



Warrumbungle Shire Council

Council meeting

Thursday, 18 November 2010

to be held at the Council Chambers, Coolah

commencing at 11.00 am

MAYOR

Councillor Peter Shinton

DEPUTY MAYOR

Councillor Murray Coe

COUNCILLORS

Councillor Kerry Campbell

Councillor Tilak Dissanayake

Councillor Ray Lewis

Councillor Mark Powell

Councillor Victor Schmidt

Councillor Ron Sullivan

Councillor Denis Todd

MANAGEMENT TEAM

Robert Geraghty (General Manager)

Carolyn Upston (Director Corporate Services)

Kevin Tighe (Director Technical Services)

Tony Meppem (Acting Director Environmental Services)

Rebecca Ryan (Director Community Services)

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 18 November 2010 commencing at 11.00am

Date: 12 November 2010

Cr Peter Shinton
Mayor
Warrumbungle Shire Council
John Street
COONABARABRAN 2357

Cr Shinton

AGENDA

I submit the following report for Council's consideration at its meeting to be held on 18 November 2010. I further attach relevant reports from the Directors to me for the consideration of Council.

Forum

Declaration of Pecuniary interest and conflicts of Interest

Confirmation of Minutes

CONFIRMATION OF MINUTES of the ordinary meeting of Warrumbungle Shire Council held on 21 October 2010

ADOPTION OF THE RECOMMENDATIONS of the Traffic Advisory Committee meeting held on 28 October 2010

Reports

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Questions for Next Meeting

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11.00am Presentation by Auditors

12.00pm Representative from Fisheries Division of Industry & Investment NSW

2.00 pm Presentation by Mr Sam Crafter – Santos update

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R J GERAGHTY
GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

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GENERAL MANAGER'S REPORT

ANNEXURE 1

1.1 Notice of Motion

The following Notice of Motion has been received from Councillor Powell:

That Council request the Director of Technical Services to make an assessment, plan and costing of the drainage problems of Bowen Oval and surrounds at Coolah ,with a view to allocating enough funds in the next budget to redesign and solve the problem.

Cr Powell comments that the drainage problem is now to a point where the Oval, Tennis Courts and Golf Course are all affected.

RECOMMENDATION

For Council's consideration.

1.2 Policies – Yuluwirri Kids Centre

At Council's October meeting, the minutes of the Yuluwirri Kids Advisory Committee meeting held on 9 September 2010 were adopted.

Contained in those minutes under recommendation 7 was the following list of policies for the Centre:

YK0010648 Safety Checks and Maintenance of Buildings and Equipment Policy
YK0010649 Management Participation Policy
YK0010650 Management to Staff Communication Policy
YK0010651 Medication Policy
YK0010652 Minimising the use of potentially dangerous substances Policy
YK0010653 Multicultural Policy
YK0010654 No Smoking Policy
YK0010655 Modifiable Disease Policy
YK0010656 Occupational Health and Safety Policy
YK0010657 Open Doors Policy
YK0010658 Parent Communication Policy
YK0010659 Parents Grievance Policy
YK0010660 Family Involvement Policy
YK0010661 Personal Hygiene Policy
YK0010662 Pet Policy
YK0010663 Policy Review Policy
YK0010664 Priority of Access Policy
YK0010665 Privacy and Security Policy
YK0010666 Professional Development and Training Policy
YK0010667 Program, Education and Development Policy
YK0010668 Protective Behaviours Policy
YK0010669 Routine Policy

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YK0010609 School Bus Policy
YK0010670 Severe Allergy Policy
YK0010671 Sleep/rest for Children Policy
YK0010672 Safe Sleeping (under two year olds)
YK0010673 Staff and Parent Relationship Policy
YK0010674 Staff Grievance Policy
YK0010675 Staff Meeting Policy
YK0010676 Staff Orientation Policy
YK0010677 Staff returning after a period of extended leave Policy
YK0010678 Staff to Staff Interaction Policy
YK0010679 Sun Protection Policy
YK0010680 Supervision of Children Policy
YK0010681 Toileting and Nappy Change Policy
YK0010682 Nappy Change Procedure
YK0010683 Toileting Procedure
YK0010684 Toy Cleaning Policy
YK0010685 Transition Policy
YK0010686 Treatment of Children with Additional Needs Policy
YK0010687 Catering For Special Needs
YK0010688 TV and Video Policy
YK0010688 Water Safety Policy

A copy of those policies has been distributed under separate cover to Councillors and the policies are now submitted for Council's consideration and endorsement.

RECOMMENDATION

For Council's consideration.

1.3 Australia Day Awards (CR0010)

Nominations were sought for Australia Day Awards 2011 under the five categories listed for the Shire Wide awards. Those award categories are listed below with the names of persons nominated and their nominators. A copy of each nomination has been provided to Councillors under separate cover.

Australia Day Nominations 2010	
Citizen of the Year Award	Nominators
Mr Ronald Gallagher	Mr Ken Westerman
Dr Sara Fergusson	Mrs Jann Westerman
Mr Max Estens	Miss Kaitlyn Estens
Mr Robert Dean	Mr John Sawyer
Mr Bob Sutherland	Mr Niel McDonald
Mrs Susan Brookhouse	Mrs Diane Jackson
Mrs Suzanne Stoddart	Mrs Melissa Farrow

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Mr Shannon Nott	Therese Sullivan
Mr Mark Ellis	Coolah District Development Group
Young Citizen of the Year	Nominators
Miss Georgia Hunt	Graham Enks – Coonabarabran High School
Miss Elise Baker	Graham Enks – Coonabarabran High School
Miss Claire Morrison	Mrs Anne-Louise Capel - Coolah District Development Group
Mr Shannon Nott	Therese Sullivan

Senior Citizen of the Year	Nominators
Mrs Alison Atkinson	Mrs Myra Devenish
Mrs Suzanne Stoddart	Mrs Melissa Farrow
Mrs Ena Ghigglioli	Coolah District Development Group

Sports Person of the Year	Nominators
Mr Max Estens	Miss Kaitlyn Estens
Tim Wilkinson	Barry Wilkinson
Coolah Roo's – Coolah Rugby Union Team	Mrs Anne-Louise Capel- Coolah District Development Group
Mrs Heather Waters	Mrs Lisa Grammer

Young Sports Person of the Year	Nominators
Coonabarabran High Open Netball Team	Mr Joe Ramage
Tim Wilkinson	Mr Joe Ramage Mr Barry Wilkinson
Miss Teaghan Barron	Mrs Kelly Dewar
Mr Bradley Ward	Mrs Louise Monk
Jonty Raaen	

RECOMMENDATION

For Council's consideration and determination.

1.4 Funding Agreement for Round 3 Regional and Local Community Infrastructure Program

Council has been formally advised that submissions made for community projects to be funded under RLCIP Round 3 have been assessed for compliance with the program guidelines and have been approved.

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A Funding Agreement for \$227,000 has been received and requires signing of the contract by the General Manager in order for 50% of funds to be released. Council is reminded that projects cannot commence until the execution of this funding agreement. During the assessment process additional information was sought from the Department of Regional Australia, Regional Development and Local Government; which administers the RLCIP program, requesting details to determine value for money. In addition they required confirmation that funds would not be used for any Council operational costs such as wages and oncosts.

RLCIP aims to 'provide one off funding to local councils for ready to proceed community infrastructure projects' and 'to support local jobs during the global economic recession and provide long term benefits to communities by assisting local councils to build and modernise local infrastructure.'

The following projects have been approved for RLCIP funding:

Baradine Oval Grandstand Refurbishment	Safety railing and balustrades, replacement of some seating, toilet cisterns and hand basins, painting of toilets, tiling where required, painting of dressing sheds	\$20,000
Castlereagh River Walk Binnaway Pumphouse	Completion of concrete pathway along Castlereagh River from Pumphouse Camping Ground to main street	\$32,000
Coolah Swimming Pool Refurbishment Shade and Paving	Paving of grassed area at end of pool, replacement of shade structure with Colourbond roof structure similar dimensions	\$21,000
Coolah Water Hydration Station	Installation of Aquafill Hydration filtered water Station unit at Bowen Oval Coolah	\$9,000
Castlereagh River Riparian Zone Walkway Project Coonabarabran	Construction of pathway along Castlereagh River between Robertson Street to link existing paths and Neilson Park in Coonabarabran	\$20,000
Coonabarabran Town Hall Kitchen Refurbishment	Installation new dishwasher, stovetop and oven, benchtops, sinks and refrigeration systems. New exhaust fans, lighting, non slip flooring, repainting walls	\$45,000
Coonabarabran Swimming Pool Playground Shade	Installation of shade structure for Playground at Coonabarabran Pool	\$15,000
Dunedoo Swimming Pool Toddler Pool Shade	Installation of shade structure for Toddlers Pool at Dunedoo Pool	\$25,000
Mendooran Sports Ground Irrigation	Subsurface irrigation of Mendooran Sports Ground; pop up sprinklers, timers, minor earth works, sowing of turf grasses and line extension from Castlereagh River water supply	\$40,000

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Projects must commence construction within 6 months from the date of the Funding Agreement, and be completed by 31 December 2011.

Reports are due in accordance with the following timetable;

First Progress Report	1 March 2011
Second Progress Report	1 September 2011
Final Report	1 February 2012

RECOMMENDATION

That Council authorises the General Manager to sign and execute the Funding Agreement for Round 3 of the Regional and Local Community Infrastructure Program (RLCIP) with the Department of Regional Australia, Regional Development and Local Government for \$227,000.

1.5 Notice of Motion

The following Notice of Motion has been received from Councillor Sullivan:

Request for Council to waive the rates on the Warkton Hall., assessment no. 00015000.

Rationale

This hall has not been used for many years and has no committee.

General Manager's Note: The Warkton Hall is in the name of the Belar Creek School of Arts Incorporated. Currently there is an amount of \$446.62 owing. \$215.62 for 2009 and \$231.00 for 2010.

RECOMMENDATION

That Council determine if it wishes to waive the rates owing on the Belar Creek School of Arts and **FURTHER** that Council not raise a General Rate levy against the Belar Creek School of Arts Incorporated in future years and that the management committee be contacted and advised of this.

1.6 Mendooran Turf Club

Council has received a letter from the Mendooran Turf Club advising of the last minute cancellation of their Race meeting and requesting the donation of \$1,000 from Council go towards unavoidable expenses. The letter reads,

I write on behalf of the Committee of this Club to advise I have received a cheque from the Warrumbungle Shire Council in the sum of \$1,000 as a donation to the Club's Annual Race Meeting scheduled to have been held on 16th September, 2010. Unfortunately the race meeting was called off by the Racing NSW stewards at 3.30pm on Friday 15th September, 2010, due to rain and the dangerous state of the track which was considered unsafe for racing.

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I have not banked the cheque as yet and I await your instructions on the matter. Due to the late cancellation of the meeting, the Club was committed to certain expenses. I list some of the expenses which could not be avoided in relation to the preparation for the race meeting:

- Catering \$475
 - Advertising \$1,105.90
 - Race book printing \$1,123.70
 - Postage \$233.30
- Total: \$2,937.90**

The Club Committee would appreciate if Council could see its way clear to leave the contribution with us as a donation to help defray the costs involved with a cancelled meeting.

The Mendooran Turf Club appreciates the support given by Council to our annual Race meeting and also to the community of Mendooran.

A determination is sought from Council on whether it wishes to have the annual donation of \$1,000 remain with the Mendooran Turf Club to assist with the expenses incurred in the preparation of the annual Race meeting.

RECOMMENDATION

In light of Council's practice of only providing this support should the function be held, that Council not accede to the request by the Mendooran Turf Club for them to retain the \$1,000 contribution.

1.7 2009/10 Budget Review

Council at the recent General Managers performance review expressed concern at the large apparent surplus that was presented at the August Council Meeting. I have been directed to undertake a detailed review of the report and provide a summation on those findings. This review has now been concluded.

The report to August Meeting showed a bottom line outcome as follows.

Outcomes	Adjusted Budget	Actuals	Revotes Requested	Total Surplus
General Fund	2,721,291	-301,721	1,042,980	-1,980,032
Water and Sewerage	366,546	-823,652	597,954	-592,244
Total	3,087,837	-1,125,373	1,640,934	-2,572,276

After carrying out an extensive review of the figures presented adjustments have been made with the following bottom lines.

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Outcomes	Adjusted Budget	Actuals	Revotes Requested	Total Surplus
General Fund	2,060,433	-65,290	1,204,135	-921,588
Water and Sewerage	361,446	-776,404	597,954	-539,896
Total	2,421,879	-841,694	1,802,089	-1,461,484

The details of the variations are shown in the attachment titled “original budget 2009/10 to August Meeting’. The spreadsheet includes the figures presented to the August Meeting along with the adjusted figures being presented to this Meeting – the latter figures are in the area that is shaded.

Overall the reduction of a reported surplus has decreased by \$1,050,000 and relates mostly to incorrect treatment of grant funds and how they were associated with the actual and projected expenditure. With the exception of rates income and FAGs income all grant incomes have to be accounted for in the year they are received. Where grant income is received in a year it must be shown in that year as income even though it has not been fully spent. Therefore the surplus difference must be shown as a transfer to restricted assets in 2009/10 and then as a transfer from restricted assets in the follow year.

An explanation of the various outcomes was also sought by Council and these are provided by way of the attachment noted as “Budget Review 2009/10” and show the surpluses or deficits by division and by management area. The detailed expenditure report is available but is not being provided, if any Councillor wants the detailed report please advise me and it will be provided. This current report and documentation is being provided as a simplified quarterly report.

Councillors indicated that they wanted an abridged summary of the budget review highlighting the main outcomes. This detail is provided in the 3 page attached report titled “Budget 2009/10 Overview Explanation”. The items of note in that report are:

Human Resources – here a surplus of \$189,515 was generated from oncost recoveries along with a number of budget areas that generated less costs than expected.

Bridges Construction – this programme was carried out over several years and is now at an end. The programme went over budget by \$277,400.

Road Operations - savings were made in a number of listed construction and maintenance projects as well as \$127,000 credit of associated FAGs projects being carried over through revote requests.

Contract Services – this is the area that deals with the RTA contract works and due to the increase in works order there was an increased surplus of \$137,995 generated.

Fleet Services – the surplus of income over expenditure related to internal plant hire and plant maintenance generated a surplus of \$306,450.

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Warrumbungle Waste – this area has shown a concerning over expenditure of \$128,674. As waste management is a closed system ideally this outcome should be segregated with costs recovered from future year's activities. Council will need to make a determination as to whether it wishes to bring this \$128,674 to account as an internal debtor and increase the charges for the 2001/12 to make up this loss.

Kenebri Water Supply – an amount of \$15,162 is shown as a saving and relates directly to the decision not to proceed with the replacement of a shed and water tower.

Environmental Services Management – shows a saving of \$30,924 due mainly to not filling the Directors position during the year.

Health and Building Services – shows savings in the following operational areas:

Cemeteries	25,308
Pools	35,709
Management	17,587

Ordinance Services – shows a saving of \$35,539 related to lower operational costs than budgeted.

Community Services – shows over expenditure in total of \$56,476 and is in the following general areas:

Ovals	21,580
Emergency Services	12,612
Community Development Officer	19,727
Coona Youth Club	5,826
Coolah Pre School	5,510

Social Services – which is HACC and Community Transport showed a surplus of \$113,695 which because it is a fully grant funded activity was offset by a transfer to restricted assets.

Family Support – which are Family Day Care, Connect 5 and Long Day Care a surplus of \$36,649 which because it is a fully grant funded activity was offset by a transfer to restricted assets.

Yulliwirri Kids – showed a surplus of \$8,268 which because it is a fully grant funded activity was offset by a transfer to restricted assets.

Corporate Services – showed a surplus of \$132,064 which related to the following areas:

Insurances & Risk	\$100,160	due to lower premiums than budgeted
Council Offices M&R	\$ 23,065	

Financial Services – showed a surplus of \$241,013 which related to the following areas.

Interest on Investments	\$ 68,157
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Management and support services	\$139,728
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Rural Fire Service – this shows an over expenditure of \$90,426 and relates to additions to the original bid after Councils budget had been prepared along with \$71,004 being Councils additional contribution to new fire sheds being constructed.

Water Supply Funds - with the exception of the Mendooran Water Supply all the other funds showed a surplus which in most cases was related totally to extra income from water user pay charges.

Sewerage Funds – there has been a significant increase in all funds related to the income being raised from non residential sewer charges. This better than expected level of income may relate in total to an incorrect calculation of the charges. There may be a similar reduction in income for 2010/11 as that is corrected. The Coonabarabran Sewerage outcome also shows \$192,011 worth of mains extensions that while budgeted for will not be proceeded with in the 2010/11 year.

As a consequence of the above review there is a need to make changes to the list of revotes approved in Minute 69 of August 2010. To avoid future confusion it would be best to rescind that motion and replace it with the following recommendation.

RECOMMENDATION

That Council rescind Minute 69 and replace it with the following revotes:

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Revised Revotes for 2009/10 to be carried forward to 2010/11

Revotes 09/10		
EXECUTIVE SERVICES		33,658
GOVERNANCE		5,800
From R/Asset Coolah Town Improve - Inc	-5,918	
Governance - Donations - Exp	7,118	
Coona Chambers (Crane Building) - Exp	4,600	
GENERAL MANAGER		5,000
General Management FAGS Grant - Inc	856,787	
From R/Assets FAGs/Advance Payment - Inc	-856,787	
Organisation Structure - Exp	5,000	
HUMAN RESOURCES		5,000
Civil Construction - Inc	-7,834	
Civil Construction - Exp	7,834	
Safety Programmes - Cap	5,000	
TOURISM and ECONOMIC DEVELOPMENT		17,858
Industrial Land Development Income - Inc	-28,080	
Economic Promotion - Exp	12,735	
Tourism Promotion - Exp	5,123	
Coonabarabran - Industrial Land - Cap	28,080	
TECHNICAL SERVICES		1,058,768
ROAD OPERATIONS		569,150
Regional Roads-Flood Damage 2009 - Inc	-40,000	
Local Roads-Flood Damage 2009 - Inc	133,500	
Local Roads-FAGS - Inc	515,770	
Local Roads-FAGS in advance- Inc	-515,770	
Regional Rds - MR55 REPAIR Program - Cap Inc	-270,571	
Local Rds Flood Damage 2009 - Exp	193,158	
Local Rds-Cravel Resheeting - Exp	119,250	
Regional Rds-Flood Damage 2009 event - Exp	113,433	
Dandry Rd FAGs Cap	35,000	
Gentle Annie R2R - Cap	24,000	
Goolma Pass - Causeway - Cap	6,000	
Goorlanawa Rd Milcomie Crk Causeway - Cap	9,743	
Orara Rd Culvert FAGS - Cap	15,000	
Piambra Rd R2R - Cap	23,732	
Stannix Park Rd - Cap	7,500	
Teridgeie Crk Causeway - Cap	23,657	
Teridgeie Protection FAGs - Cap	25,000	
Regional Rds -MR 55 - 3X4s - Cap	7,700	
Regional Rds -MR 120 - 3X4s - Cap	92,000	
To & From R/Assets 3X4	-99,700	
Regional Rds - MR55 REPAIR - Cap	270,571	
Regional Rds-Mow Creek Crossing - Cap	120,000	
Baradine K&G Darling St - FAGs - Cap	22,000	
Baradine Sts Flood Study - Cap	44,680	
Baradine Sts To R/Assets Flood Study - Cap	-44,680	
Footpaths-Binnaway - Cap	5,000	
Drainage-Town Streets- Cowper St - FAGs - Cap	80,000	
Coona Sts - Alston Avenue - Cap	14,697	
Footpaths-Coonabarabran - Cap	7,515	
Coolah St - Binnia St Upgrade FAGs - Cap	88,000	
Coolah St - Bicycle Track	39,217	
Coolah St - To R/Assets Bicycle Track	-17,217	
Dunedoo St - Bandula St K&G - Cap	17,833	
Dunedoo St - Tucker St K&G - Cap	4,416	
Dunedoo St - Bolara St Footpath - Cap	5,000	

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**Revised Revotes for 2009/10
to be carried forward to 2010/11**

FLEET SERVICES		458,046
Depot Coolah - Cap	7,000	
Depot Duneedoo - Cap	5,305	
Plant & Equipment Purchases - Cap	128,107	
Plant Minor - Cap	3,714	
Radio Network - Cap	10,000	
Workshop-Coolah - Cap	3,920	
URBAN SERVICES		21,627
From R/Assets Mendooran Town Special Projects	-1,393	
Parks - David Bell - Trigation - Cap	3,000	
Parks - Mendooran - Cap	5,500	
Toilets - Coona - Toilet Block CRD - Cap	14,520	
WARRUMBUNGLE WASTE		-1,506
Waste Serv-Recycling Centre Building-Cap	-1,506	
VILLAGE WATER SUPPLIES		11,451
From R/Assets Merrygoan - Village Water - Inc	-16,249	
Merrygoan Village Water- Cap	27,700	
ENVIRONMENTAL SERVICES		66,742
ENVIRONMENTAL SERVICES MGT		33,502
DCP Development Review - Cap	14,898	
LEP Review (Shire Wide) - Cap	18,604	
HEALTH & BUILDING SERVICES		33,240
Cemetery-Coonabarabran Native Grove - Cap	14,262	
Cemetery-Coonabarabran Old - Cap	26	
Cemetery-Baradine - Cap	1,617	
Cemetery-Binnaway - Cap	2,700	
Pool-Coonabarabran - Cap	8,000	
Pool-Coolah - Cap	3,136	
Pool-Mendooran - Cap	3,500	
COMMUNITY SERVICES		39,127
COMMUNITY SERVICES MGT		39,127
Burra Bee Dee Mission Site auspice - Inc	-171	
Aboriginal Funding DEEWR Dance Group - Inc	-2,900	
Aboriginal Funding DEEWR Dance Group - Exp	2,900	
Burra Bee Dee Mission Site auspice - Exp	171	
NAIDOC Week - Exp	1,500	
To & From R/Assets NAIDOC Week - Exp	-1,500	
Halls-Youth Centre Coona - Cap	575	
Pre School Binnaway - Cap	12,298	
Halls - Baradine - Cap	2,098	
Halls - Baradine - To and From R/AssetsCap	2,098	
Halls - Coona - Cap	19,500	
Halls - Goolhi - Cap	6,000	
Baradine Aerodrome - Cap	754	
CORPORATE SERVICES		5,840
CORPORATE STRATEGIC MANAGEMENT		5,840
Coolah Council Chambers -Cap	5,840	
Total General Fund		1,204,135

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**Revised Revotes for 2009/10
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MINOR FUNDS		
Water Supplies		373,471
BARADINE WATER SERVICES	66,826	
Treatment Works - Cap	66,826	
BINNAWAY WATER SERVICES	56,032	
Mains	53,383	
Treatment Plant	2,639	
COONABARABRAN WATER SERVICES	154,718	
Mains Construction & Extensions	90,582	
Dam Structural Test	50,430	
Telemetry System	3,000	
Treatment Plant	10,696	
COOLAH WATER SERVICES	84,874	
Mains Extension	48,002	
Treatment Plant	6,872	
Reservoir Roof Replacement	30,000	
DUNEDOO WATER SERVICES	21,922	
Mains Extension	21,922	
MENDOORAN WATER SERVICES	0	
Augmentation Scheme	47,250	
From R/Assets- Mendooran Water Supply	-47,250	
Sewerage Schemes		224,482
COONABARABRAN SEWERAGE SERVICES	127,048	
Mains Extensions	36,000	
Pumping Station	89,048	
COOLAH SEWERAGE SERVICES	50,000	
Treatment Works	50,000	
DUNEDOO SEWERAGE SERVICES	47,434	
Other	47,434	

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Attachment: Original Budget 2009/10 to August Meeting

original budget 2009/10
to August Meeting

	August Meeting 2010			Revised Figures		
	Adjusted Budget	Actuals	Revs	Adjusted Budget	Actuals	Revs
Executive Services						
GOVERNANCE	307,816	292,598	5,860	307,816	292,598	5,860
GENERAL MANAGER	-2,864,206	-2,888,055	5,000	-2,881,206	-2,888,055	5,000
HUMAN RESOURCES	441,128	298,813	5,000	441,128	298,813	5,000
TOURISM and ECONOMIC DEV	107,473	387,890	-7,858	407,472	387,890	17,858
Sub Total	-1,028,889	-1,999,934	33,658	-1,729,082	-1,860,495	21,358
Technical Services						
TECHNICAL SERVICES MANAGEMEN	126,800	143,117	0	126,800	143,117	.0
DESIGN PROJECTS	305,978	224,058	0	305,978	282,267	.0
ROAD OPERATIONS	3,962,437	2,665,292	526,619	3,525,822	2,808,850	568,150
CONTRACT SERVICES	-60,300	-80,253	0	-60,300	-89,309	.0
FLEET SERVICES	275,525	-188,976	-68,016	275,525	-188,871	456,016
URBAN SERVICES	1,210,299	1,188,739	21,827	1,188,151	1,188,739	21,827
WARRUMBUNGLE WASTE	59,488	189,666	0	59,488	189,668	-1,508
VILLAGE WATER SUPPLIES	27,751	0	-1,481	27,751	0	-21,451
Sub Total	5,817,169	3,723,607	-227,713	5,259,116	3,885,159	1,056,288
Environmental Services						
ENVIRONMENTAL SERVICES MGT	283,111	200,194	35,522	283,011	200,154	35,522
HEALTH & BUILDING SERVICES	369,943	743,611	33,240	369,943	746,818	33,240
MORNINGTON SERVICES	180,126	124,587	0	180,126	124,587	0
Sub Total	1,003,180	1,071,662	68,742	1,003,080	1,071,662	68,742
Community Services						
COMMUNITY SERVICES MGT	1,550,983	1,563,135	39,238	1,550,983	1,563,312	39,127
SOCIAL SERVICES	0	0	0	0	0	0
FAMILY SUPPORT SERVICES	5,842	4,543	0	5,842	4,341	.0
YILLI WIRRI KIDS	-39,714	-39,713	0	-39,714	-39,754	.0
Sub Total	1,514,852	1,527,725	39,238	1,514,852	1,532,999	39,127
Corporate Services						
CORPORATE MANAGEMENT	374,744	367,138	-124,151	374,744	238,910	5,810
FINANCIAL SERVICES	-6,480,063	-6,731,941	0	-6,480,063	-6,731,941	.0
ADMINISTRATION SERVICES	477,878	427,743	0	477,878	427,740	.0
SUPPLY SERVICES	166,493	189,697	0	166,493	189,697	.0
MURAL FIRE SERVICES	181,950	287,376	0	181,950	282,378	.0
IT SUPPORT SERVICES	6,000	-99,674	0	6,000	1,227	.0
Sub Total	-4,285,818	-4,663,621	-124,151	-4,285,818	-4,598,817	5,810
General Fund Total	2,721,281	-301,721	-242,900	2,060,430	-85,280	1,204,136
Minor Funds						
Bradley Water Supply	80,346	11,202	55,825	80,346	-11,209	55,825
Blinaway Water Supply	79,843	-14,738	56,033	79,843	-14,735	56,033
Coonababran Water Supply	87,177	-99,628	154,117	87,177	-99,630	154,117
Coolah Water Supply	44,128	-102,991	81,975	44,128	-102,988	81,975
Dumaresq Water Supply	-36,945	79,433	21,922	-36,945	79,433	21,922
Wendooan Water Supply	21,512	-10,836	0	21,512	-9,264	.0
Bradley Sewerage	-63,361	-84,011	0	-63,361	-84,012	.0
Coonababran Sewerage	120,228	-280,332	127,046	120,228	-280,263	-127,046
Coolah Sewerage	40,531	-72,417	50,000	40,530	-72,417	50,000
Dumaresq Sewerage	-1,311	-87,602	47,424	-1,311	-87,802	47,424
Minor Funds Total	366,546	-893,652	567,951	361,116	-778,404	587,951
Grand Total	3,087,907	-1,253,071	-840,934	2,421,876	-841,894	1,802,086

