
PRESENT: Cr Peter Shinton (Chairman), Cr Coe, Cr Connelly, Cr Dawson, Cr Egan, Cr Hill, Cr Lewis, Cr Sullivan, Cr Todd, General Manager, Director Technical Services, Acting Director Corporate Services, Director Environmental Services and Director of Community Services.

In attendance: S Morris (minutes), T Draper (minutes)

The Mayor welcomed members of the gallery.

Forum

Mr and Mrs Rodgers from Munns Road Baradine addressed the meeting regarding the issue of the gate installed by them across a public road (Table Top Road). This road leads off Munns Road to their properties and also to 'Square Mountain'. Objections have been raised to the installation of the gate instead of a ramp across this road. Mr & Mrs Rodgers are requesting permission to leave this gate in place in lieu of construction of a grid. They state that the gate is never locked and most of the time it is open, but because they have cross-bred sheep they would jump across a ramp.

9.35AM

CONFIRMATION OF MINUTES OF THE ORDINARY MEETING OF WARRUMBUNGLA SHIRE COUNCIL HELD ON 20 SEPTEMBER 2007

97 RESOLVED that the minutes of the ordinary meeting of the Warrumbungle Shire Council held on 20 September 2007 be endorsed.

Todd/Egan

BUSINESS ARISING

Gathering of Information Policy

Cr Dawson asked questions relating to the implementation and costing of the policy. She also advised the correct spelling of the name "buudhaa-Baa marighu".

ADOPTION OF THE RECOMMENDATIONS OF THE TRAFFIC ADVISORY COMMITTEE MEETING HELD ON 27 SEPTEMBER 2007

98 RESOLVED that the minutes of the Traffic Advisory Committee meeting held on 27 September 2007 be adopted subject to Recommendation 26 and 27 being referred back to the Traffic Committee for further consideration.

Dawson/Hill

9.49AM

GENERAL MANAGER'S REPORT

1.1 PECUNIARY INTEREST RETURNS

In accordance with the requirements of Section 450A of the Local Government Act 1993, the register of Disclosures by Councillors and Designated Persons Returns was tabled.

1.2 RECRUITMENT AND SELECTION POLICY AND PROCEDURE

99 RESOLVED that the Recruitment and Selection Policy and Procedure endorsed by the Consultative Committee at its meeting held on 15 August 2007 as set out below, be adopted.

Dawson/Hill

RECRUITMENT, SELECTION AND APPOINTMENT POLICY

Policy

Warrumbungle Shire Council aims through its recruitment and selection policy to attract, engage and retain the most meritorious of applicants for its organisation. Council will achieve these aims by using fair and transparent processes in its recruitment activities and maintain the highest possible level of privacy for individual applicants. In addition, Council aims to retain valuable employees by facilitating the career development and progression of members of staff and encourages organisational succession planning as part of the recruitment, selection and appointment processes.

This policy necessitates the use of the Recruitment, Selection and Appointment Procedures to ensure the integrity and probity of this Policy, and ensure all requirements of the Equal Employment Opportunity Legislation are complied with.

RECRUITMENT, SELECTION AND APPOINTMENT PROCEDURES

Steps in the Recruitment Process

1. Review the Position and Job Description

- (a) Undertake a review of the position
 - Is the position still required?
 - Should the position be changed or restructured to meet organisational changes?
 - Are there market forces in play? Do we need to review remuneration?
- (b) Undertake a review of the job description
 - Is there a need for any changes to the title, duties, responsibility levels, accountabilities, required skills and qualifications?
 - Do we need to include special features such as local residency, Prohibited Persons, Criminal Record Checks, Working With Children Checks.
 - If there is significant change, does the job need to be re-evaluated through the WYATT job evaluation system?

2. Seek Approval to Recruit from General Manager

A *Request to Recruit* form must be completed by the person requesting the recruitment, the appropriate Director, Director Corporate Services, Team Leader Human Resources and General Manager. Not until the General Manager has given written approval, can a position be advertised.

3. Advertise the Job Internally

This clause aims to assist members of staff to achieve their desire to progress (whether by advancement or lateral movement) within the organisation and assist in retaining valuable staff, who will be able to pass on their specialist knowledge of their former position to new employees.

- (a) The advertisement should contain the following information:
 - Limited to applicants who are full time permanent/part time members of staff

- A brief description of the position (duties, responsibilities).
 - Essential criteria (qualifications, experience, skills, personal qualities).
 - Any special features such as overtime, weekend work, rosters.
 - Classification and remuneration for the position.
 - Where applicable, a statement about local residency as a part of the job (see Council's Residency Policy as it relates to advertising).
 - Where applicable, a statement about Prohibited Person, Working with Children Checks (see Council's Child Protection Policy as it relates to advertising) and Criminal Record Checks.
 - Where applicable, a statement notifying interested people that the position is to cover the temporary vacancy created by the incumbent being off work on Workers Compensation.
 - Advice that applicants obtain Information Package from HR.
 - Advice on closing date (minimum 7 business days from posting ad)
- (b) Where one or more internal applicants meet the essential criteria and may reasonably be expected to be capable of satisfactorily performing the duties of the position, the internal applicant/s will be interviewed and the successful applicant will be appointed to the position on the basis of merit.

4. Advertise the Job Externally if not filled internally

- (a) The advertisement should contain the following information:
- A brief description of the position (duties, responsibilities).
 - Essential criteria (qualifications, experience, skills, personal qualities).
 - Any special features such as overtime, weekend work, rosters.
 - Classification and remuneration for the position.
 - Where applicable, a statement about local residency as a part of the job (see Council's Residency Policy as it relates to advertising).
 - Where applicable, a statement about Prohibited Person, Working with Children Checks (see Council's Child Protection Policy as it relates to advertising) and Criminal Record Checks.
 - Where applicable, a statement notifying interested people that the position is to cover the temporary vacancy created by the incumbent being off work on Workers Compensation.
 - Advice that applicants obtain Information Package.
 - Advice on closing date, and contact person (as appropriate – may be HR or supervising staff member)
- (b) The relevant Director must sign off on the advertising, advertisement and position description before any ad is placed.
- (c) As required, obtain a quotation for the cost of the advertisement (particularly where the advertisement is to be placed in national papers). Check with relevant Director if necessary for approval of expenditure prior to placing advertisement.
- (d) Human Resources department will arrange placement of the advertisement on behalf of each Division.

All applications must be lodged in a sealed envelope identifying the position applied for. This envelope is to be forwarded to the Human Resource Department who will open this

application, record the applicant's name, acknowledge the application in writing and file the application in a secure confidential manner. Applicant's names are not to be disclosed to any other party until the closing date.

- (e) Immediately after the closing time a list noting the name of the applicant along with a précis of the applicant's skills against the criteria will be prepared. This, along with a copy of all applications, will then be forwarded to the Director in whose structure the position fits within 2 working days of the closing date.
- (f) The Director or relevant manager will, in consultation with the HR department, organise interviews – even if there is only one suitable applicant.

5. Convene a Selection Panel (in consultation with Director and HR Team Leader)

- (a) All interview panels should consist of both men and women.
- (b) The interview panel will consist of at least three interviewers. Further, a representative from the Human Resource Department must be present and where not a member of the panel will offer advice and ensure that all procedures are followed. For Manager level positions, the General Manager will usually be included on the panel.

Where the immediate Supervisor declares a conflict of interest (eg close family member or close friend), a member of the work team on an equal or greater pay grade or another Supervisor (if deemed more appropriate) will be appointed to the panel.

- (c) If it is of assistance an independent, specialist or community representatives may be invited to sit on the Panel.

6. Panel devises interview questions and shortlists applicants

- a) The Panel agrees on a shortlist of applicants, based on the attached cull sheet, whereby applicants are given a point rating based on their application in respect of essential and desirable criteria.
- b) Applicants are initially short listed according to the essential criteria only. Those who do not meet the essential criteria are eliminated from the process.
- c) Depending on how many people you wish to interview, short listing may continue based on the desirable criteria. Those who least meet these criteria may be eliminated, until a suitable number of applicants are left (no more than 6 for interview).
- d) The Panel creates behaviour-based questions with reference to the essential and desirable criteria for the position and the duties outlined in the Job Description. Usually 8 to 10 questions should be sufficient (about ½ to ¾ hour duration for the interview)
- e) Questions are weighted according to importance of responses.
- f) Arrange for any tests you will require the interviewees to undertake (e.g. typing, desktop publishing, driving, plant operation etc). Make sure you give plenty of advance notice of your requirements.

-
- g) Essential and desirable criteria are weighted according to their importance to the position. (This is really only important when you have so many applicants who meet all the essential criteria and you wish to cull on this criteria).

7. Arrange Interviews

- (a) Provide the HR Department with the interview shortlist and the date on which you wish to interview (**within 1 week of closing date for applications**). A reasonable notice period for potential interviewees will be given, (**at a minimum, 3 business days**). Note: unsuccessful applicants (who do not obtain an interview) are not notified, and their initial acknowledgment issue advises this.
- (b) Advise needs of others who may be involved (front counter staff, IT person, or others supervising tests). Make sure these people have time to prepare.
- (c) Book interview room.
- (d) Arrange for the interview questions to be provided to the interviewees 10 to 15 minutes prior to the interview and advise applicants that by arriving early they may view the questions. Also ensure applicants are advised of any tests they will be required to undertake. This advice is to be provided by the person arranging the interviews.

