

WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM. PAGE 1

PRESENT: Cr Peter Shinton (Chairman), Cr Murray Coe, Cr Denis Todd, Cr Ray Lewis, Cr Kerry Campbell, Cr Mark Powell and Cr Victor Schmidt, Acting General Manager – R Ryan, Acting Director Environmental Services – T Meppem, Director Technical Services – K Tighe and Director Corporate Services – Carolyn Upston.

In attendance: S Morris (minutes).

9.24am

At this time Council commenced a Finance and Works Committee meeting to discuss the budget review.

Budget 4th Quarterly Review – 2009/2010

The Director Corporate Services advised the meeting that an updated copy of the fourth Quarterly Review for 2009/2010 had been distributed.

Each Director presented a summary of the review for their section.

10.48am

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

Schmidt/Campbell
The motion was carried

11.02am

40 RESOLVED that standing orders be resumed.

Schmidt/Campbell
The motion was carried

At this time Council commenced its ordinary meeting and the Mayor welcomed members of the gallery to the Council meeting.

APOLOGIES: Cr Sullivan

41 RESOLVED that the apologies of the Councillor Sullivan be accepted.

Schmidt/Campbell
The motion was carried

11.03am

FORUM

Mr Phil Hensby addressed Council on concerns regarding the approval of DA 122/0910 relating to the construction of a Telecommunications facility (Optus tower) at Baradine. Mr Hensby expressed concerns relating to the proximity to the aerodrome of the facility and detailed the possible impact on airport activity.

Mr Hensby asked Council to reconsider the matter taking into account site suitability.

11.18am

Mr Patrick Lever presented a petition to Council expressing concerns relating to the location of the Optus Tower. Mr Lever asked that Council reverse the development

WARRUMBUNGL E SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGL E SHIRE COUNCIL HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM. PAGE 2

application decision made at the July meeting and reconsider the matter in a more suitable site.

11.25am

Mr Glenn Halliday addressed the meeting regarding the proposal for the development of aged care facilities in Binnaway and informed Council that the Progress Association was looking to purchase land to commence the proposal. Mr Halliday indicated that he was seeking funds from Council towards the project to assist the Progress Association in their ability to commit to the purchase of land at short notice.

11.42am

At this time Council received a presentation from Mr Peter Halliwell - General Manager Country Energy North West, Ms Helen Rose and Mr Len Roberts of Country Energy regarding infrastructure investment projects, pricing increases and network projects impacting on our area. Mr Halliwell spoke of the 5year, \$4 billion plan for network in regional NSW.

12.27pm

At this time the Acting General Manager 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 and advised the meeting that a declaration would still need to be declared at the time the matter pertaining to the interest was to be discussed and that as a result of that declaration the person would need to leave the room during consideration of the matter.

No declarations of interest were made.

CONFIRMATION OF MINUTES OF THE ORDINARY MEETING OF WARRUMBUNGL E SHIRE COUNCIL HELD ON 15 JULY 2010

42 RESOLVED that the minutes of the ordinary meeting of the Warrumbungle Shire Council held on 15 July 2010 be endorsed.

Todd/Coe
The motion was carried

ADOPTION OF THE RECOMMENDATIONS OF THE TRAFFIC ADVISORY COMMITTEE MEETING HELD ON 22 JULY 2010

43 RESOLVED that the minutes of the Traffic Advisory Committee meeting held on 22 July 2010 be adopted.

Lewis/Coe
The motion was carried

ACTING GENERAL MANAGER'S REPORT

1.1 Leave of Absence

44 RESOLVED that the request for leave of absence from the August 2010 Council meeting, lodged by Cr Dissanayake, be approved.

Todd/Powell
The motion was carried

WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM. PAGE 3

1.2 Donation – Rotary Conference 2011

45 RESOLVED that Council provide a donation of \$605.00 (being the 3 days hall hire charges only in accordance with Council's policy) to the Rotary Conference Committee to assist with the Rotary Conference to be held in March 2011 with the funds provided from the Donations – Other budget.

Campbell/Schmidt
The motion was carried

1.3 Donation – Westpac Rescue Helicopter Service

46 RESOLVED that Council provide a donation of \$200.00 to the Coonabarabran Volunteer Support Group for the Westpac Rescue Helicopter Service to assist with the hall hire charges for a fundraising event on 21 August 2010 with the funds provided from the Donations – Other budget.

Campbell/Schmidt
The motion was carried

1.4 Donation – Mendooran Rodeo

47 RESOLVED that Council provide sponsorship to the value of \$200.00 to the Mendooran Rodeo to assist with the event to be held in October 2010 with the funds provided from the Donations – Other budget.

Todd/Lewis
The motion was carried

1.5 Meeting Room / Staff Office Space in Coonabarabran

48 RESOLVED:

- That Council utilise the Coolah Council Chambers as the primary meeting room for its monthly meetings and for staff meeting/training purposes
- That the Coonabarabran Family Support Services room be utilised when available for Coonabarabran Council meetings

Schmidt/Powell
The motion was carried

12.57pm

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

Schmidt/Campbell
The motion was carried

1.40pm

50 RESOLVED that standing orders be resumed.

Schmidt/Campbell
The motion was carried

1.6 NATIVE TITLE DETERMINATION APPLICATION

51 RESOLVED that Council make an application to the Tribunal to become an interested party and that Council advise that it is willing to work collaboratively on this matter with other Councils.

Lewis/Schmidt
The motion was carried

WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM. PAGE 4

1.7 Yuluwirri Kids Centre Policies

52 RESOLVED that the following Policies be adopted for the Yuluwirri Kids Centre:

YK0010639: Food Safety & Hygiene Policy

YK0010640: Food Storage Policy

YK0010641: Hand Washing Policy

YK0010642: Human Immunodeficiency Virus Infection, AIDS Virus Policy

YK0010643: Illness, Accident & Emergency Treatment Policy

YK0010644: Inclusion Policy

YK0010645: Infectious Diseases Policy

YK0010646: Interactions with Children Policy

YK0010647: Kitchen Policy

Yuluwirri Kids

Food Safety & Hygiene Policy

Policy Number: YK0010639

Aim

Yuluwirri Kids aims to protect the safety and well being of all of our staff, children and families. Therefore, we aim to have adequate procedures and policies in place to ensure the safe handling of food and also maintain a hygiene level that meets Occupational Health & Safety standards.

Legislative Requirements

Occupational Health & Safety Act 2000 & Regulations,

Children's Services Regulations 2004

Food Act 1989 (NSW)

National Childcare Accreditation Council

Who is affected by this policy?

Child

Families

Staff

Management

Visitors

Implementation

This aim will be followed by staff acting upon the below information:

Yuluwirri Kids will have an area specifically designed for food preparation and storage which is safe and to Australia hygiene standards. We will also store all food and drink to standards indicated by current authorities and information.

Our centre will provide workplace instructions for:

- Hand washing routines

- Timing of hand washing routines.

Our centre will also follow appropriate food preparation techniques to meet Australian standards such as:

- Cleaning food preparation area before, during and after use.

WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM. PAGE 5

- Using colour-coded chopping boards in order to prevent cross contamination of raw food.
- Ensuring that staff preparing food know, follow and adhere to the appropriate hygiene procedures. This includes:
 - Washing their hands
 - Keeping their personal hygiene at a high level. For example, tying their hair back or keeping it under a net along with not changing nappies before preparing food.
- Avoiding the contamination of one work area to another by using colour coded wash cloths and having specific cleaning implements (for example gloves and scourers) for a specific area.
- Avoiding the contamination of one work area to another by using the colour coded chux system or individual paper towel and restricting the movement of contaminated items (such as gloves and cleaning implements) from one area to another.
- Ensuring food is always served in a hygienic way using tongs and gloves.
- Providing families with current and relevant information about food preparation and hygiene.
- Showing and discussing with children the need for food hygiene in both planned and spontaneous experiences.

We will also to the best of our ability educate and promote safe food handling and hygiene in the children and families by:

- Encouraging parents to the best of our ability to continue our healthy eating message in their homes. This information will be provided upon enrolment and as new information becomes available.
- Encouraging staff to present themselves as role models. This means maintaining good personal nutrition and eating with the children at meal times.
- Providing nutrition and food safety training opportunities for all staff including an awareness of other cultures food habits.

Sources

**Children's Services Regulation 2004 www.community.nsw.gov.au
Occupational Health & Safety Regulation 2001
Managing OH&S in Children's Services
Staying Healthy In Child Care, 4th Edition.**

Review

The policy will be reviewed annually.

Review will be conducted by:

- Management
- Employees
- Advisory Committee
- Parents
- Interested Parties.

Policy Created Date: May 2010

WARRUMBUNGL E SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGL E SHIRE COUNCIL HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM. PAGE 6

Yuluwirri Kids

Food Storage Policy

Policy Number: YK0010640

Aim

To ensure the safety of our Yuluwirri Kids staff, children and their families. We aim to monitor and maintain a high quality of food storage practices in order to prevent the risk of food related illnesses.

