

WARRUMBUNGLE SHIRE COUNCIL

**MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL
HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET,
COONABARABRAN ON THURSDAY, 16 DECEMBER 2010 COMMENCING AT 11.00AM.**

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PRESENT: Cr Peter Shinton (Chairman), Cr Campbell, Cr Coe, Cr Dissanayake, Cr Lewis, Cr Powell, Cr Schmidt, Cr Sullivan, Cr Todd, General Manager, Director Technical Services, Acting Director Environmental Service and Director Community Services.

In attendance: S Morris (minutes).

The Mayor welcomed Councillors and members of the gallery to the Council meeting.

11.00am

FORUM

Jenny Berthet addressed the meeting to express deep concerns regarding the termination of the General Manager's Contract and the apparent lack of judgment, wisdom, professionalism and forward vision that results in a decision being made resulting in the Shire being stripped of a General Manager who has served the community reliably both personally and professionally for over two decades.

11.06am

Fred Clancy addressed Council regarding the termination of the General Manager's Contract and the lack of transparency and sought reasons for the dismissal. Mr Clancy informed the meeting that Mr Geraghty deserves a public farewell.

11.14am

Wendy Hill addressed Council on behalf of the Dunedoo District Development Group to thank the General Manager for the time spent with the group and community and the interest he showed in the community and extended best wishes to Mr Geraghty and his family.

On a personal level, Ms Hill expressed her concerns that the best interests of Warrumbungle Shire Council were not represented in this action.

11.16am

Mark Dawson addressed Council regarding the Baby Creek bridge at Ulamambri. Mr Dawson expressed concern regarding the safety of the bridge and inadequacy of the detour during flood events.

11.18am

Karl Prugger supported Mr Dawson's comments and sought a safety inspection of the bridge. Mr Prugger criticized the current state of roads and asked that roads be graded more often than they currently are. Mr Prugger also asked that an inspection be undertaken of culverts.

11.20am

Robyn Noy spoke of the problems getting trucks to Ulamambri Silo and the problems with the bypass.

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11.22am

Tom Fearby addressed Council and thanked Mr Geraghty for his efforts on behalf of Goolhi Progress Association.

Mr Fearby then addressed Council regarding the problem with his road access and his request to transfer to the Gunnedah Shire. It was noted that Kerringle Road, is a State Forest Road and this road provides access to Mr Fearby's property.

11.26am

At this time the General Manager called for Declarations of Interest (to declare pecuniary or non-pecuniary interest) from Councillors and senior staff in any matter listed in the Agenda for consideration at the meeting and advised the meeting that a declaration would still need to be declared at the time the matter pertaining to the interest was to be discussed and that as a result of that declaration the person would need to leave the room during consideration of the matter.

No declarations of interest were made.

11.27am

CONFIRMATION OF MINUTES OF THE ORDINARY MEETING OF WARRUMBUNGLE SHIRE COUNCIL HELD ON 18 NOVEMBER 2010

198 RESOLVED that the minutes of the ordinary meeting of the Warrumbungle Shire Council held on 18 November 2010 be endorsed subject to Cr Todd's vote against Resolution 184 regarding Grandchester Bridge being recorded.

**Coe/Todd
The motion was carried**

BUSINESS ARISING

Resolution 186 – Item 3.4

199 RESOLVED that Council investigate the situation regarding the Baradine Cemetery Road and bring back a report.

**Todd/Campbell
The motion was carried**

ADOPTION OF THE RECOMMENDATIONS OF THE TRAFFIC ADVISORY COMMITTEE MEETING HELD ON 25 NOVEMBER 2010

200 RESOLVED that the minutes of the Traffic Advisory Committee meeting held on 25 November 2010 be adopted.

**Lewis/Todd
The motion was carried**

ADOPTION OF THE RECOMMENDATIONS OF THE YULUWIRRI KIDS ADVISORY COMMITTEE MEETING HELD ON 24 NOVEMBER 2010

201 RESOLVED that the minutes of the Yuluwirri Kids Advisory Committee meeting held on 24 November 2010 be adopted.

**Schmidt/Campbell
The motion was carried**

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11.34am

GENERAL MANAGER'S REPORT

1.1 Publication Guide - GIPA

202 RESOLVED that Council adopt the following Publication Guide.

Publication Guide

Introduction

This document has been issued in accordance with the requirements of Section 20 of the New South Wales Government Information (Public Access) Act 2009 No. 52. It forms the Warrumbungle Shire Council Publication Guide. The information provided in this Publication Guide is intended to increase public awareness and access to information held by Council. The Publication Guide is required to:

- describe the structure and functions of Council;
- describe the way in which the functions (including the decision making functions) of Council affect members of the public;
- specifies any arrangements that exist to enable members of the public to participate in the formulation of policy and the exercise of Council's various functions;
- identifies the various kinds of information which Council holds;
- identifies the kinds of information held by the agency that the agency makes (or will make) publicly available;
- specifies the manner in which the agency makes (or will make) information publicly available
- identifies the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.

Structure and Functions

(Section 20(1)(a) – GIPA Act)

Warrumbungle Shire Council was formed by Proclamation on 25th August 2004 following an amalgamation of the former Coolah and Coonabarabran Shire Councils. Warrumbungle Shire Council is located in North Western NSW and is the gateway to the Warrumbungle Mountains, Siding Spring Observatory and Coolah Tops.

The Shire has a population of 9,808 and the Council provides services covering an area of 12,380 square kilometres.

Coonabarabran is the administration centre within the Council area, with council chambers also located at Coolah. Services are provided to the districts of Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran.

Structure

Warrumbungle Shire Council is governed by a nine member Council. The elected members comprise the Mayor, Deputy Mayor and seven Councillors. The senior

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Management team consists of the General Manager and four divisional heads: the Director Technical Services, Director Environmental Services, Director Corporate Services and Community Services Director.

The current elected members (elected September 2008) are:

Mayor

Councillor Peter **Shinton**
Telephone: (02) 6842 2055

Deputy Mayor

Councillor Murray **Coe**
Telephone: (02) 6375 0265

Councillors

Councillor Kerry **Campbell**
Telephone: (02) 6843 1145

Councillor Tilak **Dissanayake**
Telephone: (02) 6377 1002

Councillor Ray **Lewis**
Telephone: (02) 6886 3517

Councillor Mark **Powell**
Telephone: (02) 6377 4575

Councillor Victor **Schmidt**
Telephone: (02) 6842 1500

Councillor Ron **Sullivan**
Telephone: (02) 68 428 226

Councillor Denis **Todd**
Telephone: (02) 68 431 831

Council's current senior staff are:

Mr Robert Geraghty
Ms Carolyn Upston
Mr Kevin Tighe
Mr Tony Meppem
Mrs Rebecca Ryan

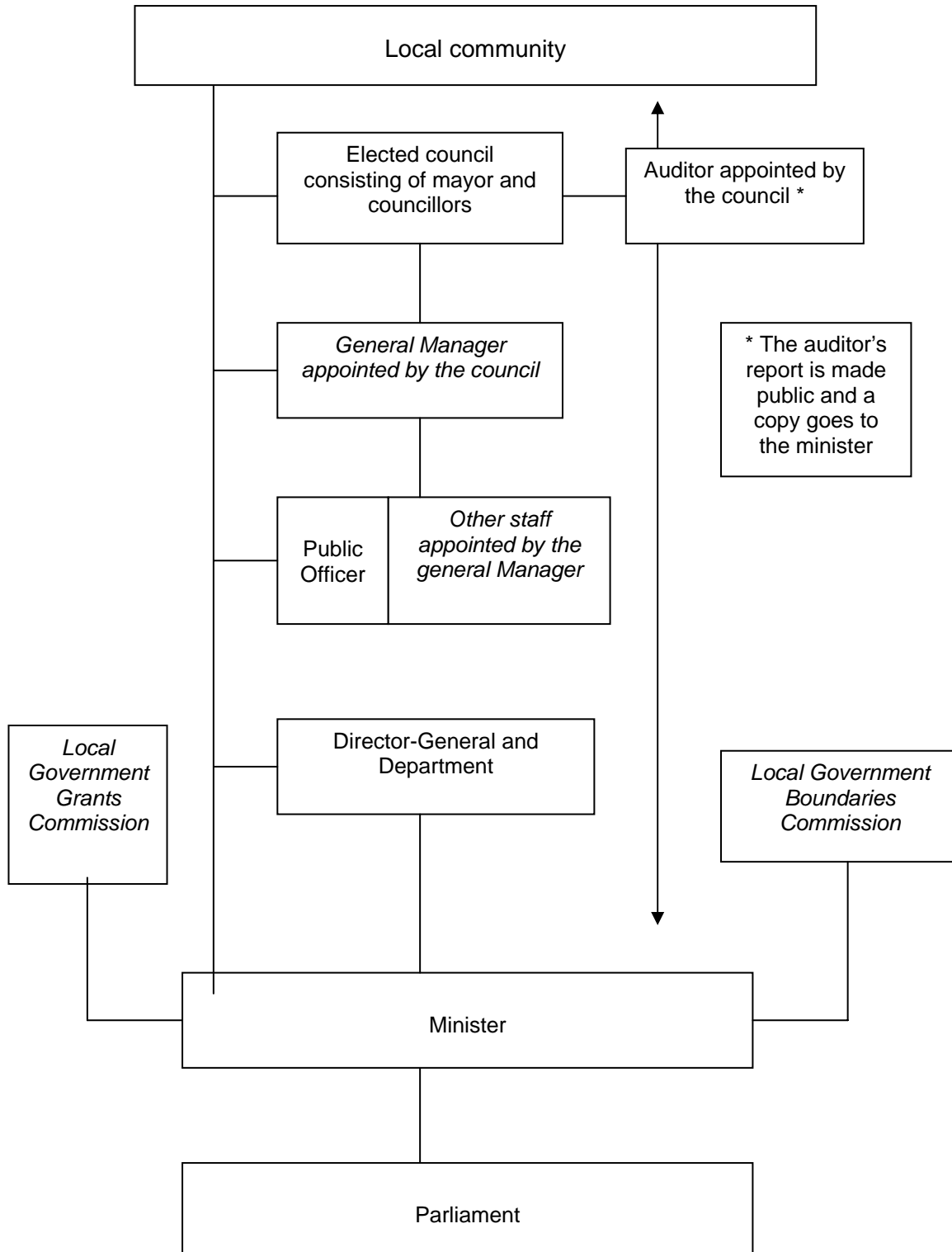
General Manager
Director of Corporate Services
Director of Technical Services
Acting Director of Environmental Services
Director of Community Services

