

ORDINARY MEETING

MINUTES

THURSDAY 22ND MAY 2025

WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council
held in the Council Community Room, 115 Dubbo Street Warren
on Thursday 22nd May 2025 commencing at 8:36 am

Present:

COUNCILLORS

GJ Whiteley	Chair and Mayor
SJ Derrett	Deputy Mayor
AE Wass	
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)
M Stephens	Manager Health and Development Services (MHD)
J Burtenshaw	Executive Assistant (EA) (Observer)
R Christian	Projects Administration Officer (PAO) (Minute Taker)

ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was made by the Mayor.

APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS

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

Carried
145.5.25

CONFIRMATION OF MINUTES

MOVED Serdity/McKay that the Minutes of the Ordinary Meeting of Council held on Thursday, 24th April 2025 be adopted as a true and correct record of that Meeting.

Carried
146.5.25

DISCLOSURES OF INTERESTS

Nil.

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MAYORAL MINUTE(S)

Nil.

REPORTS OF COMMITTEES

Economic Development and Promotions Committee

(C14-3.22)

MOVED Derrett/Serdity that the Minutes of the Economic Development and Promotions Committee Meeting held on Wednesday, 7th May 2025 be received and noted.

Carried
147.5.25

Warren Local Emergency Management Committee

MOVED Cleasby/McKay that the Minutes of the Warren Local Emergency Management Committee Meeting held on Tuesday, 13th May 2025 be received and noted.

Carried
148.5.25

Manex

(C14-3.4)

MOVED Kinsey/Cleasby that the Minutes of the Manex Meeting held on Monday, 13th May 2025 be received and noted.

Carried
149.5.25

Traffic Committee

(T5-2)

MOVED Kelly/McCloskey that the Minutes of the Traffic Committee Meeting held on Thursday, 15th May 2025 be received and noted and the following recommendation be adopted:

Item 5.1 Dubbo Street Electric Vehicle (EV) Charging Station (C13-105, G4-1-84)

That subject to NSW Police Force concurrence Council:

1. Notes that the Warren Traffic Committee has approved the proposed use of two (2) existing parking spaces being on either side of the garden on Dubbo Street (adjacent to Council Administration Centre) for a dual-port EV-only charging station;
2. Notes that Transport for NSW will provide appropriate feedback on required signage, line-marking, and any required amendments to existing traffic control plans at all three (3) EV locations; and
3. Supports the progression of civil works to install the 22kW EV charger in Dubbo Street, subject to traffic management considerations.

Carried
150.5.25

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REPORTS OF COMMITTEES

CONTINUED

Plant Committee

(C14-3.8)

MOVED Brewer/McCloskey that the Minutes of the Plant Committee Meeting held on Wednesday, 21st May 2025 be received and noted and the following recommendation be adopted:

Item 6.1 Extended Flexible Working Hours for Road Work Teams and Other Associated Staff 2025/2026 Agreement (S12-2.1/2)

1. Council not accept the Without Prejudice Offer from the United Services Union dated 8th May 2025, concerning the Extended Flexible Working Hours for Road Work Teams and Other Associated Staff Agreement as it is not financially sustainable;
2. The original offer as presented by the General Manager in April 2025 to the relevant staff members being re-presented for their further consideration; and
3. Council's resolution be communicated to the United Services Union and relevant Council staff.

**Carried
151.5.25**

DELEGATES REPORTS

Item 1 Country Mayors Association of New South Wales (C14-5.5)

MOVED Whiteley/Wass that the Draft Ordinary Minutes of the Country Mayors Association of New South Wales Meeting held on Friday, 28th March 2025 be received and noted.

**Carried
152.5.25**

Item 2 Castlereagh Macquarie County Council (C15-1)

MOVED Kinsey/Whiteley that the Draft Minutes of the Castlereagh Macquarie County Council Meeting held on Monday, 28th April 2025 be received and noted.

**Carried
153.5.25**

POLICY

General Manager Reports

Item 1 Review of Communications and Engagement Policy (P13-1, C8-1)

MOVED Kinsey/Brewer that Council adopt the reviewed Communication and Engagement Policy as amended.

