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

In attendance: S Morris (minutes)

APOLOGIES: Councillor Sullivan (delayed)
395 RESOLVED that the apologies of Cr Sullivan be received.

Dawson/Coe

FORUM

Mrs Becky Featherbe addressed the meeting concerning the water flow in Baradine and particularly the flow of water from Walker Street and the impact on other water courses. Mrs Featherbe asked that Council not build further structures but complete a flood study of Baradine.

9.20am

CONFIRMATION OF MINUTES OF THE ORDINARY MEETING OF WARRUMBUNGLA SHIRE COUNCIL HELD ON 15 MAY 2008

396 RESOLVED that the minutes of the ordinary meeting of the Warrumbungle Shire Council held on 15 May 2008 be endorsed.

Dawson/Coe

BUSINESS ARISING

Councillor Dawson foreshadowed a motion regarding Resolution 364.

CONFIRMATION OF MINUTES OF THE SPECIAL MEETING OF WARRUMBUNGLA SHIRE COUNCIL HELD ON 22 MAY 2008

397 RESOLVED that the minutes of the special meeting of the Warrumbungle Shire Council held on 22 May 2008 be endorsed subject to Resolution 373 being amended to read as follows:

373 RESOLVED that the General Manager write to the local schools, service and community groups, informing of opportunities and encouraging interested parties to take an interest in the maintenance of parks, gardens and rest areas.

Lewis/Todd

CONFIRMATION OF MINUTES OF THE SPECIAL MEETING OF WARRUMBUNGLA SHIRE COUNCIL HELD ON 6 JUNE 2008

398 RESOLVED that the minutes of the special meeting of the Warrumbungle Shire Council held on 6 June 2008 be endorsed.

Coe/Connelly

ADOPTION OF THE RECOMMENDATIONS OF THE TRAFFIC ADVISORY COMMITTEE MEETING HELD ON 29 MAY 2008

399 RESOLVED that the minutes of the Traffic Advisory Committee meeting held on 29 May 2008 be adopted.

Dawson/Hill

**ADOPTION OF THE RECOMMENDATIONS OF THE TRAFFIC ADVISORY
COMMITTEE MEETING HELD ON 18 JUNE 2008**

400 RESOLVED that the minutes of the Traffic Advisory Committee meeting held on 18 June 2008 be adopted.

Dawson/Todd

**ADOPTION OF THE RECOMMENDATIONS OF THE WARRUMBUNGL E SHIRE
TOURISM AND ECONOMIC DEVELOPMENT ADVISORY COMMITTEE MEETING
HELD ON 4 JUNE 2008**

401 RESOLVED that the minutes of the Warrumbungle Shire Tourism and Economic Development Advisory Committee meeting held on 4 June 2008 be adopted subject to Recommendation 35 being amended to read as follows:

35 RECOMMENDED Council, when determining revotes, consider revoting any surplus funds from the 2007-2008 Tourism and Economic Promotions budgets to be spent on a major Shire-wide marketing campaign, as identified by Council's Tourism Unit.

Hill/Dawson

**MINUTES OF THE CONSULTATIVE ADVISORY COMMITTEE MEETING
HELD ON 12 MARCH 2008**

Received.

**MINUTES OF THE CONSULTATIVE ADVISORY COMMITTEE MEETING
HELD ON 8 MAY 2008**

Received.

402 A motion was moved by Councillor Dawson seconded by Councillor Hill that Resolution 364 of 15 May 2008 be set aside because it would leave the Council open to litigation and does not solve the problem of flooding in Baradine. **FURTHER** that the Baradine Flood Management Plan be reinstated and that the \$90,000 for the proposed culvert be transferred to the Plan and it gets underway as soon as possible.

Councillor Dawson moved a spill on the motion.

The motion was put and LOST with Councillors Dawson, Hill and Shinton each recording their vote in favour of the motion and **Councillors Egan, Todd, Coe, Connelly and Lewis** each recording their vote against the motion.

