



2018/19  
Annual Report

# MAYOR'S MESSAGE



At the mayoral election in September 2018 it was an honour to be elected by my fellow Councillors to lead Warrumbungle Shire Council as Mayor, together with Councillor Aniello Iannuzzi as Deputy Mayor. I would like to thank my fellow Councillors for their constructive leadership of Warrumbungle Shire Council. I commend Councillors and Council staff on their focus on achieving the best possible outcomes for our area.

One of the major highlights of the year was the commencement of works on the Inland Rail project. The Inland Rail is a significant investment into regional Australia, linking Melbourne to Brisbane through the agricultural areas of Victoria, New South Wales and Queensland. The route passes through the northern end of the Warrumbungle local government area and has the potential to generate long lasting opportunities for the region. In the short term, construction works could have a positive impact for local businesses. Looking to the future, the access to the rail line gives producers a local option for transporting grain and other goods.

Pursuing opportunities to capitalise on the Shire's potential as a location for production of renewable energy is an issue that Council has acted on. During the year a voluntary planning agreement was entered into with the developers of a wind farm proposal. The wind farm is now progressing.

Our Shire has been facing a devastating drought, which continued unabated throughout 2018/19. The impact of the drought is felt by our farmers, businesses, residents and the wider region. Council has taken a leading role in engaging with the NSW Government to provide greater water security for residents and is a strong advocate for adequate resourcing in rural and regional areas.

Our Warrumbungle area is well known for its stunning natural resources, from Coolah Tops in the south to the Warrumbungles in the north and our renowned night skies. We are well-placed regionally to receive the benefits of travellers between Melbourne and Brisbane and to access larger regional centres. At our heart is the communities that make the Warrumbungle area home. We are people who come together during hard times; who value family, friends, a great chat and looking out for each other; who support the local area and who love a good day out at the races or a night at a local ball. Through good times and bad, our communities continue to shine and I look forward to leading Council for the remainder of this term until the local government elections in September 2020.

**DENIS TODD**  
**MAYOR**

# GENERAL MANAGER'S MESSAGE



2018/19 has been a year of both achievements and challenges for Warrumbungle Shire Council. Major investments have been made in the Warrumbungle communities through Council's capital works program, however the year has been dominated by the impacts of drought.

A number of major projects have been delivered in 2018/19. With the generous support of the NSW Government, over \$2 million has been invested into water projects. In Coonabarabran, where the town was facing a water shortage crisis with capacity at Timor Dam rapidly dropping, a series of new bores has provided vastly increased water security. Water supplies in Binnaway, Coolah and Mendooran have been improved with completion of back up bores at each of those towns. Emergency works were undertaken to upgrade the water treatment plant at Mendooran.

The NSW and Federal Governments have made available a number of grant funding opportunities. In particular, Council was successful in obtaining over \$2.5 million in 2018/19 for projects across the local government area through the Stronger Country Communities Fund and the Drought Communities Programme - Extension.

The NSW Government's Stronger Country Communities Fund projects completed this year were refurbishment of the Coonabarabran Sport and Recreation Centre, installation of multipurpose courts at Coonabarabran Sporting Complex, and upgrade of lighting at Coolah's Bowen Oval.

Under the Federal Government's Drought Communities Programme Council was to demonstrate benefits to drought affected communities, for example by using local suppliers and contractors or by providing long lasting community infrastructure. The Warrumbungle Shire delivered banners and banner poles to five towns, fencing at the Baradine and Coonabarabran aerodromes, a new bore at the Coonabarabran Showground, swimming pool upgrades at Binnaway and Dunedoo, campground upgrades at Binnaway, and an employment and infrastructure programme rolled out across the local government area.

It has been a privilege to work in partnership with the Mayor, Councillors, the Executive Leadership Team and staff of the Warrumbungle Shire. I am pleased to present the 2018/19 Annual Report.

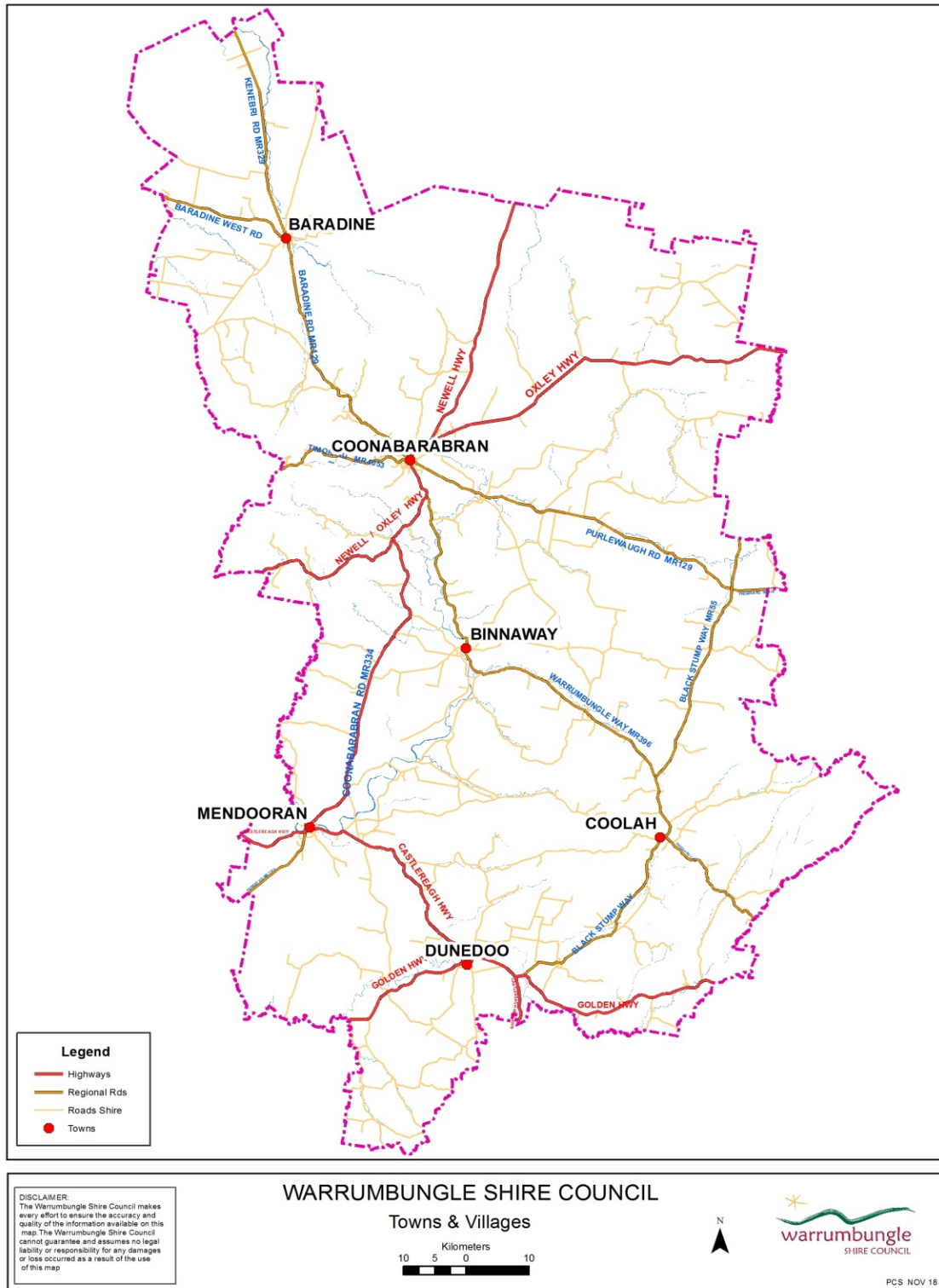
**ROGER BAILEY**  
**GENERAL MANAGER**

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# OUR COMMUNITY

The Warrumbungle Shire local government area is positioned mid-way between Brisbane and Melbourne on the Newell Highway. Taking in the towns of Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran, our local government area is shown below.



# COMMUNITY SNAPSHOT



**9,348**

TOTAL POPULATION

Baradine 593  
Binnaway 425  
Coolah 798  
Coonabarabran 2,537  
Dunedoo 1,215  
Mendooran 302

**0.43% pa**

AVERAGE  
POPULATION DECLINE

**917**

ABORIGINAL AND TORRES STRAIT  
ISLANDER POPULATION

**49**

MEDIAN AGE  
Median age NSW 38  
Median age Australia 37



**55.7%**

EMPLOYED FULL TIME

**30.6%**

EMPLOYED PART TIME

**7.9%**

UNEMPLOYMENT RATE  
Average unemployment NSW 6.3%  
Average unemployment Australia 6.9%



**\$479**

MEDIAN WEEKLY INCOME  
Average weekly income NSW \$664  
Average weekly income Australia \$662

**6,600**

RATED PROPERTIES  
2,627 designated farmland or rural

**Top industries for employment are Agriculture, Government Administration, Health Care, and Education and Training**

Population, employment and income data sourced from 2016 Census data.

