

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

In attendance: S Morris (minutes)

APOLOGIES: Cr Ron Sullivan

The Mayor welcomed members of the gallery to the meeting.

9.05AM

60 RESOLVED that the mayoral elections and other business noted in the special meeting agenda be held over until Councillor Egan joins the meeting.

Dawson/Hill

61 RESOLVED that the apologies of Cr Sullivan be accepted.

Dawson/Coe

Forum

Mr Kevin Simmons addressed council regarding the proposed demolition of the former RSL building in Baradine for the construction of the new NP&WS building.

Mr Simmons outlined a proposal that the new building be constructed on the former service station site adjacent to the RSL block and that the RSL building and adjacent courts be purchased by a private individual with additional community facilities created in the future.

Mr Simmons indicated that the RSL would like to retain their building and informed Council that they were seeking Council's support to put their suggestion to Minister Koperberg.

Mr John Lane spoke of the impact on the community of having the RSL building and gave a brief outline of the establishment of the RSL, the construction of the building with funds from the community and importance of memorial wall.

9.25AM

Cr Egan joined the meeting.

9.27AM

Mr Lane indicated to Council that they were seeking support in their submission to government authorities. He reiterated their request that Council not commit to any decision to turn the former service station site into a park.

9.28AM

The Mayor, Cr Shinton, vacated the chair and the General Manager acted as Returning Officer.

All positions were declared vacant.

1S) Election of Mayor and Deputy Mayor

62 RESOLVED that Council retain the Deputy Mayor position.

Dawson/Lewis

63 RESOLVED that the manner of voting be by secret ballot, ordinary voting and in alphabetical order.

Todd/Hill

Election of Mayor

The General Manager called for nominations for the position of Mayor.

The General Manager announced that one nomination had been received for the position of Mayor being a nomination for Councillor Shinton.

The General Manager declared Councillor Peter Shinton elected to the position of Mayor unopposed for the forthcoming year 2007/2008.

Election of Deputy Mayor

The General Manager called for nominations for the position of Deputy Mayor.

The General Manager announced that one nomination had been received for the position of Deputy Mayor, that of Councillor Coe.

The General Manager declared Councillor Murray Coe elected to the position of Deputy Mayor unopposed for the forthcoming year 2007/2008.

64 RESOLVED that item 3S concerning Tourism and Economic Development Advisory Committees be brought forward for consideration.

Hill/Dawson

3S TOURISM AND ECONOMIC DEVELOPMENT ADVISORY COMMITTEES

65 RESOLVED that the Tourism and Economic Development Advisory Committees be amalgamated to form one committee with the structure to be as follows:

- ensure that each member has an active interest in tourism and economic development of the region
- Representatives
 - Two Councillors
 - Team Leader Economic Development and Tourism
 - one member from each of the five smaller towns who is involved in a Progress Association or Development group. May or may not be the Community Development Coordinator (Coolah, Dunedoo, Mendooran, Baradine and Binnaway)
 - Coonabarabran Chamber of Commerce
 - NSW Farmers Association
 - Warrumbungle Tourism Association Inc
 - Department of Environment and Climate Change (NPWS)
 - Indigenous Community Working Party
- that all meetings alternate between Coonabarabran and Binnaway - the two most central locations of the Shire
- that the meeting be held for one hour only, as opposed to the current two hours
- meetings open to the public to raise issues but only designated members able to make recommendations to Council
- That the meetings continue to be held once every two months
- These representatives can notify the Team Leader prior to each meeting with any issues regarding their town, which would then be discussed at the meeting itself and necessary recommendations made to Council.

- That the Tourism and Economic Development Committee meetings adopt rules similar to the town committee meetings. Minutes are noted and any of these recommendations to be actioned by Council require the Councillor representative to move such recommendations at the ordinary monthly Council meeting.

Hill/Dawson

2S) COUNCIL COMMITTEES

66 RESOLVED that Council confirm the previous decision for the following committees and Councillor representatives for the full term of the Council. The Committees and Councillor representatives are to continue as follows:

External Committees

Castlereagh Macquarie County Council
Councillors Shinton and Todd

Macquarie Regional Library
Councillors Hill and Dawson

Traffic Advisory Committee
(Traffic Facilities and Traffic Development Committees)
Councillor Dawson

Warrumbungle Bushfire Management Committee
Councillor Shinton

Local Emergency Management Committee
Councillor Egan

The North West Weight of Loads Group
Councillor Todd

Central West Explorer Country Tourism
Represented by staff member

Police Accountability and Consultation
Mayor and General Manager to represent Council

Central Ranges Natural Gas Association
Mayor and General Manager to represent Council

Orana Regional Organisation of Councils
Mayor and General Manager to represent Council

Golden Highway Consultative Committee
Councillor Coe

Internal Committees

Plant Advisory Committee
Councillors Lewis, Sullivan and Coe

Occupational Health & Safety Advisory Committee

Councillor Lewis

Consultative Advisory Committee

Councillor Connelly

General Manager's Review Committee

All Councillors are representatives on this committee.

EEO Advisory Committee

Councillor Shinton

Finance Committee

All Councillors are representatives on this committee.

