

ORDINARY MEETING

MINUTES

THURSDAY 28TH AUGUST 2025

WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council
held in the Council Community Room, 115 Dubbo Street Warren
on Thursday 28th August 2025 commencing at 8:34 am

Present:

COUNCILLORS

GJ Whiteley	Chair and Mayor
SJ Derrett	Deputy Mayor
AE Wass	
RL McKay	
PJ Heuston	
ME Kelly	
P Serdity	
NRG Kinsey	
DJ McCloskey	
RA Jackson	

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
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

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

Carried
260.8.25

CONFIRMATION OF MINUTES

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

Carried
261.8.25

DISCLOSURES OF INTERESTS

Nil.

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MAYORAL MINUTE(S)

Nil.

REPORTS OF COMMITTEES

Water and Sewerage Committee (C14-3.24)

MOVED Kinsey/Wass that the Minutes of the Roads Committee Meeting held on Monday, 4th August 2025 be received and the following recommendation be adopted:

Item 5.1 Structural Damage to the Inlet Works – Tiger Bay Sewer Treatment Plant (S5-1)

That:

DMES – A
Chk Lst

2. Council approves the use of the \$63,500.00, surplus funds from the construction of the additional evaporation lagoon, for the repair of the Tiger Bay Sewer Treatment Plant Inlet Channel with any unused funds to be returned to the sewer fund at the completion of the project.

DMFA – N

**Carried
262.8.25**

Plant Committee (C14-3.8)

MOVED Wass/Kinsey that the Minutes of the Plant Committee Meeting held on Tuesday, 5th August 2025 be received and noted and the following recommendations be adopted:

Item 6.1 Supply and Delivery of Grader (C13-107)

DMES – A
Chk Lst

That Council accept the tender from WesTrac Pty Ltd of 8 Purvis Street, Dubbo for the Supply and Delivery of a 2025 model Caterpillar 140 Motor Grader in accordance with Tender – Supply and Delivery of Motor Grader for \$539,301.82 including GST.

Item 6.2 Supply and Delivery of Smooth Drum Roller (C13.106)

DMES – A
Chk Lst

That Council accept the tender from BT Equipment Pty Ltd of 6-8 Ferngrove Place, South Granville NSW for the Supply and Delivery of a 2025 model Bomag BW219D5 Smooth Drum Roller in accordance with Tender – Supply and Delivery of Smooth Drum Roller for \$256,300.00 including GST.

**Carried
263.8.25**

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REPORTS OF COMMITTEES

CONTINUED

Economic Development and Promotions Committee

(C14-3.22)

MOVED Derrett/Heuston that the Minutes of the Economic Development and Promotions Committee Meeting held on Wednesday, 6th August 2025 be received and noted and the following recommendation be adopted:

Item 5.4 Destination Macquarie Marshes Taskforce

(T4-1.2)

GM – A
Chk Lst

That the Economic Development and Visitation Manager progress the development of a new dedicated brochure layout for the Discover Macquarie Marshes campaign and further develop a logo design for consideration of the Destination Macquarie Marshes Taskforce.

Carried
264.8.25

Warren Local Emergency Management Committee

DMES – A
Chk Lst

MOVED McCloskey/Derrett that the Minutes of the Warren Local Emergency Management Committee Meeting held on Tuesday, 12th August 2025 be received and noted and the following recommendation be adopted:

Item 9 General Business

9.1 Use of the Warren Services Club as a Secondary Evacuation Centre

That it be noted that the current Evacuation Centre arrangements are suitable.

Carried
265.8.25

Manex

(C14-3.4)

MOVED Kinsey/Serdity that the Minutes of the Manex Meeting held on Tuesday, 19th August 2025 be received and noted.

Carried
266.8.25

DELEGATES REPORTS

Item 1 Alliance of Western Councils Board Meeting

(C14-6.5)

MOVED Whiteley/Derrett that the Minutes of the Alliance of Western Councils Board Meeting held on Friday, 25th July 2025 be received and noted.

Carried
267.8.25

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DELEGATES REPORTS

CONTINUED

Item 2 Meeting of the Warren Interagency Support Services Group (C3-9)

MOVED Derrett/Serdity that the Warren Interagency Support Services Group Meeting held on Monday, 11th August 2025 be received and noted.

Carried
268.8.25

POLICY

General Managers Reports

Item 1 Review of Legislative Compliance Policy and Procedure Policy (P13-1, C8-1)

MOVED Wass/Serdity that:

- GM – A
Chk Lst
1. The Information be received and noted; and
 2. The reviewed Legislative Compliance Policy and Procedure, as amended be adopted.