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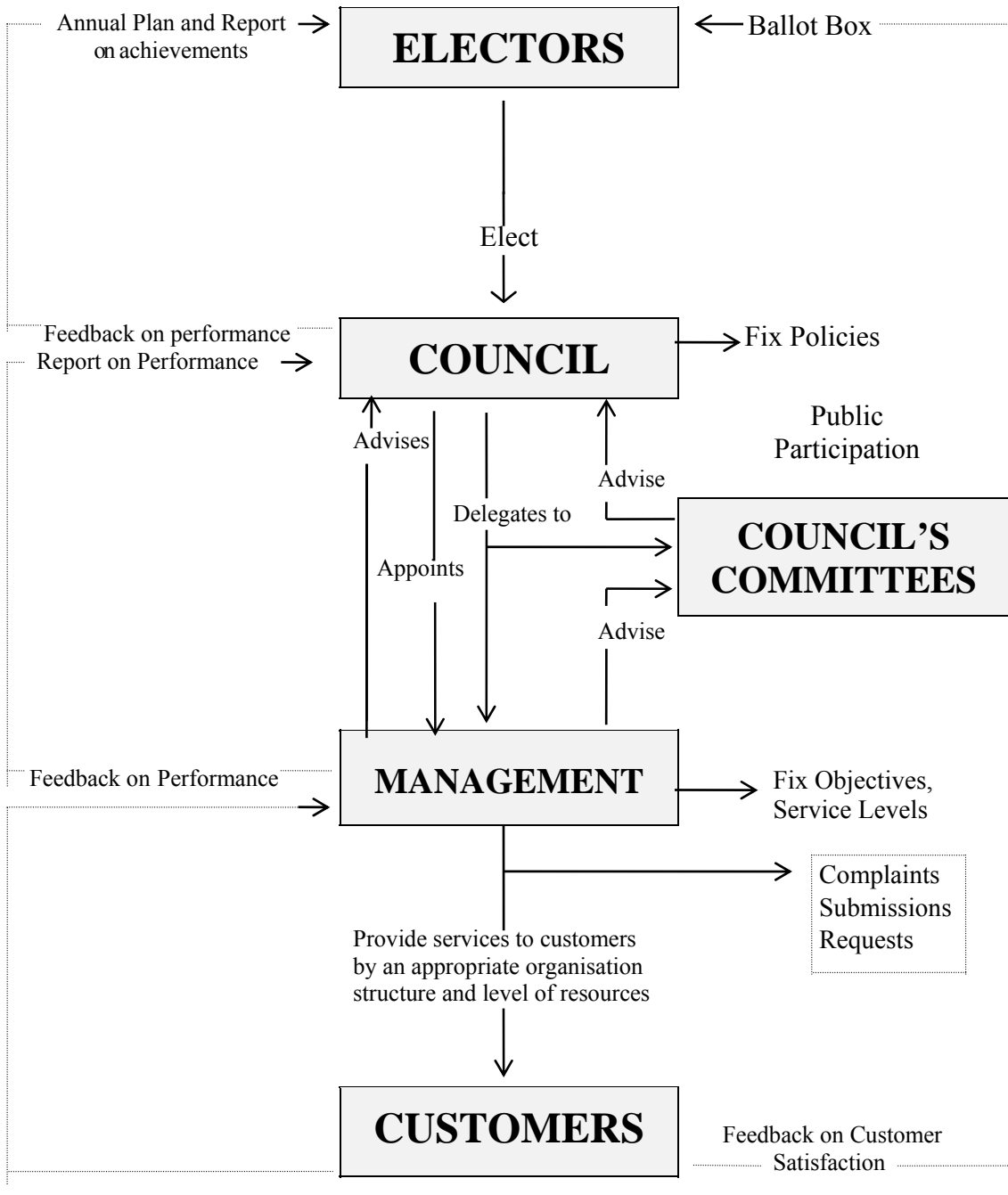
The system of Local Government



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How your Council works



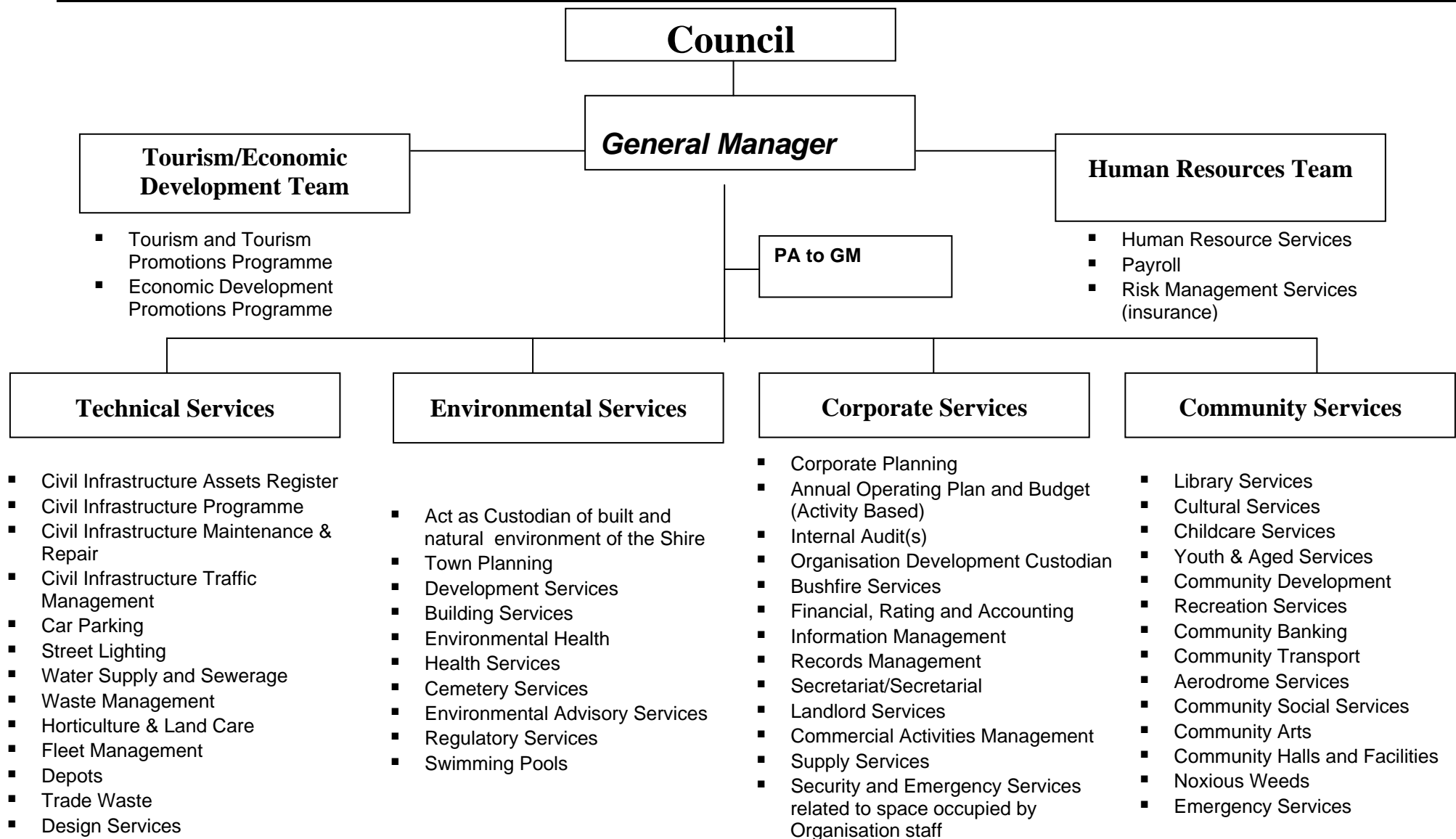
What this Chart Indicates:

This chart shows you as both an elector and as a customer of Council. It demonstrates the teamwork between Council and management who provide advice for policy development and then implement the policies and objectives decided by the Council. Channels for feedback and responses appear in dotted outlined.