Community Committees

Coonabarabran Town Beautification Advisory Committee

Councillors Dawson and Shinton

Warrumbungle Shire Tourism and Economic Development Advisory Committee

Councillors Hill and Dawson

Medical Services Advisory Committee

Councillors Hill and Shinton

Shire Halls Advisory Committee

Councillor Sullivan (Northern)

Councillor Connelly (Southern)

Warrumbungle Aerodromes Advisory Committee

Councillor Connelly

Urban Creeks Steering Committee

Councillor Sullivan

Roads Review Committee

All interested Councillors

Coolah Town Committee

Councillor Connelly

Dunedoo Town Committee

Councillor Coe

Mendooran/Merrygoen Town Committee

Councillor Lewis

Binnaway Town Committee

Councillor Lewis

Baradine Town Committee
Councillor Todd

Warrumbungle Shire Council Social Services Advisory Committee
Councillor Hill

Multi Service Outlet Committee
Set aside in 2006

Council Representation

Membership of Central Orana Regional Arts Steering Committee
Director of Community Services to represent Council

Namoi Catchment Management Authority
Councillor Sullivan and General Manager

Central West Catchment Management Authority
Councillor Sullivan and Director of Technical Services

Inland Rail Committee
Councillor Todd

Todd/Dawson

A motion was moved by Councillor Hill that the Coolah Town Committee be disbanded due to the fact that Council meetings were held on alternate months in Coolah.
Motion lapsed for want of a seconder.

A motion was moved by Councillor Dawson that the Coolah Town Committee remain in place but that the Council meetings only be held in Coonabarabran.
Motion lapsed for want of a seconder.

9.52AM

The Mayor assumed the Chair

**CONFIRMATION OF MINUTES OF THE ORDINARY MEETING OF
WARRUMBUNGLA SHIRE COUNCIL HELD ON 14 AUGUST 2007**

67 RESOLVED that the minutes of the ordinary meeting of the Warrumbungle Shire Council held on 14 August 2007 be endorsed.

Dawson/Coe

BUSINESS ARISING

68 RESOLVED that Council agree to a three percent (3%) pay increase to apply from 1st October 2007 acknowledging that this increase incorporates the effects of two previous Fair Pay Commission increases.

Connelly/Dawson

**ADOPTION OF THE RECOMMENDATIONS OF THE TRAFFIC ADVISORY
COMMITTEE MEETING HELD ON 23 AUGUST 2007**

69 RESOLVED that the minutes of the Traffic Advisory Committee meeting held on 23 August 2007 be adopted.

Dawson/Hill

**ADOPTION OF THE RECOMMENDATIONS OF THE COONABARABRAN
BEAUTIFICATION ADVISORY COMMITTEE MEETING HELD ON 27 AUGUST
2007**

70 RESOLVED that the minutes of the Coonabarabran Beautification Advisory Committee meeting held on 27 August 2007 be adopted.

Dawson/Todd

**ADOPTION OF THE RECOMMENDATIONS OF THE WARRUMBUNGLA SHIRE
COUNCIL OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING
HELD ON 15 AUGUST 2007**

71 RESOLVED that the minutes of the Warrumbungle Shire Council Occupational Health & Safety Committee meeting held on 15 August 2007 be adopted.

Lewis/Hill

**MINUTES OF THE CONSULTATIVE COMMITTEE MEETING HELD ON
15 AUGUST 2007**

Received.

10.26AM

GENERAL MANAGER'S REPORT

1.1 AUSTRALIA DAY

72 RESOLVED that Council participate in the Ambassador programme seeking two Ambassadors for the Shire. **FURTHER** that six separate functions be held, one in each town - Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran and the awards be presented to each recipient at the function held in the town in which they reside with the successful nominations being announced prior to Australia Day.

FURTHER that the following categories for Australia Day Awards be advertised:

- Citizen of the year
- Young Citizen of the year
- Senior Citizen of the year
- Sports Person of the year
- Young Sports person of the year
- Group Community Service Award
- Sports Team of the Year, and
- Certificates of Recognition (in recognition of particular service during the year) – one each for the towns of Coolah, Dunedoo, Mendooran, Baradine, Binnaway and Coonabarabran.
- Community Award – Villages, Less than 100 residents (award funds to be utilised on a Local village facility)

FURTHER that unsuccessful nominations from previous years not be included for consideration unless renominated for the current year.

Connelly/Hill

10.28AM

73 RESOLVED that standing orders be suspended for morning tea and presentations.

Hill/Dawson

10.55AM

Presentation

Mr John Irving addressed Council on the oral health programme to commence in Binnaway on October 24, 2007.

Mr Irving informed Council of the increase in tooth decay and the important message within the oral health programme of encouraging community members, particularly children, to brush their teeth twice a day. Mr Irving indicated that the health of the community can be improved through the programme.

11.12AM

Mr Niel McDonald addressed Council regarding an offer of the transfer of the disused service station site in Wellington Street, Baradine to the Council for use as a memorial park. Mr McDonald explained that it was the intention of the Baradine Progress Association to create an Australian native plant park with the contaminated park area to be covered with rocks. Further that it was not the intention of the Baradine community that Council meet any part of costs involved in the development of the proposed park, but that it was intended as a community project. The Baradine Progress Association intended to develop the park and then the site be transferred to Council. Mr McDonald explained that the park would link to the site of the new NP&WS building with a memorial path leading to the current RSL memorial wall.

11.40AM

74 RESOLVED that standing orders be resumed.

Connelly/Coe

1.2 NOTICE OF MOTION

75 RESOLVED that all monthly meetings of the Warrumbungle Shire Council be held on the allocated day and not changed to suit Councillors who wish to be absent on meeting day unless by unanimous decision due to extenuating circumstances the meeting day needs to be altered.

Todd/Egan

1.3 RISK MANAGEMENT

76 RESOLVED that Council endorse the following Gathering of Information Policy and related documents being: Gathering Information Checklist (Attachment 1); Gathering Information Scene Checklist (attachment 2); Incident Procedure Flowchart (attachment 3); Gathering Information Provision of Third Party Information (attachment 4).

