

ORDINARY MEETING

MINUTES

THURSDAY 23RD APRIL 2026

WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council
held in the Council Community Room, 115 Dubbo Street Warren
on Thursday 23rd April 2026 commencing at 8:33am

Present:

COUNCILLORS	G Whiteley	Mayor (Chair)
	SJ Derrett	Deputy Mayor
	AE Wass	
	NRG Kinsey	
	PJ Heuston	
	AJ Brewer	
	DJ McCloskey	
	RA Jackson	
	ME Kelly	
	DDW Cleasby	
	P Serdity	
	RL McKay	
	STAFF MEMBERS	B Pascoe
	S Otieno	Divisional Manager Engineering Services (DMES)
	S Glen	Acting Manager Health & Development Services (AMHD)
	J Burtenshaw	Executive Assistant (EA) (Minute Taker)
	J Shepherd	Trainee Administration Officer (TAO) (Observer)

ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was made by the Deputy Mayor.

APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS

Nil.

CONFIRMATION OF MINUTES

MOVED Serdity/Kinsey that the Minutes of the Ordinary Meeting of Council held on Thursday, 26th March 2026 be adopted as a true and correct record of that meeting.

Carried
79.4.26

DISCLOSURES OF INTERESTS

Nil.

WARREN SHIRE COUNCIL

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REPORTS OF COMMITTEES

CONTINUED

MANEX Committee

(C14-3.4)

MOVED Serdity/McKay that the Minutes of the Meeting of the Roads Committee held on Tuesday 13th April 2026 be received and noted and the following recommendations be adopted by Council:

4.2.4 Proposed Budget Variations/Adjustments Sought for Quarterly Budget Review Statements (DMFA)

That:

1. Approval be given for the funding of the following projects/reserves in 2025/2026:
 - Movement of \$200,000 from Unsealed Rural Roads Maintenance and Repair to Sealed Rural Roads Maintenance and Repair;
 - \$63,500 from Sewer Reserves of savings from the Additional Evaporation Lagoon Project to Sewerage Treatment Plant Tiger Bay Sewerage Inlet Channel Repairs; and
 - Movement of \$505,000 to create an Internal Reserve for Deacon Drive Housing Rectification Works.
2. Appropriate arrangements be made to finalise the final changes of Council's Estimates in this regard using the March 2026 Quarterly Budget Review Statement.

DMFA – A
Chk Lst

4.3.4 Customer Service Action Request System Discussion (DMES)

That the proposed new online Electronic Customer Service Reporting System (Bluey) Monday.com platform be implemented with appropriate training provided to the relevant staff members.

DMES – A
Chk Lst

6.1 Take Off and Landing by Remotely Piloted Aircraft on Council Land by Private Users (WHS-RC) (A2-1)

That Policy and Guidelines be developed to ensure Council managed facilities are used in accordance with all legislation requirements relating to the operation of Remotely Piloted Aircraft (RPA) on Council owned or controlled land by Private Users taking off and landing with the document to include both members of the public and Council employees when operating RPA's for Council business.

GM – A
Chk Lst

Carried
82.4.26

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REPORTS OF COMMITTEES

CONTINUED

Water and Sewerage Committee

(C14-3.24)

MOVED Kinsey/Wass that the Minutes of the Water and Sewerage Committee Meeting held on Wednesday 15th April 2026 be received and noted and the following recommendations be accepted:

5.1 Stormwater Assets Management Plan

(A13-2)

DMES – A
Chk Lst

That Council adopts the Stormwater Assets Management Plan.

5.3 Sewerage Gravity Main Refurbishment Plan

(S5-5.1)

DMES – A
Chk Lst

That subject to the approval of the funding request in the 2026/2027 budget, Council carry out refurbishment or replacement works of Vitreous Clay (VC) sewer mains within Warren

At this point in the meeting, the time being 9.21 am, Councillor Heuston left the meeting room.

At this point in the meeting the time being 9.22 am, Councillor Heuston returned to the meeting room.

At this point in the meeting, the time being 9.24 am, Councillor Heuston left the meeting room and took no further part of the meeting.

