



Warrumbungle Shire Council

Council meeting

Thursday, 17 February 2011

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

Rebecca Ryan (Acting General Manager)

Vacant (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, 17 February 2011 commencing at 11.00am

Date: 14 February 2011

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 17 February 2011. I further attach relevant reports from the Directors to me for the consideration of Council.

9.00am Finance and Works Committee meeting

11.00am Commencement of Ordinary Council meeting

Presentation by Merryn Spencer, RADO Orana Arts

Forum

Jo Isedale re sewer in Dows Lane

11.30AM Armand Hoitink – Andor Systems – Information Technology Audit Review and Strategic Plan

Declaration of Pecuniary interest and conflicts of Interest

Confirmation of Minutes

CONFIRMATION OF MINUTES of the ordinary meeting of Warrumbungle Shire Council held on 20 January 2011

ADOPTION OF THE RECOMMENDATIONS of the Warrumbungle Shire Tourism and Economic Development Advisory Committee meeting held on 13 December 2010

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Reports

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Questions for Next Meeting

Matter to be dealt with "in committee"

- 1C Information Technology Infrastructure Upgrade – Confidential Attachment
- 2C Industrial Issue

In accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005, in the opinion of the General Manager, the following business is of a kind as referred to in Section 10A(2) of the Act, and should be dealt with in a part of the meeting closed to the media and public.

The items relates to personnel matters and Tenders and are classified CONFIDENTIAL under Section 10A(2)(a) and (c) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

- (a) personnel matters concerning particular individuals (other than councillors)
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.

.....
R RYAN
ACTING GENERAL MANAGER

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ACTING GENERAL MANAGER'S REPORT

ANNEXURE 1

1.1 Council Chambers Furniture

Since the fire in the Crane building and the subsequent arrangement for temporary office space in the Coonabarabran Chamber room, the Chamber meeting table has been stored on its side in the PA to General Manager's office space.

The table continues to take up valuable room and presents an extremely untidy appearance, and this area is visible for visitors to the Mayor and General Manager. If the table were to be removed it would allow a further 18m² of additional room for office, filing and storage space.

Whilst there is appreciated sentimental and historic value, there would appear to be little opportunity for Council to use it as a meeting table in the new building. It is more likely that the new Council Chamber will be equipped with more modern and suitably designed meeting furniture to accommodate for the needs of Council.

There is no other Council building that requires a table of this size, weight and design. It will require considerable dismantling to be removed and is very heavy.

A determination is now sought from Council on the future of the old Coonabarabran Chambers meeting table.

Should Council agree then it is recommended to advertise for expressions of interest for the sale and removal of the old Chambers meeting table.

RECOMMENDATION

That Council advertises for expressions of interest for the sale and removal of the old Coonabarabran Council Chambers meeting table.

1.2 Ballina Shire Council – Request for Assistance with Legal Costs

The Local Government Shires Association has written to Council advising of a recent Court case, *SJ Connelly Pty Limited v Ballina Shire Council (2010) NSWLEC 128* and seeking assistance with legal costs for the Ballina Shire Council.

Facts of the matter

Ballina Shire council has recently been the respondent in a Class 4 matter in the Land and Environment Court.

Class 4 of the Land and Environment Court deals with environmental planning and protection matters (civil enforcement and judicial review).

The question that the Court was required to answer was whether the development proposed is designated development within the meaning of the Environmental Planning and Assessment Act 1979.

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Council argued that the development was designated development, being an extractive industry and therefore an environmental impact statement was required and as such would not determine the development application.

The applicant contended that the development was not an extractive industry and therefore was not designated development.

The site in question was a residue allotment following compulsory acquisition of land by the RTA for construction of the Ballina Bypass.

There were 2 engineering constraints on the site. Firstly, that the road was being built on land which is subject flood inundation and secondly the road was being constructed on land that was described as soft soil.

In the road construction process excess road material from soft soil road compaction needs to be disposed of so that the construction process can proceed.

The applicant lodged a development application with council being for the temporary stockpile of 100,000m³ of soil and rock on the residue lot.

Council received advice from their solicitors that the proposal came within the definition of extractive industry and therefore was designated development.

The applicant did not enter into discussions with council over this matter but rather made an application to the Court to decide the issue.

Council argued that it was necessary to defend the matter as it was unclear whether the development application was for designated development and therefore council was not in a position to approve the application.

Council claims that as a result of these proceedings there is now a definitive interpretation of “extractive industry” and “industry” for the purposes of Clause 19 of Schedule 3 of the Environmental Planning and Assessment Regulation 2000. Clause 19 of Schedule 3 of the EP & A Regulations requires that an extractive industry as designated development needed to be an industry that obtains extractive materials by methods including excavating, dredging, tunneling or quarrying and that the industry is one that stores, stockpiles or processes extractive materials by methods that include washing, crushing, sawing or separating those materials.

The Court held that while the method requirements of Clause 19 appeared to be fulfilled, the activity must be an “industry” and have an industrial connotation. The word industry should therefore be taken to identify “commercial activities carried on through industrial process”.

The Court held that it did not consider the preparatory works and the maintenance of static stockpiles as an industrial process and that the stockpiling on the site of preloaded

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soil and rock is not being undertaken in the course of a particular branch of trade or manufacture nor is it being undertaken as part of a large-scale business activity.

Although this matter was in a Court of initial jurisdiction, Council's application for legal assistance was based on the legal assistance policy requirement that this was a test case as to the definition interpretation of designated development in an industrial context and will have significant implications for all councils. They also point to the fact that they were respondent in this matter and that the applicant would not enter into dialogue with the council before instigating legal proceedings.

Council also contends that as a result of this decision, all councils can now confidently consider development applications of this nature without requiring the submission of an Environmental Impact Statement and it has the potential to significantly reduce the environmental impacts associated with the use of approved disposal areas such as landfill sites for the inappropriate disposal of clean extractive materials.

A full transcript of the matter is available via links on the Land and Environment Court website.

Ballina Shire Council's costs in this matter were \$90,000 of which the first \$20,000 must be borne by it.

Your Council's contribution in this matter is \$420.91 although under the terms of the Associations Legal Assistance Policy and Guidelines there is no obligation on any council to contribute.

A determination is now sought from Council on whether it wishes to contribute the amount of \$420.91 for legal assistance for the Ballina Shire Council.

Acting General Manager's Note:

Currently there is an amount of \$1,500 in "Legal Costs for other Councils" for the 2010/2011 budget.

RECOMMENDATION

For Council's consideration.

1.3 Staff Leave

Council requested a report be brought back in regards to the organisations Leave Policy. Attached under separate cover is the Warrumbungle Shire Council Staff Leave Policy (4.2) and a copy of the relevant sections under the NSW Local Government Award (2010) that relate to Leave Provisions (Clause 20).

In summary; Council may direct an employee to take Annual Leave under the following circumstances:

- when the employee has accrued in excess of eight weeks or

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- a period of annual close down up to and including four weeks.

Council is bound by an Indoor and Outdoor Service Agreement which facilitates the nine day fortnight for outdoor staff and 19 day month for indoor staff by the accruing of Rostered Days Off (RDO's). There is a limit of two RDO's to be accrued at any point in time.

Whilst there is no current policy, staff are encouraged to take RDO time ahead of Annual Leave. And there are some cases within the organisation whereby it is more mutually convenient for staff and rostering purposes for more than two RDO's to be accrued and then taken as a five day block during school holidays.

Long Service Leave (LSL) accrued after 23 June 1988 shall be taken at a mutually convenient time to Council and the employee within a period of five years of LSL falling due. Whilst MANEX appreciate the necessity to comply with Councils Policy in regards to accrued Annual Leave and RDO time as noted above, LSL is viewed as an employee's safety barrier for retirement, when sick or carer's leave has been exhausted or simply when leaving the organisation.

As reported in Council's Annual Statements (2010) an internal restriction of \$767,000 as at 30 June 2010 to fund non-current leave entitlements, represents 25% of all leave entitlements. This is considered adequate by Councils Auditors given that the annual leave and sick leave component is provided in Council's yearly budget.

Each Director is scheduled to receive a quarterly report from Human Resources, which itemises the accrued Annual Leave, LSL and Sick Leave (in weeks) and RDO's (in days) for each individual employee. It is then the responsibility of the Director to ensure that leave does not accrue beyond the bounds of being reasonable and manageable. Of late however these reports have been sporadic and as a result this information has not been availed to Directors for management and control.

An Accrued Leave report as at the 31 January 2011 has been compiled for discussion at MANEX. In summary noted is:

1. Annual Leave

5 staff with accrued leave 30+ weeks (with a high of 42 weeks)

2 staff with accrued leave 20+ weeks to <30 weeks

22 staff with accrued leave 10+ weeks to < 20 weeks

2. RDO'S

4 staff with accrued leave 10+ days (with a high of 25 days)

21 staff with accrued leave 5+ days to < 10 days

Of those 5 staff with 30+ weeks accrued Annual Leave; 3 fall into the RDO 10+ days accrued leave level. This is a concern not only from an OH&S perspective. It may also

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reflect staff shortages in critical areas of the organisation, and a failure by Management to implement replacement or staff resourcing strategies.

Those staff issues are currently being addressed with appointment and recruitment processes in place.

A commitment has been given from HR that these reports will be forthcoming on a quarterly basis. MANEX will then implement individual employee leave management plans to reduce the accrued leave to a more manageable level.

RECOMMENDATION

That Council notes the report and endorses the actions of the Acting General Manager implementing individual employee leave management plans with the outcome being to reduce accrued Annual Leave to 10 weeks and RDO's to 4 days at any given time within a 12 month period/cycle by the 30 June 2014.

1.4 Staff Awards 2011

At the October 2010 Meeting Council resolved to support the Warrumbungle Shire Employee Excellence in Achievement Award (Resolution No 127) for a trial period of two years with the first quarterly award to be presented in February 2011.

There was a pleasing 20 nominations received for the first staff award of 2011 and a special meeting of MANEX assessed the nominations against the criteria. After a shortlist was created and much discussion, MANEX have recommended that Mr Christopher Staniforth who is the Mechanic at Coonabarabran Depot be awarded a Warrumbungle Council Employee Excellence in Achievement Award.

RECOMMENDATION

That Council accepts the recommendation from MANEX and presents Mr Christopher Staniforth with a Warrumbungle Council Employee Excellence in Achievement Award.

1.5 Information Technology Infrastructure Upgrade

In July 2010, Council advertised and sought for proposals to provide Council with an IT Network Management and Supporting Service via a competitive tender process and received nine submissions. In October 2010 Council appointed Andor Systems (Aus) Pty Ltd (Andor) as their technology partner to provide Council with an Information Technology Managed Services Solution (**Resolution No 153**).

Since then Andor implemented the Proactive Managed Services program which provides the 24/7 performance monitoring and maintenance, webroot email security and prepaid support. This included the service desk support, audit of Council's IT systems, IT consulting and strategic planning phases.

The executive summary of the Comprehensive Network Audit completed in December 2010 is attached for Councillors information under separate cover. An Andor

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representative will present this information to Council at the meeting, along with the Strategic Plan and proposals for the implementation of the Wide Area Network (WAN) and Server replacement.

The Audit revealed significant vulnerabilities of the current systems backup and disaster recovery capability. Software licences and technical support required were purchased and installed; then in January 2011 a Priority Remediation Project was approved. This included a complete refit of cabling, installation of Uninterrupted Power Supply (UPS) units and cabinets to bring this part of the infrastructure into compliance with OH&S and power protection standards.

The Strategic Plan was completed in early January 2011, and firm expenditure estimates have now been provided. A summary of costs incurred to date, with the proposal budgets for the WAN and Server replacement project are contained in a report in the confidential business paper.

The WAN project will in fact provide significant savings for Council, as external ADSL connections become private network communication channels with only one 4Mb Internet connect required. It will provide a secure private network between the Coolah/Coonabarabran offices and eight (8) remote sites, improve log in process and transfer of data between sites and provide an internet firewall. This project will remove the current security issues related to the remote sites giving internet and external access to the Council server.

The Server replacement project is a critical upgrade of equipment that is no longer in warranty and will enable the organisation to transfer to MS Exchange. This infrastructure is under performing and has been the main reason for drop outs and help desk support provided by Andor to date. The server is Council's data collector and storage bank, filter and communication port. At the moment Council is at risk of significant down time should a server breakdown occur. The new servers will be leased, ensuring in three years time are replaced under warranty.

The WAN and Server replacement are prerequisites and critical steps to any desktop replacement program and/or software upgrades for Council's business applications such as financial and accounting packages, mapping or GIS/design systems.

Any future desktop and PC replacement program will be funded by lease arrangements and as recommended in the IT industry will be undertaken on a rolling 1/3 replacement each year.

Aside from the capital infrastructure requirements, Andor have also reviewed and are providing support to developing a set of Policies and Procedures specifically for IT management. Whilst being in lower order in priority there are gaps in terms of user access, user maintenance, electronic filing, uploading of information, corporate standards and conformance issues.

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At the November 2010 meeting, Council resolved to transfer \$200,000 to Restricted Assets for provision for future hardware and software requirements (**Resolution No 168**).

The total cost of this IT Network Management and Supporting Service is greater than \$150,000. Rightly then the open tender process as implemented in July 2010 was the correct procedure according to Section 55 of the Local Government Act (1993), Part 7 of the Local Government Regulations (2005) and Tendering Guidelines for NSW Local Government (2009). Andor provided cost estimates and responded to the scope of works as listed in the Request for Tender document.

Concern however is given to the amount of information presented to Council in October 2010. Did it meet the requirements of the Local Government Act, Regulations and Guidelines to enable implementation of the recommended capital infrastructure upgrade projects? The question being is Council now required to undertake another open tender process for this specific scope of works. Opinions and advice is being sought from the Division of Local Government, Local Government Procurement, LGSA and Council's legal advisor. This is important information that will be provided to Council before a recommendation can be made.

RECOMMENDATION

A recommendation will be provided.

1.6 Tenant - 143 Martin Street Coolah

At the October 2010 meeting, Council resolved to offer a private tenancy lease for a period of 3 months concluding 18th February 2011 for a Council owned premises at 143 Martin Street, Coolah.

The tenant has requested that this lease be extended to either the 21st or 28th March 2011, at the current rent of \$170 per week, payable in advance on a fortnightly basis. The first instalment would be payable on Friday 18th February 2011.

This residence is one that could be an attractive option for an Acting Director of Corporate Services, Managers or future senior executive staff position. However, it is unlikely that another 4-5 weeks will cause an issue.

Council has another two residences in Coolah that are currently vacant or on the market.

RECOMMENDATION

That Council authorise the Acting General Manager to extend the current private tenancy lease agreement for 143 Martin Street, Coolah for another five (5) weeks to Friday 25th March 2011.

1.7 Warrumbungle Shire Council Management Plan – Donations

Each year the Warrumbungle Shire Council calls for expressions of interest from the community into its annual budget preparation. While the amount of requests within the

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deadline continue to grow there is an equal amount received after the Draft Management Plan has been endorsed by Council.

Council is now preparing for the 2011/2012 budget and it would seem prudent to review the Donations Policy and the method on the granting of "Other Donations" or contributions and donations to community organisations and individuals.

Resolution 204 (16 December 2010) states:

"that Council not agree to the request to sponsor events at the 2010 Dunedoo Amateur Swimming Carnival and that the Club be advised that these requests should be submitted during the budget process for consideration".

Council have continued to grapple with reasonable requests that are submitted post budget preparation process. For very genuine reasons community organisations miss the opportunity to lodge a submission during the annual expression of interest advertisement period.

The Division of Local Government (DLG) has provided guidelines for Council in developing a donations or financial assistance policy which states;

DLG – PROVISION OF FINANCIAL ASSISTANCE UNDER SECTION 356 OF THE LOCAL GOVERNMENT ACT – DEVELOPING A FINANCIAL ASSISTANCE POLICY

Section 356 of the Local Government Act 1993 prescribes the requirements when councils provide financial assistance to others (including charitable, community and sporting organisations and private individuals).

The department's Local Government Reform – Promoting Better Practice reviews of Councils have identified evidence that some councils are providing financial assistance without complying with their obligations under this section and are failing to make considered and transparent decisions on grants of financial assistance.

Financial assistance must be for the purposes of exercising the council's functions. Section 356(2) requires councils to give at least 28 days public notice of a proposal to pass a resolution to grant financial assistance prior to doing so.

Public notice is not required if:

- *The assistance is part of a specific program which has been included in the council's management plan*
- *The program's budget does not exceed 5% of the council's income from ordinary rates for the year and*
- *The program is uniformly available to all or a significant group of persons within the area.*

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The department encourages councils to achieve greater transparency and accountability by developing a policy on the granting of financial assistance to others.

The financial assistance of donations policy should cover issues such as:

- *Forms of application for financial assistance*
- *Assessment processes, including, where applicable, obtaining supporting information to establish the bona fides of applications*
- *Procedures for ensuring public notice is given and for dealing with any public submissions*
- *Establishing clear and transparent criteria for the assessment of applications for financial assistance*
- *A procedure for ensuring financial assistance is used by the recipient for the specified purpose*

Policies should be applied with sufficient flexibility to ensure that the council strikes an appropriate balance between prudent financial management and its ability to effectively meet meritorious requests for financial assistance.

In order to simplify the budget submission process Council may wish to consider the allocation of funds for contributions to special events/activities that are taking place after the close of the Management Plan submissions. Applications could be called for twice per annum and be determined by Council.

Attached is the Strategic 1.3 Donations Policy. It is proposed that with an addition **(xi) Contribution to Special Events or Activities** Council may be able to facilitate a more equitable method of providing community organisations an opportunity to seek financial assistance.

(xi) Contributions to Special Events and Activities

Council will allocate a grant each year in the annual Management Plan for special events, activities or organisations. This amount is in addition to Council's regular contributions and eligibility will be determined by the following criteria:

- *Organisations to be not for profit*
- *Organisations to be community based*
- *Not to be individuals; and*
- *Organisations to be excluded if they have a self-funding capacity.*

Applications will be received twice per annum in June and December and shall be determined by Council on a merit based assessment process.

Should Council wish that the Contributions to Special Events and Activities program be added to the Donations Policy, then a dollar figure; to be determined during the budget preparation process will be allocated for this purpose. 'Other Donations' as listed in (vii)

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will be become redundant. Applications will be sought for the first round in June 2011, and Council will consider these requests in July 2011. An appropriate application form will be created and made available on Council's website.

Strategic 1.3

Donations Policy

(i) Rates and Charges

To make a donation equal to half the General, Water Access Charge and Sewerage rate or charge for the following Organisations.

This does not include garbage charges -

- (a) Coonabarabran C.W.A
- (b) Baradine C.W.A
- (c) Lodge Timor No 274
- (d) Baradine Masonic Lodge
- (e) Mendooran C.W.A.