8. Conduct Interviews

- (a) Welcome interviewee and introduce to panel.
- (b) Explain the process that will be followed during the interview. Explain that each applicant will be asked the same set of primary questions and that secondary questions may be asked (if needed to draw out more information or clarify a point). Point out that the panel will be taking notes during the interview.
- (c) Give a brief overview of Council, the position and where it fits in, any special conditions (medical, conditions of employment, residency, rosters etc.)
- (d) Ask questions. Give the applicant your undivided attention during their response. Listen for how well they have demonstrated the competency/behaviour you are looking for.
- (e) Take notes. Records facts of what the person has done.
- (f) Score responses according to Rating Scale on *Interview Assessment Sheet* (see attached form)

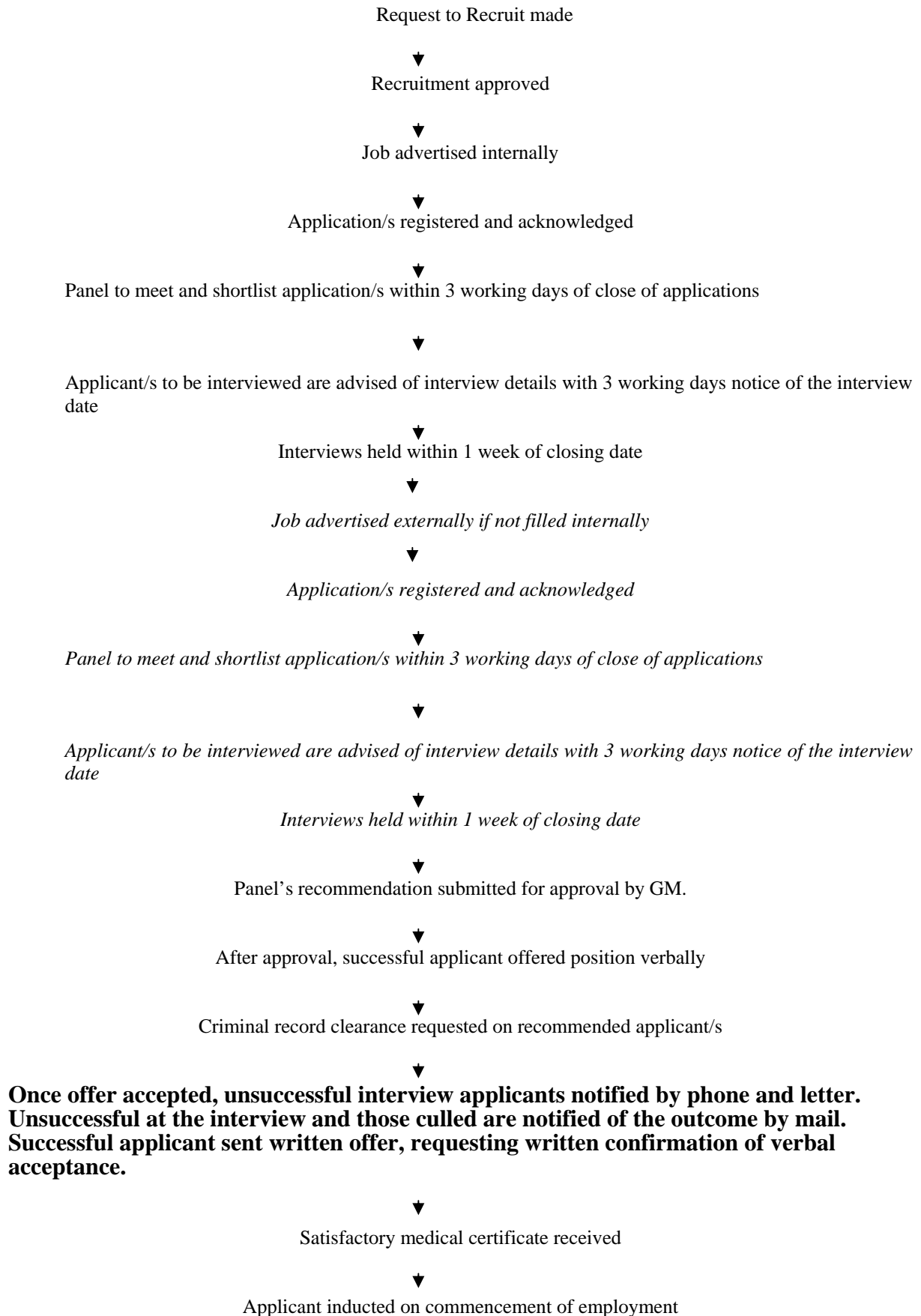
9. Reconvene Panel for Decision on Appointment

- (a) The panel makes a decision based on the *Decision Analysis Work Sheet* (see attached form) and through general discussions. **It is important to note that all panel members have equal input into the decision making process.** The panel recommendation report should start with the successful applicant and descend to an eligibility listing (this way, if the successful applicant declines the job or leaves within 3 months, the next successful person on the list are offered the position. The panel should also document if applicants

were unsuitable for employment and those people will not be included on the eligibility list.

- (b) At this time the panel should construct at least five applicable questions for the referee checks. All responses to these questions must be documented.
- (c) Once the panel makes a unanimous or majority decision, the Team Leader HR (or HR Officer if requested) will check qualifications, residential status, and contact referees to ensure they confirm what has been claimed by the applicant. Note that referees must be contacted in the order in which they are listed on an applicant's resume. (In the event difficulty in contacting the referee is experienced, the next person can be contacted while waiting to contact the previous referee. This process and all responses should be documented to protect Council from legal exposure in the event of a challenge in respect of the selection process.)
- (d) If Referees confirm, the panel will make a written recommendation to the General Manager (see attached form).
- (e) If the General Manager signs off the Panel Recommendation Form (i.e. the panel's recommendation is accepted), the HR Manager will arrange for an offer to be made. If the recommendation is rejected, the appropriate Director and HR Team Leader will review the matter to consider options. **Whatever the outcome, the matter will remain confidential.**
- (f) The HR Department will arrange for unsuccessful interviewees to be contacted.
- (g) All records will be kept by the HR Department in accordance with the State Records Act 1998.

FLOW CHART - RECRUITMENT



Interview Assessment Sheet

| | |
|--------------------------------|--|
| Position | |
| Applicant | |
| Interview Date/Time | |
| Venue | |
| Committee Member (Name) | |

| | |
|--------------------------|----------------------|
| Criteria: | Weight: |
| Question: | |
| Referee. Name: | Organisation: |
| Behaviours/Points | Rating: |
| Comments: | Score: |

| | |
|--------------------------|----------------------|
| Criteria: | Weight: |
| Question: | |
| Referee. Name: | Organisation: |
| Behaviours/Points | Rating: |
| Comments: | Score: |

| | |
|--------------------------|----------------------|
| Criteria: | Weight: |
| Question: | |
| Referee. Name: | Organisation: |
| Behaviours/Points | Rating: |
| Comments: | Score: |

Decision Analysis Work Sheet

| | Candidates (Refer to list) | | | | | |
|---|----------------------------|-------|-------|-------|-------|-------|
| Applicant: | NAME | NAME | NAME | NAME | NAME | NAME |
| Panel member | Score | Score | Score | Score | Score | Score |
| Panel member name | | | | | | |
| Panel member name | | | | | | |
| Panel member name | | | | | | |
| Panel member name | | | | | | |
| Totals | | | | | | |
| Additional comments (if desired) | | | | | | |

WARRUMBUNGL E SHIRE COUNCIL

INTERVIEW PANEL RECOMMENDATION REPORT

Interviews have been conducted for the following position:

Position:

Date of interviews:

Applicants interviewed:

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....

During the recruitment process the following steps were taken:

- The position was internally advertised
- The position was advertised in a relevant newspaper
- Applicants were short listed by the selection committee on the basis of the selection criteria
- Interview questions were asked by reference to the selection criteria
- Satisfactory medical undertaken
- Referee checks carried out
- Working with children/criminal check undertaken (if applicable)

The interview committee agrees the following applicant should be selected for the stated reasons:

Successful Applicant:

Reasons:
.....
.....
.....

Signed by the following panel members:

.....

.....

Director

.....

General Manager

1.3 NOTICE OF MOTION

100 RESOLVED that Warrumbungle Shire Council immediately accept the Federal Government offer of funding for replacement of Ulindah Bridge.

Egan/Sullivan

1.4 NOTICE OF MOTION

101 RESOLVED that \$50,000 be placed in Restricted Assets for provision of amenities block at the Binnaway Primitive Camping Ground project and this intention be advertised for 28 days seeking community comment.

Egan/Dawson

1.5 REGIONAL ROADS BLOCK GRANT

102 RESOLVED that a supplementary vote for both income and expenditure be made to reflect the advised RTA Block Grant amount for 2007/2008 in the following income and expenditures: MR396 \$85,459 and Traffic Facilities \$5,000.

Dawson/Connelly

1.6 BOUNDARY ADJUSTMENT

103 RESOLVED that an area of 2.05ha of Mr Murdoch's property on the boundary of Warrumbungle Shire Council and Mid Western Regional Shire be transferred officially to Mid Western Regional Shire by way of a boundary adjustment.

Sullivan/Dawson

Discussion took place on rates levied by different Shires.

104 RESOLVED that the General Manager review the farmland rates and charges of all adjoining Councils and a report be submitted to Council's November meeting.

Sullivan/Connelly

1.7 DUNEDOO KARATE CLUB

105 RESOLVED Council advise the Dunedoo Karate Club that it is unable to accede to their request for a donation.

Dawson/Hill

1.8 BARADINE PARK

106 RESOLVED that Council not accept the offer of donation of the land in Wellington Street Baradine made by Mr Masman due to site contamination concerns, ongoing costs and time involved in remediation and business opportunities the land may offer other parties. Further that Mr Masman be thanked for his offer.

Sullivan/Connelly

Councillor Dawson recorded her vote against.

1.9 LEADVILLE FIRE STATION

A motion was moved by Councillor Dawson, seconded Councillor Hill that Council not accede to the request for a donation to the Leadville Fire Station towards their garbage service charges and that this matter be referred to 2008/2009 budget deliberations.

This motion was withdrawn.

107 RESOLVED that Council make an annual contribution of \$198.99 towards the rates and charges levied on the Leadville Fire Shed and that this property be included in Council's Donations policy. Further that this contribution commence in the 2007/2008 financial year.

Coe/Sullivan

1.10 MENDOORAN AND DISTRICT DEVELOPMENT GROUP

A motion was moved by Councillor Hill, seconded by Councillor Lewis to provide \$5,000 from the Mendooran Town fund towards the relocation of the Telstra pay phone.