Legislative Requirements

Occupational Health & Safety Act 2000 & Regulations

Children's Services Regulations 2004

Food Act 1989 (NSW)

National Childcare Accreditation Council

Who is affected by this policy?

Child

Staff

Families

Management

Advisory Committee

Implementation

In order to implement safe food storage practices to the highest possible standard, staff & management will access and amend their practices to the latest known information. This information will be passed onto families.

Staff will then implement these standards in the centre by inspecting food items when first brought into the centre to ensure they are in good order, for example, not in damaged packing, within their used by date period and at a correct temperature. Staff will then see that they are appropriately stored as per the following:

- All foods (dry, cold and frozen) will be used by the FIFO rule (first in, first out). This will allow a rotation of food to make sure older stock is used first.
- Store dry foods in sealed, air-tight containers.
- Store food on shelving.
- Any food removed from its original container must be stored in a container with the used by date of the food written on it.
- Ensure the food storage area is well cleaned, ventilated, dry, pest free and not in direct sunlight.
- Prevent pests by cleaning spills as quickly as possible and removing garbage/waste frequently.

For cold storage, the following applies:

- All foods are wrapped, covered, dated (used by date and date it entered the centre) and labelled.
- Foods are stored at the correct temperature depending on the product. Cold foods need to be stored at less than 5 degrees (C) and frozen foods at minus 18 degrees (C).

WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM. PAGE 7

- Store foods on shelves.
- Store raw and cooked foods separately. NEVER store raw foods on top of cooked foods as juices may drip down and contaminate the cooked food.
- Store food once it has sufficiently cooled down. Foods cool quicker in smaller, shallow containers.
- Fridges and freezers need to be cleaned regularly.
- The operating temperature of the fridge and freezer need to be checked regularly and a record kept of this.

Sources

Children's Services Regulation 2004 www.community.nsw.gov.au
Occupational Health & Safety Regulation 2001
Managing OH&S in Children's Services
Staying Healthy In Child Care, 4th Edition.

Review

The policy will be reviewed annually.

Review will be conducted by:

- Management
- Employees
- Advisory Committee
- Parents
- Interested Parties.

Policy Created Date: May 2010

Yuluwirri Kids

Hand Washing Policy

Policy Number: YK0010641

Aim

Yuluwirri Kids aims to promote a healthy environment in which children will grow and learn about the world around them. The application of preventative measures such as hand washing will be an effective way of preventing the spread of infection.

Our centre aims to help your child/ren grow and learn about their world. To do so, we aim to provide to the best of our abilities a healthy environment where preventative measure like hand washing are an effective way to prevent the spread of diseases and infections in the centre.

Legislative Requirements

Children's Services Regulation 2004

Occupational Health & Safety Act 2000 and Regulations 2001

WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM. PAGE 8

National Childcare Accreditation Council

Who is affected by this policy?

Child
Staff
Families
Visitors
Management

Implementation

Yuluwirri Kids will provide the appropriate height basins for children to wash their hands in as well as basins height appropriate for staff. Along with this, the centre will provide either/and/or individual towels, paper towel or an automatic dryer for people to dry their hands.

Everyone on the centre premises is provided with Liquid Soap to wash their hands. Please inform staff if your child/ren have an allergy and an alternative brand or soap type will be made available.

Staff and children should wash their hands:

- Upon arrival to reduce the introduction of germs.
- Before handling food
- After doing any dirty tasks such as cleaning or changing nappies.
- After removing gloves.
- After going to the toilet.
- After cleaning up blood, faeces or vomit
- After wiping a nose
- After giving first aid.
- Before and after giving a child its medication and if giving medication to more than one child between each child.
- After handling garbage
- After playing outside
- Before going home to prevent taking germs home.

Below are instructions on how to effectively wash hands. All children, staff and visitors are to follow this procedure and it should be displayed above every sink.

1. Wash hands using running water and soap.
2. Rub hands vigorously.
3. Wash hands all over ensuring that the back of the hands, wrists, between fingers and under the fingernails are cleaned.
4. Rinse hands thoroughly.
5. Turn off the tap using a clean piece of paper towel.
6. Dry hands thoroughly with clean towel/paper towel or an automatic dryer.

This should take about as long as singing "Happy Birthday" twice.

WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM. PAGE 9

Sources

Staying Healthy in Child Care Preventing infectious diseases in child care Fourth edition
Health 7 Safety in Children's services: Model Policies & Practices 2nd Edition

Review

The policy will be reviewed annually.

Review will be conducted by:

- Management
- Employees
- Advisory Committee
- Parents
- Interested Parties.

Policy Created Date: May 2010

Yuluwirri Kids

Human Immunodeficiency Virus Infection, AIDS Virus Policy

Policy Number: YK0010642

Aim

Yuluwirri Kids aims to effectively care for any child/ren that may be infected and also minimise the risk of exposure to HIV through effective hygiene practices.

Legislative Requirements

Children's Services Regulation 2004
Occupational Health and Safety Act 2000
Occupational Health and Safety Regulation 2001
Public Health (Amendment) Act 1991
Anti Discrimination Act 1997
National Childcare Accreditation Council

Who is affected by this policy?

Child
Staff
Advisory Committee
Families
Community
Visitors
Management

Implementation

It is the Manager's & Teacher's/Room Leaders responsibility to educate and inform staff and parents about HIV/AIDS. One of the main problems surrounding HIV/AIDS is a lack of understanding which leads to an unfounded fear to the virus. The following is some basic information on HIV/AIDS.

- AIDS is a medical condition which can damage a bodies' immune system.

WARRUMBUNGL E SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGL E SHIRE COUNCIL HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM. PAGE 10

- It is caused by a virus which is transmitted through the exchange of bodily fluid and is primarily passed on through sexual contact.
- The AIDS virus can be transmitted through blood products. However, the risk of contracting AIDS from a blood transfusion is minimal and said to be about one in 1,000,000.
- There is no evidence of the spread of the virus to children through other means at this time.

The confidentiality of medical information must be adhered to regarding an infected child. Any information disclosed to the Manager regarding a child/ren from family members must not be passed on to any other staff member unless the child/ren's caregivers provide written authorisation.

Children with the HIV virus will be accepted into the centre.

Our centre's staff will carry out routine hygiene precautions to Australian standards at all times to prevent the spread of any infections.

Staff will exercise care in regards to the exposure of bodily fluids and blood and the centre's hygiene practices will be used to prevent the spread of infection. Similarly, if the need arises to perform CPR on a child infected with HIV a disposable mouth to mouth mask will be used.

Children who are infected with HIV will be assessed by their Doctor before they are excluded from the centre. Children who have abrasions or open wounds will cover them while at the centre. If these abrasions cannot be covered for any reason unfortunately the child will have to be excluded from the centre until the wound has healed or can be covered.

Staff members who have been infected by HIV are not obliged to inform their employer but are expected to act in a safe and responsible manner at all times to minimise the risk of infection.

No child, staff member, parent or other visitor to the centre will be denied First Aid at any time.

Sources

Staying Healthy in Childcare 4th Edition 2006

NSW Health www.mhcs.health.nsw.gov.au

Review

The policy will be reviewed annually.

Review will be conducted by:

- Management
- Employees
- Advisory Committee
- Families
- Interested Parties.

Policy Created Date: May 2010

Yuluwirri Kids

Illness Accident & Emergency Treatment Policy

Policy Number: YK0010643

Aim

Yuluwirri Kids staff will act to the best of our ability when any client, visitor or staff member to our centre falls ill, has an accident or requires any emergency treatment.

WARRUMBUNGL SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGL SHIRE COUNCIL HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM. PAGE 11

Legislative Requirements

Children's Services Regulations 2004

Occupational Health & Safety Act 2000 and Regulations 2001

National Childcare Accreditation Council

Who is affected by this policy?

Child

Staff

Families

Advisory Committee

Visitors

Management

Implementation

The Manager of the centre will ensure that:

- Every child's parent/guardian has given the centre:
 - Written authorisation for staff to seek urgent medical, dental, hospital treatment or ambulance service.
 - Consent to carry out appropriate medical, dental or hospital treatment.
- If a child has an accident or become ill while at the centre staff will:
 - Notify the child's nominated family member as soon as possible.
 - Supervise the child until the child feels better or until a family member comes to collect them.
 - Carry out urgent medical treatment if required.
 - Contact a use a child's nominated medical practitioner or dentist if possible.
- If a serious accident occurs while the child or adult is at the centre that requires he/she to receive medical, dental or hospital treatment the following people will be notified:
 - The child's nominated family member.
 - The Manager
 - The Director of Community Services
 - The centre's licence holder.
- If the death of a child occurs at the centre the following people will be notified:
 - The child's nominated family member.
 - The police.
 - The Authorised Supervisor
 - The Director of Community Services

WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM. PAGE 12

- The centre's licence holder.
- Human Services Community Services

At all times, there will be at least one rostered staff member who holds a current Australia standard First Aid Qualification.

