

# **ORDINARY MEETING**

# **MINUTES**

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**THURSDAY 4TH DECEMBER 2025**

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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 4th December 2025 commencing at 8:52 am

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## Present:

### COUNCILLORS

GJ Whiteley	Chair and Mayor
SJ Derrett	Deputy Mayor
AE Wass	
NRG Kinsey	
PJ Heuston	
DJ McCloskey	
RA Jackson	
ME Kelly	
DDW Cleasby	

### 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)
J Shepherd	Trainee Administration Officer (TAO) (Observer)

## ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was made by the Mayor.

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

Apologies were tendered on behalf of Councillor Serdity, Councillor McKay and Councillor Brewer 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**  
**353.12.25**

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## CONFIRMATION OF MINUTES

**MOVED** Wass/Cleasby that the Minutes of the Ordinary Meeting of Council held on Thursday, 23rd October 2025 be adopted as a true and correct record of that meeting.

**Carried**  
**354.12.25**

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## DISCLOSURES OF INTERESTS

Nil.

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## MAYORAL MINUTE(S)

Nil.

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## REPORTS OF COMMITTEES

### Australia Day Committee (C14-3.30)

**MOVED** Jackson/Kelly that the Minutes of the Australia Day Committee Meeting held on Monday, 3rd November 2025 be received and noted.

Carried  
355.12.25

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### Roads Committee (C14-3.28)

**MOVED** Kinsey/Cleasby that the Minutes of the Roads Committee Meeting held on Wednesday, 5th November 2025 be received and noted.

Carried  
356.12.25

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### Economic Development & Promotions Committee (C14-3.22)

**MOVED** Derrett/Jackson that the Minutes of the Economic Development & Promotions Committee Meeting held on Wednesday, 5th November 2025 be received and noted.

Carried  
357.12.25

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### Warren Local Emergency Management Committee (E6-1)

**MOVED** Derrett/Kelly that the Minutes of the Warren Local Emergency Management Committee Meeting held on Tuesday, 11th November 2025 be received and noted and the following recommendation be adopted:

#### Item 5 LEMO Report

That it be determined by the Committee that the current Evacuation Centre is more than suitable and at present there is no need for a secondary Evacuation Centre at this time and that if in the future a secondary Evacuation Centre is needed the Committee will reconsider the matter.

Carried  
358.12.25

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## REPORTS OF COMMITTEES

CONTINUED

### Ewenmar Waste Depot Committee

(C14-3.23)

**MOVED** Cleasby/Heuston that the Minutes of the Ewenmar Waste Depot Committee Meeting held on Monday, 17th November 2025 be received and noted and the following recommendation be adopted:

DMFA – A  
Chk Lst

#### Item 5.1 Ewenmar Waste Depot Operations (G2-5.4)

2. \$11,000 be allocated from the Waste Reserves to replace the slew motor in the excavator;
3. \$15,000 be allocated from the Waste Reserves to engage a suitable consultant to develop an Operations Plan for the Ewenmar Waste Facility; and
4. \$30,000 be allocated from the Waste Reserves to provide and install a 12kw PV Solar and battery system.

MHD – N

Carried  
359.12.25

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### 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, 18th November 2025 be received and noted and the following recommendations be adopted:

#### Item 6.2 Current Audits Program (GM/DMFA)

(A1-3.1)

That the information be received and noted and the Committee is supportive of the program of internal audit.

#### Item 7.1 Audited Financial Statements and Audit Reports (DMFA)

(A1-5.44)

That:

1. The 2025 audited Annual Financial Statements and Audit Reports be received and noted and the Committee commend the Council and Auditors on the revaluation processes and systems to enable much more realistic figures of asset valuations and future depreciation; and
2. The Committee noted the staff efforts in relation to the proper monitoring of cash income and expenses, a visual graph snapshot of major projects cash flow summary to be arranged if possible and reported at least quarterly to the Council such as a major projects cash flow summary.

DMFA – A  
Chk Lst

#### Item 7.2 External Audit Engagement Closing Report (DMFA)

(A1-5.44)

That the 2024/25 External Audit Engagement Closing Report, as provided by the Audit Office, be received and noted and that the Committee is satisfied that the external audit process has covered all the key risk areas and that there are no significant matters that have come out of the process and that Management be commended to have achieved the statutory processes in a timely and comprehensive completion of the audit.

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## REPORTS OF COMMITTEES

CONTINUED

### Audit, Risk and Improvement Committee

Continued

#### Item 8.3 Continuous Risk Improvement Program (WHS-RC/GM) (I2-4.1/1)

That the information be received and noted and that the Committee advise Council that it supports the continuous risk improvement program that has been implemented and the priorities of improvement should be arranged to ensure improvement is implemented and progress on the implementation be reported to the Committee in the future.

#### Item 10.1 Delegations (GM/EA) (S12-1)

That the information be received and noted and the Committee is satisfied with the framework and processes for delegations at Council.