To make a donation equal to the waste collection charge to the Leadville Fire Shed (Assessment 12519.5)

To make a donation equal to the waste collection charge to the Coolah Youth and Community Centre (Assessment 11212).

(ii) Charges

To make a donation equal to half the annual water charge and sewerage charges for the following organisations:

- (a) Coonabarabran Boy Scouts
- (b) St. Vincent de Paul - Dalgarno Street
- (c) Coonabarabran Girl Guides
- (d) Binnaway Showground
- (e) Catholic Church (Baradine Tennis Club)

(iii) Church Properties

The following church properties to receive a donation equal to one half of the annual water charge and sewerage charge.

Baradine

Anglican Church
Uniting Church
Roman Catholic Church

Binnaway

Anglican Church
Roman Catholic Church

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Coonabarabran

Jehovah's Witnesses
New Life Centre (Assemblies of God)
Roman Catholic Church

Coolah

St Andrew's Anglican Church
St James Presbyterian Church
Sacred Heart Catholic Church

Dunedoo

All Saints Anglican Church
St David's Presbyterian Church
St Michael's Catholic Church
Uniting Church

Mendooran

St Chad's Anglican Church
St Mary's Catholic Church

None of the above organisations will be required to pay more than \$589.88 on the above charges raised for the year 2011/2012. Thereafter this amount will be increased by general fund rate pegging each year.

In all cases actual consumption costs for water usage will not be included in the donations policy and thus must be paid in full by the property owners.

(iv) School Speech Night

To make a donation of \$70.00 to each school once a year for an award for school citizenship. The schools being –

- a) St. Lawrence's, Coonabarabran
- b) St. Johns, Baradine
- c) Baradine Central School
- d) Binnaway Central School
- e) Coonabarabran Primary School
- f) Coonabarabran High School
- g) Coolah Central School
- h) Coolah Sacred Heart Primary School
- i) Dunedoo Central School
- j) St Michael's School - Dunedoo
- k) Mendooran Central School

(v) Show Societies

That a donation of \$50.00 each year be made towards an art prize at the following shows -

- (a) Baradine Agricultural Show

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(b) Binnaway Agricultural Show

NB: No provision is made for Coonabarabran Show due to the acquisitive prize made by Council.

(vi) Warrumbungle Arts & Crafts - Coonabarabran

That a donation of \$800 be made to the above organisation for a special acquisitive prize. The section being restricted to artists resident within the Shire and the theme of work must relate to the Shire.

(vii) That the following regular contributions be made to the following organisations:

Organisation

Legal Costs General	1,500
Other Donations	As needed
Keep Australia Beautiful	470
Northern Inland Academy of Sport	360
Baradine School Band	250
Binnaway Jockey Club	1,000
Coolah Community Radio	520
Coolah Rock'n at the Racecourse	1,000
Coolah Youth Club	1,000
Coonabarabran Jockey Club	1,000
Coonabarabran 2WCR FM Community Radio	520
Coonabarabran Orbital Swing Band	1,000
Coonabarabran DPS Local & Family History Group	500
Coonabarabran Warrumbungle Arts	1,000
Dunedoo Bush Poetry	500
Dunedoo Lions Prize - Art	500
Dunedoo TAFE	50
Dunedoo Three Rivers Community Radio	520
Mendooran Jockey Club	1,000
Neilrex Hall	500
Neilrex Tennis Club	700

FURTHER that should any abovementioned contribution not be spent in the year provided due to cancellation of the event, that those funds be placed in the Donations Other budget to be utilised for other requests.

(viii) Coonabarabran Town Hall – Waiver of fees and Charges

When Council considers donations for the waiver of fees and charges at the Coonabarabran Town Hall that Council not waive the fees and charges but donate an amount as determined for the Hall fee charge only. That is that the caretaker's costs and administration costs associated with the use of the Town Hall will not be part of the donations budget or consideration. Further that in considering the

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granting of a donation the fact of whether a fee is charged for entry to the Hall at the time will be a factor in determining the donation.

(ix) Coonabarabran Town Hall – Discount off Shire Hall Charges

A fifty percent (50%) discount off Coonabarabran Town Hall charges (Hall Hire Fee Only - not caretaker, security bond or any other charges) for performances or presentations that are imported to Coonabarabran which are not readily available in Coonabarabran. Such performances and presentations being the purpose for the hall being hired. The discount only being available when a local charity or organisation within the Shire financially benefits from the function. Functions specifically excluded are Balls, Weddings, Parties, Reunions, organisation presentation nights, conferences (reduced fee already exists) and auction sales. Concerts or the like where the imported orchestra, band or theatrical group **does not perform** for at least 50% of the function are also excluded.

(x) Council plant hire for non-profit local organisations

When Council plant is used to carry out private work at the request of a local non-profit organisation, a donation equal to the plant hire be made to the applicant subject to:

- a) the work being carried out at a time which does not adversely affect Council's work program
- b) the plant being operated by an approved Council operator
- c) the operator volunteering his/her services
- d) an appropriate hire agreement being executed by the applicant
- e) appropriate insurance cover being arranged
- f) that any requests be referred to Council for approval.

RECOMMENDATION

That Council add to the Donations Policy a Contributions to Special Events and Activities program as follows;

(xi) Contributions to Special Events and Activities

Council will allocate a grant each year in the annual Management Plan for special events, activities or organisations. This amount is in addition to Council's regular contributions and eligibility will be determined by the following criteria:

- Organisations to be not for profit
- Organisations to be community based
- Not to be individuals; and
- Organisations to be excluded if they have a self-funding capacity.

Applications will be received twice per annum in June and December and shall be determined by Council on a merit based assessment process.

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1.8 BUDGET REVIEW – END OF DECEMBER

In accordance with Section 419 of the Local Government Act (1993), a review of Council's budget as at 31 December 2010 is presented for Council's consideration. As Council's responsible accounting officer I believe that the quarterly review statement indicates that the financial position of Council is satisfactory overall, having regard to the original estimate of income and expenditure.

Following is a summary of the Revenue and Expenditure budget to 31 December 2010 with variations to budget to project level.

A copy of the full budget review has been forwarded to Councillors under separate cover.

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Revenue and Expenditure Report to 31 December 2010 - Warrumbungle Shire Council
Financial Year Ending 2011 - (Budget for Full Year)

	REVENUE			EXPENSE			SURPLUS / (DEFICIENCY)		
	31 Dec 2010	%	Budget	31 Dec 2010	%	Budget	31 Dec 2010	%	Budget
EXECUTIVE SERVICES									
COUNCILLOR COSTS/DONATIONS	0.00	---%	0	90,988.21	53%	170,585	(90,988.21)	53%	(170,585)
COUNCILLOR ALLOWANCES	0.00	---%	0	59,823.72	52%	115,430	(59,823.72)	52%	(115,430)
CIVIC FUNCTIONS	0.00	---%	0	4,292.63	61%	7,000	(4,292.63)	61%	(7,000)
TOTAL GOVERNANCE	0.00	---%	0	155,104.56	53%	293,015	(155,104.56)	53%	(293,015)
GENERAL MANAGER	1,326,209.50	41%	3,260,863	168,815.33	29%	589,135	1,157,394.17	43%	2,671,728
HUMAN RESOURCES	2,505.11	49%	5,081	171,389.10	52%	331,515	(168,883.99)	52%	(326,434)
STAFF SUPPORT	0.00	---%	0	4,476.20	22%	20,000	(4,476.20)	22%	(20,000)
SAFETY/OH&S	42,209.38	281%	15,000	45,128.41	46%	98,080	(2,919.03)	4%	(83,080)
TRAINING	19,990.93	100%	20,000	28,206.74	25%	112,834	(8,215.81)	9%	(92,834)
TOTAL HUMAN RESOURCES	64,705.42	161%	40,081	249,200.45	44%	562,429	(184,495.03)	35%	(522,348)

WARRUMBUNGLE SHIRE COUNCIL

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	REVENUE			EXPENSE			SURPLUS / (DEFICIENCY)		
	31 Dec 2010	%	Budget	31 Dec 2010	%	Budget	31 Dec 2010	%	Budget
TOURISM & ECON DEV	2,164.47	49%	4,391	52,807.88	74%	71,327	(50,643.41)	76%	(66,936)
DEVELOPMENT SERVICES	0.00	---%	0	8,263.85	24%	35,160	(8,263.85)	24%	(35,160)
TOURISM - VIC & PROMOTIONS	18,428.76	56%	32,700	168,736.92	54%	314,415	(150,308.16)	53%	(281,715)
ECONOMIC PROMOTION	41,371.98	147%	28,080	2,043.55	7%	29,580	39,328.43	<- 999%	(1,500)
TOTAL TOURISM & ED	61,965.21	95%	65,171	231,852.20	51%	450,482	(169,886.99)	44%	(385,311)
TOTAL EXECUTIVE SERVICES	1,452,880.13	43%	3,366,115	804,972.54	42%	1,895,061	647,907.59	44%	1,471,054
TECHNICAL SERVICES									
MANAGEMENT	0.00	---%	0	50,007.02	37%	134,694	(50,007.02)	37%	(134,694)
DESIGN PROJECT MANAGEMENT	2,266.78	71%	3,192	44,909.00	52%	85,900	(42,642.22)	52%	(82,708)
TRAFFIC MANAGEMENT	0.00	---%	3,600	161.00	2%	9,600	(161.00)	3%	(6,000)
SURVEY INVESTIGATION & DESIGN	0.00	---%	0	93,758.46	62%	152,400	(93,758.46)	62%	(152,400)
ASSET MANAGEMENT	0.00	---%	1,710	22,138.40	60%	37,000	(22,138.40)	63%	(35,290)
TOTAL DESIGN PROJECTS	2,266.78	27%	8,502	160,966.86	56%	284,900	(158,700.08)	57%	(276,398)

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	REVENUE			EXPENSE			SURPLUS / (DEFICIENCY)		
	31 Dec 2010	%	Budget	31 Dec 2010	%	Budget	31 Dec 2010	%	Budget
WORK SERVICES MANAGEMENT	2,164.47	56%	3,874	121,969.04	58%	211,500	(119,804.57)	58%	(207,626)
REGIONAL & STATE ROADS	1,183,500.00	61%	1,943,000	1,399,630.07	81%	1,733,288	(216,130.07)	-103%	209,712
LOCAL ROADS M&R	1,595,119.00	41%	3,923,332	1,997,957.49	44%	4,583,521	(402,838.49)	61%	(660,189)
BARADINE STREETS	0.00	---%	7,500	46,338.22	22%	209,721	(46,338.22)	23%	(202,221)
BINNAWAY STREETS	0.00	---%	0	38,707.37	41%	93,386	(38,707.37)	41%	(93,386)
COOLAH STREETS	0.00	---%	40,000	67,846.72	22%	304,176	(67,846.72)	26%	(264,176)
COONABARABRAN STREETS	0.00	---%	2,000	185,445.69	40%	463,485	(185,445.69)	40%	(461,485)
DUNEDOO STREETS	0.00	---%	15,000	66,181.05	29%	226,210	(66,181.05)	31%	(211,210)
MENDOORAN STREETS	0.00	---%	0	20,585.91	23%	89,422	(20,585.91)	23%	(89,422)
BUGALDIE STREETS	0.00	---%	0	99.48	10%	1,000	(99.48)	10%	(1,000)
COBBORAH STREETS	0.00	---%	0	156.92	5%	3,000	(156.92)	5%	(3,000)
CRABOON STREETS	0.00	---%	0	0.00	---%	150	0.00	---%	(150)
KENEBRI STREETS	0.00	---%	0	232.75	66%	350	(232.75)	66%	(350)
LEADVILLE STREETS	0.00	---%	0	1,454.15	29%	5,000	(1,454.15)	29%	(5,000)

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MERRYGOEN STREETS	0.00	---	0	2,072.04	54%	3,859	(2,072.04)	54%	(3,859)
NEILREX STREETS	0.00	---	0	49.82	2%	3,150	(49.82)	2%	(3,150)
PURLEWAUGH STREETS	0.00	---	0	49.79	10%	500	(49.79)	10%	(500)
UARBRY STREETS	0.00	---	0	0.00	---	350	0.00	---	(350)
ULAMAMBRI STREETS	0.00	---	0	2,316.99	140%	1,650	(2,316.99)	140%	(1,650)
WEETALIBAH STREETS	0.00	---	0	0.00	---	3,000	0.00	---	(3,000)
PRIVATE WORKS SERVICES	24,952.89	13%	191,600	31,952.82	27%	120,000	(6,999.93)	-10%	71,600
TOTAL WORKS SERVICES	2,805,736.36	46%	6,126,306	3,983,046.32	49%	8,056,718	(1,177,309.96)	61%	(1,930,412)
CONTRACT SERVICES MGMNT	20,970.51	2%	905,891	49,300.16	113%	43,500	(28,329.65)	-3%	862,391
STATE & NATIONAL ROADS	375,303.87	33%	1,125,000	499,352.10	49%	1,025,000	(124,048.23)	-124%	100,000
REGIONAL ROADS	0.00	---	0	257,004.06	23%	1,110,000	(257,004.06)	23%	(1,110,000)
SEALED ROADS	0.00	---	0	350,192.57	85%	410,000	(350,192.57)	85%	(410,000)
TOWN STREETS	0.00	---	0	143,892.41	83%	174,300	(143,892.41)	83%	(174,300)
TOTAL CONTRACT SERVICES	396,274.38	20%	2,030,891	1,299,741.30	47%	2,762,800	(903,466.92)	123%	(731,909)

WARRUMBUNGLE SHIRE COUNCIL

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	REVENUE			EXPENSE			SURPLUS / (DEFICIENCY)		
	31 Dec 2010	%	Budget	31 Dec 2010	%	Budget	31 Dec 2010	%	Budget
FLEET SERVICES MANAGEMENT	2,164.47	49%	4,391	60,813.39	52%	116,474	(58,648.92)	52%	(112,083)
LAND RENTALS	4.55	0%	24,930	0.00	---	0	4.55	0%	24,930
DEPOTS	0.00	---	0	73,967.91	45%	164,055	(73,967.91)	45%	(164,055)
PLANT AND EQUIPMENT	2,571,446.01	62%	4,115,000	2,573,376.10	61%	4,208,921	(1,930.09)	2%	(93,921)
WORKSHOPS	0.00	---	0	23,484.39	46%	50,920	(23,484.39)	46%	(50,920)
TOTAL FLEET SERVICES	2,573,615.03	62%	4,144,321	2,731,641.79	60%	4,540,370	(158,026.76)	40%	(396,049)
HORTICULTURE MANAGEMENT	4,618.23	86%	5,391	49,086.06	65%	75,372	(44,467.83)	64%	(69,981)
HORTICULTURE	7,000.00	---	0	358,522.65	49%	737,493	(351,522.65)	48%	(737,493)
STREET CLEANING	0.00	---	0	102,948.10	51%	200,930	(102,948.10)	51%	(200,930)
TOILETS	0.00	---	0	101,908.05	58%	176,364	(101,908.05)	58%	(176,364)
TOTAL HORTICULTURE	11,618.23	216%	5,391	612,464.86	51%	1,190,159	(600,846.63)	51%	(1,184,768)

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	REVENUE			EXPENSE			SURPLUS / (DEFICIENCY)		
	31 Dec 2010	%	Budget	31 Dec 2010	%	Budget	31 Dec 2010	%	Budget
WASTE SERVICES MANAGEMENT	0.00	---	0	31,119.66	66%	47,000	(31,119.66)	66%	(47,000)
MATERIALS HANDLING CENTRE	62,287.80	69%	90,296	153,127.52	60%	254,215	(90,839.72)	55%	(163,919)
WASTE BARADINE	(276,058.79)	243%	113,703	54,361.19	51%	106,054	(330,419.98)<	-999%	7,649
WASTE BINNAWAY	81,358.85	95%	85,840	43,563.50	48%	90,600	37,795.35	-794%	(4,760)
WASTE COONABARABRAN	485,859.96	97%	502,894	168,092.65	58%	290,000	317,767.31	149%	212,894
WASTE COOLAH	152,235.05	89%	170,312	95,991.40	48%	200,822	56,243.65	-184%	(30,510)
WASTE DUNEDOO	153,313.84	92%	166,084	235,078.48	50%	468,129	(81,764.64)	27%	(302,045)
WASTE COOLABAH ESTATE	71,750.21	86%	83,541	46,610.55	49%	95,424	25,139.66	-212%	(11,883)
WASTE (NORTH)	81,863.85	77%	106,854	32,209.98	48%	67,544	49,653.87	126%	39,310
WASTE (SOUTH)	84,926.66	139%	60,973	13,937.25	44%	31,749	70,989.41	243%	29,224
TOTAL WASTE SERVICES	897,537.43	65%	1,380,497	874,092.18	53%	1,651,537	23,445.25	-9%	(271,040)
VILLAGE WATER SUPPLIES	23,710.66	68%	34,733	15,825.68	30%	51,900	7,884.98	-46%	(17,167)
TOTAL TECHNICAL SERVICES	6,710,758.87	49%	13,730,641	9,727,786.01	52%	18,673,078	(3,017,027.14)	61%	(4,942,437)

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	REVENUE			EXPENSE			SURPLUS / (DEFICIENCY)		
	31 Dec 2010	%	Budget	31 Dec 2010	%	Budget	31 Dec 2010	%	Budget
ENVIRONMENTAL SERVICES									
ENVIRONMENTAL MANAGEMENT	0.00	---	60,000	69,951.80	43%	162,671	(69,951.80)	68%	(102,671)
TOWN PLANNING	103,902.09	82%	127,000	56,879.29	64%	88,525	47,022.80	122%	38,475
ENVIRONMENTAL PROJECTS	0.00	---	0	22,119.49	42%	53,022	(22,119.49)	42%	(53,022)
TOTAL MGMNT SERVICES	103,902.09	56%	187,000	148,950.58	49%	304,218	(45,048.49)	38%	(117,218)
HEALTH SERVICES	1,445.45	28%	5,081	14,088.77	15%	95,045	(12,643.32)	14%	(89,964)
BUILDING CONTROL	28,339.07	42%	67,891	105,660.54	56%	188,790	(77,321.47)	64%	(120,899)
CEMETERY SERVICES	40,130.44	51%	78,700	73,009.08	47%	154,649	(32,878.64)	43%	(75,949)
PUBLIC SWIMMING POOLS	55,380.42	65%	85,400	328,539.09	53%	616,728	(273,158.67)	51%	(531,328)
COMPLIANCE SERVICES	5,437.50	18%	30,300	98,147.68	56%	176,425	(92,710.18)	63%	(146,125)
TOTAL ENVIRONMENTAL SERVICES	234,634.97	52%	454,372	768,395.74	50%	1,535,855	(533,760.77)	49%	(1,081,483)

