

# **WARRUMBUNGLE SHIRE COUNCIL**

**MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD  
AT THE FIRE CONTROL CENTRE, COONABARABRAN ON THURSDAY, 21 AUGUST 2008  
COMMENCING AT 9.13AM**

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

In attendance: S Morris (minutes)

**9.13am**

## **FORUM**

Debbie Mukhar addressed Council raising concerns regarding lack of maternity services at Coonabarabran Hospital. Ms Mukhar indicated that the labour ward was closed and that the plasterers room in the emergency ward is used. This does not afford privacy and is a degrading situation for women. Ms Mukhar is seeking support from Council to approach GWAHS and the Minister in support of her efforts to improve maternity services.

**9.27am**

Director of Community Services joined the meeting.

## **CONFIRMATION OF MINUTES OF THE ORDINARY MEETING OF WARRUMBUNGLE SHIRE COUNCIL HELD ON 17 JULY 2008**

**23 RESOLVED** that the minutes of the ordinary meeting of the Warrumbungle Shire Council held on 17 July 2008 be endorsed.

**Dawson/Todd**

## **ADOPTION OF THE RECOMMENDATIONS OF THE TRAFFIC ADVISORY COMMITTEE MEETING HELD ON 24 JULY 2008**

**24 RESOLVED** that the minutes of the Traffic Advisory Committee meeting held on 24 July 2008 be adopted.

**Dawson/Sullivan**

## **BUSINESS ARISING**

Cr Dawson informed the meeting of comments contained in a letter to Council regarding centre parking in Cassilis Street, Coonabarabran by Dr Iannuzzi.

## **ADOPTION OF THE RECOMMENDATIONS OF THE WARRUMBUNGLE SHIRE TOURISM AND ECONOMIC DEVELOPMENT ADVISORY COMMITTEE MEETING HELD ON 6 AUGUST 2008**

**25 RESOLVED** that the minutes of the Warrumbungle Shire Tourism and Economic Development Advisory Committee meeting held on 6 August 2008 be adopted.

**Hill/Dawson**

## **MINUTES OF THE CONSULTATIVE ADVISORY COMMITTEE MEETING HELD ON 7 AUGUST 2008**

Received.

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**9.45am**

## **GENERAL MANAGER'S REPORT**

### **1.1 CODE OF CONDUCT**

**26 RESOLVED** that Council adopt the revised Model Code of Conduct.

Dawson/Hill

### **1.2 DISPOSAL OF COUNCIL ASSETS POLICY**

**27 RESOLVED** that Council endorse the following Disposal of Council Assets Policy:

#### **DISPOSAL OF COUNCIL ASSETS POLICY**

##### **Policy Objectives**

1. To acknowledge Council's charter that it is the custodian and trustee of public assets and is required to effectively account for and manage the assets for which it is responsible (Section 8 Local Government Act 1993).
2. To set out the principles, framework, responsibilities and processes for Council officers to account for and manage the disposal of Council assets.
3. To identify, manage and mitigate the risks associated with the disposal of land and other assets.
4. To ensure impartiality, transparency, accountability and the delivery of best value in the disposal of land and the disposal of other Council assets (see "fundamental principles" below).
5. To provide appropriate levels of discretion and flexibility in achieving desired outcomes recognising the highly complex nature of land transactions, the wide variety of circumstances and methods of sale available.

##### **Policy Statement:**

##### **1. Fundamental Principles**

All decisions and actions in relation to the disposal of Council assets will have due regard to the following fundamental principles:

- **Best Value for Money** – Achieving "best value" may include financial, social and environmental benefits.
- **Transparency** – processes are open to scrutiny, provide full information and the reasons behind decisions.
- **Accountability** – demonstrate the best use of public resources and the highest level of performance through appropriate record keeping and audit trails.
- **Impartiality** – address perceived or actual conflicts of interests, ensuring fairness and equity.

##### **2. Assets Deemed to be Surplus**

**"Land"** includes all real property whether vacant or improved. Land may not be sold by Council unless it is classified as "operational land" under section 25 of the Local Government Act 1993.

In order to establish whether or not land is deemed to be surplus, a process of consultation is required to be completed across relevant divisions of Council prior to reclassification in accordance with the Local Government Act.

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“Other Assets” includes furniture and fittings, office equipment (including electronic equipment), minor plant and tools.

### **3. Delegated Authority – Disposal of Land**

Section 377 (1) (h) of the Local Government Act 1993 requires a specific resolution of Council to dispose of land. The decision cannot be delegated.

The resolution is to include reference (often contained within a confidential report) to the terms of the sale and the agreed price, or range for negotiations. The sale cannot proceed outside of such parameters (without a further resolution).

The resolution should also provide for the General Manager to be provided with delegated authority to negotiate any outstanding, usually minor conditions, and to be authorised to execute any documents in relation to the matter deemed appropriate by Council’s legal advisors.

A copy of the report and resolution is to be provided to Council’s legal advisors upon instruction, as authority to act and to ensure compliance with the resolution.

No formal actions may be commenced in the disposal of land until a report has been considered by Council and an appropriate resolution adopted.

Informal pre-sale discussions/negotiations must always be qualified “subject to resolution of Council” if there is no current resolution of Council to dispose of the land.

### **4. Valuation Processes for Land**

At least one formal market valuation undertaken by a valuer registered to value such land/property is required to be commissioned prior to all land/property disposals.

Two valuations are required when the value of the land/property is likely to exceed \$50,000 and the process of disposal is not competitive (as defined below). The requirement for valuation(s) may be varied where, in the informed opinion of the General Manager such action is impractical. Common examples would include (but not be limited to), sales of small parts of land and road widening strips.

An internal review of the valuation(s) is to be carried out and reported, with specific attention to the valuation rationale, method of valuation, calculations and sales evidence used. After such review, the valuation is to be considered in the setting of an asking price for sale, reserve price for auction or benchmark for negotiations, tender or expression of interest.

When two valuations have been provided, averaging is the preferred method for considering the price, when any difference in the valuation is 10% or less. Differences in valuations of more than 10% require an assessment of the reasons why they are different, and more detailed justification of the price.

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An update valuation, or valuation advice is required after 12 months of the date of the original valuation if the land is not sold, or at any time there is considered to be a material movement in the value.

The valuation instructions must clearly state the following:

- The purpose of the valuation being “disposal”,
- The basis of valuation being “market value highest and best use”, unless an alternative basis is considered more appropriate in the circumstances.
- The agreed fee, update fee and completion date,
- That the valuation is marked confidential,
- That the valuation includes market commentary, details of sales evidence and adjustments, valuation rationale and methodology, a valuation range (for negotiations) and comments on marketability, most appropriate method of disposal and opportunities to add value.

In addition, the valuer must make a statement that there is no actual or perceived conflict of interest in undertaking the valuation.

## **5. Method of Disposal of Land**

An open competitive process of disposal is required choosing one of the following methods:

- Expression of interest – usually used for unusual properties capable of a variety of development, difficult to determine a market value.
- Tender – least common and used predominantly in high value, limited market situations.
- Auction – the most open and public method, favoured by government, but reliant on high levels of competition. Often achieves a quick sale. Can fail in poor market.
- Private Treaty – most common, where an asking price is set and negotiated with individuals, usually through a real estate agent (who can be an independent third party to the negotiation process).

The General Manager may approve a non-competitive process of disposal such as direct negotiations, subject to clearly documented reasons and the employment of risk mitigation measures.

Risk mitigation measures for direct negotiations may include:

- Obtaining two valuations where the land may be valued at more than \$50,000.
- Pre-establishing a range for negotiation, having regard to the two valuations
- Managing conflicts of interest with declarations of no personal or financial associations
- Establishing a Negotiation Protocol, describing the manner in which meetings, negotiations, decisions and progress reporting is to be managed.

## **6. Contract for the Sale of Land**

Contracts for the Sale of Land will usually contain standard conditions of sale. Any unusual or special conditions of sale require the delegated approval of Council or the General

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Manager as set out in 3 above. Any special conditions that materially alter the purchase price or settlement period require approval of Council.

Council's solicitor is responsible to ensure Contracts for the Sale of Land satisfy statutory disclosure and warranty obligations (Conveyancing (Sale of Land) Regulation 2005).

## **7. Disposal of Land below Market Value**

Land may be disposed of to achieve strategic outcomes. In such situations, "best value" may comprise financial, environmental or social elements, with the price falling below the "market value" range.

The report seeking resolution of Council should clearly state the reasons for such sale and quantify the amount below market value attributable to each element. The obligation to obtain a market valuation exists in accordance with the above, in order to provide a measure of the non-financial elements of the sale.

## **8. Sale of Land to Adjoining Owners**

In circumstances where land is not able to be sold in isolation on the open market (such as small parcels, undersized lots, former road widenings, closed laneways, etc) and the only potential purchasers are adjoining owners; the land must be offered in equal proportions to each adjoining owner on identical sale terms and conditions.

Where an adjoining owner does not wish to purchase their proportion of the land, the land will be equally offered to the remaining adjoining owners.

The recommended method of determining the sale price is the "before and after" method as related to the purchaser's land. For small portions of land, the "piecemeal" (\$ rate per square metre) method may be more appropriate.