Sources

Children's Services Regulations 2004 www.community.nsw.gov.au
Health & Safety in Children's Services: Model Policies & Practices 2003

Review

The policy will be reviewed annually.

Review will be conducted by:

- Management
- Employees
- Advisory Committee
- Families
- Interested Parties.

Policy Created Date: May 2010

Yuluwirri Kids

Inclusion Policy

Policy Number: YK0010644

Aim

To provide children with a supportive environment that allows them to realise their full potential regardless of their gender, age or ability.

Legislative Requirements

Anti Discrimination Act 1977

National Childcare Accreditation Council

Who is affected by this policy?

Children
Families
Advisory Committee
Staff
Community

Implementation

Our centre wants children to develop to the best of their personal ability. Every child in our centre is an individual. We aim to encourage their individuality by:

- Helping children to develop ease with and have a respect for physical, racial, religious and cultural differences.
- Enabling children to develop autonomy, independence, competency, confidence and pride.

WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM. PAGE 13

- To provide all children with accurate and appropriate material that provides information about their own and other's disabilities and cultures.
- Providing staff of a high calibre who encourage children to experience active any energetic play in order to develop their physical potential.
- Presenting children with a wide range of male and female work roles, both within the home and the workplace, including nurturing roles.
- Encouraging children to develop friendships with each other based on mutual trust and respect.
- Including in our program and the centres physical environment an awareness of cross-cultural and non-discriminatory practices.
- Using a program that is based on a child's development and that is also relevant to the children's life experiences, interests and social skills.
- Encouraging parents from non-English speaking backgrounds to contribute their knowledge and culture to the centre to enhance the program.
- Making it clear to children through the staff that it is not acceptable for a child to say or do unfair thing to another person and that if this does occur a staff member will firmly step in.

Sources

Children's Services Regulations 2004 www.community.nsw.gov.au

Quality Practices Guide 2005 1st Edition www.ncac.gov.au

Handle with Care: A Guide to Early Childhood Administration

Review

The policy will be reviewed annually.

Review will be conducted by:

- Management.
- Employees.
- Advisory Committee
- Families.
- Interested Parties.

Policy Created Date: May 2010

WARRUMBUNGL E SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGL E SHIRE COUNCIL HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM. PAGE 14

Yuluwirri Kids

Infectious Diseases Policy

Policy Number: YK0010645

Aim

Yuluwirri Kids aims to minimise the spread of potentially infectious diseases between children, their families and staff by excluding children who may have an infectious disease or who are too ill to attend the centre.

Legislative Requirements

Children's Services Regulations 2004,
Occupational Health & Safety Act 2000 and Regulations,
Public Health Act and Regulation (NSW) 1991
National Childcare Accreditation Council

Who is affected by this policy?

Child
Parents
Advisory Committee
Family
Staff
Management
Visitors
Volunteers

Implementation

For any illness within the centre, Yuluwirri Kids will follow the exclusion period & the responsibilities of childcare/providers staff as outlined in the Staying Healthy in Child Care Preventing infectious diseases in child care 4th edition.

To minimise the spread of infectious diseases between everyone associated with our centre, we will: Unfortunately have to exclude from care and notify the local Public Health Unit and provide details of any known or suspected symptoms of the following vaccine preventable diseases:

- | | |
|------------------|------------------|
| ○ Diphtheria | ○ Mumps |
| ○ Poliomyelitis | ○ Chicken Pox |
| ○ German Measles | ○ Rubella |
| ○ Tetanus | ○ Whooping Cough |
| ○ Measles | ○ Meningococcal |

Exclude a child or staff member with any of the following symptoms:

- | | |
|--|---|
| ○ Vomiting | spots (possibly meningococcal) or blistering (possibly staphylococcal). |
| ○ Diarrhoea. | |
| ○ Sore throats Tuberculosis | ○ Headache |
| ○ Rash, especially if it's purple in colour or haemorrhaging | ○ Stiffness of the neck |

WARRUMBUNGL E SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGL E SHIRE COUNCIL HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM. PAGE 15

- Aversion to light (photophobia)
- Drowsiness
- An unusual state of consciousness or unusual behaviour
- Convulsion of epileptic seizures.
- Severe pain anywhere in the body.
- Hives

Exclude a child or staff member with any of the following illnesses

- Bronchiolitis
- Bronchitis
- Croup
- Ear Infections
- Influenza
- Pneumococcal disease
- streptococcal sore throat
- Campylobacter
- Cryptosporidiosis
- Gastroenteritis
- Giardiasis
- Norovirus
- Rotavirus
- Salmonellosis
 - Shigellosis
 - Hand, foot & mouth disease
 - Impetigo
 - Fungal infections of the scalp, skin or nails
 - Scabies and other mites causing skin diseases
 - Scarlet fever
 - Conjunctivitis
 - Haemophilus influenzae
- Hepatitis A
- Viral meningitis

WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM. PAGE 16

Encourage a child or staff member to stay at home (however they do not need to be excluded) if it is suspected they have any of the following symptoms or diseases:

- Asthma, wheezing or any difficulty breathing.
- Common Cold
- Runny noses (with green or yellow discharge)
- Head lice, nits, scabies, ringworm, or untreated mouth ulcers.
- Mouth ulcers due to Herpes Simplex Virus or Coxsackie Virus.
- Parvovirus B19
- Infection or yellow/green discharge from the eyes or ears
- If any other infectious disease is suspected.
- Generalised rash.
- Enlarged or tender lymph glands.
- Severe cough with fever.
- Molluscum contagiosum
- Roseola
- Thrush
- Warts
- Cytomegalovirus
- Glandular Fever
- Hepatitis B & C
- Toxoplasmosis

Exclude children, staff or any other person related to the centre who have infectious disease other than those listed above.

Ensure all staff and other people working at the centre conform to this policy.

If a child develops symptoms while at the centre we will:

- Isolate the child from other children.
- Make sure the child is comfortable and supervised by staff.
- Contact the child's nominated family member. If this family member is unavailable we will contact the next nominated family person. We will inform you of the child's condition and ask for the family member to pick him/her up as quickly as possible.
- Ensure all bedding, towels and clothing which has been used by the child is disinfected. These items will be washed separately and if possible aired dry in the sun.
- Ensure all toys used by the child are disinfected.
- Ensure all eating utensils used by the child are separated and sterilised.

WARRUMBUNGL E SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGL E SHIRE COUNCIL HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM. PAGE 17

- Provide information in home languages to the best of our ability.
- Inform all centre families of the presence of an infectious disease.
- Ensure confidentiality of any personal of health related information obtained by the centre staff in related to any centre family.

If a child of staff member has been unable to attend the centre because of an infectious illness the person must provide a doctors certificate which specifically states the child/staff member is ok to return to the centre.

Sources

Children's Services Regulations 2004 www.community.nsw.gov.au

Health & Safety in Children's Centres Model Policies & practices 2nd edition revised

Review

The policy will be reviewed annually.

Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties.

Policy Created Date: May 2010

WARRUMBUNGLA SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGLA SHIRE COUNCIL HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM. PAGE 18

National Health & Medical Research Council Recommended Minimum Periods of Exclusion

From *Staying Healthy in Child Care*. 3rd edition, National Health and Medical Research Council, Commonwealth of Australia 2001, copyright Commonwealth of Australia reproduced by permission. Available at: <http://www.health.gov.au/nhmrc/>. Below is a chart highlighting the minimum periods of exclusion from a centre environment for people with infectious diseases.

CONDITION	EXCLUSION OF CASES	EXCLUSION OF CONTACTS
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until diarrhoea ceases.	Not excluded.
Campylobacter	Exclude until diarrhoea has ceased.	Not excluded.
Chicken pox	Exclude for at least 5 days AND until all blisters have dried.	Any child with an immune deficiency (e.g. leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded.
Cytomegalovirus Infection	Exclusion not necessary.	Not excluded.
Diarrhoea	Exclude until diarrhoea has ceased.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by an appropriate health authority.
Glandular fever (mononucleosis)	Exclusion is not necessary.	Not excluded.

WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM. PAGE 19

CONDITION	EXCLUSION OF CASES	EXCLUSION OF CONTACTS
Hand, Foot and Mouth disease	Until blisters have dried.	Not excluded.
Haemophilus influenza type b (Hib)	Exclude until medical certificate of recovery is received.	Not excluded.
Hepatitis A	Exclude until medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.	Not excluded.