Carried
83.4.26

DELEGATES REPORTS

Item 1 Outback Arts

(C17-2)

MOVED Jackson/Derrett that the Annual General Meeting Minutes of the Outback Arts Meeting held on Monday, 30th March 2026 be received and noted.

Carried
84.4.26

POLICY

Nil.

GENERAL MANAGER'S REPORTS

Item 1 Outstanding Reports Checklist

(C14-7.4)

EA – N

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

Carried
85.4.26

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GENERAL MANAGER'S REPORTS

CONTINUED

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 Brewer/Derrett that the information be received and noted.

Carried
86.4.26

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

At this point in the meeting, the time being 9.39 am, Councillor McKay left the meeting room.

At this point in the meeting the time being 9.41 am, Councillor McKay returned to the meeting room.

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

Carried
87.4.26

Item 4 Sale Prices of Council Owned Vacant Land – Deacon Drive, Warren (S1-8.2/38, 56, 59, 60, 61, 62, 63, 64 & 65)

MOVED Wass/Serdity that:

GM – A
Chk Lst

1. Council set the sale prices of the remaining nine (9) vacant allotments of land in Deacon Drive, Warren (Gunningba Estate) as follows:

10 Deacon Drive, Warren	Lot 59	DP872884	1,016 m2	\$32,500.00
12 Deacon Drive, Warren	Lot 60	DP872884	1,014 m2	\$32,500.00
13 Deacon Drive, Warren	Lot 56	DP872884	1,018 m2	\$32,500.00
14 Deacon Drive, Warren	Lot 61	DP872884	1,142 m2	\$36,500.00
16 Deacon Drive, Warren	Lot 62	DP872884	1,031 m2	\$33,000.00
18 Deacon Drive, Warren	Lot 63	DP872884	1,030 m2	\$33,000.00
20 Deacon Drive, Warren	Lot 64	DP872884	1,010 m2	\$32,500.00
22 Deacon Drive, Warren	Lot 65	DP872884	1,014 m2	\$32,500.00
24 Deacon Drive, Warren	Lot 38	DP716354	961.7 m2	\$31,000.00

GM – N

2. The Mayor and General Manager be delegated this authority to affix the Seal of Council if required to any documentation for the sale of the Deacon Drive Warren (Gunningba Estate) land.

Carried
88.4.26

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GENERAL MANAGER'S REPORTS

CONTINUED

Item 5 Disclosures of Interest – Councillors and Designated Persons (A7-9)

MOVED Derrett/Serdity that the tabled Disclosure of Interest Returns for Councillors and Designated Persons be received and noted.

**Carried
89.4.26**

Item 6 Draft 2026/2027 Operational Plan (A7-4.1/1)

DMFA – A
Chk Lst

MOVED McCloskey/Cleasby that Council advertise the Draft 2026/2027 Operational Plan in conjunction with the Draft 2026/2027 Estimates inviting written public submissions and comments up until 4.00 pm Monday 1st June, 2026.

**Carried
90.4.26**

DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS

Item 1 Reconciliation Certificate – March 2026 (B1-10.16)

MOVED Kinsey/Cleasby that the Statement of Bank and Investments Balance as at the 31st March 2026 be received and noted.

**Carried
91.4.26**

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

MOVED Kelly/Serdity that the Statement of Rates and Annual Charges information as at 30th March 2026 be received and noted.

**Carried
92.4.26**

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

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

**Carried
93.4.26**

Item 4 Draft 2026/2027 Estimates (E4-46)

DMFA – A
Chk Lst

MOVED Wass/Serdity that Council advertise the Draft 2026/2027 Estimates inviting written public submissions and comment up until 4.00 pm on Monday 1st June 2026.

**Carried
94.4.26**

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DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS

CONTINUED

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

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

**Carried
95.4.26**

DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS

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

At this point in the meeting, the time being 9.56 am, Councillor Serdity left the meeting room.

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

**Carried
96.4.26**

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

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

**Carried
97.3.26**

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

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

**Carried
98.4.26**

MANAGER HEALTH AND DEVELOPMENT SERVICES REPORTS

Item 1 Development Application Approvals (B4-9)

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

**Carried
99.4.26**

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

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

At this point in the meeting the time being 10.18 am, Councillor Serdity returned to the meeting room.