Councillor Sullivan was absent from the meeting.

10.06am

GENERAL MANAGER'S REPORT

1.1 WASTE COLLECTION CHARGE

403 RESOLVED 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.

Connelly/Coe

1.2 POLICIES

404 RESOLVED that Council endorse the following Warrumbungle Shire Council - Civil Emergency Leave Policy.

Warrumbungle 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.

Dawson/Hill

405 RESOLVED that Council endorse the following Drug and Alcohol Policy and Procedure.

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.

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.

Coe/Dawson

1.3 MILLING PARK DUNEDOO

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

Hill/Dawson

10.16am

Councillor Sullivan joined the meeting.

1.4 MEDIA POLICY

407 RESOLVED that Council endorse the following Media Policy – Councillors.

Media Policy - Councillors

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 Councillor (except the Mayor) is authorised to represent or speak on behalf of Council in any public comments, statements or press releases to the media.
- *Councillors may speak to the media clearly indicating that they are portraying their own personal point of view and are not speaking on behalf of Council.*

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);

Connelly/Lewis

408 RESOLVED that Council endorse the following Media Policy – Staff.

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.

Hill/Dawson

1.5 BINNAWAY PRE SCHOOL

A motion was moved by Councillor Dawson that Council not accede to the request for refund of fees paid for development application.

The motion lapsed for want of a seconder.

409 RESOLVED that Council agree to a donation of \$1,106.60 being part fees paid for development application and the funds be provided from the Donations budget.

Sullivan/Todd

10.26am

The Director of Corporate Services left the meeting to attend training.

1.6 WATER SUPPLY AND SEWERAGE REVIEW

410 RESOLVED 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.

Sullivan/Dawson

10.42am

It was determined that the Director of Corporate Services report would be held over until her return to the meeting.

DIRECTOR OF TECHNICAL SERVICES REPORT

3.1 RURAL ROAD ADDRESSING PROJECT – CONFLICTING ROAD NAMES

411 RESOLVED that the following changes be 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	Coonabarabran 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.

Hill/Dawson

10.51am

The Director of Corporate Services returned to the meeting.
The Manager of Finance joined the meeting.

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

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

Dawson/Sullivan

10.55am

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

Hill/Dawson

11.23am

414 RESOLVED that standing orders be resumed.

Coe/Todd

DIRECTOR OF CORPORATE SERVICES REPORT

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

Received.

The Director of Corporate Services provided information on the investment seminar recently attended and informed the meeting that the indicators from the seminar were that Council should let the current investments run their time frame to achieve returns.

415 A motion was moved by Councillor Sullivan seconded by Councillor Egan that a consultant be appointed to review Council's investment strategy and present a report back to Council incorporating an appropriate investment strategy and policy.
The motion was put and LOST.

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

Received.

2.3 STATEMENT OF INVESTMENTS AS AT 31st MAY 2008

Received.

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

Received

2.5 MOBILE PHONE USAGE POLICY

416 RESOLVED that Council endorse the following Warrumbungle Shire Council Mobile Phone Usage Policy.

Mobile Phone Usage Policy

Objectives

- i. To provide internal procedures to be followed in relation to the supply and use of Councils 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 Councils 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.
- xi. Lost or damaged mobile phones should be reported to the Corporate Services Division as soon as possible. If available a spare mobile phone may be provided until report or replacement. If a mobile phone is lost or stolen, the loss or theft must be reported to the Corporate Services Division as soon as the loss or theft is known. The service will be suspended by the Corporate Services Division until a replacement handset and sim card can be sourced.

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- 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:
“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.”
 - xiv. 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.
 - xv. 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.
 - xvi. 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.
 - xvii. All mobile phone use must comply with this Policy, Councils Code of Conduct and all relevant State and Federal laws.
 - xviii. 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.
 - xix. 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.
 - xx. 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.
 - xxi. 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.
 - xxii. 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: _____

Connelly/Hill

2.6 INTERNET AND EMAIL POLICY

417 RESOLVED that Council endorse the following Warrumbungle Shire Council Internet and Email Policy:

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.

