

## **WARRUMBUNGL SHIRE COUNCIL**

**MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGL SHIRE COUNCIL HELD  
AT THE ACACIA MOTOR LODGE, COONABARABRAN ON THURSDAY, 16 AUGUST 2012  
COMMENCING 9.05AM**

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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, Acting General Manager (Rebecca Ryan), Director Technical Services (Kevin Tighe) and Director Environmental & Community Services (Tony Meppem)

**In attendance:** S Morris & K Francis (minutes), Stefan Murru

**APOLOGIES:** General Manager (Steve Loane)

**36/1213 RESOLVED** that the apologies of the General Manager be accepted.

**Powell / Campbell  
The motion was carried**

**9.08 am**

**Forum**

Richard Stringer (Citizens Electoral Council) addressed Council about principle of CEC and concerns regarding globalisation.

**9.14 am**

The Mayor called for Declarations of Interest (to declare pecuniary or non-pecuniary interest) from Councillors and senior staff in any matter listed in the Agenda for consideration at the meeting. Cr Dissanayake declared a non-pecuniary interest in Item 10 (Doctors Residence) and a pecuniary interest in Item 11 (Coolah Medical Centre).

**CONFIRMATION OF MINUTES OF THE ORDINARY MEETING OF WARRUMBUNGL SHIRE  
COUNCIL HELD ON 19 JULY 2012**

**37/1213 RESOLVED** that the minutes of the ordinary meeting of the Warrumbungle Shire Council held on 19 July 2012 be endorsed.

**Coe / Schmidt  
The motion was carried**

**Business Arising**

Corrections made on page 7, Questions and Matters of Concern. Change Black Stump Way to Black Stump Rest Area and Bullinda Street to Binnia Street.

**CONFIRMATION OF MINUTES OF THE SPECIAL MEETING OF WARRUMBUNGL SHIRE  
COUNCIL HELD ON 2 AUGUST 2012**

**38/1213 RESOLVED** that the minutes of the Special meeting of the Warrumbungle Shire Council held on 2 August 2012 be endorsed.

**Schmidt / Campbell  
The motion was carried**

**ADOPTION OF THE RECOMMENDATIONS OF THE WARRUMBUNGL AERODROMES  
ADVISORY COMMITTEE MEETING HELD ON 17 APRIL 2012**

**39/1213 RESOLVED** that the minutes of the Warrumbungle Aerodromes Advisory Committee meeting held on 17 April 2012 be adopted.

**Powell / Campbell  
The motion was carried**

**ADOPTION OF THE RECOMMENDATIONS OF THE WARRUMBUNGL AERODROMES  
ADVISORY COMMITTEE MEETING HELD ON 10 JULY 2012**

**40/1213 RESOLVED** that the minutes of the Warrumbungle Aerodromes Advisory Committee meeting held on 10 July 2012 be adopted.

**Powell / Campbell  
The motion was carried**

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### **Business Arising**

Issue of debris on runway at Coolah, need street sweeper. A correction to Minutes to indicate Meeting was held at Coonabarabran Airport, not Coolah Council Chambers.

### **ADOPTION OF THE RECOMMENDATIONS OF THE ADMINISTRATION BUILDING PROJECT COMMITTEE MEETING HELD ON 6 JULY 2012**

**41/1213 RESOLVED** that the minutes of the Administration Building Project Committee meeting held on 6 July 2012 be adopted.

**Coe / Schmidt  
The motion was carried**

### **Business Arising**

Sub-committee formed regarding furnishings, interior design and colours.

### **ADOPTION OF THE RECOMMENDATIONS OF THE ADMINISTRATION BUILDING PROJECT COMMITTEE MEETING HELD ON 16 JULY 2012**

**42/1213 RESOLVED** that the minutes of the Administration Building Project Committee meeting held on 16 July 2012 be adopted.

**Coe / Schmidt  
The motion was carried**

### **Business Arising**

Discussion regarding the 2.6m high ceiling.