**Carried
100.4.26**

WARREN SHIRE COUNCIL
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MORNING TEA

At this point in the meeting, the time being 10.18 am, Council adjourned for Morning Tea.

RESUMPTION

The meeting resumed at 10.43 am.

NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil.

MATTERS OF URGENCY

Nil.

CONFIDENTIAL MATTERS

MOVED Wass/Kelly that the Council proceed into the Committee of the Whole Closed Council, the time being 10.43 am to consider matters in accordance with Section 10A(2)(d)(i) of the Local Government Act.

Section 10A(2)(d)(i) - 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
101.4.26

MOVED Wass/Kelly 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.

Section 10A(2)(d)(i) - 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
102.4.26

Council resumed in Open Council at 11.06 am.

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CONFIDENTIAL MATTERS

CONTINUED

Item 1 Provision of Casual Plant Hire and Minor Works 2026 (C13-111)

MOVED Kinsey/McCloskey that:

DMES – A
Chk Lst

1. Council, in accordance with the *Local Government (General) Regulation 2021*, formally agree to accept the analysis of the tender evaluation, for the Contract C13-111 Provision of Casual Plant Hire and Minor Works 2026; and
2. The Council accepts the tenders as a panel contract, from the twenty-five (25) tenderers listed on the **Evaluation Results** section and **Attachments** of this report for RFT C13-111 Provision of Casual Plant Hire and Minor Works 2026 for a period of one year ending April 30, 2027.

Carried
103.4.26

Item 2 T442526OROC Consultancy – Building Services & Civil Engineering Services (C14-6.2/82)

MOVED Brewer/Kinsey that:

DMES – A
Chk Lst

In accordance with the Local Government (General) Regulation 2021 Part 7 Tendering clause 178 (1)(a), that council considers the conforming tender submissions and:

1. Accepts a Panel of at least the top 2 scoring Tenderers, deemed to offer value for money during the T442526OROC Tender assessment. Results of the assessment are shown in Addendum 2: Evaluation Results.
2. The contract be awarded for a 36-month period, from 1 July 2026 to 30 June 2029, and
3. Provision be allowed for 2 x 12-month extensions based on satisfactory supplier performance, which may take this contract through to 30 June 2031.

Carried
104.4.26

Item 3 T442526OROC Consultancy – Environmental Engineering Services (C13-112)

MOVED Brewer/Kinsey that:

DMES – A
Chk Lst

In accordance with the Local Government (General) Regulation 2021 Part 7 Tendering clause 178 (1)(a), that Council considers the conforming tender submissions and:

1. Accepts a Panel of at least the top 2 scoring Tenderers, deemed to offer value for money during the T452526OROC Tender assessment. Results of the assessment are shown in Addendum 1: Evaluation Results.
2. The contract be awarded for a 36-month period, from 1st July 2026 to 30th June 2029; and
3. Provision be allowed for 2 x 12-month extensions based on satisfactory supplier performance, which may take this contract through to 30th June 2031.

Carried
105.4.26

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CONFIDENTIAL MATTERS

CONTINUED

**Item 4 VPR917146 Supply and Install Wire Rope Safety Barriers, Marthaguy Road
(C14-6.2/83)**

MOVED Brewer/Kinsey that:

DMES – A
Chk Lst

1. Council, in accordance with the Local Government (General) Regulation 2021, formally agree to accept the analysis of the tender evaluation, for the Tender VPR917146 Supply and Install Wire Rope Safety Barriers, Marthaguy Road; and
2. The Council accepts the tender by Denholm Constructions for the VPR917146 Supply and Install Wire Rope Safety Barriers, Marthaguy Road in the amount of \$292,162.20 inclusive of GST.

**Carried
106.4.26**

There being no further business the meeting closed at 11.12 am

**THESE MINUTES WILL BE CONFIRMED AT THE ORDINARY MEETING OF COUNCIL
HELD ON THURSDAY, 28TH MAY 2026 AS BEING
A TRUE AND CORRECT RECORD.**

MINUTE NO. .5.26

.....
GENERAL MANAGER

.....
MAYOR