

Annual Report

2012 / 2013



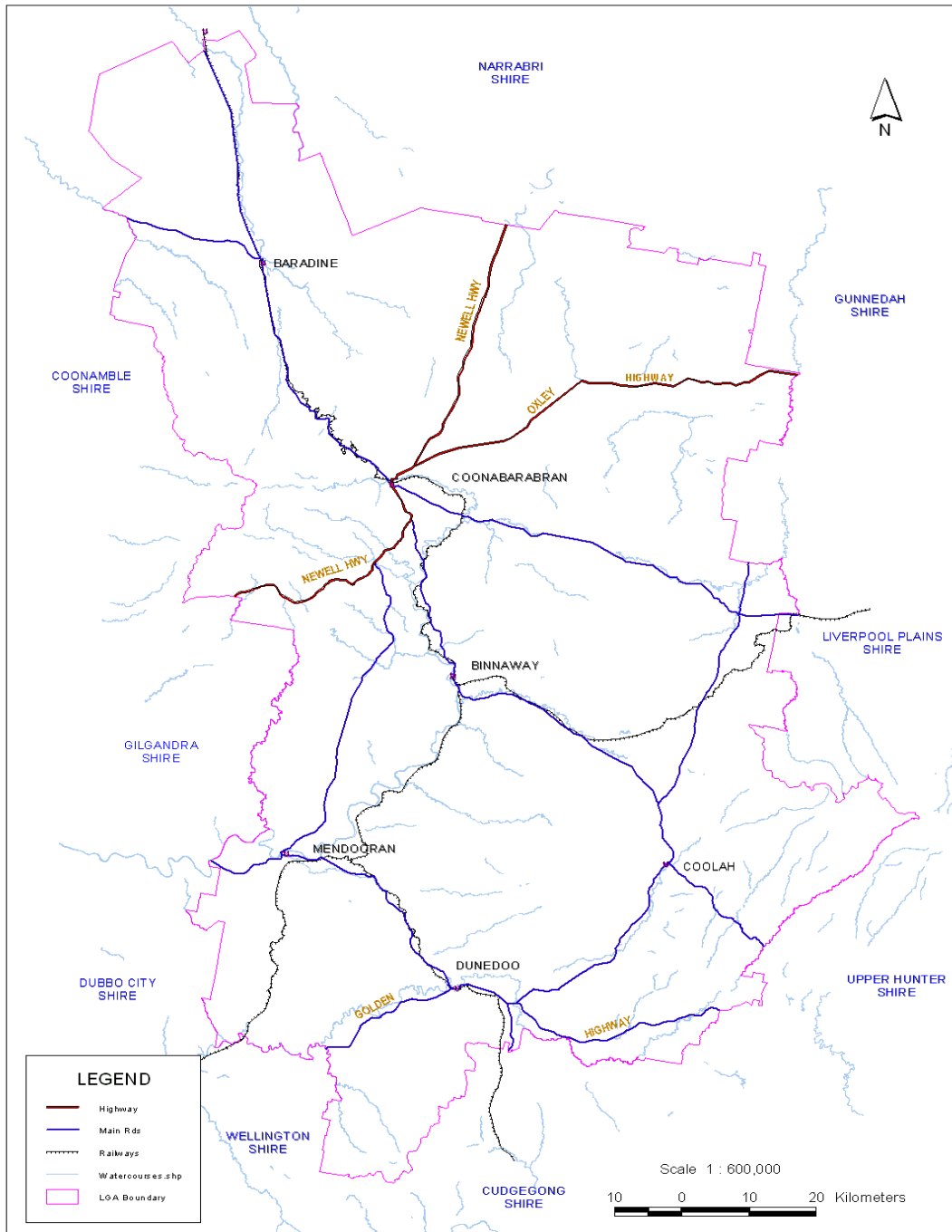


Warrumbungle Local Government Area	4
Message From The Mayor	5
Message From The General Manager.....	7
A Profile Of Our Warrumbungle Shire.....	9
Councillors	10
Senior Management.....	10
Councillor Photos	11
Senior Management Photos.....	12
Public Meetings.....	13
Committees Of Council	13
Contacting Council	17
Financial Statements.....	17
Performance In Review	18
Corporate Services.....	19
Technical Services	31
Urban Services.....	33
Water And Sewerage	33
Fleet.....	34
Waste.....	34
Environmental Services.....	35
Services For People With Diverse Cultural And Linguistic Backgrounds	37
Services For Needs Of Children	37
Access And Equity Activities For Residents.....	38
Companion Animals Act And Regulation Activities	39
Community Care Services.....	41
DHS Agency.....	42
Connect Five Children's Services.....	43
Library Services	45

Westpac Instore	53
Yulluwirri Kids.....	53
Castlereagh Family Day Care.....	56
Road Safety Program.....	58
Tourism And Economic Development.....	60
Youth	62
Legal Proceedings.....	63
Senior Staff Remuneration	64
Elected Members	64
Overseas Travel.....	66
Contracts Awarded By Council.....	66
Bush Fire Hazard Reduction And Community Engagement.....	67
Private Works.....	69
Contributions And Donations.....	69
Human Resource Activities	71
External Bodies	75
Competitive Neutrality Pricing	77
Special Variation Expenditure	78
Integrated Planning And Reporting.....	78
Community Strategic Plan	79
Delivery Program And Operational Plan	79
Privacy Statement	83
Compliance With Planning Agreements	84
Agency Information Guide	84
Payment Of Expenses And Provision Of Facilities To Mayors And Councillors	85



WARRUMBUNGLE LOCAL GOVERNMENT AREA



MESSAGE FROM THE MAYOR

The 2012-2013 year was a year of highs and lows in Warrumbungle Shire history. The inaugural Santos North West Tour for cyclists was held in the Shire during July, 2012 and was such a success that the 2013 event this time attracting international riders was held in late June this year.

2012 was also an election year for Local Government with 14 candidates nominating for the 9 positions on Council. The successful candidates were Ron Sullivan, Victor Schmidt, Denis Todd, Murray Coe, Chris Sullivan, Anne Louise Capel, Gary Andrews, Fred Clancy and me. The Mayoral elections resulted in Murray Coe being returned as Deputy Mayor and I was returned as Mayor.

During September Council made comments on the environmental assessment report for the Cobbora Coal development near Dunedoo, held community forums in Dunedoo and made submissions to the Planning Assessment Commission before hearing from the NSW Treasurer Mike Baird in December that the project had been mothballed. Council is still negotiating with the Cobbora Holding Company for a final outcome with the Voluntary Planning Agreement.

During October Council finalized negotiations with Boral to re-open their blue metal quarry near Coonabarabran to not only meet Councils road and concrete construction requirement but those from the community at large.

Also in October the Bushfire Management Committee at their pre fire season meeting heard dire warnings for the season ahead but were happy with the NPWS reporting that over 3000 hectares of hazard reduction burns had been completed with a further 4000 hectares of hazard reduction burns planned for the following few months.

On January 13 a fire started in the Warrumbungle National Park and was quickly declared a Section 44. The fire burnt for about 3 weeks with 55,000 hectares of bushland burnt, 53 homes, 150 sheds and hundreds of kilometres of fencing destroyed. During the fire the General Manager and I welcomed a number of politicians and dignitaries to the Shire including the Governor General, Quentin Bryce; Prime Minister, Julia Gillard; NSW Governor, Prof Marie Bashir; Premier, Barry O'Farrell and various Ministers and State Fire Commissioners.

We quickly established a Mayors Bushfire Appeal fund which raised around \$733,000 as at 30 June 2013, and a Recovery Centre to handle the problems faced by the people who lost property.

The response by the General Manager, Directors and members of staff to this tragic event was rapid, calculated and exceptional. The volunteer response from community groups and individuals to the victims of the fire, the fire fighters and Blaze Aid made you proud to be a part of this town and this Shire.

In March the Council had its first meeting in the new Council Chambers which were officially opened by the Governor of NSW Marie Bashir AC, CVO on 17 March, 2013.

In May at a Council budget session Council adopted a budget focused on asset renewal rather than asset expansion. This was in response to the T-Corp report and other reviews of Councils financial sustainability.

I would like to thank the General Manager for his continued support and encouragement as well as the Directors, Staff and Councillors. This has been a most demanding year and the recovery and the effects from the fire will go on for years to come.

Peter Shinton
Mayor



MESSAGE FROM THE GENERAL MANAGER

The financial year 2012/2013 was identified by four major events.

In September 2012 Councils across NSW conducted their Local Government Elections. From a field of 14, nine Councillors were elected; Denis Todd, Victor Schmidt, Ron Sullivan, Peter Shinton, Fred Clancy, Gary Andrews, Anne-Louise Capel, Chris Sullivan and Murray Coe were the successful candidates. Peter Shinton was re-elected Mayor and Murray Coe Deputy Mayor.

In December 2012 the NSW Treasurer Mike Baird announced that the Cobbora Coal Project planned for the Cobbora district was indefinitely delayed. Council continues to negotiate with the proponents Cobbora Holdings Corporation (CHC) for final outcomes of the Voluntary Planning Agreement (VPA). A VPA is the mechanism that is engaged to secure funding from mining companies for community infrastructure and services.

January 1 2013 saw the introduction of the new Workplace Health and Safety National Harmonisation Laws. Council has made numerous adjustments and amendments to workplace methods and procedures to comply with the new national laws.

In early January the Mayor and I met with the newly appointed Commissioner for Land and Water, Mr Jock Laurie. Mr Laurie discussed his interest in water sharing alliances and offered his assistance in developing water alliances.

On 13 January 2013 the Warrumbungle National Park caught alight. The Section 44 declared fire rapidly spread out of the Park and engulfed approximately 55,000 hectares of surrounding country side. These fires were billed as the worst bushfires seen to-date in NSW. 53 homes, 150 sheds and hundreds of kilometres of fences were lost. The fires lasted for three weeks. The total cost to the community and Council is still being calculated. During the fires our Shire was visited by various dignitaries including the Governor General Quentin Bryce, Prime Minister Julia Gillard, Premier Barry O'Farrell, NSW Governor Professor Marie Bashir, Ministers, Local Members, State and Federal Commissioners. There were more than ten government departments in attendance helping with everything from health and asbestos issues to recovery and infrastructure assistance. Council participated in many post fire debrief sessions. A full report will be prepared for Council once all the claims have been processed, the bills are in and finalised. A Mayors Bush Fire Appeal was established and a Committee formed to manage and oversee the distribution of the collected funds. As at 30 June 2013 approximately \$733,000 was donated. I am very humbled and proud to be part of a community and workplace that values their community such as here in the Warrumbungle's. There are too many outstanding individuals and groups to mention here in this short report.

The last Local Government and Shires Association (LGSA) Conference was held in June 2012 therefore there was no Conference in the 2012/2013 calendar year. The inaugural Local Government New South Wales (LGNSW) Conference was held in October 2013. Along with the formation of the one association the long held practice of attending and presenting motions for consideration at C Division came to an end.

The past year saw the formation of a Committee of Council established to drive and steer the final planning and construction of the new Council Administration Building on the corner of John and Cassilis Streets, Coonabarabran. The construction of this building was brought in under budget and is proving to be highly functional. The official opening on 17 March 2013 was conducted by her Excellency Professor Maree Bashir Governor of NSW. One hundred invited guests attended a Gala Evening in the new Council Chambers. Her Excellency congratulated Council on our achievement and hoped that the decisions on the future of our Shire resolved in the new Chamber would be wise, well into the future.

Council, through the Mayor and I, continue to participate at the Orana Regional Organisation of Councils (OROC), Association of Mining Related Councils (AMRC), Country Mayors, Newell Highway Taskforce, Bushfire Management Committee (BFMC), Castlereagh Zone Liaison Committee, Community Cabinet Meeting, Regional Development Australia workshops and Indigenous Cultural Development Programme.

In November 2012 Council took up a lease on the Boral Quarry to ensure the continued supply of high quality construction stone for the district. After a slow start the quarry returned a responsible profit in its first year of production.

Council conducted a number of workshops to finalise the Local Environmental Plan (LEP). Eight years in the making the LEP is now with Parliamentary Counsel in Sydney awaiting final referral for gazettal.

Council was the subject of a number of studies and reviews during the year. There was the Independent Infrastructure Audit, Independent Local Government Future Directions Report, Local Government Act Task Force and the T Corp report into Council's financial sustainability. The internal auditors continue to scrutinise Council's functions and the external auditors monitor and report on Council's financial performance.

As part of the Integrated Planning and Reporting process Council is required to address the service levels provided by Council to the community. Workshops were held to establish discoveries and acceptable levels of service. Council is also required to develop a Workforce Management Plan (WFMP). This very valuable document was completed in-house, by staff. Council was also required to revisit the organisational structure within the first twelve months of the Local Government Elections. The WFMP and the service level discoveries guided the review of the Organisational Structure. Council also established a finance and projects committee to review and monitor the major capital projects of Council.

Finally I extend my heartfelt thanks to Mayor Peter Shinton and the Councillors for their continued support. I also thank the entire staff at Warrumbungle Shire Council for their co-operation and diligence in the workplace throughout the year. Special thanks also to Tony Meppem for stepping into the General Manager role while I was laid up in hospital last year. Well done mate we miss your input.

I commend my 2012 /2013 Annual Report to the Community of Warrumbungle Shire.

Steve Loane
General Manager

A PROFILE OF OUR WARRUMBUNGLE SHIRE

Population:	9,808 (2006 Census)
Area:	12,380 square kilometres
Towns:	Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo, Mendooran
Villages:	Bugaldie, Kenebri, Merrygoen, Neilrex, Leadville, Cobbora, Uarbry
State Seat:	Barwon
Federal Seat:	Parkes

The Warrumbungle Shire is strategically positioned on the Newell Highway mid-way between Brisbane and Melbourne. A number of highways and main roads traverse the shire providing links with surrounding regional centres.

The landscape ranges from extensive plains to undulating hills, from the high basaltic plateau of the Coolah Tops in the east to the rugged mountainous peaks of extinct volcanoes of the Warrumbungle Range to the west of Coonabarabran.

The shire is also a meeting place for the nations of our traditional owners and custodian of the land. The northern part of the shire is home to the Gamilaraay people while the southern part of the shire is home to the Wiradjuri people. Also the nations of the Weilwan and Kawambarai (Werriri) come into the Shire on the western border.

The stunning night skies, formed by a combination of low pollution, very low humidity and limited cloud cover have drawn astronomers and researchers to Coonabarabran in their search for what lies beyond the confines of the visual night sky. Siding Spring Observatory, located 25kms from Coonabarabran is the site of a number of internationally owned and operated optical telescopes where major research has recorded amazing truths of the universe, supporting Coonabarabran's claim to the name "Astronomy Capital of Australia".

The towns and villages of the shire comprise Coonabarabran, Baradine, Binnaway, Coolah, Dunedoo and Mendooran; all provide wonderful opportunities to experience real country Australian lifestyles.

The communities enjoy the services of quality schools and health services. The shire boasts a broad range of cultural, sporting and recreational activities.

COUNCILLORS

Council has nine Councillors with the Mayor elected annually by his or her peers. Local Government elections were held in September 2012. The current Councillors are listed below:

**Councillor Peter Shinton
Mayor**

Phone: (02) 6842 2055
peter.shinton@warrumbungle.nsw.gov.au

**Councillor Murray Coe
Deputy Mayor**

Phone: (02) 6375 0265
murray.coe@warrumbungle.nsw.gov.au

Councillor Gary Andrews

Phone: (02) 6844 1893
gary.andrews@warrumbungle.nsw.gov.au

Councillor Anne-Louise Capel

Phone: (02) 6377 4620
anne-louise.capel@warrumbungle.nsw.gov.au

Councillor Fred Clancy

Phone: 0429 030 400
fred.clancy@warrumbungle.nsw.gov.au

Councillor Victor Schmidt

Phone: (02) 6842 1500
victor.schmidt@warrumbungle.nsw.gov.au

Councillor Chris Sullivan

Phone: (02) 6375 1461
chris.sullivan@warrumbungle.nsw.gov.au

Councillor Ron Sullivan

Phone: (02) 6842 8226
ron.sullivan@warrumbungle.nsw.gov.au

Councillor Denis Todd

Phone: (02) 6843 1831
denis.todd@warrumbungle.nsw.gov.au

SENIOR MANAGEMENT

General Manager

Steve Loane

Director Corporate Services

Rebecca Ryan

Director Environmental and Community Services

Tony Meppem

Director Technical Services

Kevin Tighe

Auditor

Forsyths Chartered Accountants
Armidale

Solicitor

Clarke and Cunningham
Coonabarabran

COUNCILLOR PHOTOS



Cr Peter Shinton
Mayor



Cr Murray Coe
Deputy Mayor



Cr Gary Andrews



Cr Anne-Louise Capel



Cr Fred Clancy



Cr Victor Schmidt



Cr Chris Sullivan



Cr Ron Sullivan



Cr Denis Todd

SENIOR MANAGEMENT PHOTOS



Steve Loane
General Manager



Kevin Tighe
Director Technical Services



Rebecca Ryan
Director Corporate Services



Tony Meppem
Director Environmental and
Community Services

PUBLIC MEETINGS

Ordinary meetings of Council are usually held on the third Thursday of each month commencing at 9.00 am. Monthly Council meetings are held at either Coonabarabran or Coolah (on an alternating basis). Monthly meetings of Council are advertised and attendance by members of the public is encouraged.

Special meetings are held for the consideration of specific issues as required. Both ordinary and special meetings (with the exception of matters which are considered to be of a confidential nature) are open to the public and public attendance at these meetings is invited.

At the commencement of the monthly meeting, time is provided for an open forum to allow community members to address Council and senior staff on issues of concern. The opportunity to speak at these public forums is advertised regularly and participants are advised that they may speak for 5 minutes. Councillors are encouraged to ask questions at the time of the forum presentation and the Mayor accepts written information that may be provided at that time for distribution to each Councillor.

Business papers are available on the Monday preceding the council meeting from the Administration Centre in Coonabarabran and can be accessed on Council's website at www.warrumbungle.nsw.gov.au

COMMITTEES OF COUNCIL

External Committees

These committees are part of this Council's wider involvement in the region. The majority of these committees have legislative powers creating them or formal agreements between us and other Councils. It is essential that all of these committees have active elected representative involvement.

Committee	Member
Castlereagh Macquarie County Council	Councillor Murray Coe Councillor Peter Shinton Councillor Denis Todd (Alternate)
Macquarie Regional Library (MRL) Service Committee	Councillor Anne-Louise Capel Councillor Chris Sullivan
Warrumbungle Bushfire Management Committee	Mayor Peter Shinton
Castlereagh Zone Liaison Committee	Mayor Peter Shinton General Manager
Local Emergency Management Committee	Director Technical Services

External Committees cont...

Committee	Member
North West Weight of Loads Group	Councillor Denis Todd
Central Ranges Natural Gas and Telecommunications Association	Mayor Peter Shinton General Manager
Orana Regional Organisation of Councils	Mayor Peter Shinton General Manager
Warrumbungle Shire Liquor Accord	Councillor Victor Schmidt
Audit and Risk Management Committee	Mayor Peter Shinton
Newell Highway Task Force	Mayor Peter Shinton Councillor Denis Todd
Orana Arts Incorporated	Councillor Anne-Louise Capel
Central West Catchment Liaison Committee	Director Environmental and Community Services
Mining Related Councils	Mayor Peter Shinton General Manager
Liverpool Range Wind Farm Community Consultation Committee	Director Environmental and Community Services
Local Traffic Committee	Councillor Fred Clancy
Inland Rail	Councillor Denis Todd

Internal Committees

Committee	Member
Plant Advisory Committee	Councillor Gary Andrews Councillor Murray Coe Councillor Ron Sullivan Councillor Fred Clancy
General Manager's Review Committee	Mayor Peter Shinton Councillor Murray Coe Councillor Ron Sullivan Councillor Victor Schmidt
Finance and Projects Committee	Councillor Ron Sullivan Councillor Fred Clancy Councillor Peter Shinton Councillor Murray Coe
Technical Services Works Committee	Councillor Ron Sullivan Councillor Fred Clancy Councillor Peter Shinton Councillor Murray Coe
Waste Facilities Advisory Committee	Councillor Fred Clancy Councillor Denis Todd Councillor Chris Sullivan Councillor Anne-Louise Capel
Administration Building Project Committee	Councillor Peter Shinton Councillor Ron Sullivan Councillor Murray Coe

Community Committees

These committees are made up either in part or in full of community members and are set out below.

Committee	Member
Warrumbungle Shire Tourism and Economic Development Advisory Committee	Councillor Fred Clancy Councillor Victor Schmidt
Warrumbungle Aerodromes Advisory Committee	Councillor Denis Todd Councillor Gary Andrews
Warrumbungle Shire Council Social Services Advisory Committee	Councillor Peter Shinton
Warrumbungle Shire Council Yuluwirri Kids Advisory Committee	Councillor Victor Schmidt
Baradine Floodplain Management Advisory Committee	Councillor Denis Todd Councillor Gary Andrews
Robertson Oval Committee	Councillor Murray Coe Councillor Chris Sullivan
Baradine Memorial Hall Committee	Councillor Denis Todd
Warrumbungle Shire Youth Council	Councillor Victor Schmidt Councillor Ron Sullivan
Medical Services Advisory Committee	Councillor Chris Sullivan Councillor Denis Todd Councillor Fred Clancy Councillor Anne-Louise Capel

CONTACTING COUNCIL

Council's Administration Centre is located at 20-22 John Street, Coonabarabran and is open weekdays from 8.30am to 4.30pm (excluding public holidays).

Council can be contacted by telephone on 6849 2000 (Coonabarabran office) or 6378 5000 (Coolah Office) or from calls within the Shire on 1300 795 099.

Council can also be contacted by facsimile on 6842 1337 or you can email us at info@warrumbungle.nsw.gov.au

Correspondence is to be directed to Council at P O Box 191, Coonabarabran NSW 2357.

Visit our website www.warrumbungle.nsw.gov.au

Council's office located at 59 Binnia Street, Coolah is also open weekdays from 8.30am to 4.30pm (excluding public holidays).

Media

Council news and information is regularly reported in the local media and Council notices are published in the Coonabarabran Times, Coolah District Diary, Dunedoo District Diary, Mendooran Pride and Binnaway Bush Telegraph.

FINANCIAL STATEMENTS

LGA s.428(2)(a)

The Operating Statement and Statement of Financial Position are part of the external reporting requirements on Council and are in a format which meets external reporting requirements under the Local Government Act 1993. These reports are independently audited by Council's Auditors, Forsyths of Armidale. For further details on Council's audited Annual Statements, a copy can be viewed at Council's offices and on the website when available.

Rates and Charges Written Off

(Reg cl. 132)

Set out below are details of Rates and Charges written off during the 2012/2013 rating year. Rates and charges have been written off in accordance with the provisions of the Local Government Act 1993 and Regulations. Individual details of amounts written off are contained in Registers maintained by Council.

Type	General Fund / Domestic Waste	Water	Sewerage	Interest / Legal	Total
Pension Rebates	272,667.68	73,081.31	53,530.41		399,279.40
Postponed Rates	1,685.74	-	1,661.70		4,684.25
Other Write Offs	5,546.04	4,707.01	-	2,077.76	12,330.81
Totals	279,899.46	77,758.32	55,192.11	3,414.57	416,294.46

PERFORMANCE IN REVIEW

LGA s.428(2)(b)

The following reports provide an overview of the progress in Council implementing its Delivery Program and Operational Plan.

The reports review the progress of each strategy included in the Delivery Program.