An essential condition of sale is that the purchaser is required to consolidate the subject land with their existing holding at no cost to Council.

Where the purchase price is deemed by Council to be a "nominal consideration", Council may impose a condition to recover all costs associated with the sale from the purchaser.

## **9. Sale of Roads – Roads Act 1993**

No road can be sold until it is formally closed in accordance with the provisions of the Roads Act 1993.

For purchaser initiated closures and sales, the costs associated with the road closure will be borne up front by the prospective purchaser.

When Council initiates the road closure (in order to realise the value of surplus land), the costs will be borne by Council as development costs.

The agreed purchase price and estimated costs will be reported to Council seeking resolution agreeing to make application to close the road and dispose of the land upon closure in accordance with the terms of sale.

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In accordance with Section 43 of the Roads Act 1993, funds from the sale of roads are required to be set aside for acquiring land for public roads or for carrying out work on public roads.

## **10. Confidentiality**

In the majority of disposals of land, the information contained in reports to council to sell land may confer an advantage upon a person with whom Council is, or proposes, to be conducting business. On balance, it would be contrary to the public interest for Council to deal with such matter in an open session because release of the information could prejudice Council's ability to obtain the maximum return on the property.

Therefore, it is acknowledged that reports to Council on the disposal of land will be generally deemed confidential under Section 10A(2)(c) of the Local Government Act 1993. This confidentiality may be lifted upon settlement, if considered to be in the public interest.

## **11. Delegated Authority - Disposal of Other Assets**

A resolution of Council should provide for the General Manager to be provided with delegated authority to determine whether the sale or disposal of assets (other than land) requires valuations to be undertaken of the various items for disposal and to determine whether disposal will be by way of expression of interest, tender or auction process.

## **12. Valuation Processes for Disposal of 'Other Assets'**

A valuation of 'other assets' for disposal will only be obtained if in the opinion of the General Manager the value of each asset to be sold is not of a minor nature.

## **13. Method of Disposal of Other Assets**

An open competitive process of disposal is required choosing one of the following methods:

- Expression of interest
- Tender
- Auction.

## **14. Departure from change this Policy**

Any provision of this policy may be varied to meet the needs of a particular matter, by resolution of Council. The reasons for change will be clearly articulated within the report submitted for consideration by Council in adopting such resolution and will only apply to such matter.

**Dawson/Coe**

## **1.3 RELOCATION EXPENSES POLICY**

**28 RESOLVED** that Council endorse the following revised Relocation Expenses Policy:

### **Relocation Expenses Policy**

#### **INTRODUCTION**

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

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## **ELIGIBILITY FOR REIMBURSEMENT OF RELOCATION EXPENSES**

Successful appointees for senior management (ie General Manager and Director) and management (Manager and Team Leader) positions may apply for reimbursement of relocation expenses if the applicant is required to relocate from an area outside Warrumbungle Shire. In addition in order to attract quality staff, Council may elect to reimburse relocation expenses for hard to recruit positions, such as (but not limited to) those in recognised national skills shortage areas.

## **CONDITIONS FOR REIMBURSEMENT OF RELOCATION EXPENSES**

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

**Dawson/Connelly**

## **1.4 ORGANISATIONAL STRUCTURE**

**29 RESOLVED** that Council endorse the following amended Community Services structure.

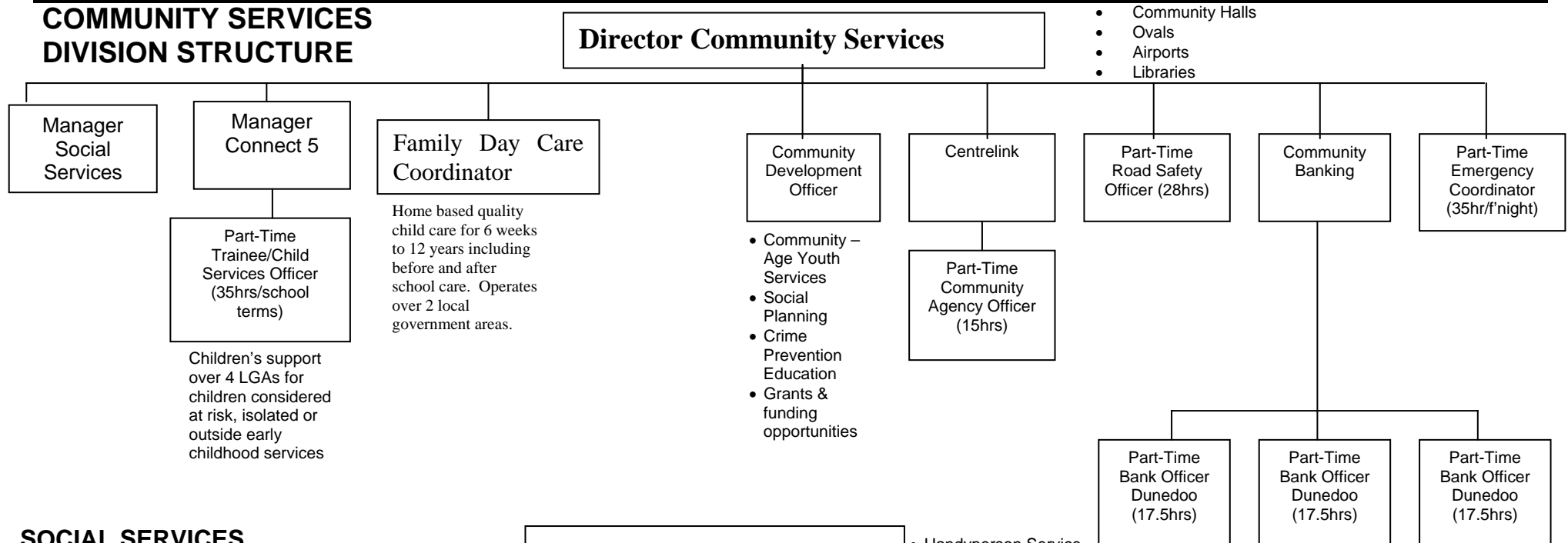
**Connelly/Hill**

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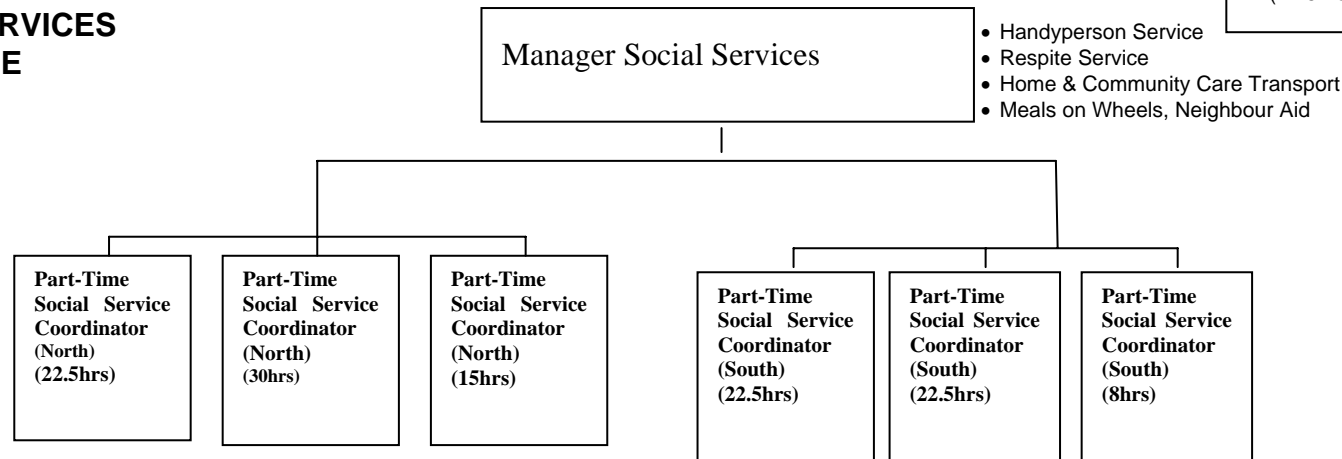
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## COMMUNITY SERVICES DIVISION STRUCTURE



## SOCIAL SERVICES STRUCTURE





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## **1.5 LOCAL GOVERNMENT GRANTS COMMISSION –**

**30 RESOLVED** that the following supplementary votes for the 2008/2009 budget be made to increase the income:

Financial Assistance Grant	
General Purpose	\$152,826
Local Roads	\$108,871

Sullivan/Hill

## **1.6 NOTICE OF MOTION – “CRANE BUILDING”**

**A motion was moved Councillor Egan seconded by Councillor Connelly** that the Warrumbungle Shire Council planned extensions do not go ahead if it cannot be totally and fully finalised within the previously budgeted \$2 million cap and if not, the land be prepared and sold.

**An amendment was moved by Councillor Dawson seconded by Councillor Sullivan** that the matter be held over for consideration by the new Council.

**The motion and amendment were withdrawn.**

**31 RESOLVED** that the current Council recommends to the incoming Council that the building project for construction on the Crane building site be capped at two million dollars (\$2,000,000).