# COUNCILLORS



Denis Todd  
Mayor



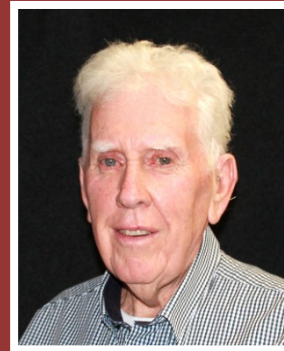
Aniello Iannuzzi  
Deputy Mayor



Kodi Brady



Anne-Louise Capel



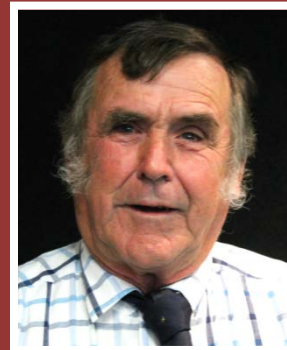
Fred Clancy



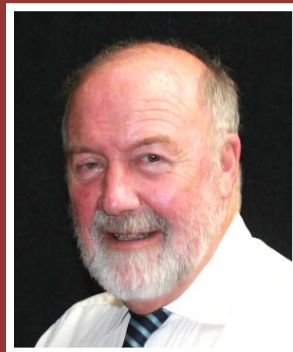
Ambrose Doolan



Wendy Hill



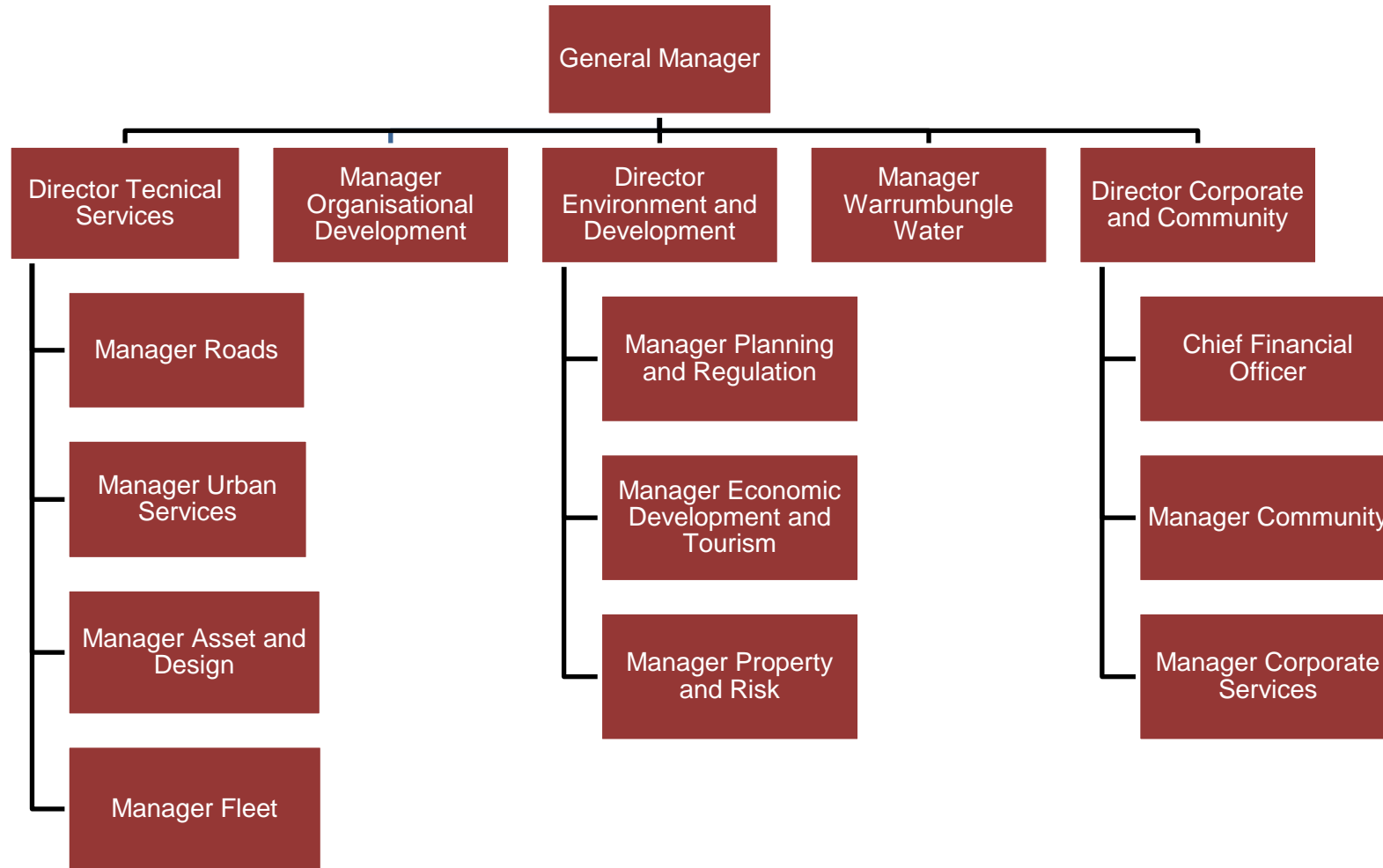
Ray Lewis



Peter Shinton

# ORGANISATION

Warrumbungle Shire Council is managed by a General Manager with three Directorates. Council's organisation structure is shown below.





# VISION, MISSION AND VALUES

## **Vision**

Excellence in Local Government

## **Mission**

Council will provide

- Quality, cost effective services that will enhance our community's lifestyle, environment, opportunity and prosperity;
- Infrastructure and services which meet the social and economic needs and aspirations of the community now and in the future;
- Effective leadership and good governance, by encouraging teamwork, through a dedicated responsible well trained workforce.

## **Values**

### **✓ Honesty**

Frank and open discussion, taking responsibility for our actions

### **✓ Integrity**

Behaving in accordance with our values

### **✓ Fairness**

Consideration of the facts and a commitment to two way communication

### **✓ Compassion**

Working for the benefit and care of our community and the natural environment

### **✓ Respect**

To ourselves, colleagues, the organisation and the community listening actively and responding truthfully

### **✓ Transparency**

Open and honest interactions with each other and our community

### **✓ Passion**

Achievement of activities with energy, enthusiasm and pride

### **✓ Trust**

Striving to be dependable, reliable and delivering outcomes in a spirit of goodwill

### **✓ Opportunity**

To be an enviable workplace creating pathways for staff development

# GUIDING PRINCIPLES

Council is guided by section 8 of the *Local Government Act 1993* (NSW), which contains a set of principles to provide guidance to enable councils to carry out their functions in a way that facilitates local communities that are strong, healthy and prosperous.

*Local Government Act 1993*, section 8A 'Guiding principles for councils':

- (1) Exercise of functions generally. The following general principles apply to the exercise of functions by councils:
  - (i) Councils should provide strong and effective representation, leadership, planning and decision-making.
  - (ii) Councils should carry out functions in a way that provides the best possible value for residents and ratepayers.
  - (iii) Councils should plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community.
  - (iv) Councils should apply the integrated planning and reporting framework in carrying out functions so as to achieve desired outcomes and continuous improvements.
  - (v) Councils should work cooperatively with other councils and the State government to achieve desired outcomes for the local community.
  - (vi) Councils should manage lands and other assets so that current and future local community needs can be met in an affordable way.
  - (vii) Councils should work with others to secure appropriate services for local community needs.
  - (viii) Councils should act fairly, ethically and without bias in the interests of the local community.
  - (ix) Councils should be responsible employers and provide a consultative and supporting working environment for staff.
  
- (2) Decision-making. The following principles apply to decision-making by councils (subject to any other applicable law):
  - (a) Councils should recognise diverse local community needs and interests.
  - (b) Councils should consider social justice principles.
  - (c) Councils should consider the long term and cumulative effects of actions on future generations.
  - (d) Councils should consider the principles of ecologically sustainable development.
  - (e) Council decision-making should be transparent and decision-makers are to be accountable for decisions and omissions.
  
- (3) Community participation. Councils should actively engage with their local communities through the use of the integrated planning and reporting framework and other measures.

# INTEGRATED PLANNING AND REPORTING FRAMEWORK

All councils in NSW are required to operate within the Integrated Planning and Reporting (IP&R) Framework. This framework aims to facilitate a strong and sustainable local government system by ensuring all councils have in place strategic plans, underpinned by community priorities and supported by appropriate resources. Warrumbungle Shire Council's IP&R is illustrated below.



# COMMUNITY PRIORITIES

The Warrumbungle Shire Community Strategic Plan 2017-2032 (the Plan) was developed following community engagement. The Plan's vision describes the importance of our sense of community spirit, our children and our homes. The community's plan for the future will support the growth, resilience and health of our people, our neighbourhoods, the environment and local economy.

The Plan identifies seven key areas of interest to the community's needs and aspirations:

**1 Natural Environment** We value our pristine, healthy, natural environment with clean water resources and diverse flora and fauna. We enjoy the close proximity to National Parks and large areas of forest and bushland. We love that we are surrounded by wide open spaces and spectacular mountain landscapes. We enjoy the peace and quiet, our temperate climate with four distinct season, the fresh, unpolluted air and clear night skies.

**Goal: the good health of our natural environment and biodiversity is preserved and enhanced.**

**2 Local Economy** Our solid local tourism industry is based on local attractions including three National Parks, Siding Spring Observatory and a range of tailored facilities and amenities. The contribution of our diverse agricultural industry is highly valued, made possible by good climate and rainfall, productive soils, clean water supplies and ready access to markets.

We benefit from good transport links within the Shire and to external markets and customers and from an abundance of natural resources which provide our Shire with opportunities for local economic growth. We have diverse local employment and business opportunities and we have access to a wide range of trades, services and businesses that are locally owned and operated, providing personalised customer service.

**Goal: our economy is strong and sustainable, providing our communities with localised employment opportunities and ease of access to markets, goods and services.**



*Wellington Street, Baradine*

**3 Community and Culture** Our communities are strong, resilient and inclusive and provide support and assistance to those in need. Local volunteers contribute greatly to our community wellbeing and we enjoy the freedoms that are afforded through our safe, friendly and caring community. Our Shire is a great place to raise a family and we value the contributions and participation of our younger people who are provided opportunities to support their development. Relationships between our indigenous and non-indigenous communities are harmonious and respectful and our diverse community is reflected through a wide range of arts and cultural activities, festivals and events.

**Goal: the communities of our Shire are safe, harmonious and supportive and are bound by vibrant social and cultural interaction and a strong local identity.**

**4 Rural and Urban Development** Our Shire is centrally located in NSW, within close proximity to regional centres and cities and we offer a range of affordable housing options. We enjoy a relaxed pace of life with low traffic volumes, no overcrowding and our urban centres are enhanced by the surrounding rural landscape and atmosphere. Our local history and heritage is visible in our towns and villages which are clean, tidy and well-presented.

**Goal: our Shire is characterised by its peaceful rural landscape, its thriving towns and villages and diverse agricultural activities.**

**5 Recreation and Open Space** People within the Shire have opportunities to participate in a diverse range of locally based sports catering for people of all ages, activity levels and interests. Our rural setting provides children with opportunities to play in and explore their natural environment and our communities have easy access to a wide range of active and passive recreational pursuits through close proximity to National Parks and other open spaces. Organised sporting and recreational activities within the Shire are coordinated by an array of active clubs and volunteer organisations and Council provides communities across the Shire with well-maintained sporting facilities, parks and gardens.

**Goal: the communities of our Shire have abundant opportunities to participate in sporting and recreational interests of their choice.**



*School of Arts building, Coolah*

**6 Public Infrastructure and Services** We have a range of essential local services and facilities supporting the health, medical and aged care needs of our communities and we benefit from the local presence of State and Federal agencies and non-government organisations that provide a range of essential services. Local children and young people benefit from provision of high quality educational services and facilities. We have an array of public infrastructure, such as parks, libraries, community halls, swimming pools, sporting facilities and tourism amenities that are important for the prosperity and well-being of our communities.

