lst **MOVED** Brewer/Serdity that On-Site Sewage Management Systems (Septics) Policy be adopted, with minor amendments.
Carried
111.4.25

Item 21 Drinking Water Quality Policy (P13-1, W1-1)

DMES – A
Chk Lst **MOVED** Brewer/Serdity that Drinking Water Quality Policy be adopted, with minor amendments.
Carried
112.4.25

Item 22 Backflow Prevention Policy (P13-1, W1-1)

DMES – A
Chk Lst **MOVED** Brewer/Serdity that Backflow Prevention Policy be adopted, with minor amendments.
Carried
113.4.25

Item 23 Construction in the Vicinity of and Protection of Council Underground Assets Policy (P13-1, S5-1, W1-1)

DMES – A
Chk Lst **MOVED** Brewer/Serdity that Construction in the Vicinity of and Protection of Council Underground Assets Policy be adopted, with minor amendments.
Carried
114.4.25

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POLICY

CONTINUED

Item 24 Line Marking of Sporting Fields Policy (P13-1, W1-1)

DMES – A
Chk Lst

MOVED Brewer/Serdity that Line Marking of Sporting Fields Policy be adopted, with minor amendments.

Carried
115.4.25

Item 25 Utilisation of Council Plant and Equipment by Charitable, Service, Voluntary and Community Organisations Policy (P2-1, P2-11)

DMES – A
Chk Lst

MOVED Brewer/Serdity that Utilisation of Council Plant and Equipment by Charitable, Service, Voluntary and Community Organisations Policy be adopted, with minor amendments.

Carried
116.4.25

Manager Health and Development Services

Item 26 Private Swimming Pool and Barrier Inspection Policy (P13-1, S19-1)

MHD – A
Chk Lst

MOVED Brewer/Serdity that the Private Swimming Pool and Barrier Inspection Policy be adopted, with minor amendments.

Carried
117.4.25

Item 27 Community Awareness - Activity Development Policy (P13-1, P15-10)

MHD – A
Chk Lst

MOVED Brewer/Serdity that the Community Awareness - Activity Development Policy be adopted.

Carried
118.4.25

Item 28 Companion and Feral Animal Policy (P13-1, P15-10)

MHD – A
Chk Lst

MOVED Brewer/Serdity that the Companion and Feral Animal Policy be re-adopted.

Carried
119.4.25

Item 29 Keeping of Stock in Residential Areas Policy (P13-1, L3-7.1)

MHD – A
Chk Lst

MOVED Brewer/Serdity that the Keeping of Stock in Residential Areas Policy be re-adopted.

Carried
120.4.25

WARREN SHIRE COUNCIL

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POLICY

CONTINUED

Item 30 Working Dogs Policy

(P13-1, D5-1)

MHD – A
Chk Lst

MOVED Brewer/Serdity that the Working Dogs Policy be re-adopted.

Carried
121.4.25

Item 31 Keeping of Horses Policy

(P13-1, D5-1)

MHD – A
Chk Lst

MOVED Brewer/Serdity that the Keeping of Horses Policy be re-adopted.

Carried
122.4.25

GENERAL MANAGER'S REPORTS

Item 1 Outstanding Reports Checklist

(C14-7.4)

EA - N

MOVED Serdity/Cleasby that the information be received and noted and that the items marked with an asterisk (*) be deleted.

At this point in the meeting, the time being 9.25 am Councillor McKay left the meeting room.

At this point in the meeting the time being 9.28 am, Councillor McKay returned to the meeting room.

Carried
123.4.25

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 McCloskey/Heuston that the information be received and noted.

Carried
124.4.25

Item 3 Works Progress Reports – Infrastructure Projects

(C14-7.1, G4-1)

MOVED Kelly/Jackson that the information be received and noted.

At this point in the meeting, the time being 9.38 am Councillor Brewer left the meeting room.

At this point in the meeting the time being 9.39 am, Councillor Brewer returned to the meeting room.

