

WARRUMBUNGLE SHIRE COUNCIL

**MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL
HELD AT THE FIRE CONTROL CENTRE, COONABARABRAN ON THURSDAY, 19 MARCH
2009 COMMENCING AT 1.18PM**

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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 Corporate Services, Director Technical Services, Tony Meppem – Acting Director Environmental Services and Director Community Services.

APOLOGIES: Nil

In attendance: T Draper (minutes).

1.19 pm

FORUM

Simone Tenne addressed Council in relation to the concept of a Community Garden in Coonabarabran. The concept would involve using preferably Council or community land for the venture with other assistance eg, waste removal, being requested if and when the venture commenced. It would be run as a committee with membership fees/rent being charged and then used to pay costs such as water.

1.32pm

Mr Peter Eastburn on behalf of Baradine Junior Sports Club addressed Council concerning the issue of extending the facilities at Baradine Oval across Darling Street. This would allow netball courts to be established, so the existing netball courts can be used for midgets and under 8's football fields. More room is needed on carnival days and on those days the road between the fields would be closed, following approval by Council.

1.43pm

263 RESOLVED that standing orders be suspended to break for lunch.

**Powell/Lewis
The motion was carried**

2.01pm

264 RESOLVED that standing orders be resumed.

**Lewis/Powell
The motion was carried**

Mayoral Minute

“Year of Astronomy” sundial given to Council by Siding Spring Observatory to be erected in Coonabarabran, possibly around the vicinity of the Courthouse/ Police station.

265 RESOLVED that the Director Technical Services is to report back to Council regarding the cost of installation and preferred location of the sundial.

**P Shinton
The motion was carried**

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Mayoral Minute

St. Lawrence's School closure

266 RESOLVED that Council will write a letter to the Catholic Diocese of Bathurst, in support of keeping St. Lawrence's School Years 7-10 open.

P Shinton

The motion was carried

CONFIRMATION OF MINUTES OF THE ORDINARY MEETING OF WARRUMBUNGL SHIRE COUNCIL HELD ON 19 FEBRUARY 2009

267 RESOLVED that the minutes of the ordinary meeting of the Warrumbungle Shire Council held on 19 February 2009 be endorsed.

Coe/Todd

The motion was carried

CONFIRMATION OF MINUTES OF THE SPECIAL MEETING OF WARRUMBUNGL SHIRE COUNCIL HELD ON 5 MARCH 2009

268 RESOLVED that the minutes of the special meeting of the Warrumbungle Shire Council held on 5 March 2009 be endorsed.

Coe/Campbell

The motion was carried

ADOPTION OF THE RECOMMENDATIONS OF THE TRAFFIC ADVISORY COMMITTEE MEETING HELD ON 26 FEBRUARY 2009

269 RESOLVED that the minutes of the Traffic Advisory Committee meeting held on 26 February 2009 be adopted subject to Recommendation 37 showing that the commencement time be 4am to 6am.

Lewis/Todd

The motion was carried

ADOPTION OF THE RECOMMENDATIONS OF THE WARRUMBUNGL AERODROMES ADVISORY COMMITTEE MEETING HELD ON 9 MARCH 2009

270 RESOLVED that the minutes of the Aerodromes Advisory Committee meeting held on 9 March 2009 be adopted, noting that the meeting was held at Baradine not Coonabarabran.

Campbell/Powell

The motion was carried

ADOPTION OF THE RECOMMENDATIONS OF THE PLANT ADVISORY COMMITTEE MEETING HELD ON 19 MARCH 2009

271 RESOLVED that the minutes of the Plant Advisory Committee held on 19 March 2009 be adopted.

Sullivan/Coe

The motion was carried

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GENERAL MANAGER'S REPORT 2.28PM

1.1 DRAFT POLICIES

272 RESOLVED to adopt the Warrumbungle Shire Council Fraud & Corruption and Internal Reporting Policies.

Sullivan/Schmidt
The motion was carried.

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FRAUD AND CORRUPTION POLICY

Objectives

This policy aims to:

Limit Warrumbungle Shire Council's exposure to fraudulent or corrupt activities of any kind, including for the benefit of Warrumbungle Shire Council.

Ensure the actions of any persons do not result in fraudulent acts by ensuring:

- This policy manages fraud and corruption
- Established procedures to manage prevention and detection
- Provides guidance to the General Manager for reporting purposes
- Staff are made aware of the policy.

This policy expands on the objectives of the Internal Reporting Policy and gives greater detail and examples of fraud and corruption and responses.

Introduction

Warrumbungle Shire Council has always set high standards of honesty and probity and is committed to this fraud and corruption policy that is designed to encourage prevention, early detection, and protection of Council's assets and to identify a clear and concise procedure for investigation.

This policy is based on a series of comprehensive and integrated procedures to prevent fraudulent or corrupt acts or omissions.

Internally there is a continuous review of systems and internal controls, while externally a high degree of scrutiny from Council's auditor.

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Definition

For the purpose of this policy fraud is defined as follows:

An intentional or deliberate dishonest act or omission to deprive Warrumbungle Shire Council or a person of something of value or gain an unfair benefit (usually a financial benefit) by deception, false suggestions or other unfair means which are believed and relied upon.

Types of fraudulent acts or omissions may be illegal, unethical, improper, dishonest including but not limited to, embezzlement, misappropriation, misapplication, destruction or removal/concealment of property, theft of any asset (including trade secrets or intellectual property), false claims (including incorrect completion of timesheets and plant sheets), inappropriate use of council equipment, alteration or falsification of accounts/records and unlawful destruction of records.

Prevention Responsibility

The General Manager through the implementation of fraud prevention procedures and effective internal controls is responsible for the detection of fraud or corruption.

The management executive, managers and supervisors also have a responsibility to prevent, detect and report any fraudulent or corrupt activities to the General Manager. Department Directors are also responsible for the training of employees in fraud and corruption prevention, detection and reporting.

Under this policy all employees have a responsibility to report fraudulent or corrupt activities to their Department Director. Employees can report any suspected activity knowing the information will be treated in confidence and properly investigated. Employees may wish to make a protected disclosure under the Protected Disclosures Act. These Disclosures are made directly to the:

The Disclosure Coordinator – Team Leader Human Resources
Nominated Disclosure Officers: the Directors of Community, Technical,
Environmental and Corporate Services
The General Manager
The Mayor (if the disclosure concerns or involves the General Manager or a
Councillor).

Prevention Strategy

Warrumbungle Shire Council recognises a key preventative measure in the fight against fraud and corruption is to create an environment that develops a culture where fraudulent and corrupt acts will not be accepted.

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Effective measures commence with Council's recruitment process and a thorough screening and pre-employment check with referees and previous employers of all potential staff.

