



Annual Report

2010 / 2011



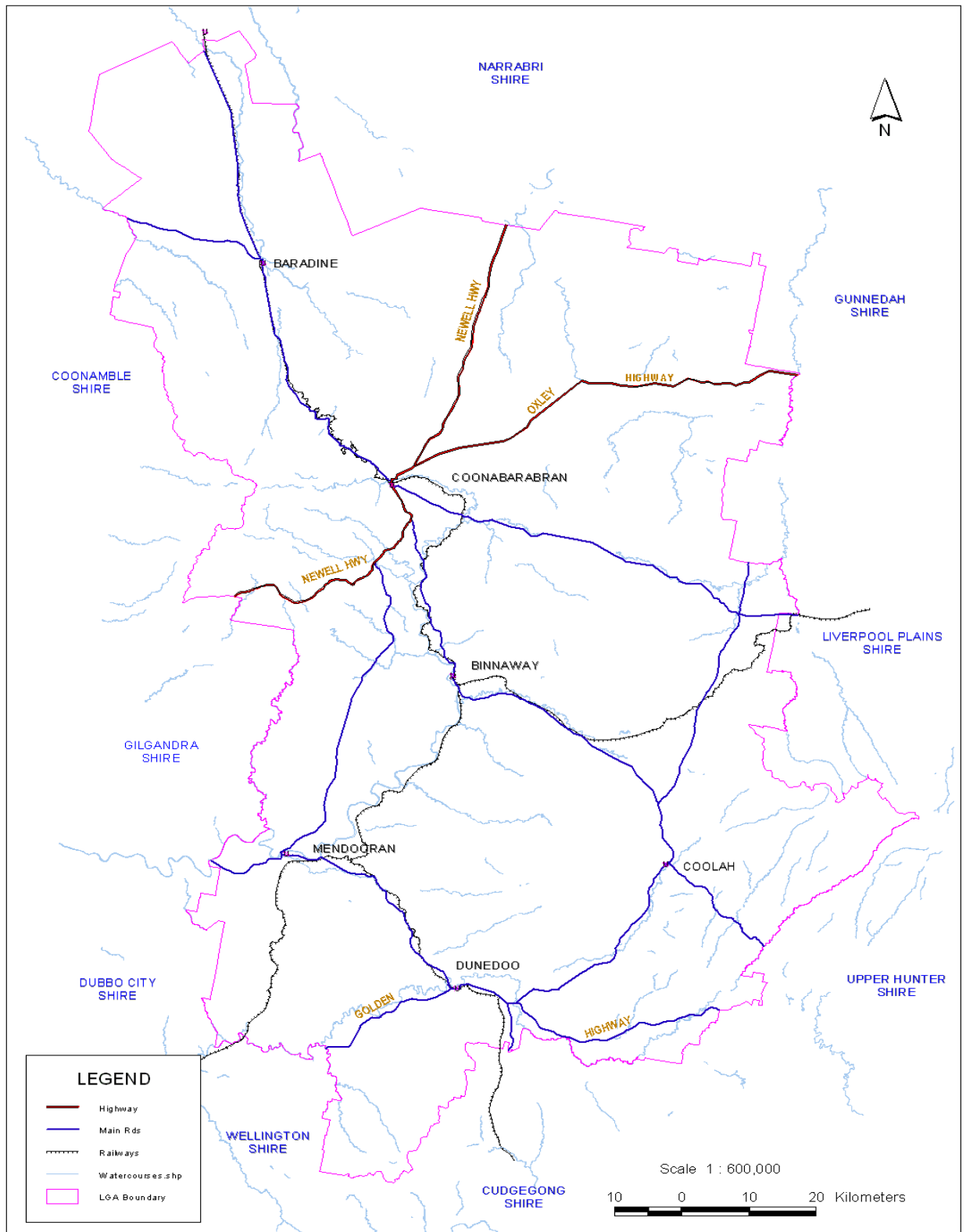
Annual Report

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Map of Shire



Message from the Mayor

The 2010-2011 year has seen some radical changes in the Shire. After taking no action on the organization review report undertaken in 2009 for well over twelve months Council decided to enact its major recommendations. The contract with the incumbent General Manager Bob Geraghty was terminated after 25 years of service to the Coonabarabran and Warrumbungle community in December 2010 and the new General Manager Steve Loane commenced his employment with the Shire in May 2011.