Carried
125.4.25

WARREN SHIRE COUNCIL

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GENERAL MANAGER'S REPORTS

CONTINUED

Item 4 2025 Local Roads Congress – IPWEA (NSW) (R4-13.2)

GM – A
Chk Lst

MOVED Serdity/Brewer that:

1. The information be received and noted; and
2. Council approve the attendance of the Mayor and up to two (2) interested Councillors being Councillor McCloskey and Councillor Kinsey with the General Manager and Divisional Manager Engineering Services or nominee to the 2025 Local Roads Congress - IPWEA (NSW) on Monday, 2nd June 2025.

At this point in the meeting, the time being 9.40 am Councillor Jackson left the meeting room.

Carried
126.4.25

Item 5 Draft 2025/2026 Operational Plan and 2025/2026 – 2028/2029 Delivery Program (A4-4.1/1)

GM – A
Chk Lst

MOVED Serdity/Kinsey that Council advertise the Draft 2025/2026 Operational Plan in conjunction with the Draft 2025/2026 Estimates and 2025/2026 – 2028/2029 Delivery Program inviting written public submissions and comments up until 4.00 pm Thursday 29th May, 2025.

At this point in the meeting the time being 9.42 am, Councillor Jackson returned to the meeting room.

Carried
127.4.25

Item 6 Windows on the Wetlands Centre Precinct – EV Charging Stations (C13-105, G4-1-84)

GM – A
Chk Lst

MOVED McCloskey/Serdity that Council:

1. Pursuant to Clause 178(3)(e) of the Local Government (General) Regulation 2021, not to accept any quotations received for Contract No. C13-105 for the 60kW charger at VIC, and instead authorise the General Manager to enter into and finalise negotiations with Streamline Energy Group Pty Ltd to install one 22kW charger at each of the following locations:
 - a) Windows on the Wetlands Centre (VIC)
 - b) Dubbo Street (Council Administration Centre)
 - c) Carter Oval Sporting Precinct Car Park;
2. Confirms that LRCI Phase 4 funding be applied to this revised project scope and authorises the General Manager to finalise contracts with Streamline Energy Group Pty Ltd;
3. Refers the Dubbo Street site to the Warren Traffic Committee for review of on-street parking arrangements; and
4. Authorises affixing the Council Seal to Contract No. C13-105 to Undertake the Design, Supply & Installation of EV Charger at Visitor Information Centre, Warren NSW.

Carried
128.4.25

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DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS

Item 1 Reconciliation Certificate – February 2025 (B1-10.16)

MOVED Derrett/Kinsey that the Statements of Bank and Investments Balances as at 31st March 2025 be received and noted.

**Carried
129.4.25**

DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS

CONTINUED

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

MOVED Serdity/Cleasby that the Statement of Rates and Annual Charges information as at 7th April 2025 be received and noted.

**Carried
130.4.25**

Item 3 Works Progress Reports – Finance & Administration Projects (C14-7.1, C9-1)

MOVED Jackson/Heuston that the information be received and noted.

**Carried
131.4.25**

Item 4 2025/2026 Draft Estimates (E4-45)

MOVED Serdity/Cleasby that Council advertise the Draft 2025/2026 Estimates inviting written public submissions and comment up until 4.00 pm on Thursday 29th May 2025.

**Carried
132.4.25**

Item 5 Warren Shire Librarian's Operations Report (L2-2)

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

**Carried
133.4.25**

MORNING TEA

At this point in the meeting, the time being 10.17 am, Council adjourned for Morning Tea.

RESUMPTION

The meeting resumed at 10.37 am.

WARREN SHIRE COUNCIL

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DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS

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

MOVED Kelly/McCloskey that the information be received and noted.

Carried
134.4.25

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

MOVED McKay/Heuston that the information be received and noted.

Carried
135.4.25

Item 3 Works Progress Reports – Plant (P2-3)

MOVED Kelly/Kinsey that the information be received and noted.