CONDITION	EXCLUSION OF CASES	EXCLUSION OF CONTACTS
Hepatitis B	Exclusion is not necessary.	Not excluded.
Hepatitis C	Exclusion is not necessary.	Not excluded.
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded.
Hookworm	Exclusion is not necessary.	Not excluded.
Human immune-deficiency virus infection (HIV/AIDS virus)	Exclusion is not necessary unless the child has a secondary infection.	Not excluded.
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
Influenza and influenza like illnesses	Exclusion is not necessary.	Not excluded.
Leprosy	Exclude until approval to return has been given by an appropriate health authority.	Not excluded.

WARRUMBUNGL E SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGL E SHIRE COUNCIL HELD AT THE
FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON
THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM. PAGE 20

CONDITION	EXCLUSION OF CASES	EXCLUSION OF CONTACTS
Measles	Exclude for at least 4 days after onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hrs of their first contact with the first case they may return to school.
Meningitis (bacterial)	Exclude until well.	Not excluded.
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving rifampicin.
Molluscum contagiosum	Exclusion is not necessary.	Not excluded.
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner).	Not excluded.
Parvovirus (erythema infectiosum fifth disease)	Exclusion is not necessary.	Not excluded.
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
Ringworm, scabies, pediculosis (lice), trachoma	Re-admit the day after appropriate treatment has commenced.	Not excluded.
Rubella (German measles)	Exclude until fully recovered or for at least 4 days after the onset of rash.	Not excluded.
Salmonella, Shigella	Exclude until diarrhoea ceases.	Not excluded.

WARRUMBUNGL SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGL SHIRE COUNCIL HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM. PAGE 21

CONDITION	EXCLUSION OF CASES	EXCLUSION OF CONTACTS
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hrs and the person feels well.	Not excluded.
Tuberculosis	Exclude until a medical certificate from an appropriate health authority is received.	Not excluded.
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by an appropriate health authority.	Not excluded unless considered necessary by public health authorities.
Whooping cough	Exclude the child for 5 days after starting antibiotic treatment.	Exclude unimmunised household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have taken 5 days of a 14-day course of antibiotics. (Exclude close child care contacts until they have commenced antibiotics).
Worms (intestinal)	Exclude if diarrhoea present.	Not excluded.

Note: The NHMRC recommends that children who are physically unwell should be excluded from attending school, pre-school and child care centres. This list should be read in conjunction with the National Health and Medical Research Council's publication:

National Health and Medical Research Council. June, 2001. Staying Healthy in *Child Care*. 3rd edition, Canberra, AGPS. Available at: <http://www.health.gov.au/nhmrc/>

Yuluwirri Kids

Interactions with Children Policy

Policy Number: YK0010646

Aim

Yuluwirri Kids aims to ensure that all staff interact with the children in a positive way that makes them feel safe and supported in the centre. Staff will encourage children to interact with their peers in a positive way including interaction amongst the age groups as stipulated by the Children's Services Regulation 2004.

Legislative Requirements

Children's Services Regulations 2004
National Childcare Accreditation Council

Who is affected by this policy?

Child

WARRUMBUNGL E SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGL E SHIRE COUNCIL HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM. PAGE 22

Staff
Management
Centre Visitors

Implementation

In order to provide an environment where children feel safe and supported and families are happy to leave their children we will:

- Frequently have staff talk with families to get an idea of the non-verbal forms of communication used by their children in order to convey messages such as hunger, needing the toilet, tiredness and emotions.
- Work with a child when he/she has a tantrum. Tantrums can occur as a way of releasing frustration. When this happens staff members will work with the child to calm him/her down and then reassure the child. The staff member will then if possible offer the child a solution to his/her problem.
- Reassure a child that he/she is safe in the centre. Most toddlers suffer a form of separation anxiety when away from their families. Staff need to reassure the toddler and work with the toddler's family in order to make the child feel safe and happy at the centre.
- Utilise the centre's routines in order to initiate meaningful interactions with children and encourage independent behaviour when safe to do so.
- Talk with children in a two-sided manner. That is, encourage children to have their own opinions, ideas and comments. Staff should support children with this and let them know that their ideas are valued.
- Build a rapport with the children and their families. This can be achieved with the children by offering them information from your own life that they can relate to. For example, if a child tells you he got a new dog on the weekend, tell them a little about your own pet.
- Allow time to talk to parents about their children. This allows staff to gain insight into their home life.
- Use positive guidance. When a child is doing the wrong thing, let them know that what they are doing is wrong by telling them the right thing to do "We walk on the pavement" rather than "No running on the pavement."
- Give the children something to look forward to. This enables the children to feel proud of their learning.
- Be attentive to children at all times. In an attempt to prevent attention seeking behaviour staff will at all times acknowledge each child to the best of their ability.

In regards to children interacting with each other staff will encourage children to:

- Verbalise their feelings and ideas.
- Listen to each other.
- Respect each other.

WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM.

PAGE 23

- Develop strong social skills.
- Be accepting of other children's race, religion, values and culture.
- Co-operate with staff and other children.
- Have good relationships.
- Share their experiences.
- Accept routine.
- Seek help from other children or staff when they're frustrated.
- Be relaxed and happy.
- Contribute to group activities.
- Respond to positive discipline.
- Have self confidence.
- Respect other children's space and privacy.

Sources

Children's Services Regulations 2004 www.community.nsw.gov.au
Quality Practices Guide 2005 1st Edition www.ncac.gov.au

Review

The policy will be reviewed annually.

Review will be conducted by:

- Management.
- Employees.
- Advisory Committee
- Families.
- Interested Parties.

Policy Created Date: May 2010

Yuluwirri Kids

Kitchen Policy

Policy Number: YK0010647

Aim

Yuluwirri Kids has a designated area that is both safe and hygienic, for food preparation and storage. The facilities in the designated area include a stove, microwave, sink, refrigerator, suitable disposal facilities and hot water supply.

WARRUMBUNGL E SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGL E SHIRE COUNCIL HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM. PAGE 24

Who is affected by this policy?

Child
Staff
Families
Management
Advisory Committee
Visitors

Implementation

Children must not gain access to any harmful substance, equipment or amenity
The kitchen has a door, & screens for the servery's to prevent unsupervised entry by children into the kitchen.
The preparation of bottles for children under the age of 2 years is both safe and hygienic at all times and separate from nappy change area.

Source

Children's Services Regulation 2004

Review

The policy will be reviewed annually.

The review will be conducted by:

- Management
- Employees
- Advisory Committee
- Families
- Interested Parties

Policy Created Date: May 2010

Campbell/Schmidt
The motion was carried

1.8 Castlereagh Tennis Club – Combined Use of Premises

53 RESOLVED that Council approve and enter into the “non-exclusive” Licence Agreement for a period of five (5) years with the Castlereagh Tennis Club and the Binnaway Amateur Boxing Gym Inc. Further that Council authorize the General Manager to execute the Licence Agreement.

Lewis/Campbell
The motion was carried

Councillor Schmidt foreshadowed the submission of a notice of motion for inclusion in the October 2010 business paper relating to the requirement of groups/committees utilizing council facilities to provide a copy of the AGM minutes and treasurers reports on an annual basis.

WARRUMBUNGL SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGL SHIRE COUNCIL HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM. PAGE 25

1.9 Notice of Motion – Retention of Senior Staff

54 RESOLVED that Council note the information in the report.

Schmidt/Campbell
The motion was carried

1.10 Notice of Motion – Apprenticeship Opportunities

55 RESOLVED that Council note the information in the report.

Schmidt/Campbell
The motion was carried

1.11 Donation – Men’s Shed Coonabarabran Inc

56 A motion was moved by Councillor Schmidt seconded by Councillor Powell that Council donate \$898.00 to the Men’s Shed Coonabarabran Inc from the Donations – Other budget being the amount of the development application fees paid by the Group in connection with the application for the change of use and improvements to the building in Essex Street, Coonabarabran.

The motion was put and LOST.

1.12 Notice of Motion – Baradine Rusty Club

57 RESOLVED that Council investigates the whereabouts, issues and future role of the old Garford fire engine and **FURTHER** that a report be bought to a future Council meeting.

Campbell/Todd
The motion was carried

1.13 Management Plan Quarterly Review – June 2010

Consideration of this matter was deferred to later in the meeting.

DIRECTOR OF CORPORATE SERVICES REPORTS

58 RESOLVED that the following reports be received:

2.1 BANK ACCOUNTS AND INVESTMENTS AS AT 31 JULY 2010

2.2 INVESTMENTS HELD AS AT 31 JULY 2010

2.3 RECONCILIATION OF GENERAL FUND BANK ACCOUNT – as at 31 July 2010

2.4 RATES AND CHARGES COLLECTION REPORT UP TO and INCLUDING JULY 2010

Schmidt/Todd
The motion was carried

WARRUMBUNGL SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGL SHIRE COUNCIL HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM. PAGE 26

2.5 Application for Change of Category under Section 525 of the Local Government Act (1993)

59 RESOLVED that Council approve a Change of Category under Section 525 of the Local Government Act (1993) for 36 Wellington Street Baradine, from Business to Residential and that the rates be adjusted accordingly.

