

# **WARRUMBUNGLE SHIRE COUNCIL**

**MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL  
HELD AT THE COUNCIL CHAMBERS, COOLAH ON THURSDAY, 25 AUGUST 2011  
COMMENCING AT 11.05AM.**

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

**In attendance:** S Morris (minutes)

## **11.05am**

Presentation to Peter Wasley of the Warrumbungle Council Employee Excellence in Achievement Award.

## **11.07am**

### **FORUM**

Cr Powell read a letter from Loretta Auld – letter regarding significant storm water and flood waters impacting on Binnia Street Coolah property

Dick Tanner addressed the meeting raising items discussed at recent meetings of the Coolah District Development Group.

## **11.19am**

**APOLOGIES:** Cr Dissanayake and Cr Todd

**31/1112 RESOLVED** that the apologies of Cr Dissanayake and Cr Todd be accepted.

**Sullivan/Powell  
The motion was carried**

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. There were no declarations at this time.

## **CONFIRMATION OF MINUTES OF THE ORDINARY MEETING OF WARRUMBUNGLE SHIRE COUNCIL HELD ON 21 JULY 2011**

**32/1112 RESOLVED** that the minutes of the ordinary meeting of the Warrumbungle Shire Council held on 21 July 2011 be endorsed.

**Sullivan/Coe  
The motion was carried**

## **Business Arising**

Discussion concerning Resolution 13/1112 - Ulindah Creek matter.

## **ADOPTION OF THE RECOMMENDATIONS OF THE FINANCE AND WORKS COMMITTEE MEETING HELD ON 16 JUNE 2011**

**33/1112 RESOLVED** that the minutes of the Finance and Works Committee meeting held on 16 June 2011 be adopted.

**Coe/Schmidt  
The motion was carried**

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## **ADOPTION OF THE RECOMMENDATIONS OF THE TRAFFIC ADVISORY COMMITTEE MEETING HELD ON 28 JULY 2011**

**34/1112 RESOLVED** that the minutes of the Traffic Advisory Committee meeting held on 28 July 2011 be adopted with the exclusion of recommendation 03/1112.

**Campbell/Schmidt**  
The motion was carried

### **Business arising**

Recommendation 03/1112

**35/1112 RESOLVED** that a report be brought back to Council regarding Nullen Rest Area.

**Coe/Powell**  
The motion was carried

## **ADOPTION OF THE RECOMMENDATIONS OF THE TOURISM AND ECONOMIC DEVELOPMENT ADVISORY COMMITTEE MEETING HELD ON 22 JUNE 2011.**

**36/1112 RESOLVED** that the minutes of the Warrumbungle Shire Tourism and Economic Development Advisory Committee meeting held on 22 June 2011 be adopted with the exclusion of Recommendation 26.

**Schmidt/Campbell**  
The motion was carried

### **Business Arising**

**37/1112 RESOLVED** that Council approach the landowner regarding the sign at Jack Halls Creek on the Newell Highway for permission to remove material on the existing sign.

**Sullivan/Campbell**  
The motion was carried

## **ADOPTION OF THE RECOMMENDATIONS OF THE WARRUMBUNGLE SHIRE COUNCIL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING HELD ON 23 JUNE 2011**

**38/1112 RESOLVED** that the minutes of the Warrumbungle Shire Occupational Health and Safety Committee meeting held 23 June 2011 be adopted.

**Schmidt/Coe**  
The motion was carried

**11.46am**

**39/1112 RESOLVED** that Council go into committee to discuss information relating to a personnel matter concerning a particular individual (other than councillors).

**Sullivan/Campbell**  
The motion was carried

**Staff and members of the public left the room.**

**12.24pm**

**40/1112 RESOLVED** Council move out of closed Council and into open council.

**Campbell/Sullivan**  
The motion was carried

**Staff and members of the public returned to the meeting.**

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## **ADOPTION OF THE RECOMMENDATIONS OF THE PLANT ADVISORY COMMITTEE MEETING HELD ON 25 AUGUST 2011**

**41/1112 RESOLVED** that the Minutes of the Plant Advisory Committee meeting held on 25 August 2011 be adopted.

**Sullivan/Schmidt  
The motion was carried**

## **GENERAL MANAGER'S REPORT**

### **1.1 Staff Awards 2011**

**42/1112 RESOLVED** that Council accepts the recommendation from MANEX and presents Peter Wasley with a Warrumbungle Council Employee Excellence in Achievement Award.

**Sullivan/Coe  
The motion was carried**

### **1.2 Amendment to Organisation Structure**

**43/1112 RESOLVED** that Council endorse the attached amended Corporate Services structure to include the new positions of Sub Accountant and Administration Trainee.