Early in the reporting period a number of Regional and Local Community Infrastructure Programme (RLCIP) funded projects were opened including the new Volunteer Rescue Association Headquarters, the Town Hall refurbishment, solar heating at the swimming pool, new amenities at No.2 oval and improvements to the Youth Club all in Coonabarabran, completion of the new bore in Baradine and upgrades to the main street and in Milling Park at Dunedoo.

During the year Council reclassified crown land in Mendooran to construct sporting fields in that town and in Coonabarabran an unused sports field was converted to operational land in the Industrial Estate. The Council also undertook to combine the various water funds into one fund and the four sewerage funds into one fund to satisfy the requirements of “Best Practice”.

Two periods of heavy rainfall and flooding occurred during September and December and were both declared Natural Disasters. Damage to roads, bridges, culverts and other infrastructure saw Council submit a claim for over \$3 million to the RTA.

During the year the Australian Political Exchange Council brought five delegates from the New Zealand Parliament to meet with the Mayor and General Manager and to gain a better understanding of how our Local Government sector operates.

Later in the year the Council resolved to allow the Mayor to pursue a sister-city style relationship between the City of Ibara in Japan and Warrumbungle Shire Council. The common links between the two areas include that we are both recently amalgamated, both have astronomical observatories and both have lighting restrictions to preserve the dark skies.

Council is also pursuing an agreement with Warren, Gilgandra, Coonamble and Narromine Councils to share the services and costs of an internal auditor and has contracted the services of the Centre for Local Government to help with the Community Consultation phase and the

implementation of the Integrated Planning and Reporting (IP & R) Framework. The IP & R Framework must be introduced by July 1, 2012.

Regional Development Australia funding for large scale infrastructure projects has lead to a consortium being formed between the Australian National University and the Council to upgrade the facilities and the Exploratory Tourist Centre at Siding Spring.

Council has also completed the plans for the new Council Chambers and offices and construction should begin in 2012.

During the year the Council hosted the C-Division of the Shires Association Annual meeting in Coonabarabran and both presidents of the Associations, Keith Rhodes and Bruce Miller attended.

The Coonabarabran Town Hall was also the venue for a Rotary Convention where 500 guests spent the weekend in the town, and in Coolah a wind energy forum attracted 140 participants for the day.

The Council has begun a study to create a “mobility access plan” for all of the major towns in our Shire and has sown the seeds to gauge the interest in changing the name “Warrumbungle Shire” to “Warrumbungle Regional Council”.

Also during the year the company CNC Project Management informed Council of a gas pipeline to be constructed between Narrabri and Wellington. This pipeline was to cross a section of the Liverpool Plains near Mullaley and has lead to protests and objections by local farmers. The Council feels that a pipeline running parallel to the Newell Highway would be a better route and could enable gas offtakes into the Coonabarabran Industrial area and township. At this stage no planning approvals have been given by the State Government.

Later in the year the Goanna Tracks Motocross and Enduro complex near Bugaldie ran its first competition event. This complex will be a great addition to the many attractions in the Shire.

I would like to thank the General Manager, Directors, Staff and Councillors for their support during the past twelve months.

Peter Shinton
Mayor

General Manager's Message

It gives me great pleasure to present my first annual report since assuming the role as General Manager. This report covers the period from 1 July 2010 to 30 June 2011.

Firstly I wish to extend a warm thankyou to you – the residents of our wonderful Warrumbungle Shire for making a special effort to welcome Lisa and I to the district. I have spent time in each of the villages and surrounding districts and have appreciated the opportunity to become acquainted with the unique features that characterise each locality.

After some months of disjointed leadership, I commenced the role of General Manger on 2nd May 2011. The position had been unfilled for a number of months during which time Directors Kevin Tighe and Rebecca Ryan served admirably in an acting capacity whilst maintaining their own responsibilities in their respective directorates.

In 2010 the Department of Local Government conducted an intensive review of WSC operations and presented findings accompanied by 43 recommendations for improvement and compliance to regulations. These recommendations are a blueprint for the future of the Shire.

During the period 2010-2011, Council utilised the services of Mr John McHugh as acting Director of Corporate Services. John, an experienced Local Government finance practitioner and was contracted for six months in an attempt to address accumulated discrepancies in the presentation of the financial statements.

Open discussions and meetings with staff – indoor and outdoor from each of the Council offices and depots have contributed to my understanding of the challenges that face our Council and our community. I extend my thanks to our Staff, Supervisors, Managers and Directors for engaging in this process in a spirit of openness and with goodwill.