Campbell/Schmidt
The motion was carried

2.6 Application for Change of Category under Section 525 of the Local Government Act (1993)

60 RESOLVED that Council approve a Change of Category under Section 525 of the Local Government Act (1993) for Moggymill, Dunedoo from Rural Business to Farmland and that the rates be adjusted accordingly.

Coe/Todd
The motion was carried

2.7 Budget Review – end of June 2010

Consideration of this matter was deferred to later in the meeting.

2.8 Revote Requests for 2009-2010 Financial Year

Consideration of this matter was deferred to later in the meeting.

DIRECTOR OF TECHNICAL SERVICES

ADOPTION OF THE RECOMMENDATIONS OF THE PLANT ADVISORY COMMITTEE MEETING HELD ON 19 AUGUST 2010

61 RESOLVED that the minutes of the Plant Advisory Committee meeting held on 19 August 2010 be adopted.

Coe/Todd
The motion was carried

3.1 Potential Contamination of Groundwater from Underground Fuel Tanks at the Coolah Depot

62 RESOLVED that integrity testing be undertaken on the suspect underground diesel tank at the Coolah depot and report back to Council on outcome and future strategy for dealing with remediation of any contamination.

Coe/Todd
The motion was carried

3.2 Tender for the Supply of Bitumen and Sealing Aggregate 2010/2011

A motion was moved by Councillor Lewis seconded by Councillor Schmidt:

1. That the 2010/11 contract for supply and delivery of Precoated aggregate and crusher fines be awarded to Holcim for an amount of \$352,569.38 (excl GST)
2. The 2010/11 contract for supply and spray of bitumen be awarded to Boral Asphalt, Tamworth for an amount of \$1,319,461.80 (excl GST).

This motion was withdrawn.

WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM. PAGE 27

A motion was moved by Councillor Schmidt seconded by Councillor Todd:

1. That the 2010/11 contract for supply and delivery of Precoated aggregate and crusher fines be awarded to Holcim for an amount of \$352,569.38 (excl GST)
2. The 2010/11 contract for supply and spray of bitumen be awarded to RoadWorx, for an amount of \$1,206,018.18 (excl GST).

This motion was lost.

63 RESOLVED that the tender submitted by Kerway be inadmissible due to the lateness of receipt of the tender.

Schmidt/Campbell
The motion was carried

64 A motion was moved by Councillor Schmidt seconded by Councillor Todd:

1. That the 2010/11 contract for supply and delivery of Precoated aggregate and crusher fines be awarded to Holcim for an amount of \$352,569.38 (excl GST)
2. The 2010/11 contract for supply and spray of bitumen be awarded to RoadWorx, for an amount of \$1,206,018.18 (excl GST).

The motion was put and carried.

DIRECTOR OF ENVIRONMENTAL SERVICES

4.1 Construction Process for New Council Office Extensions - 18 John Street Coonabarabran

65 RESOLVED:

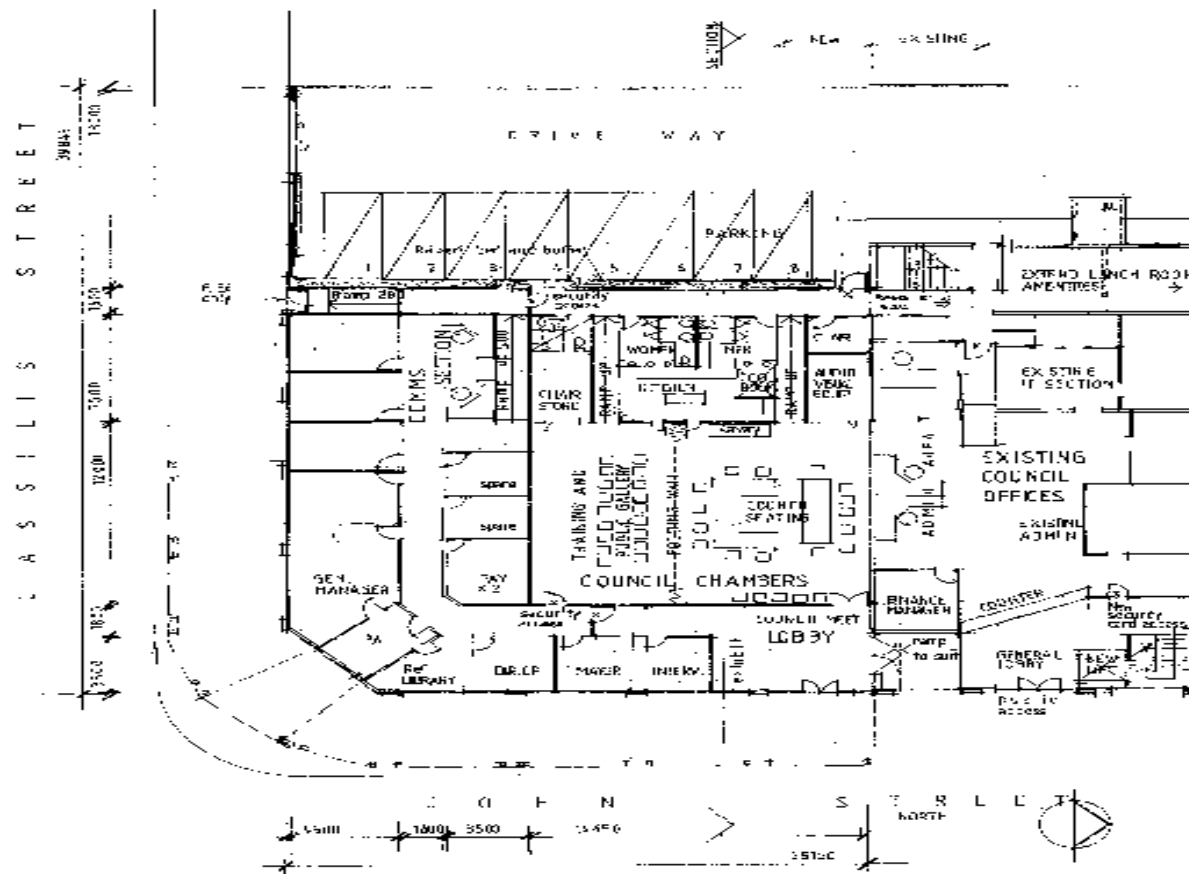
1. That the General Manager complete all steps necessary to obtain the approval of the Minister for Local Government enabling Council to internally borrow up to \$1,500,000 from its Water and Sewer funds to partially fund the construction of Council office extensions adjoining the existing administration building at Coonabarabran.
2. That Council confirms the plans provided as Annexure 'A' as the preferred concept plans for the proposed extensions to the John Street, Coonabarabran administration office and seek expressions of interest from suitably qualified building design firms to complete the documents necessary to seek a lump sum tender from the public.
3. That a Steering Committee comprising of the Mayor, Deputy Mayor, General Manager and Acting Director Environmental Services be formed to progress decision making process.

Coe/Campbell
The motion was carried.