WARRUMBUNGLE SHIRE COUNCIL

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	REVENUE			EXPENSE			SURPLUS / (DEFICIENCY)		
	31 Dec 2010	%	Budget	31 Dec 2010	%	Budget	31 Dec 2010	%	Budget
COMMUNITY SERVICES									
MANAGEMENT	0.00	---	0	83,527.21	61%	136,488	(83,527.21)	61%	(136,488)
ROAD SAFETY OFFICER	19,360.38	38%	51,455	52,693.90	57%	93,110	(33,333.52)	80%	(41,655)
COMMUNITY DEVELOPMENT	57,065.84	77%	74,229	96,502.48	64%	150,000	(39,436.64)	52%	(75,771)
CENTRELINK OFFICER	13,741.32	51%	26,809	15,129.42	56%	26,809	(1,388.10)	---	0
EMERGENCY SERVICES	0.00	---	3,778	43,213.94	46%	93,360	(43,213.94)	48%	(89,582)
NSW Fire Brigade	0.00	---	0	19,247.00	49%	39,370	(19,247.00)	49%	(39,370)
NOXIOUS WEEDS	0.00	---	0	85,642.00	104%	82,624	(85,642.00)	104%	(82,624)
COMMUNITY CARE - OTHER	44,677.67	49%	90,802	68,012.07	64%	106,295	(23,334.40)	151%	(15,493)
YOUTH ACTIVITIES	0.00	---	1,200	0.00	---	4,000	0.00	---	(2,800)
LIBRARIES	55,920.00	99%	56,409	230,592.44	46%	504,295	(174,672.44)	39%	(447,886)
PUBLIC HALLS	32,985.89	114%	28,945	121,495.40	57%	212,893	(88,509.51)	48%	(183,948)
OVALS	2,140.00	101%	2,120	152,601.26	57%	269,547	(150,461.26)	56%	(267,427)

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	REVENUE			EXPENSE			SURPLUS / (DEFICIENCY)		
	31 Dec 2010	%	Budget	31 Dec 2010	%	Budget	31 Dec 2010	%	Budget
AERODROMES	1,604.12	48%	3,312	38,095.94	43%	88,679	(36,491.82)	43%	(85,367)
SPORT AND RECREATION - OTHER	10.00	1%	1,897	9,183.58	179%	5,129	(9,173.58)	284%	(3,232)
COMMUNITY SERVICES MGMNT	227,505.22	67%	340,956	1,015,936.64	56%	1,812,599	(788,431.42)	54%	(1,471,643)
SOCIAL SERVICES TRANSPORT	117,709.78	41%	286,576	117,404.92	47%	249,981	304.86	1%	36,595
SOCIAL SERVICES MSO	359,426.12	68%	526,237	333,717.26	71%	470,330	25,708.86	46%	55,907
FAMILY DAY CARE	325,112.86	58%	560,000	330,757.64	59%	559,475	(5,644.78)<	-999%	525
CONNECT 5	132,644.84	63%	210,064	89,312.29	53%	169,397	43,332.55	107%	40,667
YULUWIRRI KIDS	526,808.77	64%	816,906	476,520.66	59%	804,988	50,288.11	422%	11,918
TOTAL COMMUNITY SERVICES	1,689,207.59	62%	2,740,739	2,363,649.41	58%	4,066,770	(674,441.82)	51%	(1,326,031)

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	REVENUE			EXPENSE			SURPLUS / (DEFICIENCY)		
	31 Dec 2010	%	Budget	31 Dec 2010	%	Budget	31 Dec 2010	%	Budget
CORPORATE SERVICES									
MANAGEMENT	285,228.52	107%	267,570	414,418.79	285%	145,336	(129,190.27)	-106%	122,234
PROPERTY MANAGEMENT	211,276.26	39%	546,862	141,956.42	54%	262,229	69,319.84	24%	284,633
HOUSING & DWELLINGS	22,119.56	58%	38,411	35,241.36	79%	44,727	(13,121.80)	208%	(6,316)
IT SUPPORT	508,338.00	100%	505,919	176,058.77	35%	510,058	332,279.23<	-999%	(4,139)
TOTAL CORPORATE STRATEGIC	1,026,962.34	76%	1,358,762	767,675.34	80%	962,350	259,287.00	65%	396,412
FINANCIAL SERVICES MANAGEMENT	7,884.86	29%	27,276	114,378.74	42%	272,539	(106,493.88)	43%	(245,263)
FINANCE SERVICES	6,928,219.85	99%	7,012,197	421,258.78	47%	898,389	6,506,961.07	106%	6,113,808
TOTAL FINANCIAL SERVICES	6,936,104.71	99%	7,039,473	535,637.52	46%	1,170,928	6,400,467.19	109%	5,868,545
ADMINISTRATION SERVICES MGMNT	10,905.34	233%	4,683	46,196.39	94%	48,960	(35,291.05)	80%	(44,277)
TOTAL ADMINISTRATION SERVICES	8,292.39	14%	59,250	270,827.44	71%	380,255	(262,535.05)	82%	(321,005)
TOTAL ADMINISTRATION SERVICES	19,197.73	30%	63,933	317,023.83	74%	429,215	(297,826.10)	82%	(365,282)

WARRUMBUNGLE SHIRE COUNCIL

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	REVENUE			EXPENSE			SURPLUS / (DEFICIENCY)		
	31 Dec 2010	%	Budget	31 Dec 2010	%	Budget	31 Dec 2010	%	Budget
SUPPLY SERVICES MANAGEMENT	0.00	---	113,850	145,659.79	51%	286,532	(145,659.79)	84%	(172,682)
BUSHFIRE & EMERGENCY SERVICES	230,831.00	42%	554,350	90,358.10	17%	528,500	140,472.90	543%	25,850
FIRE CONTROL/SUPPRESSION	74,057.45	5%	1,358,510	210,689.76	17%	1,225,517	(136,632.31)	-103%	132,993
BUSHFIRE & EMERGENCY SERVICES	304,888.45	16%	1,912,860	301,047.86	17%	1,754,017	3,840.59	2%	158,843
WATER SERVICES									
BARADINE WATER	152,743.68	54%	285,472	117,536.87	38%	312,625	35,206.81	-130%	(27,153)
BINNAWAY WATER	135,435.56	62%	217,741	103,592.72	34%	301,862	31,842.84	-38%	(84,121)
COONABARABRAN WATER	477,952.92	65%	735,692	424,358.41	44%	965,759	53,594.51	-23%	(230,067)
COOLAH WATER	203,338.67	53%	382,618	158,201.78	54%	293,631	45,136.89	51%	88,987
DUNEDOO WATER	190,509.86	57%	336,628	132,243.15	35%	381,362	58,266.71	-130%	(44,734)
MENDOORAN WATER	214,100.61	89%	241,900	210,891.79	78%	271,441	3,208.82	-11%	(29,541)
TOTAL CORPORATE SERVICES	9,661,234.53	76%	12,688,929	3,213,869.06	45%	7,129,722	6,447,365.47	116%	5,559,207

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	REVENUE			EXPENSE			SURPLUS / (DEFICIENCY)		
	31 Dec 2010	%	Budget	31 Dec 2010	%	Budget	31 Dec 2010	%	Budget
SEWERAGE SERVICES									
COONABARABRAN SEWERAGE	199,943.38	27%	729,478	381,715.61	52%	739,598	(181,772.23)	>999 %	(10,120)
BARADINE SEWERAGE	48,041.58	28%	168,909	42,225.43	55%	77,210	5,816.15	6%	91,699
COOLAH SEWERAGE	57,790.79	28%	204,937	87,766.38	40%	216,930	(29,975.59)	250%	(11,993)
DUNEDOO SEWERAGE	49,340.34	28%	174,310	70,939.95	35%	200,884	(21,599.61)	81%	(26,574)
SEWERAGE SERVICES	355,116.09	28%	1,277,634	582,647.37	47%	1,234,622	(227,531.28)	-529%	43,012
TOTAL ALL FUNDS	20,103,832.18	59%	34,258,430	17,461,320.13	51%	34,535,108	2,642,512.05	-955%	(276,678)

RECOMMENDATION

For Council's determination.

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1.9 MANAGEMENT PLAN REPORT – December 2010

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

RECOMMENDATION

That Council note and receive the report.

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R RYAN
ACTING 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 Mayor, Cr Todd and the General Manager attended the National and Local Roads Congress in Bunbury WA in October. The Mayor and General Manager attended a "Modernising Local Government" conference in Dubbo in November, as well as attending the Country Mayors Meeting in Sydney.
	Consultancies	To provide assistance to Council in senior staff appointments.	Local Government Management Solutions continues to assist Council with the General Manager's and Directors Performance Reviews.
	Subscriptions	To be an active and supportive member of the Shires Association.	Subscriptions are paid at the beginning of the financial year to OROC, Shires Association and Country Mayors.
87	Donations	To provide support for community organisations in accordance with set policy	Annual Donations are paid as per the Management Plan. Further requests are listed for consideration by Council at the ordinary monthly meetings.
	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's fees, travel and computer allowances paid as claimed and in accordance with Council's Policy. These payments are made at the end of each month.
	Other	To meet the overhead charges attributed to the governance section.	The overhead costs are applied on a quarterly basis. The attribution of overheads continues to ensure that all parts of the organisation and their works programmes reflect a full and fair proportion of the administration and general operating costs.

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	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 two Citizenship Ceremonies in October. The Mayor and Council representatives attended the Annual Prize Presentation evenings at the Schools and TAFE campuses within the Shire. The Annual Mayoral Christmas Luncheon was well attended by members of the Local Emergency Services Organisations.
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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.		
<i>EXECUTIVE – ORGANISATION STRUCTURE</i>			
<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.	Council continues to review and monitor its structure with all amendments and additions being approved by the Quality Control Group and then determined by Council at its ordinary monthly meetings.
		To progressively improve the quality and range of services provided.	Council has formally accepted the Review Recommendations from Management Solutions at the October 2010 Council meeting. A workshop was held with Council and Manex to consider implementing the recommendations.
	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.	The Mayor continues to do a regular newspaper column that is used by all newspapers in the Shire. The General Manager does a monthly half hour radio session in Coonabarabran on 2WCRFM matters of interest from Council for the northern area of the Shire. A similar one hour broadcast is done live on Three Rivers on matters related to Dunedoo and Coolah. Regular media releases are made on a weekly basis. Members of the public have taken the opportunity to speak to Council in the forum before the ordinary meeting. PDF versions of business papers and minutes are available on Council web site and at the 6 libraries. Council's website is being progressively updated to make more information available online.

PROGRAM: Executive
PRINCIPAL ACTIVITY: General Manager

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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	As well as the monthly radio session with the General Manager regular media releases done with Mayor and General Manager meeting with members of the public as needed. The Mayor or General Manager do a meeting roundup with the Dubbo ABC after each Council meeting and these are used in news items over the following weeks.

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.	Meetings with developers are held regularly as required. Support given to the Team Leader Tourism and Economic Development to promote the whole Shire.

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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 GM remains a member of the Board of Statewide as well as providing support to various OROC projects. Regular Manex meetings are held with Senior staff and management practices reviewed.
	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 Warrumbungle Shire Council Safety Officer continues to monitor the safety of the workplace. Training sessions for staff continue to be held.
		Cobbora Coal Mine Strategy - Council adopt each of the fifteen (15) strategies noted for implementation and that the General Manager report at each quarterly review on the specific outcomes achieved toward each strategy.	Meetings are held with the proponents of the mine to ensure the strategies are reviewed and reported on. Strategy report was provided to the December Council meeting.

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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 Team Leader attended the National HR Conference in Sydney in November. Networking with other Council's undertaken resulting in new HR software being investigated and further research and demonstrations planned.
94	Payroll Services	Provide an efficient payroll service to the Organisation.	All payment to staff completed on time.
	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.	Twelve staff attended Assessor training, fourteen staff commenced their Double Diplomas in Operational Works and Diploma of Management
	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.	11 injuries reported & 5 workers compensation claims received. Worksite inspection of Mendooran Water Treatment Plant by Safety Officer. Received \$8000 grant funding for Risk Assessment Training. Safety Show attended in Sydney Draft Tree and Tree Roots Policy and Procedure completed. Safety Officer attended Orana Risk Group Meeting

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
	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.	Three staff terminated their employment with Council this quarter, eight staff commenced, three current staff changed positions within Council. As at the end of this quarter vacancies exist for Mgr Asset & Design, Supervisor Coolah, Trainee Plant Op, Concrete Labourer, Coonabarabran Apprentice Plumber, Design Engineer, GIS/Asset Officer, Director Corp Services, Assistant to Finance Manager, Truck Driver Baradine
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.	Several six monthly appraisals were undertaken as well as several competency reviews which were requested after qualifications were successfully undertaken, this allowed staff to progress to the next step of their grade.
	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 made to the current Organisational Structure.
	Industrial Relations	Provide advice to management on industrial matters and negotiate matters with staff and Industrial Bodies.	Successful negotiations with the USU in November to finalise a Deed of Agreement in order to finalise a redundancy.

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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.	On going provision of support for businesses; consultations with wineries, scientists, astronomers, tourism operators, tradesmen and retailers. Several re-location enquiries from overseas - directed to RDA-Orana.
		Facilitate and co-ordinate the shire's business growth and development	Continuing liaison with agencies including BEC, I & I and RDA-Orana. Team Leader attendances at conferences and meetings to network with agencies.
			Cluster Skills Attraction Strategy reviewed and consultant appointed. Established a link with CLAIR (the Japan Local Govt agency) to assist with introductory phase of sister city exchange. Shire Business Awards held; winners nominated for and profiled in the Orana Regional Business Excellence Awards. Positive outcomes of Small Business September - several businesses accessing training programs.
			Attendance at renewable energy precincts and water sharing seminars. Consultation on road through Warrumbungle and Walgett shires to Mungindi. Information to CDO's for business development, enhancement, funding opportunities. Team Leader working on a large development in Coonabarabran - at approval stage.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
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.	Building and grounds continue to be maintained in line with OH&S requirements; VIC representation on OH&S Committee
	Economic Development Industrial Subdivision	Additional industrial land being made available for sale.	Environmental Services processing re-classification of land in industrial sub-division. Deposit received for sale of land on Oxley Highway (sth) – land re-classification required to finalise sale; contract allows for 12 months.
	Economic Promotion	Implement an effective economic promotion campaign.	Print media advertising into Sydney market. Provided information about land and support programs for the Chinese and Korean markets. The level of enquiry indicates a need to look at translations of written material for promotion to these markets.

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

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

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>Ongoing distribution of information on issues and opportunities to CDO's.</p> <p>Collaboratively developed guidelines to assist volunteer organisations participate in state and nationally significant events</p> <p>Assistance provided for nominations for the regional awards.</p> <p>The Alternative Energies Report to the TED outlines issues for community negotiations.</p> <p>Regular attendance at Chamber of Commerce meetings and provision of information on training, seminars, funding and promotional ideas.</p>

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

<i>COST CENTRE OBJECTIVE:</i>		To vigorously provide and promote an efficient and cost effective Visitor Information Service and Centre.	
<i>TOURISM INFORMATION OBJECTIVE</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
100	Visitor Information Centre	An accredited and customer focused Visitor Information Service	Coonabarabran VIC complies with Level 1 accreditation requirements; Now operating with full staff. Volunteer famil to Pilliga- Baradine area.
101	Tourism Promotion	Implement an effective tourism marketing and promotions campaign, which is aligned to market research.	Marketing campaigns targeting senior group travel through Trade Travel and Coach Accommodation Specialists using print media, websites and promotion at Canberra Probus Day; good response with coach booking made on the day and several indicating future visits. The inhouse developed tours package was used.
			Canberra Home & Leisure Show promotion with cluster was successful with a slight increase in visitor numbers already. Advertising in the Wanderers Magazine targeting campervans, trailers, caravanners. Pad maps being reprinted. Individual town brochures in design phase for the 2011-12 year. Astronomy is still a major drawcard for the shire and proposed developments at SSO will further enhance tourism opportunities. Brochure packs distributed to 10 tour planning groups and 6 event planners looking to come to area in next year. TNSW and regional websites maintained; traffic to each increases.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
			<p>Warrumbungle Cluster has been successful in grant application for T.NSW Demand Funding to fund a digital traveller project; visitors will be encouraged to access local info via mobile apps as they travel. The proposal was considered a groundbreaking project and will be launched at the LGSA Tourism Conference in Sydney in March. The new Newell Highway promotions brochure released with good local operator advertising. The VIC provided editorial for motel compendiums; a no cost advertising activity. VIC coordinated TNSW-2GB free advertising radio opportunity for several providers</p>
			<p>Maintaining membership of Central NSW Tourism; Central, Outback and New England-North West considering amalgamation of the regional tourism organisations to create a new inland tourism organisation; initiated and supported by TNSW. The Team Leader assisted with judging for the Inland 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	A significant feature of the quarter was the wet conditions and particularly the flooding that occurred late November and early December. Road crews were extremely busy patching damaged roads in the rural area. The focus of repairs was roads used to access grain silos and bus routes. The flood event was declared a natural disaster and staff have been involved in preparing a flood damage claim.
	Technical Services	To provide technical advice to the division, the organisation and the Council.	The water and sewerage staff situation in Coonabarabran remains difficult with the Supervisor on ongoing sick leave throughout the quarter. Director and Trainee Technical Officer attended training in Asset Management through IPWEA, held in Warren and Dubbo. Development of a flood study and flood management plan for Baradine is progressing satisfactorily.
	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 second 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 third 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 third 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. Work likely to be deferred to next financial year.
	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. K&G in Dunedoo scheduled for construction in February/March

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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 56%.
	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.

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

<i>COST CENTRE OBJECTIVE:</i>		Maintain Shire road network to ensure a safe and trafficable surface.	
<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 52%.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
	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 57%
	Flood damage local roads	Complete programme in accordance with agreed budgets	2009 Flood damage approximately 38% expended with many high cost projects not able to start until creek flows subside. 2010 flood damage claim yet to be lodged.