Council has demonstrated a commitment to regional cooperation and this past year has been no exception.

Council's participation in the Orana Organisation of Councils (OROC) continues to be a valuable opportunity to work with the other ten western councils.

Our close relationship with Regional Development Australia (RDA) has also been productive over the past year. Our attendance at these forums enable us to gain direct access to politicians and senior bureaucrats, giving us the opportunity to represent our district and our issues at state and federal government levels.

We have maintained ongoing operational arrangements with NSW Rural Fire Service (NSW RFS) over the course of the last year. Our relationship with the NSW RFS is continually reinforced by our participation in Zone Liaison Committee meetings.

We are fortunate to have a community committed to volunteering across a number of areas. I have enjoyed meeting and hearing from our volunteers, without whom we could not provide the level of service our community enjoys. The provision of community care and children's services are worthy of special note and I am sure that everyone would join with me in recognising the valuable service that our volunteers provide to both our young and elderly residents.

One of Council's major challenges is compliance with the new requirements relating to Integrated Planning and Reporting. Council was late to commence this process which needs to be completed by 30 June 2011.

Recruitment to fill vacant positions is also well underway which will auger well toward Council fulfilling its statutory requirements.

I look forward to continuing to work with the staff and community in the coming year and reaffirm my commitment to continuous improvement.

Steve Loane
General Manager

Shire Profile

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 midway between Brisbane and Melbourne. A number of highways and main roads traverse the shire providing links with surrounding regional centres.

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

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

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

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

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

How We Operate

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, Town Planning, 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 2010/2011.

Councillors 2010-2011

Council has nine (9) councillors with the Mayor elected annually by his or her peers. Local Government elections were held in September 2008. The current Councillors are listed below:

**Councillor Peter Shinton
(Mayor)**

Phone: (02) 6842 2055

**Councillor Murray Coe
(Deputy Mayor)**

Phone: (02) 6375 0265

Cr Kerry Campbell

Phone: (02) 6843 1145

Councillor Tilak Dissanayake

Phone: (02) 6377 1002

Councillor Ray Lewis

Phone: (02) 6886 3517

Councillor Mark Powell

Phone: (02) 6377 1676

Councillor Victor Schmidt

Phone: (02) 6842 1500

Councillor Ron Sullivan

Phone: (02) 6842 8226

Councillor Denis Todd

Phone: (02) 6843 1831

Senior Management Team

General Manager

Steve Loane

Acting Director Corporate Services

John McHugh

Acting Director Environmental Services

Tony Meppem

Director Technical Services

Kevin Tighe

Director Community Services

Rebecca Ryan

Auditors

Forsyths

Chartered Accountants

Armidale

Solicitors

Clarke & Cunningham

Coonabarabran

Councillors



Cr Peter Shinton
Mayor



Cr Murray Coe
Deputy Mayor



Cr Kerry Campbell



Cr Tilak Dissanayake



Cr Ray Lewis



Cr Mark Powell



Cr Victor Schmidt



Cr Ron Sullivan



Cr Denis Todd

Senior Management



Steve Loane
General Manager



Kevin Tighe
Director Technical Services



Rebecca Ryan
Director Community Services



John McHugh
Director Corporate Services (Acting)



Tony Meppem
Director Environmental Services (Acting)

Public Meetings

Ordinary meetings of Council are usually held on the third Thursday of each month commencing at 11.00 am. Monthly Council meetings are held at either Coonabarabran or Coolah (on an alternating basis). Monthly meetings of Council are advertised and attendance by members of the public is encouraged.

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

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

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

Committees of Council

External Committees

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

Castlereagh Macquarie County Council Crs Shinton and Coe	Macquarie Regional Library Crs Powell and Campbell	Traffic Advisory Committee Cr Lewis, 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 Dissanayake and emergency personnel	The North West Weight of Loads Group Cr Todd, Council staff, group transport and farming representatives from area
Central Ranges Natural Gas Association Mayor and General Manager represent Council	Catchment Management Authorities Councillor Sullivan and Senior staff represent Council	Orana Regional Organisation of Councils Mayor and General Manager represent Council

Police Accountability and Consultation Committee Mayor and General Manager represent council	Orana Arts Incorporated Director of Community Services	Warrumbungle Shire Liquor Accord Cr Schmidt
Inland Rail Committee Cr Todd		Wind Energy Precinct Advisory Committee Crs Shinton and Powell