Our towns benefit from the secure supply of potable water and our villages and rural areas have access to water from rainfall, rivers and artesian systems. Our Shire accommodates major road transport links that are of national importance for the movement of people and freight and Council maintains three aerodromes and an extensive network of roads and bridges that provide connections within the Shire and to other regional centres. We are also supported by volunteer emergency services that are critical in providing immediate accident and disaster response.

**Goal: our communities are provided with safe, functional, and well-maintained infrastructure and a comprehensive range of services.**



*Recycling centre, Coolah*



*Warrumbungles Way, Coolah*

**7 Local Governance and Finance** Our councillors represent the communities of the Shire well and work effectively together, taking their responsibilities as elected officials seriously. Council provides an appropriate range of services and facilities that are responsive to community needs and Council bases its activities and decision-making on principles of openness, transparency and accountability. Council maintains a visible presence across the Shire through decentralised offices, services and depot facilities.

Council is the major employer within the Shire, providing a wide range of local training and employment opportunities and Council's staff members are friendly and approachable and are an integral part of the communities of the Shire. Council is proactive in providing financial, staff and other resources to develop programs and services that support the well-being of its communities.

**Goal: Warrumbungle Shire Council is recognised for its strong community leadership, sound financial and asset management, and ethical, accountable and responsive local government.**

# COUNCIL HIGHLIGHTS

Warrumbungle Shire Council's implementation of its Delivery Program through the 2018/19 Operational Plan included the following highlights.

## NATURAL ENVIRONMENT

### Compliance Services

- *Provide education and regulation relating to the keeping of companion animals*  
Media releases have been issued in accordance with changes to the *Companion Animals Act 1998*.
- *Respond to nuisance complaints relating to the keeping of animals within urban areas*  
Rangers respond to nuisance complaints when they are reported as well as regularly patrol for roaming dogs. Correspondence and Penalty Infringement Notices are issued on an as-needed basis.
- *Respond to complaints regarding overgrown private land in urban areas*  
Rangers respond to complaints regarding overgrown private land in urban areas and issue correspondence and notices when needed.
- *Maintain alcohol free zones throughout the urban areas of the Shire.* Alcohol Free Zones have been re-established for a further four years throughout the main street areas of all towns in the Shire.
- *Ensure tourist/visitor accommodation swimming pool barriers are compliant with legislation.*  
Inspections undertaken to ensure compliance
- *Ensure swimming pool barrier compliance certificate are issued for houses that are leased or sold as per legislation.*  
Swimming pool inspections are performed by rangers upon request and compliance certificates issued for complying barrier fences.
- *Ensure all private swimming pools meet the requirements of pool safety legislation.*  
Swimming pool inspections are performed by rangers upon request and compliance certificates issued for complying barrier fences.
- *Ensure roadways are kept free of unauthorised stock.*  
Rangers patrol and respond to complaints regarding stock on roads. Warnings and Penalty Infringement Notices are regularly issued to prevent further instances of stock on roads.

### Noxious Weeds

Council continued its membership with the Castlereagh Macquarie County Council which is a local government authority for noxious weed control within the Shire.

### Environmental Health Services

- *Implement actions for the strategic plan of the Central West Councils Salinity and Water Quality Alliance.*  
Implementations of actions from the strategic plan have been undertaken.
- *Ensure that Council's State of the Environment Reporting is delivered.*  
Council participated in the State of the Environment Report this year.
- Assist other branches within Council to achieve best practice environmental outcomes.
- Undertake food premises inspection in accordance with partnership arrangement with NSW Food Authority.
- *Promptly respond and take appropriate action to incidents likely to cause harm to the environment.*

Any complaints or reports on environmental incidents are dealt with in a timely manner and in accordance with the relevant legislative requirements.

- *Carry out annual inspections of all high risk On-site Sewerage Management Systems.*

Annual inspection program is currently being drafted to ensure all high risk OSSMS are inspected annually.

- *Ensure installation of OSSMS comply with relevant standards.*  
All new OSSMS require Council approval prior to the installation and operation. Assessments are undertaken to ensure that the system complies with standards.
- *Ensure all approvals are processed in a reasonable time period and in accordance with legislation and best practice procedures.*  
All applications for approvals are assessed once application and relevant information is received by the EHO.
- *Educate and regulate the local food service and processing industry in accordance with Council's MOU with the Food Safety Authority.*  
Food shop inspections are undertaken each year to ensure that compliance with the Food Safety Authority. Food Supervisor training provided through TAFE for food supervisors.

## LOCAL ECONOMY

### Governance

Developing strategic relationships with other levels of government is a Council objective in an effort to ensure that the Shire receives an equitable allocation of resources. Relationships with all levels of government have continued to be developed and maintained. Council is proactive in communication with various State and Federal Ministers and Members of Parliament, as well as with other councils. In January 2018 the NSW Premier visited the Shire to engage with Councillors and the General Manager about the impact of the ongoing drought, and the NSW Government has funded a total of \$1,717,500 for emergency water supply works. Other Ministers and Members of Parliament have visited the area in relation to the drought and also to attend events such as official openings. Council regularly cooperates with other councils and is a member of the Orana Joint Organisation of Councils.

A voluntary planning agreement with wind farm developers was successfully negotiated and entered into in conjunction with the neighbouring Liverpool Plains Shire Council. This agreement was identified in the Delivery Program as an important objective, meeting Council's commitment to identify and pursue opportunities that realise the Shire's potential as a location for the production of renewable energies.

The community has expressed that an important function of Council is to encourage and support local business and industry in creating local employment, and to advocate for long-term creation and retention of high quality services. Council is active in advocacy of local business and industry. In particular, Council has been involved with the Inland Rail project, which will pass through the northern end of the Shire. Support is also given to small business through engagement with the NSW Government Small Business Commissioner, hosting small business workshops and other events like the touring Small Business Bus, and meeting with various industry representatives.

### Private Works

Council staff possess a range of skills and are able to offer services to customers on a commercial basis. These services or private works are undertaken on an agreed fee for service basis and in accordance with rates published in the Fees and Charges section of the operational plan. The types of private works undertaken by staff include roadworks, slashing, mowing, and minor concrete works.



## **Tourism and Economic Development**

- *Distribution of tourism information.*  
Actively and regularly disseminate tourism information through different channels throughout the region.
- Maintenance of an effective visitor information service.
- *Provision of Visitor Information Centre support to outlying communities.*  
Offering continuous visitor information centre support to outlying communities and satellite towns.
- *Provision of a comprehensive range of retail products that are competitively priced to return appropriate profit.*  
Provide a comprehensive and unique range of souvenir retail products at the Visitor Information Centre (VIC) at competitive prices resulting in a 9% increase to last financial year
- *Recording and analysis of statistics on tourism to the Shire Support of the Tourism and Economic Development Advisory Committee.*  
Register and record visitor statistics throughout the region
- Effectively support and action the Tourism and Economic Development Advisory Committee.
- *Well presented building and grounds, meeting WH&S standards.* VIC is maintained by the Urban Services Department on a routine maintenance program. Plans in place to upgrade the Business Information Sign at the VIC in the 2019/20 financial year.

## **Tourism and Economic Promotion**

- *Implementation of a cost effective tourism and marketing campaign aligned to market research.*  
Implementation of a cost effective economic development and tourism strategy.
- *Encourage key organisations to facilitate community economic development.*  
Constantly encouraging key organisations to facilitate community economic development within the region.
- *Submission of bids for hosting conferences and special events.*  
Establishment of a network of government and business agencies to facilitate business development.
- *Promote business needs to stakeholders and council.*  
Advocate for small business needs and support. Workshops held throughout the Shire for small businesses.
- Actively promote the development and investment in Council owned land.
- Review and revise implementation of marketing strategies in partnership with the Tourism and Economic Development (TED) Committee.

## **Warrumbungle Quarry**

Council operates the hard rock quarry near Coonabarabran under a lease agreement with Boral. The quarry produces aggregates for road sealing and local concrete production. The quarry is an important supplier of manufactured sand for the local building industry and the quarry is also a supplier of road base for road pavement construction. The future of the quarry is uncertain as there was an operating loss of just under \$0.4m in 2018/19. Also, Council has not been successful in negotiating a purchase price from Boral for the quarry.

## **COMMUNITY AND CULTURE**

### **Castlereagh Family Day Care**

Castlereagh Family Day Care currently has a voluntary suspension service approval in accordance with the Children (Education and Care Services) National Law, in the exercise of power delegated by the Secretary, Department of Education.

The suspension takes effect on 29 March 2019 and expires on 27 March 2020. While the voluntary suspension is in effect, education and care must not be provided under service approval SE-00006895. Educators and families are being serviced by Gunnedah Family Day Care.

### **Community Care**

Warrumbungle Community Care (WCC) provides a range of services across the Shire to assist the frail aged, people with a disability, and carers. Services include Community Transport, Meals on Wheels, Respite, Social Support and Home Maintenance. WCC is now an Approved Home Care Package provider, and Registered Authorised NDIS provider. These services support people to continue to live independently in their own homes. WCC provides services to almost 800 clients across the Shire. These services are provided by our dedicated team of six (6) staff and a team around 185 volunteers.

In 2018/19 financial year Warrumbungle Community Care provided the following services:

- 13,503 outputs for Meals on Wheels
- 8,953 hours of Social Support
- 2,032 hours of Home Maintenance
- 362 hours of Respite
- 10,302 Community Transport trips
- 14,229 Taxi Vouchers

### **Community Development**

The role of Community Development Coordinator(s) includes seeking funding on behalf of their Development Group and/or Progress Association and other Community Groups, providing support to locally based community groups and organisations to coordinate and promote local events, and to provide a point of contact for Council in local towns.

In 2018/19 the Community Development Coordinators once again had a highly successful year with a large amount of funding being sourced for programs, activities and infrastructure in our local towns. A highlight of the program is the support provided to other groups in the local communities to help them to source funds.

### **Connect Five Children's Service**

Connect Five Children's Services is externally funded by the NSW Department of Education and Communities. Connect Five Children's Services provides play sessions to families with children not yet attending school in nine (9) communities across three (3) Shires – Warrumbungle, Coonamble and Gilgandra.

In 2018/19 Connect Five Children's Services provided 176 Play Sessions at nine (9) different venues. Attendances for 2018/19 were 1,864.