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

<i>COST CENTRE OBJECTIVE:</i>	Maintain and improve regional road network within budget supplied with RTA block grants and maintain State roads in accordance with single invitation contract.
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TECHNICAL SERVICES – REGIONAL AND STATE ROADS M & R

<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. Budget 12% expended.
	Regional roads maintenance	Complete maintenance in accordance with agreed budgets optimising outcomes for each regional road within the network.	Budget 48% 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 RMCC contract. Maintenance allocations increased for pothole patching.
	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 scheduled for February and March respectively.
	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	Provide competitive hire rates within Council Policy. Return a profit of private works to Council.	Works undertaken at only 26% 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>
66	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.
	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 OBJECTIVE:</i>		Maximise return to Warrumbungle Shire through the RTA contract.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
67	RTA Road Maintenance Council Contract	Maximise financial return to council from RTA contract	Expenditure exceeds income received for the period by \$120,000. This loss may be reduced once further payments are made and bitumen sealing program is completed.
	RTA Works Orders	Maximise financial return to Council from RTA contract	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 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>
68	Bitumen Road Resurfacing	Development and completion of annual bitumen road resurfacing program.	A significant proportion of bitumen resealing projects on local and rural roads completed. Ongoing discussion with RTA and Contractor regarding bitumen reseals on State Roads.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Road Contracts
OBJECTIVE GROUP: Local 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>
69	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</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>
70	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. Provide adequate mains to supply sufficient volume.	There were five(5) water main breaks in Walker Street during December. This unusually high number of breaks may be due to a pump that was not operating efficiently, resulting in water hammer. Investigations continuing on the project to replace a main on the western end of Wellington Street.
	Water Meters - Baradine	Maintain water meters in accordance with policies and standards.	Water meters repaired or replaced as required.
	Water Pumping Station - Baradine	Maintain pumping stations in serviceable condition.	Pump station providing service as required. Electrical problems with clear water pump were addressed.
	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. Design of fluoridation components completed in conjunction with Contractor and components are being manufactured.
126	Water Other Baradine	Monitor water quality in reticulation system	Water quality monitored by Environmental Services Division and no adverse reports received.
	Water Management Baradine	Completion of projects in accordance with budget constraints	Water consumption charges are within expectations for quarter at 22%. Recurrent expenditure is 49% 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.	OH&S and risk management procedures implemented as required.

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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 five(5) water main breaks over the period. Mains replacement project is scheduled for second half of financial year.
	Water Meters - Binnaway	Maintain water meters in accordance with policies and standards.	Water meters providing service as required.
	Water Pumping Station - Binnaway	Maintain pumping stations in serviceable condition.	One of the two pumps failed when the motor became disconnected from the pump. The pump has since been replaced.
	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	Design of fluoridation components completed in conjunction with Contractor and components are being manufactured.
	Water – Other – Binnaway	Monitor water quality in reticulation system	Design of fluoridation components completed in conjunction with Contractor and components are being manufactured.
	Water Management - Binnaway	Completion of projects in accordance with budget constraints.	Water consumption charges are below expectations for quarter at 15%. Recurrent expenditure is 59% of allocation.

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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.	The main replacement project in Masman Street continued and is nearing completion. There were two(2) main breaks over the period.
	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 providing service as required.
	Water Reservoirs – Coonabarabran	Maintain water reservoirs including Timor Dam in a safe and reliable condition.	Reservoir providing services as required.
	Water Telemetry Sys – Coonabarabran	To provide accurate and reliable monitoring and warning system.	Telemetry system providing satisfactory service and was upgraded with new software and hardware during the quarter.
	Water Treatment Plant Coonabarabran	Provide water in accordance with Australian Drinking Water guidelines	Some electrical problems occurring at the WTP and investigation of electronic circuits being undertaken.
	Water Plumbers Shed – Coonabarabran	Depot and storage shed adequately meets the needs of the water services section.	Depot meeting current needs
	Water Management – Coonabarabran	Completion of projects in accordance with budget constraints	Revenue from water consumption in accordance with expectations at 25%. Recurrent expenditure is above expectations at 63% due mainly to flushing and water quality testing.
	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</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>
129	Water Mains - Coolah	Regular service on hydrants and valves. Provide adequate mains to supply sufficient volume.	There was one(1) main break 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. 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	Several problems with dosing of chlorine were addressed during the quarter.
	Water Management – Coolah	Completion of projects in accordance with budget constraints.	Revenue from water consumption below expectations at 18%. Recurrent expenditure is 61% of allocation

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

<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>
130	Water Mains - Dunedoo	Regular service on hydrants and valves. Provide adequate mains to supply sufficient volume.	There were no main breaks 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.	Revenue from water charges is below expectations at 17%. Recurrent expenditure is at 56% of allocation/

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

<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>
131	Water Mains - Mendooran	Regular service on hydrants and valves. Provide adequate mains to supply sufficient volume.	No significant works undertaken. There were no main breaks over the period.
	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	There are continuing operational problems with new WTP. The pumps were turned off when flooding in the river occurred due to concerns about sediment in the pumping well.
	Water Management – Mendooran	Completion of projects in accordance with budget constraints.	Revenue from water consumption well below expectations at 13%. Recurrent expenditure at 34% of allocation.

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

<i>COST CENTRE OBJECTIVE:</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>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.

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

<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>
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. A program of preventative maintenance is underway and many issues are being addressed.
	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	Overall revenue is within expectations at 30%. Recurrent expenditure is 42% of allocation.

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

<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>
134	Sewerage Mains Coonabarabran	Losses from mains limited to industry standard. No incidences of property damage due to sewage overflow.	There were 20 sewer chokes during the period. The project to reline several lines throughout the town was completed.
	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. Bund wall constructed around pump station number 5.
	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.	Overall revenue is 32% of expectations. Recurrent expenditure is 58% of allocation.

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

<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>
135	Sewerage Mains Coolah	Losses from mains limited to industry standard. No incidences of property damage due to sewage overflow.	There were 12 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.	The introduction of alum to the treatment process appears to be reducing the concentration of phosphorous and nitrogen in the final effluent.
	Sewerage Management Coolah	Sewerage projects completed in accordance with budget constraints.	Overall revenue within expectations at 33%. Recurrent expenditure is high at 70% of allocation.

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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 were two(2) sewer blockages 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 introduction of alum to the treatment process appears to be reducing the concentration of phosphorous and nitrogen in the final effluent.
	Sewerage Management Dunedoo	Sewerage projects completed in accordance with budget constraints.	Overall revenue is 32% of allocation. Recurrent expenditure is 67% of allocation.

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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.	Support HR with all OH&S programs
139	Parks - Baradine	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Park maintained. Capital work to be done.
	Parks - Binnaway	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Park maintained. Neat and tidy.
	Parks - C'bran	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Park maintained. Neat and tidy.
	Parks - Masters	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Park maintained. Neat and tidy. Grass budget almost expended.
	Parks - Nandi	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Park maintained. Neat and tidy. Grass budget almost expended.
	Parks - Coolah	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Park maintained. Neat and tidy. Grass budget almost expended.
	Parks - Dunedoo	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Park maintained. Neat and tidy. Grass budget almost expended.
	Parks - Mendooran	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Park kept in tidy condition
	Parks - Neilson	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Park kept in tidy condition
Parks - Other Reserves	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Park kept in tidy condition	

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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.	Park kept in tidy condition
	Parks – Timor	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Mown on program. Money almost expended.
	Trees – Parks Neilson	Keep trees in healthy state and to satisfy public within allocated budget.	Trees kept in healthy state.
	Trees – Parks Other Parks	Keep trees in healthy state and to satisfy public within allocated budget.	Trees kept in healthy state.
	Trees - Ovals	Keep trees in healthy state and to satisfy public within allocated budget.	Trees kept in healthy state.

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.	Area mown on program. Vigorous growth.
	Streets - Grass cutting - Binnaway	Grass to be kept in tidy state within allocated budget.	Area mown on program. Vigorous growth.
140	Streets - Grass cutting - C'bran	Grass to be kept in tidy state within allocated budget.	Area mown on program.
	Streets - Trees	Keep trees in healthy state and to satisfy public within allocated budget.	Trees being maintained. Pruning to be done in Autumn.
	Streets- Grass cutting – Coolah	Grass to be kept in tidy state within allocated budget.	Mown on program. Funds 75% spent.
	Streets – Grass cutting – Dunedoo	Grass to be kept in tidy state within allocated budget.	Mown on program. Funds 75% spent.
	Streets – Grass Cutting – Mendooran	Grass to be kept in tidy state within allocated budget.	Mown on program

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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	Cleaned weekly.
	Street cleaning – Binnaway	Ensure streets and gutters are kept in clean state and parking areas	Cleaned weekly.
	Street cleaning – Coonabarabran	Ensure streets and gutters are kept in clean state and parking areas	Cleaned on program.
	Be Tidy Bins M & R	Ensure streets and gutters are kept in clean state and parking areas	Bins emptied.

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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 daily. 75% spent
	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	Already overspent – toilets opened and locked every day.
	Black Stump Road side rest area.	Cleaning three times weekly	Toilets cleaned three times a week.
	Dunedoo – Milling Park	Cleaned daily	Toilets cleaned daily. 60% spent – many chokes.
	Mendooran Lions Park	Cleaning three times a week.	Toilets cleaned three times a week.
	Toilets – Baradine – Lions Park	Cleaning three times a week	Toilets cleaned three times a 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 very hard to keep clean.
	Waste Services - Domestic Baradine	Ensure private rubbish is collected weekly.	Collected weekly
	Waste Services – Non Domestic Baradine	Ensure commercial rubbish is collected weekly.	Collected weekly
	Kerbside Recycling – Baradine	Ensure recycling collected on a weekly basis	Collected weekly
	Commercial Recycling – Baradine	Ensure commercial recycling collected on a weekly basis.	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.	Collected weekly
	Waste Services – Non Domestic Binnaway	Ensure commercial rubbish is collected weekly.	Collected weekly
	Kerbside Recycling – Binnaway	Ensure recycling collected on a weekly basis.	Collected weekly
	Commercial Recycling – Binnaway	Ensure commercial recycling collected on a weekly basis.	Collected weekly

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

<i>COST CENTRE</i>		<i>OBJECTIVE:</i>	
<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	Concerns regarding leachate due to excess rain.
	Waste Services - Domestic – Coonabarabran	Ensure private rubbish is collected weekly.	Collected weekly
	Waste Services – Non Domestic	Ensure commercial rubbish is collected weekly.	Collected weekly
	Kerbside recycling – Coonabarabran	Ensure recycling collected on a weekly basis.	Collected weekly
	Commercial recycling – Coonabarabran	Ensure commercial recycling collected on a weekly basis.	Collected weekly

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

<i>COST CENTRE</i>			
<i>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	Collected weekly
	Waste Services - Recycling Kenebri	Ensure recycling is collected weekly	Collected weekly
	Waste Services - Domestic Bugaldie	Ensure private rubbish is collected weekly	Collected weekly
	Waste Services - Recycling Bugaldie	Ensure recycling is collected weekly	Collected weekly
	Waste Services - Domestic Ulamambri	Ensure private rubbish is collected weekly	Collected weekly
	Waste Services - Recycling Ulamambri	Ensure recycling is collected weekly	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.	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.	Collected weekly
	Waste Services – Non Domestic	Ensure commercial rubbish is collected weekly.	Collected weekly
	Kerbside recycling – Coolah	Ensure recycling collected on a weekly basis.	Collected weekly
	Commercial recycling – Coolah	Ensure commercial recycling collected on a weekly basis.	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 untidy. Hold ups with recycle centre due to wet weather.
	Waste Services - Domestic – Dunedoo	Ensure private rubbish is collected weekly.	Collected weekly
	Waste Services – Non Domestic	Ensure commercial rubbish is collected weekly.	Collected weekly
	Kerbside recycling – Dunedoo	Ensure recycling collected on a weekly basis.	Collected weekly
	Commercial recycling – Dunedoo	Ensure commercial recycling collected on a weekly basis.	Collected weekly

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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.
	Waste Services – Domestic – Mendooran	Ensure private rubbish is collected weekly.	Collected weekly
	Waste Services – Non Domestic Mendooran	Ensure commercial rubbish is collected weekly.	Collected weekly
	Kerbside recycling – Mendooran	Ensure recycling collected on a weekly basis.	Collected weekly
	Commercial recycling – Mendooran	Ensure commercial recycling collected on a weekly basis.	Collected weekly

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

<i>COST CENTRE</i>		Provide weekly collection services on designated runs	
<i>OBJECTIVE:</i>			
<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.	Collected weekly
	Waste Services – Recycling Neilrex	Ensure recycling collected on a weekly basis.	Collected weekly
	Waste Services - Domestic Merrygoen	Ensure private rubbish is collected weekly.	Collected weekly
	Waste Services – Recycling Merrygoen	Ensure recycling collected on a weekly basis.	Collected weekly
153	Waste Services - Domestic Leadville	Ensure private rubbish is collected weekly.	Collected weekly
	Waste Services – Recycling Leadville	Ensure recycling collected on a weekly basis.	Collected weekly
154	Waste Services – Domestic Coolah rural	Ensure private rubbish is collected weekly.	Collected weekly
	Waste Services- Recycling - Coolah rural	Ensure Recycling collected on a weekly basis.	Collected weekly
	Waste Services – domestic Uarbry	Ensure private rubbish is collected weekly.	Collected weekly
	Waste Services – Recycling Uarbry	Ensure Recycling collected on a weekly basis.	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.	Collected weekly
	Waste Services – Recycling Cobbora	Ensure Recycling collected on a weekly basis.	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.	Program supported.

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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 positions of Manager remains vacant and this has slowed progress on many projects. Recurrent expenditure is above expectations at 54% 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.	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	Survey and design undertaken on the intersection of Edwards Street and John Street, Coonabarabran.

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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 task undertaken during the quarter include; Cowper Street Drainage, Mow Creek, Macquarie Street K&G, Cassilis Street culvert extension, Yuggel Creek, Teridgerie Creek, Dandry Road Causeway, Footpath around Coonabarabran baths, Belar Street K&G, Tucklan Street K&G, Coolah cycleway, Wellington Street trees

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 GIS field recorder was used on the tree inventory 'pilot project'. Updating of GIS maps occurring as required.

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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 down 1.15% or \$28,923.00 on budget forecast including plant insurances of \$116,308.00 and income is inline with budget forecast.
	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 a well 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; <u>Actual Vs Budget</u> Operating Expenditure of \$2,362.00 Vs Budget of \$8,200.00 or 28.81% of budget
	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 Awaiting power extension to sign shed. <u>Actual Vs Budget</u> Operating Expenditure of \$4,378.00 Vs Budget of \$8,200.00 or 53.40% of budget

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
	Depot – Coolah	Provision of safe and secure Depot that meets user requirements.	<p>Depot is providing safe and secure workplace and meets all of user requirements.</p> <p>Tank integrity testing has been carried out on the second diesel tank, the results of the test has shown that the tank has failed.</p> <p>Council resolved at the December meeting 2010 that there be a supplementary vote of \$63,080.00 for the rehabilitation of the site and installation of above ground fuel tanks.</p> <p><u>Actual Vs Budget</u> Operating Expenditure of \$36,450.00 Vs Budget of \$17,945.00 or 49.23% of budget</p>
	Depot – Coonabarabran	Provision of depot to suit needs of users and meet all requirements.	<p>Depot is providing safe and secure workplace and meets all of user requirements.</p> <p><u>Actual Vs Budget</u> Operating Expenditure of \$40,300.00 Vs Budget of \$23,616.00 or 58.60% of budget</p>
	Depot – Dunedoo	Provision of safe and secure Depot that meets user requirements.	<p>Depot is providing safe and secure workplace and meets all of user requirements; Awaiting new fuel meter to be fitted to bowser.</p> <p><u>Actual Vs Budget</u> Operating Expenditure of \$24,900.00 Vs Budget of \$12,573.00 or 50.25 % of budget</p>
	Depot – Mendooran	Provision of safe and secure Depot that meets user requirements.	<p>Depot is providing safe and secure workplace and meets all of user requirements.</p> <p><u>Actual Vs Budget</u> Operating Expenditure of \$3,295.00 Vs Budget of \$8,200.00 or 40.18 % of budget</p>

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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. <u>Actual Vs Budget</u> Operating Expenditure of \$1,075,640.00 Vs Budget of \$2,206,300 or 48.76 % of budget
	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. <u>Actual Vs Budget</u> Operating Expenditure of \$2,519.00 Vs Budget of \$20,000.00.00 or 12.60 % of budget

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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. <u>Actual Vs Budget</u> Operating Expenditure of \$11,490.00 Vs Budget of \$17,000.00 or 67.59 % of budget
	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. <u>Actual Vs Budget</u> Operating Expenditure of \$10,055.00 Vs Budget of \$20,000.00 or 50.27 % of budget

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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.	Budget components generally on target. Management plan for 2011/12 being overhauled and made more outcomes focused and written so as to be measureable. Shortages in available staff in Health Manager and Assistant Town Planner continue to limit the time available for more focused management of the departments issues.
	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> <p>Still require Developer Service Plans to be able to raise water and sewer headworks charges. 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. Quote received from Mitchell Hanlon Consulting to do the work and accepted. Report going to February meeting. Rural numbering is 98% complete with only Timor Rd and Racecourse Rd/Bingie Grumble Rd still to go. 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.

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PROGRAM: Environmental Services
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.
	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 second quarter in accordance with Council's policies and LEP documents creating 4 lots.

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. Ninety four (64) 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 and adopted on time. Again participated in the regional SOE report with Town planning assistant attending inception meetings and coordinating information required from Council. Budget expenditure on target.

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.	No activity in this area in quarter due to staff absence on maternity leave. Will be fully completed in second half of financial year.

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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, Dunedoo & Binnaway pool managers being absent on extended leave. Absence of managers has meant some early morning swimming sessions not available.
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.	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.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
			<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> <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.</p>

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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. Two fines issued in the quarter.
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. 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>	<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.</p>

PROGRAM: Environmental Services

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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. Some issues with failed results at Mendooran requiring mains flushing and re-testing.

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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>RLCIP Round 3 submissions approved and Funding Agreement executed.</p> <p>NSW Community Building Partnerships application for Baradine Pool Playground Shade Project - unsuccessful</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. Conducted planned LEMC meeting at Coolah Extra LEMC meeting conducted at Coonabarabran prior to December Floods providing committee with 'heads up' on expected heavy rainfall weather patterns
		Provide effective assistance to all volunteer organisations (including VRA, SES and RFS)	Ongoing support to all units through LEMC
		Management of SES and VRA Budgets	Continual monitoring of unit budget trends. Reminder for agencies to send in accounts. early.
		Applying for grants applicable to Emergency Services	No new applications
201		Promote community awareness of all Emergency Service Agencies and all Emergency Management Plans	Community Awareness Project about 50 % completed with numerous advertisements in local papers Advertisements on Bushfire, Floods and Flood Health issues.
		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.	HR request for the BRIMS completion for Convert Hill Coonabarabran (carried over from 2009/10)

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

<i>COST CENTRE OBJECTIVE:</i>		Participation in the NSW Roads and Traffic Authority's 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>Progress: 2008-10 plan currently being reviewed and updated to 2011-14 plan.</p> <p>Progress: currently developing 2011 Pedestrian and Mobility Plan (PAMP).</p> <p>Progress: Co-developing Employee's Safe Driving Policy with OH&S Officer, HR and Fleet.</p> <p>Attending community meetings as determined by need for promotion of RSO position and RSO program and for consultation on various road safety issues including Graduated Licensing Scheme.</p> <p>Facilitated "Hazards, Risks and Distraction" section of first RYDA Program organised by Coonabarabran Rotary. This will be a yearly event. Students from Coonabarabran and Coonamble attend. Next April 2011.</p>

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
		Increase the involvement of government agencies, local community and service groups, local businesses and industry and individuals in the delivery of road safety program	Other agencies and community groups: Warrumbungle Shire Liquor Accord, Office of Liquor, Gaming and Racing, Traffic Committee meetings, Rotary, Men's shed Coona, Development Coordinators, Moree Plains Shire Council, Coona and Baradine Police, Local Lands Council, Indigenous school coordinators, Yuluwirri Kids Preschool and Long Day Care Centre, Dunedoo Youth Express officer, Transport NSW, Coona Mowers and Small Engines, Coona Toyworld, Warrumbungle Wheelers Inc, Brains Garage and Coona Air Spares.

