

# **ORDINARY MEETING**

# **MINUTES**

---

**THURSDAY 26TH JUNE 2025**

---



# WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council  
held in the Council Community Room, 115 Dubbo Street Warren  
on Thursday 26th June 2025 commencing at 8:36 am

---

## Present:

### COUNCILLORS

GJ Whiteley	Chair and Mayor
SJ Derrett	Deputy Mayor
AE Wass	
RL McKay	
DDW Cleasby	
ME Kelly	
P Serdity	
NRG Kinsey	
DJ McCloskey	
PJ Heuston	
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 (MHD)
R Christian	Projects Administration Officer (PAO) (Minute Taker)

## ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was made by the Mayor.

---

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

An apology was tendered on behalf of Councillor Brewer who was absent due to external commitments, and it was **MOVED** McCloskey/Serdity that the apology be accepted and a leave of absence for the member concerned be granted.

**Carried**  
**194.6.25**

---

## CONFIRMATION OF MINUTES

**MOVED** McKay/Cleasby that the Minutes of the Ordinary Meeting of Council held on Thursday, 22nd May 2025 be adopted as a true and correct record of that Meeting.

**Carried**  
**195.6.25**

---

## DISCLOSURES OF INTERESTS

Councillor Derrett declared a pecuniary interest in the Reports of the Manager Health and Development Services Item 3 Request for Quotation – Final Works on Office Renovations.

---

# WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council  
held in the Council Community Room, 115 Dubbo Street Warren  
on Thursday 26th June 2025 commencing at 8:36 am

---

## DISCLOSURES OF INTERESTS

CONTINUED

Councillor Derrett advised that she would vacate the meeting room and take no part in the debate or voting on the matter; and

Manager Health and Development Services Maryanne Stephens declared a pecuniary interest matter in the Sporting Facilities Committee. Manager Health and Development Services Maryanne Stephens advised that she would vacate the meeting room and take no part in the discussion on the matter.

---

## MAYORAL MINUTE(S)

Nil.

---

## REPORTS OF COMMITTEES

### Audit, Risk and Improvement Committee

(A1-3.1)

**MOVED** Derrett/ McCloskey that the Minutes of the Audit, Risk and Improvement Committee Meeting held on Wednesday, 28th May 2025 be received and the following recommendation be adopted:

#### Item 6.1A Strategic Internal Audit Plan (Annual and 4 Year and Review) (DMFA/GM) (A1-3.1)

That:

- GM- A Chk Lst 1. The General Manager provide to the next meeting of the Committee a populated four (4) year ARIC Strategic Work Plan if possible, using the same format as the Committee Agenda and Annual Work Plan; and
- GM – N 2. Council adopt the amended Audit Risk and Improvement Committee Annual Work Plan for 2025/2026.

#### Item 6.1B Strategic Internal Audit Plan (Annual and 4 Year and Review) (DMFA/GM) (A1-3.1)

That:

- GM-N 1. Council note the transfer of four (4) Internal Audits to 2025/2026; and
- GM- A Chk Lst 2. The General Manager prepare a report on the feasibility of undertaking eight (8) Internal Audits in 2025/2026.

#### Item 6.3 Current Audits (GM/DMFA) (A1-3.1)

GM-N That the Council acknowledge the delay in the commencement of the Contract Internal Auditor and note that Management is attempting to catch up the Internal Audits in 2025/2026.

#### DMFA – N Item 7.1 Audit Engagement Plan – Financial 2024/2025 (DMFA, External Auditors, NSW Audit Office) (A1-4.43, A1-5.43)

That the Audit Engagement Plan – Financial 2024/2025 be endorsed by the Council.