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LIST OF PRINCIPAL ACTIVITIES

PROGRAMME

PRINCIPAL ACTIVITIES

1 EXECUTIVE SERVICES

Governance
General Manager
Human Resources Services
Economic Development and Tourism

2 TECHNICAL SERVICES

Technical Services Management
Asset and Design Services
Road Operations
Urban Services
Fleet Services
Road Contracts
Warrumbungle Waste
Water Services

3 ENVIRONMENTAL SERVICES

Environmental Management
Planning Services
Environmental Health
Building Control
Regulatory Services

4 CORPORATE SERVICES

Corporate Services Management
Financial Services
Administration Services
IT Support

Supply Services
Bush Fire

5 COMMUNITY SERVICES

Community Services Management
Emergency Services
Social Services
Children's Services
Family Day Care
Connect Five
Yuluwirri Kids
Libraries
Road Safety
Aerodromes
Ovals/Sport & Recreation
Community Development

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Major Functions

Warrumbungle Shire Council is responsible for the management of the following principal activities and services provided by Council:

a) **Executive Services**

The General Manager is responsible for the day to day care, control and management of all functions of the Organisation, and the outcomes achieved by the divisions, plus:

- Governance
- Corporate Affairs
- Corporation Image and Government Relations
- Management and Leadership
- Community Consultation
- Public Relations
- Legal Services
- Organisation Structure and Development
- Policies, Codes and Delegations
- Public Relations (Annual Report, ceremonies/functions, advertising, promotions)

- **Human Resources Services**
 - Human Resource Management
 - O H & S Risk Management
 - Staff Recruitment Services
 - Performance Management
 - Salary System Management

- **Economic Development and Tourism**
 - Tourism and Information Services
 - Economic Development, Economic Promotion
 - Tourism and Information

b) **Technical Services**

Public Works/Infrastructure

- **Technical Services Management**
 - Management Control and Support
- **Asset and Design Services**
 - Design Projects Management
 - Survey Investigation and Design services
 - Traffic Management
 - Regional and State Roads
 - Local Roads
 - Town Streets
 - Asset Management

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- **Road Operations**
 - Road Operations Management
 - Construction of drainage, roads and bridges
 - Maintenance of roads and bridges
 - Private Works
 - Construction and maintenance of footpaths

 - **Urban Services**
 - Parks and Gardens Construction and Maintenance
 - Landcare – Street Cleaning
 - Public Toilet maintenance

 - **Waste Management**
 - Waste Management

 - **Fleet Services**
 - Fleet Services Management
 - Depot Management
 - Plant and Equipment
 - Workshops

 - **Road Contracts**
 - RTA Single Invitation Contract Management
 - RTA Works
 - Gravel Pits
 - Bitumen Road Resurfacing

 - **Water & Waste Water Services**
 - Water and waste water strategic planning
 - Water and waste water operations
- c) **Environmental Services**
- Environmental Management
 - Planning Services
 - State of Environment Reporting
 - Environmental Health Services
 - Building Control Services
 - Regulatory Services
 - Dog Control
 - Stock Control
 - Enforcement Services
 - Stock and Dog/Cat Pounds

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d) **Corporate Services**

- **Corporate Services Management**
 - Organisation Development
 - Council Offices
 - Property Management
 - Council Chambers
 - Caravan Park
 - Medical Centre
 - Other land and Buildings
 - Risk Management - Insurances
 - IT Strategic Management Services

Programmes:

- **Financial Services**
 - Management
 - Systems, standards and controls
 - Statutory Accounting
 - Cash Management
 - Rating
 - Debtor Management
 - Creditor Management
 - Payroll Management
- **Administration Services**
 - Management
 - Records Management
 - Corporate Services to the community
 - Switchboard/Reception
 - Council's Business Papers and Minutes
 - Statutory requirement
 - Annual Reports
 - Management Reports
- **I T Support Services**
 - Management
 - Support Services
- **Supply Services**
 - Supply Services
 - Stores Operation – warehousing and inventory services
- **Bushfire & Emergency Services**
 - Bushfire Services
 - Fire Control/Suppression
 - Vehicle Equipment
 - Emergency Services

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d) Community Services

- Community Care
- Emergency Services
- Social Services
- Family Day Care
- Connect Five
- Libraries
- Road Safety
- Community Development
- Banking
- Halls / ovals / sport and recreation
- Aerodromes
- Children's Services

Effect of Functions on the Public

(Section 20(1)(b) – GIPA Act)

Most of Council's functions have a direct impact on members of the public. This impact is summarised below:

- ◇ Council currently employs in excess of 200 people. Our employees are members of the local communities and support local businesses.
- ◇ Council processes a large number of applications dealing with a variety of requests. Applications dealing with land (subdivision and development) and the use of buildings are a large component of Council's activities. Council also receives requests for the opening and/or closure of roads, permission to hold special events and applications to use public facilities.
- ◇ Council is responsible for the monitoring and enforcement of any conditions imposed under its role as a Consent Authority together with enforcement of regulatory conditions which extend to Bush Fire control, animal control and any activities involving public property.
- ◇ Council is responsible for ensuring that the infrastructure and land use zonings are capable of accommodating future growth needs.
- ◇ Council is also responsible for the licensing of public halls, food outlets, caravan parks and companion animals. Monitoring of the approvals to ensure compliance with the licence conditions is an ongoing activity.
- ◇ Libraries, public halls, parks, cemeteries, reserves and swimming pools are some of a wide range of facilities provided by Council.
- ◇ Council is involved in the development of land and is currently undertaking development of land for industrial use.

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- ◇ Council is actively seeking to promote economic development with the employment of staff in this area and is actively involved with tourism through the Visitor Information Centre and tourism committee.
 - ◇ The provision of waste management, water supply and sewerage services is a major component of Council's budget and these activities have a direct impact on all properties serviced by the various schemes throughout the Shire.
 - ◇ Council provides a range of welfare facilities including Family Day Care Services, Connect 5 Children's Services, Meals on Wheels, Neighbour Aid and Home and Community Care (HACC). Family Day Care co-ordinates a scheme for the Shires of Warrumbungle and Gilgandra and attends to Childcare needs and carer performance, training and support. Connect 5 Children's Services provides a service for 0-5 yrs children who are unable to access other children's services over the five areas of Coonamble, Coolah, Coonabarabran, Gilgandra and Narromine. HACC co-ordinates, promotes and provides an affordable community transport programme and through the Coolah program provides respite care and a handy person service. Yuluwirri Kids provides preschool and long day care facilities.
 - ◇ Council's Community Development Officer and Community Agency Officer provide information, referral and assistance to the community through distribution of information and service provision to encourage self help and diversification for the community to improve and promote social development initiatives established by Council and the community.
 - ◇ Warrumbungle Shire Council has developed a close working relationship with the State Member represented within our Shire (Mr Kevin Humphries) and with the Federal Member for Parkes, Mr Mark Coulton. This working relationship has assisted Council in representations on behalf of the community to both State and Federal Governments with some positive outcomes for the Shire flowing from those representations.

Public Participation in Council's Policy Development

(Section 20(1)(c) – GIPA Act)

Monthly meetings of Council are advertised and attendance by members of the public is encouraged. An open forum time is provided at the commencement of each monthly meeting to allow community members to address Council and senior staff on issues of concern. The opportunity to speak at these public forums is advertised regularly and participants are advised that they may speak for 5 minutes. Councillors are encouraged to ask questions at the time of the forum presentation and the Mayor accepts written information that may be provided at that time for distribution to each Councillor.

The Council considers matters referred to it by and through the General Manager from division heads, other organisations (public and private) and constituents of the area. Input from community members in any area of Council's operations is invited and welcomed.

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Copies of the draft Management Plan incorporating budget proposals for the ensuing year are placed in each of the libraries for community input and copies are forwarded by mail to community bodies (eg. progress associations) in outlying areas for public comment and seeking further community consultation. A variety of community groups are also contacted with a request that they make submissions on behalf of their community/group for consideration by Council during the budget preparation period. Advertisements calling for submissions for consideration as part of council's budget deliberations are also placed in local papers throughout the Shire.

The following committees have community representation and act as advisory bodies to Council:

- ◇ Warrumbungle Shire Tourism and Economic Development Advisory Committee
- ◇ Warrumbungle Shire Council Social Services Advisory Committee
- ◇ Medical Services Advisory Committee
- ◇ Warrumbungle Aerodromes Advisory Committee
- ◇ Coolah Town Committee
- ◇ Dunedoo Town Committee
- ◇ Mendooran/Merrygoen Town Committee
- ◇ Binnaway Town Committee
- ◇ Baradine Town Committee

Ordinary meetings of Council are usually held on the third Thursday of each month commencing at 11.00 am. Monthly Council meetings are held at either Coonabarabran or Coolah Council Chambers. Any change of venue and time is advertised in the local papers.

Special meetings are held for the consideration of specific issues as required.

Both ordinary and special meetings (with the exception of matters which are considered to be of a confidential nature) are open to the public and public attendance at these meetings is invited.

Town Committee meetings are held at Baradine, Binnaway, Dunedoo, Mendooran and Coolah to enable easier access by those community members to bring relevant issues before Council through their progress associations or development groups.

Any community member or group wishing to address Council at a meeting is asked to contact the General Manager or Administration Manager to make arrangements for such a deputation.

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Items of correspondence can be delivered to the Council Chambers in John Street Coonabarabran or Council Chambers, Coolah or addressed to Council's Administration Centre - The General Manager, Warrumbungle Shire Council, P O Box 191, Coonabarabran 2357.

Various Kinds of Government Information Held By Council

(Section 20(1)(d) – GIPA Act)

The purpose of this section is to describe the various kinds of information that are held by Council.