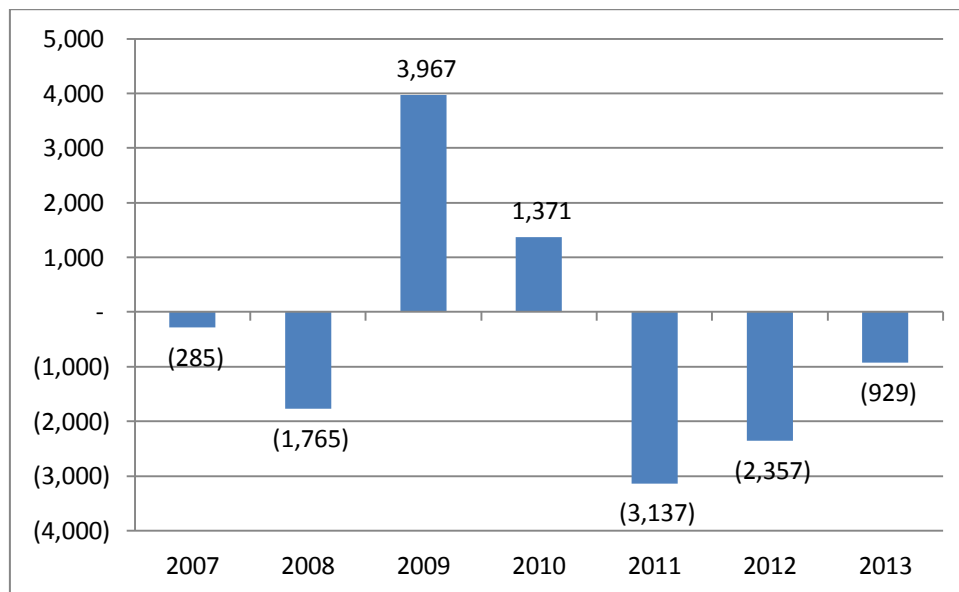
The following pages provide an overview of the achievements for the principal activities listed below:

PROGRAMME	PRINCIPAL ACTIVITY
EXECUTIVE	Council General Manager Human Resource Services
TECHNICAL SERVICES	Technical Services Management Asset Design Services Road Operations Urban Services Fleet Services Road Contracts and Private Works Water and Sewerage Services
ENVIRONMENTAL AND COMMUNITY SERVICES	Environmental Management Regulatory Services Warrumbungle Community Care Family Support Services Environmental Innovations Yuluwirri Kids
CORPORATE SERVICES	Corporate Services Management Financial Services Administration and Customer Services Communications and IT Economic Development and Tourism Property and Risk

Financial Services

The 2012/2013 financial year saw a consolidation and continuance of many of the Financial Services Branch achievements in the 2011/2012 financial year. However, it can not be said that the 2012/2013 financial year was without its challenges. The devastating Wambelong and Redbank bushfires caused significant hardship to the Coonabarabran community, and Council's Financial Services Branch was proud to be able to set up and oversee the day to management of the Mayor's Bushfire Appeal, which has to date received well over \$730k worth of donations for the community.

The 2012/2013 financial year also saw a significant improvement in Council's financial performance, with Council's deficit improving from a deficit of \$2.357m in 2011/2012 to a deficit of \$929k in 2012/2013. This is a \$1.428m year on year improvement and comes on the back of a \$780k improvement in the 2011/2012 financial year.

Operating Deficit 2006/07 to 2012/2013 Financial Years

Financial Services also played a key role in the completion of Council's new look Delivery Program and Operational Plan (Budget). The new delivery program sets out clearly articulated measurable service levels and outcomes for each Council activity and allows residents of the Shire to accurately measure the effectiveness of services provided by Council and gain a clearer understanding of the cost of these services.

Other significant achievements for the 2012/2013 financial year included:

- Completion of both Council's 2011/2012 and 2012/2013 financial statements well within the required State Government deadline (Council was the 16th out of 152 Councils to submit their financial statements to the DLG in both years);
- Passing of a balanced budget and Delivery Program for the next four years that includes the following significant features

- A combined **cash surplus of \$880k** over the four years of the Delivery Program;
 - A forecast **increase in Council's cash and investments balance of \$1.227m** over the same period;
 - Completion of **\$34.9m worth of capital works** over the four years;
 - **Completion of Council's Timber Bridge Replacement Program** with the use of LIRS funding resulting in Council having no more timber bridges within the shire as at 30 June 2016;
- Completion of all other IP and R requirements, including the re-casting of Council's Long Term Financial Plan, Delivery Program and Operational Plan. Council's Long Term Financial Plan was also included as one of 7 "best practice plans" in the recently released IP and R Manual, with all other best practice plans being from well off Sydney Councils such as Mosman, Waverley, and Warringah.
 - Council's debt recovery performance also improved slightly with its rates outstanding ratio decreasing from 13.62% in 2011/2012 to 13.30% in 2012/2013. However, this figure is still higher than the State Government benchmark of 10% for rural councils.
 - There were also no WH and S incidents and loss time to injuries in Financial Services during the 2012/2013 financial year.
 - Council's water and sewer business arms are now full cost recovery and the deficit in the waste fund has been reduced from \$250k in 2011/2012 to \$85k in 2012/2013.

Financial Performance in the 2012/2013 Financial Year

Introduction

Council earned revenue of \$35.905m in the 2012/2013 financial year and incurred expenses (excluding capital expenditure) of \$36.834m, resulting in a net operating loss of \$929k. This operating loss represents a \$1.428m improvement over the 2011/2012 financial year result (2011/2012: \$2.357m loss).

Major reasons for the \$929k deficit include losses in Council's waste business (\$85k), losses from the disposal of assets including road infrastructure assets replaced, and correction of property items identified as part of the property revaluation (\$600k), and overspends on the maintenance of local roads (\$292k).

Although still a deficit, the 2012/2013 result represents a significant improvement over prior years, and Council's water and sewer funds are both now running at full cost recovery, with the deficit in Council's waste business reducing from \$250k in 2011/2012 to \$85k in 2012/2013.

Council spent a total of \$13.993m in expanding or renewing its network of assets in 2012/2013, including:

- Finalising work on the new Coonabarabran office building (\$2.43m in 2012/2013);
- Commencement of the timber bridge replacement program funded through LIRS loan funding (\$2.013m in 2012/2013);
- Commencement of the construction of the Saltwater Creek Bridge (\$625k);
- The sealing of unsealed roads at Piambra Road near Neilrex (\$168k), Digilah Road (\$210k), Gentle Annie Road (\$395k), Lawson Park Road (\$111k), Napier Lane (\$162k) and Kurrajong Road (\$85k);
- Capital renewal work such as expenditure of \$703k on re-sheeting unsealed roads, \$996k on road resealing, and \$2.826m on the replacement of plant and equipment items such as graders and fleet vehicles;
- Renewal / upgrading of Council's network of water and sewer assets (\$415k);
- Renewal / upgrading of town streets (\$577k)
- Road impairment restoration works (\$544k).
- Other, including RFS capital items, works on public halls, other property, plant and equipment, purchase of items for community transport, and IT upgrades (\$1.682m).

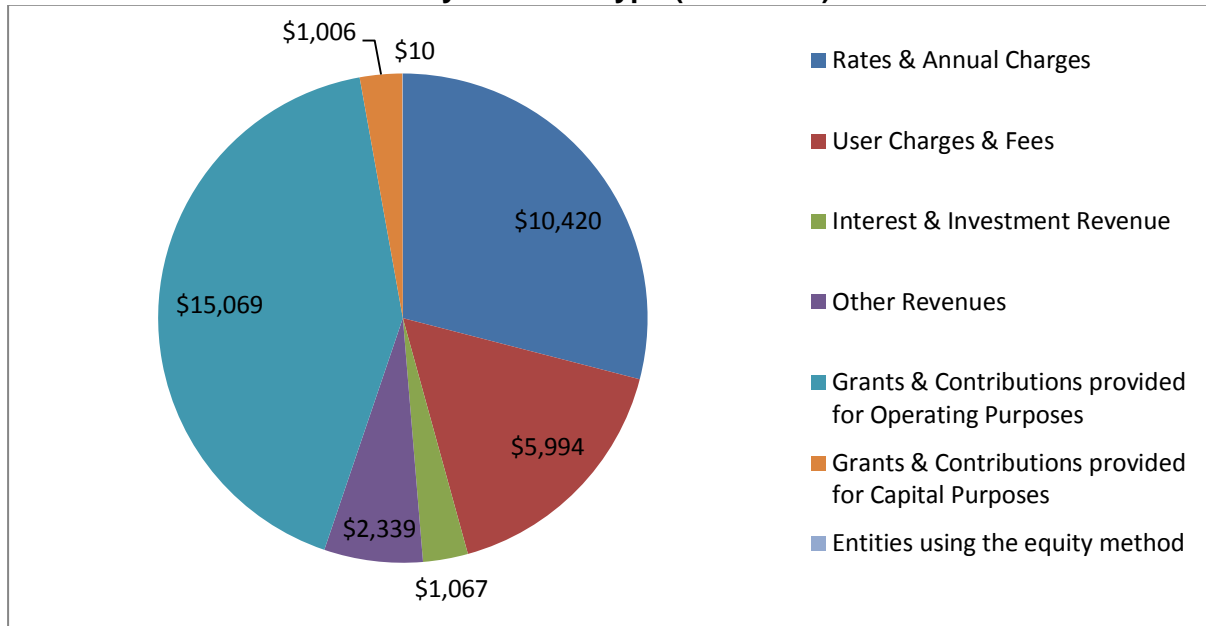
Council's cash and investments balance combined increased by \$298k during the year due to an improved operating result and an increase in borrowings for capital works both of which were offset by significant capital expenditure in the 2012/2013 financial year.

Revenue Breakdown

Council's \$35.905m revenue in the 2012/2013 financial year consists of rates and annual charges, user charges and fees, grants and contributions, interest and investment revenue and other revenue.

A breakdown of Council's revenue by source is detailed in the chart below. Note: figures are in thousands.

Chart 1: Revenue Breakdown by Revenue Type (2012/2013)

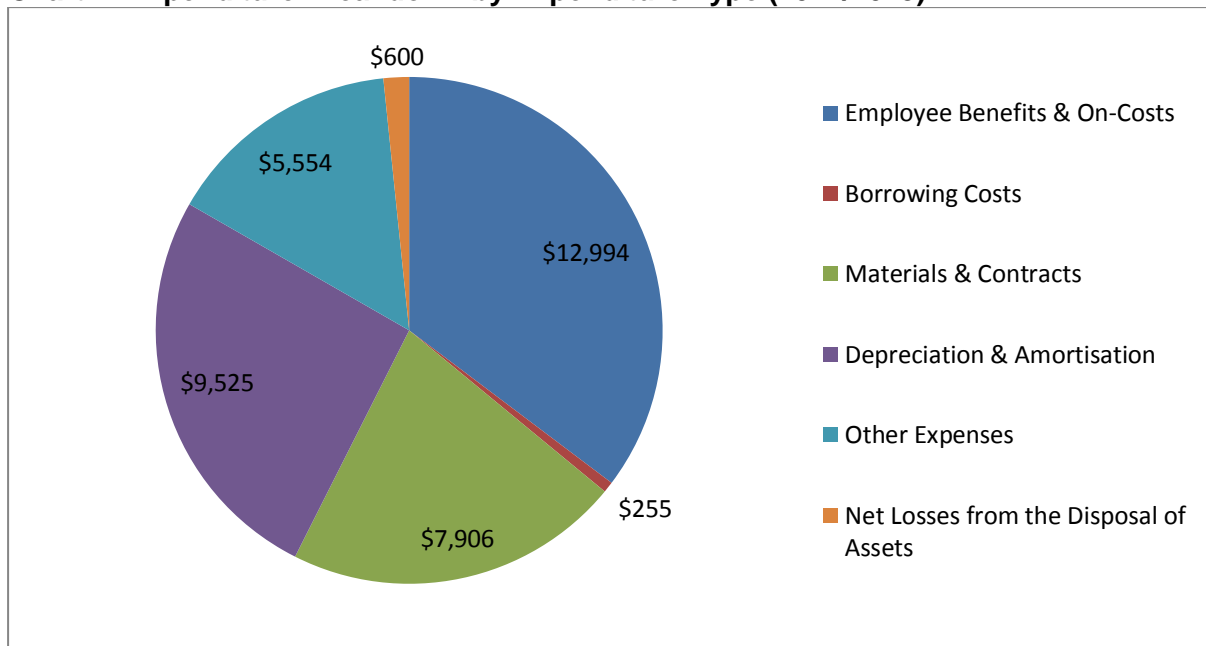


As can be seen from the chart above, Council receives just under 30% of its total revenue from rates and annual charges and is highly dependent on grant funding to finance its operations.

Expenditure Breakdown

Council spent \$36.834m on the provision of services to the residents of the Shire in the 2012/2013 financial year. A breakdown of this expenditure by nature (excluding capital expenditure, but including depreciation expense) can be found below. Note: figures are in thousands.

Chart 2: Expenditure Breakdown by Expenditure Type (2012/2013)



Income Statement

	Revised Budget	Actuals 30-Jun
Income From Continuing Operations		
Rates and Annual Charges	10,533	10,420
User Charges and Fees	5,120	5,994
Interest and Investment Revenue	998	1,067
Other Revenues	670	2,339
Grants and Contributions Operating Purposes	15,184	15,069
Grants and Contributions provided for Capital Purposes	1,150	1,006
Net Gains from the Disposal of Assets	262	-
Net Share in JV Entities using the equity method	-	10
Total Income	33,917	35,905
Employee Benefits and On-Costs	13,923	12,994
Borrowing Costs	226	255
Materials and Contracts	7,586	7,906
Depreciation and Amortisation	10,024	9,525
Other Expenses	5,049	5,554
Net Losses from the Disposal of Assets	-	600
Net Share in JV Entities using the equity method	37	-
Total Expenditure	36,845	36,834
Net Operating Result for the year	(2,928)	(929)

Council's Performance by Function

In addition to the Income Statement which reports Council's performance by the nature of expenditure/revenue, Council also reports its performance on a quarterly basis by function.

This function view of Council's performance includes capital expenditure and excludes two major non-cash items (depreciation and the write off of infrastructure assets). This view is a hybrid cash view (as it excludes a majority but not all non-cash items) and is the way that Council reports internally including reporting against budget. Council's performance by function (including capital and recurrent expenditure) is summarised in the graphs on the following pages, and a reconciliation of Council's result by function back to Council's net operating result is provided in the table below.

Reconciliation of operating result to function view	Revised Budget	Actuals 30-Jun
Net Operating Result for the year	(2,928)	(929)
Add:		
Capital Expenditure	(15,871)	(13,992)
Depreciation Expense	10,024	9,525
Non-cash adjustments (w/o of assets etc.)	(421)	1,564
Total Operating Result – Function View	(9,196)	(3,832)

Council's total recurrent expenditure (per the function view including internal charges grossed up) is detailed by directorate in the table below (note all figures below are in \$'000):

Chart 3: Expenditure Breakdown by Directorate/Fund (2012/2013 - \$'000)

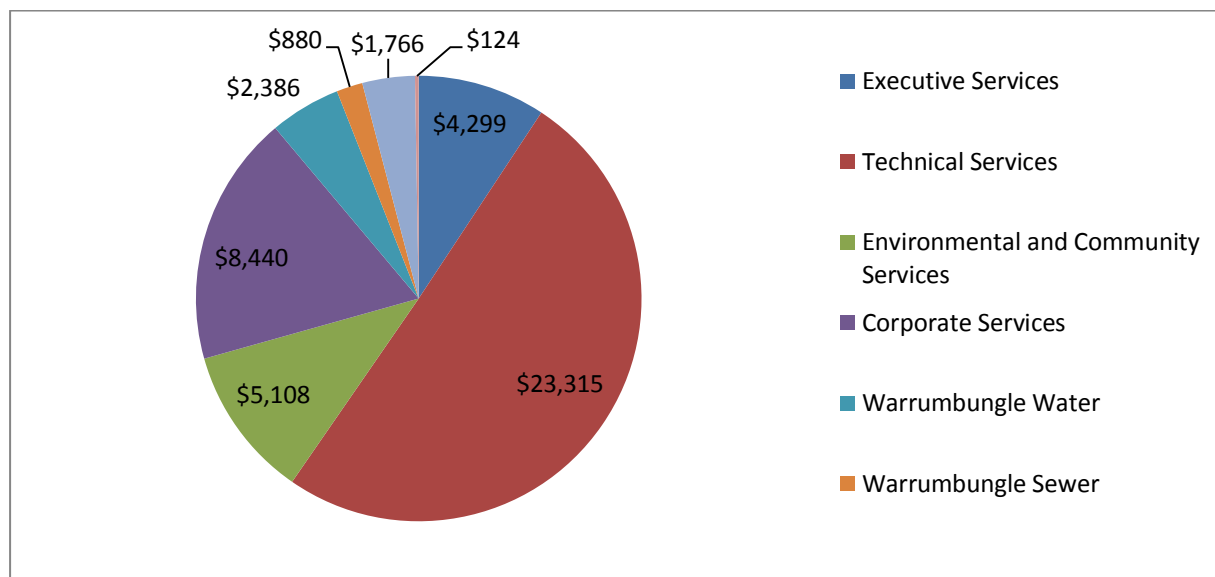
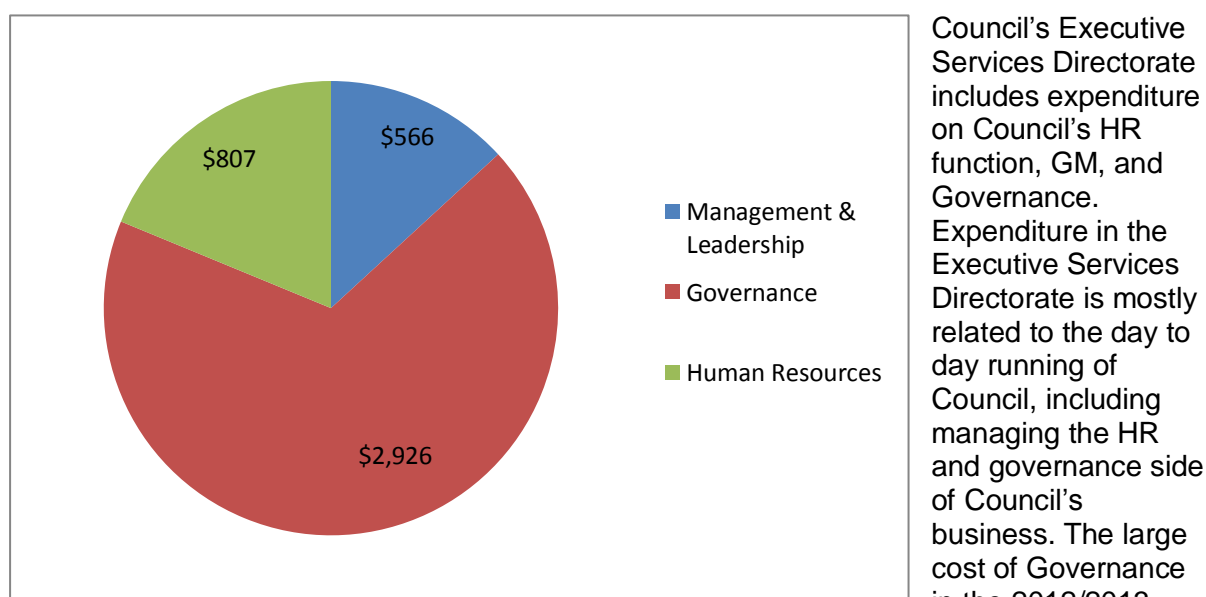


Chart 4: Expenditure Breakdown Executive Services (2012/2013 - \$'000)



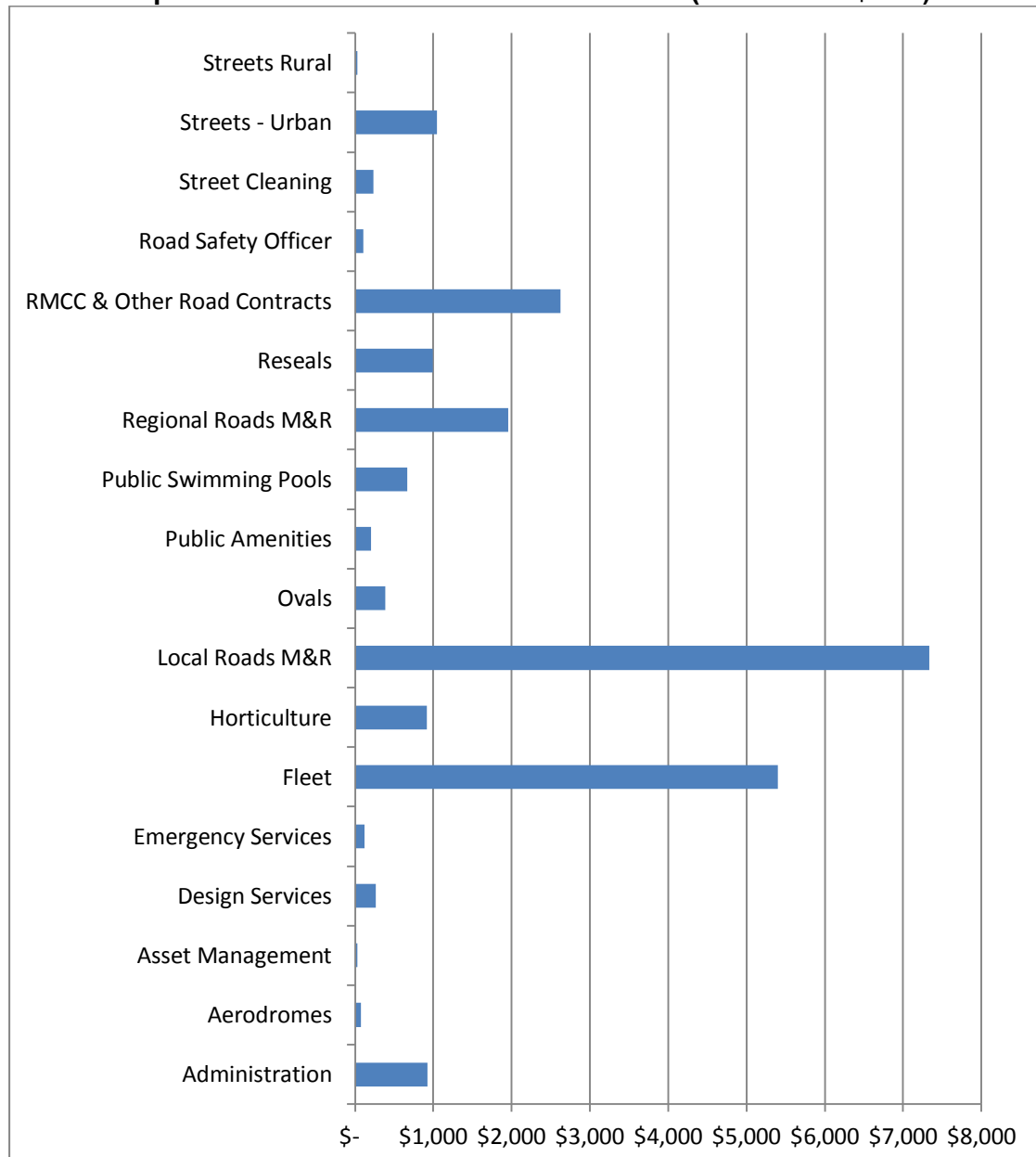
Council's Executive Services Directorate includes expenditure on Council's HR function, GM, and Governance. Expenditure in the Executive Services Directorate is mostly related to the day to day running of Council, including managing the HR and governance side of Council's business. The large cost of Governance in the 2012/2013

financial year relates predominantly to capital expenditure on the new Coonabarabran Administration building (see June QBRS on Council's website for further details).

Council's largest directorate in terms of expenditure is the Technical Services directorate, which is responsible for the construction, maintenance, and operations of the majority of Council's \$429m network of fixed assets.

It should be noted that expenditure on State Roads is generally recouped from RMS, while fleet costs are offset by internal charges revenue (i.e. the cost of Council's fleet business is charged out to the areas using each vehicle or piece of plant and equipment). A breakdown of Technical Services expenditure is provided in the table below:

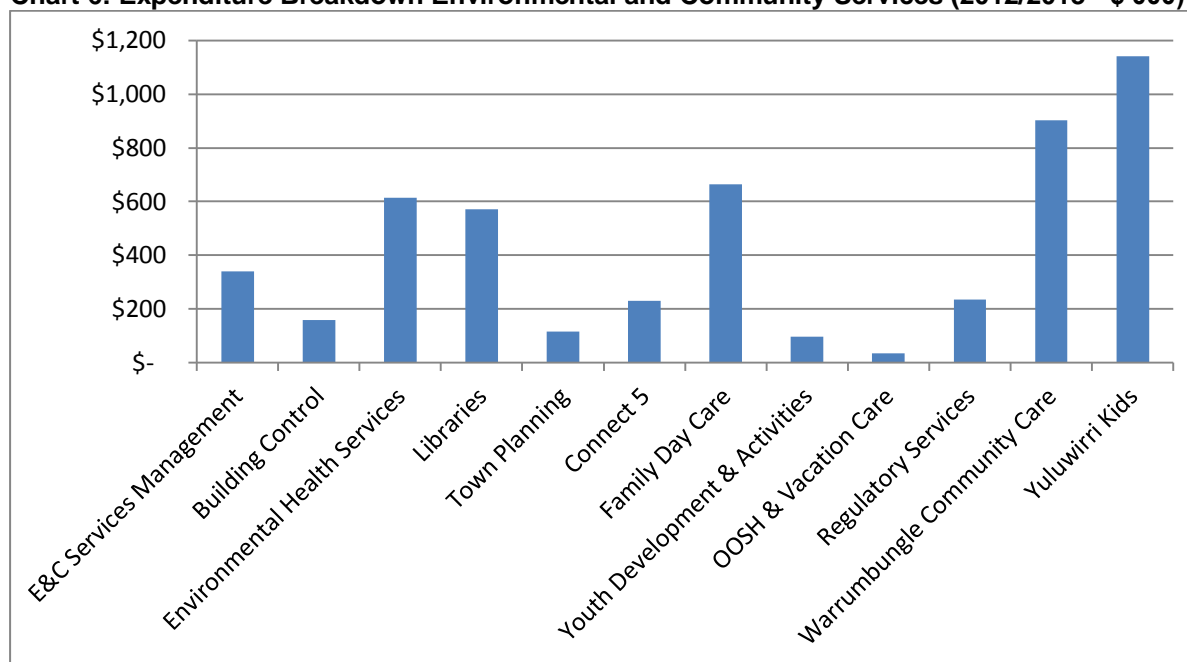
Chart 5: Expenditure Breakdown Technical Services (2012/2013 - \$'000)



Once the cost of fleet and state roads (both of which are recovered via revenue) are backed out the majority of Technical Service's recurrent budget relates to the maintenance of regional and local roads (including town streets) with the other large expenditure items being horticulture (i.e. maintaining parks and trees, and Council's slashing program) and general administration of the Technical Services Directorate.