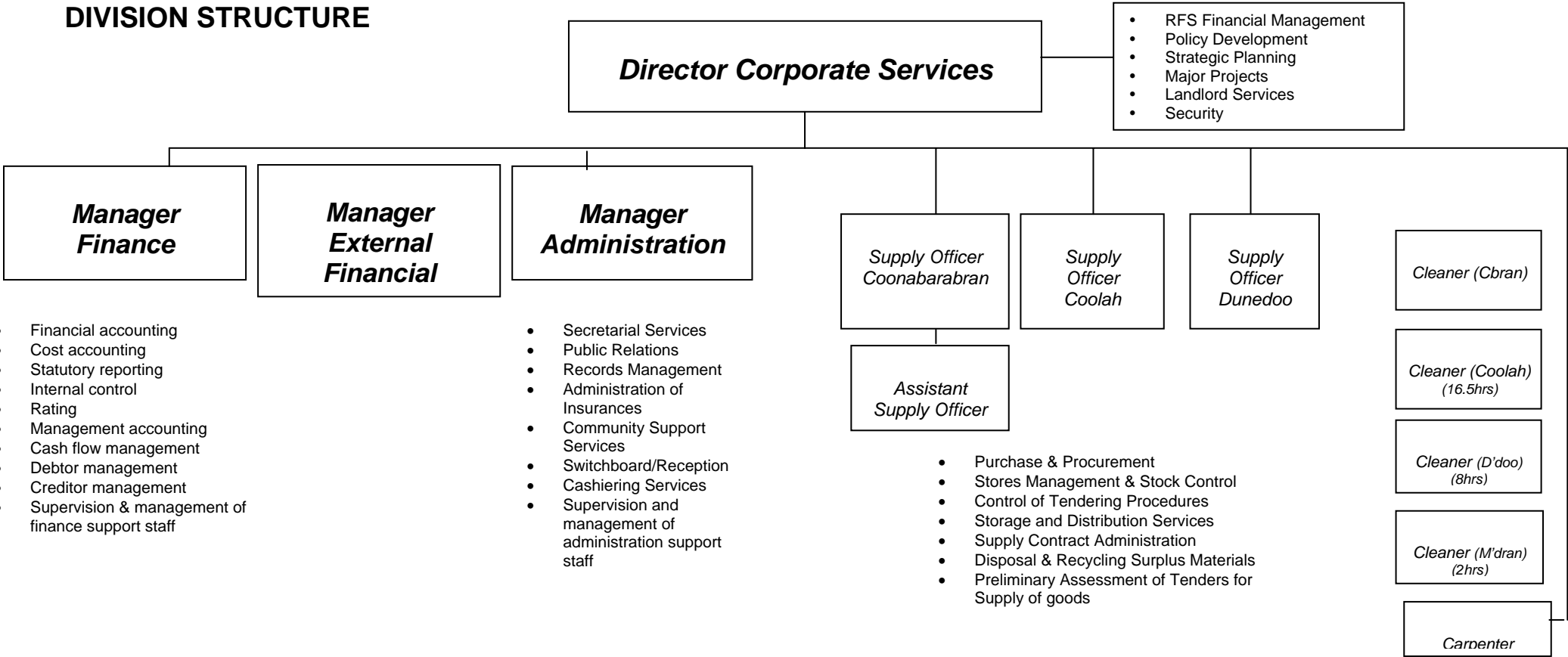
**Schmidt/Campbell  
The motion was carried**

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**Amended Structure for Corporate Services**