GATHERING OF INFORMATION POLICY

1. INTRODUCTION

Warrumbungle Shire Council requires a formal policy supporting the consistent and systematic treatment and collection of information systems and procedures. Councils are consistently being asked to provide information that is used to defend public liability and professional indemnity claims. The information is often valuable and needs to be formatted so that it is not rendered inadmissible when defending a claim in court.

2. OBJECTIVE

To document the required standard of Council generated information and data needed to assist in defending a public liability or professional indemnity claim and ensure that they constitute admissible evidence.

To support procedures for the gathering of information for such purposes.

3. POLICY

Warrumbungle Shire Council aims to provide sustainability to the community, by providing services and making decisions that enhance our quality of life, our economic and our natural environment. The Risk Management Section is committed to documenting and assisting groups within Council by distributing the adopted procedures for gathering information and information systems.

This policy, together with the procedures, provides the minimum data standards for the gathering of information. It is aimed at reducing the information supplied by Council to its lawyers that is currently inadmissible, together with either information or data that is not detailed or unwanted additions that may render the information of little value in the defence of a potential claim. The checklist should be used to ensure that all the appropriate data is gathered and contains the appropriate information. Listed Information Source documentation from the checklist must be appropriately recorded and archived in accordance with the State Records Act 1998 and associated standards.

Council will, within budgetary constraints and using existing information systems available to it, endeavour to ensure accurate and systematic information are maintained and stored appropriately.

4. AIM

- To meet operational business needs, accountability requirements and community expectations.
- The protection of Council's financial position through risk management
- To facilitate the minimum data requirements for information required to be used defending possible public and professional liability claims.

5. RESPONSIBILITIES

Council

Shall allocate sufficient human and financial resources to implement this policy

General Manager

Shall be responsible for the overall implementation of this policy

Managers

Managers will ensure that their section has sufficient human and financial resources to implement this policy and that collection of data by all stakeholders is carried out in accordance with this policy

Supervisors

All supervisors will ensure that collection of data by employees and others under their supervision, and on worksites under their control, is carried out in accordance with this policy

Employees

All employees are responsible for carrying out all activities in relation to the gathering of information in accordance with this policy

Consultation

Warrumbungle Shire Council is committed to consultation and co-operation between management and its employees, or employee representatives. The organization will consult with the elected health & safety representatives, or any other employee, or stakeholder, in any workplace who is concerned.

6. MONITOR AND REVIEW

These procedures are applicable to Warrumbungle Shire Council in all its operations and functions, including those situations where employees are required to work off site. It may be reviewed at any time but unless otherwise, annually.

7. RELATED DOCUMENTS

- Gathering Information Checklist (attachment 1)
- Gathering Information Scene Checklist (attachment 2)
- Incident procedure flowchart (attachment 3)
- Gathering Information Provision of Third Party Information (attachment 4)

8. AMENDMENTS

GATHERING INFORMATION CHECKLIST

(MINIMUM DATA REQUIREMENTS)

Attachment 1

INFORMATION SOURCE	DESCRIPTION	TYPICAL USE	REQUIREMENTS
1. Works Program	A strategic document that prioritises works, linking timeframe and resources for individual capital works, projects and/or maintenance activities	Used to highlight Council's level of commitment to its financial strength. Could be used to defend a statement claiming inaction by Council.	Financial year and date of preparation Version number and date of preparation Council minute of change (if applicable).
2. Work or Service Request	A document requesting work to be completed by Council as a result of a potential risk found by an employee or member of the public.	Used to highlight Council's identification of risks program. Could be used to defend a statement claiming inaction by Council.	Date Name of originator Specific location Unique identifier Referred to Priority Action taken Date action taken Name and signature of person completing action
3. Inspection Record	A pro-forma document used by Council Officers to report on the general condition of the infrastructure and assets of Council.	Used to highlight councils identification of risks program. Could be used to show that Council was there, has inspected and made recommendations including repair, thus able to defend a statement claiming negligence by Council.	Date Name of inspecting officer Signature of inspecting officer Inspecting officers position and department Specific location Unique identifier Recoverable List of recommendations
4. Maintenance Management System	MMS is used for the planning, organising, directing and controlling of maintenance work.	Work scheduling can be used to defend a statement claiming inaction by Council. The system can also record the type of maintenance activity performed at any given time and location. This data could be used to defend a statement claiming inaction or negligence .	Daily running sheet recoverable Date Name and signature of originator List of employees in gang Activity Number of employees Work achieved Location Audit trail.

INFORMATION SOURCE	DESCRIPTION	TYPICAL USE	REQUIREMENTS
5. Environmental Due Diligence Program	A strategic document, dealing primarily with environmental management issues that prioritises works and sets out a timetable for completion.	Used as a defence in the case of a breach under the Environment Operations Act or third party claiming negligence or inaction by Council.	Date Name of originator Signature of originator Endorsed by Council Action plan with timetable for completion.
6. Time and Plant Sheets	System of recording and allocating labour and plant costs, primarily for the purpose of payroll and project costing.	Useful in verifying the location of staff and resources on a particular day. Can assist in defending a statement claiming negligence by Council.	Date All changes to be initialled Signature of employee All relevant data completed Signature of Manager and Director.
7. Diary Entries and Official Notebooks	Diary entries are often used to record details of the scene of an incident and are regularly the basis of the "Initial Council Report". They can be a source for information such as weather, times, locations etc as well as staff attendances.	Used for evidence of staff attendances and actions taken or not taken. Could be used to defend a statement claiming negligence by Council.	Name Date Department Black ink (preferable) Unique identifier Photocopy should show book binding Legible writing All entries signed and dated (dd/mm/yy) All activities noted
8. Work Practices and Procedures	Written procedures produced by Council used to standardise Council's response to a particular task.	Used in verifying that the work undertaken by Council is routine and is performed to a prescribed level of quality. Could be used to defend a statement claiming negligence by Council.	Recoverable Details of implementation Dates.
9. Photographs	Pictures of specific locations or jobs.	Used to provide evidence of the physical appearance of a defect or work at a particular point in time. Could be used to defend a statement claiming negligence by Council.	Date taken Photographer name and signature File/Claim Number Location and direction facing at location Colour 35mm or digital