Egan/Connelly

### **10.11am**

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

Sullivan/Connelly

### **10.29am**

**33 RESOLVED** that standing orders be resumed.

Hill/Dawson

## **1.7 NOTICE OF MOTIONS - FLEET VEHICLES**

**A motion was moved Councillor Egan seconded by Councillor Connelly** that *Warrumbungle Shire Council downsize their employee provided vehicle fleet to medium size four cylinder sedans and that Warrumbungle Shire Council retain an employee motor vehicle fleet for two to three year.*

**This motion was withdrawn.**

**34 RESOLVED** that the Council recommend to the Plant Advisory Committee a trial of retention of one six cylinder vehicle for two years and further that Council try to achieve an eighty percent (80%) residual on vehicles.

Egan/Coe

Discussion concerning meeting dates following the local government elections to be held on 13<sup>th</sup> September 2008.

Requirement that meeting be held within 14-21 days of declaration of poll to elect Mayor, Deputy Mayor and determine committees. It is suggested that the October meeting be held on 2 October and the November meeting be held on 13 November 2008.

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## **1.8 AUSTRALIA DAY**

**A motion was moved by Councillor Todd seconded by Councillor Lewis** that in addition to Shire wide Australia Day awards that citizen, senior citizen, sports person, young sports person, group community service and sports team awards also be given to nominees in each individual town.

**The motion was withdraw.**

**35 RESOLVED** that Council participate in the Ambassador programme seeking two Ambassadors for the Shire. **FURTHER** that a report be submitted to Council on the structure of the Australia Day awards taking into account Councillor Todd's submission.

**Todd/Lewis**

## **1.9 BARADINE CAMPDRAFT**

**36 RESOLVED** that Council hire plant and equipment to Baradine Campdraft Association at internal plant hire rates provided that this does not interfere with the works programme and that the plant and equipment is to be operated by a qualified Council staff operator.

**FURTHER** that Council donate from Donations Other an amount up to two hundred dollars (\$200) to assist with the hire fees and that any additional hire fees in excess of \$200 be paid by the Baradine Campdraft Association.

**Dawson/Lewis**

## **1.10 ULAMAMBRI HALL**

**37 RESOLVED** that Council provide the pavers to cover an area of 95.2m<sup>2</sup> to the Ulamambri Hall Committee as requested on the basis that the Committee collect the pavers and transport at no cost to Council.

**Dawson/Sullivan**

## **1.11 DUNEDOO TENNIS CLUB**

**38 RESOLVED** that Council extend the period for repayment of the loan by the Dunedoo Tennis Club pending receipt by the Club of grant funds.

**Hill/Dawson**

## **1.12 MILLING PARK - DUNEDOO**

**39 RESOLVED** that Council seek further detailed information from the Dunedoo Garden Club on location and types of sculptures prior to consideration of the proposal.

**Hill/Dawson**

## **1.13 WASTE AND RECYCLING CHARGES**

**40 RESOLVED** that Council adjust the rate notice charges of the rate payers levied a waste and recycling charge in the Cobbora Village and Cobbora Rural Run with a reduction of 16.6% in the amount of \$977.80. This is to recognize that the service to these premises did not commence until 1<sup>st</sup> September 2008. Further that each effected rate payer be advised of this adjustment.

**Dawson/Lewis**

## **1.14 RESIDENTIAL LAND SUBDIVISION**

Received.

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## **1.15 INDUSTRIAL LAND SUBDIVISION**

Received.

## **1.16 STAFF RELOCATIONS**

**41 RESOLVED** that Council agree to the starting places for the Manager of Environmental Health to be the Coolah office and at the same time the starting place for the Manager of Fleet Services be Coonabarabran.

Hill/Dawson

## **1.17 MANAGEMENT PLAN REPORT – JUNE 2008**

**42 RESOLVED** that Council note and receive the report.

Connelly/Dawson

**1.12pm**

**43 RESOLVED** that standing orders be suspended to break for lunch.

Hill/Dawson

**1.57pm**

**44 RESOLVED** that standing orders be resumed.

Connelly/Coe

## **DIRECTOR OF CORPORATE SERVICES REPORT**

### **2.1 DUE BY THE BANK TO THE FOLLOWING FUNDS AS AT 31 JULY 2008**

Received.

### **2.2 RECONCILIATION OF GENERAL FUND BANK ACCOUNT – 31 July 2008**

Received.

### **2.3 STATEMENT OF INVESTMENTS AS AT 31 July 2008**

Received.

### **2.4 RATES AND CHARGES COLLECTION – UP TO and INCLUDING END JULY 2008**

Received.

### **2.5 FINANCIAL STATEMENTS 2007/2008**

**45 RESOLVED** that a statement be provided to Council's auditors confirming that the Financial Reports for Warrumbungle Shire Council presented for audit are a true and fair view of Council's state of affairs and in accordance with the Act, Regulations and relevant Codes and Standards.

Sullivan/Hill

### **2.6 REMAINDER OF STOCKTAKE ADJUSTMENTS TO 30 SEPTEMBER 2007**

**46 RESOLVED** that Council approve the following Stock adjustments – Write Offs and Ons for the 2005/2006 financial year and up until 30 September 2007 to the value of \$22,673.43 with the adjustments charged to Stores budget area.

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	<b>Stock Item</b>	<b>Value (\$)</b>
Write Offs:		
	DIESEL EXTRA 1087.55	-102.85
	VALPLEX M - 0796.82	-116.16
	CHAIN LUBE - 8505	-53.70
	TRANTRAC OIL 20 LITR DRUM	-122.40
	HPOB - 1104.60	-24.84
	DIESEL EXTRA 1087.57	-105.56
	AF PLUS 360 1063.55 (20 LTR)	-300.00
	ULTRAMAX 46 - 2173.54	-558.60
	PAINT PRESSURE PACK	-291.48
	PENCIL CARPENTER	-6.20
	PETROL - STANDARD	-7080.99
	RULE - 1 METRE	-20.77
	SIGN ROAD WARNING	-196.44
	SAND BAG	-3.70
	SAND & GRAVEL MIX	-186.18
	JUMPER, WORK	-28.72
	BRUSH - WIRE	-30.10
	BITUMEN EMULSION BULK CRS	-5519.31
	WIRE - NETTING	-268.96
	DIESOLINE	-8089.53
	GLOVES	-4.92
Write Backs:		
	TURPENTINE	61.45
	BITUMEN - COLD MIX	236.25
	BOOTS LEATHER	140.28

**\$(22,673.43)**

**Sullivan/Dawson**

## **2.7 BUDGET REVIEW – END OF JUNE**

This matter held over for review after consideration of remaining items in business paper.

## **DIRECTOR OF TECHNICAL SERVICES REPORT**

**2.25pm**

Councillor Todd declared an interest in the next item before Council and left the meeting.

## **3.1 PROPOSAL TO INCREASE GRAVEL ROYALTY PAID TO LANDOWNERS**

**47 RESOLVED** that the gravel royalty rate paid by Council to landowners is increased to \$1.00 per cubic metre and \$0.10 per cubic is withheld by Council in trust for future rehabilitation of mines. Further, the proposed changes become effective from 1 September 2008.

**Lewis/Hill**

**2.28pm**

Councillor Todd rejoined the meeting.

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## **3.2 APPROVAL SOUGHT TO NAME A PRIVATE ROAD**

**48 RESOLVED** that Council does not have any objections to naming a private road off Bingie Grumble Road as 'Hannahs Lane'.

Dawson/Sullivan

## **3.3 ROAD MAINTENANCE REQUEST – NORTH OF TONNIGES ROAD**

**A motion was moved by Councillor Sullivan seconded by Councillor Dawson** that this matter be referred to the new Council for consideration and inspection of the road.  
**This motion was withdrawn.**

**49 RESOLVED** that Council undertake minor works and one off grade of the road.

Coe/Sullivan

## **3.4 TENDER FOR THE SUPPLY OF BITUMEN AND SEALING AGGREGATE 2008/2009**

### **50 RESOLVED**

1. That the 2008/2009 contract for supply and delivery of Precoated aggregate and crusher fines be awarded in Two contracts one to Boral Country Concrete and Quarries for an amount of \$237,276,71 (Excl GST) and one to Cemex Australia Pty Ltd for an amount of \$130,248.59 (Excl GST). The contract sum for the Two contracts is \$367,525.30 (Excl GST)
2. The 2008/2009 contract for supply and spray of bitumen be awarded to Pioneer Road Services Pty Ltd for an amount of \$1,363,283.13 (Excluding GST.)

Dawson/Connelly

## **3.5 PROPOSAL TO ERECT PROMOTIONAL STRUCTURE IN MILLING PARK**

**51 RESOLVED** that approval be granted to the Dunedoo Lions Club to erect seven cypress pine tree trunks with promotional sign in Milling Park subject to the following conditions;

- The structure be erected in a location approved by the Director Technical Services
- The structure be constructed in accordance with directions from the Director Technical Services.
- All costs associated with erection of the structure are met by the Dunedoo Lions Club.
- The Dunedoo Lions Club provides evidence that insurance cover has been obtained to cover it's members during construction and to cover public liability
- The structure be removed prior to the 16 November 2008 and the site rehabilitated.
- A bond of \$750 be lodged with Council prior to construction to cover any costs to Council associated with damage or disturbance to the grounds of the park.