WARRUMBUNGLE SHIRE COUNCIL

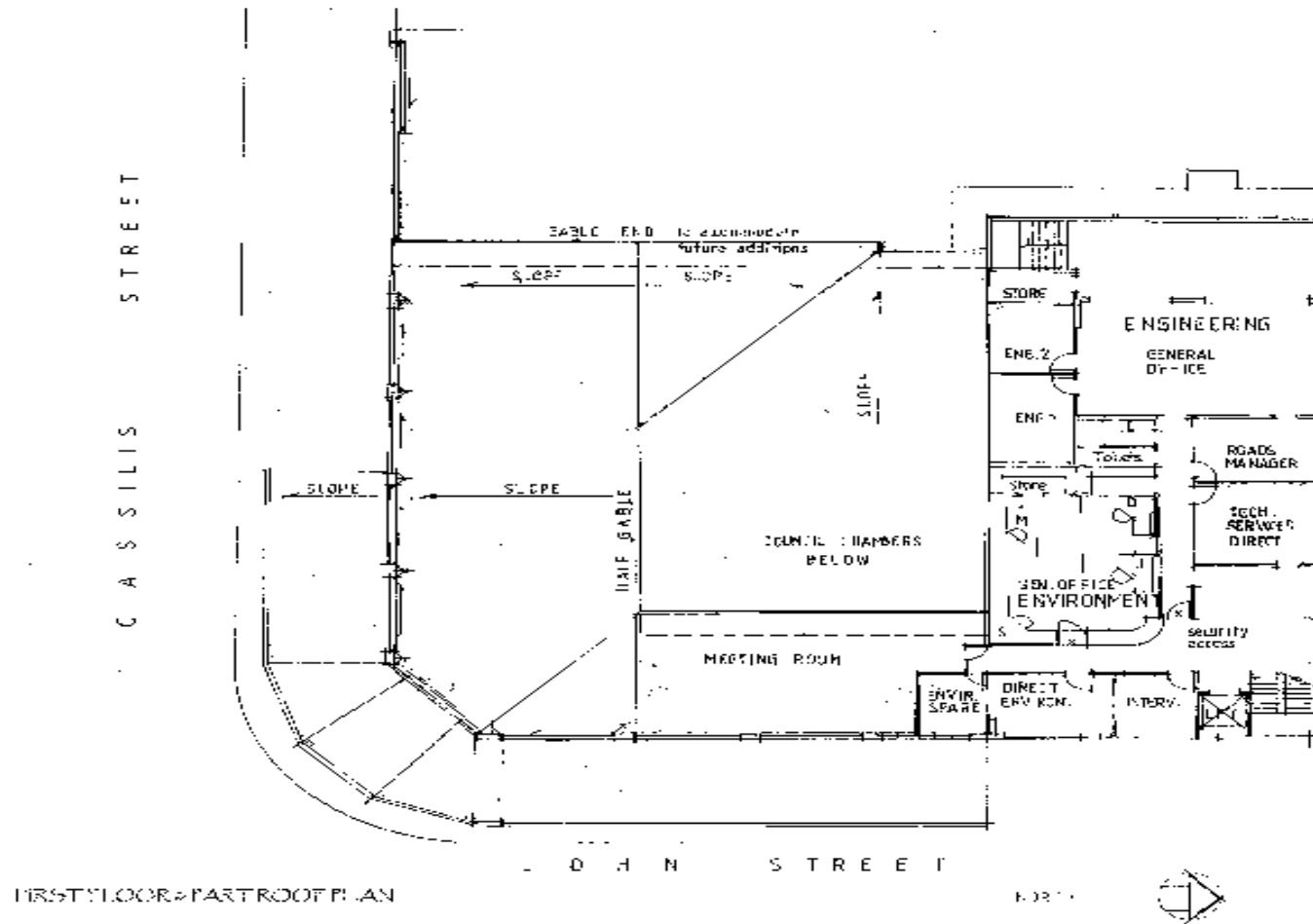
MINUTES OF THE MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM. PAGE 28

ANNEXURE "A"



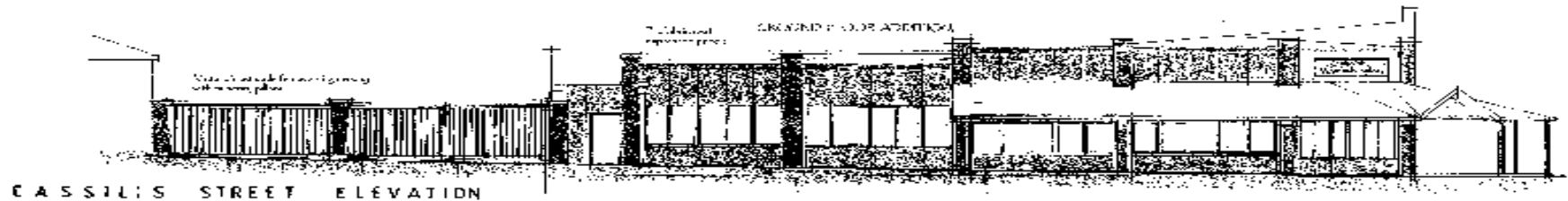
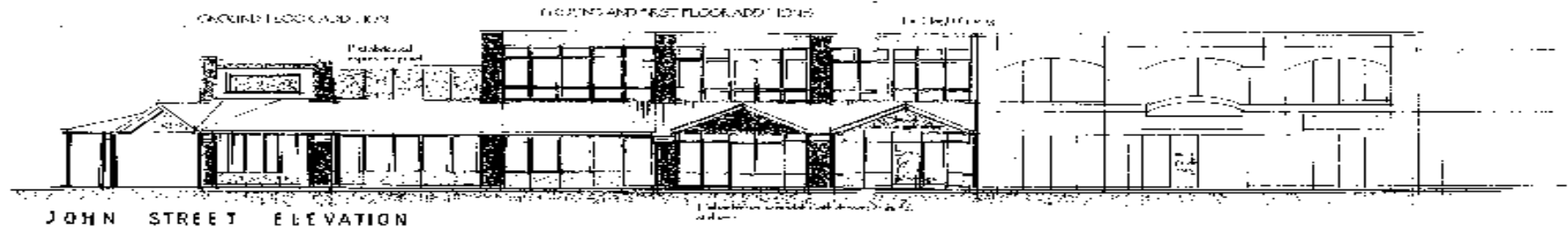
WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM. PAGE 29



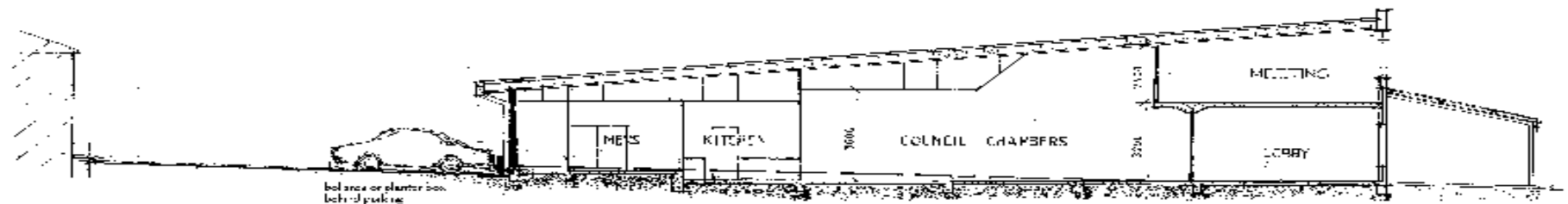
WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM. PAGE 30



WARRUMBUNGL E SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGL E SHIRE COUNCIL HELD AT THE FAMILY SUPPORT SERVICES BUILDING, ROBERTSON STREET COONABARABRAN ON THURSDAY, 19 AUGUST 2010 COMMENCING AT 9.24AM. PAGE 31



ARCHITECT	Sarban & Hickson PO BOX 610 MUDGEE 2850	ELEVATIONS SECTION
DATE:	February 2010	Amended 30 JULY 10
CLIENT:	Warrumbungle Shire Council	Scale: 1:200
PROJECT:	Proposed alterations and additions to Council Offices	Drawing No: 3 of 4
ADDRESS:	Corner Cassilis and John Streets Coonabarabran	2010/09

WARRUMBUNGLA SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGLA SHIRE COUNCIL HELD ON
THURSDAY, 19 AUGUST 2010 AT THE FAMILY SUPPORT SERVICES BUILDING
COMMENCING AT 9.24AM

PAGE 32

4.2 Liquid Trade Waste Policy and Implementation

66 RESOLVED:

1. That Council adopt the Draft Warrumbungle Shire Liquid Trade Waste Policy and place on exhibition and invite submissions for a period of at least 42 days.
2. That Council staff develop an implementation plan to be reported to Council for the introduction of the requirement to have liquid trade waste charges, developer levies and general water and sewer pricing that is compliant with the NSW Governments Best Practice Guidelines through the introduction of Developer Service Plans and Strategic Business Plans.

Schmidt/Coe

The motion was carried

4.3 Pool Opening Hours for the 2010/2011 Season

67 RESOLVED:

1. That Council adopt the draft minimum pool opening hours outlined to allow for public consultation and a determination of the pool opening hours for the 2010/11 season at the September 2010 Council meeting.
2. That Council note that pools may need to be closed unexpectedly due to staff unavailability.

Schmidt/Powell

The motion was carried

4.4 Applications Received for Month of July 2010

Received.

3.25pm

At this time, Items 1.13 Management Plan Quarterly Review and 2.7 Budget Review and 2.8 Revote Requests were further considered.

1.13 Management Plan Quarterly Review – June 2010

68 RESOLVED that Council note and receive the report.

Campbell/Schmidt

The motion was carried

3.31pm

2.7 Budget Review – end of June 2010 and

2.8 Revote Requests

69 RESOLVED that the final review of the budget for the year 2009/2010 as at 30th June 2010 as presented be endorsed and further that the following General Fund revotes amounting to \$1,042,980 and Water fund revotes of \$373,472 and Sewer Fund revotes of \$224,482 (totalling \$1,640,934) be revoted from the budget year 2009/2010 to 2010/2011.