Over All Outcomes

General Fund

Minor Funds

Total bottom line

R J Geraghty

August Meeting

-1,980,032

-592,244

-2,572,276

Revised Figures

-921,568

-539,896

-1,461,464

200910 explanation

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WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 18 November 2010 commencing at 11.00am

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Attachment: Budget Review 2009/10

Budget Review 2009/10

Executive Services	Outcome
GOVERNANCE	-9,127
GENERAL MANAGER	1,153
HUMAN RESOURCES	-189,515
TOURISM and ECONOMIC DEV	-1,755
Sub Total	-199,244
Technical services	
TECHNICAL SERVICES MANAGEMENT	17,117
DESIGN PROJECTS	-53,721
ROAD OPERATIONS	51,982
CONTRACT SERVICES	- 37,895
FLEET SERVICES	-306,450
URBAN SERVICES	4,208
WARRUMBUNGLE WASTE	- 28,674
VILLAGE WATER SUPPLIES	-16,299
Sub Total	-312,486
Environmental Services	
ENVIRONMENTAL SERVICES MGT	-29,345
HEALTH & BUILDING SERVICES	-79,890
ORDINANCE SERVICES	-35,538
Sub Total	-144,773
Community Services	
COMMUNITY SERVICES MGT	56,476
SOCIAL SERVICES	0
FAMILY SUPPORT SERVICES	699
YULJWIRRI KIDS	-1
Sub Total	57,174
Corporate Services	
CORPORATE MANAGEMENT	-132,064
FINANCIAL SERVICES	-241,013
ADMINISTRATION SERVICES	-50,138
SUPPLY SERVICES	34,204
RURAL FIRE SERVICES	90,426
IT SUPPORT SERVICES	-3,873
Sub Total	-302,258
General fund Total	-921,586
Minor Funds	
Baradine Water Supply	-36,323
Binnaway Water Supply	-38,546
Coonabarabran Water Supply	-12,289
Coolah Water Supply	-57,115
Dunedoo Water Supply	-21,898
Mendooran Water Supply	14,752
Baradine Sewerage	-20,891
Coonabarabran Sewerage	-253,563
Coolah Sewerage	-62,847
Dunedoo Sewerage	-51,479
Minor Funds Totals	-639,897
Grand Total	-1,461,485

WARRUMBUNGLE SHIRE COUNCIL

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Attachment: Budget 2009/10 Overview Explanations

Budget 2009/10 Overview Explanations

	Adjusted Budget	Actual Expend	Revote	Difference		Comments
GOVERNANCE	807,515	232,585	5,800	-9,127	Surplus	Within reasonable tolerance
GENERAL MANAGER	-2,884,208	-2,888,055	5,500	1,153	Deficit	Within reasonable tolerance
HUMAN RESOURCES	467,128	245,613	5,500	-189,515	Surplus	Needs Explanation
ELE						-228,840 On cost over recovery from jobs
Superintendent						-48,233 On cost over recovery from jobs
Management						23,409 Extra HR Costs
Workless Comp						137,070 On cost over under recovery
Safety						16,201 Less costs than budgeted
Training						-22,674 Less costs than budgeted
TOURISM and ECONOMIC DEV	407,472	387,859	17,050	-1,765	Surplus	Within reasonable tolerance
Total Executive	-1,725,935	-1,891,985	33,552	-166,244		
TECHNICAL SERVICES MANAGEMENT	126,000	143,177		17,177	Deficit	Needs Explanation
Management						17,177 Extra Costs
DESIGN PROJECTS	305,976	252,257		-53,721	Surplus	Needs Explanation
Design Services Management						-17,064 Less costs than budgeted
Survey & Investigation - Exp						-14,160 Less costs than budgeted
Asset Management Tech. Services - Exp						-13,797 Less costs than budgeted
ROAD OPERATIONS	3,325,828	2,838,660	569,190	51,862	Deficit	Needs Explanation
Castlereagh River Bridge						9,778
Boomerah Crk Bridge						53,863
Yarraman Creek Bridge						66,781
Ulinda Creek Bridge						90,867
Salwater Crk Bridge						56,010
Bingle Grumble Rd						15,120 Cost over run
Baseline Walke Stree.						44,763 Cost over run
Street Lighting						-56,437 Less costs than budgeted
Streets M&R						25,284 Less costs than budgeted
Reservoir Street						22,162 Cost over run
Footpaths M&R						9,559 Less costs than budgeted
Private Works - Road						-19,636 More profit than budgeted
Awards Rd						4,092 Less costs than budgeted
Cooah Crk Rd						-27,492 Less costs than budgeted
Mt Nambal - Fags						9,210 Less costs than budgeted
Pandores Pass						-7,256 Less costs than budgeted
Spry Creek Rd						-14,850 Less costs than budgeted
Brans Gersge Street						-9,403 Less costs than budgeted
FACs Income not used						-177,000 Jobs carried forward to 2010/11
CONTRACT SERVICES	-50,328	-186,323		-137,995	Surplus	
Contract Expenses						-70,505 Costs distributed directly to jobs
Contract Income						-14,342 Extra operating income
Single Initiation Contract by Function						69,100 Extra profit on works orders
FLEET SERVICES	275,575	-485,971	453,046	-306,430	Surplus	
Fleet Income						-541,119 Extra operating income
Fleet Expenses						49,573 Extra operating costs
URBAN SERVICES	1,186,151	1,166,730	21,627	4,208	Deficit	
Street Trees						5,620 Less costs than budgeted
WARRUMBUNGLE WASTE	59,496	185,868	1,628	129,674	Deficit	
Waste Services-Management - Exp						-23,285 Less costs than budgeted
Waste M&R Handling Coora Centre - Exp						11,423
Waste M&R Handling Coora Centre - Inc						-24,915
Waste Services-Baseline - Exp						28,606
Waste Management-Baseline - Inc						-4,737
Waste Services-Binnsway - Exp						13,837
Waste Management-Binnsway - Inc						3,224
Waste Services-Coonabarabran - Exp						55,924
Waste Management-Coonabarabran - Inc						17,317
Waste Services-Coolah - Exp						23,003
Waste Management-Coolah - Inc						18,378
Waste Services-Dunedoo - Exp						21,200
Waste Management-Dunedoo - Inc						1,262
Waste Services-Mandamoo - Exp						7,900
Waste Management-Mandamoo & Conlaha Falls - Inc						-4,727
Waste Services-Other Northern - Exp						-6,967
Waste Management-Other North - Inc						-5,798
Waste Services-Other Southern - Exp						-3,815

WARRUMBUNGLE SHIRE COUNCIL

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Budget 2009/10 Overview Explanations

	Adjusted Budget	Actual Expend	Revote	Difference		Comments
Waste Management Other South Inc					-487	Works not done
Waste Sew-Transfer Station-Coolah-Cap					-4,735	Works not done
VILLAGE WATER SUPPLIES	27,751	1	11,151	-16,299	Surplus	
Kenshi Village Water - Cap					-15,162	Works not done
Total Technical	1,284,413	1,484,163	1,085,718	-312,486		
ENVIRONMENTAL SERVICES MGT	283,211	300,164	33,502	-49,345	Surplus	
Enviro Management					-30,924	Less costs than budgeted
vacant Community Land					2,154	Less costs than budgeted
town planning other					-2,355	Less costs than budgeted
Heritage Study					2,212	Less costs than budgeted
Identification of community land					-12,615	Less costs than budgeted
HEALTH & BUILDING SERVICES	859,943	746,813	33,240	-79,950	Surplus	
Cemeteries					-25,928	Less costs than budgeted
Pools					-36,439	Less costs than budgeted
Health Management					-17,587	Less costs than budgeted
ORDNANCE SERVICES	180,128	125,887		-36,729	Surplus	
Operating Expenses					-35,539	Less costs than budgeted
Total Environmental	1,063,680	1,071,964	36,742	-134,714		
COMMUNITY SERVICES MGT	1,650,980	1,568,312	39,127	56,476	Deficit	Needs Explanation
Ovals-Coonabarabran NO.1					5,339	Grants/return over expenditure
Coona Number 2 Oval					3,061	Less costs than budgeted
Shire Hall Coolah					-2,709	Less costs than budgeted
Mendooran Hall					3,424	Less costs than budgeted
Dunedoo Hall					-5,057	Less costs than budgeted
Ovals-Coolah - Bower - Exp					2,419	Cost over run
Ovals-Binnaway - Exp					4,735	Cost over run
Coona Community Services Office - Exp					8,452	Cost over run
Youth Centre - Coona - Exp					5,876	Cost over run
Pra School Coolah - Exp					5,513	Cost over run
Emergency Services					12,617	Cost over run
Community Development					19,727	Cost over run
SOCIAL SERVICES	0	0		0	Deficit	Needs Explanation
Operating Surplus					-113,695	Surplus income over expenditure
To Restricted Assets CAHDC					37,829	Surplus income over expenditure
To Restricted Assets Multi Purpose Centre					75,888	Balance retained in function
FAMILY SUPPORT SERVICES	3,642	4,341		989	Deficit	Needs Explanation
Operating Surplus					-36,619	Surplus income over expenditure
To Restricted Assets					36,619	Balance retained in function
YULUWIRRI KIDS	-39,753	-59,751		-1	Surplus	Needs Explanation
Operating Surplus					-1,236	Surplus income over expenditure
To Restricted Assets					1,235	Balance retained in function
Total Community	1,614,882	1,562,989	39,127	57,174		
CORPORATE MANAGEMENT	374,744	236,843	5,840	-132,054	Surplus	Needs Explanation
Insurances - Inc					-6,453	Increased returns
Property/Fidelity Insurances					-75,446	Less costs than budgeted
Risk Management					-17,371	Less costs than budgeted
Dunedoo Community Building - Cap					-6,000	Works not undertaken
Council Offices - Exp					-25,085	Less costs than budgeted
Mendooran Medical Centre - Exp					-1,205	Less costs than budgeted
FINANCIAL SERVICES	-5,790,857	-5,751,597		-241,713	Surplus	Needs Explanation
Interest on Investments					-82,157	Increased returns
Finance Management					-36,051	Less costs than budgeted
Finance Support Services					-123,505	Less costs than budgeted
ADMINISTRATION SERVICES	477,878	477,743		-50,138	Surplus	Needs Explanation
Administration Services					-11,059	Cost recoveries
Administration Services					-35,746	Less costs than budgeted
SUPPLY SERVICES	155,490	169,897		34,204		
Stores Operations					34,204	Higher Costs than budgeted
RURAL FIRE SERVICES	191,950	250,375		50,426	Deficit	Needs Explanation
Additional Bushfire equip					201,020	Budget over run

WARRUMBUNGLE SHIRE COUNCIL

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Budget 2009/10 Overview Explanations

	Adjusted Budget	Actual Expend	Revote	Difference	Comments
Additional Unbudgeted equipment				50,215	Not included in original budget
Laundry Shed				43,367	Not included in original budget
Milrexi Shed				52,877	Not included in original budget
Leadwick Shed				1,252	Not included in original budget
Baradine Country Shed				851	Not included in original budget
Off set RFS contribution				-274,630	RFS 68.3% contrib. to show expenses
Equipment Non Consumables				50,215	Cost over run
Original Bid changed				18,422	Original bid increased by RFS
IT SUPPORT SERVICES	5,000	1,327		3,673	Surplus Needs Explanation
IT Support Operations				-201,124	Computer support costs not needed
To Restricted Assets				200,800	Provision for future hardware & software
Total Corporate	-1,265,819	-1,693,917	5,840	-902,558	
General Fund	7,060,433	85,780	1,204,738	-871,528	Surplus
Minor Funds					
Baradine Water Supply	60,945	11,209	53,925	96,323	Surplus
Water User Charges				-82,756	Extra income over budget
Mains - Exp				20,160	Cost over run
Treatment Plant - Exp				5,075	Cost over run
Birrnie Water Supply	79,873	-14,756	59,032	-88,518	Surplus
Water User Charges				-26,874	Extra income over budget
Mains				-19,167	Less costs than budgeted
Management				7,506	Cost over run
Coonabarabran Water Supply	67,177	-99,830	154,718	-12,289	Surplus
Water User Charges				-40,390	Extra income over budget
Private Works				-13,834	Profit not budgeted
Mains				20,340	Cost over run
Treatment Plant				12,264	Cost over run
Management				24,859	Cost over run
Pumpers Shed				-4,100	Less costs than budgeted
Property Services				-11,100	Less costs than budgeted
Coolah Water Supply	39,126	182,803	84,974	67,111	Surplus
Water User Charges				-41,166	Extra income over budget
Rates & Fees				-41,423	Extra income over budget
Mains				28,209	Less costs than budgeted
Dunedoo Water Supply	-35,815	-79,163	21,922	-21,698	Surplus
Water User Charges				-33,596	Extra income over budget
Mains				22,861	Cost over run
Treatment Plant				-20,163	Less costs than budgeted
Pumping Station				9,668	Cost over run
Mendooran Water Supply	21,512	36,264	0	14,752	
Mains Replacement				15,000	Projects abandoned
Total Water Supplies	232,750	-271,930	373,477	-151,217	
Baradine Sewerage	-63,887	-84,372	0	-20,697	Surplus
User Charges - Non Residential				-13,468	Extra income over budget
Rates Residential Charges				-10,602	Extra income over budget
Coonabarabran Sewerage	120,228	260,393	127,049	263,663	Surplus
User Charge - Non Residential				-45,867	Extra income over budget
Mains Extensions				-187,011	Projects abandoned
Interest on Investments - Coona Sewerage				-14,512	Extra income over budget
Coolah Sewerage	40,500	72,417	63,000	-62,947	Surplus
Rates Residential Charges				11,627	Extra income over budget
Interest on Investments - Coolah Sewerage				-4,160	Extra income over budget
Treatment Works				-29,000	Less costs than budgeted
Dunedoo Sewerage	11,317	-87,802	47,434	-57,479	Surplus
Rates Residential Charges				-29,394	Extra income over budget
Mains				11,091	Less costs than budgeted
User Charge - Non Residential				-7,473	Extra income over budget
Interest on Investments - Dunedoo Sewerage				-3,743	Extra income over budget
Total sewerage	109,638	-50,174	224,482	-58,630	
TOTAL ALL FUNDS	2,421,879	-841,694	1,802,068	+1,461,486	

WARRUMBUNGLE SHIRE COUNCIL

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1.8 Loan Repayment

Council has previously determined that it will sell two houses in Coolah and pay off the related loans. This provision was made in the 2009/10 Budget and is as follows:

Income from Sale	\$350,000
Doctor's House and Swimming Pool	\$135,228
Staff Housing	\$138,196
To Restricted Assets	\$76,575

At this stage the houses have not been sold and the expected return may fall below the expected \$350,000. This will mean the transfer to restricted assets will be below the \$76,575. However, the loan of \$138,196 will fall due on 4th December 2010.

Council should now determine to pay off this loan and raise an internal debtor for the amount.

RECOMMENDATION

That Council pay the Coolah staff house loan of \$138,196 off in full and raise an internal debtor for the transaction. Further that these changes be recorded as a supplementary vote.

1.9 Objection to Change of Name

Two submissions have been received from residents and business owners of Timor Street, Coonabarabran submitting objections to the change of name of Timor Street to Little Timor Street.

A copy of the submissions including three page signature sheet has been forwarded to Councillors under separate cover.

RECOMMENDATION

For Council's consideration.

1.10 Notice of Motion

The following Notice of Motion has been received from Councillor Todd:

That the Warrumbungle Shire Council erect "Give Way to Horses Crossing" signs to more selected bridges within the Shire, as requested by users and interested parties.

Rationale:

- Within the Shire there are a number of bridges that are frequently used by horse riders that currently have no signage on them
- Requests to be made in writing to the Council for consideration

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 18 November 2010 commencing at 11.00am

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- The signage would make it safer for horses and riders to cross the bridges as motor traffic would be warned and more aware of horses on a bridge, there is a potential for horse or rider to panic and the situation can become very dangerous.
- This situation has been brought to my attention by members of the Baradine Pony Club and other local residents now the Baradine Pony Club has been re formed and there are a number of young horse riders presently using the roadways in Baradine.

RECOMMENDATION

For Council's consideration.

1.11 Notice of Motion

The following Notice of Motion has been received from Councillor Todd:

To investigate the establishment of two disabled car parking bays in Wellington Street, Baradine.

Rationale:

There is a need for two disabled car parking bays in Baradine.

- One to be sited between Singh's IGA Supermarket and Wangman's Newsagents on the northern side.
- One to be sited immediately in front of the Baradine Chemist on the southern side of Wellington Street.
- Both of these areas have laybacks so they can be easily accessed from the left hand door of a vehicle
- Personally I have had many enquiries from local residents about having these parks instituted and completed.
- This proposal was submitted to the Traffic Committee several years ago but for some reason was not acted upon and with a large group in the community who now would qualify to be able to use a disability park it is timely to revisit this situation as a report has to be submitted to the December meeting of the Warrumbungle Shire Council on disability access within the Shire.

RECOMMENDATION

For Council's consideration.

WARRUMBUNGLA SHIRE COUNCIL

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1.12 Management Plan Quarterly Review – September 2010

Attached is a report on the management plan for the first quarter of the 2010/2011 period ending September. You should be able, through the page numbers, to reference this report against the undertakings in the Management Plan.

The information in this report covers the first quarter and these words will relate to the financial reports submitted in the Director of Corporate Services' section of the business paper.

RECOMMENDATION

That Council note and receive the report.

.....
R J GERAGHTY
GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

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PROGRAM: Governance
PRINCIPAL ACTIVITY: Governance
OBJECTIVE GROUP: Council

<i>COST CENTRE OBJECTIVE:</i>		To be aware of the challenges confronting Local Government locally and on a regional basis. To be consistent, efficient and equitable in decision making, to operate with uncompromising integrity and to encourage the citizens of Warrumbungle Shire to participate in the governance of the community.	
<i>EXECUTIVE - COUNCIL</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
86	Conferences	To allow all Councillors an opportunity to be part of and well informed on all Local Government activities	The General Manager continues to provide current information to Councillors as and when received. The Mayor attended the Local Government forum, Country Mayors conference and One Association conference in August. Council is represented at the OROC meetings.
	Consultancies	To provide assistance to Council in senior staff appointments.	LGSA Management Solutions continue to assist in senior staff appointments when recruitment is undertaken.
	Subscriptions	To be an active and supportive member of the Shires Association.	Annual Subscriptions as due and as per the Management Plan.
87	Donations	To provide support for community organisations in accordance with set policy	Donations provided as needed to organisations s listed in the current Management Plan. All other requests to Council's ordinary monthly meetings as received for endorsement.
	Councillors	To provide Councillors with the level of remuneration as statutorily required and to allow Councillors to participate fully in the decision making process.	Councillor fees, travel and computer allowances paid as claimed and in accordance with Councils policy. These payments made at the end of each month.
	Other	To meet the overhead charges attributed to the governance section.	All overhead charges met through the governance section and applied fairly on a quarterly basis.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
	Civic Functions	To ensure that all civic functions are professionally presented and Council's relationships provide a positive image of Council.	The Mayor and General Manager officiated at a Citizenship Ceremony in August as well the Annual Prefects Luncheon was well attended by Schools throughout the Shire. Again successful NAIDOC functions were held in the Shire, mainly Coonabarabran. The Christmas in July Volunteers Luncheon continues to be popular and is organised by Social Services.

PROGRAM:

Executive

PRINCIPAL ACTIVITY:

Governance

OBJECTIVE GROUP:

Organisation Structure

<i>COST CENTRE OBJECTIVE:</i>	To ensure the internal staffing structure is one that is able to meet the challenges of change and community expectations. A dynamic organisation that is efficient, effective and equitable.
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EXECUTIVE – ORGANISATION STRUCTURE

<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
88	Organisation Structure	To monitor the structure of the organisation so as to encourage accountability and enthusiasm throughout the Council organisation.	Structure reported to Council as and when amendments are needed. Councillors and Senior staff attended a Vision and Strategy Workshop in September.
		To progressively improve the quality and range of services provided.	Services monitored progressively. Newly designed Rates and Water Notices provided for our Customers. The Mendooran Water Scheme completed and operational. Eftpos facilities are being installed for the convenience of Council's clients.
	Corporate Affairs	To provide transparent and accountable local government exercising community leadership. Promote communication and consultative processes that encourage effective participation by the community and Council's decision makers.	Town Committee meetings are held in each of the communities once a year. A Roundup is done by the Mayor or General Manager with the ABC Radio in Dubbo and is broadcast locally,

WARRUMBUNGLE SHIRE COUNCIL

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PROGRAM: Executive
PRINCIPAL ACTIVITY: General Manager
OBJECTIVE GROUP: Public Relations

<i>COST CENTRE OBJECTIVE:</i>		To effectively advise the community of Council's plans, objectives and goals and to foster community involvement and a common sense of purpose.	
<i>EXECUTIVE – PUBLIC RELATIONS</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
89	Public Relations	To keep the community informed of Council activities through all available avenues	The Mayor and General Manager continue to advise the media of issues addressed at each of the ordinary monthly Council meetings. The Mayor and Councillors provide a weekly article to the local newspapers. As well the General Manager is interviewed each month by the local community radio stations on items of interest for the Community. Council Business and Minutes Papers are available at each of the Administration offices and from the Council Website.

PROGRAM: Executive
PRINCIPAL ACTIVITY: General Manager
OBJECTIVE GROUP: Economic Promotion (022)

<i>COST CENTRE OBJECTIVE:</i>		To promote and foster at every opportunity the unique advantages of Warrumbungle Shire to potential developers. To encourage existing business to expand to service the Shire and adjoining region.	
<i>EXECUTIVE – ECONOMIC PROMOTION</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
90	Economic Promotion	To review the community facilities available, ascertain desirable classes of developments and facilitate promotional activities.	Council's Team Leader of Economic Development continues to oversee the Shire's promotional activities.

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PROGRAM: Executive
PRINCIPAL ACTIVITY: General Manager
OBJECTIVE GROUP: Management and Leadership (023)

<i>COST CENTRE OBJECTIVE:</i>	To ensure that the available resources are used to efficiently and effectively implement Council's aims, objectives and policies. To develop an organisation that is enthusiastic and willing to accept the challenges of external contestability while providing a total quality service to the community.		
<i>EXECUTIVE – MANAGEMENT AND LEADERSHIP</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
91	General Manager - Management and Leadership	To ensure that all Council programs are met, subject to available resources. That new management practices are considered to improve efficiency and effectiveness.	The Management Plan is reviewed as well regular Manex meetings are held to review and discuss operational practices. An IT Committee has been formed to address issues related to Council's network.
	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	An OH&S Self Audit Summary Report and Action plan has been circulated to Directors and this is a regular item on the Manex Agenda. Council's Safety Officer continues to do regular inspections of work sites.

