

ORDINARY MEETING

MINUTES

THURSDAY 25TH SEPTEMBER 2025

WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council
held in the Council Community Room, 115 Dubbo Street Warren
on Thursday 25th September 2025 commencing at 8:34 am

Present:

COUNCILLORS

GJ Whiteley	Chair and Mayor
SJ Derrett	Deputy Mayor
AE Wass	
RL McKay	
PJ Heuston	
AJ Brewer	
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 Kelly 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
300.9.25

CONFIRMATION OF MINUTES

MOVED Serdity/McKay that the Minutes of the Ordinary Meeting of Council held on Thursday, 28th August 2025 be adopted as a true and correct record of that meeting.

Carried
301.9.25

DISCLOSURES OF INTERESTS

Nil.

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MAYORAL MINUTE(S)

Nil.

REPORTS OF COMMITTEES

Audit, Risk and Improvement Committee (A1-3.1)

MOVED Derrett/Heuston that the Minutes of the Audit, Risk and Improvement Committee Meeting held on Tuesday, 2nd September 2025 be received and the following recommendations be adopted:

Item 6.2 Current Audits Program (GM/DMFA) (A1-3.1)

2. That the Committee supports Management's expectation that at least five (5) Internal Audits will be undertaken in 2025/2026.

Item 8.2 Major Projects Risk Profiles (GM/DMES/IPM) (I2-4.1/1)

That:

1. The Committee advises Council that it considers that the organisation has in place a reasonably effective risk management framework for its major projects; and
2. The Committee requests further information from Management on the implementation of its monitoring and mitigation functions of the Risk Management Framework.

GM – A
Chk Lst

Item 8.3 Work, Health & Safety Risk Framework (WHS-RC/GM) (S12-14.1)

That:

2. The Committee to be updated in the future on the progress and implementation of the Targeted Assistance Program; and
3. Key indicators are progressively reported to ARIC through the Work Plan on the WHS indicators on the implantation of the Framework (trends on injury, lost time, training, improvements, workers compensation, lost time).

GM – A
Chk Lst

GM – A
Chk Lst

Item 13.1 2026 Audit Committee Meeting Dates (GM/EA) (A1-3.1)

That Council adopt the meeting dates of the Audit Risk and Improvement Committee as listed with the commencement time of 10.00 am:

1. Tuesday, 3rd February 2026 – Teams Meeting;
2. Tuesday, 2nd June 2026 – Teams Meeting;
3. Tuesday, 1st September 2026 – Teams Meeting; and
4. Tuesday, 3rd November 2026 in person at Warren.

DMFA – N

Carried
302.9.25

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REPORTS OF COMMITTEES

CONTINUED

Sporting Facilities Committee

(S21-2)

MOVED McCloskey/McKay that the Minutes of the Sporting Facilities Committee Meeting held on Wednesday, 10th September 2025 be received and noted.

At this point in the meeting, the time being 8.49 am Councillor Heuston left the meeting room.

Carried
303.9.25

Manex

(C14-3.4)

MOVED McKay/Jackson that the Minutes of the Manex Meeting held on Tuesday, 19th August 2025 be received and noted and the following recommendation be adopted:

4.5.2 Contractor Insurances, Certifications and Work Health & Safety

(I2-15, S16-10, S12-14.6)

GM, DMFA,
MHD, DMES
– A Chk Lst

That all Council Officers responsible for engaging Contractors' follow-up with all their applicable insurances and certification before engagement.

At this point in the meeting the time being 8.51 am, Councillor Heuston returned to the meeting room.

Carried
304.9.25

DELEGATES REPORTS

Item 1 Country Mayors Association of New South Wales

(C14-5.5)

MOVED Whiteley/Derrett that the Draft Minutes of the Country Mayors Association of New South Wales Incorporated Meeting held on Friday, 8th August 2025 be received and noted.

Carried
305.9.25

Item 2 Meeting of the Association of Mining & Energy Related Councils (NSW) Incorporated

(C14-6.3)

MOVED McKay/Heuston that the Minutes of the Ordinary General Meeting of the Association of Mining & Energy Related Councils (NSW) Incorporated Meeting held on Thursday, 11th September 2025 be received and noted.

Carried
306.9.25

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POLICY

Divisional Manager Engineering Services

Item 1 Asbestos Policy (P13-1, S12-25.1)

DMES – A
Chk Lst

MOVED Kinsey/Serdity that the Asbestos Policy be adopted, with minor amendments.

**Carried
307.9.25**

GENERAL MANAGER'S REPORTS

Item 1 Outstanding Reports Checklist (C14-7.4)

EA – N

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

**Carried
308.9.25**

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/Kinsey that the information be received and noted.

**Carried
309.9.25**

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

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

**Carried
310.9.25**

Item 4 Meeting Dates, Times and Order of Business (C14-2)

MOVED McCloskey/Serdity that:

GM – A
Chk Lst

1. Council adopt the meeting dates and location as listed with the commencement time of 8.30 am:

Thursday	23rd October 2025	Warren
Thursday	4th December 2025	Warren
Thursday	22nd January 2026	Warren
Thursday	26th February 2026	Warren
Thursday	26th March 2026	Warren
Thursday	23rd April 2026	Warren

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GENERAL MANAGER'S REPORTS

CONTINUED

Item 4 Meeting Dates, Times and Order of Business

Continued

Thursday	28th May 2026	Warren
Thursday	25th June 2026	Warren
Thursday	23rd July 2026	Warren
Thursday	27th August 2026	Warren
Thursday	24th September 2026	Warren

2. The Order of Business in accordance with Council's Code of Meeting Practice be as follows:

- Opening meeting;
- Acknowledgement of Country;
- Apologies and Applications for a Leave of Absence by Councillors;
- Confirmation of Minutes;
- Disclosures of Interests;
- Public Forum (*may be required from the 1st January 2026*);
- Mayoral Minute(s);
- Reports of Committees
- Report of Delegates;
- Reports to Council;
- Notices of Motions/Questions with Notice;
- Matters of Urgency;
- Confidential Matters;
- Conclusion of the meeting; and
- Presentations.

Carried
311.9.25

Item 5 Christmas Closure

(C14-1)

GM – A
Chk Lst

MOVED Kinsey/Wass that Council close the Office, Service NSW Agency, Library and Works Depot at the close of business on Wednesday 24th December 2025 and reopen on Monday 5th January 2026.

Carried
312.9.25

MORNING TEA

At this point in the meeting, the time being 9.33 am, Council adjourned for Morning Tea.

RESUMPTION

The meeting resumed at 9.56 am.

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Carried
313.9.25

Carried
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Carried
315.9.25

Carried
316.9.25

Carried
317.9.25

Carried
318.9.25

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MANAGER HEALTH AND DEVELOPMENT SERVICES REPORTS

Item 1 Development Application Approvals (B4-9)

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

Carried
319.9.25

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

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

Carried
320.9.25

NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil.

MATTERS OF URGENCY

Nil.

CONFIDENTIAL MATTERS

Nil.

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There being no further business the meeting closed at 10.22 am.

THESE MINUTES WILL BE CONFIRMED AT THE ORDINARY MEETING OF COUNCIL
HELD ON THURSDAY, 23RD OCTOBER 2025 AS BEING
A TRUE AND CORRECT RECORD.

MINUTE No. .10.25

.....
GENERAL MANAGER

.....
MAYOR