#### Item 10.2 Records Management (DMFA) (R5-1)

That the information be received and noted and that the Committee supports the implementation of the Electronic Document Management System being a progressive step within the ICT Strategy.

#### Item 12.1 September Quarterly Budget Review (QBR) (DMFA) (A1-5.44)

That the September 2025 Quarterly Budget Review Statement be received and noted by the Committee which supports the implementation of the new QBR format and that in the future an explanation be provided for adjustments that are linked to items listed within the Statement.

#### Item 13.1 Annual Report 2024/2025 (GM/EA) (P13-1)

That the Committee note the Warren Shire Council Annual Report for 2024/2025 and that the Committee is satisfied that the Annual Report meets the statutory requirements and commends the Council on its achievements.

#### Item 13.2 Policy Status and Review Update (Policy Register) (GM) (P13-1)

That the information be received and noted and that the Committee is satisfied that the Policy reviews have been undertaken in accordance with the Local Government Act, 1993.

#### Item 13.3 Audit Risk and Improvement Committee Annual Assessment of Matters Listed in Section 428a of the Local Government Act (GM) (P13-1)

That:

2. Based on Council's level of maturity and in consideration of external audit reports, internal audits proposed, staff reports and Committee deliberations, ARIC is satisfied with the progress to date in the Year 2024-2025 for the following aspects of the Council's operations:
  - (a) Compliance;
  - (b) Risk management;
  - (c) Fraud control;
  - (d) Financial management;
  - (e) Governance;
  - (f) Implementation of the strategic plan, delivery program and strategies;
  - (g) Service reviews;
  - (h) Collection of performance measurement data by the Council; and
  - (i) Any other matters prescribed by the regulations.

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## REPORTS OF COMMITTEES

CONTINUED

### Audit, Risk and Improvement Committee

Continued

#### Item 17.1 ARIC Meeting with Councillors and the Senior Management Team (A1-3.1)

DMFA – A  
Chk Lst

That at the annual in person meeting of the ARIC, that a meeting with Councillors and the Senior Management Team be arranged, along with the major projects onsite inspections, in line with the arrangements made for today's meeting.

Carried  
360.12.25

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### Manex

(C14-3.4)

**MOVED** Kinsey/McCloskey that the Minutes of the Manex Meeting held on Tuesday, 25th November 2025 be received and noted and the following recommendation be adopted:

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

DMFA – A  
Chk Lst

That:

1. Approval be given for the funding of the following projects in 2025/2026:
  - **\$12,000** for the Destination Warren Website from Internally Restricted Funds of the Economic Development and VIC Programs Reserve.
  - **\$100,000** for the final turfing contained within the Carter Oval Youth Sports Precinct Cricket Field Redevelopment from Internally Restricted Funds of the Infrastructure/Improvement Reserve.
  - **\$5,599** for Queensland Cotton Gin land sales – legal costs and EOI documentation from Internally Restricted Funds of the Infrastructure/Improvement Reserve.
2. Appropriate arrangements be made to finalise the final changes of Council's Estimates in this regard using the December 2025 Quarterly Budget Review Statement.

Carried  
361.12.25

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## DELEGATES REPORTS

#### Item 1 Ordinary Meeting of the Castlereagh Macquarie County Council (C15-1)

**MOVED** Kinsey/Kelly that the Ordinary Minutes of the Castlereagh Macquarie County Council Meeting held on Monday, 27th October 2025 be received and noted.

Carried  
362.12.25

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#### Item 2 Alliance of Western Councils

(C14-6.5)

**MOVED** Whiteley/Kinsey that the Minutes of the Alliance of Western Councils Board Meeting and Annual General Meeting held on Friday, 7th November 2025 be received and noted.

Carried  
363.12.25

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## 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  
364.12.25

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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** Derrett/Heuston that the information be received and noted.

Carried  
365.12.25

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

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

Carried  
366.12.25

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### Item 4 Warren Shire Council Delegate to the Castlereagh Macquarie County Council (C15-1)

**MOVED** Kinsey/Jackson that Council determine its new Delegate to the Castlereagh Macquarie County Council and where an Election is required, it be by open voting by a show of hands.

Carried  
367.12.25

GM – A  
Chk Lst

That Councillor Penelope Heuston be nominated by Councillor Kinsey and seconded by Councillor McCloskey to be a Council Delegate to the Castlereagh Macquarie County Council and with no further nominations was duly election by the Council.

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### Item 5 Delivery Program Progress Report (E4-45)

**MOVED** Derrett/McCloskey that Council note the Delivery Program Progress Report under s404(5) Local Government Act 1993 and the ongoing actions.