The management executive will conduct risk assessments of all operational areas to ascertain Council's exposure to fraudulent and corrupt activities for the purpose of:

- Developing and documenting workplace procedures
- Developing new systems (recruitment, purchasing etc)
- Reviewing of internal controls (segregation of duties)
- Training of relevant staff in fraud prevention
- Monthly reporting of work status by staff
- Internal audits
- Review of reconciliations.

Council is committed to preventing fraud of any manner including waste, abuse and mismanagement of equipment and material resources.

The management executive in its delivery of this policy will convey to staff and the general public that fraudulent and corrupt activities are not accepted and all allegations will be investigated. Should an investigation find improper behaviour, disciplinary action will be taken.

In certain circumstances the behaviour may constitute a criminal offence and the matter will be referred to the appropriate agency for processing.

Internal Reporting

Under this policy all employees have a responsibility to report fraudulent or corrupt activities to their Department Director. Employees may wish to make a protected disclosure under the Protected Disclosures Act. Such a disclosure must be made in accordance with the provisions of Council's Internal Reporting Policy. The positions to whom internal disclosures can be made in accordance with the Internal Reporting system are:

The Disclosure Coordinator – Team Leader Human Resources
Nominated Disclosure Officers: the Directors of Community, Technical,
Environmental and Corporate Services
The General Manager
The Mayor (if the disclosure concerns or involves the General Manager or a
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External Reporting

Council offers to the general public the same reporting opportunity as employees under the Internal Reporting Policy.

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Council's Internal Reporting Policy provides an alternative avenue for employees who feel more comfortable in reporting fraud or corrupt acts to an external investigating authority, being ICAC, or Director General, Department of Local Government.

The General Manager is required under the Local Government Act 1993 and ICAC Act 1988 to report instances of fraud or corruption.

Investigation

The purpose of a fraud or corruption investigation is to find out as much as possible about what happened. It is not to establish the guilt of a suspect.

When a fraudulent or corrupt act comes to the notice of a Council Officer or to the general public, then they are required to make such reports in accordance with this policy or Council's Internal Reporting Policy.

Whenever an allegation or suspicions of fraud or corruption arise, it is the responsibility of Senior Officers to ensure confidentiality. Releasing information can result in serious damage to the investigation and to the suspected fraudster.

In all cases of reported alleged fraud or corruption, the General Manager should be immediately informed of the matter and then kept informed of the progress of the investigation.

The General Manager will report to ICAC any suspected concerns of corrupt conduct. The report will be after the existence of corrupt conduct has been established.

The nature of the allegation will determine who, firstly, will assess information relating to the possible act of fraud or corruption. Senior Officers may conduct an initial investigation, to establish the existence of an alleged act and if they consider it can be handled within the respective Division.

If it is considered by the Department Director and General Manager that the investigation should be conducted outside their Department, then it should be handled by Council's Auditor, Police or outsourced to an independent investigator.

The Council Officer who is responsible for the conduct of any investigation must prepare a process plan, notwithstanding the following actions:

- Defining the objective or scope of the investigation
- Methodology of the investigation,
- Details of any initial enquiries
- Time frame, and finalisation arrangements.

Information obtained during the investigation must be recorded to determine:

- Whether the information is trivial, frivolous or vexatious
- How much specific evidence is there to support the information provided

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- How long ago did the alleged misconduct occur; and
 - Whether additional resources are required to investigate the allegation.

In all cases, investigations must be carried out objectively, thoroughly and without prejudice. The Executive Management Team must ensure high standards of investigation that preserve due process and protect the integrity of the process, whilst ensuring confidentiality and fairness.

Disciplinary Action

Council will comply with the provisions of its Code of Conduct, associated policies, relevant industrial instrument, conditions and legislation in dealing with confirmed fraudulent acts.

When an investigation confirms that a fraud has occurred, it should recommend the appropriate level of action to be implemented. Such level will depend upon the amount of evidence obtained during the investigation.

If there is sufficient information for the matter to be reported to the police, then that authority should manage the remainder of the investigation.

If there is not enough evidence to sustain criminal charges, then Council should investigate implementing disciplinary action. Prior to taking disciplinary action the General Manager or delegate will give the alleged fraudster an opportunity to respond to the allegations.

Preventing Further Fraud

It is important that any fraud or corrupt acts are not repeated. Details of any disclosed fraudulent or corrupt acts will be provided to all Senior Officers in order that they may examine their operations for similar circumstances and risks.

Officers from the Human Resources Department will work in conjunction with other relevant Council Officers to develop internal controls and procedures to reduce the risk of fraudulent or corrupt acts recurring within Council.

There will be a continual revision of all Council internal controls and procedures to ensure that they serve the purpose for which they were developed and to improve controls and procedures where they are warranted.

The main basis for preventing further fraud is for all Council employees to be proactive in assisting Senior Officers in detecting or preventing fraudulent or corrupt acts before they can materialise into a major concern for Council. This can be achieved if Council has a well-developed staff training and awareness programme.

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Staff Training and Awareness

Council will develop a comprehensive training programme to inform Council employees of policies and procedures in relation to making them aware of fraud and corruption issues.

Such issues include appropriate provisions within Council's Internal Reporting Policy, Complaints Handling Policy and Fraud Prevention Policy pertaining to the risk management process, the reporting process, internal support mechanisms and the management of investigations.

Client and Community Awareness

Council does conduct business with a wide range of external parties that have different ethical standards. Council has developed policies and procedures which it expects potential clients to adhere to, including the Code of Conduct. Council's Code of Conduct is listed on Council's website and this information is contained within all tender documents.

Council will communicate with the community through awareness programs on fraud or corruption as a means of providing leadership to the community, with the aim of improving its standing. The programs will provide clear guidelines about Council's acceptable practices and to show that it is committed to providing honest and ethical services to the community.

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Warrumbungle Shire Council Policies

A47 Internal Reporting policy ***Protected Disclosures Act 1994***

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1.0 Support for persons who make disclosures

The **Warrumbungle Shire Council** does not tolerate corrupt conduct, maladministration or serious and substantial waste of public money.

The **Warrumbungle Shire Council** is committed to the aims and objectives of the *Protected Disclosures Act*. It recognises the value and importance of contributions of staff to enhance administrative and management practices and strongly supports disclosures being made by staff or councillors which disclose corrupt conduct, maladministration, or serious and substantial waste of public money.

The **Warrumbungle Shire Council** will take all reasonable steps to provide protection to staff who make such disclosures from any detrimental action in reprisal for the making of the disclosure.

2.0 Purpose of the policy

This Policy establishes an internal reporting system for the reporting of disclosures of corrupt conduct, maladministration or serious and substantial waste of public money by **Warrumbungle Shire Council** its staff, and councillors. The system enables such internal disclosures to be made to the Disclosure Co-ordinator (the Team Leader Human Resources), Nominated Disclosure Officers (the Directors of Community, Technical, Environmental and Corporate Services), the Mayor, and the General Manager.

