



Warrumbungle Shire Council

Council meeting

Thursday, 26 June 2008

to be held at the Fire Control Centre, Coonabarabran

commencing at 9.00 am

MAYOR

Councillor Peter Shinton

DEPUTY MAYOR

Councillor Murray Coe

COUNCILLORS

Councillor Garry Connelly

Councillor Carol Dawson

Councillor Col Egan

Councillor Wendy Hill

Councillor Ray Lewis

Councillor Ron Sullivan

Councillor Denis Todd

MANAGEMENT TEAM

Robert Geraghty (General Manager)

Carolyn Upston (Director Corporate Services)

Kevin Tighe (Director Technical Services)

Ron VanKatwyk (Director Environmental Services)

Rebecca Ryan (Director Community Services)

**ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL TO BE HELD AT THE
FIRE CONTROL CENTRE, COONABARABRAN ON THURSDAY, 26 JUNE 2008
COMMENCING AT 9.00AM**

Date: 20 June 2008

Cr Peter Shinton
Mayor
Warrumbungle Shire Council
John Street
COONABARABRAN 2357

Cr Shinton

AGENDA

I submit the following report for Council's consideration at its June meeting. I further attach relevant reports from the Directors to me for the consideration of Council.

CONFIRMATION OF MINUTES of the ordinary meeting of Warrumbungle Shire Council held on 15 May 2008

CONFIRMATION OF MINUTES of the special meeting of Warrumbungle Shire Council held on 22 May 2008

CONFIRMATION OF MINUTES of the special meeting of Warrumbungle Shire Council held on 6 June 2008

ADOPTION OF THE RECOMMENDATIONS of the Traffic Advisory Committee meeting held on 29 May 2008

ADOPTION OF THE RECOMMENDATIONS of the Traffic Advisory Committee meeting held on 18 June 2008

ADOPTION OF THE RECOMMENDATIONS of the Warrumbungle Shire Tourism and Economic Development Advisory Committee meeting held on 4 June 2008

MINUTES of the Consultative Advisory Committee meeting held on 12 March 2008 **for notation**

MINUTES of the Consultative Advisory Committee meeting held on 8 May 2008 **for notation**

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COMMENCING AT 9.00AM**

Matter to be dealt with “in committee”

Recommended that pursuant to Section 10A (1) and Section 10A (2) (b) (the personal hardship of any resident or ratepayer) the meeting be closed to the public for the consideration of the following matters:

- Rates Classification – Coonabarabran Town to Rural Business

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R J GERAGHTY
GENERAL MANAGER

GENERAL MANAGER'S REPORT

ANNEXURE 1

1.1 WASTE COLLECTION CHARGE

Council received a request as part of its Budget Submissions from the Coolah Youth & Community Centre Inc to provide a donation to the group equal to the cost of the waste collection charge.

The Chairperson of the Committee in his letter to Council explained that the Centre does not put out a bin for collection, hirers of the hall are required to remove their own rubbish. Also when the Committee holds their annual concert the waste is carefully recycled and taken to the waste management facilities by the Committee.

At the Special Council meeting in May it was agreed to donate an amount equal to the waste collection charge of \$198.99 levied on the Coolah Youth and Community Centre Inc.

Council now needs to include this in its Donation Policy.

RECOMMENDATION

That an annual contribution equal to the waste collection charge levied on the Coolah Youth and Community Centre be included in Council's Donation Policy.

1.2 POLICIES

Within the minutes of the Consultative Advisory Committee meeting of 8 May 2008 are two policies and related procedures for Council's consideration.

It is now appropriate that those policies and procedures now be formally endorsed by Council and are reproduced below for Council's consideration. The amendments to the existing Drug and Alcohol Policy have been italicised.

**WARRUMBUNGL E SHIRE COUNCIL - CIVIL EMERGENCY LEAVE
POLICY**

INTRODUCTION

Council recognizes its responsibility to the community to allow staff, who are members of volunteer organizations e.g. State Emergency Service, Volunteer Bushfire Brigades, Fire Brigades and Rural Fire Service, time to attend civil emergencies when needed.

SCOPE

The Local Government (State) Award does not contain a provision in relation to leave to attend bush fires or other civil emergency, this policy applies to all permanent full time and part time employees of Warrumbungle Shire Council.

POLICY

Council's policy states that civil emergency leave is granted in the following circumstances.

- Staff members who are volunteers are recorded on a register kept by the General Manager.
- Any registered staff member called upon to undertake emergency work for volunteer organizations must obtain permission from General Manager or their Director prior to attending any civil emergency by reporting to his/her immediate supervisor their need to attend. The employee should note his/her attendance at the emergency on his/her timesheet and proof of attendance at the civil emergency must be provided.
- Following attendance at a civil emergency, outside their normal shire work hours, staff may take an annual leave day at short notice to ensure safe work practices are followed.
- Employees who are registered volunteers will be granted leave with pay when there is a recognized emergency so they can carry out either fire fighting, search, rescue or support operations.
- Council reserves the right to refuse any staff requesting to attend any civil emergency should attendance cause operational hardship for Council's work program.
- Staff attending incidents in areas outside the normal areas of response must apply for leave to attend those incidents.

DRUG AND ALCOHOL POLICY

Value Added

This policy and procedure is intended to:

- maintain a satisfactory level of health and safety performance in the workplace
- ensure a working environment free from the effects of alcohol and other drug use
- inform employees of the availability of referral, assessment and treatment services
- increase awareness of the harmful effects of alcohol and other drug use.

Risk Management

Risks to be managed are:

- Risk of accidents causing serious injury.
- Risk of workers compensation claims.

Policy

Council will not tolerate any employee, contractor or volunteer worker:

- Consuming alcohol during work hours
- Consuming alcohol at any Council premises or work sites, excluding official Council functions and Council sanctioned social functions
- Possessing, consuming or administering illegal drugs on Council premises or work sites at any time. Where illegal drugs are involved or suspected then police will be informed.
- Presenting for duty in a state where they are unable to perform their duties to acceptable standard due to the influence of alcohol or other drugs.

Pool Staff

- *Due to the serious and responsible nature of the position, and the requirement for pool staff to handle dangerous chemicals, Council requires that no alcohol be consumed from the commencement of duties to completion of duties at the end of the working day.*

Community Services Staff

- *In order to comply with the service standards of DADHC and the NSW Ministry of Transport, Council requires that staff funded by grants from these bodies do not consume alcohol from the commencement of duties to completion of duties at the end of the working day.*

Contravening any part of this policy will be deemed to be gross misconduct.

B. Definitions

Alcohol

Refers to all substances that contain alcohol (including foods and medicines).

Drug

Refers to all substances (including prescription medication) that when taken into the body alter the way the body functions physically or psychologically.

The Award

Refers to the Local Government (State) Award 2004.

Supervisor

Refers to any member of Council staff acting in a line management role (eg supervising Grader Driver, Supervisor, Manager etc)

Breath Analysis

Refers to a test of the breath conducted using an instrument that conforms to AS3457-1993.

PROCEDURE

1 Voluntary Testing of Employees

Where an employee considers that they may be under the influence of alcohol, Council will offer the employee a voluntary Breath Analysis prior to commencement of duties. In the event that the Breath Analysis is positive (exceeding 0.05, or a lower limit if proscribed elsewhere by law), the employee will be advised to take the remainder of the day off work.

The first two occurrences of a positive voluntary test within a calendar year will be considered to be sick leave, and paid accordingly, however each of these occurrences will be considered as sick leave in accordance with the Award subject to adequate leave being available. For the purpose of determining payment for sick leave, the positive test will be deemed to be a medical certificate.

Subsequent occurrences of a positive voluntary test within the calendar year will be considered to be leave without pay.

2 Detection of Potential Breach of Policy

The Supervisor will:

- (a) Act on suspicion of an employee being affected by drugs or alcohol (suspicion may be a result of observing impaired coordination, judgment, intellectual capacity or slurred speech, headache, nausea, vomiting, loss of inhibitions or smell of alcohol) AND/OR
- (b) Act in response to any accident resulting in damage to property or injury to people that is expected to incur an insurance claim, or a near miss that could have resulted in a death, permanent impairment or property damage.

In doing so, the Supervisor will take into account any changes in an employee's

- work performance
- safety
- general behavioural changes

and form an opinion whether or not the above could be due to alcohol/drugs.

The Supervisor will call the employee aside for a private discussion and state that in his/her opinion –

“I am of the opinion after observing your work performance and general behaviour, neglect of safety rules/procedures, that it is possible that you are under the influence of alcohol/drugs.”

“Accordingly you have a choice” –

- (a) “You can go home for the rest of the day. However, in doing so you indicate that in fact you are under the influence of alcohol/drugs.”
- (b) In the case of alcohol – “You can undergo a Breath Analysis”
- (c) In the case of drug use – “You can accompany me to the Hospital and/or doctor nominated by Council where tests (blood, urine) will be run to determine whether or not you are under the influence of alcohol and/or drugs. Following on from which you will go home for the remainder of the work day and await results of testing.”

A breach of the policy will be considered where the blood alcohol level exceeding 0.05, or a lower limit if proscribed elsewhere by law, is detected by the Breath Analysis. Any Breath Analysis resulting in a positive test will be repeated 15 minutes later to confirm the result.

In relation to other drugs, if substances are detected the medical practitioner undertaking testing will certify that in their opinion, such detected level constitutes a risk to the health and safety of the employee or others at Council, or could be expected to have impaired safe and efficient performance at work. Such certification will be considered a breach of the policy.

If time is taken off awaiting a blood test, and that test proves negative, normal pay will apply.

Any test conducted under this Clause may be witnessed by a third party of the employee's choice, subject to that person being available as a witness within 15 minutes of the

request for a test. Any test recorded under the provisions of this Clause will be documented and kept on the employee's personnel file.

The outcome of any test, and any subsequent disciplinary action will be kept confidential. Senior management will be informed of the outcome of any positive test and will be involved in any subsequent disciplinary action.

3 Prescription Drugs

All employees must ensure their supervisor is aware of prescription drugs being used. If these may inhibit the safe use of plant by the employee they may be asked to undertake other duties where any side effect will not involve risk.

4 Disciplinary Action

If the employee refuses a test and goes home in (a) above and/or tests prove positive in (b) and/or (c) above, disciplinary procedures will be instigated in accordance with the Award.

- 4.1 In the first instance of a positive test, the employee will be issued with a written warning and an offer of referral/counselling to the employee. The employee will be instructed not to return to work until fit for duties and no longer under the influence of the substance, this being a minimum of the remainder of the working day. Time off work in this instance will be paid as sick leave, subject to adequate leave being available.
- 4.2 In the second instance of a positive test, the employee will be issued with a written warning and an offer of referral/counselling to the employee. The employee will be instructed not to return to work until fit for duties and no longer under the influence of the substance, this being a minimum of the remainder of the working day.
- 4.3 In the third instance of a positive test, the employee will be issued with a third written warning. The employee will be suspended without pay and instructed that their employment will be terminated.
- 4.4 For the purpose of this policy, written warnings issued under Clause 4 will stand for a period of 3 years. After this time they are still kept on record, but no longer used in relation to further disciplinary action.