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- 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;
 - 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

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- 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, Blueprint.
- 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 Council's 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.
- 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: _____

Lewis/Connelly

2.7 SKYWATCH OBSERVATORY Pty Ltd – Change of Rating Classification

418 RESOLVED 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.

Hill/Sullivan

12.00 noon

At this time the Additional Supplementary Report was considered.

2S RESIDENTIAL PROPERTY POLICY

419 RESOLVED that Council endorse the following Residential Property Policy:

Residential Property Policy

1. Objectives

- a) To provide guidelines for the rental of Council owned residential properties.
- b) To ensure that Council owned residential properties are utilised for the best outcome for Council.

2. Background

Council owns seven (7) residential properties in Coolah township at the following addresses:

- 4 Irwin Street
- 17 Cole Street
- 84 Martin Street

- 137 Martin Street
- 139 Martin Street
- 141 Martin Street and
- 143 Martin Street.

The property at 141 Martin Street is provided for the town doctor and leased at an agreed rental with terms and conditions as laid out in the Residential Tenancies Act and Regulations.

3. Other properties available to staff under the following conditions

- a) Properties generally are available as an incentive to attract professional staff to work in the Shire.
- b) It is a condition that the following terms shall be agreed to in the Contract of employment prior to occupying premises:
 1. The employee agrees to sign a residential tenancy agreement, which will initially be for a term of three (3) months then ongoing under the terms of that same agreement.
 2. That the rent as stated in the agreement be at "market rate".
 3. That on cessation of employment the tenant shall hand up to the landlord the premises in a clean and habitable condition within seven (7) days of termination of employment.
 4. That rent will be paid weekly in advance by payroll deduction.
 5. That market appraisals will be conducted in July of every second year from commencement of tenancy, by a local Estate Agent and the rent will be adjusted according to their recommendation of the "market rate".
 6. All other conditions of tenancy will be in accordance with the Tenancy Agreement and the Residential Tenancies Act and Regulations.
- c) Should a property become vacant other staff may apply to rent the property and the Landlord (Director Corporate Services) may seek the approval of the General Manager to offer a tenancy to the applicant.

Connelly/Hill

DIRECTOR OF ENVIRONMENTAL SERVICES

4.1 NSW FOOD REGULATION PARTNERSHIP

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

Hill/Sullivan

4.2 ANNUAL STATE OF THE ENVIRONMENT REPORT 2007-2008

421 RESOLVED:

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.

Sullivan/Hill

12.18pm

Councillors Connelly and Todd left the room.

4.3 PUBLIC POOLS – SITE INSPECTIONS AND COMMUNITY CONSULTATION

422 RESOLVED:

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.

Lewis/Dawson

423 RESOLVED that the Director of Environmental Services and staff be commended on the work undertaken in relation to the pools.

Lewis/Dawson

12.21pm

Councillors Todd and Connelly returned to the meeting.

4.4 WARRUMBUNGLA SHIRE COUNCIL APPLICATIONS RECEIVED FOR THE MONTH OF MAY 2008

Received.

DIRECTOR OF COMMUNITY SERVICES

5.1 BINNAWAY MEMORIAL HALL – BINNAWAY PRESCHOOL

424 RESOLVED 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.

Dawson/Hill

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

425 RESOLVED:

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.

Sullivan/Hill

Councillor Egan recorded his vote against the resolution.

5.3 BINNAWAY PRIMITIVE CAMPING GROUND - LEASE AGREEMENT

426 RESOLVED 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

Egan/Todd

5.4 DUNEDOO YOUTH CLUB

427 RESOLVED 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.

Hill/Coe

12.55pm

428 RESOLVED that standing orders be suspended to adjourn for lunch.

Connelly/Hill

1.28pm

429 RESOLVED that standing orders be resumed.

Hill/Dawson

At this time the Director of Technical Services and Director of Environmental Services were absent from the meeting.