As well providing Play Sessions, Connect Five Children's Services is also a Licensed Service and that provides Occasional Care for those who wish to attend an appointment, school, shopping or something else. Some parents also wish to give their child the opportunity to experience a childcare setting on their own for a short period in preparation for starting pre-school. Although this is a very small part of the Service it is greatly valued by those who use it, particularly in places where there is no childcare service.

The other, very popular, part of the Service is the Mobile Toy Library. The Mobile Toy Library provides toys and equipment for enhancing children's learning and development and may be borrowed at a Play Session or from the Office in Coonabarabran. Other agencies working with young children may also borrow from the Connect Five Children's Services Toy Library.

This is an essential service for isolated and disadvantaged families. We have had over 370 toys borrowed from this service.

Connect Five works with other agencies to support families with visits to play sessions from professionals such as nurses and occupational therapists.

In addition to the core services, Connect Five Children's Services also supports the Mobile Pre-school class run by Yuluwirri Kids. In 2018/19 Monkey Room continued to be run under the Connect Five Children's Services Licence with attendance levels of over 97%.

### **Libraries**

Macquarie Regional Library provides library services in Warrumbungle Shire. Library services are provided in each of our local towns – Coonabarabran, Coolah and Dunedoo and a point of library service at Baradine, Binnaway and Mendooran. The net cost of service position is in the order of \$700,000 per year.

In 2018/19 user numbers for Warrumbungle Shire were again strong. Warrumbungle Shire Council libraries recorded strong numbers in relation to:

- Number of registered users (4,832)
- Proportion of the population who are registered users
- Numbers of items issues (35,078)
- Number of reference/subject enquiries
- Number of items catalogued
- Number of hours the internet is used
- Wi-Fi hotspot log ins
- Online database access

In addition to regular borrowing and utilisation of the internet and other library facilities, local libraries offer a number of other activities in our local communities. In 2018/19 these once again included:

- Maintenance of a service for housebound members and members who are in aged care facilities.
- Involvement in celebration weeks such as National Youth Week, Law Week, Library and Information Week and NAIDOC Week.
- Promotion of events and activities in local towns.
- School Holidays Programs and activities.
- Engagement with local schools, childcare and other children's services – including story time and homework sessions.
- Regular reading and craft sessions with disabled members.
- Hosting meetings of local groups including local book clubs, craft groups and gardening groups.
- Hosting information sessions and other activities for people of all ages.
- Erection of information displays for events including ANZAC Day.



*Coonabarabran Library*

## Public Halls

- *Manage community expectations and access to the halls.*  
Halls throughout the Shire are available for hire. A number of halls within the Shire have undergone upgrades in the past year.
- *Organisation of grant and other funding for updating fixtures and fittings.*  
Grants obtained for a number of upgrades to the halls including a new stage, blinds, fixing of drainage issues, new floor covering and new amenities block.
- *Effective management of public halls.*  
Management of the public halls undertaken through the maintenance and hiring of the halls for local community events.
- *Effective maintenance of public halls.*  
Routine maintenance and upgrades on halls undertaken throughout the year to ensure that halls meet the requirements of the community.
- *Maximising returns on public halls through promotion and advertising.*  
Halls throughout the Shire hired out for various events throughout the year.

## Youth Services

The Youth Services activities in 2018/19 consisted of:

- Youth Development Program and the Transition to Targeted Earlier Intervention (or Community Hub Program)
- National Youth Week
- Living Well Together Project
- Youth Strategy Plan, and
- Support for other service providers.

The Youth Development Program continued to actively engage and empower the youth of our Shire through a variety of programs, activities and initiatives under the Department of Justice and Communities Community Builders Program, (previously Department of Family and Community Services). In addition, it was a period of transition, research and the early stages of implementation of the Targeted Earlier Intervention (TEI) Program to replace the Youth Development Program. This TEI Program is directed at improving connections across the Shire and through a variety of service providers utilising Community Hub structures, such as the one so far set up operating out of Dunedoo on a fortnightly basis.

The Living Well Together Project in Baradine which supported and upskilled local young people finalised in December 2018. Over the 2 year period the Project organised 28 activities and 14 Skills Training Programs for a total of 1,010 participants, of which 15 local young people attained their Driver's Licence and 16 gained employment directly linked to the training programs provided.

2018 National Youth Week provided the opportunity to celebrate young people's contribution to our Shire with 680 young people participating in 12 activities across the Shire.

Strong partnerships and collaborations continued through the ongoing support of local agencies, organisations, schools and community groups ensuring seventy one (71) community events and activities were provided across the Shire for 1800 young people. Some examples include activities out of Coonabarabran Sport and Recreation Centre, High School related programs, Student Traineeships and School Holiday Programs such as Vacation Care.

Council is also endeavouring to undertake the development of a Youth Strategy Plan and has sought grant funding to complete this process so far without success.

## RURAL AND URBAN DEVELOPMENT

### Building Control

- Ensure all Part 4A certificates are processed in a reasonable time period and in accordance with legislation and best practice procedures.
- *Ensure all building certificate are accurate and processed efficiently.*  
Building certificates are issued once application and all relevant information received and onsite inspection undertaken by the Building Certifier to ensure compliance with legislative requirements.
- Ensure processes and procedures meet best practice standards for building surveying.

### Horticulture

Council owns and maintains 19 park areas throughout the Shire and there are eight (8) sets of playground equipment. Some of the maintenance activities in these areas include: grass cutting; watering; weeding; tree pruning; amenities cleaning and maintenance; monitoring and maintenance of playground equipment; and general horticultural tasks associated with numerous garden beds.

The annual cost of parks and gardens maintenance activities in 2018/19 was \$0.24m. Playground soft fall was replaced in Milling Park and Len Guy Park. A swing set was replaced in Milling Park and the irrigation system in Mendooran Park was connected to town water. Funding received under NSW Government's Stronger Country Communities Fund enabled installation of shade over the skate park in Coonabarabran. Funding under the Australian Government's Drought Communities Programme - Extension enabled replacement of a roof structure in Neilson Park and installation of two picnic shelters.



*Trees in John Street, Coonabarabran*



*Coonabarabran Skate Park*

### Street Cleaning

Council owns and operates a street sweeper that sweeps gutters in each of the six towns within the Shire. Working on a three week schedule, gutters are swept in accordance with the following schedule: Coonabarabran 3 days a week; 0.5 days per week in Coolah and Dunedoo; and 0.3 days per week in Baradine, Binnaway and Mendooran. The cost of street cleaning in 2018/19 was \$0.27m.

### Public Amenities

There are twelve (12) public toilets throughout the Shire that are owned and maintained by Council. The toilets generally opened at dawn and closed at dusk, however there are some toilets that are opened 24 hours 7 days a week. The toilets are cleaned at various times during the week, at total of 70 times each week. The cost to clean and maintain these amenities in 2018/19 was \$0.29m.

## Town Streets

There are six urban areas in the Warrumbungle Shire Local Government Area, the larger centres of: Coonabarabran, Coolah and Dunedoo and the smaller centres of Baradine, Binnaway and Mendooran. Within these areas there is a total of 139km of roads. Some of the maintenance activities carried out by Council for these roads include emptying of street bins, street garden and tree maintenance, stormwater infrastructure maintenance and cleaning, and road and footpath maintenance. The total cost of these maintenance activities in 2018/19 was \$0.74m.

Some of the projects undertaken on town streets during 2018/19 include new street lights in Coolah and Baradine, new kerb and guttering in two streets in Binnaway, construction of new concrete shared paths in Coolah and Mendooran, renewal of kerb and guttering in Coonabarabran, and construction of stormwater drainage pipe in Belar Street Coonabarabran. There was approximately 4.2km of bitumen resealing undertaken at a cost of \$0.19m.



*Renshaw Street, Binnaway*

## Village Streets

Mowing, maintenance grading and tree maintenance was undertaken in the streets of villages across the Shire including Kenebri, Bugaldie, Ulamambri, Merrygoen, Neilrex, Uarbry and Leadville.

## RECREATION AND OPEN SPACE

### Ovals and other Sporting Facilities

There is a range of sporting and recreational facilities, other than pools, that are owned by Council. Not all of these facilities are operated by Council. Across the Shire there is an oval complex in each town and there are tennis courts in Coonabarabran, Binnaway, Baradine, Mendooran and Coolah. The predominant maintenance activities at oval include irrigation, mowing, line marking and cleaning up after football events. The annual cost of maintenance and operations during 2018/19 was \$0.48m.



*McMaster Park, Coolah*



*Dunedoo Pool*

## **Pools**

Council owns and operates a public pool complex in each of the six towns within the Shire. The 2018/19 season was a particularly challenging due to a shortage of Lifeguards which meant that some pools were closed in February and March. There were 51,000 visits to pools across the Shire and this number is similar patronage numbers in recent years. The nett operating cost of the pools was \$0.5m.

With the aim of increasing opening times and availability of the pools to users, a new timetable was trialled in Baradine, Binnaway and Mendooran. Council adopted the revised timetable for the 2019/20 season which will see availability of all pools combined increase by more than 4000 hours each year.

All of the pools except for Coolah and Mendooran are over 50 years old and they are experiencing chronic maintenance issues particularly in relation to pumps, filter equipment and water leakage. Renewal works during the year included replacement of chemical dosing equipment at Mendooran, replacement of filter media at Coolah, replacement of several pumps and replacement of a shade structure at Dunedoo. A new shade structure was installed at Baradine pool and pipework installed to redirect back wash water to sewer in Coolah. The Australian Government's Drought Communities Program - Extension funded the installation of solar water heating equipment at Binnaway and Dunedoo.

## **PUBLIC INFRASTRUCTURE AND SERVICES**

### **Aerodromes**

There is a registered aerodrome at Coolah and in Coonabarabran, and there is an unregistered aerodrome in Baradine. Maintenance tasks undertaken by Council staff include grass slashing, weekly inspections and maintenance of the bitumen runway surface in Coonabarabran. The annual cost of aerodrome maintenance is \$0.12m.

A new windsock was installed at Coonabarabran that incorporates lights that are pilot activated. Through funding provided by the Australian Government's Drought Communities Program - Extension, the perimeter fences at both Baradine and Coonabarabran aerodromes were replaced. These new feral fences have been very successful in reducing kangaroo access onto the runway at both aerodromes.