**CORPORATE SERVICES  
DIVISION STRUCTURE**

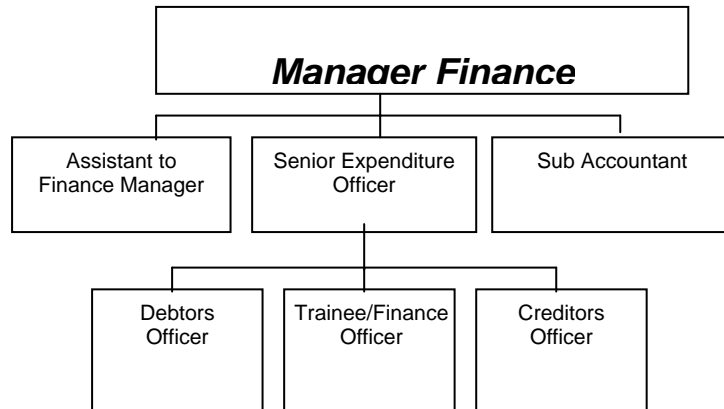


# WARRUMBUNGLE SHIRE COUNCIL

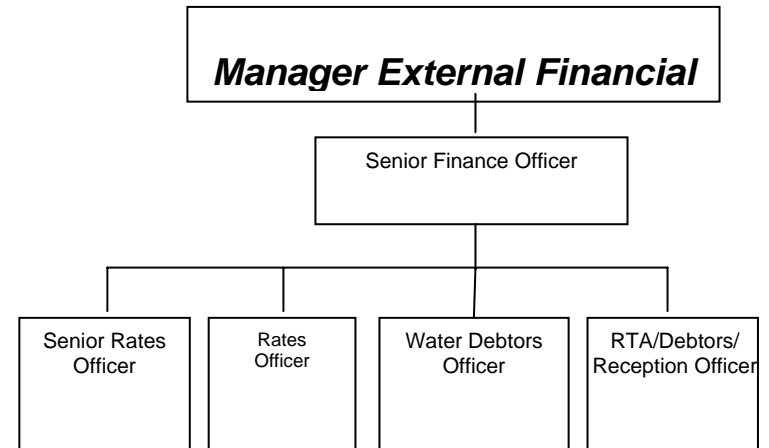
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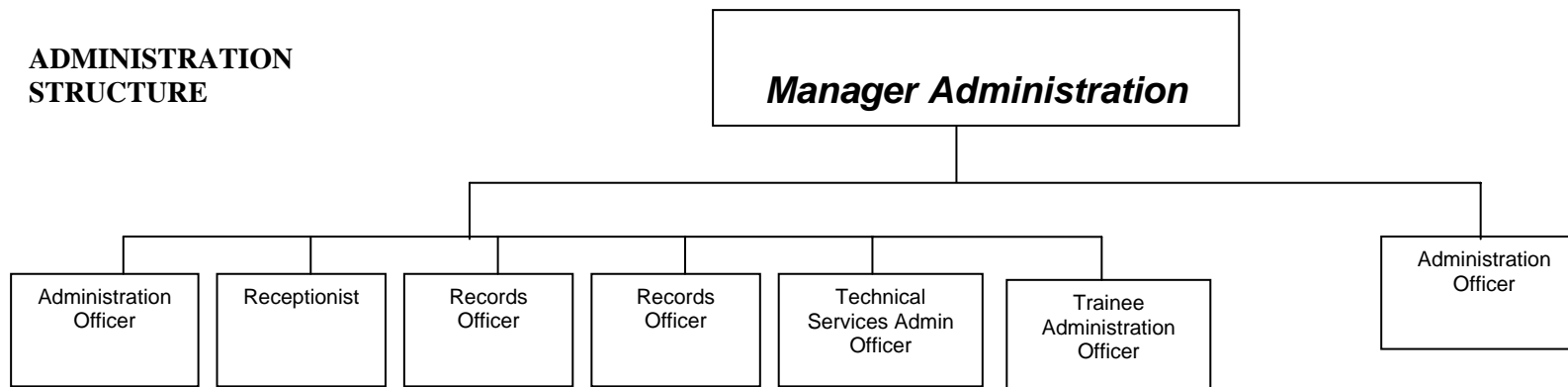
## FINANCE STRUCTURE



## EXTERNAL FINANCIAL REPORTING & STRATEGY PLANNING



## ADMINISTRATION STRUCTURE



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## **1.3 Organisational Change to Executive Services Structure**

**44/1112 RESOLVED** that Council approves the establishment of the position of Learning and Development Officer within Executive Services. This position will be added to the Organisational structure subject to the Consultative Committee recommendation at its meeting on September 1, 2011.

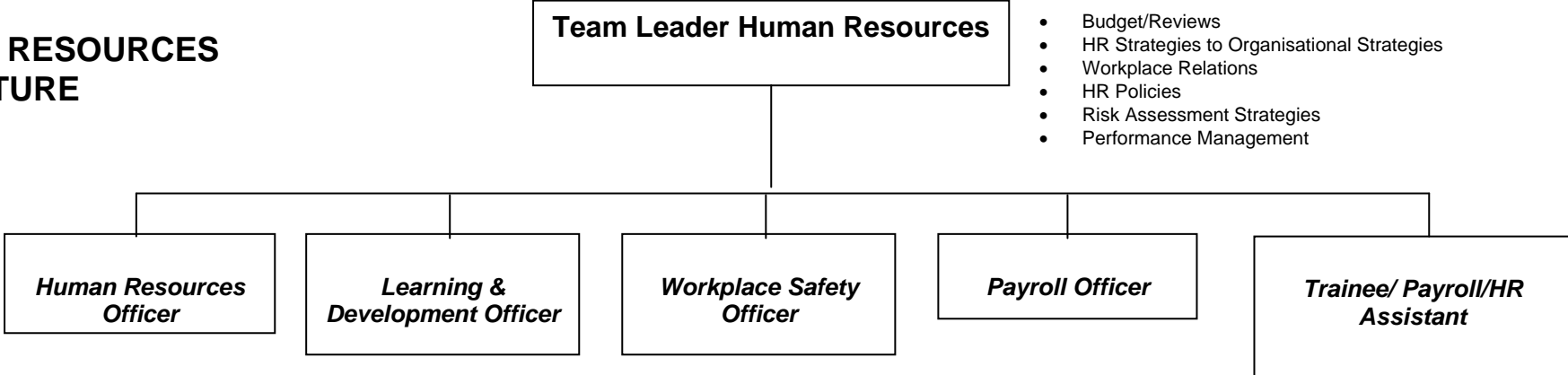
**Lewis/Powell  
The motion was carried**

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**HUMAN RESOURCES  
STRUCTURE**



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## **1.4 Report from Manager Human Resources**

**45/1112 RESOLVED** that the report be received and noted.

**Schmidt/Powell**  
**The motion was carried**

## **1.5 Central West CMA**

**46/1112 RESOLVED** that Council invite the Central West CMA to make representations to the ordinary September Council meeting.