1.30pm

430 RESOLVED that Council go into committee pursuant to Section 10A (1) and Section 10A (2) (b) to consider information regarding the personal hardship of a resident or ratepayer.
Coe/Todd

1.41PM

431 RESOLVED that Council move out of committee.

Coe/Todd

1C SKYWATCH OBSERVATORY PTY LTD

432 RESOLVED that Council authorises the General Manager to make an adjustment to the balance owing (including interest) by Skywatch Observatory Pty Ltd based on the property at Koala Crescent (Assessment Number 2058.2) being rated as Rural Business.

Sullivan/Egan

Director of Environmental Services returned to the meeting.

GENERAL BUSINESS

Cr Connolly raised the following matters:

LEP Town meetings – when are they to be held (timing governed by Department of Planning response)

Boundary adjustment with Upper Hunter – owners wish to move into Warrumbungle Shire Council

Cr Coe raised the following matters:

Works on Avonside Road, Dunedoo – concerns regarding work ceased due to lack of availability of gravel – planning of works questioned

Land at Leadville behind tip – to be looked at as gravel supply

Claim by resident of Dunedoo regarding stone through window – claimed slasher caused damage

Director of Technical Services returned to the meeting.

Cr Todd raised the following matter:

Signage for Camp Cypress on corner of Lachlan Street and Namoi Street. Signs are located at other intersections on Namoi Street

Tourist signs on road to Narrabri are damaged – question regarding replacement. RTA responsible for those signs.

A motion was moved by Councillor Todd seconded by Councillor Lewis that Council extend the contour bank 75 metres in an easterly direction in Walker Street Baradine upstream towards the railway line.

433 An amendment was moved by Councillor Sullivan seconded by Councillor Egan that Council investigate all issues relating to the extension of the contour bank in Walker Street, Baradine and report back to Council.

The amendment was put and carried.

The amendment became the substantive motion and was put and carried.

Cr Egan raised the following matter:

Seeking further information regarding proposed building on corner of Cassilis and John Streets Coonabarabran

434 RESOLVED that the General Manager contact Mr Anderson to arrange a meeting at which all Councillors and senior staff will have input into the finalisation of a plan for the new building.

Sullivan/Lewis

Seeking information regarding role of Road Safety Officer position.

Cr Lewis raised the following matters:

:Reserve adjacent to Gordon Street Coonabarabran – railway reserve – needs clean up

Update on Mendooran water

Update on Neilrex Fire Shed

Apologies – unable to attend July meeting.

Cr Sullivan raised the following matter:

Removal of dead animals on roads

435 RESOLVED that a report be prepared and submitted to Council on the removal of dead animals from the roads by staff.

Sullivan/Hill

Cr Dawson raised the following matter:

Stannix Park – surveyor awaiting information from the Department of Lands

Stump at Mendooran

Bendigo Bank – establishment of branch in Baradine. Further investigations being undertaken by Bank

Woolworths – fence panel at rear of trolley bay – outstanding matters include panel, placement of trees, lighting, creek works.

Cr Hill raised the following matters:

Type of gas used for motor vehicle

Old Dunedoo Hospital – reports that Shire has permission to flatten Hospital

Add street lights to list for northern side of River Street in Dunedoo in 2009/2010

Education day – RSO – on use of gophers

A further request will be made concerning pedestrian crossing in Bolero Street at Dunedoo

Request for donation to Development Group to assist in advertising visit by male choir

436 RESOLVED that a donation of \$100 be made to the Dunedoo and District Development Group to assist with the costs of advertising the visit by the Sydney Male Choir.

Hill/Lewis

Cr Lewis raised the following matters:

Request for placement of kerb and gutter at 34 Tallawong Street Dunedoo – referred to Director Technical Services.