5 Confidential Advice for Employees

Confidential advice can be obtained from the following:

Alcohol & Drug Information Service

24 hours / 7 days a week
Advice/Information/Referral
Toll free: 1800 422 599

Local agencies will be utilised where appropriate or where requested.

6 Consumption of alcohol or illegal substances during working time

Should a Supervisor be informed of or locate employees consuming alcohol or any illegal substances during working hours the matter be immediately reported to the Manager.

7 Council to Provide Training

Council will provide drug and alcohol awareness training for all employees. This will include dissemination of information on the dangers and consequences of drug and alcohol use in the workplace.

8 Decline in general performance due to alcohol or drug dependence

In the event that the general performance of an employee declines for reasons that are suspected to relate to the misuse of alcohol or drugs, a disciplinary discussion will take place between the employee and supervisor in accordance with the Award. This discussion and the associated warning of poor performance will be documented and kept on the employee's personnel file. The employee may request that a union representative be present.

The supervisor must clearly state the performance related reasons for the interview and clearly define what standards of performance are expected.

Performance matters may include punctuality problems, absenteeism, and difficult interpersonal workplace relationships. The employee must have the opportunity to respond.

The supervisor will advise the employee that they are to participate in a program managed by an appropriate agency. The supervisor should not attempt to counsel the employee. The employee may give Council's Human Resources section Safety/Insurance permission to establish contact with the provider or agency in order to monitor the employee's program.

In the event that the poor performance continues, subsequent disciplinary action will conform to the requirements of the Award, but will involve a recommendation that the employee participate in a program managed by an appropriate agency.

Continued poor performance may result in termination of employment subject to the provisions of the Award.

RECOMMENDATION

For Council's consideration and endorsement of the Warrumbungle Shire Council - Civil Emergency Leave Policy and Drug and Alcohol Policy and Procedure.

1.3 MILLING PARK DUNEDOO

Representatives of the Dunedoo Garden Group and Council met at Milling Park recently to discuss the various needs and upgrades at the Park. The challenges of upgrade and maintenance of this park are many particularly its size – the park is nearly 1km in length.

One of the potentials discussed was the possibility of surplus street pavers from the Coonabarabran CBD upgrade being used on some of the higher trafficked areas of the park. This area would be around the toilet block and along Bolaro street footpath in front of the playground area.

To progress this matter the Garden Club have now formally requested that sufficient pavers be made available for this project.

RECOMMENDATION

The Council agree to supply the pavers to pave the area adjacent to and around the toilet block at Dunedoo Milling Park.

1.4 MEDIA POLICY

The previous Coonabarabran Shire had a long term practice which while not embedded in a policy was accepted as the requirements of Council when dealing with the media. In essence that practice was that the Mayor and General Manager were the only two people authorised to speak on behalf of or represent Council to the media.

All media releases, whether quoting another member of staff, needed to be approved by the General Manager.

There have been a number of lapses of this practice in recent months and it would seem appropriate that that long term practice now be embedded in policy. To clearly enunciate the expectation two draft policies have been prepared for Council's consideration and these are set out below.

MEDIA POLICY - COUNCILLOR

1. AIM

To ensure all Councillors are aware of their responsibilities to Council by not making public comment and therefore negate any possibility of any public liability or professional indemnity claim due to unauthorised or inaccurate comments made by unauthorised Councillor to the media any claims being made against Council or an individual Councillor.

This policy aims to ensure Council consistently projects a united image, avoids unintentional contradiction in the public arena and ensures the accuracy of media statements/releases. This policy applies to all Councillors.

2. DEFINITION

Media is defined as newspapers, radio, internet and any other public forum.

3. POLICY

- No Councillors (except the Mayor) is authorised to represent or speak on behalf of Council in any public comments, statements or press releases to the media.

4. DISCIPLINARY ACTION

Breach of this policy may constitute a breach of the Code of Conduct. Council, having resolved that a councillor has failed to comply with this policy, can, by resolution:

- counsel the councillor;
- reprimand the councillor;
- pass a censure motion at a council meeting.
- make public disclosures of inappropriate conduct (such as making the community aware of the breach through the media or annual report);

MEDIA POLICY – STAFF

1. AIM

To ensure all staff are aware of their responsibilities to Council by not making public comment and therefore negate any possibility of any public liability or professional indemnity claim due to unauthorised or inaccurate comments made by unauthorised staff to the media any claims being made against Council or individual employees.

This policy aims to ensure Council consistently projects a united image, avoids unintentional contradiction in the public arena and ensures the accuracy of media statements/releases. This policy applies to all Council employees.

2. DEFINITION

Media is defined as newspapers, radio, internet and any other public forum.

3. POLICY

- No staff (except the General Manager) is authorised to represent or speak on behalf of Council in any public comments, statements or press releases to the media.
- Only authorised staff whose position description states they are required to undertake publicity may undertake any public comments, statements or press releases to the media. Any press releases or statements made by authorised members of staff must be approved by the General Manager **prior** to being released.

4. DISCIPLINARY ACTION

Breach of this policy may constitute gross misconduct and any infringement could incur disciplinary procedures as set out in the Disciplinary Policy.

RECOMMENDATION

That Council determines this matter.

1.5 BINNAWAY PRE SCHOOL

The Binnaway Pre School Incorporated has commenced the process of upgrading its toilet and amenities block. As part of the process they paid \$1331.80 for the DA and building construction fees – they have applied for and expect to get a rebate of \$225.20 from the State Government.

They now ask that Council refund the balance of \$1106.60.

This matter has been submitted for Council's consideration.

RECOMMENDATION

That Council determine this matter and if agreed to where the funds will be provided from.

1.6 WATER SUPPLY AND SEWERAGE REVIEW

The Minister for Energy and Water, Nathan Rees, has sought and is undertaking a review of how Local Government delivers its Water and Sewerage Services. It has been suggested that this may be the first step towards removing these activities from Local Councils and putting them into a regional structure. In Warrumbungle Shire this activity represents twenty percent (20%) of our budget and twenty (20) full time or part time staff.

The Minister sought submissions from all water authorities with Council submitting a response and the executive summary of that submission is set out below:

Executive Summary

Warrumbungle Shire Council is a viable, cost effective and professional water and sewerage authority that can demonstrate the provision of quality sustainable water and sewerage to its various communities. The newly amalgamated Council has begun to comprehensively complete a review of the NSW Government's Best Practice guidelines to judge its success in service delivery.

Council continues to work cooperatively with the State Government to ensure environmental and legislative compliance.

Warrumbungle Shire Council has undertaken a wide ranging review of how it delivers its water and sewerage services after the amalgamation in August 2004. The Shire confronts the issues of distance, a variety of water sources over several catchments, numerous small communities each with a stand alone system and growing expectations by users to deliver its services.

This review to date has demonstrated clearly that there are two aspects to the functions of water and sewerage. The first is the operational day to day service provisions, and the second is the strategic long term planning aspect. Each has its own special and unique challenges.

In relation to the operational aspect this is very well provided in the immediate sense:

- *The infrastructure operations are quickly and efficiently run with breakages remedied with little disruption.*
- *The monitoring of treatment plants and water quality issues is carried out as required.*
- *A major benefit is derived in the small more remote communities from the use of other staff from the roads and services division.*
- *The concerns of all users are quickly addressed.*

The aspect of strategic planning has been much more difficult to address particularly from a long-term perspective:

- *It has been difficult to attract suitably qualified and experienced managerial staff.*
- *The long term planning issues have had to be dealt with on an immediate needs basis and with the assistance of contract staff.*
- *Council has to date struggled in this area but is still able to cope.*
- *The Manager of Water and Sewerage position is currently being filled which will give the greatly needed dedicated specialist attention to this area, and should allow rapid progress to be made.*

The strategies that Council has developed for its nine water supplies and four sewerage schemes have not had sufficient time to mature and develop sufficient data and thus to effectively claim full success. However the preliminary information demonstrates very clearly that no other centralised model can surpass the operational outcomes that have been achieved by Council where it has provided a core specialist staff with strong and flexible support by other generalist staff who are in the town or village and on the spot.

Council believes the synergies of a well embedded water and sewerage operation in the Council structure cannot be bettered. Therefore it seeks to retain asset ownership, decision making and operational management with the Warrumbungle Shire Council.

The strategic aspects of water and sewerage management are much more difficult to address particularly in attracting good specialist staff. This issue is one that even regional City Councils confront and are no better able to answer. Council believes that there would be an advantage in joining with other Councils to have access to specialist knowledge and share experiences.

To this end and as a developing aspect of delivering its water and sewerage services Warrumbungle Shire has had preliminary discussions with both Gilgandra and Coonamble Shire Councils on establishing an alliance for this aspect of service delivery. This arrangement will cater well for the future where one or more of the Councils are able to potentially attract qualified and experienced staff.

Council believes that a formal alliance between Warrumbungle, Gilgandra and Coonamble Shires would be an excellent means for the Councils to deliver their water and sewerage services locally and still benefit through specialist advice. It would also allow a set of common strategic approaches to future use needs to be developed along the Castlereagh River.

The Warrumbungle Shire Council welcomes the opportunity to work with the NSW Government on initiatives to improve the delivery of water and sewerage services to its communities and commends the above two recommendations as a way of delivering quality and efficient services to distant townships.

Discussions have taken place between Warrumbungle, Gilgandra and Coonamble Shire staff and the concept of a Coalition of the three councils canvassed. This issue is urgent as a firmer indication needs to be given to the State Government before the middle of July.

It is appropriate for Council to endorse the concept of a Coalition and authorise the Mayor and General Manager to finalise an agreement.

RECOMMENDATION

That Council endorses the concept of a Coalition arrangement between Warrumbungle Shire Council with Gilgandra and Coonamble Shires to provide strategic management services between each for Water and Sewerage. Further that Council supports the retention of the assets and operational management being retained by each Council. The Mayor and General Manager is authorised to progress a formal agreement.