**Carried
154.5.25**

GM – A
Chk Lst

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CONTINUED

Item 2 Review of Appointment and Oversight of General Managers Policy
(P13-1, S12-25.1)

Carried
155.5.25

Item 3 Review of Business Support Policy (P13-1, D3-1)

Carried
156.5.25

Item 4	Review of Volunteer Management Policy	(P13-1, S12-1)
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Carried
157.5.25

Item 5	Review of Volunteer Risk Management Policy	(P13-1, S12-1)
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Carried
158.5.25

Divisional Manager Finance & Administration Reports

Item 6 Investment Policy (P13-1)

Carried
159.5.25

Item 7	Related Party Disclosure Policy	(P13-1, A7-14)
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Carried
160.5.25

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POLICY

CONTINUED

Divisional Manager Engineering Services Reports

Item 8 Stock Control on Council Road Reserves Policy (P8-3, P4-1, F2-1)

DMES – A
Chk Lst

MOVED Kinsey/Brewer that:

1. Council combines three (3) existing Policies: Driving of Loose Animals on Shire Roads Policy, Temporary Grazing Permits on Council Controlled Dedicated Public Roads Where Travelling Stock Routes Do Not Exist Policy and Stock Control on Council Controlled Dedicated Public Roads Policy, into one Policy named Stock Control on Council Road Reserves Policy;
2. The Stock Control on Council Road Reserves 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 Stock Control on Council Road Reserves Policy as amended be adopted.

**Carried
161.5.25**

Item 9 Stock Grids and Public Gates Policy (R2-1)

DMES – A
Chk Lst

MOVED Kinsey/Brewer that:

1. The Stock Grids and Public Gates Policy detailed within the report, be placed on public exhibition for a minimum of 28 days; and
2. Subject to no adverse submissions being received, the Stock Grids and Public Gates Policy as amended be adopted.

**Carried
162.5.25**

Item 10 Rural Vehicular Access Policy (R4-21)

DMES – A
Chk Lst

MOVED Kinsey/Brewer that:

1. The Rural Vehicular Access Policy detailed within the report, be placed on public exhibition for a minimum of 28 days; and
2. Subject to no adverse submissions being received, the Rural Vehicular Access Policy as amended be adopted.

**Carried
163.5.25**

Item 11 Urban Vehicular Access Policy (R4-21)

DMES – A
Chk Lst

MOVED Kinsey/Brewer that the Urban Vehicular Access Policy be adopted, with minor amendments.

**Carried
164.5.25**

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POLICY

CONTINUED

Item 12 Staff Relocation Assistance Policy (P13-1, S12-1)

DMES – A **MOVED** Kinsey/Brewer that the Staff Relocation Assistance Policy be adopted, with minor
Chk Lst amendments.

Carried
165.5.25

Item 13 Smoke and Vape Free Workplace Policy (P13-1, S12-14.4)

DMES – A **MOVED** Kinsey/Brewer that the Smoke and Vape Free Workplace Policy be adopted, with minor
Chk Lst amendments.

Carried
166.5.25

Item 14 Staff Education and Training Policy (P13-1, S12-1)

DMES – A **MOVED** Kinsey/Brewer that the Staff Education and Training Policy be adopted, with minor
Chk Lst amendments.

Carried
167.5.25

Item 15 Closed Circuit Television (CCCTV) System Policy (P13-1, L7-1.5)

DMES – A **MOVED** Kinsey/Brewer that the Closed-Circuit Television (CCTV) System Policy be adopted, with
Chk Lst minor amendments.

Carried
168.5.25

Item 16 Workplace Surveillance Policy (P13-1, L7-1.5)

DMES – A **MOVED** Kinsey/Brewer that the Workplace Surveillance Policy be adopted, with minor
Chk Lst amendments.

Carried
169.5.25

Item 17 Community Sharps Management Policy (P13-1, G2-4.3)

DMES – A **MOVED** Kinsey/Brewer that the Community Sharps Management Policy be adopted, with minor
Chk Lst amendments.

Carried
170.5.25

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POLICY

CONTINUED

Item 18 Code of Practice Closed Circuit Television (CCTV) (P13-1, L7-1.5)

DMES – A
Chk Lst

MOVED Kinsey/Brewer that the Code of Practice Closed-Circuit Television (CCTV) be adopted, with minor amendments.

Carried
171.5.25

Item 19 Pesticide Use Notification Plan (P13-1, E7-2.1)

DMES – A
Chk Lst

MOVED Kinsey/Brewer that the Pesticide Use Notification Plan be adopted, with minor amendments.

Carried
172.5.25

Manager Health and Development Services

Item 20 Residential Slabs and Footings Policy (P13-1, P13-1)

MHD – A
Chk Lst

MOVED Kinsey/Brewer that:

1. The information be received and noted;
2. The Residential Slabs and Footings Policy be placed on public exhibition for a minimum of 28 days; and
3. Subject to no adverse submissions being received, the Residential Slabs and Footings Policy as amended be adopted.