3.05pm

At this time the Supplementary Report was considered.

1S COUNCIL MANAGEMENT PLAN AND BUDGET 2008/2009

Waste Management

437 RESOLVED that the waste management vacant charge for lots be increased to \$60 for towns, villages and rural runs. **FURTHER** that the charge for occupied properties for rural runs that do not use the service increase to \$110 as an interim step with a further increase to \$140.00 in 2009/2010. **FURTHER** that Council introduce the Cobbora Run in 2008/2009.

Connelly/Egan

Coolah Dunedoo & Mendooran Water Supplies

No action is to be taken in response to the reports relating to the Coolah, Dunedoo and Mendooran water supplies at this time.

Environmental Services Budget adjustments

Amendments noted and included in budget documents.

Objection to the water pricing for the 2008/2009 Budget – Technical Services (Sales of Water)

438 RESOLVED that water be available for sale between the hours of 7.30am to 8.30am and 3.30pm to 4.30pm Monday to Friday by appointment with access fee of \$5.00 plus charge of \$3.00 per kilolitre. **FURTHER** that if water is required to be purchased outside business hours that the charge for access will be the amount required for overtime payment for staff attendance plus charge of \$3.00 per kilolitre.

Todd/Lewis

Dunedoo Pre-School

The requests in this submission will be further investigated and a report on the problems relating to drainage is to be prepared and submitted to Council.

439 RESOLVED following all considerations and changes listed that Council adopt the 2008/2009 Management Plan (incorporating Revenue Policy, fees and charges and budget) with a General Fund deficit of \$972,896.

Coe/Connelly

Various Funds

440 RESOLVED that the budget as presented for Coonabarabran Water Supply Fund with a total surplus of \$11,064 be adopted.

Dawson/Hill

441 RESOLVED that the budget as presented for Baradine Water Supply Fund with a total deficit of \$1,786 be adopted.

Dawson/Hill

442 RESOLVED that the budget as presented for Binnaway Water Supply Fund with a total deficit of \$118,283 be adopted.

Dawson/Hill

443 RESOLVED that the budget as presented for Coolah Water Supply Fund with a total deficit of \$26,778 be adopted.

Dawson/Hill

444 RESOLVED that the budget as presented for Dunedoo Water Supply Fund with a total deficit of \$14,875 be adopted.

Dawson/Hill

445 RESOLVED that the budget as presented for Mendooran Water Supply Fund with a total surplus of \$7,292 be adopted.

Dawson/Hill

446 RESOLVED that the budget as presented for Coonabarabran Sewerage Fund with a total surplus of \$218,000 be adopted.

Todd/Egan

447 RESOLVED that the budget as presented be endorsed with a deficit of \$23,400 for the Baradine Sewerage Fund.

Todd/Egan

448 RESOLVED that the budget as presented be endorsed with a surplus of \$24,500 for the Coolah Sewerage Fund.

Todd/Egan

449 RESOLVED that the budget as presented be endorsed with a surplus of \$24,000 for the Dunedoo Sewerage Fund.

Todd/Egan

Fees and Charges

450 RESOLVED that the fees and charges as advertised for the year 2008/2009 be endorsed with the previous changes noted.

Dawson/Hill

Rates and Charges

451 RESOLVED

A That in accordance with Section 535 of the Local Government Act, 1993 that Council make the following rates and charges for 2008/2009.

B That the following rates and charges be endorsed for 2008/2009.