This policy is designed to complement normal communication channels between supervisors and staff as well as Council's Fraud and Corruption Policy. Staff are encouraged to continue to raise appropriate matters at any time with their supervisors, but as an alternative have the option of making a protected disclosures in accordance with this policy.

3.0 Object of the Act

The *Protected Disclosures Act* commenced operation on 1 March 1995. The purpose of the Act is to ensure that public officials who wish to make disclosures under the legislation receive protection from reprisals, and that the matters raised in the disclosures are properly investigated.

The Act aims to encourage and facilitate the disclosure — in the public interest — of corrupt conduct, maladministration and serious and substantial waste in the public sector. This is achieved by:

- enhancing and augmenting established procedures for making disclosures concerning such matters;
- protecting persons from reprisals that might otherwise be inflicted on them because of these disclosures; and
- providing for those disclosures to be properly investigated and dealt with.

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4.0 Definitions

Three key concepts in the internal reporting system are '*corrupt conduct*', '*maladministration*' and '*serious and substantial waste of public money*'. Definitions of these concepts are outlined below.

4.1 Corrupt conduct

'*Corrupt conduct*' is defined in the *Independent Commission Against Corruption Act* (s.8 and 9). The definition used in the Act is intentionally quite broad — corrupt conduct is defined to include the dishonest or partial exercise of official functions by a public official. Conduct of a person who is not a public official, when it adversely affects the impartial or honest exercise of official functions by a public official, also comes within the definition.

Corrupt conduct can take many forms, i.e. taking or offering bribes, public officials dishonestly using influence, blackmail, fraud, election bribery and illegal gambling are some examples.

4.2 Maladministration

'*Maladministration*' is defined in the *Protected Disclosures Act* as conduct that involves action or inaction of a **serious nature** that is:

The conduct covered by these terms includes:

- **contrary to law**, for example:
 - decisions or actions contrary to law
 - decisions or actions *ultra vires* (i.e. the decision-maker had no power to make the decision or to do the act)
 - decisions or actions contrary to lawful and reasonable orders from persons or body's with authority to make or give such orders
 - breach of natural justice/procedural fairness
 - improper exercise of a delegated power (e.g. decisions or actions not authorised by delegation or acting under the direction of another)
 - unauthorised disclosure of confidential information
 - decisions or actions induced or affected by fraud
- **unreasonable**, for example:
 - decisions or actions inconsistent with adopted guidelines or policy, inconsistent with other decisions or actions which involve similar facts or circumstances not justified by any evidence, or so unreasonable that no reasonable person could so decide or act (i.e. irrational)
 - arbitrary, partial, unfair or inequitable decisions or actions
 - policy applied inflexibly without regard to the merits of individual cases
 - relevant considerations not adequately taken into account or irrelevant considerations taken into account
 - serious delay in making decisions or taking action
 - failure to give notice of rights
 - wrong, inaccurate or misleading advice leading to detriment

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- failure to apply the law
- failure to rectify identified mistakes, errors, oversights or improprieties
- decisions or actions based on incorrect or misinterpreted information
- failure to properly investigate
- **unjust**, for example:
 - decisions or actions not justified by any evidence, so unreasonable that no reasonable person could so decide or act
 - partial, unfair, inequitable or unconscionable decisions or actions
- **oppressive**, for example:
 - unconscionable decisions or actions
 - means used not reasonably proportional to ends to be achieved
 - abuse of power, intimidation or harassment
- **improperly discriminatory**, for example:
 - inconsistent application of laws, policies or practices when there is no reasonable, justifiable or appropriate reason to do so.
 - distinctions applied not authorised by law, or failure to make a distinction which is authorised or required by law
- **based wholly or partly on improper motives**, for example:
 - decisions or actions for a purpose other than that for which the power was conferred (i.e. in order to achieve a particular outcome)
 - conflicts of interest
 - bad faith or dishonesty
 - seeking or accepting gifts or benefits in connection with performance of official duties
 - misuse of public property, official services or facilities.

4.3 Serious and substantial waste

The term '*serious and substantial waste*' is not defined in the *Protected Disclosures Act*. The Auditor-General provides the following working definition:

Serious and substantial waste refers to the uneconomical, inefficient or ineffective use of resources, authorised or unauthorised, which results in a loss/wastage of public funds/ resources.

In addressing any complaint of serious and substantial waste, regard will be had to the nature and materiality of the waste.

The following delineation of the definition of serious and substantial waste may be of assistance to public officials and/or public authorities.

Types:

Absolute *Serious and substantial waste might be regarded in absolute terms where the waste is regarded as significant, for example \$500,000.*

Systemic *The waste indicates a pattern which results from a system weakness within public authorities.*

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Material *The serious and substantial waste is/was material in terms of the public authority's expenditure or a particular item of expenditure or is/was material to such an extent so as to effect a public authority's capacity to perform its primary functions.*

Material By Nature Not Amount

The serious and substantial waste may not be material in financial terms but may be significant by nature. That is it may be improper or inappropriate.

[Alternatively, this type of waste may constitute 'maladministration' as defined in the Protected Disclosures Act].

Waste can take many forms, for example:

- misappropriation or misuse of public property;
- the purchase of unnecessary or inadequate goods and services;
- too many personnel being employed in a particular area, incurring costs which might otherwise have been avoided;
- personnel being remunerated for skills that they do not have, but are required to have under the terms or conditions of their employment;
- programs not achieving their objectives and therefore the costs being clearly ineffective and inefficient.

Waste can result from such things as:

- the absence of appropriate safeguards to prevent the theft or misuse of public property;
- purchasing procedures and practices which fail to ensure that goods and services are necessary and adequate for their intended purpose; and
- purchasing practices where the lowest price is not obtained for comparable goods or services.

5.0 What disclosures are protected under the Act

5.1 What disclosures are protected?

Disclosures are protected under the Act if they:

- are made:
 - in accordance with this Internal Reporting Policy; or
 - to the General Manager; or
 - to one of the investigating authorities nominated in the Act; **and**
- show or tend to show corrupt conduct, maladministration, or serious and substantial waste of public money by the **Warrumbungle Shire Council** or any of its staff; **and**
- are made voluntarily.

5.2 What disclosures are not protected?

A disclosure is not protected under the Act if it is made by a public official in the exercise of a duty imposed by or under an Act.

Protection is also not available for disclosures which:

- are **made** frivolously or vexatiously;

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- primarily question the merits of government policy; or
 - are made solely or substantially with the motive of avoiding dismissal or other disciplinary action.

It is an offence to wilfully make a false or misleading statement when making a disclosure.

6.0 Reporting under the internal reporting system

The persons or positions to whom internal disclosures can be made in accordance with this policy are:

- the Disclosure Co-ordinator, **Team Leader Human Resources, Council Chambers Coonabarabran, 02 68492000**; and
- a Nominated Disclosure Officer, the **Directors of Community, Technical, Environmental and Corporate Services, Council Chambers Coonabarabran, 02 68492000**.
- the General Manager **02 68492000**; or
- the Mayor (if the disclosure concerns or involves the General Manager or a councillor).

