

WARRUMBUNGL E SHIRE COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGL E SHIRE COUNCIL HELD
AT THE POPLARS MOTOR INN, COONABARABRAN ON THURSDAY, 19 APRIL 2012
COMMENCING AT 9.07AM PAGE 1

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

In attendance: S Morris (minutes)

9.07am

APOLOGIES: Cr Dissanayake,

318/1112 RESOLVED that the apologies of Cr Dissanayake, be accepted.

Schmidt/Todd
The motion was carried

Presentations

9.08am

Diana Kureen – Catchment Officer – Central West Catchment Management Authority informed Council of Local Government Catchment Action Plan and spoke of the future of the Alliance and activities and goals for the coming year.

9.10am

Councillor Campbell joined the meeting.

Diana also advised the meeting of works undertaken in the Warrumbungle Shire area.

9.30am

Alicia Leggett – Regional Arts Development Officer – Orana Arts informed the meeting of programs undertaken in 2011 and advised of the production of the Art Business Directory for 2011/2012.

9.47am

The Mayor 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.

Councillor Shinton declared a pecuniary interest in Item 5.4.

There were no further declarations made at this time.

CONFIRMATION OF MINUTES OF THE ORDINARY MEETING OF WARRUMBUNGL E SHIRE COUNCIL HELD ON 15 MARCH 2012

319/1112 RESOLVED that the minutes of the ordinary meeting of the Warrumbungle Shire Council held on 15 March 2012 be endorsed.

Coe/Lewis
The motion was carried

WARRUMBUNGLA SHIRE COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLA SHIRE COUNCIL HELD
AT THE POPLARS MOTOR INN, COONABARABRAN ON THURSDAY, 19 APRIL 2012
COMMENCING AT 9.07AM PAGE 2

Business Arising

Lewis – Mow creek

320/1112 RESOLVED that Council approach the Government for funding to repair damaged roads due to recent floods.

Sullivan/Lewis
The motion was carried

ADOPTION OF THE RECOMMENDATIONS OF THE WASTE FACILITIES ADVISORY COMMITTEE MEETING HELD 15 MARCH 2012

321/1112 RESOLVED that the Minutes of the Waste Facilities Advisory Committee meeting held on 15 March 2012 be adopted.

Todd/Coe
The motion was carried

Business Arising

Waste facility at Ulamambri – locks been changed and reissue of keys. Cameras being deployed in ad hoc manner to limit abuse of facility.

Tyre disposal – agents charge a fee for their disposal and it is their responsibility to arrange disposal. Council is looking at opportunities for disposal.

ADOPTION OF THE RECOMMENDATIONS OF THE TRAFFIC ADVISORY COMMITTEE MEETING HELD ON 22 MARCH 2012

322/1112 RESOLVED that the minutes of the Traffic Advisory Committee meeting held on 22 March 2012 be adopted.

Lewis/Coe
The motion was carried

Business Arising

Nullen Rest area – closing of entrance off Black Stump Way posed difficulties over Easter with access direct on to Highway from the area. Roads and Maritime Services needs to address this issue

323/1112 RESOLVED that Council write to the Roads and Maritime Services seeking a review of the safety issues in relation to the access to the Nullen Rest area from the Golden Highway.

Coe/Lewis
The motion was carried

Wide load bypass – alternate route in Edward and Namoi Streets

Council to reply to letter regarding this matter. Council is reviewing truck parking issues. Discussion regarding preparation of plan for bypass intersection – Cunningham and Campbell streets.

WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD
AT THE POPLARS MOTOR INN, COONABARABRAN ON THURSDAY, 19 APRIL 2012
COMMENCING AT 9.07AM PAGE 3

324/1112 RESOLVED that the Traffic Committee consider placement of give way signs at Booyamurra and Binnia Streets and Cunningham and Binnia Streets.

Lewis/Powell
The motion was carried

325/1112 RESOLVED that Recommendation 33/1112 be amended to include the word “temporarily” and that the Recommendation read as follows:

33/1112 RECOMMENDED that approval is sought from Roads & Maritime Services to temporarily reduce the speed limit to 90kph on Black Stump Way between the locality of Conemarra and the intersection of Warrumbungles Way.

Coe/Lewis
The motion was carried

ADOPTION OF THE RECOMMENDATIONS OF THE BARADINE FLOODPLAIN MANAGEMENT ADVISORY COMMITTEE MEETING HELD ON 29 MARCH 2012

326/1112 RESOLVED that the minutes of the Baradine Floodplain Management Advisory Committee meeting held on 29 March 2012 be adopted.

Todd/Campbell
The motion was carried

10.17am

GENERAL MANAGER’S REPORT

1.1 Financial Assistance Request

327/1112 RESOLVED that Council accede to the request from the Coonabarabran Rotary Club Inc for financial assistance of \$500.00 to conduct the Rotary Youth Driver Awareness Program (RYDA).

Sullivan/Schmidt
The motion was carried

1.2 Policies

328/1112 RESOLVED that Council endorse the following Personal Safety Equipment and Sun Protection Policy and Accident Notification and Investigation Policy:

Personal Safety Equipment & Sun Protection Policy

1. INTRODUCTION

In accordance with Council’s commitment to the provision of a safe and healthy work place, this policy has been developed and is to be followed by those who work outdoors. Australia has the highest incidence of skin cancer in the world and has twice the rate of skin cancer than other countries. Two out of three people who grow up in Australia will develop some form of skin cancer. Employees that work outdoors are a high-risk group as their work may involve prolonged exposure to solar ultraviolet radiation. The Work Health & Safety Act 2011 states that a person conducting or undertaking a business (PCUB) has a “primary duty of care” towards their employees, and so far as reasonably practicable, the

WARRUMBUNGL E SHIRE COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGL E SHIRE COUNCIL HELD
AT THE POPLARS MOTOR INN, COONABARABRAN ON THURSDAY, 19 APRIL 2012
COMMENCING AT 9.07AM PAGE 4

health and safety of workers engaged, or caused to be engaged by the person and workers whose activities in carrying out work are influenced or directed by the person, while to workers are at work in the business or undertaking. (Part 2, division 2 chapter 19)

2. DEFINITION

The guidelines set down in this policy have been developed to protect the health, safety and welfare of all employees. A person who is required to work outdoors will be exposed to Ultra Violet rays and therefore shall be required to wear protective clothing.