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 Wellington with Councillor representatives

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

<i>COST CENTRE</i>		To provide and maintain the Westpac banking operations at Dunedoo Agency.	
<i>OBJECTIVE:</i>			
<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. Director attended Instore Conference Dubbo.

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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 completed in partnership with Binnaway Junior Sports Coonabarabran Junior Cricket Practice Nets project commenced – successful NSW Sport and Recreation Grant

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
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</i>		To ensure Council owned or entrusted public halls are maintained to an acceptable standard to service the needs of the community.	
<i>OBJECTIVE:</i>			
<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.	PPE Licences up to date
	Community Services Building Coonabarabran	Buildings to be licensed as Places of Public Entertainment.	
	Shire Hall Coolah		
	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. Youth Club/Café Coordinator - Better Futures Program unsuccessful. NSW Community Building Partnership grant submitted by Youth Club Committee – Successful

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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>Promoted White Ribbon Day with Domestic Violence Committee</p> <p>Participated in meetings for Neighbourhood Watch, Interagency and Domestic Violence organisations.</p> <p>Participated and displayed at the Health and Community Expo.</p> <p>Distributed Emails about availability of funding to 74 local residents on the Shire wide funding distribution list.</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>Assisted Funding Applications for the following: Binnaway Rail Heritage Group, Purlewaugh Hall, Mendooran Hall, Coonabarabran Men's Shed for AMSA funding and Small Grants for Small Rural Communities. Men's Shed received \$12,000 - AMSA</p> <p>Participated and supported Development Coordinators meeting.</p> <p>Completed and submitted Annual Performance Report CSGP to NSW Community Services</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	Negotiated a combined Public Liability Insurance policy for Chamber of Commerce, Development Groups and Progress Associations within Warrumbungle Shire. Coordinated Coonabarabran Local Australia Day Awards Obtained and updated data 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.	Youth Week 2011 – preparations for local organisations coordinating events.

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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	Management groups of each Preschool facility supported. Long term objectives developed in partnership with each management committee and stakeholders to realise opportunities for capital infrastructure improvements. Support for service provision gaps and opportunities as need arises.	Coolah Preschool repairs to roof completed, major storm damage impacted on service, Insurance claim lodged for fixture not covered by Preschool Contents insurance

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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.	Group meeting with 100% attendance held in November. Successful Community Building Partnership Grants: Baradine, Binnaway, Mendooran. FRRR – Binnaway.

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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. Financial Acquittals of 2009/2010 for Department Ageing Disability and Home Care, NSW Ministry Transport completed and lodged. Four staff successfully completed Certificate IV in Community Services – enabling service operating with above standard trained staff.
217		<p>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.</p> <p>Seek appropriate funding opportunities to enhance existing programs and where an unmet need is identified, lobby for funding to be established.</p>	<p>Health and Community Services Expo held in Town Hall Coonabarabran – 5th November. Good numbers of the public attending. Advisory Committee Meetings held. Wednesday Activity Group Members meeting held. Quarterly newsletter distributed to all clients, volunteers and service providers. Local Interagency meetings attended by staff and Manager. Case Management meetings attended for client service as required.</p>

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
			<p>Informal discussions with NSW Transport relating to available Non Recurrent funding – in conjunction with earlier formal submission for Non Recurrent funding. Seniors' Week 2011 submission successful. Renovation of former Council depot shed for Community Care's storage of equipment - funds expended and renovation complete.</p>
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>Staff Meetings held on regular basis. EFTPOS machines installed in each office – favourable response by clients.</p> <p>Home Maintenance Program in both North and South have received both informal and formal complaints relating to lack of service provision. Due to difficult weather situation during November and December, casual staff unavailable to carry out work and some equipment breaking down continually, service provision has been hampered.</p> <p>Complaints have been quickly dealt with, casual staff recruited and new equipment has been ordered.</p> <p>Respite Program is operating well however one family within the Shire, is in need of Respite but due to the challenging nature of the service needed, staff are not available to carry out service safely. In cooperation with the Case Managing Service Provider, Warrumbungle Community Care is continually seeking strategies to deal with this issue.</p>

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
			<p><u>Quarterly figures of outputs with related targets for each program</u></p> <p><u>Meals Service - North</u> 1729 meals - target 1750 meals</p> <p><u>Meals Service - South</u> 734 meals – target 900 meals</p> <p><u>Home Maintenance - North</u> 341 hours – target 299 hours</p> <p><u>Home Maintenance - South</u> 312 hours – target 299 hours</p> <p><u>Social Support - North</u> hours – target 1343 hours</p> <p><u>Social Support - South</u> 270 hours - target 428 hours</p> <p><u>Respite Shire Wide</u> 228 hours - target 389 hours</p> <p><u>Community Transport – North</u> 801 trips – target 818 trips Kilometres travelled 64,227 klm</p> <p><u>Community Transport – South</u> 680 trips - target 818 trips Kilometres travelled 30774 klm</p> <p><u>Volunteer Membership</u> 185 Volunteers Northern area 97 Volunteer in Southern area</p> <p><u>Clients Receiving Services</u> 410 clients – North 187 clients - South</p>
		Policies and operational procedures that promote high quality, safe and appropriate strategies throughout the programs.	<p>Review of Administrative procedures is underway to fill gaps in each office where procedures are different for same task.</p> <p>Outdoor Staff in Home Maintenance Program reminded of Sunsafe policy in hot weather.</p>
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.	<p>All Home Maintenance Staff supplied with small First Aid Kits for self use in emergencies.</p> <p>All Risk Management checks, Hazard Identification checks and reviews carried out when appropriate.</p>

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
219	Centrelink Agency	Provision of Centrelink Agency to service the needs of Coonabarabran.	Coonabarabran Community Care staff have raised concerns regarding impact of Centrelink Counter. Matter being investigated and strategies put in place. Demand for second Centrelink Phone sustained, requests to Regional Office continue. Statistical Data: Forms/Documentation – 1316 Referrals – 419 Facilities, Services and Activities – 163 Customers Assisted – 1101 Head Office reports no 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.	D.A. submitted to Council for new C5/FDC shed and awning/covered play area. 2 Staff members attended Assessor training. A student from Coonabarabran high participated in work experience with C5 and FDC
222	Play Sessions	To provide enriched opportunities through play to support children's learning and development To assist parents of children 0-5 years in building skills and confidence in parenting to support learning and development. To support Families on behalf of children to access specialist services through referral support	Play sessions held in Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo, Gulargambone, Mendooran, Tooraweenah. Attendance good last term despite 3 sessions being cancelled because of heavy rains and flooding. Total no. of sessions = 36 Total Attendance = 436 No. of Families = 119 One referral to O.T

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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	16 Families borrowed 56 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. Participated in Health and Community Services Expo.
	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.	No Staff incidents/near misses recorded.

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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 Educator, 38 visits in total Ongoing phone support and information, weekly email's and mail outs, Employment of Child Development Officer (CDO)/Play Educator, further enhancing Educator support Staff visited Gunnedah FDC Scheme
225		Ensure the service is accessible and services the requirements of families and children. Ensure there is adequate access to appropriate and quality care. Register carers and their premises in accordance with regulations and the scheme's policies and procedures. Provision of programs appropriate to the needs and development of the individual child.	Office always attended / answering machine on and messages, issues etc all dealt with immediately / as soon as practicable Discussions with families and their required care needs on initial meeting. Some Christmas play-sessions / get togethers with families were cancelled due to floods. Priority of access statement Where possible regular play-sessions (providing role modelling and monitoring of interactions) occurring for Educators and children in care. Families always welcome and invited to attend

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
			<p>Induction of 1 new Educator – Coolah</p> <p>Currently inducting 2 new Educators – Coonabarabran and Baradine and potential new Educator in Tooraweenah</p> <p>Forms continually updated wherever needed ensuring meet all requirements</p> <p>Policies currently being reviewed, with input from all stakeholders'</p> <p>Coordinator reviewing and evaluating Educator's programs during visits</p> <p>Child development and milestones information being sent out whenever required</p> <p>Coordinator and CDO monitor child development and programs provided for individuals during Educator visits</p>

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
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>Objectives and requirements of Funding Agreement met.</p>	<p>Accreditation results received, very successful with high ratings for 5 out of the 6 quality areas and a good rating for the 6th quality area</p> <p>All staff attended an information session re the new National Quality Framework – October</p> <p>Coordinator and CDO attended regional meeting – October</p> <p>RTag and utilisation reports completed and submitted</p> <p><u>Oct - Dec 2010</u> Income = \$180,654 Expenditure= \$152,869 No of Educators = 27 Occupied places = 72 No. families = 155 No. children = 256 Total Educator Payments by Scheme = \$93,191 CCB Amount = \$112,260 Admin/Educator Levies = \$19,069 YTD – Income = \$322,027 YTD – Expenditure = \$302,941</p>
226	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.	<p>Risk management tool and form provided to all Educators for assessment of any issues/risks arising</p> <p>Emergency evacuation practice forms sent to all Educators to complete with all children in care – once every 3 months</p> <p>Educator’s complete daily checklist of OH&S compliance in their homes and CDO check.</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.	Service ceased July 2010
228		<p>Ensure there is adequate access to appropriate and quality care.</p> <p>Provision of programs appropriate to the needs and development of the individual child.</p> <p>Ensure the service meets the current legislation and regulatory licence requirements of Department of Community Services.</p> <p>Objectives and requirements of Funding Agreement met.</p>	

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

<i>COST CENTRE OBJECTIVE:</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>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>Enrolments at 95% capacity. Total enrolments in October - December (57 places) Mon: 50, Tue: 57, Wed: 57, Thur: 57, Fri: 55</p> <p>Income year to date User Charges Preschool \$32,234.17 User Charges Long Day Care \$104,024.28 CCB \$118,903.36</p> <p>Vacant places are regularly filled with casual bookings. Enrolled are: 133 children from 109 families 31 Indigenous, 101 English Speaking, 1 CALD.</p> <p>Building and premises maintained Advisory committee held 24th November 3 monthly Staff meetings Staff training 3 - Identifying and Responding to young children at risk of harm 1 - Diploma in Children Services 2 - Assessor Training 2 - National Quality Framework skills workshop and Literacy in RTA</p> <p>Continued to prepare for Monkey room opening February 2011</p> <p>New Early Childhood Teacher commenced November, filled vacant position after 15 months</p>

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
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 reviewed
	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 OH&S monitored and worked through solutions with staff
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, St Lawrence's, Family Support agencies and other Early Childhood Services Early Readers program Lands Council, Parents and Schools re plans for building extension 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
		To ensure the education programme delivered is fun and of a high standard.	Children's profiles completed Daily learning stories form assessment
		Provide a caring and nurturing environment for all Children.	Feedback from children and families incorporated into program
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 – Display at Community Services Expo, End of Year party, Giraffe Graduation Attended Interagency meetings, COMS Managers meetings, Hosted 3 Coonabarabran High School Year 10 Work Experience students Continued speech programs in conjunction with Coonabarabran Public School and Community Health
	Catering Services	Deliver interesting and healthy meals 3 times per day while keeping within the budget guidelines.	Menu's maintained and reviewed to comply with nutritional checklist.

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

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<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.	The format of the Management Plan and Operational Plan for the Warrumbungle Shire Council is currently under review and will be on exhibition by the end of May.
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.	Advice given as and when needed. Director Corporate Services resigned November 2010.
		Manage and monitor outcomes of the Division and provide leadership of the Division to ensure that stated outcomes for the Division are met.	The monitoring of outcomes of the Division continues with leadership offered by Directors of Community, Technical and Environmental to ensure the stated outcomes of the Division are met.

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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	Risk Management	No significant loss due to inadequate insurance cover.	All insurance reviewed in 2010.
	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 Safety Officer continues to ensure staff are trained and committed to a safe and healthy work environment. This training programme is supported by Council.

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.	Maintenance attended to as and when needed with inspections carried out quarterly by qualified staff to ensure the priorities are met. A review of all Medical Centres is being arranged for the early part of 2011.
	Council Chambers Coonabarabran	Council Offices cleaned in accordance with contract specifications.	Cleaning continues in Council offices in accordance with contract specifications.
		Security of the building maintained.	Building security maintained and monitored with reports now being received monthly.
		Minor maintenance completed in accordance with quarterly inspection programme and determined priorities.	Maintenance carried as per the Management Plan.

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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.	IT Review Committee formed to deliberate the needs of the Council's IT systems in conjunction with new Technology Partner.

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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	<i>Produce a Financial Report detailing status of all key financial control indicators for:</i> cash/investments/receipting /debtor, rates, assets, budget control. To provide leadership and direction to the Financial Services team.	Cash investments and rates recovery reports provided each month to Council. Manager allocating time to both offices to provide support, direction and leadership to the Finance Staff on a weekly basis.
244		Training plan for Financial Services.	Training plan developed
		Contribute to development of Key Performance Indicators (KPIs) for Financial Services section.	Staff meeting objectives and KPI's.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
245	Finance Services – Management Acct.	Quarterly Budget Reviews completed and submitted to Council by November, February, May and August.	First Quarterly Review 2010-2011 completed and presented to November Council meeting
		Significant budget variations reported to Council quarterly as per Regulation.	Supplementary vote requests and the budget variations presented to Council as per regulation
246		Provide technical support to managers in monitoring/developing budget bids.	Support and advice provided on an ongoing basis to Managers with first Quarterly Review
		Financial Services Budget continually monitored to ensure it is in accordance with adopted budget.	Financial Services budget monitored - remains within adopted budget
		Develop an action plan for the coordination and collation of budget bids for Council's consideration for the Management Plan 2010/2011.	Action plan developed for the 2011/2012 budget to commence February 2011.
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.	Continual monitoring of OH&S issues and risk management
248	New Financial Accounting Package	Oversee the continual development of the new financial package and its integration to the budget system Major Project	Councils Accounting package constantly being maintained to accommodate changes as required to meet staff needs for budget control
	Management Accounting Package	Oversee the continual development of the Management Accounting (budget forecasting)	Management Plan monitored and updated with Council approved changes updated into system
		Coordinate and collate budget bids from Divisions for the 2010/2011. Management Plan.	Completed
		Review Accounting Standard and periodic changes.	New Quarterly Review Reporting Guidelines form Division of Local Government released. To be implemented by July 2012

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
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.	Audit of Annual Statements completed and submitted. Comparative review from Division verified and returned for issue.
		Annual financial and statistical returns are lodged on time with DLG, ABS and Grant Funding Bodies as required.	All lodged ahead of the required dates.
250		Constantly review adequacy of Council's assets registers and ensure compliance with AAS27 and accounting manual.	Council's Asset Register has been reviewed and whilst currently complies will be required to be integrated into the Financial Package

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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.	Systems in place to provide review and auditing of compliance of private works to ensure invoicing is correct and occurred promptly.
252	Finance Services – Rating	Levy and collect rates in accordance with policy and procedure.	Completed as per schedule
		Monitor compliance with debt collection policy. Review of ordinary rating and charging structure completed by 31 March	Debt collection policy adhered to For March 2011
253	Finance Services -Rating Water & Sewer	Monitor user pays water	Second meter readings underway for issue in February 2011
	Finance Services – Cash Management	Interest on invested funds to be at least equal to rates published in Financial Review for Local Government.	Currently for Term Deposits, At Call and the FRN's which are paying coupons, exceeding the BBSW swap rates.
	Finance Services-Cash Management	Continue to monitor options for better management of Council's Investment Portfolio.	Monitored daily and options sought as per Council's Investment Policy, Division Guidelines and cashflow requirements
	Finance Services -Accounts Payable	Streamline systems for payment of Council's Accounts Receivables by the use of new technology.	95% of Councils creditors elect for EFT.

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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. Administration Services budget - Income 57% and budget expenditure 71%.
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.	Safe workplace encouraged with all activities undertaken in line with Council's OH&S policies and procedures.

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.	Generally target met with some delays in processing due to rates collection and Christmas holiday period.
258	Administration - Records	<i>Files and records accurately maintained.</i>	Monitoring of electronic allocation of correspondence undertaken regularly.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
258	Administration - Support Executive Governance Corporate Technical and Environmental	Service to be provided in accordance with clients' needs and needs of organisation.	Needs met early in quarter under report however some delays around rating period. Policies and procedures prepared and distributed following endorsement. Correspondence and reports prepared as required.
		Cashiering services	Receipting and counter services provided and clients' requests dealt with promptly. The second rating instalment period at the end of November was a very busy period for staff with high volume of counter customers. EFTPOS facilities available for November rating period.
		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. Some delays with finalisation of December minutes due to holiday period.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
259		Annual Report compiled, prepared and completed in accordance with legislative requirements.	Annual Report compiled and lodged with Local Government Department prior to end November 2010 as required.
		Summary of Affairs prepared and submitted for inclusion in Government Gazette.	Freedom of Information Act replaced with GIPA Act and requirement for Summary of Affairs replaced with need to prepare a Publication Guide.
		Statement of Affairs prepared	Statement of Affairs replaced with Publication Guide. Draft Publication Guide was prepared and approved by Office of Information Commissioner. Council endorsed the Publication Guide at December 2010 meeting as required under the GIPA Act.

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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.	Policy and legislative requirements adhered to when goods and services are purchased. Council continues to use the government contract/ procurement agencies when possible.
		Review scope of supply operations and stock diversity	Supply Services staff attends OROC purchasing meetings to keep up to date with purchasing procedures and options.
	Stores Warehousing and Inventory Service	Provide operationally efficient stores warehouses based at Coonabarabran, Coolah and Dunedoo and inventory control system to industry standards.	Stocktakes undertaken in October 2010 presented to Council and section temporarily under supervision of Technical Services.
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.	Supply officers ensure facilities are kept in a clean and safe condition.
		Ensure high standard of accountability in the control of Council's stores inventory, with biannual stock takes conducted.	Stocktake undertaken in October 2010 and reported to Council.