Where persons contemplating making a disclosure are concerned about publicly approaching the Disclosure Co-ordinator or a Nominated Disclosure Officer or Mayor (or the General Manager), they can ring the relevant officer and request a meeting in a discreet location away from the workplace.

Notes:

- A council officer who wishes to make a protected disclosure which involves a councillor may do so to the Mayor, the General Manager, or an investigating authority (i.e. the ICAC, NSW Ombudsman).
- A councillor who wishes to make a protected disclosure which involves another councillor may do so to the Mayor, the General Manager, or an investigating authority (i.e. the ICAC, NSW Ombudsman).
- If the Mayor wishes to make a protected disclosure he or she may do so to the General Manager or an investigating authority (i.e. the ICAC or NSW Ombudsman).
- The Department of Local Government is not an investigating authority under the Act, however, the ICAC, the NSW Ombudsman or a council may refer a protected disclosure to the Department for investigation, and in such a circumstance any protection conferred under the Act is maintained.

7.0 Roles and responsibilities

This Internal Reporting Policy places responsibilities upon people at all levels within the **Warrumbungle Shire Council**.

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7.1 Employees

Employees are encouraged to report known or suspected incidences of corrupt conduct, maladministration or serious and substantial waste in accordance with this Policy.

All employees of **Warrumbungle Shire Council** have an important role to play in supporting those who have made legitimate disclosures. They must abstain from any activity that is or could be perceived to be victimisation or harassment of persons who make disclosures. Further, they should protect/maintain the confidentiality of persons they know or suspect to have made disclosures.

7.2 Nominated Disclosure Officers

Nominated Disclosure Officers are responsible for receiving, forwarding and or acting upon disclosures in accordance with the Policy. Nominated Disclosure Officers will:

- clearly explain to persons making disclosures what will happen in relation to the information received;
- when requested, make arrangements to ensure that disclosures can be made privately and discreetly (if necessary away from the workplace);
- reduce to writing and date any disclosures received orally (and have the person making the disclosure sign the document);
- deal with disclosures impartially;
- forward disclosures to the Disclosure Co-ordinator, Mrs Val Kearnes or Mr R J Geraghty, General Manager, for assessment;
- take all necessary and reasonable steps to ensure that the identity of persons who make disclosures, and the persons the subject of disclosures, are kept confidential; and
- support persons who make disclosures and protect them from victimisation, harassment or any other form of reprisal.

7.3 Disclosure Co-ordinator

The Disclosure Co-ordinator has a pivotal position in the internal reporting system and acts as a clearing house for disclosures. The Disclosure Co-ordinator will:

- provide an alternative internal reporting channel to Nominated Disclosure Officers and to the **General Manager - Warrumbungle Shire Council**;
- impartially assess each disclosure to determine:
 - whether the disclosure appears to be a protected disclosure within the meaning of the Act; and
 - the appropriate action to be taken in relation to the disclosure, for example:
 - no action/decline;
 - the appropriate person to take responsibility for dealing with the disclosure;
 - preliminary or informal investigation;

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- formal investigation;
 - prosecution or disciplinary action;
 - referral to an investigating authority for investigation or other appropriate action; or
 - referral to the police (if a criminal matter) or the ICAC (if the matter concerns corrupt conduct).
- consult with the General Manager;
 - be responsible for carrying out or co-ordinating any internal investigation arising out of a disclosure, subject to the direction of the General Manager in carrying out his/her functions;
 - report to the General Manager on the findings of any investigation and recommended remedial action;
 - take all necessary and reasonable steps to ensure that the identity of persons who make disclosures, and persons the subject of the disclosures, are kept confidential;
 - support persons who make disclosures and actively protect them from victimisation, harassment or any other form of reprisal; and
 - report actual or suspected corrupt conduct to the General Manager in a timely manner to enable that officer to comply with the *ICAC Act*.

7.4 General Manager

Disclosures may be made direct to the General Manager, rather than by way of the Internal Reporting System established under this Policy. The General Manager will:

- impartially assess each disclosure to determine:
 - whether the disclosure appears to be a protected disclosure within the meaning of the Act;
 - the appropriate action to be taken in relation to the disclosure, for example:
 - no action/decline;
 - the appropriate person to take responsibility for dealing with the disclosure;
 - preliminary or informal investigation;
 - formal investigation;
 - prosecution or disciplinary action;
 - referral to an investigating authority for investigation or other appropriate action; or
 - referral to the police (if a criminal matter) or the ICAC (if the matter concerns corrupt conduct);
- receive reports from the Disclosure Co-ordinator on the findings of any investigation and any recommendations for remedial action, and determine what action should be taken;
- take all necessary and reasonable steps to ensure that the identity of persons who make disclosures, and the persons the subject of disclosures, are kept confidential;

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-
- have primary responsibility for protecting staff who make disclosures, or provide information to any internal or external investigation of a disclosure, from victimisation, harassment or any other form of reprisal;
 - be responsible for implementing organisational reform identified as necessary following investigation of a disclosure; and
 - report criminal offences to the Police and actual or suspected corrupt conduct to ICAC (unders.11 of the *ICAC Act*).

7.5 The Mayor

The Mayor may receive internal disclosures from any member of staff of the council or any councillor concerning the General Manager or a councillor. The Mayor will:

- impartially assess each disclosure made to him/her about the General Manager or a councillor to determine:
 - whether the disclosure appears to be a protected disclosure within the meaning of the Act;
Note: In making this assessment the Mayor may seek guidance from: the Disclosure Co-ordinator or General Manager (if appropriate); an investigating authority (i.e. the ICAC, or NSW Ombudsman); or the Department of Local Government.
 - the appropriate course of action to be taken in relation to the disclosure (in consultation with the General Manager, if appropriate), for example:
 - no action/decline;
 - the appropriate person to take responsibility for dealing with the disclosure;
 - preliminary or informal investigation;
 - formal investigation;
 - prosecution or disciplinary action;
 - referral to an investigating authority for investigation or other appropriate action; or
 - referral to the police (if a criminal matter) or the ICAC (if the matter concerns corrupt conduct);
- refer disclosures to the General Manager for appropriate action if they concern the council's administration, within the day to day responsibilities of the General Manager;
- protect/maintain the confidentiality of:
 - the identity of persons who make disclosures (unless any of the criteria in s.22 of the Act apply); and
 - the identity of persons the subject of the disclosures (unless disclosure is required to enable the allegations to be investigated or otherwise appropriately dealt with).