### **ADOPTION OF THE RECOMMENDATIONS OF THE WARRUMBUNGL SHIRE OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MEETING HELD ON 3 AUGUST 2012**

**43/1213 RESOLVED** that the minutes of the Warrumbungle Shire Occupational Health and Safety Committee meeting held on 3 August 2012 be adopted.

**Schmidt / Dissanayake  
The motion was carried**

### **Business Arising**

Note to HR (Learning and Development) – Training opportunities be extended to include Volunteers and Contractors where possible.

### **ADOPTION OF THE RECOMMENDATIONS OF THE TOURISM AND ECONOMIC DEVELOPMENT ADVISORY COMMITTEE MEETING HELD ON 27 JUNE 2012**

**44/1213 RESOLVED** that the minutes of the Tourism and Economic Development Advisory Committee meeting held on 27 June 2012 be adopted.

**Campbell / Schmidt  
The motion was carried**

### **Business Arising**

Discussion regarding Hot Water Info Day and lack of promotion to stakeholders.

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### **ADOPTION OF THE RECOMMENDATIONS OF THE TRAFFIC ADVISORY COMMITTEE MEETING HELD ON 26 JULY 2012**

**45/1213 RESOLVED** that the minutes of the Traffic Advisory Committee meeting held on 26 July 2012 be adopted.

**Lewis / Schmidt  
The motion was carried**

### **Business Arising**

**46/1213 RESOLVED** that a report be bought back about Ramps to the new Council.

**Sullivan / Schmidt  
The motion was carried**

### **REPORTS**

#### **Item 1 Responses to questions from last meeting**

Noted

#### **Item 2 Notice of Motion**

##### **Notice of Motion**

**47/1213 RESOLVED** That Council investigates a way to make safer entries for "B Doubles" into private properties.

**Sullivan / Schmidt  
The motion was carried**

#### **Item 3 Notice of Motion**

##### **Notice of Motion**

**48/1213 RESOLVED** That Warrumbungle Council investigates ways to improve the safety of council waste management staff when they are collecting garbage on rural and state roads.

**Sullivan / Powell  
The motion was carried**

#### **Item 4 August 2012 Report from Human Resources**

Received

#### **Item 5 WHS Policies and Procedures**

**49/1213 RESOLVED** That Council adopts the following Work Health and Safety Policy and Volunteer Policy and Procedure.

### **Work Health & Safety Policy**

#### **1. INTRODUCTION**

In accordance with Council's commitment to the provision of a safe and healthy work place, this policy has been developed and is to be followed by those who are employed by Warrumbungle Shire Council.

#### **2. DEFINITION**

The occupational, health, safety and welfare of all employees and visitors are considered to be of the utmost importance to Warrumbungle Shire Council. Resources in line with the importance attached to work, health and safety will be made available to comply with all relevant Acts and Regulations and to ensure the workplace is safe and without risk to health.

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### **3. POLICY**

This policy applies to all employees of Warrumbungle Shire Council.

Council undertakes to provide a program of activities and procedures. These activities and procedures will be set up and continually updated and effectively carried out. The program will relate to all aspects of work health and safety including:

- WH&S training and education
- Work design, workplace design and standard work methods
- Changes to work methods and practice, including those associated with technological change
- Emergency procedures and drills
- Provision of WH&S equipment, services and facilities
- Workplace inspections and evaluations
- Reporting and recording of incidents, accidents, injuries and illnesses, and
- Provision of information to employees, contractors and sub-contractors.

### **4. AIM**

- To ensure the Health, Safety and Welfare of Council employees;
- To ensure compliance with the Work Health & Safety Act 2011
- To ensure the development, assessment and implementation of an appropriate occupational health & safety program.