Council holds a wide range of information, in both hard copy and electronic form in respect of the wide range of functions undertaken by it. That information is contained in:

- Files – either physical or electronic
- Policy documents
- General documents

Information included under the heading “General Documents” of this Publication Guide may be made available to the public on request unless there is an overriding public interest not to do so.

Some information may require a formal access application in accordance with the Government Information (Public Access) Act.

Files

Council processes incoming and outgoing mail through an electronic Document Management System (Bluepoint). Copies of relevant incoming/outgoing correspondence are now kept electronically with hard copies retained in daily correspondence folders, which are archived and dealt with under the provisions of the Local Government Records General Disposal Authority (GDA10).

Hard copy files have continued to be maintained for all matters relating to properties, plant and equipment, personnel, roads, financial and some general business of Council.

Council's files are not available on the website however this information may be made available either by informal release or via an access application, unless there is an overriding public interest against disclosure of the information, in accordance with the provision of GIPA.

Members of the public who require an informal release or an access application can do so by contacting council on 0268 49 2000.

Policy Documents

Council's Policy Documents are contained in a Manual incorporating policies under the headings of: Strategic, Operational, Auspice, Staff and Management Procedures.

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A copy of Council's policies can be viewed on Council's website –
www.warrumbungle.nsw.gov.au

General Documents

The following list of general documents held by Council has been divided into four sections as outlined in the Government Information (Public Access) Regulation 2009:-

1. Information about Council
2. Plans and Policies
3. Information about Development Applications
4. Approvals, Orders and other documents.

Kinds of Information Held By The Agency that the Agency Will Make Publicly Available

(Section 20(1)(e) – GIPA Act)

AND

Kinds of Information that is Available Free of Charge and those Kinds for which a Charge is Imposed

(Section 20(1)(g) – GIPA Act)

The Government Information (Public Access) Regulation 2009 requires that information contained in the following records held by Council, are to be made publicly available for inspection, free of charge. The public is entitled to inspect these records on Council's website (unless there is an unreasonable additional cost to council to publish these records on the website) and copies may also be inspected at the Administrative Office of the Council at Coonabarabran during ordinary office hours or at any other place as determined by the Council.

Copies can be supplied for reasonable copying charges.

These records are:

1. Information about Council

Information contained in the current version and the most recent previous version of the following records is prescribed as open access information and may be inspected by the public free of charge.

- The model code prescribed under section 440 (1) of the LGA
- Council's adopted Code of Conduct
- Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- Management Plan
- EEO Management Plan
- Policy concerning the Payment of Expenses and the Provision of Facilities to Councillors

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- Annual Reports of Bodies Exercising Functions Delegated by Council
 - Any Codes referred to in the LGA

Information contained in the following records (whenever created) is prescribed as open access information and may be inspected by the public free of charge.

- Returns of the Interests of Councillors, Designated Persons and Delegates
- Agendas and Business Papers for any meeting of Council or any Committee of Council (but not including business papers for matters considered when part of a meeting is closed to the public)
- Minutes of any meeting of Council or any Committee of Council but restricted (in the case of any part of a meeting that is closed to the public) to the resolutions and recommendations of the meeting
- Departmental representative reports presented at a meeting of Council in accordance with section 433 of the LGA

Information contained in the current version of the following records is prescribed as open access information and may be inspected by the public free of charge.

- Land Register
- Register of Investments
- Register of Delegations
- Register of graffiti removal work kept in accordance with section 13 of the Graffiti Control Act 2008
- Register of current Declarations of Disclosures of Political Donations
- Register of Voting on Planning Matters

2. Plans and Policies

Information contained in the current version and the most recent previous version of the following is prescribed as open access information and may be inspected by the public free of charge.

- Local Policies adopted by Council concerning approvals and orders
- Plans of Management for Community Land
- Environmental Planning Instruments, Development Control Plans and Contribution Plans made under the Environmental Planning and Assessment Act 1979 applying to land within Council's area

3. Information about Development Applications

Information contained in the following records (whenever created) is prescribed as open access information and may be inspected by the public free of charge.

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Development applications (within the meaning of the Environmental Planning and Assessment Act 1979) and any associated information received in relation to a proposed development including the following:

- Home Warranty Insurance documents
- Construction Certificates
- Occupation Certificates
- Structural Certification documents
- Town Planning Reports
- Submissions received on Development Applications
- Heritage Consultant Reports
- Tree Inspections Consultant Reports
- Acoustic Consultant Reports
- Land Contamination Consultant Reports
- Records of decisions on Development Applications including decisions made on appeal
- Records describing the general nature of documents that council decides are excluded from public view including the plans and internal specifications and configurations for any residential parts of a proposed building and commercially sensitive information if that information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.

4. Approvals, Orders and Other Documents

Information contained in the following records (whenever created) is prescribed as open access information and may be inspected by the public free of charge.

- Applications for approvals under Part 1 of Chapter 7 of the LGA and any associated documents received in relation to such an application
- Applications for approvals under any other Act and any associated documents received in relation to such an application
- Records of approvals granted or refused, any variation from council policies with reasons for the variation, and decisions made on appeals concerning approvals
- Orders given under Part 2 of Chapter 7 of the LGA, and any reasons given under section 136 of the LGA
- Orders given under the Authority of any other Act
- Records of Building Certificates under the Environmental Planning and Assessment Act 1979
- Plans of land proposed to be compulsorily acquired by Council
- Compulsory Acquisition Notices
- Leases and Licenses for use of Public Land classified as Community Land

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Privacy Management Plan

Council's endorsed Privacy Management Plan (endorsed 19 November 2009) under the terms of the Privacy and Personal Information Protection Act 1998 ("PPIPA") provides for the protection of personal information and for the protection of the privacy of individuals.

Local Government councils are required to collect personal information but must ensure the privacy rights of individuals is not infringed. Council is bound by the terms of the Privacy and Personal Information Protection Act and has established procedures to ensure that the provision of information sought from Council meets the requirements of the Act.

Applications For Access To Council's Records Under The Government Information (Public Access) Act 2009

If you ask for records or documents and you are not able to obtain them, you can apply for them, under the Government Information (Public Access) Act 2009 by :

1. Completing an Access Application. These forms are available at Council's offices or you may apply in writing, supplying all the details required under the GIPA Act. Application forms can also be accessed via the OIC website at www.oic.nsw.gov.au
2. Present the form or letter, the appropriate fee and where necessary, identification to either of the Council's offices. Details of procedures, fees and reductions in certain cases can be obtained from Council's office.

The Manner In Which The Agency Will Make Information Publicly Available (Section 20(1)(f) – GIPA Act)

Council has a vast range of information that can be accessed in varying ways. Council will make as much information as possible available by inclusion on Council's website. Other information/records can be inspected at and obtained from Council's Administrative Centre at Coonabarabran between the hours of 9.00am and 4.00pm, Monday to Friday (except public holidays).

Access Arrangements

In most instances, access will be provided to information that is available to members of the public without the need to apply in writing, under the Government Information (Public Access) Act. Access can be obtained by contacting enquiry staff from the relevant division at either Council Chambers.

Enquiries relating to matters of a confidential nature, court proceedings, private affairs or of a legal professional privilege, will be referred to the General Manager as Principal Officer. It may then be necessary to lodge an application under the Government Information (Public Access) Act and the necessary forms will be provided to you.

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It should be noted however that 'personal information' relating to individuals may be protected under the Privacy and Personal Information Protection Act, 1998 and may not be able to be made available without the consent of the person concerned.

An initial application fee of \$30.00 is required and dependent on processing time involved, extra charges may also be payable. The application fee covers the first hour of processing time. A further processing charge of \$30.00 per hour may be applicable. If the application is refused, reasons will be given and information provided on how to appeal the decision.

Public Officer – Right to Information Officer

The General Manager has been appointed as the Public Officer. Amongst other duties, the Public Officer may deal with requests from the public concerning the Council's affairs and has the responsibility of assisting people to gain access to public documents of the Council.

The Public Officer is also Council's Right to Information Officer and, as such, is responsible for determining applications for access to documents or for the amendment of records. If you have any difficulty in obtaining access to Council documents, you may wish to refer your enquiry to the Public Officer. Also if you would like to amend a document of Council which you feel is incorrect it is necessary to you to make written application to the Public Officer in the first instance.

Enquiries should be directed to:

The General Manager
Warrumbungle Shire Council
20-22 John Street
COONABARABRAN NSW 2357

Postal Address: P O Box 191
COONABARABRAN NSW 2357

Telephone: 02 68 49 2000

Facsimile: 02 68 42 1337

Email: info@warrumbungle.nsw.gov.au

Council's website: www.warrumbungle.nsw.gov.au

Office hours for public access: 9.00 am to 4.00 pm Monday to Friday
(Excluding public holidays)

Switchboard operates: 8.15 am to 4.30 pm Monday to Friday
(Excluding public holidays).

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Office of the Information Commissioner:

If you require any other advice or assistance about access to information you may contact the Office of the Information Commissioner by telephone on 1800 463 626 (free call) or by email at oiinfo@oic.nsw.gov.au

Postal address: GPO Box 7011 Sydney 2001
or visit the office at Level 11, 1 Castlereagh Street Sydney.

Schmidt/Campbell
The motion was carried

1.2 Coolah Cultural Centre

203 RESOLVED that when Council develops its Community Strategic Plan the Coolah Cultural Centre will be taken into consideration.