In the 2012/2013 financial year Council's Environmental and Community Services directorate was responsible for environmental management, building control, regulatory functions, libraries, Yuluwirri Kids, Warrumbungle Community Care, Connect 5, Family Day Care, OOSH and Youth Activities. A breakdown of Environmental and Community Services expenditure is provided in the following table:

Chart 6: Expenditure Breakdown Environmental and Community Services (2012/2013 - \$'000)



It should be noted that the Coonabarabran LDC (Yuluwirri Kids), Warrumbungle Community Care, Connect 5, Family Day Care, and OOSH are all fully grant funded.

Last but not least, Council's Corporate Services Directorate is responsible for Bushfire and Emergency Services (most of the cost of which is recouped from NSW Government RFS Contributions – excluding the roughly 11% that Council must fund), cemeteries, the community banking agency, public halls, property management, IT, development and tourism, finance and administration/supply services. A breakdown of Corporate Services expenditure is provided in the table below:

Chart 7: Expenditure Breakdown Corporate Services (2012/2013 - \$'000)

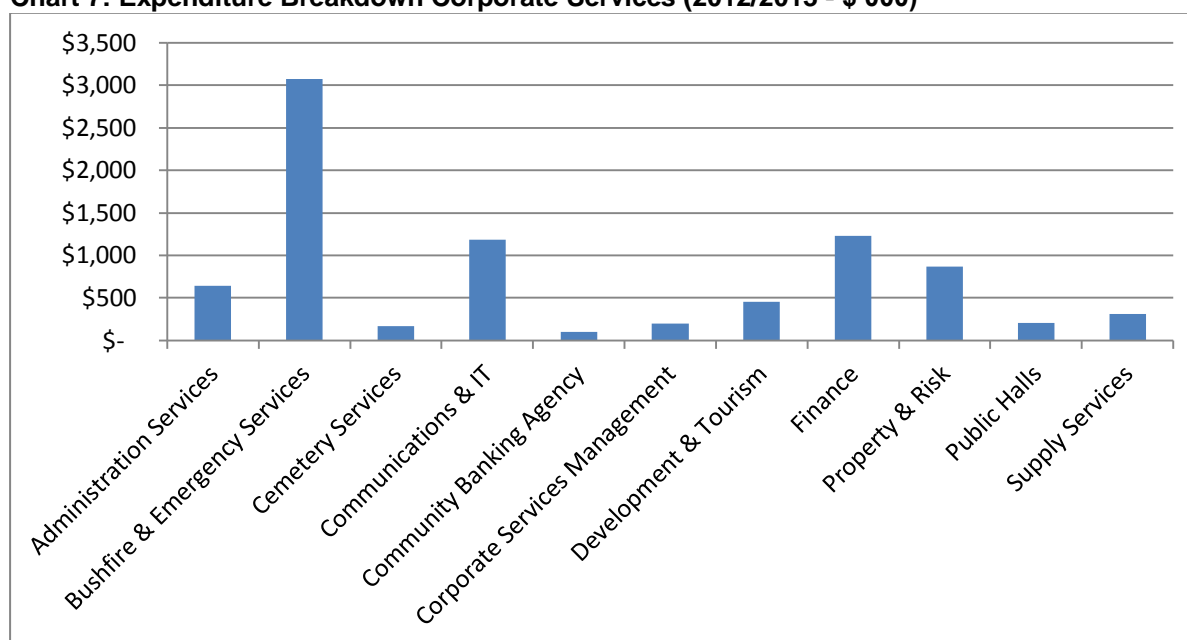
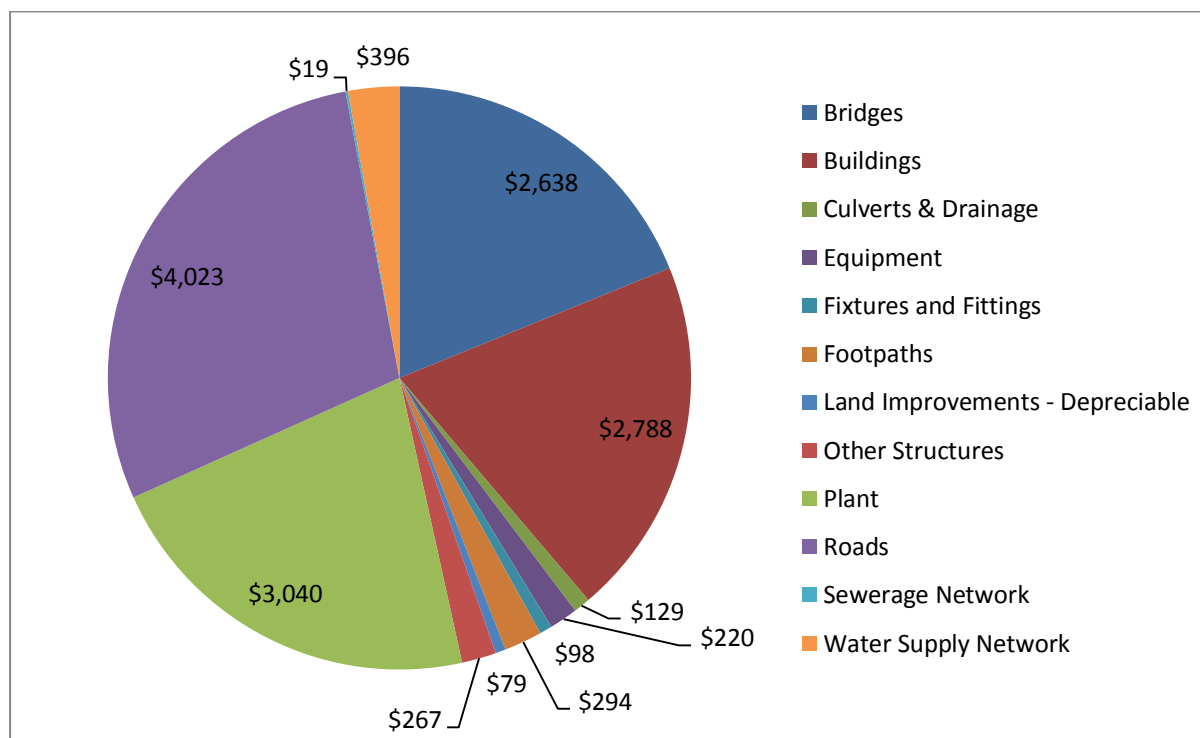


Chart 8: Capital Expenditure Breakdown by Asset Class (2012/2013 - \$'000)

As mentioned above, Council spent just under \$14m on the creation and replacement of assets in the 2012/2013 financial year. Although capital expenditure is included in the tables above by directorate as part of total expenditure, another view of Council's capital program is provided below which splits capital expenditure by asset class.



Council's hybrid cash view is reconciled back to the cash movement in Council's statement of cash flows in the table below:

Reconciliation of hybrid cash view to cash movement in Cash Flow Statement	Revised Budget	Actuals 30-Jun
Total Operating Result – Function View	(9,196)	(3,832)
Add:		
Balance sheet movements (movements in receivables/payables)	1,602	146
Cash inflows from investing activities	3,500	3,500
Movements in Loans and Finance Leases	3,532	3,561
Cash Movement for the Year	(562)	3,375

Ratios

Details of Council's recent performance against a group of key performance indicators can be found in the following table:

Ratio	Purpose	Notes																								
<p>Cash Balance</p> <table border="1"> <caption>Cash Balance Data (Estimated from Chart)</caption> <thead> <tr> <th>Year</th> <th>Cash and Cash Equivalents (Blue)</th> <th>Investments (Red)</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>2009</td> <td>\$2,000</td> <td>\$12,500</td> <td>\$14,500</td> </tr> <tr> <td>2010</td> <td>\$6,500</td> <td>\$9,000</td> <td>\$15,500</td> </tr> <tr> <td>2011</td> <td>\$8,500</td> <td>\$6,500</td> <td>\$15,000</td> </tr> <tr> <td>2012</td> <td>\$11,000</td> <td>\$5,500</td> <td>\$16,500</td> </tr> <tr> <td>2013</td> <td>\$14,000</td> <td>\$3,000</td> <td>\$17,000</td> </tr> </tbody> </table>	Year	Cash and Cash Equivalents (Blue)	Investments (Red)	Total	2009	\$2,000	\$12,500	\$14,500	2010	\$6,500	\$9,000	\$15,500	2011	\$8,500	\$6,500	\$15,000	2012	\$11,000	\$5,500	\$16,500	2013	\$14,000	\$3,000	\$17,000	<p>The blue section of the bar represents cash and cash equivalents, and the red section represents investments (currently all CFNs).</p>	<p>See Cashflow Statement in Council's 2012/2013 Financial Statements for details The increase in cash relative to investments is due to the fact that post the GFS Council has reinvested funds from CDOs and CFNs into term deposits which are treated as cash.</p>
Year	Cash and Cash Equivalents (Blue)	Investments (Red)	Total																							
2009	\$2,000	\$12,500	\$14,500																							
2010	\$6,500	\$9,000	\$15,500																							
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<p>Operating Deficit</p> <table border="1"> <caption>Operating Deficit Data</caption> <thead> <tr> <th>Year</th> <th>Operating Deficit</th> </tr> </thead> <tbody> <tr> <td>2007</td> <td>(285)</td> </tr> <tr> <td>2008</td> <td>(1,765)</td> </tr> <tr> <td>2009</td> <td>3,967</td> </tr> <tr> <td>2010</td> <td>1,371</td> </tr> <tr> <td>2011</td> <td>(3,137)</td> </tr> <tr> <td>2012</td> <td>(2,357)</td> </tr> <tr> <td>2013</td> <td>(929)</td> </tr> </tbody> </table>	Year	Operating Deficit	2007	(285)	2008	(1,765)	2009	3,967	2010	1,371	2011	(3,137)	2012	(2,357)	2013	(929)	<p>To measure Council's operating surplus or deficit. A negative number indicates a deficit.</p>	<p>See Income Statement in Council's 2012/2013 Financial Statements and Council's June QBRs for details</p>								
Year	Operating Deficit																									
2007	(285)																									
2008	(1,765)																									
2009	3,967																									
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Year	Unrestricted Current Ratio																									
2009	1.36																									
2010	4.08																									
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Ratio	Purpose	Notes												
Debt Service Ratio														
<table border="1"> <caption>Debt Service Ratio Data</caption> <thead> <tr> <th>Year</th> <th>Ratio</th> </tr> </thead> <tbody> <tr> <td>2009</td> <td>1.34%</td> </tr> <tr> <td>2010</td> <td>2.09%</td> </tr> <tr> <td>2011</td> <td>1.84%</td> </tr> <tr> <td>2012</td> <td>1.32%</td> </tr> <tr> <td>2013</td> <td>1.73%</td> </tr> </tbody> </table>	Year	Ratio	2009	1.34%	2010	2.09%	2011	1.84%	2012	1.32%	2013	1.73%	<p>To assess the impact of loan principal and interest repayments on the discretionary revenue of council. The DLG considers a ratio of less than 10% as satisfactory.</p>	<p>Increased debt service ratio due to increased loans taken out this financial year (LIRS 1 loan and Admin Building loan). Ratio will increase further in following years, as both loans were taken out part way through the year.</p>
Year	Ratio													
2009	1.34%													
2010	2.09%													
2011	1.84%													
2012	1.32%													
2013	1.73%													
Rates and Annual Charges Coverage Ratio														
<table border="1"> <caption>Rates and Annual Charges Coverage Ratio Data</caption> <thead> <tr> <th>Year</th> <th>Ratio</th> </tr> </thead> <tbody> <tr> <td>2009</td> <td>26.83%</td> </tr> <tr> <td>2010</td> <td>29.24%</td> </tr> <tr> <td>2011</td> <td>28.63%</td> </tr> <tr> <td>2012</td> <td>29.26%</td> </tr> <tr> <td>2013</td> <td>29.02%</td> </tr> </tbody> </table>	Year	Ratio	2009	26.83%	2010	29.24%	2011	28.63%	2012	29.26%	2013	29.02%	<p>To assess the degree of Council's dependence upon revenue from rates and annual charges and to assess the security of Council's income.</p>	<p>Ratio per prior years. Council as with most other rural Councils is highly dependent on grant funding to fund its operations.</p>
Year	Ratio													
2009	26.83%													
2010	29.24%													
2011	28.63%													
2012	29.26%													
2013	29.02%													
Rates and Annual Charges Outstanding Ratio														
<table border="1"> <caption>Rates and Annual Charges Outstanding Ratio Data</caption> <thead> <tr> <th>Year</th> <th>Ratio</th> </tr> </thead> <tbody> <tr> <td>2009</td> <td>9.03%</td> </tr> <tr> <td>2010</td> <td>11.09%</td> </tr> <tr> <td>2011</td> <td>15.13%</td> </tr> <tr> <td>2012</td> <td>13.62%</td> </tr> <tr> <td>2013</td> <td>13.30%</td> </tr> </tbody> </table>	Year	Ratio	2009	9.03%	2010	11.09%	2011	15.13%	2012	13.62%	2013	13.30%	<p>To assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts. The DLG considers a ratio of less than 10% for rural Councils as acceptable.</p>	<p>Although Council's debt collection performance is still above the DLG 10% benchmark, there has been a slight improvement over the previous year.</p>
Year	Ratio													
2009	9.03%													
2010	11.09%													
2011	15.13%													
2012	13.62%													
2013	13.30%													

Ratio	Purpose	Notes												
Building and Infrastructure Renewals Ratio														
<table border="1"> <caption>Building and Infrastructure Renewals Ratio Data</caption> <thead> <tr> <th>Year</th> <th>Ratio</th> </tr> </thead> <tbody> <tr> <td>2009</td> <td>155.51%</td> </tr> <tr> <td>2010</td> <td>18.11%</td> </tr> <tr> <td>2011</td> <td>41.41%</td> </tr> <tr> <td>2012</td> <td>44.99%</td> </tr> <tr> <td>2013</td> <td>66.25%</td> </tr> </tbody> </table>	Year	Ratio	2009	155.51%	2010	18.11%	2011	41.41%	2012	44.99%	2013	66.25%	<p>To assess the rate at which these assets are being renewed relative to the rate at which they are depreciating. A ratio of less than 100% is unsatisfactory, although the NSW mean ranged between 56% and 84% over the last 3 years.</p>	<p>Despite the large capital spend this financial year (\$13.9m) the renewals ratio is still significantly below the 100% benchmark due to most capital expenditure being "expansion" in nature. However, performance in 2012/2013 against this benchmark is still significantly better than prior years.</p>
Year	Ratio													
2009	155.51%													
2010	18.11%													
2011	41.41%													
2012	44.99%													
2013	66.25%													

Administration and Customer Services

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

- Annual Report, Agency Information Guide and statutory documentation prepared as required;
- Correspondence and reports prepared as required for internal customers;
- InfoXpert, Council's new Document, Records and Content Management System was implemented during September/October 2012 and an upgrade undertaken in June 2013;
- Since the installation of InfoXpert in October 2012, 8,253 documents have been registered and 803 service requests lodged;
- Business Papers for Council's monthly meeting were prepared and distributed to Councillors in electronic format on Fridays prior to each meeting with copies available for the public on Monday prior to each meeting. Business Papers and Minutes are available on Council's website;
- Four hundred and thirty (430) resolutions of Council have been recorded during the year as a result of the Council meetings;
- Staff commenced the change over of the property filing system at the Coonabarabran office to an 'Assessment number' based filing system. There are approximately 4,000 files to be renumbered at the Coonabarabran office and a further 3,000 at the Coolah office;
- Receipting and counter services provided and clients' requests dealt with in a prompt, courteous, friendly and professional manner;
- Administration staff was heavily involved in the operational aspects of manning the Fire Control Centre during the January 2013 Coonabarabran bushfire and assisting in the recovery program.

Rebecca Ryan
Director Corporate Services

TECHNICAL SERVICES

There were a number of significant features and events that influenced priorities and activities throughout 2012/2013. Most notably was the devastating Warrumbungle bushfire in January. Technical Service staff responded with a great sense of responsibility during the operational stage of the fire, being involved in tasks such as grading fire containment lines, traffic control, water supply, restoration of water and sewage treatment and general communications.

The Cobbora coal project was expected to generate significant traffic volumes on Spring Ridge Road and much planning work was done for the project by Council staff and consultants. In preparation for widening of the road, drainage culverts were extended over a 6 km section of the road. Pavement design and geometric road design was undertaken for 12 km of the road and these works are ready to construct should the mine commence operations.

Council was offered a lease agreement by Boral to operate their hard rock quarry site, which is located south of Coonabarabran. Council took up the offer with the aim of providing a competitively priced quarry product to commercial operators in the Shire. Following a comprehensive tender process, operations at the quarry commenced late in 2012/2013.

Positions in a revised organisational structure were gradually filled during 2012/2013. Of particular significance was the filling of the position of Manager Water Services and all the supervisory positions, in particular the position of Mendooran Supervisor. The Manager of Road Operations resigned during the year and to date this position has not been filled on a permanent basis. On a sad note two employees, Max and 'Fungus', passed away during the year and they are remembered with much fondness by all staff.

As a result of the organisational restructure the urban services section were given responsibility for all aspects of the swimming pool operations and management. Operations associated with waste were moved to the environmental section of Council.

During 2012/2013 a large capital works program was completed as well completion of all maintenance programs. The rest of this report provides further detail on some of those programs.

Rural Roads

Council is responsible for maintaining and making improvements to 2,276km of local rural roads, 399km of rural regional roads. Council also undertakes roadwork under contract to Roads and Maritime Services on 186 km of state roads.

A number of significant projects associated with improvements to the road and bridge network were completed during 2012/2013. On the local rural road network, rehabilitation of sealed pavement was undertaken on Coolah Creek Road and Wool Road at a total cost \$210,000. New bitumen seal was constructed on the following roads; Kurrajong Road, Digilah Road, Piambra Road, Lawson Park Road, Gentle Annie Road, Napier Lane, Bingie Grumble Road and Morrissey's Road at a total cost of \$1,217,610.

On the unsealed road network, a total of 124 km of gravel resurfacing was completed at a cost of \$703,242. On the local rural sealed network, a total of 15 km of bitumen resealing was completed at a cost of \$387,330. On the regional road network, a total of 17.7 km of bitumen resealing was completed at a cost of \$431,901. Bitumen resealing was completed on town streets throughout the Shire where 43,045 m² was completed at a cost of \$177,036.

Council committed to replacement the twelve (12) remaining timber bridges on the local rural road network. The funding for replacement of the bridges is through loan funds and with the assistance of an interest rate subsidy from the State Government, Council was able to accelerate the replacement program. The first bridge under the program to be replaced is Baby Creek Bridge at Ulamambri. During the year, work commenced on replacing Tongy Bridge, which is over the Talbragar River near the village of Uarbry. Also, work commenced on replacing the bridge over Bugaldie Creek on the Goorianawa Road.

During 2012/2013, repairs were completed on the following structures damaged during the 2010 flood event; Sand Creek causeway on Gentle Annie Road, Yallagal Creek causeway on Box Ridge Road, Binnia Creek causeway on Neible Siding Road. A significant repair project that is outstanding and expected to be completed early in the next financial year is replacement of the causeway on Garrawilla Creek on Wyuna Road. This causeway structure is being replaced with a small bridge structure.



Replacement of flood damaged causeway over Garrawilla Creek on Wyuna Road.

Of concern however, is the crossing of Coolaburragundy River on Orana Road, which is still closed following the 2010 flood event. Without funding assistance to replace this causeway, residents of Orana Road are enduring a 20 km detour of this site.

Works commenced on a project to bitumen seal the last remaining section of unsealed road on the road between Coonabarabran and Premer. This project involves constructing a bridge over Saltwater Creek No2 and 1.1km of roadwork. At the end of 2012/2013 the project is 50 percent completed and is expected to be finalised in January 2014.



Construction in progress on a new bridge over Saltwater Creek No 2 on Purlewaugh Road

Council completed a significant pavement rehabilitation project for Roads and Maritime Services on the Castlereagh Highway near Barney's Reef Road. Council also undertook major pavement repair works on the Golden Highway, Mendooran Road, Castlereagh Highway and the Newell Highway. With a total expenditure of \$2.8m in 2012/2013, the contract is an important component of Council's overall road operations section.

URBAN SERVICES

Council takes pride in being able to provide quality sport and recreation facilities that meet expectations of users in the Shire. Council operates and maintains a swimming pool in each of the six towns as well as sporting fields, parks and associated buildings such as grandstands, kiosks and toilet facilities.

The urban services section is also responsible for maintaining and upgrading 139km of streets in the urban area. This responsibility includes assessment and maintenance of street trees, physical appearance of streets including gardens, cleaning of gutters and street bins.

During 2012/2013 significant maintenance and rehabilitation works were undertaken on pools in Baradine and Dunedoo to reduce water leakage. Significant repairs were undertaken on the amenities building at Robertson Oval in Dunedoo. A new oval with irrigation was developed in Mendooran. The toilet block in Lions Park Baradine was replaced with a modern toilet facility that now caters for wheelchair access.

A concrete footpath was constructed in Edwards Street Coonabarabran to provide better pedestrian access to the swimming pool. Also, a new footpath was constructed to complement Council's new administration building on the corner of Cassilis Street and John Street in Coonabarabran. A project to protect Neilson Park from further erosion on the banks of the Castlereagh River was completed during 2012/2013.

Another section of the cycleway in Coolah was constructed during 2012/2013 and a concrete footpath was constructed in Campbell Street.

WATER AND SEWERAGE

Council provides water services to residents in Baradine, Binnaway, Bugaldie, Coolah, Coonabarabran, Dunedoo, Kenebri, Mendooran and Merrygoen. In all there are 3351 service connections. To provide this service, there are four water treatments plants, 11 bores, 3 wells, one dam, 15 town reservoirs and 137 km of water mains. The quality of water delivered to water connections meets requirements of Australian Drinking Water Guidelines and monitoring of the quality is undertaken by the NSW Government through the Department of Health and the Office of Water. During the year, fluoride dosing commenced in the Coonabarabran town water and operations are expected to recommence in Baradine, Binnaway, Coolah and Mendooran.

To address concerns about the frequency of water discolouration in Coonabarabran, a 400 metre section of water main and associated connections in Dalgarno Street was replaced. The success of this project is being monitored and it may lead to other water mains in the town being replaced.

To reduce the frequency of disruptions to supply due to broken water mains, a section of water main in Gilmore Street Coolah was replaced. Also, and for the same reason, a section of water main in Bullinda Street Binnaway was replaced.

To improve the reliability of supply in Dunedoo work commenced on a major project to duplicate the water supply bore. This project is expected to cost around \$250,000 and it will be finished in next financial year. Another project completed during the year, which aims to improve reliability is the installation of automatic electronic communications, referred to as telemetry, at Merrygoen.

Sewerage services are provided to residents in Baradine, Coolah, Coonabarabran and Dunedoo. In all there are 2,570 connections. Infrastructure to support these connections includes four sewage treatment plants, nine pumping stations and 80 km of sewer main. A significant project during 2012/2013 was replacement of a major pump in a station at Coonabarabran.

FLEET

To support Council's wide range of services, Council operates a workshop in Coolah and in Coonabarabran. The mechanics in these workshops provide maintenance and support services for a large fleet of vehicles including 86 sedans and utilities, 8 graders, 2 loaders, 3 excavators, 4 backhoes, 7 rollers, 7 tractors, 5 large tippers and 23 medium sized trucks.

Council workshops and mechanics also provide maintenance and registration services to dozens of fire fighting appliances for the Rural Fire Service.