3. POLICY

This policy applies to all employees of council who work in an environment where they are exposed to UV rays. Positions not covered by Council's Corporate Uniform Agreement shall be supplied with personal protection equipment and clothing to reduce the risk of exposure to UV rays.

Council will undertake to provide:

- Safe systems of work for working out of doors.
- Procedures for employees to identify and minimise risks associated with working outdoors.

4. AIM

- To ensure the Health, Safety and Welfare of Council employees;
- To ensure compliance with the Work Health & Safety Act 2011
- To ensure the development, assessment and implementation of appropriate safe work systems when employees are required to work outdoors.

5. RESPONSIBILITIES

All council staff are responsible for their personal health, safety and welfare and that of their fellow workers. They are required to co-operate with their employer in the interest of health, safety and welfare in accordance with Section 28 of the WHS Act, 2011. Where required by Workcover Regulation or Council Policy, Council employees and Contractors must wear all required Personal Protection Equipment (PPE) as stipulated.

6. CLOTHING PROTECTION

6.1 General

The guidelines set down in this policy have been developed to protect the health, safety and welfare of all council employees.

Council employees working in an environment exposed to UV rays **MUST WEAR** the following protective clothing and personal protective equipment at all times.

- 1) Long Sleeved Shirts (48UPF+)
- 2) Long Trousers (48UPF+)
- 3) Long Shorts (48UPF+)
- 4) Broad Brimmed Hats
- 5) Wrap Sunglasses (AS1067.1)

WARRUMBUNGL E SHIRE COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGL E SHIRE COUNCIL HELD
AT THE POPLARS MOTOR INN, COONABARABRAN ON THURSDAY, 19 APRIL 2012
COMMENCING AT 9.07AM PAGE 5

- 6) Broad Spectrum water resistant Sunscreen 30 SPF (AS2604)
- 7) Lip Protection 15+
- 8) Other Safety Equipment

6.2 Long Sleeved Shirts

Shirts worn by employees, contractors and visitors, shall be of close weave, and loose fitting to allow for air circulation and comfort. Shirts must have long sleeves and collars, and shall include council identification. Shirts will be made of High Visibility material and shall be worn by all outdoor staff. Indoor staff who visit worksites shall wear High Visibility vests. A risk assessment must be carried out for all work sites and unless a risk assessment concludes otherwise, High Visibility shirts or vests must be worn by all persons on work sites.

6.3 Long Trouser/Shorts

Long Trousers or long shorts worn by employees shall be loose fitting made from at least 75% cotton or natural fibre and of close weave and shall be made of material that is 48UPF+. Persons wearing shorts shall be responsible for applying sunscreen before working outdoors.

6.4 Broad Brimmed Hats

A broad brimmed hat issued by Council shall be worn during daylight hours at all times whilst employees are outdoors. If hard hats are to be worn then flaps are to be attached to these hats. Hats are required to have a broad brim measuring no less than 8cm in width, as recommended by the NSW Cancer Council. A hat with a wide brim reduces the amount of UV radiation reaching the face by 50%.

The wearing of beanies will be permitted in winter until 10am or in extremely cold weather conditions.

Hats worn by employees whilst working in an environment exposed to UV radiation should be light enough to wear in hot conditions.

6.5 Sunglasses

Sunglasses should meet the Australian Standard AS1067, offer a 99% protection from ultraviolet rays, be close fitting, and of a wrap around style.

Note: Pool employees will be provided with sunglasses that meet Australian Standard AS1067 and contain polaroid lenses.

Both tinted and clear prescription lenses can be treated so that they provide protection from UVR. Clip on sunglasses that attach to your normal prescription glasses may also be worn provided they meet the Australian Standard AS1067. (Note: Council will not meet the cost of special prescription glasses or clip on sunglasses.)

WARRUMBUNGL E SHIRE COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGL E SHIRE COUNCIL HELD
AT THE POPLARS MOTOR INN, COONABARABRAN ON THURSDAY, 19 APRIL 2012
COMMENCING AT 9.07AM PAGE 6

6.6 Sunscreen

No sunscreen can provide 100% protection

Sunscreen provided shall be:

- AS2604 approved
- 30+
- Broad spectrum
- Water resistant

To be effective sunscreen should be applied about 20 minutes before going out in the sun, and be applied generously so that it goes on easily and evenly and be reapplied every two hours. Sunscreen should be kept in a cool place. Do not keep in glove box of vehicles. If sunscreen is to be kept in a vehicle, place in a suitable place ie. esky or lunch box. Persons shall be trained in the application of sunscreen and required to sign an acknowledgement that when choosing to wear shorts they will apply sunscreen to their legs as well as other parts of the body exposed to the sun. Should an employee choose not to wear sunscreen they must wear long trousers.

6.7 Safety Vests

All employees, contractors and visitors on worksites who are not wearing high visibility shirts, will be issued with an approved high visibility safety vest which must be worn at all times.