### **Emergency Services Management**

The Local Emergency Management Committee (LEMC) was not activated in response to any emergency during 2018/19; however the Committee met on four occasions throughout the year. The meetings were well attended with representatives from NSW Police, Fire & Rescue NSW, Rural Fire Service, Ambulance, State Emergency Service, Volunteer Rescue Association and from the Regional Emergency Management Committee.

The LEMC conducted two exercises during the year: set up of the Emergency Operations Centre, which tested the communication equipment at the new RFS building in Coonabarabran; the other exercise, 'Starship Enterprise', involved multiple agencies and first responders. 'Starship Enterprise' tested the resilience of the community during a power outage that lasted more than seven (7) days.

Council participates in the Bush Fire Management Committee (BFMC) with Councillor Peter Shinton nominated as Chair for the committee and staff also conducting sub-committee meetings. This committee looks at managing the risks of Bush Fires and also co-ordinates Hazard Reduction carried out by RFS, National Parks, Forestry and Council. The Committee also documents fire-trails within the Shire, which assists agencies in applying for funding to maintain fire-trails within the National Parks and also State Forest areas.

### **Local Roads and Infrastructure**

Council is responsible for maintaining and making improvements to 2,276km of local rural roads, of which 450km are sealed. Council is also responsible for 385km of regional main roads. Council also undertakes roadworks under contract to Roads & Maritime Services on 186 km of state roads, including sections of the Golden Highway, Newell Highway and Castlereagh Highway.

The renewal of bitumen seal on local rural roads during the period included 13km bitumen resurfacing at a cost of \$0.21m. There was 18km of bitumen resurfacing works undertaken on various regional main roads throughout the Shire at a cost of \$0.90m.

During the period 602km of maintenance grading was undertaken on unsealed roads across the Shire at a cost of \$2.1m. The expenditure on maintenance activities associated with sealed local rural roads was \$0.36m and includes activities such as pothole patching, mowing of roadside grass and repair of drainage structures.

Council is committed to renewing road assets to maximise remaining life and provide acceptable standard of service for road users. Renewal projects on road assets in 18/19 were many and varied including concrete causeways on Mia Mia Road and Napier Lane, and sealed pavement renewal on Turee Vale Road and Black Stump Way. Renewal of unsealed roads was undertaken through gravel resheeting on the following roads: Munns Rd, Newbank Lane; Bourke and Halls Rd; Wingabutta Rd; Hawkins Rd; Wardens Rd; Mt Hope Rd; Sandy Creek Rd; Dandry Rd; Carmel Lane; ABecketts Rd; Angus Rd; Bingie Grumble Rd; Digilah Rd; and Boltions Creek Rd.

Shoulder reconstruction and pavement widening works were undertaken on the following roads: Black Stump Way; Digilah Road; Timor Road; Baradine Road; Purlawaugh Road; Warrumbungles Way; and Vinegaroy Road.

Bridge construction was completed on Todds Crossing Bridge and on Allison Bridge.

### **Medical Facilities**

- *Effective management of domestic residences for medical practitioners.* Houses in Baradine and Coolah rented to the Hospital for medical practitioners.
- *Property management of professional premises for service providers.* Council's medical properties kept to a professional standard with any issues resolved to ensure the safety of the public.

### **Warrumbungle Waste**

- Ensure Warrumbungle Waste services operations are operated as cost effectively as possible.
- Management of waste services.



- Provide and maintain a landfill facility for the Shire.
- Provide and maintain waste transfer station facilities for the Shire.
- Weekly residential general waste pickup service.
- Weekly residential recycling pick up service.
- Weekly commercial waste pick up service.
- Waste minimisation through two material handling facilities in the Shire.
- Waste Management Strategy.
- Landfill Expansion.
- Implementation of the Container Deposit Scheme across the Shire with collection counters at Coonabarabran and Dunedoo.



*Coolah Waste Transfer Station*

### **Warrumbungle Water and Sewer**

Council provides potable water services to residents in Baradine, Binnaway, Bugaldie, Coolah, Coonabarabran, Dunedoo, Kenebri and Mendooran; and non-potable services to residents in Merrygoen and along the gravity main along Timor Road in Coonabarabran. In all there are 3160 service connections. To provide these services, there are now 23 groundwater bores, 3 river wells, 1 dam, 1 weir, 4 water treatment plants, 23 reservoirs including treatment plant clear water tanks and 168 km of water mains including head works, transfer and reticulation mains.

To improve water security, in 2018/19 the installations of 10 groundwater bores were finalised with one each in Binnaway, Coolah and Mendooran and with 7 in Coonabarabran. To improve water quality and security, 2 km of old water main were replaced and 2 km of new water main were installed. To improve water safety, the integrity of 12 reservoirs and of 2 groundwater bores was restored through repair works; 13 reservoirs were inspected and cleaned; 4 water treatment plants were equipped with new laboratory instrumentation; and chemical dosing systems at 2 water treatment plants were renewed.

Sewerage services are provided to residents in Baradine, Coolah, Coonabarabran and Dunedoo. In all, there are 2396 connections. Infrastructure to support these connections includes 9 pumping stations, 4 sewage treatment plants and 83 km of sewer main.

In 2018/19, 1 km of sewer main was refurbished through relining and 165 boundary shafts were repaired. Studies have commenced in Mendooran and continued in Binnaway to install sewerage services in these currently un-sewered townships

## LOCAL GOVERNANCE AND FINANCE

### Administration and Customer Service

During the reporting period, Administration and Customer Service staff met the following targets:

- Annual Report, Agency Information Guide and statutory documentation prepared as required;
- Correspondence and reports prepared as required;
- In the report period, 13,535 documents were registered in InfoXpert, Council's Document, Records and Content Management System.

### Cemetery Services

- *Maintenance of cemeteries.*  
Cemeteries are maintained by the Urban Services Department with routine maintenance undertaken when required. Grounds are maintained prior to special days like Mothers Day, Fathers Day, Christmas, Easter and ANZAC days.
- *Maintenance and management of historic cemeteries.*  
Council was successful in obtaining a grant for the upgrades to Cemeteries within the Shire, Bomera Cemetery on Black Stump Way received funding to replace the aging fence. The new fence is made of ironbark timber and has been sealed against the elements.
- *Compliance with relevant legislation.*  
All burials are with the relevant legislation requirements.
- *Strategic planning for the future growth needs of the Shire.*  
Native Grove cemetery underwent an upgrade which included new plots, sprinkler system and disabled toilet block.
- *Dealing with the public in regard to interment are carried out professionally.*  
When dealing with the public all internments are carried out professionally .

### Communications and IT

Communications released regarding Council achievements and activities increased by around 44% over the previous 12 month period. A variety of communications methods are used, including traditional print media, website, social media, posters and letter box drops. Council's social media presence increased during the reporting period, with an audience increase of 39% over 2017/18.

Council relies on a robust IT network to allow staff access across a large geographical area. IT capital projects have been in line with the Delivery Program and include a server upgrade and software licensing.

IT security supports the Council network as a stand-alone, resilient and cost effective system. Security and disaster recovery was tested this year when Council's system was subjected to a cyber attack. The system was restored within 40 hours with no Council data removed by the attack.

### Design Services Management

There is a small team in Technical Services that provide technical support across the Council organisation. In particular the design team investigates, designs and prepares drawings for roadworks, drainage works, kerbing and guttering, and footpath works. The design team is also active in preparing funding submissions for road projects, particularly projects under the State Government's Fixing Country Roads program, Safer Roads Program and Active Transport Program.

## Environment and Development Management

- *Ensure the Shire's heritage assets are effectively managed.*  
Council has undertaken a Heritage Study which was funded through a grant from the OEH. This new study ensures that all the Shire heritage assets are captured to ensure they are effectively managed.
- *Operate a local heritage fund each year.*  
Funding has been secured for the Local Heritage Places grant to run for the next two years. This grant helps owners of heritage listed or heritage significant buildings undertake repairs and restoration works.
- Review the current Section 7.12 Contributions Plan.
- Implement changes to waste management practices based on outcome of Waste Management Strategy.
- Management of Development Services Division outcomes and workload.
- Management of Development Services Division staff and resources allocation.
- Interpret, counsel and advise the GM and Council on applicable statutes and policies.
- Actively communicate/network with industry peers, associations and organisations.

## Financial Services

The 2018/19 financial year was an extremely busy year for Council's Finance branch working through changes in structure, process and taking on new responsibilities as well supporting new Council functions such as the bottle return and earn. As well as this, Finance provided extended support for the interim and external audits.

Council's result is lower than last year mainly due to impairment of Three Rivers Regional Retirement Community (TRRRC) works. However, Council is set to record a good result in 2018/19, due to the efforts of our good people in Technical Services and Development Services and other staffs who secured excellent grant funding for the Warrumbungle community and completed over \$15m in capital works. The result was further boosted by the pre payment of the first two quarters of the 2019/20 year Financial Assistance Grant being made in 2018/19.

Whilst the Fit for the Future assessment by the Office of Local Government is officially over, it does not mean that the Warrumbungle Shire Council (WSC) is not being monitored and measured against these benchmarks. So although Council received \$5.9m in capital grants it is wise to recognise that these types of funds cannot be relied upon year on year and that WSC needs to consider robustly review its way forward financially.

The ability of Council to adjust for the possibility of falling grant income is limited to increasing revenue from user charges and other services, coupled with a preparedness of expenditure reductions through a combination of efficiencies and service reductions.

There were some significant achievements made by Council's Finance branch in the financial year, including:

- Completion of Council's 2018/19 financial statements and lodgement by the statutory deadlines;
- Continued improvement in reporting for RMS contracted works;
- Completion of all other IP&R requirements, including the re-casting of Council's Long Term Financial Plan and Delivery Program Plan.
- Furthermore there were no WH&S incidents or lost time to injuries in Financial Services during the 2018/19 financial year.

## **Fleet Services**

To support Council's wide range of services, Council operates workshops in Coolah and Coonabarabran. The mechanics in these workshops provide maintenance and support services for a large fleet of vehicles including 86 sedans and utilities, 8 graders, 3 loaders, 3 excavators, 4 backhoes, 7 rollers, 7 tractors, 5 large tippers, 23 medium sized trucks, 2 garbage trucks and a street sweeper. The total cost associated with operations and maintenance of these vehicles for the year was \$2.5m.

Council workshops and mechanics also provide maintenance and registration services to 81 trucks and vehicles used by the Rural Fire Service.