Internal Committees

Plant Advisory Committee Crs Sullivan, Lewis, Powell and Coe and staff representatives	Occupational Health & Safety Advisory Committee Cr Schmidt and staff representatives	Consultative Advisory Committee Cr Schmidt and staff representatives
General Manager's Review Committee All Councillors	Finance and Works Committee All Councillors	EEO Advisory Committee Cr Sullivan and staff representatives

Community Committees

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

Warrumbungle Aerodromes Advisory Committee Crs Powell and Campbell, Council staff and community members	Baradine Floodplain Management Advisory Committee Crs Todd, Campbell Council staff and community members	Warrumbungle Shire Tourism and Economic Development Advisory Committee Crs Schmidt and Campbell, Council staff and community members
Medical Services Advisory Committee Crs Dissanayake and Todd, Council staff and community members	Warrumbungle Shire Council Yuluwirri Kids Advisory Committee Director of Community Services	Warrumbungle Shire Council Social Services Advisory Committee Councillor Campbell
	Roads Review Committee All councillors	

Contacting Council

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

Council can be contacted by telephone on 6849 2000 (Coonabarabran office) or 6378 5000 (Coolah Office) or from calls within the Shire on 1300 795 099. Council can also be contacted by facsimile on 6842 1337. Correspondence is to be directed to Council at P O Box 191, Coonabarabran NSW 2357 or you can email us at info@warrumbungle.nsw.gov.au

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

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

Media

Council news and information is regularly reported in the local media and council notices are published in the Coonabarabran Times, Coolah District Diary, Dunedoo District Diary and Mendooran, Merrygoen and Neilrex Lions Pride.

Financial Statements

LGA s.428(2)(a)

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

Rates and Charges written off

(Reg cl. 132)

Set out below are details of Rates and Charges written off during the 2010/2011 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/DWaste	Water	Sewerage	Interest/Legal	Total
Pensioner Rebates	271,798.57	75,066.54	5,3250.62		400,115.73
Postponed Rates	984.03	726.40	966.29	537.36	3,214.08
Other Write Offs	18,723.21	11,548.70	5,251.13	9,385.23	44,908.27
Totals	291,505.81	87,341.64	59,468.04	9,922.59	448,238.08

Performance in Review 2010/2011

LGA s.428(2)(b)

In accordance with the provisions of the Local Government Act, 1993, reports have been submitted to Council on a quarterly basis as to the extent to which the performance targets set by the 2010/2011 Management Plan have been achieved during the year.

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

PROGRAMME	PRINCIPAL ACTIVITIES
1 EXECUTIVE	Council General Manager Human Resources Services Economic Development and Tourism
2 TECHNICAL SERVICES	Technical Services Management Asset and Design Projects Road Operations Urban Services Fleet Services Road Contracts Warrumbungle Waste Water & Sewerage Services
3 ENVIRONMENTAL SERVICES	Environmental Management Planning Services Environmental Health Building Control Regulatory Services
4 CORPORATE SERVICES	Corporate Services Management Financial Services Administration Services IT Support Supply Services Bush Fire
5 COMMUNITY SERVICES	Community Services Management Community Care Emergency Services Social Services Family Day Care Connect Five Yuluwirri Kids Libraries Road Safety Aerodromes Ovals Sport and Recreation Community Development

Executive Services

Coal Seam Gas

The Mayor and General Manager have attended a number of meetings with Eastern Star Gas, the proponents of the proposed Coal Seam Gas pipeline project in our Shire to ensure that the views and the interests of the Council are represented.

Wind Farming

A meeting has been held with the proponents of the Liverpool Wind farm project in an effort to ensure that the communication lines for the community are kept open.

Annual Shires Conference

Council was represented at this Conference by the Mayor, Cr Campbell, Cr Todd and the General Manager. Our attendance gave us the opportunity to hear from the newly elected State Government Ministers and gave us a valuable insight into the policy changes and new funding opportunities that will affect Local Government in NSW.

Community Events

Successful Australia Day functions were held in the six towns across the Shire. Two (2) Ambassadors were appointed this year to represent both the Northern and Southern parts of our Shire. This is a unique approach, given the size of our shire, ensures that an ambassador attends each town celebration. This year the Ambassadors were Ms Benita Collins and Ms Cheryl Koenig.

Our community recognised NAIDOC week this year with a flag raising ceremony and a variety of activities at the showground. A large crowd was in attendance and Council was well represented.