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8.0 Alternative avenues for disclosure

Alternative avenues available to staff for making a protected disclosure under the Act (**other than** by means of the internal reporting system established under this Policy for the purpose of the Act), are as follows:

- to the General Manager; or
- to one of the investigating authorities under the Act (i.e. the ICAC, NSW Ombudsman, Auditor General, Police Integrity Commission (PIC), or Inspector of the PIC).

Disclosures made to a journalist or a Member of Parliament will **only** be protected **if certain conditions are met:**

- the person making the disclosure to a journalist or Member of Parliament must have already made substantially the same disclosure through the internal reporting system or to the General Manager or an investigating authority in accordance with the Act;
- the public official must have reasonable grounds for believing that the disclosure is substantially true and the disclosure must be substantially true; and
- the investigating authority, public authority or officer to whom the matter was originally referred has:
 - decided not to investigate the matter; or
 - decided to investigate the matter but not completed the investigation within six months of the original disclosure; or
 - investigated the matter but not recommended any action in respect of the matter; or
 - failed to notify the person making the disclosure, within six months of the disclosure, of whether the matter is to be investigated.

9.0 Rights of persons the subject of disclosures

The rights of persons the subject of disclosures will also be protected. In this regard:

- the confidentiality of the identity of persons the subject of disclosures will be protected/ maintained (where this is possible and reasonable);
- disclosures will be assessed and acted on impartially, fairly and reasonably; responsible officers who receive disclosures in accordance with this Policy are obliged to:
 - protect/maintain the confidentiality of the identity of persons the subject of the disclosures;
 - assess disclosures impartially; and
 - act fairly to persons the subject of disclosures;
- disclosures will be investigated as discreetly as possible, with a strong emphasis on maintaining confidentiality both as to the identity of whistleblowers and the persons the subject of disclosures.
- where investigations or other enquires do not substantiate disclosures, the fact the investigation/enquiry has been carried out, the results of the investigation/enquiry,

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and the identity of persons the subject of the disclosures will be kept confidential, unless the persons the subject of the disclosures request otherwise;

- the persons the subject of disclosures (whether protected disclosures under the Act or otherwise) which are investigated by or on behalf of an authority, have the right to:
 - be informed as to the substance of the allegations;
 - be informed as to the substance of any adverse comment that may be included in a report/memorandum/letter or the like arising out of any such investigation; and
 - be given a reasonable opportunity to put their case (either orally or in writing) to the persons carrying out the investigation for or on behalf of the authority, before any final decision/determination/report/memorandum/letter or the like is made;
- where the allegations in a disclosure have been investigated by or on behalf of an authority, and the person the subject of the allegations is aware of the substance of the allegations, the substance of any adverse comment, or the fact of the investigation, he or she should be formally advised as to the outcome of the investigation, regardless of the outcome; and
- where the allegations contained in a disclosure are clearly wrong or unsubstantiated, the person the subject of the disclosure is entitled to the support of the authority and its senior management (the nature of the support that would be reasonable and appropriate would depend on the circumstances of the case, but could include a public statement of support or a letter setting out the authority's views that the allegations were either clearly wrong or unsubstantiated).

10.0 Protection available under the Act

10.1 Protection against reprisals

The Act provides protection by imposing penalties on a person who takes '*detrimental action*' against another person substantially in reprisal for a protected disclosure. Penalties can be imposed by means of fines and imprisonment. '*Detrimental action*' means action causing, comprising or involving any of the following:

- injury, damage or loss;
- intimidation or harassment;
- discrimination, disadvantage or adverse treatment in relation to employment;
- dismissal from, or prejudice in, employment; or
- disciplinary proceeding.

In any such proceedings the whistleblower only needs to show that he or she made a protected disclosure and suffered detrimental action. It then lies on the defendant to prove that the detrimental action shown to have been taken against the whistleblower was not substantially in reprisal for the person making the protected disclosure. Any member of staff who believes that '*detrimental action*' is being taken against them substantially in reprisal for the making of an internal disclosure in accordance

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with this Policy should immediately bring the allegations to the attention of the General Manager or Mayor.

If a member of staff who made an **internal disclosure** feels that such reprisals are not being effectively dealt with, they should contact the ICAC or the NSW Ombudsman.

If an external disclosure was made to an investigating authority, that body will either deal with the allegation or provide advice and guidance to the person concerned.

10.2 Protection against actions

The Act provides that a person is not subject to any liability for making a protected disclosure and no action, claim or demand may be taken or made of or against the person for making the disclosure. This provision has effect despite any duty of secrecy or confidentiality or any other restriction on disclosure by a public official.

A person who has made a protected disclosure has a defence of absolute privilege in proceedings for defamation.

A person who has made a protected disclosure is taken not to have committed any offence against an Act which imposes a duty to maintain confidentiality with respect to any information disclosed.

10.3 Confidentiality

The Act requires investigating authorities, public authorities and public officials to whom protected disclosures are made or referred, not to disclose information that might identify or tend to identify the person who made the disclosures. The exceptions to the confidential requirement are where:

- the person consents in writing to the disclosure of that information; or
- it is essential, having regard to the principles of natural justice that the identifying information be disclosed to a person whom the information provided by the disclosure may concern; or

the investigating authority, public authority, officer or public official is of the opinion that disclosure of the identifying information is necessary to investigate the matter effectively or disclosure is otherwise in the public interest.

Decisions about natural justice, effective investigation and public interest will be made by the **General Manager**. In all cases the person who made the disclosure will be consulted before such a decision is made.

Note: If guidance is needed in relation to the requirements of natural justice, effective investigation and public interest, this may be sought from an investigating authority.

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10.4 Freedom of Information exemption

Under the *Freedom of Information Act*, a document is exempt from release if it contains matter the disclosure of which would disclose matters relating to a protected disclosure within the meaning of the Act.

11.0 Notification of action taken or proposed

A person who makes a protected disclosure must be notified, within six months of the disclosure being made, of the action taken or proposed to be taken in respect of the disclosure.

If a disclosure is made in accordance with this Policy, the Disclosure Co-ordinator is responsible for the six month notification to the person who made the disclosure, unless this responsibility has been retained by or allocated to another officer by the General Manager.

If a disclosure is made to the Mayor under this Policy, the Mayor is responsible for such notification to the person who made the disclosure, unless he or she directs the General Manager, Disclosure Coordinator or another nominated officer to assume this responsibility.

The notification provided to the person who made the disclosure should contain sufficient information to demonstrate that adequate and appropriate action was taken, or is proposed to be taken, in respect of the disclosure. **This should include a statement of the reasons for the decision made on or action taken in response to the disclosure.**

The notification should include sufficient information to enable the person who made the disclosure to make an assessment as to whether the circumstances listed in section 19(3)(a)-(c) of the Act (relating to disclosures to members of Parliament and journalists) apply, i.e. whether:

- a decision was made not to investigate the matter; or
- a decision was made to investigate the matter, but the investigation was not completed within six months of the original decision being made; or
- a decision was made to investigate the matter, but the investigation has not been completed within six months of the original decision being made; or
- the matter was investigated but no recommendation was made for the taking of any action in respect of the matter.

