

**Warrumbungle Shire
Council**

**Annual Report
2007/08**

Annual Report July 2007 - June 2008

MESSAGE FROM THE MAYOR	3
GENERAL MANAGER'S MESSAGE	4
COUNCILLORS 2007-2008.....	5
SENIOR MANAGEMENT TEAM.....	6
WELCOME TO WARRUMBUNGL SHIRE	6
PERFORMANCE IN REVIEW 2007/2008	9
BUSH FIRE AND EMERGENCY SERVICES.....	20
CONDITION OF PUBLIC POOLS	24
COMPANION ANIMALS ACT AND REGULATION ACTIVITIES	25
PLANNING AGREEMENTS	25
COMMITTEES OF COUNCIL.....	38
PRIVATE WORKS.....	39
ELECTED MEMBERS	39
SENIOR STAFF	42
OVERSEAS TRAVEL.....	43
FREEDOM OF INFORMATION ACT 1989	43
PRIVACY STATEMENT.....	43
CONTRACTS AWARDED BY COUNCIL.....	45
COMPANIES.....	45
PARTNERSHIPS, COOPERATIVES, JOINT VENTURES.....	45
CONTRIBUTIONS AND DONATIONS	46
LEGAL PROCEEDINGS.....	47
COMPETITIVE NEUTRALITY PRICING	48
EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT PLAN	48



EXTERNAL BODIES	49
PUBLIC ACCESS TO SERVICES OF COUNCIL	51
ACCESS & EQUITY ACTIVITIES FOR RESIDENTS	51
RATES AND CHARGES WRITTEN OFF	52
SERVICES FOR PEOPLE WITH DIVERSE CULTURAL AND LINGUISTIC BACKGROUNDS	52
STATE OF ENVIRONMENT REPORT	53
STATEMENT OF AFFAIRS	53
FINANCIAL STATEMENTS	53
CONDITION OF PUBLIC WORKS	67

*(Photographs in this publication have been provided by
Robert Geraghty and Tom King)*

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Message from the Mayor

I thank my fellow Councillors for giving me the opportunity to once again lead the Warrumbungle Shire for the past 12 months.

The year 2007/2008 presented issues for all towns in the Shire, some good some not so good, but all a challenge to our Councillors and staff to ensure positive outcomes for our communities.

In Coonabarabran the ANU announced that the Exploratory Tourist Centre at Siding Spring was to close but with Council involvement and the realization by the University staff that Tourism was actually an industry ensured its survival and reinvigoration.

We also opened the World's Largest Virtual Solar System Drive, an educational scale model of the universe which uses the AAO telescope at Siding Spring as the sun with all planets as 3-D models on large information filled bill boards along all of the Highways and Main roads leading into Coonabarabran. We also learned that the Early Learning, Long Day Care Centre which was privately owned was to close in November and the Council and staff members have already begun the task to either purchase or lease the building to reopen the Centre.

In Dunedoo we experienced the construction of an MPS facility, closure of the Hospital and several attempts to use the buildings for other purposes all to no avail.

In Leadville I had the pleasure of opening the new Federal Government sponsored Water Scheme and witness how people can co-operate and organise themselves to run their own community sponsored system.

In Coolah Peter Cosgrove opened the Warrumbungle Shire sponsored "Hive Live" facility where the old and seldom used Coolah Shire Hall was converted into a library, exhibition and community activities centre; later in the year I was privileged to open the Bowen Oval Playground upgrade.

In Baradine we received Federal Grant funding to enable the purchase of a doctor's house which means Baradine has complete walk in walk out facilities for doctors. We also witnessed the closure of the Baradine RSL Club and saw concept plans for a DECC funded building for the National Parks staff in Baradine.

In early 2008 we met with Nathan Rees the State Minister for Water Utilities to discuss the future of Shire run water utilities and future funding opportunities. The Council will begin talks with the surrounding Shires of Gilgandra and Coonamble to form a possible alliance to ensure our viability and future.

I would like to acknowledge the General Manager and our hard working staff for their guidance, support and commitment during the year.

Peter Shinton

Mayor



One year after the 2006 bush fire

General Manager's Message

I have pleasure in presenting the Warrumbungle Shire Council's Annual report for the year 2007/2008. This report is provided to communicate the achievements that have been made by Council during the year as well as highlighting the major demands confronted during the year.

To follow on from the previous year a major rain event occurred in the western part of the shire focused on Baradine. Several houses were affected and many roads cut. This was also declared a natural disaster with much needed State Government support of \$850,000. Much of the work will be the replacement of gravel sheeting on local roads.



Baradine 2007 Christmas Flood

The Director of Corporate Services, Elizabeth White, resigned in July 2007 to take up a position with Bland Shire Council. In the intervening period prior to the appointment of a new Director the Corporate Services the services of an accountant were sought and acquired to assist in the completing the Annual Statements. Also administration support was obtained to cover the administrative activities to allow the accountant to concentrate of getting the Statements done. Since the amalgamation and the drawing together of two accounting systems, two computer systems and separate bank accounts there have been significant difficulties in getting the Annual Statement done on time.

In November 2007 Carolyn Upston was appointed as the Director of Corporate Services.

The lodgement of Annual Statements is a statutory requirement on Council and one that openly bench marks us against other Councils. It is also a chance to see how we are travelling. The failure to get these statements done is a major concern of mine and Councils. It was pleasing to eventually see that in February 2008 we were able to lodge the 2005/06 and 2006/07 statements without them being qualified. I now look forward to the future year's statements being lodged on time.

At the beginning of 2007/08 a new chart of accounts was created setting aside the past structure and it should give a better understanding of what and where our costs and incomes are coming from. Certainly there is still more work to be done to hone the structure and this will be achieved progressively throughout the year. It cannot be over stated the importance of an underlying chart of accounts is to good governance.

The bringing together of the shire since the amalgamation progresses with greater community involvement in all six towns and other villages. The development of a new organisation and shire wide character will be many years in the evolution.

A wide range of Community functions have been held across the Shire during the year including Citizenship Ceremonies, Australia Day Awards, Mayoral Christmas Luncheon, Seniors Week and the annual Prefects Luncheon.

The lack of sufficient space for staff remains a critical issue at Coonabarabran. Plans and costings are in progress for the consideration of Council for a new Council Chambers building on the corner of John and Cassilis Street in Coonabarabran. This land was the location of the fire next door to the "old" Council Chambers and has been purchased by Council with a view to expanding its offices. Part of the considerations will be the inclusion of three (3) shops, a library and additional administration facilities. Once Council has considered a concept the plans will be placed on public exhibition.

The Coonabarabran CBD upgrade works are nearing completion after four years of works. The footpaths have been widened and the CBD repaved. This now gives a new face to the shops and shopping centre. Most shops now have much easier disable access.

The Management Plan targets set during the year have been essentially all met. The Roads to Recovery funds continue to add much to the maintenance of the local road network. It is hoped this form of funding will continue for Local councils.

Another three bridges are being constructed at Boomera Crk, Terrideri Crk and the Talbragar Crk. This continues a long term commitment to replace all the wooden bridges on Regional Roads in the Shire.

The Early Learning Child Care Centre closed in November with very little notice. The Director of Community Services along with the local Preschool Committee have been able to very quickly put together a funded plan to cover some of the needs of parents with children in care. This has been an excellent outcome for parents and the community and shows a lead that Council staff have developed This is reported on later in more detail.

Work on the organisation structure continued with most lateral transfers offers completed, competency documents created for all staff (using the old Coonabarabran Shire competencies) and reviews undertaken. Steps are now being to develop new principles for a set of competencies that reflect how we now want to do business. The size of this task cannot be understated.

I would like to take this opportunity to thank all staff for their commitment and dedication to bringing the ambitions of Council to reality. As well I commend Council for its continued commitment to the concepts developed and its foresight in allocating the funds to achieve the many ambitious programs it has set. The Warrumbungle Shire Council relies on the efforts and vision of its people both elected and employed to be successful in its undertakings and this synergy is being achieved.

I continue to encourage residents to read this annual report which outlines many of Council's achievements and services. In depth reports from each division of Council are detailed in this publication and offer a clear overview of Council's performance and future direction. Additionally the regular ordinary meetings of Council are held on the 3rd Thursday of each month and the community is encouraged to attend and keep abreast of issues from within the Shire. The meetings alternate between Coonabarabran and Coolah.

RJ Geraghty

General Manager

Nature Big and Small



Councillors 2007-2008

The following list details the Councillor's that were in office during the report period.

**Councillor Peter Shinton
(Mayor – March 2005)**
Phone: (02) 6842 2055

**Councillor Murray Coe
(Deputy Mayor)**
Phone: (02) 6375 0265

Cr Garry Connelly
Phone: (02) 6844 6236

Councillor Carol Dawson
Phone: (02) 6842 2002

Councillor Col Egan
Phone: (02) 6844 1034

Councillor Wendy Hill
Phone: (02) 6375 1948

Councillor Ray Lewis
Phone: (02) 6886 3517

Councillor Ron Sullivan
Phone: (02) 6842 8226

Councillor Denis Todd
Phone: (02) 6843 1831

Senior Management Team

General Manager
Robert Geraghty

Director Corporate Services
Carolyn Upston

Director Environmental Services
Ron VanKatwyk

Director Technical Services
Kevin Tighe

Director Community Services
Rebecca Ryan

Auditors

Spencer Steer
Chartered Accountants
Sydney

Solicitors

Clarke & Cunningham
Coonabarabran

Welcome to Warrumbungle Shire

Population:	9,808 (2006 Census)
Area:	12,380 sq kls
Towns:	Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo, and Mendooran
Villages:	Bugaldie, Kenebri, Merrygoen, Neilrex, Leadville, Cobbora and 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 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. Each of the communities has their own special claim to fame. Bush Poetry Festivals, rivalry over ownership of the name The Black Stump, a Steamrail Village, The Oldest town on the Castlereagh, The Gateway to the mighty Pilliga or the Astronomy Capital of Australia – each of our villages reflects the personalities of its residents and the lifestyles.

The shire was traditionally built on agricultural pursuits with the early establishment of wool growing and beef cattle production followed by cereal cropping and today a burgeoning vine growing and horticultural industry.

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



Retailing in each centre provides to service those communities and the provincial centres of Tamworth and Dubbo, located within 2 hours of the centre of the Shire complements local level services.

How We Operate

Warrumbungle Shire Council has approximately 210 staff full and part time delivering services with a budget between \$34M and \$40. Such services as community transport, meals on wheels, Family Day Care and Libraries all complement the usual array of Local Government services.

Council has five divisional areas to deliver these services and are responsible for the implementation of Council's principal Activities.

The programmes are:

Executive – responsible for Governance, Management, Human Resources and Economic Development and Tourism.

Corporate – responsible for Corporate Management, Financial Services, Administration Services, IT Support, Supply Services and Bush Fire.

Technical – responsible for Design , Road Operations, Urban Services, Fleet Services, Road Contracts, Warrumbungle Waste and Water and Sewerage Services.

Environmental – responsible for Environmental Management, Health Services, Regulatory Services and Building Services.

Community – responsible for Community Care, Emergency Services, Social Services, Family Day Care, Connect Five, Libraries and Information Services.

The following section of the Annual Report provides an overview of the achievements in each of the Principal Activity categories during 2007/2008.



Dunedoo Vista

Performance in Review 2007/2008

EXECUTIVE SERVICES

The Executive Services component of Council's activities has essentially the umbrella role of establishing the direction and supervising the outcomes for the whole organisation. The direction is set by Councillors through policy and the management plan while the delivery and supervision of outcomes is undertaken by the General Manager. As well, a number of functional activities that Council sees necessary and critical to the welfare of the Council and community are retained in this portfolio and achieved by the direct actions of the General Manager.

This Executive Services section now has four objective areas one relating to Councillor activities, another relating to the General Manager's supervisory activities, the third Human Resources Services and the fourth Economic Development and Tourism. To understand the detailed purpose of the executive functions I have listed the activities within each of these objectives and they are:

Councillor Objective: -

<i>Civic activities</i>	Civic functions, Australia Day functions and donations to organisations
<i>Councillor activities</i>	Councillors fees and travelling, membership of the Shires Association, conferences and Councillor training costs

General Manager Objective: -

<i>Organisation Structure Activities</i>	Staff training, organisation change, resource sharing and implementing changes to the Act
<i>Public Relations Activities</i>	To keep community informed of Council activities through all available avenues
<i>Economic Promotions Activities</i>	To promote and foster at every opportunity the unique advantages of Warrumbungle Shire to potential developers
<i>Management Activities</i>	To ensure that all Council programs are met, subject to available resources. That new management practices are considered to improve efficiency and effectiveness

R J Geraghty
General Manager



Crane Building one year after the fire

Human Resources 2007/2008

Human Resource Management

The HR Department continued to provide effective support to all staff and ensured the organisation was provided with qualified staff for all positions advertised. Management was given advice on industrial matters and legislative requirements with HR processes and staff policies scrutinized to ensure probity in all areas.

OH&S/Risk Management

This area of HR continues to grow with staff more aware of their safety responsibilities and the role of the Workplace Safety Officer. Emphasis was made in trying to reduce all workers compensation claims and returning all injured workers back to their pre injury duties. Newsletters conveyed the safety message with staff involvement in the risk assessment process raised the profile of avoiding incidents before they occurred. OH&S Committee meetings held each quarter to review workplace accidents, near misses and reports on workplace inspections.

Staff Recruitment Services.

This year had provided HR with a challenge in the area of recruitment, with a large staff turnover in all areas. Efforts were made to attract high quality technical staff in the areas of Engineering, Asset and Design and Plumbing this proved to be a challenge which still remains unsolved. In order to give an opportunity to a young local student, and also try to attract an engineer to the organisation, a Scholarship was offered of \$10,000 to go towards HECS and books for an Engineering student. This was taken up by a local lad who commenced University in March 2008.

Performance Management

All staff undertook staff assessments in August 2007 with a greater understanding of what the organisation's expectations in the area of performance and their effectiveness.