6.8 Other Safety Equipment

Also the following safety items will be provided on an individual needs basis:

- Safety Glasses
- Safety Goggles
- Hard Hats
- Hearing Protective Muffs
- Dust Masks
- Welding Aprons
- Gloves
- Safety Boots
- and High Visibility Safety Jacket & Pants where applicable

and any other Safety Equipment that is recommended by NSW WorkCover.

7. CLOTHING

7.1 General

All permanent staff up to and including Foreman or equivalent shall be issued with the following industrial clothing upon commencement. Such clothing to include:

WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD
AT THE POPLARS MOTOR INN, COONABARABRAN ON THURSDAY, 19 APRIL 2012
COMMENCING AT 9.07AM

PAGE 7

- Long sleeve shirt x three (3)
- Long trousers x three (3)
- Hat with 80mm brim x one (1)
- Jumper x one (1)
- Anorak Coat x one (1)
- Safety vest x one (1)
- Sunglasses x one (1)

Short sleeve shirts are not permitted.

- a) Technical and Specialist Staff not covered by the Corporate Uniform Agreement, required to work outdoors, shall be issued with three (3) long sleeve shirts, one (1) broad brim hat, and one (1) safety vest, subject to a demonstrated need and approval of the relevant Director.
- b) All staff up to and including Foreman or equivalent shall be issued with one (1) set of wet weather clothing.
- c) Technical and Specialist Staff shall be issued with one (1) set of wet weather clothing subject to a demonstrated need and approval of the relevant Director.
- d) Staff regularly involved in the use of bituminous products such as emulsion coldmix, hotmix etc will be issued with four (4) sets of clothing per year subject to their manager's approval.
- e) Protective clothing will be issued to new staff on commencement of employment in accordance with this policy.
- f) All subsequent issues will be on a "New for Old" basis with new issues only being made available when old unserviceable clothing is returned to Councils store.
- g) The Supply Officer will assess and determine the serviceability of any item of protective clothing submitted for replacement. Any dispute regarding the replacement of protective equipment or clothing will be referred to the employees relevant Manager.

7.2 Boots

- a) All staff up to and including Supervisors or equivalent shall be issued with one (1) set of industrial boots (AS2210.3) on commencement.
- b) All staff up to and including Supervisors or equivalent shall be issued with one (1) set of wet weather footwear (AS220.13) subject to a demonstrated need and the approval of the relevant Manager.
- c) Technical and Specialist Staff shall be issued with one (1) set of wet weather footwear and (1) pair of protective boots subject to a demonstrated need and approval of the relevant Director.

WARRUMBUNGL E SHIRE COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGL E SHIRE COUNCIL HELD
AT THE POPLARS MOTOR INN, COONABARABRAN ON THURSDAY, 19 APRIL 2012
COMMENCING AT 9.07AM PAGE 8

- d) All subsequent issues will be on a “New for Old” basis with new issues only being made available when old unserviceable boots are returned to Councils store.
- e) Safety boots (AS2210.3) must be worn by staff on a construction site.

8. CASUAL EMPLOYEES

Casual employees will receive an issue of protective clothing.

8.1 Other Personal Protective Equipment (Casual Employees)

Also the following safety items will be provided on an individual needs basis:

- Cancer Council approved sun glasses
- Broad spectrum, water resistant sunscreen
- (1) pair protective boots
- As well as all other Safety Equipment that is recommended by NSW WorkCover.

9. REPLACEMENT ITEMS

As stated above. Items will be replaced only if the unserviceable items are returned to the Supply Officer who will determine whether the item is serviceable or not. If an item is lost or stolen, the employee, to whom the item was issued, will be required to submit a written statement to their Manager, outlining the circumstances of the loss or theft. Replacement items will only be issued on the authorisation of the Manager.

9.1 Responsibility

The employee will be responsible to notify the Supply Officer of any lost or stolen items.

9.2 Maintenance

The employee will be responsible for the maintenance and safe keeping of all personal protective equipment at all times.

9.3 Disputes

Any disputes regarding the replacement of unserviceable or lost items will be referred to the responsible Manager/Director in the first instance.

9.4 Property Ownership

At all times personal protective equipment remains the property of Warrumbungle Shire Council.

9.5 Termination of Permanent Employment

Permanent employees upon termination may be required, at the discretion of Council, to return all items of personal protective equipment to the Council Supply Officer.

WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD
AT THE POPLARS MOTOR INN, COONABARABRAN ON THURSDAY, 19 APRIL 2012
COMMENCING AT 9.07AM PAGE 9

9.5a Termination of Casual Employment

Casual employees are to return all personal protective clothing and equipment when casual work is complete.

10. EXEMPTION

As a council employee there will be no exemptions to the wearing of personal protective clothing and equipment as well as other safety equipment.

11. GRIEVANCE PROCEDURE

Any employee who fails to wear any of the personal protective equipment shall be stood down without pay, to such time that, they are prepared to wear the personal protective equipment. The incident will be reported and the disciplinary procedure as stated in the NSW Local Government State Award or any other relevant award will be applied.

12. EDUCATION AND TRAINING OF WORKERS

At induction or orientation to council all new employees are to be made aware of the Personal Protection Equipment & Sun Protection Policy and their duty to comply.

13. CONTRACTORS

Contractors and their employees are required to meet the minimum requirements as set out herein at their own cost. There will be no exemptions to this requirement.

14. MONITOR AND REVIEW

This policy and related procedures shall be reviewed bi-annually by the Safety Officer in consultation with 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.

15. RELATED DOCUMENTS

- WHS Act and Regulation 2011

AMENDMENTS

Accident Notification and Investigation Policy

1. INTRODUCTION

The Management of Warrumbungle Shire Council is committed to providing a place of work that is safe and without risk to all of our employees, contractors and members of the public. Management recognises, however, that accidents and incidents can occur and accordingly have developed procedures, which ensure the prompt notification and investigation of the incidents.

WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD
AT THE POPLARS MOTOR INN, COONABARABRAN ON THURSDAY, 19 APRIL 2012
COMMENCING AT 9.07AM PAGE 10

2. DEFINITION

All workplace accidents are required to be reported to Council and be thoroughly investigated. This policy and accompanying procedures will ensure that this process is carried out. Furthermore it is required that all incidents/accidents are notified to the supervisor immediately and all paperwork is completed within 24 hours of the accident.

3. POLICY

As an employer in New South Wales there is a statutory requirement for our organisation to have in place systems for the maintenance of injury registers and the notification to WorkCover, NSW of notifiable incidents.

Statutory Requirements

As an organisation conducting our business in New South Wales, Warrumbungle Shire Council has statutory requirements imposed by:

Work Health and Safety Act 2011 Part 3 sections 35 – 39 inclusive;

- Part 3, Section 35 – Notifiable incident means:
 - The death of a person, or
 - A serious injury or illness of a person, or
 - A dangerous incident.
- A serious injury or illness as prescribed in Part 3, Section 36 WHS Act 2011, means and injury or illness requiring the person to have:
 - Immediate treatment as an in-patient in a hospital, or
 - Immediate treatment for:
 - The amputation of any part of his or her body, or
 - A serious head injury, or
 - A serious burn, or
 - The separation of his or her skin from an underlying tissue (such as degloving or scalping), or
 - A spinal injury, or
 - The loss of a bodily function, or
 - Serious lacerations, or
 - Medical treatment within 48 hours of exposure to a substance.
- A dangerous incident Part 3 Section 37 WHS Act 2011, means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:
 - An uncontrolled escape, spillage or leakage of a substance, or
 - An uncontrolled implosion, explosion or fire, or

WARRUMBUNGLA SHIRE COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLA SHIRE COUNCIL HELD
AT THE POPLARS MOTOR INN, COONABARABRAN ON THURSDAY, 19 APRIL 2012
COMMENCING AT 9.07AM

PAGE 11

- An uncontrolled escape of gas or steam, or
 - An uncontrolled escape of a pressurised substance, or
 - Electric shock, or
 - The fall or release from a height of any plant, substance or thing, or
 - The collapse, overturning, failure or malfunction of, or damage to any plant that is required to be authorised for use in accordance with the regulations, or
 - The collapse or partial collapse of a structure, or
 - The collapse or failure of an excavation or of any shoring supporting an excavation, or
 - The inrush of water, mud or gas in workings, in an underground excavation or tunnel, or
 - The interruption of the main system of ventilation in an underground excavation or tunnel.
- Duty to notify of notifiable incidents Part 3 Section 38
 - A person who conducts a business or undertaking must ensure that the regulator is notified immediately after becoming aware that a notifiable incident arising out of the conduct of the business or undertaking has occurred.
 - The notice must be given in accordance with this section by means fastest possible means
 - By telephone, or
 - In writing eg facsimile, email
 - The person giving notice by telephone must:
 - Give the details of the incident requested by the regulator, and
 - If required by the regulator, give a written notice of the incident within 48 hours of that requirement being made.
 - A written notice must be in form, or contain the details, approved by the regulator
 - If the regulator receives a notice by telephone and a written notice is not required, the regulator must give the person conducting the business or undertaking:
 - Details of the information received, or
 - An acknowledgement of receiving the notice
 - A person conducting a business or undertaking must keep a record of each notifiable incident for at least 5 years from the day that notice of the incident is given to the regulator under this section

WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD
AT THE POPLARS MOTOR INN, COONABARABRAN ON THURSDAY, 19 APRIL 2012
COMMENCING AT 9.07AM PAGE 12

- Despite subsection(1), a person is not required to give notice under this section of an incident if:
 - The person has given notice of the incident in accordance with section 44(2) of the Workplace Injury Management and Workers Compensation Act 1998, or
 - The incident occurs at a mine to which the Mine Health and Safety Act 2004 applies or at a coal workplace.
- Duty to preserve incident sites Part 3 Section 39
 - The person with management or control of a workplace at which a notifiable incident has occurred must ensure so far as reasonable practicable, that the site where the incident occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs.
 - In subsection (1) a reference to a site includes any plant, substance, structure or thing associated with the notifiable incident
 - In subsection (1) does not prevent any action:
 - To assist an injured person, or
 - To remove a deceased person, or
 - That it is essential to make the site safe or to minimise the risk of a further notifiable incident, or
 - That is associated with a police investigation, or
 - For which an inspector or the regulator has given permission
- This section does not apply to a mine to which the Mine Health and Safety Act 2004 applies or to a coal workplace.

Under the NSW Workplace Injury Management and Workers Compensation Act 1998 it is a requirement to maintain a Register of Injuries.

Furthermore it is required that all incidents/accidents are notified to the supervisor immediately and all paperwork is completed within 24 hours of the accident.

4. AIM

- To ensure the Health, Safety and Welfare of Council employees;
- To ensure compliance with the Work Health & Safety Act 2011
- To ensure the timely reporting and investigation of all incidents/accidents at Warrumbungle Shire Council.

WARRUMBUNGL E SHIRE COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGL E SHIRE COUNCIL HELD
AT THE POPLARS MOTOR INN, COONABARABRAN ON THURSDAY, 19 APRIL 2012
COMMENCING AT 9.07AM PAGE 13

5. RESPONSIBILITIES

General Managers (Officer)

The General Manager is responsible for ensuring:

- The organisation maintains a focused approach to ensuring the effective and timely investigation of accident/incidents.