INFORMATION SOURCE	DESCRIPTION	TYPICAL USE	REQUIREMENTS
10. Training Records	A detailed record of the training activities of all members of staff.	Used to verify Council's commitment to ensuring that staff is well trained. Could be used to defend a claim of negligence .	Name of employee Name of trainer and/ or training supplier Date of training Brief course outline or copy of handouts Duration of course Indication of attendance or successful completion Copies of any results, certificates, licenses.
11. Standards/Specifications	A predetermined "benchmark" by which results or performance is measured. The "benchmark" can be set either by the particular industry or Council.	Used to highlight Council's commitment to best practice within its resources. Could be used to defend a statement claiming negligence by Council.	Name of Standard Citation number of Standard Name of issuing Standards organisation Date of Standard approved/implemented Full copy of Standard
12. Site Visits	Routine inspection documented by the inspecting officer, noting conditions found at the site.	Used to produce a detailed description of the condition of the site at a given point in time. Could be used to defend a statement claiming negligence and/or inaction by Council.	Date of inspection Location, address of site Name of inspector Names of any additional inspectors, escorts etc Field notes, photographs, diagrams all to be dated, signed.
13. Interviews	As a result of a claim a recorded discussion between the relevant Council employees and the interviewing officer.	This is used to extract fact which dictates the course of the investigation. Could be used to defend a statement claiming negligence and/or inaction by Council.	Name of interviewer Name of individual being interviewed Job title of staff being interviewed Date of interview Time of interview Location interview undertaken Witness to interview Typed format for interview notes

INFORMATION SOURCE	DESCRIPTION	TYPICAL USE	REQUIREMENTS
14. Statements	Is a first party testimony of fact.	Can be used as a record of an individual's account of the event. Could be used to defend a statement claiming negligence and/or inaction by Council.	Name of individual making statement Job title of staff making statement Date of statement Location statement taken Witness to statement Signature (black pen) of person making statement Signature of person taking statement and witness.
15. Annual Budget	A financial statement that details the projected income and expenditure for a financial year. It indicates the amount of financial resources able to be allocated to each function/project of Council.	Used to highlight Council's level of commitment to its infrastructure relative to its financial strength. Could be used to defend a statement claiming inaction by Council.	Date of report Version of report Financial year of report Date of Adoption or Budget Review.
16. Drawings or Plans	A graphical representation of the work area, work method or location of the incident.	Visually shows evidence of the work planned. Shows standards to which the work is to be performed. Could be used to defend a statement claiming professional negligence, inaction or design failure .	Legible format (size) A legend indicating name of draftsman, architect, company etc Reference to related drawings Total number of drawings in ser Index number of drawing Direction of north recorded on drawing Drawing scale.
17. Maps	Defines the exact location of the event	Visually shows the location of the incident. Could be used to defend a statement claiming responsibility for an event where Council nay not even be liable.	Date map was made Person/organisation drafting map (source) Direction of north recorded on map Scale of map Area depicted by map Legible format

INFORMATION SOURCE	DESCRIPTION	TYPICAL USE	REQUIREMENTS
18. Phone Logs	Chronological record of call made or received by Council Officers.	Used as a record of proceedings, conversations and advice given over the phone. Could be used to defend a statement claiming negligence and/or inaction by Council.	Contained in book with binding Name of log book user Page numbers Date and time of call (lotus notes) Name of caller (lotus notes) Summary of call (lotus notes) Page numbers
19. Medical Reports	Is a written summary from an attending physician summarising the patient's condition.	Used to establish the degree of injury and disability and thus challenge punitive damages .	Name of examining physician Date of examination Reason for examination Type written format Signed by attending physician
20. Loss Adjuster Reports	A written formal independent summary of the facts of the claim.	Used to verify the facts. Could be used in the determination of liability and negligence .	Name of loss adjusting firm Name of loss adjuster Claim reference number Date of all inspections Names and dates of all interviews Numbered pages in report Clear annotations to document, photographs, etc
21. Expert Reports	A written formal summary of certain circumstances of the claim, prepared by a specialist in the field of the incident.	Used to verify the specific facts of the incident by an expert with the relevant experience. Could be used to justify action or inaction .	Name of expert CV of expert List of publications by expert Reference number Signature of expert Date of investigation

INFORMATION SOURCE	DESCRIPTION	TYPICAL USE	REQUIREMENTS
22. Weather Reports	A record of the weather conditions that prevailed at a given time and location.	Used to verify the conditions at the time of the incident.	Date of event Date of inquiry Name of weather service Symbol of authority (letterhead, stamp) Contact telephone number of issuing authority.
23. E-mails	Records of requests or details made or received by Council Officers.	Used as a record of proceedings, conversations and advice received by e-mail. Could be used to defend a statement claiming negligence and/or inaction by Council.	Date and Time sent Name of person sent from Name of person sent to Name of person copy sent to Subject summary/title Details
24. Facsimiles	Records of requests or details made or received by Council Officers.	Used as a record of proceedings, conversations and advice received by facsimile. Could be used to defend a statement claiming negligence and/or inaction by Council.	Name of person sent to Name of company (if applicable) Facsimile number sent to Total number of pages sent Date Sent Facsimile number sent from Contact Council telephone number Subject summary/title and details
25. Incident Report	Records of incidents recorded in the field, in person or over the telephone.	Used as a record of incidents. Could be used to defend a statement claiming negligence and/or inaction by Council.	Minimum requirements should be completion of all relevant details on the Incident Report form.