Dawson/Lewis

## **3.6 COONABARABRAN CBD TOILET – INITIAL CONCEPTS**

**52 RESOLVED** that this matter be held over and referred to the new Council for consideration.

Sullivan/Lewis

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## **3.7 REQUEST TO CHANGE NAME OF ROAD – WYUNA ROAD**

**53 RESOLVED** that Council refuse the request by the owner of Garrawilla East to rename Wyuna Road on the basis that it was renamed just eight years ago and that frequent name changes cause confusion for road users.

Hill/Dawson

## **3.8 BARADINE ROAD – RAILWAY BRIDGE PROJECT**

**54 RESOLVED** following receipt of advice from Rail Infrastructure Corporation in letter dated 11 August 2008 regarding the replacement of Baradine Road Rail Underbridge that:

1. the railway bridge project on Baradine Road be put on hold by Council due to the higher than expected tender prices and until Council receives a Government guarantee that the line will be reopened. Further, Rail Infrastructure Corporation be formally advised of Council's decision to place the project on hold.
2. That representations be made to the Federal Minister for Infrastructure, Transport, Regional Development and Local Government to reallocate the funding to the Castlereagh River project on MR129.

Lewis/Dawson

## **DIRECTOR OF ENVIRONMENTAL SERVICES**

### **4.1 RURAL NUMBERING**

#### **55 RESOLVED:**

- a) That advertising commence on the names of the roads which have been decided following public consultation (sixteen in total).
- b) That the remaining roads identified on Annexure A included in the report be placed on public exhibition seeking comment.
- c) That investigations be undertaken and a further report prepared for Council identifying and proposing names for un-named subdivision roads.
- d) That the road names, where duplicated, be retained but be defined by locality as shown on Annexure B of the report.
- e) That the installation of rural numbers commence on roads not included in Annexure A. and an information leaflet be left at each property.

Dawson/Hill

### **4.2 PUBLIC SWIMMING POOL VOLUNTEERS**

#### **56 RESOLVED:**

- a) That Council contribute 50% of the training costs required for 5 volunteers per swimming club to permit extra usage of the pool out of hours for the purposes of their club. *Note:* Any volunteer who subsequently renews their qualification annually with Council should have the full amount paid by Council.
- b) That Council cover the training costs required for any community volunteer prepared to undertake a minimum of 15 hours of volunteer lifeguard duties for the general public access over the season.
- c) That Council covers any necessary manual handling courses required for maintenance volunteers prepared to undertake a minimum of 15 hours during the season, or training as required by OH&S according to those duties performed.

Lewis/Dawson

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## **4.3 ENVIRONMENTAL SERVICES MAJOR POLICIES AND PROCEDURES 57 RESOLVED**

- 1) That the following draft Environmental Services Policies - Public Cemetery Policy, Regulatory Services Policy and Public Pools Policy - be adopted for inclusion in the 'Strategic' section of Council Policy Register.
- 2) That the Environmental Services Procedures - Public Cemetery Procedures, Regulatory Services Procedures and Public Pools Procedures - be adopted for use by staff in the execution of their daily duties.

### **Public Cemetery Policy**

#### **1. Aim**

- a) To provide cemeteries for the Shire which cater for the needs of the general public.
- b) To conserve and enhance for future generations the cemeteries as items of local and cultural significance.

#### **2. Policy**

- a) To put in place Procedures that identify the locations and the facilities provided at each of the Council managed cemeteries in the Shire.
- b) To put in place Procedures to establish management/administrative protocols.
- c) To put in place budget allocations that will enable the safe and efficient management of public cemeteries in accordance with public health guidelines and community expectations.

### **Regulatory Services Policy**

#### **1. Aim**

- a) To provide a comprehensive Shire-wide law enforcement service for the protection of the environment and the health and safety of the community.
- b) To ensure Procedures are developed that cover animal pound and operational activities.

#### **2. Policy**

- a) To put in place Procedures that establish management and administrative protocols for the regulatory services function that achieve legislative compliance and satisfy the needs of the Warrumbungle Shire residents..
- b) To provide stock and companion animal pounds that adequately provide for the needs of this service.
- c) To put in place budget allocations that will enable the safe and efficient provision of a law enforcement in accordance with established best practice methods.

### **Public Pools Policy**

#### **1. Aim**

- a) To conserve and enhance for future generations the Public Swimming Pools as items of local and cultural significance.
- b) To provide a number of Public Swimming Pools within the Shire that meet the needs of the general public as a learning and recreational facility.
- c) To enhance community development and social interaction by providing a facility that can be utilised by sporting and recreational/educational organisations as well as private hire.

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## **2. Policy**

- a) To put in place Procedures that preserve and enhance the local, social and cultural heritage significance of these public assets.
- b) To put in place Procedures which provide for the fair and equitable access to these facilities, without compromising safety, efficiency or sustainability.
- c) To put in place budget allocations that will enable the safe and efficient operation of Council's Public Swimming Pools in accordance with public health guidelines, community expectations and legislative requirements.

## **3 Administration**

### **3.1 Records keeping**

Staff will ensure that all records for the operation of swimming pools are legible, reliable and accessible. These records are to be kept for the minimum amount of time required by Council's Record keeping policy.

### **3.2 Records to be maintained by each pool**

- a) a daily diary in which all incidents and events and maintenance will be recorded.
- b) an incident/accident log book.
- c) a daily log of attendance by the public.
- d) a daily inspection checklist.
- e) water analysis records.
- f) Material Safety Data Sheets (MSDS) for all chemicals used to sanitise swimming water.
- g) usage of chemicals to sanitise water.

## **4 Occupational health & Safety**

### **4.1 General compliance**

- a) Employees of Council are to comply with Council's OH&S policies and procedures.
- b) Kiosk operators or contractors visiting or performing tasks at the pool, will either comply with Council's OH&S policies and procedures, or have their own policies and procedures as thorough as that of Council. This will be clarified at the time of engagement.
- c) All accidents are to be investigated and reported in accordance with Council's OH&S procedure.
- d) All other organisations operating at the pools that are covered by the NSW OH&S Act, will have OH&S policies to a standard that meets the minimum required by the Act.

## **5 Clubs, Schools, Businesses**

### **5.1 General**

A person/business/club etc wishing to conduct an activity at a swimming pool must (in addition to more specific requirements explained in this document):

- a) have current workers compensation policy, if they employ any staff
- b) possess public liability insurance policy (minimum value AUD \$10,000,000)
- c) ensure the number of clients can be accommodated in the pool space provided by Council to conduct their intended activities.
- d) provide all equipment with associated with their activity. This includes kickboards, seta and stand



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for small children, balls, nets etc and must ensure that the items are designed and approved for the intended purpose and in good working order.

- e) Comply with all pool rules including: strict adherence to the Code of Conduct, Conditions of Entry and Prohibitions for swimming pools.

Council staff may prohibit any business which is not in keeping with the principle purpose of a swimming pool.

The phone number at the pool is not to be provided as a point of contact for a business (other than the kiosk) nor is it available for use by businesses at the pool or for personal uses.

A commercial business (such as a gym or instructor) must request in writing the use of a lane or exclusive access to a portion of the pool and pay the applicable usage fee. Lane bookings will not be accepted whilst the Swimming Club is using the pool.

## **5.2 Swimming Clubs**

- a) Council will encourage and support the formation of a single representative town swimming club at each pool.
- b) The swim club must
- Be incorporated and have a constitution
  - Be run by an elected committee that consists of at least the following office bearers: President, Secretary, Treasurer.
  - Coaches must hold a current AUSTSWIM Teacher of Swimming and Water Safety Certification, and hold a current CPR Certificate.
  - Have public liability insurance to the value of AUD \$10 million.
  - Provide and maintain their own equipment; the use of which must be approved by the pool attendant.
  - Ensure sufficient supervision is provided to perform the custodial role of members under 10 and not rely on the lifeguards to perform this role. Lifeguards are available only for lifeguard duties.
  - Notify the pool attendant on each occasion, before the underwater breath holding competitions (races), or training is conducted.
  - Nominate a liaison person (ie committee member) to discuss operation matters in relation to the daily use of the pool. The aim of the requirement is to avoid confusion as the Swimming Club's requirements during each session, and to avoid the potential for harassment of pool attendants to occur.

## **5.3 Kiosks**

- a) Kiosk operators are appointed after a formal tendering process is conducted. The successful tenderer is required to:
- Have a minimum of \$10 million Public Liability Insurance
  - A current Worker's Compensation Policy if they employ staff
  - May not sublet the kiosk or permit any other food vending businesses without the written authority of Council.

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- Must ensure that all staff are adequately trained in how to safely handle food and are capable of operating emergency equipment to suppress kitchen fires and respond to burn incidents.
  - Induct staff into the workplace in accordance with the OH&S Act and keep records of inductions and training given to kiosk staff.
  - Must participate in any emergency evacuation procedure for a pool.
  - Must have a Working With Children Check.
- b) Kiosk operators are required to notify the NSW Food Authority of their presence as required by the NSW Foods Act 2203.
- c) Kiosk staff are not required to pay an entry fee provided that they do not undertake swimming activities.
- d) Council may from time to time allow other organisations to sell or provide food items as part of the organisation's activities. (ie Swimming Club BBQ etc)
- e) Other than instances listed in 5.3 d), kiosk operators have exclusive access to the pool for the purposes of selling food and swim products.