Carried
269.8.25

Item 2 Review of Code of Meeting Practice (C14-2)

MOVED Wass/Serdity that:

- GM – A
Chk Lst
1. The information be received and noted;
 2. The Reviewed Code of Meeting Practice 2025 be placed on public exhibition for a minimum of 28 days; and
 3. Subject to no adverse submissions being received within a period of at least 42 days, the Reviewed Code of Meeting Practice 2025 be adopted.

Carried
270.8.25

Item 3 Review of the Warren Shire Council Code of Conduct (A7-6)

MOVED Wass/Serdity that:

- GM – A
Chk Lst
1. The information be received and noted;
 2. The Reviewed Warren Shire Council Code of Conduct be placed on public exhibition for a minimum of 28 days; and
 3. Subject to no adverse submissions being received within a period of at least 42 days, the Reviewed Warren Shire Council Code of Conduct be adopted.

Carried
271.8.25

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POLICY

CONTINUED

General Managers Reports

Continued

Item 4 Review of the Procedures for the Administration of the Warren Shire Council Code of Conduct (A7-6)

MOVED Wass/Serdity that:

GM – A
Chk Lst

1. The information be received and noted;
2. The Reviewed Procedures for the Administration of the Warren Shire Council Code of Conduct be placed on public exhibition for a minimum of 28 days; and
3. Subject to no adverse submissions being received within a period of at least 42 days, the Reviewed Procedures for the Administration of the Warren Shire Council Code of Conduct be adopted.

**Carried
272.8.25**

Item 5 Review of the Contractor WHS Management Policy (P13-1, S16-10)

MOVED Wass/Serdity that:

GM – A
Chk Lst

1. The information be received and noted;
2. The reviewed Contractor WHS Management Policy, as amended, be adopted.

**Carried
273.8.25**

Divisional Manager Finance and Administration Reports

Item 1 Investment Policy (P13-1, I3-1.35)

DMFA – A
Chk Lst

MOVED Wass/Serdity that Council adopt the amended Investment Policy.

**Carried
274.8.25**

Item 2 Employee Leave Policy and Procedure (P13-1, S12-1)

MOVED Wass/Serdity that:

DMFA – A
Chk Lst

1. The information be received and noted;
2. The Employee Leave Policy and Procedure 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 Employee Leave Policy and Procedure be adopted.

**Carried
275.8.25**

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POLICY

CONTINUED

Divisional Manager Finance and Administration Reports

Continued

Item 3 Recruitment and Selection Policy

(P13-1, S12-1)

MOVED Wass/Serdity that:

DMFA – A
Chk Lst

1. The information be received and noted;
2. The Recruitment and Selection 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 Recruitment and Selection Policy be adopted.

Carried
276.8.25

Item 4 Privacy Management Policy

(P13-1, A7-12)

DMFA – A
Chk Lst

MOVED Wass/Serdity that Council adopt the amended Privacy Management Policy.

Carried
277.8.25

Item 5 Records Management Policy

(P13-1 R5-1)

DMFA – A
Chk Lst

MOVED Wass/Serdity that Council adopt the amended Records Management Policy.

Carried
278.8.25

Manager Health and Development Services Reports

Item 1 Warren Shire Council Disability Inclusion Action Plan 2025/2026 to 2030/2031

(P13-1, P15-12)

MOVED Wass/Serdity that:

MHD – A
Chk Lst

1. The information be received and noted; and
2. Council adopt the Warren Shire Council Disability Inclusion Action Plan 2025/2026 to 2030/2031.

Carried
279.8.25

GENERAL MANAGER'S REPORTS

Item 1 Outstanding Reports Checklist

(C14-7.4)

EA – N

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

Carried
280.8.25

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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 McCloskey/Heuston that the information be received and noted.

**Carried
281.8.25**

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

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

**Carried
282.8.25**

Item 4 Disclosures of Interest – Councillors and Designated Persons (A7-9)

MOVED Kinsey/McCloskey that the tabled Disclosures of Interest Return for Councillors and Designated Persons be received and noted.

**Carried
283.8.25**

DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS

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

MOVED Jackson/McCloskey that at the Statements of Bank and Investments Balances as at 31st July 2025 be received and noted.

**Carried
284.8.25**

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

MOVED Serdity/McKay that the Statement of Rates and Annual Charges information as at 5th August 2025 be received and noted.

**Carried
285.8.25**

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

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

**Carried
286.8.25**

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DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS

CONTINUED

Item 4 **Summary of Financial Assistance Grant 2025-2026** **(G4-1, L5-5.2/46)**

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

Carried
287.8.25

PRESENTATION

At this point in the meeting the time being 9.24 am, Mr Bernard Salt AM gave a presentation to Council on 'Saving the Australian Heartland', A demographic outlook for red zone Australia.