WARRUMBUNGLE SHIRE COUNCIL

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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>	<i>PROGRESS UPON REVIEW</i>
264	IT Support Management	Oversee enhancements or developments of IT Infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	Andor Systems (Aus) Pty appointed as Technology Partner by Resolution 153 of October 2010. Meetings of the IT Review Committee will ensure IT requirements will be provided to Council for consideration in the Annual Management Plan.

WARRUMBUNGLE SHIRE COUNCIL

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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.	IT support services monitored by the IT Review Committee who continue to make recommendations to Council.
	IT Support – Records Management	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	An Electronic Data Management System is under review and will be considered at a future budget meeting.
266	IT Support – Financial Accounting	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	Review of ordering/purchasing system underway.
	IT Support - Other Services	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	IT support services monitored by the IT Review Committee who continue to make recommendations to Council.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
266	IT Support - Clients	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	Will be maintained and monitored by the IT Partner with recommendations to Council on a progressive basis.
267	IT Support - Peripheral Devices	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	Will be maintained and monitored by the IT Partner with recommendations to Council on a progressive basis.
	IT Support – User Support Services	Maintain or develop systems and services as defined and agreed within budgetary legislative and other constraints.	Will be maintained and monitored by the IT Partner with recommendations to Council on a progressive basis.
	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.	Support given to the Safety Officer to ensure staff are continually kept up to date with OH&S Management strategies.

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.	A proactive and hands on Emergency Services Officer works in conjunction with the RFS to ensure the continual monitoring of the conditions and fire hazards.

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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.	Training continues to provide a better service to the community.
	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.	Completed
	Fire control Centres	To improve overall command and control at all emergency incidents within the Warrumbungle Shire.	No incidents for period
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.	Maintained

WARRUMBUNGLE SHIRE COUNCIL

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Mrs R Ryan
Acting General Manager
Warrumbungle Shire Council
John Street
COONABARABRAN 2357

Dear Madam

DIRECTOR OF CORPORATE SERVICES

ANNEXURE 2

2.1 Bank Accounts And Investments as at 31 January 2010

GENERAL FUND	BANK	RESTRICTED	BALANCE
General Fund Bank Balance	\$ 7,503,496.66		\$ 5,634,980.66
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	\$ 7,503,496.66	\$ 1,868,516.00	\$ 5,634,980.66
WATER FUNDS	BANK	RESTRICTED	BALANCE
Baradine Water Bank	\$ 514,847.90		\$ 514,847.90
Binnaway Water Bank	\$ 495,601.03	\$ -	\$ 495,601.03
Coonabarabran Water Bank	\$ 1,137,196.65	\$ 914,150.00	\$ 223,046.65
Coolah Water	\$ 752,822.29		\$ 752,822.29
TOTALS	\$ 2,900,467.87	\$ 914,150.00	\$ 1,986,317.87
SEWERAGE FUNDS	BANK	RESTRICTED	BALANCE
Coonabarabran Sewerage	\$ 2,634,839.78	\$ 1,558,000.00	\$ 1,076,839.78
Baradine Sewerage	\$ 248,250.14	\$ 160,020.00	\$ 88,230.14
Coolah Sewerage	\$ 1,312,831.99	\$ 828,800.00	\$ 484,031.99
TOTALS	\$ 4,195,921.91	\$ 2,546,820.00	\$ 1,649,101.91
TRUST FUND			
	\$ 141,603.93	\$ 141,603.93	\$ -
	\$ 141,603.93	\$ 141,603.93	\$ -
SUMMARY	BANK	RESTRICTED	BALANCE
General Fund	\$ 7,503,496.66	\$ 1,868,516.00	\$ 5,634,980.66
Water Fund	\$ 2,900,467.87	\$ 914,150.00	\$ 1,986,317.87
Sewerage Fund	\$ 4,195,921.91	\$ 2,546,820.00	\$ 1,649,101.91
Trust Fund	\$ 141,603.93	\$ 141,603.93	\$ -
TOTALS	\$ 14,741,490.37	\$ 5,471,089.93	\$ 9,270,400.44

RECOMMENDATION
For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

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2.2 Investments Held as at 31 January 2011

Warrumbungle Shire Council
Local Government Financial Management Regulations (Clause 16)
Investments Held As At 31 JANUARY 2011.

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	6.25%	Monthly	End of Month	3,850,000.00	3,850,000.00	0.273	15,338.63

OTHER INVESTMENTS

1	Suncorp-Term Deposit	A1	16.03.2011	6.20%	Quarterly	16.03.2011	1,000,000.00	1,000,000.00	0.071	
2	Suncorp - Term Deposit	A1	16.03.2011	6.20%	Quarterly	16.03.2011	750,000.00	750,000.00	0.053	
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	424,900.00	0.035	No Coupon
4	BENDIGO BANK FRN	BBB	21/09/2012	5.22%	Quarterly	21/03/2010	500,000.00	483,715.00	0.035	3,725.00

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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 \$
5	ANZ ASPIRT 1-CPPI/FRN-Aap	AA	11/08/2012	0.00% Note 1	No Coupon	11/02/2010	500,000.00	466,615.00	0.035	No Coupon
6	WBC DANDELION-FRN-	AA	21/12/2012	0.00% Note 1	No Coupon	21/03/2010	1,000,000.00	872,900.00	0.0709	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	731,240.00	0.06	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	1,462,950.00	0.11	No Coupon
9	ANZ ALL SEASONS-KEOLIS AAA	AA+	16/06/2013	0.00% Note 1	No Coupon	16/03/2010	1,500,000.00	1,229,100.00	0.11	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	604,100.00	0.050	No Coupon

WARRUMBUNGLE SHIRE COUNCIL

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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 \$
11	DRESDNER BANK OCTAGON PLC-EMU NOTE	AA+	30/10/2015	0.00% Note 1	No Coupon	30/01/2010	1,500,000.00	1,148,250.00	0.11	No Coupon
							14,100,000.00	13,023,770.00	Interest Received	200,114.45

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

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)

WARRUMBUNGLE SHIRE COUNCIL

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2.3 Reconciliation of General Fund Bank Account as at – 31 January 2011

	General Managed Fund	Trust Fund	Investment Fund
Cashbook as at 31st January, 2011			
Opening Balance	-126,379.76	141,854.50	15,800,000.00
Plus Deposits	3,015,169.09	3,061.60	0.00
Less Payments	-2,388,902.89	-3,312.17	-1,700,000.00
Adjusted Cashbook Balance	499,886.44	141,603.93	14,100,000.00
Bank Statement as at 31st January, 2011	813,475.94	142,369.30	
Plus Outstanding Deposits	27,441.74	0.03	
Less Outstanding Payments	-341,031.24	-765.40	
Adjusted Statement Balance	499,886.44	141,603.93	0.00
Ledger Cash Book			
Closing Balance	499,886.44	141,603.93	14,100,000.00
Total Ledger	499,886.44	141,603.93	14,100,000.00
<i>Difference</i>	0.00	0.00	0.00

RECOMMENDATION
For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

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2.4 RATES AND CHARGES COLLECTION REPORT UP TO and INCLUDING January 2011 – Summary Page

GENERAL		RATE ARREARS	2010/2011 LEVY	PENSIONER WRITE OFF	ABAND- ONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTAND- ING 2010/2011	COLLECTION % 2010/2011	TOTAL OUTSTANDING 2009/2010	COLLECTION % 2009/2010
	COONABARABRAN	10,343	47,154	4,506	1,240	51,751	23,933	27,819	46.25%	431,442	57.15%
	BARADINE	51,073	625,849	53,428	3,778	619,716	341,558	278,159	55.12%	73,987	54.24%
	BINNAWAY	38,208	155,463	15,591	6	178,074	81,839	96,235	45.96%	35,329	52.21%
	VILLAGE 1	3,351	17,362	2,323	3	18,386	9,963	8,423	54.19%	17,661	48.88%
	FARMLAND	229,370	4,181,063	20,576	859	4,388,998	2,304,869	2,084,129	52.51%	1,868,500	52.88%
	COOLAH	13,337	87,772	11,497	0	89,613	50,133	39,480	55.94%	87,974	55.21%
	DUNEDOO	24,347	363,200	430	0	387,117	218,382	168,735	56.41%	90,706	56.50%
	MENDOORAN	1,466	20,584	405	1,193	20,452	13,366	7,086	65.35%	35,268	48.30%
	VILLAGE 2	80,441	538,954	24,992	1,201	593,202	323,431	269,771	54.52%	5,992	30.86%
	COOLABAH ESTATE	17,489	164,486	15,587	602	165,786	88,927	76,859	53.64%	7790	51.22%
	RUR/RES COBBORA	17,068	189,546	16,299	17	190,299	101,524	88,775	53.35%	1273	62.37%
	RURAL RESD/BUS	14,710	105,534	7,262	7	112,974	60,749	52,225	53.77%	199,570	35.35%
WATER	COONABARABRAN	5,258	84,053	263	1,269	87,780	58,526	29,253	66.67%	152,266	58.35%
	BARADINE	11,503	13,734	1,050	4,561	19,626	5,884	13,742	29.98%	56,976	57.45%
	BINNAWAY	45,926	195,674	18,317	3,007	220,275	108,736	111,539	49.36%	62,702	53.69%
	VILLAGE 1	3,348	15,918	88	3	19,176	11,294	7,882	58.90%	24,572	15.38%
	FARMLAND	26,046.73	304,163.09	27,057.92	2,492.01	300,660	164,252	136,408	54.63%	789	29.83%
	COOLAH	35,170	137,704	5,585	11	167,278	79,485	87,793	47.52%	104,519	52.43%
	DUNEDOO	14,853	75,933	1,624	9	89,153	45,547	43,606	51.09%	63,507	56.40%
	MENDOORAN	2,994	44,811	88	2	47,715	32,948	14,768	69.05%	79,233	47.53%
	RURAL	12,743	127,652	9,302	12	131,081	69,423	61,658	52.96%	-	0.00%

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SEWERAGE	COONABARABRAN	80,948	205,791	29,672	3,408	253,660	188,647	65,013	74.37%	266,920	55.93%	
	BARADINE	6,479	17,720	89	2,089	22,021	15,566	6,455	70.69%	80,252	58.71%	
	COOLAH	33,678	88,818	13,036	0	109,460	77,316	32,144	70.63%	88,629	57.36%	
	DUNEDOO	3,826	10,855	0	0	14,681	10,714	3,967	72.98%	73,423	58.16%	
		783,977	7,819,792	279,066	25,768	8,298,935	4,487,014	3,811,921	54.07%	3,909,280	51.92%	
GARBAGE	NORTH	67,844	716,367	56,822	6,608	720,780	412,653	308,128	57.25%	298,161	58.46%	
	SOUTH	43,926	353,029	27,715	352	368,888	203,593	165,295	55.19%	196,804	54.38%	
	FARMLAND/RURAL	19,877	138,664	11,856	123	146,561	78,044	68,517	53.25%	16,721	53.93%	
LEGAL FEES		185,780	50,754	0	9,144	227,390	50,754	176,636	22.32%	218,083	26.31%	
INTEREST		165,952	65,782	0	0	231,733	0	231,733	0.00%	251,209	0.00%	
	TOTALS	1,267,356	9,144,387	375,459	41,996	9,994,288	5,232,058	4,762,230	52.35%	4,890,258	50.36%	
	Note: These do not include Legal / Interest / Waste Outstanding Amounts as they are not broken up into these localities											

RECOMMENDATION

For Council's information.

WARRUMBUNGLA SHIRE COUNCIL

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2.5 Sale of Land for Unpaid Rates - Appointment of Auctioneers

Council resolved at the ordinary meeting of Council on 16 September 2010 that:

1. *The land detailed in the schedule attached to the report be offered for sale at Public Auction on a date to be set in accordance with Section 713 of the Local Government Act (1993).*
 2. *A licensed Auctioneer be contracted to conduct the auction sale and the lots unsold at the auction be thereafter listed for sale.*
 3. *Council authorise the General Manager to execute Contracts and Transfer Documents under its Common Seal.*
 4. *The only arrangements under section 715 (2) (b) that will be acceptable prior to auction is the full payment of all rates and charges including interest, due on the land.*
- (Resolution No 113)**

Expressions of interest were advertised in the press with the close date of 28 January 2011. Subsequently only one expression of interest was received and has been forwarded to Councillors under separate cover for Council's information and consideration.

A determination is now sought from Council on whether it wishes to appoint Davidson Cameron & Co of Coonabarabran as Council's Auctioneers with the Auction to be held on Friday, 15 April 2011.

RECOMMENDATION

That Council appoints Davidson Cameron & Co of Coonabarabran, as Council's Auctioneer for the Sale of Land for Unpaid Rates, **FURTHER** that the date of Friday, 15 April 2011 be set for the auction, as per Section 713 of the Local Government Act (1993).

.....
VACANT
DIRECTOR OF CORPORATE SERVICES

WARRUMBUNGLE SHIRE COUNCIL

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Mrs R Ryan
Acting General Manager
Warrumbungle Shire Council
John Street
COONABARABRAN 2357

Dear Madam

Attached is my report for consideration by Council

DIRECTOR OF TECHNICAL SERVICES

ANNEXURE 3

3.1 Tenders for Construction of Yuggel Creek Bridge

Background

Yuggel Creek crosses Purlewaugh Road (MR129) approximately 35km east of Coonabarabran. The road approaches to the creek are unsealed and the total length of unsealed road is 0.7km. The existing crossing of Yuggel Creek is a concrete causeway and in times of heavy rainfall the crossing is impassable. The upgrading of this section of road is in the current management plan and is funded under the REPAIR programme.

The upgrading of the section of road at Yuggel Creek involves construction of road on a new alignment and construction of a waterway crossing over the creek. The proposed road alignment is 30m upstream of the existing crossing.

Geotechnical investigations of the site, combined with road geometry constraints indicate that the most economical construction for the waterway crossing is a small bridge.

Tenders have been invited for design and construction of a one span, 15 metre long bridge over Yuggel Creek. Tenders closed 4.00pm, 9 February 2011 and Council is now asked to make a resolution on the tenders.

Issues

The Saltwater Creek No 1 project also involves construction of approximately 1.0km of road that is currently unsealed. The alignment of the proposed new road and bridge follows closely the alignment of the existing road. Hence there are no land acquisition issues.

The road approaches to Yearinan Creek Bridge and Ulindah Bridge are sealed and the alignment of the replacement bridge closely follows the alignment of the existing bridge. However, the existing road approaches to both bridges do not comply with current road geometry standards for horizontal curves. That is, some modifications will need to be made to road approaches to both bridge sites. However, there are no land acquisition issues.

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The tender documents include a number of specific features and design parameters such as;

- Minimum length of bridge is 15 metres. Minimum width between traffic barrier of 8.5metres
- The abutments must be vertical and constructed with reinforced concrete
- The bridge must be constructed with concrete relieving slabs of both approaches
- The bridge must be designed for heavy load platform as described is AS5100.
- The Contractor must be pre qualified to RTA B1 classification.

Each tender must be assessed on the basis of the specific design criteria listed above as well as the following criteria;

- Track record in completion of similar projects
- Suitability of proposed personnel, plant, equipment and subcontractors.
- Proposed construction methodology
- Details and logic of proposed method of works
- Local benefit (maximum weighting 10 points out of 100)
- Locally sourced materials specific to the Contract.
- Locally sourced labour as a result of the Contract
- Locally source services as a result of the Contract
- The Tenderer's Quality System documentation and experience and performance in the carrying out of Quality Assurance contracts
- The Tenderer's suitability of proposed OHS&R Site Scheme.

A full assessment of each tender will be presented to Council as separate document.

Options

Six tender submissions were received and Council has discretion in relation to accepting any particular tender or rejecting all of the tenders.

Financial Considerations

The budget allocation for the Yuggel Creek project is \$800,000. There are two funding sources, \$400,000 from the REPAIR program and \$400,000 from the Block Grant.

The tender is for construction of the bridge only. The road approaches will be constructed by Council staff. The estimated cost of the road approaches is \$340,000.

Tender prices received for design and construction of the proposed bridge are summarized in table 1.0. Extreme care must be made when assessing each lump sum price to ensure that all requirements of the specification are included in the price. A detailed assessment of each tender will be presented under separate cover.

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Table 1.0 – Summary of Tender Prices Received for Design and Construction of Yuggel Creek Bridge

Tenderer's Name	Lump Sum Price \$(incl GST)
Murray Constructions Pty Ltd	\$355,370.50
Waeger Constructions Pty Ltd	\$437,800.00
Bridge & Civil Pty Ltd	\$400,000.00
Helcon Screw Piles Pty Ltd	\$376,725.80
Bridging Australia Pty Ltd	\$375,100.00
Delaney Civil Pty Ltd	\$582,251.90

RECOMMENDATION

A recommendation will be provided.

3.2 Request to Upgrade and Maintain Baradine Cemetery Road Background

At the meeting on the 18 November 2010, Council considered a report on a request to upgrade and extend maintenance to a road commonly known as Baradine Cemetery Road. A copy of the report is reproduced in Attachment 1.0. In relation to the request, Council made the following resolution:

That application to extend Council's road maintenance network from the Baradine Cemetery to the property 'Creekview' is refused on the basis that insufficient funds are available to maintain existing roads to an acceptable standard.(Resolution 186, 18 November 2010).

However, Council on the 16 December 2010 resolved that maintenance of the Baradine Cemetery road is again investigated and a report presented for Council consideration.

Issues

A property owner along the road is of the view that Council has maintained the road in the past and now Council is obligated to continue with the maintenance. However, as previously reported, the road is unformed and it is possible that the road may have been graded once or twice over the last 20 years.

Under the Roads Act, Council has discretion in relation to road maintenance and is not required to undertake roadworks, regardless of any history of maintenance on a particular road.

RECOMMENDATION

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

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Attachment 1.0

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' is refused on the basis that insufficient funds are available to maintain existing roads to an acceptable standard.

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Attachment 1.0



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3.3 Tenders for Casual Hire of Trucks and Various Items of Plant

Background

Council invited tender submission from contractors and plant hire companies for the supply of hire plant on a casual basis. The hire period is from 1 March 2011 until 28 February 2012. During the hire period, Council is expected to require various plant items including trucks, general earthmoving machinery and some small plant.

Plant is mostly hired on a 'wet' hire basis, which is with operator, and some plant items are hired on a dry hire basis. There are four pricing schedules in the tender documents;

1. Plant hourly rate schedule
2. Truck hourly rate and distance schedule
3. Float transportation – hourly rate and distance schedule
4. Truck quantity and distance schedule.

Tenders closed on 1 February 2011 and Council is required to formally consider the tenders and make a resolution.

Issues

Council relies heavily on Contractors being available to supply plant to enable completion of a range of projects. In particular, the Road Operations section relies on Contractors for the supply of trucks, water trucks, rollers, excavator and bulldozers. Hence, it is important for Council to develop productive relationships with Contractors.