## **5.4 Coaches/ Commercial Instructors/ Other Clubs**

- a) Swimming coaches and instructors will only be provided a dedicated lane if they hold a current  
AUSTSWIM Teacher of Swimming and Water Safety Certification, and a current CPR Certificate.  
Lanes must be booked in accordance with Section 9.
- b) In the case of a business wanting to run fitness programs (eg aqua aerobics) they must first provide evidence that their instructors possess a minimum of a current Senior First Aid Certificate.
- c) Lap training (requiring a dedicated lane) will not be permitted whilst the swim club at each pool is using the pool. Or the pool is booked by an organisation in accordance with section 9. Coaches are encouraged to train at an alternate time to the Swimming Club or make an arrangement to share Swimming Club allocated lanes.
- d) Parents or guardians must escort children under 10 years of age to and from instructors/coaches.
- e) These conditions apply to any activity at the pool where a fee is paid to the supervising individual or business.

## **5.5 Schools**

- a) It is the responsibility of the School to perform the custodial role of the students (not the responsibility of the lifeguard).
- b) A school must ensure it provides adequate supervision to school students attending the venue. Should school children be left unattended by a teacher the children will be immediately required to vacate the water and the school contacted to arrange for the children to be collected. The Principal of the School, NSW Department of Education, and WorkCover NSW will be advised in writing of the event.
- c) School children under the age of 10 are not permitted to enter pool grounds unless their supervising teachers are present.
- d) Underwater breath holding competitions (races) may not be held by schools, nor permitted during free time by supervising teachers due to the risk of Hypoxic Blackout. (Teachers wishing to know more information about this matter should refer to the Dept

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Education & Training Memo DN/04/00543 available on the website

[www.sports.det.nsw.edu.au](http://www.sports.det.nsw.edu.au)

- e) Schools are required to participate in any mass evacuation plan implemented by the Pool Attendant. This includes teachers taking specific roles in ensuring the pool premises is evacuated quickly and effectively.
- f) Principals of each School wishing to utilise Council Swimming Pools must sign in and return acknowledgement and acceptance of Council's rules and any relevant procedures prior to first use of the pool each season or entry will be refused.

## **6 Restrictions on Staff & Operations**

- a) Council staff are not permitted to volunteer to supervise the running of a community event at the pool as part of their official duties.
- b) A Council staff member is allowed to volunteer or participate in a community event at a pool where other staff members of Council have been rostered to provide supervision and operate pool plant and equipment in their place.
- c) Only trained Council staff are permitted to operate swimming pool facilities and provide supervision of swimming activities at Council's pools.
- d) Council staff are not permitted to operate the kiosk whilst performing official swimming pool supervision duties.

## **7 Operating Hours**

### **7.1 General**

The pool hours are currently not standard across the Shire for the season 2007/2008. There are historical reasons for this. The pool season of 2008/2009 will have standardised general opening hours as adopted by Council.

The length of the pool season will be the third Monday in October until the last Sunday in March. The season is generally scheduled to finish at the end of March. Poor weather conditions may result in the pool closing prior to this date.

### **7.2 Specific conditions on hours**

- a) A pool may not open or close early due to:
  - Safety reasons (lightning is imminent or forecast, contamination event, etc)
  - Emergency leave of a staff member resulting in the inability to find immediate replacement.
  - Mechanical failure of pool equipment resulting in unsafe swimming conditions.
- b) A pool attendant has the authority to close one or more pools within the grounds.
- c) A pool attendant has the authority to close sections of the pool grounds.
- d) The pool attendant does not have the authority to extend the hours of the pool beyond the official closing time.
- e) The pool attendant does not have the authority to close the pool early except for safety reasons.

## **8 Fees**

### **8.1 Evidence of Age/Pensioner Status**

- a) Evidence of age can be requested as a condition of entry to the pool grounds (for the purpose of determining which fee to charge or to confirm they are a responsible adult for the purposes of attending minors).

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- b) Acceptable evidence of age will be a current "Proof of Age Card", Drivers' Licence or photocopy of Australian Passport, signed letter from the School, photocopy of Birth Certificate.
- c) A person who cannot provide evidence will be charged the adult entry fee or advised that they cannot enter the grounds as a supervisor of a person under the age of 10. (as appropriate)
- d) Seniors pensioner card and any other disability or invalid pensioners card must be shown at the time of entry.

## **8.2 Fees**

- a) Fees will be charged for pool entry and pool services in accordance with Council's current adopted fees and charges.
- b) Council staff who enter the pool grounds for recreational purposes are required to pay the entry fee or possess a current season pass.
- c) Fees will not be reimbursed if an individual is prohibited from swimming pool grounds because of bad behaviour. This includes the reimbursement of the balance of a season ticket.
- d) Council will enter into an agreement with Schools and other groups to invoice and collect payment prior to an event or scheduled regular usage.
- e) Small groups can pay at the kiosk on the day, with prior arrangement with Council.
- f) Kiosk members of staff and their family are not required to pay an entry fee provided that they are not participating in any swimming activities.
- g) Person's attending an organised event at the pool are required to pay the entrance fee unless the event organiser has paid it on their behalf.
- h) No fee is payable on Australia Day. No refund will be offered to season ticket holders for this day.
- i) Pool admission charges are subject to GST. All quoted entry fees include GST. If a tax receipt is required one may be provided by Council.

## **9 Bookings**

### **9.1 General**

- a) All bookings must include a completed Application for Use of Public Swimming Pools form. Swimming Clubs are not exempt from the need to obtain Council's consent for events outside ordinary hours.
- b) A minimum of one calendar month's notice is required to book a swimming pool during normal operating hours or outside normal operating hours. Where possible or ongoing scheduled training is required, bookings are required prior to the season commencing.
- c) The Director of Environmental Services may consider and approve applications for events outside the official operating hours of the pool. Applications must be in writing and accompanied by the appropriate booking form.
- d) Bookings will be confirmed on a "first come, first served" basis. Where a conflict arises that cannot be resolved at the pool manager level, then the Director of Environmental Services has the final discretion on the booking.
- e) Morning lap swimming is not available to be booked by the Swimming Club. This is to facilitate members of the public having an opportunity to train. This does not preclude members of swimming clubs training as an individual member of the general public.

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## **9.2 Cancellation of Bookings**

- a) Council will not provide any compensation for a cancelled event.
- b) Council's nominated representative (Director of Environmental Services) has the right to change or cancel bookings at any time.
- c) Where a booking is cancelled, Council staff will endeavour to provide a suitable alternative session.
- d) Where there is a conflict between bookings, Council's nominated representative (Director of Environmental Services) has the final discretion.

## **10 Managing Tardiness**

- a) Where a swimming club or any other organisation or group does not arrive on time or vacate the grounds by the required time, the Director of Environmental Services may issue a written tardiness notice.
- b) On the third occasion of tardiness a 4 week cancellation of their booking will be automatically implemented. If subsequent tardiness occurs after this notice, the booking will be cancelled for the remainder of the season.
- c) Neither refunds nor compensation will be paid where bookings have been cancelled due to tardiness.
- d) Tardiness penalties ensure fair access by all to their booked session.

## **11 Conditions of Entry – All Pools**

The following conditions of entry apply to all members of the general public:

- a) Follow all directions given by pool attendants
- b) Pay entry fee or show season pass before entering the grounds
- c) Comply with all relevant policies and procedures of Council
- d) No running, jumping or ad hoc diving. No bikes, skateboards, etc are to be brought into the pool grounds.
- e) Do not "bomb" other patrons
- f) Do not obstruct entry or exit points of the pool or amenities buildings
- g) Do not interfere with any safety equipment
- h) Follow all safety instructions or directions for use of any equipment
- i) Do not enter the pump room, chemical storage or plant areas of the pool grounds
- j) Do not enter the kiosk or the Pool attendant's office.
- k) Adhere to the general code of conduct for the pool
- l) Obey any signage within the pool grounds
- m) Ensure children under 10 are accompanied by a responsible person over 16
- n) If requested, provide evidence of age
- o) Swimwear to be appropriate and unsoiled. (ie rash vests or board-shorts but no t-shirts etc)
- p) Be unsoiled prior to entering the pool.
- q) Not urinate or defecate in the pool (or anywhere other than the public toilet)
- r) Do not attempt to enter the grounds whilst intoxicated or under the influence of any illegal drugs.
- s) Do not attempt to consume alcohol or illegal drugs on the premises.
- t) No animals are to be brought into the pool grounds
- u) No smoking unless a designated area is provided.
- v) Do not take any photographs or make any videos within change-rooms

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- w) Do not damage, deface, alter or interfere with in any way any pool infrastructure or equipment.
  - x) Do not obstruct in any way the lifeguard or other Council employee from fulfilling their duties.
  - y) Do not enter the water with any sores, rashes, open cuts or wounds or any contagious infections or afflictions.
  - z) No swearing, antagonistic, aggressive or bad behaviour within pool grounds.

In addition, see activities requiring approval.

