

# **ORDINARY MEETING**

# **MINUTES**

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**THURSDAY 24TH JULY 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 24th July 2025 commencing at 8:43 am

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## 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	
RA Jackson	

### STAFF MEMBERS

G Woodman	General Manager (GM)
B Pascoe	Divisional Manager Finance & Administration (DMFA)
S Otieno	Divisional Manager Engineering Services (DMES)
R Christian	Projects Administration Officer (PAO) (Minute Taker)

## 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 Heuston and Councillor Brewer who were absent due to external commitments, and it was **MOVED** McCloskey/Jackson that the apologies be accepted and a leave of absence for the members concerned be granted.

**Carried**  
**227.7.25**

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## CONFIRMATION OF MINUTES

**MOVED** Wass/Cleasby that the Minutes of the Ordinary Meeting of Council held on Thursday, 26th June 2025 be adopted as a true and correct record of that meeting.

**Carried**  
**228.7.25**

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## DISCLOSURES OF INTERESTS

Nil.

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**MAYORAL MINUTE(S)**

Nil.

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**REPORTS OF COMMITTEES**

**Roads Committee**

**(C14-3.28)**

**MOVED** Kinsey/McCloskey that the Minutes of the Roads Committee Meeting held on Tuesday, 1st July 2025 be received and the following recommendations be adopted:

**Item 6.1 Incident Response Plan**

**(R4-2.1, R4-2.2)**

DMES – A  
Chk Lst

That Council approves the proposed alternate routes as detailed in the report on the basis that damage on Councils local road network in an emergency incident is covered by the NSW Government Emergency Response.

**Item 6.2 Stock Grids and Public Gates Policy**

**(R4-1.90, R4-22)**

That:

DMES – A  
Chk Lst

1. Council requests permission from the Murray's to enter their property to allow a full investigation of the practicality and cost of watering of the northern paddock of the Murray's property;
2. If permission of the Murray's is granted Council undertakes an investigation of the practicality and cost of watering (required pipeline, tank(s), trough and pumping system with floats) of the northern paddock of the Murray's with the Roads Committee reconvening to make a final determination on the SR90 Inglewood Road public gate issue;
3. Section 5 (b) v of the Draft Stock Grids and Public Gates Policy be amended to "New gates that are not associated with stock grids are not permitted on formed public roads. Existing public gates are excepted but may be removed by the revocation of the public gate permit if required as per the Roads Act"; and
4. The amended Draft Stock Grids and Public Gates Policy be adopted by Council.

**Carried  
229.7.25**

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**Manex**

**(C14-3.4)**

**MOVED** Serdity/Cleasby that the Minutes of the Manex Meeting held on Tuesday, 15th July 2025 be received and the following recommendation be adopted:

**4.6 HUMAN RESOURCES**

**4.6.2 Staff Probationary Periods (GM)**

GM – A  
Chk Lst

That Probationary Periods contained within the report for example positions (Level 1,2,3 & 4) have a six (6) month probationary period as they are of such a nature and circumstances of employment requiring longer Probationary Periods due to high levels of responsibility, technical requirements, budget supervision and/or contact with higher levels within the organisation and Councillors, with all other positions having a three (3) month probationary period as per legislation.

**Carried  
230.7.25**

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## Australia Day Committee

(C19-1.36)

**MOVED** Jackson/Cleasby that the Minutes of the Australia Day Committee Meeting held on Wednesday, 16th July 2025 be received and the following recommendation be adopted:

### Item 6.1 Australia Day Nominee Eligibility And Selection Criteria Review

(C19.1-36)

That:

DMFA – A  
Chk Lst

#### 2. The Australia Day Award eligibility and selection criteria framework be amended as follows:

##### Citizen of the Year

- The Citizen of the Year is a person over the age of 25 years old who has made an outstanding contribution to the Warren Community during the year;

##### Young Citizen of the Year

- The Young Citizen of the Year is a person under the age of 25 years old who has made an outstanding contribution to the Warren Community during the year;