WASTE

A Waste Management Strategy has been developed and adopted by Council. This strategy will set the direction of the waste business for the Warrumbungle Shire and aims to provide best value waste management to the Shire. An improvement was made this year with regards to financial viability and it is projected that the business will operate with a surplus in the next financial year.

The Coonabarabran landfill is nearing its useful life in regards to the existing landfill practices, being formed cell construction. It is envisaged that the site has further potential life with changed landfilling practices. A filling plan is being developed to determine the projected life expectancy of the landfill.

Ulamambri Waste Transfer Station is now manned by Council staff and this was the last waste facility in the Shire that was not manned. This will result in a decrease in costs of cleaning the site due to misuse.

The clean up of fire damaged buildings from the Wambelong bushfires had an impact on the landfill with four additional cells being dug for the disposal of friable asbestos waste.

K Tighe
Director Technical Services

ENVIRONMENTAL SERVICES

Management Objectives

- To effectively manage and promote an efficient Environmental Services division attuned to the needs of the built and natural environment.
- To establish a consistent set of contemporary policies and procedures across the department to ensure a high standard of customer service and legislative compliance.
- To ensure all projects are completed in accordance with their outcome objectives and within the allocated budget.

Principal Activity Co-coordinator

Mr Tony Meppem, Director Environmental and Community Services

ACHIEVEMENTS

Environmental Management Services

Draft Warrumbungle LEP 2013 nearing gazettal which includes provisions relating to agricultural land, including minimum rural lot sizes of 500 and 600 hectares.

Completion of the Land Use Strategy for the Warrumbungle Shire Local Government Area sets the strategic development direction for the Shire for the next 15 to 20 years.

All community-based heritage work within the Shire completed to NSW Heritage Office requirements and round 2 of the local heritage fund has been completed which assists owners of heritage significant buildings to maintain their buildings.

Town Planning

- A total of seventy Development Applications were approved which had a total value of \$6,238,478. This included fourteen new residential dwellings with a total value of \$2,806,560
- A total of four hundred and forty one Section 149 Certificates were issued
- Worked with stakeholders to ensure compliance with the Orana Regional Environmental Plan No 1 – Siding Spring, necessary to safeguard the operations of the Siding Spring Observatory
- Fees waived for Development Applications for residents who lost their primary residence in the January bushfires

Building Services

- A total of eighteen complying development certificates were issued
- Weekly average of nine critical stage inspections have been carried out
- A total of twenty one construction certificates were issued
- Building checklists were put in place for all stages of the certification process
- Council conducted an information night for regionally local plumbers and drainers, in conjunction with NSW Fair Trading, outlining the new legislative requirements

Environmental Health Services

- High and medium risk Food Premises inspected in accordance with Council's agreement with the NSW Food Authority
- Funding achieved for a Wood Smoke Reduction program from the EPA
- Funding achieved for Roadside vegetation management from the Salinity and Water Quality Alliance

Regulatory Services

- Council compliance officers have been working with RSPCA inspectors in cases where Council and animal welfare issues coincide. Council continues its cooperation with the RSPCA in the rehousing of unwanted companion animals
- Council compliance officers have increased night patrols to identify straying dogs at night
- In 2012/2013 one hundred and thirty four companion animals were seized (being 26 cats and 108 dogs). Twenty six were released to their owners. However, ninety six were euthanized as they were unable to be rehoused. Five were successfully rehoused. Wildlife monitoring cameras have been introduced for pound security
- Additional emphasis on illegal dumping enforcement utilising motion sensor cameras resulting in one successful prosecution

PRIORITIES FOR 2013/2014

Environmental Management Services

- All community-based heritage work within the Shire completed within NSW Heritage Office requirements
- Gazettal of the Warrumbungle Local Environmental Plan
- Swimming Pool strategy adopted and implemented
- Creation of procedures for all environmental services activities

Town Planning

- Delivery of consistent and high quality approvals.
- Ensuring continued compliance with the Orana Regional Environmental Plan No 1 – Siding Spring, necessary to safeguard the operations of the Siding Spring Observatory
- Update and revise Development Application forms
- Review of Council's standard conditions for development consent
- Education for applicants of bushfire requirements for bushfire prone land
- Creation of procedures for all environmental services activities

Building Services

- Delivery of quality and consistent building inspection service
- Education for applicants of bushfire requirements for bushfire prone land
- Creation of procedures for all environmental services activities
- Update and revise Complying Development, Construction Certificate and Occupation Certificate forms
- Implement a swimming pools inspection program

Environmental Health Services

- State of the Environment Reporting to be completed in accordance with new Integrated Planning and Reporting framework
- Compliance with Council's obligations under the NSW Food Regulation Partnership
- Creation of procedures for all environmental services activities
- Development of inspection program of onsite sewerage waste services in high risk areas.

Regulatory Services

- Micro-chipping and registration of companion animals
- Reduction in nuisance dog complaints
- Participation in the National De-sexing Program
- Reducing dog attacks and dealing with dangerous dogs

- Reduce illegal dumping of rubbish and the number of overgrown blocks with regular patrols
- Increase community education programs for companion animal owners
- Creation of procedures for all environmental services activities

Conclusion

Council's Environmental Services Department has a significant role in a diverse range of activities and services to the community. The department's staff is committed to excellence in these activities which is confirmed by the minimal numbers of complaints received.

SERVICES FOR PEOPLE WITH DIVERSE CULTURAL AND LINGUISTIC BACKGROUNDS

LGA s.428(2)(j)

Council community services provide cross cultural training to staff where appropriate. Translating and Interpreting services are available through the National Translating and Interpreting Service (TIS) as required.

Across the shire there are a large number of cultural, sporting and recreational groups providing for a variety of activities and lifestyle pursuits for the community. The shire has infrastructure and support services which includes an excellent health service, access to top quality primary, secondary and tertiary education, police and emergency services, social and community services and community service organisations.

The shire has much to offer the many professionals, government workers, teachers, trades people and scientists. The nature of the agricultural and business sectors throughout the region's history has provided for a diverse and multicultural community that readily accepts new residents.

SERVICES FOR NEEDS OF CHILDREN

LGA s428(2)(r) and Reg cl 217(1)(c)

Council auspice three children's services including:

- Connect Five Mobile Children's service, provides play sessions and parent education across the Warrumbungle and Gilgandra Local Government Areas. A Toy Library provides a range of children's educational and interactive toys available for loan.
- Castlereagh Family Day Care provides coordination and support across the Warrumbungle, Coonamble and Gilgandra LGA's. Family Day Care is a registered child care service that operates in the private homes of registered carers for 0-12 year olds
- Yuluwirri Kids provides Long Day Care and Pre-school services

Council provides significant support for children's services, particularly through the provision of community buildings for community based Preschools in Dunedoo, Coolah, Binnaway and Coonabarabran. Library Services and meeting rooms are also available for children's groups, including the Family Support Services building and Youth Club in Coonabarabran.

The library service, which is part of the Macquarie Regional Library Service, maintains branches or services in each of the six communities. There are dedicated children's sections providing a range of children's fiction and picture story books, audio cassettes and posters and weekly story time for children. Schools, children's services and community groups can arrange class visits.

ACCESS AND EQUITY ACTIVITIES FOR RESIDENTS

LGA s.428(2)(r) and Reg cl 217(1)(d)(i)

The Environmental and Community Services Department is responsible for the planning and development of services for all residents of the Warrumbungle shire and for the development and implementation of the Warrumbungle Shire's Community Social/Cultural Plan and Community Strategic Plan. The Community Services Department supports the development and maintenance of community and government services and advocates for residents of Warrumbungle Shire. The Community Services, Environmental Services and Technical Services Departments work together to ensure access and equity issues for residents are addressed in development and infrastructure planning.

The Local Government (General) Amendment (Community and Social Plans) was introduced in 1998 to help local Government to promote a more inclusive community by ensuring that government services are responsive to community needs and diversity.

Council undertakes regular consultations with residents to identify ongoing needs, service gaps, issues and concerns of residents. Consultation is undertaken through services such as Warrumbungle Community Care, Family Day Care, Connect5 Mobile or through Town Meetings, Interagency meetings and Community Development activities.

Warrumbungle Shire Council coordinates a number of projects, activities and special events across the shire including Bike Week, Child Protection Week, Youth Week, NAIDOC Week, Seniors Week and International Women's Day celebrations.

Warrumbungle Community Care to provide services for the frail aged and people with disabilities. Its programs include; Meals on Wheels, Social Support, Home Maintenance, Support for Carers and Community Transport. These programs are funded through Ageing, Disability and Home Care and NSW Health and Transport for NSW and is an auspice of Council. Council also auspice children's services: Yuluwirri Kids, Castlereagh Family Day Care and Connect 5. These services take a proactive approach to access and equity.

Council employs a Youth Officer and funds five Community Development Coordinator positions based in towns across the shire. These positions source and apply for State and Federal funding and provide community development, advocacy, and support for communities. This community development approach ensures engagement with local communities and awareness of their needs across the whole shire. It also ensures equitable access to resources and services throughout the shire where possible, and supports the development and maintenance of community infrastructure.

Indigenous Community

Warrumbungle Shire encompasses three Aboriginal language areas; the largest being the Gamilaraay, in the northern half of the Shire; Wiradjuri in the south west (Mendooran, Dunedoo area) and to a smaller extent at the very south the Wallay peoples. There are active Local Aboriginal Lands Councils in Baradine and Coonabarabran.

The Aboriginal population is predominately distributed in the northern half of the Shire and in total represents 9% of the Shires population. 3% of the Aboriginal population in the shire is aged 65 years and over, 7% aged between 24 and 64 years of age, 15% are aged between 15 and 24 years of age and 19% are aged 14 years or younger. (ABS Census, 2011).

Council provides an annual financial contribution to support NAIDOC week celebrations. Reconciliation Week was celebrated; and support provided to local organisers of community events. Council maintains communication and liaison with Aboriginal service providers, Elders Group and the local Lands Council through Interagency and other meetings.

COMPANION ANIMALS ACT AND REGULATION ACTIVITIES

Reg c1217 (1) (f)

Lodgement of pound data collection returns with the Department, lodged annually on the electronic database.

SUMMARY OF POUND DATA	CATS	DOGS	TOTAL
Seized and transferred to Council's facility	26	108	134
Returned to owner	0	0	0
Dumped	0	0	0
Surrendered by owners	0	0	0
Released to owners	0	26	26
Euthanized	26	70	96
Sold	0	5	5
Released for rehousing	0	5	5
Died at Council's facility	0	0	0
Stolen or escaped from Council's facility	0	2	2
Held pending Court Action	0	0	0

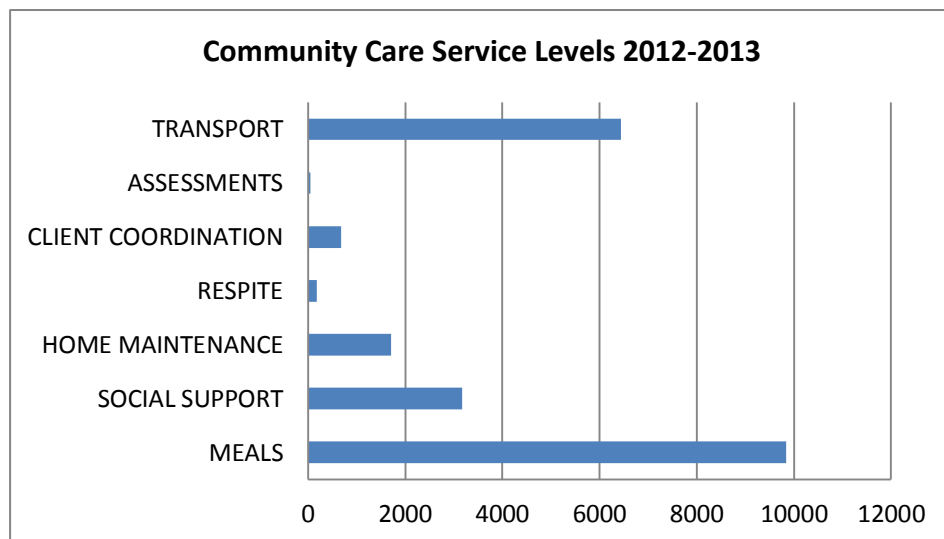
OTHER DATA

Lodgement of data relating to dog attacks with the Division	There were seventeen reported dog attacks during the period. All were recorded as per legislation on the Companion Animal Register
Companion animal community education programs carried out	Nil
Strategies Council has in place to promote and assist the de-sexing of dogs and cats	Nil
Strategies in place to comply with the requirements under section 64 (Companion Animals Act) to seek alternatives to euthanasia for unclaimed animals	Council works with the RSPCA to rehouse dogs and cats. During 2012/2013 5 were rehoused.
Off leash areas provided in the Council area	Yes. There is an off leash area in six towns in the Shire.
Funding received from EPA to conduct Wood Smoke Reduction Program	\$5,000
Funding received from Salinity and Water Quality Alliance for roadside vegetation management	\$20,000 (approx.)

Tony Meppem
Director Environmental and Community Services

COMMUNITY CARE SERVICES

Warrumbungle Community Care (WCC) provides a range of services across the shire to assist the frail aged, people with a disability and carers. Services include Community Transport, Meals on Wheels, Respite, Social Support and Home Maintenance. These services support people to continue to live independently in their own homes. WCC provides services to 765 clients across the shire and has 179 volunteers.



WCC receives recurrent funding from Department of Health and Ageing (DoHA), Transport for NSW, and Department of Family and Community Services (Ageing, Disability and Home Care) and NSW Health. WCC also receives income from client contributions, Department of Veteran Affairs (DVA) reimbursements for transport costs, and one off grants for specific projects or purchases. In June 2013 WCC received a one off grant payment of \$70,000 for service improvement initiatives. Transport for NSW increased their funding under the Community Transport Program by \$16,000. This additional recurrent funding will increase the provision of transport services to non HACC eligible Transport isolated residents to include the Northern end of the Shire.

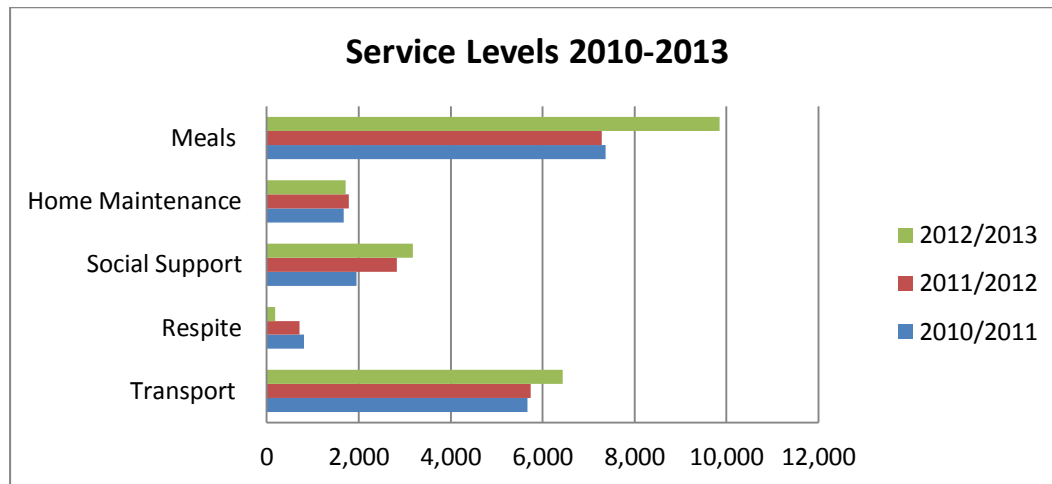
Income						
DoHA	ADHC	Transport for NSW	NSW Health	Client Contribution and DVA reimbursements	Non Recurrent Funding from DoHA	Total
\$361,332	\$68,826	\$180,625	\$8,360	\$202,260	\$70,000	\$891,403

Governance

Warrumbungle Shire Council holds service agreements with the funding bodies and auspices WCC. WCC provides regular reports to Council and funding bodies on service activity and statistics. Two Advisory Committees (one in the northern and one in the southern end of the shire) represent volunteers and clients and meet quarterly to provide consultation, information and a forum for discussion of issues arising.

Achievements

Services The chart below indicates the targets and level of service provision provided by WCC in 2010/2013. A significant increase in Meals provided, moderate increase in number of Transport Trips and Social Support services and a drop in respite services have occurred during this three year period.

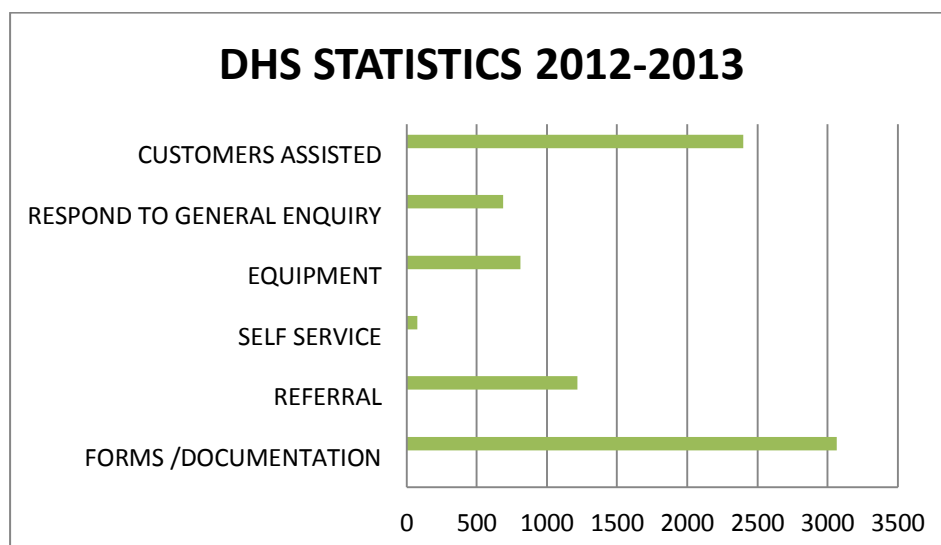


Volunteer and Client Events in 2012/2013 included the Dunedoo Services Expo, Coonabarabran Health and Community Services Expo, Dunedoo Barbeque and Bowls, Seniors Week entertainment and lunches across the shire, and Xmas in July in Coonabarabran.

DHS AGENCY

The DHS Agency provides face to face services in the Warrumbungle Community Care building from Monday to Friday, 8.30 am until 12.30 pm. Between 12.30 pm and 4.00pm clients are able to access phone, fax and DHS services on a self serve basis. The chart below indicates the level of service use by Centrelink customers in 2012/2013.

DHS Services



Management

Connect Five ran at a loss this financial year as a result it has been decided to implement fees and charges for participants. A survey of parents was conducted in May. Parents are disappointed at the decision to implement fees however most indicated it would not change their attendance pattern at Connect Five. (A full report of this survey is available upon request). A new vehicle was purchased in July.

The Monkey Room, an Outreach Pre-School Class from Yuluwirri Kids continued to operate this year on two days a week (Tuesday and Thursday). Licensed with Connect Five under the Department of Education and Community Services it is funded under the PIRP reform program in which the government aims to provide 15 hours pre-school for each child in the year prior to starting school. It has had a full enrolment of 20 children each day and a waiting list since March.

Coonabarabran Afterschool Care (OOSH) operates at St. Lawrence's School each school day. After starting with a deficit last year it has been pleasing to see it gain popularity and break even this year. There has been an increase in patronage and there are now 14 participating families and 50 bookings per week.

Staff

Three permanent staff for Connect Five Mobile (the Child Development Officer being a job-share position) with no changes to staff this year. Competency documents have been reviewed and completed for all staff.

All staff are up-to-date with First Aid training.

Opportunities for networking and professional development have been accessed through the Mobile Children's Services Association. Staff participated in regional gatherings of Mobile Services as well as the Annual Mobile Meet, an annual conference conducted by the MCSA and attended by representatives from all over NSW.

The OOSH Coordinator completed a Certificate 3 in children's Services. The OOSH service continues to rely on casual staff. This can be problematic particularly for the coordinator's position as licencing for after school care requires a certified person be in attendance at all times. There are currently 3 people certified for this position but with illness and other demands it can be very difficult to maintain continuity in providing certified staff every day.

Play sessions

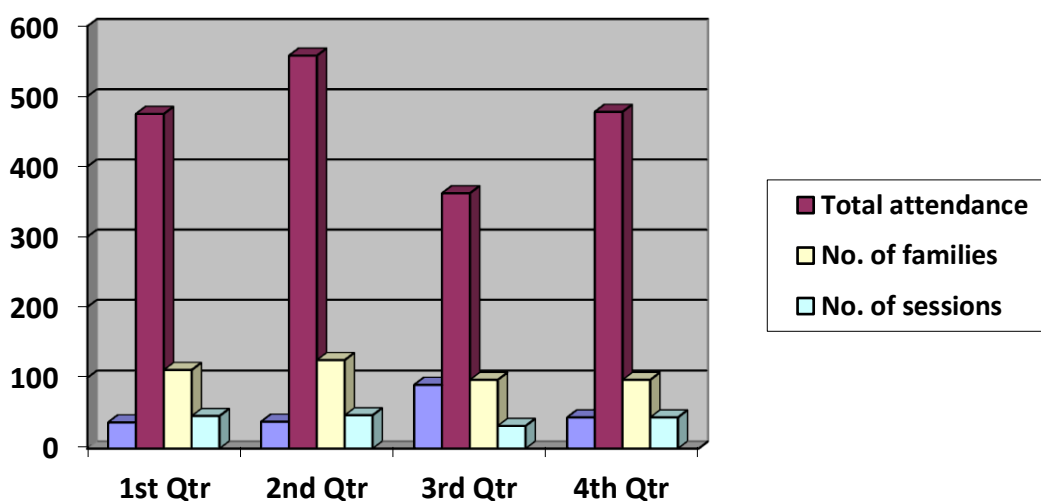
Play sessions serve many purposes and include the opportunity for children to socialize and learn new skills through play as well as for parents to interact socially and share their own experiences and knowledge with each other.

Play sessions operate out of registered venues that may be a local community hall or pre-school. Unregistered play sessions also occur in the homes of families living on rural properties. In 2012/2013 play sessions continued at Baradine, Binnaway, Coonabarabran, Coolah, Dunedoo, Gulargambone, Hollywood Lane, Mendooran and Tooraweenah.

Group sizes vary dramatically. The average attendance is 13 children. There are 97 to 110 participating families in any one term. The largest groups this year were Coolah and Gulargambone who each have attendances up to 20 children. Baradine and Mendooran are our smallest groups. Most groups go through cycles when children go off to school and there is a time lag before more new parents come on board.

The mobile play sessions operate on a fortnightly cycle with one day a fortnight being allocated for cleaning, programming and administration.

Connect Five Play Sessions 2012/2013



Resource Library

Approximately 18% of parents use the toy library. There are now 20 parents actively using the library. Family Day Care Educators also used the Toy Library as well as enrolled families.

Interagency Participation

Connect Five is committed to working with other agencies to deliver the best possible services to the community using all the resources available. In the past year Family Support services have been represented by the Youth Development Officer at Interagency meetings.

LIBRARY SERVICES

Coonabarabran Branch Library

Number of registered borrowers	3,216
Number of visitations	28,744
Number of loans	27,094
Number of information requests	4,165
Number of items held	14,031

In 2012/2013 Coonabarabran Library saw the continued diversification of the use of the library by the community. Various groups used the library for their meetings on a regular basis, and new technologies changed the way people used the library and the way they accessed services. A knitting group, CSU student support services, a sewing circle, the garden club and the Flix in the Stix committee all used the library as a convenient place to hold their meetings. In addition, the introduction of a scanner, the success of Wi-Fi together with the proliferation of tablets, laptops and iPhones, and the increased amenity of the MRL website have meant people are using the library in new ways. The recent closure of Coonabarabran's community centre also brought new customers to the library especially those people requiring fax and photocopy services.

Baradine and Binnaway libraries had many new DVDs and books added to their collection and many older, unused items removed from their collections. The fiction and non-fiction collections at Binnaway and Baradine have benefitted both from this weeding and the allocation of new titles. The library manager visited Mendooran, Baradine and Binnaway Libraries to provide support and assistance.

Coonabarabran Library weeded all of its collections in order to highlight the many, excellent new items added to the collections on a weekly basis. To promote further these new items, the library placed greater emphasis on effective displays.

The Home Library Service has changed with fewer deliveries to individual housebound borrowers and more items delivered centrally to Coinda Nursing home for distribution to an increased number of clients. Staff collected and prepared books and spoken word titles for Coinda Nursing Home once every three weeks; Coinda staff then distributed the items to their residents.

The special education class from the high school was less regular in its visits to the library due to changes in teaching staff.

The BreakThru disability services group – mostly young adults – visited the library each week to borrow items.