The Dunedoo Lions Club held another very successful “Art Unlimited” exhibition for hanging art, photography and ceramics with many talented artists providing works in the competition. This annual event is becoming very popular and all organisers are to be congratulated.

The Pandora Gallery in Coolah continues to hold regular art exhibitions and is a venue well worth visiting.

Baradine once again has held a successful Campdraft with entries from a very wide area. The campdraft is successful because of the support given from the community and sponsors.

A very successful Rotary District 9650 Conference was held in March in Coonabarabran and this event attracted more than 600 people from across the Rotary District. Council was very pleased to be able to provide the Coonabarabran Town Hall as part of our commitment to assist community organisations.

Coonabarabran also hosted an International Women's Day 2011 event. This event was held in the Coonabarabran Town Hall and included women from all walks of life and all parts of the Shire.

Attendance at Conferences

Council staff and Councillors have attended conferences and appropriate training over the past year to keep abreast of issues that affect our operations and our community. The General Manager is currently a member of the Australian Livestock Markets Association and attends conferences representing the Warrumbungle Shire Council.

Extensive use of all media, electronic and print

Council provides regular information to the community by way of a permanent half page section in the Coonabarabran Times. This is a new initiative implemented since the arrival of the new General Manager. Regular ABC Radio interviews are also undertaken with the Mayor and General Manager providing information on the ordinary monthly Council meetings.

Meet with town groups and focus bodies

Council holds bi annual Town Committee meetings in each of the six towns with each meeting being attended by Councillors and Senior Staff.

Occupational Health and Safety

The General Manager has a strong commitment to and understanding of workplace safety and consequently we are developing and refining a robust Occupational Health and Safety Plan. We will also continue to develop and implement Risk Management Policy and procedures. Staff have continued to attend appropriate training to ensure that workplace risks are mitigated and that our practices are legislatively compliant.

Swimming Pools

Council continues to operate six public swimming pools throughout the shire. During this past year Council has started the planning process to modify the aging Coonabarabran pool with a more modern 25m facility with better water treatment capabilities and a dedicated children's play pool. Council's focus in designing the new pool will be to provide better access for an aging population through specially designed ramps and providing a facility that is best able to cater to the diverse user groups who frequent the facility regularly.

Local Environmental Plan

Council has continued to progress the new Local Environmental Plan by engaging planning consultants GHD P/L. In addition, the Draft Land Use Strategy has been adopted by Council and is currently awaiting Department of Planning and Infrastructure approval be placed on exhibition for public comment and we anticipate that this will occur before the end of 2011 calendar year. Council has also been successful in obtaining funding from the Department of Planning and Infrastructure to provide additional resources to ensure that the Local Environmental Plan that controls land use within the shire is expedited.

Tourism and Economic Development Objective:-

Warrumbungle Shire is a region of communities that aim to work together in the promotion of the positive values of rural and regional living; the pursuit of recreational experiences is as important to the local economy as residing in the area. The pulse and wellbeing of Warrumbungle Shire is measured by its progressive thinking and the Tourism and Economic Development Advisory Committee and Unit can be likened to the machinations which ensure a strong heart beat. Each of the communities across the shire has its own unique values and when the resources and energies are pooled, the potential to become a strong tourism and economic centre is enhanced. Warrumbungle Shire deserves nothing less.

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

Economic Development Highlights in 2010-2011:

- With a need to ensure the availability of industrial land for future development, Council through the TED Unit and Planning Department has lodged applications to have land that is currently classified as “Community Use” within the current industrial estate in Coonabarabran to “Operational”; final approval of this land will see further subdivision and parcels of land available for developers.
- The same re-classification requirements were needed to complete a sale of land on the Oxley Highway, however, delay in the re-classification has meant the developer has withdrawn from the purchase.
- The delays and subsequent changes to the planning for the Cobborah steaming coalmine in the south of the shire has not created a sense of confidence in the authorities or future of mining in the area. The decision of the location of the gate to the mine is still the singularly most important issue for the economies of those communities close to the site; individuals are reluctant to financially commit to development without clear understandings of the benefits to their communities and businesses. In the same light, coal seam gas is raising its head as an important issue for a broad cross section of community; a lack of consultation and transparency has made landholders and others reluctant to engage further, although the issues of ownership of levels of land and water appear to divide the community and operations.
- The ongoing attraction of events to the shire has financial benefits across the shire. Following the success of the AAO Symposium in June 2010, Warrumbungle Shire supported Coonabarabran Rotary Club in the hosting of the District Conference which brought some 600 Rotarians and their partners to the town for a four day program of conferencing with a local touring program coordinated by the Coonabarabran Visitor Centre. In addition the NSW Teachers Federation has once again used Coonabarabran as the location for a state conference for beginning teachers; the success of the previous conference has meant this is to become an annual event. Small conferences and events occur almost weekly with participants commenting positively on the venues, friendliness of the people and attractiveness of the shire.