INFORMATION SOURCE	DESCRIPTION	TYPICAL USE	REQUIREMENTS
26. File Notes /Memos/ letters and other records of correspondence	Records of requests, phone calls, informal meetings or other details made or received by Council Officers.	Used as a record of proceedings, conversations and advice received by Council Officers. Could be used to defend a statement claiming negligence and/or inaction by Council.	File number Name of person composing: Date Time Details Signature and date Legible writing if hand written.

GATHERING INFORMATION – SCENE CHECKLIST
Attachment 2

The following checklist can be used as an aid to ensure that all the appropriate information has been gathered at the scene of an incident/accident.

INFORMATION	SPECIFIC REQUIREMENTS
Photographs – There may only be one chance to gain photographs at the scene of the incident. Remember, there can never be too many photographs.	(a) Total working area from all points of the compass (b) Examples of the environmental conditions including rivers, drains, approaches, verges, vegetation, shadows, etc. (c) Close ups of all the damaged area, property, approaches, road conditions, any other factors etc. (d) Ensure that photographs of close ups have a size reference point, eg ruler or pen. (e) Warning signs and general signs positioned by Council. (f) The damaged property from all angles.
Description of Scene	Record as accurately as possible each photograph that has been taken. Also add a brief description of the scene. This will help paint the overall picture.
Time	Day, Month, Year and time in 24 hours clock, eg 6.00am is 0600 while 6.00pm is 1800 hours.
Weather Conditions	Record as accurately as possible, include wind direction, wet or dry, light or dark, fog or no fog, ice or snow, etc
Measurements – These can be useful to determine the actual facts of the situation.	Record all measurements as accurately as possible. These may include heights, lengths or widths of objects, obstructions, holes, etc.
Description of damage	Record as accurately as possible the type, nature and extent of the damage.
Property involved	Itemise all the property that has been damaged. This includes both third party property and Council property,
Registration numbers	Record the registration numbers of all vehicles involved in the incident whether damaged or not, including model, make etc of vehicle. Also include their exact location.
Description of any injuries – This is only an indication. Council staff are not medically trained nor are they expected to be involved with the treatment of any injuries	Record the type of injuries people have received: (a) Minor – walked away from the scene. (b) Moderate – required medical attention. (c) Sever – was transported away from the scene by ambulance. (d) Unknown.
Witness	If possible record name and address of any witnesses.
Statement made by third parties	Record any statement uttered by third parties.
Council employees	Name of all employees working within the area of the incident.
Type of work	Record the actual activity being undertaken by Council at the time of the incident.
Police	Record the name and station of any Police in attendance.
WorkCover	Record the name and region of any WorkCover Inspectors in attendance.
Signs	Record the place of erection, the day of erection, the day of last inspection, etc of all general and warning signs displayed by Council. Record any other signs in the area that may have been erected by other authorities.

**GATHERING INFORMATION
PROVISION OF THIRD PARTY INFORMATION**

Attachment 4

Information that is provided by a third Party will not be used by Council without Council taking such steps as are reasonable in the circumstances to ensure that the use is consistent with the purpose for which the information was obtained and that:

- 1 The information is relevant.
- 2 Up to date, complete and not misleading.

The information provided shall not be included in Council's official records unless it is verified, documented and signed off by two Council Officers, one of which shall be part of the Senior Management Team with the second being a member of staff.

The information shall be recorded on the appropriate form (this form may be a memo to file or on Council's official *provision of third party information form*).

Any information obtained by a third party must be forwarded to Council for recording in Council's records management system.

1.4 POLICIES

77 RESOLVED that endorse the following Funeral Attendance Policy, Interview Expenses Policy, Local Residency for Employees Policy, Relocation Expenses Policy and Work Experience Policy.

Funeral Attendance Policy

In addition to standard employment conditions, attendance at funerals other than close relatives is permitted by prior arrangement with the employee's supervisor. The employee may take the time as annual leave, or as time to be "made up", or as leave without pay.

Interview Expenses Policy

Introduction

This policy defines the conditions and eligibility for reimbursement of interview expenses of persons invited to interview for positions with Warrumbungle Shire Council.

Policy

Eligibility for Reimbursement of Interview Expenses

Applicants selected for interview may apply for reimbursement of interview expenses if:

- The position is Grade 10 or above OR is in a skills shortage or hard-to-fill position
- The applicant is travelling from outside a radius of 200 km from the interview location (ie Coolah or Coonabarabran).

A hard-to-fill position is defined as one that has been advertised twice externally without being filled.

Conditions for Reimbursement of Interview Expenses

- Application for reimbursement must be made in writing, attaching receipts.
- Accommodation expenses will only be paid where the applicant is required to travel distances that necessitate an overnight stay, with a minimum distance travelled of 350 km (each way). Council will reimburse reasonable accommodation costs for the applicant only, for a maximum of 1 night's accommodation.
- Reimbursement will be for meals, accommodation and fuel, to a maximum amount of \$250.
- No interview expenses will be reimbursed to an applicant who is successful in selection for the position offered and who then rejects the position. If eligible for reimbursement, the successful applicant will only be reimbursed after commencement of employment.

Local Residency for Employees Policy

Introduction

Council wishes to have its employees build both personal and public commitment to the community in which they work. Council believes one of the ways this can be achieved is by Council employees residing within the boundaries of the Shire and thereby being more readily accessible, and having greater opportunity to become involved in local sporting and social activities, educate their children locally, and shop locally.

POLICY

Category "A" residency is to apply where local availability after working hours is an integral part of an employee's position, and Category "B" residency is to apply where local availability after working hours is not imperative to the employee's position.