Directors (Officer)

It is the responsibility of Directors to ensure:

- Their Managers comply with their responsibilities under this policy.
- Review medium/ high potential accidents and incidents to ensure the effectiveness of remedial action.
- Where remedial action is considered inappropriate or ineffective, to provide recommendations to Managers to improve its effectiveness.

Human Resource Team Leader (Officer)

The Human Resource Team Leader is responsible for ensuring:

- All notifiable accidents/incidents are reported to WorkCover, NSW within the required time frame.
- Effective liaison with Managers and Supervisors to identify areas where accident/incident and notification systems can be continually improved.
- Advice is provided to the General Manager and Directors on the level of compliance to this policy.
- Appropriate recording systems are in place to ensure accident/incident investigation reports are maintained and retrievable.

Managers (Officer)

It is the responsibility of Managers to ensure:

- Their supervisors and employees fully comply with their responsibilities under this policy and that the site has been secured in the event of a notifiable incident;
- ensure that WorkCover have been notified
- In consultation with the Human Resources Team Leader all Supervisors are provided with training which ensures they are competent to conduct effective accident/incident investigations.
- Where required they actively participate in accident/incident investigations, which are notifiable to WorkCover, NSW, have resulted in a lost time injury or have the potential for significant loss to Warrumbungle Shire Council.
- All remedial actions arising from accident/incident investigations are reviewed to ensure its effective implementation.

WARRUMBUNGLE SHIRE COUNCIL

**MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD
AT THE POPLARS MOTOR INN, COONABARABRAN ON THURSDAY, 19 APRIL 2012
COMMENCING AT 9.07AM**

PAGE 14

- Must, as reasonable practicable, preserve the site where a notifiable incident has occurred until such time as an inspector arrives at the site or the person in control of the worksite is directed by an inspector from WorkCover that site preservation is no longer required.

Supervisors (Worker)

It is the responsibility of all supervisors to ensure:

- To participate in investigations of all accidents/incidents arising from the activities of Warrumbungle Shire Council, which have the potential or have actually injured employees, contractors or members of the general public.
- As a result of any accident/incident investigation effective remedial action is developed and implemented to prevent a recurrence of that event
- Human Resources are advised within 24 hours of the occurrence of any incident/accident.
- Must, as reasonable practicable, preserve the site where a notifiable incident has occurred until such time as an inspector arrives at the site or the person in control of the worksite is directed by an inspector from WorkCover that site preservation is no longer required.

Worker

Employees, including Contractors are responsible for:

- Reporting all accidents, incidents or events that could cause an accident or near miss to the relevant supervisor without delay;
- Completing the incident/accident form where an incident has taken place in conjunction with the supervisor without delay;
- Co-operating with the supervisor/manager/director/safety officer during any investigation
- Ensure the accident scene is not disturbed (as required in this policy) unless providing assistance or removing trapped or injured persons.

Occupational Health and Safety Committee

Warrumbungle Shire Council's Occupational Health and Safety Committee will be responsible for reviewing the remedial action implemented following an accident/incident.

All council staff are responsible for their personal health, safety and welfare and that of their fellow workers. They are required to co-operate with their employer in the interest of health, safety and welfare in accordance with Division 4 Section 28 of the WHS Act, 2011.

WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD
AT THE POPLARS MOTOR INN, COONABARABRAN ON THURSDAY, 19 APRIL 2012
COMMENCING AT 9.07AM PAGE 15

6. MONITOR AND REVIEW

This policy and related procedures shall be reviewed bi-annually by the Safety Officer in consultation with 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

- WHS Act 2011
- WHS Regulation
- Accident/Incident Investigation Form
- Accident Notification Flowchart

8. AMENDMENTS

Lewis/Todd
The motion was carried

1.3 Local Government Election - Referendum or Poll

A motion was moved by Councillor Campbell seconded by Councillor Schmidt that Council approve a referendum or poll for this September 2012 Local Government election.

329/1112 An amendment was moved by Councillor Coe seconded by Councillor Todd for Warrumbungle Shire Council to conduct a Poll be held on the name change to Warrumbungle Regional Council.

The amendment was put and carried.

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

1.4 Assistant Supply Officer

330/1112 RESOLVED that Council note the omission from the structure and endorse the reinstatement of Assistant Supply Officer reporting to the Senior Purchasing Officer.

Schmidt/Powell
The motion was carried

1.5 Warrumbungle Shire Community Strategic Plan 2012-2032

331/1112 RESOLVED that Council endorse the Warrumbungle Shire Community Strategic Plan 2012-2032.

Schmidt/Campbell
The motion was carried

1.6 HR Projects Update

Received

1.7 Learning & Development – Human Resources

Received.

WARRUMBUNGLA SHIRE COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLA SHIRE COUNCIL HELD
AT THE POPLARS MOTOR INN, COONABARABRAN ON THURSDAY, 19 APRIL 2012
COMMENCING AT 9.07AM

PAGE 16

1.8 Annual Local Government and Shires Association Conference 2012

332/1112 RESOLVED that Councillor Ron Sullivan and his wife Maureen attend the LGSA Conference to receive the Outstanding Service Award. That all transport, transfer, accommodation and meals be provided as per the policy. **FURTHER** that the Mayor, General Manager and Councillor Campbell and Councillor Todd accompanied by their partners attend the LGSA Conference. **FURTHER** that all transport, transfers, accommodation and meals be provided as per the policy.

Powell/Campbell
The motion was carried

1.9 Internal Audit Committee

333/1112 RESOLVED that Council appoints Mr David Honner as the second independent member of the internal audit committee.

Campbell/Sullivan
The motion was carried

1.10 Motion for Local Government and Shires Association Conference

334/1112 RESOLVED that Council proposes a motion to the Local Government and Shires Association Conference that encourages State and Federal Government agencies to consider a return of 'country service' of government agencies and services to country towns and regions.