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- The completion of the new tourism attraction, Goanna Tracks (a motocross complex built to international standards) has already seen a steady flow of MX enthusiasts and the 2011 National Titles. The TED Unit has also prepared successful Expressions of Interest for two other MX titles for 2012 which have the potential to bring in excess of 15,000 people to the shire over two weeks.
 - The Orana Regional Business Excellence Awards was a major event with Coonabarabran businesses experiencing success; the Pilliga Forest Discovery Centre won the “New Tourism Attractions” award and the Acacia Motor Lodge and Restaurant took out the overall award for Most Outstanding Business.
 - Astro-Tourism .. Astro-preneurism .. whatever the term we use .. astronomy is worth big \$\$ to Warrumbungle Shire.
 - Council established a consortium for the development of a funding proposal to RDA-F; the strong partnership of ANU and associated observatories at Siding Spring with Council is a sound foundation for ongoing planning and development, noting that there will be a further five new telescopes built at SSO in the next four years. The Team Leader for TED has been invited to join an ANU-RSAA sub-committee tasked with planning future improvements for tourism and education outreach at SSO.
 - The Team Leader worked closely with the owners of the Milroy Observatory to prepare a TQUAL funding application; the successful application means that work will progress on the analogue-digital conversion of the 40” telescope gifted from ANU-RSAA so that the facility will be operational in 2012 and available to the international amateur astronomy world.
 - Council’s decision to progress the concept of a “sister city style” partnership with Ibara in Japan has seen a strong relationship developed with the Japan Local Government Centre(JLGC or CLAIR). Staff from CLAIR have agreed to support this project and provided their professional expertise and established dialogues with the Mayor of Ibara. Ibara is the local government area in Japan which is home to the Bisei Observatory and while any exchange program will encompass a broad range of activities and communities, building on the astronomy aspects of both shires is an obvious and natural starting point with opportunities.
 - The commemorative wall for the sesqui centenary has been completed at the Visitor Information centre; families enjoy the opportunity to have their connection publicly displayed.

Other actions and achievements

- Attendance of Team Leader at a number of Economic Communities Conferences with representation from small town community groups in attendance as well.
- The success of Coolah and Binnaway in their categories at the 2011 Tidy Towns Awards highlights the work of those communities and the passion of those involved in making their towns better places to live and play.
- Ongoing support for local businesses and the linking of businesses with funding and support agencies (eg: BEC, I & I, AusIndustry). The distribution of funding information to community groups, development co-ordinators and businesses; consultation with prospective business developers

for a number of significant business ventures and assistance with submissions for events.

- The provision of services and assistance to local businesses was undertaken with a number of businesses and marketing focussed workshops for the community partly funded by Business NSW, BEC, Orana Arts and the I & I Programs. The successful Retail Revamp Workshops – funded by Council has seen a change in some retail operations – shop fronts, window displays and customer service improvements will always impact positively on the business income but also on the streetscape and visitor.

- Meetings with business related agencies and organisations included: I & I RDA-Orana, Mudgee BEC, Economic Development Officer Forums, Central Ranges Natural Gasline, and Commonwealth Rehabilitation Services. The Team Leader also regularly attends Chamber of Commerce and Pilliga Forest Discovery Centre Advisory Committee meetings.

- The Orana Economic Development Officers continue to work on a Skills Audit and Attraction Strategy to identify gaps and opportunities for employment within the shire; the outcomes of this project will provide valuable information on training and employment needs in the light of mining and Council's own staffing.

- Promotion of Warrumbungle Shire as a place to live, to invest and develop new businesses has been undertaken utilising several forms of media including:

- participation at the Rural and Regional Living Expo (formerly Country Week) in partnership with RDA-Orana;
- targeted advertising into eastern suburb newspapers;
- print media and television advertising into Wollongong-Illawarra region; and
- ensuring our banners are displayed at local and regional events to profile the shire.