Category "A" Residency

All new employees of Warrumbungle Shire Council will be required to live within the geographical boundary of Warrumbungle Shire, for the duration of their employment with Council, unless specifically agreed to the contrary by the General Manager.

All advertisements for new and vacant positions will state that a willingness to reside within the Shire for the duration of their employment, is an essential selection criterion that must be met by successful job applicants.

If a suitable applicant, who is prepared to live within the Shire boundary, cannot be recruited, Council may choose to re-advertise the position, or engage a person whose appointment is so desirable, as to make it expedient to set aside this local residency policy in that case. The decision to take either action will be at the discretion of the General Manager.

Category "B" Residency

All new employees of Warrumbungle Shire Council will be encouraged to live within the geographical boundary of Warrumbungle Shire, for the duration of their employment with Council.

All advertisements for new and vacant positions will state that a willingness to reside within the Shire for the duration of their employment, will be highly regarded and will be treated as a desirable element of the selection criteria.

If two applicants for a position are of equal merit in all other ways, a willingness to reside within the Shire may be used as a deciding factor.

If a suitable applicant, who is prepared to live within the Shire boundary, cannot be recruited, Council may choose to re-advertise the position, or engage a person whose appointment is so desirable, as to make it expedient to set aside this local residency policy in that case. The decision to take either action will be at the discretion of the General Manager.

Relocation Expenses Policy

INTRODUCTION

This policy shall apply to persons newly appointed to positions with Warrumbungle Shire Council. It shall not apply to existing employees who have changed positions on the Council.

ELIGIBILITY FOR REIMBURSEMENT OF RELOCATION EXPENSES

Successful appointees for senior management (ie General Manager and Director) and management (Manager and Team Leader) positions may apply for reimbursement of relocation expenses if the applicant is required to relocate from an area outside Warrumbungle Shire.

CONDITIONS FOR REIMBURSEMENT OF RELOCATION EXPENSES

- Eighty percent (80%) of removalist costs only will be reimbursed.
- Forty percent (40%) of costs will be paid on commencement with Council, with the balance to be reimbursed after 2 years' employment. The second 40% instalment may be raised as a sundry debtor against the employee and written off after 2 years' service.
- Three removalists' quotes must be submitted prior to relocation, with the General Manager's consent to the selected removalist to be obtained. Council may choose to reimburse the costs of the cheapest removalist, whilst the employee may choose another removalist and pay the balance.
- The maximum amount to be reimbursed will be \$3,000.
- Application for reimbursement must be made in writing, attaching removalist's receipt.

Work Experience Policy

Introduction

This policy addresses an element of the Council Mission of enhancing community services through responding to the career decision needs of young people in the Shire who soon expect to enter the workforce or embark on a course of further study aimed at a career. It is a Council contribution to our young people's career decision making.

For the Council it is a further opportunity to demonstrate their commitment to the community. For the student it is an opportunity to explore a possible career. For the school it is an opportunity to build their relationships with community businesses.

It is not a tool for the student in their job search or an opportunity to assess the student as prospective employee. Nor is it an opportunity for unpaid labour.

Risk management

The cost to the Council is the redirection of effort to focus on the student needs, supervision, the allocation of tasks and resources and the administrative resources for each work experience event. The community is prepared to cover this cost for the related benefit.

Risks to be managed are:

- While a casual work experience event is not directly covered by the Child Protection legislation, the safety and protection of any student under 18 years of age must be ensured;
- Occupational health and safety protection and duty of care of the student to ensure the student is safe;
- Insurance risks associated with a person on Council property and using facilities including workers compensation and public liability; and
- Potential compromising of Council systems, information, equipment and service delivery.

Steps must be taken to manage these risks through the use of the Work Experience Checklist and recommendation.

Policy

Council will support our community through the provision of work experience opportunities in the following categories:

- (a) Individual student work experience for a maximum of 1 working week for students in grades 10, 11 or 12.
- (b) Small group work experience projects for students in grades 10, 11 and 12 related to the Education Department Business Studies Curriculum on a case by case basis.
- (c) Periodic allocation of relevant Council Staff to attend the school for casual class discussions or student learning exercises.
- (d) Student work experience for agreed periods for adult learners undertaking tertiary (eg TAFE) study.

Such opportunities are to be conducted in accordance with the following procedures.

Responsibilities

The General Manager is the decision-maker in relation to approval of all work experience events involving council staff or facilities.

The Team Leader Human Resources shall process prospective work experience requests and refer them with a recommendation to the General Manager.

The supervisor or manager in the relevant area of the work experience event shall ensure that the work experience is conducted in accordance with this policy and procedure.

Procedure

An employee, supervisor or manager who receives an inquiry about work experience shall not make a commitment but rather will refer the matter to the Team Leader Human Resources.

The Team Leader Human Resources shall consider the inquiry in relation to the policy and procedures. All proposals that may meet the policy and procedure conditions shall be subject to consultation with the proposed work experience supervisor and manager to assess the opportunity by working through the Work Experience Checklist ensuring that the requirements are met.

If the requirements are met a summary of the work aspects covered in the work experience along with the Work Experience Checklist and recommendation shall be forwarded to the General Manager for review.

The Team Leader Human Resources shall advise the supervisor/manager, the school and any other relevant party of the outcome and if approved, advise the school of any conditions or requirements.

The Team Leader Human Resources shall ensure that any persons working with the student understand their responsibilities to the student and they declare that they have never had an Apprehended Violence Order against them or been convicted of a Registrable Offence.

The Team Leader Human Resources shall ensure that there is a written agreement between the parties to the work experience including the parent or guardian of a student under 18 years of age.