## **12 Activities Requiring Approval – All Pools**

### **12.1 General**

A person must not do any of the following (within swimming pool grounds without either written exemption from Council or verbal approval from the attendant on duty). Permission will not be unreasonably withheld:

- a) Engage in trade or commerce; nor distribute any circulars, advertisements, paper drawing or photographic material.
- b) Bring or use scuba fins, inflatable devices (such as air-mattresses, but excluding flotation devices or kickboards specifically designed as learn to swim aids), domestic pool toys, or balls onto the grounds.
- c) Play or conduct any unapproved sport or contest, particularly ball games.
- d) Camp or reside on the land.
- e) Bring or leave any rubbish, refuse or soil, sand or other materials onto the Council grounds.
- f) Remove any timber, flora or fauna or interfere with any of the environment without permission.
- g) Kill or capture in any way any fauna without consent.

Offenders will be prosecuted under relevant State or Federal Law.

### **12.2 Competitive Dive Starts**

All groups and schools and any persons wishing to dive into the pool for competitive activities or training must first confirm with the pool superintendent whether or not the Competitive Dive Starts Risk Assessment allows or prohibits such starts. Alternative starts may have to be used. This decision will be made by the pool superintendent and is not open to appeal.

## **13 Supervision**

All children under 10 are to be accompanied by a supervising person over 16 years of age. Children not accompanied by an appropriate supervisor will not be allowed entry into the swimming pool.

It is a Council requirement that groups, such as schools, provide at least one supervising adult per 30 children.

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## **14 Young Children**

Excluding change-rooms, all children must wear either:

- a) A clean (unsoiled) bathing costume, or
- b) A waterproof nappy at all times within the pool grounds

## **15 Abandoned Children**

Where a child, under the age of 10 is identified as abandoned at the pool, (ie without the required supervision), a pool attendant will firstly ensure the physical safety of the child (remove from the water) and then contact the parent(s)/ legal guardian (via phone if a number is provided). Any child abandonment incident is to be reported in the pool diary and incident book.

Children under 10 years old, being dropped off for swimming lessons etc must be escorted to the instructor and picked up from the instructor. This will be a condition of operation for the instructor. Dropping off a child does not constitute being a spectator, so no fee will be charged.

If a parent is unable to be contacted by phone, or refuses to collect the child, or does not arrive within 30 minutes to collect the child, then the pool attendant will contact either the NSW Police Service or the Department of Community Services (DOCS) to arrange for the transfer of the child into their custody. The 24 hour contact phone number for DOCS is 13 21 11.

## **16 Authority**

- a) The pool attendant on duty may request a person to leave the swimming pool grounds at any time.
- b) Following consultation with Council's Director of Environmental Services, a pool attendant may implement a temporary or permanent prohibition on entry into the swimming pool grounds.
- c) A ban at any one pool in the Shire applies to all pools operated within the Shire.
- d) If a ban is applied upon a person who is supervising others, those people being supervised must also leave the pool.
- e) Poorly behaved spectators may also be banned from swimming pools.

### **16.1 Refusal to comply**

A patron refusing to comply with the directions of the pool attendant to leave the grounds will:

Automatically be banned from entering any Warrumbungle Shire swimming pool grounds for the remainder of the season.

Pool attendants are to contact the NSW Police to arrange the forced removal of an offender.

### **16.2 Appeals**

A person who wishes to appeal the imposition of a ban is entitled to write to Council for a review, and state their reasons why the imposition of a ban is unfair.

A review will be conducted within 28 days of the receipt of the correspondence, and the appellant notified of the outcome in writing.

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## **17 Routine Lane Allocation**

The pool attendant may decide to adjust lane allocations to suit the use on a particular day. This will be based on the attendant's judgement of the current and likely number of swimmers. The attendant's decision is final. Harassment of an attendant (either as an individual or as a group) with regard to lane allocation will not be tolerated. Those guilty of harassing attendants (ie challenging attendants after their initial request has been reviewed) will be warned in writing, that if harassment reoccurs during the season, the perpetrator will be banned for the season. No refunds will be granted to a person who has been banned.

If, after asking the pool attendant to reconsider lane allocation, a pool user believes the lanes are not being properly monitored, they should send their detailed (times, dates, numbers, concerns) complaint to Council in writing.

It is expected that the Swimming Club members will use the lanes allocated to them, and direct any questions they may have in relation to the set-up of the pool, to the attendant through the nominated liaison person.

In cases where the pool, or part of the pool is open to the general public, one lane adjacent to the pool coping (edge lane) must be available at all times to adequately service an elderly, disabled, or weaker swimmer in need of respite.

Private coaches will need to liaise with the Swimming Club if they want to conduct private business or coaching activities conflicting with Swimming Club lane allocation. Private businesses and coaches will not have dedicated lanes whilst required for Swimming Club usage.

Where lap swimming is provided for the general public, the pool attendant may choose to allocate lanes in terms of ability or goals. (ie slow, medium, fast)

## **18 Diving Platforms & Blocks**

### **18.1 Operation of Platforms & Blocks**

Where diving platforms or blocks are provided, these will operate only at the discretion of the pool attendant. Safety is the paramount consideration when deciding to operate a diving platform.

A diving platform or blocks will be closed by the placement of a sign as a barrier in front of the normal entrance to that block when being used correctly. A person who uses a platform or block that has been closed will be asked to leave the pool grounds immediately.

A person who uses a diving platform or block in a manner which endangers others will be asked to leave the pool, and pool grounds immediately.

A refund of the pool entry fee will not be given to a person instructed to leave the pool grounds because of incorrect use of a diving platform or diving block.

### **18.2 Competitive Dive Starts**

All groups and schools and any persons wishing to dive into the pool from a platform or block for competitive activities or training must first confirm with the pool superintendent whether or not the Competitive Dive Starts Risk Assessment allows or prohibits such starts.



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Alternative starts may have to be used. This decision will be made by the pool superintendent and is not open to appeal.

For further information please contact Council's risk assessment officer.

## **19 Access for People with a Disability**

### **19.1 Assistance**

Staff are to provide all reasonable assistance to people living with a disability to facilitate the enjoyment of the swimming pool facilities by all patrons.

### **19.2 Guide Dogs**

Trained guide dogs are permitted on swimming pool grounds.

### **19.3 Refund Entitlement**

If staff are unable to provide the assistance required to facilitate access to the pool for a person with a disability, a refund of the pool entry is to be offered.

### **19.4 Lifting Chairs**

There is no access to a lifting chair at any swimming pool ground at this time.

## **20 Emergencies**

The contact number for emergencies is 000.

Following this call, as soon as practicable, Council's Director of Environmental Services (or appropriate Manager) shall be advised on the nature of the emergency. Ph 02 6378 5000.

## **21 Mass Evacuation Plans**

In the event of an emergency the evacuation plan and map is to be followed.

This plan is to be permanently on display in a public area.

Pool attendants and kiosk operators are to have a copy of this plan on the wall in their office or kiosk to maintain familiarity with the procedure in case of emergency.

Copies of this plan have been distributed to each pool. The plan shows the location of first aid kits, fire extinguishers, marshalling areas and exits.

## **22 Fire**

In case of fire, contact emergency services and follow the evacuation plan. The pool is to remain closed until clearance is gained from a suitably qualified person to re-enter the premises.

Each kiosk is to be equipped with a suitable fire extinguisher.

Each chemical shed is to be equipped with a suitable fire extinguisher.

In the event of fire that results in asbestos building products being disturbed, the pool attendant is to cordon off the area (minimum 8 metres), advise their manager and qualified

# **WARRUMBUNGLE SHIRE COUNCIL**

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asbestos removers must be hired before the pool can be re-opened. For further information see the Workcover publication:

*Your Guide to Working with Asbestos*

## **23 Access to Council Resources**

The telephone in the swimming pool grounds is for the use of Council and kiosk staff to conduct Council business only.

Calls to mobile phones are to be kept to a minimum.

## **24 Display of Code of Conduct & General Conditions of Entry**

Both the Code of Conduct and the General Entry Conditions must be displayed prominently at each pool before the entry gate.

## **25 Season Tickets**

- a) Season Tickets shall be paid in full prior to the season.
- b) Pre-season payment in instalments will be available at both the Coolah and Coonabarabran offices.
- c) Please report any missing tags immediately. A small charge will be made for any new tags issued. See Council's current adopted Fees & Charges list.
- d) Please note that if it is found that a Season Ticket Tag is being used by someone other than the owner, entry privileges may be revoked for both parties.
- e) Season Ticket cannot be transfer to other parties or refunded once purchased.
- f) All season ticket patrons must show their own season ticket tag and sign the season ticket book prior to entering the pool. Failing to do so may result in entry being refused
- g) Family Season Tickets shall be immediate family only eg 2 adults (mother / father) and immediate children
- h) Single parent families may include another family adult (eg grandparent). This decision will be up to the discretion of the Pool Manager.
- i) Nominated children must be of school age or younger.
- j) TAFE, University or collage students are classified as adults and must hold their own season ticket.
- k) Season tickets are valid for all pools across the Warrumbungle Shire.