In support of this Policy Council will:

- Comply with or exceed the spirit or intent of all relevant legislation and subsidiary codes, and provide the resources necessary to meet these requirements;
- Involve staff in workplace health and safety matters and consult with them in ways of identifying and eliminating or controlling risks in the workplace;
- Provide information, training, education and instruction to enable staff, contractors and volunteers to perform their duties in a safe and healthy environment;
- Adopt a risk management approach, in consultation with workers, to work methods, plant and machinery acquisition and workplace design, and eliminate or control those identified risks;
- Encourage the rehabilitation of injured staff through post-injury management procedures;
- Promote health and safety awareness by the development and implementation of safe work practices;
- Conduct inspections of the workplace, in consultation with the relevant staff, to identify, assess and control hazards;
- Require all staff, contractors, volunteers and visitors to comply with all relevant WHS legislation and procedures and report all injuries and incidents, and participate and assist in accident investigations;

### **5. RESPONSIBILITIES**

#### **Manager's Responsibilities**

The promotion and maintenance of occupational health and safety is primarily the responsibility of management, although workers retain an individual responsibility. Management at all levels is required to take whatever measures are reasonable and necessary to ensure the health and safety of all persons in the workplace. To this end it is management's responsibility to develop, implement and keep under review Council's WH & S Program (in consultation with its employees). Each Manager is required to support Supervisors and hold them accountable for their specific responsibilities.

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### **Supervisor**

Each first-line supervisor is responsible, and will be held accountable, for taking all practical measure to ensure:

- That in the area of their control the WHS Policy is complied with and workers are supervised and trained to meet their requirements
- That workers are consulted in issues which affect their health and safety and any concerns they may have are referred to management

### **Workers**

All personnel defined as workers by the Work Health & Safety Act 2011 are required to co-operate with the WHS Policy and instructions to ensure their own health & safety and the health and safety of others in the workplace

### **Contractors and Sub-Contractors**

All contractors and sub-contractors engaged to perform work for Warrumbungle Shire are required, as part of their contract, to comply with work health and safety policies and procedures of the organisation and to observe directions on health and safety from designated officers of the organisation. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for the termination of the contract.

## **6. MONITOR AND REVIEW**

This policy shall be reviewed bi-annually by the Safety Officer in consultation with the Work Health & Safety Committee. If any changes occur to work practices or legislation then a review of the Policy shall take place.

## **7. RELATED DOCUMENTS**

- WHS Act 2011
- WHS Regulation 2011
- Council's Injury Management and Return to Work Policy

## **8. AMENDMENTS**

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### **Volunteer Policy**

#### **1. INTRODUCTION**

Warrumbungle Shire Council is committed to providing the community with the best possible service delivery. To achieve this requires a high level of commitment and competence from all those who provide that service, including volunteers. The Volunteer Policy addresses the need to formalise roles and responsibilities of all involved in the volunteering process. Council is required to fulfil its duty of care to potential volunteers and to the existing workforce.

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### 2. DEFINITIONS

<b>Organisation</b>	Not for profit organisations such as service clubs, charitable organisations, Rural Fire Service and the like that carry their own insurance and manage the involvement of their volunteers through their organisation
<b>Program Coordinator</b>	Volunteer leader within the Volunteer group and also the spokesperson for the Organisation
<b>Manager</b>	Paid employee of Council with delegated responsibility to manage the functions of Council
<b>Human Resources</b>	Section within Council that manages the Volunteer policy
<b>Volunteer</b>	Any person from the community who offers to do work for Council without monetary compensation.

### 3. POLICY

This policy applies to all volunteers who carry out duties for Warrumbungle Shire Council. Council undertakes to provide procedures for volunteers and staff to follow to ensure that the volunteering remain mutually beneficial and ensure the safety of volunteers and staff. Volunteers include:

- Committee of Council set up the provisions of Section 355 of the Local Government Act
- All individuals applying to volunteer with Council
- Work experience students
- All individuals and organisations undertaking work on Council property, but not under the direction of Council i.e. Service Clubs, Showground Trusts, Roadside Clean-up Campaigns, Environmental groups, Sport and Recreation Groups

### 4. AIM

Policy objectives shall be:

- To ensure that volunteering remains a mutually beneficial activity
- To recognise the important contribution volunteers make to achieving Council and community goals
- To clarify the relationship between Council staff and volunteers
- To provide a safe and healthy workplace for volunteers
- To identify training requirements to ensure associated activities are undertaken in a safe manner
- To provide appropriate supervision to ensure activities are satisfactorily performed.