Refinement of competency documents continues to be undertaken.

Staff Training Activities

Training programs such as Traffic Control, Traffic Management, Bush Fire Awareness, Asbestos Removal and Monitoring, First Aid, Bullying and Harassment, Conflict Resolution and Horticulture were undertaken. Numerous Civil Construction Traineeships were completed by staff this year, 80% of all Council staff now possess Certification 3, Certificate 4 or higher qualifications or are in the process of completing one of these qualifications. These traineeships are all government funded.

EEO Management Plan – Section 428(2) (n)

EEO Management Plan reviewed mindful of legislative changes. Consultative Committee meetings held each quarter with all staff issued minutes of the meetings. All areas of staff are represented at the committee meetings.

Val Kearnes

Team Leader Human Resource

Purlewaugh Road Works



Tourism and Economic Development Objective:-

Warrumbungle Shire Council's Tourism and Economic Development Unit was involved in a variety of projects throughout the 2007-2008 financial year.

December 2007 marked the official launch of one of Council's major Economic Development and Tourism Projects – the World's Largest Virtual Solar System Drive. Council was successful in securing a \$418,365 grant through the Federal Government's Australian Tourism Development Program (ATDP) in 2005 for the project, which involved the creation of 3-dimensional model planets attached to huge billboard signs providing tourists with information on our Solar System. The planets are scaled in size and distance to the Sun - which is represented by the 37-metre Anglo-Australian Telescope dome at Siding Spring Observatory.

Council was also involved in a major promotion - the Heart of Country Marketing Campaign, in partnership with Central NSW Tourism (Regional Tourism Organisation) and Tourism NSW. The campaign included a 4 page feature in Sunday Magazine, with a circulation of 470,000. 300,000 copies of the four page flyer were also inserted in the Sunday Canberra Times, Illawarra Mercury, Newcastle Herald, Central Coast Advocate. Council invested \$10,000, with the overall campaign value approximately \$289,000.

Visitor statistics collated at the Coonabarabran Visitor Information Centre indicated 32,958 tourists visited the centre from 1st July 2007 until 30th June 2008. An average of 36.8% of these visitors stayed overnight in Warrumbungle Shire.

Highlights – Economic Development

- Shire promotion at Country Week Expo 2007 in Sydney. Information packs compiled for distribution to potential residents and business investors.
- Shire promotion via Country Week website www.countrysw.com.au with information on location, health, business, real estate, and education.
- DSRD Community Economic Development Conference attendance
- Council support of Baradine Progress Association request for funding to establish a new domestic fuel briquette plant in Baradine.
- Meeting with State Minister for Regional Development Tony Kelly in Sydney to discuss issues in rural and regional NSW including skills shortages, water, rezoning, natural gas and access to infrastructure etc.
- Council's industrial subdivision - engineering department plan for industrial subdivision complete. Development consent finalised, significant works done on water and sewer design. Approvals complete.
- Shire advertising campaign at Dubbo Airport in partnership with Orana regional development board GoWest and other Local Government Areas in the Orana region.
- Warrumbungle Shire businesses successful in Orana Regional Business Excellence Awards - Mill-A-Bill Timbers Mendooran (Manufacturing and Construction) and to HO Haynes Coolah (runner-up Most Outstanding Business).



- Film Central NSW Film Tour held in Shire, coordinated through Economic Development Unit. Showcasing the Shire to film and television professionals.
- New display materials including pull-up banners and posters designed and printed for trade shows, conferences and events.
- Shire promoted at the Jobs Expo in Adelaide (ex Mitsubishi employees).
- Growing Your Business workshop held in Coonabarabran and Coolah for Shire businesses. Coordinated in partnership with Gowest.

Highlights – Tourism

- Coonabarabran Visitor Information Centre (VIC) staff and volunteer familiarisation tours undertaken
- Council support of Central NSW Tourism ATDP funding application to establish tourism destination clusters within the region. This included Tourism Unit participation and contribution in Central NSW Tourism Destination Development workshops.
- LGSA Tourism Conference attendance.
- New Pilliga Forest Visitors Centre in Baradine – Tourism Unit input and involvement, scheduled completion December 2008.
- Refurbishment of Coonabarabran VIC – funded through advertising revenue from billboard adjacent to VIC.
- Attendance and/or promotion at the following consumer shows:
 - Central Coast Caravan and Camping Show
 - Orana Caravan and Camping Show Dubbo
 - Canberra Caravan and Camping Show
 - South Australian Caravan and Camping Show
 - NSW Caravan, Camping, 4WD and Holiday Supershow Sydney
 - Melbourne Caravan and Camping Show
 - Hunter Valley Caravan and Camping Show
 - Brisbane / Queensland Caravan and Camping Show
- Familiarisation tour of Baradine and the Pilliga, coordinated through Tourism NSW to identify gaps and investigate product development and promotion opportunities.
- New promotional brochures for towns of Binnaway, Baradine, Mendooran, Dunedoo and Coolah designed, printed and distributed.
- Participation in Heart of Country Marketing Campaign, in partnership with Central NSW Tourism (RTO) and Tourism NSW. Campaign included a 4 page feature in Sunday Magazine - circulation 470,000. 300,000 copies of four page flyer also inserted in Sunday Canberra Times, Illawarra Mercury, Newcastle Herald, Central Coast Advocate. Full page ad Open Road May/June. Online advertising Sydney Morning Herald, taste.com and Gourmet Traveller. Council investment - \$10,000. Overall campaign value approximately \$289,000.
- New display banners and posters for tourism designed and printed.
- New Shire Image Library completed.
- Council and local business participation in 2008-09 Newell



-
- Highway Brochure. 160,000 printed and distributed through VIC network and at Caravan and Camping Shows.
- Festival of the Stars promotion and coordination including brochure design and distribution, advertising, radio interviews, and seeking business involvement.
 - World's Largest Virtual Solar System Drive Project - Souvenirs designed and sold through VIC including stickers, fridge magnets, mouse pads and wrist bands. Education Guides designed and printed. Information panels designed, printed and installed at each Pluto billboard. Coordination of launch December 2007 at Siding Spring Observatory. Major promotion activities included advertising in Caravanning Australia, Open Road Magazine, Wanderer's Mate Booklet, Heart of Country Campaign.

Georgina Keene

Team Leader Economic Development and Tourism

CORPORATE SERVICES

Director's Report

Following the resignation of the previous Director Corporate Services, I joined Warrumbungle Shire Council in July 2007, first as a contractor while the recruitment process took place and was then appointed to the position in November 2008.

There were and continue to be a lot of challenges in the Corporate Services Division.

In the first six months of the financial year we were still experiencing the impact from the fire in November 2006 and many difficulties in the Finance Department following the migration from Fujitsu to Practical (finance software systems).

Statements for 2005/2006 and 2006/2007 were not completed and despite the use of contract staff working on these both were submitted late to the Department of Local Government. Statements for 2005/2006 were submitted in November 2007 and those for 2006/2007 were lodged in January 2008.

Problems resulting from the implementation of Practical on June 8, 2006 continue to plague the organisation. More training has been given and we have recognised that the Chart of Accounts we adopted on migration is just not working. Preparation has commenced to move to a new Chart of Accounts from 1 July 2008.

The Finance Department is also under resourced in terms of staff which has meant other staff have been under pressure to deliver the required outcomes.

Communication systems are all working quite well. The telephone system is currently working well. Council prepared well for the migration of all its mobile services from the CDMA network to the new Next G network and the impact on costs was minimised through negotiations with Telstra. Again this migration was not without problems but most were rectified by the end of the financial year.

Council's computer network generally works well but could be improved with the provision of a UPS (uninterrupted power supply). The frequent "brownouts" in Coonabarabran impact on the networks primary server.

Council needs to be quicker to embrace new technology which can improve communications between all our sites to save money and time in travel between the sites.

Administration Services continue to function efficiently and deliver all services in a professional, friendly and efficient manner at both offices.

There are further challenges ahead for the 2008/2009 year:

- Completion of Annual Financial Statements (as some issues remain unresolved in relation to the finance software)
- Training and more training to upgrade the skills of finance staff
- Replacement of staff for vacant positions
- Introduction of the new Chart of Accounts
- Review of the Division structure to ensure a well trained efficient staff qualified to meet all the outcomes of Councils Management Plan.

Carolyn Upston
Director Corporate Services

Administration Services

Performance target

To develop and maintain cost effective and operationally efficient secretarial services and an operationally effective records management system to meet the defined needs of the organisation whilst ensuring a customer focused administration service meeting the needs of the community through quality customer service.

Result

With suitably trained and qualified staff, Administration Services staff met the needs of customers in relation to counter and telephone services in a friendly and efficient manner. Staff also met the needs of internal customers with correspondence and reports prepared as required. The Management Plan was also prepared and advertised in accordance with statutory requirements.

Correspondence was registered and allocated generally within two days of receipt during the year (subject to rating periods and staff absences). Receipt of e-mail messages continues to increase with considerable time involved in registering the messages in the electronic document system and the processing of more general E-mail messages

Business papers were distributed to the Councillors and senior staff (by email or hard copy) on the Monday prior to each Thursday Council meeting. Copies of the agenda were made available to members of the public and to the local paper and other media outlets two days prior to the meeting.

Four hundred and fifty one resolutions of Council have been recorded during the year as a result of the Council meetings.

TECHNICAL SERVICES

DIRECTORS REPORT OVERVIEW

Bridges were again a significant focus for the Technical Services Division for this reporting year. The rail bridge over the Baradine Road was removed in December 2007, which now means that the height restriction for stock trucks does not exist. Plans to reconstruct the bridge were abandoned by Council when tender prices exceeded available funding and advice was received by Rail Infrastructure Corporation that the bridge is just one of many that needs to be replaced or upgraded on the rail line. Negotiations commenced with the Australian Government regarding changing the scope of the project.

Warrumbungle Shire Council joined with Coonamble Shire Council in calling for construction of seven bridges under one contract. Savings of around 10% were realized by both Councils when all seven bridges were awarded to one Contractor. The bridges in Warrumbungle Shire included Talbragar River Bridge, Castlereagh River Bridge at Ulamambri and Bomera Creek bridge. Funding for two of these bridges came from the State Government's timber replacement program.

Council undertook substantial improvements to road approaches to Manusu bridge on the Castlereagh Highway for the RTA. Australian Government funding was received to upgrade a 3km section of MR55 (Black Stump Way) south of Coolah.

The period was also dominated by two flooding events, one in June 2007 and one in December 2007. Fortunately, Council received sufficient funding from the State Government to repair damage to roads caused by these flood events.

As in the previous year the number of applications to close roads continued to increase. Council is generally very reluctant to agree to closure of public roads unless there is no foreseeable use for the road and surrounding properties have been consulted. There is an increased interest in road closures now that there is opportunity to purchase the land and rents charged by the Department of Lands are increasing.

Another significant feature during the period was the Mendooran Water Treatment Plant project. Tenders for design and construction of the project closed on the 27 September. However, negotiations with the lowest tenderer regarding method of work and procurement of the various services were extensive and it wasn't until May 2008, that Council was in a position to award the tender.

During the period, Council staff took on the role of operating the water treatment plant and supply system for the ANU at Siding Springs.

Council took advantage of funding from the Central West Catchment Management Authority, through the Water Quality and Salinity Alliance, to make improvements to Castlereagh River riparian zone in Coonabarabran. The works involved removal of exotic species of weed and trees and replacement with native species. This project is clearly visible from the main bridge in Coonabarabran and has received many favourable comments.

A sewer overflow risk assessment was completed for the town of Coonabarabran during the period. The outcomes of this assessment will be used to develop works programmes for the next 5 to 10 years and it will be used as model for similar risk assessments in Coolah and Dunedoo.

Staffing issues were again a major issue for the Technical Services Department through 2007/08. No all field staff and plant operator positions, created under the new Warrumbungle Shire organizational structure, were filled as the process of job grading and advertising continued. Of particular concern, is the inability to fill professional positions including Manager Water and Sewerage, Manager Design Services and a Design Engineer position. While these positions remain vacant Council's ability to undertake maintenance and construction works is severely constrained.

Accomplishment Performance of Technical Services

DESIGN SERVICES

Principal Activity	Objective	Result
Traffic Management	To ensure that adequate facilities are in place for the safe movement of vehicular and pedestrian traffic.	Recommendations from Local Traffic Committee were implemented as required.
Survey Investigation and Design	Preparation of construction plans and specifications.	Design program not completed due to chronic shortage of skilled staff.
Asset Management	To develop and update asset registers and report on asset condition in accordance with statutory requirements.	Water and Sewer asset information collated and forwarded to consultant for preparation of evaluation report. A consultant was engaged to prepare electronic plans of water and sewer infrastructure in Coonabarabran.

ROAD OPERATIONS

Principal Activity	Objective	Result
Regional Roads	Undertake maintenance and construction works to ensure safety and reliability of regional road network.	Pavement widening and rehabilitation works undertaken on MR55 (Black Stump Way) south of Coolah.
Rural Local Roads	Undertake maintenance and construction works to ensure safety and reliability of local road network.	All major capital improvement works in Management plan undertaken except for the following projects; Munns Road, Sand Ck, Teridgerie Ck. Maintenance of sealed and unsealed roads completed in accordance with budget constraints. Significant damage caused to many rural roads in the southern end of the Shire following flood rain in June 2007 and December 2007
Urban Local Roads (Town)	Undertake maintenance and construction works to	Drainage and road pavement improvement works undertaken in each

Streets)	ensure safety and reliability of urban road networks.	urban area. In particular, upgrade of John Street, between Dalgarno Street and Essex Street, Coonabarabran, successfully completed.
Carparks	Maintain well organized and convenient parking areas that are easily accessible for all users	No significant improvements to carparks. Maintenance works including cleaning undertaken as required.
Private Works	To maximize the use of Council owned plant and labour and provide a profit to Council while servicing the community	Private works undertaken as required.