## **Appendix**

Forms in Use    Sample Patron Sign in Sheet  
                      Sample Season Ticket Application Form  
                      Sample Booking Application Form  
                      Sample Booking Application Form for Recurrent Activities  
                      Sample Booking Confirmation Form  
                      Sample Debtors Request Form  
                      Sample Tardiness Notice  
                      Sample Notice of Exclusion from Swimming Pools  
                      Evacuation Plan & Diagram for each Swimming Pool

**Hill/Sullivan**

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## **4.4 DA 17/2005 - FINALISATION OF DEVELOPMENT CONSENT CONDITIONS**

**58 RESOLVED** that the actions be endorsed and a progress/status report be submitted to Council's November 2008 meeting for further consideration.

Dawson/Sullivan

## **4.5 WARRUMBUNGLE SHIRE COUNCIL APPLICATIONS RECEIVED FOR THE MONTH OF JULY 2008**

Received.

## **DIRECTOR OF COMMUNITY SERVICES**

### **5.1 BREASTSCREEN NSW VAN**

**59 RESOLVED** that a supplementary vote for an amount of \$941.00 be provided to cover the costs involved in transporting to and within the Shire and assistance in locating the Breastscreen Van in Coonabarabran, Coolah and Dunedoo.

Dawson/Hill

### **5.2 CONNECT FIVE CHILD CARE – EXTENSION OF SERVICE**

**60 RESOLVED** that Council endorse the General Manager's actions seeking additional funding support from the Department of Education, Employment and Workplace Relations (DEEWR) to extend the Connect 5 Child Care Service to 31 December 2008. **FURTHER** that should this be approved, the General Manager be authorised to sign the new Funding Agreement, or variation thereof, and arrange for a request to extend the rental agreement with Uniting Church Coonabarabran.

Connelly/Sullivan

### **5.3 COONABARABRAN MULTIPURPOSE CHILDCARE CENTRE – MANAGEMENT**

**61 RESOLVED** that if requested, Council grant in principle support to the concept of a Council auspiced Multipurpose Childcare Centre as part of Community Services division. **FURTHER** that Council authorise the General Manager to accept the auspice of the Coonabarabran Multipurpose Childcare Centre and attach Council seal and sign any Funding/Auspice Agreement, provided that:

1. Staff required for the new Multipurpose Childcare Centre are employed under the Local Government Award
2. Staff appointments are made in line with Council's recruitment process
3. The General Manager is satisfied with the transfer and contracting of Funding Agreements and Licensee documentation with DoCS and DEEWR, and any other funding body.
4. The Coonabarabran Preschool Management Committee transfer ownership to Council all remaining assets once winding up operation has concluded
5. A new Warrumbungle Shire Children's Service Advisory Committee is established.

Sullivan/Hill

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## **5.4 DUNEDOO YOUTH CLUB - MURALS**

**A motion was moved by Councillor Dawson seconded by Councillor Lewis** that Council approves the request in principle, thereby inviting community input, in particular from the Dunedoo Lions Club, for feedback on the Dunedoo Youth Club Mural Project at the Jubilee Hall.

**The motion was LOST.**

**62 RESOLVED** that the request of the Dunedoo Youth Club to paint murals on the inside walls of the Dunedoo Jubilee Hall be denied.

Coe/Hill

## **5.5 MENDOORAN PAY PHONE**

**63 RESOLVED** that the phone be moved opposite the Royal Hotel on the corner of Bandulla Street and Yalcogran Street, Mendooran and the contribution of \$5,000 be provided as a supplementary vote from the special project fund in restricted asset for Mendooran and that the matter be referred to the Traffic Advisory Committee for comment.

Lewis/Dawson

## **5.6 WARRUMBUNGLE SHIRE LIQUOR ACCORD**

**64 RESOLVED** that Council support the Accord in principle and that a Councillor representative attend the WSLA meetings and further that Council review the minutes for notation.

Connelly/Sullivan

## **GENERAL BUSINESS**

Cr Sullivan raised the following matter:

Concerns regarding maternity services at Coonabarabran Hospital

**65 RESOLVED** that Council write to GWAHS expressing concerns with the situation that is evolving at Coonabarabran Hospital regarding maternity patients and seeking improved care and privacy for patients.

Sullivan/Coe

Cr Lewis raised the following matters:

Belar Creek Honour Roll – for display in new building – council to store Honour Roll.

Shrub on southern side of entrance to Binnaway Golf Club causing site problems – requesting removal.

Street light near saleyards at Binnaway required – near loading ramp.

Plant operator positions – should put on more trainees - Councillor Lewis moved that Council advertise for two trainee operators. Report is to be submitted to Council concerning this matter.

Grader driver start point at Binnaway – report to be submitted to Council concerning this matter.

Director Environmental Services raised the following matter:

Pollution of Salt Creek – proper processes in place

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Cr Coe raised the following matter:

Broken window in home at Dunedoo – requesting information.

**66 RESOLVED** that a report be prepared in relation to the evidence and staff reports concerning a claim by resident of Dunedoo for damage to window purportedly caused by slasher.

**Coe/Sullivan**

Cr Connelly the following matters:

Pandora Pass Road – work commenced. Gravel could be sourced from John Scanlon if needed – Liverpool Plains Shire Council are obtaining gravel from this source.

Cox's Lane – street light required – order already provided for this light.

Weather station – require IT assistance – referred to Director Corporate Services

Thanks to everyone for contribution and wished everyone all the best.

Cr Egan raised the following matter:

Wished everyone well.

Cr Todd the following matter:

Question regarding where Council up to with works to be undertaken on water course in Baradine – survey done

Cr Dawson raised the following matters:

Stannix Park – surveyor plans still to be received then are referred to solicitor then to Minister.

NRMA grants for road safety – schools already informed.

Thanks to staff and councillors.

Cr Hill raised the following matter:

Thanks to everyone for contribution and wished those standing all the best.

General Manager raised the following matters:

Thanks to Councillors and staff for efforts during the term of the Council in the difficult post amalgamation period.

Plant minutes to be endorsed.

## **ADOPTION OF THE RECOMMENDATIONS OF THE PLANT ADVISORY COMMITTEE MEETING HELD ON 21 AUGUST 2008**

**67 RESOLVED** that the minutes of the Plant Advisory Committee held on 21 August 2008 be adopted.

**Sullivan/Coe**

Cr Shinton the following matters:

Cemetery charges for placement of ashes.

Thanks to Councillors and staff and wished those standing all the best.

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## **4.31PM**

At this time the budget review for 2007/2008 was discussed.

**68 RESOLVED** that a supplementary vote of \$76,704 be provided to cover budget deficit for Coonabarabran No 1 Oval new amenities block project.

**Sullivan/Dawson**

**69 RESOLVED** that the final review of the budget for the year 2007/2008 as at 30<sup>th</sup> June 2008 as presented be endorsed and further that the following general fund revotes amounting to \$1,971,137 be revoted from the budget year 2007/2008 to 2008/2009.

### **REVOTES DETAIL**

<b>GOVERNANCE</b>	<b>22300</b>	
Governance - Donations - Exp		22300
<b>GENERAL MANAGER</b>	<b>18000</b>	
Organisation Structure - Exp		18000
<b>HUMAN RESOURCES MANAGEMENT</b>	<b>0</b>	
Civil Construction - Inc		-29364
Apprentice/Trainee Subsidy - Inc		-12600
Apprentice/Trainee Costs - Exp		12600
Civil Construction - Exp		29364
<b>TOURISM and ECONOMIC DEVELOPMENT SERVICES</b>	<b>26786</b>	
From R/Assets Coolah Econ Dev/Tourism - Inc		-13066
From R/Assets Coona CBD Upgrade - Cap Inc		-49565
Economic Promotion - Exp		6385
Tourism Promotion - Exp		8281
Coonabarabran - Industrial Land - Cap		9679
Coonabarabran - Residential Land Review - Cap		49565
Tourism Information Boards South - Cap		15000
Tourist Centre - Image Library - Cap		507
<b>EXECUTIVE SUBTOTAL</b>		<b>67086</b>

<b>DESIGN PROJECTS</b>	<b>31440</b>	
Autodesk Upgrade & M&R - Cap		31440
<b>ROAD OPERATIONS</b>	<b>735894</b>	
From R/Assets Special Projects Baradine		-50000
To & From R/Assets 3X4 MR 129		-92000
From R/Assets Rds of Regional Significance		-377983
To & From R/Assets REPAIR Grant		-265768
To & From R/Assets Block Grant		-584559
Baradine Rd Rail Bridge - Inc		-390909
Castlereagh River Bridge Timber Bridges - Cap Inc		100000
To & From R/Assets Talbragar Crk Bridge 3X4		-77000
Talbragar Crk Bridge MR 618 Timber Bridges - Cap Inc		-350000
From R/Assets Coona Main St - Cap Inc		-219599
Local Rds-Flood Damage - Exp		-212458
To & From R/Assets R2R		-415368
Mia Mia Road Fags		14814
Mt Nombi R2R Const - Cap		42892
Mt Nombi - Fags - Cap		65775