MORNING TEA

At this point in the meeting, the time being 10.28 am, Council adjourned for Morning Tea.

RESUMPTION

The meeting resumed at 10.49 am.

DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS

CONTINUED

Item 5 **Financial Reports for the Year Ended 30th June 2025** **(A1-5.43)**

MOVED Serdity/Kinsey that:

1. The necessary elected members and staff be authorised to sign the Statement by Councillors and Management on the General Purpose Financial Statements and the Special Purpose Financial Statements for the year ending 30th June 2025;
2. Council delegate to the General Manager the authority to "authorise the Year End Accounts for issue" subject to there being no material audit changes or audit issues, in accordance with AASB 110; and
3. Council delegate to the General Manager the authority to "finalise the date" at which the auditor's report and financial statements are to be presented to the public as required under Section 418 (1) of the Local Government Act, 1993.

Carried
288.8.25

Item 6 **Internally Restricted Funds as at 30th June 2025** **(A1-5.42)**

MOVED Wass/Serdity that Council note the list of Internally Restricted Funds as at 30th June 2025, which are provided as an estimate. This list may be subject to change, in part with the draft 2024/2025 Annual Financial Statements currently being compiled, for reporting purposes of cash held 30th June 2025.

Carried
289.8.25

DMFA – A
Chk Lst

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DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS

Item 1	Works Progress Reports - Roads	(C14-7.2)
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MOVED Kinsey/McCloskey that the information be received and noted.

Carried
290.8.25

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

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

Carried
291.8.25

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

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

Carried
292.8.25

**Item 4 Renewal of Delegation to Council Under the Road Transport Act 2013
(R4-1)**

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

Carried
293.8.25

MANAGER HEALTH AND DEVELOPMENT SERVICES REPORTS

Item 1 Development Application Approvals (B4-9)

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

Carried
294.8.25

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

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

Carried
295.8.25

NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil.

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MATTERS OF URGENCY

Nil.

CONFIDENTIAL MATTERS

MOVED Wass/Kelly that the Council proceed into the Committee of the Whole Closed Council, the time being 11.04 am to consider matters in accordance with **Section 10A(2)(c), Section 10A(2)(d)(ii) and 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
296.8.25

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)(c), Section 10A(2)(d)(ii) and 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
297.8.25

Council resumed in Open Council at 11.40 am.

REPORT OF THE GENERAL MANAGER

Item 1 Queensland Cotton Gin Land Sales (S1-7)

MOVED Kinsey/Wass that:

1. The information be received and noted;
2. Council delegate to the Mayor and General Manager to approve the submission of an Expressions of Interest for the purchase of Block 1 Gin Complex (part if required), Block 2 Module Yard and Block 3 Gunningbar Creek Block, Queensland Cotton Corporation Properties, Industrial Land and Complex, Warren, NSW, 2824 with the maximum purchase amounts and costs listed in the Report such as Stamp Duty costs if any, legal costs and any required subdivision costs if deemed necessary excluding GST;
3. Council delegate to the Mayor and General Manager to negotiate and finalise partnering arrangements and agreements and if necessary, any joint or separate Expressions of Interest for the purchase of relevant blocks of Queensland Cotton Corporation Properties, Industrial Land and Complex, Warren, NSW, 2824;
4. Authority be provided to affix Council's Seal to any documentation related to any land purchase in this matter if required; and
5. Final allocation of funding be undertaken at a later time subject to the success or not of the Council's Expressions of Interest.

Carried
298.8.25

GM – A
Chk Lst

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CONFIDENTIAL MATTERS

CONTINUED

REPORT OF THE DIVISIONAL MANAGER ENGINEERING SERVICES

Item 2 REGPRO092526 Supply and Delivery of Concrete Pipes (C14-6.2/78)

MOVED Kinsey/Wass that:

DMES – A
Chk Lst

1. The tenderers representing best value being all tenders/contractors received be awarded this contract as the Panel Source suppliers to Warren Shire Council for the period 1 October 2025 to 30 September 2028; and
2. A provision be allowed for a 12-month extension based on satisfactory supplier performance, which may take this contract through to 30 September 2029.

**Carried
299.8.25**

There being no further business the meeting closed at 11.43 am.

THESE MINUTES WILL BE CONFIRMED AT THE ORDINARY MEETING OF COUNCIL
HELD ON THURSDAY, 25TH SEPTEMBER 2025 AS BEING
A TRUE AND CORRECT RECORD.

MINUTE NO. .9.25

.....
GENERAL MANAGER

.....
MAYOR