CONTRACT SERVICES

Principal Activity	Objective	Result
State Roads	To provide competitive services to the RTA in a contract environment.	Council used the modest profit made on the Single Invitation Maintenance Contract to fund capital improvement works in Dunedoo. Council commenced reconstruction of road shoulder on Manus Bridge. This was a major project and diverted Council resources from other Council funded projects.
Bitumen resurfacing Program on Regional Roads, Local Rural Roads and Town Streets.	The approved annual bitumen resurfacing program is completed efficiently and effectively.	Specifications developed and annual tenders called. Approved program of sealing completed in accordance with budget allocations.
Major Contracts	Major road and bridge contracts completed in accordance with budget allocations	Joint contract with Coonamble Shire Council for construction of Bomera Creek Bridge, Castlereagh River Bridge at Ulamabri and Talbragar River Bridge.

URBAN SERVICES

Principal Activity	Objective	Result
Parks and	Provision of parks and	Parks and gardens in all areas

Gardens	gardens	maintained in accordance with generally accepted standards
Street Cleaning	Urban streets cleaned to generally accepted standards	Very few complaints received about cleanliness of urban streets.
Toilets	Clean and maintain public toilets to generally accepted standard	Minimal complaints received about the toilets.
Waste Services	Provide weekly garbage collection service to urban and rural areas and minimize use of landfill through provision of recycling services	The volume of waste being recycled continues to steadily increase. Expenditure on waste services was fully recovered through charges and revenue for the first time.

FLEET

Principal Activity	Objective	Result
Depots	Provision of safe, secure and effective work depots in Baradine, Binnaway, Coolah, Dunedoo, Coonabarabran and Mendooran	Improvements undertaken as programmed, except in Coonabarabran and Coolah where some projects carried over to 2008/09
Plant and Equipment	Provision of a modern and safe plant fleet and downtime is minimized.	Most items of plant replaced as programmed. Plant income less than expected due to inadequacy in charge out system.
Workshop	Provision of an efficient and effective workshop in Coolah and Coonabarabran	Workshops provided repair services in accordance with budget constraints
Radio Communications	Provision of reliable two way radio system with coverage of the whole Shire.	Some problems experienced with radio system, however generally working well.

WATER AND SEWER

Principal Activity	Objective	Result
Water supply and distribution	Provision of a consistent supply of potable water urban areas that meets consumer demand.	Generally restrictions were eased in all towns during the period. Investigation of second water supply bore in Dunedoo continued. Preparation of an Integrated Water Cycle Management Plan commenced.
Sewage collection and treatment	Provision of sewer collection reticulation system and treatment and discharge in accordance with licence conditions.	Generally, sewage collection and treatment complied with license conditions. Effluent reuse options still under investigation in Coolah and Dunedoo.

K Tighe
Director Technical Services

Bush Fire and Emergency Services

Performance target	Result
<p><i>Fire Protection</i></p> <p>Maintain quality of community and volunteer safety standards by providing competency based training for brigade personnel and Fire Control staff.</p> <p>Provide appropriate equipment to enable firefighters to safely and efficiently carry out their duties.</p>	<p>Training of volunteers is now a responsibility of the Rural Fire Service</p> <p>Council make an agreed contribution to the NSW Rural Fire Service which includes the provision of a specific level of equipment as sought by Brigades.</p>
<p><i>Hazard Reduction</i></p> <p>To protect the natural and man-made environment within Warrumbungle Shire by limiting the impact of wildfire through reduced fuel loadings.</p>	<p>Regular reviews are undertaken by RFS staff and National Parks Staff of fuel levels and programmed fuel reduction programmes undertaken.</p>

ENVIRONMENTAL SERVICES

Management Objectives:

- To effectively manage, promote and encourage an efficient and cost effective, caring and understanding Environmental Services Division which is attuned to the communities' needs for the built and natural environment.
- To maintain an accessible and customer focused community information service.

Principal Activity Coordinator:

Director Environmental Services, Mr Ron Van Katwyk.

Achievements in 2007/2008:

- A total of 153 Development Applications were approved which had a total value of \$9,209,643. This included 23 new residential dwellings with a total value of \$4,768,004 average value of \$207,304.
- A total of 162 Construction Certificates were issued.
- Progressed the first Major Comprehensive Land Use Strategy for the Shire. With funding assistance from the NSW Department of Planning's Planning Reform Program this study will set the strategic direction of development in the Shire for the next 15 to 20 years and form the basis for Council's proposed new Principal Local Environmental Plan.
- Completed the Hotel Fire Safety project which is designed to upgrade the residential sections of all hotels within the Shire.
- Lawful removal of abandoned and derelict dwellings in urban areas on the grounds of a threat to public health and safety.
- Execution of the adopted Heritage Action Plan including the review of a comprehensive schedule of identified heritage items for further public consultation and short listing for use in Council's proposed new Principal Local Environmental Plan. All Community Based Heritage assessment work within the Shire has been completed in accordance with NSW Heritage Office requirements.
- Production and distribution of the 2007/2008 Supplementary State of Environment Report.
- Commencement of the formal Local Environmental Plan procedure necessary to reclassify a growing list of parcels of Council owned land from "community" to "operational" as prescribed in the Local Government Act, 1993.
- Further progress in the preparation of an amending Local Environmental Plan necessary to grant dwelling entitlements to certain allotments created by three lawful subdivisions carried out in the late 1990's.

-
- A successful “Clean Up Australia” day project.
 - Further progress on a connection to sewerage project covering the four sewerage schemes which identified; occupied premises not currently connected to sewer and locations where sewer mains extensions are programmed for installation.
 - Enhancement of Companion Animals Act “off leash” area in all six (6) towns within the Shire.
 - Completion of a raw water protection initiative in Mendooran which included inspection of urban and rural land use practices adversely impacting on the raw water used for the Mendooran Town water supply. Providing both short and long-term benefits this initiative will continue providing environmental benefits before, during and after the completion of the scheduled Mendooran Town Water Supply Augmentation Scheme.
 - Continuation of a partnership with the Central West Catchment Management Authority undertaking environmental monitoring, education and resource sharing as it applies to riparian environments which transverse the Shire.
 - In the period under review, 157 Companion animals were seized with 1 returned to owner and 156 transferred to Council’s Facilities. Forty three (43) animals were surrendered by owners and also transferred to Council’s facility (making a total of 199). Four dogs were sold, fifty two (52) animals were released to owners and 143 euthanased.

Priorities for 2008/2009:

- Continued progress toward implementing the new consolidated Warrumbungle Local Environmental Plan and the supporting Development Control Plans.
- Further streamlining of the approvals process in line with the planning reform opportunities.
- Implementation of the Urban Land Development opportunities as identified in the work to date including; Council sponsored subdivisions and liaison with the Department of Lands seeking the public release of vacant crown land within urban zones.
- Implementation of the adopted 2008/2009 Heritage Action Plan including the preparation of additional Heritage Conservation Plans.
- Rectification of further identified significant threats to public safety in urban areas with the demolition and removal of additional derelict dwellings.
- Compliance with Council’s mandatory State of Environment reporting obligations.
- Continued progress with the Land Reclassification Local Environmental Plan.

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- Completion of the Amending (Re-zoning) Local Environmental Plan.
 - Continued progress with the connection of occupied premises to sewerage schemes where possible.
 - Continued owner education and monitoring of high risk on-site sewage management installations.
 - Continue to be an active partner with the Central West Catchment Management Authority and Namoi Catchment Management Authority to ensure effective management of Warrumbungle Shire's natural resources.
 - Increase the number of food premises inspected in order to ensure these premises comply with statutory requirements. This will involve a formalised partnership arrangement with the NSW Food Authority.
 - Monitor all alcohol-free zones and review if necessary.
 - Enhance Council's website with the addition of all formally adopted policies and procedures.
 - Participate in a partnership with the RSPCA in a voluntary responsible pet ownership promotion and voluntary de-sexing of companion animals.

Statutory Reporting Requirements (Environmental)

State of Environment Report [s428 (2) (c), d218-226] – 2008
Report compiled and annexed to this report.

Condition of Public Pools

Public Pools	Condition [s428 (2) (d)]	Estimate to bring to satisfactory standard [S428 (2) (d) (i)]	Estimate of annual maintenance expense [S428 (2) (d) (ii)]	Maintenance Budget 07/08 [s428 (2) (d) (iii)]
Coonabarabran	Poor	\$250,000	\$100,000	\$25,000
Coolah	Good	\$90,000	\$100,000	\$25,000
Baradine	Poor	\$200,000	\$90,000	\$25,000
Binnaway	Good	\$120,000	\$85,000	\$25,000
Dunedoo	Poor	\$220,000	\$95,000	\$25,000
Mendooran	Fair to Good	\$120,000	\$75,000	\$15,000
Public Cemeteries				
Coonabarabran Old	Poor	\$50,000	\$20,000	\$13,000
Coonabarabran – Native Grove	Good	\$40,000	\$15,000	\$11,000
Baradine	Fair	\$25,000	\$8,000	\$3,000
Binnaway	Good	\$20,000	\$15,000	\$15,000
Cobbora	Fair	\$10,000	\$3,000	\$1500
Coolah	Good	\$40,000	\$20,000	\$16,500
Denisontown	Fair	\$10,000	\$2,000	\$1,300
Dunedoo	Good	\$40,000	\$15,000	\$13,000
Mendooran	Good	\$40,000	\$14,000	\$11,000
Uarbry	Fair	\$10,000	\$5,000	\$3,600
Turee Vale	Fair	\$10,000	\$2,000	\$1,200
Bugaldie	Fair	\$10,000	\$1,000	\$Nil
Bomera	Poor	\$10,000	\$1,000	\$Nil

Companion Animals Act and Regulation Activities

1. Lodgement of pound data collection returns with the department	Yes – annual data supplied to electronic data base
2. Lodgement of data resulting to dog attacks with the department	No – procedures not in place for 2007/2008 year
3. Amount of funding spent relating to companion animal management and activities	\$120,000
4. Companion animal community education programs carried out	Complaint investigations, pamphlet distribution and local press articles
5. Strategies Council has in place to promote and assist the desexing of dogs and cats	Yes, participation in the RSPCA subsidised de-sexing program, trialled in Coonabarabran
6. Strategies in place to comply with the requirements under section 64 (Companion Animals Act) to seek alternatives to euthanasia for unclaimed animals	None for 2007/2008 year
7. Off leash areas provided in the Council area.	Coonabarabran, Coolah, Dunedoo and Mendooran
8. Detailed financial information on the use of Companion Animals Fund money for management and control of companion animals in the area.	No funds obtained.

Planning Agreements

There were no planning Agreements in force during the year.

CONCLUSION

Council's Environmental Services Department has a significant role in a diverse range of environmental activities including waste disposal, water supply, sewage treatment, public pools and cemeteries, Ranger Services, Food inspection services, development control and strategic planning. Council's Environmental Services staff are committed to excellence in delivering these services which is confirmed by the minimum numbers of complaints received.

This year's State of the Environment Report has been prepared in accordance with all formal requirements and uses environmental indicators to assess to main themes of atmosphere, biodiversity, land and water and human settlements.

The report can be accessed via Council's website, the Shire Library branches and either the Coolah or Coonabarabran office.

Ron VanKatwyk
Director of Environmental Services

COMMUNITY SERVICES

Community Services Management

The closure of a privately operated childcare Centre in Coonabarabran in November 2007 was a significant issue that Council assisted with addressing, in the short term by extending the Connect Five Childcare Licence to operate a part time long day care in-venue facility and the Uniting Church Hall, and assisting the Coonabarabran Preschool Management Committee with implementing an extended hours Preschool service. A Coonabarabran Childcare feasibility study was completed early in the year, and this was used to secure funding to purchase and refurbish the childcare centre. Both State and Federal governments provided financial assistance to resolve the long term childcare needs of the community however negotiations with the owners of the childcare centre continued beyond this current year.

The Baradine Doctors Residence, which was funded by a successful Federal Government Regional Partnerships grant, was officially opened and the community were successful in securing the services of a full time GP. This community asset will remain in the hands of the Baradine Aged Care Association, who have been supported by Council as trustee and owner of the property.

Another facility that was handed over to the community was the Dunedoo Preschool. This centre was purchased by Council from the Masonic Lodge who provided a significant community contribution to the project. This acquisition has secured the long term future of the Dunedoo Preschool for the community.

A new Warrumbungle Shire Community Social/Community Cultural Plan was adopted in February 2008.

Emergency Services

Training, funding opportunities and liaison support is provided to the many emergency service volunteers whose organisations provide essential fire, accident, disaster and emergency rescue operations to the shire.

The draft DISPLAN was completed and approved by the Local Emergency Management Committee (LEMC) and District Emergency Management Committee (DEMC). The Emergency Risk Management Project was acquitted. Emergency Management Australia funding was expended to fit out of both Coolah and Coonabarabran Area Operation Centre's with state of the art mapping and disaster control planning equipment that has traditionally required to be shipped in by NSW Rural Fire Service headquarters.

Road Safety

Objectives

- Develop and implement Warrumbungle Shire Council Road Safety Strategic and Action Plan
- Develop and implement road safety behavioural educational program to address local road safety issues by changing road user behaviour
- Increase the involvement of government agencies, local community and service groups, local businesses and industry and individuals in the delivery of road safety programs

Statement of Actions

Establishment of Local Road Safety Steering Committee

RSO attends Warrumbungle Shire Council monthly Traffic Meetings. RSO has interacted with NSW Police on a number of projects (speeding, highlighting Police campaigns). Local businesses supported 2007 Bike Week event. RSO has liaised with schools regarding Traffic report, P&C meetings, driveway safety education, outcomes of Traffic Committee findings, and fundraisers (Tour de Coolah). Community consultation was sought on variety of road safety issues. RSO worked with RTA, Ministry of Transport, Dept of Primary Industries and other LGAs.

Submission of monthly reports and 6 month action plan

Monthly reports have been submitted to DCS and RTA along with a 6 month Action Plan.