This motion was withdrawn

108 RESOLVED that the General Manager approach Telstra regarding financing the cost of relocating the payphone and if unsuccessful that this matter be further considered at the November Council meeting.

Sullivan/Dawson

1.11 LOCAL GOVERNMENT ELECTION – 2008

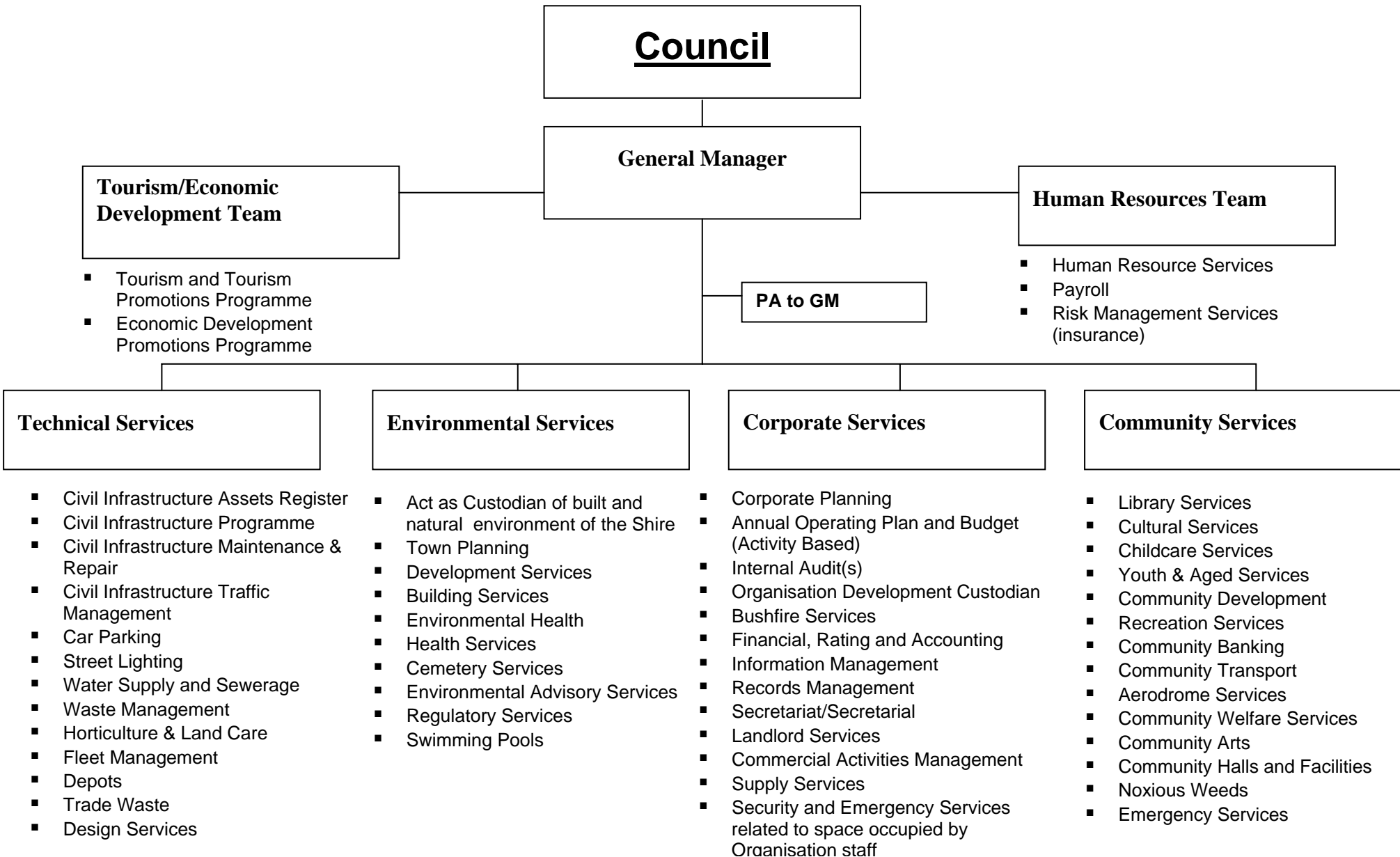
109 RESOLVED that the General Manager take the appropriate steps to put the electoral process in place and make suggestions for a suitable building in the Shire.