The hire of plant by Council staff is made on an as-and-when required basis. Council is not obliged to hire a successful tenderer on a continuous basis. When trucks are offered for hire at identical rates by different Contractors and all other considerations are equal, acceptances of hire will be scheduled to ensure that each Contractor receives an equal number of contacts and subject to their availability and equal amount of work from Council.

Options

Listed in Attachment 2.0 (sent to Councillors under separate cover) are tender prices received under each of the schedules. Council has discretion in relation to acceptance of the tendered rates and also the option of negotiating with the Contractors. The following selection criteria were included in tender documentation and should be used by Council in making their resolution;

- Tender Price
- Contractor's experience and record of performance in similar works
- Availability of tendered plant.
- Age of plant item
- Compliance of tendered plant with safety requirements
- Qualifications and experience of nominated plant operators

Historically, the first opportunity for provide plant hire services is given to local contractors established in the shire, who have demonstrated reliability and competitive pricing. In this regard Council has established a policy of providing a 5% pricing advantage to established local contractors.

Financial Considerations

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The variation between existing rate and tendered rates is summarized as follows;

Truck hourly rate and distance schedule; The Contractors have lodged various rates under this schedule and there are rate increases ranging between 6% and 26% based on an hourly distance travel of 40km. This follows a similar rate increase last year. The rate increases sought by the Contractors are between 11% (based on 20km/hr) and 73% (based on 40km/hr) higher than the commercial rate on Council's own trucks. Hence, there are real concerns with the high rate increases sought by the Contractors under this schedule.

Truck quantity and distance schedule; The Contractors have lodged a range of rates under this schedule. When a median value of rates tendered is used, there is a marginal 1% of 2% increase for distances under 10km. There is no substantial increase in the rate for distances greater than 10km as shown in the graph in Attachment 1.0 (which was forwarded to Councillors under separate cover).

Plant hourly rate schedule: There is range of increases and some with no change under this schedule. There are no significant increase other than traffic light hire.

Float transportation – hourly rate and distance schedule; There is an increase of around 2% on a float regularly used by Council.

RECOMMENDATIONS

1. That tendered rates for casual plant hire for the period 1 March 2011 to 28 February 2012 under the hourly rate schedule be accepted as follows:

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Schedule 1.0 - Hourly Rate Plant Schedule

Contractor	Plant Type	Tendered Plant Rate (incl GST)		
		"A" Rate	"A1" Rate	"C" Rate
David Aarts Earthmoving	Bulldozer Class D06	\$253.00		
David Aarts Earthmoving	Excavator Class HX8	0		
DC & KM Canham	Loader Track	\$156.20		\$110.00
DAPS Woodchipping	Woodchipper	0		\$52.00
CW Hall Earthmoving Pty Ltd	Roller Smooth Drum	\$130.00		
IRCB Pty Ltd	Backhoe	0	\$99.00	
IRCB Pty Ltd	Loader Front End	\$113.96	\$123.37	\$90.95
Jack's Hire Service Pty Ltd *	Cherry Picker	6	\$123.37	\$90.95
Jack's Hire Service Pty Ltd *	Loader Mini	\$125.40	\$136.96	\$102.46
Jack's Hire Service Pty Ltd *	Traffic Lights Diesel	\$283.00	\$141.50	
Jack's Hire Service Pty Ltd *	Traffic Lights Solar	0	\$170.00	
Jack's Hire Service Pty Ltd **	Cherry Picker	\$136.00	\$68.00	
Jack's Hire Service Pty Ltd **	Loader Mini	\$156.00	\$78.00	
Jack's Hire Service Pty Ltd **	Traffic Lights Diesel	\$236.00	\$118.00	
Jack's Hire Service Pty Ltd **	Traffic Lights Solar	0	\$147.00	
Jack's Hire Service Pty Ltd ***	Forklift	\$294.00	\$63.80	
Jack's Hire Service Pty Ltd ****	Forklift	0	\$63.80	
TR & JM Lewis	Backhoe FEL	\$127.60	\$99.00	\$99.00
TR & JM Lewis	Loader Skid Steer	0	\$88.00	\$88.00
M & I Plant Hire	Roller Smooth	\$127.60	\$130.00	
Conplant	Roller 12.5 T Padfoot	\$156.00		\$34.10
Conplant	Roller 16.0 T Padfoot	0		\$43.73
Conplant	Roller 20.0 T Padfoot	0		\$62.98
Conplant	Roller 15.5 T Smooth Drum	0		\$38.23
Rollers Australia Pty Ltd #	Roller 13.5 T Padfoot	0		\$1,595.00
Rollers Australia Pty Ltd #	Roller 20.5 T Padfoot	0		0
				\$2,100.00
				0

Notes

* **Plant Hire = "With Damage Waiver – No Excess". Tendered Plant Rate (A & A1) = per day.**

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**** Plant Hire = "Without Damage Waiver". Tendered Plant Rate (A & A1) = per day.**

***** Plant Hire = "With Damage Waiver".**

****** Plant Hire = "Without Damage Waiver".**

Tendered Plant Rate (C) = per week

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RECOMMENDATIONS (CONT'D)

2. Council advises Contractors that the following rates for supply of trucks under the hourly rate and distance schedule will be accepted for the period 1 March 2011 to 28 February 2012:

Hourly Rate and Distance Truck Schedule - Tip Trucks

Rates Accepted by Council	GVM (tonnes)	Rates of Hire Tendered - 'A' & 'A1' Rate			Rates of Hire Tendered "B" Rate	
		"A Rate" \$/hr (incl GST)	"A1 Rate" \$/hr (incl GST)	Distance \$/km (incl GST)	"B Rate" \$/hr (incl GST)	Distance \$/km (incl GST)
Tip Truck	21t-27t	\$75.00	\$90.00	\$1.60	\$45.00	\$0.950

Hourly Rate and Distance Truck Schedule - Water Truck

Rates Accepted by Council	Capacity (litres)	Rates of Hire Tendered - 'A' & 'A1' Rate			Rates of Hire Tendered "B" Rate	
		"A Rate" \$/hr (incl GST)	"A1 Rate" \$/hr (incl GST)	Distance \$/km (incl GST)	"B Rate" \$/hr (incl GST)	Distance \$/km (incl GST)
Water Truck	7000 - 8000	\$72.00	\$84.00	\$0.000	\$40.00	\$0.000
Water Truck	12000 - 15000	\$99.00	\$115.00	\$0.000	\$65.00	\$0.000

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RECOMMENDATIONS (CONT'D)

3. Council advises Contractors that the following rates for supply of trucks under the float hourly rate and distance schedule will be accepted for the period 1 March 2011 to 28 February 2012.

Contractor	Model	GVM (tonnes)	Rate Tendered (incl GST)			Comments
			"A" Rate	"A1" Rate	Distance	
IRCB Pty Ltd	1980 Plant Trailer	18.00	\$175.00	\$180.00		
MJ & ML McEvoy Pty Ltd*	1997 FH12	23.50	\$176.00	\$220.00	\$3.19	

* 'A1' rate = minimum charge \$220.00

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RECOMMENDATIONS (CONT'D)

4. Council advises Contractors that the following rates for supply of trucks under the quantity and distance schedule for the period 1 March 2011 to 28 February 2012 will be accepted:

Quantity and Distance Schedule

Haul Length (km)	Rate \$/tonne (incl GST)	Haul Length (km)	Rate \$/tonne (incl GST)
0.5	1.81	15.5	7.05
1.0	1.95	16.0	7.23
1.5	2.10	16.5	7.42
2.0	2.27	17.0	7.62
2.5	2.42	17.5	7.81
3.0	2.59	18.0	7.99
3.5	2.74	18.5	8.19
4.0	2.92	19.0	8.37
4.5	3.08	19.5	8.57
5.0	3.27	20.0	8.90
5.5	3.43	20.5	8.95
6.0	3.59	21.0	9.14
6.5	3.79	21.5	9.33
7.0	4.02	22.0	9.52
7.5	4.13	22.5	9.73
8.0	4.30	23.0	9.92
8.5	4.49	23.5	10.11
9.0	4.67	24.0	10.30
9.5	4.85	24.5	10.50
10.0	5.02	25.0	10.70
10.5	5.20	25.5	10.89
11.0	5.37	26.0	11.09
11.5	5.56	26.5	11.28
12.0	5.74	27.0	11.48
12.5	5.91	27.5	11.68
13.0	6.11	28.0	11.87
13.5	6.30	28.5	12.06
14.0	6.48	29.0	12.27
14.5	6.68	29.5	12.47
15.0	6.85	30.0	12.66

.....
KEVIN TIGHE
DIRECTOR TECHNICAL SERVICES

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Mrs R Ryan
Acting General Manager
Warrumbungle Shire Council
John Street
COONABARABRAN 2357

Dear Madam

Attached is my report for consideration by Council

ACTING DIRECTOR OF ENVIRONMENTAL SERVICES ANNEXURE 4

4.1 IMPENDING CHANGES TO THE CODES SEPP

Introduction

The State Environmental Planning Policy (Exempt and Complying Development Codes) Additional Codes 2010 (the Codes SEPP) will come into force on 25 February 2011. The Codes SEPP expands existing complying development criteria to cover additional low risk and low impact development.

The amendment increases the range of development types that can be undertaken as either exempt or complying development.

Background & Overview

The Codes SEPP introduces a broad range of changes affecting a swathe of development types. A detailed overview of the changes to the SEPP, as prepared by the NSW Department of Planning, is attached for the information of Council.

The key areas affecting Council are summarised as follows:

Administration & General Requirements

Part 1 of the Codes SEPP relates to the administrative and general requirements for lots under the SEPP. Changes include:

- Removal of minimum lot size requirements for houses in urban areas
- Allowing complying development to be carried out on low risk flood prone land
- Permitting complying development to occur on low risk bushfire prone land

Major changes are imminent to the existing exempt and complying development criteria which will impact on large parts of the Warrumbungle Shire Council local government area (LGA). The Codes SEPP now applies to land within the *Orana Regional Environmental Plan No 1- Siding Spring* area (REP), other than the area within 18km of the land owned by the Australian National University at Siding Spring. This land was

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originally excluded from the Codes SEPP and now affects a large part of the former Coonabarabran Shire.

Amendments to the SEPP were undertaken by the NSW Department of Planning in response to representations from both local government and industry. Exempt and complying development can now be carried out on land in the *Orana Regional Environmental Plan No 1- Siding Spring* areas. However, skylights and roof windows will continue to be excluded within the REP area.

All land within 18km of land owned by the Australian National University at Siding Spring, which contains the Observatory, will continue to be excluded from the Codes SEPP.

Exempt Development

Nine new exempt development forms have been introduced. These include:-

- Emergency works and temporary repairs
- Filming – including associated works and installation of tents and marquees
- Fuel tanks and gas storage
- Solar hot water systems
- Solar electricity generating systems
- Minor subdivision works
- Temporary structures
- Tennis courts

Bed and breakfast accommodation has been removed as an exempt development item. It is now a complying development type.

General Housing Code

A range of amendments have been made to the existing Housing Code (which forms part of the Codes SEPP). Changes allow alterations and additions to existing houses on lots greater than 200m² and with a width of 6 metres. New mechanisms to calculate side and rear setbacks are also provided.

Rural Housing Code

A new Rural Housing Code has also been introduced. This Code provides landholders in rural zones the option to erect new dwelling houses and carry out alterations and additions to existing dwellings as complying development (subject to certain criteria being met).

Housing Alterations Code

The Housing Alterations Code has been expanded to include minor external works to an existing dwelling as complying development.

Demolition Code

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Under the new Code, demolition will be able to be carried out on a wider range of properties as complying development. The Demolition Code also includes measures to protect the community during the demolition of asbestos affected properties. These measures include requirements for proponents to provide copies of receipts to the Principal Certifying Authority (which can be Council or a Private Certifier) proving that the asbestos has been disposed of at an approved facility.

Council currently operates a facility that accepts asbestos contaminated materials (Coonabarabran Landfill). It is considered that adequate systems are currently in place to track and receipt disposal of asbestos contaminated materials in line with the requirements of the SEPP.

Low Risk Bushfire Prone Land

The changes to the SEPP allowing complying development to be carried out on low risk bushfire land (BAL) on BAL Low through to BAL – 29. A suitably qualified professional is required to assess the level of risk to the lot. This level of risk will ultimately determine whether complying development is permissible.

Low Hazard / Low Risk Flood Prone Land

Changes to the Codes SEPP provide for complying development to be carried out on some low risk flood prone land. A suitably qualified professional is required to assess the level of risk to the lot, which will determine whether or not complying development can be carried out.

Section 149 Certificates

A number of changes are required to Council's S149 Planning Certificates. The Certificates will be amended to clarify that complying development may be able to be carried out on bushfire (BAL – Low to BAL – 29) and low risk flood prone land.

Councils are required to update this information prior to the amended Codes SEPP coming into effect. Environmental Services staff are currently coordinating the necessary updates to Council's S149 Certificate Templates.

Timing & Implementation Requirements

As detailed in the preceding section, the Codes SEPP amendments have been formally gazetted and will come into effect on 25 February 2011. Council's Environmental Services staff are currently coordinating the required processing alterations, staff training, community information packages (Fact Sheets) and IT system upgrades to accommodate the new planning requirements.

Financial Considerations

There will be no impact on Council's current budgetary allocations.

RECOMMENDATION

That Council notes the changes being made to the Code SEPP for Exempt and Complying Development.

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4.2 LIQUID TRADE WASTE POLICY ADOPTION

Background

The process to achieve the implementation of the Liquid Trade Waste requirements of the Governments Best Practice Guidelines firstly required Council to adopt a draft Liquid Trade Waste Policy. This policy sets out how Council will regulate sewerage and trade waste discharges to its sewerage system in accordance with the NSW Framework for Regulation of Sewerage and Trade Waste (Section 3.1). The policy is concerned with the approval, monitoring and enforcement process for liquid trade wastes discharged to Council's sewerage system and the levying of commercial sewerage and liquid trade waste fees and charges. It has been developed to ensure the proper control of liquid trade waste and hence protection of public health, worker safety, the environment, and Council's sewerage system. The policy also promotes waste minimisation, water conservation, water recycling and biosolids reuse.

Each Local Water Utility (LWU) is required to adopt and implement a liquid trade waste regulation policy in accordance with the Model Policy **by June 2011**.

At its meeting in August 2010 Council adopted the model Liquid Trade Waste Policy provided for public comment. The process in adopting the policy required Council to advertise the draft for a period of at least 28 days in local newspapers and allow submissions to be made for a period of at least 42 days regarding the content of the policy. The draft policy was advertised at least twice in all local newspapers with a closing date for submissions of 7 January 2011 which allowed public submissions in excess of the 42 day period required. No submissions were received by Council.

Given the lack of concern within the community for the policy contents it is now appropriate for Council to resolve to adopt the policy that Councillors received with their August 2010 business papers without alteration.

A copy of the Warrumbungle Shire Liquid Trade Waste Policy will be tabled at Council's meeting.

RECOMMENDATION

That Council adopt the Warrumbungle Shire Liquid Trade Waste Policy and advertise in adoption of the policy in local papers circulating in the area in accordance with the requirements of the Local Government Act 1993.

4.3 Coonabarabran Pool Up-Grading Project

Background

Council in considering the merits of applications for RLCIP funding in December 08 made a decision to prefer the office extension project over a proposal to renovate and improve the Coonabarabran Pool. This decision was a catalyst for a group of concerned residents to commission a petition of residents in favour of a pool upgrade project.

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The submission by the committee was considered at Council's meeting held in June 2009 and in Resolution Number 428 Council resolved:

“ that Council acknowledge the Coonabarabran Swimming Pool Committee and seek input from the committee regarding funding needs and further that a report be prepared by staff and submitted for Council consideration incorporating an estimate of costs of operating and maintaining a 50m pool as well as the estimated cost of construction.”

At its meeting held in November 2009 Council resolved in Resolution number 175:

1. *That Council endorse option 2 as its preferred method of developing the Coonabarabran Pool with the proviso that designs should incorporate the necessary reticulation system to allow half of the 50m pool to be heated for winter use at some stage in the future should funding become available.*
2. *That Council engage a suitable facilities design firm to develop a more detailed concept plan with accurate costs of construction for option 2 to enable further progress on the project to continue subject to successful grant funding being received.*
3. *That the estimated costs of the design of \$10,000 be provided from the savings generated in not attracting kiosk operators at three shire pools*

Commentary

Mr Stephen Johansson of the Facility Design Group was engaged to prepare the design plans and to help define the expectations of the major user groups. Schools, Swimming Club, Health Service and Learn to Swim teachers were invited to a meeting with Mr Johansson in early October 2010. Mr Johansson's firm specialises in the refurbishment and design of Council swimming facilities throughout NSW and comes with a considerable body of previous work for Council's such as Junee, Cobar, Broken Hill and Coffs Harbour. The result of the meeting was that Mr Johansson was able to convince all participants that increasing the current 33m pool to 50m would not be a wise move given the additional costs involved in treating and maintaining water temperatures and that the most appropriate path forward for Council would involve replacing the existing pool with a modern outdoor 25m pool in the shell of the old pool and replacing the toddlers pool with a state of art hydro play pool with separate filtration systems for each.

To cater for the desire for year round swimming it was proposed to build a separate 4 lane 25m indoor heated pool parallel with the out door pool which allowed for year round learn to swim and lap capability.

Given the agreement of the user focus group Mr Johansson was requested to proceed to design concept plans for the above facilities to be able to submit to Council and seek further consultation from the wider community and user groups in particular. The attached plans and estimates of costs have been provided for Council to consider.

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The development scenario proposed is that the project be broken into two stages given the costs estimated for the entire project. Broadly speaking stage one of the project will involve those works considered essential to providing a pool facility that meets current health guidelines and is not dangerous to users while providing some improvements in user facilities. Stage one involves the following:

Coonabarabran pool up-grade Stage one	
Component	Cost
1. Services augmentation- electricity, sewer, water	\$80,000
2. Demolition of existing buildings, concourse and small pool	\$25,000
3. Ground preparation	\$10,000
4. New 25m pool with 7 lanes, ramp, balance tank using existing pool hole	\$760,000
5. Pool Water Treatment- 25m pool medium rate sand filters	\$370,000
6. Heat Pump Heating to 25m pool	\$50,000
7. Up grade existing buildings	\$70,000
8. Backwash tanks	\$30,000
9. Plant room and store	\$48,000
10. Outdoor filter yard	\$42,000
11. Concrete Tiered seating and shade structure	\$70,000
12. New external concourse	\$108,000
13. Childrens hydroplay pool (water park)	\$220,000
14. Landscaping and fencing	\$20,000
Sub Total	\$1,903,000
Pool Blankets	\$18,000
Builders preliminaries and margins 12%	\$230,500
Contingency	\$107,000
Design fees	\$135,000
Total	\$2,393,500

Stage one will achieve the following outcomes:

1. Shorten the existing 33m pool which is a poor length for competition swimming to a more standard 25m pool which will better allow for 50m and 100m racing and allow for easy disabled and or infirmed access through a ramp.
2. Remove the dangers posed by the present pool with cracked and uneven concourses, chipped and sharp tiles & poor water circulation (health risks) through poor design of the existing system.
3. Improve the water filtration system three fold so that the water is filtered to today's standards thereby improving safety of pool users.
4. Provide a start of art children's play pool 200mm deep with water features with its own independent filtration system to attract more family use.
5. Provide the capability to extend the season by use of blankets and heat pumps.