#### Item 8.2 Major Projects Risk Profiles (GM/DMES/IPM) (I2-11.1)

That:

- GM-N 1. The Committee note the adoption of the Project Management Procedure by Council; and
- GM – A Chk Lst 2. The monitoring and control procedures and their success be reported to a future meeting.
-

# WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council  
held in the Council Community Room, 115 Dubbo Street Warren  
on Thursday 26th June 2025 commencing at 8:36 am

---

## AUDIT, RISK AND IMPROVEMENT COMMITTEE

CONTINUED

### Item 10.1 Legislative Requirements of Council (GM) (I2-11.1)

That:

- GM-N 1. Council notes that there have been no major compliance breaches since October 2023; and
- GM-N 2. Council notes that the distribution of responsibilities for Legislative Compliance are undertaken by Delegations, the Organisational Structure and Council Policies and Procedures.

### Item 12.2 Asset Management/Valuations (DMFA/DMES) (A13-1)

That:

- GM-N 1. Council notes the progress of the data validation and the purchase and implementation of asset management software; and
- DMFA – A Chk Lst 2. Council's actions to develop and implement an ICT Strategic Plan be reported to a future ARIC Meeting.

### Item 17.1 2025 Country Council's ARIC Conference Attendance (GM/ARIC Members) (A1-3.1)

- GM– A Chk Lst That the General Manager at the next Alliance of Western Councils General Managers Advisory Committee, bring forth a suggestion of collaborating ARIC resources and information with member Councils.

Carried  
196.6.25

---

### Ewenmar Waste Committee (G2.5.4)

**MOVED** Serdity/Kelly that the Minutes of the Ewenmar Waste Committee Meeting held on Tuesday, 2nd June 2025 be received and noted.

Carried  
197.6.25

---

### Showground/Racecourse Committee (C14-3.2)

**MOVED** Kelly/Cleasby that the Minutes of the Showground/Racecourse Committee Meeting held on Tuesday, 3rd June 2025 be received and noted.

Carried  
198.6.25

---

### Sporting Facilities Committee (S21-2)

Manager Health and Development Services left the room at 9.01 am and returned at 9.03 am.

**MOVED** McCloskey/McKay that the Minutes of the Sporting Facilities Committee Meeting held on Tuesday, 4th June 2025 be received and the following recommendation be adopted:

DMFA – A Chk Lst

### Item 7.1 Request for Fee Reduction for 2024-25 Carter Oval Youth Sports Precinct – Warren Junior Soccer Club (P1-7.3)

That a 50% reduction of the Kiosk / Amenities fee be applied during use of the kitchen building during home games for the Warren Junior Soccer Club until Council provides the necessary

# WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council  
held in the Council Community Room, 115 Dubbo Street Warren  
on Thursday 26th June 2025 commencing at 8:36 am

---

## SPORTING FACILITIES COMMITTEE

CONTINUED

equipment within the Kitchen area of the Carter Oval Youth Sports Precinct Amenity Building.

Carried  
199.6.25

---

## Warren Public Arts Committee

(C14-3.29)

**MOVED** Jackson/Heuston that the Minutes of the Warren Public Arts Committee Meeting held on Tuesday, 10th June 2025 be received and noted.

Carried  
200.6.25

---

## Airport Operations Committee

(C14-3.12)

**MOVED** McCloskey/Kinsey that the Minutes of the Airport Operations Committee Meeting held on Wednesday, 11th June 2025 be received and noted and the following recommendation be adopted:

### ITEM 5.1 Warren Aerodrome – Certification and Operational Implications

(A2-1)

That a further report be provided to the Committee on this issue that provides:

1. Advice from CASA confirming that Warren Shire Council Airport has never been certified;
2. Confirmation that Warren Shire can continue to operate as an uncertified aerodrome under MOS 139 and Council Policies and Procedures;
3. The certification status of our neighbouring airports;
4. Advise that all current users can still continue operations at the Warren Airport if it remains uncertified; and
5. Advice from Operations Staff of the RFDS providing details of their operational requirements regarding nighttime flying and if they require instrument approaches.