Carried
173.5.25

Item 21 Council Related Development Application Conflict of Interest Policy (P13-1, P15-33)

MHD – A
Chk Lst

MOVED Kinsey/Brewer that the Council Related Development Application – Conflict of Interest Policy be adopted.

Carried
174.5.25

Item 22 Working with Children Policy (P13-1, C3-2, C3-3)

MHD – A
Chk Lst

MOVED Kinsey/Brewer that the Working with Children Policy be re-adopted.

Carried
175.5.25

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POLICY

CONTINUED

Item 23 Warren War Memorial Swimming Pool – Management Manual Policy (P13-1, S19-2)

MHD – A
Chk Lst

MOVED Kinsey/Brewer that the Warren War Memorial Swimming Pool - Management Manual Policy, be re-adopted as amended.

Carried
176.5.25

GENERAL MANAGER'S REPORTS

Item 1 Outstanding Reports Checklist (C14-7.4)

EA - N

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

Carried
177.5.25

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 Serdity/McCloskey that the information be received and noted.

Carried
178.5.25

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

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

Carried
179.5.25

DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS

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

MOVED Serdity/McCloskey that the Statements of Bank and Investments Balances as at 30th April 2025 be received and noted.

Carried
180.5.25

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 May 2025 be received and noted.

Carried
181.5.25

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DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS

CONTINUED

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

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

Carried
182.5.25

Item 4 March 2025 Quarterly Budget Review (A1-4.43)

DMFA - **MOVED** Kinsey/Cleasby that the amendments to the itemised budgets as listed in the March 2025
N Budget Review be authorised.

Carried
183.5.25

DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS

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

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

Carried
184.5.25

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

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

Carried
185.5.25

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

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

Carried
186.5.25

Item 4 LGNSW Water Management Conference 2025 (W1-1, S12-33.2025)

DMES – A **MOVED** Kinsey/Wass that:
Chk Lst

1. The information be received and noted; and
2. Council approved the attendance of one (1) interested Councillor with the Town Services Manager or nominee to the 2025 Local Government NSW Water Conference held in Albury 9th, 10th and 11th September 2025.

Carried
187.5.25

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MANAGER HEALTH AND DEVELOPMENT SERVICES REPORTS

Item 1 Development Application Approvals (B4-9)

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

**Carried
188.5.25**

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

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

**Carried
189.5.25**

NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil.

MATTERS OF URGENCY

Item 1 Boots, Barrels and Bending Fundraiser Request for Donation (D8-1, S7-2)

MOVED Derrett/McCloskey that the Council approve the donation of the costs under Section 356 of the Local Government Act for the hire of the Showground/Racecourse for the Boots, Barrels and Bending Fundraiser, 22nd June 2025.

**Carried
190.5.25**

MORNING TEA

At this point in the meeting, the time being 10.00 am, Council adjourned for Morning Tea.

RESUMPTION

The meeting resumed at 11.06 am.

CONFIDENTIAL MATTERS

MOVED Wass/Kinsey that the Council proceed into the Committee of the Whole Closed Council, the time being 11.07 am to consider matters in accordance with *Section 10A (2) (d)(i)* of the Local Government Act. The matters and information are commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it).

**Carried
191.5.25**

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CONFIDENTIAL MATTERS

CONTINUED

MOVED Wass/Kinsey 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. The matters and information are commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it).

Carried
192.5.25

Council resumed in Open Council at 11.22 am.

REPORT OF THE DIVISIONAL MANAGER ENGINEERING SERVICES

Item 1 Asphalt Works for Warren Shire Council – 2024/2025

(R4-1.70, R4-2.2, R4-1.58)

MOVED Kinsey/Serdity that Council authorises the General Manager to enter a contract with Boral Australia as the sole contractor for asphalt works at the Warren Roundabout, Boothaguy Bridge, the railway level crossing on Oxley Highway, and the railway level crossing on Nevertire-Bogan Road under the Local Government Procurement Contract *LGP213-3 Bitumen, Emulsions and Asphalt Services*.

Carried
193.5.25

There being no further business the meeting closed at 11.24 am.

THESE MINUTES WILL BE CONFIRMED AT THE ORDINARY MEETING OF COUNCIL
HELD ON THURSDAY, 26TH JUNE 2025 AS BEING
A TRUE AND CORRECT RECORD.

MINUTE No. .6.25

.....
GENERAL MANAGER

.....
MAYOR