Carried  
368.12.25

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**WARREN SHIRE COUNCIL**

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## GENERAL MANAGER'S REPORTS

**CONTINUED**

**Item 6                    2025 Local Government NSW Annual Conference Attendance Report                    (S6-4)**

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

**Carried**  
**369.12.25**

**Item 7                      Annual Report 2024/2025                      (A1-14)**

**MOVED** Whiteley/Heuston that Council note the Annual Report 2024/2025.

**Carried**  
**370.12.25**

**Item 8 Alcohol Prohibited Area Carter Oval Youth Sports Precinct for Warren Shire Community Christmas Party 2025 (D3-1.8, L7-1.2, P1-7.3)**

**MOVED** Kelly/Wass that Council approve the relaxation of the Alcohol Prohibited Area in the Carter Oval Youth Sports Precinct, 3 Stafford Street, Warren between 6.00 pm to 10.00 pm Friday, 5th December 2025 for the cordoned area allocated to the Licenced Person who will be the alcohol licensee for the function in front of the Kiosk and Amenities Building at the Carter Oval Youth Sports Precinct, with bring your own (BYO) alcohol not being permitted in the rest of the Carter Oval Youth Sports Precinct.

**Carried**  
**371.12.25**

## DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS

**Item 1                      Reconciliation Certificate – October 2025                      (B1-10.16)**

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

**Carried**  
**372.12.25**

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

**MOVED** Jackson/Cleasby that the Statement of Rates and Annual Charges information as at 10th November 2025 be received and noted.

**Carried**  
**373.12.25**

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

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

**Carried**  
**374.12.25**



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## DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS

CONTINUED

### Item 4 Review of Council's 2024/2025 Operations Report (A1-4.44)

**MOVED** Kinsey/Cleasby that the information on Council's General Purpose Financial Statements for the period ended 30th June 2025 be received and noted, specifically the Income Statement, Statement of Financial Position, Statement of Cashflows and note C1-3 Restricted and allocated cash, cash equivalents and investments.

Carried  
375.12.25

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### Item 5 2026/2027 Operational Plan & Estimates Timetable (A1-5.43)

**MOVED** Derrett/Heuston that:

1. The information be received and noted;
2. Council endorse the 2026/2027 Operational Plan & Estimates timeline; and
3. A Councillor workshop be held on Wednesday, 15th April 2026 to go through the Draft 2026/2027 Annual Operational Plan & Estimates prior to the final Draft being recommended for public exhibition at the April 2026 Council Meeting.

Carried  
376.12.25

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## MORNING TEA

At this point in the meeting, the time being 9.58 am, Council adjourned for Morning Tea.

## RESUMPTION

The meeting resumed at 10.18 am.

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## DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS

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

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

Carried  
377.12.25

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

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

Carried  
378.12.25

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

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

Carried  
379.12.25

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## MANAGER HEALTH AND DEVELOPMENT SERVICES REPORTS

**Item 1                      Development Application Approvals                      (B4-9)**

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

**Carried  
380.12.25**

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

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

**Carried  
381.12.25**

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## NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil.

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## MATTERS OF URGENCY

**Item 1                      Local Government Remuneration Tribunal                      (C14-5.1)**

GM – A  
Chk Lst

**MOVED** Kinsey/Cleasby that Council endorse the Warren Shire Council submission to the Local Government Remuneration Tribunal for its 2026 Annual Determination that details that Mayors and Councillors at similar Councils to Warren Shire Council (Rural Classification) be remunerated to the similar levels or at least as much as the Chair and Councillors at Central Darling Shire Council.

**Carried  
382.12.25**

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## CONFIDENTIAL MATTERS

**MOVED** Derrett/Kinsey that the Council proceed into the Committee of the Whole Closed Council, the time being 10.40 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  
383.12.25**

**MOVED** Derrett/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.

**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  
384.12.25**

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**CONFIDENTIAL MATTERS**

**CONTINUED**

Council resumed in Open Council at 10.55 am.

## REPORT OF THE DIVISIONAL MANAGER ENGINEERING SERVICES

**Item 1                      T272324OROC Provision of Traffic Control                      (C14-6.5/65)**

DMES – A  
Chk Lst

**MOVED** Kinsey/Jackson that:

1. Council removes Maliyan Traffic Control Pty Ltd, Watchout Traffic Control Pty Ltd, and Lack Group Traffic Pty Ltd from the panel contract T272324OROC Provision of Traffic Control;
2. Council adds Dubbo Traffic Management Pty Ltd, Platinum Traffic Services Pty Ltd, Northwest Traffic Management Pty Ltd, and Workcontrol Operations Pty Ltd to the panel contract T272324OROC Provision of Traffic Control for the period commencing 1st January 2025 and 31st December 2026;
3. Council issue approval to Regional Procurement to adjust the prices of the Contract Provision of Traffic Control in accordance with the price variation Clause detailed within the contract T272324OROC; and
4. Council issue approval to the executive staff of Regional Procurement Initiative to sign the Deed of Agreement on behalf of Council for Contract T272324OROC.

**Carried  
385.12.25**

There being no further business the meeting closed at 10.57 am.

THESE MINUTES WILL BE CONFIRMED AT THE ORDINARY MEETING OF COUNCIL  
HELD ON THURSDAY, 22ND JANUARY 2025 AS BEING  
A TRUE AND CORRECT RECORD.

**MINUTE NO.                      .1.26**

.....  
**GENERAL MANAGER**

.....  
**MAYOR**