**Sullivan/Coe**  
**The motion was carried**

## **1.6 Sister City Program - Japan**

**47/1112 RESOLVED** that

- Council confirms its intention to CLAIR to establish a “sister city” style partnership with IBARA-SHI and accepts the invitation to meet with the Mayor and staff of IBABA-SHI on 11<sup>th</sup> and 14<sup>th</sup> October 2011.
- That the Mayor attend and that the Mayor and executive make a decision on one additional representative of Council to travel to IBARA-SHI and confirm the dates of travel with CLAIR.
- That Council establishes a budget for this project by way of a supplementary provision to a maximum of \$10,000.

**Sullivan/Campbell**  
**The motion was carried**

## **1.7 Linton Bridge - Coolah - 50 Years**

**48/1112 RESOLVED** that Director Technical Services organise repairs and minor maintenance on Linton Bridge and that Cr Powell organise a small function to celebrate the anniversary of the Linton bridge.

**Powell/Sullivan**  
**The motion was carried**

## **1.8 Black Stump NSW**

**49/1112 RESOLVED** that Council approve the request from Mr Kevin Bourne for permission to use material from a leaflet published by the previous Coolah Shire.

**Powell/Lewis**  
**The motion was carried**

## **12.52pm**

Consideration of further items in the General Manager’s report was deferred to later in the meeting.

**50/1112 RESOLVED** to bring forward the Community Services reports for consideration at this time.

**Campbell/Schmidt**  
**The motion was carried**



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## **DIRECTOR OF COMMUNITY SERVICES REPORTS**

### **5.1 141 Martin Street Coolah (Lot 2 DP 875499)**

**51/1112 RESOLVED** that Council approves the creation of a three (3) metre wide easement on Lots 1 and 4 of DP 875499 for the purpose of a subsurface water runoff drain into Martin and Lew Streets, Coolah and that Council authorise the General Manager and Mayor to sign and affix Council's seal to all relevant documents relating to the easement.

**Sullivan/Schmidt**  
**The motion was carried**

### **5.2 Fruit Fly Control Program 2011-2012**

**52/1112 RESOLVED** that Council accepts CMCC offer and participates in Fruit Fly Baiting Control program in 2011-2012 at a cost of \$3,078 (ex GST).

**Schmidt/Campbell**  
**The motion was carried**

### **5.3 Mendooran VRA**

**53/1112 RESOLVED** that Council approve a supplementary vote of \$2,500 being a contribution for vehicle and administration costs (electricity and phone) to the Mendooran VRA.

**Lewis/Schmidt**  
**The motion was carried**

### **5.4 IT Support Technician Trainee Position**

**54/1112 RESOLVED** that Council approve the new two (2) year Traineeship position IT Support Technician Trainee under Administration Services, subject to Consultative Committee endorsement, and provide a supplementary vote of \$16,000 for the first six (6) months in the 2011- 2012 budget.

**Lewis/Campbell**  
**The motion was carried**

### **5.5 Dunedoo SES Controller Reappointment – 2011**

**55/1112 RESOLVED** that Warrumbungle Shire Council endorse the reappointment of Mr Lloyd Graham as Local SES Controller at Dunedoo.

**Coe/Sullivan**  
**The motion was carried**

### **5.6 Boat Ramp Castlereagh River - Coonabarabran**

**56/1112 RESOLVED** that Council take no further action in the No 3 Oval Boat Ramp clean up request due to unbudgeted, unknown cost and liability issues.

**Sullivan/Coe**  
**The motion was carried**

### **5.7 IT Infrastructure Upgrade and Applications Update**

**57/1112 RESOLVED** that Council notes the IT Infrastructure and Applications update report and approve the advertising of the following tenders to supply and install:

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1. A new Document and Complaints Management system to replace Blueprint
2. A VOIP Telephone system to replace Customnet.

with a report to be brought back to Council for consideration and approval, and **FURTHER** Council approve a supplementary vote of \$45,000 to enable the upgrade from Microsoft Office Applications 2003 to Microsoft 2010 for MS Office and MS Professional.

**Sullivan/Lewis  
The motion was carried**

**1.07pm**

**58/1112 RESOLVED** that standing orders be suspended to break for lunch.

**Sullivan/Campbell  
The motion was carried**

**1.36pm**

**59/1112 RESOLVED** that standing orders be resumed.

**Campbell/Schmidt  
The motion was carried**

Consideration of Item 1.9 in the General Manager's report was deferred to later in the meeting.

## **1.10 Australia Day January 2012**

**60/1112 RESOLVED:**

1. That Council participates in the Australia Day Ambassador Program in 2012 hosting two (2) Ambassadors
2. Council administers and presents the following awards for Australia Day 2012;
  - i. Warrumbungle Shire Council Citizen of the Year
  - ii. Young Citizen of the Year
  - iii. Senior Citizen of the Year
  - iv. Sportsperson of the Year and
  - v. Young Sportsperson of the Year Award
3. Council provide a contribution to each local organising Australia Day Committee in Baradine, Binnaway, Dunedoo, Coolah and Mendooran an amount of \$400 and Coonabarabran \$500 with the host community of the Warrumbungle Shire Council Citizen of the Year receiving an additional \$100 towards the function catering.
4. Council pools be opened free of charge throughout the Shire on Australia Day 2012 as in past years.