Weekly story time at Coonabarabran Library continued throughout the year, with increased numbers of children, parents and carers regularly attending the weekly event. School holiday activities were also well attended with approximately 25 people attending each session. After initial interest, Coonabarabran Preschool elected not to visit the library on a regular basis because of complicating issues with two of their children.

Two outreach story time events per year, to celebrate Library Week and Book Week, were held at Binnaway Preschool.

Library Week was promoted with displays and competitions, while Law Week promotion featured a database/LIAC workshop to the Year 11 Legal Studies students.

Book Week was celebrated with hundreds of kids visiting the library for book reading and library tours with their classes. This program resulted in a significant number of new registrations.

School holiday activities were held each week of the holidays. These events were very well attended. Summer Reading Club saw a small increase in number of participants.

Various community displays – to support the Horse Expo, Pony Club, schools, community health, and National Parks – were mounted in the library. These displays take up little staff time to coordinate but add greatly to the value of the library. At the same time, the library has placed greater emphasis on using the display area to highlight its own collections and services.

Warrumbungle Book Club met each month at the library for afternoon tea and a book discussion. The number of people attending book club has increased; we now attract around 12 people at each meeting, with other people, who are unable to attend all the meetings, also reading the selected books. It has now been operating successfully for nine years.

Baradine Service Point

Number of registered borrowers	369
Number of visitations	1,338
Number of loans	2,145
Number of information requests	385
Number of items held	4,082

During the past twelve months the Baradine Library has maintained its popularity in the community and held a variety of events and activities. There was an increase in attendance at the library's holiday reading program, with the best roll up so far for '*Laugh in the Library*' session during the July holidays. The library was popular with local seniors as we celebrated 2013 Seniors Week with primary students from both local schools for a very enjoyable 'Coin Connection' presentation by a local coin collector. Baradine Preschool continued to visit the library regularly for story time and craft activities. Library events are promoted in school newsletters and on the town notice board; reports on Baradine library activities have also been printed in the Coonabarabran Times. More photographs of library events have been taken and sent to be uploaded onto the Macquarie Regional Library Facebook page.

Collection development continues to be a major focus at Baradine Branch and weeding of old and damaged stock continues. Story time support has been provided to Coonabarabran library and a youth services assessment and planning workshop attended. Constant displays of school work and event promotions in the library window continue to make the library a visually vibrant community hub.



Binnaway Service Point

Number of registered borrowers	120
Number of visitations	539
Number of loans	1,366
Number of information requests	129
Number of items held	2,488

Collection development and reader advisory were two main areas of focus at Binnaway Library. The collections at Binnaway are now in very good condition with an adequate range of new, attractive general stock for most patrons. In addition, the regular arrival of a popular range of magazines has diversified the collection and added value for library members. However, space constraints restrict further development of the collections.

Binnaway branch has developed its client base with new memberships and more regular patterns of use: a pleasing outcome that reflects the commitment of Sue Lavender to customer service at this small branch.

The provision of access to Spydus and the MRL website – via a laptop with wireless connectivity – has proved a great benefit at Binnaway Branch, allowing greater service in a timely manner. The community has appreciated the expanded opportunities to access the MRL collection through this connectivity. This has been a pleasing development.

Mendooran Service Point

Number of registered borrowers	194
Number of visitations	762
Number of loans	1,060
Number of information requests	235
Number of items held	2,192

In 2011/2012 the focus has been on customer service. Mendooran Branch now has a book club, with a group of ten CWA women meeting each month to discuss a selected book. This has been a valuable extension of the library's use.

The library offers the small community a reliable service linked to all the branches of Macquarie Regional Library through Spydus and the MRL website. The weekly courier service was discontinued: items are sent instead to Coonabarabran Branch for distribution. The periodic addition of new DVD and popular fiction titles has been welcomed by the library's clientele.

Coolah Branch Library

Number of registered borrowers	948
Number of visitations	12,089
Number of loans	8,089
Number of information requests	776
Number of items held	11,269

Coolah Branch Library continues as a vibrant centre for the community, regularly holding activities and events for all ages, which have been well patronised over the past year. The library is also a popular place for community groups to hold their meetings. Year 7, 8 and 11 students from Coolah Central School regularly conducted research using the resources in the library and the databases on the MRL website.

Seniors Week was celebrated with a display of the Local History resources available in the library; this display generated a lot of interest. Local historian, Roy Cameron attended a special morning tea and was able to answer local history questions from those in attendance. Introductory Computer Tutorials for seniors utilising the MRL online programs were also held. A special movie night was held for the seniors during Seniors Week featuring the movie *The Sapphires* and everyone enjoyed pizza during interval.

A public access catalogue computer was installed in July 2012 and a scanner in April 2013 these have proved to be very beneficial to patrons.

Law Week was promoted with a talk by a local police officer, who discussed *Safety in the Community*. Those in attendance explored the resources available in the *Find Legal Answers* toolkit and on the LIAC website.

National Simultaneous Story time was attended by local preschool children and kindergarten students from Coolah Central School, who thoroughly enjoyed listening to *The Wrong Book* by Nick Bland. Mark Powell was the library's celebrity guest reader. A fun time of listening to the story, colouring in and puppets was had by all. The children also explored the resources available in the library.

Children's Book Week class visits to the library were undertaken by Coolah Central and Sacred Heart schools, they enjoyed listening to some of the shortlisted stories and created a simple craft activity. The colouring in competition was very popular with over 125 entries being received. A presentation afternoon tea was held with the winning entries in each category receiving a book and a certificate; several highly commended certificates were also presented. Will Ellis was the lucky winner in the Jelly Bean guessing competition.

Library Lovers Day was celebrated with a morning tea, all borrowers were given a chocolate and had the opportunity to have a *Blind date with a book*; Guest speaker Georgina Chaseling gave a very interesting talk during Library and Information Week about her travels in Antarctica.



School Holiday activities based on the themes *Discover Australia; Grow a Tale; Untangled Tales* and *Dinosaurs* were enjoyed by the children. The Summertime Reading Program *Untangled Tales* was held over the December/January period; after completing their reading log of 10 books the children were able to choose a Lucky Dip gift.

The Fairytale Hunt proved very popular; Movie and Pizza nights for young adults featured *The Adventures of Tin Tin* during Youth Week, with a badge making workshop and a very popular Photo booth activity.

Karrie Osborne was the winner of the Drug Action Week promotional event held during Drug Action Week; a keen group of knitters completed two wraps for the 'Wrap with Love' drive which was concluded in August, this was a fantastic effort.

ABC Open producer, Ana Tovey, conducted a series of workshops throughout the year. Participants enjoyed learning how to write a 500 word story with the theme of *A scary moment*; they learnt how to get the best results from their digital camera and took photos to fit the monthly theme of *Reflections* and created a video postcard of somewhere special to them. These workshops have been very well supported with a wealth of creative talent being discovered. All projects are able to be viewed on the ABC Open website.

The Winter Reading Program *Wrap yourself in a good book* concluded in July was well received by patrons with free library bags and mugs filled with goodies given to borrowers who completed their reading logs.

The library continued monthly housebound visits to the Coolah Hostel, the Hospital and one private borrower.

The monthly Book Club meetings and weekly story times for pre-schoolers continue to be well supported.

Dunedoo Branch Library

Number of registered borrowers	633
Number of visitations	11,647
Number of loans	5,880
Number of information requests	1,593
Number of items held	6,043

The Dunedoo Branch has continued to develop into an active library service for all the community. Internet usage has grown during the year with provision of two new computers and Wi-Fi accessibility. A substantial review of the collections has resulted in more space and ease of access to the collections with room to grow and to display new resources.

The Dunedoo Book Club has proved to be successful with a fantastic turnout each month. The Book Club meets every month on the second Tuesday for a morning tea and a chat. The group has grown over the past year and the members continue to enjoy the synchronized reading of the same book with a great attendance each month.

Monthly visits to the local nursing home and hospital continued during the year.

The Winter Reading Club was a huge success for the Branch. There were 88 registered participants, 61 mugs handed out and 9 new members as a result of the program. There were defiantly lots of happy borrowers going home with a library mug filled with treats.

The Dunedoo Branch participated in the ABC Western Plains Knit-in event supporting the organisation Wrap With Love, which creates colourful warm “wraps” for communities in need around the world. A number of volunteers brought their sewing needles and wool to create the beautiful wraps. 7 completed blankets were made.

During Children’s Book Week in July the Branch held a successful after school activity with 11 children attending with lots of stories and games.

History Week in September was another wonderful event with display from the local museum on the theme Threads They wore what?! The Dunedoo Historical and Museum Society created a display of a wedding dress that was over 100 years old and army uniforms from the First World War.

In February the library participated in the *Library Lovers Day*, with the theme ‘*Go on a blind date with a Book*’. Books were wrapped up in brown paper and displayed with small descriptions on the front. Book titles and authors were kept a secret until the book was issued.

There is a new display area in the children’s section in the library. This wonderful looking display can be seen as soon as you walk in the front doors. The children love the colourful display.

A new glass cabinet has been provided to the Branch. This is used to promote the library and its events and is also available for use by local community groups. The Dunedoo Historical and Museum Society also use the cabinet to showcase their collections.

The Summer Reading Club continues to be a successful program. The children are encouraged to read as many books as they can during the Christmas holidays. Dunedoo branch had 19 registrations and 9 completed entries.

School holiday activities continued to be popular with strong numbers and lots of fun and laughter. The school holiday activities are held once a week with selected reading and craft activities keeping the children busy while learning. The Summer Reading Club holiday program was ‘Fairytale Fun’. Each week the library held holiday activities for the children. The first week seen the children listen to stories and enjoyed making Goldilocks puppets. The next week the children listened to more stories on Little Red Riding Hood and made wolf masks. The children were thrilled and excited as they left for home with their crafts.

Dunedoo offered computer tutorials during Senior’s Week. This was again a successful event with enthusiastic patrons learning how to use the Internet.

Dunedoo participated in the National Simultaneous Story time. Children listened to a reading of *The Wrong Book* by Nick Bland and then created a top hat to take home.

During Drug Action Week the Branch participated in the Drug Info Library Quiz. Patrons were asked to complete the Drug Info Library quiz, and then go in to a draw to win a prize.

Dunedoo held an informational day for Law Week with the NSW Police Service. The local police officer attended with a very informative talk on "Home Safety".

The Dunedoo Branch created a photo booth for Youth Week. The participants dressed themselves up with hats, scarves, masks, moustaches etc. These photos were placed on display in the side entrance to the library allowing the community to enjoy the results.



WESTPAC INSTORE

Under the terms of an Instore Banking Agreement with Westpac Banking Corporation, Council manages the Westpac Instore in Dunedoo.

The agency is operated according to Westpac management schedules and the service continues to meet operational targets and the needs of the community. Instore Staff provide support to Council through the provision of rates collection and front counter support to Council operations.

During the period under review a long term member of the Bank staff resigned and a new staff member has been appointed and undertaken appropriate training and is now a member of the team providing banking services to the community.

The staff qualified in each of the key performance indicators for the September, December, March and June Quarterly Retainer scorecard periods achieving satisfactory results in the areas of Customer "Mystery" shop results, Instore Control Assessment (Operational Performance Management) and Staff accreditation.

YULLUWIRRI KIDS

Yuluwirri Kids is a 57 place Preschool and Long Day Care Centre that opened on the 2nd of February 2009. The centre is licensed by NSW Education and Communities for a maximum of 57 children a day.

The centre operates three classrooms - the Panda room for 0-2 year olds which takes eleven long day care students a day; the Possum room for 2-4 year olds which takes thirteen long day care students and seven preschool students a day; the Giraffe room for 3 - 5year olds (the year before children commence school) which takes six long day care students and twenty preschool students a day.

A fourth mobile preschool classroom operates two days a week (Tuesday and Thursday) for three to 5 year olds was opened in February 2010 in conjunction with Connect Five Children's Service (to support waiting lists.)

Yuluwirri Kids is auspice by Warrumbungle Shire Council and funded by Department of Education and communities (DEC), Department of Education, Employment and Workplace Relations (DEEWR), and user pay fees. Funding is also obtained through Department of Education and Training, Carewest for children with special needs. The service is open 49 weeks a year, with long day care students accessing the service from 7.30am to 5.30pm, and preschool students accessing the service during school terms from 8.30am to 4pm.

The centre has an Advisory Committee that consists of Parents, a Community representative, an Aboriginal Lands Council representative, the Centre manager and The Director of Environmental and Community Services. Advisory Committee meetings are held on a regular basis.

The centre complies with funding agreements, Education and Care Services National Regulations 2011 under the Children (Education and Care Services) National Law (NSW) 2010 and the National Quality Standard. The centre achieved High Quality Accreditation in September 2010 under NCAC and working towards in April 2013 under the new National Quality Standards. The centre has a play based curriculum that links to The Early Years Learning Framework for Australia (EYLF).



The centre employs nine full time staff, nine part time staff and accesses 28 casual staff members. Five staff continued studying to obtain industry qualifications. Staff attended a range of training including: The National Quality Standard Conference, PACE – As the saying goes... The children are our Future, Keep them Safe (KTS) Information forum, Mobile Meet 2012 Mobiles -: Unpacking, Educating and Linking Communities, CPS speech program, Sustainable Practices: Nourishing Ourselves and our Services, Language through music, stories and dance, Key Word Sign workshop, Early Numeracy in Action and Road Safety Education, Webinar – Quality Area 2, New working with children check., Looking Beyond a child's behaviour in Dubbo on the 11 June.

The centre has had visiting students complete work experience and practicum's from local schools, TAFE and Charles Sturt University.

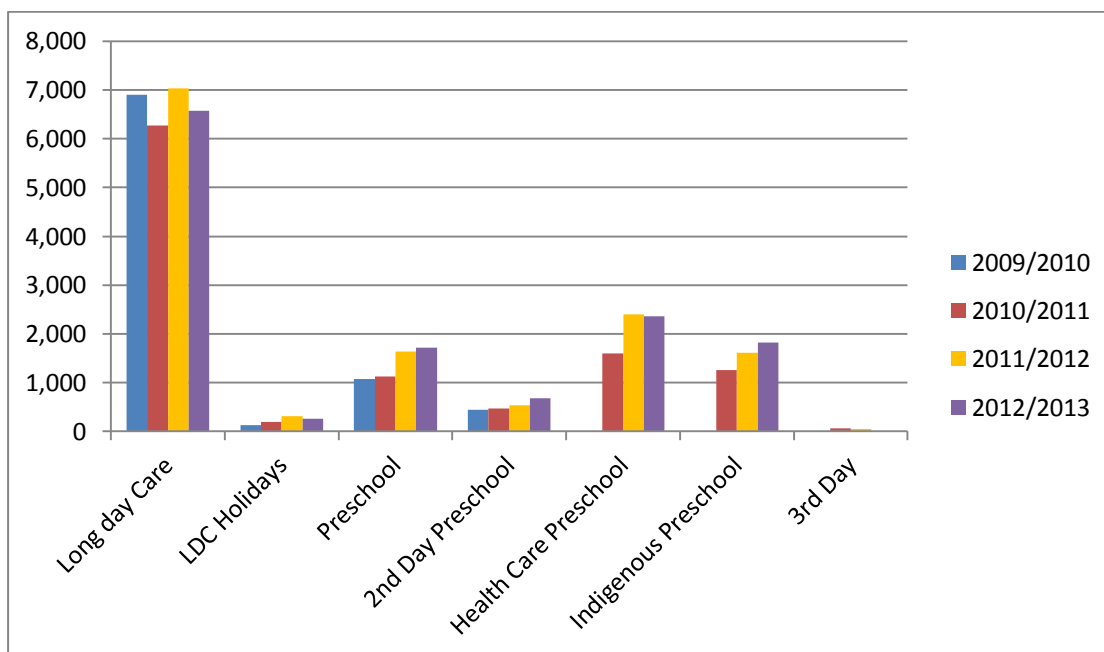
In 2012/2013, the centre participated in community and centre events including music morning, NAIDOC week including Family Barbeque, Crocodile Encounters, Jeans for Genes Day, Science week, Keep Australia beautiful week, Children's Book Week, Healthy Harold Term 3 and 4 School transition programs, National Recycling week, End of Year Celebration, Giraffe and Monkey rooms "Going to big school graduation, Community services and Health Expo, Coonabarabran Show, Preschool photos Grandparents week , Harmony Week , African Experience, Walk to school, and National reconciliation week

The centre networks with local preschools and long day care centres, family support services, Coonabarabran Aboriginal Lands Council, early childhood services and professionals, agencies, training organizations, and community services.

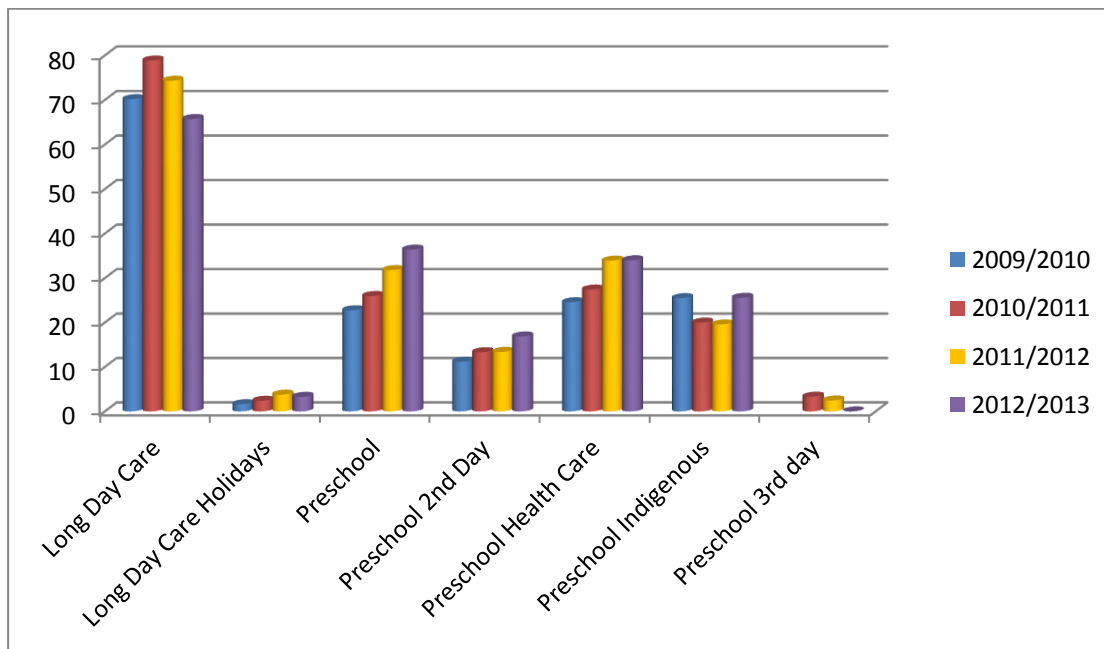
During the 2012/2013 financial year education sessions attended were as follows:

- 6571 Long Day Care sessions with an average of 65.73 individual children a week
- 264 Long Day Care Holiday sessions with an average of 3.28 individual children taking holidays a week
- 1717 Preschool sessions, with an average of 36.4 individual children a week
- 686 Preschool second day subsidy Sessions with an average of 16.87 individual children a week
- 2365 preschool health care subsidy sessions with an average of 34 individual children a week
- 1827 Indigenous Preschool sessions with an average of 25.57 individual children a week

Comparison of Financial Year - Sessions held per fee type



Comparison of Financial Year – Average of Individual children attending per care type



CASTLEREAGH FAMILY DAY CARE

Castlereagh Family Day Care (CFDC) coordination unit services the Warrumbungle, Coonamble and Gilgandra shires; and provides Educator support, training and administration services from offices in Coonabarabran. Family Day Care is a childcare service which provides quality childcare for children aged 0 –12 years in the private homes of registered Educators.

There are 287 children enrolled from 246 families who access the service. Family Day Care offers care covering full time, part time, casual for working / studying parents, respite care, before/after school care, emergency care, extended and flexible hours. Educators are registered to care for up to seven children, but no more than five not attending school (including their own), at any one time.

Council employs a full time Senior Coordinator and an Educational Leader and Administration Officer, both for 30 hours/week, to provide a family day care service. On 1 January 2012 the National Quality Framework (NQF) was implemented across Australia. All children's services are required to comply with *Education and Care Services National Regulations 2011* and *Children (Education and Care Services Nation Law Application) Bill 2010*. Australian Children's Education and Care Quality Authority (ACEAQA) guide and oversee the implementation, with NSW's regulatory body being the Department of Education and Communities (DEC). This also includes adhering to National Quality Standards (NQS) and putting into practice a national curriculum comprising the Early Years Learning Framework (EYLF) and My Time Our Place (MTOP).

The service is funded by the Australian Department of Education, Employment and Workplace Relations (DEEWR) via Child Care Benefit (CCB) and administration charges from parents and Educators.

The Coordination unit staff and Educators, in consultation with parents, work together to provide quality childcare in an environment that is safe and friendly, and promotes the health, development and well-being of each individual child in care. The Coordinator and Educational Leader undertook home visits throughout the year to Educators in Coonabarabran, Baradine, Gilgandra, Coolah, Coonamble and Gulargambone, with ongoing phone and email support. Visits include routine house checks, annual re-registration of all Educators; new Educator induction; training and facilitated play-sessions. Visits and play-sessions alternate on a monthly basis, i.e. all Educators will be seen during one month and the following month play-sessions are conducted in each town.

Whilst there is not a current Advisory Committee due to the geographical area that the service covers; all policies, procedures and any service provision issues are canvassed to all Educators and stakeholders for feedback in the form of survey's, phone calls, emails and mail outs.

We have asked on a number of occasions for interest in forming an advisory committee but to date there has been minimal interest, we will however continue to try.

Educator application and induction processes are constantly under review and modifications have been made and implemented where necessary. In June 2012 a New Educator Induction Manual was released by NSWFDCA for all schemes, to ensure consistency for Educator Inductions across the board. We have used and found this to be an excellent tool and new Educators have all found it a valuable process.

As happens each year, there was a lot of movement on the Educator scene, several Educators left the scheme for varying reasons, with new Educators being registered, which meant the schemes numbers have remained steady. As at 30th June 2013 we have 28 registered Educators, including 8 In Home Educators based in Coonabarabran, Gilgandra, Gulargambone and Warren.

The service continues to promote Family Day Care and the recruitment of new Educators in the 3 shires covered, especially where there are waiting lists of children needing care. An inclusion support review previously conducted on the Service Support Plan ensures that CFDC continues to accommodate children with additional needs within the service.

A service Quality Improvement Plan (QIP) was completed in April 2012 and reviewed in April 2013, and will continue to be reviewed to ensure it is a living document. All CFDC policies and procedures were reviewed, updated and endorsed in November 2012, ensuring they met all NQF National Regulations and Standards requirements.

CFDC continue to work with all Educators, assisting them in the many changes that have come in to play with the implementation of the NQF, including a number of workshop opportunities.

The Coordination unit conducted in-service training with Educators attending workshops on programming; the power of music in education; how to promote their services during an assessment visit; CPR refresher. Coordination Unit continued to facilitated Certificate III and Diploma training for Educators – 90% of Educators now have a Certificate III or higher, with the remainder working towards one of these qualifications.

Coordination Unit staff also attended a number of professional development and networking opportunities including the Annual Family Day Care conference, regional meetings, Educational Leader training and more. The Coordinator completed one of two practicums for her teaching degree.

Both Senior Coordinator and coordinator continue to attended information sessions on National Quality Framework (NQF) and Regulations where required. Networking with a number of other FDC schemes in the region continues providing CFDC with support and mentoring where/whenever needed.



Making 'bubble' dough together; a mix of corn flour and hair conditioner	All ages using and exploring the equipment in a variety of ways	Exploring Aboriginal Art as we celebrate NAIDOC Week
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ROAD SAFETY PROGRAM

Local Government Road Safety Program [LGRSP]

The Road Safety Officer (RSO) Program is jointly funded by the Roads and Maritime Services (RMS) and Warrumbungle Shire Council.

Objectives of LGRSP as listed in the Road Safety Strategic Plan are:

- Integrate road safety into the different divisions of Council planning.
- Increase road safety awareness, direction and ownership through Council staff and shire residents.
- Improve road safety through engineering and transport planning measures.
- Continue to encourage effective communication and assistance between community stakeholders, NSW Police, Council and RMS
- Contribute to safe; people, speed, roads and roadside, and vehicles.
- To implement projects to target the reduction in road crashes with community support

An analysis of RMS crash data and traffic surveys establish that the priority road safety issues for the Warrumbungle Shire are speed, and fatigue.

The latest available crash statistics available are 2007 to 2011. They indicate 332 crashes in our shire, of these 98 crashes or 30 per cent were speeding related. These speed related crashes resulted in 11 fatalities or 60 per cent of local fatalities and 79 injuries.