Participation at RTA Regional meetings

RSO attended RTA Quarterly Meeting in Parkes in August where New parent workshop training, IPWEA training and meetings concerning project development took place.

Attendance of RSO to Local Government Road Safety Conference

RSO attended LGRSC in Parramatta in May this year.

Adoption of Council Road Safety Strategic and Action Plan

Warrumbungle Shire Council Road Safety Strategic Plan 2008/2009 has been reviewed at June Traffic Committee and Council meetings and is currently on public display prior to being adopted.

Road Safety behavioural and educational programs sourced and implemented within shire. Regional Road Safety Programs implemented within shire in partnership with RTA and participating LGA's

WSC Road Safety Action Plan 07/08 was developed and projects addressing speeding, young drivers and cycling were addressed.

A Newell Highway speeding campaign in conjunction with 9 other Councils was implemented this year. The project was designed to comprehensively analyse the speeding problem on the Newell Highway (crash data and traffic counters), educate drivers on speed limits (speed trailers), Police enforcement (linked with advertising warning motorists to stick to the speed limit as Police are about) and the project was finalised by reanalysing the problem to assess the difference that was made (traffic counters). A Final report is being prepared.

An Urban Speed limit project was carried out with the strategic placement of the speed trailer.

A Parent Workshop was held in Coonabarabran in September at the end of a TAFE course aimed at the Learner driver.

A School Zone Sign Survey was conducted for the RTA which highlighted some areas that needed correct signage.

Apply for alternative funding for Road Safety behavioural and educational programs sourced and implemented within the Shire.

Additional funding was received to run the Warrumbungle Bike WeekBE Inspired event in September 2007.

Aerodromes

Each of the 3 Council owned and operated aerodromes, Coonabarabran, Coolah and Baradine, were maintained according to CASA requirements. Following formal requests by the Royal Flying Doctor Service (RFDS) for night time landing and take off Emergency Services volunteers procedures developed for feral animal runs.

Funding was received from the Remote Aerodrome Safety Program (RASP) to seal both ends of Coolah runway and install emergency PALC solar lighting. This capital works program has provided for much safer landing conditions for the patient transfer transport that uses Coolah aerodrome.

Libraries

A review was undertaken of Macquarie Regional Library (MRL) operations by State Library NSW (SLNSW) and an organisational restructure proposal reviewed. Some minor alterations to positions within library services resulted.

Population	10,466
Number of registered borrowers	
Coonabarabran	2,680
Baradine	153
Binnaway	78
Coolah	598
Dunedoo	406
Mendooran	113
Number of visitations	53,901
Number of loans (total)	52,451
Number of information requests (total)	4,357
Number of items held	
Coonabarabran	14,426
Baradine	3,629
Binnaway	1,757
Coolah	8,727
Dunedoo	3,360
Mendooran	763

Coonabarabran Branch Library (*Including Baradine, Binnaway & Mendooran service points*)

In 2007/08 Coonabarabran Library's staff focussed on collection development, Readers' Advisory work, the development of Binnaway and Baradine libraries, training, and the library's outreach work to pre-schools and Coinda nursing home.

The Branch continued the delivery of books and hear-a-books to Coinda nursing home every three weeks. Programs for pre-schoolers and the special education class from the high school continued on a weekly basis. The special education class features students with various levels of disability from severe to mild, craft, sharing stories and quiet reading time ensures that their Friday mornings at the library both enjoyable and valuable. Coonabarabran Library staff visited Binnaway Preschool twice per term for storytime activities.

Baradine Library, following its relocation in 2005, continues to enjoy good patronage. Regular story times are a feature of Baradine Library. This fortnightly program has brought many young children, parents and carers into the library. Both Baradine and Binnaway Libraries have maintained their use patterns. Binnaway Library's collections have gradually been updated and that improvement, in combinations with reader's advisory work, has helped to maintain that library's client base.

New chairs were purchased for patron use at Baradine Library. A display shelf unit was also installed. Eight new chairs, a ladder, a collapsible table, and a DVD player were purchased for use at Coonabarabran Library.

The Coonabarabran Library Manager was formally given responsibility for Mendooran, Baradine and Binnaway Branches. A supervisory routine, based on three-weekly visits will commence from July 2008.

Law Week, Senior's Week, and Library Week were all marked with displays, morning teas, and promotions. Youth Week was again celebrated with a portrait competition. This attracted young people into the library and provided the opportunity to showcase the range of services available. Two digital cameras, jointly funded by WSC and MRL, were purchased as prizes for this event. Senior's Week was celebrated with a Law Week theme. Local solicitor John McCaffrey outlined changes in the laws regarding residential care and nursing homes. 30 people attended this event. NAIDOC week was celebrated at Baradine and Coonabarabran Libraries with special storytimes featuring Aboriginal themes.

Bookweek was celebrated with hundreds of students visiting the library for book reading and library tours with their classes. This program resulted in a pleasing number of new registrations.

In June, Questacon's *Science 4 Kids* team presented two sessions for preschoolers. 40 children attended this excellent event.

Community use of the library has diversified, with the library being sought as a space for various community displays including school projects and community celebrations. These displays add greatly to the value of the library. At the same time, the library has placed greater emphasis on using the display area to display its own collections and services.

The Warrumbungles Book Club meets each month at the library for afternoon tea and a book discussion. The number of people attending book club has increased with around 12 people at each meeting, with other people, who are unable to attend the meetings, also reading the selected books. The Book Club increases the visibility of the library's social functions and generates much community good-will. It has now been operating successfully for four years.

Coolah Branch Library

The newly renovated Coolah Shire Hall which includes the new Library, the Visitor Information Bureau, an art gallery and fitness centre was officially opened by Retired General Peter Cosgrove on 28 September, 2007. The main street was closed for the occasion and there were karate, aerobic fitness and dance demonstrations, the RAAF Band from Dubbo played, stalls and various other activities for children to enjoy. Mylee Joseph represented the State Library at the official afternoon tea which was held to thank various sponsors who helped bring the hall and library refurbishment to reality. Representatives from Macquarie Regional Library, several

government departments, both State and Federal, as well as officials from the Warrumbungle Shire Council were there. As a result, Coolah Library has become the community centre, especially for the local children, with visitations up 163%, new memberships up 22% and Internet usage up by 88%.

There have been various art gallery displays during the year, including, *"The Creative Spirit of Coolah"* at the official opening, the local Broinowski family's private collection of bird lithographs entitled *"Birds of Australia"* by Gracius Joseph Broinowski, 1873-1913 in October, the Yarrulomla 1980 series 1 and 2 prints by architect, Richard Pratt, and local CWA and farm memorabilia were displayed in December-January, *"Local Sporting Memorabilia of Coolah"* displayed during April-May and there was also a puppet show performance.

Other highlights of the year have included regular Book Club meetings, regular homebound visits, Storytime for preschoolers, Book Week competitions and class visits to the library from Coolah Central School, Sacred Heart School and the Preschool, school holiday activities based on the themes "Harry Potter", "Pirates and Princesses" and "Superheroes" - which all included dress-up parties, the Summertime Reading programme which was combined with school holiday activities, Yarralumla presentation, display of new books and morning tea, Big Book Club morning tea and membership drive, Halloween Party, Donna Rawlins, author illustrator visit, Youth Week Movie and Pizza night showing "Evan Almighty", Health and fitness talk by community nurses and storytime at the Hostel for Seniors Week, morning tea and talk by retired solicitor, Mr Kevin McGregor during Law Week, author visit by Paul Brunton, Senior Curator of the Mitchell Library on Charles Darwin's first edition of "Origin of the Species" and Library Week was celebrated with a light lunch and a lecture by local historian, Mr Roy Cameron on "Petrol Rationing in WW2".

Dunedoo Branch Library

During the last year, Dunedoo continues to develop into an extremely busy branch library. Improvements to the collection have continued and are well used and appreciated by the community. Retro cataloguing of the collections continues with help from Regional Office.

The Branch continued to be involved in the statewide @ your library campaign with displays and activities maintaining the theme of each month's campaign. The Branch again participated in "Library Lovers Week", with the theme *Go on a blind date with a book*. Books were wrapped in brown paper and displayed with small descriptions on the front. Book titles and authors were kept a secret until the book was issued, and a love heart chocolate was also handed out with thanks for library lover's week. Seniors week and Law week was celebrated together, with a solicitor visit to talk about senior and the law. During Youth Week another successful movie night was held.

School holiday activities were again popular, with great attendance and lots of fun. Holiday activities are held once a week with reading and craft activities keeping the children busy while learning. The summer reading program was all the rage over the Christmas holidays, with a video MP3 player as a prize.

Book Week 2007 welcomed the whole of St Michael's school of Dunedoo with plenty of enthusiastic and excited children, some of whom had never attended the library. The library was decorated with plenty of the colourful posters that the school children had handed in.

The newly formed Dunedoo Book Club meets on a monthly basis for a morning tea and a chat. *"A thousand splendid suns"* by Khaled Hosseini has proven to be a wonderful and very eventful book to read and talk about.

Community Banking

The instore agency of Westpac maintains its community support in Dunedoo, and maintained support to Council's counter rates and fees collection service. Satisfaction surveys achieved 100% results, with the branch opening 5 days per week, except on NSW Bank and other Public Holidays.

Ovals/Halls/Recreation Other

Capital works included completion of the new Lighting and commencement of the new Amenities block at Coonabarabran's No 1 Oval.

An irrigation system was installed at Bowen Oval in Coolah.

A Conservation Management Plan for Mendooran Mechanics Institute Hall was completed which will provide the community and council a much needed resource to plan and implement improvements to this community facility.

Events

Other events celebrated on a shire wide basis included, Seniors Week, International Women's Day and NAIDOC week.

The program for Seniors Week was coordinated and promoted by the Social Services staff. Each of the shire's communities hosted a major seniors function where entertainment was provided by Council, that was funded by DADHC. This was in addition to the over 50 events that occurred in the shire ranging from Grandparents days at the schools, computer classes for seniors at the Libraries to breakfast easy exercise classes.

The main International Women's Day event was conducted in Mendooran, hosted by the Mendooran Development Group. Entertaining and informative speakers over a luncheon event was a very successful celebration of women in the shire.

NAIDOC celebrations were again highlighted beginning with the raising of the Aboriginal and Torres Strait Islander Flag at the Council main administration offices in Coonabarabran and Coolah. The community were then invited to join together for a BBQ at Neilson Park in Coonabarabran.

Children's Services and Programs

Council continued its involvement in Children's Services by auspicing of the Connect 5 mobile service and Castlereagh Family Day Care. These services encompass both the Warrumbungle Shire and Gilgandra Shire Council areas.

Family Day Care

Scheme:

Family Day Care commenced the year with no permanent Coordinator. Council contracted the services of Gunnedah Family Day Care Scheme to provide assistance and support to carers during this interim period. A new Coordinator was appointed in September 2007, and again a change of Coordinator was made in November 2007. Despite these disruptions to staffing and the lack of staff during the early period of

the year, the service has continue to grow and achieve the outcomes required by the communities the service represents. The Service has grown with nearly double the amount of carers since the beginning of the financial year. The service registered to provide services to register in home carers for families who require care where the current childcare cannot meet their needs.

Coordination Unit:

A total of 125 home visits were conducted throughout the year for routine Carer support and child contact. They also included housechecks, follow up visits, new carer training, inductions and Playsessions in each town. The staff also continued phone support to Carers and families. The Coordinator attended training sessions on Validation Quality Assurance, Child Protection, Child Care Management System, Behavioural and Curriculum workshops.

A CDEP Trainee commenced with the Scheme in May 08 for 15hours per week.

Carers:

Current Operational Carers
Family Day Care

Town	No of Carers Registered	No of Carers who worked	Total Earnings For 07/08
Coonabarabran	5 (1 currently on leave)	5	\$ 84,653
Baradine	2 (+ 1 currently undergoing registration)	2	\$ 12,434
Coolah	5	5	\$ 132,892
Gilgandra	5 (1 currently on leave)	5	\$ 123,858
Mendooran	1	1	\$ 7,200
TOTALS	18 (1 undergoing registration)	18	\$ 361,037

In Home Carers

Coonabarabran 2
Gilgandra 1 (+ 2 in registration process)

Carers participated in training on Quality Assurance and Validation, Child Protection and Behavioural workshops. Some Carers have completed their Certificate III in Children’s Services, whilst others are continuing their studies in Certificate III and Diploma in Children’s Services.

Quality Assurance

Validation occurred in June 2006 and the service received its Accreditation in November 2007 which is valid until July 2009. 8 Carers contributed to the quality process with the scheme receiving good to high quality in the 6 Quality Areas. Ongoing processes have been put in place to monitor quality practices within the scheme in preparation for self study due in 2009.

Promotional Activities:

Family Day Care participated in the following promotional activities in 2007/08

- Interagency Day at Coonabarabran Preschool as part of Children’s Week in October
- Library Display held in October
- Tri Regional Conference attended in April

The coordinator attended interagency meetings in Coonabarabran and Gilgandra with a total of 9 meetings attended.

Budget & Scheme Statistics:

Town	No of Families Registered	No. of Children in Care	Total Care hours	Families used fee relief	Total Fee Relief
Coonabarabran	42	65	20118	40	\$ 55,343
Baradine	8	12	1979	8	\$ 6,333
Gilgandra	38	72	29577	37	\$ 91,582
Coolah	46	81	19969	40	\$ 79,783
Mendooran	2	5	1583	2	\$ 4,848
TOTALS	136	235	73228	127	\$ 237,888

Connect Five Management

Advisory Committee meetings occurred quarterly until 2008. It was decided this was not an effective strategy and to seek parent involvement in other ways:
Parents on email continue to receive monthly reports.
Parent representatives participate in job interview panel.
Parent comments sought through comment box.

Application for Renewal of DoCS Licence was submitted in February 2008.