Coe/Campbell
The motion was carried

Late motion

335/1112 A motion was moved by Councillor Lewis seconded Councillor Todd that a late motion be forwarded for consideration at the Conference that Council seek a greater allocation of roads funding and a larger share of the registration fees on heavy vehicles, carbon tax rebate and fuel excise funding to compensate for vehicles utilising the Highway throughout the Shire.

The motion was put and lost.

10.47am

336/1112 RESOLVED that standing orders be suspended to break for morning tea.

Sullivan/Campbell
The motion was carried

11.03am

337/1112 RESOLVED that standing orders be resumed.

Lewis/Schmidt
The motion was carried

WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD
AT THE POPLARS MOTOR INN, COONABARABRAN ON THURSDAY, 19 APRIL 2012
COMMENCING AT 9.07AM

PAGE 17

DIRECTOR OF CORPORATE SERVICES

2.1 Bank Reconciliation and Investment – Month Ending March 2012

338/1112 RESOLVED that Council accept the Bank Reconciliation and Investments Report for the month ending 31 March 2012.

Powell/Schmidt
The motion was carried

2.2 Rates and Charges Collection Report up to and including March 2012

Received.

2.3 Policy for the Payment of Creditor Invoices

339/1112 RESOLVED that Council adopts the following Policy for the Payment of Creditor Invoices Operational 2.15.

Operational 2.15

Policy for the Payment of Creditor Invoices

Part 1 – Introduction

1.1 Purpose of the Policy

The purpose of this policy is to set out the processes and staff responsibilities in relation to the payment of accounts to Council's creditors and to provide a standard requirement for the approval of creditor invoices, in order to minimise the risk of fraud and prevent council funds being paid out where the goods and/or services being purchased have not been supplied to Council.

1.2 Scope of the Policy

This policy applies to every payment of Council funds to its creditors, with the exception of bank fees. The payment of invoices by means of petty cash or credit cards does not diminish the requirement for invoice approval in accordance with this policy.

1.3 Definitions

Accounts Payable – the finance staff whose responsibility it is to process the timely payment of accounts to Council's creditors.

Council – Warrumbungle Shire Council

Creditors – Contractors and suppliers who have provided goods and/or services to Council and have raised an account in Council's name in exchange for these goods and/or services.

Delegate - a Council employee with the authority to incur and approve expenditure on behalf of Council up to a nominated value as formally delegated by the General Manager.

Invoice - statements, invoices, tax invoices, and recipient created tax invoices (RCTIs) as appropriate.

WARRUMBUNGL E SHIRE COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGL E SHIRE COUNCIL HELD
AT THE POPLARS MOTOR INN, COONABARABRAN ON THURSDAY, 19 APRIL 2012
COMMENCING AT 9.07AM

PAGE 18

Level of Authority – the nominated monetary limit of a delegate’s authority to incur and approve expenditure, as determined by the General Manager, and agreed upon by the delegate, and expressed in the formal delegation agreement.

Purchase Order – an electronically generated purchase request from Council which is a binding agreement to purchase goods and/or services; provided it has been legitimately produced and approved by a Council delegate. Purchase orders may be cancelled where goods and/or services are no longer required by Council, subject to a creditor’s cancellation policy.

Receipt - delivery dockets, invoices, receipts, and collection duplicates which are obtained upon delivery or at the time of collection of goods.

Part 2 – Payment of Creditor Invoices

2.1 Policy Statement

Invoices will not be paid by Council unless they have been approved by a Delegate who has the appropriate level of authority to approve it. This approval must be written on the invoice being approved, or an appropriate summary of invoices, and should be a clear direction to make payment, such as ‘Ok to Pay’, together with the Delegate’s signature.

2.2 Responsibilities of Delegates and their Staff

- a. When ordering goods and/or services on behalf of Council a Purchase Order must be generated with the genuine anticipated amount of expenditure indicated on the Purchase Order. The Purchase Order can be generated by any Council employee or employees of affiliated organisations, such as the Rural Fire Service, who are directed to do so by a Delegate.
- b. The Purchase Order should be signed by a Delegate prior to engaging the contractor or supplier and the Delegate signing the Purchase Order must have the appropriate level of authority to approve the amount of expenditure.
- c. For any level of expenditure greater than \$150,000 and/or subject to a related report presented to Council; a copy of the Council Resolution approving that purchase should be provided with the Purchase Order.
- d. A copy of the signed Purchase Order should be provided to the business/organisation supplying the goods and/or services, however where this is not practical the Purchase Order number must be provided instead. When providing the Purchase Order (or number) Creditors should be instructed to transcribe the number onto the invoice as a reference to facilitate payment.
- e. The only exceptions to the requirement for a Purchase Order are in the cases of Utility accounts, Australia Post accounts, petty cash or credit card payments and RCTIs. In these cases the Delegate must provide Accounts Payable with a job number instead of a

WARRUMBUNGL E SHIRE COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGL E SHIRE COUNCIL HELD
AT THE POPLARS MOTOR INN, COONABARABRAN ON THURSDAY, 19 APRIL 2012
COMMENCING AT 9.07AM

PAGE 19

Purchase Order. Accounts Payable may indicate a job number which has been used previously to assist in the allocation of expenses, however, it remains the responsibility of the Delegate to check that the job number is correct.