Carried  
201.6.25

---

## Manex

(C14-3.4)

**MOVED** Kinsey/Heuston that the Minutes of the Manex Meeting held on Tuesday, 17th June 2025 be received and noted.

Carried  
202.6.25

---

## DELEGATES REPORTS

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

(C14-5.5)

**MOVED** Whiteley/Kinsey that the Draft Ordinary Minutes of the Country Mayors Association of New South Wales Meeting held on Friday, 9th May 2025 be received and noted.

Carried  
203.6.25

DMES – A  
Chk Lst

# WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council  
held in the Council Community Room, 115 Dubbo Street Warren  
on Thursday 26th June 2025 commencing at 8:36 am

---

## 9.28 am PRESENTATION BY JUSTINE CAMPBELL, CEO RDA-ORANA

- RDA Orana operates as a hybrid organisation, receiving federal funding while covering 190,000 sq km across 12 LGAs with a population of 124,000, of which 15% are First Nations.
- Key industries in the region include healthcare, agriculture, education, and renewable energy, contributing to a \$27 billion economic outflow with 54,887 individuals employed.

### Current Initiatives and Projects:

- The Exchange Dubbo acquisition completed, generating income through various tenants and services.
- Welcome Experience program launched, aiding new residents in settling, resulting in 65 new arrivals last year.
- AI-powered Jobs Board in development to aggregate job postings, not yet publicly launched but preparing for major energy company inclusion.
- The Vault talent bank initiative showcases regional talent and assists spouses of new residents in finding jobs.

### Infrastructure and Events:

- Inland NSW Growth Alliance focusing on energy and resources, currently in strategic planning phase.
- Recent Brief Event covered various topics with 42 speakers, focusing on energy and workforce immigration.
- Annual Inland Growth Summit and Orana Outlook events facilitate regional networking and discussions.
- Youth Forum targeting 36 schools to address renewable energy career pathways, next forum scheduled for 26th August 2025 in Dubbo.

### Grant Services and Cultural Projects:

- Orana Grant Hub provides free access for regional grant searches and project development.
- Barca Culture and Arts Centre project secured \$9.5 million investment for cultural tourism and job creation.

### Golden Highway Infrastructure Challenge:

- \$700,000 business case completed, revealing significant freight volume discrepancies.
- Infrastructure inadequacies identified, particularly with the Bridge of Denman bottleneck.
- Formation of Golden Highway Task Force to include all LGAs, bypassing Department of Transport for direct communication.
- Accommodation impacts anticipated with significant population influx expected in the coming months.

### Migration and Workforce Solutions:

- DAMA program unique to NSW, offering a pathway to permanent residency for migrants.
- State government proposal threatens DAMA program by expanding it statewide, risking regional advantages.
- Current DAMA usage includes agreements with local businesses, highlighting regional reliance on the program.
- Salary cap challenges for seasonal workers noted, impacting recruitment efforts.

# WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council  
held in the Council Community Room, 115 Dubbo Street Warren  
on Thursday 26th June 2025 commencing at 8:36 am

---

## PRESENTATION BY JUSTINE CAMPBELL, CEO RDA-ORANA

CONTINUED

### Training and Community Development:

- Australian Community Directors Course now offered annually in Dubbo, reducing travel needs for participants.
- Partnership with Australian Rural Leadership Foundation to train community contributors.
- Connection Table initiative aims to elevate regional voices in advisory roles.

### Communications and Advocacy:

- RDA newsletters exhibit strong engagement with an 85% open rate, reflecting effective community communication and advocacy efforts.
- Regular advocacy work in Sydney and Canberra to support local government interests.

### Current Projects in Development:

- Marwa First Nations engagement framework under development to enhance organisational commitment.
- River Stories project documenting water policy impacts in Bourke and Warren communities.
- Support for Plaza Theatre with feasibility studies and funding searches.
- Grant readiness support for councils and businesses to enhance funding application competitiveness.

---

## MORNING TEA

At this point in the meeting, the time being 10.09 am, Council adjourned for Morning Tea.

## RESUMPTION

The meeting resumed at 10.31 am.