The supervisor/manager shall supervise the work experience student and provide a report as requested by the school on the skills and performance of the student.

The supervisor and/or any employee working with the student shall immediately report any concerns about any circumstances or inappropriate behaviour against the student to the Team Leader Human Resources and/or the General Manager.

At no time shall the student be left alone or unsupervised. Nor shall the student operate any council vehicles or plant.

WORK EXPERIENCE APPLICATION FORM

SCHOOL/ORGANISATION

SCHOOL NAME.....

CONTACT PERSON..... TEL:.....

WORK EXPERIENCE DATES.....

Attach: 1 Copy Certificate of Currency (insurances)
 2 Confirmation school responsible for all insurances re student
 3 Student Work Placement Record

STUDENT

NAME.....

AREA OF INTEREST (Please tick):

- | | |
|---|--|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Finance |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Technical Services | <input type="checkbox"/> Building Services |
| <input type="radio"/> Recycling | <input type="checkbox"/> Town Planning |
| <input type="radio"/> Parks & Gardens | <input type="checkbox"/> Children's Services |
| <input type="radio"/> Surveying/Design | <input type="checkbox"/> Tourism |
| <input type="radio"/> Workshop (Mechanics) | <input type="checkbox"/> Other..... |
| <input type="radio"/> Water (Plumbers) | |
| <input type="radio"/> Road Operations | |

PROPOSED SUPERVISOR (if known).....

COUNCIL USE ONLY

Supervising Staff Member/s.....

DECLARATION BY SUPERVISOR

I agree to supervise the work of....., who will be a work experience student in my area fromto..... and I will ensure that the student is under supervision at all times. I will take all reasonable steps to ensure their safety.

If the student is under 18 years of age I understand that there are child protection issues and so I declare that I have never had an Apprehended Violence Order against me and I have never been convicted of a Registrable Offence (see below).

Signature.....

Name.....

Position.....

Date:.....

A Registrable Offence includes the following offences against a child:

- Murder
- Sexual offences
- Indecency
- Kidnapping
- Offences related to child prostitution or child pornography

CHECKLIST

- Completed School Placement Record received
- Certificate of Currency (insurances)
- Written confirmation school responsible for all insurances re student
- Proposed supervisor & manager have agreed on viability of work experience (work, facilities, requirements)
- Staff declaration completed
- Safeguards notified to supervisor:
 - Induction by HR and supervisor on commencement (including completion of induction checklist)
 - No access to Council's computer network
 - Other.....

Approved by HR.....

Approved by General Manager.....

Hill/Coe

1.5 NSW RURAL FIRE SERVICE

78 RESOLVED that Council endorse the Mayor and General Manager to negotiate an estimate of expenditure for the NSW Rural Fire Fighting Funds for the Castlereagh Zone in line with a maximum increase of 3.4% on the current year's estimate.

Connelly/Dawson

DIRECTOR OF CORPORATE SERVICES REPORT

2.1 DUE BY THE BANK TO THE FOLLOWING FUNDS AS AT 31 AUGUST 2007

Received.

**2.2 WARRUMBUNGL E SHIRE COUNCIL GENERAL FUND BANK
ACCOUNT - For the Month Ending 31 August, 2007**

Received.

2.3 STATEMENT OF INVESTMENTS AS AT 31 AUGUST 2007

Received.

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

Received.

2.5 CIVIL ENGINEERING CADETSHIP PROPOSAL

Received.

12.04PM

DIRECTOR OF TECHNICAL SERVICES REPORT

3.1 2008/2009 REGIONAL ROAD REPAIR PROGRAM

79 RESOLVED that Council's priority for REPAIR program funding in 2008/2009 and forecast program is as follows:

Project No.	Project Description	Total Project Cost		
		2008/2009	2009/2010	2010/2011
1	Rehabilitation of Segments 33 (south of Coolah), 65 and 66 (north of Coolah) on MR55		\$800,000	
2	Realignment of vertical and horizontal approaches to Saltwater Creek No 1 on MR129 with initial of 0.9km (stage 1)	\$800,000		
3	Realignment of vertical and horizontal approaches to Saltwater Creek No 2 on MR129 with initial seal of 1.1 km			\$800,000
Total		\$800,000	\$800,000	\$800,000

Dawson/Hill

DIRECTOR OF ENVIRONMENTAL SERVICES REPORT

4.1 CONSERVATION MANAGEMENT STRATEGIES FOR PURLEWAUGH MECHANICS INSTITUTE AND COONABARABRAN POWER STATION (FORMER)

80 RESOLVED that Council adopt the Conservation Management Strategies (CMS) for Purlewaugh Mechanics Institute and Coonabarabran Power Station (former) for the purposes of the 2007-2008 Heritage Action Plan as well as the preparation and implementation of future annual maintenance programmes.

Hill/Dawson

4.2 ANNUAL STATE OF THE ENVIRONMENT REPORT 2006-2007

81 RESOLVED:

1. That Council formally endorse the Warrumbungle Shire SoE report dated August 2007 and submit this report to the Department of Local Government as part of the mandatory annual reporting requirements.
2. That the Warrumbungle Shire SoE report dated August 2007 be included as a reference document on Council's official website and a copy distributed to each town library.

Dawson/Coe

4.3 PROPOSED RESIDENTIAL LAND DEVELOPMENT INITIATIVE – RESERVOIR STREET, COONABARABRAN

82 RESOLVED that a development application be prepared and lodged proposing a subdivision of Lot 1 DP847880 into seven allotments and a dedicated road reserve with easements and Section 88B restrictions necessary to achieve a high quality residential estate.

Dawson/Hill

4.4 APPLICATIONS RECEIVED AND PENDING FOR THE CALENDAR MONTH OF AUGUST 2007

Received.