The fleet replacement program was extensive, with \$3.5m expended on replacing the following items: 14 vehicles in the light vehicle fleet; front end loader; grader; 2 rollers; water truck; 5 trucks; low loader; 2 tractors; telehandler; forklift; 2 mowers; and 2 slashers.

## **Organisational Development**

2018/2019 saw Council implement *Scout* recruitment software for the first time, which has assisted with streamlining internal recruitment processes and increased our ability to attract applications from online job sites, widening the applicant base, particularly for specialist and professional roles. Council's turnover decreased to 11.28% from the previous year's 17.03%.

Council's sick leave reduced by 16.5% on the previous year's six-year high and there was a 7.6% improvement in hours lost as a result of workplace injuries.

Council continues to focus attention on getting any injured workers back to the workplace in its updated Return to Work Program, as it is recognised that staff recover more quickly at work. Council also completely reviewed its Work Health and Safety consultation processes during 2018/2019, and the new committee is working to re-invigorate safety within the workplace.

Council continues to support our youth through its apprentice and traineeship programs, appointing four School-Based Trainees in early 2019. An Urban Services trainee is based at Dunedoo, with trainees in Urban Services, Tourism and Automotive located in Coonabarabran. This is a great opportunity for some of our local students to gain a qualification that counts towards their higher school certificate and also earn while they learn. Council also employs trainees in Warrumbungle Water and at Yuluwirri Kids, and has two Apprentice Plumbers.

## **Property and Risk Management**

- *Crown Land management*  
Crown Land managed through the leases and licences. A Plan of Management for all Crown Lands will need to be completed in the next 2 years. Grant funding of \$89,000 for the Plan of Management has been successfully obtained.
- *Property management, maintenance and repair works.*  
All Council properties are managed and maintained to ensure the safety of both staff and members of the public, with repairs undertaken as a matter of urgency.
- *Public liaison on property matters and complaints.*  
Consultation with community members when upgrading the halls to ensure that the needs of the community are met.
- *Oversee the security arrangements for all Council buildings.*  
Security of all Council owned buildings maintained throughout the year.
- *Ensure cleaning services to all internal business units and relevant community units.*  
Contract for cleaning renewed in 2018 for three years. Cleaning undertaken to the schedule in the tender.

- *Maintenance of Council's property register and adherence to legislative requirements.*  
Council does not have a property register. New property officer will be undertaking this requirement to ensure legislative requirements.
- *Management of property services including leases, licences and legal compliance.*  
Legal advice obtained in relation to the management of Council properties under lease or licence
- *Risk Management including insurance and risk mitigation.*  
Council's insurance and risk mitigation was undertaken throughout the year. Insurance claims managed to ensure Council is not put at risk.
- *Completion of a Plan of Management for all council owned land.*  
Plan of Management completed for all Community Land owned by Council. Plan of Management for all Crown Lands under Councils control to be completed in the next two years.

### **Road Safety Officer**

Council's Road Safety Officer has been involved in a number of road safety programs throughout the year including 'Free Cuppa for the Driver', child restraint checking day, 'Bike Week', workshops for parents of learner drivers, 'Slow Down on Local Roads', 'Plan B', 'Click every Trip', and Stock on Road. In addition the RSO is now actively promoting road safety messages through social media and through the local radio station.

### **Town Planning**

- *Review the current Local Environment Plan (LEP).*  
Council is currently undertaking a review of the Warrumbungle LEP, public consultation meetings will be held throughout the Shire once the draft has been adopted.
- *Ensure all planning instruments under Council control are effective and relevant.*  
Council is currently undertaking a review of the LEP
- *Ensure all development applications are processed in a reasonable time period and in accordance with legislation and best practice procedures.*  
Council received 78 development applications in 2018/19. The average approval time for approvals to be sent was 42 days with the average of 15 stop the clock days.
- *Ensure all 10.7 planning certificates are accurate and processed efficiently.*  
All 10.7 planning certificates processed within the 7 day timeframe with urgent certificates being processed within 3 working days. Council issued 399 10.7 planning certificates in 2018/19.

### **Workshops**

There is a workshop in the Coonabarabran depot and the Coolah depot that provides mechanical repair services to Council's vehicle fleet. The total cost of operating the workshops in 2018/19 was \$52,000.

# FINANCIAL SNAPSHOT

|   | <b>2019</b>    | <b>2018</b>    |
|---|----------------|----------------|
|   | <b>\$ '000</b> | <b>\$ '000</b> |
| <b>Income Statement</b>   |                |                |
| Total income from continuing operations   | 43,515         | 47,557         |
| Total expenses from continuing operations   | 42,613         | 45,087         |
| <b>Operating result from continuing operations</b>  | <b>902</b>     | <b>2,470</b>   |
| <b>Net operating result for the year</b>  | <b>902</b>     | <b>2,470</b>   |
| <b>Net operating result before grants and contributions provided for capital purposes</b> | <b>(4,984)</b> | <b>(4,770)</b> |
| <b>Statement of Financial Position</b>  |                |                |
| Total current assets  | 22,086         | 24,155         |
| Total current liabilities   | (7,279)        | (7,624)        |
| Total non-current assets  | 488,875        | 485,547        |
| Total non-current liabilities   | (7,045)        | (7,168)        |
| <b>Total equity</b>   | <b>496,637</b> | <b>494,910</b> |
| <b>Other financial information</b>  |                |                |
| Unrestricted current ratio (times)  | 4.37           | 4.05           |
| Operating performance ratio (%)   | (16.38)%       | (8.96)%        |
| Debt service cover ratio (times)  | 5.05           | 7.30           |
| Rates and annual charges outstanding ratio (%)  | 10.22%         | 8.69%          |
| Infrastructure renewals ratio (%)   | 54.98%         | 106.99%        |
| Own source operating revenue ratio (%)  | 47.00%         | 46.45%         |
| Cash expense cover ratio (months)   | 6.97           | 5.76           |

# STATUTORY REPORTING

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## DELIVERY PROGRAM IMPLEMENTATION

Within 5 months after the end of each year, a council must prepare a report (its “**annual report**”) for that year reporting as to its achievements in implementing its delivery program and the effectiveness of the principal activities undertaken in achieving the objectives at which those principal activities are directed.

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Council’s achievements in implementing its *Delivery Program 2018/19* are detailed above at ‘Council Highlights’.

## AUDITED FINANCIAL REPORTS

A copy of the council’s audited financial reports prepared in accordance with the *Local Government Code of Accounting Practice and Financial Reporting* published by the Department, as in force from time to time.

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Copies of Council’s financial statements are provided as Attachments to this Annual Report (Attachments 1-3).

## RATES AND CHARGES WRITTEN OFF

The Council’s Annual Report must include the amount of rates and charges written off during the year.

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Rates and charges written off by Warrumbungle Shire Council in 2018/19:

| Description   | Amount (\$) |
|---------------|-------------|
| Rates         | 0           |
| Water charges | 1,362.33    |

## OVERSEAS VISITS

Details (including the purpose) of overseas visits undertaken during the year by councillors, council staff or other persons while representing the council (including visits sponsored by other organisations).

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Councillors and Staff were not involved in any overseas travel during the year.



## PAYMENT OF EXPENSES AND PROVISION OF FACILITIES TO COUNCILLORS

Details of the total cost during the year of the payment of the expenses of, and the provision of facilities to, councillors in relation to their civic functions (as paid by the council, reimbursed to the councillor or reconciled with the councillor), including separate details on the total cost of each of the following:

- (i) the provision during the year of dedicated office equipment allocated to councillors on a personal basis, such as laptop computers, mobile telephones and landline telephones and facsimile machines installed in councillors' homes (including equipment and line rental costs and internet access costs but not including call costs);
- (ii) telephone calls made by councillors, including calls made from mobile telephones provided by the council and from landline telephones and facsimile services installed in councillors' homes;
- (iii) the attendance of councillors at conferences and seminars;
  - a. the provision of induction training for councillors, supplementary induction training for mayors and professional development programs for mayors and other councillors;
- (iv) other training of mayors and councillors and the provision of skill development for mayors and councillors;
- (v) interstate visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses;
- (vi) overseas visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses;
- (vii) the expenses of any spouse, partner (whether of the same or opposite sex) or other person who accompanied a councillor in the performance of his or her civic functions, being expenses payable in accordance with the *Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors for Local Councils in NSW* prepared by the Director-General from time to time;
- (viii) expenses involved in the provision of care for a child of, or an immediate family member of, a councillor, to allow the councillor to undertake his or her civic functions.

### Councillor Fees

| Description       | Amount (\$) |
|-------------------|-------------|
| Election expenses | 0           |
| Mayor             | 25,880.04   |
| Councillors (8)   | 106,739.64  |

## Councillor Allowances

| Description   | Amount (\$) |
|---|-------------|
| Travel and accommodation  | 27,030.82   |
| Meal allowance  | 2,540.46    |
| Provision of dedicated office equipment   | 0           |
| Telephone calls made by Councillors   | 10,866.46   |
| Attendance at conferences and seminars  | 20,549.00   |
| Training and provision of skill development   | 0           |
| Interstate visits, including transport, accommodation and other out of pocket travelling expenses | 3,591.00    |
| Overseas visits, including transport, accommodation and other out of pocket travelling expenses   | 0           |
| Expenses of any spouse, partner or other person who accompanied a Councillor                      | 0           |
| Expenses involved in the provision of care for a child or an immediate family member              | 0           |
| Other allowances – subscriptions and publications   | 75,513.27   |

## CONTRACTS AWARDED

Details of each contract awarded by the council during that year (whether as a result of tender or otherwise) other than:

- (i) employment contracts (that is, contracts of service but not contracts for services), and
- (ii) contracts for less than \$150,000 or such other amount as may be prescribed by the regulations,

including the name of the contractor, the nature of the goods or services supplied by the contractor and the total amount payable to the contractor under the contract.