Staff

The Child Development Officer position was filled in Term 3 2007 and became vacant again in Term 4. The first round of interviews was unsuccessful and the position was re-advertised with the option of a traineeship which commenced in Term 2, 2008.

Staff Training

- o Mobile Children's Services (MCSA) annual conference.
- o Child Protection Update.
- o Makaton (say and sign) training day in Coonabarabran.
- o Early Intervention Training (Coordinator).

Child Care

A private centre based Childcare Centre in Coonabarabran closed in November 2007. Council worked with various government agencies to resolve the gap in childcare services and obtained an extended childcare licence to open an In-venue Care service for 0-3 year olds at the Uniting Church Hall in Coonabarabran.

Operating in November and December 2007, the Child Care closed during January as parents since the service was ineligible for parents to claim Child Care Benefit. A Department of Education, Employment and Workplace Relations (DEEWR) childcare short term sustainability grant enabled the re-opening of the In-venue Care in February 2008. Operating 3 days a week, the average attendance rose to 12 children /day. 24 families and 33 children used the service. The Connect Five Long Daycare is an interim measure to fill the gap for parents requiring childcare until the long day care Centre can be re-opened. Extensions to the In-venue Child Care service funding agreement have been granted until September 2008.

Playsessions

Playsessions continue at Baradine, Binnaway, Coonabarabran, Coolah, Dunedoo, Gulargambone, Hollywood lane, Mendooran, Tooraweenah and Weetaliba. The Mobile operates on a fortnightly cycle with one day a fortnight being allocated for cleaning, programming and administration. On average 50 children attend a playsession each week. There are approximately 120 participating families.

Connect Five also provided a number of Play sessions for Family Day Carers.

Resource Library

On average 7 parents (25 items) and 5 professionals (34 items) use the library each quarter.

Farm Safety is Fun Kit – Loaned to Gulargambone Pre-school term 3 2007

PALS (Play and Learn Social Skills) – Mendooran Pre-school term 4 2007

Interagency Participation

Connect Five has participated in Interagency meetings, supporting local projects in Baradine, Coonabarabran, Dunedoo and Gulargambone.

Community Development

Youth Activities

A very successful annual Youth Week program was coordinated and conducted across the Shire in each of the six towns. This involved the participation of volunteers who conducted Youth Week activities that varied depending on the groups in the various towns. Activities conducted with youth involvement varied from sporting events, movie nights to workshops and games. There were 1,061 young people who participated in Youth Week Activities in the six towns across the Warrumbungle Shire.

Men's Shed

The awareness of the benefits of Men's Sheds was promoted to the community. Individual groups in each of the towns within the Shire are being assisted with their development and are at different stages of developing their Men's Sheds.

Funding Promotion

A regular Funding Pot article is compiled and published in the local media. This article publicises grant funding opportunities that are available to community groups. In addition to the Funding Pot article a E-mail distribution list is being compiled that is steadily growing of community groups and interested individuals to whom grant funding opportunities and information is being sent.

NAIDOC Week

NAIDOC Week Celebrations were coordinated, promoted and successfully conducted in Coonabarabran and Baradine. Members of the Aboriginal Community participated of Council's involvement with the NAIDOC Celebrations.

Community Development Coordinators

A close working involvement with the Development Coordinators in the smaller towns within the Shire is maintained and fostered. This opportunity provides the part time Development Coordinators with networking and involvement outside of their small towns and promotes dialogue and the sharing of ideas and information. This investment by Council has injected just over \$380,000 worth of external grants into the local communities of Baradine, Binnaway, Mendooran, Coolah and Dunedoo.

Warrumbungle Community Care

Warrumbungle Community Care has now been officially a multiservice outlet of Home and Community Care (HACC) programs for approximately one year now. A multiservice outlet provides a range of HACC programs from one or more outlets with one or more funding bodies. Warrumbungle Community Care operates its programs from two offices - Coonabarabran and Coolah and has two funding bodies - Department Ageing Disability and Home Care (DADHC) and NSW Ministry of Transport (MoT). Both offices have a complement of part time staff who are trained Service Coordinators who coordinate volunteers and casual staff to carry out tasks associated with each program, perform assessments to ascertain eligibility of clients for the HACC programs, administrative tasks and so on.

The HACC programs available from each office include

- Meals Service - provision of hot and frozen meals,
- Respite - an in home support for carers program,
- Social Support providing a range of activities such as shopping assistance, social outings and telephone monitoring,
- Home Maintenance providing a range of activities such as lawnmowing, minor home maintenance such as fixing screens, door and latches etc.,
- Community Transport providing transport to local and out of town appointments as well as monthly bus services across the Shire to Dubbo.

The combining of the Coonabarabran programs into one office space, i.e. Meals on Wheels/Neighbour Aid and Community Transport, has seen the uniting of both clients and volunteers. Clients have only one phone number to ring now with Service Coordinators experienced in all aspects of each program to answer their call. Volunteers have a more holistic view of the service and some have even expanded their volunteering expertise to volunteer across other programs.

Staff have become more empowered with skills and knowledge across all programs thus gained a higher sense of confidence and job satisfaction. The team spirit has increased with a more stable staff base that has now been established over the last twelve months. It has been a very positive step for Warrumbungle Community Care.

Warrumbungle Community Care has been fortunate enough to be the recipient of extra funding, both recurrent and non recurrent. A non- recurrent grant of \$40,000 was received for the purchase of a people mover, recurrent grants of \$20,000 for the Home Maintenance program - to be split evenly between the two outlets, \$10,000 for Social Support for the Coonabarabran program, \$10,000 was also received for the Coonabarabran Community Transport program. Target outputs for funding received for each HACC program, were formalised with DADHC early in 2008. These outputs stipulated by the funding department give clear indication of service provision and accountability requirements.

The financial year of 07-08 was a year of refining work systems within each office so that systems were similar if not the same for each office,

-
- Vehicle Procedure Manual - a resource kept in each car with a broad range of information for the driver from toilet stops to emergency procedures.
 - Safe Working Operating Procedures - a set of procedures and guidelines to keep all volunteers and staff safe whilst carrying out tasks associated with their role.
 - Staff Professional Development - a process which begins with staff induction through to annual Staff Performance Appraisals to ultimately compiling an individual professional development plan and an all in one staff training plan. This is aimed at job satisfaction and professional growth. This year a Coonabarabran Service Coordinator completed her Diploma in Community Services and Manager completed her Cert IV in Training and Assessment. Senior First Aid was completed by two Coolah Service Coordinators. In service training on various topics such as Volunteer Management, Challenging Behaviours etc were completed by most staff.
 - Policy and Procedure Manual - in draft form waiting to be recommended to Council by the Social Services Advisory Committee.
 - Upgrading of Administrative/office Procedures Manual for consistency

All in all, this refining has been a joint effort by all staff with a collective goal of creating a safer, happier and a more practical work environment.

The last 12 months has seen Warrumbungle Community Care staff and volunteers provide service to approximately 900 clients across the entire Shire. This includes clients who occasionally use a service or routinely use a service. Warrumbungle Community Care takes pride in its base of 400 volunteers, 7 Service Coordinators, 2 Respite workers and 3 Home Maintenance staff based in either Coonabarabran or Coolah. A promotional focus by the Manager gave her the opportunity to visit and talk to many community groups throughout the Shire thus sharing information on the programs available to those in need of such services.

Service Provision to clients across the Shire is clearly indicated by the following statistics which are gathered each month and analysed.

Office Outlet	Name Of Program	Annual Target	Actual Service Provided
Coonabarabran	Meals Service	7,000 meals	6802 meals
	Home Maintenance	1,196 hours	225 hours
	Social Support	5,372 hours	1,019 hours
	Community Transport	Unknown	1,753 trips
<i>Shire Wide</i>	<i>Respite</i>	<i>1,557 hours</i>	<i>150 hours</i>
Coolah	Meals Service	3,603 meals	2,826 meals
	Home Maintenance	1,196 hours	271 hours
	Social Support	1,711	2,105 hours
	Community Transport	Unknown	1,030 trips

Note 1: The Respite Program is Shire wide.

Note 2: A trip is classified as per MoT guidelines eg: a transport to Dubbo there and back home is counted as 2 trips.

Note 3: Strategies are in place for all programs to either build capacity or monitor those programs as being at capacity

In conclusion, 2007/2008 was a year of positive and constructive change and reconciliation for Warrumbungle Community Care. The new year will bring a set of new challenges and opportunities for Warrumbungle Community Care to embrace and progress.

*Rebecca Ryan
Director Community Services*

Committees of Council

External Committees

Castlereagh Macquarie County Council

Cr Shinton and Todd

Macquarie Regional Library

Cr Hill and Dawson

Traffic Advisory Committee

Cr Dawson, Council staff, RTA, police representatives and one community member

Warrumbungle Bushfire Management Committee

Cr Shinton, Council staff and bushfire personnel

Local Emergency Management Committee

Cr Egan and emergency personnel

The North West Weight of Loads Group

Cr Todd, Council staff, group transport and farming representatives from area

Central Orana Regional Arts Steering Committee

Senior Staff member represents Council

Catchment Management Authorities

Councillor Sullivan and Senior staff represent Council

Central West Explorer Country Tourism Committee

Staff member represents Council

Police Accountability and Consultation Committee

Mayor and General Manager represent council

Central Ranges Natural Gas Association

Mayor and General Manager represent Council

Orana Regional Organisation of Councils

Mayor and General Manager represent Council

Golden Highway Consultative Committee

Cr Coe

Inland Rail Committee

Cr Todd

Internal Committees

Plant Advisory Committee

Cr Lewis, Sullivan and Coe and staff representatives

Occupational Health & Safety Committee

Cr Lewis and staff representatives

Consultative Advisory Committee

Cr Connelly and staff representatives

General Manager's Review Committee

All Councillors

EEO Advisory Committee

Cr Shinton and staff representatives

Community Committees

**Coonabarabran Town
Beautification Advisory
Committee**

Crs Dawson and Shinton,
Council staff and
community members

**Warrumbungle Shire
Tourism and
Economic
Development Advisory
Committee**

Crs Hill and Dawson,
Council staff and
community members

**Medical Services
Advisory Committee**

Crs Hill and Shinton,
Council staff and
community members

**Shire Halls Advisory
Committee**

Crs Sullivan and Connelly,
Council staff and community
members

**Warrumbungle
Aerodromes Advisory
Committee**

Cr Connelly, Council staff
and community members

**Urban Creeks Steering
Committee**

Cr Sullivan, Council staff,
landholders and community
members

**Warrumbungle Shire
Council Social Services
Advisory Committee**

Councillor Hill

**Roads Review
Committee**

All councillors

**Coolah Town
Committee**

Cr Connelly

**Dunedoo Town
Committee**

Cr Coe

**Mendooran/Merrygoen
Town Committee**

Cr Lewis

**Binnaway Town
Committee**

Cr Lewis

**Baradine Town
Committee**

Cr Todd

Private Works

No such subsidised work was carried out by Council.

Elected Members

Councillors are not paid a salary they are however paid an allowance in accordance with figures set by the Local Government Remuneration Tribunal.

Councillors' annual fees for 2007/2008 were set at \$8,715 per annum and an additional fee of \$19,035 was set for the Mayoral allowance.

Total expenses for Councillors' fees, expenses and facilities for the period 1 July 2007 to 30 June 2008 was made up of the following: -

	Expenses
Mayoral and Deputy Mayor allowance	19,035

Mayoral car expenses	12,740
Telephone – Mobile Mayor	298
Councillors' Training	0.00
Councillors' internet communication contribution	4,682
Councillors' Allowances	78,435
Travelling Expenses – Councillors	12,049
Administrative Expenses – Mayor & Committees	0.00
Delegates Expenses – Conferences	11,285
Meals Council meetings	2,317
Civic Functions	1,984
TOTAL	<u>\$142,825</u>

Council's adopted policy for the Payment of Expenses and Provision of Facilities to Elected Members is as follows:

Payment of Expenses and Provision of Facilities to Elected Members Policy

(Pursuant to Section 248 and 252 of the Local Government Act)

(i) Councillors' Fees

Councillors will be paid an annual fee in accordance with the recommended maximum as advised by the Local Government Remuneration Tribunal. The fee is to be paid in monthly instalments in arrears.

(ii) Travel Expenses

Travel in own vehicle to Council and Committee meetings, formal or social functions or activities whilst representing Council or other meetings involving the community where attendance is approved by the Mayor - to be paid at the per kilometre rate set out in the Local Government (State) Award.

Where the 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:

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

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

Travel associated with such 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.

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 or 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.

(iii) Accommodation and meal expenses

Council will provide reasonable expenses for each night of authorised attendance by elected members and/or General Manager at conferences or seminars on behalf of Council or as participants (or on authorised Council business). Such attendance to be confirmed by Council with allowance for such expenses to be made at the rate of \$350.00 per night in capital cities and \$200 per night in regional and country centres. (Expenses include accommodation, meals and “out of pocket” expenses.)

Council will meet the cost of return economy air travel or equivalent payment for attendance at authorised conferences/seminars. - see item (ii) regarding use of private vehicles.

NOTE: Where the attendee is accompanied by his or her spouse/partner, the attendee will be required to meet all costs associated with their spouse/partners travel and attendance.

(iv) Incidental Expenses

Incidental expenses (outside iii above) such as taxi or public transport fares, phone/fax expenses and small purchases (eg a book relevant to a function or activity of Council) and expenses incurred as the result of the purchase of light refreshments during meetings related to council business will be reimbursed by Council on production by the Councillor of the relevant receipts (or Statutory Declaration attesting to expenditure of such incidental expenses) together with an approved claim form.

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.

The costs of attendance at a function on behalf of the organisation by the Mayor, Deputy Mayor or General Manager will be reimbursed.^(a)

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.

^(a) The intention of this amendment was that attendance by the spouse or partner of the Mayor, Deputy or General Manager would also be reimbursed.

(v) Requirement for receipts

Council will not reimburse any expenses unless a receipt is produced (or duly executed statutory declaration produced).

