

# **ORDINARY MEETING**

# **MINUTES**

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**THURSDAY 23RD APRIL 2026**

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# 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

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## 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     | Divisional Manager Finance & Administration (DMFA)  |
| 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.

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## APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS

Nil.

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## 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**

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## DISCLOSURES OF INTERESTS

Nil.

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## MAYORAL MINUTE(S)

**Item 1                      General Matters Concerning Warren Shire                      (C14-4)**

**MOVED** Whiteley/Heuston that the information be received and noted.

**Carried  
80.4.26**

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## REPORTS OF COMMITTEES

**Ewenmar Waste Depot Committee                      (G2-5.4)**

**MOVED** Brewer/Serdity that the Minutes of the Meeting of the Ewenmar Waste Depot Committee held on Monday, 13th April 2026 be received and noted, and the following recommendation be adopted:

**Item 5.2                      Proposed Kerbside Recycling 2026/2027                      (G2-2, G2-4.1, G2-5.4, C13-71)**

That:

- |                     |                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DMFA – A<br>Chk Lst | 2. Council progresses the Kerbside Recycling 2026/2027 with appropriate inclusion in the 2026/2027 Operational Plan and Estimates of \$150.00 per assessment per year for each parcel of occupied ratable land (not vacant land) in the garbage collection areas of Warren, Nevertire and Collie with the provision of one (1) 240 Litre recycling bin in accordance with Section 501 of the Local Government Act 1993; |
| MHD – A<br>Chk Lst  | 3. Where possible Kerbside Recycling Services within Warren Shire commence there after 1st October 2026;                                                                                                                                                                                                                                                                                                                |
| DMFA – A<br>Chk Lst | 4. \$70,000.00 be allocated from Councils Waste Reserve in the 2026/2027 Operational Plan and Estimates for the provision of one (1) 240 Litre recycling bin to each occupied ratable land (not vacant land) in the garbage collection areas of Warren, Nevertire and Collie with this cost to be recovered within the annual charge over the next seven (7) years to replenish the Waste Reserve;                      |
| GM – A<br>Chk Lst   | 5. The Mayor and General Manager be granted delegation to finalise negotiations and approve changes to Contract No. 13-71 - Collection and Disposal of Putrescible Rubbish and Garbage with JR Richards & Sons for the provision of Kerbside Recycling Services within Warren Shire; and                                                                                                                                |
| GM – N              | 6. Authority be given if required to affix the Seal of Council to the amended Contract No. 13-71 - Collection and Disposal of Putrescible Rubbish and Garbage                                                                                                                                                                                                                                                           |

**Carried  
81.4.26**

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## REPORTS OF COMMITTEES

CONTINUED

### MANEX Committee

(C14-3.4)

**MOVED** Serdity/McKay that the Minutes of the Meeting of the Manex Committee held on Tuesday 14th 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:

DMFA – A  
Chk Lst

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.

#### 4.3.4 Customer Service Action Request System Discussion (DMES)

DMES – A  
Chk Lst

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

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

GM – A  
Chk Lst

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.

**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

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## 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

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## POLICY

Nil.

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## 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

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### 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

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### 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:

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 |

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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GM – A  
Chk Lst

GM – N

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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

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### 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

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## 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

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### 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

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### 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

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### 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

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## 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

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

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

Carried  
97.3.26

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

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

Carried  
98.4.26

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## 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

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### 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

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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.

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## NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil.

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## MATTERS OF URGENCY

Nil.

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## 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**

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### 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**

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### 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**