2007 to 2011 Road Crashes in Warrumbungle Shire Council

Factor*	Number of crashes	% of crashes	Deaths	Injured	Total killed	% of total killed
Speed	98	30	11	79	19	60
Fatigue	61	18	4	49	19	21
Alcohol	21	6	5	17	19	26
Distracted	26	8	1	17	19	5
Other/not known	181	55	4	120	19	21
Total	332		19	241		

Statistics provided by RMS (2012 stats not yet finalised Sept 2013).

*Note; each crash may have more than one proven factor.

Statement of Actions

- Three Graduated Licensing Scheme Workshops across the shire were held in 2013 with 21 participants attending.
- Council's Speed Advisory Trailer is being utilised across the shire to monitor traffic speeds in high risk areas. Council's trailer used 182-days.
- RMS loan speed advisory trailer used 128 days.
- A review of Council's Road Safety Strategic Plan is underway.
- The WSC Safe Driving Policy has been revised and awaiting final feedback and approval.
- The RSO has supported the NSW Office of Liquor, Gaming and Racing and Warrumbungle Liquor Accord throughout the year by providing Secretariat.
- Reduce speed programs were completed on Baradine Rd Baradine, Bolaro St Dunedoo, Binnia St Coolah, Bandulla St and Forest and Mendooran Rd Mendooran and Schools at Coonabarabran, Baradine and Coolah. Locals residing along the roads participated.
- A reduce speed program in Baradine School Zones was completed. Schools, P and C, P and F, NSW Police Force, the local residents and local indigenous Lands Council were partners in the program.
- A driver fatigue program "Free Cuppa for the Driver" targeting travellers was conducted from March to May 2013 in conjunction with five other Council's. A large number of local businesses from five towns supported the program. 2012 program achieved Highly Commended from IPWEA Local Government Excellence in Road Safety Awards.
- RSO represented Council at this years RYDA program by presenting "Hazards, Risks and Distractions" of the educational modules for the Coonabarabran Rotary Club.
- Council's Road Safety Steering Committee members representing RMS, Council and Police.
- Local Police have participated in all Road Safety programs throughout the year.
- Newspaper articles and local community radio have promoted the programs and advised community of the increased enforcement activity.
- RSO has represented Council with a Coonabarabran BUG representative at the Western Region Bicycle Forums each the year.
- Older road users and users of mobility scooters information days have been held at Coonabarabran and Dunedoo.
- Attend monthly Traffic Committee meetings.
- Submission of monthly reports, quarterly report and yearly action plan
- Attend RMS Regional meetings
- Moved office to Technical Services area.

Road Safety educational and behavioural programs have been planned for 2013-14. These target issues such as young drivers, speed on local roads, speed in school zones and the driver fatigue program.

Economic Development and Tourism Objective

Warrumbungle Shire is a region of communities working together in the promotion of the positive values of rural and regional living. The pursuit of recreational experiences is an important contributor to the local economy. The wellbeing of Warrumbungle Shire is measured by its creative and progressive thinking and action, and the Economic Development and Tourism Advisory Committee (EDTAC) and unit works effectively across those issues which impact on lifestyle and development to ensure a strong image and far reaching sustainability.

The Community Strategic Plan, developed as part of the IP and R process, refers to the values, spirit and resilience as well as the environment and local economy. When put in the context of future planning, the document identifies a vision which acknowledges the unique values of the communities across the shire. When the resources and energies are pooled, the potential to become a strong tourism and economic centre is enhanced. The residents of Warrumbungle Shire deserve nothing less.

Through the Economic Development and Tourism Unit there is continued involvement in a variety of projects for the benefit of the shire and its residents. This committee meets quarterly to advise Council and progress elements of the Tourism and Economic Development Strategic Plan within an allocated budget.

During 2012/2013

The Shire was profiled at the International Geo Tourism Conference in October 2012 with a presentation that focussed on the importance of maintaining dark night skies; this raised awareness about the scientific aspects of Siding Spring Observatory but also the importance of dark skies to sustain habitats and wildlife.

A planned program of promotion was quickly re-assessed and amended following the devastating bushfires in January 2013. The fires had impacted dramatically on the tourism industry and saw a loss of approximately 200 tourism beds and associated services. The Warrumbungle National Park, our tourism icon and hook, was closed for a period of time and this impacted negatively on tourism. The changed landscape created a need to review promotional activities and the establishment of a more relevant image library; an interim tourism brochure was published and distributed. The review included changing plans for promotional opportunities and ensuring our message that we were “still open for business” was placed before the travelling public.

At the LG NSW Tourism Conference, Warrumbungle Shire was recognised and awarded \$10,000 “in kind” and cash for initiatives to address matters related to ongoing promotion following a natural disaster. Channel Zero, a brand and marketing company provided assistance with re-imaging the region. This imaging included identifying those things that stand us apart from other areas and saw the re-invigoration of the Festival of the Stars and plans to make this a shire wide event. Part of the prize was utilised to fund the interim brochure. It should be noted here that “in kind” contributions were provided by a broad cross section of tourism related industries – event planners saw the importance of pursuing their previous plans of bringing their conferences to the area and this in turn generated a positive image of the shire – one of resilience and positive thinking, of working together and ensuring our visitors’ expectations were met.

Events like the Santos/Subaru Cycling Event, Equestrian Expo, Car Rallies and NSW Teachers Federation Conferences attracted large fields of participants, support teams and families to the shire with many staying for extended periods.

Following the visit by the Mayor and Executive to Ibara City in Japan for the establishment of a sister-city style program in 2012, Council continues to maintain contact with the area through the Japan Local Government Agency (CLAIR). A return visit by Ibara Shi is yet to be finalised.

There is ongoing support for local businesses and the linking of businesses with funding and support agencies. The distribution of funding information to community groups, development co-ordinators, schools and businesses; consultation with prospective business developers for a number of significant business ventures and assistance with submissions for events; assistance with grant funding applications to businesses and community groups.

Ongoing participation in a number of regional groups include the Newell Highway Promotions Committee, Warrumbungle Cluster, Orana EDO's, RDA-Orana, Central Ranges Natural Gas line, and Commonwealth Rehabilitation Services.

Council is also represented on ANU (SSO) Redevelopment Program, Pilliga Forest Discovery Centre Advisory Committee and liaises with the Coonabarabran Chamber of Commerce.

The Orana Economic Development Officers continue to work on a Skills Audit and Attraction Strategy to identify gaps and opportunities for employment within the whole region; a survey was completed. RDA Orana is also completing a review of the Regional Plan and consulting with communities.

Active participation in the newly formed Inland Regional Tourism Organisation is required to ensure that Warrumbungle Shire is identified as a destination in its own right. Within the footprint of this group, Warrumbungle Shire has been placed in region identified as "Dubbo and surrounds" with Dubbo as the "hubpoint" for visitors.

Staff and volunteers are actively engaged in training as opportunities arise and regular contact made with outlying tourism distribution centres in the shire.

Media following the bushfires has provided opportunities to promote events and attractions and a positive image of the shire is important.

Despite a lull in visitor numbers in January and February, post fires, the total numbers recorded at the Coonabarabran Visitor Centre show a slight increase with approximately 60% staying one night or more.

The Coonabarabran Visitor Information Centre was successfully audited for accreditation as a Level 1 VIC - staff and a small group of volunteers ensure the maintenance of a comprehensive visitor service that operates daily. And while there is an ever increasing number of travellers accessing tourism information utilising digital resources – iPhones, I-Pads and websites, these same people are still very dependent on the valuable engagement with a local person for accurate and current information. "There is nothing like talking to a local" we are often told. The regularly updated Datatrax unit in the VIC is a means of ensuring after hours information service delivery.

Observation indicates that the grey nomads are a significant target and marketing events this past year have focused on tapping that market through caravan and camping shows and advertising into campervan publications; purchase of print media advertising, itinerary preparation, and website advertising targeting the tour operators and planners has proven to be slow but affective with an increasing number of campers and caravanners accessing local services.

Local partnerships are as important as those made at a regional, state and national level. The effectiveness of these partnerships can only serve to strengthen the place Warrumbungle Shire has in the global community.

YOUTH

In addition to National Youth Week across the Shire, the Youth Development Officer continues to support Coonabarabran Youth Club operations and the committee, Coolah Youth and Community Club operations and committee, initiate shire wide school holiday programs, collaboratively working with youth service providers and community groups, developing and facilitating social inclusion activities for young people across the shire, facilitation of the Warrumbungle (Coonabarabran) Interagency and involvement in a variety of differing community committees (Aboriginal Education Consultative Group, NAIDOC Week Committee, etc.)

Continued promotion and engaging young people in Council's Youth Action Group governance development program.



LEGAL PROCEEDINGS

LGA s.428(2)(e)

Rates and Charges

Council retains a debt recovery service for the recovery of outstanding rates and charges. All charges incurred in using the service are recovered as a charge against the property. As at the 30 June 2013, Council had a total of \$1.373m of Rates and Charges aged over 30 days. Of this amount, \$938k is under legal proceedings by way of Statement of Claim or Judgement with Councils Debt Collection Solicitors. The remaining outstanding amount being in an arrangement to pay by weekly/fortnightly instalments with Council, or has just become overdue.

Rates and Annual Charges outstanding as at 30 June 2013 sits at 13.30% , Council's emphasis on debt recovery and improved debt recovery processes has resulted in a significant reduction in Council's rates and annual charges outstanding ratio.

Number of access applications received (clause 7(b) – GIPA Regulation)

During the reporting period, council received a total of three (3) formal access applications.

Number of refused applications for Schedule 1 information (clause 7(c) - GIPA Regulation)

No application was refused during the reporting period with information provided in relation to each application received.

	Access granted in full	Access granted In part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny info held	Application withdrawn
Media								
Members of Parliament								
Private Business	1							
Not for profit or community groups								
Members of the public (legal rep)	2							
Members of the public (other)								

SENIOR STAFF REMUNERATION

LGA s.428(2)(g)

The General Manager is the only designated Senior Staff member (as prescribed by Section 332 of the Act) employed by Warrumbungle Shire Council during the twelve month period.

The Senior Staff member's total remuneration package, which includes all costs associated with his employment for the period 01.07.12 to 30.06.12, is as follows:

Value of salary component of package	183,365.00
Bonus payments, performance or other payments not forming part of the salary component	-
Superannuation(salary sacrifice and employer's contribution)	24,484.18
Non-cash benefits	-
Fringe benefits tax for non-cash benefits	9,366.30
TOTAL COSTS	\$217,215.48

ELECTED MEMBERS

LGA s.428(2)(f) and REG 217(1)(a1)

Council's adopted policy for the Payment of Expenses and Provision of Facilities to Elected Members is attached at the end of the report as Attachment 2.0.

Councillors' annual fees for 2012/2013 were set at \$10,200 per annum and an additional fee of \$22,310 was set for the Mayoral allowance. These fees were endorsed at Council's meeting held 21 June 2012 for the following year. Total expenses for Councillors' fees, expenses and facilities for the period 1 July 2012 to 30 June 2013 was made up of the following:

	Expenses
Mayoral and Deputy Mayor allowance	22,310
Mayoral Car expenses	3,693
Telephone - Mobile Mayor	2,026
Councillors' Allowances	90,950
Councillors' Training and Skill development	1,800
Councillors' Internet communication contribution	10,994
Travelling Expenses – Councillors	20,511
Administrative expenses for Mayor (including dedicated office use and equipment)	5,850
Delegates Expenses - Conferences and Seminars	13,235
Council Elections	70,958
Council Meeting Catering	5,358
Civic Functions	14,192
Council memberships and subscriptions	20,307
Mayoral Sundry	523
TOTAL	282,707

Travel Expenses for each Councillor was as follows. Council's policy for the Payment of Expenses and Provision of Facilities to Elected Members defines travel expenses.

Cr Campbell	889
Cr Coe	3,444
Cr Dissanayake	385
Cr Lewis	439
Cr Powell	417
Cr Schmidt	612
Cr Shinton	777
Cr Sullivan	1,662
Cr Todd	2,639
Cr Andrews	878
Cr C Sullivan	1,600
Cr Capel	5,916
Cr Clancy	852
TOTAL	20,510

A copy of Council's adopted policy for the Payment of Expenses and Provision of Facilities to Elected Members is attached to this Annual Report.

The purpose of this Policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by the Councillors. The Policy also ensures that the facilities provided to assist and support the Councillors to carry out their civic functions are reasonable.

The policy defines travel expenses and provides for expenses such as accommodation, meals, internet communication expenses, incidental expenses and attendance at conferences, Australia Day functions and naturalisation ceremonies. Council's policy provides \$50 per month to each councillor to cover internet expenses.

Councillors participated in training provided by the Local Government and Shires Association. This training involved planning for community strategic plans. Councillors also attended the following conferences:

Local Government and Shires Association Conference – Attendees: Mayor Shinton, Councillors Campbell, Todd, Sullivan and the General Manager

C Division Conference – Attendees: Mayor Shinton, Councillors Campbell, Todd, Lewis, Coe and the General Manager

Country Mayor's Conference – Attendees: Mayor Shinton and the General Manager

National Roads Congress – Attendees: Mayor Shinton, Councillor Todd and the General Manager

Mining Related Council – Attendee: Mayor Shinton and the General Manager

Orana Region of Councils (OROC) – Attendee: Mayor Shinton and the General Manager

Attendance at these Conferences is endorsed under Item 2.9 of the Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors.

OVERSEAS TRAVEL

LGA s.428(2)(r) and REG 217(1)(a)

Councillors and Staff were not involved in any exchanges or projects necessitating overseas travel.

CONTRACTS AWARDED BY COUNCIL

LGA s.428(2)(h)

Council has awarded the following contracts during the financial year that are required to be reported. (Note: Employment contracts and contracts valued at less than \$150,000.00 are not required to be detailed).

This Register of Contracts details all contracts valued at \$150,000 or more, for projects, goods and services, or the sale, purchase or lease of real property.

Register of Government Contracts from 1 July 2012						
Contracts valued at \$150,000 or more						
Year	Contractor	Contract Description	Period	Contract Value	Meeting	Resolution
2012	Bridging Australia Constructions	Design and construction of Bugaldie Creek Bridge, demolition and removal of existing bridge	To completion of construction	\$653,290 (excl GST)	21 November 2012	182/1212
2012	Fernandes Constructions	Design and construction of Saltwater Creek No 2 Bridge	To completion of construction	\$906,445 (excl GST)	21 November 2012	182/1212
2012	Waeger Constructions Australia	Design and construction of Tongy Bridge	To completion of construction	\$632,500 (excl GST)	21 November 2012	182/1212
2012	CZL Group Pty Ltd	Quarrying Services	Contract cancelled July 2013 and awarded to BMR Quarries	\$611,500	20 December 2012	229/1213
2013	BMR Quarries	Drilling, Blasting, Screening and Crushing Services at Council's Quarry	To completion of contract	\$1,598,400	18 July 2013	48/1314

BUSH FIRE HAZARD REDUCTION AND COMMUNITY ENGAGEMENT

Bush Fire Hazard Reduction (LGA s.428(2)(i1))

Over what has been another year of dryer winter months the NSW Rural Fire Service, National Parks and Wildlife Service, Council and the Department of Primary Industries has carried out 43 hazard reduction activates. From September 2012 to September 2013 there have been 9,043 hectares of land hazard-reduced by burning and 240 hectares reduced by mechanical means. There has also been a large number of private hazard reduction burns carried out around Coonabarabran and District. This has been a direct response of the increased awareness of the bush fire danger caused by the extreme conditions and fire activity in January 2013.

The general public still have poor understanding of fire activity during cold dry winter months with the RFS having to respond and assist where private burns have escaped.

Bush Fire Risk Management Plan (BRFMP)

The Castlereagh Bush Fire Management Committee has succeeded in having its draft BFRMP approved by the Bush Fire Co-ordination Committee in January 2013. This Plan is now active and is due for review again in five years time.

The aim of the BFRMP is to minimise the risk of adverse impact of bush fire on life, property and the environment. The plan has a life of five years with the existing plan expiring this year.

The objectives of the BFRMP are to:

- Reduce the number of induced bush fire ignitions that cause damage to life property and the environment;
- Manage fuel to reduce the rate of spread and intensity of bush fires while minimising environmental/ecological impacts;
- Reduce the community's vulnerability to bush fires by improving its preparedness; and
- Effectively contain fires with the potential to cause damage to life, property or the environment.

Community Engagement

The Rural Fire Service has an ongoing commitment to protect, educate and advise the community in a sustainable way. Members of brigades and RFS staff visited primary and preschools throughout the Shire engaging with children on a range of topics from playing with matches to home evacuation, how to prepare for a bush fire event and calling "000" if they have an emergency. Twenty Binnaway Central School students have just completed the RFS Cadet Program which is held over a 10 week period for half a day a week.

Brigade members and RFS staff also undertook property inspections, local agricultural shows, giving advice on local community radio and in community newsletters and have visited rural residential blocks along the Newell Highway and Stannix Park districts. Activities such as these, the dissemination of Bush Fire Survival Plan booklets and the SWS (Static Water Supply) program will continue informing the general public of the risks of wild fires in their neighbourhood.

Have you prepared a Bush Fire Survival Plan?

PREPARE – having a Bush Fire Survival Plan

ACT – knowing the Bush Fire Danger Ratings and what you need to do at each

SURVIVE – knowing the Alert Levels which are used during a fire

Understanding Your Level Of Risk

Knowing your level of risk means you will be able to make the safest decision for you and your family.

I'M NOT AT RISK OF A BUSH FIRE... AM I?
If you live or work in or near bushland, then you are at risk from bush fire.

The word 'bushland' doesn't just mean trees or forest; it also means areas such as scrub, grassland, crops, woodland and farmland.

There are some basic questions you can ask yourself to check your level of risk

1. Do you live within a couple of streets of bushland?
2. Does your local area have a history of bush fires?
3. Do you have many trees and shrubs around your home?
4. If you need to leave your home, do you need to travel through bushland?
5. Is your Bush Fire Survival Plan more than one year old?

If you answered 'Yes' to one or more of these questions, then you and your family may be at risk in the event of a fire.

ANSWERED 'YES' BUT STILL NOT CONVINCED?
The NSW RFS has created a **Bush Fire Household Assessment Tool** to help you to assess your household's level of risk from a bush fire. This quick assessment will help you make the decisions that are right for you and your family.
This tool can be found at: www.rfs.nsw.gov.au

Local Emergency Management Committee (LEMC)

Council conducted all quarterly LEMC meetings with all meetings well attended by Emergency Agencies and representatives from Dubbo and Tamworth. Contact Lists and Emergency Management Plans are regularly updated, with the Emergency Management Plan (DISPLAN) being endorsed at the August meeting of the LEMC.

Roadside Slashing

Council conducts roadside slashing on all sealed local and main roads throughout the Shire at least once per year. Council is a member of the Warrumbungle Bushfire Management Committee.

As part of the Service Agreement between Council and the NSW Rural Fire Service, the RFS inspected reported fire hazards on Council's behalf.

Further Information

Web: <http://www.rfs.nsw.gov.au>

Email: community.engagement@rfs.nsw.gov.au

Phone: Your local NSW Rural Fire Control Centre 02 6842 2645.

PRIVATE WORKS

LGA s.428(2)(k)

No subsidised private work was carried out by Council during the period 1 July 2012 to 30 June 2013.

CONTRIBUTIONS AND DONATIONS

LGA s.428(2)(l)

Name	Total \$
2WCR FM 99.5	520.00
3 Rivers Radio Station	520.00
Art Unlimited Dunedoo Lions Club	500.00
Artcraft Pty Ltd	240.00
Badhii Aboriginal Grandmothers Group Inc.	500.00
Baradine Central School	70.00
Baradine Golf Club Land Rates	500.00
Baradine PA and H Association	554.55
Baradine School Band	250.00
Binnaway Central School	70.00
Binnaway Jockey Club	1,000.00
Binnaway Lions Club	2,500.00
Binnaway Men's Shed Inc.	500.00
Binnaway PH and I Association	50.00
Binnaway Progress Association	140.00
Cooina Coonabarabran Ltd	1,000.00
Coolah Central School	570.00
Coolah District Development Group Inc.	590.00
Coolah Sacred Heart Primary	70.00
Coolah VHF and Community Radio Group	520.00
Coonabarabran Campdraft Association	500.00
Coonabarabran DPS and Family History	500.00
Coonabarabran High School	70.00
Coonabarabran Jockey Club	1,000.00
Coonabarabran Pony Club	500.00
Coonabarabran Public School	70.00
CWA Coonabarabran	500.00
Dunedoo and District Development	500.00
Dunedoo and District Historical Society	100.00
Dunedoo Amateur Swimming Club Inc.	500.00
Dunedoo Central School	70.00
Dunedoo Polocrosse Club Inc.	700.00
Dunedoo Preschool Kindergarten	9,283.00
Freight and Towing - Breast Screen Van	2,458.14
Keep Australia Beautiful (NSW)	450.00
Mendooran and District Development Group	358.09
Mendooran Arts and Craft	375.00
Mendooran Central School	70.00

Name	Total \$
Mendooran Christian Education Association Inc.	99.00
Mendooran Cricket Club Inc.	500.00
Mendooran Gun Club Inc.	500.00
Mendooran Tennis Club	500.00
Mendooran Turf Club	1,000.00
Neilrex Community Hall	500.00
Neilrex Tennis Club	700.00
New England Institute Of Tafe	70.00
Northern Inland Academy Sport	360.00
Northwest Equestrian Expo	1,000.00
Orbital Swing Band	1,000.00
Pruggers Bus and Coach Service	390.80
St Johns School	70.00
St Lawrence's Central School	70.00
St Michael's School	70.00
Tafe	70.00
Talbragar Broadcasters Inc.	349.00
The (Men's) Shed Inc.	500.00
Warrumbungle Arts And Crafts	1,000.00
WSC - Hall Hire For WACCI	981.75
WSC - Rates Donations 2012/2013	17,031.28
Total	55,774.31



HUMAN RESOURCE ACTIVITIES

LGA s.428(2)(m)

Human Resource Management

The last twelve months have proved extremely busy for the whole Human Resource team. Legislation requirements around policies, procedures and documentation played a big role in HR's day to day duties.

Communication with all staff still proves to be a challenge with the tyranny of distance for HR to visit staff around the shire and the ability to touch base with individual staff on a regular basis a huge issue. A programme of on site visits will continue next year and will ensure lines of communication between HR and staff at remote sites improves. This subject is mentioned in the Workforce Management Strategy to ensure communication

This year has proved successful in filling some difficult to fill positions within the organisation and this has been achieved by adding a market value to the position and offering Council housing to the employment package.

Quarterly and Annual Staff Achievement Awards again proved popular with quarterly winners coming from various departments throughout Council.

HR continued to work on implementation of the HR management computer system with information added to the data base to enable reports and statistics to be provided to MANEX and Council.

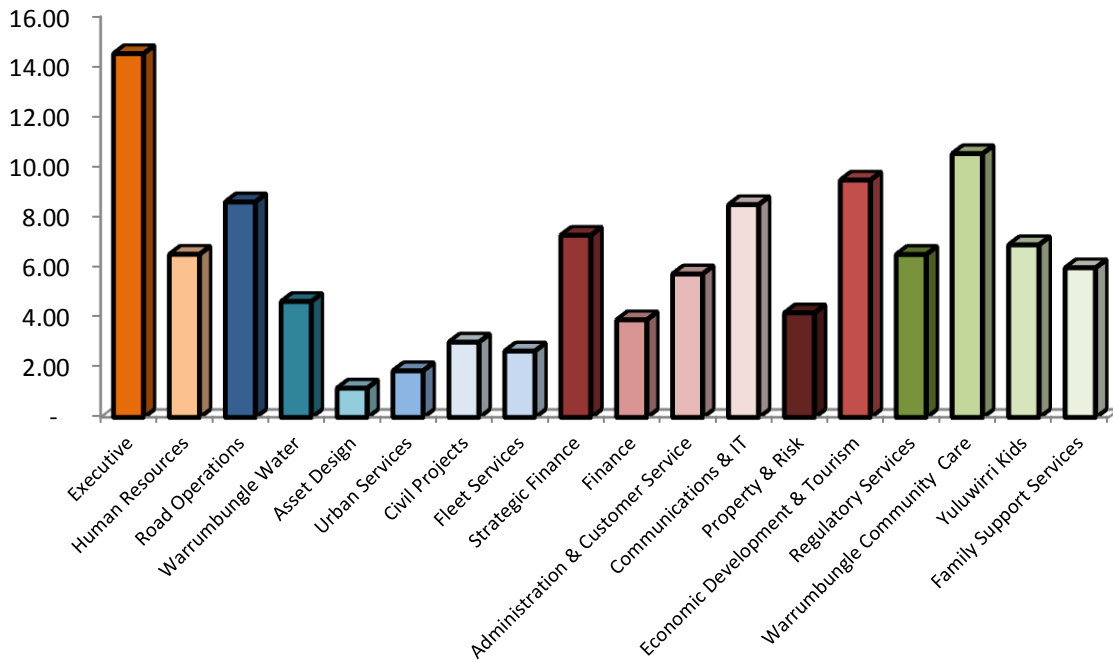
Council continued to offer opportunities for school work experience placements with the help and commitment of Supervisors. This work experience gave an insight to students on the different positions within local government and encouraged those leaving school to consider careers in Local Government.