(vi) Payment of Reimbursed claims

Councillors are to submit all claims for reimbursement, including all travel expenses, on a monthly basis and these will be paid with their monthly allowance. All payments to Councillors will be via direct deposit to their nominated bank account.

(vii) Registration fees

Registration fees for attendance at Council approved conferences and seminars will be paid by Council.

(viii) Mayoral Expenses and Facilities

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

- a) Mayoral allowance – eighty per cent (80%) of the maximum fee as determined by the Local Government Remuneration Tribunal, to be paid monthly in arrears.
- b) Payment of annual fees in accordance with Section 248 and 249 of the Act.
- c) 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.
- d) 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.
- e) Administrative assistance associated with civic functions, meetings and the like.
- f) Office refreshments
- g) Internet compatible computer and Broadband internet connection or provision of \$50.00 per month to cover Councillor's costs of communications via computer (internet) or provision of a facsimile.
- h) Supply of Name Badges, Business Cards and Attache Case.

(ix) Elected Members - Expenses and Facilities

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

- a) Payment of annual fees in accordance with Section 248 and 249 of the Act.
- b) Deputy Mayoral allowance – twenty per cent (20%) of Mayoral allowance
- c) Use of Council Chambers, telephone and limited hospitality facilities (tea and coffee) for Council business or functions or community consultation.
- d) Secretarial services relating to the discharge of his/her civic functions, including use of official stationery where authorised by Mayor or General Manager.
- e) Postage of official correspondence dealing with Council business.
- f) Access to facsimile and photocopying facilities for Council related business.
- g) Transport to official functions when deputising for the Mayor. (ie) Use of Mayoral vehicle if required.
- h) Provision of internet compatible computer, Broadband internet connection or facsimile machine or in place of the foregoing provision of \$50.00 per month to cover Councillors' costs of communications via internet.
- i) Supply of Name Badges, Business Cards, Diaries and Note Books.

(x) Bluetts Handbook

To provide all Councillors with a copy after their election.

(xi) Policies

To be provided with a full and up to date copy of policies and manuals.

Senior Staff

Warrumbungle Shire Council had one (1) senior staff member employed during the twelve month period on performance based contract.

Council's other senior staff positions are no longer designated as senior staff in accordance with the Local Government Act, 1993, and accordingly are not required to be reported in the Annual Report.

The senior staff member's total remuneration package which includes all costs associated with his employment is as follows:

Position	Total Remuneration Package for period 1/7/2007 to 30/6/2008
General Manager	
Total Value of salary component of package	144,864.75
Total amount of any bonus payments, performance or other payments not forming part of salary component	Nil
Total payable superannuation (salary sacrifice and employers contribution)	17,000.00
Total value non-cash benefits	1,414.90
Total payable fringe benefits tax for non-cash benefits	7,709.00
TOTAL COSTS	\$170,988.65

Overseas Travel

No overseas travel was undertaken by Councillors or others representing Council during the year.

Freedom of Information Act 1989

During the period, one application for information under the Freedom of Information Act was received by Council. An appeal was also lodged in relation to this application against the decision not to provide the information requested. The appeal was dealt with and decision not to provide information was upheld. The matter was then referred to the Ombudsman for a review and determination.

Applications made under the Freedom of Information Act should be in writing to the Public Officer, Council Chambers, P O Box 191, Coonabarabran 2357. The current application fee of \$34.00 is payable at the time of lodgement of the application.

Privacy Statement

The Privacy and Personal Information Protection Act 1998 was 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 Act prescribes 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 Councils 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 this Act and it's associated Management Plan and Code.

Council endorsed a Privacy Management Plan which outlines policies and practices to ensure compliance with the requirements of the Act. Council also incorporated appropriate information in Council's Staff Induction Manuals dealing with the Privacy and Personal Information Protection Act

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, Mr Robert Geraghty.

Contracts Awarded by Council

Council has awarded the following contracts (plant tender) 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).

Purchased from	Description	Amount
Readymix Holdings Pty Ltd	Supply and delivery of Pre-coated aggregate and crusher	\$462,573.21
Boral Resources Country Pty Ltd	Supply and delivery of Pre-coated aggregate and crusher	\$417,885.39
Boral Asphalt	Supply and spray of bitumen	\$1,397,305.03
Coona Waste Disposal	Collection and transfer of bulk bin waste	\$168,480.00
Ammann Complant Australia	Purchase of smooth drum roller (Plant 112)	\$152,200.00
Ammann Complant Australia	Purchase of smooth drum roller (Plant 113)	\$159,700.00

Companies

Council did not hold a controlling interest or voting rights in any company during 2007/2008.

Partnerships, Cooperatives, Joint Ventures

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 and Gilgandra Shires, and Connect Five Children's Services which services Warrumbungle, Gilgandra, Coonamble and Narromine Councils.

Council is also part of Statewide and StateCover which are mutuals for the provision of public liability, property insurance, fidelity guarantee and workers compensation.

Contributions and Donations

Group	Contribution \$
Coonabarabran CWA	1114.02
Baradine CWA	506.05
Binnaway Memorial Hall Committee	407.13
Masonic Lodge Timor	1438.93
Dunedoo Masonic Lodge	677.85
Baradine Masonic Lodge	506.05
Coonabarabran Scouts	108.38
Coonabarabran Pre-School	349.73
St Vincent De Paul	285.30
Coonabarabran Guides	108.38
Binnaway Showground	108.38
Baradine Presbyterian Church	108.38
Baradine Anglican Church	333.38
Baradine Uniting Church	108.38
Baradine Roman Catholic Church	108.38
Baradine Roman Catholic Church – Tennis Courts	108.38
Binnaway Anglican Church	108.38
Binnaway Roman Catholic Church	108.38
Binnaway Union Church*	108.38
Coonabarabran Jehovah's Witnesses	285.30
Coonabarabran Assemblies of God	285.30
Coonabarabran Roman Catholic Church	285.30
Coolah St Andrew's Anglican Church	290.40
Coolah St James Presbyterian Church	290.40
Coolah Sacred Heart Catholic Church	290.40
Dunedoo All Saints Anglican Church	290.40
Dunedoo St Michael's Catholic Church	290.40
Dunedoo Uniting Church	290.40
Mendooran St Chad's Anglican Church	133.38
Mendooran St Mary's Catholic Church	133.38
Leadville Memorial Hall	225.00
Uarbry Hall Committee	146.50
Leadville Fire Shed	198.99
Neilrex Hall	50.00
Total Contributions – Rates & Charges	\$10,187.79

Donation	\$'s
Legal Costs – Other Councils	1,500.00
School Prize Nights (Northern)	420.00
Anzac Day (Southern)	250.00
Coonabarabran Arts Acquisitive Prize	809.09
Coonabarabran Shire Orbital Swing Band	1,000.00
Coonabarabran 2WRCFM	520.00
Coonabarabran Equestrian Expo	2,000.00
Coonabarabran DPS Local & Family History Group Inc	2,500.00
Coonabarabran Bunny Bazaar	1,000.00
Coonabarabran Rifle Club	4,000.00
Coonabarabran Driver Reviver	450.00
Binnaway Jockey Club	1,000.00
Baradine School Band	250.00
Coolah Development Group	1,250.00
Coolah Girl Guides	400.00
Coolah Youth Club	2,000.00
Coolah Sports Club	1,500.00
Coolah Radio Station	203.00
Coolah Rescue Squad	1,600.00
Coolah Jazz in the Tops	1,000.00
Coolah Heart Award	2,000.00
Coolah - Hive Alive	1,000.00
Coolah Pre School	2,000.00
Dunedoo Cricket Club	1,500.00
Dunedoo Bush Poetry	500.00
Dunedoo Girls to Grannies	200.00
Dunedoo Lions – Acquisitive Art Prize	800.00
Dunedoo Polo Crosse	300.00
Dunedoo Three Rivers Radio	520.00
Dunedoo TAFE	50.00
Ulamambri Progress Association (Hall renovations)	4,000.00
Mendooran - Piano	1,000.00
Mooranbilla Choir	2,500.00
Neilrex Hall	500.00
Neilrex Tennis Club	700.00
Other Donations	3088.19
Northern Inland Academy of Sport	327.27
Keep Australia Beautiful	427.27
Volunteer Sustenance #No 1 Oval	37.45
TOTAL	\$45,102.27

Legal Proceedings

Summary of Costs Incurred in Relation to legal proceedings – July 2007 to June 2008

There have been no legal proceedings taken by or against the Council during the reporting period.

Competitive Neutrality Pricing

(National Competition Policy) requirements

Council has met its obligations in relation to Competitive Neutrality as outlined in the NSW Government Policy Statements on National Competition Policy.

- ◆ It is confirmed that Council does not have any Category (1) business activities.
- ◆ Council has maintained a complaints handling system for Competitive Neutrality Complaints with a register to record and manage all such complaints.
- ◆ 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.

Baradine Water Supply
Baradine Sewerage Services
Binnaway Water Supply
Coolah Water Supply
Coolah Sewerage Services
Coonabarabran Water Supply
Coonabarabran Sewerage Services
Dunedoo Water Supply
Dunedoo Sewerage Services
Village Water Supplies (Bugaldie/Kenebri/Merrygoen)

Competitive Neutrality Complaints 2007/2008

There were no Competitive Neutrality Complaints received in 2007/2008. Council's Records management system is used to record, register and track complaints.

Equal Employment Opportunity Management Plan

Review of the EEO Management Plan was undertaken, with all relevant policies and procedures scrutinised. Consultative Committee meetings were convened each quarter with the discussion of staff matters including assessments, higher duties for staff and the introduction of new staff policies the main priority.

Child Protection and Community Services Act 1999

All Council staff working in child related employment eg Swimming Pools, Libraries, Connect Five and Day Care have undertaken a 'Working With Children Check'. This is a legislative requirement and helps to ensure, as far as possible, that people who may pose a risk to children are not employed in roles where they have unsupervised contact with children.

External Bodies

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 exercise 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.

The following committees involved representatives from the community, Councillors and Council officers.

Body	Function
Coonabarabran Town Beautification Advisory Committee	Advise Council on town beautification
Warrumbungle Shire Tourism and Economic Development Advisory Committee	Tourism promotion and advise Council on economic development
Medical Services Advisory Committee	To maintain the level and relevance of medical services available in the Shire
Shire Halls Advisory Committee	Management and maintenance of public halls
Warrumbungle Aerodromes Advisory Committee	Advise Council on the needs and practical management of the Shire's Aerodromes
Town Committees – Coolah, Dunedoo, Mendooran/Merrygoen, Binnaway and Baradine	Provide information to Council on community needs

There are three committees which are formed as a requirement of statutory obligations and those committees report to Council but have no formal link to Council. The Councillor representatives on these committees are appointed for the term of the Council.

Body	Function
Traffic Committees	Traffic Management
Bush Fire 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	Police Accountability and Consultation
Central Orana Regional Arts Steering Committee	Central West and Namoi Catchment Management Authorities
Central Ranges Natural Gas Association	Orana Regional Organisation of Councils
Golden Highway Consultative Committee	

Public access to Services of Council

Council has maintained its Home and Community Care Transport Service to the elderly, disabled and geographically and transport disadvantaged residents of the Shire.

Council's Community Care Services also offer the following programs and services:

- Meals on Wheels
- Respite
- Social Support
- Handyman / Lawnmowing services, and
- Information and referrals to other services.

Council has maintained the Community Development Officer (CDO) position addressing issues of concern for youth, residents and business operators.

Council also provides a CentreLink Service for 3 hours per day five days a week.

Family Day Care provides quality care for children 0-12 years of age in a home environment and Connect 5 Children's Service provides assistance to children 0-5 years who are isolated, are at risk of failure or do not attend early childhood. The service assists these children to reach their full potential by providing support to them and their families.

Access & Equity Activities for Residents

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.

In 2005 Warrumbungle Shire Council commenced a process to undertake the development of a Social/Community Plan to both satisfy legislated requirements, and to ensure that:

- Fairness is considered in the distribution of resources
- The community is consulted in decisions that affect their daily lives
- People have fairer access to economic resources and services essential to meeting their daily needs

In February 2008, Council adopted the Warrumbungle Shire Social/Cultural Community Plan 2008. It accords with the guidelines for Social planning.

Council is operating under the objectives arrived at in that plan.

Rates and Charges written off

Set out below are details of Rates and Charges written off during the 2007/2008 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	Water	Sewerage	Total
Pension Rebates	252220.66	72605.73	52672.39	377498.78
Postponed Rates	422.73	242.36	284.54	949.63
Other Write Offs	5755.44	2748.03	3890.73	12394.20
TOTAL	258398.83	75596.12	56847.66	390842.61

Services for People with Diverse Cultural and Linguistic Backgrounds

Whilst Council does not have any single multicultural service in place it still promotes multiculturalism within the many community service operations that Council provides. Council encourages multiculturalism in its Australia Day celebrations; has a good working relationship with and encourages participation by the Aboriginal community in various functions and activities undertaken by Council.

The Community Development Officer provides a community development, advocacy and support role for Aboriginal and Torres Strait Islander people. This position is funded by Department of Community Services.

The 2006 Census revealed that Warrumbungle Shire has 746 people who identified as being of indigenous origin, representing 7.6% of the total population.

About 88% of Warrumbungle Shire's residents were born in Australia compared with 69% in NSW. Since 2001, this proportion has increased by 0.7%. Around 93% of residents were citizens, similar to 86% for NSW.

The Census revealed that the number of people born overseas was 580 (5.9% of the population) with the three main countries of origin being United Kingdom (242), New Zealand (55) and the Netherlands (32).

94.6% of the population stated that the only language spoken at home was English. The main foreign languages spoken were German (by 25 residents), Cantonese (by 20), Dutch (12) and Italian (10).

Council is an active participant in Citizenship ceremonies and encourages Shire residents who do not have Australian Citizenship to make application. Ceremony proceedings are conducted when required and reflect the significance and dignity of the occasion.