Schmidt/Dissanayake
The motion was carried

1.3 Dunedoo Amateur Swimming Club

204 RESOLVED that Council not agree to the request to sponsor events at the 2010 Dunedoo Amateur Swimming Carnival and that the Club be advised that these requests should be submitted during the budget process for consideration.

Coe/Campbell
The motion was carried

1.4 Dunedoo War Memorial Hospital

205 RESOLVED that Council notes the update report. Further that once favorable advice has been received that the acquisition of the land proceeds.

Dissanayake/Coe
The motion was carried

1.5 North West Equestrian Expo Inc

206 RESOLVED that Council provide a donation of garbage collection and line marking services to the North West Equestrian Expo to a value of \$1,000 by way of supplementary vote.

Sullivan/Campbell
The motion was carried

1.6 Financial Assistance Grant

207 RESOLVED that Council make a supplementary vote of income to:

- a) General Purpose FAGS \$199,435 and
- b) Road Component FAGS \$134,777.

Sullivan/Schmidt
The motion was carried

1.7 Risk Management Plan, Procedure and Policy

208 RESOLVED that Council endorse the following Risk Management Policy and Risk Management Plan and Procedure

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Risk Management Policy

1. INTRODUCTION

Risk Management is a systematic application of management policies, procedures and practices to minimise exposure to any losses, penalties or insurance claims including but not limited to public liability, workers compensation, professional responsibilities, property and motor vehicle. Risk Management is about the systematic identification, analysis, evaluation, control and monitoring of risks associated with Council activities.

2. DEFINITIONS

- Hazard – A hazard is a source of potential harm or a situation with potential to cause harm
- Risk – Risk is defined as the chance of something happening that will have an impact upon objectives. Risks are measured in terms of likelihood and consequence. The highest risk level (ie the most severe consequences and highest likelihood of occurring) should be controlled or minimised first.

3 OBJECTIVES

To minimise Council's exposure to all categories of risks, in all areas of operation, through an effective and pro-active approach to the management of risk and to ensure that all levels of management and staff are aware of and responsible for the management of risk.

4 POLICY

Council adopts the risk management approach and general methodology specified in Australian Standard, AS/NZS ISO 31000:2009 – Risk Management – Principles and Guidelines. Council is committed to minimising or eliminating financial or other losses arising from:

- Personal injury to employees and the public;
- Loss or damage to assets of Council or the public;
- Damage to the environment;
- Damage to the reputation of Council.

This will be achieved by implementing a risk management program, but for this to be successful Council will need to ensure:

- Senior Management support of and commitment to the risk management plan
- Commitment of Management and Staff to risk management
- Commitment of existing staff resources to the management of risk
- Appropriately trained personnel
- Consistently applied procedures to:-
 - Establish the context
 - Identify risks
 - Analyse risks

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- Evaluate risks
- Treat risks
- Monitor and review
- Communicate and consult
- Audit

4. RESPONSIBILITIES

Council will support this policy by: -

- The allocation of appropriate resources for the effective implementation and ongoing review
- Promptly communicating to the General Manager all risk matters identified by or to them.

The General Manager has overall responsibility for the implementation of Risk Management across Council by ensuring appropriate resources are allocated to meet Council's Risk Management obligations

Directors, Managers and Supervisors are required to create an environment where managing risk is accepted as the personal responsibility of each employee. They are accountable for the implementation and maintenance of sound Risk Management within their areas of responsibility.

All employees are to be actively involved in the identification assessment and management of risk to the best of their ability. They are responsible for carrying out all activities in a safe manner and in accordance with procedures and to provide assistance in rectification of problems. In particular employees are to bring to the attention of the supervisor, as soon as practicable, any matter that could affect the effectiveness of an adopted risk management procedure.

5. MONITOR AND REVIEW

This policy and related procedures shall be reviewed every two years by the Safety Officer in consultation with management and the Occupational Health & Safety Committee. If any changes occur to work practices or legislation then a review of the Policy and Procedures shall take place.

7. RELATED DOCUMENTS

Warrumbungle Shire's Risk Matrix
AS/NZS 31000:2009
Risk Management Plan and Procedure

8. AMENDMENTS

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RISK MANAGEMENT PLAN AND PROCEDURE

Scope

This plan and procedure, along with Warrumbungle Shire's Risk Management Policy demonstrates a commitment and a focus on strategies to identify, evaluate and control risks to the Council and the community.

The Risk Management Plan and Procedure applies to all areas of Council's operations, and covers risk of financial loss, injury to employees and/or members of the public, damage to equipment and property, and loss of reputation.

For Council's purposes, risk is the threat that an event or action will adversely affect the Council's ability to achieve its objectives and to successfully execute its strategies for the benefit of the community and visitors.

Council is committed to best practice risk management to help improve its decision making and its achievement of objectives will:

- Adopt an effective and transparent corporate approach to proactive risk management in order to:
 - Identify, evaluate and manage risks so as to minimise the costs and disruption to services caused by undesired events
 - Make better informed decisions based on a fair balance between risk and reward for the community
 - Encourage innovation and improvement through taking calculated and well managed risks to improve service delivery
- Develop a better awareness of risk management and promote a risk aware culture throughout its operations through promotion, training, performance management and monitoring.

The aim is to develop a culture within the organisation where structures, processes or practices exist to cost effectively reduce Council's risk profile and keep Council viable.

Objectives

- To create a culture of risk management being a fundamental component of duties adopted by Councillors and staff.
- To promote and support risk management practices.
- To recognise that successful risk management is the responsibility of all employees.
- To encourage the identification and reporting of potential risks to all stake holders.
- To implement processes to reduce risk.
- To establish and promote practices which minimise losses and provide a safe environment for staff and the public.
- To protect and enhance Council's image as a professional, responsible and ethical organisation.

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- To provide resources to develop, maintain and promote Council's Risk Management Plan.
- To integrate risk management across all Council activities

To meet this requirement, risk management is recognised as every employee's responsibility and sound risk management principles and practices must become part of the routine management strategies adopted by all staff.

Accountability for the management of risk, at both management and employee level, should be reflected in performance plans, job descriptions and key performance indicators.

Policies, processes and procedures will be developed in accordance with the Statewide's Best Practice Manuals and will include but not be limited to the following:

- Footpaths
- Roads
- Trees and Tree Roots
- Certificates and Applications
- Signs as Remote Supervision
- Gathering Information
- Community Events
- Volunteers

Risk Management Process

Council will apply risk management in a systematic and consistent way across all areas of Council's functions and operations. To achieve this, Council will use the risk management and methodology outlined in AS/NZS ISO 31000:2009 Risk Management – Principles and standards, which comprises the following steps:

1. Communication and Consultation

Communicate and consult with internal and external stakeholders as appropriate at each stage of the risk management process.

2. Establish the Context

Establish the strategic, organisational and risk management context in which the rest of the process will take place. Criteria against which risk will be evaluated should be established and the structure of the analysis identified.

This includes the organisation's internal and external environment.

3. Risk Assessment

Risk assessment is the overall process of risk identification, risk analysis and risk evaluation.

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3.1 Risk Identification

Identify what, why and how things can arise as the basis for further analysis.

3.2 Risk Analysis

Determine the existing controls and analyse risks in terms of consequence and likelihood in the context of those controls. The analysis should consider the range of potential consequences and how likely those consequences may occur. Consequence and likelihood may be combined to produce an estimated risk level.

3.3 Risk Evaluation

Compare estimated levels of risk against the pre-established criteria. This enables risks to be ranked so as to identify management priorities. If the level of risk established is low, then risk may fall into an acceptable category and treatment may not be required. This is also known as risk appetite.

4 Risk Treatment

Accept and monitor low-priority risks. For other risks, develop and implement a specific management plan which includes consideration of funding.

5 Monitor and Review

Monitor and review the performance of the risk management system and changes which might affect it.