---

## REPORTS TO COUNCIL

### POLICY

#### Divisional Manager Engineering Services Reports

DMES – A  
Chk Lst

#### Item 1                      Review of Assets Management Policy                      (P13-1, A13-1)

##### **MOVED** Serdity/Wass That:

1. The Assets Management Policy detailed within the report, be placed on public exhibition for a minimum of 28 days; and
2. Subject to no adverse submissions being received, the Assets Management Policy as amended be adopted.

**Carried**  
**204.6.25**

DMES – A  
Chk Lst

---

#### Item 2                      Review of Assets Management Strategy                      (P13-1, A13-1)

##### **MOVED** Serdity/Wass That:

1. The Assets Management Strategy detailed within the report, be placed on public exhibition for a minimum of 28 days; and
2. Subject to no adverse submissions being received, the Assets Management Strategy as amended be adopted.

**Carried**  
**205.6.25**



# WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council  
held in the Council Community Room, 115 Dubbo Street Warren  
on Thursday 26th June 2025 commencing at 8:36 am

---

## GENERAL MANAGER'S REPORTS

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

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

**Carried**  
**206.6.25**

---

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

**Carried**  
**207.6.25**

---

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

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

**Carried**  
**208.6.25**

---

### Item 4 Determination of the Local Government Remuneration Tribunal 2025 (2025/2026) (C14-5.1)

GM – A  
Chk Lst **MOVED** Kinsey/Heuston that Council adopt the full 3.0% increase as determined by the Local Government Remuneration Tribunal for 2025 making the Councillor fee \$11,135.83 and the Mayoral fee \$30,373.53 as of 1st July 2025.

**Carried**  
**208.6.25**

---

### Item 5 2025 NSW Local Roads Congress – IPWEA (NSW & ACT) Attendance (C14-5.4, R4-13.2)

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

**Carried**  
**209.6.25**

---

### Item 6 Delivery Program Progress Report (E4-44)

GM – N **MOVED** Wass/Jackson that Council note the Delivery Program Progress Report under s404(5) Local Government Act 1993 and the ongoing actions.

**Carried**  
**210.6.25**

---

# WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council  
held in the Council Community Room, 115 Dubbo Street Warren  
on Thursday 26th June 2025 commencing at 8:36 am

---

## GENERAL MANAGER'S REPORTS

CONTINUED

### Item 7                    **2025/2026 – 2028/2029 Delivery Program and 2025/2026 Operational Plan and Estimates Adoption**                    **(A7-4.1/1)**

**MOVED** Cleasby/Heuston that:

1. The information be received and noted;
2. The final amended draft of the 2025/2026 – 2028/2029 Delivery Program and 2025/2026 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;
3. Council formally resolve to make and levy the Rates and Charges as detailed within the Statement of Revenue Policy – 2025/2026 (Statement of Rates) to enable the levying of the 2025/2026 Rates from July 2025; and
4. Fees and Charges not provided by relevant State Government Departments be amended by Delegation to the General Manager when the information is provided.

GM – A  
Chk Lst

**Carried**  
**211.6.25**

---

## DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS

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

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

**Carried**  
**212.6.25**

---

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

**MOVED** McCloskey/Serdity that the Statement of Rates and Annual Charges information for the period ending 30th June 2025 is noted as being provided at the July 2025 Council meeting.

**Carried**  
**213.6.25**

---

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

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

**Carried**  
**214.6.25**

---

### Item 4                    **North Western Library Co-Operative 2025/2030 Agreement**                    **(L2-5)**

**MOVED** Serdity/Kinsey that:

1. Authority be given to affix the Seal of Council to the North Western Library Co-Operative Agreement covering the period 1 July 2025 to 30 June 2030; and
2. The Council agreed annual contribution (Annexure 1, page 11) be approved and accepted by Council in executing the agreement under Seal of Council.