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R J GERAGHTY
GENERAL MANAGER

Mr R J Geraghty
 General Manager
 Warrumbungle Shire Council
 John Street
 COONABARABRAN 2357

Dear Sir

DIRECTOR OF CORPORATE SERVICES

ANNEXURE 2

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

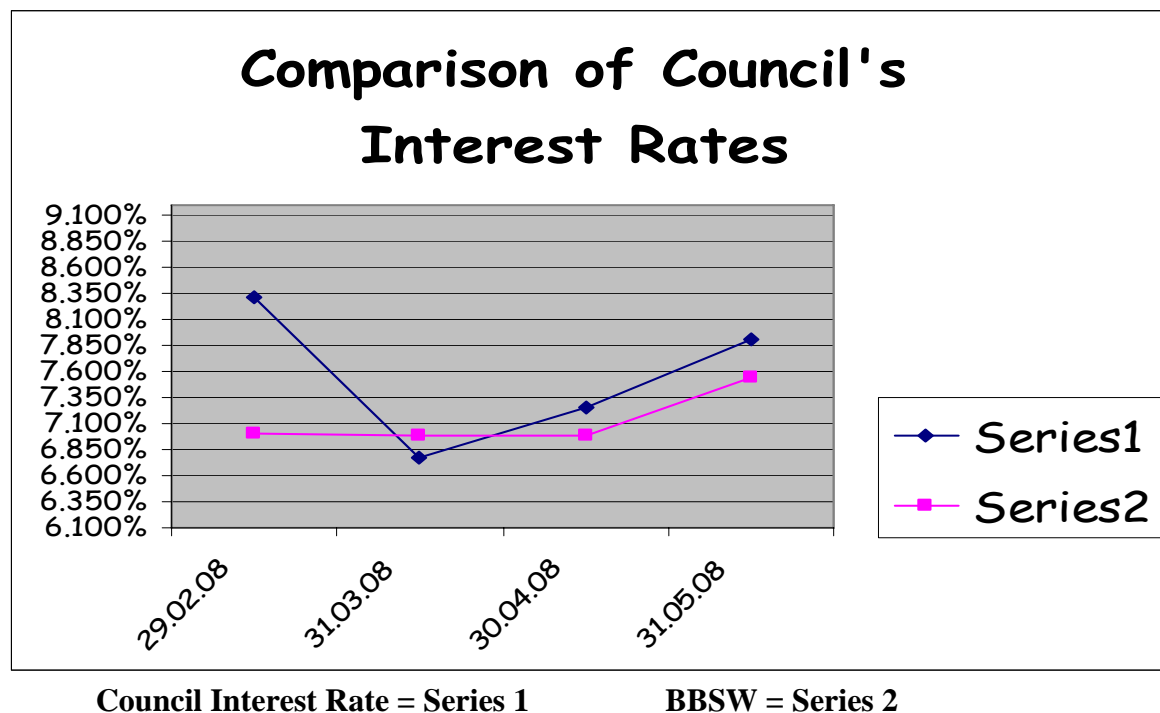
GENERAL FUND	BANK	RESTRICTED	BALANCE
General Fund Bank Balance	\$ 12,482,554.99	\$ 1,408,000.00	\$ 6,614,554.99
Future Capital Upgrading		2,520,000.00	
Employees Leave Liability		770,000.00	
External Grants for Specific Projects		980,000.00	
Development Sec 94 & 64 Contb'ns		190,000.00	
TOTALS	\$ 12,482,554.99	\$ 5,868,000.00	\$ 6,614,554.99
WATER FUNDS	BANK	RESTRICTED	BALANCE
Baradine Water Bank	31,549.05		31,549.05
Binnaway Water Bank	537,999.18	-	537,999.18
Coonabarabran Water Bank	1,459,115.89	179,230.45	1,279,885.44
Coolah Water	837,440.88	836,697.00	743.88
TOTALS	\$ 2,866,105.00	\$ 1,015,927.45	\$ 1,850,177.55
SEWERAGE FUNDS	BANK	RESTRICTED	BALANCE
Coonabarabran Sewerage	1,985,373.36	836,510.08	1,148,863.28
Baradine Sewerage	278,342.21	-	278,342.21
Coolah Sewerage	1,048,624.60	563,170.00	485,454.60
TOTALS	\$ 3,312,340.17	\$ 1,399,680.08	\$ 1,912,660.09
SUMMARY	BANK	RESTRICTED	BALANCE
General Fund	12,482,554.99	5,868,000.00	6,614,554.99
Water Fund	2,866,105.00	1,015,927.45	1,850,177.55
Sewerage Fund	3,312,340.17	1,399,680.08	1,912,660.09
TOTALS	\$18,661,000.16	\$ 8,283,607.53	\$ 10,377,392.63

TERM DEPOSITS		Interest Rate
BOND 1 TRUST AAA FRN	\$ 2,000,000.00	BBSW+ .80%
C B A CALLABLE RANGE	2,000,000.00	7.50%
SGE-CREDIT UNION	500,000.00	8.29%
DRESDNER BANK OCTAGON	1,500,000.00	7.00%
ANZ 3 PILLARS	500,000.00	BBSW +1.2%
ANZ SAIL	500,000.00	BBSW +1.5%
ANZ ASPRIT 1	500,000.00	BBSW +1.75%
ANZ ASPRIT 11	800,000.00	BBSW +1.75%
ADELAIDE BANK-AT CALL	2,377,419.99	7.90%
BENDIGO BANK	500,000.00	BBSW+1.20%
TRIDENT	500,000.00	BBSW +.65%
AVERON BOND-SEALINK	700,000.00	BBSW +1.5%
DEUTSCHE BANK - DAISY	1,500,000.00	6.8043%
PIMCO PRINCIPAL PROTECTED	500,000.00	BBSW +.81%
DANDELION-WESTPAC	1,000,000.00	BBSW + 1.5%
ROYAL BANK OF CANADA	1,000,000.00	7.70%
ALL SEASONS-KEOLIS AAA	1,500,000.00	8.00%
TOTAL	<u>\$ 17,877,419.99</u>	

I certify that the above investments have been invested in accordance with Council's policy and in accordance with the Local Government Act 1993 and Regulations

Carolyn Upston
DIRECTOR CORPORATE
SERVICE

RECOMMENDATION
For Council's information.



**2.2 RECONCILIATION OF GENERAL FUND BANK ACCOUNT –
31 May 2008**

Reconciliation of General Fund Bank Account

Date 31st May 2008

CASHBOOK	
Balance as at 01.05.08	18,698,655.29
Income	
- Total Receipts	4,552,767.27
- Total Investments	
	<hr/>
	23,251,422.56
Expenditure	
- Total Cheques Drawn	4,590,422.40
	<hr/>
Balance as at 31.05.08	18,661,000.16
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BANK STATEMENT	
Bank Statement as at 31.05.08	18,301,098.54
Amount Not Receipted This Month	
	<hr/>
	18,301,098.54
Outstanding Deposits	
	<hr/>
	539,797.86
	<hr/>
	18,840,896.40
Total Investments	
Unpresented Cheques	179,896.24
	<hr/>
	18,661,000.16

RECOMMENDATION

For Council's information.

**2.3 STATEMENT OF INVESTMENTS AS AT 31st MAY 2008
INVESTMENT REGISTER**

Days	Rate	Purchase Date	Maturing Date	Amount	Balance
ANZ 3 PILLARS					500,000.00
5years	BBSW+1.2%	24.03.05	06.04.10	500,000.00	
BOND ST CUSTODIAN-TITANIUM AAA					2,000,000.00
5.5years	7.2683	17.05.05	14.12.10	2,000,000.00	
OCTAGON PLC-DRESDNER BANK-EMU NOTE					1,500,000.00
10years	7.00	25.10.05	30.10.15	1,500,000.00	
CREDIT SAIL-ANZ INVESTMENT BANK					500,000.00
6years	Bbsw+1.5	14-11-05	30-12-11	500,000.00	
CBA CALLABLE RANGE					1,000,000.00
5years	7.5	14-12-05	14-12-10	1,000,000.00	
AVERON BOND-SEALINK P/L					700,000.00
7years	Bbsw+1.5	25.10.05	30.10.15	700,000.00	
DEUTSCHE BANK AG LONDON BRANCH-DAISY					1,500,000.00
5years	5-6%+cg	21-03-06	20-03-13	1,500,000.00	
ALL SEASONS-KEOLIS AAA					1,500,000.00
7years	8.00	16-06-06	16-06-13	1,500,000.00	
ANZ ASPIRT 1					500,000.00
6years		15-11-06	08-11-12	500,000.00	
PIMCO PRINCIPAL PROTECTED					500,000.00
4years		22-02-07	28-02-11	500,000.00	
ANZ ASPRIT 11					800,000.00
6 years		30-03-07	30-03-13	800,000.00	
TRIDENT-CREDIT SUISSE SYDNEY BRANCH					500,000.00
4 years		30.05.07	30.05.11	500,000.00	
SGE CREDIT UNION					500,000.00
60 Days	8.29	12.05.08	11.07.08	500,000.00	
BENDIGO BANK					500,000.00
5 years	Bbswmid+120	21.09.07	21.09.12	500,000.00	
DANDELION-WESTPAC					1,000,000.00
5 years	Bbsw12M+0bp	20-12-07	21-12-12	1,000,000.00	
AT CALL					2,377,419.99
ADELAIDE MANAGED FUND					
	7.9%			2,377,419.99	
ROYAL BANK CANADA					1,000,000.00
1year	7.7%	16.03.06	16.03.11	1,000,000.00	
CBA CALLABLE RANGE					1,000,000.00
5years	7.5%	16-12-05	16-12-10	1,000,000.00	
TOTAL					17,877,419.99

I certify that the above investments have been invested in accordance with Council's policy and in accordance with the Local Government Act 1993 and Regulations.

**CAROLYN UPSTON
DIRECTOR CORPORATE SERVICE**

RECOMMENDATION
For Council's information.

2.4 RATES AND CHARGES COLLECTION – UP TO and INCLUDING END MAY 2008

GENERAL		RATE ARREARS	2006/2007 LEVY	PENSIONER WRITE OFF	ABANDONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2007/2008	COLLECTI ON % 2007/2008	TOTAL OUTSTANDING 2006/2007	COLLECTION % 2006/2007
	CBN RES/RURAL RES	112,123	902,454	68,665	4,176	941,736	834,884	106,851	88.65%	437,828	52.08%
	BARADINE	33,655	120,312	17,281	1,194	135,492	95,993	39,499	70.85%	51,376	50.10%
	BINNAWAY	21,406	58,955	9,930	195	70,237	48,248	21,988	68.69%	32,452	43.38%
	VILLAGES	7,088	21,986	2,014	2	27,058	18,025	9,033	66.61%	8,080	37.54%
	FARMLAND	217,648	3,705,057	19,067	20,992	3,882,646	3,701,801	180,846	95.34%	1,086,803	69.93%
	COOLAH	18,024	176,230	14,433	0	179,822	167,166	12,656	92.96%	40,868	69.23%
	DUNEDOO	12,341	192,865	16,072	0	189,134	175,360	13,774	92.72%	41,023	73.34%
	MENDOORAN	10,786	60,320	6,061	699	64,348	55,913	8,435	86.89%	17,112	63.15%
	LEADVILLE	2,733	9,127	1,353	2	10,504	8,965	1,539	85.34%	3,158	52.45%
	MERRYGOEN	357	3,696	586	4	3,462	2,827	636	81.64%	803	70.09%
	NEILREX	337	2,218	226	0	2,329	2,263	66	97.16%	506	67.32%
	UARBRY	0	3,277	73	0	3,203	2,374	830	74.09%	176	89.52%
	COOLABAH ESTATE	2,367	14,142	1,594	2	14,914	12,502	2,412	83.83%	0.00	0.00%