##### Community Service

- Community Service would be a person, group or organisation that has made a considerable contribution to the Warren Community over a period of years;

##### Sportsperson or Sporting Organisation of the Year

- Sportsperson or Sporting Organisation of the Year should be over 18 years of age and does not necessarily have to be a sportsperson or sporting organisation themselves but may be somebody who has contributed in some way to a particular sport or sports. This award is open to sportspersons, volunteers, teams or sporting organisations;

##### Young Sportsperson or Team of the Year

- Young Sportsperson or Sporting Organisation of the Year should be under 18 years of age and does not necessarily have to be a sportsperson or sporting organisation themselves but may be somebody who has contributed in some way to a particular sport or sports. This award is open to sportspersons, volunteers, teams or sporting organisations;

##### Community Event of the Year

- Community Event of the Year recognises a successful Community Event or Project that benefits or promotes the Warren Community;

##### Young Achiever of the Year

- The Young Achiever Award is to acknowledge, encourage and most importantly promote the positive achievements of all young people throughout Warren Shire under the age of 25 years old; and

##### Business House of the Year

- The Business House of the Year Award recognises outstanding businesses and individuals in the Warren Shire.

**Carried**  
**231.7.25**

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## DELEGATES REPORTS

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

**MOVED** Kinsey/McKay that the Ordinary Minutes of the Castlereagh Macquarie County Council held on Monday, 23rd June 2025 be received and noted.

Carried  
232.7.25

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### Item 2 Meeting of the Association of Mining & Energy Related Councils (NSW) Incorporated (C14-6.3)

**MOVED** McKay/Derrett that the Ordinary Minutes of the Meeting of the Association of Mining & Energy Related Councils (NSW) Incorporated Meeting held on Wednesday, 4th June 2025 be received and noted.

Carried  
233.7.25

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### Item 3 Meeting of the Warren Interagency Support Services Group (C3-9)

**MOVED** Serdity/Derrett that the Warren Interagency Support Services Group Meeting held on Wednesday, 15th June 2025 be received and noted.

Carried  
234.7.25

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## POLICY

### General Managers Reports

### Item 1 Review of Modern Slavery Policy and Modern Slavery Risk Management Plan (P13-1, A13-1)

**MOVED** Serdity/Wass that:

1. The Draft Modern Slavery Policy and Modern Slavery Risk Management Plan be placed on public exhibition for a period of not less than 28 days; and
2. Subject to no adverse submissions being received, the Modern Slavery Policy and Modern Slavery Risk Management Plan as amended be adopted.

GM – A  
Chk Lst

Carried  
235.7.25

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### Item 2 Review of Procurement and Disposal Policy (13-1, A13-1)

**MOVED** Serdity/Wass that the reviewed Procurement and Disposal Policy, as amended be adopted.

GM – A  
Chk Lst

Carried  
236.7.25

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### Item 3 Review of Public Art: Design and Commissioning Policy (P13-1, C14.3-29)

**MOVED** Serdity/Wass that the reviewed Public Art: Design and Commissioning Policy, as amended be adopted.

GM – A  
Chk Lst

Carried  
237.7.25

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**Item 4                      Review of Risk Management Policy, Warren Shire Risk Management Plan and Warren Shire Corporate Risk Register                      (P13-1, I2-4.1/1)**

GM – A  
Chk Lst    **MOVED** Serdity/Wass that the reviewed Warren Shire Council Risk Management Policy, Warren Shire Council Risk Management Plan and Warren Shire Council Corporate Risk Register, as amended be adopted.

**Carried  
238.7.25**

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**Item 5                      Review of Fraud and Corruption Policy                      (P13-1, A1-3)**

GM – A  
Chk Lst    **MOVED** Serdity/Wass that the reviewed Fraud and Corruption Policy and Fraud and Corruption Framework, as amended be adopted.