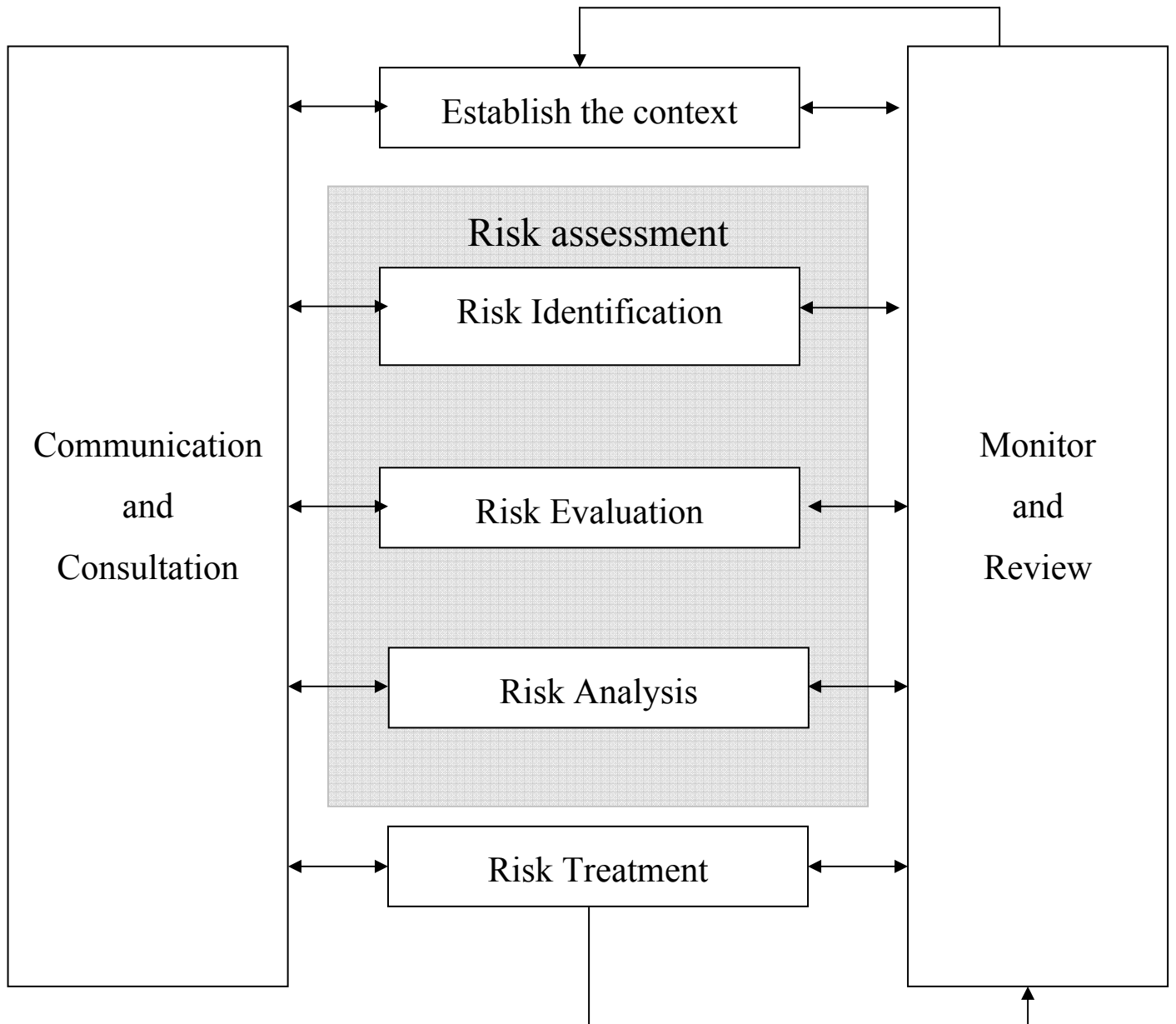
The details of the risk management process are shown in Figure 1

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Figure 1 – THE RISK MANAGEMENT PROCESS



Source: AS/NZS ISO 31000:2009 Risk Management - Principles and Guidelines

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Roles and Accountability

1. All employees

All employees are responsible for the effective management of risk and as such, will have access to information regarding Council's risk management processes and identified risks in their work area.

All employees are to be actively involved in the identification assessment and management of Risk to the best of their ability. They are required to communicate to their Supervisor any identified Risk associated with faults or errors in Council's assets (owned and /or controlled), activities, procedures or policies as well as any non-compliance with Council controls or requirements that are likely to expose Council to Risk.

2. General Manager

Has overall responsibility for the implementation of Risk Management across Council by ensuring appropriate resources are allocated to meet Council's Risk Management obligations and systems are developed.

The assignment of responsibilities in relation to risk management other than those set out in this policy are the prerogative of the General Manager.

3. Directors, Managers and Supervisors

Are required to create an environment where managing risk is accepted as the personal responsibility of each employee. They are accountable for the implementation and maintenance of the Risk Management Policy and Procedures within their areas of responsibility. This includes the identification, assessment and recording of risks identified, and the acceptance or assignment of risk responsibility and registering risk as part of business and project planning and management.

4. OHS Committee

The OH&S Committee will fulfil a statutory role as the nominated consultative body of Council;

The Committee will provide input into the implementation of the Risk Management Action Plan and emerging issues.

Hazard Identification

The person in charge of a job site or project, in conjunction with staff shall undertake to identify the foreseeable hazards applicable to the work area before commencing work.

When a risk assessment is being undertaken all staff on the job will be informed of the outcomes of the process, the hazards identified, the risks associated with the hazards

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and the controls implemented. Each staff member will then be required to sign the risk assessment to acknowledge that they have been informed of the process and the outcomes.

A risk assessment must be carried out at least daily or when the following occurs:

- Change in conditions, eg weather, traffic, pedestrian volumes or environmental issues
- Change in tasks
- Change in equipment

The aim of the Hazard identification is to identify what, why and when events could lead to harm or risk.

Identification of hazards present in workplace can be undertaken through:

- Safety audits and the systematic and periodic inspection of the workplace
- The completion of Safe Work Method Statements
- The review of purchasing and supply systems to identify hazards being brought into the workplace from external sources
- Workplace inspections carried out by Managers, Supervisors, OHS Committee Representatives and the Workplace Safety Officer to determine through observation which hazards exist in the workplace
- Consultation is vital as the employees who carry out the process and work are often more aware of the hazards and possible ways of controlling them than management. Through consultation, there is a much greater likelihood that co-operation with control measures will be forthcoming
- Incidents provide important information regarding hazards and risks in the workplace. Timely reporting of this information is part of good risk management practice
- Injury and sickness records are an invaluable indication of hazards that may exist in the workplace and analysis of these records can highlight areas of concern
- Complaints from employees
- are a common way for hazards to be identified

Once hazards have been identified, they have to be assessed and entered into the Hazard Register. There are some hazards that are prescribed hazards under the Mine Health and Safety Act 2004, these include:

- Electricity
- Use of conveyors
- Earthmoving machinery
- Fire and explosion
- Mine road design and construction

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- Explosives
- Ground stability and inrush

Please refer to the Mine Safety Management Plan is working in a quarry.

Risk Assessments

As outlined in the Risk Management Process previously, Council has adopted a standard methodology consistent with AS/NZS 31000:2009 Risk Management – Principles and guidelines for identifying and measuring risks. The methodology will be integrated into Council's project, business and corporate planning and review process.

Once hazards have been identified, then a risk assessment must be carried out.

A risk is the likelihood of a particular hazard causing harm/ this may depend upon many factors such as exposure to the hazard (repeated, cumulative or one-off), the particular employee, the specific characteristics of the hazard and existing controls.

The severity of the risk concerns the extent of the injury or degree of harm that may result from exposure to the hazard.

The following risk matrix will give you a score for each hazard. The risk score will indicate the speed of action required, as determined in table 2.

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Consequence (choose consequence first)

Insignificant	Minor	Moderate	Major	Critical
Health & Safety				
<input type="checkbox"/> First aid treatment or injury only. <input type="checkbox"/> Low level soreness or small amount of pain.	<input type="checkbox"/> Medical treatment injury <input type="checkbox"/> Restricted work injury <input type="checkbox"/> Presented to hospital (no overnight stay).	<input type="checkbox"/> Single Lost Time Injury <input type="checkbox"/> Short term hospitalisation (< 7 days) <input type="checkbox"/> Reversible impairment to human health	<input type="checkbox"/> Multiple Lost Time Injuries <input type="checkbox"/> Extended hospital stay (> 7 days) <input type="checkbox"/> Permanent disability < 30% <input type="checkbox"/> Serious long-term health issue	<input type="checkbox"/> Permanent disability >30% <input type="checkbox"/> One or more fatalities
Environment				
<input type="checkbox"/> No or very low environmental impact. <input type="checkbox"/> Impact confined to a small area.	<input type="checkbox"/> Low environmental impact. <input type="checkbox"/> Rapid clean-up by internal staff or contractors. <input type="checkbox"/> Impact contained to area already impacted by operations.	<input type="checkbox"/> Moderate environmental impact. <input type="checkbox"/> Clean-up by internal staff or contractors. <input type="checkbox"/> Impact confined 1km of operation	<input type="checkbox"/> Major environmental impact. <input type="checkbox"/> Considerable clean-up effort required by internal staff and external contractors. <input type="checkbox"/> Impact may extend across shire boundary or into waterway	<input type="checkbox"/> Severe environmental impact. <input type="checkbox"/> Likely species destruction and long recover period. <input type="checkbox"/> Extensive clean-up using external resources. <input type="checkbox"/> Impact on a regional scale.
Community/External Relations				
<input type="checkbox"/> Isolated complaint received. <input type="checkbox"/> No media coverage. <input type="checkbox"/> No damage to reputation or relationships with stakeholders.	<input type="checkbox"/> Multiple or sporadic complaints received. <input type="checkbox"/> No media coverage. <input type="checkbox"/> Short-term damage with relationship with one or more stakeholders but no damage to reputation.	<input type="checkbox"/> Repeated or serious rate of complaints. <input type="checkbox"/> Local media interest and coverage. <input type="checkbox"/> Reversible damage with stakeholders and to reputation.	<input type="checkbox"/> Ongoing complaints from local groups, Non Government Organisations or regulators. <input type="checkbox"/> Regional/national media interests. <input type="checkbox"/> Protests by external stakeholders. <input type="checkbox"/> Local or regional damage to reputation.	<input type="checkbox"/> High level concern from community, regulators, stakeholders and/or stakeholders. <input type="checkbox"/> Adverse national or international media coverage. <input type="checkbox"/> International damage to reputation.