State of Environment Report

This year's State of the Environment Report has been prepared in accordance with all formal requirements and uses environmental indicators to assess the main themes of atmosphere, biodiversity, land and water and human settlements.

A regional State of the Environment Report was prepared for the Council's of the Greater Central West Region of NSW including Warrumbungle Shire Council. The report can be accessed via Council's website and either the Coolah or Coonabarabran office.

Statement of Affairs

A copy of Council's current Statement of Affairs can be obtained from the Administration Desk at the Council Chambers. A copy is attached to this report for information.

Financial Statements

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, Spencer Steer of Sydney.

For further details on Council's audited Annual Statements a copy can be viewed at Council's Offices and on Council's website.

Warrumbungle Shire Council

STATEMENT OF AFFAIRS – July 2007

INTRODUCTION

This document has been issued in accordance with the requirements of Section 14 of the New South Wales Freedom of Information Act 1989, No. 5. It forms the Warrumbungle Shire Council Statement of Affairs. The information provided in this Statement of Affairs is intended to increase public awareness and access to documents held by Council. The Statement of Affairs is required to describe the following:

- a description of Council's structure and functions
- a description of the way in which the functions affect members of the public
- a description of any arrangements that exist to enable members of the public to participate in the formulation of policy and the exercise of Council's various functions
- a description of the various kinds of documents which Council holds; and
- how members of the public may access and amend Council documents.

STRUCTURE AND FUNCTIONS

Warrumbungle Shire Council was formed by Proclamation on 25th August 2004 following an amalgamation of the former Coolah and Coonabarabran Shire Councils.

Warrumbungle Shire Council is located in North Western NSW and is the gateway to the Warrumbungle Mountains, Siding Spring Observatory and Coolah Tops.

The Shire has a population of 10,576 and the Council provides services covering an area of 12,380 square kilometres.

Coonabarabran is the administration centre within the Council area, with council chambers also located at Coolah. Services are provided to the districts of Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran.

Structure

Warrumbungle Shire Council is governed by a nine member Council. The elected members comprise the Mayor, Deputy Mayor and seven Councillors. The senior Management team consists of the General Manager and four divisional heads: the Director Technical Services, Director Environmental Services, Director Corporate Services and Community Services Director.

The current elected members (elected March 2005) are:

Mayor

Councillor Peter **Shinton**

"Oxley"

Oxley Highway
COONABARABRAN NSW 2357

Telephone: (02) 68 422 055
Fax: (02) 68 422 169

Deputy Mayor

Councillor Garry Connelly

"Delawong"

COOLAH NSW 2843

Telephone: (02) 68 446 236
Fax: (02) 68 446 288

Councillors

Councillor Murray **Coe**
"Ewendale"
DUNEDOO NSW 2844

Telephone: (02) 63 750 265

Councillor Carol **Dawson**
17 Nandi Street
COONABARABRAN NSW 2357

Telephone: (02) 68 422 002
Fax:

Councillor Robert (Col) **Egan**
4 Castlereagh Avenue
BINNAWAY NSW 2395

Telephone: (02) 68 441 034
Fax: (02) 68 441 654

Councillor Wendy **Hill**
35 Yarrow Street
DUNEDOO NSW 2844

Telephone: (02) 63 751 948

Councillor Ray **Lewis**
Post Office Resident
NEILREX NSW 2831

Telephone: (02) 68 863 517

Councillor Ron **Sullivan**
"Bingo"
COONABARABRAN NSW 2357

Telephone: (02) 68 428 226
Fax: (02) 68 428 226

Councillor Denis **Todd**
"Wheatfields"
BARADINE NSW 2396

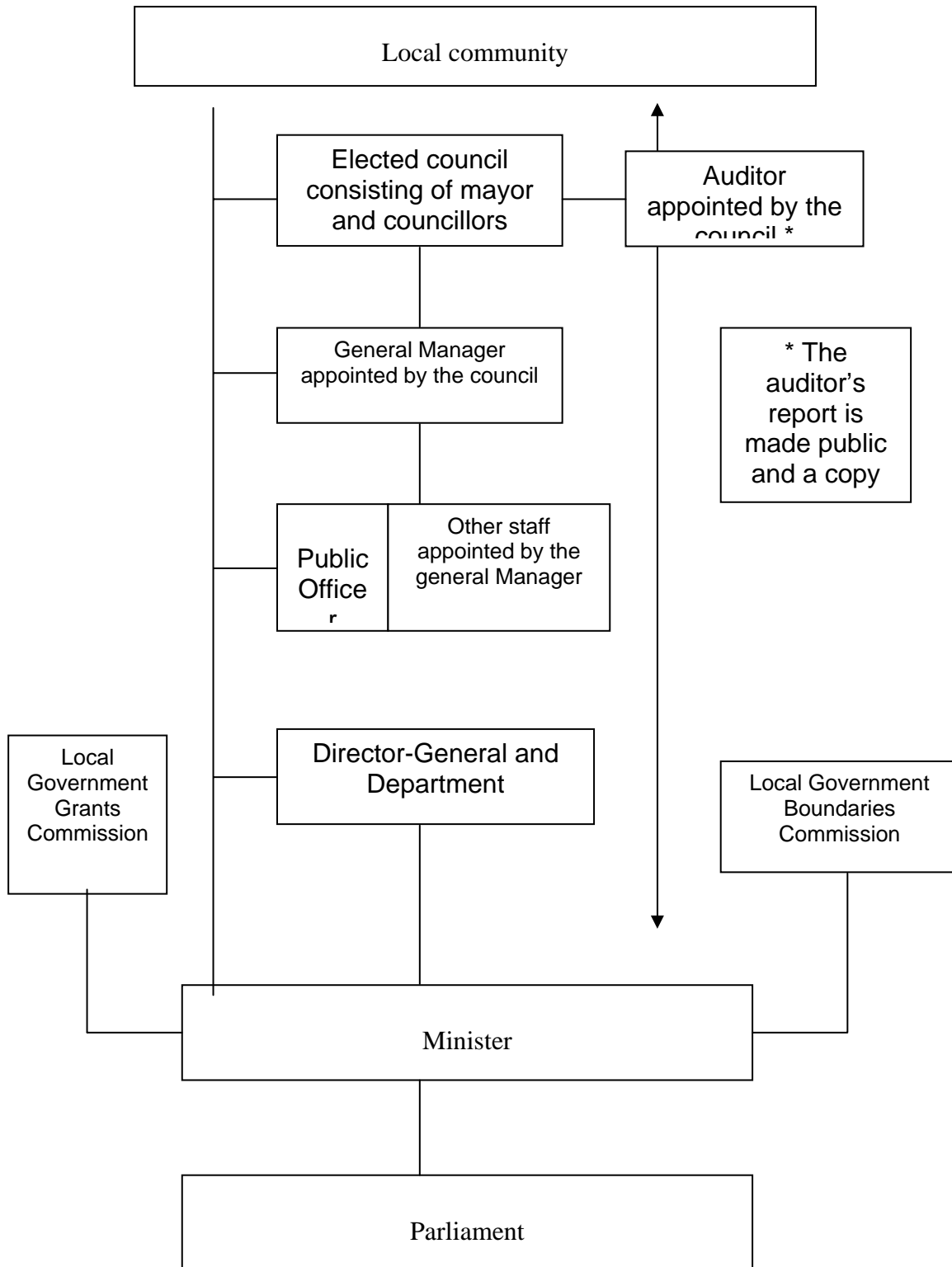
Telephone: (02) 68 431 831
Fax: (02) 68 431 118

Council's current senior staff are:

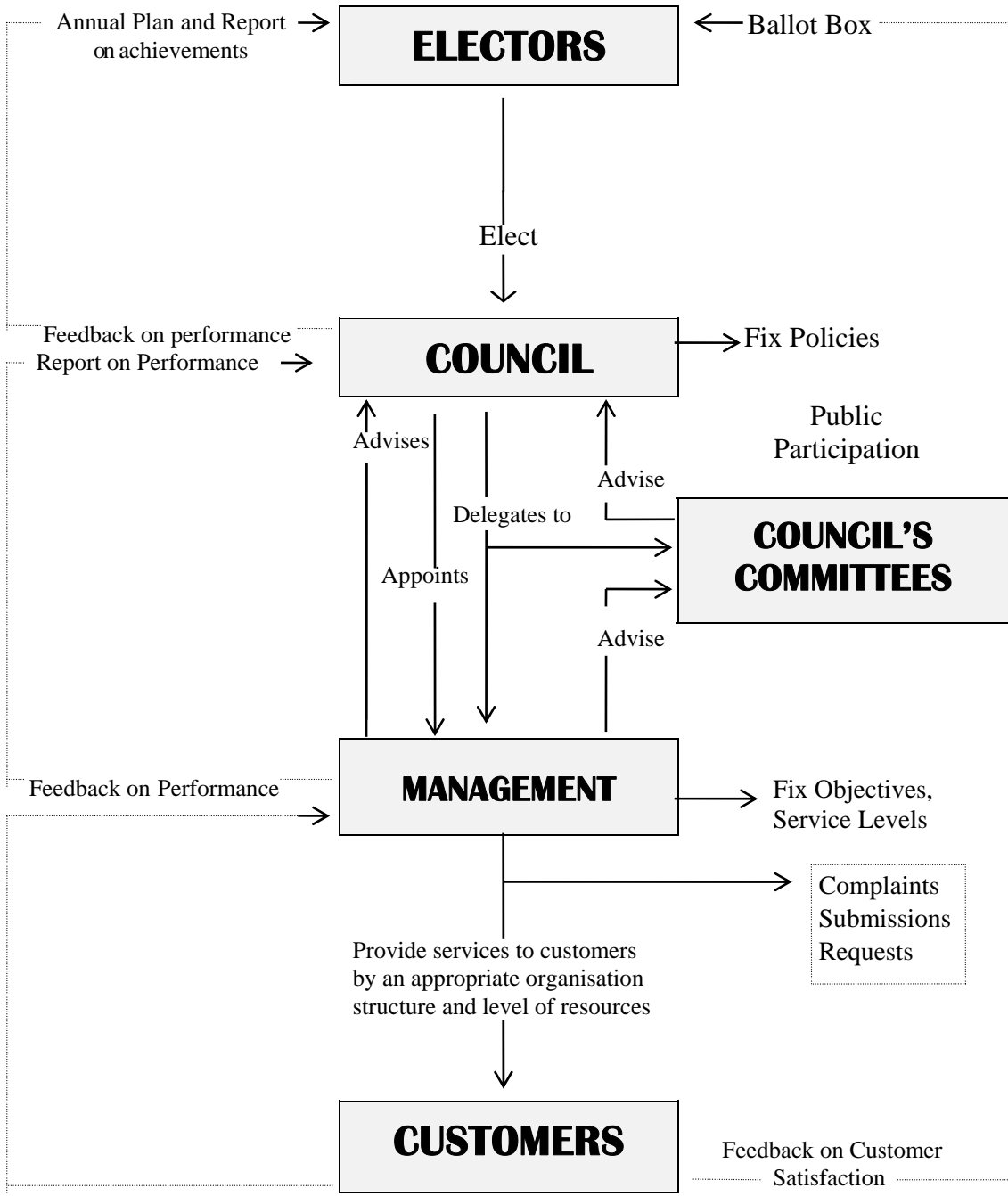
Mr Robert Geraghty
Mrs Elizabeth White
Mr Kevin Tighe
Mr Ron VanKatwyk
Mrs Rebecca Ryan

General Manager
Director of Corporate Services
Director of Technical Services
Director of Environmental Services
Director of Community Services

The system of Local Government



How your Council works



What this Chart Indicates:

This chart shows you as both an elector and as a customer of Council. It demonstrates the teamwork between Council and management who provide advice for policy development and then implement the policies and objectives decided by the Council. Channels for feedback and responses appear in dotted outlined.

LIST OF PRINCIPAL ACTIVITIES

PROGRAMME

PRINCIPAL ACTIVITIES

1 EXECUTIVE

Council
General Manager
Human Resources Services
Economic Development and Tourism

2 TECHNICAL SERVICES

Design Projects
Road Operations
Urban Services
Fleet Services
Road Contracts
Warrumbungle Waste
Water & Sewerage Services

3 ENVIRONMENTAL SERVICES

Environmental Management
Health Services
Regulatory Services
Building Services

4 CORPORATE SERVICES

Corporate Services Management
Financial Services
Administration Services
IT Support
Supply Services
Bush Fire

5 COMMUNITY SERVICES

Community Care
Emergency Services
Social Services
Family Day Care
Connect Five
Libraries
Information Services

Major Functions

Warrumbungle Shire Council is responsible for the management of the following principal activities and services provided by Council:

a) **Executive Services**

The General Manager is responsible for the day to day care, control and management of all functions of the Organisation, and the outcomes achieved by the divisions, plus:

- Governance
- Corporate Affairs
- Corporation Image and Government Relations
- Management and Leadership
- Marketing
- Community Consultation
- Public Relations
- Legal Services
- Organisation Structure and Development
- Policies, Codes and Delegations
- Public Relations (Annual Report, ceremonies/functions, advertising, promotions)

- **Human Resources Services**
 - Human Resource Management
 - O H & S Risk Management
 - Staff Recruitment Services
 - Performance Management
 - Salary System Management

- **Economic Development and Tourism**
 - Tourism and Information Services
 - Economic Development, Tourism and Information

b) **Technical Services**

Public Works/Infrastructure

- **Technical Services Management**
 - Management Control and Support
- **Design Projects**
 - Design Projects Management
 - Survey Investigation and Design services
 - Traffic Management
 - Regional and State Roads
 - Local Roads
 - Town Streets
 - Asset Management
 - Street Lighting
 - Quarries

- **Road Operations**
 - Road Operations Management
 - Construction of drainage, roads and bridges
 - Maintenance of roads and bridges
 - Private Works