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PROGRAM: Executive Services
PRINCIPAL ACTIVITY: Human Resource Services
OBJECTIVE GROUP: Human Resource Management

<i>COST CENTRE OBJECTIVE:</i>	To provide a cost-effective, professional people management service such that: <ul style="list-style-type: none"> • Council people reach their full potential as efficient and effective contributors to Council and Warrumbungle Shire; • Council people are treated fairly and with respect in a culture of safety, equality and merit; • Employment conditions are both motivational and in accordance with appropriate awards, agreements, contracts and legislation; • People-related risks are identified, assessed and controlled to the extent possible; and • The Council workforce structure, competencies, policies and procedures facilitate the achievement of Council objectives, values and operating requirements both now and into the future.
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EXECUTIVE SERVICES – HUMAN RESOURCE SERVICES

<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
93	Human Resources Management	Provide comprehensive and best practice Human Resource services to enable staff and managers to achieve their corporate objectives through research, networking and attendance at specialist training sessions.	HR Department provided advice to management and staff in all areas of recruitment and selection, staff grievances and training requirements.
94	Payroll Services	Provide an efficient payroll service to the Organisation.	All weekly wages and terminations paid on time. All Australian Taxation Department Payment Summaries forwarded to staff and terminated staff in July.
	Training	To prepare and implement an ongoing training plan that best ensures that councillors and staff have a suitable skill level to fulfil and improve the delivery of all Council services.	RTA Blue, Yellow and Red Cards, Bullying and Harassment, Public Information Access and Heavy Vehicle Examiner Training supplied to staff

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
	OH & S Risk Management	Provide an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	OH&S Audit results received from State Cover. Several Workers Compensation claims and reports of Incidents received this quarter.
	Staff Recruitment Services	Provide a cost effective, timely and professional recruitment, selection and induction procedure, advice and support services to enhance stability and continuity in staffing establishment.	Several changes to permanent staff occurred this quarter along with numerous casual positions being offered to fulfil shortfalls for staff on annual leave and terminations.
95	Salary System Management	Provide comprehensive, easily administrated, fair and equitable appraisal processes to ensure that all staff are assessed at least annually and that employees are remunerated, rewarded and developed in accordance with all relevant Awards, Agreements, legislation and Best Practice principles.	All yearly appraisals completed this quarter with the majority of back pays paid and agreed changes to grades updated.
	Organisational Development	Provide advice and support and contribute to the improvement of organisational structure, systems, procedures and processes to ensure an effective and efficient organisational structure.	No changes to organisational structure this quarter.
	Industrial Relations	Provide advice to management on industrial matters and negotiate matters with staff and Industrial Bodies.	Advice given on a matter in the Industrial Commission. Matter finalised.

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PROGRAM: Executive Services
PRINCIPAL ACTIVITY: Tourism and Economic Development Services
OBJECTIVE GROUP: Economic Development

<i>COST CENTRE OBJECTIVE:</i>	To actively promote and provide an efficient and cost effective economic development and marketing program, to facilitate and encourage economic development within the Shire.		
<i>ECONOMIC DEVELOPMENT OBJECTIVE</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
97	Developmental Services Management	An accessible, customer focused Economic Development and Information Service. Facilitate and co-ordinate the shire's business growth and development	Staff continue to operate on an open door policy to provide access for the public to a fair and impartial information service for tourism and economic development. Tendered for upgrade to website to include living and working in the shire. Continuing consultation with several developers seeking sites in & around Coonabarabran; provision of information on land, agents, planning requirements & DA processes & funding opportunities. Liaison with other agencies; linking potential developers with support agencies. Maintenance of ongoing partnerships with agencies that support regional growth & development including ACCC, Industry & Investment, RDA-Orana; preparation of WSC input to RDA-Orana Regional Plan. Team Leader participation in a number of conferences and meetings to support and network with agencies.
			Continuing investigation of sister-city with Ibara in Japan. Joint EDO planning for cluster project on skills attraction for the shire – essential in the light of proposed mining development. Meetings with BEC Mudgee to pursue business seminars for southern towns.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
			<p>Coordinated Golden Galaxy Awards for shire with Chamber of Commerce – including panelled judges for finalists.</p> <p>Presented successful (funded) Small Business September Seminar in Coonabarabran with Fair Trading, I & I, Tourism and Workcover presentations.</p> <p>T/L attendance at Bulk Solar Purchase, Renewable Energy Precinct – Windfarms seminars. T/L contributed to consultation on feasibility study for road through Warrumbungle and Walgett shires to Mungindi.</p>
98	OH & S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	Maintenance of building in line with OH&S requirements – repairs to exhibition area; matter of ongoing graffiti in public areas; staff member on OH&S Committee and attending meetings to present issues related to the VIC and staff.
	Economic Development Industrial Subdivision	Additional industrial land being made available for sale.	<p>September settlement of sale of the Gardener Street land in industrial area;</p> <p>August completion of contracts for the Oxley H/way blocks and deposit received from developer. Note this sale is subject to the re-classification of the land from community use to operational – contract allows up to 12 months for completion of work.</p>
	Economic Promotion	Implement an effective economic promotion campaign.	<p>Participated with RDA-Orana in Regional Living Expo in Sydney – minimal response.</p> <p>Sydney print media had good response.</p>

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PROGRAM: Executive Services
PRINCIPAL ACTIVITY: Economic Development and Tourism Services
OBJECTIVE GROUP: Economic Development

<i>COST CENTRE OBJECTIVE:</i>	To support the Community Development officers in Binnaway, Baradine, Mendooran, Dunedoo and Coolah. To source and promote Community Funding opportunities for local community groups and organisations.
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ECONOMIC DEVELOPMENT

<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
99	Economic Development	<p>An accessible and customer focused Community Economic Development service.</p> <p>Encouraging a collaborative and collective action by the community towards building active and sustainable communities.</p> <p>Establish needs, opportunities and facilitate funding sources for local Economic Development projects.</p>	<p>T/L participation at Chamber of Commerce meetings; includes distribution of material about shire wide business awards to all communities.</p> <p>T/L attendance and input at joint CDO's meeting; provision of information to CDO's, community groups and schools on funding and other opportunities which may assist communities – sustainable farming, input requests for RDA Plan, BEC requests etc. Promoted Small Biz Sept to all communities.</p> <p>Liaison with Mudgee BEC in distribution of surveys on business needs – focus on the southern towns – liaison with BEC for a business seminar as follow up. Ongoing work on Skill Attraction Cluster Project which will identify skills gaps and direct us in promoting employment opportunities.</p>

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PROGRAM: Executive Services
PRINCIPAL ACTIVITY: Tourism and Economic Development Services
OBJECTIVE GROUP: Visitor Information Services

COST CENTRE OBJECTIVE:	To vigorously provide and promote an efficient and cost effective Visitor Information Service and Centre.		
TOURISM INFORMATION OBJECTIVE			
PAGE NO.	ACTIVITY	PERFORMANCE TARGET	PROGRESS UPON REVIEW
100	Visitor Information Centre	An accredited and customer focused Visitor Information Service	Maintenance of Coonabarabran VIC as a level 1 accredited VIC. While there is no other accredited VIC in the shire, have encouraged the use of the blue i by other towns for their information service sites. Still exploring options for Coolah with a meeting with VC coordinators and provision of criteria for them to explore and respond to. Staff training continues with staff participating in Webinars on Website Development and Management; a famill to new tourism product for staff and volunteers of Coona' VIC – exploring ways to support training of Coolah vols; T/L and TPC attended Regional Events planning seminar. All VIC staff competency reviews successfully conducted.
101	Tourism Promotion	<i>Implement an effective tourism marketing and promotions campaign, which is aligned to market research.</i>	Targeting Markets: Brochure: business directory amended and re-printed; print run of 30,000. circulated Tour Packages: T/L completed in house publication of a 6 day tour itinerary for groups in response to requests from coach companies and tour coordinators – these brochures have been distributed through Trade Travel and Coach Accommodation Specialists. Solar System Drive: brochure was re-designed, printed & distributed

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
			<p>Brochure distribution: packs prepared and distributed to support events in the Shire .. Classic Car Rally, Coona Cup in October, Bellett Car Club, Winebago Travel Club, Bathurst Car Club and several other travel planners.</p> <p>Tourism Website: tendered for update of website – www.warrumbungle-region.com.au; work to commence in November. Staff content manage both the WR and WLSSD websites. Visitors to the websites continue to increase and spend more time travelling through the website which is indicative of true surfers and not just casual browsers.</p> <p>Online marketing: staff maintain WSC content for currency on www.visitnsw.com.au. From time to time special offers are available and all operators are encouraged to participate in these offers which are mainly free.</p> <p>Television Advertising: While not purchased advertising, the Sydney Weekender and Better Homes & Garden shows provided about \$50,000 advertising for the shire when they went to air with the Sculptures and Pilliga Pottery focuses. Both shows provided excellent responses – 94 calls came in from Sydney Weekender and almost 50 for BHG giving us the opportunity to provide packs and information.</p> <p>Finalized yrly program of advertng for <i>Style</i> magazine.</p>

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
			<p>Regional Partnerships: <i>Cluster Project</i> with Coonamble, Gilgandra & Narrabri Shires – submission presented for IT resources through TNSW FORTO funding. In the meantime we have booked a shared stand at Canberra Home Leisure Show. Publications. <i>Newell Highway Promotions</i> – a new brochure about to be launched – TPC liaised with local advertisers on content for the WSC pages. T/L attends <i>Pilliga Forest Discovery Centre Advisory Committee</i> meetings and contributes on regional matters. <i>Central NSW Tourism</i> is in a state of flux at the moment with an interim CEO following the departure of Marge Prior; the board is chaired by Jana Pickles and John Whittal from DECC – Baradine has resigned his position – leaving our part of the region with no representation on the board – this will be addressed in next quarter as it appears there are several changes about to occur including change of CEO. Continuing council membership <i>Tourism Industry Council</i> which advocates & represents to state govt for the industry.</p> <p>Inland Tourism Awards: PFDC was a finalist in Inland Tourism Awards. T/L was invited to assist with judging for the NSW Tourism Awards.</p>

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Technical Services
OBJECTIVE GROUP: Technical Services Management

<i>COST CENTRE</i>		To provide leadership and technical management expertise for the effective maintenance and sustained improvement of the community's infrastructure assets.	
<i>OBJECTIVE:</i>			
<i>TECHNICAL SERVICES – TECHNICAL SERVICES MANAGEMENT</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
107	Management Services	To provide managerial control and support to the division	<p>Features of the quarter include preparation of tender documents for bitumen sealing and implementation of fluoride project. Meetings were held with EPA and RTA. The RTA meetings included discussion on upcoming projects, staff issues and the road safety project on Baradine Coonamble Road. Road acquisition and disposal issues ongoing during the period include; Morrisseys Road, Timor Road and Stannix Park.</p> <p>The position of Water Services Technical Officer was filled and almost immediately a positive impact was made in relation to improved operation of water supply and sewerage.</p> <p>The water and sewerage staff situation in Coonabarabran is difficult following resignation of a plumber and ongoing sick leave for the Supervisor.</p> <p>I acted in the position of General Manager for a two week period, which allowed others in Technical Services the opportunity to take on a different role.</p> <p>Substantial time associated with staffing issues in the Coolah Office and damage to the Coolah Office.</p>

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
	Technical Services	To provide technical advice to the division, the organisation and the Council.	Work continued on repairing roads damaged by the December flood. Ongoing rainfall has increased the damage to roads, particularly sealed roads. Work also continued on some carry over projects such as; Digilah Road, Old Common Road, MR55(Black Stump Way) widening, Weise Hill widening, Alston Avenue and K&G in Tucklan Street.
	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	Training of staff is supported as required. OH&S is a set agenda item at Supervisors meetings and discussed at Managers meetings. Council has been directed by the local Mines Inspector to upgrade the Mine Safety Management Plan. A consultant has been engaged to assist with this process.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Road Operations
OBJECTIVE GROUP: Capital Works (Recurrent)

<i>COST CENTRE</i>		To implement Council's capital works program to Council's standard in a cost effective and environmentally conscious manner within budget allocation.	
<i>OBJECTIVE:</i>			
<i>TECHNICAL SERVICES – CAPITAL WORKS (RECURRENT)</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
109	Rural Local Roads (Const)	Reconstruct sealed local roads to Council's standards within budget allocation utilising industry best practice.	No works undertaken in first quarter with grader crews focussed on flood damage on unsealed roads.
	Town Streets (Const)	Undertake Council's street construction program in accordance with Council's standards within budget giving due consideration to aesthetic and environmental issues.	Old Common Road nearing completion. Road to be sealed in next quarter.
110	Footpaths (Const)	Provide safe and trafficable extensions to the current footpath network in accordance with Council's policy and budget.	Design nearing completion for footpath at Coonabarabran Pool. Construction scheduled for next quarter.
	Regional Roads (Const)	Construct regional roads to RTA standard within allocation using industry best practice.	MR55 repair program completed with prime applied to last 1-3km.
	State Roads (Const)	Construct regional roads to RTA standard within allocation using industry best practice.	Barney's Reef work proposal submitted and awaiting approval from RTA.
	Drainage (Const)	Extend existing drainage networks within budget allocation in order to improve efficiency and remedy localised problems.	Drainage construction undertaken in Dunedoo with projects in Edward and Cowper Street, Coonabarabran scheduled for December/January.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Road Operations
OBJECTIVE GROUP: Road Operations Management

<i>COST CENTRE OBJECTIVE:</i>	To provide leadership and technical input across all road operations objectives while monitoring performance of work crews against Council standards and budget allocations.		
<i>TECHNICAL SERVICES – ROAD OPERATIONS MANAGEMENT</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
111	Road Operations Management	Complete relevant Council programs to standard and within budget allocation with a strong customer focus and in co-operation with other regulatory bodies.	Outcomes being met within budget allocation. Expenditure at 25%.
	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	OH&S policies and procedures currently being reviewed with a number of policies having to be re-written to reflect current risk management practices.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Road Operations
OBJECTIVE GROUP: Rural Roads M & R

<i>COST CENTRE</i>		Maintain Shire road network to ensure a safe and trafficable surface.	
<i>OBJECTIVE:</i>			
<i>TECHNICAL SERVICES – RURAL ROADS M & R</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
112	Bridges local roads - maintenance & repair	Complete maintenance in accordance with agreed budgets	No bridge maintenance undertaken in this quarter.
	Local Roads Sealed	Complete maintenance in accordance with agreed budgets	Heavy demand for tar patching and causeway maintenance. Expenditure at 30%.
	Local roads unsealed	Complete maintenance in accordance with agreed budgets	Wet weather has necessitated gravel works outside the program as well as increased grading requirement. Expenditure at 31%.
	Flood damage local roads	Complete programme in accordance with agreed budgets	Flood damage approximately 20% expended with many high cost projects not able to start until creek flows subside.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Road Operations
OBJECTIVE GROUP: Regional & State Roads M & R

<i>COST CENTRE</i>		Maintain and improve regional road network within budget supplied with RTA block grants and maintain State roads in accordance with single invitation contract.	
<i>OBJECTIVE:</i>			
<i>TECHNICAL SERVICES – REGIONAL AND STATE ROADS M & R</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
113	Regional Roads Traffic Facilities	Complete all Traffic Committee signage in accordance with agreed budgets.	Traffic committee signage installed as directed.
	Regional roads maintenance	Complete maintenance in accordance with agreed budgets optimising outcomes for each regional road within the network.	Budget 22% expended with a majority of expenditure on pothole patching of the pavement
	State roads maintenance	Undertake works in accordance with the RTA Single Invitation Maintenance Contract.	Works being completed in accordance with rail contract.
	Flood damage regional roads	Complete programme in accordance with agreed budget, as negotiated with the RTA.	Budget 40% expended with Mow Creek and Forest Road projects still to be started.
	National Roads - SH17	Undertake works in accordance with the RTA Single Invitation Maintenance Contract.	Works completed in accordance with RMCC contract. Heavy patching with asphalt scheduled for third quarter.
	Regional Roads -Bridges	Maintain regional roads bridges in accordance with budget and identify future maintenance required.	No work scheduled.

PROGRAM: Technical Services

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PRINCIPAL ACTIVITY: Road Operations

OBJECTIVE GROUP: Town Streets

<i>COST CENTRE OBJECTIVE:</i>		Maintain and improve kerb, gutter and drainage structures.	
<i>TECHNICAL SERVICES – TOWN STREETS MAINTENANCE (234)</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
114	Road Maintenance	Complete maintenance in accordance with agreed budgets endeavour to extend the effective life of the asset.	Streets budget being expended primarily on pothole patching due to rain induced pavement failures.
	Drainage Structure Maintenance	Clear waterway area and ensure sound storm water structures.	Drainage maintenance undertaken in Dow's Lane with kerb and gutter maintenance undertaken in surrounds.
	Footpath Maintenance	Undertake maintenance as required. Footpaths in safe and trafficable condition.	Minimum maintenance undertaken across shire with Binnia Street in Coolah being patched and some work in Coonabarabran streets.
	Street Lighting	Provide for street lighting charges made by Country Energy	Allocation appears sufficient to cover Country Energy's charges.

PROGRAM: Technical Services

PRINCIPAL ACTIVITY: Road Operations

OBJECTIVE GROUP: Private Works – Road Operations (237)

<i>COST CENTRE OBJECTIVE:</i>		To maximise the use of Council owned plant and labour and provide a profit to Council while servicing the community.	
<i>TECHNICAL SERVICES – PRIVATE WORKS – ROAD OPERATIONS (237)</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
115	Private works	<i>Provide competitive hire rates within Council Policy. Return a profit of private works to Council.</i>	Works undertaken at only 15% with crews focussed on repair of Council's road network.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Road Operations
OBJECTIVE GROUP: Car Parking

<i>COST CENTRE OBJECTIVE:</i>		Maintain well organised and convenient parking areas that are easily accessible for both able bodied and disabled patrons.	
<i>TECHNICAL SERVICES – CAR PARKING</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
116	Car parking	Undertake maintenance as required.	Entire budget expended on rates and insurance.

PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Road Contracts
OBJECTIVE GROUP: Contract Services Management

<i>COST CENTRE OBJECTIVE:</i>		Effective management of major road and bridge contracts and provision of safe and environmental sustainable quarry operations.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
118	Management	Provision of contract services to Technical Services division	Significant disruption to management activities during the period. The Manager and Technical Officer were on leave for most of the period. Coolah Supervisor acting in the position.
	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	OHS documents included in RTA RMCC “quality documents” for RTA works. OHS documents included bitumen sealing and aggregate supply contract documents.
119	Gravel pits and Quarries	Gravel pit and quarry operations completed in accordance with all statutory requirements	The project to update the Mine Safety Management Plan is ongoing

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Road Contracts
OBJECTIVE GROUP: State Roads

<i>COST CENTRE</i>		Maximise return to Warrumbungle Shire through the RTA contract.	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
120	RTA Road Maintenance Council Contract (RMCC) RMS	Maximise any return to Council from RTA contract. "Profit" cannot be made on works under Routine Maintenance Services (RMS) under the current contract.	Several meetings held with representatives from RTA regarding maintenance program and works program. Expenditure exceeds income received for the period, however payments expected in November.
	RTA Works Orders	Maximise financial return to Council from RTA contract (works orders)	Several work proposal being developed for the RTA including; Rehabilitation on SH18 near Barneys Reef Rd., Heavy Patching, Culvert maintenance, Resealing, Slope Stabilisation on SH18, Asphalt heavy patch in John Street, Rehabilitation of SH18 north of Dunedoo.

PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Road Contracts
OBJECTIVE GROUP: Regional Roads

<i>COST CENTRE</i>		Complete the resurfacing of bitumen sealed roads to ensure life expectancy of road is achieved.	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
121	Bitumen Road Resurfacing	Development and completion of annual bitumen road resurfacing program.	Meetings held with new bitumen sealing Contractor. Program of works developed.

PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Road Contracts
OBJECTIVE GROUP: Local Roads

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<i>COST CENTRE OBJECTIVE:</i>		Complete the resurfacing of bitumen sealed roads to ensure life expectancy of road is achieved.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
122	Bitumen Road Resurfacing	Development and completion of annual bitumen road resurfacing program.	Local road program has been developed and reviewed.

PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Road Contracts
OBJECTIVE GROUP: Town Streets

<i>COST CENTRE OBJECTIVE:</i>		Complete the resurfacing of bitumen sealed roads to ensure life expectancy of road is achieved.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
123	Bitumen Road Resurfacing	Development and completion of annual bitumen road resurfacing program.	Town Streets program has been developed but still requires some review.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Water Services
OBJECTIVE GROUP: Water - Baradine

<i>COST CENTRE OBJECTIVE:</i>		To consistently provide a potable water supply to all developed urban properties which is able to meet consumer demand in a cost effective manner.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
125	Water Mains - Baradine	Regular service on hydrants and valves. <i>Provide adequate mains to supply sufficient volume.</i>	Repairs undertaken as required and there were no significant breakages during the period. Investigations continuing on project to replace main on western end of Wellington Street.
	Water Meters - Baradine	Maintain water meters in accordance with policies and standards.	Water meters repaired or replaced as required. Some problems with water meter reader, resulting in lost time.
	Water Pumping Station - Baradine	Maintain pumping stations in serviceable condition.	Pump station providing service as required.
	Water Reservoirs - Baradine	Maintain water reservoirs	No progress made on determining cost of removing 1.5m of sludge in the reservoir.
	Water Telemetry Sys - Baradine	To provide accurate and reliable monitoring and warning system.	Telemetry system working satisfactorily.
	Water Treatment Plant – Baradine	Provide water in accordance with Australian Drinking Water guidelines	Investigation and design is continuing on replacing overhead backwash tank. Fluoridation project still in design phase.
126	Water Other Baradine	Monitor water quality in reticulation system	Water quality monitored by Environmental Services Division in accordance with standards.
	Water Management Baradine	Completion of projects in accordance with budget constraints	Water billing not done within quarter. Recurrent expenditure is 16% of allocation.
	OH&S / Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Water Services
OBJECTIVE GROUP: Water – Binnaway

<i>COST CENTRE</i>		To consistently provide a potable water supply to all developed urban properties which is able to meet consumer demand in a cost effective manner.	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
127	Water Mains - Binnaway	Regular service on hydrants and valves. Provide adequate mains to supply sufficient volume.	There were no breaks during the period. Significant routine maintenance resulting in overexpenditure. Mains replacement project is scheduled second half of financial year.
	Water Meters - Binnaway	Maintain water meters in accordance with policies and standards.	Meters repaired and replaced as required.
	Water Pumping Station - Binnaway	Maintain pumping stations in serviceable condition.	Pumping station providing service as required.
	Water Reservoirs - Binnaway	Maintain water reservoirs	Reservoir providing service as required
	Water Telemetry Sys - Binnaway	To provide accurate and reliable monitoring and warning system.	Telemetry system working satisfactorily.
	Water Treatment Plant - Binnaway	Provide water in accordance with Australian Drinking Water guidelines	A report prepared by Dept of Public Works identified a number of management issues that need to be addressed to ensure compliance with current guidelines for drinking water. Fluoridation project still in design phase.
	Water – Other – Binnaway	Monitor water quality in reticulation system	Water quality monitored by Environmental Services Division in accordance with standards.
	Water Management - Binnaway	Completion of projects in accordance with budget constraints.	Water billing not done during the quarter. Overall expenditure in accordance with budget expectations.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Water Services
OBJECTIVE GROUP: Water - Coonabarabran

<i>COST CENTRE OBJECTIVE:</i>		To consistently provide a potable water supply to all developed urban properties which is able to meet consumer demand in a cost effective manner.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
128	Water Mains - Coonabarabran	Regular service on hydrants and valves. Provide adequate mains to supply sufficient volume.	There were four(4) water main breaks during the period. The major main replacement project in Masman Street continued however, progress is slow due to Supervisor being on leave.
	Water Meters – Coonabarabran	Maintain water meters in accordance with policies and standards.	Water meters providing service as required.
	Water Pumping Station - Coonabarabran	Maintain pumping stations in serviceable condition	Pumping station provide service as required.
	Water Reservoirs – Coonabarabran	Maintain water reservoirs including Timor Dam in a safe and reliable condition.	Reservoir providing service as required. A new inspection and monitoring program developed and introduced.
	Water Telemetry Sys – Coonabarabran	To provide accurate and reliable monitoring and warning system.	Telemetry system working satisfactorily
	Water Treatment Plant Coonabarabran	Provide water in accordance with Australian Drinking Water guidelines	Council staff continue to operate water treatment facility at Siding Spring.
	Water Plumbers Shed – Coonabarabran	Depot and storage shed adequately meets the needs of the water services section.	Depot meeting current needs.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
	Water Management – Coonabarabran	Completion of projects in accordance with budget constraints	No consumption billing during quarter. Overall recurrent expenditure in accordance with budget expectations. The apprentice plumber finished his time and is now working for Council. However, crew down to two following resignation of plumber and Supervisor being on long term sick leave.
	Water – Water samples – Coonabarabran	Monitor water quality in reticulation system.	An extensive water main flushing program continued during quarter. Many complaints received from residents in the eastern side of Coonabarabran – Dalgarno Street, Cassilis Street, Cowper Street and Little Timor Lane.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Water Services
OBJECTIVE GROUP: Water – Coolah

<i>COST CENTRE OBJECTIVE:</i>		To consistently provide a potable water supply to all developed urban properties which is able to meet consumer demand in a cost effective manner.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
129	Water Mains - Coolah	Regular service on hydrants and valves. Provide adequate mains to supply sufficient volume.	There were two main breaks during the period. A large order placed for clamps and other equipment has put expenditure above quarterly expectations. A water main extension project in King Street was completed during the quarter.
	Water Meters – Coolah	Maintain water meters in accordance with policies and standards.	Water meters replaced as required.
	Water Pumping Station – Coolah	Maintain pumping stations in serviceable condition	Pump station providing service as required. .
	Water Reservoirs – Coolah	Maintain water reservoirs.	Reservoirs providing satisfactory service. New telemetry system working satisfactorily. The reservoir in Wentworth Street is leaking and is being monitored.
	Water Treatment Plant - Coolah	Disinfection of water in accordance with Australian Drinking Water guidelines	Chlorine levels in the reticulation system fell below acceptable levels when dosage equipment failed. Hand dosing of the system did not achieve satisfactory results.
	Water Management – Coolah	Completion of projects in accordance with budget constraints.	No consumption billing issued during the quarter. Overall recurrent expenditure is in accordance with budget expectations.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Water Services
OBJECTIVE GROUP: Water – Dunedoo