Without such information it would be difficult for the person to be able to properly assess whether it is appropriate or warranted to make a disclosure to an MP or journalist.

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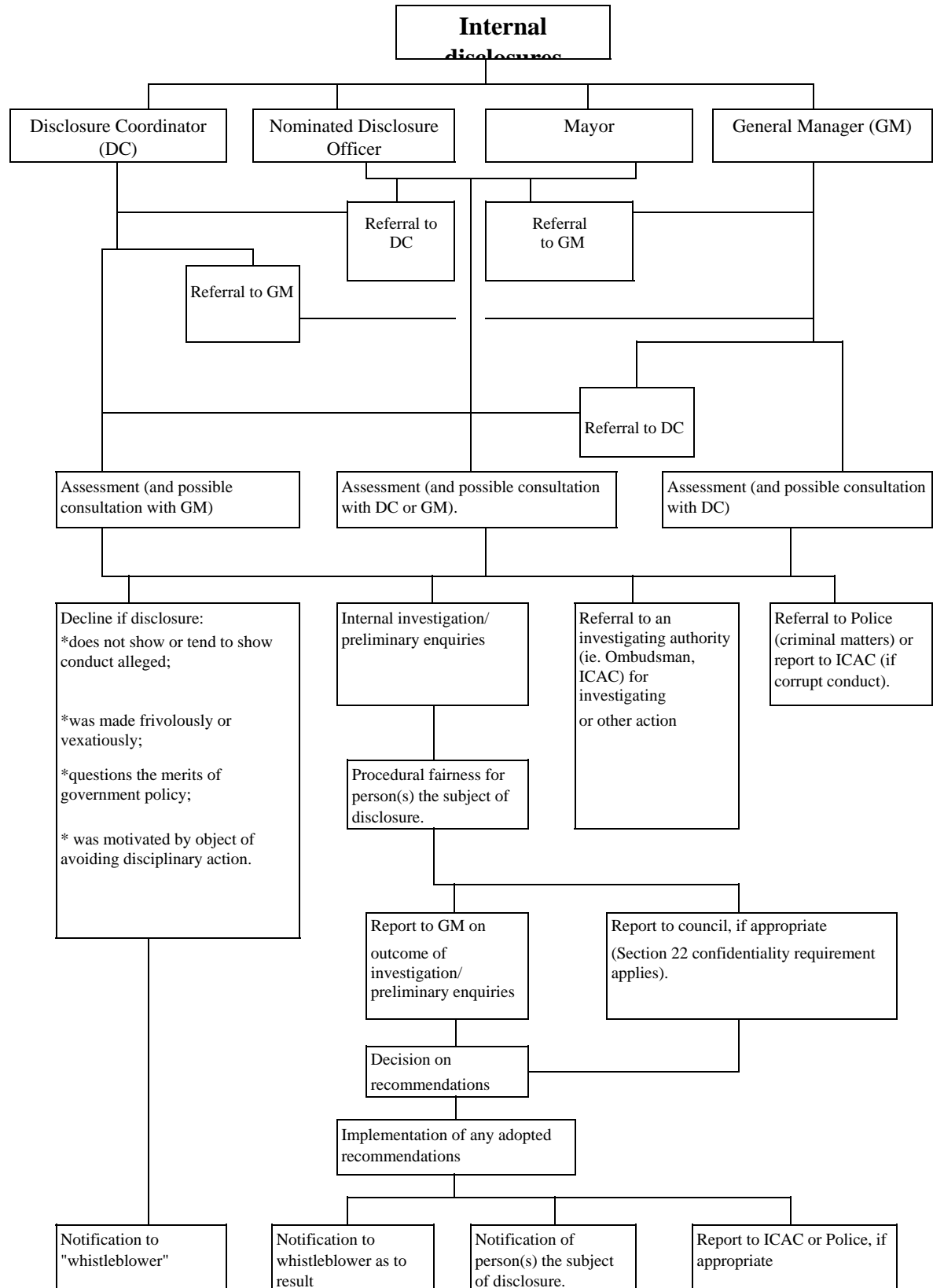
12.0 Review

This Policy shall be reviewed annually to ensure that it meets the object of the legislation, and facilitates the making of disclosures under the Act.

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Internal Reporting System - Warrumbungle Shire Council



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1.2 COUNCIL COMMITTEES

273 RESOLVED to accept Mr Kenneth Pellow's nomination for the Medical Advisory Committee and to encourage a representative from the Dunedoo area, **FURTHER** to dissolve the Coonabarabran Town Beautification and Shire Halls Advisory Committees.

Lewis/Schmidt
The motion was carried.

1.3 AUSTRALIA DAY

274 RESOLVED that the structure of Australia Day awards system would be as follows:

Shire Wide Awards -

- Citizen of the Year, Young Citizen of the Year, Senior Citizen of the Year, Sportsperson of the Year and Young Sportsperson of the Year awards would be administered and awarded through Warrumbungle Shire Council

Local Awards that may be considered by each community -

- Certificates of Recognition would be administered and awarded by each community development group and could also encompass the Group Community Service and Sports Team of the Year awards
- That each community would organize the Australia Day function in their community with Council representatives attending to present the awards for the Shire wide awards

Powell/Campbell
The motion was carried

A motion was moved by Councillor Todd and seconded by Councillor Powell that the Australia Day funding would be evenly distributed between all six towns.

The motion was put and lost.

3.01PM General Manager left the meeting

3.03PM General Manager returned to the meeting

1.4 DUNEDOO MILLING PARK SCULPTURES

275 RESOLVED that the Director Technical Services meet with representatives from the Dunedoo Garden Club to peruse the detailed plans of the minor sculptures to ensure that they fit in with plans for the long-term upgrade of Milling Park. The Director Technical Services is to approve the final plan, **FURTHER** that a black swan, not a cockatoo, is the preferred symbol for Dunedoo and the sculptor use the local bird theme.

Powell/Coe
The motion was carried

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1.5 NOTICE OF MOTION – DONATION

276 RESOLVED that the Warrumbungle Shire Council contribute \$3,000 towards the purchase of new goal posts for Bowen Oval, Coolah. These monies to be withdrawn from the Restricted Asset for Coolah Town Improvement Fund.

Powell/Lewis
The motion was carried

1.6 BARADINE PA & H ASSOCIATION INC

277 RESOLVED that the mowing be undertaken at internal hire rates for the Baradine Showground. An amount up to \$200 is provided as a donation with funds coming from Donations – Other. The Baradine PA & H Association is to be charged as a private works debtor for any amount over \$200.