| <b>Contractor</b>                  | <b>Goods/Services</b>                                      | <b>Amount (\$)</b>       |
|------------------------------------|--|--------------------------|
| A1 Tree Services                   | Tree maintenance and removal                               | 150,270.00               |
| Advanced National Services Pty Ltd | Provision of cleaning services                             | 197,642.01               |
| Guy Andrews Electrical             | Electrical work  | 221,968.77               |
| Aqua West Pty Ltd                  | Equipment purchases and parts                              | 477,478.94               |
| Boral Construction Materials       | Quarry costs   | 168,229.01               |
| Bowdaze Pty Ltd                    | Plant hire   | 158,863.21               |
| Bridging Australia Pty Ltd         | Bridge construction  | 359,090.91               |
| Cadia Group Pty Ltd                | Plumbing equipment and supplies                            | 183,791.84               |
| Commonwealth Bank                  | Banking services   | 288,703.19               |
| Coona Fuel and Gas                 | Supply and delivery of bulk fuel – 3 year contract         | 271,441.54               |
| DATA#3 Limited                     | Software licensing   | 247,786.11               |
| N & B Egan Pty Ltd                 | Plant hire   | 233,405.91               |
| JT Fossey                          | Plant purchases  | 327,767.45               |
| JT Fossey (Sales) Pty Ltd          | Purchase one Fuso FU51 Water Truck                         | 220,675.00<br>(excl GST) |
| JT Fossey (Sales) Pty Ltd          | Purchase one Volvo FM1346R Gravel Truck                    | 253,021.00<br>(excl GST) |
| Fulton Hogan Australia Pty Ltd     | Sealing and reseals  | 1,427,263.76             |
| Gilgandra Shire Council            | Plant hire   | 213,230.59               |
| Hartwigs Trucks Pty Ltd            | Plant purchases  | 203,559.56               |
| Hinchcliffe Concrete Constructions | Construction of netball courts – Coonabarabran             | 351,744.23               |
| Holcim (Australia)                 | Quarry products  | 262,565.46               |
| Hollis Agricultural Welding        | Plant hire   | 267,680.91               |
| K & K Directional Drilling         | Drilling – back up bores at Binnaway, Coolah and Mendooran | 154,250.00               |
| LGSS Accumulation Scheme           | Superannuation   | 1,271,000.65             |

| <b>Contractor</b>                                    | <b>Goods/Services</b>  | <b>Amount (\$)</b>       |
|--|--|--------------------------|
| LGSS Retirement Scheme                               | Superannuation   | 224,681.67               |
| Liberty Rural TA Coona Fuel and Gas                  | Fuel purchases – 3 year contract                                 | 710,705.67               |
| M & I Plant Hire                                     | Plant hire   | 248,937.72               |
| McEvoy's Earthmoving and Haulage                     | Plant hire   | 285,056.47               |
| Macquarie Regional Library                           | Regional library services  | 658,780.56               |
| Mid Coast Automotive Group                           | Plan purchases   | 241,021.17               |
| Midland Pty Ltd                                      | Trailer purchase   | 156,043.00               |
| NSW Office of State Revenue (quarterly contribution) | Emergency Service Levy   | 642,984.76               |
| NSW Public Works                                     | Feasibility Study – raising Timor Dam wall                       | 184,770.00               |
| Origin Energy Electricity                            | Electricity provision  | 554,181.87               |
| Peel Valley Group Pty Ltd                            | Plant purchases  | 173,738.96               |
| Pettet Family Trust                                  | Bowen Oval Lighting Upgrade                                      | 285,895<br>(incl GST)    |
| Rollers Australia Pty Ltd                            | Plant hire   | 196,178.55               |
| Ronin G P/L TA Hofman Electrical Group               | Electrical supply works  | 169,465.31               |
| State Cover Mutual Ltd                               | Insurance  | 571,642.98               |
| Statewide Mutual                                     | Insurance  | 726,593.45               |
| Tamworth Regional Council                            | Provision of IT services   | 301,867.00               |
| Telstra  | Telephones – government contract                                 | 168,360.90               |
| Tracserv Pty Ltd                                     | 1 Doosan DL300 Wheel Loader                                      | 249,960.00<br>(excl GST) |
| Tracserv Pty Ltd                                     | Plant purchases and parts  | 859,093.93               |
| Tracserv Pty Ltd                                     | Purchase one Isuzu FRR 1207 Tipping truck                        | 151,337.81<br>(excl GST) |
| Vincent Young  | Legal costs (Three Rivers Regional Retirement Community project) | 612,929.20               |
| Warrumbungle Steel Building                          | Supply and construct Mowrock Rural Fire Service Station          | 280,304.00               |
| Westrac Pty Ltd                                      | 1 Caterpillar 12M Motor Grader                                   | 391,971.28<br>(excl GST) |
| Westrac Pty Ltd                                      | 1 Caterpillar CS68B Smooth Drum Roller                           | 157,060.68<br>(excl GST) |
| Westrac Pty Ltd                                      | 1 Caterpillar CS68B Smooth Drum Roller                           | 157,060.68<br>(excl GST) |
| Westrac  | Plant purchases and parts  | 734,650.58               |

## LEGAL PROCEEDINGS

A summary of the amounts incurred by the council during the year in relation to legal proceedings taken by or against the council (including amounts, costs and expenses paid or received by way of out of court settlements, other than those the terms of which are not to be disclosed) and a summary of the state of progress of each legal proceeding and (if it has been finalised) the result.

| Details   | Amount incurred 2018/19 (\$) | Amount recovered (\$) | Status of progress                                   | Result                          |
|---|------------------------------|-----------------------|--|---------------------------------|
| NSWLEC Proceedings No 2017/286656<br>WSC v Ou                                       | 9,118.01                     | 0                     | Debt recovery proceedings for costs awarded by Court | Orders made in Council's favour |
| NSWSC Proceedings No 2018/00340246  | 637,679.33                   | 0                     | Ongoing  | Ongoing                         |
| NSWDC Proceedings No 2018/267726<br>Insurance claim against Council – road accident | 13,502.49                    | 0                     | Ongoing  | Ongoing                         |
| Insurance claim against Council. Footpath, Dunedoo                                  | 6,328.85                     | 0                     | Matter settled out of Court                          | Settled                         |
| Insurance claim against Council.<br>Footpath, Coonabarabran                         | 12,670.99                    | 0                     | Matter settled out of Court                          | Settled                         |

## PRIVATE WORKS

Details or a summary (as required by section 67(3) of the Act) of resolutions made during that year under section 67 of the Act concerning work carried out on private land and details or a summary of such work if the cost of the work has been fully or partly subsidised by the council, together with a statement of the total amount by which the council has subsidised any such work during that year.

There were no resolutions made during 2018/19 relating to private works and no private works that were either fully or partly subsidised by Council.

## CONTRIBUTIONS

The total amount contributed or otherwise granted under section 356 of the Act.

| Organisation                             | Donation (\$) |
|--|---------------|
| 2357 Partnership Incorporated            | 25,000.00     |
| Art Unlimited Dunedoo Lions Club         | 500.00        |
| Baradine Anglican Church                 | 411.50        |
| Baradine Catholic Church                 | 411.50        |
| Baradine Central School                  | 70.00         |
| Baradine CWA                             | 763.72        |
| Baradine Golf Club                       | 1000.00       |
| Baradine Men's Shed                      | 1,000.00      |
| Baradine PA & H Association              | 500.00        |
| Baradine Preschool Incorporated          | 500.00        |
| Baradine Progress Association            | 25,100.00     |
| Binnaway Anglican Church                 | 229.50        |
| Binnaway Catholic Church                 | 229.50        |
| Binnaway Central School                  | 70.00         |
| Binnaway Jockey Club                     | 1,000.00      |
| Binnaway Men's Shed Inc.                 | 500.00        |
| Binnaway Progress Association            | 25,650.00     |
| Binnaway Showground Management Committee | 500.00        |
| Coolah Catholic Church                   | 512.50        |
| Coolah Central School                    | 70.00         |
| Coolah District Development Group Inc.   | 26,000.00     |
| Coolah Junior Sports Club                | 500.00        |
| Coolah Lions Club                        | 500.00        |
| Coolah Presbyterian Church               | 512.50        |
| Coolah Sacred Heart Primary School       | 70.00         |
| Coolah Youth Centre                      | 451.00        |
| Coonabarabran Anglican Church            | 512.50        |
| Coonabarabran Boy Scouts                 | 512.50        |
| Coonabarabran Cancer Support Group       | 500.00        |
| Coonabarabran Catholic Church            | 512.50        |
| Coonabarabran Christmas Spectacular      | 500.00        |
| Coonabarabran Community Christmas Lunch  | 500.00        |

| <b>Organisation</b>                                | <b>Donation (\$)</b> |
|--|----------------------|
| Coonabarabran CWA                                  | 1,314.47             |
| Coonabarabran Girl Guides                          | 512.50               |
| Coonabarabran Golf Club Co-Op                      | 500.00               |
| Coonabarabran High School                          | 570.00               |
| Coonabarabran Jehovah's Witnesses                  | 512.50               |
| Coonabarabran New Life Centre (Assemblies of God)  | 512.50               |
| Coonabarabran Presbyterian Church                  | 411.50               |
| Coonabarabran Seventh Day Adventist Church         | 512.50               |
| Coonabarabran Uniting Church                       | 411.50               |
| Dunedoo & District Development Group               | 27,000.00            |
| Dunedoo & District Development Group – Bush Poetry | 500.00               |
| Dunedoo & District Historical Society              | 500.00               |
| Dunedoo Anglican Church                            | 415.50               |
| Dunedoo Catholic Church                            | 512.50               |
| Dunedoo Central School                             | 70.00                |
| Dunedoo Lions Club                                 | 500.00               |
| Dunedoo Presbyterian Church                        | 229.50               |
| Goolhi Reserve Committee                           | 500.00               |
| Leadville Town Improvement Society                 | 106.00               |
| Mendooran & District Development Group             | 25,000.00            |
| Mendooran Anglican Church                          | 377.00               |
| Mendooran Catholic Church                          | 377.00               |
| Mendooran Central School                           | 70.00                |
| Mendooran CWA                                      | 377.00               |
| Mendooran PA & H Association Inc                   | 731.00               |
| Mendooran Tennis Club                              | 500.00               |
| St Vincent De Paul - Coonabarabran                 | 512.50               |
| Ulamambri Hall Committee                           | 451.00               |
| Warrumbungle Arts And Crafts Inc.                  | 1,000.00             |
| Warrumbungle Shire Council                         | 1,889.80             |
| <b>Total</b>                                       | <b>181,965.49</b>    |

## EXTERNAL BODIES

A statement of all external bodies that during the year exercised functions delegated by the council.

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| External Body                        | Function   |
|--------------------------------------|--|
| Castlereagh Macquarie County Council | Control noxious weeds on public land and waterways |
| Macquarie Regional Library           | Library Services                                   |

During the report period Council also had a number of Committees that advised Council on specific issues. The advice from these Committees is used to assist in the decision making process of Council.