Workforce Management Strategy Workshops

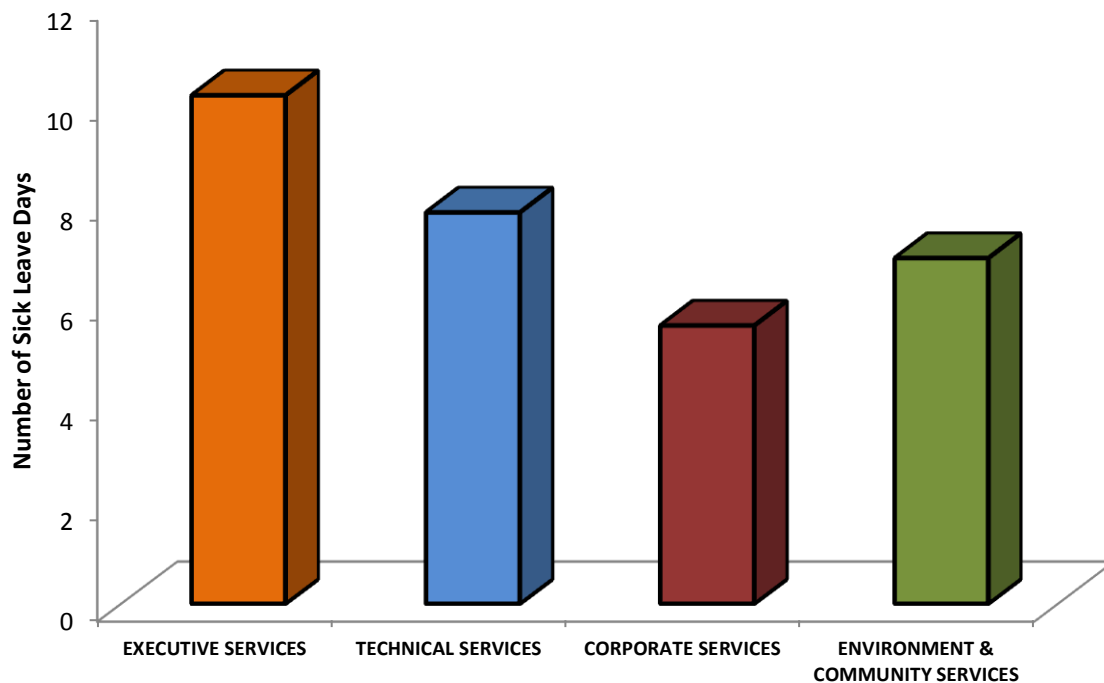
Council was required to review its Workforce Management Strategy within 12 months of adoption. The HR department undertook three Workforce Management Strategy Workshops in May, with workshops for Supervisors and Managers held in Coonabarabran and Coolah and one workshop for stakeholders in Coonabarabran.

All workshops were supported well by invited staff with all attendees encouraged to give their views. Attendees were asked to identify areas of Strength, Weakness, Opportunities and Threats. From the information received from all workshops HR identified six focus areas being Recruitment and Retention, Reward and Recognition, Planning and Professional Development, Performance Management, Organisational Development and Work Health and Safety. In addition a Staff Survey was distributed to all staff in April and results from this survey are provided in the document and were used when reviewing areas of need within the organisation. HR reviewed the Department's comments and recommendations and developed an action plan with defined timeframes to track and monitor progress over the next four years.

Average Sick Days per FTE



AVERAGE SICK LEAVE DAYS BY DIVISION



This year there has been a rise in employee sick leave.

- Average days for outdoor employees 6.8 days (note two terminally ill employees would have influenced this figure)
- Average days for indoor employees 6.15days

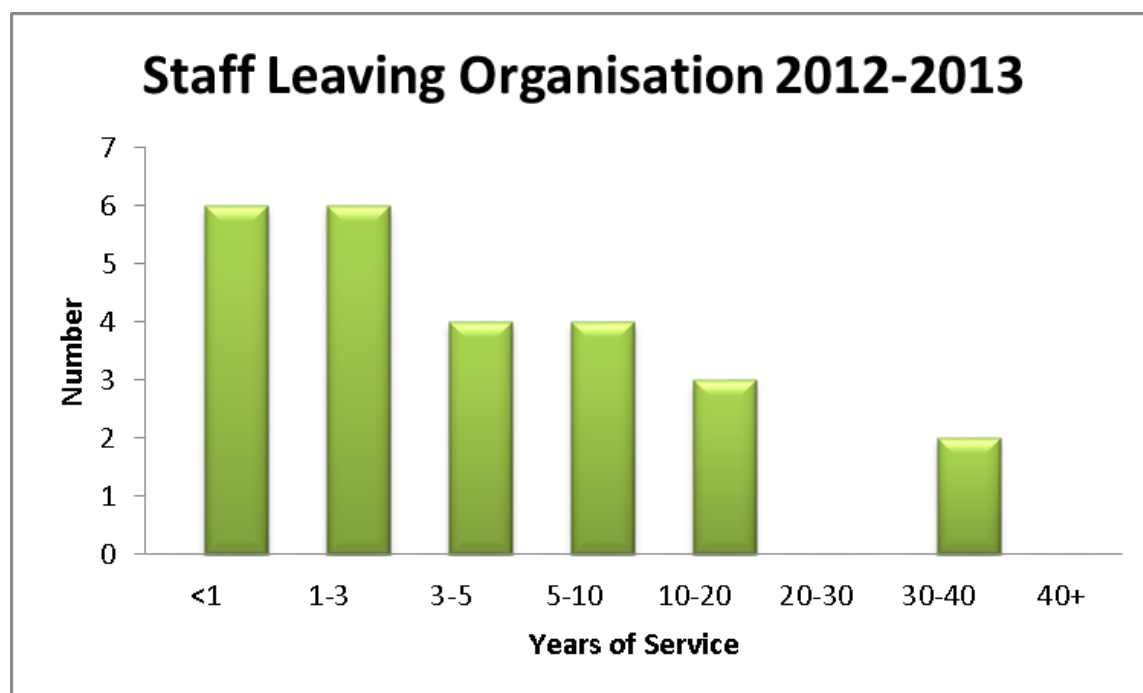
All figures were based on full time employee calculations from the organisational structure (not per capita) and positions vacant for the year were not included in the calculations.

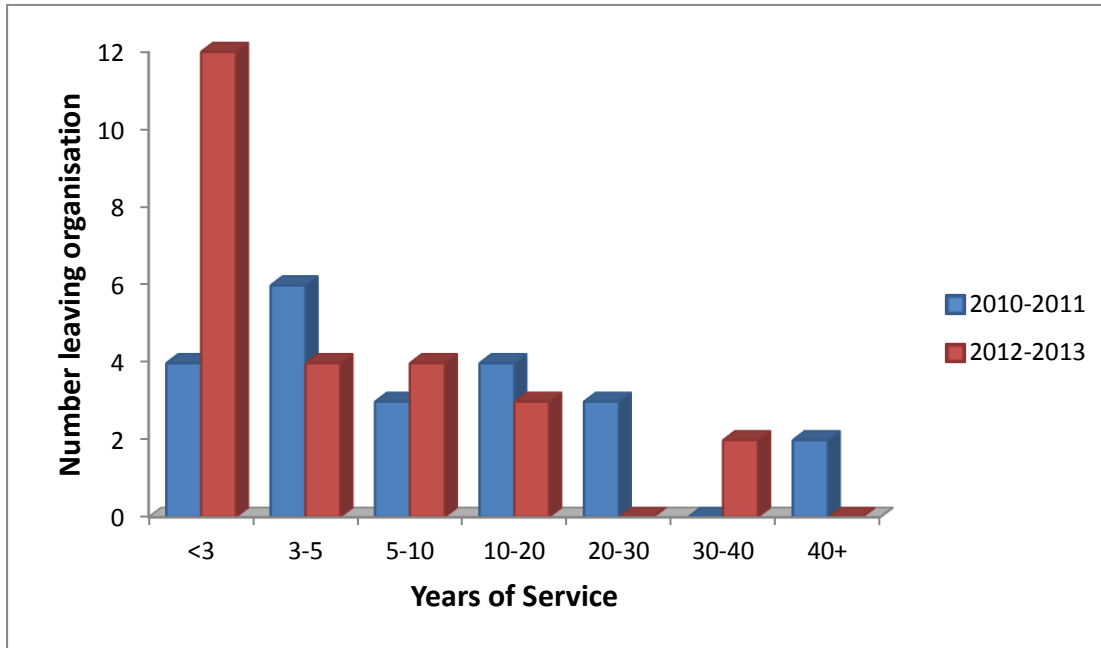
Cost of sick leave for 2012/2013	\$303,908.27 for permanent staff
Cost of carer's leave for 2012/2013	\$ 88,486.87 for permanent staff

Staff Recruitment Services

Staff Retention

Council employs a high percentage of staff 55 years or older and this year has seen numerous retirements of long term staff. There was a high focus on succession planning and encouraging younger staff to take on more training and backfilling for supervisor roles who may be on leave. This offers opportunity for career development when long serving staff retire. During the period of June 2012 to the end of June 2013 Council recruited 39 positions of which 23 were internally advertised positions. Advertising for external positions cost \$25,280 and pre employment medicals \$8,674.





Statement of Activities to Implement EEO Management Plan

Other Legislation

S428 (2) (r)

HR reviewed the organisation’s EEO Management Plan ensuring all requirements to legislation were covered within the policy. Code of Conduct training was provided to all staff to ensure the requirements of Equal Employment Opportunity principles were understood and the whole organisation again made aware of Anti Bullying principles through training and newsletters. Council currently employs fifteen full time, two part time and seven casual indigenous staff which makes up about 8% of our workforce.

Child Protection

There were some significant changes to the ‘Working With Children Check Clearance’. These changes commenced in June 2013 and involved changes to the way applications are processed, with Staff kept fully informed of these changes and requirements.

It is now the responsibility of the individual, current or prospective staff to apply to the Office of the Children’s Guardian for the check, the verification now able to be taken to various employers. This new system seems to be a more flexible arrangement. Those staff who currently work for Warrumbungle Shire Council now have a timeframe where they must apply under the new Legislation should they change positions or employer.

EXTERNAL BODIES

LGA s.428(2)(o)

Council is required to provide a statement of external bodies that have exercised functions delegated by Council.

During the period in review the following bodies exercised delegated functions on behalf of Council

Body	Function
Castlereagh Macquarie County Council	Control of Noxious Weeds on public land and waterways in its area
Macquarie Regional Library	Library Services

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

There are three Committees formed as a requirement of statutory obligations and those Committees report to Council although have no formal link to Council. A Councillor representing on these Committees are appointed for the term of the Council.

Body	Function
Traffic Committee	Traffic Management
Warrumbungle Bushfire Management Committee	Fire mitigation
Local Emergency Management Committee	Emergency co-ordination

Council is also represented on the following Regional Committees:

The North West Weight of Loads Group	Community Safety Precinct Committee
Orana Arts Incorporated Committee	Central West and Namoi Catchment Management Authorities
Central Ranges Natural Gas Association	Orana Regional Organisation of Councils
Newell Highway Task Force	Inland Rail Committee
Ming Related Councils	Warrumbungle Shire Liquor Accord

Companies

LGA s.428(2)(p)

Warrumbungle Shire Council did not hold a controlling interest in any company during the period 2012/2013.

Partnerships, Cooperatives, Joint Ventures

LGA s.428(2)(q)

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

During this period Council was also a joint venture member of the Castlereagh Macquarie County Council.

Council also coordinates the Castlereagh Family Day Care Scheme which services Warrumbungle, Coonamble and Gilgandra local government areas, and Connect Five Children's Services which services Warrumbungle and Gilgandra Local Government Areas.

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

COMPETITIVE NEUTRALITY PRICING

LGA s.428(2)(r) and Reg cl 217(1)(d)

All levels of Government are required to apply the principle of competitive neutrality for their business operations. The principle of competitive neutrality is based on the concept of a “level playing field” between persons competing in a market place, particularly between private and public sector competitors. Essentially, the principle is that government businesses, whether Commonwealth, State or Local, should operate without net competitive advantages over other businesses as a result of their public ownership. Council has determined its business activities as follows:

It is confirmed that Council does not have any Category (1) business activities.

Council has not implemented Competitive Neutrality Pricing requirements as Council has no identified Category (1) business.

The following Council activities have been confirmed as Category (2) businesses under the principles of Competitive Neutrality.

- Warrumbungle Water
- Warrumbungle Sewerage

Council has maintained a complaints handling system for Competitive Neutrality Complaints with a register to record and manage all such complaints. Council’s Records Management System is used to record, register and track complaints.

Competitive Neutrality Complaints 2012/2013

There were no Competitive Neutrality Complaints received and accordingly there is no outcome to report. There are no outstanding complaints.

Comparison of Stormwater Management

Reg cl 217(1)(e)

No annual charge has been levied by Council for stormwater management services.

SPECIAL VARIATION EXPENDITURE

S508(2)

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

INTEGRATED PLANNING AND REPORTING

As part of the NSW Government Integrated Planning and Reporting guidelines, Warrumbungle Shire Council has republished the following;

- a 20 year **Community Strategic Plan**; with an associated **Community Engagement Strategy**
- a **Resourcing Strategy** that includes a **Long Term Financial Plan** (10 years), a **Workforce Management Plan** (4 years) and an **Asset Management Plan** (10 years);
- a 4 year **Delivery Program** and
- a 1 year **Operational Plan**.



The new framework recognises that communities do not exist in isolation, and neither should Council's individual plans. The framework encourages councils to draw their various plans together, to understand how they interact and to get the maximum leverage from their efforts by planning holistically for the future.

The new framework also opens the way for councils and their communities to have important discussions about funding priorities, service levels and preserving local identity and to plan in partnership for a more sustainable future.

Councils IP and R plans and strategies are all available on Councils website www.warrumbungle.nsw.gov.au

COMMUNITY STRATEGIC PLAN

Warrumbungle Shire Council had a current CSP; Warrumbungle Shire 'Plan to be There' Community Strategic Plan 2012-2032 endorsed by Council in May 2012. Following the election of the new Council in September 2012, and given the freshness of the community consultation it was agreed by Council to undertake a desktop review and make amendments to the existing plan. The reviewed CSP was placed on public exhibition for 28 days as per legislative requirements.

DELIVERY PROGRAM AND OPERATIONAL PLAN

Delivery Program and Operational Plan

Warrumbungle Shire Council has combined its Delivery Program (DP) and Operational Plan (OP) into one (1) document this financial year.

DP Requirements

Council must have a DP detailing the principal activities it will undertake to achieve the objectives of the CSP. This is the point where the community's high level goals are translated into actions, within the available resources ie, assets, financial and staff under the Resourcing Strategy. The DP was adopted at the June meeting after being on public exhibition for at least 28 days. The DP addresses the full range of Council operations and allocates high level responsibilities for each action.

The General Manager is responsible for ensuring progress reports are provided to Council with respect to the principal activities at least every six (6) months. It is designed as a fixed term plan to align with the Council electoral cycle, and the outgoing council will report to the community on what it has achieved in this regard as per (s404 parts 1-5) of the Local Government Act (1993). The Delivery Program is reviewed every year in preparation of the annual Operational Plan.

OP Requirements

Supporting the DP is an annual sub plan, the OP which details the individual projects and activities to be undertaken within that year. Like the former Management Plan, the OP must have a Statement of Council's Revenue Policy and include a detailed budget for the activities/projects to be completed in the year.

The OP must be adopted before the beginning of each year as part of the DP, after being placed on public exhibition for a minimum of 28 days with detailed maps of each rating category. In deciding on the final OP Council must consider any submissions that have been made concerning the draft plan.

Statement of Revenue Policy Requirements

As per the requirements of s405(2) of the Act, the OP must include a statement of the Council's Revenue Policy for the year covered by the OP. These include;

- a detailed estimate of Council's income and expenditure,
- each ordinary rate and each special rate proposed to be levied,
- each charge proposed to be levied,
- the types of fees proposed to be charged by Council
- Council's proposed pricing methodology for determining the prices of goods and the approved fees
- the amounts of any proposed borrowings (other than internal borrowing), the sources from which they are proposed to be borrowed and the means by which they are proposed to be secured.

In accordance with s535 and 496 of the Act, a rate or charge must be made by resolution of Council. The proposed rates and charges are as per Council's Statement of Revenue Policy in Council's OP.

Any submissions from members of the public will be provided to Council prior to the meeting and Councillors comments and feedback is sought for any changes to be made to the draft DP and OP. Council must consider community feedback and formally adopt the combined Delivery Program and Operational Plan

Financial Considerations

Features of Council's 2013/14 OP budget include:

- A **balanced cash budget (\$206k surplus)**;
- An **accrual deficit of \$2.906m** predominantly due to the quantum of depreciation on Council's extensive asset network;
- **Total recurrent expenditure excluding depreciation of \$27.224m** representing a \$35k increase over 2011/2012 actuals;
- **Total revenue of \$34.643m** representing a \$333k increase over 2011/2012 actuals;
- A total **revenue increase of \$1.783m** once the extra quarter of FAGs revenue received in 2011/2012 is backed out;
- An **ambitious capital program of \$10.204m focused more on renewal of Council's existing assets than expansion**;
- **Full cost recovery in the business arms of Council** as required by legislation;
- **Effective utilisation of LIRS funding** to complete capital works (replacement of seven timber bridges over the following two financial years) at an effective interest rate of between 1.8 and 2.8%.

This budget represents an improvement over prior years, and if achieved will represent a considerable step in improving Council's financial future.

Significant features and deliverables of the 2013/14 – 2016/17 DP include:

- A combined **cash surplus of \$880k** over the four years of the Delivery Program;
- A forecast **increase in Council's cash and investments balance of \$1.227m** over the same period;
- Completion of **\$34.9m worth of capital works** over the four years;
- **Completion of Council's Timber Bridge Replacement Program** with the use of LIRS funding Council will have only one timber bridge within the shire by 30 June 2016;

Asset Management Plan and Long Term Financial Plan

Council completed its Asset Management Plan (AMP) in the 2011/2012 financial year per DLG requirements, formally endorsing the AMP 2011/2012-2021/22 in June 2012 as part of Council's Resourcing Strategy.

Council must account for and plan for all of the existing assets under its ownership, and any new asset solutions proposed in its Community Strategic Plan and Delivery Program.

Integrated Planning and Reporting (IP and R) guidelines stipulate the requirements for Council's Asset Management Strategy and Asset Management Plan/s which aims to support the Community Strategic Plan and Delivery Program.

'The Asset Management Strategy must;

- be for a minimum timeframe of 10 years.*
- include a council endorsed Asset Management Policy.*
- identify assets that are critical to the council's operations and outline risk management strategies for these assets.*
- include specific actions required to improve the council's asset management capability and projected resource requirements and timeframes.*
- encompass all the assets under a council's control.*
- identify asset service standards.*
- contain long term projections of asset maintenance, rehabilitation and replacement costs.'*

Councils also report on the condition of their assets in their annual financial statements in line with the Local Government Code of Accounting Practice and Financial Reporting.

During the process of compiling this plan many shortcomings in Council's current asset management practices were identified. These shortcomings were detailed in Part 9 - Plan Improvements and Monitoring of Council's AMP and included:

- Issues with asset data accuracy and completeness
- Non-existent service level agreements with the community
- Extremely dated and/or inaccurate asset condition information
- Issues surrounding asset accounting assumptions
- A lack of information on critical assets
- Non-existent asset risk management plans
- No clear methodology for identifying and ranking required capital works
- Poor asset management knowledge across the organisation
- Significant work required to update Council's AMP

Council is required to review all IP and R Resourcing Strategy documents following the election of a new Council prior to 30 June the following year. With this being a new Council (September 2012), the AMP is one part of the Resourcing Strategy that needed to be presented to Council prior to 30 June 2013.

Issues

As a result of the challenges identified during the completion of the AMP, Council initiated an Asset Management Improvement Plan (AMIP) in November 2012 in order to address the shortcomings mentioned above.

The AMIP identified six key areas of improvement (deliverables) that Council needed to concentrate on. These six deliverables are detailed in the table below, and each deliverable consists of several action items that aim to address one of the shortcomings identified in Part 9 of the AMP.

Council aims to achieve core asset management competency post completion of these deliverables and action items.

No.	Details
1	Improve the accuracy and completeness of Council's asset data
2	Agree on Asset Service Levels with the Community
3	Obtain accurate condition information for all infrastructure and building assets under Council's control
4	Review Council's asset accounting assumptions
5	Identify Council's critical assets and develop an asset risk management policy
6	Develop a capitalisation policy to assist Council in making funding decisions for capital projects.

An audit of the Local Government infrastructure backlog was undertaken by the DLG and has now been completed and the *Local Government Infrastructure Audit Report* can be downloaded from the Division's website at www.dlg.nsw.gov.au and has been provided to Councillors under separate cover. The audit had four key objectives:

- Provide information on the infrastructure backlog in NSW
- Assess the reliability of information provided by councils to determine the backlog
- Identify trends in infrastructure needs by area and asset type
- Identify current infrastructure risk exposure.

Undertaken by consultants on behalf of the DLG, the methodology of the assessment used a survey of Councils' infrastructure management practices and processes, historical financial information as well as site visits to a number of Councils throughout NSW. Warrumbungle Shire Council was selected as one Council to have conducted an on site visit. This report highlights the need for Councils to address asset management issues. The on-site Infrastructure Audit was a result of Goal 19 of the NSW Government's State Plan – NSW 2021: *A Plan to Make NSW Number One*. This Plan resulted in the Local Infrastructure Backlog Policy, which among other goals called for an audit of each Council's infrastructure backlog.

Council's overall asset management level of competence assessment was rated within the 'E' bracket (3.5), which is below the desirable level of compliance for rural Councils which is a 'C'. Details of the various rankings are provided in the following table.

Assessment	Description	Standard
A	At or near best practice	>= 9.0
B	Advanced level of competence	7.50 – 8.99
C	Core level of competence	6.00 – 7.49
D	Basic level of competence	4.00 – 5.99
E	Awareness	2.50 – 3.99
F	Nothing/Limited	<= 2.49

It is expected that post completion of the AMIP, Council will meet the requirements to achieve a 'C' rating per the assessment above.

Council has reviewed and made amendments to both its Workforce Management Strategy (WMS) and Long Term Financial Plan (LTFP) this year however has decided against revising the AMP as no new information is available. Council is currently in the process of addressing issues identified in the original AMP, and will revise its AMP upon completion of the AMIP.

Council understands the importance of asset management, and post the completion of its AMP in the 2011/2012 financial year commenced the Asset Management Improvement Project to address asset management issues identified in the completion of the AMP. The need for improved asset management was also made clear by Council's results in the recent On-site Infrastructure Audit of Warrumbungle Shire Council.

Council is currently progressing through the completion of the deliverables outlined in the plan, and will have completed much of this project by 30 June 2013.

Council has revised both its WMP and LTFP this financial year but has decided against revising the AMP, as to do so prior to the completion of the AMIP would mean that Council basically re-presents the same report.

PRIVACY STATEMENT

s.33

The Privacy and Personal Information Protection Act 1998 and the Health Records and Information Privacy Act 2002 were introduced to provide central safeguards to individual's privacy in relation to a wide variety of personal information collected and/or held by public sector agencies such as Council.

The Acts prescribe that Council may hold personal information concerning individuals for a lawful purpose that is directly related to an activity or function of Council and is necessary for that purpose.

Any information held by Council has been acquired to carry out Council's lawful and proper functions and to keep individuals informed on issues before Council, should the need arise. All such uses will be in accordance with these Acts and Council's associated Privacy Management Plan and Code.

Council's Privacy Management Plan outlines policies and practices to ensure compliance with the requirements of the Act. A copy of the Privacy Management Plan can be accessed on Council's website. Council also incorporates appropriate information in Council's Staff Induction Manuals.

To date, no applications have been made for information under the Act and accordingly, no review regarding contravention or disclosure was required to be conducted by or on behalf of Warrumbungle Shire Council under Part 5 and the PPIP Act.

Access to personal information held by Council may be obtained by contacting Council's Privacy Officer, Mrs Rebecca Ryan.

COMPLIANCE WITH PLANNING AGREEMENTS

s.93G (5)

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

AGENCY INFORMATION GUIDE

Council reviewed and endorsed its Agency Information Guide in July 2012. This document was further reviewed in July 2013. This document was formerly referred to as the "Publication Guide".