Todd/Coe
The motion was carried

3.20pm Councillor Sullivan left the meeting

3.24pm Councillor Sullivan returned to the meeting

1.7 PROPERTY ADDRESSING POLICY

278 RESOLVED to adopt the Warrumbungle Shire Property Addressing Policy.

Sullivan/Schmidt
The motion was carried

PROPERTY ADDRESSING POLICY

Objective:

The objective of this policy is to provide a clear and consistent understanding of property addressing across the Warrumbungle Shire.

Council is in the process of establishing urban and rural addressing systems covering the entire shire with the following primary objectives:

- to provide a unique and identifiable address for each property within the Shire;
- to facilitate emergency vehicle response;
- to provide for prompt and efficient responses from service providers.

INFORMATION:

Urban Addressing

This numbering applies to properties within the limits of an urban address area. Every address within the boundary address area may be given a number or a number range. Such sites may include public reserves, schools, public buildings and any other fixtures.

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Both developed and undeveloped properties may be provided with a number. It is the property owner's responsibility to adequately display their numbers so they can be easily read from the road pavement.

Rural Addressing

The allocated rural addressing number is determined in a logical sequence based on the distance of the property access from the start of the road. Each number represents the distance (in metres), divided by 10 from the road's commencement point, and adjusted slightly to achieve odd numbers on the left-hand side and even numbers on the right-hand side of the road.

The rural address number will replace roadside mailbox numbers (RMB's), lot numbers and other numbering systems used in the past. If properties are identified by a property name, this name may still be used in conjunction with the rural address.

To ensure uniformity of the system throughout the Shire, Council provides standard number plates with the reflective rural address number adhered.

Council does not permit the plate to be moved once installed as they are based on a specific distance.

POLICY:

- Warrumbungle Shire Council will allocate every dwelling, or structure with an address to assist in the identification of that place for service delivery, emergency or otherwise;
- Warrumbungle Shire Council shall maintain a system of rural and urban addressing into the future;
- Council applies as a condition of development consent to all new rural subdivisions a requirement for the provision of property addresses in accordance with AS 4918 including the payment of the appropriate fee for the installation of numbers, by Council, at each new allotment created;
- Council applies as a condition of consent for all new rural dwelling development applications a requirement for the provision of a property address in accordance with AS 4918, if one does not already exist and that installation be carried out by Council after payment of the appropriate fee;
- Council applies as a condition of consent for all urban development applications and subdivision applications a requirement for the provision of property addresses in accordance with AS 4918 at the applicants consent;
- Rural Addressing number plates shall meet Council's specification in terms of size, material, character and location.

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- In the case of easements, rights of way, crown roads or private vehicle accesses, rural address numbers shall be located at the junction of a public road so as to be visible from a public road;
- The fee for the provision of the Rural Address shall be in accordance with Council's adopted Schedule of Fees and Charges; however the fee will only be recovered if the address is for a feature established after 1 July 2009 or the practical completion of Council's initial number installations on that particular road, whichever comes last. Fees do not apply for urban addresses.
- Changes to rural addresses as a result of realignments of roads shall be included into the cost of the road alignment project. These costs may include the identification of new property accesses, calculation and population of addresses, supply and installation of plates and numbers and notification of service providers such as:
 - 1. Landholders
 - 2. Australia Post
 - 3. NSW Government
 - 4. Australian Electoral Commission
 - 5. Telstra
 - 6. Country Energy
 - 7. Emergency Agencies:
 - Police
 - Ambulance
 - Fire
 - Rural Fire Service

1.8 BINNAWAY PROGRESS ASSOCIATION

279 RESOLVED Council apply to the Department of Water and energy to have Binnaway put on the list under the Country Towns Sewerage and Water Supply Scheme.

Lewis/Powell
The motion was carried

DIRECTOR OF CORPORATE SERVICES 3.32PM

2.1 DUE BY THE BANK TO THE FOLLOWING FUNDS AS AT 28 FEBRUARY 2009

Received.

2.2 RECONCILIATION OF GENERAL FUND BANK ACCOUNT – 28 FEBRUARY 2009

Received.

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2.3 STATEMENT OF INVESTMENTS AS AT 28 FEBRUARY 2009 INVESTMENT REGISTER

Received.

2.4 RATES AND CHARGES COLLECTION – UP TO and INCLUDING END FEBRUARY 2009

Received.

2.5 REQUEST FOR WRITE OFF OF RATES

280 RESOLVED that Council write off the amount of \$728.22 against Assessment Number 12688.102 which is the proportion of rates applicable to land compulsorily acquired by National Parks and Wildlife, who are exempt from paying rates.

Schmidt/Coe

The motion was carried

DIRECTOR OF TECHNICAL SERVICES

3.1 USER PAY SEWERAGE POLICY OPTIONS FOR BARADINE, COOLAH, COONABARABRAN & DUNEDOO.

281 RESOLVED that Council adopt the following principles for the introduction of User Pay Sewerage for the towns of Baradine, Coolah, Coonabarabran and Dunedoo:

1. Non Rateable properties are charged the same as non residential properties
2. That rebates for eligible pensioners apply.
3. Access charge will be based on best practice guidelines.
4. Each strata title residential unit or flat is treated as a residential assessment (ie, no distinction between houses and flats).
5. Submissions will be permitted from property owners with water service connections 100mm in diameter or larger. Such submissions will only be considered and determined by Council.
6. Non Residential charges will be implemented over a five (5) year period commencing 1 July 2009.
7. That for the purpose of preparing charges for 2009/2010 the usage charge is based on current capital budget allocated for each town.

Coe/Dissanayake

The motion was carried

4.16PM Councillor Todd left the meeting

4.19PM Councillor Todd returned to the meeting

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3.2 REQUEST FOR WATER AND SEWER EXTENSION – DOWS LANE COONABARABRAN

282 RESOLVED

1. That the cost of extending sewer to Lot 68 be estimated and presented for consideration during preparation of the 2009/2010 budget.
2. The owner of Lot 68 be advised that Council will not be extending the water main along Dows Lane to service their property.

Schmidt/Lewis
The motion was carried

3.3 SEWAGE DUMP POINT PROPOSAL

The item was discussed but lapsed for want of a mover or seconder.