### 5. RESPONSIBILITIES

#### **Managers Responsibilities**

Managers, including Senior Staff and Program Coordinator, are responsible for ensuring that:

- The volunteer policy and procedures are effectively implemented and adhered to;
- The WHS principals are enforced in the workplace
- Supervisors have the support necessary, and are held accountable for, their specific responsibilities;
- Workers under their control are consulted about issues affecting their health and safety;
- Prompt action is taken to eliminate unsafe or unhealthy work practices
- Ensuring that volunteers are supervised and trained sufficiently to perform the required tasks and notifying Human Resources when inductions are required;
- Detecting and promptly remedying risks to health and safety or reporting these risks with a proposed solution to their supervisor.

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### **Volunteers**

Volunteers are responsible and will be held accountable for:

- Taking reasonable care for the health and safety of themselves and others;
- Co-operating and complying with Warrumbungle Shire's Volunteer Policy and Procedures;
- Promptly reporting all incidents, accidents, illnesses and any risks to health and safety.

### **6. MONITOR AND REVIEW**

This policy shall be reviewed bi-annually by the Safety Officer in consultation with the Occupational Health & Safety Committee. If any changes occur to work practices or legislation then a review of the Policy shall take place.

### **7. RELATED DOCUMENTS**

- OHS Act
- OHS Regulation
- Volunteer Procedures

### **8. AMENDMENTS**

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### **Volunteer Procedure**

1. Individuals or organisations who offer voluntary assistance to Council will complete the appropriate application form and lodge it with Council.
2. Individuals who offer voluntary assistance to Council will undertake a Criminal Record and/or Working with Children check as per council policy.
3. Organisations who undertake work not organised by Council on Council property will complete the appropriate application form and lodge it with Council for assessment prior to commencement.
4. Assessment of the suitability of the organisation for the specified project will be undertaken by the appropriate Council manager.
5. Assessment of the suitability of an individual for the specified project will be undertaken by the appropriate Council manager.
6. Council will undertake a risk assessment of the group's activities. This risk assessment will identify any risks associated with the activities.
7. A register of volunteer's details will be held on site or at Council.
8. Volunteers' hours of work will be agreed upon by Council and the volunteer.
9. Volunteers will record their starting and finishing times in an attendance register or sign on book.

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10. Any breach of the volunteer agreement may result in disciplinary action being taken. It is Council's responsibility to ensure that the disciplinary code is covered at induction training as well as Councils Code of Conduct.
11. Volunteers will maintain the same standards of confidentiality, courtesy and discipline as Council's paid employees
12. Volunteers will work in a constructive and cooperative way with Council employees.
13. Volunteers will comply with Council workplace policies including WHS, anti-discrimination, no smoking, drug and alcohol, harassment and plant which is part of the induction program. Any volunteer operating Council equipment will be inducted into the machine.
14. Volunteers are required to wear personal protective clothing (PPE) at all times where the risk assessment has identified the need for PPE.
15. Volunteers will be under guidance of Council employees. Guidance may be intermittent, depending on the nature of the work performed.
16. Volunteers who have an issue concerning their area of work are required to raise the matter with their Manager.
17. Volunteering is not a process for recruiting new employees as it is in breach of the Equal Employment Opportunity Act.
18. Volunteering will be mutually beneficial to the volunteer and council

### **Associated Documents**

Warrumbungle Shire Volunteer Policy  
Volunteer Induction



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**VOLUNTEER APPLICATION**

**Applicant**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

Note: Volunteers will be over the age of 16.