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Wyuna Road Widening R2R	20000
Stannix Park Rd - Cap	14530
Teridgerie Crk Causway - Cap	25000
Terridgerie Protection FAGs - Cap	25000
Goorianawa Rd Milchomie Crk Causeway - Cap	21594
Munns Rd FAGS - Cap	109730
Avonside Road R2R	109950
Orana Rd Culvert FAGS	15000
Neilrex Coolah Rd FAGs - Cap	83563
Pandoras Pass	30000
Sandy Creek Rd R2R - Cap	32015
Piambra Rd R2R - Cap	90511
Boomley Rd FAGs - Cap	53045
Boomley Rd - Cap	32036
Roads of Strategic Significance - Cap	377983
Regional Rds -MR 129 - 3X4s - Cap	92000
To & From R/Assets 3X4 MR 129	-92000
Regional Rds -MR 129 - Cap	10000
Regional Rds -Boomera Bridge REPAIR	265768
Regional Rds -Boomera Bridge Block Grant	574559
Regional Rds -Talbragar River Bridge MR 618 Timber Br	340024
Regional Rds -Talbragar Bridge MR 618 R2R	80000
Regional Rds -Talbragar Bridge MR 618 3X4	77000
Regional Rds -Talbragar Bridge MR 618 FAGS	59102
Regional Rds -Talbragar Bridge MR 618	193000
Baradine Rd Rail Bridge - Cap Exp	432523
Regional Rds-Castlereagh River Bridge	-53153
Baradine Sts Walker St Bridge R2R	40000
Baradine Sts Walker St Bridge - Special Projects	50000
Streets Sealed Binnaway Progress - Cap	3000
Reservoir Street Upgrade Fags - Cap	100000
From R/Assets Reservoir Street Upgrade - Cap	31678
Town Improv-St Beaut. Coona - Cap	219599
Martin Street Drainage	40000
Martin Street Drainage FAGs	10000
Dunedoo Street - Digilah St - Cap	30000
Mendooran Streets - Marchant St FAGs - Cap	5000
<b>FLEET SERVICES</b>	<b>902511</b>
Depot Binnaway - Cap	1987
Depot Coonabarabran-Ex RTA - Cap	50869
Plant & Equipment Purchases - Cap	841155
Plant Minor - Cap	3500
Workshop-Coolah - Cap	5000
<b>WARRUMBUNGLE WASTE</b>	<b>16829</b>
From Coolah R/Assets-South-Inc	-9436
Garbage Tip-Weetaliba-Exp	7262
Waste Serv-Neilrex Village-Exp	2174
Waste Serv-Review Recycling Activities-Exp	15000
Waste Serv-Garbage Tips-Baradine- Cap	1829

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<b>VILLAGE WATER SUPPLIES</b>	<b>32251</b>	
From R/Assets Merrygoan - Village Water - Inc		-16249
Kenebri Village Water - Cap		20800
Merrygoan Village Water- Cap		27700
<b>SUB TOTAL TECH SERVICES</b>		<b>1718925</b>
<hr/>		
<b>ENVIRONMENTAL SERVICES MGT</b>	<b>36479</b>	
LEP Grant - Cap Inc		-18806
Heritage Advisor Grant		-2227
DCP Development Review - Cap		33174
LEP Review - Cap		18806
Heritage Advisor - Cap		2227
Salsbury Estate Rezoning - Cap		3305
<b>HEALTH &amp; BUILDING SERVICES</b>	<b>13986</b>	
From R/Assets Pool-Mendooran - Cap Inc		-2409
Cemetery-Coonabarabran Old - Cap		5986
Cemetery-Baradine - Cap		8000
Pool-Mendooran - Cap		2409
<b>SUB TOTAL ENVIRO SERVICES</b>		<b>50465</b>
<hr/>		
<b>COMMUNITY SERVICES MGT</b>	<b>91786</b>	
Burra Bee Dee Misssion Site auspice - Exp		-2286
Ovals-Coonabarabran From R/Ass - Inc		-16361
Hive Project RP Funding From R/Assets - Cap Inc		-1193
Mendooran Mechanics Institute - Cap Inc		-2500
From Mendooran Special Projects R/Assets - Cap Inc		-2500
From R/Assets Mendooran Special Prjects		-10000
Coolah Aerodrome from R/Assets - Cap Inc		-5933
Burra Bee Dee Misssion Site auspice - Exp		2286
NAIDOC Week - Exp		900
To & From R/Assets NAIDOC Week - Exp		-900
Halls-Youth Centre Cbrn - Cap		2942
Coonabarabran VRA Contrib to Shed - Cap		30000
Halls-Youth Centre - Cap		30000
Halls-Binnaway - Cap		15000
Halls-Goolhi - Cap		3000
Halls Hive Library Dev Grant - Cap		1193
Halls-Mendooran - Cap		5000
Ovals-Coonabarabran N0.1 Lights - Cap		16361
Ovals-Mendooran - Cap Special Project		10000
Baradine Aerodrome - Cap		10000
Coolah Aerodrome - Cap		6777
<b>CONNECT 5</b>	<b>0</b>	
From R/Assets C5 Long Day Care - Cap Inc		-20758
Children Services Long Day Care - Exp		20758
<b>SUB TOTAL COMMUNITY SERVICES</b>		<b>91786</b>



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<b>CORPORATE STRATEGIC MANAGEMENT</b>	<b>33721</b>	
From R/Assets Coolah School of Arts - Inc		-4000
Coolah Council Chambers -Cap		8500
Coolah Pre School - Cap		10000
Coona Chambers (Roll of Honour) -Cap		3000
Coona Chambers Project -Cap		8621
Dunedoo - Doctors Residence - Cap		7600
 <b>FINANCIAL SERVICES &amp; SYSTEMS</b>	 <b>1000</b>	
Office Equipment - Exp		1000
 <b>ADMINISTRATION SERVICES</b>	 <b>8154</b>	
Records Storage Building		8154
 <b>IT SUPPORT SERVICES</b>	 <b>0</b>	
From R/Assets Internet Desk Top - Cap Inc		-10535
From R/Assets Admin - Cap Inc		-30000
From Restricted Assets - Cap Inc		-50000
Rack Mounting & Air Con Computers - Cap		17876
Computer Upgrades - Cap		10535
Computer Systems		17448
PABX System - Cap		30000
Internet Desk Top - Cap		10535
Coolah Website - Cap		3000
IT Solution - Cap		1141
<b>SUB TOTAL CORPORATE SERVICES</b>		<b>42875</b>
<hr/>		
<b>TOTAL GENERAL FUND</b>		<b>1,971,137</b>

Sullivan/Connolly

**70 RESOLVED** that \$40,000 revoted for Martin Street Drainage works be placed in restricted asset and that the \$10,000 revoted for Martin Street Drainage FAGS be utilised for reconstruction of Binnia Street Coolah footpath at Bowen Oval entrance.

Connolly/Dawson

**71 RESOLVED** that the following water revote requests totalling \$268,329 and sewerage revote requests totalling \$373,278 be revoted from the budget year 2007/2008 to 2008/2009.

<b>WATER SUPPLY</b>	<b>268,329</b>	
<b>BARADINE WATER SERVICES</b>	<b>57339</b>	
Best Practice Review		7814
Treatment Works - Cap		51478
Best Practice Review		-1953
 <b>BINNAWAY WATER SERVICES</b>	 <b>79710</b>	
Best Practice Review		3883
Mains		58564
Reservoirs		14234
Management		4000
Best Practice Review		-971

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<b>COONABARABRAN WATER SERVICES</b>	68745	
Best Practice Review		23903
Reservoirs		37000
Management - Strategic Business Plan		13818
Best Practice Review		-5976
<b>COOLAH WATER SERVICES</b>	19420	
Best Practice Review		12560
Best Practice Implementation		10000
Best Practice Review		-3140
<b>DUNEDOO WATER SERVICES</b>	29031	
Best Practice Review		12042
Best Practice Implementation		10000
Augmentation Investigation		10000
Best Practice Review		-3011
<b>MENDOORAN WATER SERVICES</b>	14084	
Best Practice Review		5445
Best Practice Implementation		10000
Best Practice Review		-1361
<b>SEWERAGE SCHEMES</b>	<b>373,278</b>	
<b>BARADINE SEWERAGE SERVICES</b>	6862	
Best Practice Review		-2287
Best Practice Review		9149
<b>COONABARABRAN SEWERAGE SERVICES</b>	246794	
Best Practice Review		-7628
Best Practice Review		30510
Mains Extensions		145864
Pumping Station		49048
Pump Station Walkway		10000
Telemetry		11000
Management - Strategic Business Plan		8000
<b>COOLAH SEWERAGE SERVICES</b>	72716	
Best Practice Review		-2022
Best Practice Review		8088
Man Proof Fence		33766
Mains Extension		32884
<b>DUNEDOO SEWERAGE SERVICES</b>	46906	
Best Practice Review		-1651
Best Practice Review		6605
Treatment Works - Cap		17543
Mains Extensions		18136
Pump Station Nott Street		6273

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Coolah Lions Club - Driver Reviver site

**72 RESOLVED** that Council support in principle the request by Coolah Lions Club to use strip of land in front of shed to construct a bullnose verandah on the premises and

**FURTHER** that the Club be advised that a development application is required and that the matter must be referred to the Traffic Committee for comment.

**Lewis/Connelly**

There being no further business the meeting concluded at 5.18pm.

.....  
**CHAIRMAN**