

# **ORDINARY MEETING**

# **MINUTES**

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**THURSDAY 25TH JUNE 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 25th June 2026 commencing at 8:35am

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## Present:

<b>COUNCILLORS</b>	G Whiteley	Mayor (Chair)
	SJ Derrett	Deputy Mayor
	AE Wass	
	NRG Kinsey	
	PJ Heuston	
	AJ Brewer	
	ME Kelly	
	DDW Cleasby	
	P Serdity	
	RL McKay	
<b>STAFF MEMBERS</b>	G Woodman	General Manager (GM)
	B Pascoe	Divisional Manager Finance & Administration (DMFA)
	S Otieno	Divisional Manager Engineering Services (DMES)
	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 Jackson and Councillor McCloskey who were absent due to external commitments, and it was **MOVED** Brewer/Cleasby that the apologies be accepted and a leave of absence for the members concerned be granted.

**Carried**  
**138.6.26**

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## CONFIRMATION OF MINUTES

**MOVED** Serdity/Cleasby that the Minutes of the Ordinary Meeting of Council held on Thursday, 28th May 2026 be adopted as a true and correct record of that meeting.

**Carried**  
**139.6.26**

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## DISCLOSURES OF INTERESTS

Nil.

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## REPORTS OF COMMITTEES

CONTINUED

### Audit. Risk and Improvement Committee

Continued

#### Item 7.2.1 Completed Internal Audit - Fraud and Corruption Control

Continued

DMFA – A  
Chk Lst

- Annual training will be introduced and conducted for relevant high-risk roles at least annually, with all other staff training to occur at least every two (2) years.

#### Item 7.2.3 Completed Internal Audit – Civil Asset Construction (A1-3)

That:

GM – A  
Chk Lst

2. Council note the Internal Audit – Civil Asset Construction Action Plan and that the following agreed actions will be implemented:
  - Council will continue refining and embedding the existing Project Management Procedure and Roadmap across all infrastructure projects. This will include:
    - Strengthening requirements management; documentation for contractor;
    - Implementing consistent contract administration records, contractor appropriate; interaction including logs where;
    - Ensuring hold points, inspections and certifications are documented and retained within project files; and
    - Reinforcing project compliance requirements during the execution phase of works.
  - Council will ensure future exempt development projects include a documented checklist identifying:
    - Required certifications;
    - Certifications not applicable to the project scope;
    - Evidence of completed inspections and compliance records retained within project files; and
    - This process will be incorporated into the Project Management Procedure and Roadmap.
  - An Inspection and Test Plan (ITP) will be developed for major road construction work. The ITP would consolidate all the information identified in this item.
  - Council will formalise a pre-construction planning compliance review process for all capital works projects. The existing Project Management Procedure Roadmap Step 5.6 already incorporates planning and risk assessment considerations, and this process will be reinforced to ensure:
    - Documented assessment of the applicable approval pathway (Exempt Development, CDC or DA);
    - Written confirmation from the Planning/Regulatory authority (Manager Health & Development) where required; and
    - Retention of planning compliance records within project documentation systems.

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## REPORTS OF COMMITTEES

CONTINUED

### Audit, Risk and Improvement Committee

Continued

#### Item 7.2.4 Completed Internal Audit – WHS Framework

(A1-3)

GM – A  
Chk Lst

2. Council note the Internal Audit – WHS Framework Action Plan and that the following agreed actions will be implemented:
- Managing Psychosocial Hazards Guideline;
  - Return to Work Program and Alcohol and Other Drugs Procedure;
  - Contractor oversight responsibilities;
  - Corrective action recording improvements;
  - Complete implementation of the WHS Risk Register;
  - Improve consistency of risk assessment processes;
  - Toolbox talk compliance improvements;
  - Implement SafetyCulture to strengthen monitoring of operational controls.
  - Continue induction and refresher training programs;
  - Consider improvements to centralisation of training and competency records;
  - Review and update the Corrective Action Register and continue training and oversight of incident investigation processes; and
  - Implement a centralised WHS record keeping and KPI monitoring system through SafetyCulture.

#### Item 17 Performance Data & Measurement

##### Item 17.1 Audit Committee Annual Work Plan 2026/2027

(A1-3.1)

DMFA – N

That the Audit Committee Annual Work Plan 2026/2027 be adopted by Council.

Carried  
141.6.26

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### Plant Committee

(C14-3.8)

**MOVED** Kelly/Kinsey that the Minutes of the Plant Committee Meeting held on Wednesday, 10th June 2026 be received and noted and the following recommendation being adopted:

#### Item 6.1 2026/27 Plant Replacement Program

(P2-1, P2-5.42)

That:

DMFA – A  
Chk Lst

1. The 2026/2027 Plant Replacement Budget be amended to \$1,884,959, which includes the Paveliner; and

DMFA – N

2. The plant replacement to be funded from estimated reserve funds of \$839,959 derived from the Plant Funds and Private Works Operational Surplus.

Carried  
142.6.26

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## REPORTS OF COMMITTEES

CONTINUED

### Manex Committee

(C14-3.4)

**MOVED** Serdity/Kinsey that the Minutes of the Manex Committee Meeting held on Tuesday, 16th June 2026 be received and noted

Carried  
143.6.26

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## DELEGATES REPORTS

### Item 1 Country Mayors Association of New South Wales Inc.

(C14-5.5)

**MOVED** Whiteley/Derrett that the Minutes of the Country Mayors Association of New South Wales Inc. Meeting held on Friday, 8th May 2026 be received and noted.

Carried  
144.6.26

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### Item 2 Castlereagh Macquarie County Council

(C15-1)

**MOVED** Kinsey/Heuston that the Draft Ordinary Minutes of the Castlereagh Macquarie County Council Meeting held on Monday, 11th May 2026 be received and noted.