1. Please list any relevant work history, hobbies, skills and other interests or previous voluntary service:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Please indicate the times and days you may be available.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							

Comments: \_\_\_\_\_

\_\_\_\_\_

3. Preferred area: \_\_\_\_\_

\_\_\_\_\_

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<b>Referee 1:</b>	
Name:	
Address:	
Phone No:	

<b>Referee 2:</b>	
Name:	
Address:	
Phone No:	

<b>Emergency Contact:</b>	
Name:	
Address:	
Phone No:	

<b>Next of Kin:</b>	
Name:	
Address:	
Phone No:	

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### **Volunteer Declaration**

- I agree to Council conducting criminal record checks and working with children checks where appropriate in accordance with legislation.
- I agree to character referees being contacted in relation to this application to provide voluntary services to Council.
- I agree to conduct myself under the guidance and supervision of the Council employee responsible for the area of work for which I have applied.
- I agree to contact the Council employee designated if I intend to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking.
- I understand that Council may terminate my volunteering services if I do not comply with any aspect of this agreement.
- I agree to inform Council of any injuries sustained whilst undertaking volunteering activities.
- I am willing to undertake any training necessary in relation to my volunteering services to ensure I comply with all policies and legislative obligations of Council.
- I agree to maintain the same standards of confidentiality, courtesy and organisational discipline as Council's paid employees.
- I agree to conduct myself in a constructive and cooperative way with Council staff and comply with any safety procedures requested.
- I understand that I am volunteering my services to Council and will not receive remuneration for my services, apart from the Community Care reimbursement, and that I will inform Council when I no longer wish to be considered for further volunteering activities.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**The personal information provided in this document is protected under the Privacy and Personal Information Protection Act (PPIPA), 1988. The PPIPA provides for the protection of personal information and for the privacy of individuals.**

**Warrumbungle Shire Council will not disclose your personal information to any person or body if it is not directly related to the purpose for which the information was collected.**

**If you have a complaint or require further information about the collection and use of personal information please contact Council's Director of Corporate Services.**

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Council Use Only

**Supervisor/Manager to complete**

Location/area of volunteering work: \_\_\_\_\_

\_\_\_\_\_

Preferred days and times: \_\_\_\_\_

Training Required: \_\_\_\_\_

\_\_\_\_\_

Tools and Personal Protective Equipment (PPE) required: \_\_\_\_\_

\_\_\_\_\_

Note: Volunteer applications will differ between Council sections in line with legislation relevant to that section.

The applicant is:

Approved

Not Approved

for the task specified in the application form.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Manager

Procedure:

- Volunteer to complete form.
- Manager to complete all required checks, (police checks etc)
- Once all checks are completed, Manager to approve or not approve volunteer and give application to Human Resources Team Leader to send letter and file.
- Human Resources will complete an induction on completion of the above steps, prior to volunteer commencing.
- Volunteer to be inducted into plant by a competent employee.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Team Leader

**Powell / Sullivan  
The motion was carried**

**Item 6 Third Quarter Staff Excellence in Achievement Staff Award**

**50/1213 RESOLVED** That Council accepts the recommendation from MANEX and presents Christine Kennedy – HR Officer (Special Projects) with the third quarter Warrumbungle Council Employee Excellence in Achievement Award.

**Sullivan / Campbell  
The motion was carried**

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### **Item 7 Brick Bats and Bouquets**

Received

### **Item 8 Financial Assistance Requests 2012-13 (Round One)**

**51/1213 RESOLVED** That Council provide financial assistance to the August 2012 applicants as listed in the Higher Priority rated activities/projects for a total amount of \$8,722.

<b>Applicant</b>	<b>Amount Requested</b>	<b>Description of Project</b>	<b>General Criteria</b>
Mendooran Christian Education Association Inc. (MCEA)	\$99	Hall hire costs for Jumble Sale	Involvement from volunteers and use participation in management of activities
Coona Camp Draft Association	\$500	Sponsorship October 2012 Campdraft	Local organisation, community event and promotion of Coonabarabran
Dunedoo Amateur Swimming Club	\$500	New refrigerator in club house	Involvement from volunteers and use participation in management of services
Coolah Central School	\$500	Sanding and Repainting the Tennis clubhouse	Promoting community development and involving volunteers
St Vincent De Paul – Coolah	\$100	Council Waste Transfer Fees	Involvement from volunteers and use participation in management of services, Addresses issues of access and equity
Baradine PA&H Association Inc	\$500	DA fees for disabled amenities block at Baradine Showground	Address a gap in service, addresses issues of access and equity and local organisation
Warrumbungle Eventing Inc	\$500	In kind Line Marking Dressage Arenas ODE 18 August 2012	Use participation in management of services, local organisation and community event
Mendooran Gun Club Inc	\$500	Materials for fixing Clubhouse	Uses Council funding to attract further resources, community involvement and promotion of Mendooran
Mendooran Cricket Club Inc	\$500	Enclosure surround on practice cricket pitch	Involvement from volunteers and building on Council's contribution
Mendooran Tennis Club	\$500	Purchase materials for ramp & railing to assist seniors with access to clubhouse	Addresses issues of access and equity and involvement from volunteers
Dunedoo & District Historical Society & Museum Inc.	\$100	Purchase cabinet to store records, documents & photos	Involvement from volunteers and uses Council funding to attract further resources