- f. When purchasing goods and/or services from a new business/organisation the Delegate or their staff need to send out a Creditor details form before ordering the goods and/or services.
- g. Once a receipt is obtained, the Delegate or their staff, must indicate whether the goods and/or services have been supplied in good condition, and acknowledge this in writing with a signature noting 'Goods Received' and the date received. This acknowledgement must not be given until the goods are in Council's possession or services have been rendered in full or as per the agreement or contract; and these goods and/or services have been inspected and found to be in good condition. This acknowledgement is relied upon by the Delegate when approving invoices.
- h. The Invoice will be approved by the Delegate when signed 'Ok to Pay' and dated. Prior to approval, the Delegate must be satisfied that the goods and/or services have been supplied, by ensuring that each individual Receipt is signed as 'Goods Received', and that the charges on the invoice are as per the agreement.
- i. Invoices can only be signed 'Ok to Pay' by a Delegate within their level of authority.
- j. In the case whereby a Delegate has authorised the Purchase Order and also signed Goods Received, the Tax Invoice/Statement must be approved 'Ok To Pay' by a Delegate with a higher authority. Delegates may not approve and sign all three steps of the Payment of Creditors Process.
- k. In the case whereby Directors or the General Manager has authorised the Purchase Order and also signed Goods Received, the Tax Invoice/Statement must be approved 'Ok To Pay' by the General Manager or another Director.
- l. Signed invoices with supporting documentation as above, must be given to Accounts Payable as soon as possible to allow for timely payment of the account. It is the Delegate's responsibility to ensure that invoices have been approved in accordance with this policy prior to referring it to Accounts Payable.
- m. Delegates must have approved invoices to Accounts Payable by midday Tuesday to allow time for these invoices to be processed and included in the payment run on Thursday each week.

2.3 Responsibilities of Accounts Payable

- a. No invoice is to be processed, unless it has been appropriately approved in accordance with this policy.

WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD
AT THE POPLARS MOTOR INN, COONABARABRAN ON THURSDAY, 19 APRIL 2012
COMMENCING AT 9.07AM PAGE 20

- b. All invoices should be sent to Accounts Payable in the first instance for preparation of payment and distribution to the Delegate for approval.
- c. The goods will be received into Council's electronic ordering system by Accounts Payable once they receive a signed and dated delivery docket indicating that the goods have been received.
- d. Invoices that are received by Accounts Payable with the correct approval by midday Tuesday will be processed by Thursday and paid according to the terms of the invoice.
- e. Accounts will be paid 30 days after end of month on statements, provided the statement has been approved, unless other trading terms are agreed upon. Monthly reconciliations will be prepared by Accounts Payable to match supplier statements to Council records.
- f. Payment terms may vary from the above and in these cases payment will be made on the invoice according to the payment terms as negotiated with the supplier and approved by the Delegate.
- g. Accounts Payable will maintain Creditor details and be responsible for updating these details as necessary.
- h. Invoices that have not been approved correctly will be returned in a timely manner to avoid disruption to payment within terms.
- i. Financial Services will sign off on Vouchers ensuring that Payments have been made in accordance with this Policy.
- j. Accounts will be filed in cheque or Electronic Funds Transfer number order.

POLICY DOCUMENT CONTROL

Policy		Resolution	Date
Policy for the Payment of Creditor Invoices	Version 1	339/1112	19 April 2012

Schmidt/Campbell
The motion was carried

2.4 Air conditioning Units – Coonabarabran and Coolah Offices

340/1112 RESOLVED that Council accepts the Coonabarabran and Coolah Offices Air conditioning reports and recommendations from GHD; and **FURTHERMORE** formal quotations are sought for consideration in the 2012-2013 budget; the replacement of both PAC Units at the Coonabarabran Office and completion of Stage 1 works at the Coolah Office.

Schmidt/Powell
The motion was carried

WARRUMBUNGLA SHIRE COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLA SHIRE COUNCIL HELD
AT THE POPLARS MOTOR INN, COONABARABRAN ON THURSDAY, 19 APRIL 2012
COMMENCING AT 9.07AM

PAGE 21

11.20am

DIRECTOR OF TECHNICAL SERVICES

3.1 Extension of Town Water – Baradine, Timor Road

341/1112 RESOLVED that further investigation is undertaken on assessing the feasibility of installing a 100mm water main in both Baradine Aerodrome Road and Namoi Street, south of Walker Street, in Baradine, including options for financial contribution by adjoining property owners to the cost of construction.

Campbell/Schmidt
The motion was carried

342/1112 RESOLVED that Council reaffirms the decision made on the 19 March 1996 that no more connections are permitted to the gravity main between Timor Dam and the water treatment plant due to the unreliable nature of water quality in Timor Dam.

Sullivan/Campbell
The motion was carried

3.2 Baradine Floodplain Risk Management Study and Plan

343/1112 RESOLVED:

1. That Council endorses the Baradine Floodplain Risk Management Study and Plan prepared by Lyall & Associates, March 2012.
2. That Council adopts the Flood Policy outlined in attachment 1.0 (in the Agenda) and place the policy on public exhibition.
3. That actions taken to submit a funding application to complete the preconstruction stage of the levee bank project over the next three (3) years are endorsed by Council.

Campbell/Schmidt
The motion was carried

DIRECTOR OF ENVIRONMENTAL & COMMUNITY SERVICES

4.1 Expansion of Native Grove Lawn Cemetery

344/1112 RESOLVED that Council approve the new design for the provision of grave sites at the Coonabarabran Native Grove Cemetery and that a sum of \$35000 is allocated in the 2012/2013 budget to complete the stage one section of the plan.

Coe/Schmidt
The motion was carried

4.2 Development Application & 149 Statistics

345/1112 RESOLVED that Council note the Applications Received for the month of March 2012, the Applications Held Pending as at 31 March 2012 and their status, and of those approved during March 2012, under Delegated Authority.