Carried  
145.6.26

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### Item 3 Warren Interagency Support Services

(C3-9)

**MOVED** Derrett/McKay that the Minutes of the Warren Interagency Support Services Meeting held on Monday, 15th June 2026 be received and noted.

Carried  
146.6.26

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## POLICY

### Item 1 Warren Shire Council Code of Meeting Practice

(C14-2)

**MOVED** McKay/Serdity that:

1. The information be received and noted;
2. Resolution number 331.10.25 of the Council Meeting of 23rd October 2025 be rescinded thus revoking the adoption of the Warren Shire Council Code of Meeting Practice 2026, due to the disallowance of the Amendment Regulation prescribing the 2025 Model Meeting Code under Section 360 of the Local Government Act 1993; and
3. Council note the reinstatement of Council's previously adopted Code of Meeting Practice - Warren Shire Council Code of Meeting Practice 2025 that contains the relevant mandatory provisions of the previous 2021 Model Meeting Code.

Carried  
147.6.26

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GM – N

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**GENERAL MANAGER'S REPORTS**

**Item 1 Outstanding Reports Checklist (C14-7.4)**

EA – N **MOVED** Kinsey/Serdity that the information be received and noted and that the items marked with an asterisk (\*) be deleted.

**Carried  
148.6.26**

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

**Carried  
149.6.26**

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

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

**Carried  
150.6.26**

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**Item 4 2026 NSW Local Roads Congress – IPWEA (NSW & ACT) Attendance (C14-5.4, R4-13.2)**

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

**Carried  
151.6.26**

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

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

**Carried  
152.6.26**

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## GENERAL MANAGER'S REPORTS

CONTINUED

**Item 6 Contract C13-94 – Preferred Supplier Status – Relevant Local Trades and Commercial Services Extension to 30th June 2028 (C13-94)**

**MOVED** Whiteley/Serdity that:

GM – A  
Chk Lst

1. Council approve the establishment of a Preferred Supplier Arrangement for Local Trades and Commercial Services for the period ending 30th June 2028.
2. The Mayor and General Manager be delegated authority to approve the inclusion of additional suppliers, amend the Preferred Supplier Arrangement and remove suppliers that no longer meet Council's requirements, subject to Council's Procurement and Disposal Policy and Local Preference Purchasing Policy.
3. Suppliers included on the Preferred Supplier Arrangement continue to be engaged in accordance with Council's Procurement and Disposal Policy and Local Preference Purchasing Policy.

**Carried  
153.6.26**

At this point in the meeting, the time being 9.49 am Councillor Heuston left the meeting room.

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**Item 7 Warren Long Day Care Inc. – Funding Request (C3-2, C3-2.1)**

GM – A  
Chk Lst

**MOVED** Derrett/Serdity that:

1. The information be received and noted;
2. The Warren Long Day Care Inc. be requested to provide an amended Business Plan for provision of the Warren Long Day Care Service that provides the required further information and corrections as detailed in the Options Section of the Warren Long Day Care Inc. – Funding Request Report to the June, 2026 Council Meeting; and
3. The Mayor, Deputy Mayor, General Manager and Divisional Manager Finance & Administration be delegated the authority following receipt of the additional information and corrections in the Amended Business Plan for provision of the Warren Long Day Care Service to determine the level of grants funds up to a maximum of \$60,000 and concessional loan up to a maximum of \$120,000 to be provided and if so the associated conditions pertaining to the grant and concessional loan if provided.

**Carried  
154.6.26**

At this point in the meeting the time being 9.51 am, Councillor Heuston returned to the meeting room.

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## DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS

**Item 1 Reconciliation Certificate – May 2026 (B1-10.16)**

**MOVED** Kelly/McKay that the Statement of Bank and Investments Balance as at the 31st May 2026 be received and noted.

**Carried  
155.6.26**

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## DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS

CONTINUED

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

**MOVED** Serdity/Wass that the Statement of Rates and Annual Charges information as at 7th May 2026 be received and noted.

**Carried  
156.6.26**

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

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

**Carried  
157.6.26**

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**Item 4 2026/2027 Operational Plan and Estimates Adoption (E4-46, A7-4.1/1)**

**Moved** Serdity/Wass that:

1. The information be received and noted;
2. Ms Merscia McLean be thanked for her submission on the Draft 2026/2027 Operational Plan and Estimates;
3. The final amended draft of the 2026/2027 Operational Plan and Estimates which contains Council's Revenue Policy and Fees and Charges with the changes as detailed within this report be adopted by Council;
4. Council formally resolve to make and levy the Rates and Charges as detailed within the Statement of Revenue Policy – 2026/2027 (Statement of Rates) to enable the levying of the 2026/2027 Rates from July 2026; and
5. Fees and Charges not provided or changed by relevant State Government Departments be amended by Delegation to the General Manager when the information is provided.

**Carried  
158.6.26**

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## DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS

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

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

**Carried  
159.6.26**

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

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

**Carried  
160.6.26**

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DMFA – A  
Chk Lst

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## DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS

CONTINUED

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

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

Carried  
161.6.26

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## MANAGER HEALTH AND DEVELOPMENT SERVICES REPORTS

Item 1 Development Application Approvals (B4-9)

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

Carried  
162.6.26

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

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

Carried  
163.6.26

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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

Nil.

There being no further business the meeting closed at 10.35 am.

THESE MINUTES WILL BE CONFIRMED AT THE ORDINARY MEETING OF COUNCIL  
HELD ON THURSDAY, 23RD JULY 2026 AS BEING  
A TRUE AND CORRECT RECORD.

MINUTE NO. .7.26

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GENERAL MANAGER

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MAYOR