<i>COST CENTRE OBJECTIVE:</i>		To consistently provide a potable water supply to all developed urban properties which is able to meet consumer demand in a cost effective manner.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
130	Water Mains - Dunedoo	Regular service on hydrants and valves. Provide adequate mains to supply sufficient volume.	There was one(1) main break during the quarter. Mains replacement project not yet undertaken due to resource constraints.
	Water Meters – Dunedoo	Maintain water meters in accordance with policies and standards.	Water meters replaced as required.
	Water Pumping Station – Dunedoo	Maintain pumping stations in serviceable condition	Pump station providing service as required. Licence obtained to undertake exploration for another bore, however, no physical works completed
	Water Reservoirs – Dunedoo	Maintain water reservoirs.	Reservoirs providing satisfactory service.
	Water Treatment Plant - Dunedoo	Disinfection of water in accordance with Australian Drinking Water guidelines	Chlorine disinfection equipment no working for a short period, hand dosing resulting in limited success.
	Water Management – Dunedoo	Completion of projects in accordance with budget constraints.	No consumption billing during the period. Overall recurrent expenditure is below budget expectations.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Water Services
OBJECTIVE GROUP: Water – Mendooran

<i>COST CENTRE OBJECTIVE:</i>		To consistently provide a potable water supply to all developed urban properties which is able to meet consumer demand in a cost effective manner.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
131	Water Mains - Mendooran	Regular service on hydrants and valves. Provide adequate mains to supply sufficient volume.	No significant works undertaken. Main breaks repaired as required.
	Water Meters – Mendooran	Maintain water meters in accordance with policies and standards.	Water meters replaced as required.
	Water Pumping Station – Mendooran	Maintain pumping stations in serviceable condition	Pump station providing service as required.
	Water Reservoirs – Mendooran	Maintain water reservoirs.	Reservoirs providing satisfactory service.
	Water Treatment Plant - Mendooran	Disinfection of water in accordance with Australian Drinking Water guidelines	New plant now operational and supplying treated water to Mendooran. There have been several equipment breakdowns, but mostly fixed under contract.
	Water Management – Mendooran	Completion of projects in accordance with budget constraints.	No consumption billing issued during the quarter. Overall recurrent expenditure in accordance with budget expectations.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Water Services
OBJECTIVE GROUP: Water – Villages

<i>COST CENTRE</i>		To provide a potable water supply to all developed urban properties which is able to meet consumer demand in a cost effective manner.	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
132	Water – Bugaldie	Source and supply water as required	Income and expenditure within budget expectations. No significant issues to report.
	Water – Kenebri	Source and supply water as required	Income and expenditure within budget expectations.
	Water – Merrygoen	Source and supply water as required	Income and expenditure within budget expectations. No significant issues to report The project to install a new reservoir and pipeline easement has slowed due to resource constraints.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Water Services
OBJECTIVE GROUP: Waste Water – Baradine

<i>COST CENTRE</i>		To provide a sewerage service to all developed urban properties to an agreed level of service and dispose of treated effluent in an environmentally sensitive and cost effective manner.	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
133	Sewerage Mains Baradine	Losses to mains limited to industry standard. No incidences of property damage due to sewage overflow.	General maintenance of the vacuum system is being managed by agreement with a local plumber. The process of developing a contract is underway.
	Sewerage Pumping Station Baradine	No overflows from pump station. Pump station operating at optimum performance.	Pump station providing satisfactory performance.
	Sewerage Treatment Works Baradine	Treat sewerage to highest possible standard and dispose of effluent in accordance with EPA licence conditions.	Sewage treated as required. Discussion with EPA on need for licence agreement.
	Sewerage Management Baradine	Sewerage projects completed in accordance with budget constraints	Sewerage access charge is now billed every four(4) months. Credit adjustments for non residential properties. Recurrent expenditure is below budget expectations.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Water Services
OBJECTIVE GROUP: Waste Water - Coonabarabran

<i>COST CENTRE OBJECTIVE:</i>	To provide a sewerage service to all developed urban properties to an agreed level of service and dispose of treated effluent in an environmentally sensitive and cost effective manner.		
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
134	Sewerage Mains Coonabarabran	Losses from mains limited to industry standard. No incidences of property damage due to sewage overflow.	There were 8 sewer chokes during the period. Quotations called and awarded for relining of sewer pipe in various locations.
	Sewerage Pumping Station Coonabarabran	No overflows from pump station. Pump station operating at optimum performance.	Pump station operating satisfactorily. Pump station upgrade project behind schedule.
	Sewerage Treatment Works – Coonabarabran	Treat sewerage to highest possible standard and dispose of effluent in accordance with EPA licence conditions.	Treatment plant providing service as required. EPA licence return completed during period.
	Sewerage Management	Sewerage projects completed in accordance with budget constraints.	Sewerage access charge is now billed every four(4) months. Credit adjustments for non residential properties. Recurrent expenditure is below budget expectations.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Water Services
OBJECTIVE GROUP: Waste Water - Coolah

<i>COST CENTRE OBJECTIVE:</i>	To provide a sewerage service to all developed urban properties to an agreed level of service and dispose of treated effluent in an environmentally sensitive and cost effective manner.		
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
135	Sewerage Mains Coolah	Losses from mains limited to industry standard. No incidences of property damage due to sewage overflow.	There were thirteen(13) sewer blockages during the period.
	Sewerage Pumping Station Coolah	No overflows from pump station. Pump station operating at optimum performance.	No significant issues
	Sewerage Treatment Works – Coolah	Treat sewerage to highest possible standard and dispose of effluent in accordance with EPA licence conditions.	Treatment plant appears to be operating satisfactorily. No work yet undertaken on reuse scheme.
	Sewerage Management Coolah	Sewerage projects completed in accordance with budget constraints.	Sewerage access charge is now billed every four(4) months. Credit adjustments for non residential properties. Recurrent expenditure is within budget expectations.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Water Services
OBJECTIVE GROUP: Waste Water - Dunedoo

<i>COST CENTRE</i>		To provide a sewerage service to all developed urban properties to an agreed level of service and dispose of treated effluent in an environmentally sensitive and cost effective manner.	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
136	Sewerage Mains Dunedoo	Losses from mains limited to industry standard. No incidences of property damage due to sewage overflow.	There was one(1) sewer blockage reported during the quarter.
	Sewerage Pumping Station Dunedoo	No overflows from pump station. Pump station operating at optimum performance.	Pump station providing service as required.
	Sewerage Treatment Works – Dunedoo	Treat sewerage to highest possible standard and dispose of effluent in accordance with EPA licence conditions.	The project to remove sludge from the lagoon is ongoing. Investigation of reuse scheme is continuing. Current investigation includes establishment of an alum dosage to assess impact on reducing phosphorous and nitrogen levels.
	Sewerage Management Dunedoo	Sewerage projects completed in accordance with budget constraints.	Sewerage access charge is now billed every four(4) months. Credit adjustments for non residential properties. Recurrent expenditure is in accordance with budget expectations.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Urban Services
OBJECTIVE GROUP: Horticulture

<i>COST CENTRE OBJECTIVE:</i>		To provide and maintain parks and reserves for the general public.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
138	OH&S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	Follow OH&S programs. Complete risk assessments.
139	Parks - Baradine	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Parks attended to weekly. Work required.
	Parks - Binnaway	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Parks maintained in tidy state
	Parks - C'bran	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Extra mowing already taking place.
	Parks - Masters	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Extra mowing already taking place.
	Parks - Nandi	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Extra mowing already taking place.
	Parks - Coolah	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Extra mowing already taking place.
	Parks - Dunedoo	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Extra mowing already taking place.
	Parks - Mendooran	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Extra mowing already taking place.
	Parks - Neilson	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Extra mowing already occurring.
	Parks - Other Reserves	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Extra mowing already occurring

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
139	Parks – David Bell	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Extra mowing already occurring
	Parks – Timor	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Mown on program
	Trees – Parks Neilson	Keep trees in healthy state and to satisfy public within allocated budget.	Some pruning done. More in autumn.
	Trees – Parks Other Parks	Keep trees in healthy state and to satisfy public within allocated budget.	Some pruning done. More in autumn.
	Trees - Ovals	Keep trees in healthy state and to satisfy public within allocated budget.	Some pruning done. More in autumn.

PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Urban Services
OBJECTIVE GROUP: Horticulture

<i>COST CENTRE OBJECTIVE:</i>		To provide and maintain parks and reserves for the general public.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
139	Streets - Grass cutting - Baradine	Grass to be kept in tidy state within allocated budget.	Mowing of streets commenced earlier than usual.
	Streets - Grass cutting - Binnaway	Grass to be kept in tidy state within allocated budget.	Mowing of streets commenced earlier than usual
140	Streets - Grass cutting - C'bran	Grass to be kept in tidy state within allocated budget.	Mowing of streets commenced earlier than usual
	Streets - Trees	Keep trees in healthy state and to satisfy public within allocated budget.	Some pruning taken place. Tree audit to be done.
	Streets- Grass cutting – Coolah	Grass to be kept in tidy state within allocated budget.	Mowing already taking place early.
	Streets – Grass cutting – Dunedoo	Grass to be kept in tidy state within allocated budget.	Mowing already taking place early.
	Streets – Grass Cutting – Mendooran	Grass to be kept in tidy state within allocated budget.	Mowing already taking place early.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Urban Services
OBJECTIVE GROUP: Landcare – Street Cleaning

<i>COST CENTRE OBJECTIVE:</i>		To supply cleaning service to town streets.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
141	Street cleaning – Baradine	Ensure streets and gutters are kept in clean state and parking areas	Main business area done weekly.
	Street cleaning – Binnaway	Ensure streets and gutters are kept in clean state and parking areas	Main business area done weekly.
	Street cleaning – Coonabarabran	Ensure streets and gutters are kept in clean state and parking areas	CBD done daily. Town done on rotation
	Be Tidy Bins M & R	Ensure streets and gutters are kept in clean state and parking areas	

PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Urban Services
OBJECTIVE GROUP: Toilets

<i>COST CENTRE OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
142	Toilets – CBD Coonabarabran	Toilets to be cleaned twice daily.	Toilets cleaned twice daily.
	Toilets – David Bell Park	Toilets to be cleaned daily.	Toilets cleaned daily.
	Toilets – Neilson Park	Toilets to be cleaned twice daily.	Toilets cleaned twice daily.
	Coolah – McMaster Park	Cleaning three times weekly	Toilets cleaned three times weekly.
	Black Stump Road side rest area.	Cleaning three times weekly	Toilets cleaned three times weekly.
	Dunedoo – Milling Park	Cleaned daily	Cleaned daily Vandalism occurs regularly.
	Mendooran Lions Park	Cleaning three times a week.	Toilets cleaned three times per week.
	Toilets – Baradine – Lions Park	Cleaning three times a week	Toilets cleaned three times per week.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Urban Services
OBJECTIVE GROUP: Waste Management - Baradine

<i>COST CENTRE OBJECTIVE:</i>		Provide waste depot.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
144	Garbage Tips - Baradine	Ensure tip kept in tidy state	Area untidy. People do not comply. Tyre heap growing
	Waste Services - Domestic Baradine	Ensure private rubbish is collected weekly.	Rubbish collected weekly.
	Waste Services – Non Domestic Baradine	Ensure commercial rubbish is collected weekly.	Rubbish collected weekly.
	Kerbside Recycling – Baradine	Ensure recycling collected on a weekly basis	Recycling collected weekly.
	Commercial Recycling – Baradine	Ensure commercial recycling collected on a weekly basis.	Recycling collected weekly.

PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Urban Services
OBJECTIVE GROUP: Waste Management – Binnaway

<i>COST CENTRE OBJECTIVE:</i>		Provide waste depot.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
145	Garbage Tips - Binnaway	Ensure tip kept in tidy state	Area generally tidy
	Waste Services - Domestic Binnaway	Ensure private rubbish is collected weekly.	Rubbish collected weekly.
	Waste Services – Non Domestic Binnaway	Ensure commercial rubbish is collected weekly.	Rubbish collected weekly.
	Kerbside Recycling – Binnaway	Ensure recycling collected on a weekly basis.	Recycling collected weekly.
	Commercial Recycling – Binnaway	Ensure commercial recycling collected on a weekly basis.	Recycling collected weekly.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Urban Services
OBJECTIVE GROUP: Waste Management – Coonabarabran

<i>COST CENTRE OBJECTIVE:</i>		Provide waste depot.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
146	Garbage Tips – Coonabarabran	Ensure tip kept in tidy state	Rubbish covered daily. \$16000 spent repairing road after rain.
	Waste Services - Domestic – Coonabarabran	Ensure private rubbish is collected weekly.	Rubbish collected weekly
	Waste Services – Non Domestic	Ensure commercial rubbish is collected weekly.	Rubbish collected weekly
	Kerbside recycling – Coonabarabran	Ensure recycling collected on a weekly basis.	Recycling collected weekly
	Commercial recycling – Coonabarabran	Ensure commercial recycling collected on a weekly basis.	Recycling collected weekly

PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Urban Services
OBJECTIVE GROUP: Waste Management - Other

<i>COST CENTRE OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
147	Waste Services – Domestic Kenebri	Ensure private rubbish is collected weekly	Rubbish collected weekly.
	Waste Services – Recycling Kenebri	Ensure recycling is collected weekly	Recycling collected weekly.
	Waste Services - Domestic Bugaldie	Ensure private rubbish is collected weekly	Rubbish collected weekly
	Waste Services – Recycling Bugaldie	Ensure recycling is collected weekly	Recycling collected weekly
	Waste Services - Domestic Ulamambri	Ensure private rubbish is collected weekly	Rubbish collected weekly
	Waste Services – Recycling Ulamambri	Ensure recycling is collected weekly	Recycling collected weekly

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Urban Services
OBJECTIVE GROUP: Warrumbungle Waste Management

<i>COST CENTRE OBJECTIVE:</i>		Provide clean and tidy landfill site and recycling centre.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
149	Waste services – Collection runs: Timor Road Purlewaugh Road Baradine Road River Road Bungabah Rural Oxley Highway Cobborah	Ensure private rubbish is collected on a weekly basis. Ensure Recycling is collected on a weekly basis.	Rubbish collected weekly. Recycling collected weekly.

PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Urban Services
OBJECTIVE GROUP: Waste Management – Coolah

<i>COST CENTRE OBJECTIVE:</i>		Provide waste depot.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
150	Garbage Tips – Coolah	Ensure tip kept in tidy state	Area generally tidy.
	Waste Services - Domestic – Coolah	Ensure private rubbish is collected weekly.	Rubbish collected weekly.
	Waste Services – Non Domestic	Ensure commercial rubbish is collected weekly.	Rubbish collected weekly.
	Kerbside recycling – Coolah	Ensure recycling collected on a weekly basis.	Recycling collected weekly.
	Commercial recycling – Coolah	Ensure commercial recycling collected on a weekly basis.	Recycling collected weekly.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Urban Services
OBJECTIVE GROUP: Waste Management – Dunedoo

<i>COST CENTRE</i>		Provide waste depot.	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
151	Garbage Tips – Dunedoo	Ensure tip kept in tidy state	Area generally untidy – people do not comply
	Waste Services - Domestic – Dunedoo	Ensure private rubbish is collected weekly.	Rubbish collected weekly.
	Waste Services – Non Domestic	Ensure commercial rubbish is collected weekly.	Rubbish collected weekly.
	Kerbside recycling – Dunedoo	Ensure recycling collected on a weekly basis.	Recycling collected weekly.
	Commercial recycling – Dunedoo	Ensure commercial recycling collected on a weekly basis.	Recycling collected weekly.

PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Urban Services
OBJECTIVE GROUP: Waste Management – Mendooran and Coolabah Estate

<i>COST CENTRE</i>		Provide waste depot.	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
152	Garbage Tips - Mendooran	Ensure tip kept in tidy state	Area generally untidy. People do not comply.
	Waste Services – Domestic – Mendooran	Ensure private rubbish is collected weekly.	Rubbish collected weekly.
	Waste Services – Non Domestic Mendooran	Ensure commercial rubbish is collected weekly.	Rubbish collected weekly.
	Kerbside recycling – Mendooran	Ensure recycling collected on a weekly basis.	Recycling collected weekly.
	Commercial recycling – Mendooran	Ensure commercial recycling collected on a weekly basis.	Recycling collected weekly.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Urban Services
OBJECTIVE GROUP: Waste Management – Other

<i>COST CENTRE OBJECTIVE:</i>		Provide weekly collection services on designated runs	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
153	Waste Services – Domestic Neilrex	Ensure private rubbish is collected weekly.	Rubbish collected weekly.
	Waste Services – Recycling Neilrex	Ensure recycling collected on a weekly basis.	Recycling collected weekly.
	Waste Services - Domestic Merrygoen	Ensure private rubbish is collected weekly.	Rubbish collected weekly.
	Waste Services – Recycling Merrygoen	Ensure recycling collected on a weekly basis.	Recycling collected weekly.
153	Waste Services - Domestic Leadville	Ensure private rubbish is collected weekly.	Rubbish collected weekly.
	Waste Services – Recycling Leadville	Ensure recycling collected on a weekly basis.	Recycling collected weekly.
154	Waste Services – Domestic Coolah rural	Ensure private rubbish is collected weekly.	Rubbish collected weekly.
	Waste Services- Recycling - Coolah rural	Ensure Recycling collected on a weekly basis.	Recycling collected weekly.
	Waste Services – domestic Uarbry	Ensure private rubbish is collected weekly.	Rubbish collected weekly.
	Waste Services – Recycling Uarbry	Ensure Recycling collected on a weekly basis.	Recycling collected weekly.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
	Waste Services – Domestic Cobbora	Ensure private rubbish is collected weekly.	Rubbish collected weekly.
	Waste Services – Recycling Cobbora	Ensure Recycling collected on a weekly basis.	Recycling collected weekly.
155	OH&S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	Staff complete and comply to risk assessment.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Asset and Design Services
OBJECTIVE GROUP: Asset and Design Services Management

<i>COST CENTRE OBJECTIVE:</i>		To effectively manage the Branch and provide cost effective technical support to the organisation	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
157	Management	Asset and Design Services projects completed with budget constraints. Provision of technical advice in relation to Development Applications.	The position of Manager remains vacant and this has slowed progress on many projects. Recurrent expenditure is accordance with budget expectations. The two survey and design officers are attending a diploma course in Civil Engineering at Bathurst.
	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	Designs undertaken in accordance with Australian Standards and various best practice guidelines.

PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Asset & Design Services
OBJECTIVE GROUP: Traffic Management

<i>COST CENTRE OBJECTIVE:</i>		To ensure that adequate facilities are in place for the safe movement of vehicular and pedestrian traffic.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
158	Traffic Management	Design and implementation of traffic control measures to improve road safety	Traffic count data collected for intersection of Campbell Street and Cunningham Street.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Design Projects
OBJECTIVE GROUP: Survey Investigation and Design (223)

<i>COST CENTRE OBJECTIVE:</i>		The Survey, Investigation and Design Section of Roads Administration and Management provide finished plans developed from concept ideas through the investigation, survey and design phases to enable construction or rehabilitation works and major new works.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
159	Survey Investigation and Design	Provision of accurate and comprehensive Civil Engineering plans in accordance with budget constraints.	Survey and design works undertaken during the quarter include; Cowper Street Drainage, Mow Creek, Macquarie Street K&G, Cassilis Street culvert extension, Yuggel Creek and Teridgerie Creek, SH18 (Barneys Reef) project for the RTA. The design for Cowper Street has been particularly difficult because of the presence of several sewer lines. Also, the Cassilis Street Culvert has required extensive investigation.

PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Asset and Design Services
OBJECTIVE GROUP: Asset Management

<i>COST CENTRE OBJECTIVE:</i>		To maintain a current listing of community infrastructure assets and report annually on their condition.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
160	Asset Management	To develop and update asset registers and report on asset condition in accordance with statutory requirements.	The purchase of updated mapping software (ArcView GIS) and field recorder has significantly enhanced mapping ability and the ability to record location of assets.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Fleet Services
OBJECTIVE GROUP: Fleet Services Management

<i>COST CENTRE</i>		To provide modern plant to suit Council's requirements	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
162	Management	Provision of plant and equipment that meets operational requirements of the organisation and is in accordance with budget constraints.	All plant and equipment are meeting operational requirements and operating budget is up 0.95% on budget forecast including plant insurances of \$116,308.00 and income is down 1.22% or \$26,256.00 on budget forecasts this is due to weather delays.
	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	Depot is providing safe and secure workplace and meets all of user requirements; Monitoring of Under ground fuel storage system wells continues.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Fleet Services
OBJECTIVE GROUP: Depots

<i>COST CENTRE</i>		Provision of safe, secure and effective depots.	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
163	Depot – Baradine	Provision of safe and secure Depot that meets user requirements.	Depot is providing safe and secure workplace and meets all of user requirements;
	Depot - Binnaway	Provision of safe and secure Depot that meets user requirements.	Depot is providing safe and secure workplace and meets all of user requirements. Depots running costs had a large increase, this is due to the incorrect reading of the power meter ,resulting in a increase of power charges.
	Depot – Coolah	Provision of safe and secure Depot that meets user requirements.	Depot is providing safe and secure workplace and meets all of user requirements. Awaiting tank integrity testing on the second diesel tank, this should take place early in November.
	Depot – Coonabarabran	Provision of depot to suit needs of users and meet all requirements.	Depot is providing safe and secure workplace and meets all of user requirements.
	Depot – Dunedoo	Provision of safe and secure Depot that meets user requirements.	Depot is providing safe and secure workplace and meets all of user requirements; extension to storage bunkers has been completed. Awaiting new fuel meter to be fitted to bowser.
	Depot – Mendooran	Provision of safe and secure Depot that meets user requirements.	Depot is providing safe and secure workplace and meets all of user requirements.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Fleet Services
OBJECTIVE GROUP: Plant & Equipment

<i>COST CENTRE</i>		Plant and equipment downtime is minimised and plant and equipment is safe and reliable to use.	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
164	Plant and Equipment M & R	Maintenance and repair of equipment completed in a timely manner.	All maintenance and repairs of plant and equipment have been completed in a timely manner. AusFleet is now being used for all maintenance and repair records.
	Radio Network	To maintain an effective communication system for Council's vehicles, offices.	Radio network is maintaining effective communications between Council's offices and vehicles. Investigating the relocation of Council's repeater at Dunedoo for better coverage.

PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Fleet Services
OBJECTIVE GROUP: Workshops

<i>COST CENTRE</i>		Provision of efficient and effective workshop in Coolah and Coonabarabran	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
165	Workshop Operations – Coolah	To provide modern workshop facilities to enable efficient repair of Council's plant and equipment.	The facilities at Coolah workshop are providing modern workshop operations thus enabling efficient repairs with little downtime.
	Workshop Operations – Coonabarabran	To provide modern workshop facilities to enable efficient repair of Council's plant and equipment.	The facilities at Coonabarabran workshop are providing modern workshop operations thus enabling efficient repairs with little downtime.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Environmental Services Management
OBJECTIVE GROUP: Environmental Services Management

<i>COST CENTRE OBJECTIVE:</i>		To effectively manage, promote and encourage an efficient and cost effective, caring and understanding Environmental Services Division which is attuned to the communities needs for the natural and built environment. To maintain an accessible and customer focused community information service.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
168	Environmental Services Management	Provision of an accessible and customer focused Environmental Services Division.	Most positions within the departmental structure except Director currently filled with an equal spread between both offices. Sam Thompson currently on maternity leave and being covered by existing staff and contractors with saving in budget. All staff are engaged in both strategic and operational aspects of Council's adopted Management Plan. Budget components on target.
	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	All activities undertaken in line with Council's OH&S policies and procedures. All activities take place with the utilisation of appropriate Personal Protective Clothing and hazard reduction equipment. Staff regularly undertake risk assessments as required.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Environmental Services Management
OBJECTIVE GROUP: Strategic Planning

<i>COST CENTRE OBJECTIVE:</i>		To effectively maintain Council's principal planning instruments in keeping with Council's adopted vision for the future development.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
169	Strategic Planning	Provision of an accessible, comprehensive and easily understood group of strategic planning instruments	<p>The comprehensive LEP project is still a major source of frustration and as a result the lead consultant has been terminated for failure to deliver the growth management strategy.</p> <p>New consultants GHD Pty Ltd have now been engaged and have held inception meetings and tour of the Shire in the last week of September. Draft Strategy document is proposed to be to Council and finalised by 21/2/2010. Assistance in completing the actual mapping and LEP standard template requested from DoP who have indicated support.</p>

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
			<p>The Section 94A plan has been adopted and commenced on 1/3/2010. Up to the end of June 2010 \$27301 has been raised as a result of the plans existence. Still require Developer Service Plans to be able to raise water and sewer headworks charges.</p> <p>The consolidation of the DCP's into one modern document is progressing with a draft document received and being reviewed by staff. The lighting chapter has been reviewed and rejected by staff and the Observatory liaison committee with a new chapter presented to the committee on 3/11/2010.</p> <p>All documents currently available on Council's web site.</p>

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Environmental Services Management
OBJECTIVE GROUP: Environmental Services Projects

<i>COST CENTRE OBJECTIVE:</i>		To effectively manage and complete department projects in accordance with changing demand.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
170	Environmental Services Projects	Efficiently complete all budgeted projects within available resources	The next LEP for reclassifying the remaining community land will be done as a planning proposal to amend the existing LEPs by a consultant. Awaiting a written quote to do the work. Rural numbering is 98% complete with only Timor Rd and Racecourse Rd/Bingie Grumble Rd still to go. These roads will be completed in early November now that road naming issues have been resolved. The data for the rural numbering has been sent to practical for uploading onto Council rates database. The heritage advisor continues to work with the community on projects.

PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Environmental Services Management
OBJECTIVE GROUP: Environmental Management Policy Development

<i>COST CENTRE OBJECTIVE:</i>		To develop applicable community standards by reviewing and regularly updating all division policies in keeping with Council's vision for the provision of its environmental services function.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
171	Environmental Management Policy Development	Provision of current and appropriate policies as required.	No new policies implemented in this quarter.