**Schmidt/Powell  
The motion was carried**

## **1.11 Family Friendly Time in Lieu Policy**

**61/1112 RESOLVED** that Council endorse the following Policy – Family Friendly Time in Lieu for the indoor staff of the Warrumbungle Shire Council.

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## **Family Friendly Time in Lieu Policy**

### **Aim**

To ensure and facilitate a family friendly workplace.

This Policy is an attachment to the Nineteen Day Month Indoor Agreement and does not apply to these employees under the Nine Day Fortnight Outdoor Agreement.

This policy is not to be used to implement any permanent shift from normal core working hours.

### **Policy**

- 1 All staff shall be provided with access to overtime and TIL provisions of the Award when required to work time in excess of normal working hours.
- 2 All TIL will be accrued at normal hourly rate.
- 3 The benefit of working overtime or TIL must be based on organisational need including urgency and value of return prior to approval.
- 4 All overtime and TIL must be pre-approved before working by the Supervisor, Manager, Director or General Manager. The exceptions are any nominated Council Officer by way of written delegation from the General Manager.
- 5 All Award entitlements will be paid for emergency call outs without pre-approval.
- 6 The employee will be provided with the option of having the approved additional time worked paid as overtime or exchanged as TIL. If accepting TIL the employee accumulates all time at the base rate for that position.
- 7 Where overtime is required equity must be considered when distributing work across groups of employees with equal ability to perform such duties.
- 8 The minimum time worked to accumulate TIL shall be a total of fifteen minutes within a one day.
- 9 The minimum time worked to be paid overtime shall be a total of fifteen minutes within a one day.
- 10 Team, equity and fairness to work colleagues and organisation outcomes will be required to be considered before a request for the accruing or taking of TIL is approved.
- 11 Credits for TIL may not accumulate beyond a maximum of five (5) days without mutual agreement with the Manager, Director and the employee. Where there is an excess of five (5) days accumulated TIL efforts, through

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consultation with the Manager and the employee will be made to reduce credits back to below five (5) days within a three month period.

- 12 Where regular or consistent overtime is required for a position, due to the nature of the duties, site/project agreements can be entered into. Similarly, remuneration may be annualised.
- 13 TIL will not be paid out and must be taken as leave. The exception to this arrangement will be when an employee resigns and it is not possible for the employee to access such leave before their termination date.
- 14 All TIL and overtime will be recorded on timesheets and processed through the payroll system to ensure accurate records are maintained.

## **Definition**

For the purpose of this policy an emergency is defined as a situation that requires immediate attention of the employee to ensure the safety and welfare of employee(s), or the public. This includes the safety and protection of Council and public assets and facilities.

**Campbell/Sullivan**  
The motion was carried

## **1.12 Water Summit 2011**

**62/1112 RESOLVED** that this information be received.

**Sullivan/Schmidt**  
The motion was carried

## **1.13 Request For Leave of Absence – Councillor Dissanayake**

**63/1112 RESOLVED** that leave of absence be granted to Councillor Dissanayake for the meeting to be held on 25<sup>th</sup> August 2011.

**Coe/Powell**  
The motion was carried

## **1.14 Meeting with Electoral Commissioner 15<sup>th</sup> August**

Received verbal report from General Manager and a report will be provided to Council's September council meeting.

## **1.9 Financial Assistance Requests – August 2011**

**64/1112 RESOLVED** that Council provide the following financial assistance

<b>Applicant</b>	<b>Amount requested</b>
Warrumbungle Arts & Crafts Inc	<b>\$200</b>
Coolah Visitor Information Centre – Sub Committee of CDDG	<b>\$200</b>
Baradine Aged Care Association	<b>\$250</b>
Coonabarabran DPS Local and Family History Group Inc	<b>\$300</b>
Coolah MPS Committee	<b>\$300</b>

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<b>Applicant</b>	<b>Amount requested</b>	
Coonabarabran DPS Local and Family History Group Inc	<b>\$500</b>	
Coolah and District Historical Society	<b>\$500</b>	
Ulamambri Memorial Hall	<b>\$500</b>	
Coolah Historical Arts and Tourism Subcommittee	<b>\$576</b>	
Mendooran and District Development Group	<b>\$750</b>	
Mendooran Showground Trust	<b>\$850</b>	
Coolah Youth and Community Centre	<b>\$1,000</b>	
Binnaway Amateur Boxing Gym	<b>\$1,000</b>	
Coolah Mens Shed	<b>\$1,000</b>	Rates relief
Baradine Mens Shed	<b>\$1,000</b>	Rates relief
<b>TOTAL</b>	<b>\$8,926</b>	

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Sullivan/Lewis  
The motion was carried

## **1.15 Management Plan Report – June 2011**

**65/1112 RESOLVED** that Council note and receive the report.

Schmidt/Sullivan  
The motion was carried

## **ACTING DIRECTOR OF CORPORATE SERVICES REPORTS**

### **2.1 Investment Securities – CDOs and FRNs**

**66/1112 RESOLVED** that Council:

1. Receive the Investment Research Report provided by Structured Credit
2. Leave in place the delegation to the General Manager to sell or hold these CDO and FRN securities, and
3. Appoint Structured Credit Research and Advisory Pty Ltd as advisors to Council in regard to both short and longer term investment advice.