**Carried  
239.7.25**

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**Item 6                      Review of Work Health and Safety Policy                      (P13-1, S12-14.4)**

GM – A  
Chk Lst    **MOVED** Serdity/Wass that the reviewed Work Health and Safety Policy, as amended be adopted.

**Carried  
240.7.25**

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**Item 7                      Review of Festivals and Events Policy                      (P13-1, F5-1)**

GM – A  
Chk Lst    **MOVED** Serdity/Wass that:  
1. The Draft Festivals and Events Policy be placed on public exhibition for a period of not less than 28 days; and  
2. Subject to no adverse submissions being received, the Festivals and Events Policy as amended be adopted.

**Carried  
241.7.25**

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**Item 8                      Review of Statement of Business Ethics Policy                      (P13-1, P12-1)**

GM – A  
Chk Lst    **MOVED** Serdity/Wass that the reviewed Statement of Business Ethics Policy, as amended be adopted.

**Carried  
242.7.25**

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**Item 9                      Review of Work Health and Safety Committee Constitution                      (P13-1, S12-14.3)**

GM – A  
Chk Lst    **MOVED** Serdity/Wass that the reviewed Work Health and Safety Committee Constitution, as amended be adopted.

**Carried  
243.7.25**

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## Divisional Manager Finance and Administration Reports

### Item 1 Library – Internet Access Policy (P13-1, L2-1)

**MOVED** Serdity/Wass That:

DMFA – A  
Chk Lst

1. The Draft Library – Internet Access Policy be placed on public exhibition for a period of not less than 28 days; and
2. Subject to no adverse submissions being received, the Library – Internet Access Policy as amended be adopted.

**Carried**  
**244.7.25**

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### Item 2 Library – Children and Young Person Policy (P13-1, L2-1)

**MOVED** Serdity/Wass That:

DMFA – A  
Chk Lst

1. The Draft Library – Children and Young Person Policy be placed on public exhibition for a period of not less than 28 days; and
2. Subject to no adverse submissions being received, the Library – Children and Young Policy as amended be adopted.

**Carried**  
**245.7.25**

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## Divisional Manager Engineering Services Reports

### Item 1 Review of Council Inspection, Evaluation and Maintenance of Paved Footpaths and Cycleways Policy (P13-1, R4-20.5)

DMES – A  
Chk Lst

**MOVED** Serdity/Wass that the Council's Inspection, Evaluation & Maintenance of Paved Footpaths and Cycleways Procedure Policy be adopted, with minor amendments.

**Carried**  
**246.7.25**

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### Item 2 Review of Liquid Trade Waste Discharge to the Sewerage System Policy (P13-1, S5-6.3)

DMES – A  
Chk Lst

**MOVED** Serdity/Wass that the Liquid Trade Waste Discharge to the Sewerage System Policy be adopted, with minor amendments.

**Carried**  
**247.7.25**

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## GENERAL MANAGER'S REPORTS

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

EA – N

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

**Carried**  
**248.7.25**

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.



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**Item 2                      Committee/Delegates Meetings                      (C14-2)**

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

**Carried  
249.7.25**

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

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

**Carried  
250.7.25**

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**DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS**

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

**MOVED** Serdity/Derrett that at the Statements of Bank and Investments Balances as at 30th June 2025 be received and noted.

**Carried  
251.7.25**

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

**MOVED** Serdity/Kinsey that the Statement of Rates and Annual Charges information for the period ending 30th June 2025 be received and noted.

**Carried  
252.7.25**

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

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

**Carried  
253.7.25**

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**Item 4                      Librarian's Operational Performance Report                      (L2-2)**

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

**Carried  
254.7.25**

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**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  
255.7.25**

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

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

**Carried  
256.7.25**

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

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

**Carried  
257.7.25**

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**MANAGER HEALTH AND DEVELOPMENT SERVICES REPORTS**

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

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

**Carried  
258.7.25**

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

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

**Carried  
259.7.25**

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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.

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There being no further business the meeting closed at 9.46 am.

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

MINUTE NO. .8.25

.....  
GENERAL MANAGER

.....  
MAYOR