4.30PM Councillor Campbell left the meeting

4.34PM Councillor Campbell returned to the meeting

DIRECTOR OF ENVIRONMENTAL SERVICES

4.41PM

4.1 PROCEDURE FOR LAND CLEANUP

283 RESOLVED

1. That Council adopt the following procedure for 'Non compliance with an order' issued under items 21 or 22A of section 124 of the Local Government Act:
 - (a) In relation to land other than that being used for occupied residential purposes, issue a notice of intention to enter letter authorizing entry to the premises by Council staff or contractors and execute the order by carrying out the clean up works and issue an invoice to the owner for the costs incurred.
 - (b) In relation to land that is being used for residential purposes, obtain a search warrant from the registrar of the Coonabarabran Local Court authorizing entry to the premises by Council staff or contractors to execute the order by carrying out the clean-up works and issue an invoice to the owner for the costs incurred.
 - (c) In circumstances where the owner is able to be located by the Council and an order No 21 under section 124 of the Local Government Act 1993 has not been complied with the owner will be issued with a \$330 penalty notice in addition to council executing the order.
 - (d) In circumstances where the estimated cost of executing an order is greater than \$2000 a report shall be generated to Council seeking authority to carry out necessary works.
2. That Council delegate its authority under the Local Government Act 1993 and the Environmental Planning & Assessment Act 1979 to the General Manager

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Mr R J Geraghty to do all things necessary to enforce the orders provisions of those Acts by:

- (a) entering land for the purpose of carrying out inspections and conducting investigations, and
- (b) issuing appropriate orders, and
- (c) entering upon the land and executing the order where compliance with the orders requirements has not been achieved, and
- (d) Issuing the relevant penalty infringement notices where orders are not complied with.

**Sullivan/Lewis
The motion was carried**

4.2 COONABARABRAN BAKERY PROPOSAL TO LEASE COUNCIL LAND

284 RESOLVED that Council agrees in principle with the proposal for the Coonabarabran Bakery to lease a portion of Rotary Park for the purpose of storage of gas cylinders subject to the following conditions:

- 1. Payment of an annual lease fee of \$50.
- 2. The proponent being required to obtain and maintain public liability insurance which indemnifies Council against any claims resulting from the activity carried out on the land to the value of \$20 million dollars.
- 3. A valid development consent being obtained by the proponents for the proposal prior to any lease being entered into by Warrumbungle Shire Council.
- 4. The proponents being responsible for all legal costs in the preparation of a suitable lease agreement between the parties.

**Lewis/Sullivan
The motion was carried**

4.3 NANDI LEASE OF LAND

285 RESOLVED that Council enter into a written agreement with the Coonabarabran & Upper Castlereagh Catchment and Landcare Group allowing the group to maintain Lot 5 DP839637, Lot 329 DP753378, Lot 330 DP753378 & Lot 7012 DP1030457 Timor Road Coonabarabran subject to the following conditions:

- 1. The group continues to hold appropriate public liability insurance of \$20 million that indemnifies Council against all actions associated with the group's activity on the land.
- 2. Public access to the lands for public recreation purposes be maintained at all times.
- 3. All noxious weeds be controlled by the group at no cost to Council
- 4. The agreement expires on the 31st March 2011.

**Schmidt/Campbell
The motion was carried**

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4.4 PROPOSED LEASE OF LAND ADJOINING BUGALDIE CEMETERY.

286 RESOLVED that no action be taken on this matter.

Todd/Lewis
The motion was carried

4.5 RURAL NUMBERING PROJECT

287 RESOLVED that Council note the report on the progress of the rural address project and the need to allocate a supplementary vote of \$2800 required to purchase the materials necessary to complete the rural numbering project.

Sullivan/Dissanayake
The motion was carried

4.6 DEVELOPMENT AND COMPLYING DEVELOPMENT APPLICATIONS RECEIVED FOR THE MONTH OF FEBRUARY 2009

Received

DIRECTOR OF COMMUNITY SERVICES

4.55PM

5.1 YULUWIRRI KIDS ADVISORY COMMITTEE

288 RESOLVED that Council accepts the following nominations for Yuluwirri Kids Advisory Committee; Community Representative - Ms Julie Brain; Coonabarabran Aboriginal Lands Council Representative - Karyn Sulter and Mr David Sulter (Alternate); Parent/Carer Representatives - Ms Samantha Bartlett, Ms Maree Robinson, Ms Meryl Downie, Ms Leanne McWhirter, Ms Linda Hardy, Ms Lisa Bonham, Ms Narelle Andrews and Ms Sarah Evans and **FURTHER** that the 6 x Parent/Carer positions be a minimum.

Sullivan/Todd
The motion was carried

4.59PM Kevin Tighe declared a non-pecuniary interest in the following item and left the meeting.

5.2 SHIRE TENNIS COURTS – LEASE/LICENCE AGREEMENTS

289 RESOLVED that Council adopt the draft Licence Agreement as presented to take the place of all current Lease or Licence Agreements for those existing, and any future, Tennis Clubs for sporting activities conducted at Coolah, Mendooran, Goolhi, Coonabarabran, Binnaway, Merrygoen and Purlewaugh Tennis Courts and **FURTHER** allocating the cost of providing these facilities in Council's Management Plan.

Schmidt/Campbell
The motion was carried

5.07PM Councillor Sullivan left the meeting

5.09PM Councillor Sullivan returned to the meeting

5.09PM Kevin Tighe returned to the meeting

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The Mayor brought forward as a matter of urgency the following matter:

NETBALL COURTS EXTENSION AT BARADINE OVAL

290 RESOLVED that permission be given for the Baradine Sports Club to create netball courts on land across Darling Street adjacent to Baradine Oval. Council will remove the stump with funds to come from the maintenance budget for 2008/2009. All other work on the Baradine Oval and removal and erection of netball posts to be done by the Baradine Sports Club.

Powell/Campbell
The motion was carried

5.17PM

Confidential Item

291 RESOLVED

(a) that Council go into closed committee to consider business concerning **Sale of Land for Overdue Rates and fees write off.**

(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)(b) and (c) 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/Todd
The motion was carried

5.17PM

Council closed its meeting to the public.

5.36PM

292 RESOLVED Council moved out of closed council and into open council.

Schmidt/Todd
The motion was carried

The following resolutions of Council while the meeting was closed to the public, were reported to the meeting by the General Manager:

1C SALE OF LAND FOR OVERDUE RATES

Councillor Schmidt noted a non-pecuniary interest in the following item.

293 RESOLVED that:

1. The land detailed in the attached schedule be offered for sale at Public Auction on *Saturday 4 July, 2009 at 11am at the Coonabarabran Town Hall, John Street, Coonabarabran, 2357.*

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2. A licensed Auctioneer be contracted to conduct the auction sale and the lots unsold at the auction be thereafter listed for sale.
 3. Council authorise the execution of Contracts and Transfer Documents under its Common Seal.
 4. The only arrangements under section 715 (2) (b) that will be acceptable prior to auction is the full payment of all rates and charges including interest, due on the land.
 5. That the General Manager be authorised to bid on lands which have been identified as having value to Council.

**Todd/Schmidt
The motion was carried**

**2C REQUEST FROM JULIE HUBBARD OF MENDOORAN;
ASSESSMENT NUMBER 12347 TO WRITE OFF LEGAL FEES OF
\$319.20**

293 RESOLVED that the legal fees of \$319.20 associated with the collection of rates owing on assessment number 12347 be written-off to a maximum of \$300 with the funds to come from the Corporate Services budget.

**Lewis/Sullivan
The motion was carried**

There being no further business the meeting concluded at 5.38 pm.

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CHAIRMAN