PROGRAM: Environmental Services

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PRINCIPAL ACTIVITY: **Town Planning**
OBJECTIVE GROUP: **Development Assessment**

<i>COST CENTRE OBJECTIVE:</i>		To assess planning applications for adherence to Council's defined vision (Local Environmental Plan) for the development of the Shire in an ecologically sustainable manner. All applications for consent and enquiries dealt with professionally and within statutory periods.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
173	Development Assessment	Council's planning Instruments and Policies enforced through consistent and high quality approvals.	Existing LEPs (Coonabarabran and Coolah) with Contributions Plan and DCPs utilised for development control purposes. They are reviewed as part of the merit based assessment process. Streamlining of routine approvals occurs where possible and more complex applications are processed within acceptable time frames. A new DA approvals process has been instigated to improve workflow of applications and turnover times.
	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	All activities undertaken in line with Council's OH&S policies and procedures. All activities take place with the utilisation of appropriate Personal Protective Clothing and hazard reduction equipment. Staff regularly undertake risk assessments as required.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Town Planning
OBJECTIVE GROUP: Subdivision Approvals

<i>COST CENTRE OBJECTIVE:</i>		To assess subdivision applications for adherence to Council's defined vision (Local Environmental Plan) for the development of the Shire in an ecologically sustainable manner. All applications for consent and enquiries dealt with professionally and within statutory periods.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
174	Subdivision Approvals	Council's planning Instruments and Policies enforced through consistent and high quality approvals.	Two subdivision approvals granted in the first quarter in accordance with Council's policies and LEP documents.

PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Town Planning
OBJECTIVE GROUP: Planning Certificates

<i>COST CENTRE OBJECTIVE:</i>		To provide accurate, comprehensive certificates in response to data provided in the relevant application, addressing all statutory requirements.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
175	Planning Certificates	To deliver accurate and comprehensive zoning certificates reflective of Council's planning Instruments and Policies.	Certificate content constantly under review for technical correctness. Recent update of certificate to comply with legislative requirements. One hundred and sixteen (116) applications processed this quarter.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Town Planning
OBJECTIVE GROUP: Heritage Conservation

<i>COST CENTRE OBJECTIVE:</i>		To identify items of potential heritage significance across the Shire. To assess relevant planning applications with appropriate sensitivity to their heritage significance.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
176	Heritage Conservation	Council's planning Instruments and Policies reflect appropriate heritage conservation strategies to be enforced by consistent and high quality approvals.	Conservation area proposals for each town provided as part of the LEP strategy and advice provided on DA's as required. Advisor providing advice to community organisations on conservation of heritage buildings as requested.

PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Town Planning
OBJECTIVE GROUP: Public Land Register & Leasing

<i>COST CENTRE OBJECTIVE:</i>		To assess leasing applications for adherence to Council's adopted policy and grant limited term leases that permit private/public usage in an ecologically sustainable manner.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
177	Public Land Register and Leasing	All vacant land leased where possible/relevant and maintained in accordance with budget to achieve maximum economic return.	Council's land register project has been completed but will require constant review. This project will assist greatly in the effective management of these public land areas. Leases are renewed annually and land parcels are advertised as they become available.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Environmental Health
OBJECTIVE GROUP: Environmental Health Services Administration

<i>COST CENTRE OBJECTIVE:</i>		To ensure a high level of compliance with environmental health statutory requirements across the Shire. To promote a healthy environment in accordance with community standards and expectations.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
179	Environment Health Services Administration	An accessible, customer focused community Environmental Health information service.	All complaints investigated in a timely fashion. The lack of a health manager may slow response times to complaints.
180	State of Environment Reporting	Document accurately reflects the current State of the Environment based on available information. Local and regional report to be completed annually	Regional State of the Environment Report 2009/10 complete to draft stage with Warrumbungle Shire Council's contribution. Again participating in the regional SOE report with Town planning assistant attending inception meetings and coordinating information required from Council. Budget expenditure on target.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Environmental Health
OBJECTIVE GROUP: NSW Food Regulation Partnership

<i>COST CENTRE OBJECTIVE:</i>		To ensure a high level of compliance with statutory requirements for premises involved in food preparation activities through a partnership with the NSW Food Authority.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
181	NSW Food Regulation Partnership	Increased public awareness of food safety issues across the shire. Provision of an efficient inspection and disposal of contaminated foods service.	The majority of Council's food premises have been inspected during May and June in accordance with the partnership agreement. 85% completed with full compliance not possible due to the absence on Maternity leave of Manager Health and difficulty sourcing contractors.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Environmental Health
OBJECTIVE GROUP: Environmental Pollution Control

<i>COST CENTRE OBJECTIVE:</i>		To ensure a high level of compliance with statutory requirements for the protection of the natural environment across the Shire. Maintain a healthy environment in accordance with community standards and expectations.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
182	Environmental Pollution Control	An accessible, customer focused information service about environmental hazards such as pollutants, illegal dumping and littering.	Fire damaged buildings containing asbestos causing major concerns with a lack of understanding of workcover requirements leading to Council having to educate people on the law. Illegal dumping continues to be an issue throughout the Shire in bushland.
	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	All activities undertaken in line with Council's OH&S policies and procedures. All activities take place with the utilisation of appropriate Personal Protective Clothing and hazard reduction equipment. Staff regularly undertake risk assessments as required.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Environmental Health
OBJECTIVE GROUP: Public Swimming Pools Management

<i>COST CENTRE OBJECTIVE:</i>		To ensure Council's six (6) swimming pools are operated and maintained to a high standard and are compliant with any relevant legislation. To ensure a safe and attractive facility that meets community needs within available resources.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
183	Public Swimming Pools Management	Provide Swimming Pool	Staffing difficulties continue to be a major issue with the Baradine and Binnaway pool managers being absent on extended leave. Pools will all open on the 25/10/10 except Coonabarabran which will be late due to slow delivery of new ladders preventing the pool being filled.
183	Public Swimming Pools Management	Manage the maintenance and repairs of Council's swimming pool assets to ensure the efficient long-term provision of those facilities.	<p>A successful winter works maintenance program was conducted at all pools. Binnaway and Mendooran Pools have been painted in the off season by pool staff. A new roller door and ramp railing has been installed at Dunedoo to allow appropriate disabled access. Leaking at the Mendooran toddlers pool continues to be a problem with attempts to fix the problem unsuccessful and will require major works to remove pool walls to repair. The expansion joints at the Coolah pool have been repaired.</p> <p>Winter capital works completed with the re-tiling of the toddlers pool and new stainless steel ladders being provided at the Coonabarabran Pool. The toddlers pool at Baradine has a new shade structure installed.</p>

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			<p>The pool capital works programs should be based upon a priority of repairing current infrastructure before spending is allocated on discretionary improvements.</p> <p>Meeting conducted with key user groups and the pool architect at Coonabarabran to define the needs of the community in relation to the proposal to up-grade the Coonabarabran Pool. Consensus reached that a 25m out door pool with an indoor activities pool that can allow lap swimming and learn to swim all year round would be the best approach. Consultants hoping to have a set of plans and costings ready to go to December meeting.</p>

PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Environmental Health
OBJECTIVE GROUP: Public Cemetery Management

<i>COST CENTRE OBJECTIVE:</i>	To provide well maintained cemetery facilities within available resources.		
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
184	Public Cemetery Management	All cemeteries have adequate area available for grave site extension and are maintained to a reasonable and consistent standard.	Public cemetery administration management has been centralised and this system is producing good results. A substantial reduction in complaints in this area demonstrates an improvement in the community perception of Council's service. This area has benefitted from an increase in budget allocation.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Building Control Services
OBJECTIVE GROUP: Building Control Services Administration

<i>COST CENTRE OBJECTIVE:</i>	To ensure compliance with statutory building control standards across the Shire. Maintain a safe built environment in accordance with community expectations.		
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
186	Building Control Services administration	<p>To create an accessible, customer focused building control information and inspection service.</p> <p>To create increased awareness of the need for building control services within the community.</p>	Awareness of the need to make appointments to discuss DAs is gradually increasing, as is the need for 24-48 hours notice when booking inspections. Information brochures and forms are updated as required. Some illegal building work still occurs and thus far when drawn to Council's attention, we are quick to react and will issue PINS of \$750 per individual.
187	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	All activities undertaken in line with Council's OH&S policies and procedures. All activities take place with the utilisation of appropriate Personal Protective Clothing and hazard reduction equipment. Staff regularly undertake risk assessments as required.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Building Control
OBJECTIVE GROUP: Sewerage Scheme Property Connections

<i>COST CENTRE OBJECTIVE:</i>		To ensure a high level of compliance with statutory requirements for plumbing and drainage standards across the Shire. To promote a healthy environment in accordance with community standards and expectations.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
188	Sewerage Scheme Property Connections	To ensure that all connections to any of the four (4) sewerage schemes across the Shire, are correctly undertaken. To provide timely and accurate technical advice as required.	This area of building control appears to be running smoothly with no problems in relation to illegal or incorrect connections being brought to Council's attention. Tradesmen all appear to realise the need for notice when booking inspections.

PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Building Control
OBJECTIVE GROUP: Onsite Sewage Management Systems

<i>COST CENTRE OBJECTIVE:</i>		To ensure a high level of compliance with statutory requirements for onsite disposal of human effluent within un-sewered areas of the Shire. To promote a healthy environment in accordance with community standards and expectations.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
189	Onsite Sewage Management Systems	To ensure that all installations of onsite sewage management systems occur correctly and their operation is compliant with all relevant standards	New OSSMS are all installed with Council's approval and inspected when required. Existing systems in Binnaway are currently being inspected, with Mendooran also due to be inspected again. Complaints are dealt with as they arise.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Building Control
OBJECTIVE GROUP: Fire Safety Essential Services

<i>COST CENTRE OBJECTIVE:</i>		To ensure a high level of fire safety compliance in the built environment across the Shire, using adopted fire safety standards.	
<i>PAGE NO.</i>			
<i>ACTIVITY</i>			
<i>PERFORMANCE TARGET</i>			
<i>PROGRESS UPON REVIEW</i>			
190	Fire Safety Essential Services	An accessible, customer focused community Building and Environment Information service. Maintain a safe environment in accordance with community standards and expectations.	New buildings and existing buildings the subject of a DA are dealt with during the approval process in relation to essential fire safety services. A program for existing buildings to be inspected is yet to be introduced.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Regulatory Services
OBJECTIVE GROUP: Stock Straying Control

<i>COST CENTRE OBJECTIVE:</i>	To provide a high quality monitoring and control service for straying stock in line with relevant animal control standards and community expectations.		
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
192	Stock Straying	Promote community awareness regarding the hazards of straying stock. Provide a proactive and responsive impounding service. Enforce relevant statutory requirements in a professional manner.	Stock straying complaints have decreased demonstrating that the regulatory officers are issuing fencing orders effectively.
	OH & S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	All activities undertaken in line with Council's OH&S policies and procedures. All activities take place with the utilisation of appropriate Personal Protective Clothing and hazard reduction equipment. Staff regularly undertake risk assessments as required.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Regulatory Services
OBJECTIVE GROUP: Companion Animals Control

<i>COST CENTRE OBJECTIVE:</i>		To provide a high quality monitoring and control service to ensure compliance with companion animal keeping standards including the health and safety of the community generally.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
193	Companion Animal Control	<p>Provide a responsive impounding service for nuisance, surrendered and/or straying dogs and cats.</p> <p>Provide an appropriate level of assistance with feral, dumped and dangerous animals.</p> <p>Enforce relevant statutory requirements in a professional manner.</p>	<p>A micro-chipping and registration door-knock project has been designed to combat the increasing nuisance dog complaints around the Shire. The Companion Animals register will be used to enforce registrations and notices issued as required.</p> <p>Rangers hours are amended from time to time to ensure the public is unsure of the times when a ranger may be about.</p>

PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Regulatory Services
OBJECTIVE GROUP: Environmental Services Enforcement Support

<i>COST CENTRE OBJECTIVE:</i>		To provide a high quality monitoring and inspection field service to assist relevant managers ensure compliance with other environmental services regulatory responsibilities.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
194	Environmental Services Enforcement Support	<p>To provide an efficient and responsive support service for environmental services regulation duties.</p> <p>Enforce relevant statutory requirements in a professional manner.</p>	The regulatory officers continue to provide field work resources for all areas managed by the Environmental Services Department. Rangers act as the first response personnel.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Regulatory Services
OBJECTIVE GROUP: Vacant Land Management

<i>COST CENTRE OBJECTIVE:</i>		To provide a high quality support or control services to other departments/divisions on request.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
195	Vacant Land Management	Monitor all land to ensure it is maintained in a safe and healthy condition in line with community expectations.	No action in this area this quarter in regard to clean ups. Monitoring continues.

PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Regulatory Services
OBJECTIVE GROUP: Water Supply Monitoring

<i>COST CENTRE OBJECTIVE:</i>		To provide a high quality support or control services to other departments/divisions on request.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
196	Water Supply Monitoring	Carry out regular monitoring of water quality of public water supplies, rivers or swimming pools as directed.	Program completed as required. Sample results have been positive relative to previous periods.

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PROGRAM: Community Services
PRINCIPAL ACTIVITY: Community Services
OBJECTIVE GROUP: Community Services Management

<i>COST CENTRE OBJECTIVE:</i>		To engage the community and target groups to facilitate and implement Council's Community Services obligations and responsibilities.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
198	Management Services	<p>To provide management and direction to staff and volunteers, community groups and stakeholders, supporting the whole division</p> <p>To review strategies for implementation of Warrumbungle Shire Social Plan</p> <p>Provide advice and direction towards delivery of each of community services divisions within the shire creating viable and sustainable services that meet the needs and expectations of the community.</p> <p>Provide an accessible and customer focused Community Services Division</p>	<p>Director Acting General Manager August; attended LGSA/LGA One Organisation Convention, OROC, Coolah Wind Farm Public Forum</p> <p>Staff competency assessments completed</p> <p>RLCIP Round 2 progress report submitted</p> <p>RLCIP Round 3 community consultation and Council submission completed</p> <p>NSW Community Building Partnerships application submitted for Baradine Pool Playground Shade Project</p> <p>NAIDOC Celebrations coordinated</p>
199	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	OH&S program supported.

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PROGRAM: Community Services
PRINCIPAL ACTIVITY: Community Services
OBJECTIVE GROUP: Emergency Services Coordination

<i>COST CENTRE OBJECTIVE:</i>		To coordinate the Shires responses to any emergency. To produce and maintain the Warrumbungle Shire Disaster Plan and Emergency Risk Management Plan in partnership with the Local Emergency Management Committee (LEMC). To encourage volunteer emergency services personnel and organisations.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
200	Emergency Services Coordination	Maintain the Shire's DISPLAN including contact details and electronic E-Displan	Contact lists updated. Conduct planned LEMC meeting at Coonabarabran Coonabarabran Aerodrome exercise 'Rosella' conducted. All agencies participated.
		Provide effective assistance to all volunteer organisations (including VRA, SES and RFS)	Mendooran Unit became non operational end of September due to resignations.
		Management of SES and VRA Budgets	Continual monitoring of unit budget trends
		Applying for grants applicable to Emergency Services	Successful Natural Disaster Resilience Program (NDRP) grant - Community Awareness Project
201		Promote community awareness of all Emergency Service Agencies and all Emergency Management Plans	Liaison with RFS and SES for Community Awareness Project.
		Maintain Shire mapping (GIS) capability for the use during emergencies	Ongoing support to Shire Mapping system and GPS Capability
		Maintain the BRIMS Hazard Reduction database to all hazard reduction on Shire land.	No HR requests , two enquiries directed to RFS

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PROGRAM: Community Services
PRINCIPAL ACTIVITY: Community Services
OBJECTIVE GROUP: Road Safety Officer Program

<i>COST CENTRE</i>		Participation in the NSW Roads and Traffic Authority's	
<i>OBJECTIVE:</i>		Local Government Road Safety Officer Program.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
202	Council Road Safety Strategic and Action Plan	<p>Develop and implement Warrumbungle Shire Council Road Safety Strategic and Action Plan</p> <p>Develop and implement road safety behavioural educational program to address local road safety issues by changing road user behaviour</p> <p>Increase the involvement of government agencies, local community and service groups, local businesses and industry and individuals in the delivery of road safety program</p>	<p>New RSO appointed late June 2010.</p> <p>2008-2010 Strategic Plan under review for updating.</p> <p>Facilitated 'Hazards, Risks and Distraction' workshop at RYDA Program - Coonabarabran Rotary Club. This will be a yearly event. Highschool students from Coonabarabran and Coonamble attended.</p> <p>Current projects; Bike Week Event Coonabarabran Bike Safety @ Yuluwirri Kids Coonabarabran School Zone Rules Awareness</p> <p>Attended and engaged with numerous Community and stakeholder groups; Speed, Drink Driving, Heavy Vehicle, Learner Drivers, Youth Express Dunedoo</p>

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PROGRAM: Community Services
PRINCIPAL ACTIVITY: Community Services
OBJECTIVE GROUP: Aerodromes Management

<i>COST CENTRE OBJECTIVE:</i>		Maintain aerodromes to civil Aviation Safety Authority (CASA) regulations to ensure safe and trafficable aerodromes.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
204	Coonabarabran	Conduct regular and statutory maintenance program.	Aerodrome maintained to CASA standards
	Coolah	Conduct regular and statutory maintenance program.	Aerodrome maintained to CASA standards
	Baradine	Conduct regular and statutory maintenance program.	Aerodrome maintained to CASA standards

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PROGRAM: Community Services
PRINCIPAL ACTIVITY: Community Services
OBJECTIVE GROUP: Libraries

<i>COST CENTRE OBJECTIVE:</i>		To provide and maintain through membership to Macquarie Regional Library (MRL) an effective and community oriented, easily accessible library service that meets the educational, recreational and cultural needs and expectations of the community.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
205	Coonabarabran Baradine Binnaway Mendooran Dunedoo Coolah	As a member council and stakeholder of MRL with Narromine, Wellington, Dubbo; the MRL Strategic Management Plan will be basis from where performance targets are determined. NSW Library Council benchmarks will provide long term objectives for the delivery and provision of services.	MRL meeting Narromine with Councillor representatives New MRL 4 year Agreement signed and commenced.

PROGRAM: Community Services
PRINCIPAL ACTIVITY: Community Services
OBJECTIVE GROUP: Community Banking

<i>COST CENTRE OBJECTIVE:</i>		To provide and maintain the Westpac banking operations at Dunedoo Agency.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
206	Westpac Banking Agency Dunedoo	Service responsive to Westpac management directions and operations, providing a service that meets the needs and expectations of the community.	Service providing support to Council and Agency meeting needs of community.

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PROGRAM: Community Services
PRINCIPAL ACTIVITY: Community Services
OBJECTIVE GROUP: Ovals and Sport and Recreation

<i>COST CENTRE OBJECTIVE:</i>		To provide and maintain safe and attractive sporting grounds and other sport and recreational facilities for all users, as well as actively promoting, supporting and encouraging local communities in the provision of management and maintenance of community facilities.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
207	Baradine Oval Binnaway Oval Coonabarabran Oval/Netball, Basketball / Tennis courts complex Bowen Oval Coolah and sporting complex Robertson Oval Dunedoo Mendooran Sports Ground and Tennis Courts	Sporting facilities maintained in a safe and attractive condition. Optimum use of facilities by a multitude of sporting bodies Sporting and recreational activities encouraged and co-operative partnerships developed to increase usage.	Good season assisting with surface and conditions of grounds. Binnaway Canteen project commenced in partnership with Binnaway Junior Sports – successful NSW Sport and Recreation Grant.
208	Coonabarabran Racecourse Showground Binnaway	Recreational facilities maintained in a safe and attractive condition. Optimum use of facilities Management committees established to manage day to day operations and maintenance of facility.	No issues of concern reported.

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PROGRAM: Community Services
PRINCIPAL ACTIVITY: Community Services
OBJECTIVE GROUP: Halls

<i>COST CENTRE OBJECTIVE:</i>		To ensure Council owned or entrusted public halls are maintained to an acceptable standard to service the needs of the community.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
209	Baradine Hall Binnaway Hall Coonabarabran Town Hall	Buildings maintained in a sound, clean and safe condition and available for use as required.	Binnaway Hall R&M issues being addressed; railing, storm water and in consultation with users list of works prioritised.
	Community Services Building Coonabarabran	Buildings to be licensed as Places of Public Entertainment.	PPE Licences up to date
	Shire Hall Coolah		Hall Renewal Fund application submitted for Purlewaugh Hall. Supper room windows replaced. Painting now major project concern.
	Dunedoo Jubilee Hall		
210	Mendooran Mechanics Institute		
	Goolhi Hall and Reserve Trust		
	Purlewaugh Hall		

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<i>COST CENTRE OBJECTIVE:</i>		To ensure Council owned or entrusted public halls are maintained to an acceptable standard to service the needs of the community.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
210	Youth Centre- Coonabarabran and RSL rooms Coonabarabran	Youth Club Committee assisted with the cleaning and ongoing maintenance of Youth Centre. Complementary booking system maintained at Council with cooperation from Youth Club Committee.	Support provided to Committee to assist with user group concerns. Funding application submitted for Youth Club/Café Coordinator - Better Futures Program.

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PROGRAM: Community Services
PRINCIPAL ACTIVITY: Community Development
OBJECTIVE GROUP: Community Development Officer / Youth Activities

<i>COST CENTRE OBJECTIVE:</i>		Engage and assist individuals, community groups, Council and stakeholders to implement Community Development initiatives	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
211	Community Development Officer	<p>Assist and encourage a collaborative and collective approach to enhance the long-term social, economic and environmental conditions of the community.</p> <p>Projects are identified and opportunities for grants facilitated by sourcing and promotion of funding information</p> <p>Facilitate implementation of Social Plan initiatives.</p>	<p>Grant Writing assistance provided to 13 Community Groups.</p> <p>Grant Funding Information Distribution to Community Groups and Schools</p>
212		<p>Provide ongoing support to Community Development Co-ordinators</p> <p>Funding agreement and objectives of Community Services Grants Program (CSGP) as determined by NSW Department of Community Services (DoCS) met and quantified.</p>	<p>Resources CD updated. Attended Development Coordinators Meeting.</p> <p>Community Services CSGP information seminar providing details of changes to CSGP Funding.</p>

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
212		Engage individuals, community organisations and stakeholders in whole of government approach to Community Development issues Identify, develop and support community events and projects. Maintain Community Services Directory	Facilitated Insurance Teleconference for Chamber, Development and Progress Groups. Supported Annual NAIDOC Celebration. Updated information for Community Services Directory.
212	Youth Activities	Annual Youth week activities developed and promoted so that complete program implemented by community partnerships. Youth participation into sporting, cultural and community activities facilitated.	Provided support and assistance in planning and participated in Rotary Youth Driver Awareness (RYDA) program for High School Students.

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PROGRAM: Community Services
PRINCIPAL ACTIVITY: Community Care Other
OBJECTIVE GROUP: Preschools/Community Development Coordinators/Centrelink

<i>COST CENTRE OBJECTIVE:</i>		Support the individual community organisations implement programs on local level.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
213	Preschools	<p>Management groups of each Preschool facility supported.</p> <p>Long term objectives developed in partnership with each management committee and stakeholders to realise opportunities for capital infrastructure improvements.</p> <p>Support for service provision gaps and opportunities as need arises.</p>	<p>Masonic Lodge in Dunedoo has relinquished charter and ceased to operate from Preschool/Lodge building.</p> <p>Dunedoo and Coolah Preschools investigating Preschool Investment Reform Program (PIRP) to enhance service delivery and capital infrastructure funding opportunities.</p>

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
214	Community Development Coordinators	Part time Community Development Coordinators employed in Baradine, Binnaway, Mendooran, Dunedoo and Coolah Liaison and support network provided by Council to enable local models implemented across shire.	New Coordinator appointed Dunedoo. Group meeting with 100% attendance held in August. New MOU's issued and returned for 2010-2011.

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PROGRAM: Community Services
PRINCIPAL ACTIVITY: Social Services
OBJECTIVE GROUP: Warrumbungle Community Care - Meals
 Service/Social Support/Respite Care/Home
 Maintenance/Community Transport/Centrelink

<i>COST CENTRE OBJECTIVE:</i>		To co-ordinate, promote and provide social service activities to the frail aged, disabled and/or disadvantaged members of the community so they can live safely and appropriately in the community and in their own homes thus avoiding premature or inappropriate admission to long term residential care.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
216	Social Services Management	The organisation demonstrates compliance with all relevant legislation, regulations and standards.	All MDS Statistical Data completed and submitted to Funding Bodies. Advisory Committee Meetings held. Wednesday Activity Group Members meeting held. Attendance at meetings by staff -
217		To ensure the community is appropriately informed and consulted with to encourage community participation in social services planning and development to meet the needs of the target groups. Seek appropriate funding opportunities to enhance existing programs and where an unmet need is identified, lobby for funding to be established.	Western Region Community Transport Forum; Western Region Food Forum; Western Region Neighbour Aid and Social Support Forum; Coonabarabran Interagency; Coonabarabran Aged Care Interagency; Neighbour Aid and Social Support Conference Quarterly newsletter distributed to all clients, volunteers and service providers. Submission to NSW Ministry of Transport for additional recurrent funding and non recurrent funding. Renovation of old Council Depot shed underway for new Community Care Equipment storage.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
218		<p>To ensure the effectiveness of service provision is meeting funded targets, a high quality standard of service and meeting individual client needs.</p> <p>Policies and operational procedures that promote high quality, safe and appropriate strategies throughout the programs.</p>	<p>Staff meetings held with North and South Coordinators on monthly basis. Competency Assessments completed. All Staff attended training in Dealing With Difficult Customers and new OH&S procedures.</p> <p>Xmas in July celebrated across Shire in Coonabarabran, Dunedoo and Coolah.</p> <p><u>Quarterly figures of outputs with related targets for each program</u></p> <p><u>Meals Service - North</u> 1399 meals - target 1750 meals</p> <p><u>Meals Service - South</u> 759 meals – target 900 meals</p> <p><u>Home Maintenance - North</u> 76 hours – target 299 hours</p> <p><u>Home Maintenance - South</u> 220 hours – target 299 hours</p> <p><u>Social Support - North</u> 480 hours – target 1343 hours</p> <p><u>Social Support - South</u> 393 hours - target 428 hours</p> <p><u>Respite Shire Wide</u> 249 hours - target 389 hours</p> <p><u>Community Transport – North</u> 873 trips – target 818 trips Kilometres travelled 66,944klm</p> <p><u>Community Transport - South</u> 484 trips - target 818 trips Kilometres travelled 29,217klm</p> <p><u>Volunteer Membership</u> 185 Volunteers Northern area 94 Volunteer in Southern area</p> <p><u>Clients Receiving Services</u> 400 clients – North 180 clients - South</p> <p>Meals On Wheels Meeting to resolve weekend delivery issues – new procedures in place to address issues. Food Safety Plan being updated and reviewed.</p>

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
218	OH&S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	OH&S Review Training completed. Workplace Inspection completed monthly.
219	Centrelink Agency	Provision of Centrelink Agency to service the needs of Coonabarabran.	Relocation to Community Care office complete with smooth transition. Centrelink office now providing extended hours. Community Care staff trained in Centrelink procedures. Statistical Data: Forms/Documentation – 1623 Referrals – 370 Facilities, Services/Activities – 210 Customers Assisted – 1203 Nil reports complaints lodged.