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Legal				
<input type="checkbox"/> Questionable or minor non-conformance with operating condition. <input type="checkbox"/> No fine or prosecution. <input type="checkbox"/> Unlikely to attract regulatory interest. <input type="checkbox"/> Easy to resolve.	<input type="checkbox"/> Non-compliance with operating conditions. <input type="checkbox"/> Could attract low level administrative response from regulator <input type="checkbox"/> No court appearance required	<input type="checkbox"/> Breach of local or national law with potential prosecution by regulator. <input type="checkbox"/> Continuing occurrence of minor breach.	<input type="checkbox"/> Major breach of local or national law. <input type="checkbox"/> Prosecution or penalties by regulator likely. <input type="checkbox"/> Short term threat to operations continuing. <input type="checkbox"/> Civil action initiated.	<input type="checkbox"/> Significant breach of national or international law with potential goal sentence. <input type="checkbox"/> Operations suspended or cease (short or long term) <input type="checkbox"/> Licenses withdrawn or revoked. <input type="checkbox"/> Class action initiated.
Operational/Cost				
<input type="checkbox"/> Minor impact, easily corrected with no loss of production. <input type="checkbox"/> <\$1000	<input type="checkbox"/> Minor damage to equipment or infrastructure with minimal loss of production (<1day), <input type="checkbox"/> \$1,000 - \$10,000	<input type="checkbox"/> Damage to equipment or infrastructure causes production to cease <1 week. <input type="checkbox"/> \$10,000 - \$50,000	<input type="checkbox"/> Damage to equipment or infrastructure causes production to cease <1 month. <input type="checkbox"/> \$50,000 - \$100,000	<input type="checkbox"/> Damage to equipment or infrastructure causes production to cease >1 month. <input type="checkbox"/> >\$100,000

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Second - Choose Likelihood

Likelihood Definitions:

What is the likelihood of the selected consequence occurring?

Rating	Description in terms of full operating life of Council			Frequency
Almost Certain	Consequences expected to occur in most circumstances			Daily or continuous
Likely	Consequences will probably occur in most circumstances			Weekly
Possible	Consequences could occur at some time			Monthly
Unlikely	Consequences will probably not occur in most circumstances			Annually
Rare	Consequences may occur in exceptional circumstances			Decade

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Third - Assess the risk

RISK RANKING MATRIX		Consequence/Severity				
		Insignificant	Minor	Moderate	Major	Critical
Likelihood	Almost Certain	High (11)	High (16)	Extreme (20)	Extreme (23)	Extreme (25)
	Likely	Moderate (7)	High (12)	High (17)	Extreme (21)	Extreme (24)
	Possible	Low (4)	Moderate (8)	High (13)	Extreme (18)	Extreme (22)
	Unlikely	Low (2)	Low (5)	Moderate (9)	High (14)	Extreme (19)
	Rare	Low (1)	Low (3)	Moderate (6)	High (10)	High (15)

Fourth - Action and gain sign off

	Risk Action Levels	Sign off required
Extreme	Immediately stop process	Discipline Leader in consultation with General Manager
High	Take immediate action to further control the risk	Divisional Director in consultation with Manager
Moderate	Review for improvement opportunities	Manager
Low	Monitor risk, reduce if practicable	Supervisor in consultation with Manager

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Table 2 – Action required

Risk Rating	Action required
Extreme	Stop work immediately and notify Supervisor. If the hazard identified is a result of a breach of existing procedures, then take remedial action. If the hazard is not a result of a breach, then initiate immediate action to reduce the risk level to as low as possible before any further work is undertaken. Any solution must be in writing. Eg TCP, SWMS
High	Notify supervisor immediately. If the hazard identified is a result of a breach of existing procedures, then take remedial action. If the Hazard is not a result of a breach, then propose a solution which would reduce the risk level to as low as possible. Any solution must be in writing
Moderate	If the hazard identified is a result of a breach of existing procedures, then take remedial action. If the Hazard is not a result of a breach, then propose a solution which would reduce the risk level to as low as possible. A written solution must be generated as soon as practicable. If no action is taken, there must be a regular risk assessment carried out to ensure that there is no increase in risk.
Low	If the hazard identified can be quickly eliminated, do so. If large costs or time is involved, do what is possible to reduce risk further. Custom and practice may continue and procedures need not be written

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Risk Control Measures

Once all foreseeable hazards have been identified and prioritised, action must be taken to treat the risks. Risk treatment involves identifying the range of options for dealing with the risk, deciding the best course of action, preparing a plan, implementing it and defining how it will be monitored. All control measure must be in accordance with the hierarchy of control as shown below. The most effective action is to eliminate the risk completely by removing the hazard from the workplace. If this is not reasonably practicable, then other control measures should be used. Only when each control measure has been exhausted, or is not reasonably practicable, can the next lower standard of control be used. Personal Protective Equipment should only be used as a last resort or short-term solution while other controls are being considered.

Hierarchy of Control

Taking into consideration the hierarchy for controlling risk the following approach can be considered:

- **Elimination** of hazard and risk – remove the hazard and the risk from the workplace and process
- **Substitution** – can the hazard and risk be substituted. E.g., can a hazardous substance be substituted for a non- or less hazardous substance? It is important to ensure that the substituting substance does not present an alternative hazard
- **Isolation** – can the hazard and risk be isolated from the employee or public through guards, remote handling or isolation of the public
- **Engineering Controls** – design and install equipment to counteract the hazard e.g. ventilation – can ventilation, whether local or a general exhaust remove the hazard
- **Administrative procedures** – these procedures include job rotation to reduce exposure, timing the job so that fewer workers or the public are exposed, routine maintenance and housekeeping procedures and training to correct work practices
- **Personal Protective Equipment** – the provision of personal protective equipment does not address the hazard but may be used as a last resort.

Risk Treatment

When the risk control measures have been determined, the Supervisor or Manager needs to set in place a risk control plan in accordance with table 2. The Supervisor or Manager will need to identify who will be responsible for actioning the control measure and setting a time frame for implementing the control measure.

Risk Treatment

When the risk treatment measure has been implemented, the Supervisor or Manager will then need to review the effectiveness of the controls to determine whether a new hazard has been introduced. The hazard register will be presented to the OHS Committee for review and to determine and action plan.

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Warrumbungle Shire Council Site Specific Risk Assessment and On-Site Meeting Record

Section 1: Job Site Details		Job Description:	
Job Location:			
Section 2: Hazard Checklist			
Hazard	Rating	Control Measures	Residual Risk Rating
Underground/Overhead Services			
Overhanging trees/branches			
Deep pits/uneven ground. Trips, slips & falls			
Soft edges/shoulders and drains			
Steep grades/batters/embankments/culverts			
Traffic			
Public			
Traffic conditions – wet/slippery/dusty			
Falling debris			
Weather conditions			
Sharps			
Fauna – snakes, spiders, bees			
Hazardous substances eg emulsion, diesel			
Plant movement			
Manual Handling			
Electrical – tagged and tested, maintained			
Blind spots eg corners, crests, driveways			
Confined spaces			
Any other issues discussed with Employees/Contractors			
SWMS Used:		TCP Used:	

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Section 3: Do all Employees/Contractors have their Construction Induction Tickets?		YES	NO
<i>Cards Sighted?</i>		S	
Section 4: Personnel Briefing Record <i>All personnel on site are notified of the hazards relevant to their work and the worksite.</i>			
<i>Signature:</i> <i>Name:</i>/...../20....:..... am/pm	<i>Signature:</i> <i>Name:</i>/...../20: m/pm
<i>Signature:</i> <i>Name:</i>/...../20....:..... am/pm	<i>Signature:</i> <i>Name:</i>/...../20: m/pm
<i>Signature:</i> <i>Name:</i>/...../20....:..... am/pm	<i>Signature:</i> <i>Name:</i>/...../20: m/pm
<i>Signature:</i> <i>Name:</i>/...../20....:..... am/pm	<i>Signature:</i> <i>Name:</i>/...../20: m/pm
Section 5: Person In Charge Declaration			
Pre-start and hazard checklist has been completed. All necessary action has been taken and all personnel notified of potential hazards.			
Person in Charge: Signature: /...../ 20.... :..... am/pm			

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Definitions

Residual Risk

The remaining level of risk after risk treatment measures have been taken.

Risk

The chance of something happening that will have an impact upon objectives. It is measure in terms of consequence and likelihood.

Risk Acceptance (Risk Appetite)

An informed decision to accept the consequences and the likelihood of a particular risk.

Risk analysis

A systematic use of available information to determine how often specified events may occur and the magnitude of their consequences.

Risk Assessment

The overall process of risk analysis and risk evaluation

Risk Control

That part of risk management which involves the implementation of policies, standards, procedures and physical changes to eliminate or minimise adverse risks.

Risk Evaluation

The process used to determine risk management priorities by comparing the level of risk against predetermined standards.

Risk Management

The culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects.

Risk Management Process

The systematic application of management policies, procedures and practices to the task of establishing the context, identifying, analysing, evaluating, treating, monitoring and communicating risk.

Risk Treatment

Selection and implementation of appropriate options for dealing with risk.

Hazard

A source of potential harm or a situation with potential to cause loss.

Incident

An event or occurrence. A loss from any insured peril. An insured is obligated to report such losses to the insurer or its representative as soon as possible.

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Stakeholders

Those people and organisations who may affect, be affected by or perceive themselves to be affected by, a decision or activity.

Accidental Loss

A negative consequence, financial or otherwise, which is not deliberate.

Coe/Schmidt
The motion was carried

1.8 Cobbora Coal Mine Strategy

Received.

1.9 Staff Christmas Breakup Function

209 RESOLVED that Council endorse the actions of the General Manager in advising the Committee that Council will provide the budgeted amount of \$4,500 and staff will need to make up the time needed to attend the function.