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<b>Applicant</b>	<b>Amount Requested</b>	<b>Description of Project</b>	<b>General Criteria</b>
Men's Shed – Coonabarabran	\$500	Concreting front access to shed	Involvement from volunteers and addresses issues of access and equity
Binnaway Men's Shed	\$500	Materials for shed improvements	Addresses gap in community development and local organisation
Badhii Aboriginal Grandmothers Group	\$500	Showground Hire and catering	Community event and involvement from volunteers, addresses gap in community development
Mendooran Arts & Craft	\$375	Display cabinet for jewellery, a table, chairs and cash box	Involvement of volunteers, building upon Council's contribution and local organisation
Mendooran & District Development Group Inc.	\$349	Assist with running/funding of 'Fun Fotofest'	Involvement from volunteers, community event, promotion of Mendooran and cultural activity
Breast Screen Van	\$500	In kind cost of the relocation of the Breast screen Van to Coonabarabran	Address issues of access and equity
CWA – Coonabarabran	\$500	Renovation and repair to CWA Hall	Involvement from volunteers and promoting community development
Coolah District Development Group	\$350	To purchase voice recognition software – transcribe historical community records onto computer files	Cultural activity, creative approach to identified needs and involvement from volunteers
Talbragar Broadcasters (3 Rivers Radio)	\$349	Help with purchase of equipment for outside & mobile broadcasting and gazebo	Local organisation involvement from volunteers
Dunedoo Polocrosse Club	\$500	Assist with concreting floor and doors for shed	Local organisation and involvement from volunteers

**TOTAL**

**\$8,722**

**Schmidt / Sullivan  
The motion was carried**

**Item 9 2012 National Local Roads and Transport Congress  
Received**

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### **Item 10 Rental for Prospective Doctor Coolah - Drs Residence - 141 Martin Street COOLAH**

**A motion was moved by Cr Lewis, seconded by Cr Schmidt** That Council offer the new Doctor a Tenancy Lease Agreement at \$230 per week increasing by CPI every 12 month anniversary, with a 3 month 100% rent relief period **FURTHERMORE** public notice is given for a period of 28 days of Council's proposal.

**52/1213 An amendment was moved by Cr Powell, seconded by Cr Todd**, That Council offer the new Doctor a Tenancy Lease Agreement at \$230 per week increasing by CPI every 12 month anniversary, with a 6 month 100% rent relief period **FURTHERMORE** public notice is given for a period of 28 days of Council's proposal.

**The amendment was put and carried.**

**The amendment become the substantive motion and was put and carried.**

**10.05 am**

Cr Dissanayake declared a pecuniary interest and left the room.

### **Item 11 Coolah Medical Centre – 16 Cole Street COOLAH**

**53/1213 RESOLVED** That the General Manager continues negotiations to progress the purchase of the Coolah Medical Centre and report to the new Council in September 2012.

**Lewis / Sullivan  
The motion was carried**

**10.10 am**

Cr Dissanayake returned to the meeting.

### **Item 12 TAFE Indigenous Award**

**54/1213 RESOLVED** That Council acknowledges and congratulates Martin Gordon on his achievement of winning the "TAFE NSW Gili Apprentice of the Year Award" and allows Martin two days paid leave to attend the presentation ceremony in Sydney.