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PROGRAM: Community Services
PRINCIPAL ACTIVITY: Children's Services
OBJECTIVE GROUP: Connect 5

<i>COST CENTRE OBJECTIVE:</i>		Connect 5 is a Mobile Children's Service operating in the Shires of Coonamble, Gilgandra and Warrumbungle to assist children 0-5 years to reach their full potential by providing support to them and their families.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
221	Connect Five Management	To effectively manage the service within the Funding Guidelines.	Parent surveys distributed with disappointing 1% return. Annual Staff competency reviews and training plans completed. Manager on LSL. Update of Project Description and philosophy in keeping with the EYLF. Staff implemented reporting documents in line with EYLF. Staff attended NSW MCSA annual conference (Mobile Meet).
222	Play Sessions	<p>To provide enriched opportunities through play to support children's learning and development</p> <p>To assist parents of children 0-5 years in building skills and confidence in parenting to support learning and development.</p> <p>To support Families on behalf of children to access specialist services through referral support</p>	<p>Play sessions held in Baradine, Binnaway, Coolah, Dunedoo, Coonabarabran, Mendooran, Gulargambone, Tooraweenah.</p> <p>Total no. of sessions = 39 Total Attendance = 403 No. of Families = 108</p> <p>One referral to Speech Therapist.</p>

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PAGE NO.	ACTIVITY	PERFORMANCE TARGET	PROGRESS UPON REVIEW
222	Toy Library	To provide resources to communities in the area of child development	17 Families borrowed 22 items. Users include interagency, FDC Playgroups and Carers.
223	Skills Development	To assist parents of children 0-5 years in building skills and confidence in parenting to support learning and development.	Quarterly Newsletter distributed to all families. Providing web links for a variety of useful sites and discussion at play sessions.
	Partnerships in Service Delivery	To provide resources to communities in the area of child development	Participated in Interagency meetings in Coonabarabran. PIRP Funding received for Yuluwirri Preschool temporary campus at FSSC, utilising C5 Licence. Planning for 2011 enrolment.
	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	Electrical Risk assessment completed. Staff incidents/near misses recorded = 1.

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PROGRAM: Community Services
PRINCIPAL ACTIVITY: Children's Services
OBJECTIVE GROUP: Family Day Care

<i>COST CENTRE OBJECTIVE:</i>		To provide a quality home based Childcare Service that is flexible in meeting the ever changing needs of the families and provides children with an environment that is inclusive, stimulating, safe, flexible and nurturing.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
224	Family Day Care	Provide support, guidance, assistance and monitoring of each of the carers who are registered with the scheme.	Monthly visits to each carer, 35 visits in total. Ongoing phone support and information, weekly email's and mail outs; including newsletters to families.
225		<p>Ensure the service is accessible and services the requirements of families and children.</p> <p>Ensure there is adequate access to appropriate and quality care.</p> <p>Register carers and their premises in accordance with regulations and the scheme's policies and procedures.</p> <p>Provision of programs appropriate to the needs and development of the individual child.</p>	<p>Purchase of FDC car enhancing support for carers</p> <p>Enquiry from Walgett to register potential carers with Castlereagh Family Day Care. Priority of access statement. Where possible regular play-sessions occurring for carers, children in care.</p> <p>Induction of 4 new carers completed; Coonabarabran and Coonamble</p>

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225		<p>Ensure the service meets the accreditation and validation requirements by National Childcare Accreditation Council.</p> <p>Ensure the service meets the current legislation and regulatory licence requirements of Department of Community Services.</p>	<p>Self study report submitted to NCAC – August Validation visit for accreditation – September</p> <p>QA workshop for all carers – 11 carers attended Review of all policies with carer and parent input still in process.</p> <p>Coordinator and Administration Officer attended regional meeting – August Coordinator attended; ‘Running a Successful Family Day Care Business and Beyond’ – August FDC Annual Conference – September</p>
226	OH& S Risk Management	<p>Objectives and requirements of Funding Agreement met.</p> <p>Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.</p>	<p>Coordinator acting manager for FSS for 6 weeks – July – August</p> <p>Acquittals, reconciliations submitted</p>

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			<p>July - September 2010 Income = \$160,417 Expenditure= \$147,137 No of carers = 27 Occupied places = 75 No. families = 147 No. children = 243 Total Carer Payments by Scheme = \$112,273 CCB Amount = \$120,060 Admin/Carer Levies = \$19,651</p> <p>YTD – Income = \$160,417 YTD – Expenditure = \$147,137</p> <p>Risk management table and form provided for all carers for any issues arising. Emergency evacuation practice forms sent to all carers to complete with all children in care. Carer’s complete daily checklist of OH&S compliance in their homes.</p>

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PROGRAM: Community Services
PRINCIPAL ACTIVITY: Family Support Services
OBJECTIVE GROUP: After School and Vacation Care

<i>COST CENTRE OBJECTIVE:</i>		To provide a quality Childcare Service for Primary School children that is flexible in meeting the ever changing needs of the families and provides children with an environment that is inclusive, stimulating, safe, flexible and nurturing.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
227	After School and Vacation Care	Ensure the Service is accessible and fulfils the requirements of families and children.	Vacation care ceased operation due to lack of numbers making it no longer viable
228		Ensure there is adequate access to appropriate and quality care.	This decision was made in consultation with staff, managers and DEEWR
		Provision of programs appropriate to the needs and development of the individual child.	Written notice to Community Services and DEEWR given
		Ensure the service meets the current legislation and regulatory licence requirements of Department of Community Services.	Acquittal submitted
		Objectives and requirements of Funding Agreement met.	

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PROGRAM: Community Services
PRINCIPAL ACTIVITY: Children's Services
OBJECTIVE GROUP: Yuluwirri Kids

<i>COST CENTRE</i>		Yuluwirri Kids is a Preschool and Long Day Care Centre operating in Coonabarabran to deliver a quality educational program in a stimulating, safe and caring environment.	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
230	Yuluwirri Kids Management	<p>To effectively manage the Centre and gain the full complement of 57 places, while ensuring there is a profitable outcome.</p> <p>To secure an envious reputation with a view to future expansion</p>	<p>Advisory committee held 3rd September 3 monthly Staff meetings</p> <p>Staff training; Future directions workshop Keep them Safe Teachers make the Difference Nutrition and Menu Planning – Safe Food Handling</p> <p>1 staff member completed Certificate III Children's Services</p> <p>Enrolments 95% capacity. Total enrolments in July-September (57 places) Mon: 49 Tue: 57 Wed: 56 Thur: 56 Fri: 56</p> <p>Billing (Jul-Sep): User Charges Preschool \$15,360 Long Day Care \$51,431 CCB \$59,286</p> <p>Vacant places are regularly filled with casual bookings. Enrolled are: 149 children 36 Indigenous 112 English Speaking 1 CALD</p>

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231		To provide a high quality program that adheres to the National Quality Improvement and Accreditation System.	Funding agreements objectives achieved, acquittals submitted NACC accreditation achieved – high quality Improvement plans completed and submitted
	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	Daily, weekly, monthly OH&S checks completed Issues addressed OH&S external audit completed Food & Safety external audit completed
232	Educational Programs	To establish links with schools to ensure each Preschool child is ready for school at aged 5 years.	Continued links with Coonabarabran Public School and St Lawrence's Early Readers program Meetings with community organisations and parents about long term plans to extend and opening of Monkey room in 2011
		To provide a stimulating and safe environment for play and learning.	Early Years Learning Framework assessment of outcomes 1 to 5 Children's profiles 75% completed Daily learning stories form assessment Feedback from children and families incorporated
232		To ensure the education programme delivered is fun and of a high standard.	As above
		Provide a caring and nurturing environment for all Children.	As above

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233	Partnerships with other groups and Community Services	Encourage participation and involvement in the Centre operations by local organisations. Develop partnerships with other community service providers and stakeholders that cater for the needs of children.	Centre events held included Macquarie Conservatorium, NAIDOC Week, Tree Day celebrations, Jeans for Genes, Questacon, Science week, big school parent information night, school transition excursions and Road Safety Bike week Attended Interagency meetings, held performance project mentoring meeting for SRA funding Teaching Practicum's for 2 early childhood internship students Implemented speech programs with Coonabarabran Public School and Community Health
233	Catering Services	Deliver interesting and healthy meals 3 times per day while keeping within the budget guidelines.	Menu's reviewed to comply with nutritional checklist. Cooks completed further qualifications

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PROGRAM: Corporate Services
PRINCIPAL ACTIVITY: Corporate Services
OBJECTIVE GROUP: Corporate Services Management

<i>COST CENTRE OBJECTIVE:</i>	To effectively manage the divisional responsibilities of Corporate Services. To promote public awareness of Corporate Services as a responsible, effective and efficient part of Council's operations. To provide strategic forward planning for global services such as EDP systems, Award Restructuring, Internal Audits (Financial and Technical), Management Accounting Systems, Landlord Services and Risk Management.		
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
236	Corporate Services Strategic Management	Ensure that an industry standard, user friendly Management Plan document that provides both qualified inputs and outputs is on exhibition by the end of May.	Work will commence on this in the third quarter.
237		Provide comprehensive specialist advice to Manex and Council on key areas such as Finance, Human Resources, IT, Risk Management, Insurance, Supply and Local Government Legislation that ensures that senior staff and Council make informed decisions and achieve corporate objectives.	Done at regular MANEX meetings
		Manage and monitor outcomes of the Division and provide leadership of the Division to ensure that stated outcomes for the Division are met.	Corporate Services continues to improve in service delivery outcomes.

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PROGRAM: Corporate Services
PRINCIPAL ACTIVITY: Corporate Services
OBJECTIVE GROUP: Risk Management

<i>COST CENTRE OBJECTIVE:</i>		To ensure that all reasonable identifiable risks are assessed and appropriate actions taken to protect the Corporation's interests.	
<i>CORPORATE SERVICES – RISK MANAGEMENT</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
238	Insurances Risk Management	No significant loss due to inadequate insurance cover.	Claim for damage by car to Coolah Chambers almost completed, will be completed before end of November.
	OH&S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	Ongoing support and great buy-in by staff into OH&S

PROGRAM: Corporate Services
PRINCIPAL ACTIVITY: Corporate Services
OBJECTIVE GROUP: Property Management

<i>COST CENTRE OBJECTIVE:</i>		To ensure that Council's commercial properties perform to a level equal to industry standards and positively contribute to Council's non-rate income.	
<i>CORPORATE SERVICES – PROPERTY MANAGEMENT</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
239	Medical Centres	Minor maintenance to be completed in accordance with quarterly inspection programme and determined priorities.	Ongoing. All medical centres currently appreciative of work done.
	Council Chambers Coonabarabran	Council Offices cleaned in accordance with contract specifications.	Done
		Security of the building maintained.	No security breaches reported
		Minor maintenance completed in accordance with quarterly inspection programme and determined priorities.	Done

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PROGRAM: Corporate Services
PRINCIPAL ACTIVITY: Corporate Services
OBJECTIVE GROUP: I T Strategic Management Services

<i>COST CENTRE</i>		To provide and maintain an Information Technology service that meets the defined needs of the organisation.	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
240	IT Strategic Management	Develop Information Technology Strategy that provides an achievable plan for the resourcing of Council's IT needs for the next five (5) to ten (10) years.	After visit by Contractor to review our IT Network, an IT Review Committee consisting of staff (users) from all areas of Council was formed and is reporting to MANEX. Tender documents went out in late August to find a Technology partner and once that process is completed we will move forward on developing a 3-5 year strategic plan. Due to the rapid developments in technology it is highly improbable that a 5-10 plan would be very effective but goals can be set within the plan to always be up to date with technology so that the required outcomes can be achieved.

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PROGRAM: Corporate Services
PRINCIPAL ACTIVITY: Financial Services
OBJECTIVE GROUP: Financial Services Management

<i>COST CENTRE OBJECTIVE:</i>	Provide financial management, support and expertise to all Council business units and establish management accounting policies, procedures and operating systems, to facilitate budget preparation, financial planning and performance analysis to assist the Council to effectively and efficiently record and manage its human, physical and financial resources.		
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
242	Finance Services Management	Produce a Financial Report detailing status of all key financial control indicators for: cash/investments/receipting /debtor, rates, assets, budget control. To provide leadership and direction to the Financial Services team.	Reports are being presented to Council on a monthly basis for bank reconciliation, investments being held and current valuations, Fund balances rates and debtors
244		Training plan for Financial Services.	Training will occur for a further two modules for Rates staff and training is continuing for the Debtors officer
		Contribute to development of Key Performance Indicators (KPIs) for Financial Services section.	Performance Indicators are being monitored in several areas of finance.

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245	Finance Services – Management Acct.	Quarterly Budget Reviews completed and submitted to Council by November, February, May and August.	The September Quarterly review is going to the November Meeting along with supplementary vote requests
		Significant budget variations reported to Council quarterly as per Regulation.	Budget Variations are noted and supplementary vote request marked
246		Provide technical support to managers in monitoring/developing budget bids.	Support is offered in developing budget bids along with budget monitoring at each quarter
		Financial Services Budget continually monitored to ensure it is in accordance with adopted budget.	The Financial Services budget is monitored on a monthly basis
		Develop an action plan for the coordination and collation of budget bids for Council's consideration for the Management Plan 2010/2011.	An action plan was developed and used for the preparation of the 2010-2011 Management Plan
247	OH&S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	Risk Management and OH & S is being monitored on a continual basis in this area to ensure staffs safety and well being
248	New Financial Accounting Package	Oversee the continual development of the new financial package and its integration to the budget system Major Project	Councils Financial Package is being constantly monitored and developed and work is ongoing to integrate budgeting into the system
	Management Accounting Package	Oversee the continual development of the Management Accounting (budget forecasting)	This is a ongoing process associated with the Management Plan annually
		Coordinate and collate budget bids from Divisions for the 2010/2011. Management Plan.	This has been completed with the Management Plan for 2010-2011
		Review Accounting Standard and periodic changes.	Accounting Standard changes are constantly being monitored and implemented as required

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249	Finance Services – Financial Accounting	Council's General Purpose Consolidated Reports completed in accordance with Australian Accounting Standards and Local Government Accounting Manual for Warrumbungle Shire Council.	Council's Financial Reports have been completed in accordance with the Standards.
		Annual financial and statistical returns are lodged on time with DLG, ABS and Grant Funding Bodies as required.	Council's Various Financial and Statistical Returns have been lodged with the DLG and ABS and the Grant Returns for R2R and Dept of Transport have been lodged
250		Constantly review adequacy of Council's assets registers and ensure compliance with AAS27 and accounting manual.	Council's asset register is being updated on a regular basis throughout the year to ensure Council meets its requirements

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PROGRAM: Corporate Services
PRINCIPAL ACTIVITY: Financial Services
OBJECTIVE GROUP: Financial Services

<i>COST CENTRE OBJECTIVE:</i>		To plan, provide and maintain financial systems to optimise the capacity of managers to monitor budgets and manage resources within their control and accountability as well as providing reliable and meaningful information to Council and to meet Australian Accounting Standards for Local Government in external reporting.	
<i>CORPORATE SERVICES – FINANCIAL SERVICES</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
251	Finance Services Debtors/Private Works	Provide ongoing internal control systems to monitor and audit private works carried out by Council. Corporate Services.	Private Works is being monitored on a continual basis and a control system is in place to check these works
252	Finance Services – Rating	Levy and collect rates in accordance with policy and procedure.	Rates have been levied in accordance with the regulation and policy
		Monitor compliance with debt collection policy. Review of ordinary rating and charging structure completed by 31 March	This is being monitored however it will be reviewed and brought back to Council in an endeavour to reduce the amounts outstanding This was completed as part of the Management Plan process
253	Finance Services -Rating Water & Sewer	Monitor user pays water	This is being monitored and checks are in place to ensure Council is recovering all the user pay water and sewer fees applicable
	Finance Services – Cash Management	Interest on invested funds to be at least equal to rates published in Financial Review for Local Government.	Council is achieving this goal on all current short term investments and also on a few of the longer term investments that are not in principal protection mode
	Finance Services-Cash Management	Continue to monitor options for better management of Council's Investment Portfolio.	Council's investments are being monitored to achieve maximum returns yet maintaining maximum liquidity for all new investments
	Finance Services -Accounts Payable	Streamline systems for payment of Council's Accounts Receivables by the use of new technology.	The Creditors area is regularly reviewing its clients to endeavour to have clients use EFT payments

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PROGRAM: Corporate Services
PRINCIPAL ACTIVITY: Administration Services
OBJECTIVE GROUP: Administration Services Management

<i>COST CENTRE OBJECTIVE:</i>		To provide and maintain an efficient and cost effective customer focused administration service, meeting the needs of the organisation and services to the community.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
255	Administration Services Management	To manage and provide leadership and support to the Administration Services staff, to ensure delivery of efficient and effective services to the organisation and the community.	Leadership and support provided. Sufficient staff maintained to allow delivery of service. Casual staff member commenced training. Competency reviews of all administration staff undertaken during August.
256	OH&S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	Discussion with each staff member during competency reviews regarding OH & S. Safe workplace encouraged.

PROGRAM: Corporate Services
PRINCIPAL ACTIVITY: Administration Services
OBJECTIVE GROUP: Administration Services Management

<i>COST CENTRE OBJECTIVE:</i>		To develop and maintain cost effective and operationally efficient secretarial, secretariat and records management services to meet the defined needs of the organisation and ensuring quality customer service.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
257	Administration - Records	Correspondence registered and allocated within two working days of receipt.	Correspondence was registered and allocated within two working days of receipt. Target met.
258	Administration - Records	Files and records accurately maintained.	Monitoring of electronic allocation of correspondence undertaken regularly. Categorisation of records reviewed at time of allocation and checked for accuracy. File titles amended in accordance with changes in ownership

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258	Administration - Support Executive Governance Corporate Technical and Environmental	Service to be provided in accordance with clients' needs and needs of organisation.	Needs met. Policies and procedures prepared and distributed following endorsement. Correspondence and reports prepared as required.
		<i>Cashiering services</i>	Receipting and counter services provided in a customer focused manner and clients dealt with promptly.
		Business papers and committee meeting agendas prepared and distributed.	Business papers delivered on Monday prior to meeting. PDF version of business papers emailed to councillors on Friday prior to meeting and available on website on Tuesday prior to meeting. Copies also made available to various media outlets and libraries.
		Minutes prepared and distributed.	Minutes generally completed within three to five working days and available to Councillors, staff and members of the public. PDF version distributed with hard copies posted to Councillors. PDF version placed on website when completed.
259		Annual Report compiled, prepared and completed in accordance with legislative requirements.	Preparation of Annual Report for 2009/2010 period is well underway. This document is due to be lodged with the Department by end November.
		Summary of Affairs prepared and submitted for inclusion in Government Gazette.	Summary of Affairs included in Government Gazette end June 2010. No further requirement for preparation of Summary of Affairs due to implementation of GIPA Act.
		Statement of Affairs prepared	Statement of Affairs to be replaced with a Publication Guide required under the new GIPA Act. Preparation of this document well underway.

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PROGRAM: Corporate Services
PRINCIPAL ACTIVITY: Supply Services
OBJECTIVE GROUP: Supply Services

<i>COST CENTRE OBJECTIVE:</i>		To provide a cost effective operationally efficient supply service to the corporation for the procurement, storage, distribution, disposal/recycling of goods and services. Supply/tender contract administration and development services and monitoring of policies and procedures.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
261	Supply Services	Goods and services purchased at best possible prices in accordance with Council policy and legislative requirements.	This is being done. We have in this period entered into a new contract for fuel with a single supplier shire wide. The prices are good.
		Review scope of supply operations and stock diversity	Work is being done on eliminating out of date stock.
	Stores Warehousing and Inventory Service	Provide operationally efficient stores warehouses based at Coonabarabran, Coolah and Dunedoo and inventory control system to industry standards.	Services continue to improve.
262	Stores Warehousing and Inventory Service	Stores facilities including office and storage areas kept in clean, tidy and well maintained condition. That all workplace safety issues relating to stores facility are assessed and managed in accordance with delegations and budget.	This area has been focused on and the appearance of stores has improved.
		Ensure high standard of accountability in the control of Council's stores inventory, with biannual stock takes conducted.	Stock takes have been conducted in accordance with Council policy and there has been an overall improvement in the outcomes. The only area where there are still issues is with fuel, but more frequent monitoring and new processes have improved this area as well.

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PROGRAM: Corporate Services
PRINCIPAL ACTIVITY: I T Support Services
OBJECTIVE GROUP: I T Support Management

<i>COST CENTRE OBJECTIVE:</i>		To provide assistance to Council in the strategic and tactical development and direction of Council's IT Infrastructure and services. To provide professional advice services to staff on IT and related matters. To represent Council's interests in interactions with others (internally and externally). To provide systems and services aimed at maintaining Council's legislative compliance involving IT security and its administration and management. To provide custodial and protection services in regards to IT assets, data and information.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	PROGRESS UPON REVIEW
264	IT Support Management	Oversee enhancements or developments of IT Infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	Work has commenced in this area and will continue to be monitored by the IT Review Committee with regular reports to MANEX.

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PROGRAM: Corporate Services
PRINCIPAL ACTIVITY: I T Support Services
OBJECTIVE GROUP: I T Support Services

<i>COST CENTRE OBJECTIVE:</i>		To provide and maintain Information Technology operations and services that meet the agreed and defined needs of the organisation. To provide and maintain customer focused services that meet the agreed and defined needs of the organisation. (<i>A customer is defined as any person(s) internal or external to the organisation who utilises or relies on Council's Information Technology services.</i>)	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
265	IT Support – Telecommunication Services	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	This is all going well at this time.
	IT Support – Records Management	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	Upgrading or replacement of our records management system will be addressed in the third quarter of this year.
266	IT Support – Financial Accounting	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	Due to the takeover of the company which provides our accounting software there have been some problems. Further development to keep pace with changes in legislation or reporting requirements is no longer happening. The IT Review Committee will be looking at new accounting software in the third quarter of this year with a view to implementing at EOY either 2011 or 2012.
	IT Support - Other Services	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	Everything is going reasonably well. We continue to have some network issues due to the failure of Council to provide a financial commitment in the budget for an Uninterrupted Power Supply (UPS).

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266	IT Support - Clients	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	Staff appear to be happy with service levels. A survey of all users was undertaken in the final quarter of the 2009-2010 year and the staff can see that Council is moving forward with technology to provide enhanced services. Through the IT Review Committee they are happy that they are being consulted and involved in the decision making process.
267	IT Support - Peripheral Devices	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	All going well at this time.
	IT Support – User Support Services	Maintain or develop systems and services as defined and agreed within budgetary legislative and other constraints.	Staged replacement of hardware and upgrades of software will occur over the remainder of this financial year and will become an ongoing strategy for Council.
	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	The work area for the IT Officer has not been the most desirable but this will be addressed in the forthcoming quarter.

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PROGRAM: Corporate Services

PRINCIPAL ACTIVITY: Bushfire

OBJECTIVE GROUP: Bushfire

<i>COST CENTRE OBJECTIVE:</i>		To provide assistance to the Fire Control Officer in administering the Warrumbungle Bush Fire Service and to provide effective, safe and operationally efficient equipment.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
269	Bushfire Management	To provide the community with the level of service they require and expect to minimise damage by fire related incidents.	Ongoing – due to low fire risk levels because of regular rain there have been no major incidents. There could be a problem if there is a very hot dry summer due to rapid growth of underbrush, grasses and crops providing combustible fuel.

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PROGRAM: Corporate Services
PRINCIPAL ACTIVITY: Bushfire
OBJECTIVE GROUP: Fire Control/Suppression

<i>COST CENTRE OBJECTIVE:</i>		To ensure that resources are provided for volunteer fire fighters to control and suppress fires.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
270	Bushfires Running Expenses	Increase the number of trained personnel to provide better service to the community and reduce firefighter injuries.	The staff and volunteers are all well trained and ready to respond to any incident.
	Fire Control/Suppression	Implement hazard reduction programme to mitigate bush fires and reduce property and stock losses due to fire. Provide effective safe and operationally efficient equipment to assist firefighters. Assist fire suppression strategies with heavy earthmoving equipment.	Ongoing.
	Fire control Centres	To improve overall command and control at all emergency incidents within the Warrumbungle Shire.	Coonabarabran is now the Zone headquarter and is more actively involved in the management of Gilgandra RFS. As a result of this structural reorganisation the Coolah Shed is no longer manned every day. However in the event of an incident resources will be allocated immediately.
271	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	Ongoing and well managed.