Sullivan/Powell  
The motion was carried

### **2.2 Report on Financial System**

**67/1112 RESOLVED** that Council establish a 'project approach' towards the:

- a) Redesign of a new General Ledger and Cost Ledger Chart of Accounts
- b) Implementation of the Asset Register within the Civica system.

Schmidt/Coe  
The motion was carried

### **2.3 Bank Reconciliation Report as at 30 June 2011**

**68/1112 RESOLVED** that the Bank Reconciliation Report as at 30 June, 2011 be received and noted.

Campbell/Schmidt  
The motion was carried

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## **2.4 Bank Reconciliation Report for the Month Ending 31 July 2011**

**69/1112 RESOLVED** that the Bank Reconciliation Report as at 31 July, 2011 be received and noted.

Schmidt/Campbell  
The motion was carried

## **2.5 Rates Report for the Month Ending 31 July 2011**

**70/1112 RESOLVED** that the Rates Report as at 31 July, 2011 be received and noted.

Schmidt/Campbell  
The motion was carried

## **2.6 Warrumbungle Shire Council Operational 2.1 Rating Policy – Payment of Rates**

**71/1112 RESOLVED** that Council adopt the following Rating Policy replacing the existing one.

### **Operational 2.1**

#### **Rating Policy - Payment of Rates**

#### **Policy Objective:**

To ensure collection of rates, charges and sundry debtors is carried out in a transparent manner and complies with the Local Government Act and Section 60 of the Trade Practices Act.

#### **1. Recovery of Debts**

- a) Recovery action may commence when rates and/or charges are not paid by the due date for each quarterly instalment unless arrangements have been entered into (in writing) to make periodical payments under section 564 of the Local Government Act.
- b) Recovery action will commence when rates and/or charges are not paid by the due date for each quarterly instalment unless arrangements have been entered into.
- 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.

#### **2. Agreements for Periodical Payments**

- a) Ratepayers who are unable to pay rates and charges and/or water usage charges by the due date, either because of reasons beyond their control or because payment would cause hardship, may apply to enter into an agreement with Council to make periodical payments [ henceforth called the 'Agreement' ]. The payments made under this said agreement should adequately repay the rates and charges levy.

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- b) In order for such an agreement to be considered a 'Payment Arrangement' form is to be completed subject to mutual agreement of payment amounts (appendix 1). The ratepayer is to specify the dates and the amounts that are to be paid and an appropriate contact number and address must be supplied to Council.
- c) Verbal agreements shall not provide a reprieve from the debt recovery process.
- d) If a ratepayer fails to meet the terms of an agreement, the agreement shall be terminated and the full amount of the outstanding rates and charges and/or water usage and accrued interest shall be due and payable immediately. Recovery action shall be taken immediately for recovery of the amount due and payable.
- e) If a sundry debtor fails to meet the terms of an agreement, the agreement shall be terminated and the full amount of the outstanding sundry debt shall be due and payable immediately. Recovery action shall be taken immediately for recovery of the amount due and payable.

### **3. Writing off Accrued Interest**

- a) Applications for writing off accrued interest under the hardship provisions of the Local Government Act 1993 shall be determined on the merits of each individual case, on the basis of whether or not the hardship criteria have been satisfied by the applicant and a proper opinion can be formed.
- b) All applications for writing off accrued interest must be made in writing.

### **4. Writing Off by Resolution**

Rates and/or Charges (including accrued interest) or other debts can only be written off by resolution of Council.

### **5. Miscellaneous Debtors**

- a) The debt must be greater than \$300.00 to be considered for legal recovery process.
- b) If the debt is not satisfactorily resolved within twelve (12) months, the debt is to be recommended for adjustments or write-off.

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## POLICY DOCUMENT CONTROL

Policy		Resolution	Date
Rating Policy – Payment of Rates	Version 1	123	22 October 2009
	Amended – Version 2	216	16 December 2010
	Version 3	71/1112	25 August 2011

**Campbell/Schmidt**  
The motion was carried

### 2.7 Significant Accounting Policies

**72/1112 RESOLVED** that Council adopt the following changes to the Significant Accounting Policies with effect from 1 July 2010 for application in the preparation of the 2010-2011 Financial Statements:

#### Capitalisation Thresholds

Items of infrastructure, property, plant and equipment are not capitalised unless their cost of acquisition exceeds the following:

	2010-2011
Land	
Council land	100% Capitalised
Open space	100% Capitalised
Land under roads	100% Capitalised
Plant and Equipment	
Office furniture	>\$5 000
Office equipment	>\$5 000
Vehicles and road making equipment	>\$5 000
Other plant and equipment	>\$5 000
Buildings and Land Improvements	
Park furniture and equipment	>\$10 000
Building:	100% Capitalised
Construction/extensions	>\$20 000
Renovations	
Other structures	>\$5 000
Water and Sewer Assets	
Reticulation extensions	>\$10 000
Other	>\$10 000
Stormwater Assets	
Drains and culverts	>\$10 000
Other	>\$10 000



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Transport Assets	
Road construction and reconstruction	>\$20 000
Reseal/resheet and major repairs	>\$20 000
Bridge construction and reconstruction	>\$20 000

**Powell/Sullivan**  
**The motion was carried**

## **2.8 Carry-Over Capex (Capital Expenditure)**

### **73/1112 RESOLVED:**

1. That Council approve the revote into the 2011-2012 Budget in the sum of \$3 040 852.02 to cover the cost of finishing capital projects in progress as at 30 June 2011;
2. Further, that Council revisit the capital projects planned to be completed over the remainder of this financial year and critically review its capacity to complete the scheduled CAPEX.

**Schmidt/Campbell**  
**The motion was carried**

## **2.9 Carryover Requests for Capital Projects**

**74/1112 RESOLVED** that Council amend the 2011-2012 Budget to include the sums for Capital Expenditure listed in Annexure A.

### **ANNEXURE A**

<b>Description</b>	<b>Budget 30.06.2011</b>	<b>Carry Amount 30.06.2011</b>
Road Operations		
Dandry Road	35 000	35 000
Guinema Road – Crest Removal	30 000	30 000
Orana Road Culvert	15 000	15 000
Piambra Road	173 732	173 732
Stannix Park	7 500	7 500
Sullivans Road	25 000	25 000
Wool Road Rehabilitation	80 000	80 000
Baradine K and G – Macquarie Street	50 000	50 000
Baradine K and G – Darling Street	22 000	22 000
Binnaway Drainage – Renshaw Street	20 000	20 000
Coonabarabran Drainage – Cowper Street	90 000	90 000
Coonabarabran K and G – Barker Street	15 000	15 000
Coonabarabran K and G – Belar Street	8 000	8 000
Binnia Street Upgrade	38 000	38 000
Coolah Office Carpark	14 500	14 500
Benewa Street – Bitumen Sealing	40 000	40 000

# **WARRUMBUNGLE SHIRE COUNCIL**

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL  
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<b>Description</b>	<b>Budget 30.06.2011</b>	<b>Carry Amount 30.06.2011</b>
<b>Urban Services</b>		
Toilet Block – Lions Park Baradine	60 000	60 000
Baradine Parks	20 000	20 000
<b>Fleet Services</b>		
Plant Purchases (separate report)		379 120
<b>Water Services</b>		
Coonabarabran – Mains Replacement – Short Street between Nandi and Masman Streets	24 000	24 000
		1 146 852

**Campbell/Sullivan**  
The motion was carried

## **2.10 Corporate Credit Card - Policy**

**75/1112 RESOLVED** that Council adopt the attached Corporate Card Policy.

### **Operational 2.14**

#### **Corporate Credit Card Policy**

The following Policy Statement is to be provided to any person to whom a Corporate Credit Card is issued by Council for use on Council Business:

#### **Credit Card Policy Statement**

Corporate Credit Cards are not an entitlement to any employee and may be revoked at any time by the Council. Failure to comply with the following conditions may initiate a review of the issue of the Card.

#### **Conditions of Use**

1. Corporate charge card is provided based on your need to purchase business-related goods and services. The card may be revoked at any time based on a change of your position, or when otherwise deemed appropriate by the Council. The card is not an entitlement.
2. The credit card is to be used only for business-related purchases. Personal charges are not to be made against the charge card.
3. All transactions must be supported by a valid Tax Invoice. A valid Tax Invoice details the supplier's name and address, ABN and has the words 'Tax Invoice' on the invoice and clearly describes each item charged.
4. You are responsible for retaining receipts and/or other documentation that supports transactions made with the charge card, and you are required to reconcile your monthly cardholder statement within the nominated time frame and provide supporting documentation that verifies the transactions recorded against the charge card.

# **WARRUMBUNGLE SHIRE COUNCIL**

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5. You are responsibly for timely notification of disputed transactions appearing on your cardholder statement.
6. You are the only person entitled to use the charge card while it is in your possession. You may not use the charge card, nor permit it to be used, for any reason other than official purposes.
7. You are responsible for adequately securing the charge card from loss and theft. However, if this occurs, you must immediately notify the relevant card's financial institution, the Finance Manager and the General Manager.
8. Improper use of the credit card will be considered as a misappropriation of the organisation's funds and may result in disciplinary action, including revoking the card and termination of employment. Fraudulent use may result in the instigation of legal proceedings.
9. You are required to immediately surrender your credit card to the General Manager upon resignation or termination of employment with the Council.
10. All card holders, prior to the issue of a card are required to read, acknowledge and sign a cardholders acknowledgement of responsibilities form, which is to be countersigned by the General Manager.