**Schmidt / Sullivan  
The motion was carried**

### **Item 13 Management Plan Report – June 2012**

**55/1213 RESOLVED** That Council note and receive the final quarterly report of the 2011-2012 Management Plan.

**Powell / Schmidt  
The motion was carried**

### **Item 14 Bank Reconciliation for month ending 31 July 2012**

**56/1213 RESOLVED** That Council accept the Bank Reconciliation Report for the month ending 31 July 2012.

**Schmidt / Campbell  
The motion was carried**

### **Item 15 Rates Report for Month ending 31 July 2012**

Received

### **Item 16 Investments & Term Deposits**

**57/1213 RESOLVED** That Council accept the Investments Report for the month ending 31 July 2012.

**Schmidt / Powell  
The motion was carried**

**10.27 am**

Christine Kennedy presented with Excellence in Achievement Award

## WARRUMBUNGL E SHIRE COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGL E SHIRE COUNCIL HELD  
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10.30am

58/1213 **RESOLVED** that standing orders be suspended to break for morning tea.

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

10.48 am

59/1213 **RESOLVED** that standing orders be resumed.

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

10.49 am

Finance presentation by Stefan Murru.

### **Item 17 Revote Requests CAPEX 11/12**

60/1213 **RESOLVED**

1. That Council hold over approving the \$6.728m 2011-2012 CAPEX revote request pending the General Manager providing to Council a detailed breakdown (by revoted project) on when each project is expected to be completed, and how Council plans to complete each project given current staffing levels **FURTHERMORE** that projects that do not have sufficient details or an explanation as to how they will be completed will be removed from the 2012/13 capital program.
2. That the General Manager provide to Council by the 31 December 2012 a Capital Expenditure Policy and Plan to address Council's practice of revoting large sections of Council's capital program each financial year, based on the results of the AMP and LTFP that lists Council's capital expenditure priorities, details desired service levels, and places Council's capital program within the context of Council's financial position.
3. A report is provided at each QBRS meeting detailing the progress of all of Council's capital projects with a budget greater than \$50,000.

**Lewis / Todd**  
**The motion was carried**

### **Item 18 2011/12 Financial Statements**

61/1213 **RESOLVED** That the statement in accordance with section 413(2)(c) of the Local Government Act 1993, and Clause 215 of the Local Government (General) Regulation 2005, for the General Purpose Financial Statements for the year ending 30 June 2012 be made.

1. That the statement in accordance with the requirements of the Code of Accounting Practice in relation to the Special Purpose Financial Statements for the year ending 30 June 2012 be made.
2. That the statements be signed by the Mayor, Deputy Mayor, the General Manager and the Responsible Accounting Officer.

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

62/1213 **RESOLVED** that Council congratulate Finance staff for the preparation and completion of the 2011/2012 financial statements.

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

11.48 am

### **Item 19 Funding for Coolah Cycleway in 2012/13**

63/1213 **RESOLVED**

1. That Council accepts the 2012/13 grant offer from the Roads and Maritime Services of \$35,000 for the next stage of the cycleway project in Coolah between Campbell Street and Booyamurra Street.



## **WARRUMBUNGLE SHIRE COUNCIL**

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2. That confirmation is sought from the Coolah District Development Group of their commitment to volunteer works on the next stage of the cycleway project.

**Powell / Campbell  
The motion was carried**

### **Item 20 Review of Opening Hours for Certain Public Toilets**

**A motion was moved by Cr Powell, seconded by Cr Campbell**

1. That public toilets in Milling Park and McMasters Park are left open 24 hours, seven (7) days a week.
2. That the new public toilet currently being constructed in Lions Park Baradine are closed between dusk and dawn.

**64/1213 An amendment was moved by Cr Todd, seconded by Cr Lewis**

1. That public toilets in Milling Park and McMasters Park are left open 24 hours, seven (7) days a week.
2. That the new public toilet currently being constructed in Lions Park Baradine are closed between dusk and dawn, except the disabled toilet, which will be kept open 24 hours a day, 7 days a week.