Tourism Highlights:

- After much discussion and debate, Warrumbungle Shire along with Dubbo City, Gilgandra, Coonamble and Narromine Shire Councils chose to join the newly formed Inland Regional Tourism body. The Team Leader represented tourism managers on the steering committee tasked with establishing this new body.

- Staff and volunteers are actively engaged in training as opportunities arise; Retail Revamp, Grant Writing Workshop, OH&S Training, Customer Service and Volunteer Management. The Tourism Promotions Coordinator. With the Team Leader has attended tourism meetings and symposiums at regional level.

- New attractions, events and activities have an impact across the whole of the tourism industry. The completion of the new tourism attraction Sculptures in the Scrub has impacted positively on the shire with visitors extending their stay to visit this new attraction. The project has also created good media opportunities.

- The ongoing success of the Warrumbungle Crooked Mountain Concert, and the Hartwood Campfires and Country Music Festival attract visitors from all eastern states, many of whom stay for an extended period and visit the whole region. These events are not seen to compete as they focus on different music styles and are at different times of the year.

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- The successful launch of the Digital Tourism Project of the Warrumbungle Cluster at the LGSA Conference raised an awareness of how small communities can band together to source information and resources. The Digital Tourism Project was part funded by Tourism NSW through the Demand Funding Program; the cluster has a joint website www.warrumbunglewired.com.au with podcasts, eBrochures, events calendars, Blue Tooth activated information sharing and USB sticks available for visitors with local information loaded. Once again, keeping the locals informed was done with a direct mailout to all residents in each of the four participating shires.
 - Ongoing work has been undertaken on attracting the “group travel” market – purchase of print media advertising, consumer shows, itinerary preparation, and website advertising targeting the tour operators and planners has proven to be slow but affective. In a similar same way, schools are being targeted and excursion planning is being provided.
 - Targetting the “grey nomads” is seeing positive returns at both Baradine and Binnaway; further discussion is required on services for that group.
 - Visitor numbers recorded at the Coonabarabran Visitor Centre indicate a “holding pattern” and the reasons vary from month to month – floods in Queensland impacted on road travel, bushfire warnings, inexpensive flights from the southern states to QLD, inexpensive international travel and the Aussie dollar, and changed holiday patterns with more people taking short breaks instead of extended holidays; added to that is the matter of website access for planning, but still people do need to talk to someone once they arrive and the VIC staff are there to provide accurate up to date information .. “there’s nothing like talking to a local” we are often told.

Other actions and achievements in tourism include:

- The success of the Pilliga Forest Discovery Centre in the Inland Tourism Awards – a finalist in its category.
- The VIC in Coonabarabran maintains its Level 1 Accreditation and operates within the guidelines as set down – the Centre is open each day except Christmas Day and has a full complement of staff supported by a small group of volunteers.
- Familiarisation tours have been undertaken to ensure that staff and volunteers at the Visitor Information Centre are aware of the tourism product within the Shire.
- Ongoing accreditation of the Coonabarabran Visitor Information Centre and the servicing of information distribution points across the shire ensure a good level of information is available to visitors.
- Promotion of the Shire has included the purchase of advertising in regional and national publications, the participation in marketing initiatives of Newell Highway Promotions and the Central Tourism NSW, the tourism consumer shows in Sydney, Hunter Valley, Melbourne, Adelaide, Canberra and Brisbane. The updated Datatrax unit in the VIC is a means of ensuring afterhours information service delivery. Several media opportunities in major publications have presented to us at no cost. The concept of the World’s Largest Virtual Solar System Drive is still considered something of a novelty and has featured in major travel publications at little or no cost to us.

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- Social media is an emerging method of communicating messages and while the tourism website is an important means of communication, Facebook is now used to promote our events and activities along with the Calendar of Events which is circulated to more than 300 email addresses each month.
 - Visitor Centre staff maintain the warrumbungleregion.com.au website as well as the STDW content to ensure currency of information.
 - Staff from the Unit represent on a number of internal council committees as well as regional tourism committees.
 - The 2011 Classic Car Rally spent 3 days and 2 nights in the shire; the participants have requested yet another visit in 2013.

Steve Loane
General Manager

Corporate Services

Financial Services

The 2009-2010 financial statements were lodged well before the scheduled time along with the Annual Report to the Division of Local Government. The resignation of Council's Director of Corporate Services resulted in the recruitment of a temporary contracted appointment which provided significant leadership to the financial services division.