## **POLICY DOCUMENT CONTROL**

<b>Policy</b>		<b>Resolution</b>	<b>Date</b>
Corporate Credit Card Policy	Version 1	75/1112	25 August 2011

**Schmidt/Campbell**  
**The motion was carried**

### **2.11 Tenders for Water Meter Reading**

**76/1112 RESOLVED** that Council call for Tenders for the reading of Councils Water Meters on a 90 day cycle.

**Powell/Lewis**  
**The motion was carried**

### **2.12 Water Notice Format**

**77/1112 RESOLVED** that Council implement a Water Notice layout which includes the same information as contained on the Yarra Valley water Account, with relevant information taken from the back of the Brisbane Water Account, to be included on the back of the Water Notice.

**Schmidt/Campbell**  
**The motion was carried**

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## **2.13 Fourth Quarter Budget Review (30 June, 2011)**

**78/1112 RESOLVED** that Council receive and note the Fourth Quarter Budget Review.

**Schmidt/Sullivan**  
**The motion was carried**

## **DIRECTOR OF TECHNICAL SERVICES REPORTS**

### **3.1 Road Maintenance Request – Extension of Yearinan Station Road**

#### **79/1112 RESOLVED:**

1. That application by the owner of ‘Kathlindon’ to repair a damaged section of access road is refused on the basis that the road is not within a legal road reserve.
  
2. Council consult with the owners of ‘Kathlindon’ and ‘Yearinan’ with the aim of each making a one third (1/3) contribution to the cost of creating a public road over the existing access track and closing the existing Crown Road that traverses the property ‘Yearinan’. Furthermore, Council obtains a quotation from a Surveyor to undertake the process of plan preparation for opening and closing the roads.

**Lewis/Schmidt**  
**The motion was carried**

**3.47pm**

## **ACTING DIRECTOR OF ENVIRONMENTAL SERVICES REPORTS**

### **4.1 Up-Date on the progress of the Comprehensive LEP**

**80/1112 RESOLVED** that Council note the progress in the Comprehensive LEP project.

**Schmidt/Campbell**  
**The motion was carried**

### **4.2 Up-Date on the Council Chambers Extensions**

**81/1112 RESOLVED** that Council note the progress in the design of the Coonabarabran Office extensions.

**Campbell/Schmidt**  
**The motion was carried**

### **4.3 Proposal for Council to offer one family 2011-12 season ticket to each Swimming Club within the Shire**

**82/1112 RESOLVED** that:

1. Council agree to donate one family 2011- 2012 season ticket for each of the six Swimming Clubs in the shire. The tickets are to be provided following a written request by each Swimming Club, and the offer to be on the requirement that the ticket is to be used for a fundraising event for their club such as a raffle and not transferable by the winners.

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2. That Council advise the Mendooran Swimming Club that it will not be waiving or reducing last years lane hire fees of \$220 however, it will allow a further period until the 31 December 2011 in which the invoice can be paid.

**Lewis/Campbell**  
**The motion was carried**

#### **4.4 Proposal for establishment of a Local Heritage Fund**

**83/1112 RESOLVED** that Council establish a local heritage fund to complement its heritage conservation objectives with a supplementary vote of \$10,000 in the 2011/2012 financial year.

**Sullivan/Campbell**  
**The motion was carried**

#### **4.5 Applications Approved for Month of July 2011**

**84/1112 RESOLVED** that Council note the Applications Received for the month of July 2011, the Applications Held Pending as at 31 July 2011 and their status, and of those approved during July 2011, under Delegated Authority.

**Schmidt/Campbell**  
**The motion was carried**

**3.55pm**

#### **QUESTIONS FOR NEXT MEETING**

##### **Councillor Lewis**

- Neighbourhood watch – issues raised to be direct to traffic committee
- Tip changing hours – request for official response and information regarding tip hours, drop off of recycling and household waste etc. Discussion that this is a trial period for 12 months and that signs will be erected shortly identifying opening hours at various waste collection facilities.
- Kerbside cleanup – when can one happen – is their budget for program

##### **Councillor Campbell**

Tip – report tabled at Progress to understand information decision based on.

**4.05 pm**

#### **85/1112 RESOLVED**

- (a) that Council go into closed committee to consider business relating to a personnel matter concerning a particular individual (other than councillors)
- (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.

**Schmidt/Coe**  
**The motion was carried**

# **WARRUMBUNGLE SHIRE COUNCIL**

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**Staff also left the room.**

**4.40 pm**

**86/1112 RESOLVED** Council move out of closed Council and into open council.

**Schmidt/Coe**

**The motion was carried**

The staff returned to the meeting and the Mayor announced the following resolution to the general meeting.

**1C Relocation Expenses**

**87/1112 RESOLVED** that Warrumbungle Shire Council will pay removal expenses to a maximum of \$3,000 as per Council's Relocation Policy. If original documentation in the name of Mr Steve Loane is presented to Council directly related to relocation expenses relating to employment with Warrumbungle Shire Council then Council will revisit the decision.

**Schmidt /Coe**

**The motion was carried**

There being no further business the meeting closed at 4.44 pm.

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**CHAIRMAN**