GENERAL		RATE ARREARS	2006/2007 LEVY	PENSIONER WRITE OFF	ABANDONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2007/2008	COLLECTI ON % 2007/2008	TOTAL OUTSTANDING 2006/2007	COLLECTION % 2006/2007
	RUR/RES COBBORA	1,081	3,272	289	6	4,058	3,566	492	87.88%	0.00	0.00%
	GENERAL RESD/BUS- CLH	9,190	125,596	8,877	55	125,853	116,382	9,471	92.47%	68,455	49.65%
	BUSINESS- CBN-RURAL	41,756	352,527	250	51	393,983	353,024	40,959	89.60%	119,317	64.33%
WATER						0		0			
	COONABARA BRAN	37,058	285,503	26,563	4,754	291,244	260,708	30,536	89.52%	88,305	63.12%
	BARADINE	35,938	77,813	10,344	2,141	101,266	65,890	35,376	65.07%	45,297	41.72%
	BINNAWAY	41,798	61,991	8,750	265	94,773	61,452	33,321	64.84%	51,854	32.28%
	VILLAGES	15,378	10,248	809	0	24,817	8,128	16,688	32.75%	17,215	15.83%
	FARMLAND - NTH & STH	0.00	693.75	0.00	0.00	694	874	0	125.95%		
	COOLAH	17,052	133,642	9,935	0	140,759	127,084	13,675	90.28%	40,408	65.31%
	DUNEDOO	8,659	113,636	9,203	0	113,091	103,187	9,904	91.24%	28,841	70.00%
	MENDOORAN	10,777	51,750	4,066	317	58,144	48,262	9,882	83.00%	17,840	59.37%
	MERRYGOEN	2,017	10,248	725	18	11,522	7,492	4,030	65.03%	3,111	67.22%

		RATE ARREARS	2006/2007 LEVY	PENSIONER WRITE OFF	ABANDONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2007/2008	COLLECTI ON % 2007/2008	TOTAL OUTSTANDING 2006/2007	COLLECTION % 2006/2007
SEWERAGE						0		0			
	COONABARA BRAN	51,150	609,605	26,396	1,814	632,545	583,295	49,250	92.21%	141,993	71.83%
	BARADINE	53,540	138,169	8,746	3,128	179,834	127,437	52,397	70.86%	79,533	53.63%
	COOLAH	17,636	146,127	8,820	0	154,944	141,166	13,778	91.11%	35,634	68.62%
	DUNEDOO	9,260	136,335	8,853	0	136,741	125,651	11,090	91.89%	31,705	71.65%
		791,155	7,527,793	289,983	39,814	7,989,151	7,259,918	729,413	90.87%	2,489,693	64.19%
GARBAGE- North		71,122	575,398	50,405	1,157	594,958	522,343	72,615	87.79%	211,261	61.85%
GARBAGE - South		35,416	346,299	33,691	468	347,556	311,420	36,136	89.60%	105,627	64.85%
FARMLAND - NTH - STH		827	20,569	396	11	20,989	0	20,989	0.00%		
LEGAL FEES		65,785	99,829	0	328	165,285	47,137	118,148	28.52%	26,748	12.83%
								0			
INTEREST		152,724	0	0	0	152,724	69,312	83,413	45.38%	102,517	17.48%
	TOTALS	1,117,029	8,569,887	374,474	41,779	9,270,663	8,210,129	1,060,714	88.56%	2,935,846	62.23%

		RATE ARREARS	2006/2007 LEVY	PENSIONER WRITE OFF	ABANDONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2007/2008	COLLECTI ON % 2007/2008	TOTAL OUTSTANDING 2006/2007	COLLECTION % 2006/2007
Rates & Annual Charges Outstanding Percentage											
	COONABARA BRAN	200,330	1,797,562	121,625	10,743	1,865,525	1,678,888	186,637	90.00%	668,126	60.22%
	BARADINE	123,133	336,294	36,371	6,463	416,592	289,320	127,272	69.45%	176,206	49.77%
	BINNAWAY	63,204	120,945	18,680	459	165,010	109,701	55,309	66.48%	84,306	36.58%
	COOLAH	52,713	456,000	33,188	0	475,524	435,416	40,109	91.57%	116,910	67.80%
	DUNEDOO	30,260	442,835	34,129	0	438,966	404,198	34,768	92.08%	101,569	71.94%
	MENDOORAN	21,564	112,070	10,126	1,015	122,491	104,175	18,317	85.05%	34,952	61.35%
	VILLAGES	31,358	78,214	7,669	35	101,867	66,141	35,726	64.93%	33,049	38.60%
	FARMLAND	217,648	3,705,751	19,067	20,992	3,883,340	3,702,674	180,846	95.35%	1,086,803	69.93%
	RURAL	50,946	478,123	9,127	106	519,835	469,406	50,430	90.30%	187,771	59.35%
	Overall	791,155	7,527,793	289,983	39,814	7,989,151	7,259,918	729,413	90.87%	2,489,692	64.19%

Note: These do not include Legal / Interest / Waste Outstanding Amounts as they are not broken up into these localities

RECOMMENDATION

For Council's information.

2.5 MOBILE PHONE USAGE POLICY

Mobile phones have now become an expected and accepted workplace communication tool and Council now has in excess of 40 mobile phones. This policy is designed to set out and clarify Council's position as to their use and the obligations of those staff members who have a Council owned mobile phone. It also addresses the use of personal mobile phones in the workplace.

The following Mobile Phone Usage Policy is submitted for Council's consideration.

Mobile Phone Usage Policy

Objectives

- i. To provide internal procedures to be followed in relation to the supply and use of Council's mobile phones by Council employees.
- ii. To provide procedures to be followed in relation to the use of private mobile phones.
- iii. To educate all Council employees who possess a mobile phone on Council's Mobile Phone Usage Policy.
- iv. To ensure that Council's mobile phones are used in an appropriate and efficient manner in the best interests of Council.

Scope

- v. This Policy covers the supply and use of Council mobile phones to Council employees.
- vi. This Policy covers the use of private mobile phones by Council employees.
- vii. The supply to and use of a mobile phone by a Council employee is not a right, but is subject to and conditional upon the operational requirements of each role and compliance with this Mobile Phone Usage Policy.
- viii. For the purpose of this Policy, "mobile phone" includes all forms of mobile telephones, Blackberries and paging devices as well as devices for re-charging batteries, car kits and other related accessories.

Mobile Phone Protocols

- ix. All purchasing of mobile phones, handsets, accessories and servicing is coordinated through the Corporate Services Division who will keep records of all mobile phones purchased and their identification numbers. Purchase of a mobile phone for use in a role must be requested and approved by the appropriate Divisional Director. A relevant job cost number must be provided to the Corporate Services Division for the purchase and ongoing costs.
- x. Employees are responsible for mobile phone security at all times. Mobile phones should be kept in a secure place and reasonable care should be taken to prevent

damage, loss or theft. Employees with mobile phones should ensure that their batteries are regularly recharged.

- xii. Mobile phones are to be used in instances where a regular telephone service (land-line) is not accessible and as a backup during emergencies when regular land-line service is not available.
- xiii. Messagebank will be available on all mobile phone services and should be used to divert all unanswered and busy calls. On any Council supplied mobile phone, the employee should have a voice message to the following effect:
- xiv. *“You have reached (name), (title) of Warrumbungle Shire Council. I cannot take your call at the moment. Please leave your name, your number and a brief message and I will respond as soon as possible.”*
- xv. Your Council mobile phone is for business calls. Business calls are calls relevant to your employment with Council. Private use (including personal business) is to be kept to a minimum. This includes both voice call and SMS text messages. A “minimum” is defined by your Council business and private calls not exceeding the free calls included in your supplied “Plan”. If the monthly spend on your Plan exceeds the Plan limit, you may be required to pay for your private calls.
- xvi. Telephone accounts are monitored on a monthly basis by the Corporate Services Division and any over use of mobile phones for personal use will be reported to divisional managers which may result in a request from Council for reimbursement of all private calls.
- xvii. Use of your personal mobile phones should also be kept to a minimum – ie personal calls and personal SMS txt messages will not interfere with your on the job performance of Council business.
- xviii. All mobile phone use must comply with this Policy, Councils Code of Conduct and all relevant State and Federal laws.
- xix. Calls or text messages must not be made to the following numbers/services; premium 1900 numbers, premium SMS numbers 197, 199 etc., ring tone downloads or games numbers. There should be no accessing of inappropriate telephone numbers.
- xx. Council mobile phones should not be used for internet access or downloading from websites except with the written authorisation of the Director of your Division to the Corporate Services Division. If these services are accessed without that written authorisation, you will be required to pay for the use of these services.

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- xxi. Mobile phones must not be used whilst driving, unless used in the context of a hands-free car kit in the vehicle used by the employee.
 - xxii. Upon termination of employment with Council, all Council owned mobiles phones and accessories must be returned to the Corporate Services Division. As Council owns the mobile phone and the telephone number, employees will not be permitted to take the telephone number with them, unless a prior arrangement has been entered into within the terms of the contract of employment. Final termination pay will be withheld until all Council owned mobile phones and accessories have been returned.
 - xxiii. All employees provided with a Council owned mobile phone, are expected to comply with this Mobile Phone Usage Policy as amended from time to time. Use of a Council mobile phone is dependant on each employee signing and returning the attached acknowledgement that they have read and understood the Policy and protocols and will abide by them. A copy of that acknowledgement will be placed on the personnel file of each employee as evidence of them having read and understood the Policy and protocols. Failure to provide an acknowledgement within 48 hours of a request from Council will result in access to these facilities being withdrawn.

Policy/Protocol Review

This Policy and the Mobile Phone Usage Protocols contained within will be periodically reviewed as required to take into account changes in legislative requirements, other Council policies and technological advances.

Mobile Phone Usage Policy/Protocol Agreement

I have read and understood Warrumbungle Shire Councils Mobile Phone Usage Policy and agree to abide by its provisions.

Name: _____

Signed: _____

Witness: _____

Date: _____

I acknowledge that I have received a Council Mobile Phone and associated accessories. I acknowledge that the mobile phone number has been allocated to me whilst I am an

employee of Council. I agree to return the mobile phone, all accessories and the number at the cessation of my employment.

Mobile Phone IMEI: _____

Mobile Phone Number: _____

Name: _____

Signed: _____

Witness: _____

Date: _____

RECOMMENDATION

For Council's consideration and endorsement of the Warrumbungle Shire Council Mobile Phone Usage Policy.

2.6 INTERNET AND EMAIL POLICY

Council is about to expand access for staff to the internet and offer some external email addresses in order to increase efficiency and productivity. It is important that all aspects of internet and email usage are strictly defined in a policy before this step is taken. This policy has been developed to cover all aspects of internet access, email usage and issues associated with relevant network security. Expert advice on the proposed policy was also sought from Council's outsourced network service management company.

The following Internet and Email Policy is submitted for Council's consideration.

Internet and Email Policy

Objectives

- i. To provide internal procedures to be followed by Council staff relating to use of email services including the creation, access, transmission, retention and management of email and use of internet facilities provided by Council.
- ii. To make all Council employees aware of Council's Internet and Email Policy.
- iii. To ensure that Council's computer system is used in the most efficient manner.
- iv. To ensure that all of Council's business emails are preserved as required by the NSW State Records Act and its amendments.
- v. To notify staff of Council's use of computer surveillance techniques, in accordance with the *Workplace Surveillance Act 2005 (NSW)*.

Scope

This Policy covers all incoming and outgoing email messages received or transmitted along with all internet access via Council's computer network. The granting of internet access and use of email to Council employees is not a right, but is subject to and conditional upon compliance with this Internet and Email Policy.