**The amendment was put and carried.**

**The amendment become the substantive motion and was put and carried.**

### **Item 21 Road Upgrade Request – Access to ‘Wongalee’**

**65/1213 RESOLVED**

1. That Council lodge an objection to any application to close Crown Road that intersects with Cobbora Road on the western side and approximately 1.6km south of Pinehurst Road.

**FURTHERMORE** the Director of Technical Services contact the landowner to facilitate the request for the road upgrade to the new Council.

**Powell / Sullivan  
The motion was carried**

**12.05 pm**

### **Item 22 Development Application - DA 67/1112**

**66/1213 RESOLVED** That Council advise the applicant that it will not remove the requirement to install fencing to the proposed road frontage of newly created lots.

**Sullivan / Powell  
The motion was carried**

### **Item 23 Further Waste Management Review**

**67/1213 RESOLVED**

1. That Council amend the Mendooran waste transfer hours to shift the Friday afternoon session to 2.00pm to 5.00pm Mondays with an effective start date of the 1<sup>st</sup> of September 2012.
2. That Council amend the opening hours of the Dunedoo and Coonabarabran Waste Depots to close between 12 noon and 1.00pm on Saturday's and Sunday's effective 1<sup>st</sup> September 2012.

**Sullivan / Campbell  
The motion was carried**

### **Item 24 Development Application - DA 146/0910**

**68/1213 RESOLVED**

1. That the existing restrictive covenant upon Lot 110 DP 1174910 be removed once electricity supply has been connected provided all legal expenses are met by the applicant.
2. That Council resolve to affix its common seal to all necessary legal documents to execute the variation of restriction.

**Lewis / Sullivan  
The motion was carried**

## WARRUMBUNGLA SHIRE COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLA SHIRE COUNCIL HELD  
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### **Item 25 Development Applications Approved and Received**

**69/1213 RESOLVED** That Council note the Applications Received for the month of July 2012, the Applications Held Pending as at 31 July 2012 and their status, and of those approved during July 2012, under Delegated Authority.

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

### **Item 26 Warrumbungle Shire Council 149 Certificates Processed July 2012**

Received

**12.15 pm**

#### **70/1213 RESOLVED**

- (a) that Council go into closed committee to consider business relating to waste charges and a commercial matter.
- (b) that pursuant to section 10A(1)-(3) of the Local Government Act 1993, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of Section 10A(2) (c) 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.

**Campbell / Coe**  
**The motion was carried**

**12.16 pm**

Cr Dissanayake declared a non-pecuniary interest in Item 1(c) Coolah Medical Centre, and left the room.

**12.20 pm**

Cr Powell left the room

**12.24 pm**

Cr Powell & Cr Dissanayake returned to the meeting

**12.24 pm**

**71/1213 RESOLVED** That Council come out of closed committee

**Coe / Campbell**  
**The motion was carried**

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

### **Item 1C Rental for Prospective Doctor Coolah - Coolah Medical Centre – 16 Cole Street COOLAH**

**72/1213 RESOLVED** That Council authorise the General Manager to negotiate a proposed commercial lease agreement for the new Doctor in line with Council expectations of return on investment and property valuation **FURTHERMORE** a report be brought back to Council on the matter when Council is in a position to negotiate such a lease agreement.

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

### **Item 2C Request for Refund of Waste Charges**

**73/1213 RESOLVED** That Council refund the waste management charges levied in 2010/11 and 2011/12 financial years, being a total of \$625.50, to the owners of assessment 01139 being lot 11 DP 658774.

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

## WARRUMBUNGLE SHIRE COUNCIL

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### QUESTIONS AND MATTERS OF CONCERN

#### Lewis

- Ramp at Coolah Tip needs mesh over ramp as staff need to walk across it to open the gate.
- Has the Water Quality in Coonabarabran improved?

DTS – Still blue green algae in dam, doing everything we can, mixer to be inspected, carbon dosing, believe it has improved,

**Acting General Manager** – On behalf of all staff, thanked Councillors for their ongoing support and commitment over the past four years overseeing the implementation of great change to the organisation, wishing them all the best for the future.

There being no further business the meeting closed at 12.33 pm.

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**CHAIRMAN**