WARRUMBUNGLA SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGLA SHIRE COUNCIL HELD ON
THURSDAY, 19 AUGUST 2010 AT THE FAMILY SUPPORT SERVICES BUILDING
COMMENCING AT 9.24AM

PAGE 33

REVOTE REQUESTS

GENERAL FUND

GOVERNANCE

Activity	Income - or +	Expenditure - or +	Justification
GM - FAG Received in Advance 2011- Inc	-856,787		
GM - FAG Received in Advance 2011- Exp		856,787	
From R/Assets Coolah Town Improvement Fund	-5,918		Funds allocated in May 2010 and not enough time to undertake works
Coolah Dev Group		5,000	To develop a management plan To do tourism promotional
Coolah Art, Historical and Tourism		918	activities
Coona 150 Year Celebration Committee		1,200	To attach family history tiles to Tourist Centre walls
Crane Building planning		4,600	To progress the planning of the Crane Building site - will allow for some concept plans to be provided
Organisation Structure		5,000	To provide funds towards Councillor Vision workshop over days - will not be sufficient
Total Adjustment	-862,705	873,505	

HUMAN RESOURCES

Activity	Income - or +	Expenditure - or +	Justification
Safety Programs-Capital		5,000	Program not completed
Civil Construction Subsidy	-7,834	7,834	Civil Construction Subsidy
Total Adjustment	-7,834	12,834	

WARRUMBUNGLA SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGLA SHIRE COUNCIL HELD ON
THURSDAY, 19 AUGUST 2010 AT THE FAMILY SUPPORT SERVICES BUILDING
COMMENCING AT 9.24AM

PAGE 34

ECONOMIC DEVELOPMENT AND TOURISM

<u>Activity</u>	<u>Income - or +</u>	<u>Expenditure - or +</u>	<u>Justification</u>
Economic Promotion - Industrial Land- Inc	-28,080		Work not yet completed
Economic Promotion - Industrial Land- Exp		28,080	Work not yet completed
Economic Promotion - Conf bids		2,500	Revote unexpended but required to subsidise current allocation Revote unexpended but offering a program of speakers Small Business September and later in year which will require increased funding
Economic Promotion - Community workshops		3,235	Purchase of advertising in Illawarra Mercury in June not paid in 2009-10 year
Economic Promotion - Marketing Init's - adv		2,500	Site fees cost for participation with OROC at August Rural
Economic Promotion - Promotions Expo		1,500	Living Expo Regional project placed on hold, restarted with extra funding required for next stage - 2010-11 \$3000 will require some
Economic Promotion - Skills Audit		3,000	subsidising This can be either placed in R/A or revoted but will be used in 2010-11 for upgrading website and adding new detail re living and working in the shire, also for
Tourism Promotion - Website Development		5,123	optimising search engines
Total Adjustment	-28,080	45,938	

WARRUMBUNGLE SHIRE COUNCIL

**MINUTES OF THE MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD ON
THURSDAY, 19 AUGUST 2010 AT THE FAMILY SUPPORT SERVICES BUILDING
COMMENCING AT 9.24AM**

PAGE 35

ROAD OPERATIONS

<u>Activity</u>	<u>Income - or +</u>	<u>Expenditure - or +</u>	<u>Justification</u>
WM - FAG Received in Advance 2011-Inc	-515,770		Grant Received in advance
WM - FAG Received in Advance 2011-Exp		515,770	Grant Received in advance
MR55 - Widening -Block Grant	-270,571		Work not carried out income offset
			Work not carried out income offset-
Town Streets - FAG - Coonabarabran	-60,000		Cowper St
Town Streets - FAG - Baradine	-20,000		Work not carried out income offset
Town Streets - FAG - Dunedoo	-22,249		Work not carried out income offset
Town Streets - FAG - Coolah	-50,000		Work not carried out income offset
			Grant expenditure to be reduced in
Flood Damage 2009 - Grant Overexpenditure		-86,156	2011
Flood Damage 2009 - Grant		113,433	Grant expenditure
Flood Damage 2009 - Grant Overexpenditure		-2,999	Grant expenditure
To R/A Reg Rds - Mr129 - 3X4		-88,791	MR129 Offset
<u>Gravel resheet</u>			
Quaker Tommy		51,000	Continuing works
Kennedys		38,250	Continuing works
Dandy Road		30,000	Resheet Completion
Dandy Road (Culverts)		35,000	Continuing works
Gentle Annie		24,000	Final Seal
Goolma Pass (Culvert)		6,000	Continuing works
Goorianawa Milchomi Creek		9,743	Continuing works
Orana Road Culvert		15,000	Continuing works
Mow Creek		20,000	Continuing works
Piambra		23,732	Final Seal
Stannix Park		7,500	Continuing works
Teridgerie Creek		23,657	Continuing works
Teridgerie Creek		25,000	Continuing works
Footpaths Binnaway		5,000	Continuing works
Pipe Drainage Cowper Street		60,000	Continuing works
Alston Ave K & G and Bitumen Seal		14,697	Continuing works
Footpath Coonabarabran		7,545	Continuing works
Binnia Street/Martin - Blisters		50,000	Continuing works
Cycleway Coolah		39,217	Continuing works
Binnia upgrade		38,000	Continuing works
Bolaro Street footpath		5,000	Continuing works
Tucklan Dish drain		4,416	Continuing works
Darling Street K & G		22,000	Continuing works
MR55 (Repair)		270,571	Continuing works
MR129 (Weises Hill)		180,791	Continuing works
Dunedoo Street - Bandulla St - East side		17,833	Continuing works
Total Adjustment	-938,590	1,475,209	

WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD ON
THURSDAY, 19 AUGUST 2010 AT THE FAMILY SUPPORT SERVICES BUILDING
COMMENCING AT 9.24AM

PAGE 36

FLEET SERVICES

<u>Activity</u>	<u>Income</u> <u>- or +</u>	<u>Expenditure</u> <u>- or +</u>	<u>Justification</u>
<u>Plant Replacement</u>			
Plant 1		11,365	Plant ordered 2009-2010 yet to be delivered
Plant 15		10,911	Plant ordered 2009-2010 yet to be delivered
Plant 21		13,182	Plant ordered 2009-2010 yet to be delivered
Plant 38		12,148	Plant ordered 2009-2010 yet to be delivered
Plant 41		10,909	Plant ordered 2009-2010 yet to be delivered
Plant 61		10,262	Plant ordered 2009-2010 yet to be delivered
Plant 62		11,963	Plant ordered 2009-2010 yet to be delivered
Plant 129		56,315	Plant ordered 2009-2010 yet to be delivered
Plant 143		51,606	Plant ordered 2009-2010 yet to be delivered
Plant 150		98,826	Plant ordered 2009-2010 yet to be delivered
Plant 171		140,620	Plant ordered 2009-2010 yet to be delivered
		<u>428,107</u>	
Small plant		3,714	Minor Plant Replcement - mower
Coolah Workshop		3,920	Replacement of Tools
Dunedoo Depot		5,305	Washdown pressure washer
Coolah Depot		7,000	Underground fuel tanks
Radio Network		10,000	Relocate to new RFS Tower near Dunedoo
		<u>29,939</u>	
Total Adjustment		458,046	

WARRUMBUNGLA SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGLA SHIRE COUNCIL HELD ON
THURSDAY, 19 AUGUST 2010 AT THE FAMILY SUPPORT SERVICES BUILDING
COMMENCING AT 9.24AM

PAGE 37

URBAN SERVICES

Activity	Income - or +	Expenditure - or +	Justification
RLCIP Dunedoo Recycle - Inc	-222,494		Grant Works Not Commenced
RLCIP Dunedoo Recycle -Exp		222,494	Offset for above
Toilet Block Coona CBD		14,520	Complete CBD Toilets
R/A Mendooran Town Special Projects	-1,393		Partial offset for carover works
Mendooran Park		5,500	Complete works Complete footpath restoration. Concrete crew no time to complete. Job underspent by this amount.
Irrigation Bell Park		3,000	
Total Adjustment	-223,887	245,514	

VILLAGE WATER SUPPLIES

Fm R/A Merrygoen Water	-16249		Partial Offset for works below not done
Merrygoen Water Capital		27,700	
	-16249	27,700	

ENVIRONMENTAL SERVICES

Activity	Income - or +	Expenditure - or +	Justification
DCP Review		14,696	Carry over the unspent \$14,696 to finish the new DCP Project which is nearing completion
LEP		18,806	Carry over the unspent \$18,806 to finish the new LEP
Baradine Cemetery		1,617	Unspent capital funds Carry over both unspent funds for old cemetery and new bay project at Native Grove to finish roads at Native Grove as per previous quarterly review
Native Grove Cemetery		14,287	Not spent due to staff maternity leave and other priorities
Binnaway Cemetery		2,700	Pool report cost from previous resolution waiting for water to be emptied in September
Coonabarabran Pool		8,000	Still to purchase extra tables to replace old wooden tables
Coolah Pool		3,136	To purchase travelling irrigator delayed while leak repair is investigated
Mendooran Pool		3,500	
Total Adjustment		66,742	

WARRUMBUNGL E SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGL E SHIRE COUNCIL HELD ON
THURSDAY, 19 AUGUST 2010 AT THE FAMILY SUPPORT SERVICES BUILDING
COMMENCING AT 9.24AM