Internet Protocols

Internet access will be given to individuals at the discretion of the General Manager. Staff may apply to their director requesting internet access. Internet access is subject to the following protocols

- vi. An authorised user must not use the internet for any unlawful purpose. Council also reserves the right to report any illegal activities carried out using the internet to the appropriate authorities.
- vii. An authorised user must not attempt to access a website that falls into a category that is classified by Council as prohibited. Such categories include, but are not limited to, pornography, gambling and chat rooms, and other sites reasonably determined by the General Manager as prohibited. If an authorised user accesses a site that falls into the prohibited category, this may be ground for disciplinary action in accordance with the Local Government State Award.
- viii. Access to the internet is granted to Council staff for the purpose of conducting Council business. Council staff should seek and gain the permission of their Director to access the internet for personal use and this should be restricted to lunch times. The Director should keep a record if personal access is approved. If granted staff must not access websites classified by Council as prohibited or unauthorised. Any use of the internet must be reasonable as determined by the General Manager. In determining whether usage is reasonable, the General Manager will have regard to those matters set out in paragraph [ii] above. Access to the internet is a privilege and not an automatic right and may be withdrawn at any time at the discretion of the General Manager.
- ix. Any attempt to access Councils computer network from a remote site via any kind of modem or providing assistance to any other person to gain such access, for example from an individual home computer without the express authorisation of the Director Corporate Services (who is responsible for Councils computer network) will be grounds for disciplinary action in accordance with the Local Government State Award.
- x. Council reserves the right to block access to any net address (URL) that it considers inappropriate

Internet Monitoring and Surveillance

- xi. Employees will be required to acknowledge their understanding and acceptance of this Policy in writing before internet or email access is provided. Council hereby notifies employees that once internet access is granted, Council may, at its discretion, commence and maintain, either on a continuing or intermittent basis, monitoring and surveillance of the employees internet usage. Such monitoring and surveillance may include, but is not limited to:
 - Recording all sites accessed by individual users, the time they were accessed and the time spent at each site;

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- Recording and viewing the content of any material downloaded from any site; and
 - Monitoring compliance with any access restrictions applicable to individual users.
- xii. Councils internet management system Web Marshal has been designed to record all internet transactions and report on all sites visited and by whom. Reports will be generated monthly as well as on a random basis to determine the extent and nature of internet use by individual users.
- xiii. Internet training to facilitate the most productive methods of retrieving data from the internet can be provided by the Corporate Services Division on request.
- xiv. All sites access will be registered against the individual user as well as time spent on each site. Council uses a time tracker against sites accessed. Data downloaded from any site is available to the General Manager and Directors for review at any time.
- xv. Council reserves the right to and will monitor all internet access on Councils computer system. There is no such thing as *private* internet access on Councils computer system.
- xvi. Council may conduct surveillance activities for a variety of reasons. These may include, but are not restricted to, Identifying breaches of this policy and protocol and other policies and protocols, auditing the efficiency of Councils systems and processes and retrieving lost data.

Email Protocols

- xvii. The email system is part of Council's computer network.
- xviii. Any attempt to access Council's computer network from a remote site via any kind of modem or providing assistance to any other person to gain such access, for example from an individual home computer without the express authorisation of the Director Corporate Services (who is responsible for Councils computer network) will be grounds for disciplinary action in accordance with the Local Government State Award.
- xix. The primary purpose of the Council's email system is to conduct Council business.
- xx. Council employees are issued with a user ID and password to protect email against unauthorised access.
- xxi. Users must not use email for any unlawful purpose. Council also reserves the right to report any illegal activities carried out using the internet to the appropriate authorities.
- xxii. Access to email is restricted to designated Council staff and other authorised persons, who have been given a user identification and password.
- xxiii. Staff **must not** give their password to any other person and must not access another staff members email without appropriate authority. Such conduct may be grounds for disciplinary action in accordance with the Local Government State Award and may be grounds for dismissal.
- xxiv. Users must not download any attachments containing executable files, graphics, games, software (including multimedia software), images, videos or audio files unless this is for a Council business purpose which has been approved by the

-
- Director Corporate Services (responsible for IT). When sending emails, Council employees should avoid attaching unnecessary graphics.
- xxv. When attaching a file or document to an email, the user should ensure that the correct file has been attached before forwarding to the addressee to ensure that any confidential information is not accidentally disclosed.
- xxvi. Email etiquette should be followed. Keep messages polite and do not use emotive, abusive or obscene language. Do not mark messages as “high priority” unless they are truly very urgent.
- xxvii. All authorised Council internet and email users are reminded that the *Anti-Discrimination Act 1977 (NSW)* and Councils Equal Employment Opportunity policies must be complied with. Authorised users shall not send or distribute emails or internet material which is offensive or inappropriate. Emails must not contain inappropriate language such as expletives or prohibited content.
- xxviii. Prohibited content may include, but is not limited to:
- Jokes, or derogatory or inappropriate comments or a sexual, sexist, racist or religious nature
 - Use of inappropriate language such as expletives
 - Pornographic material or references to pornographic material
 - Reference to illegal activities such as illicit drug use
 - Derogatory or inappropriate references to political or religious beliefs
- xxix. Where an authorised use of Councils email system receives an offensive or inappropriate email from an external source, they should immediately forward any such email to Councils email administrator (Manager Finance) who will ensure that appropriate action is taken.

Legal Obligations

- xxx. For legal purposes, email has the same standing in court as paper documents. Users must ensure that emails do not contain any content that may bring Council into disrepute or expose Council to legal action. Email is the equivalent of a signed letter.
- xxxi. An authorised use of Councils email system and internet facilities is prohibited from entering into any on-line contract on Councils behalf or binding Council in any manner whatsoever except with the express authority of the General Manager and nothing in this Internet and Email Policy will be construed as conferring any such right on an authorised user.

Security

- xxxii. The security and privacy of email transmissions cannot be assured. Council staff must be aware of the potential risks involved in sending personal or sensitive information by email. For this reason personal or sensitive information should not be included in emails (or attachments) as they can be intercepted, read or sent to unauthorised recipients. In all cases, staff members must ensure that appropriate security is provided to protect communication from unauthorised use, publication or alteration. Any issues that the user is unable to resolve must be drawn to the attention of that users manager. If appropriate, staff members should seek advice from the Corporate Services Division prior to sending any information of a confidential/sensitive nature via the internet.

xxxiii. Messages continue to exist long after the sender has deleted them. Deletion eliminates the message or file name from the user's computer directory, but the information itself exists in the backup system until it has been overwritten. The sender of email must be aware that control of email is lost once it is received by another party; that is, email could be forwarded to other recipients without the knowledge of the original sender.

Email Monitoring and Surveillance

xxxiv. Employees will be required to acknowledge their understanding and acceptance of this Policy in writing before internet or email access is provided. Council hereby notifies employees that once internet access is granted, Council may, at its discretion, commence and maintain, either on a continuing or intermittent basis, monitoring and surveillance of the employees computer usage, including their email account. Such monitoring and surveillance may include, but is not limited to:

- Monitoring the source, destination and content of all incoming and outgoing emails received or transmitted by Councils computer system
- Copying and archiving all emails received or transmitted by Councils computer system
- Reports detailing all email addresses contact by an individual user, and the number of emails sent in a given period.

In additions to the above, Council may review and block an incoming or outgoing email message using its 'Mail Marshall' software, which is designed to scan content and attachments, and where appropriate, block access to certain types of emails containing questionable material. This ensure Councils computer network and employees are protected from viruses and other dangerous or inappropriate attachments.

Mail Marshall is set to block the following:

- Dangerous attachments (as determined by the Corporate Services Division)
- Password protected attachments
- Script and code
- JavaScript
- Executable files
- Viruses

Council reserves the right to change its email filtering application and/or the above settings from time to time, and without further notice.

Blocked emails that are identified as being work-related will be scanned for viruses and then released if clear.

xxxv. Council may conduct surveillance activities for a variety of reasons. These may include, but are not restricted to, Identifying breaches of this policy and protocol and other policies and protocols, auditing the efficiency of Councils systems and processes and retrieving lost data.

Personal Use

xxxvi. Emails sent on Councils computer network are **not** private. Personal (those not related to Council business) emails may be monitored by authorised Council administrators in the same way as business-related emails.

Employees should avoid using Council's email system to send and receive messages of a personal nature. Minimal use may be overlooked provided that the employees email use is reasonable. In determining whether an employees use is reasonable, Council will have regard to the following factors:

- The volume of personal emails sent and received
- The nature of those emails
- The times at which personal emails are sent (ie whether during business hours or a lunch break)
- The effect on the employee's productivity and performance and the productivity and performance of others
- The effect on Council's reputation
- Any other matter the General Manager considers relevant

Any employee found to be making unreasonable use of Councils email facilities may have their access rights withdrawn and their manager notified. They may be subject to further disciplinary action in accordance with the Local Government State Award.

Employees are reminded that the prohibition on sending or receiving emails containing material that may be considered offensive and/or which is in breach of the *Anti-Discrimination Act 1977 (NSW)* and Councils Equal Employment Opportunity policy applies equally to personal emails.

Standard Disclaimer

xxxvii. Mail Marshall stamps all outgoing emails with a standard disclaimer to protect Council and remind recipients of their security and privacy obligations regarding the circulation of email.

Staff should keep in mind that a recipient may not adhere to the instructions in the disclaimer, and should take care when sending any material that may be sensitive or may reflect badly on Council if obtained by a third party.

xxxviii. A message along the lines of the following will be attached to all outgoing emails:
"Attention: The information contained in this email message and any attached files may be confidential information. If you are not the intended recipient, any use, disclosure or copying of this email is unauthorised. If you have received this email in error, please notify Warrumbungle Shire Council immediately by reply email and delete the original."

Housekeeping

Every Council employee should ensure that his/her emails are reviewed at a minimum, twice daily. Any messages which are no longer required should be deleted from that employees inbox and the Sent and Deleted Item folders.

It is the responsibility of the user to manage documents in these folders. To conserve space in the information store on the mail server, it is recommended that email be regularly deleted or archived to a folder on the users H: drive.

For extended periods of leave, arrangements should be made for the handling of your email.

Please discuss any concerns with the Corporate Services Division.

5. Email Procedures

Corporate Records

Email messages and their attachments are deemed as corporate records if they serve to document Council's business. Corporate records include, but are not limited to, the following:

- Working papers detailing development of reports and documents;
 - Final versions of reports;
 - Policy, Procedure or Protocol documents and statements;
 - Formal minutes of Council committees;
 - Formal communications between Council officers;
 - Formal communications between Council officers and external agencies, organisation or individuals.
- a) Staff sending and receiving email are responsible for deciding if an email message is considered to be a Council Corporate record. If unsure the staff member should consult their manager. If an email is determined to be a Council corporate record, the staff member is responsible for registering that email within Council's corporate Electronic Document Management System, Bluepoint.
- b) Email messages that become part of Council corporate records must be retaining in accordance with the approved retention periods listed in the Local Government Disposal Schedule.

Email Address

- c) Most office staff and a number of outdoor staff have access to the internal email network through Lotus Notes. Council reserves the right to change this application from time to time. At the discretion of the General Manager, staff will be given access to external email and given an email address which is a combination of the user's name and the Councils external email address. The addition of the user name into the email address directs mail to their personal inbox.