Sullivan/Connelly

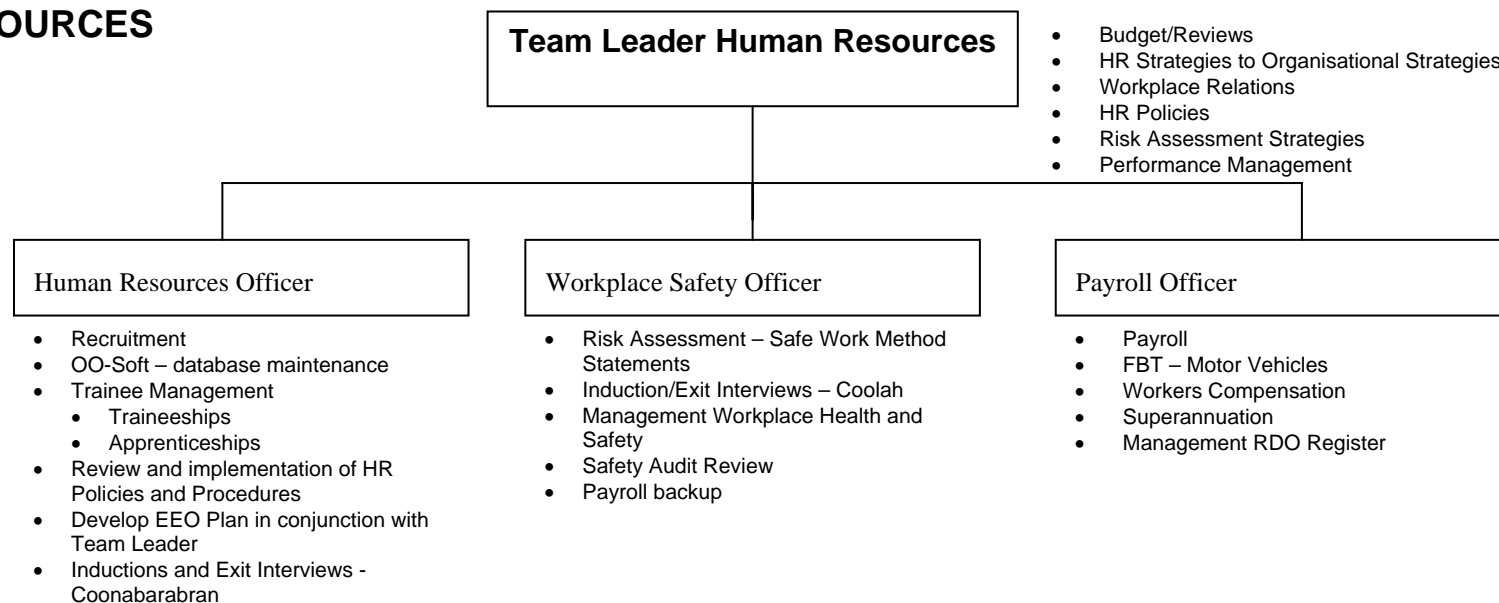
1.12 ORGANISATION STRUCTURE

110 RESOLVED that Council endorse the amended organisation structure as follows:

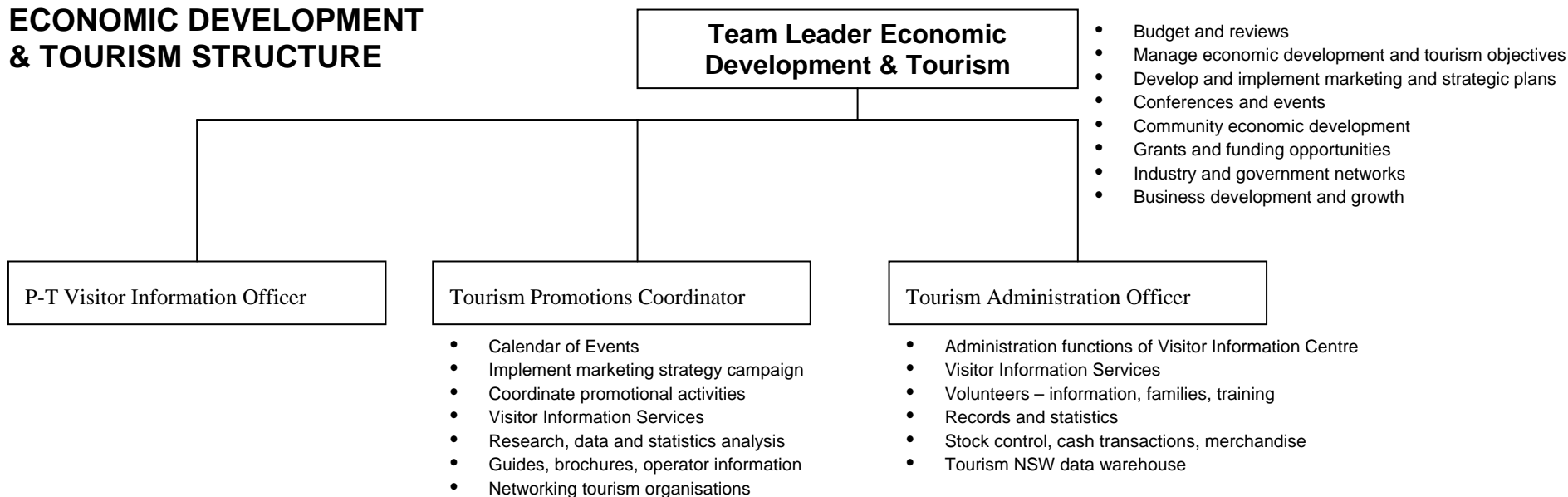
Warrumbungle Shire Council Structure



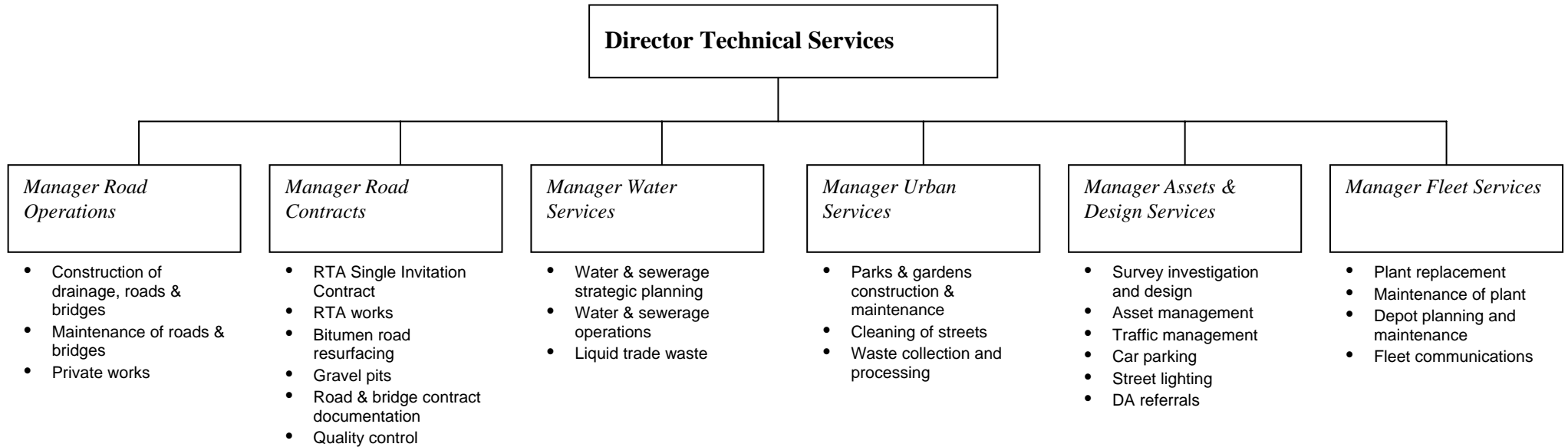
HUMAN RESOURCES STRUCTURE



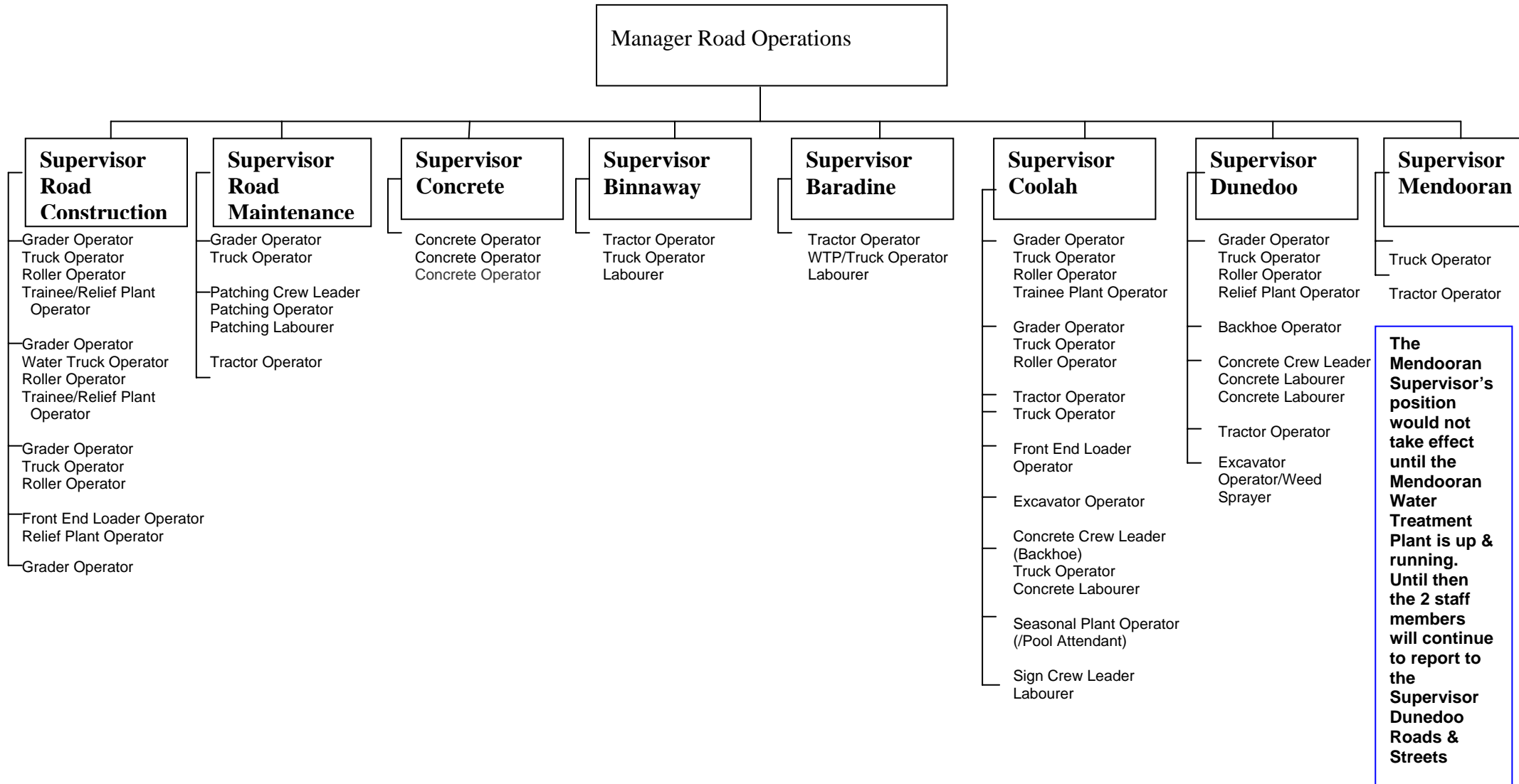
ECONOMIC DEVELOPMENT & TOURISM STRUCTURE