DMFA – A  
Chk Lst  
DMFA -N

**Carried**  
**215.6.25**

# WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council  
held in the Council Community Room, 115 Dubbo Street Warren  
on Thursday 26th June 2025 commencing at 8:36 am

---

## DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS

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

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

**Carried  
216.6.25**

---

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

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

**Carried  
217.6.25**

---

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

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

**Carried  
218.6.25**

---

**Item 4 Contractor Performance Report (R4-1)**

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

**Carried  
219.6.25**

---

## MANAGER HEALTH AND DEVELOPMENT SERVICES REPORTS

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

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

**Carried  
220.6.25**

---

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

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

**Carried  
221.6.25**

---

Councillor Derrett left the meeting at 11.07 am and returned at 11.09 am.

**Item 3 Request for Quotation – Final Works on Office Renovations (S1-1.15/1)**

**MOVED** Kinsey/Wass that:

1. The information be received and noted, and
2. An additional \$50,000 be allocated to enable the completion of the office renovations, from the Infrastructure Reserve.

**Carried  
222.6.25**

---

MHD– A  
Chk Lst

# WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council  
held in the Council Community Room, 115 Dubbo Street Warren  
on Thursday 26th June 2025 commencing at 8:36 am

---

## MANAGER HEALTH AND DEVELOPMENT SERVICES REPORTS

CONTINUED

**Item 4                      DEVELOPMENT APPLICATION – SERVICE STATION AT 34-42 TRANGIE STREET  
LOT 2 DP1068997, LOTS 10, 12, 13, 14, 15 SECTION 11 DP758766 NEVERTIRE  
(P16-23.12)**

MHD – N **MOVED** Serdity/Kinsey that the information be received and noted.

Under the provisions of the Local Government Act 1993 as amended Section 375A(3) a division was called.

For	Against
Councillor Whiteley	
Councillor Cleasby	
Councillor Kelly	
Councillor Wass	
Councillor Kinsey	
Councillor Derrett	
Councillor Jackson	
Councillor Serdity	
Councillor McKay	
Councillor McCloskey	
Councillor Heuston	

Councillor Brewer was absent from the vote.

**Carried  
223.6.25**

---

## NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil.

---

## MATTERS OF URGENCY

Nil.

---

## CONFIDENTIAL MATTERS

**MOVED** McCloskey/McKay that the Council proceed into the Committee of the Whole Closed Council, the time being 11.31 am to consider matters in accordance with *Section 10A (2) (g)* of the Local Government Act. The matters and information are advice concerning litigation, or advice that would be privileged from production in legal proceedings on the grounds of legal professional privilege.

**Carried  
224.6.25**

---

# WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council  
held in the Council Community Room, 115 Dubbo Street Warren  
on Thursday 26th June 2025 commencing at 8:36 am

---

## CONFIDENTIAL MATTERS

## CONTINUED

**MOVED** McKay/Serdity that the press and the public are to be excluded from the Committee of the Whole Closed Council in accordance with *Section 10A (2) (g)* of the Local Government Act. The matters and information are advice concerning litigation, or advice that would be privileged from production in legal proceedings on the grounds of legal professional privilege.

**Carried  
225.6.25**

Council resumed in Open Council at 11.34 am.

---

## REPORT OF THE MANAGER HEALTH AND DEVELOPMENT SERVICES

### Item 1 Warren War Memorial Swimming Pool

**(S19-2, C13-61)**

**MOVED** McCloskey/Kinsey that:

MHD – A  
Chk Lst

1. That the information be received and noted;
2. Council do not proceed with legal proceedings against Beaucorp Pty Ltd at this time.

**Carried  
226.6.25**

There being no further business the meeting closed at 11.36 am.

THESE MINUTES WILL BE CONFIRMED AT THE ORDINARY MEETING OF COUNCIL  
HELD ON THURSDAY, 24TH JULY 2025 AS BEING  
A TRUE AND CORRECT RECORD.

MINUTE No. .7.25

.....  
**GENERAL MANAGER**

.....  
**MAYOR**