Sullivan/Powell
The motion was carried

WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD
AT THE POPLARS MOTOR INN, COONABARABRAN ON THURSDAY, 19 APRIL 2012
COMMENCING AT 9.07AM PAGE 22

Warrumbungle Shire Council 149 Certificates Processed March 2012
Received.

ACTING DIRECTOR OF COMMUNITY SERVICES

5.1 Approved Provider Representatives – Children’s Services

346/1112 RESOLVED that Council approves the General Manager and Director Environmental and Community Services be formally recognized as representatives of Warrumbungle Shire Council, the Approved Provider for its Early Childhood Services; Yuluwirri Kids Preschool and Long Day Care, Castlereagh Family Day Care, Connect Five Children’s Services and Coonabarabran After School and Vacation Care.

Powell/Campbell
The motion was carried

5.2 Funding Agreement Coonabarabran After School and Vacation Care

347/1112 RESOLVED that Council approves the General Manager signing of the Funding Agreement for Coonabarabran After School and Vacation Care with DEEWR.

Schmidt/Campbell
The motion was carried

5.3 Dunedoo Fire Shed

348/1112 RESOLVED that, subject to the availability of services such as sewer, water, power and telephone, Council resolve to make available half of Lot 125/DP754291 at 30 Nott Street Dunedoo for the purpose of a joint RFS Brigade / Dunedoo SES Unit shed.

Coe/Sullivan
The motion was carried

11.55am

Cr Shinton declared a pecuniary interest in the next item for consideration and left the room.
Cr Coe took the chair.

5.4 Yaminbah Fire Shed – Land Acquisition

349/1112 RESOLVED that Council resolve to proceed with the processes for acquisition and subdivision of Lot 82//DP 614254 for the purpose of building a RFS Fire Shed for Yaminbah Brigade.

Lewis/Sullivan
The motion was carried

11.57am

Cr Shinton returned to the meeting and resumed the Chair.

WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD
AT THE POPLARS MOTOR INN, COONABARABRAN ON THURSDAY, 19 APRIL 2012
COMMENCING AT 9.07AM PAGE 23

5.5 Acquisitive Prize

350/1112 RESOLVED

- (a) That Council revise the criteria for awarding the Warrumbungle Shire Acquisitive Art prize to include entrants residing outside of the Shire where the subject of the work pertains to Warrumbungle Shire and further, that the style of the artwork be limited to a piece of visual art (eg painting or sculpture).
- (b) That a representative of Council, being the Mayor and their nominee, be appointed each year to provide input to the judging process for the award.

Campbell/Sullivan
The motion was carried

12.06pm

Cr Lewis left the room.

12.09pm

Cr Lewis returned to the room.

5.6 Macquarie Regional Library

351/1112 RESOLVED that Council increase the salary contribution to ensure standardization of casual salaries at Grade 5/E across the shire, that opening hours and hours of employment for Library Assistants and Managers remain at current levels and further, that Council agree to consider in budget deliberations the costs for new shelving and furniture for Coonabarabran Branch library.

Powell/Campbell
The motion was carried

5.7 Gomeroi People Native Title Claim

Received.

QUESTIONS WITHOUT NOTICE

Cr Sullivan raised the following matters:

Sewerage at Binnaway – is it still on the list? The General Manager advised that the Office of Water representative informed Council that Binnaway was not on the list and Binnaway (not in the top 100 towns) has now been given consideration for possible inclusion on the list if the program is reinstated.

352/1112 RESOLVED that Council ask the State Member to pursue reinstatement of the Country Towns sewerage scheme program.

Sullivan/Powell
The motion was carried

Cr Campbell raised the following matter:

Meals on Wheels - costs

WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD
AT THE POPLARS MOTOR INN, COONABARABRAN ON THURSDAY, 19 APRIL 2012
COMMENCING AT 9.07AM PAGE 24

Cr Powell raised the following matters:

Holding Rails for access to cross Binnia Street – question regarding imeline for works
Orana crossing – patch up crossing following flood – query use of flat top rail carriages –
Informed that would require certification

Cr Coe raised the following matter:

Update on progress with Works Program – report to May meeting

Cr Shinton raised the following matter:

25th April – Anzac Day – who is attending which function. Council Staff member to
organise Wreath for each town function and organise availability.

Cr Lewis raised the following matters:

Goanna tracks – vehicles in dust

Culverts / causeways – ongoing program regarding repairs to culverts

Complaints about Piambra Road. Report to be prepared and submitted to Council.
Request for report on dry hire of dozer.

Cr Todd raised the following matter:

Wild dogs running around and killing sheep

The General Manager raised the following matter:

Notified Council of the Warren court case regarding claim for damages – dog attack.

12.41 pm

353/1112 RESOLVED that standing orders be suspended to break for lunch.

Schmidt/Sullivan

The motion was carried

12.50pm

Mike Myers – Youth Development Officer – presentation regarding Facebook presence.

1.13pm

354/1112 RESOLVED that standing orders be resumed.

Schmidt/Sullivan

The motion was carried

1.13pm

355/1112 RESOLVED:

- (a) that Council go into closed committee to consider business relating to a residential tenancy
- (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)(c)

WARRUMBUNGLA SHIRE COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLA SHIRE COUNCIL HELD
AT THE POPLARS MOTOR INN, COONABARABRAN ON THURSDAY, 19 APRIL 2012
COMMENCING AT 9.07AM PAGE 25

- (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

1.43pm

356/1112 RESOLVED Council move out of closed Council and into open Council.

The motion was carried

The General Manager announced the following resolution to the general meeting.

1C Residential Tenancy

357/1112 RESOLVED that the Mayor and General Manager be authorised to negotiate with Dr Dissanayake on behalf of Council.

Coe/Sullivan
The motion was carried

There being no further business the meeting closed at 1.44pm.

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CHAIRMAN