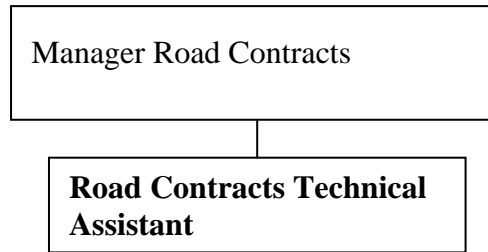
TECHNICAL SERVICES DIVISION STRUCTURE



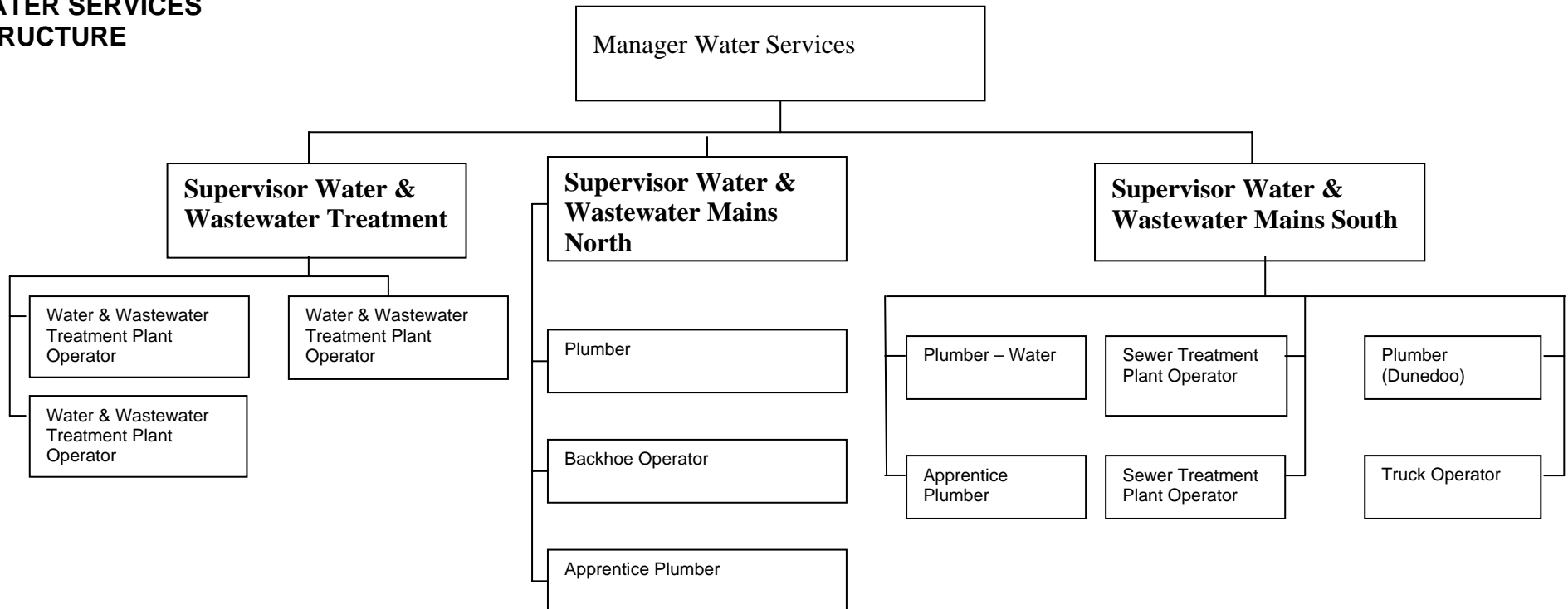
**ROAD OPERATIONS
 STRUCTURE**



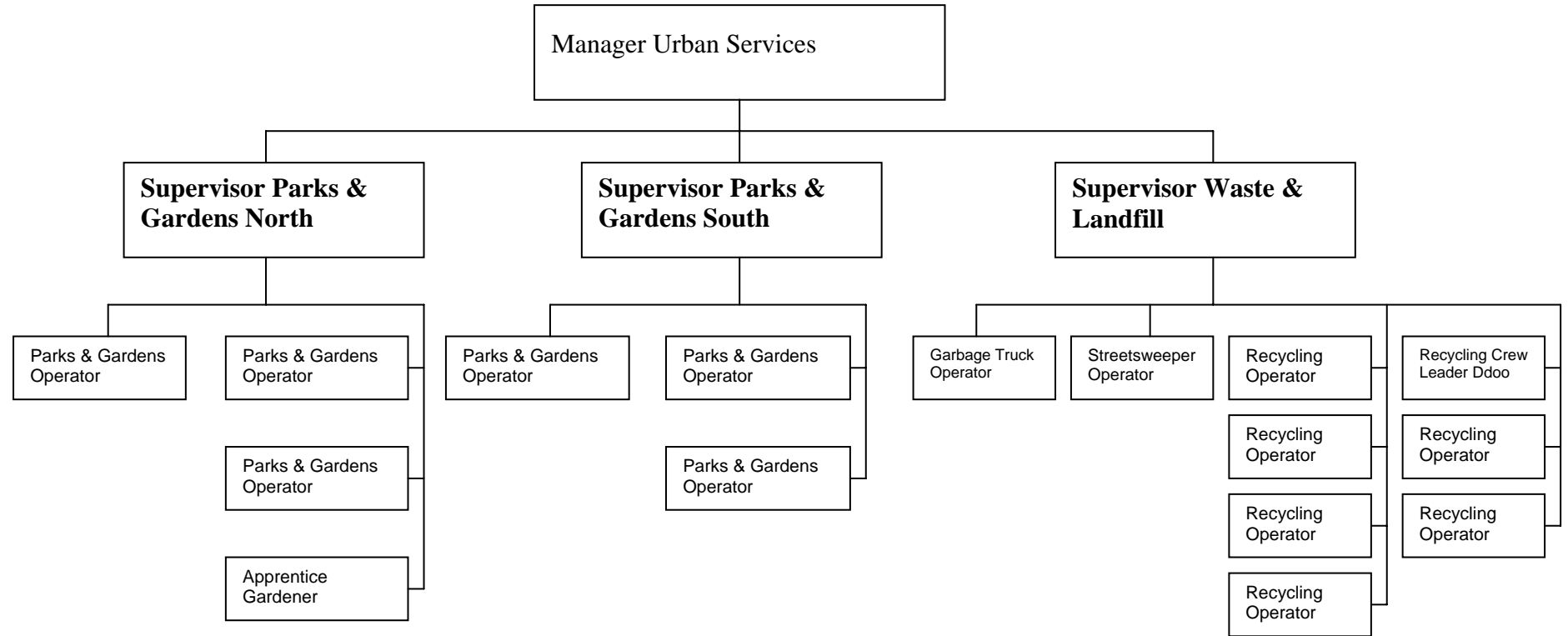
**ROAD CONTRACTS
STRUCTURE**



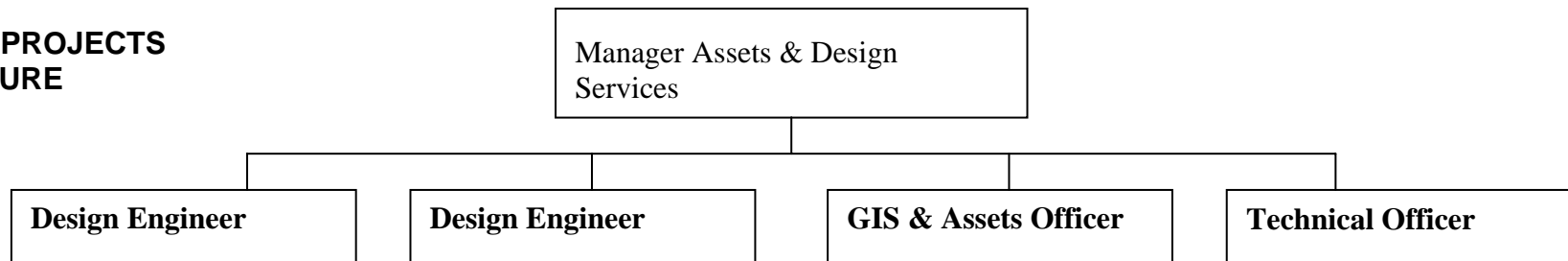
**WATER SERVICES
STRUCTURE**



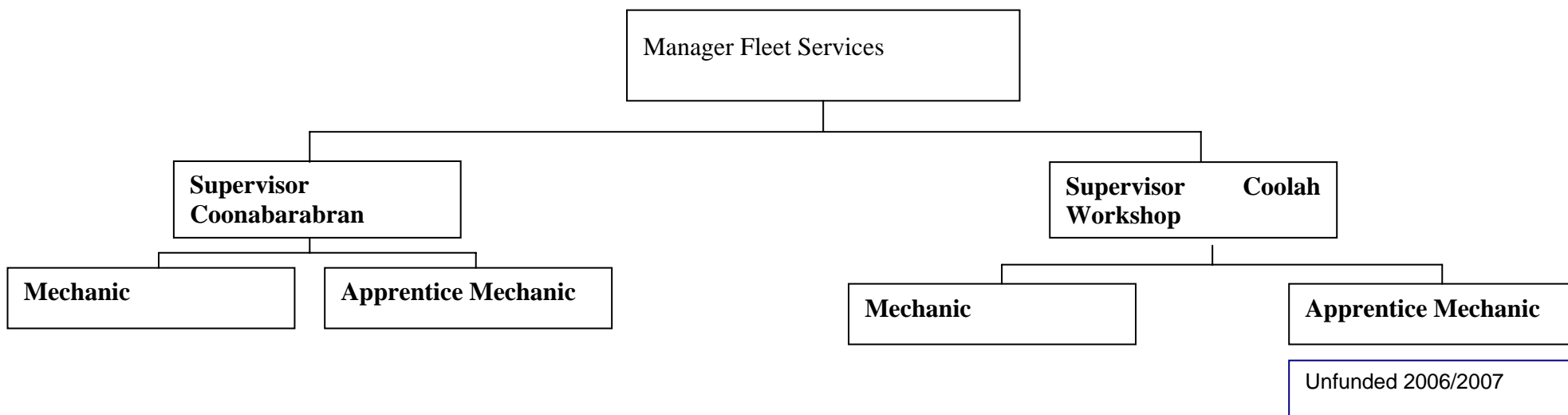
URBAN SERVICES STRUCTURE



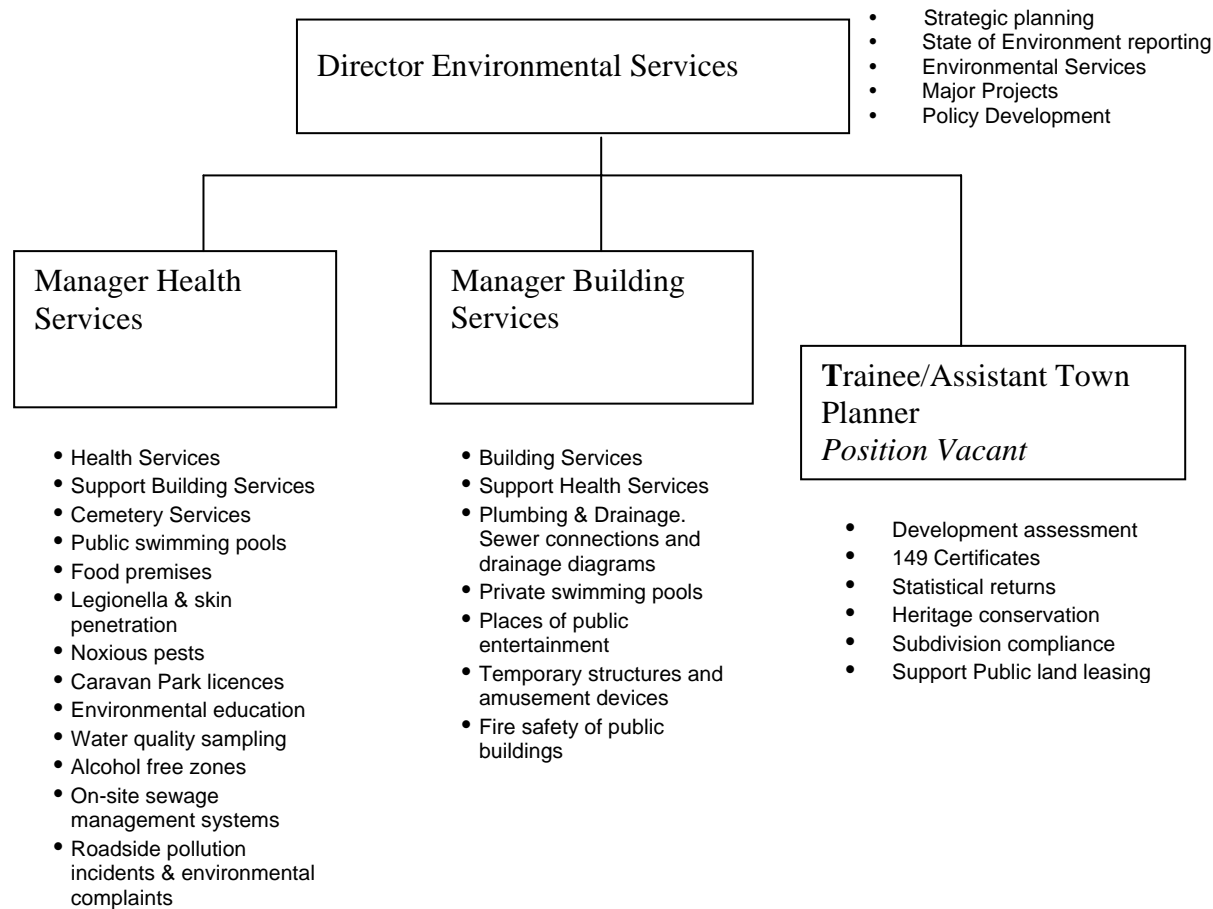
DESIGN PROJECTS STRUCTURE



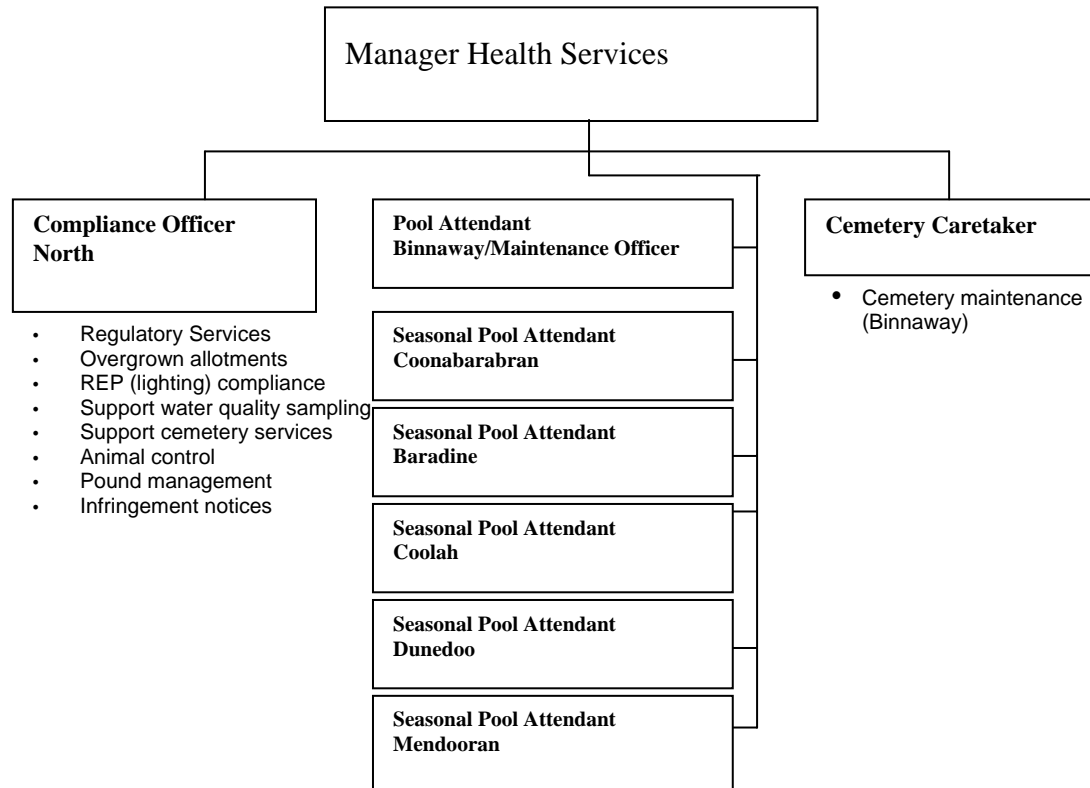
**FLEET SERVICES
STRUCTURE**



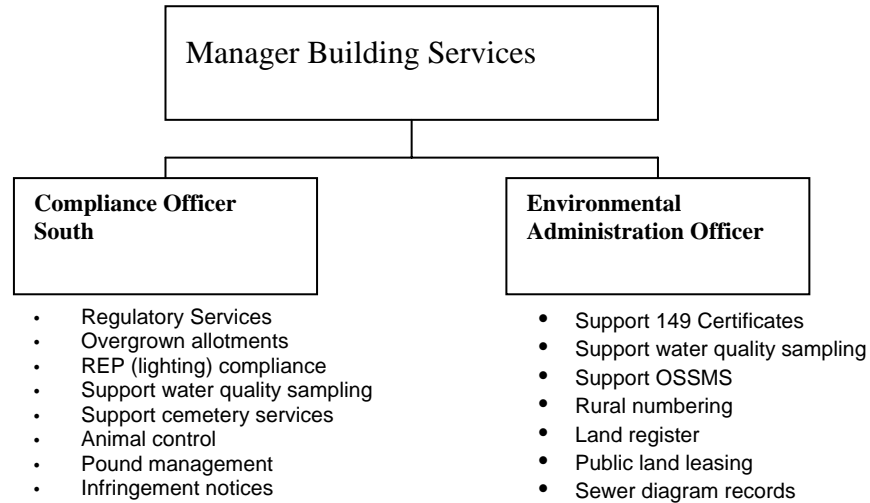
ENVIRONMENTAL SERVICES DIVISION STRUCTURE



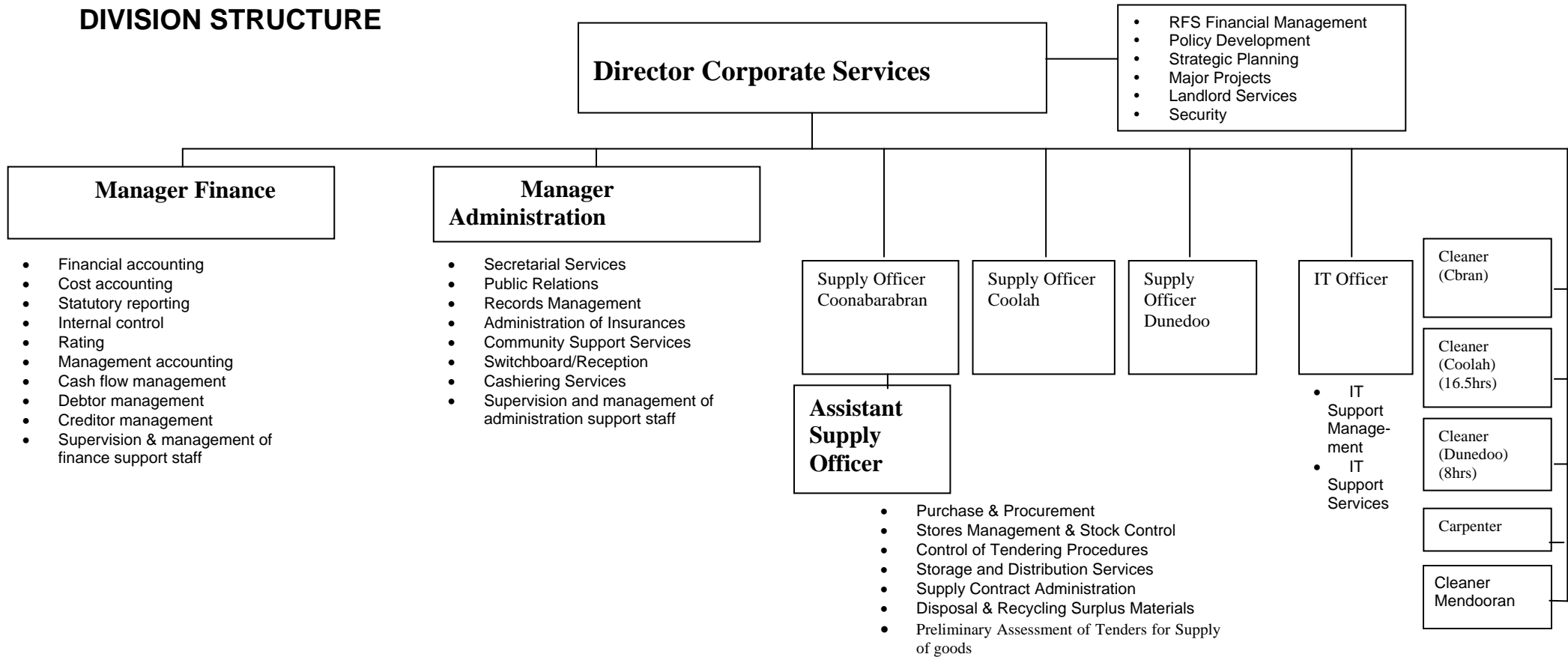
**HEALTH SERVICES
STRUCTURE**



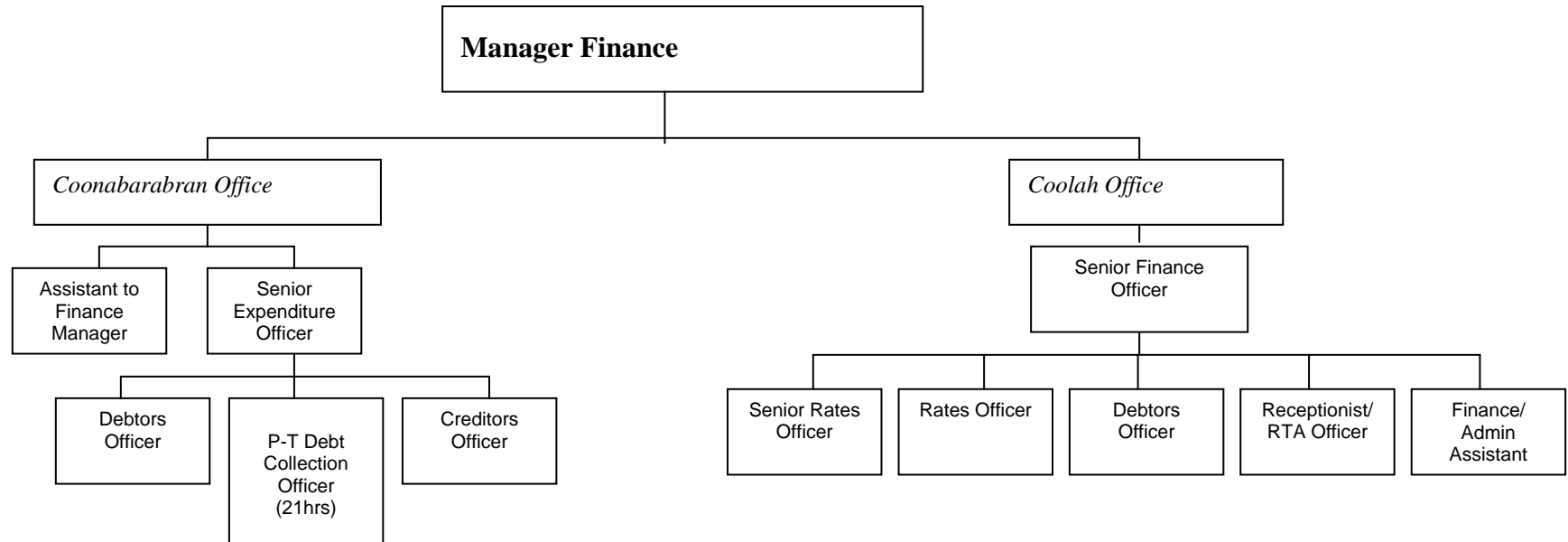
**BUILDING SERVICES
STRUCTURE**



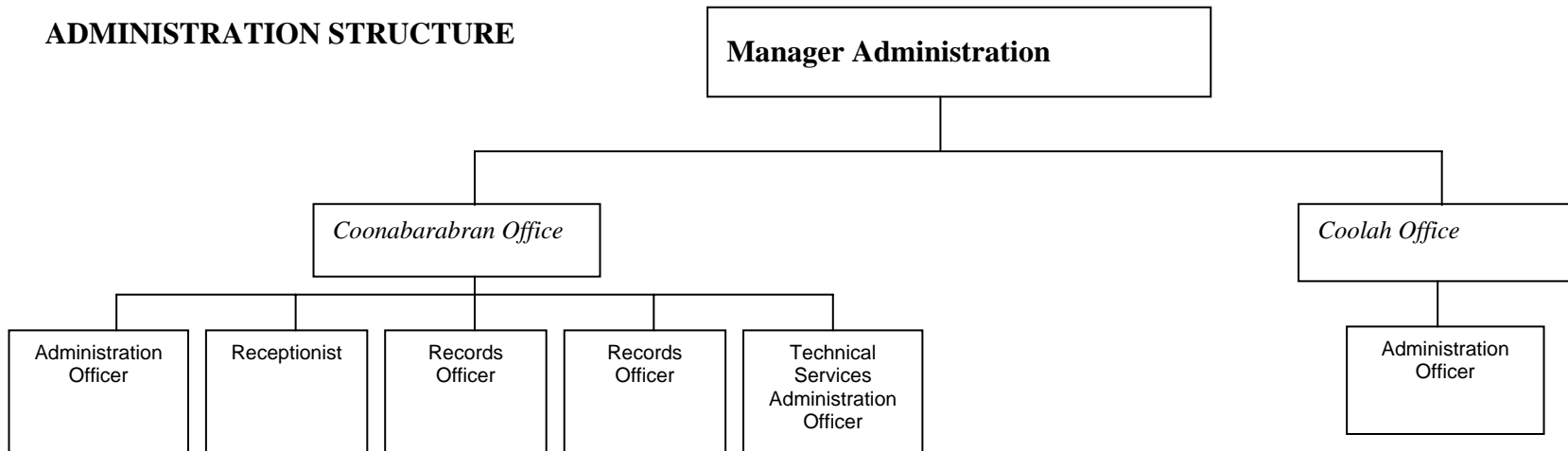
CORPORATE SERVICES DIVISION STRUCTURE



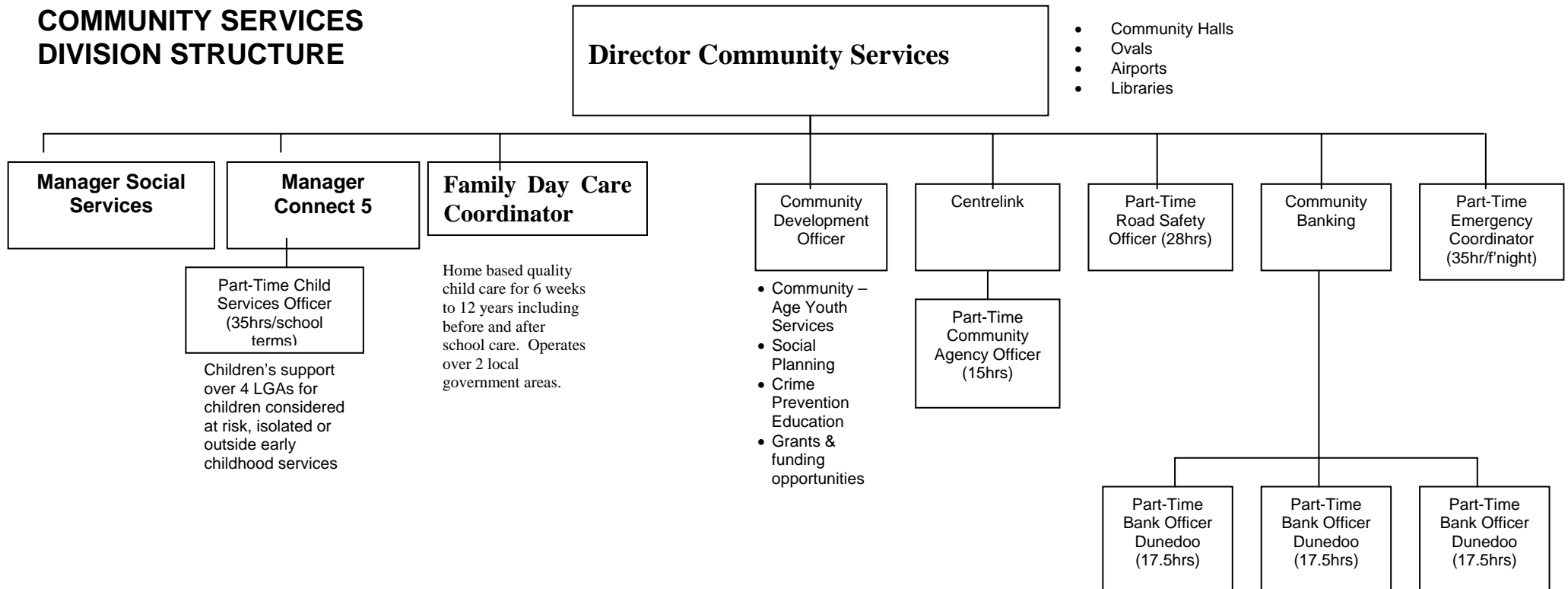
FINANCE STRUCTURE



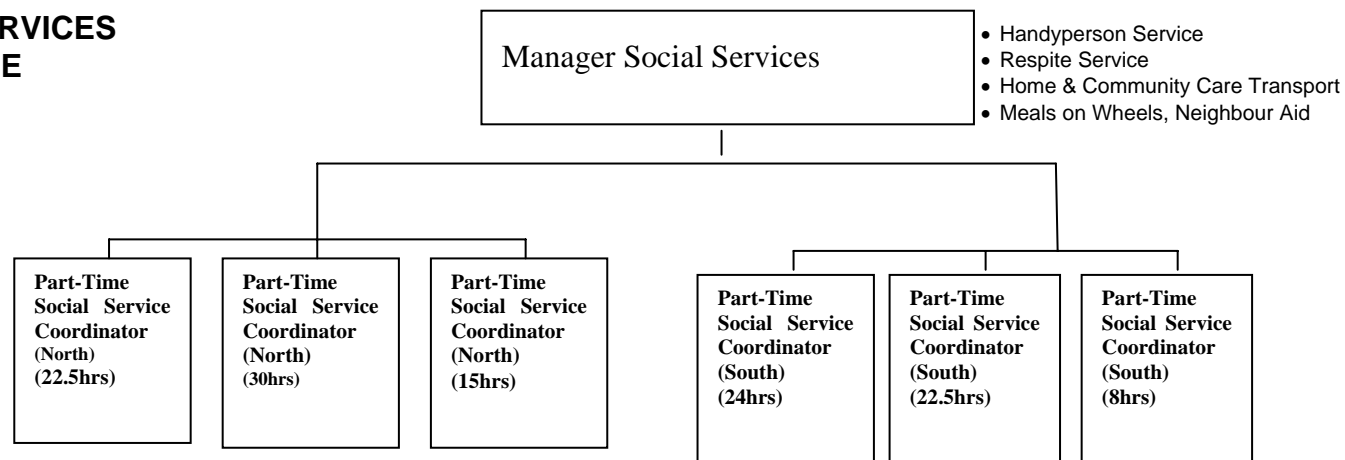
ADMINISTRATION STRUCTURE