12.25PM

DIRECTOR OF COMMUNITY SERVICES REPORT

5.1 HALOGEN FOUNDATION – NATIONAL YOUNG LEADERS DAY 2007

83 RESOLVED that this matter be referred for consideration in the 2008/2009 budget deliberations.

Coe/Hill

5.2 MACQUARIE REGIONAL LIBRARY AGREEMENT

84 RESOLVED that Warrumbungle Shire Council agree to the proposed amendment of the Macquarie Regional Library Agreement by removing the words ‘no later than the last Tuesday of March’ from Clause 7.6 of the Agreement.

Hill/Dawson

5.3 RENAMING OF FORMER COOLAH AND COONABARABRAN SHIRE HALLS

85 RESOLVED that the former Coonabarabran Shire Hall be named “Coonabarabran Town Hall” and that the name “Buudhaa-daa Mariis” (meaning meeting place of the people) be displayed inside the building. **FURTHER** that the former Coolah Shire Hall be named “Shire Hall – Coolah” and the interior facilities be named “Bruce Rindfleish Centre”.

Coe/Lewis

5.4 REQUEST FOR SMOKING BAN AT SPORTSGROUNDS

86 RESOLVED

That Council take no action in relation to this matter.

Coe/Egan

5.5 WARRUMBUNGLA SHIRE COMMUNITY SOCIAL/CULTURAL PLAN

87 RESOLVED that Council delegates the authority to appoint the recommended consultancy services required to assist with the process of reviewing the two former Coolah and Coonabarabran Shire Social plans and preparation of the new Warrumbungle Shire Community Social/Cultural Plan to the General Manager.

Dawson/Connelly

12.48PM

88 RESOLVED that Council go into committee to discuss matters relating to land transfer and tenders and that the meeting be closed to the public 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.

Dawson/Lewis

1.38PM

89 RESOLVED to move out of committee.

Connelly/Dawson

1C VODAPHONE TOWER

90 RESOLVED that Council extend the lease with Crown Castle International for twenty five (25) years incorporating CPI increases and that the site of the tower be listed in the LEP for transfer from community land to operational land.

Connelly/Coe

2C DUNEDOO MASONIC LODGE

91 RESOLVED:

1. That Council proceeds with the purchase of the Dunedoo Masonic Centre being Lot 1 Section 14 DP 758364 for the offered price of \$50,000.
2. That Council resolves to affix its Common Seal to all necessary documentation applicable to this purchase.
3. That upon acquisition the land is designated 'operational land' for the purposes of Section 31(2) of the Local Government Act 1993.

Coe/Dawson

3C SPORTS FLOODLIGHTING No 1 OVAL COONABARABRAN

92 RESOLVED that subject to REP approval, Council award the contract for the design and supply of the lighting equipment, including poles and associated luminaire components for No. 1 Oval Sports Floodlighting project to Pierlite at a cost of \$86,427.

Lewis/Todd

COOLAH MEDICAL CENTRE

93 RESOLVED that Council obtain a valuation of the Medical Centre Coolah and the Mayor, General Manager and Cr Connelly investigate all issues relating to the possible sale of the property including the status of the land as either community or operational land.

FURTHER that Council rectify the various problems at the premises including air conditioning and sewer problems.

Connelly/Todd

1.40PM

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

Coe/Lewis

1.52PM

95 RESOLVED that standing orders be resumed.

Coe/Lewis

GENERAL BUSINESS

Cr Shinton raised the following matters:

Essex Street – one way signage confusing.

Disable parking in John Street – request for relocation

Congratulations to staff regarding gardens in John Street, Coonabarabran

Information regarding funding to Baradine Progress Association for biofuels study

Cr Dawson

No matters raised.

Cr Hill raised the following matters:

Raised concerns regarding horses in paddock near new hospital at Dunedoo – informed that keeping of horses permitted however owners must meet strict guidelines

Transportation of heavy vehicles through town streets in Dunedoo – advised that if there is no load limit on streets/roads – vehicular access cannot be stopped

Cr Connelly raised the following matters:

Opening of Shire Hall – Coolah Friday 28th September

Request when Aerodromes Advisory Committee is due to meet

At presentation night, Telstra advised meeting that they could supply equipment for a 40m community tower to be erected north of Coolah but that funding is required for construction

Request for information on further LEP community meetings – advised that process is approximately four months behind

Cr Todd raised the following matters:

Repairs and/or replacement of rubbish bins in Baradine

Causeway reconstruction on Munns Road – design work not yet done – road trafficable but reconstruction work will not be done by harvest.

Question regarding the rail bridge works on Baradine Road – informed quotes for design of structure closed 19 September 2007 and work associated with design process will take some time

Cr Egan

No matters raised.

Cr Coe raised the following matters:

Plaque for Hall indicating naming of internal facilities

Flood damage to rural roads – questions regarding progress of works

Sought investigations into inclusion of Coolah Central and Dunedoo Central Schools on bottled water alert from Government.

Informed meeting that following discussions with Department of Lands regarding enclosure permits, that the Department is responsible for the identification of land locked blocks and that referral to Council is on the basis only for determination as to whether Council has any use or not for the blocks.

Cr Lewis raised the following matters:

Hole on edge of road near Ulindah Creek

Burma Road

Neilrex Road reserve – TSR fenced off – crown road not council road and needs to be referred to Department of Lands.

Offer of disused service station site – council's position in this matter.

96 RESOLVED that in relation to the offer to council of the disused service station site in Wellington Street, Baradine that Council refer this matter for consideration at the Baradine Town Committee meeting to be held at 12noon on Monday, 8 October 2007.

Connelly/Coe

There being no further business the meeting closed at 2.56pm.

.....
CHAIRMAN