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

Dear Sir

DIRECTOR OF CORPORATE SERVICES

ANNEXURE 2

2.1 Bank Accounts and Investments as at 31 October 2010

GENERAL FUND	BANK	RESTRICTED	BALANCE
General Fund Bank Balance	\$ 8,551,558.08		\$ 6,683,042.08
Future Capital Upgrading		\$ 371,270.13	
Employees Leave Liability		\$ 767,414.00	
External Grants for Specific Projects		\$ 418,832.87	
Development Sec 94/64 Contributions		\$ 310,999.00	
TOTALS	\$ 8,551,558.08	\$ 1,868,516.00	\$ 6,683,042.08

WATER FUNDS	BANK	RESTRICTED	BALANCE
Baradine Water Bank	\$ 559,259.29		\$ 559,259.29
Binnaway Water Bank	\$ 522,763.72	\$ -	\$ 522,763.72
Coonabarabran Water Bank	\$ 1,248,156.23	\$ 914,150.00	\$ 334,006.23
Coolah Water	\$ 810,737.53		\$ 810,737.53
TOTALS	\$ 3,140,916.77	\$ 914,150.00	\$ 2,226,766.77

SEWERAGE FUNDS	BANK	RESTRICTED	BALANCE
Coonabarabran Sewerage	\$ 2,764,623.26	\$ 1,558,000.00	\$ 1,206,623.26
Baradine Sewerage	\$ 231,544.32	\$ 160,020.00	\$ 71,524.32
Coolah Sewerage	\$ 1,319,477.49	\$ 828,800.00	\$ 490,677.49
TOTALS	\$ 4,315,645.07	\$ 2,546,820.00	\$ 1,768,825.07

TRUST FUND			
Trust Fund	\$ 142,042.40	\$ 142,042.40	\$ -
TOTALS	\$ 142,042.40	\$ 142,042.40	\$ -

SUMMARY	BANK	RESTRICTED	BALANCE
General Fund	\$ 8,551,558.08	\$ 1,868,516.00	\$ 6,683,042.08
Water Fund	\$ 3,140,916.77	\$ 914,150.00	\$ 2,226,766.77
Sewerage Fund	\$ 4,315,645.07	\$ 2,546,820.00	\$ 1,768,825.07
Trust Fund	\$ 142,042.40	\$ 142,042.40	\$ -
TOTALS	\$ 16,150,162.32	\$ 5,471,528.40	\$ 10,678,633.92

RECOMMENDATION

For Council's Information

WARRUMBUNGLE SHIRE COUNCIL

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2.2 Investments held as at 31 October 2010

Warrumbungle Shire Council Local Government Financial Management Regulations (Clause 16) Investments Held As At 31 OCTOBER 2010.										
ON CALL										
	Investment	S & P Fitch Rating	Final Maturity Date	Current Interest Rate	Interest Frequency	Next Interest Date/Reset	Amount Invested Face Value (\$)	Market Value at End Of Month (\$)	% of Total Funds (Face Value)	Accrued Interest to End of Month \$
	St George Bank	A1+	On Call	6.02%	Monthly	End of Month	4,350,000.00	4,350,000.00	0.293	15,338.63
OTHER INVESTMENTS										
1	RIM Securities BOND ST CUSTODIAN- TITANIUM AAA	AA	14/12/2010	4.96%	Quarterly	14/03/2010	2,000,000.00	1,994,240.00	0.135	14,474.00
2	SunCorp Term Deposit 30day	AA	21/06/2010	5.63%	Month	21/07/2010	0.00	-	0.0000	

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	Investment	S & P Fitch Rating	Final Maturity Date	Current Interest Rate	Interest Frequency	Next Interest Date/Reset	Amount Invested Face Value (\$)	Market Value at End Of Month (\$)	% of Total Funds (Face Value)	Accrued Interest to End of Month \$
3	ANZ CREDIT SAIL-ANZ INVESTMENT BANK CDO- A	B	30/12/2011	0.00% Note 1	No Coupon	30/03/2010	500,000.00	415,500.00	0.034	No Coupon
4	BENDIGO BANK FRN	BBB	21/09/2012	5.22%	Quarterly	21/03/2010	500,000.00	480,385.00	0.034	3,445.00
5	ANZ ASPIRT 1- CPPI/FRN-Aap	AA	11/08/2012	0.00% Note 1	No Coupon	11/02/2010	500,000.00	462,223.50	0.034	No Coupon
6	WBC DANDELION-FRN-	AA	21/12/2012	0.00% Note 1	No Coupon	21/03/2010	1,000,000.00	853,800.00	0.0673	No Coupon
7	ANZ ASPRIT 11- CPPI/FRN-Aap	AA	30/03/2013	0.00% Note 1	No Coupon	30/03/2010	800,000.00	725,512.00	0.05	No Coupon
8	DEUTSCHE BANK AG LONDON DAISY	AA-	31/05/2011	0.00% Note 1	No Coupon	28/02/2010	1,500,000.00	1,446,300.00	0.10	No Coupon

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	Investment	S & P Fitch Rating	Final Maturity Date	Current Interest Rate	Interest Frequency	Next Interest Date/Reset	Amount Invested Face Value (\$)	Market Value at End Of Month (\$)	% of Total Funds (Face Value)	Accrued Interest to End of Month \$
9	ANZ ALL SEASONS- KEOLIS AAA	AA+	16/06/2013	0.00% Note 1	No Coupon	16/03/2010	1,500,000.00	1,212,300.00	0.10	No Coupon
10	ANZ AVERON BOND- SEALINK P/L- CPPI/FRN-AAA	AA+	20/06/2013	0.00% Note 1	No Coupon	30/03/2010	700,000.00	591,780.00	0.047	No Coupon
11	DRESDNER BANK OCTAGON PLC- EMU NOTE	AA+	30/10/2015	0.00% Note 1	No Coupon	30/01/2010	1,500,000.00	1,134,300.00	0.10	No Coupon
							14,850,000.00	13,666,340.50	Interest Received	82,911.37

Monthly Investment Certification

In accordance with Regulation No.264, Clause 19(3)(b) I certify that the investments have been made in accordance with the Act, the Regulations and the Council's Investment policies at the time the investment was made.

Responsible Accounting Officer

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Notes to Investment Report

- 1 With the other investments where no coupon is indicated - they are in principal protection mode. When the basket of securities reaches \$ for \$ again they will start paying coupons again based on the quarterly BBSW plus margin

General

Note Valuations based on data received at end and are for the capital value only.(do not include accrued interest)

RECOMMENDATION

For Council's information.

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2.3 Reconciliation of General Fund Bank Account – as at 31 October 2010

	General Managed Fund	Trust Fund	Investment Fund
Cashbook as at 31st October, 2010			
Opening Balance	650,822.08	139,598.20	14,850,000.00
Plus Deposits	2,719,566.58	3,933.60	0.00
Less Payments	-2,212,268.74	-1,489.40	0.00
Adjusted Cashbook Balance	1,158,119.92	142,042.40	14,850,000.00
Bank Statement as at 31st October, 2010	1,150,526.53	140,761.57	
Plus Outstanding Deposits	15,576.81	2,046.23	
Less Outstanding Payments	-7,983.42	-765.40	
Adjusted Statement Balance	1,158,119.92	142,042.40	0.00
Ledger Cash Book			
Closing Balance	1,158,119.92	142,042.40	14,850,000.00
Total Ledger	1,158,119.92	142,042.40	14,850,000.00
<i>Difference</i>	0.00	0.00	0.00

RECOMMENDATION
For Council's information.

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2.4 Rates and Charges Collection – up to and including end October 2010

GENERAL		RATE ARREARS	2010/2011 LEVY	PENSIONER WRITE OFF	ABANDONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2010/2011	TOTAL OUTSTANDING 2009/2010	COLLECTION % 2010/2011	COLLECTION % 2009/2010
	CBN RES / RURAL RES	50,942	622,731	53,667	1,214	618,791	227,796	390,995	659,733	36.81%	34.68%
	BARADINE	37,096	139,286	15,869	1,198	159,316	53,056	106,260	117,160	33.30%	27.65%
	BINNAWAY	12,952	68,198	11,642	1,758	67,750	26,229	41,521	50,018	38.71%	31.82%
	VILLAGES	7,754	31,710	2,855	1,239	35,371	11,744	23,627	22,391	33.20%	33.41%
	FARMLAND	229,370	4,181,063	20,342	859	4,389,232	1,399,024	2,990,207	2,782,947	31.87%	29.95%
	COOLAH	20,066	200,137	15,258	0	204,946	77,583	127,363	124,746	37.86%	36.64%
	DUNEDOO	19,548	218,329	16,513	0	221,365	84,613	136,752	132,662	38.22%	36.36%
	MENDOORAN	14,714	67,957	7,507	6	75,158	26,377	48,781	47,240	35.10%	30.75%
	LEADVILLE	3,351	18,644	2,323	3	19,669	8,601	11,068	7,906	43.73%	33.28%
	MERRYGOEN	0	0	0	0	0	0	0	2,386	0.00%	39.55%
	NEILREX	0	0	0	0	0	0	0	1,312	0.00%	48.69%
	UARBRY	0	0	0	0	0	0	0	1,408	0.00%	60.18%
	COOLABAH ESTATE	2,589	15,443	1,642	1	16,389	5,007	11,382	12113	30.55%	24.62%

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GENERAL		RATE ARREARS	2010/2011 LEVY	PENSIONER WRITE OFF	ABANDONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2010/2011	TOTAL OUTSTANDING 2009/2010	COLLECTION % 2010/2011	COLLECTION % 2009/2010
	RUR/RES COBBORA	132	3,118	237	0	3,013	2,123	889	2322	70.48%	31.34%
	GENERAL RESD/BUS-STH	78,833	574,232	25,221	1,008	626,836	251,298	375,538	94,972	40.09%	42.29%
	BUSINESS- CBN-RURAL	23,856	356,619	250	1,018	379,207	156,698	222,508	206,524	41.32%	48.33%
WATER						0		0	-		
	COONABARA- BRAN	30,024	369,381	27,440	832	371,133	144,392	226,741	242,782	38.91%	33.82%
	BARADINE	28,450	111,515	9,458	1,269	129,238	45,275	83,963	97,469	35.03%	27.40%
	BINNAWAY	22,147	118,130	9,034	3,006	128,238	52,994	75,243	93,253	41.33%	31.19%
	VILLAGES	11,497	13,396	1,050	4,561	19,282	3,577	15,705	26,476	18.55%	10.24%
	FARMLAND - NTH & STH	5.41	338.60	0.00	0.00	344	93	251	963	27.01%	14.35%
	COOLAH	32,280	207,987	11,011	0	229,256	84,634	144,623	148,676	36.92%	32.50%
	DUNEDOO	14,473	151,693	9,428	0	156,737	62,324	94,413	93,354	39.76%	35.89%
	MENDOORAN	33,196	147,618	4,903	12	175,900	63,233	112,668	105,461	35.95%	30.16%
	MERRYGOEN	0	0	0	0	0	0	0	7,838	0.00%	32.21%

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GENERAL		RATE ARREARS	2010/2011 LEVY	PENSIONER WRITE OFF	ABANDONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2010/2011	TOTAL OUTSTANDING 2009/2010	COLLECTION % 2010/2011	COLLECTION % 2009/2010
SEWERAGE						0		0	-		
	COONABARA- BRAN	53,591	178,079	22,746	1,207	207,716	36,426	171,290	415,579	17.54%	32.68%
	BARADINE	33,837	45,803	7,200	2,092	70,349	11,521	58,827	134,251	16.38%	31.65%
	COOLAH	21,752	51,560	6,568	0	66,744	10,562	56,183	129,885	15.82%	39.17%
	DUNEDOO	15,752	48,113	6,570	0	57,295	7,695	49,599	115,180	13.43%	36.80%
		798,209	7,941,080	288,733	21,282	8,429,274	2,852,877	5,576,397	5,877,007	33.84%	32.73%
GARBAGE- North		69,439	688,564	56,324	4,114	697,565	291,799	405,766	451,515	41.83%	37.43%
GARBAGE - South		59,735	472,885	39,639	422	492,560	194,453	298,106	287,206	39.48%	34.23%
FARMLAND - NTH - STH		2,144	46,320	619	2	47,842	15,581	32,261	25,814	32.57%	29.60%
LEGAL FEES		185,780	37,183	0	9,144	213,819	37,183	176,636	218,084	17.39%	15.31%
								0			
INTEREST		139,382	30,033	0	0	169,415	0	169,415	154,994	0.00%	18.95%
	TOTALS	1,254,690	9,216,065	385,316	34,964	10,050,475	3,391,893	6,658,582	7,014,620	33.75%	32.07%

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

RECOMMENDATION
For Council's information.

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2.5 Rates Report

Background

A rates report was not presented to the October meeting of Council because when the report was run it showed a series of negative balances in the sewerage receipts. At the time of preparing the business paper we were unable to resolve this issue and it was in the hands of our software provider.

Report

This month when the rates report was run from the system, it is again showing some negative balances for sewerage receipts.

We now know that this has come about from the way we are now levying the user pays sewerage access charges.

You will remember we made a change to this process when the Director Technical Services requested a change to the way we charge (Resolution 408 in May 2010) which meant that all receipts had to be reversed to process the credit adjustments.

When reallocating receipts there was more money to allocate to sewerage than charges remaining. Unallocated receipts only have two categories, RATES or WATER – there is no unallocated receipts category for sewerage. Therefore funds previously allocated to sewerage, since the credit adjustments are now in unallocated water receipts.

The minus figures will disappear as sewerage charges are levied. Bearing in mind that previously the sewerage access charge appeared on the General Rates notices, and now it appears on the Water Notices and it is billed in three instalments instead of one, it may take some time for the negative figures to disappear.

RECOMMENDATION

For Councils information.

2.6 Monthly Fuel Stock Take

Background

As part of monitoring the fuel issues Council has requested a monthly stock take of fuel.

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Report

Fuel Stocktake		Month of Count: October		
Stockcode	Description	Location	Stores Balance	Count Balance
275	Tanker	Coonabarabran	2708.5	2237
276	Tanker	Coonabarabran	1347	1350
277	Tanker	Coonabarabran	897	900
278	Tanker	Coonabarabran	-434	40
279	Tanker	Coonabarabran	935	950
280	Tanker	Coonabarabran	1203	1275
281	Tanker	Coolah	51	40
282	Tanker	Coolah	107.7	50
283	Tanker	Dunedoo	105	100
284	Tanker	Coolah	334.7	350
285	Tanker	Dunedoo	0	40
286	Tanker	Coolah	721.8	750
287	Tanker	Mendooran	140	140
330	Tanker	Coonabarabran	248	300
5190	Tanker	Coonabarabran	50	50
4060	Bulk Diesel	Coolah	4232.9	4200
54060	Bulk Diesel	Dunedoo	1471.7	2150
19080	Bulk Diesel	Coonabarabran	1625.4	1700
Unl 16033	Unleaded - Depot	Coolah	3839	3800
Unl 19070	Unleaded - Depot	Coonabarabran	2844.3	3050
Unl 6603	Unleaded - Depot	Dunedoo	3580.9	3700

RECOMMENDATION

For Council's information.

2.7 BPAY - Fees and Charges

Review

It is now some 3 years since Council implemented alternative payment options for rates and fees with the use of Australia Post Express, Bill Express and BPAY with the Westpac Bank.

Recently, with the banking sector becoming more competitive a check has been carried out on what Council/ratepayer is paying for the BPAY usage in fees and charges.

Attached is a sheet which compares Westpac and the NAB for two months August (where a rate instalment is due) and October (a normal month).

The results are attached on the following sheet.

Council's resolution **385** of the June Meeting, 2007 indicates that "the costs for the use of such service be at the ratepayers expense with such charge to be up front at the

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time of payment” – The sheet shows that over a 12 month period by changing to NAB our ratespayer’s would be approximately \$2561.00 better off due to lower fees and charges.

RECOMMENDATION

That Council change its BPAY provider from Westpac to the NAB. This will also be of assistance with Council’s decision to use the NAB as the EFTPOS provider.

If Council elects to accept this recommendation for BPAY it will be operational during January 2011 with NAB.

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2.8 Budget Review – end of September 2010

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005.

It is my opinion that the Quarterly Budget Review Statement for Warrumbungle Shire Council for the quarter ended September 2010 indicates that Council's financial position is satisfactory, having regard to the original estimate of income and expenditure detailed in Council's 2010/2011 Management Plan.

Signed: _____ **Date:** ____ / ____ / ____

RECOMMENDATION

For Council's information.

.....
CAROLYN UPSTON
DIRECTOR OF CORPORATE SERVICES

WARRUMBUNGLE SHIRE COUNCIL

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

Dear Sir

Attached is my report for consideration by Council

DIRECTOR OF TECHNICAL SERVICES

ANNEXURE 3

3.1 Proposal for Council to Subscribe to the National Asset Management Strategy (NAMS)

Background

Council will be aware that in accordance with the Division of Local Government's Integrated Planning and Reporting Reforms, Council must prepare an Asset Management Strategy and associated plans to support the Community Strategic Plan. The Institute of Public Works Engineering Australia has developed a product to assist Councils develop the necessary strategy and plans. The product is called NAMS.PLUS (National Asset Management Strategy) and it is widely seen as setting the benchmark for development of a national approach to asset management.

Council is being asked to subscribe to NAMS.PLUS to enable staff to commence work on developing Council's Asset Management Strategy.

Issues

In a sense, asset management is not 'rocket science' as it is generally accepted that all assets, no matter what type, require maintenance if they are to continue to provide a desired level of service. It is also generally accepted that there will never be enough funds to maintain assets at desirable service levels. The purpose of developing a strategy and preparing asset management plans is to formalise the level of funding required for achievable service levels.

A definition of asset management is "... *the systematic and coordinated activities through which an organisation optimally manages its physical assets, and their associated performance, risk and expenditures over their lifecycle for the purpose of achieving its organisational plan*" (DLG Manual, P 67).

The DLG indicate that "...there is no single right way to structure an Asset Management Plan..", but would typically include the following components:

- The purpose of the Plan, its relationship with other planning documents and timeframes of the Plan.
- A description of the asset group(s) and the services delivered

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- An outline of the type of information available on assets, information system used and key standards and guidelines which influence asset management activities.
- Levels of service (current and desired) and a system of performance measures.
- Factors influencing future demand and impact of changing demand on assets.
- Management of risk.
- Summary of lifecycle management strategies (operations, maintenance and renewal/disposal of assets).
- Financial summary – long term cash flow projections for each significant asset group
- Links to the Community Strategic Plan and Long Term Financial Plan, capital works and maintenance programs.

NAMS.PLUS provides the tools and guidance to assist with documenting each of the components listed above. The program provides guidelines in the form of an eBook, a suite of templates, online modelling tools, help desk, and support workshops. The suite of templates include: asset management plan, asset management policy, risk management register & plan, remaining and useful life assessment, growth, renewal & expenditure projections model and capability gap analysis. A flowchart outlining the asset management process by NAMS is contained in attachment 1.0.

Options

Council must develop an Asset Management Strategy and associated plans, however Council has discretion in relation to the method of development. The development of the strategy and plans will take months if not years and will require updating on an ongoing basis, therefore staff should be used rather than outsourcing the project. The time required to develop the strategy and plans will be accelerated if templates and guidance is available from an external source. NAMS provides that external assistance and furthermore, they provide guidance that is in accordance with the approach to asset management by the Federal and State Governments.

Financial Considerations

NAMS.PLUS is a subscription base product, where Council is required to pay an upfront joining fee with renewal every 12 months. By subscribing to the product, Council staff are then eligible to attend a series of four (4) workshops that provide training in the entire suite of NAMS.PLUS products.

The joining fee for NAMS.PLUS is \$2,000(excl GST) and the subscription fee is \$500 (excl GST). The cost of attending the four workshops is \$2,000 per person (excl GST). There are workshops scheduled in Warren on the 23/24 November 2010 and 7/8 December 2010.

There is no specific budget allocation for either subscribing to NAMS.PLUS or for attending the workshops. Within the budget allocations for the Asset and Design Services Section there is a budget allocation of \$8,000 for electronic scanning of drawings. It is proposed to set aside this project for 2010/2011 and use the funds for subscribing to NAMS.PLUS and for the associated training.

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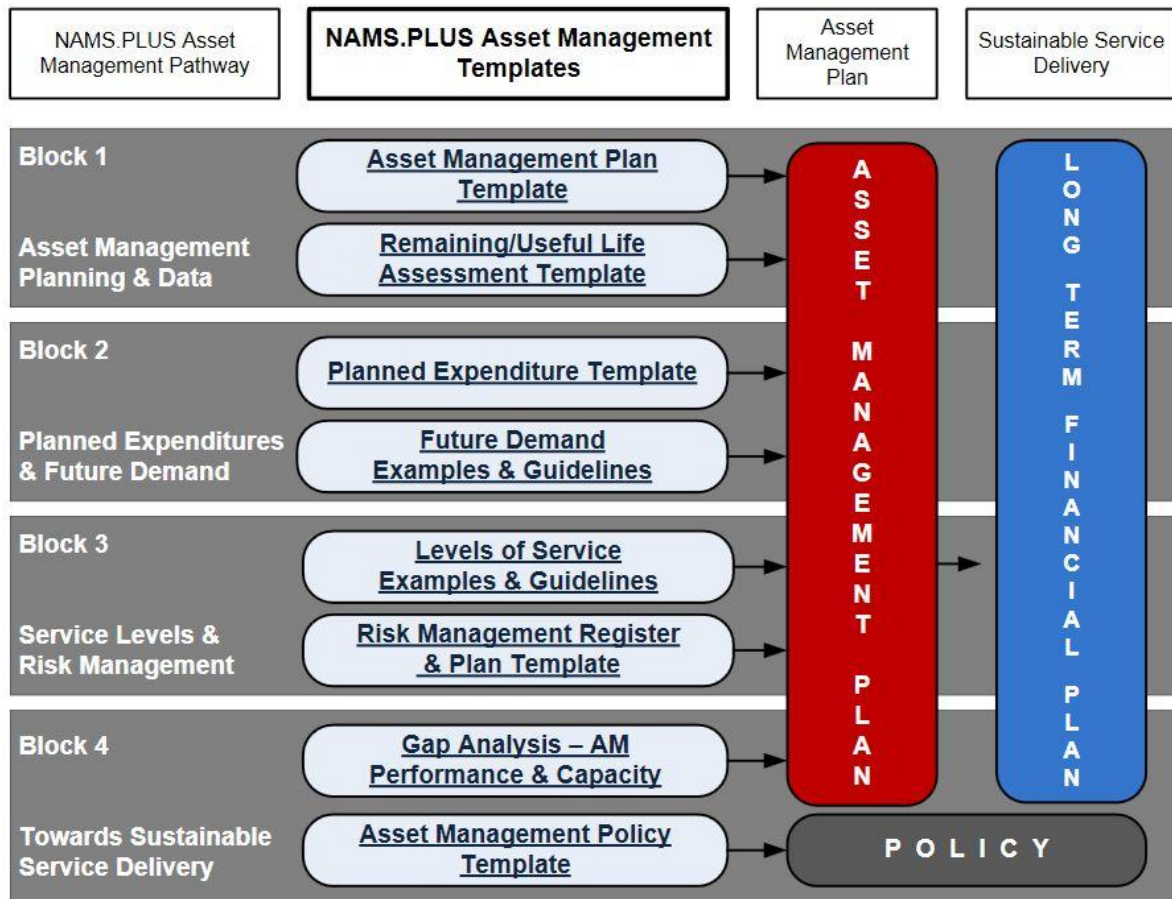
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RECOMMENDATION

- a) That Council subscribe to the NAMS.PLUS product for development of an Asset Management Strategy and associated Asset Management Plans. Furthermore, two staff members are provided with training in the NAMS.PLUS product.
- b) A supplementary vote of \$6,500 is made for subscribing to NAMS.PLUS and attendance at the associated workshops. Furthermore, the allocation of \$8,000 for the project to electronically scan drawings is surrendered and the project deleted from the 2010/2011 works program.

Attachment 1.0



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3.2 Proposal to Demolish Grandchester Bridge

Background

Gilgandra Shire Council has formally advised they want to demolish Grandchester Bridge. The bridge is located on Yarrigrin Creek which is the boundary between the two Council areas. That is, Grandchester Bridge is a shared responsibility between Gilgandra Shire Council and Warrumbungle Shire Council

The bridge is a small one lane timber bridge with two spans, overall length 21.8m. The bridge is currently closed to road traffic and attempts to install a sidetrack have not been successful because of the volume of water in the creek.

Issues

The bridge is closed to road traffic because of the obvious damage such as a sagging span, missing deck planks and missing running boards. Council's last bridge inspection report list the following repairs as urgent; replace five (5) girders replace all of the deck timber and replace all of the running boards. The bridge has exceeded its useful life and it appears that expending funds to repair it is not economically viable.

Gilgandra Shire Council wants to demolish the bridge and construct a temporary low level structure. They are also proposing to prepare a design for a permanent replacement structure. Given the current wet conditions, any low level structure is likely to require constant maintenance attention. It is physically possible to construct a sidetrack along the side the existing bridge however, it also would require constant maintenance.

The existing timber bridge has been overtopped many times and remains in place. Whilst the bridge is closed to traffic there is a temptation for vehicles to continue to use it and there is evidence that this is continuing to occur. The bridge could be used for pedestrian traffic in an emergency situation only.

Options

Council has discretion in this matter, however some action should be taken to restore vehicular access across Yarragrין Creek. Council may wish to consider complete removal of the bridge as suggested by Gilgandra Shire Council or leaving the bridge in place for use by pedestrians during any emergency.

Financial Considerations

Council's budget allocation in 2010/11 for bridge maintenance is \$56,980. At the end of October the expenditure against this budget is \$10,000.