A copy of Council's current 2013 Agency Information Guide can be obtained from the Administration Desk at the Administration Centre at 20 John Street, Coonabarabran 2357 or can be accessed via council's website – www.warrumbungle.nsw.gov.au

The agency information guide is a summary of what an agency does, how it does it and the type of information it holds and generates through the exercise of its functions, with a particular focus on how those functions affect members of the public.

Attachment 1.0 – Payment of Expenses Policy

PAYMENT OF EXPENSES AND PROVISION OF FACILITIES TO MAYORS AND COUNCILLORS

Sections 12, 23A, 252, 253 and 254 of the Local Government Act and Clauses 217 and 403 of the Local Government (General) Regulation 2005.

Part 1 - INTRODUCTION

Title and Commencement of the Policy

This Policy shall be cited as the Policy for the Payment of Expenses and Provision of Facilities to Councillors and is effective from 24 November 2011 and replaces the previous policy titled Policy for the Payment of Expenses and Provision of Facilities to Councillors adopted by Council on 21 October 2010.

Purpose of the Policy

The purpose of this Policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by the Councillors. The Policy also ensures that the facilities provided to assist and support the Councillors to carry out their civic functions are reasonable.

Objectives and Coverage of the Policy

The objectives of this Policy are to:

- Provide a guide to councillors expenses and facilities
- Outline the process for paying expenses so that they can be properly recorded, reported and audited
- Comply with the guidelines issued by the Department of Local Government.

In this Policy, unless otherwise stated, the expression “Councillor” refers to all Councillors of Warrumbungle Shire Council including the Mayor and Deputy Mayor.

Basis of this Policy

The relevant legislative provisions for this policy are set out below. In this legislation the expression “year” means the period from 1 July to the following 30 June.

Local Government Act 1993

252 Payment of expenses and provision of facilities

- (1) Within 5 months after the end of each year, a council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.
- (2) The policy may provide for fees payable under this Division to be reduced by an amount representing the private benefit to the mayor or a councillor of a facility provided by the council to the mayor or councillor.
- (3) A council must not pay any expenses incurred or to be incurred by, or provide any facilities to, the mayor, the deputy mayor (if there is one) or a councillor otherwise than in accordance with a policy under this section.
- (4) A council may from time to time amend a policy under this section.

(5) A policy under this section must comply with the provisions of this Act, the regulations and any relevant guidelines issued under section 23A.

253 Requirements before policy concerning expenses and facilities can be adopted or amended

(1) A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.

(2) Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.

(3) Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.

(4) Within 28 days after adopting a policy or making an amendment to a policy for which public notice is required to be given under this section, a council is to forward to the Director-General:

(a) a copy of the policy or amendment together with details of all submissions received in accordance with subsection (1), and

(b) a statement setting out, for each submission, the council's response to the submission and the reasons for the council's response, and

(c) a copy of the notice given under subsection (1).

(5) A council must comply with this section when proposing to adopt a policy each year in accordance with section 252 (1) even if the council proposes to adopt a policy that is the same as its existing policy.

Part 2 - PAYMENT OF EXPENSES

Allowances and expenses

Council does not provide general expense allowances to Councillors. Councillors are entitled to the expenses set out in this policy provided that they satisfy the stated requirements.

This Policy is intended to cover most situations where a Councillor reasonably incurs expenses in discharging the functions of civic office.

The payment of expenses and reimbursement of expenses under this Policy shall only be in respect of costs directly associated with discharging the functions of civic office.

2.1 Establishment of Monetary Limits and Standards

This policy identifies and publishes monetary limits and standards applicable to the payment of various expenses to Councillors. This allows members of the public to know the expected cost of providing services to Councillors and to make comment during the public consultation phase of making or amending the policy. It also avoids the situation where Councillors incur expenditure that is unforeseen or considered unreasonable by other Councillors and the public.

Monetary limits prescribed in this Policy set out the maximum amount payable in respect of any expense or facility.

Where a Councillor incurs expenses in the course of discharging their civic office responsibilities, such expenses will be reimbursed. Typical examples of such expenses include:

- Course fees
- Fares / parking / tolls
- Accommodation
- Meals
- Incidentals, including telephone or facsimile charges, internet charges, laundry and dry cleaning etc while attending conferences, seminars etc

Wherever possible, every effort should be made to minimise the extent of such expenses to a reasonable level. Furthermore, in the majority of cases course/conference fees and accommodation will be pre-booked, negating the need for out-of pocket expenses to be incurred.

For accommodation or meals that Council has not prepaid, and for incidental expenses, Council will reimburse expenses incurred while at conference, seminars or official functions to the limits of the allowances set out in the Australian Tax Office's Taxation Determination TD 2010/19 or such determinations or policies of the Australian Tax Office that supersede it.

The limits will be applied as follows:

Where Councillors' meals are not prepaid by Council or are not included in the seminar, conference, event or briefing fee, the monetary limits per day for meals are those set out under 'Food and Drink' in Table 3 paragraph 11 of TD 2010/19 (see Appendix A) or such determination or policies of the Australian Tax Office that supersede it. (As at October 2011 – Meal Allowance (per day) Breakfast \$27.00; Lunch \$38.00; Dinner \$65.00)

Where Councillors incur incidental expenses, such as phone call and similar expenses, the monetary limits per day for those expenses are the rates set out under 'Incidentals' in Table 3 of paragraph 11 of TD 2010/19 or such determinations or policies of the Australian Tax Office that supersede it. (As at October 2011 – Incidental Expenses (per day) \$24.05)

Where Councillors' accommodation expenses are not prepaid by Council or are not included in the seminar, conference, event or briefing fee, the monetary limits per day for those expenses are those set out under 'Accommodation' in Tables 3 and 4 (see Appendix A) of paragraph 11 of TF 2010/19 or such determinations or policies of the Australian Tax Office that supersede it.

With the approval of the Mayor and General Manager, a Councillor may expend more than the individual monetary limits per day for meals and incidental expenses, provided that the overall monetary limit per day in that case will be the sum of all of the monetary limits per day for meals and incidental expenses.

On completion of a discretionary trip or attendance, Councillors should provide a written report to Council on the aspects of the attendance that are relevant to Council's business and/or the local community. A report is not required for the annual conference of the Local Government and Shires Associations.

Where applicable the standard of any equipment, facility or service to be provided shall be to the maximum standard prescribed in this Policy.

2.2 Requirement for receipts

Council will not reimburse any expenses unless a receipt or tax invoice is produced and the necessary claim forms completed.

2.3 Payment of Reimbursed claims

Councillors are to submit all claims for reimbursement, including all travel expenses, to the General Manager or delegate in a form and manner acceptable to the General Manager in the circumstances to enable full assessment of the claim on a monthly basis and these will be paid with their monthly allowance. Tax invoices and receipts are to be supplied to support claims. All payments to Councillors will be via direct deposit to their nominated bank account. Councillors are to seek reimbursement for their expenses within three (3) months of the expense being incurred.

Should a determination be made that a claim should not be paid, the General Manager shall explain such decision to the Councillor and should the Councillor still believe that the claim should be paid, in part or in full, it shall be considered that a dispute exists.

In the event of a dispute at any time regarding this Policy, the parties to the dispute shall provide a written report on the nature of the dispute. The General Manager shall submit such reports to the next meeting of Council to have the dispute determined by a resolution of Council having regard to this Policy, the Act and any other relevant law. The decision of Council shall be binding on all of the parties.

2.4 Accommodation and meal expenses

Councillors shall be accommodated in the hotel where the conference, seminar, or training course is being held or the nearest hotel to it that is of a similar standard, or as authorised by the host organiser where the conference is not located within the Sydney metropolitan area. Accommodation shall be provided at the rate of a double room.

Such attendance to be confirmed by Council with reimbursement of costs and expenses to be made upon the production of appropriate receipts and/or tax invoices and completion of the required claim forms. Alternatively, accommodation can be booked by Council order form and allowance for incidental expenses as provided under clause (2.5).

2.5 Incidental Expenses

Incidental expenses such as public transport fares, parking fees, phone/fax expenses and expenses incurred as the result of the purchase of refreshments during meetings related to council business or meals not included in the registration fees for conferences or similar functions, will be reimbursed by Council on production by the Councillor of the relevant receipts together with an approved claim form in accordance with Table 3 of paragraph 11 of TD 2010/19 (see clause 2.1).

Council will not meet any expenses for alcohol, cigarettes or personal requirements. Council will not fully fund any activity where the Councillor is not in attendance for at least 90% of the specified activity. Other than in the most exceptional circumstances, where Councillor's expenses have been met by Council but the Councillor does not attend at least 90% of the activity, that Councillor will be required to show cause why they should not reimburse Council for any costs incurred.

2.6 Payment of expenses for spouses, partners and accompanying persons

In this clause accompanying person means a person who has a close personal relationship with a Councillor and/or provides carer support to the Councillor.

Where the attendee is accompanied at a conference or seminar by his or her spouse or partner or accompanying person, the attendee will be required to meet all costs associated with their spouse or partner or accompanying person's travel expenses, additional accommodation expenses, tours and attendance unless otherwise resolved by Council.

Council will meet the reasonable costs of spouses and partners or an accompanying person for attendance at official council functions that are of a formal and ceremonial nature. Examples would be Australia Day award ceremonies, citizenship ceremonies and civic receptions. Such functions would be those that a Councillor's or General Manager's spouse, partner or accompanying person could be reasonably expected to attend.

By resolution of Council, costs and expenses incurred by the Mayor, Councillors (or General Manager or nominee) for other events or functions on behalf of their spouse, partner or accompanying person shall be reimbursed if the cost or expense relates specifically to the ticket, meal, travel and accommodation and/or direct cost of attending the function. A total pool of \$4,510 per year per term is available for this purpose.

2.7 Payments in advance

Councillors may request payment in advance in anticipation of expenses to be incurred in attending conferences, seminars and training away from home or for the cost of service associated with a civic duty. Councillors must fully reconcile all expenses against the cost of the advance.

Within one (1) week of incurring the cost and/or returning home the Councillor shall submit the details to the General Manager for verification and pay back to Council any unspent money. The level of the supporting documentation is to be commensurate with the nature of the expenditure. The maximum value of a cash advance is \$563.20.

2.8 Approval arrangements

Approval for discretionary trips and attendance at conferences and the like should be, where possible, approved by a full meeting of the Council. If this is not possible then the approval should be given jointly by the Mayor and the General Manager. If the Mayor requires approval to travel outside of council meetings it should be given jointly by the Deputy Mayor or another Councillor and the General Manager.

2.9 Attendance at seminars and conferences

Council will allocate up to \$24,000 per year (including GST) to fund attendance at conferences, investigatory delegations and similar events. However, Council may agree to allocate additional funds in specific cases where it decides that there is a benefit to council from the attendance.

The following seminars, conferences and meetings are endorsed for attendance by council representatives:

- C Division Conference (Any Councillors and General Manager)
- Annual conference of the Local Government and Shires Association / One Association - (Three (3) Councillors and General Manager)
- Roads Congress (Two (2) Councillors and General Manager)
- OROC meetings
- Country Mayor's Association meetings
- Australian Council of Local Government (Mayor)

After returning from the conference, Councillors or a member of council staff accompanying the councillor/s, should provide a written report to council on the aspects of the conference relevant to council business and/or the local community.

No written report is required for the Annual Conferences of the Local Government and Shires Association.

Requests for attendance at other conferences or seminars should be lodged in writing outlining the benefits for Council.

Council will meet the costs of conference / seminar registration fees including the costs of related official lunches and dinners and associated tours where they are relevant to the business and interests of the Council. Council will also meet the reasonable cost of transportation and accommodation associated with attendance at the conference and Council shall meet the cost of breakfast, lunch and dinner for Councillors where any of the meals are not provided as part of the conference, seminar or training course.

2.10 Registration fees

Registration fees for attendance at Council approved conferences and seminars will be paid by Council. These fees will include the costs of related official lunches and dinners and associated tours where they are relevant to the business and interests of the council.

2.11 Travel Expenses

Council will meet all reasonable costs of transportation to and from conferences and seminars when they are not included in the conference fees. Councillors are entitled to use Taxis provided that the cost of a single trip does not exceed \$100 (including GST).

All travel by councillors should be undertaken by utilising the most direct route and the most practicable and economical mode of transport subject to any personal medical considerations.

Travel arrangements can include the use of a private vehicle, public transport, taxis, or travel using a council vehicle. Costs associated with parking fees and road tolls will be refunded on production of a receipt. The driver is personally responsible for all traffic or parking fines incurred while travelling in private or council vehicles on council business.

Claims for travelling expenses under this Policy shall include details of:

- Date and place of departure
- Date and place of arrival
- Distance travelled
- Fares and parking fees paid
- Amount claimed as travelling allowances
- Total amount of claim

Travel in a Councillor's own vehicle to Council and Committee meetings, formal or social functions or activities or other meetings involving the community whilst representing Council where attendance is approved by the Mayor and/or General Manager is to be paid at the per kilometre rate payable for claims by staff in the Local Government (State) Award.

Where the approved meeting, function or activity is within the Warrumbungle Shire Council boundary, reimbursement shall be on the basis of the distance from the Councillor's principal place of residence (if it is within the Warrumbungle Shire Council boundary) to the venue or, if the Councillor resides outside the Warrumbungle Shire Council boundary, from the Warrumbungle Shire Council boundary to the venue.

Where the Councillor uses his/her own vehicle to travel to an approved function that is outside the Warrumbungle Shire Council boundary then council's reimbursement will be based on the total distance travelled from residence to venue and return if the Councillor resides within the Warrumbungle Shire Council boundary. If the Councillor does not reside within the Warrumbungle Shire Council boundary, then Council will reimburse the distance either:

- from the Councillor's residence to the venue, or
- from the Warrumbungle Shire Council boundary closest to the Councillor's residence to the venue, whichever is the lesser.

Claims for the above expenses require the submission of a claim form signed by the claimant detailing date, distance and reason for journey(s) with such claims to be submitted monthly.

Travel associated with authorised conferences, seminars and meetings may be undertaken by Council vehicle (where available) subject to prior approval by the General Manager, with fuel expenses etc. to be met by Council.

Council will meet the cost of return economy air travel or equivalent payment for attendance at authorised conferences/seminars.

Elected members using private vehicles will be paid the kilometre rate to a maximum payment, which is not to exceed economy class air fares to and from the particular destination.

All travel by Councillors that involves an overnight stay of one or two nights must be authorised in advance by the Mayor and General Manager (or in the event that the Mayor requires approval to travel outside of council meetings approval should be given jointly by the deputy mayor or another councillor and the general Manager.)

All travel by Councillors that involves an overnight stay of more than two nights must be authorised in advance by the Council.

Where travel for Council business or approved activities outside of the local government area is to be undertaken – arrangements for both travel and accommodation must be made through the General Manager and will be by the most practical method.

Prior approval of travel should generally be required for interstate travel. The application for approval should include full details of the travel, including itinerary, costs and reasons for the travel.

Overseas travel on behalf of council must be approved by a meeting of the full council prior to a councillor undertaking the trip.

2.12 Attendance at dinners and other non-council functions

The costs of attendance by Councillors at dinners and other non-council functions which provide briefings to councillors from key members of the community, politicians and business will only be met by Council when the function is relevant to the council's interests and authorised by Council in advance.

No payment shall be made by Council for attendance by a councillor at any political fundraising event, for any donation to a political party or candidate's electoral fund, or for some other private benefit. Any expenses to be incurred that would be directed towards such events and activities will not be approved for payment.

2.13 Gifts

Where it is appropriate for councillors to give a gift or benefit, these gifts and benefits will be of token value and in accordance with council's Code of Conduct.

2.14 Training and Educational expenses

Council will only meet the costs of training or attendance at an educational course that is directly related to the Councillor's civic functions and responsibilities and is approved by Council prior to undertaking such training or attendance. Council will allocate up to \$ 1500 per year per councillor (including GST) to fund relevant training and educational courses and attendances at briefings.

2.15 Telephone and internet expenses

Except as otherwise set out in this policy, Council will not reimburse Councillors for telephone expenses incurred in using their private/mobile phones for Council business. Phones are available for Councillors' use at the Coolah and Coonabarabran offices of Council.

2.16 Mobile telephone

Council shall meet the cost of a mobile telephone for the Mayor, for which Council shall pay rental and 100% of metered calls charged against that service, to a limit of \$205 per month for Council business calls and \$20 per month for incidental personal calls, provided that the number is available to be given out for general public information.

2.17 Internet

Council shall meet the cost of providing and maintaining an internet connection at the residence of the Councillor by an allowance of \$50.00 per month to cover Councillors' costs of communication via computer OR provision of a facsimile machine.

2.18 Insurance Provisions

Council will maintain adequate insurance against public liability and professional indemnity for matters arising out of Councillors' performance of their civic duties and/or exercise of their council functions.

Council shall pay the insurance policy excess in respect of any claim made against a Councillor arising from Council business where any claim is accepted by Council's insurers, whether defended or not.

2.19 Legal Expenses and Obligations

Council shall, if requested, indemnify or reimburse the reasonable legal expenses to a maximum of \$200,000 of:

- a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act; or
- a Councillor defending an action in defamation provided the statements complained of were made in good faith in the course of exercising a function under the Act, provided that the outcome of the legal proceedings is favourable to the councillor; or
- a Councillor for proceedings before the Local Government Pecuniary Interest and Disciplinary Tribunal or an investigative body provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter before investigative or review body has proceeded past any initial assessment phase to a formal investigation or review. In the case of a conduct complaint made against a councillor, legal costs will only be made available where a matter has been referred by the General Manager to a conduct reviewer/conduct review committee to make formal enquiries into that matter in accordance with the procedures in the Code of Conduct. In the case of a pecuniary interest or misbehaviour matter legal costs will only be made available where a formal investigation has been commenced by the Division of Local Government. Legal costs must only be provided where the investigative or review body makes a finding that is not substantially unfavourable to the councillor. This can include circumstances in which a matter does not proceed to a finding.

Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act shall be distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly by using knowledge of a proposed rezoning for private gain is not covered by this provision.

Council shall not meet the costs for any legal assistance in respect of legal proceedings initiated by a Councillor in any circumstances.

Council must not meet the legal costs of a councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.

Council shall not meet the costs of any enquiry, investigation or hearing initiated at the request of, or to any legal proceedings taken by, Council itself.

2.20 Special requirements of Councillors – Care and Other Related Expenses

Council shall meet reasonable expenses associated with any special requirements of a Councillor, such as disability and access needs, in order to discharge the functions of civic office.

Council will meet reasonable costs of facilitating access to council premises, functions and activities where, by reason of disability, care-giver role or other special need, a councillor would not otherwise have equity of access with other councillors. Such support will allow the fullest participation reasonably possible. Council will reimburse the reasonable cost of care arrangements, including childcare expenses and the care of elderly, disabled and/or sick immediate family members of councillors to allow councillors to undertake their council business obligations.

The total amount paid to a Councillor under this provision shall not exceed \$800 per year of term.

Part 3 – PROVISION OF FACILITIES

Councillors shall not generally obtain private benefit from the provision of equipment and facilities. However, incidental personal use of Council equipment and facilities may occur from time to time without requiring reimbursement of the cost by a Councillor. No entitlement under this Policy shall be treated as being a private benefit that requires a reduction in the Mayoral fee or the Councillors fee.

Unless otherwise authorised in this Policy, if a Councillor does obtain a private benefit for the use of a facility provided by Council the Councillor shall be invoiced for the amount of the private benefit with repayment to be in accordance with Council's normal terms. The value of the private benefit shall be determined by Council in non-confidential session of a Council meeting.

Equipment, facilities and services provided under this Policy shall not be used to produce election material or for any other political purposes.

3.1 Mayoral Expenses, Facilities, Equipment and Services

The Mayor will be entitled to receive the following benefits:-

Provision of a Council vehicle for appropriate use by the Mayor to carry out his duties as Mayor. Council to meet all costs associated with the provision of the vehicle. The Mayor will have no right of private use of this vehicle.

Secretarial services relating to the discharge of his/her civic functions, including use of official stationery, writing pads, pens, diaries, folders and postage of official correspondence.

Administrative assistance associated with civic functions, meetings and the like.

Office refreshments

Supply of Name Badges, Business Cards, Diaries and Attaché Case.

3.2 Elected Members – Facilities, Equipment and Services

The Councillors including the Deputy Mayor are entitled to receive the following benefits:-

Use of Council Chambers, telephone and limited hospitality facilities (tea and coffee) for Council business or functions or community consultation.

Secretarial services relating to the discharge of his/her civic functions, including use of official stationery where authorised by Mayor or General Manager.

Postage of official correspondence dealing with Council business.

Access to facsimile and photocopying facilities for Council related business.

Transport to official functions when deputising for the Mayor. (ie) Use of Mayoral vehicle if required.

Supply Name Badges and Note Books.

3.3 Bluetts Handbook

Provide all Councillors with a copy after their election.

3.4 Policies

Provide all Councillors with a full and up to date copy of policies and manuals.

Part 4 – OTHER MATTERS

4.1 Acquisition and return of equipment and facilities by Councillors

At the completion of their term of office, during extended leave of absence or cessation of civic duties, Councillors are to return equipment and other facilities to the General Manager. At the cessation of their duties, the option to purchase at a fair market price or written down value of equipment previously allocated to Councillors will be subject to determination by Council.

4.2 Status of the Policy

This is the second version of the Policy. This Policy replaces the previous version of the Policy adopted by Council on 21 October 2010 Minute No. 123.

The Policy shall only be amended at a subsequent meeting of Council, subject to compliance with the Act.

Appendix A

Table 3: Employee's annual salary – \$172,701 and above				
Place	Accomm. \$	Food and drink \$ B'fast 27.00 Lunch 38.00 Dinner 65.00	Incidentals \$	Total \$
Adelaide	209	130.00	24.05	363.05
Brisbane	236	130.00	24.05	390.05
Canberra	230	130.00	24.05	384.05
Darwin	265	130.00	24.05	419.05
Hobart	195	130.00	24.05	349.05
Melbourne	265	130.00	24.05	419.05
Perth	275	130.00	24.05	429.05
Sydney	265	130.00	24.05	419.05
Country centres	\$190, or the relevant amount in Table 4 if higher	130.00	24.05	Variable – see Table 4 if applicable

Country centre	\$	Country centre	\$
Albany (WA)	118.20	Horsham (VIC)	113.00
Alice Springs (NT)	113.00	Jabiru (NT)	198.00
Ballarat (VIC)	122.50	Kalgoorlie (WA)	138.50
Bendigo (VIC)	122.00	Karratha (WA)	285.00
Bright (VIC)	113.00	Katherine (NT)	120.50
Broome (WA)	214.00	Kununurra (WA)	182.00
Bunbury (WA)	122.50	Launceston (TAS)	115.50
Burnie (TAS)	125.00	Mackay (QLD)	132.50
Cairns (QLD)	123.00	Maitland (NSW)	111.50
Carnarvon (WA)	146.30	Mount Isa (QLD)	158.50
Christmas Island (WA)	150.00	Newcastle (NSW)	132.50
Cocos (Keeling) Islands	110.00	Newman (WA)	195.00
Dalby (QLD)	110.00	Norfolk Island	132.50
Dampier (WA)	174.40	Port Hedland (WA)	270.00
Derby (WA)	181.50	Port Lincoln (SA)	112.00
Devonport (TAS)	128.50	Port Macquarie (NSW)	115.00
Echuca (VIC)	122.30	Queanbeyan (NSW)	113.50
Emerald (QLD)	119.50	Tamworth (NSW)	111.00
Esperance (WA)	118.00	Thursday Island (QLD)	180.00
Exmouth (WA)	190.00	Townsville (QLD)	124.00
Geelong (VIC)	121.00	Wagga Wagga (NSW)	117.50
Geraldton (WA)	133.50	Warmambool (VIC)	114.20
Gladstone (QLD)	118.50	Weipa (QLD)	138.00
Gold Coast (QLD)	135.00	Whyalla (SA)	118.00
Halls Creek (WA)	147.50	Wilpena-Pound (SA)	142.00
Hervey Bay (QLD)	119.00	Wonthaggi (VIC)	122.00
Horn Island (QLD)	169.00	Yulara (NT)	331.00

POLICY DOCUMENT CONTROL:

Policy		Resolution	Date
Payment of Expenses Policy	Endorsed	233	16 June 2005
Payment of Expenses Policy	Amendment	49	18 August 2005
Payment of Expenses Policy	Amendment	393	18 May 2006
Payment of Expenses Policy	New Policy endorsed	199	17 December 2009
Payment of Expenses Policy	Revised Version	123	21 October 2010
Payment of Expenses Policy	Revised Version	181/1112	24 November 2011