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Stage two of the project would involve those items desired by the user groups and would involve the following:

Coonabarabran pool up-grade Stage Two	
Component	Cost
1. Services augmentation- electricity, sewer, water	\$20,000
2. Ground preparation	\$20,000
3. New Indoor Multifunction pool	\$450,000
4. Pool Water Treatment- Multifunction pool	\$350,000
5. Heat Pump Heating Multifunction pool	\$50,000
6. Backwash tanks	\$20,000
7. Dehumidification Units for 25m hall	\$300,000
8. Indoor pool hall with operable glass walls	\$1,092,000
9. Entrance canopy & footpath	\$40,000
10. Control, kitchen, staff, first aid, Manager	\$70,400
11. Fitout	\$50,000
12. Foyer Café and social viewing area including A/C	\$240,000
13. Swimming Club Room including A/C	\$104,000
14. New Amenities	\$196,000
15 Landscaping and fencing	\$20,000
16. New external concourse	\$108,000
17. Childrens hydroplay pool (water park)	\$220,000
18. Landscaping and fencing	\$20,000
19. Car parking and road works	\$60,000
Sub Total	\$3,082,400
Pool Blankets	\$18,000
Builders preliminaries and margins 12%	\$372,000
Contingency	\$174,000
Design fees	\$278,000
Total	\$3,924,400

The aim of stage two would be to achieve the following:

1. Construction of a year round swimming facility with the indoor pool able to be used in winter as well as summer for lap swimming, learn to swim classes (cramped now into main pool) and school sport.
2. Creation of a modern user friendly café area with new entrance from the current bowling club carpark area to encourage more family participation and a facility that attracts visits and becomes a focal point in town.
3. Doubling the capacity of the current facility so the competing users such as learn to swim classes and lap swimming have sufficient room.
4. Replacing the existing outdated entry, kiosk, toilets etc with modern easy to maintain facilities.
5. Allowing for existing amenities buildings to be remodelled into community meeting rooms.

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As stated earlier this project has been separated into two stages with stage one containing the necessities that Council can't put off for much longer with the state of the existing pool facilities while stage two contains the communities ideal facilities. Given the proposed costs involved in the whole project it would be prudent for Council to gauge community opinion as to the priorities in the minds of the shires residents by allowing public comment on the design, cost and merits of the project before committing to any further expenditure.

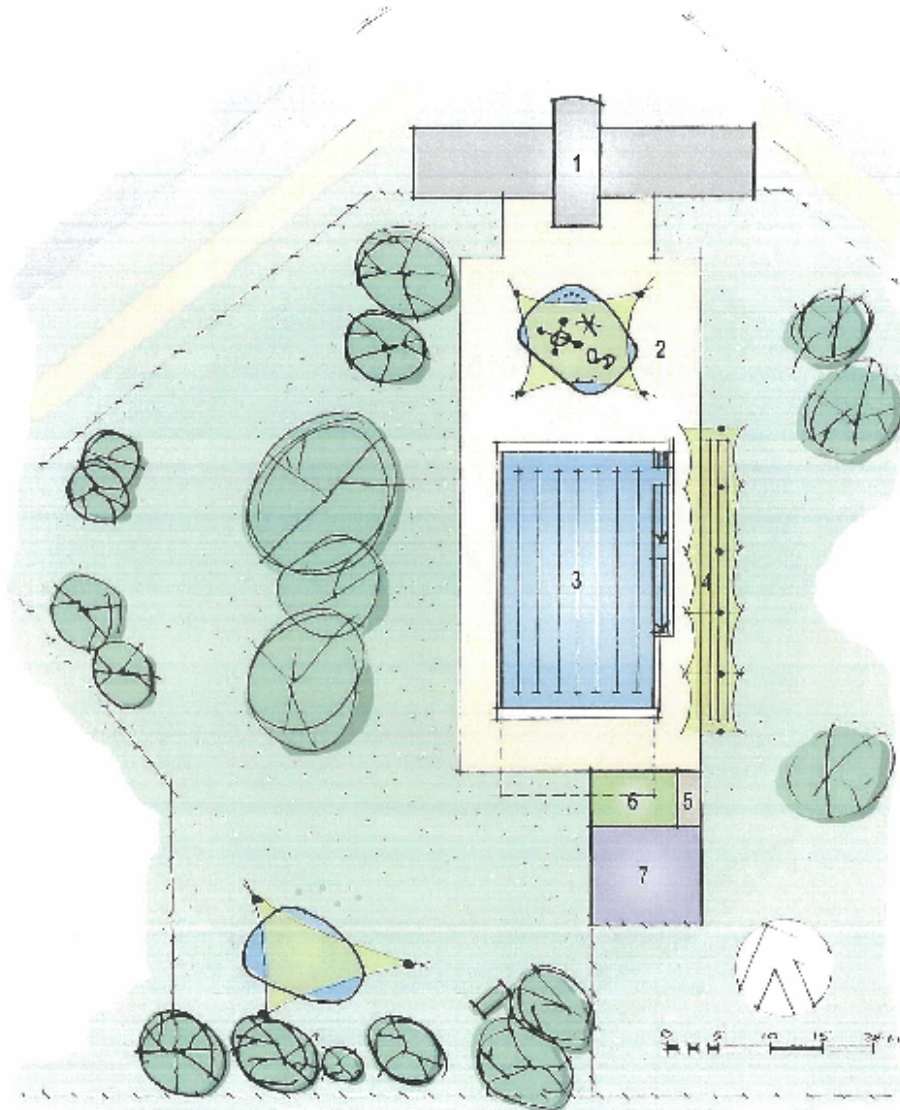
At the end of the consultation process Council will need to make some firm strategic decisions regarding the importance of its pools and the direction it wishes to take in providing swimming facilities throughout the shire.

RECOMMENDATION

1. That Council place the draft plans and costing on public exhibition within the shire and call for public submissions regarding the design, costs and merits of the proposal.
2. That in considering its Management Plan for 2011/12 Council determine its objectives and strategies in providing swimming facilities within the shire.

WARRUMBUNGLE SHIRE COUNCIL

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floor plan

Legend

1. EXISTING BUILDING REPURPOSED INTO MULTI-PURPOSE MEETING ROOMS AND MEMORIAL
2. OUTDOOR HIGH PLAY ZONE WITH SHADE STRUCTURE - SUMMER ONLY
3. REPURPOSED 7.5M X 15M LAF POOL WITH RAMP
4. CONCRETE TIERED SEATING WITH SHADE STRUCTURE
5. STORAGE
6. PLANT ROOM
7. CLUBROOM & PLAYGROUND



COONABARABRAN MEMORIAL SWIMMING POOL

Concept A

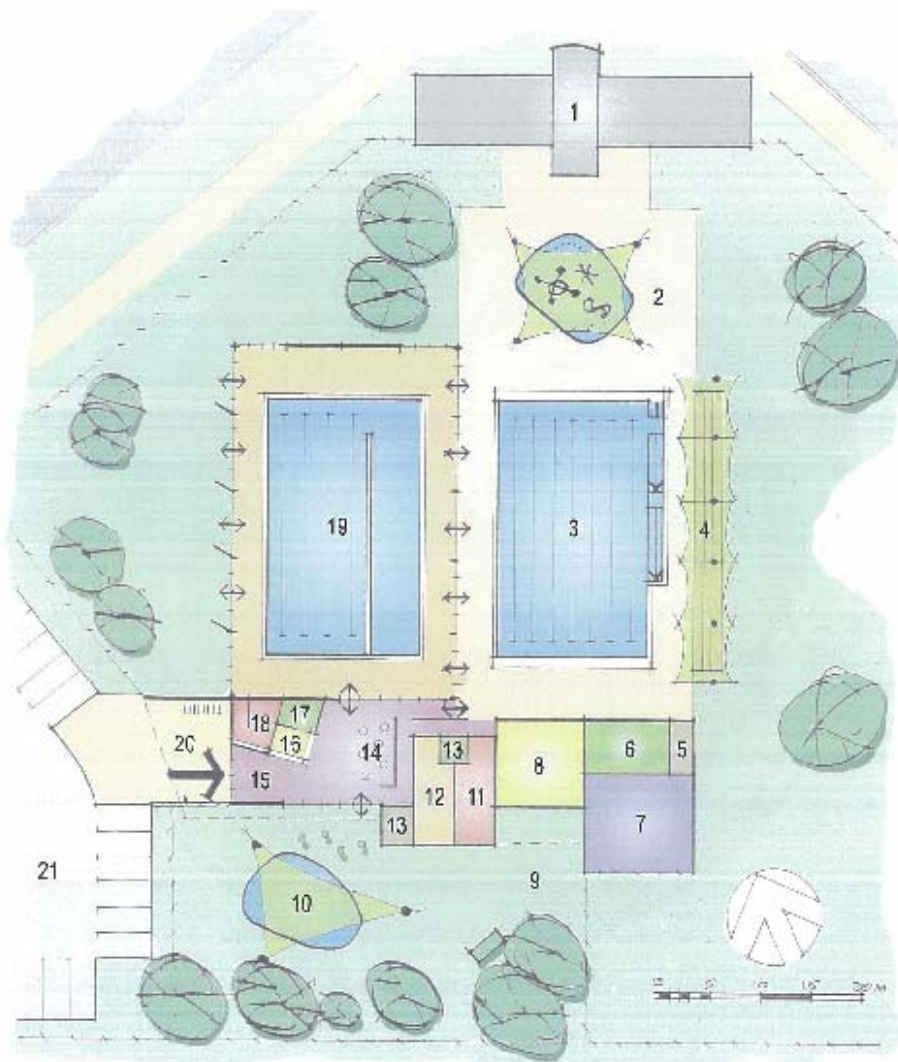
Date: 2.2.11

STAGE 1

Facility Design Group

WARRUMBUNGLE SHIRE COUNCIL

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floor plan

legend

- | | |
|---|-------------------------------------|
| 1. EXISTING BUILDING REFINISHED INTO MULTI-PURPOSE MEETING ROOMS AND MEN'S ROOM | 14. SOUTH SEATING AREA |
| 2. OUTDOOR DROPPLAY ZONE WITH SHADE STRUCTURE - 10MINUTE ONLY | 15. ENTRY COVER |
| 3. REFINISHED 7 LANE 25M LANE POOL WITH RAMP | 16. CONTROL |
| 4. CONCRETE TYPED SEATING WITH SHADE STRUCTURE | 17. KIOSK |
| 5. STORAGE | 18. MANAGER'S OFFICE/FIRST AID |
| 6. PLANT ROOM | 19. INDOOR SWIM MULTI-FUNCTION POOL |
| 7. OUTDOOR HILIER YARD | 20. ENTRY CANOPY AND BIKE RACKS |
| 8. CLUB ROOM | 21. PARKING |
| 9. OUTDOOR BARBECUE AREA | |
| 10. OUTDOOR DRY PLAY WITH SHADE STRUCTURE | |
| 11. MALE AMENITIES | |
| 12. FEMALE AMENITIES | |
| 13. ACCESSIBLE FAMILY CHANGE | |



COONABARABRAN MEMORIAL SWIMMING POOL

Concept A Date: 28.11.10

STAGE 1 & 2

Facility Design Group

WARRUMBUNGLE SHIRE COUNCIL

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COONABARABRAN MEMORIAL SWIMMING POOL

STAGE ONE

OPINION OF PROBABLE COST – 1.2.2011

COMPONENT	COST/M2	TOTAL	REVISED SUB TOTALS
1. Services augmentation – electricity, sewer, water	Item	\$ 80,000	
2. Demolition of existing buildings, concourse, small pool,	Item	\$ 25,000	
3. Ground Preparation	Item	\$ 10,000	
4. New 25m pool x 7 lane + ramp + balance tanks utilising existing 33m pool shell	Item	\$ 760,000	
5. Pool Water Treatment – 25 m pool – medium rate sand filters	Item	\$ 370,000	
6. Heat Pump Heating to 25m Pool	Item	\$ 50,000	
7. Existing building/memorial upgrade	Item	\$ 70,000	
8. Backwash tanks	Item	\$ 30,000	
9. Plant Room & Store Room – 60m2	\$ 800m2	\$ 48,000	
10. Outdoor Filter Yard – 105m2	\$ 400m2	\$ 42,000	
11. Concrete Tiered Seating & Shade Structure	Item	\$ 70,000	
12. New External Concourse – 800m2	\$ 135 m2	\$ 108,000	
13. Optional zero depth splash park – or Hydroplay with shade structure	Item	\$ 220,000	
14. Landscaping & Fencing	Item	\$ 20,000	
27. SUB TOTAL 1		\$ 1,903,000	
28. Pool Blankets	Item	\$ 18,000	
29. SUB TOTAL 2		\$ 1,921,000	
30. Builders Preliminaries & Margin & Overhead – 12 %		\$ 230,500	
31. SUB TOTAL 3		\$ 2,151,500	

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COMPONENT	COST/M2	TOTAL	REVISED SUB TOTALS
32. Contingency – 5%		\$ 107, 000	
33. Professional Fees based on design & construct tender docs		\$ 135,000	
34. GRAND TOTAL		\$2,393,500	

**COONABARABRAN MEMORIAL SWIMMING POOL
STAGE TWO
OPINION OF PROBABLE COST – 1.2.2011**

COMPONENT	COST/M2	TOTAL	REVISED SUB TOTALS
1. Services augmentation – electricity, sewer, water	Item	\$ 20,000	
2. Ground Preparation & Excavation for pools, parking	Item	\$ 20,000	
3. New Indoor Multifunction Pool	Item	\$ 450,000	
4. Pool Water Treatment – Multifunction Pool – medium rate sand filters + UV	Item	\$ 350,000	
5. Heat Pump Heating to Multifunction Pool	Item	\$ 50,000	
6. Backwash tanks	Item	\$ 20,000	
7. Dehumidification Units for 25M Pool Hall	Item	\$ 300,000	
8. Indoor Pool Hall with operable glass walls – 780m2	\$ 1,400m2	\$ 1,092,000	
9. Entrance canopy, footpath	Item	\$ 40,000	
10. Control, kitchen, staff, first aid, manager – 44m2	\$ 1,600m2	\$ 70,400	
11. Control Desk & Kitchen fit out	Item	\$ 50,000	
12. Foyer Café Social Viewing Area including air conditioning & glass wall circulation – 160m2	\$ 1,500m2	\$ 240,000	
13. Swim Club Room including split air conditioning – 80m2	\$ 1,300m2	\$104,000	

WARRUMBUNGLE SHIRE COUNCIL

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COMPONENT	COST/M2	TOTAL	REVISED SUB TOTALS
14. Amenities – 98m2	\$ 2,000m2	\$ 196,000	
15. Landscaping & Fencing	Item	\$ 20,000	
16. Car parking & road works	Item	\$ 60,000	Perhaps different budget
17. SUB TOTAL		\$ 3,082,400	
18. Pool Blankets	Item	\$ 18,000	
19. SUB TOTAL		\$ 3,100,400	
20. Builders Preliminaries & Margin & Overhead – 12 %		\$ 372,000	
21. SUB TOTAL		\$ 3,472,400	
22. Contingency – 5%		\$ 174,000	
23. Professional Fees – 8.0 %		\$ 278,000	
24. GRAND TOTAL		\$ 3,924,400	

This Opinion of Probable Cost has been based upon the Masterplan provided.

Due to the many peripheral elements that relate to such a development – assumptions have been made to at least provide an opinion of estimated cost for these elements. More thorough site investigation and planning investigation is required to better quantify these figures – however they have been extrapolated from previous actual projects and current industry pricing.

WARRUMBUNGLE SHIRE COUNCIL

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4.5 Applications Received for Month of January 2011

Complying Development (set criteria) Development Application (Specialised Conditions)	Date Received	APPLICANT'S NAME	LOCATION (of development)	(Town)	Development Type	Status (Approved or Pending)
CDC 49/1011	04/01/2011	Robert Delarue	Black Stump Way	Coolah	Double Bay Carport	Approved
DA 50/1011	11/01/2011	Stuart Row	Dalgarno Street	Coonabarabran	Change of use	Pending
DA 51/1011	12/01/2011	Phillip Fuller – Snt Vincent De Paul	Dalgarno Street	Coonabarabran	Remove & Reconstruct/Refurbish walls	Pending
DA 52/1011	13/01/2010	Josephine & Donald McLarty	Henderson Street	Coolah	New Double Bay Shed	Approved
DA 53/1011	24/01/2010	Bridgette Isberg	Timor Road	Coonabarabran	New Dwelling	Pending
DA 54/1011	25/01/2010	Ross Wattus	Baradine Road	Baradine	Replace Dwelling & Shed	Pending
DA 55/1011	27/01/2010	John Shobbrook / Faulks Telescope	Timor Road	Coonabarabran	Four Telescopes	Pending
DA 56/1011	27/01/2010	Darren Beveridge	Gleneve	Baradine	Change of use	Pending
CDC 57/1011	31/01/2010	Greg McCauley	Charles Street	Coolah	New Double Bay shed	Pending

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WARRUMBUNGLE SHIRE COUNCIL APPLICATIONS HELD PENDING AS AT THE END DECEMBER 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 23/1011	24/09/2010	Catholic Church	Dalgarno Street	Coonabarabran	Boundary Adjustment	Pending
DA 42/1011	01/12/2010	WSC (Yuluwirri)	Bandulla Street	Coonabarabran	Additions to Childcare Centre	Pending
DA 45/1011	07/12/2010	T Hardie	Bolaro Street	Dunedoo	Change of use	Pending
DA 46/1011	16/12/2010	Rebecca Leeson	Avonside Road	Dunedoo	Change of use	Pending
DA 47/1011	20/12/2010	Wayne McWhirter	Suttons Road	Coonabarabran	New Dwelling	Pending
DA 48/1011	21/12/2010	Callow (Yellow Box Pl)	Digilah Road	Dunedoo	New Dwelling	Pending

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TONY MEPPEM
ACTING DIRECTOR ENVIRONMENTAL SERVICES