The estimated costs associated with the various options are as follows;

- Removal of timber bridge and construction of a temporary low level structure - \$25,000
- Construction of temporary structure alongside the existing timber bridge - \$15,000
- Repairs to the existing timber bridge - \$60,000
- Construction of new bridge - \$400,000

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RECOMMENDATION

That Council pursue an agreement with Gilgandra Shire Council in accordance with the following principles:

- The existing timber bridge is not demolished but left in place for emergency pedestrian access. Permanent barriers are erected to prevent vehicular access.
- A sidetrack is constructed alongside the existing timber bridge.
- Designs are prepared for a new structure.

Furthermore, Council contribute 50 percent of the costs associated with construction of a sidetrack and preparation of design plans.

3.3 Request for Training in Operational Works and Management

There is an opportunity for staff from Technical Services to undertake two practical management qualifications, firstly a Diploma of Local Government (Operational Works) and secondly a Diploma of Project Management. This program is heavily subsidised by Australian Government and NSW Government, training would be supplied by the Local Government Training Institute.

This training opportunity will enable participants to learn how to implement the practical strategies that will enable them to deliver projects on budget on time, increase teams productivity, performance and morale, investigate, design and deliver projects and reduce the time needed to put out 'emergency fires'.

Subjects include: Managing people's performance, facilitate continuous improvement, ensure a safe workplace, managing risk, manage finances within a budget, manage a local government project and various other valuable subjects.

There are 14 managers and supervisors interested in completing this course at a cost of \$1242 per participant totaling \$17,388. Local Government Training Institute has agreed that Council could pay an amount \$8694 this financial year and the second installment of \$8694 to be paid July 1, 2011. Any participant who withdraws before completion has agreed to pay the \$500 withdrawal cost. Training will be structured on and /or off-the-job and training sessions will be clustered 2-3 days each session 3 months apart.

This training is outside the agreed budget of \$30,000 already allocated to the Human Resource Department and is outside the original proposed training programme.

RECOMMENDATION

That Council approve a supplementary vote of \$8,694 to be solely used for funding fourteen supervisors and managers from Technical Services in 2010/2011 financial year and that provision of a further \$8,694 be referred for budget consideration in the 2011/2012 financial year.

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3.4 Extension of Road network

Background

An application has been received to extend maintenance of Cemetery Road, Baradine to the property "Creekview". The application relates to a section of public road that initially runs west for a distance of 386metres and then south for a distance of approximately 250metres. While the public road is trafficable, it has very little if any formation and consequently no drainage. The application also refers to trees within the road reserve and there are many close to and overhanging the existing track. One large tree in particular has previously been burnt out and is likely to fall at any time. If it falls it is likely to cover the track and cut off access along the road.

The portion of road running east/west has been maintained by Council on a regular basis with the portion running north/south having been grade on 4 or 5 occasions in the last 20 years. The road is not currently listed on Council's maintenance register.

Issues

Council regularly receives requests from property owners to extend Council's road network to provide property access. As the proposed extension appears to be public road, Council may choose to undertake works on this road and schedule annual maintenance. A map of the area is included as attachment 1.0.

Options

Council has generally refused such applications on the basis that there are not sufficient funds to maintain the existing network without extending it, in this case by 630metres.

Financial Considerations

There is no budget allocation for extending Council's network of roads and any work on the road extension will need to be funded from the existing allocation for maintenance of unsealed roads. Initial formation and grading works would cost approximately \$12,000 to provide minimal formation and some gravel resheeting. Tree removal undertaken by Council with trees pushed into adjacent paddocks would cost approximately \$3,000. Ongoing annual maintenance for this extension would cost approximately \$500.00.

RECOMMENDATION

That application to extend Council's road maintenance network from the Baradine Cemetery to the property 'Creekview' be refused on the basis that insufficient funds are available to maintain existing roads to an acceptable standard.

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3.5 Proposal by Fisheries Division of Industry & Investment NSW to Construct a Box Culvert Structure on Merryula Road

Background

Council will recall a report to the meeting on 21 October 2010 regarding a proposal by the Fisheries Division of Industry & Investment NSW to construct a box culvert over the Castlereagh River on Merryula Road. The proposal involves removal of the existing concrete causeway and construction of a five cell box culvert structure. The structure is built on piers rather than a concrete slab and there is extensive use of rock to protect the river bed and road approaches.

Council's resolution from that meeting is as follows:

***141 RESOLVED** that consideration of this matter be deferred and an invitation be extended to a representative from Industry & Investment NSW to address Council on this matter at the November 2010 meeting. (Resolution 141 of 21 October 2010).*

The matter is now back before Council for consideration

Issues

One of the significant issues raised by Council was responsibility for funding repairs or replacement of the structure should it be damaged or washed away during a flood. I & I NSW are not in a position to provide any sort of warranty on the structure, they do indicate however, they 'will endeavour to provide assistance within its capacity'. That is, they will not establish a budget for repairs to the structure and any assistance they provide will be subject to available funds at the time.

The design issues raised, particularly in relation to stability of road approaches and the river bed have been addressed, however, a revised construction drawing has not been issued.

Options

It appears that I & I NSW will not proceed with the proposal unless it has support from Council. Council may wish to advertise the revised proposal, that is, the construction drawings with amendments, in the normal manner and then consider any submissions that are received.

Financial Considerations

As previously advised, there is no budget allocation for this project, however I & I NSW are not seeking a contribution from Council. The cost of ongoing maintenance will depend to a certain extent on the quality of construction particularly in relation to the rock lined bed and road approaches.

RECOMMENDATION

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That the proposal from Industry & Investment NSW to remove the existing causeway and construct a five cell box culvert structure over the Castlereagh River on Merryula Road be advertised by Council in accordance with requirements of the Roads Act 1993. Furthermore, the matter be referred back to Council at the conclusion of the advertising period regardless of whether any submissions are received or not.

3.6 2011/2012 Regional Road Repair Program

Background

The RTA is inviting funding submissions from Councils for eligible projects under the 2011/12 REPAIR program. Submissions close 30 November 2010. All 28 Councils in the RTA Western Region have an opportunity to submit a project on any regional road in their Shire. A project assessment sheet must be completed for each proposal and points are determined based on a range of assessment criteria. The RTA western region is allocated funding for the REPAIR program and only projects with points above a determined cut off score are allocated funding from the pool. Funding is only available for 50 percent of the estimated total project cost.

Issues

The cut off score for projects last year was 24 points. Council obtained funding for the realignment and initial seal of road through Yuggel Creek on MR129 (Purlewaugh Road) with a point score of 28. Last year Council approved a forecast program as follows;

Project No.	Project Description	Total Project Cost		
		2010/11	2011/12	2012/13
1	Realignment of vertical and horizontal approaches to Yuggel Creek on MR129 with initial seal of 0.6km.	\$800,000		
2	Realignment of vertical and horizontal approaches to Saltwater Creek No 2 on MR129 with initial seal of 1.1 km		\$800,000	
3	Rehabilitation and widening of MR55 south of Coolah, Segments 29 & 30.			\$800,000
Total		\$800,000	\$800,000	\$800,000

Council has traditionally funded projects on either MR55(Black Stump Way) or MR129(Purlewaugh Road) or both. The project on MR129 has been ongoing for at least 15 years and to complete the overall project involves completion of waterway crossing and associated approach works at Saltwater Creek No 2.

The traffic volume on MR55 is the highest of any of the regional roads in the Shire and improvement works involve widening and strengthening with an overlay of road base.

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Council will be aware that rainfall in 2010 has been plentiful and that wet conditions have accelerated failure of many sections of road. That is, there is a significant increase in the number of road pavement deformations and rutting. Council receives funding assistance for maintenance of rural roads through what is known as the RTA Block Grant.

Traditionally, Council has used funding from the Block Grant to fund Council's 50 percent contribution to the REPAIR program. The primary purpose of the REPAIR program is to use the funds to improve network efficiency, hence the issue here is should Council set aside funds from the Block Grant for enhancements works rather than using the funds for pressing maintenance works?

Options

Council has the option of making a submission for projects on MR129 and MR55 similar to last year. Other improvement projects on regional roads include those in the following table. However, given that the cut off point score fluctuates between 24 and 26, some of these projects may not receive funding.

<i>Project Location</i>	<i>Project Description</i>	<i>Indicative Point Score under current assessment criteria</i>
<i>MR55 'Deadmans Gully', Segments 52 & 53</i>	<i>Reconstruction of embankment and widen pavement.</i>	25
<i>MR129 Saltwater Creek No 2</i>	<i>Realignment of vertical and horizontal approaches including initial seal of 1.1 km and bridge structure</i>	27
<i>MR55 Segments, 28,29, 30 (south of Coolah)</i>	<i>Rehabilitation including culvert widening, pavement widening and overlay.</i>	30
<i>MR55 Segments 62, 65, 66 and 72 (north of Coolah)</i>	<i>Rehabilitation including culvert widening, pavement widening and overlay.</i>	26
<i>Blackburn's Hill MR 4053</i>	<i>Drainage and pavement rehabilitation</i>	20
<i>McGanns Crossing MR129</i>	<i>Medium sized culvert structure</i>	22
<i>Mow Creek, MR396</i>	<i>Bridge structure to improve vertical alignment</i>	23

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Financial Considerations

The maximum amount that any one Council can receive from the RTA under the REPAIR program is \$400,000, that is, total project cost of \$800,000. In previous years, most of Council's matching 50% contribution is funded from the block grant and from the Roads to Recovery program.

The Year To Date expenditure on regional roads is 35% of available funds which is the same percentage as the period of time elapsed in the year. However, the expenditure has been on routine maintenance activities and not any substantial maintenance activity such as heavy patching or pavement rehabilitation.

The cost of road widening and rehabilitation, similar to work recently completed around Hannahs Bridge on MR55, is approximately \$250,000 per km and this will vary depending on the extent of culvert extension required. The length of road between the recent work at Hannahs Bridge and previously completed rehabilitation near the property 'Pound Gully' is 3.3 km. Hence the cost estimate to complete this section is around \$825,000.

The cost estimate to complete the sealing of 1.1km of road on MR129 at Saltwater Creek No 2 is \$1.0m, which includes the cost of constructing a bridge over the creek.

RECOMMENDATION

That Council's priority for REPAIR programme funding in 2011/12 and forecast programme is as follows:

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Project No.	Project Description	Total Project Cost			
		2011/12	2012/13	2013/14	2014/15
1	Rehabilitation and widening of MR55, north of Coolah near Deadmans Gully, Segments 52 & 53,	\$800,000			
2	Rehabilitation and widening of MR55 north of Coolah, Segments 62, 65, 66 and 72		\$800,000		
3	Realignment of vertical and horizontal approaches to Saltwater Creek No 2 on MR129 with initial seal of 1.1 km (stage 1)			\$800,000	
4	Realignment of vertical and horizontal approaches to Saltwater Creek No 2 on MR129 with initial seal of 1.1 km (stage 2)				\$200,000
5	Rehabilitation and widening of MR55 south of Coolah, Segments 28, 29				\$600,000
Total		\$800,000	\$800,000	\$800,000	\$800,000

3.7 Proposed Modification to Layout of Coolah Office Carpark

Background

Council will recall a report to the meeting on the 21 October 2010 regarding a proposal to modify the carpark behind the office in Coolah.. Council resolved as follows;

'A site plan is prepared of the car park behind the Coolah office with the aim of closing off the entrance into the car park from Martin Street. Furthermore, the car parking spaces within the car park are realigned to so that front on parking and reverse parking against the office wall are prevented. The site plan and associated costings are referred to Council for further consideration.' (Resolution No. 144 of 21 October 2010).

A proposed layout plan has been prepared and is provided in attachment 1.0.

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Issues

The proposed layout for the car park will result in an overall loss of one(1) parking spaces. There are two (2) lost car parking within the parking area, however an additional space is created in Martin Street.

Options

Council has discretion in this matter.

Financial Considerations

There is no budget allocation for changing the layout of the car park. The cost of the project including; installation of the bollards, removal the existing layback, signs and remarking the carpark is estimated to be \$14,500

RECOMMENDATION

The proposed plan shown in attachment 1.0 to change the layout of the car park at the Coolah Office is placed on exhibition for 28 days. Furthermore, a supplementary vote of \$14,500 is made to cover the expected cost of implementing the car park layout plan.

Attachment 1.0 – see below

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KEVIN TIGHE
DIRECTOR TECHNICAL SERVICES

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

Dear Sir

Attached is my report for consideration by Council

DIRECTOR OF ENVIRONMENTAL SERVICES ANNEXURE 4

4.1 DA 16/1011 – Wayne Martin, proposed relocated home, River Road Coonabarabran

On 26 August 2010 an application was received from Wayne Martin to place a relocated home on Lot 20 DP 1141041, River Road Coonabarabran. The proposed dwelling is a two (2) bedroom relocated home.

Additional information was requested initially on the 26 August 2010 and again on the 2 September 2010 and the 7 October 2010. No response was received as on 11 November 2010.

The following was requested from Mr Wayne Martin:

1. The quote for fee's given was based on a development cost of \$35,000. On your application form you have indicated \$50,000. Please pay an additional \$52.50 (being \$52.50 for Long Service Levy).
2. Please fully fill out page 7 of the application form
3. Statement of Environmental Effects
4. Council will require a structural **Engineer's certification** of the existing structure to be relocated which certifies that the structure will be capable of withstanding the most adverse loads expected for its new location. **It is also required** that the Engineer will design the proposed footings & piers to achieve compliance with the requirements of the BCA for footing size, tie down & sub floor bracing in particular. A copy of the soil assessment report shall also be provided.
5. Written specifications of the proposed alterations to the dwelling to be relocated.
6. Home building Act insurance OR Owner Builder Permit number
7. Septic Tank Details: Proposed drainage plan, specifications of septic tank and details of licensed plumber doing the work.

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On 11 November 2010 an inspection was undertaken on the property by Council's Manager Building Services and Assistant Town Planner. The following illegal building work was found to have been undertaken:

- Footings
- Part construction of verandah

A new access has also been created without approval across the railway onto River Road. No approval for the land use or to build has been issued to Mr Wayne Martin.

RECOMMENDATION

1. That pursuant to the provisions of section 80 of the Environmental Planning and Assessment Act 1979, Council refuse development consent to Development Application No. 16/1011 for a relocated dwelling on River Road, for the following reason:-

(a) The applicant has provided insufficient information to allow Council to determine the application.

2. That Council note that an Order to Cease work has been issued with regard to the illegal building work, an on the spot fine has been issued and possible demolition orders may result pending further investigation.

4.2 State of Environment Report

Introduction

Local Councils are required to produce a State of the Environment (SoE) Report on an annual basis in accordance with the Local Government Act 1993, and a comprehensive SoE Report every four (4) years. Amendments under the Local Government Amendment (Ecologically Sustainable Development) Act 1997 state that Councils must produce a report as to the state of the environment in the area, with particular relevance to the following themes:

- Environmental Sustainability
- Land
- Atmosphere
- Water
- Biodiversity
- Waste
- Noise
- Aboriginal Heritage
- Non-Aboriginal Heritage

The report style should follow a Pressure-State-Response model as this provides a clear framework for the reporting on each of the required environmental themes. The dynamics of each theme are described with respect to:

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- Pressures – human activities that impact either positively or negatively on the environment to influence its state.
 - State – the current condition of the environment
 - Response – the policies and actions that society takes to address the environmental change or issues of concern

Regional State of the Environment Report

In 2007-8 the Warrumbungle Shire joined a partnership with the Central West Catchment Management Authority to collate comparative and meaningful data annually for a regional State of the Environment Report. This reporting framework has assisted with reducing the cost to Council for the preparation of the report and put in place a mechanism for measuring local conditions in a regional context.

The regional State of the Environment report satisfies Council's reporting obligations and should be annexed to the 2009-10 Annual Report for submission to the Department of Local Government by the end of November this year.

Copies of the State of the Environment Report 2009-10 will be made available at each of Council's libraries and on Council's website.

RECOMMENDATION

That Council adopt the tabled Regional State of the Environment Report 2009-2010

4.3 Legal Action to Prevent Occupation of a Shed

Owner: Mr Daniel Heffernan
Property: Lot 1 DP 717238 Lawnside Drive, Mendooran
Development Consent: 20/2005

It has been determined that Mr Heffernan is illegally residing in a Class 10 building (a shed) on the above property. The Orders process has been followed, with no action taken by Mr Heffernan to vacate the premises, and Council is now required to make a decision as to the next course of action.

Background

On 16/02/2005 Mr Heffernan was granted development approval (20/2005) and issued with a construction certificate for the erection of a rural shed. Mr Heffernan originally wanted to convert the shed to a dwelling however a file note dated 15/02/2005 (Annexure A) indicates that the documentation submitted with his application was lacking a number of key items to consider approval for a dwelling. The file note further indicates that Mr Heffernan was made aware of this and wanted the application processed as it had been submitted. It was reinforced to him that any consent would be for a shed only and he would not be able to use the shed for residential purposes until he lodged a 2nd development application and received a further consent for a change of use to a dwelling. The file note indicates Mr Heffernan understood this and wanted to proceed so he had

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somewhere to store his belongings. The documents returned to him with his development consent for the erection of a rural shed clearly indicated that the Class 10 structure could not be used for residential purposes.

Acting on information given to the Acting Director of Environmental Services that Mr Heffernan was residing in the shed on his property, on 15/06/2009 an attempt was made to determine if this was the case. Mr Heffernan refused to allow an inspection of the building, so it was decided to leave and organize a 2nd inspection in the company of the local policeman. Mr Heffernan was notified of this in accordance with the Environmental Planning and Assessment Act 1979.

On 20/05/2010, with Council's officer in the company of the Mendooran Constable, Mr Heffernan allowed access inside his shed and it was determined that he was living in the shed. He also admitted this during the course of the inspection. Of major concern, during the inspection it was determined that there was no on site sewage management system (septic tank).

A Notice of Intention to issue Order No. 1 under the EPA Act 1979 to cease using the shed for residential purposes was issued on 6/07/2010. Mr Heffernan responded, asking for Council's help (Annexure B) and Council replied on 2/08/2010 (Annexure C). Council then proceeded to issue Order No. 1 under the EPA At 1979 dated 17/08/2010.

Not having any further response to the order, it has since been determined from discussions with the local Constable that Mr Heffernan is continuing to reside in the shed.

CONCLUSION

This matter has now reached a point where Council needs to decide how to proceed.

Option 1 No further action

Mr Heffernan is allowed to continue illegally residing in the shed with no power, amenities or OSSMS.

Option 2 Fine

Council's ranger can issue Mr Heffernan with a \$1500 fine under the SEINS system for failing to comply with an order.

Option 3 Legal Action

Council can initiate legal proceedings to get Mr Heffernan to vacate the shed. Council's solicitor, Mr John McCaffrey, has indicated that, while it is extremely difficult to estimate a cost for this type of legal action, Council should allow upwards of \$3000.

RECOMMENDATION

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That Council initiate legal proceedings against Mr Daniel Heffernan under the provisions of the Environmental Planning and Assessment Act 1979 to seek a court injunction to prevent occupation of the shed for habitable purposes and to comply with Council's order.

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4.4 Applications Received for Month of October 2010

APPLICATIONS RECEIVED FOR MONTH OF OCTOBER 2010

Complying Development (set criteria) Development Application (Specialised Conditions)	Date Received	APPLICANT'S NAME	LOCATION (of development)	(Town)	Development Type	Status (Approved or Pending)
DA 24/1011	07/10/2010	Grant Hawkins	Dalgarno Street	Coonabarabran	Establish Car Yard	Approved
DA 25/1011	13/10/2010	Michael Harpley	Patrick Road	Dunedoo	House extension	Approved
CDC 26/1011	13/10/2010	Keith Robertson	Bolaro Street	Dunedoo	Addition to Existing House	Approved
DA 27/1011	14/10/2010	Peter & Debbie Redden	Merebene Street	Coonabarabran	Relocate House	Approved
CDC 28/1011	18/10/2010	Bryon Hartwell	Tallawang Street	Dunedoo	Open roof Pergola to House	Approved
DA 29/1011	18/10/2010	B Olsen	Cassilis Street	Coonabarabran	New Garage	Pending
DA 30/1011	26/10/2010	Gloria Vallette	Nelson Street	Coonabarabran	Subdivision	Awaiting Referral (Tech Services)

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WARRUMBUNGLE SHIRE COUNCIL APPLICATIONS HELD PENDING AS AT THE END SEPTEMBER 2010

CD or DA	Date Received	APPLICANT'S NAME	LOCATION	Town	Type of Development	Status
DA 16/1011	26/08/2010	Wayne Martin	River Road	Coonabarabran	Transport & Erect House	Clock Stopped Awaiting Further Information
DA 20/1011	20/09/2010	D & M Eames	Hawkins Road	Coonabarabran	New Dwelling	Pending
DA 21/1011	20/09/2010	B & K Lang	Short Street	Coonabarabran	New Duplex	Pending
DA 23/1011	24/09/2010	Catholic Church	Dalgarno Street	Coonabarabran	Boundary Adjustment	Pending

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TONY MEPPEM
ACTING DIRECTOR ENVIRONMENTAL SERVICES

WARRUMBUNGLE SHIRE COUNCIL

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

Dear Sir

Attached is my report for consideration by Council

DIRECTOR OF COMMUNITY SERVICES ANNEXURE 5

5.1 Natural Disaster Resilience Grants Scheme 2010

At the September meeting, Council resolved to provide a supplementary vote of \$1,888 for the Warrumbungle Shire Disaster Awareness campaign following a successful grant under the Natural Disaster Resilience Grants Scheme (Resolution No 110).

A correction to this resolution is required; since \$1,888 reflects the net cost or Council's contribution only. The total cost to implement this project is \$5,666 with the grant received totalling \$3,778; being two thirds of the total cost.

RECOMMENDATION

That Council provides a supplementary vote of \$5,666 to Expenditure and \$3,778 to Income for the Warrumbungle Shire Disaster Awareness Campaign Project 2010.

5.2 Yuluwirri Kids - Strategic Direction

The COAG National Partnership on Early Childhood Education has provided new funds to NSW to achieve universal access to early childhood education in the year before school by 2013. This new funding is being used to boost preschool funding and reform in NSW.

NSW Preschool Investment Reform Program (PIRP)

PIRP Growth Phase in NSW aims to create 5,250 new preschool places so that an additional 10,500 children can attend preschool for two days per week in the year before they go to school. Meetings have taken place mid year with Carewest; who are administering PIRP, Indigenous Coordination Centre, DEEWR, NSW Human Services (DoCS) followed by stakeholder sessions with Coonabarabran Local Aboriginal Lands Council, Primary Schools, Barnados, Centrecare, Yuluwirri Kids Advisory Committee Parents/Carers and staff. The objective of these discussions was Preschool enrolments and access in Coonabarabran.

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The attached notes created in June 2010, provided to Councillors under separate cover summarise these stakeholder discussions and an Advisory Committee meeting with evidence retrieved from enrolment statistics, Community Health and a Needs Survey conducted at Yuluwirri Kids.

This discussion paper on the future of Preschool services in Coonabarabran was submitted to Carewest with a request for the following:

- Increased Preschool recurrent funding support for lower socio economic families and year before school subsidy
- Funding for additional Preschool places in a temporary outreach campus
- Transport assistance for a town Preschool Bus service
- Capital infrastructure funding for Yuluwirri Kids building extensions

Carewest then approved in July 2010 and Council since received allocations from PIRP for:

1. \$15,576 – Completion of plans to facilitate Development Application approval
2. \$12,000 - Subsidy for Town Preschool bus/transport service
3. \$40,000 – Refurbishment and set up costs of a temporary outreach Preschool campus at Family Support Services building at 14 Robertson Street Coonabarabran

Building Plans

Following staff and professional consultation, building plans have been finalised and the Development Application (DA) prepared for General Manager to sign as owner consenting to the development. A copy of the plan is attached under separate cover. As soon as the DA is approved and the outreach campus project commenced a business plan will be completed and discussions will proceed with Carewest, DoCS and DEEWR to apply for funding of these building extensions. As the funding opportunity arises, this project will be in a favourable position ready to proceed.

Temporary Outreach Campus – 14 Robertson Street

The 'Monkey Room' will be licenced under the Connect 5 Mobile Preschool Children's Services Licence however managed and branded administratively, with same curriculum and fee structure as Yuluwirri Kids. The service will operate from 8.30am to 4.00pm, each Tuesday and Thursday during school terms and will cater for 20 Preschool places. Nursing Mothers and Playgroup sessions will continue to be conducted from this centre on Wednesdays and Fridays and Mondays with Connect 5. Refurbishment works to the class room and playground with purchase/delivery of equipment are being scheduled to be completed by mid January 2011. Plans have been finalised and the Development Application (DA) prepared for General Manager to sign as owner consenting to the development. Works to the playground include replacement of a shade structure, a new bike track, construction of an outdoor covered play area and replacement of an existing storage shed.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 18 November 2010 commencing at 11.00am

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RECOMMENDATION

That Council authorises the General Manager to signing and consenting to the Development Applications required for extensions to Yuluwirri Kids Preschool and Long Day Care Centre (2-6 Bandulla Street Coonabarabran) and Shed, Awning and associated Playground works at Family Support Services Building (14 Robertson Street Coonabarabran).

5.3 Public Liability Claim – Jubilee Memorial Hall Dunedoo

Council has previously been informed of an accident involving a user that occurred on 21st December 2007 at the Jubilee Memorial Hall in Dunedoo.

Council's Insurer, Jardine Lloyd Thompson have instructed DLA Phillips Fox to act in the interests of Council who have informed of proceedings commenced by the claimant against Council.

The first account from the Solicitors for \$3,445 has been received and paid. As per the terms and conditions of Council's Public Liability Insurance, Council's deductible amount against such a claim is \$12,500.

This cost will be allocated to the Dunedoo Hall, and a supplementary vote will be required.

RECOMMENDATION

That a supplementary vote of \$12,500 be made to the Dunedoo Hall for the purpose of Public Liability Claim deductible.

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REBECCA RYAN
DIRECTOR COMMUNITY SERVICES