Training

- d) Basic training in the use of Lotus Notes is available by contacting the Corporate Services Division and will be included in new staff induction training. More in-depth training will be offered from time to time for staff who have joined Council since the previous offering of this training.

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- e) A copy of this policy and associated protocols and procedures will be provided to all new staff in Council's induction package.

6. Fundamental Term of Employment Contract

It is a fundamental term of all Council employees employment contract that all employees comply with this Internet and Email Policy as amended from time to time. Access to Council Internet and email facilities is dependant on the employee signing and returning the attached acknowledgement that they have read and understood this Policy and the associated Protocols and Procedures, and that they will abide by them. A copy of that acknowledgement will be placed on the personnel file of each employee as evidence of them having read and understood this Policy. Failure to provide an acknowledgement within 48 hours of a request from Council will result in access to these facilities either not being granted, or being withdrawn.

7. Policy Review

This policy will be periodically reviewed as required to take into account and legal requirements and technological advances.

8. Internet and Email Policy/Protocol Agreement

I have read and understood Warrumbungle Shire Councils Internet and Email Policy and agree to abide by its provisions.

Name: _____

Signed: _____

Witness: _____

Date: _____

RECOMMENDATION

For Council's consideration and endorsement of the Warrumbungle Shire Council Internet and Email Policy.

2.7 SKYWATCH OBSERVATORY Pty Ltd – Change of Rating Classification

On 28 April 2008 Council received written advice from the owner of the property in Koala Crescent advising that as of 28 April 2008 Skywatch Observatory Pty Ltd would no longer be operating a business at this address and requesting a change of rating classification.

RECOMMENDATION

That the property at Koala Crescent owned by Skywatch Observatory Pty Ltd (Assessment No. 2058.2) which no longer trades as a business be rated from 1 July 2008 as rural residential.

.....
CAROLYN UPSTON
DIRECTOR OF CORPORATE SERVICES

Mr R J Geraghty
General Manager
Warrumbungle Shire Council
John Street
COONABARABRAN 2357

Dear Sir

Attached is my report for consideration by Council

DIRECTOR OF TECHNICAL SERVICES

ANNEXURE 3

3.1 RURAL ROAD ADDRESSING PROJECT – CONFLICTING ROAD NAMES

Background

Council will be aware that staff have been working on a project to assign a unique number to each property along each and every rural road in the Shire. The number is based on the distance from a starting point and combined with road name and locality, each rural property should be easily identified and located.

The project has identified a number of road names that may cause confusion to users of the system if they are not familiar with the local area. Further, there are a number of roads with commonly used names that do not meet guidelines established by the Geographical Names Board.

Council is asked to consider a list of road names and make changes to limit confusion for potential users of the rural addressing system. A copy of guidelines for naming of roads has been forwarded to Councillors under separate cover.

Issues

The project to date has not only established a unique property number that will be used by owners and those wanting to locate a property, it has also established a link with Council's rates database. This component of the project is 85 percent complete and it is expected that all roads will be completed by the end of July 2008.

Further, most properties have been referenced within the Global Positioning System (GPS). However, the usefulness of this information will depend on whether it can be incorporated into mapping systems such as 'Google Maps'.

Road names that may cause confusion are listed below along with reasons for the potential confusion and also includes a proposed name for Council consideration.

Existing Road Name	Issue	Proposed Name
Coonabarabran Baradine Road	Double destination road. No name gazetted.	Baradine Road
Bugaldie Goorianawa Road	Double destination road. No name gazetted	Goorianawa Road. Note that Coonamble Shire have named Goorianawa Road and it is proposed that number be continuous from Boundary to Baradine
Baradine Goorianawa Road	Double destination road. No name gazetted.	Gulargambone Road.
Eleven Mile Guinema Road	The name Guinema appears in other road names	Guinema Road
Goorianawa Guinema Road	Double destination road name	Guinema Road
Bugaldie Guinema Road	Double destination road	Bugaldie Creek Road
Baradine Coonamble Road	Double destination road. Coonamble Shire have this road Baradine Road.	Suggest Teridgerie Road and seek concurrence with Coonamble Shire.
Coonabarabran to Mendooran Road	No name gazetted	Coonabarabran Road
Gwabegar Road	Currently listed as MR329	Gwabegar Road

Premer Quambone Road MR129	Also referred to as Coonabarabran Road or Purlewaugh Road	Purlewaugh Road
Rayak Road	Listed on maps as Rayak Road, however sign posted Borders Road	Rayak Road
Warkton Road	Currently listed on maps as Tannabah Road.	Warkton Road
Goolma Road*	Currently named as Lambing Hill Road by Mid Western Regional Council	Lambing Hill Road
Laheys Creek Road*	There are 3 roads with this name in the Goolma District.	Mid Western Regional Council suggest that Laheys Creek Road as currently exist in Warrumbungle Shire be the only one so named.
Gollan Road*	Named as Laheys Creek Road in Wellington Shire	MWRC suggest this road be renamed Bald Hill Road.

* These road names have been investigated by MWRC and their suggestions have been forwarded to Councillors under separate cover.

Options

Council has discretion in relation to naming of roads. However, all road name proposals must be advertised for 28 days and consultation must occur with Australia Post and the Department of Lands.

Financial Considerations

The cost of completing the rural property numbering system is expected to be within current budget allocations. The cost of uploading the information into Council's rates database is expected to be funded from current contractual arrangements with Practical.

RECOMMENDATION

That the following changes are made to road names and the proposals advertised in accordance with guidelines from the Geographical Names Board.

Existing Road Name	Proposed New Name
Coonabarabran Baradine Road	Baradine Road
Bugaldie Goorianawa Road	Goorianawa Road.
Baradine Goorianawa Road	Gulargambone Road.
Eleven Mile Guinema Road	Guinema Road
Goorianawa Guinema Road	Guinema Road
Bugaldie Guinema Road	Bugaldie Creek Road
Baradine Coonamble Road	Suggest Teridgerie Road and seek concurrence with Coonamble Shire.
Coonabarabran to Mendooran Road	Coonarabran Road
Gwabegar Road	Gwabegar Road
Premer Quambone Road MR129	Purlewaugh Road
Rayak Road	Rayak Road
Warkton Road	Warkton Road
Goolma Road	Lambing Hill Road
Laheys Creek Road	Laheys Creek Road
Gollan Road	Bald Hill Road.

3.2 PROPOSAL TO ACQUIRE CROWN LAND ADJACENT CASTLEREAGH RIVER IN COONABARABRAN.

Background

Council will be aware of a project to rehabilitate the banks of the Castlereagh River just upstream of the Mary Jane Cain Bridge in Coonabarabran. The work to date has been undertaken on the river bank, which is on crown land. Adjacent to the riverbank and between the Woolworths Property and Brains Ford is a parcel of land commonly known as the Police Paddock.

It is proposed that Council acquire the Police Paddock block of land to enable better control over the river riparian zone and to allow for future enhancement of native plantings in the area. Council's in principle support is sought to acquire title to the land.

Issues

The police paddock or Lot 7035 DP1002144 is seen as an important piece of land for the preservation and enhancement of the Castlereagh River riparian zone. The land also has the potential to be developed as a passive recreation area. A map showing the location of the land is shown in attachment 1.0.

Options

Council has discretion in this matter. Council's resolution should indicate an intention to register the land as operational land if Council supports the concept of acquiring the land.

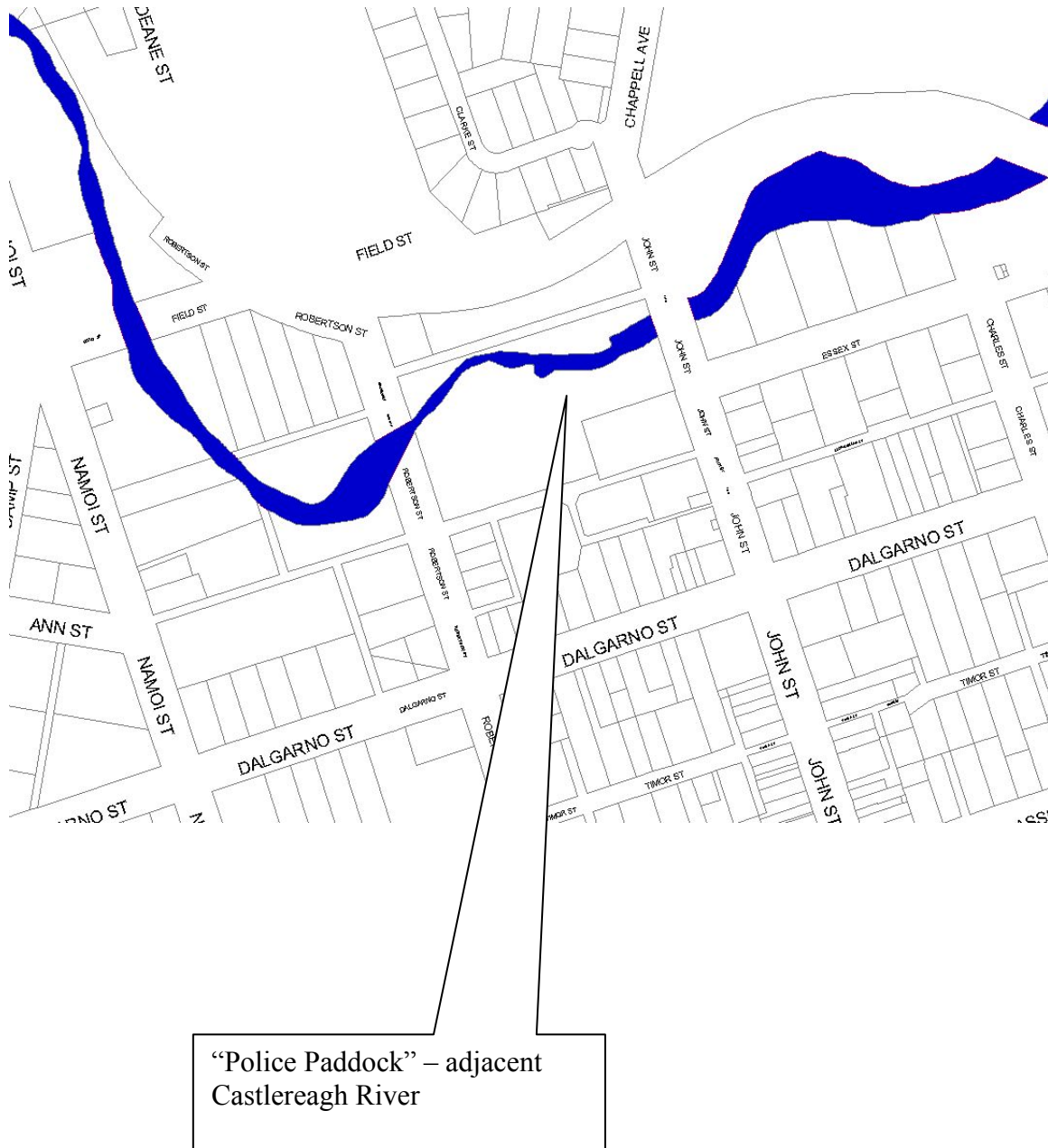
Financial Considerations

Verbal advice from the Department of Lands indicates that transfer of ownership is a relatively simple matter involving an application. It is expected that an application fee of around \$800 may be involved.