**COMMUNITY SERVICES
 DIVISION STRUCTURE**



**SOCIAL SERVICES
STRUCTURE**



Dawson/Hill

11.04AM

111 RESOLVED that standing orders be suspended to break for morning tea.

Dawson/Hill

11.29AM

112 RESOLVED that standing orders be resumed.

Sullivan/Dawson

DIRECTOR OF CORPORATE SERVICES REPORT

2.1 DUE BY THE BANK TO THE FOLLOWING FUNDS AS AT 30 SEPTEMBER 2007

Received.

2.2 STATEMENT OF INVESTMENTS AS AT 30 SEPTEMBER 2007

Received.

2.3 BANK RECONCILIATION STATEMENT FOR THE MONTH ENDING 30 SEPTEMBER 2007

Received .

2.4 RATES AND CHARGES COLLECTION – UP TO and INCLUDING END SEPTEMBER 2007

Received.

Discussion took place regarding the amount of unpaid rates and the debt collection process.
113 RESOLVED that the General Manager instigate a robust program for the collection of outstanding rates.

Sullivan/Dawson

DIRECTOR OF TECHNICAL SERVICES REPORT

3.1 TENDER FOR THE SUPPLY OF BITUMEN AND SEALING AGGREGATE 2007/2008

114 RESOLVED:

1. That the 2007/2008 Contract for supply and delivery of Precoated aggregate and crusher fines be awarded in two contracts one to Readymix Holding Pty Ltd and one to Boral Resources (Country) Pty Ltd
2. That the 2007/2008 contract for supply and spray of bitumen be awarded to Boral Asphalt.

Dawson/Connelly

3.2 REQUEST TO PURCHASE UNUSED ROAD OFF TIMOR STREET IN COONABARABRAN

115 RESOLVED that application by the Uniting Church in Coonabarabran for title to the road located off Timor Lane and to the rear of the Uniting be granted subject to the following conditions:

1. That the land area taken up by the road is consolidated with land owned by the Uniting Church, that is, it is not treated as a separate lot.
2. That the Church engages all necessary professional services associated with closure and transfer of the land.
3. That the land is sold to the Church for a price based on adjoining land values as determined by the Valuer General.