ORDINARY RATES

a) **Farmland Rate** be set at point zero zero six six eight one six cents (0.0066816¢) in the dollar plus a base rate of three hundred and forty two dollars (\$342.00).

b) **Residential Rate (sub-category Rural North)** be set at point zero one three four one eight nine cents (0.0134189¢) in the dollar plus a base rate of one hundred and seventy seven dollars (\$177.00).

c) **Residential Rate (sub category – Villages One (North) – Kenebri, Ulamambri, Neilrex, Bugaldie, Rocky Glen, Purlewaugh)** be set at point zero four eight six five two cents

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- (0.048652¢) in the dollar plus a base rate of one hundred and three dollars and fifty cents (\$103.50).
- d) **Residential Rate (sub category Baradine)** be set at point zero three zero one seven one cents (0.030171¢) in the dollar plus a base rate of one hundred and thirty three dollars (\$133.00).
- e) **Residential Rate (sub category Binnaway)** be set at point zero four three nine nine four seven cents (0.0439947¢) in the dollar plus a base rate of one hundred and three dollars and fifty cents (\$103.50).
- f) **Residential Rate (sub category Coonabarabran)** be set at point zero two two nine two seven nine cents (0.0229279¢) in the dollar plus a base rate of one hundred and eighty six dollars (\$186.00).
- g) **Residential Rate (sub category Coolah)** be set at point zero two four six two cents (0.02462¢) in the dollar plus a base rate of one hundred and ninety one dollars (\$191.00)
- h) **Residential Rate (sub category Dunedoo)** be set at point zero one six two two two one cents (0.0162221¢) in the dollar plus a base rate of two hundred and thirty two dollars and fifty cents (\$232.50)
- i) **Residential Rate (sub category Mendooran)** be set at point zero three two five eight nine cents (0.032589¢) in the dollar plus a base rate of one hundred and fifty four dollars (\$154.00)
- j) **Residential Rate (sub category Village Two (South) – Leadville, Merrygoen, Uarbry)** be set at point zero one nine six six eight cents (0.019668¢) in the dollar plus a base rate of eighty two dollars and fifty cents (\$82.50)
- k) **Residential Rate (sub category Rural South)** be set at point zero zero seven seven one two cents (0.007712¢) in the dollar plus a base rate of one hundred and seventy seven dollars (\$177.00)
- l) **Rural Residential Rate (sub category Coolabah)** be set at point zero zero seven two five three four cents (0.0072534¢) in the dollar plus a base rate of one hundred and twenty two dollars (\$122.00)
- m) **Rural Residential Rate (sub category Village Three (Cobbora) – Cobbora)** be set at point zero one zero eight six nine cents (0.010869¢) in the dollar plus a base rate of one hundred and three dollars and fifty cents (\$103.50)
- n) **Business Rate (sub category Rural North)** be set at point zero two seven zero seven four eight cents (0.0270748¢) in the dollar plus a base rate of one hundred and ninety two dollars and fifty cents (\$192.50).
- o) **Business Rate (sub category Village One (North) – Kenebri, Ulamambri, Neilrex, Bugaldie, Purlewaugh)** to be set at point zero four two one three cents (0.04213¢) in the dollar plus a base rate of one hundred and thirteen dollars and fifty cents (\$113.50).

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- p) **Business Rate (sub category Coonabarabran)** to be set at point zero six zero seven three one cents (0.060731¢) in the dollar plus a base rate of two hundred and fifty dollars and fifty cents (\$250.50).
- q) **Business Rate (sub category Baradine)** to be set at point zero four seven four five seven cents (0.047457¢) in the dollar plus a base rate of one hundred and sixty dollars (\$160.00).
- r) **Business Rate (sub category Binnaway)** to be set at point zero five seven one one six five cents (0.0571165¢) in the dollar plus a base rate of one hundred and sixty dollars (\$160.00).
- s) **Business Rate (sub category Coolah)** to be set at point zero two eight nine eight cents (0.02898¢) in the dollar plus a base rate of two hundred and seven dollars (\$207.00).
- t) **Business Rate (sub category Dunedoo)** to be set at point zero one eight nine two seven cents (0.018927¢) in the dollar plus a base rate of two hundred and fifty four dollars and fifty cents (\$254.50).
- u) **Business Rate (sub category Mendooran)** to be set at point zero one nine six six eight cents (0.019668¢) in the dollar plus a base rate of one hundred and fifty five dollars (\$155.00).
- v) **Business Rate (sub category Village Two (South) – Leadville, Merrygoen)** to be set at point zero three six two cents (0.0362¢) in the dollar plus a base rate of eighty two dollars and fifty cents (\$82.50).
- w) **Business Rate (sub category Rural South)** to be set at point zero one one five nine three nine cents (0.0115939¢) in the dollar plus a base rate of one hundred and ninety two dollars and fifty cents (\$192.50).
- x) **Coonabarabran Sewerage rate** be set at point zero two three three nine cents (0.02339¢) in the dollar plus a base rate of one hundred and twenty eight dollars (\$128.00) for land rateable to the Coonabarabran Sewerage rate only.