Carried
136.4.25

Item 4 Procurement – “Preferred Supplier” Status for Provision of Small Motor Vehicles (C14-3.8, P2-1)

DMES – A
Chk Lst

MOVED McKay/Serdity that all local Motor Vehicle Dealers be formally appointed as the preferred supplier/s of small motor vehicles including sedans (cars), SUV's (Sport Utility Vehicle's) and utilities for the Warren Shire Council for an additional two-year period ending 30th June 2027 in accordance with the Approved Government Discount.

Carried
137.4.25

Item 5 Team Penning Membership Application to the Showground/Racecourse Committee (C14-3.2, S7-1)

DMES – A
Chk Lst

MOVED Cleasby/Jackson Council modifies the composition of the Showground/Racecourse Management Committee from 16 members to 17 members to include 1 representative from the Warren Team Penning Inc.

Carried
138.4.25

MANAGER HEALTH AND DEVELOPMENT SERVICES REPORTS

Item 1 Development Application Approvals (B4-9)

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

Carried
139.4.25

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MANAGER HEALTH AND DEVELOPMENT SERVICES REPORTS

CONTINUED

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

MOVED Kelly/Kinsey that the information be received and noted.

**Carried
140.4.25**

NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil.

MATTERS OF URGENCY

Nil.

CONFIDENTIAL MATTERS

MOVED Brewer/Serdity that the Council proceed into the Committee of the Whole Closed Council, the time being 10.55 am to consider matters in accordance with *Section 10A (2) (d)(i)* of the Local Government Act.

**Carried
141.4.25**

MOVED Brewer/Serdity that the press and the public are to be excluded from the Committee of the Whole Closed Council in accordance with *Section 10A (2) (d)(i)* of the Local Government Act.

**Carried
142.4.25**

Council resumed in Open Council at 11.14 am.

REPORT OF THE GENERAL MANAGER

Item 1 Warren Levee Bank Rehabilitation & Riverbank Rock Armouring Works (C13-103, G4-1.89)

MOVED Brewer/Cleasby that:

1. Council receives and notes the information in this report regarding the proposed completion of the Infrastructure Project – Warren Levee Bank Rehabilitation and Riverbank Rock Armouring Works.
2. In accordance with the provisions of Clause 178(1)(a) of the Local Government (General) Regulation 2021 under the Local Government Act 1993, the tender submitted by MGN Civil Pty Ltd, in the recommended tender amount of \$4,164,088.00 (excluding GST), be accepted for Contract No. C13-103 – Warren Levee Bank Rehabilitation and Riverbank Rock Armouring Works, Warren NSW.
3. Council authorises the affixing of the Seal of Council to Contract No. C13-103 for the Warren Levee Bank Rehabilitation and Riverbank Rock Armouring Works, Warren NSW.

**Carried
143.4.25**

GM – A
Chk Lst

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CONFIDENTIAL MATTERS

CONTINUED

REPORT OF THE DIVISIONAL MANAGER ENGINEERING SERVICES

Item 2 Provision of Plant Hire and Minor Works 2025 (C13-104)

DMES – A
Chk Lst

MOVED Brewer/Kelly that:

1. Council, in accordance with the *Local Government (General) Regulation 2021*, formally agree to accept the analysis of the tender evaluation, for the Contract C13-104 Provision of Casual Plant Hire and Minor Works 2025; and
2. The Council accepts the tenders as a panel contract, from the thirty-nine (39) tenderers listed on the **Evaluation Results** section and **Attachments** of this report for RFT C13-104 Provision of Casual Plant Hire and Minor Works 2025 for a period of one year ending April 30, 2026.

Carried
144.4.25

There being no further business the meeting closed at 11.17 am.

THESE MINUTES WILL BE CONFIRMED AT THE ORDINARY MEETING OF COUNCIL
HELD ON THURSDAY, 22ND MAY 2025 AS BEING
A TRUE AND CORRECT RECORD.

MINUTE NO. .5.25

.....
GENERAL MANAGER

.....
MAYOR