Sullivan/Dawson

3.3 PROPOSAL TO TRANSFER CROWN ROAD TO COUNCIL CONTROL

116 RESOLVED that Council advise the Department of Lands that it does not want to pursue conversion of crown road between the end of Neible Road and property Lot 25 DP 754978 to public road under the care and control of Council.

Dawson/Sullivan

DIRECTOR OF ENVIRONMENTAL SERVICES REPORT

4.1 PEDESTRIAN ACCESS TO REAR OF LEN GUY PARK, BINNAWAY

117 RESOLVED:

1. That the offer outlined above and made to the current owner of Lot B DP 103571 be withdrawn.
2. That the current owners of Lot B DP 103571 and Lot 1 DP 334583 be advised that the issue of trespass on their land is outside Council's control.
3. That cost estimates be prepared on the options of (1) reconstructing the rear wall of the brick toilets within the boundary of Len Guy Park and (2) undertaking the compulsory acquisition process necessary to acquire up to a maximum of twelve (12) square metres of land from the current owner of Lot B DP 103571.
4. That the Lions Club of Binnaway be approached regarding its expectations with the low level chain mesh fence currently situated on Lot B DP 103571.
5. That the Greater Western Area Health Service be approached regarding its views on a boundary adjustment with either or both parcels of neighbouring Council owned land such that the septic tank and effluent disposal area can be transferred back to Council for both septic tank maintenance purposes and facilitation of a walkway between Len Guy Park and Andy's Lane.
6. That the Binnaway Progress Association, as a representative community organisation, be approached to ascertain its preferences in this matter, and
7. That Council consider a further report on this matter following responses to the above requests.

Dawson/Hill

4.2 APPLICATIONS RECEIVED FOR THE CALENDAR MONTH OF SEPTEMBER 2007

Received.

ADOPTION OF THE RECOMMENDATIONS OF THE PLANT ADVISORY COMMITTEE MEETING HELD ON 18 OCTOBER 2007

118 RESOLVED that the minutes of the Plant Advisory Committee meeting held on 18 October 2007 be adopted with Councillor Lewis to be noted as present.

Sullivan/Coe

OROC – Street Lighting Contract

119 RESOLVED that Warrumbungle Shire Council endorses the approach recommended by Energy and Management Services Pty Ltd as follows:

1. That the tender offer from Country Energy not be accepted
2. That the Dubbo City Council be requested to give delegated authority to the General Manager to negotiate directly with Retailers including Country Energy for an energy price to supply street lighting facilities from 1 June 2008 for a period of up to three (3) years.

Sullivan/Hill

GENERAL BUSINESS

Cr Dawson raised the matter of local government procurement. It was noted that Council has an agreement with Hunter Councils for procurement purposes.

Cr Connelly raised the following matters:

Haynes Store and the Mendooran Timber Mill - local winners of Rhino Awards to be sent letters of congratulation.

Cr Coe raised the following matters:

Dunedoo Community Centre – people interested in renting as a Childcare Centre
Street light in Dunedoo main street – what is the process and time frame for procuring

120 RESOLVED to write to Country Energy to instigate the process of installing the street light in Adelyne Street.

Coe/Hill

Signage – damaged at intersection of Castlereagh and Golden Highways - sign been ordered from the RTA. Tourists are getting lost in town and suggested that temporary arrangements should have been made for the replacement of the sign.

Swimming Pools – not open as yet. Dunedoo children travelling to Mudgee to train.

Mendooran Pool - grass is overgrown. The Director Environmental Services addressed these issues informing meeting of community interest in improving pool area and spoke of cost and maintenance of pools

Department of Lands Enclosure Permits – Cr Coe informed meeting that Department refers matters to Council asking that Council identify roads that may be of further use to Council and that the Department is responsible for identifying land locking and providing community with opportunity to comment.

Cr Egan raised the following matters:

Barker Street Water connection – clarification sought regarding fees for water connection – informed costs depend on distance to the closest main.

Rates and charges on property in Merebene Street – zoning for rating changed from residential to business. Ratepayer claims property used for hobby not business. Formal request to Council is required.

121 RESOLVED that investigations be undertaken into extension of water main in Barker Street with a report back to Council including costings.

Egan/Todd

Cr Lewis raised the following matters:

Person in Binnaway needs to do 600 hours community service – request that Council consider administration of service. Director Technical Services will look into this.

Roads Programs – lack of progress of works programme and concerns with the quality of road seals that have been done in the Neilrex/Coolah and Piambra Roads.

122 RESOLVED that Council investigate the sealing works on the Neilrex/Piambra Road and Neilrex/Coolah Road to ascertain reasons for failure and if the investigations identify faulty work was undertaken by contractors that they be requested to redo the work.

Lewis/Todd

Mendooran Pool – community group is willing to do work on the pool. Discussion took place regarding the best use for the Mendooran Pool grounds and provision of funds from the Mendooran Town Community funds. Further discussion on reducing the size of the pool area and utilisation of land perhaps for sporting activities.

123 RESOLVED that \$5000.00 from the Mendooran Town Community funds be utilised for improvements to the Mendooran pool area to be undertaken by community representatives and further that this proposal be advertised for 28 days.

Lewis/Connelly

Cr Todd raised the following matters:

Munns Road Gate/Ramp -

A motion was moved by Councillor Lewis, seconded Councillor Dawson that Council accede to the request to allow Mr and Mrs Rodgers to place a gate on a public road with a Memorandum of Understanding that if the property is sold and a third party needs access, this agreement may be renegotiated at Council's discretion.

This motion was withdrawn.

124 A motion was moved by Councillor Connelly, seconded by Councillor Dawson that Council review and amend the Gates on public roads policy with approval at Council's discretion to be on a case by case basis.

This motion was lost.

Street light near the Pool in Narren Street, Baradine

125 RESOLVED that a street light be installed near the pool in Narren Street, Baradine

Todd/Coe

Sewerage connections in Baradine – matter to be further actioned.

Cr Dawson raised the following matters:

Prickly pear near the bollards on the cycleway at the rear of the Coonabarabran Public School Stannix Park Road – how is this progressing? A surveyor has been engaged.

Narren Street, Baradine – silky oak trees need removal

Damage to footpath on north western side of Dalgarno Street – Informed that repairs to the footpath were progressing due to damage done by contractors.

Cr Sullivan raised the following matters:

Slab pour at No. 1 Oval – very proud of the number of townspeople and council employees volunteering to help with the pour.

126 RESOLVED that \$1000.00 be used from the donations budget towards the cost of providing barbecue and drinks for people involved in major construction activities during course of project at No. 1 oval and also at the completion of the project.

Sullivan/Coe

Cr Hill raised the following matters:

Torch Relay – no action

34 Yarrow Street – tree has been cut at base and is dying. Request for information as to who cut the tree.

Dunedoo District Development Group – Bush Poetry competition, account for sewerage dump. This needs to be paid as they were given a donation for it previously.

Dunedoo Railway Centenary in 2010 – advice of celebrations to be organised and seeking Councillor representative on the Committee. Suggested that Cr Coe be that representative.

Cr Shinton raised the following matters:

Signposting needs to be better on minor roads in the Shire

Moorambilla Festival – there was no recognition of Warrumbungle Shire Council on the program.

Cr Sullivan also raised the issue of:

Jockey Clubs and other equine related clubs getting donations for events that are cancelled due to the equine influenza lockdown.

127 RESOLVED that if the function organised by the various Jockey Clubs does not take place the donation provided by Council is to be returned to Council.

Todd/Egan

General Manager

Advised Councillors that it would be more practical for the December meeting to be held a week earlier than scheduled on 13 December 2007 due to the closeness to Christmas.

128 RESOLVED that the December meeting of Council be held on 13 December 2007.

Dawson/Todd

Town Committee meetings

129 RESOLVED that Town Committee meetings be held twice a year – end of March/early April (depending on Easter) and September/October each year, preferably not in School holidays.

Coe/Connelly

Cr Sullivan

Suggested it would be good public relations to present donation cheques in person to representatives of the successful groups at the town meetings.

2.00PM

130 RESOLVED that Council go into committee pursuant to Section 10A (1) and Section 10A (2) (c) concerning information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.

Connelly/Dawson

2.03PM

General Manager declared an interest in the issue and left the room.

2.17PM

131 RESOLVED that Council move out of Committee.

Connelly/Dawson

1C TENDER FOR THE COLLECTION AND TRANSFER OF BULK BIN WASTE

132 RESOLVED that Council accept the tender provided by Coona Waste Disposal for the collection and transfer of bulk bin waste.

Lewis/Dawson

2.09PM

The General Manager returned to the meeting

Director Technical Services – provided information in relation to 7 Bridges Tenders which will be brought to the November meeting as a report. Bridges in Warrumbungle Shire are: Castlereagh, Talbragar and Bomera.

2.18PM

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

Coe/Sullivan

2.37PM

134 RESOLVED that standing orders be resumed.

Sullivan/Dawson

135 RESOLVED that Council go into committee pursuant to Section 10A (2) (a) concerning matters and information relating to personnel matters concerning particular individuals (other than Councillors).

Dawson/Egan

3.57PM

136 RESOLVED that Council move out of Committee.

Dawson/Egan

137 RESOLVED that funds be made available in the budget to allow the General Manager to take his dedicated annual leave and to enable him to reduce his accumulated leave.

FURTHER that no more leave is to be accumulated.

Hill/Sullivan

138 RESOLVED that the General Manager be encouraged to promote one of the four Directors into the Acting General Manager position when he takes leave. If none of the Directors are willing to fill this role then an external person be brought into the organisation.

Egan/Hill

139 A motion was moved by Councillor Dawson seconded Councillor Hill that the General Manager's contract be extended for a further five (5) years under the same conditions.

An amendment was moved by Councillor Coe seconded Councillor Lewis that the General Manager's contract be extended for a two (2) year period to give the incoming Council the right to select their General Manager.

The amendment was put and lost.

The motion was put and carried.

There being no further business the meeting closed at 3.58pm.

.....
CHAIRMAN