Schmidt/Campbell
The motion was carried

1.10 Boundary Adjustment

210 RESOLVED that Council agree to the proposal to transfer Lot Pt 78 DP 755479 and EP35944 owned by TK & JP Fearby to Gunnedah Shire.

Sullivan/Todd
The motion was carried

1.11 Baradine Forestry Land

211 RESOLVED that Council note the update report. Further that Council not accede to an Occupational Permit with the NSW Forests for the Baradine retirement housing, but that it continue to negotiate to compulsorily acquire the area of land when all plans and costings have been obtained.

Todd/Campbell
The motion was carried

1.12 Coolah House Sales

212 RESOLVED that Council await the outcome of the sales and further that Council renegotiate the sale price with agents.

Schmidt/Powell
The motion was carried

1.13 Notice of Motion

213 RESOLVED that Council investigate through the Traffic Committee the opportunity to open the Newell Highway over the Mary Jane Cain Bridge to travel of agricultural equipment eg headers, when the weir is impassable due to high water level and to direct the traffic around Essex Street and Charles Street.

Sullivan/Todd
The motion was carried

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1.14 Promoting Best Practice Review

214 RESOLVED that Council notes the contents of the Promoting Better Practice Report by the Division of Local Government and further adopts the reporting timetable set out on pages 66 to 73 of that report.

Schmidt/Campbell
The motion was carried

1.15 Notice of Motion

215 RESOLVED that Council transfer the amount of \$3,200 from the Coolah Town Improvement Fund (a restricted asset) into the account of the Coolah & District Development Group. These funds are to be used by the Coolah Historical Arts and Tourism Sub-Committee for the purposes of promotion and advertising of Coolah, including the Photographic Outback Development Initiative. **FURTHER** that the \$91.80 being the GST component of a previous donation of \$918 to the Coolah Arts, Historical and Tourism Sub-committee be included.

Powell/Sullivan
The motion was carried

1.16 Rating Policy – Operational 2.1

A motion was moved by Councillor Campbell seconded by Councillor Schmidt that Council endorse the changes to the Rating Policy – Operational 2.1 which includes Part 1 (c): Recovery action will commence if other debts (other than amounts due from Government Departments) are not paid within thirty (30) days unless arrangements have been entered into.

216 An amendment was moved by Councillor Powell seconded by Councillor Sullivan that Council endorse the changes to the Rating Policy – Operational 2.1 which includes Part 1 (c): Recovery action will commence if other debts (other than amounts due from Government Departments) are not paid within sixty (60) days unless arrangements have been entered into.

The amendment was put and carried.

The amendment became the substantive motion and was put and carried.

DIRECTOR OF CORPORATE SERVICES

217 RESOLVED that the following reports be received as information and **FURTHER** that a report be brought back on Investment Options:

- 2.1 Bank Accounts and Investments as at 30 November 2010
- 2.2 Investments held as at 30 November 2010
- 2.3 Reconciliation of General Fund Bank Account – as at 30 November 2010
- 2.4 Rates and Charges Collection – up to and including end October 2010

Campbell/Powell
The motion was carried

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2.5 Write off of Rates – D Ladmore

218 RESOLVED that Council agree to the adjustment of the rate book by writing off \$241.96 of outstanding rates in respect of Licence 348935 and transfer the land back to the Crown as a non-rateable property.

Lewis/Todd
The motion was carried

2.6 Write off of Rates – CLALC

219 RESOLVED that Council agree to the adjustment of the rate book by writing off \$8,942.19 of rates and charges plus current interest due in respect to the above Aboriginal land properties.

Schmidt/Sullivan
The motion was carried

2.7 Rating Policy – Operational 2.1

This matter was dealt with earlier in the meeting.

DIRECTOR OF TECHNICAL SERVICES

3.1 Street Sweeping In Baradine

220 RESOLVED that no change is made to current street cleaning operations in Baradine and furthermore, the cost of street sweeping with the street sweeper in all towns be referred for consideration during 2011/2012 budget deliberations.

Todd/Lewis
The motion was carried

3.2 Policy Update – Procurement Policy (Including Local Preference Policy)

221 RESOLVED that the proposed policy called ‘Procurement Policy (Including Local Preference Policy) be placed on exhibition for 28 days at the end of which the policy proposal be referred back to Council for adoption and further that Section 6.5 – Local Preference – be modified to include a 10% price advantage for goods, materials and/or services up to \$500 value.

Schmidt/Campbell
The motion was carried

DIRECTOR OF ENVIRONMENTAL SERVICES

4.1 Report on provision of solar power at Council pools

Report noted.

4.2 Construction of Extensions to John Street Administration Office

222 RESOLVED that the quotation of Charles de Beer Building Design of \$110,320 (excl GST) for the design and preparation of full tender documents for the construction of extensions to Council’s John Street Administration offices be accepted and funded from

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unrestricted cash reserves and **FURTHER** that a supplementary vote of \$110,320 be made.

Coe/Schmidt
The motion was carried

4.3 Flooding of the Coonabarabran Pool

223 RESOLVED that Council note the cause of the flooding of the Coonabarabran Pool and that a supplementary vote of \$5000 be allocated to allow the immediate installation of a larger pit in showground land in the vicinity of the southeastern corner of the Coonabarabran pool grounds.

Lewis/Dissanayake
The motion was carried

4.4 Applications Received for Month of November 2010

Received.

DIRECTOR OF COMMUNITY SERVICES

5.1 Coolah School of the Arts/Preschool – Urgent Maintenance

224 RESOLVED that Council approve a supplementary vote of \$5,000 for the Coolah Preschool building to ensure urgent roof and gutter modification be completed and **FURTHERMORE** Council accepts the Coolah Preschool Management Committee's contribution of 50% of the costs incurred to undertake this work, which will be reflected by a supplementary vote to income of \$2,500.

Powell/Dissanayake
The motion was carried

5.2 Purlawaugh Mechanics Institute Hall – Painting

225 RESOLVED that Council supports the Purlawaugh Hall Committee's objective of repainting the Mechanic Institute Hall by inviting tenders to repaint the Hall in preparation of the 2011-2012 budget for either a managed or once off painting service.

Sullivan/Dissanayake
The motion was carried

5.3 Warrumbungle Shire Pedestrian Access And Mobility Plan

226 RESOLVED that Council approves the submission to NSW RTA for co-funding of a Warrumbungle Shire Council Pedestrian Access and Mobility Plan (PAMP) 2011.

Campbell/Schmidt
The motion was carried

QUESTIONS FOR NEXT MEETING

Councillor Sullivan raised the following:

- Support for Bunganbah Meats by way of letter to local member and Minister. The Mayor advised the meeting that this matter is being addressed.
- Recording of water flow heights as a result of the recent flood event and seek information from community about heights that water reached.
- Thanks to RoadWorx for jobs undertaken so far.

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Councillor Powell raised the following:

- Congratulations and thanks to staff on works undertaken on roads
- Concerns raised regarding RFS expenses

Councillor Campbell raised the following:

- Bugaldie Creek road closure – why did it happen with water over the road and request that report be brought back to Council regarding this matter. DTS advised that a meeting was planned with the CMA and Soil Conservation were also to look at the site.

Councillor Coe raised the following:

- Request that letter be sent to ratepayers to be patient regarding repairs to roads due to the severity of the damage.
- Radio announcements of flood damage on 2DU did not cover Warrumbungle Shire Council area.

Councillor Lewis raised the following:

- Notifications to essential services regarding road closures including bus operators – suggested text messages and facsimile to school bus operators.

Councillor Todd raised the following:

- Placement of road closure signs – report to be brought back to Council regarding this matter.

Councillor Schmidt raised the following:

- Treatment of stagnant water to reduce number of mosquitoes – DES explained issues
- Road works strategy for repairs – DTS explained current progress and plan.

ADOPTION OF THE RECOMMENDATIONS OF THE PLANT ADVISORY COMMITTEE MEETING HELD ON 16 DECEMBER 2010

227 RESOLVED that the minutes of the Plant Advisory Committee meeting held on 16 December 2010 be adopted and further that a supplementary vote of \$63,080 be provided for the decommissioning of three underground tanks and installation of two tanks at the Coolah Depot.

Sullivan/Powell
The motion was carried

1.01pm

228 RESOLVED that standing orders be suspended for a break.

Schmidt/Campbell
The motion was carried

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1.20pm

229 RESOLVED that standing orders be resumed.

Campbell/Schmidt
The motion was carried

1.20pm

230 RESOLVED

- (a) that Council go into closed committee to consider business relating to personnel matters
- (b) that pursuant to section 10A(1)-(3) of the Local Government Act 1993, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of Section 10A(2)(a) as outlined above
- (c) that the correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the Local Government Act 1993.

Coe/Schmidt
The motion was carried

2.05pm

231 RESOLVED Council move out of closed Council and into open council.

Campbell/Coe
The motion was carried

The following resolution of Council while the meeting was closed to the public was reported to the meeting by the Mayor:

232 RESOLVED that:

- 1. Council terminate the contract of employment with the General Manager as set out in clauses 10.3.5 and 11.3 of the contract effective on and from 13 January 2011.
- 2. **FURTHER** that as a consequence of 1 above the General Manager be paid out any entitlements to which he is entitled under the Contract of Employment and further that a gratuity payment of 3 months (14 weeks) be paid in recognition of his long service.

Campbell/Coe
The motion was carried

There being no further business the meeting closed at 2.06pm.

.....
CHAIRMAN