RECOMMENDATIONS

Council take steps to acquire Lot 7035 Dp1002144 commonly known as the 'Police Paddock' for the purpose of operational land.

Attachment 1.0 – Location of ‘Police Paddock’ land in Coonabarabran



.....
KEVIN TIGHE –
DIRECTOR TECHNICAL SERVICES

Mr R J Geraghty
General Manager
Warrumbungle Shire Council
John Street
COONABARABRAN 2357

Dear Sir

Attached is my report for consideration by Council

DIRECTOR OF ENVIRONMENTAL SERVICES ANNEXURE 4

4.1 NSW FOOD REGULATION PARTNERSHIP

Background

Amendments to the NSW Food Act 2003 have resulted in the commencement of Food Regulation Partnership provisions that are required to commence as of 1st July 2008 between the NSW Food Authority and Council. Council is required to determine which category of food premise inspection service Council will be undertaking within the partnership arrangement.

Commentary

Under this legislation, a new initiative named the “Food Regulation Partnership” has been generated by the NSW Food Authority to support and assist Councils to undertake food regulatory functions. Council has traditionally undertaken annual food premises inspections in addition to following up on any food complaints received in the local government area. Under the partnership Council receives a more substantial level of assistance from the Food Authority through regular networking and training schemes (at no cost to Council).

Council now has the opportunity to reconsider the level of service provided to food businesses throughout the Shire by electing a category.

Category A (emergency response only),

Category B (emergency response and routine food shop inspections) or

Category C (emergency response, routine food shop inspections and commercial warehouse and wholesaling business inspections.)

At present Council provides a level of service in line with Category B, with its current staffing. Category B is the achievable standard level and would be expected to be adopted by regional Councils.

The changes to legislation recognised the need for cost recovery and make provision for Council to charge adopted fees for food inspections and complaint investigations. Inspection fees are at Council’s discretion. A review of Council’s current inspection fees charged for food premise inspections has been completed for Council’s consideration in the 2008/2009 fees and charges component of the Management Plan and Budget currently on exhibition. (Proposed at \$95/hr with a minimum charge of \$50).

RECOMMENDATION

That Council nominate to provide the Category B standard of service under the new Food Regulation Partnership and advise the NSW Food Authority accordingly.

4.2 ANNUAL STATE OF THE ENVIRONMENT REPORT 2007-2008

Background

The State of the Environment Report (SoE) for the year ending 30 June 2005 was a comprehensive report and as such establishes a baseline for the subsequent reporting period. For the 2005-2006 reporting period the first supplementary review was prepared and adopted by Council. Similarly the 2006/2007 report was adopted by Council on 20 September 2007.

Commentary

The latest amended report has again been updated and a further supplementary component prepared for the 2007-2008 reporting period. A copy of the report has been separately provided to Councillors as an enclosure ('Enclosure 1').

The 2008/2009 report (being the first report after a general Council election) must again start the four year cycle as a comprehensive report.

RECOMMENDATION

1. That Council formally endorses the Warrumbungle Shire SoE report dated June 2008 and submit this report to the Department of Local Government as part of the mandatory annual reporting requirements.
2. That the Warrumbungle Shire SoE report dated June 2008 be included as a reference document on Council's official website and a copy distributed to each town library.

4.3 PUBLIC POOLS – SITE INPECTIONS AND COMMUNITY CONSULTATION

Background

In accordance with Council's prior decision in this matter site meetings were held at all six pools with Councillors, school representatives, swimming club representatives, town development co-ordinators, members of the public and Council staff in attendance. Total numbers at each pool meeting were between twelve (12) and eighteen (18).

Commentary

At each meeting Council's existing reports, safety audit reports and discussion papers were distributed along with kits for interested parties on; kiosk operators, volunteer activities and casual lifeguards.

Council's information on ever increasing costs and complications associated with general pool operations were acknowledged and the following list of suggestions represents a summary of the collective ideas put forward at the meetings:-

-
1. School groups, town development co-ordinators and swimming clubs will advise Council prior to the end of July of the number of people they are able to source for participation in the volunteer proposals, and suggestions for public fundraising toward pool improvements,
 2. Kiosk operator commitments can be reduced by closing the kiosk during non-peak periods if pool supervisors collect cash gate income at these times (or use an honesty box system) and a number of independent adults are also in attendance for public accountability purposes,
Note: Council's pool operations policy will need to reflect clear requirements for closing the pool in inclement weather conditions.
 3. Council should, in order to manage cost increases, provide a minimum level of service based on its fixed costs and then each community should source either funds or volunteers to facilitate additional public access hours or desirable capital improvements,
 4. Council should, in order to encourage additional community support for the pools, hold an annual post season meeting at each pool to determine necessary adjustments to pool operations in line with the usage trends,
 5. The concept of the single coin admission charge (and conventional season tickets) was viewed as a positive initiative by Council,
 6. Public pool are an essential and valuable community resource and should be preserved by every available means,
 7. Funding avenues should be sourced to permit at least one pool in the Shire to be enclosed and heated for all year round use,
 8. Young swimmer encouragement schemes could be introduced such as free access on Saturday mornings, accomplishment goals rewarded with an entry into a draw for a free (or subsidised) season ticket, cheaper season tickets for swim club members, or the like,
 9. Swimming Clubs can extend their exclusive training use access by utilising trained and inducted volunteers,
 10. Senior user encouragement schemes such as dedicated swimming lanes as a standard feature and retaining opening hours in quieter times such as school hours,
 11. Sign in sheet for both season ticket holders and cash admissions is necessary for both accountability reasons and as a means of collecting valuable usage data, (problems with turnstiles acknowledged),
 12. Closed lunch periods should be covered by volunteers, rostering problems were acknowledged,
 13. Parental supervision should be further encouraged even for children in excess of 10 years of age, eg family fund raiser activity days,
 14. Use by the travelling public should be encouraged eg driver reviver
 15. Greater advertising of pool resources and facilities should be undertaken eg 'cheaper than the movies and twice as much fun',
 16. Council should part fund volunteer training costs, say 50/50 and should look at in-house or local training opportunities, and
 17. Council should continue with efforts to investigate efficiency initiatives such as the power consumption problems at the Coolah pool.

RECOMMENDATIONS

1. That the existing draft Pool Operations Policy be modified in accordance with the information gained over the recent tour of the pools (especially volunteer induction requirements) and presented to Council for consideration at the July 2008 Ordinary Meeting.
2. That provision be added into the 2008/2009 adopted fees and charges allowing free admission to the public pools by trained, inducted and authorised pool volunteers
3. That at the conclusion of the 2008/2009 swimming season the core operating costs be determined, especially award compliance without overtime, and this information be utilised to design a base public access proposal for inclusion in turn into the 2009/2010 Draft Management Plan and Budget
4. That the responses received from the schools, swim clubs and town development groups be collated in the coming weeks for presentation to the July 2008 Ordinary Meeting of Council along with the projected impact (based on contributing 50% of training costs) on the current provision for staff training in this area, and
5. That public participation be included in the post season review staff meeting for the purpose of achieving maximum community benefit from the pool budget allocations.

4.4 WARRUMBUNGL E SHIRE COUNCIL APPLICATIONS RECEIVED FOR THE MONTH OF MAY 2008

Complying Development (set criteria) Development Application (Specialised Conditions)	Applicant's Name	Location (Street)	Location (Town)	Development Type	Status (Approved or Pending)
CD134/0708	Picton Bros (Fullerton)	21 Nandi Street	Coonabarabran	Carport & patio	Approved
DA135/0708	Mitchel Hanlon Consulting (Cromb)	Lot 112 DP1065650 - Kurrajong Estate	Coonabarabran	Motocross Park	Pending
DA136/0708	Bath, Stewart Surveyors (Tambar Springs)	Kroombit' & 'Merrigula'	Tambar Springs	Boundary adjustment	Pending
DA137/0708	Katie Babbage	62 Binnia Street	Coolah	Establish a dance studio	Approved
DA138/0708	Michelle McEvoy	Lot 7 & 8 Gardener Street	Coonabarabran	Industrial Shed	Pending
CD139/0708	Michael Robbins	3 Laheys Creek Road	Dunedoo	Swimming Pool	Pending
CD140/0708	Alison Manning	Bullinda St	Dunedoo	Shed	Approved
CD141/0708	Geoffrey Nott	2 River Street	Dunedoo	Additions to dwelling	Pending
CD142/0708	M. Cherry	Three Hills	Coonabarabran	Additions to dwelling	Approved
CD142a/0708	M Campbell	24 Drummond St	Coonabarabran	Garage	Approved
DA143/0708	Baradine Hotel (Perrington)	1 Wellington St	Baradine	Place of Public Entertainment licence	Pending
CD144/0708	G & S Smith	Lot 129 Namoi St	Baradine	Additions	Approved

CD145/0708	M O'Brien	137 Cypress St	Binnaway	Shed	Pending
DA146/0708	Taylor Made Homes P/L / Berry	Kerrawah Road	Coolah	Dwelling	Pending
DA147/0708	Saunders/ Daniels	River Road	Coonabarabran	Subdivision	Pending

**WARRUMBUNGL SHIRE COUNCIL APPLICATIONS HELD PENDING AS AT THE MONTH OF
MAY 2008**

CD or DA	Applicant	Location	Town	Type of development	Status
DA 61/0708	Andrew Harris	Timor Street	Coonabarabran	Extension	Processing, clock has stopped – waiting submission of further information.
DA 62/0708	Pilliga Pottery	Dandry Road	Coonabarabran	Dual occupancy	Processing, clock has stopped – waiting submission of further information.
CD 128/0708	Caroline Scifleet/Binnaway Preschool	Bullinda St	Binnaway	Toilet block at Pre School	Processing, clock has stopped – waiting submission of further information.

.....
 RON VAN KATWYK
 DIRECTOR ENVIRONMENTAL SERVICES

Mr R J Geraghty
General Manager
Warrumbungle Shire Council
John Street
COONABARABRAN 2357

Dear Sir

Attached is my report for consideration by Council

DIRECTOR OF COMMUNITY SERVICES ANNEXURE 5

5.1 BINNAWAY MEMORIAL HALL – BINNAWAY PRESCHOOL

There is currently no formal lease or rental arrangement between Council and Binnaway Preschool Inc. A handshake agreement between the Binnaway Memorial Hall Committee and Preschool has been made over the years, with an annual rental being charged to contribute to electricity and rates.

Unlike all other Council owned hall facilities, Binnaway Hall is an anomaly. The Hall Committee pays the rates and other Council user charges to a maximum of \$500 per annum (due to Council rate donation) and electricity costs. They however do collect the hall rental charges. There is no record of why it was established this way.

The Hall Committee has gradually depleted in numbers to essentially one community member who does all hiring, minor repairs and maintenance and accounting/bookwork. There is also funding shortfalls for the operating expenses being incurred. It also appears that the Preschool rental is not reflective of the true cost of sharing this facility.