Construction and maintenance of footpaths

- **Urban Services**
 - Parks and Gardens Construction and Maintenance
 - Street Cleaning
 - Public Toilet maintenance
- **Waste Management**
 - Waste Management
- **Fleet Services**
 - Fleet Services Management
 - Plant and Equipment
 - Depot Management
- **Road Contracts**
 - RTA Single Invitation Contract Management
 - RTA Works
 - Gravel Pits
 - Road and Bridge Contract Documentation
- **Water & Sewerage Services**
 - Water and sewerage strategic planning
 - Water and sewerage operations

c) **Environmental Services**

- Environmental Management
- Health Services
- Regulatory Services
 - Dog Control
 - Stock Impounding
 - Enforcement Services
 - Stock and Dog/Cat Pounds
- Building Services

d) **Corporate Services**

- **Corporate Services Management**
 - Organisation Development
 - Council Offices
 - Property Management
 - Council Chambers
 - Caravan Park
 - Medical Centre
 - Other land and Buildings
 - Risk Management - Insurances
 - IT Strategic Management Services

Programmes:

- **Financial Services**
 - Management
 - Systems, standards and controls
 - Statutory Accounting
 - Cash Management
 - Rating

Debtor Management
Creditor Management
Payroll Management

- **Administration Services**
 - Management
 - Secretarial
 - Secretariat
 - Records Management
 - Corporate Services to the community
 - Switchboard/Reception
 - Council's Business Papers and Minutes
 - Statutory requirement
 - Annual Reports
 - Management Reports
- **I T Support Services**
 - Management
 - Support Services
- **Supply Services**
 - Supply Services
 - Stores Operation – warehousing and inventory services
- **Bushfire & Emergency Services**
 - Bushfire Services
 - Fire Control/Suppression
 - Vehicle Equipment
 - Emergency Services

d) **Community Services**

- Community Care
- Information Services
- Emergency Services
- Social Services
- Family Day Care
- Connect Five
- Libraries

EFFECT OF FUNCTIONS ON THE PUBLIC

Most of Council's functions have a direct impact on members of the public. This impact is summarised below:

- ◇ Council currently employs in excess of 200 people. Our employees are members of the local communities and support local businesses.
- ◇ Council processes a large number of applications dealing with a variety of requests. Applications dealing with land (subdivision and development) and the use of buildings are a large component of Council's activities. Council also receives requests for the opening and/or closure of roads, permission to hold special events and applications to use public facilities.
- ◇ Council is responsible for the monitoring and enforcement of any conditions imposed under its role as a Consent Authority together with enforcement of regulatory

conditions which extend to Bush Fire control, animal control and any activities involving public property.

- ◇ Council is responsible for ensuring that the infrastructure and land use zonings are capable of accommodating future growth needs.
- ◇ Council is also responsible for the licensing of public halls, food outlets, caravan parks and companion animals. Monitoring of the approvals to ensure compliance with the licence conditions is an ongoing activity.
- ◇ Libraries, public halls, parks, cemeteries, reserves and swimming pools are some of a wide range of facilities provided by Council.
- ◇ Council is involved in the development of land and is currently undertaking development of land for industrial use.
- ◇ Council is actively seeking to promote economic development with the employment of staff in this area and is actively involved with tourism through the Visitor Information Centre and tourism committee.
- ◇ The provision of waste management, water supply and sewerage services is a major component of Council's budget and these activities have a direct impact on all properties serviced by the various schemes. This year waste management has been extended to the southern end of the Shire.
- ◇ Council provides a range of welfare facilities including Family Day Care Services, Connect 5 Children's Services, Meals on Wheels, Neighbour Aid and Home and Community Care.(HACC). Family Day Care co-ordinates a scheme for the Shires of Warrumbungle and Gilgandra and attends to Childcare needs and carer performance, training and support. Connect 5 Children's Services provides a service for 0-5 yrs children who are unable to access other children's services over the five areas of Coonamble, Coolah, Coonabarabran, Gilgandra and Narromine. HACC co-ordinates, promotes and provides an affordable community transport programme and through the Coolah program provides respite care and a handy person service.
- ◇ Council's Community Development Officer and Community Agency Officer provide information, referral and assistance to the community through distribution of information and service provision to encourage self help and diversification for the community to improve and promote social development initiatives established by Council and the community.
- ◇ Warrumbungle Shire Council has developed a close working relationship with the two State Members represented within our Shire (Mr George Souris and Mr Ian Slack-Smith) and with the Federal Member for Gwydir, Mr John Anderson. This working relationship has assisted Council in representations on behalf of the community to both State and Federal Governments with some positive outcomes for the Shire flowing from those representations.

Public Participation in Council's Policy Development

Monthly meetings of Council are advertised and attendance by members of the public is encouraged. An open forum time is provided at the commencement of each monthly meeting 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.

The Council considers matters referred to it by and through the General Manager from division heads, other organisations (public and private) and constituents of the area. Input from community members in any area of Council's operations is invited and welcomed. Copies of the draft Management Plan incorporating budget proposals for the ensuing year are placed in each of the libraries for community input and copies are forwarded by mail to community bodies (eg. progress associations) in outlying areas for public comment and seeking further community consultation. A variety of community groups are also contacted with a request that they make submissions on behalf of their community/group for consideration by Council during the budget preparation period.

The following committees have community representation and act as advisory bodies to Council:

- ◇ Coonabarabran Town Beautification Advisory Committee
- ◇ Warrumbungle Shire Tourism Advisory Committee
- ◇ Warrumbungle Shire Economic Development Advisory Committee
- ◇ Shire Halls Advisory Committee
- ◇ Medical Services Advisory Committee
- ◇ Warrumbungle Aerodromes Advisory Committee
- ◇ Warrumbungle Shire Council Social Services Advisory Committee
- ◇ Urban Creeks Steering Committee
- ◇ Coolah Town Committee
- ◇ Dunedoo Town Committee
- ◇ Mendooran/Merrygoen Town Committee
- ◇ Binnaway Town Committee
- ◇ Baradine Town Committee
- ◇ Multi Service Outlet Committee

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 Council Chambers with meetings held annually at Goolhi.

Any change of venue and time is advertised in the local papers and contact made with local community groups advising of the forthcoming meeting in their area.

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.

Town Committee meetings are held at Baradine, Binnaway, Dunedoo, Mendooran and Coolah to enable easier access by those community members to bring relevant issues before Council through their progress associations or development groups.

Any community member or group wishing to address Council at a meeting is asked to contact the General Manager or Administration Manager to make arrangements for such a deputation.

Items of correspondence can be delivered to the Council Chambers in John Street Coonabarabran or Council Chambers, Coolah or addressed to Council's Administration Centre - The General Manager, Warrumbungle Shire Council, P O Box 191, Coonabarabran 2357.

DOCUMENTS HELD BY COUNCIL

The purpose of this section is to describe the various kinds of documents that are held by Council. These documents have been categorised as follows:

Policy Documents

These documents are detailed in the attached copy of the June 2007 Summary of Affairs.

Registers

To satisfy statutory requirements, a large number of registers are kept by Council and examples of these are:

- Development Applications
- Disclosures Register
- Land Register
- Register of Investments
- Cemetery
- Legal Documents
- Section 94 Register

Hard copy files

Council processes incoming and outgoing mail through an electronic Document Management System (Bluepoint). Copies of relevant incoming/outgoing correspondence are now kept electronically with hard copies retained in correspondence folders, which are archived and dealt with under the provisions of the Local Government Records General Disposal Authority (GDA10).

Hard copy files have continued to be maintained for all matters relating to properties, plant and equipment, personnel, roads, financial and some general business of Council.

Computerised Data

Computer records are maintained for many of Council's activities and access by individual members of staff and the public is restricted due to the confidential or private nature of some of the information. The major systems are

- Accounting
- Correspondence / Work Requests
- Council Business / Resolutions
- Creditors
- Dogs / Companion Animals
- Debtors
- Payroll
- Property

Rating
Miscellaneous - Word Processing, computerised diary etc.

Staff access in some of these areas is restricted, enabling staff to deal only with enquiries in the areas directly involved with their duties.

Legal Documents

Council retains a variety of legal documents within the strong room. Examples are:

- Certificates of Title (property owned by Council)
- Contracts
- Agreements
- Deeds
- Loan documents
- Lease Agreements
- Funding Agreements

Accounting Records

Detailed accounting records are maintained for a minimum of seven (7) years and are destroyed (subject to requirements of the General Disposal Schedule) after approval has been received from Council's Auditor. The types of documents in this category are:

- Bank statements/reconciliations
- Debtor notices
- General Ledger records/reports
- Payroll records
- Receipts for payments to Council's cashiers
- Staff time sheets
- Vouchers for accounts paid by Council

Rating Records

Records relating to property ownership, valuation, property descriptions and land transfers are maintained in the Council offices and also stored in archive boxes at the Depot. Information from these records is occasionally sought from members of the public. Examples of some records maintained are:

- Notices of Transfer
- Rate levy calculations
- Valuations issued by the Valuer General's Office

Plans

Council holds a number of plans amongst its records and examples are:

- Deposited plans for property subdivisions
- Development Control Plans
- Parish Portions
- Easement
- Sewer lines
- Water lines

Reports

Council staff continuously prepare reports and examples of these are:

- Business Papers for Council meetings
- Minutes recording Resolutions from Council meetings
- Minutes of Committee meetings

Financial Statements
Annual reports
Community Service and Business Service Directories
State of the Environment Report
Developer Contributions Plan
Sewage Management System Installation Local Policy
Plan of Management - Community Land
Management Plans (incorporating budget)

OTHER RECORDS KEPT BY COUNCIL

Other records of Council are also available to the public for inspection on request. If access to any record is refused, application for their release can be applied for under the Freedom of Information (F.O.I.) Act as explained below.

Copies of Council's Policy Documents and many other documents of Council are available from Council's Public Officer, Mr Robert Geraghty, by arrangement, during office hours. Some of these copies are free while others are reproduced for a small fee.

Privacy Management Plan

Council's endorsed Privacy Management Plan under the terms of the Privacy and Personal Information Protection Act 1998 ("PPIPA") provides for the protection of personal information and for the protection of the privacy of individuals.

Local Government councils are required to collect personal information but must ensure the privacy rights of individuals is not infringed. Council is bound by the terms of this Act and has established procedures to ensure that the provision of information sought from Council meets the requirements of the Act.

APPLICATIONS FOR ACCESS TO COUNCIL'S RECORDS UNDER THE FREEDOM OF INFORMATION (F.O.I.) ACT

If you ask for records or documents and you are not able to obtain them, you can apply for them, under the F.O.I. Act by:

1. Completing an F.O.I. application form. These forms are available at Council's offices or you may apply in writing, supplying all the details required under the F.O.I. Act.
2. Present the form or letter, the appropriate fee and where necessary, identification to either of the Council's offices. Details of procedures, fees and reductions in certain cases can be obtained from Council's office.

Access Arrangements

In most instances, access will be provided to documents that are available to members of the public without the need to apply in writing, under the Freedom of Information Act. Access can be obtained by contacting enquiry staff from the relevant division at either Council Chambers.

Enquiries relating to matters of a confidential nature, court proceedings, private affairs or of a legal professional privilege, will be referred to the Public Officer. It may then be necessary to lodge an application under the Freedom of Information Act and the necessary forms will be provided to you.

It should be noted however that 'personal information' relating to individuals may be protected under the Privacy and Personal Information Protection Act, 1998 and may not be able to be made available without the consent of the person concerned.

An initial application fee of \$34.00 is required and dependent on processing time involved, extra charges may also be payable (Internal review \$46.00 and Processing Fee \$35.00). If the application is refused, reasons will be given and the appropriate form to appeal the decision forwarded to you.

Enquiries should be directed to:

The General Manager
Warrumbungle Shire Council
20-22 John Street
COONABARABRAN NSW 2357

Postal Address: P O Box 191
COONABARABRAN NSW 2357

Telephone: 02 68 49 2000

Facsimile: 02 68 42 1337

Office hours for public access: 9.00 am to 4.00 pm Monday to Friday
(Excluding public holidays)

Work Hours: 8.15 am to 4.30 pm Monday to Friday
(Excluding public holidays)

CONDITION OF PUBLIC WORKS

Reports as follows:

\$'000

ASSET CLASS	Asset Category	Cost	Valuation	Accumulated Depreciation & Impairment	Carrying Amount (WDV)	Asset Condition ^A	Estimated cost to bring up to a satisfactory condition standard ⁽¹⁾	Required ⁽²⁾ Annual M'nice	Current ⁽²⁾ Annual M'nice
		««««« per Note 9 »»»»»				««««« per Section 428(2d) »»»»»			
Buildings	Council Offices		3,798	2,431	1,367	2	275	175	175
	Council Works Depot		4,173	1,998	2,175	2	60	118	151
	Council Halls		9,507	5,691	3,816	2	150	28	127
	Council Houses		2,819	498	2,321	2	25	5	79
	Medical Centres		2,548	1,194	1,354	2	30	28	37
	Recreation & Culture		8,477	4,302	4,175	2	1,250	118	926
	Childcare Centre(s)		1,868	1,010	658	2		6	6
	Emergency Services		1,715	540	1,175	2	65	49	65
	Amenities/Toilets		1,305	536	769	2	15	90	129
	Other (specify)		1,909	813	1,096	2			
	sub total	-	37,919	19,013	18,906		1,870	617	1,695
Public Roads	Sealed Roads	271,199		120,443	150,756	2 to 3	2,500	853	562
	Unsealed Roads	26,134		8,642	17,492	2 to 3	7,750	1,201	3,766
	Sealed Roads Structure				-				
	Bridges	19,557		2,416	17,141	2 to 3	1,000	171	2,129
	Footpaths	1,682		132	1,550	3 to 4	400	25	104
	Cycle ways	267		27	240	2 to 3			
	Kerb and Gutter	516		40	476	2 to 3	100	47	122
	Road Furniture	244		15	229	2 to 3	25	5	16
	Other (specify)	-		-	-	-	-	-	-
		sub total	319,599	-	131,715	187,884		11,775	2,302