DOMESTIC AND NON-DOMESTIC WASTE CHARGES

- i) **Domestic Waste charge (Northern)** be set at two hundred and twenty seven dollars and four cents (\$227.04) for the rendering of one (1) weekly collection.
- ii) **Domestic Waste charge (Southern)** be set at three hundred dollars and seventy seven cents (\$300.77) for the rendering of one (1) weekly collection.
- iii) **Non Domestic Waste (Northern) charge** be set at two hundred and one dollars and eighty one cents (\$201.81) for the rendering of one (1) weekly collection.
- iv) **Non Domestic Waste (Southern) charge** be set at two hundred and five dollars and thirty six cents (\$205.36) for the rendering of one (1) weekly collection.

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- v) **Domestic Waste (Vacant) (Northern) charge** be set at sixty dollars (\$60.00) for each vacant land assessment serviced by the waste disposal service.
 - vi) **Domestic Waste (Vacant) (Southern) charge** be set at sixty dollars (\$60.00) for each vacant land assessment serviced by the waste disposal service.
 - vii) **Non Domestic Waste (Recycling) (Northern) charge** be set at one hundred and ninety eight dollars and thirty five cents (\$198.35) for the rendering of one (1) weekly collection.
 - viii) **Non Domestic Waste (Recycling) (Southern) charge** be set at one hundred and ninety eight dollars and thirty five cents (\$198.35) for the rendering of one weekly collection.
 - ix) **Domestic Waste Rural (Northern) charge** be set at two hundred and twenty seven dollars and four cents (\$227.04) for the rendering of one weekly collection.
 - x) **Domestic Waste Rural (Southern) charge** be set at three hundred dollars and seventy seven cents (\$300.77) for the rendering of one weekly collection.
 - xi) **Domestic Waste Rural Access Charge (Occupied Land)** be set at one hundred and ten dollars (\$110.00) for those rural residents of occupied land with a residence who has access to the service and does not take full service.
 - xii) **Domestic Waste Rural Non Occupied Access Charge** be set at sixty dollars (\$60.00).

SEWERAGE CHARGE – UNDER SECTION 501

- xiii) **Baradine Sewerage (Northern Special) Annual Charge (Section 501)** be set at four hundred and sixty five dollars and eighty five cents (\$465.85) for each assessment within the service area of the Baradine Sewerage Scheme and which are able to be connected.
- xiv) **Coolah & Dunedoo Sewerage (Southern Special) Annual Charge (Section 501)** be set at three hundred and twenty five dollars and ten cents (\$325.10) for each assessment within the service area of the Coolah & Dunedoo Scheme and which are able to be connected.

SEWERAGE SERVICE CHARGES (ALL AREAS)

- xv) **Sewerage WC charge** be set at eighty three dollars and thirty cents (\$83.30) for each water closet in schools and hospitals.
- xvi) **Sewerage Urinal charge** be set at forty two dollars and twenty cents (\$42.20) for each urinal in schools and hospitals serviced by a sewerage system.
- xvii) **Sewerage charge (Non-rateable Properties) Section 503(2)** be set at three hundred and sixty six dollars and thirty cents (\$366.30) for all properties exempt from rates

under Section 555 (excluding Hospitals and Schools) and connected to Coonabarabran Sewerage.