There are four (4) Committees formed as a requirement of statutory obligations or with delegations to perform functions of Council. Those Committees report to Council although have no formal link to Council. A Councillor representing on these Committees is appointed for the term of the Council.

| Committee                        | Function                 |
|----------------------------------|--------------------------|
| Castlereagh Bushfire Management  | Fire mitigation          |
| Local Emergency Management       | Emergency co-ordination  |
| Traffic Advisory                 | Traffic management       |
| North West Weight of Loads Group | Heavy vehicle regulation |

## CONTROLLING INTERESTS

A statement of all corporations, partnerships, trusts, joint ventures, syndicates or other bodies (whether or not incorporated) in which the council (whether alone or in conjunction with other councils) held a controlling interest during that year.

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Warrumbungle Shire Council did not hold a controlling interest in any company during the reporting period.



## JOINT VENTURES

A statement of all corporations, partnerships, trusts, joint ventures, syndicates or other bodies (whether or not incorporated) in which the council participated that year.

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During 2018/19 Council was a joint venture member of the Macquarie Regional Library Service with Dubbo City Council, Wellington Shire Council and Narromine Shire Council. During this period Council was also a joint venture member of the Castlereagh Macquarie County Council.

Council coordinated the Castlereagh Family Day Care Scheme servicing Warrumbungle, Coonamble and Gilgandra local government areas for part of the year, and Connect Five Children's Services which service Warrumbungle and Gilgandra Local Government Areas.

Council is also part of Statewide and State Cover which are Mutuals for the provision of public liability, property insurance, fidelity guarantee and workers compensation insurances.

## EQUAL EMPLOYMENT OPPORTUNITY

A statement of the activities undertaken by the council during that year to implement its equal employment opportunity management plan.

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In relation to Council's Equal Employment Opportunity (EEO) Management Plan:

- Council's Recruitment and Selection Policy ensures ongoing compliance with EEO and merit selection principles and practices.
- Council utilises online recruitment software which provides increased transparency of decision making.
- Council's statement of being an EEO employer is included in all job advertisements.
- Council conducts ongoing reviews of Council's policies, procedures and practice to ensure they are compliant with EEO principles and practices.

## REMUNERATION – SENIOR STAFF

A statement of the total remuneration comprised in the remuneration package of the general manager during the year that is to include the following:

- (i) the total value of the salary component of the package;
  - (ii) the total amount of any bonus payments, performance payments or other payments made to the general manager that do not form part of the salary component of the general manager;
  - (iii) the total amount payable by the council by way of the employer's contribution or salary sacrifice to any superannuation scheme to which the general manager may be a contributor;
  - (iv) the total value of any non-cash benefits for which the general manager may elect under the package;
  - (v) the total amount payable by the council by way of fringe benefits tax for any such non-cash benefits.
- 

A statement of the total remuneration comprised in the remuneration packages of all senior staff members (other than the general manager) employed during the year, expressed as the total remuneration of all the senior staff members concerned (not of the individual senior staff members) and including total of each of the following:

- (i) the total values of the salary component of their packages;
  - (ii) the total amount of any bonus payments, performance payments or other payments made to them that do not form part of the salary components of their packages;
  - (iii) the total amount payable by the council by way of the employer's contribution or salary sacrifice to any superannuation scheme to which any of them may be a contributor;
  - (iv) the total value of any non-cash benefits for which any of them may elect under the package;
  - (v) the total amount payable by the council by way of fringe benefits tax for any such non-cash benefits.
- 

The General Manager is Council's only designated Senior Staff member as prescribed by section 332 of the Act. The General Manager's total remuneration package was:

| Component  | Amount (\$) |
|--|-------------|
| Salary   | 237,439.80  |
| Bonus payments, performance payments or other payments not forming part of salary component                            | 0           |
| Employer's contribution or salary sacrifice to any superannuation scheme to which the General Manager is a contributor | 25,012.00   |
| Non-cash benefits  | 0           |
| Fringe benefits tax for any such non-cash benefits   | 8,694.00    |

## STORMWATER MANAGEMENT SERVICES

If the council has levied an annual charge for stormwater management services - a statement detailing the stormwater management services provided by the council during that year.

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Council implemented a stormwater levy in 2017/18 to fund stormwater projects that Council is currently unable to fund, due to funding limitations, from General Fund. This stormwater levy was introduced and is made under section 496A of the *Local Government Act 1993*. Land within an urban area rated as either residential or business for rating purposes (except vacant land) will be charged an annual levy for Council to provide a stormwater management service.

Within the local government area there are a total of 3,828 assessments rated as residential and 379 assessments rated as business. In accordance with section 125AA of the *Local Government (General) Regulation 2005*, the maximum annual charge for stormwater management services levied in respect of a parcel of rateable land is for land categorised as urban residential land at \$25 and for businesses up to \$25 per 350m<sup>2</sup>.

The stormwater levy helps councils improve the management of the quality and quantity of stormwater that flows off a parcel of a privately owned land and also includes a service to manage the re-use of stormwater for any purpose. Council will accrue additional revenue of \$105,175 per annum for expenditure for stormwater management, assuming each business and residential assessment is charged a flat \$25 per assessment. Projects funded in 2018/19 from the stormwater levy were construction of the Belar Street stormwater extension in Coonabarabran and construction of the Cobra Street drainage pipe in Mendooran.

## SPECIAL VARIATIONS

A report on special variation expenditure if required to do so by the instrument made by the Minister.

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As no special variation was received by Council, there are no outcomes or expenditures to report.

## COMPANION ANIMALS ACT AND REGULATION

A detailed statement, prepared in accordance with such guidelines as may be issued by the Director-General from time to time, of the council's activities during the year in relation to enforcing, and ensuring compliance with, the provisions of the *Companion Animals Act 1998* and the regulations under that Act.

Statement of enforcement and ensuring compliance with the provisions of the *Companion Animals Act 1988* (CA Act) and the *Companion Animal Regulation 2018*, including:

|   |  |
|---|--|
| Lodgement of pound data collection returns with the Office of Local Government (survey of Council seizures of cats and dogs)            | Survey has been submitted to OLG to be included in their annual report regarding seizures of cats and dogs |
| Lodgement of data about dog attacks with the Office of Local Government   | Yes – data lodged through Companion Animals  |
| Amount of funding spent on companion animal management and activities   | No funding received for these activities   |
| Community education programs carried out and strategies the Council has in place to promote and assist the de-sexing of dogs and cats   | No programs currently in place. This program is carried out locally by veterinarians.                      |
| Strategies in place for complying with the requirements under s64 of the CA Act to seek alternatives to euthanasia of unclaimed animals | Re-homing program in place   |
| Off leash areas provided in the Council area  | One (1) area is available in each town in the Shire. Information is provided on Council's website          |
| Detailed information on fund money used for managing and controlling companion animals in its area                                      | No funding received for these activities   |

## GOVERNMENT INFORMATION (PUBLIC ACCESS)

Each agency (other than a Minister) must, within 4 months after the end of each reporting year, prepare an annual report on the agency's obligations under this Act for submission to the Minister responsible for the agency. A copy of the report is to be provided to the Information Commissioner.

The annual report of an agency (other than a Minister) required to be prepared under section 125 of the Act must include the following:

(Note: An agency's report under section 125 of the Act can be included in the agency's annual report required to be prepared under the annual reporting legislation – see section 6 of the *Annual Reports (Departments) Act 1985* or section 5A of the *Annual Reports (Statutory Bodies) Act 1984* [as the case requires].)

- (a) details of the review carried out by the agency under section 7(3) of the Act during the reporting year and the details of any information made publicly available by the agency as a result of that review;
- (b) the total number of access applications received by the agency during the reporting year (including withdrawn applications but not including invalid applications);
- (c) the total number of access applications received by the agency during the reporting year that the agency refused, either wholly or partly, because the application was for the disclosure of information referred to in Schedule 1 to the Act (Information for which there is conclusive presumption of overriding public interest against disclosure).

(Note: Table D in Schedule 2 also requires information relating to access applications in respect of which there is a conclusive presumption of overriding public interest against disclosure.)

- (d) information, as set out in the form required by the tables in Schedule 2, relating to the access applications (if any) made to the agency during the reporting year.

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Council received two (2) access applications during the reporting period. Details are provided in the table on the following page.

### Number of Applications by Type of Application Outcome

|   | Full Access Granted | Part Access Granted | Refused Access in Full | Information not Held | Information Already Available | Refuse to Deal with Application | Refuse to Confirm/ Deny Information Held | Application Withdrawn | Total | % of Total |
|---|---------------------|---------------------|------------------------|----------------------|-------------------------------|---------------------------------|--|-----------------------|-------|------------|
| Personal Information Applications             |                     |                     |                        |                      |                               |                                 |  |                       |       |            |
| Applications other than personal information  | 1                   |                     |                        |                      |                               |                                 |  |                       | 1     | 100        |
| Applications partly personal and partly other |                     |                     |                        |                      |                               |                                 |  |                       |       |            |
| Total   | 1                   |                     |                        |                      |                               |                                 |  |                       | 1     |            |
| % of total                                    | 50                  |                     |                        |                      |                               |                                 |  |                       | 50    |            |

Note: A personal information application is an access application for personal information (as defined in clause 4 of schedule 4 to the Act) about the application (the applicant being an individual).

## PLANNING AGREEMENTS

A planning authority that has entered into one or more planning agreements must, while any such planning agreements remain in force, include in its annual report particulars of compliance with and the effect of the planning agreements during the year to which the report relates.

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Council does not have any planning agreements in force as per section 93G (5) of the *Environmental Planning and Assessment Act 1979*.

## PUBLIC INTEREST DISCLOSURES

Information required to be provided in accordance with s2 of the *Public Disclosures Regulation 2011* is included herewith:

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Personal Interest Disclosures (PID) submitted to the Ombudsman in 2018/19 are outlined in the table below.

|   |   |   |   |
|---|---|---|---|
| PID applications by public officials                | 0 | 0 | 0 |
| Access applications other than personal information | 0 | 0 | 0 |
| • Corrupt conduct                                   | 0 | 0 | 0 |
| • Maladministration                                 | 0 | 0 | 0 |
| • Serious and substantial waste                     | 0 | 0 | 0 |
| • Government information convention                 | 0 | 0 | 0 |
| • Local government pecuniary interest convention    | 0 | 0 | 0 |

# ATTACHMENTS

Attachments 1-3: 2018/19 Audited Financial Statements