A meeting was held with the Hall Committee and Preschool to discuss how to resolve the inequity whilst retaining the community support and interest in the Hall. Some suggested actions included;

1. Separate the electricity meter to allow each user, ie the Hall and Preschool to be charged for electricity usage directly
2. Council to collect and retain all hall hire charges
3. Include Binnaway Hall into Councils Revenue Policy similar to Mendooran and Dunedoo Halls (see Page No 297 in Draft 2008-2009 Management Plan)
4. Council to fund rates and electricity costs in annual operating budget
5. A License Agreement similar to Dunedoo Preschool is created to formalise the tenancy of Binnaway Preschool in Binnaway Hall.

Both parties felt that this would ease the workload of the Hall Committee, standardise the hall hire policies to other shire owned halls and better allocate the costs of operating the Preschool. The Hall Committee still wish to be involved to provide a limited 'caretaking'

role and will open and close as normal, collect the fees if not paid at Council office, maintain a booking diary etc.

Whilst a water meter is not currently connected to the Binnaway Hall, when this is rectified Binnaway Preschool will be responsible for this user charge.

The rates and electricity charges were assumed to be included in costing of the Binnaway Hall budget, so no adjustment is requested.

The implementation of these suggestions would save Council the annual rate donation from Governance budget.

RECOMMENDATION

That Council implement the following actions for Binnaway Hall beginning 1 July 2008;

1. Separate the electricity meter to allow each user, ie the Hall and Preschool to be charged for individual electricity usage directly
2. Council collect and retain Binnaway Hall Hire fees
3. Binnaway Hall to be included in Councils Revenue Policy as follows

	Actual inclusive of GST 2007/2008	Proposed inclusive of GST 2008/2009	GST
<u>HALLS/COMMUNITY CENTRES</u>			
Binnaway Hall			
(fee includes practice and/or set up time required)			
Administration Fee	N/A	\$33	\$3
Whole Complex - Functions	N/A	\$66	\$6
Community ongoing fundraising events	N/A	\$11	\$1
Public Liability Insurance - \$10 million for irregular users. [Evidence of own policy required if applicable]	N/A	\$130	Nil

4. Council to assume responsibility and fund rates and electricity costs in annual operating budget
5. A License Agreement similar to Dunedoo Preschool is created to formalise the tenancy and activities of Binnaway Preschool in Binnaway Hall.

5.2 COONABARABRAN LONG DAY CARE CENTRE – FUNDING AGREEMENTS AND PROPERTY PURCHASE

On Thursday, 29 May 2008, Councillors were informed by the General Manager of the successful funding submissions made to both NSW and Australian Governments to purchase the former Coonabarabran Long Day Care Centre. Since it was necessary to return one of the Funding Agreements within 14 days, Council granted authority to the General Manager to accept and sign the documents prior to the Council meeting.

Council is now requested to formalise the acceptance of both funding offers and implement the property purchase.

Budget (ex GST)	
Building and Land Purchase	\$ 400,000
<u>Refurbishment (including Legal/moving expenses)</u>	<u>\$ 170,000</u>
Total Project Cost	\$ 570,000

The Australian Government Department of Education, Employment and Workplace Relations (DEEWR) has approved funding of \$340,000 to be utilised for the land and property purchase.

The NSW Department of Community Services (DoCS) has approved \$230,000 that will fund both purchase price and refurbishment/legal expenses.

Conditions of the funding include the expectation that the Coonabarabran Preschool will move to the new premises and operate a community based Multipurpose Childcare Centre. Preschool and Long Day Care services will be combined for 0-5 year olds with the services being funded by both DoCS (Preschool funding) and DEEWR (via Child Care Benefit). This is a 51 place centre which will be in full operation by 1 January 2009. DEEWR Funding Agreement stipulates that this Multipurpose Childcare Centre operates for a minimum of 7 years and compliance is met by the Licensee for all Childcare regulations and requirements.

Council's Director of Community Services has met with the Preschool Management Committee and developed an 8 month project milestone timeline to assist with the various logistics involved in the relocation and licensing of the new Multipurpose Centre Childcare Service. Critical factor points relate to:

- Property Purchase and Settlement date
- Refurbishment work
- Licensing of the new Multipurpose Childcare Centre and
- Renewal or at least temporary extension of Licenses for Connect 5 LDC, Preschool extended hours program and Preschool if required.

Delays of any critical factors during this early stage naturally create pressure towards the end of the project.

The Management Company, on behalf of the property owner, has agreed to Council's offer, which was made pending finalisation of both Funding Agreements. Contracts were

expected to be available for signing in matter of weeks. However advice to hand that termination of lease negotiations have come to a standstill between the owners and current lessees is causing some concern.

Council should also be aware of the management structure question of the Multipurpose Childcare Centre. The Preschool Management Committee is in the process of investigating all options including:

1. Continuance of existing parent based Management Committee
2. Establishment of a new Incorporated Not for Profit Management Committee or
3. Relinquishing to another organisation via an Auspice and Advisory Committee arrangement

Whilst Council has not been formally requested to consider auspicing the service this has certainly been discussed by the Preschool Management Committee. It is recommended that a full report be presented to Council's July meeting about this particular issue.

RECOMMENDATION

1. That Council authorise the General Manager to accept and sign the Long Day Care Capital Funding Agreement from the Australian Government Department of Education, Employment and Workplace Relations for \$340,000.
2. That Council authorise the General Manager to accept and sign the NSW Department of Community Services Program Agreement for \$230,000.
3. That Council proceeds with the purchase of the former Coonabarabran Long Day Care Centre, Oxley Highway Coonabarabran, being Lots 1 and 2 DP 18607 for the accepted price of \$400,000 and;
 - Council resolves to affix its Common Seal and authorise the Mayor and General Manager to sign all necessary documentation applicable to this purchase
 - Upon acquisition the land is designated 'operational land' for the purposes of Section 31(2) of the Local Government Act 1993.
4. That a full report be presented to the July 2008 Council meeting regarding the management structure of the new Coonabarabran Multipurpose Childcare Centre.

5.3 BINNAWAY PRIMITIVE CAMPING GROUND - LEASE AGREEMENT

Works have been progressing well for the construction of the new Amenities block at the Binnaway Primitive Camping Ground along the banks of the Castlereagh River. These amenities contain both male and female toilets and showers, and will be the only public facilities in Binnaway with disabled access.

A meeting was held with the Camping Ground Committee to discuss the development of a Memorandum of Understanding or Lease Agreement that will establish formal documentation of Council's and Binnaway Progress Association's agreed responsibilities. The intent of this project is to provide a clean, pleasant and accessible rest area to encourage daytime or overnight stays by the travelling public in Binnaway.

Council have allocated \$10,000 in the 2008-2009 Draft Management Plan for the River Park Binnaway in Urban Services for rubbish, lawn mowing costs. It is proposed that the Council commit to the following costs via a 20 year Peppercorn rental;

- Lawn Mowing
- Electricity charges of new Amenities
- Property Insurance of Amenities
- General Public Liability Insurance related to public space
- Council rates and charges ie. Garbage and Rubbish collection

Note: The land is road reserve and is therefore unrated.

With the Binnaway Progress Association being responsible for;

- Promotion and marketing
- Collection of donations
- Cleaning of Amenities
- Public Liability Insurance related to Primitive Camping Ground activity
- Capital Improvements
- Installation and electricity costs of powered sites if installed in future

It is anticipated the Lions Park Toilets be demolished when the new facilities are operational.

RECOMMENDATION

That a 20 year Lease Agreement be developed to formalise the caretaking arrangements of the Binnaway Primitive Camping Ground between Council and Binnaway Progress Association according to the following;

Councils' responsibilities:

- Lawn Mowing
- Electricity charges of new Amenities
- Property Insurance of Amenities
- General Public Liability Insurance related to public space
- Council rates and charges ie. Garbage and Rubbish collection

Binnaway Progress Association responsibilities:

- Promotion and marketing
- Collection of donations
- Cleaning of Amenities
- Public Liability Insurance related to Primitive Camping Ground activity
- Capital Improvements
- Installation and electricity costs of powered sites if installed in future

5.4 DUNEDOO YOUTH CLUB

Following a presentation to the Council meeting held at Goolhi in July 2007, Council resolved *'to accede to the request of the Dunedoo Development Group and provide the Jubilee Hall for use as a youth club venue for an initial 12 months period of twelve (12)*

months at a rental of one dollar (\$1.00) for the trial twelve months. FURTHER that youth club equipment be stored away during functions held by other hirers and further that other fee paying hirers of the Hall be given precedence over the youth club activities for the conduct of their function'. (Resolution No 86).

The Dunedoo District Development Group (DDDG) was notified of this consent with the conditions noting that;

- Any fee paying users of the Hall will have precedence over youth club activities for the conduct of their functions and in the event of this occurring, all youth club equipment is stored away during these functions held by other hirers
- The bookings for the Jubilee Hall are taken at Council's Dunedoo Depot and a communication system will need to be implemented to ensure everyone is informed of Youth Club Activities and other Fee paying user requirements.
- Whilst Council will continue to clean and maintain the Hall facility and grounds, it is expected that the Dunedoo Youth Club will ensure the hall is left in a clean and tidy condition after each Youth club session.
- Furthermore the Public Liability of the Youth Club activities will be required to be covered by the DDDG.
- It was also recommended that a proper risk assessment be implemented for each program with supervisors providing responsibility and direction.

After receiving this consent DDDG advised Director of Community Services that their Public Liability Insurance would not cover the Youth Club activities. A solution was brokered however, via another avenue and the Dunedoo Youth Club became a subcommittee of the Coonabarabran Youth Club. This arrangement enabled the Public Liability issues to be resolved and allowed Youth Club activities to be conducted in the Jubilee Hall since October 2007.

The Youth Club has been very successful and the membership is growing slowly. Youth Week 2008 attracted in total 286 participants to the various activities held in the hall. A regular bunch of 15-20 young people gather at the Youth Club for board games, boxing, gym sessions, movie and entertainment nights and other indoor sports. Parent involvement is increasing to assist the main drivers of the club. No other users of the hall have been inconvenienced by the Youth Club and cleaning has been maintained. Some minor R&M items have been completed to ensure Youth Club equipment is safely stored when not in use.

The Youth Club has requested that this 12 month trial be continued on a more permanent basis. Given that; membership has been growing, there is no other suitable facility to house a youth club and the hall is being used now on a regular basis this would be a positive outcome for both Council and the Dunedoo community.

RECOMMENDATION

That Council provide on a permanent basis to the Dunedoo Youth Club consent to utilise the Dunedoo Jubilee Hall for Youth Club activities noting the following conditions;

-
- That any fee paying users of the Hall will have precedence over youth club activities for the conduct of their functions and in the event of this occurring, all youth club equipment is stored away during these functions held by other hirers
 - The bookings for the Jubilee Hall are taken at Council's Dunedoo Depot and a communication system be maintained to ensure everyone is informed of Youth Club Activities and other Fee paying user requirements.
 - Whilst Council will continue to clean and maintain the Hall facility and grounds, it is expected that the Dunedoo Youth Club will ensure the hall is left in a clean and tidy condition after each Youth club session.
 - The Public Liability of the Youth Club activities will be required to be covered by the Dunedoo Youth Club.
 - It is recommended that a proper risk assessment be implemented for each program with supervisors providing responsibility and direction.

.....
REBECCA RYAN
DIRECTOR COMMUNITY SERVICES