WATER CHARGES

- xviii) **Coonabarabran Water Access charge** be set at two hundred and thirty three dollars (\$233.00) for all rateable and non-rateable properties within the town boundary and connected to the Coonabarabran Water supply.
- xix) **Timor Gravity Main Water access charge** be set at two hundred and thirty three dollars (\$233.00) for all properties connected to the Timor Dam Gravity Main outside of the town boundary.
- xx) **Baradine Water access charge** be set at two hundred and thirty three dollars (\$233.00) for all non-rateable properties and all rural properties not within the town boundary and connected to the Baradine Water supply.
- xxi) **Binnaway Water access charge** be set at two hundred and thirty three dollars (\$233.00) for all non-rateable properties and all rural properties not within the town boundary and connected to the Binnaway Water supply.
- xxii) **Village Water access charge** be set at four hundred and sixty dollars (\$460.00) for all properties in the villages of Kenebri and Bugaldie that are connected to the village water supplies.

ANNUAL WATER USEAGE CHARGES

- xxiii) **Coonabarabran Water Usage Charge** be set at one dollar (\$1.00) per kilolitre up to 450kl and one dollar and fifty cents (\$1.50) per kilolitre 451kl and above.
- xxiv) **Timor Dam Gravity Main Water Usage Charge** be set at one dollar (\$1.00) per kilolitre up to 450kl and one dollar and fifty cents (\$1.50) per kilolitre 451kl and above.
- xxv) **Baradine Water Usage Charge** be set at one dollar and twenty cents (\$1.20) per kilolitre up to 450kl and one dollar and eighty cents (\$1.80) per kilolitre 451kl and above.
- xxvi) **Binnaway Water Usage Charge** be set at one dollar and twenty cents (\$1.20) per kilolitre up to 450kl and one dollar and eighty cents (\$1.80) per kilolitre 451kl and above.
- xxvii) **Village Water Usage Charge (Bugaldie and Kenebri)** be set at one dollar and twenty cents (\$1.20) per kilolitre up to 450kl and one dollar and eighty cents (\$1.80) per kilolitre 451kl and above.
- xxviii) **Northern Business Usage Charge (Baradine and Binnaway)** be set at one dollar and twenty cents (\$1.20) per kilolitre.

xxix) **Northern Business Usage Charge (Coonabarabran)** be set at one dollar (\$1.00) per kilolitre.

ANNUAL CHARGES – WATER SUPPLY SERVICES

xxx) **Water Access fee for Occupied blocks (Southern)** be set at two hundred and eighty three dollars (\$283.00).

xxxii) **Water Access fee for Unoccupied blocks (Southern)** be set at two hundred and eighty three dollars (\$283.00).

xxxiii) **Water Access fee for Village blocks (Southern)** be set at four hundred and sixty dollars (\$460.00).

xxxiiii) **Water Access fee for Mendooran blocks** be set at four hundred and eighty dollars (\$480.00).

CHARGES FOR USER PAY WATER COSTS – SOUTHERN

xxxv) **Water Usage Charges for Coolah, Dunedoo and Mendooran** be set at one dollar and ten cents (\$1.10) per kilolitre up to 450kl and one dollar and sixty five cents (\$1.65) per kilolitre 451kl and above.

xxxvi) **Water Usage charges for Villages Southern** be set at one dollar and ten cents (\$1.10) per kilolitre up to 450kl and one dollar and sixty five cents (\$1.65) per kilolitre 451kl and above.

xxxvii) **Water Usage Southern Business** all areas be set at one dollar and ten cents (\$1.10) per kilolitre.

Coe/Connelly

There being no further business the meeting concluded at 4.16pm.

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CHAIRMAN