PAGE 38

COMMUNITY SERVICES

<u>Activity</u>	<u>Income - or +</u>	<u>Expenditure - or +</u>	<u>Justification</u>
NAIDOC WEEK	-1,500		Unexpended capital - Grant Funded
DEEWR Dance Group Grant	-2,900		Unexpended capital - Grant Funded
Halls - Binnaway		12,298	Unexpended capital
Halls - Youth Centre		575	Unexpended capital
Halls - Coonabarabran		19,500	Unexpended capital
Halls - Baradine	-2,098	2,098	Grant received - not yet spent
Halls - Goolhi		6,000	Unexpended capital
Aerodromes		754	Unexpended capital - RASP Project Round 3
DEEWR Dance Troupe		2,900	Unexpended capital - Grant Funded
CWP Auspice		171	Unexpended capital - Grant Funded
NAIDOC Week		1,500	Unexpended capital - Grant Funded (income and Exp)
Total Adjustment	-6,498	45,796	

WARRUMBUNGL E SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGL E SHIRE COUNCIL HELD ON
THURSDAY, 19 AUGUST 2010 AT THE FAMILY SUPPORT SERVICES BUILDING
COMMENCING AT 9.24AM

PAGE 39

COMMUNITY SERVICES / SOCIAL SERVICES

Activity	Income - or +	Expenditure - or +	Justification
Capital Income Comm Transp - Transfer from Transport R/A	-15,785	15,785	Changeover amount for 2 vehicles purchased
Capital expenditure Comm Trans - Depreciation on vehicles Transfer to R/A	-27,448	27,448	This is depreciation for Comm Transport vehicles
Capital expenditure - Comm Trans Non Recurr funds for use	-10,381	10,381	This is being set aside for Garage project
Capital Exp - MSO Depreciation on Equip	-21,175	21,175	Depreciation on MSO equipment This is being set aside for Garage Project.
Capital Exp - Non Recurr funds for use	-18,961	18,961	
Total Adjustments	-93,750	93,750	

CORPORATE SERVICES

Activity	Income - or +	Expenditure - or +	Justification
House to be sold	-130,301		
Coolah Council Chambers - continuing works		5,840	
Total Adjustments	-130,301	5,840.00	

TOTAL REVOTES - GENERAL FUND	-2,307,894	3,350,874	
---	-------------------	------------------	--

WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD ON
THURSDAY, 19 AUGUST 2010 AT THE FAMILY SUPPORT SERVICES BUILDING
COMMENCING AT 9.24AM

PAGE 40

REVOTE REQUESTS

WATER FUNDS

Baradine Water Services

Activity	Income - or +	Expenditure - or +	Justification
Treatment Works - Backup Stirrer Pump		1,847	Capital Expenditure
Telemetry System Software Upgrade		53,978	Capital Expenditure
Total Adjustments		55,825	

Binnaway Water Services

Activity	Income - or +	Expenditure - or +	Justification
Mains		53,393	Capital Expenditure
Fluoride Project		2,640	Capital Expenditure
Total Adjustments		56,033	

Coonabarabran Water Services

Activity	Income - or +	Expenditure - or +	Justification
Mains		90,591	Capital Expenditure
Chlorine Alarm Room		10,696	Capital Expenditure
Timor Dam - structural check DSC condition		50,430	Capital Expenditure
Telemetry System - software		3,000	Capital Expenditure
Total Adjustments		154,717	

Coolah Water Services

Activity	Income - or +	Expenditure - or +	Justification
King Street - Glencoe to Church		24,000	Capital Expenditure
Martin St Sherwood Ln to Cunningham St		8,850	Capital Expenditure
Mains Extn - Regan St Queensborough to Macbeth		15,153	Capital Expenditure
Fluoride Project		6,972	Capital Expenditure
Replace roof on Reservoir		30,000	Capital Expenditure
Total Adjustment		84,975	

Dunedoo Water Services

Activity	Income - or +	Expenditure - or +	Justification
Digilah Street, Bandulla St to Merrygoen St		21,922	Capital Expenditure
Total Adjustment		21,922	

TOTAL REVOTES - WATER FUNDS		373,472	
------------------------------------	--	----------------	--

WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD ON
THURSDAY, 19 AUGUST 2010 AT THE FAMILY SUPPORT SERVICES BUILDING
COMMENCING AT 9.24AM

PAGE 41

REVOTE REQUESTS SEWERAGE FUNDS

Coonabarabran Sewerage Services

<u>Activity</u>	<u>Income - or +</u>	<u>Expenditure - or +</u>	<u>Justification</u>
Investigation of Infiltration		30,000	Capital Expenditure
Line Extension to Lot 300 DP832671		8,000	Capital Expenditure
Pump stations 3 and 4		49,048	Capital Expenditure
Pump Station 3 Capacity Upgrade		20,000	Capital Expenditure
Construct bund wall around pump stn 5		20,000	Capital Expenditure
Total Adjustments		127,048	

Coolah Sewerage Services

<u>Activity</u>	<u>Income - or +</u>	<u>Expenditure - or +</u>	<u>Justification</u>
Effluent reuse/disposal - STP Improvements		50,000	Capital Expenditure
Total Adjustments		50,000	

Dunedoo Sewerage Services

<u>Activity</u>	<u>Income - or +</u>	<u>Expenditure - or +</u>	<u>Justification</u>
Effluent reuse system		47,434	Capital Expenditure
Total Adjustments		47,434	

TOTAL REVOTES - SEWERAGE FUNDS		224,482	
---------------------------------------	--	----------------	--

Coe/Powell
The motion was carried

3.32pm

70 RESOLVED

- that Council go into closed committee to consider items regarding lease, personal hardship of a ratepayer and tender – including information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business
- that pursuant to section 10A(1)-(3) of the Local Government Act 1993, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of Section 10A(2)(b) and (c)

WARRUMBUNGLA SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGLA SHIRE COUNCIL HELD ON
THURSDAY, 19 AUGUST 2010 AT THE FAMILY SUPPORT SERVICES BUILDING
COMMENCING AT 9.24AM

PAGE 42

- (c) that the correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the Local Government Act 1993.

Schmidt/Campbell
The motion was carried

3.50pm

71 RESOLVED Council move out of closed Council and into open council.

Campbell/Schmidt
The motion was carried

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

1C Request to Rent from Council Staff Housing Property at 137 Martin Street

72 RESOLVED that Council authorise the Director Corporate Services to further explore the opportunity of leasing the Council owned residential property at 137 Martin Street to the Ambulance Officer being transferred to Coolah as detailed within the guidelines of the body of the report and that if the lease is arranged then the documentation should be executed by the General Manager.

Powell/Lewis
The motion was carried

2C Request to Write off Rates and Interest and Legal Fees – Assessment No: 0925

73 RESOLVED that Council write off accrued interest of \$337.82 and legal fees of \$1,593.60 and pursue recovery of the outstanding rates amounting to \$448.71.

Lewis/Coe
The motion was carried

3C Regional Procurement Tender for the Supply of Fuel

74 RESOLVED that Council advises Regional Procurement that Warrumbungle Shire Council accepts the tender provided by Caltex Energy and authorize Regional Procurement to set up and manage the contract on our behalf and **FURTHER** that Council accepts the option for above ground storage tanks.

Powell/Schmidt
The motion was carried

QUESTIONS FOR NEXT MEETING

Councillor Campbell raised the following:

- New website (DCS to report back to September meeting if any further delays to installation of new website)
- What action can Council take regarding the waste management of discarded analogue televisions (DTS noted the growth of e-waste for future waste management issues)

WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD ON THURSDAY, 19 AUGUST 2010 AT THE FAMILY SUPPORT SERVICES BUILDING COMMENCING AT 9.24AM

PAGE 43

Councillor Schmidt raised the following:

- Update on EFTPOS and Credit card facilities at council offices (DCS advised no action – quotes have been received, waiting on 1-2 more) however will in place by November rates instalment)

Councillor Coe raised the following:

- Request for Councillor tour (bus trip) around the Shire to include – Grandchester Road, Cobbora Road to Wollaroo, Teridgerie Creek crossing, Milchomi creek crossing and tips

Councillor Shinton raised the following:

- Investigate water flowing through property on Bingie Grumble Road – may be due to damming of creek (DES to follow up)
- Process for accessing cattle impounding history (Acting General Manager advised by written request)

Councillor Todd raised the following:

- Sewage running over property at corner Queen Street and Darling Street Baradine (DES to investigate)

Councillor Powell raised the following:

- LGSA organisation Review – when is this report made public (Mayor advised following General Manager review of report and strategic meetings, parts will become available)

Councillor Lewis raised the following:

- Update on Racecourse/Bingie Grumble Road (DES advised status of Geographic Names Board)
- Ulinda Creek/Binnia Creek – remains question

Councillor Schmidt raised the following:

- Request a leave of absence for September 16 council meeting.

There being no further business the meeting terminated at 4.17pm.

.....
CHAIRMAN