A Sale of Land for unpaid rates was undertaken with all land offered being purchased. There was also an increase in the payment of other outstanding rates and fees.

Of note was Council's decision to amalgamate several water funds maintained by Council into one Water Fund, the amalgamation of several sewerage funds maintained by Council into one Sewerage Fund. Council also resolved that the conduct of all water supply activities including the operations in Kenebri, Bugaldie and Merrygoen be held within the Water Fund.

Administration Services

With a full complement of well trained staff, Administration Services met their targets:

- Introduction of EFTPOS facilities occurred during November and there has been an increasing utilisation by customers following that introduction
- Annual Report, Publication Guide and statutory documentation prepared as required
- Correspondence and reports prepared as required for internal customers;
- Registration of incoming mail and emails into the electronic document management system (EDMS);
- Business papers distributed to Councillors and senior staff on the Friday prior to each Thursday Council meeting with copies to the media and public available two days prior to the meetings. Business Papers and Minutes also available on Council's website
- Four hundred and twenty five (425) resolutions of Council have been recorded during the year as a result of the Council meetings together with two hundred (200) committee resolutions.

Rebecca Ryan
Acting Director Corporate Services

Technical Services

Director's Report

Overview

The 2010/11 year was difficult for the Technical Services Division of Council. Progress on maintenance and construction works in all sections was influenced by wet conditions in the first six months which was followed by another significant flood event on the 1 December 2010. Also, the operations of the Division were influenced by staff issues, in particular 19 people left the Division, which is around 20% of the workforce, either through resignation or retirement. Several of the staff leaving in the year held supervisory positions and this compounded issues surrounding a general lack of resources in the area management and field operations.

A further disruption to operations occurred when an out of control vehicle damaged the Coolah office building. The damage meant that several staff in Technical Services had to be relocated.

The preparation and development of floodplain risk management plan for Baradine progressed during the year, which included public consultation, meetings of the floodplain advisory committee and publication of a draft document. More investigation is now being undertaken to provide additional mitigation options and flooding detail.

Preparation of detailed asset management plans for all of Council's built infrastructure is now prescribed by the State Government. Providing staff with the necessary knowledge and skills to undertake preparation of the plans is an important first step in the process and some staff received training in this area during the year.

Roads and Bridges

The delivery of road improvement projects was slowed during the year due to another devastating flood event in early December 2010. During this event 102 km of unsealed road was damaged and over 23 causeways were either damaged or washed away. The flood event stranded many people on their farms while Council road crews worked to make roads passable. The disruption to road network was compounded by the fact that many roads had not been repaired following the natural disaster flood event in January 2010.



Flood damage on the Coolah Neilrex Road

Despite the ongoing focus on repairs to flood damaged roads and causeways several road improvement projects on rural roads were undertaken including the following; reconstruction of the missing link in the bitumen seal on Digilah Road, widening of the curves on Purlewaugh Road (MR129) at Wieses Hill, construction of a new bridge over Yuggel Creek on Purlewaugh Road (MR129) and widening and rehabilitation of road pavement on Black Stump Way near Connemarra. Also, the major widening and pavement rehabilitation project on Black Stump Way south of Coolah near Hannahs Bridge was completed early on in the financial year.

Council provides significant road maintenance services to the RTA on several highways across the Shire. Council also undertakes construction works for the RTA and during the year, work was completed on widening a section of the Castlereagh Highway and improvement works were completed at the intersection of Golden Highway and Castlereagh Highway near Craboon.

Town Streets didn't miss out with road improvement works being undertaken in each town, in particular kerbing and guttering works in Dunedoo, culvert extension and road widening in Cassilis Street Coonabarabran and construction of a footpath around the swimming pool in Coonabarabran. Community volunteers in Coolah assisted Council complete another section of the cycleway in Coolah.



Extension culvert in Cassilis Street Coonabarabran

Council operates over 130 gravel pits throughout the Shire and during the year more work was undertaken to update and complete a mine safety management plan for these gravel pits.

Water and Sewerage

The level of activity in the water and sewerage section slowed during 2010/11 due to resignation of key staff members and the continued vacancy in the position of Manager Water and Sewerage. Nevertheless, several important asset renewal and asset creation projects were undertaken.

Water main extension projects are undertaken to eliminate 'dead ends', with the aim of improving water reticulation and throughout the year the following projects were undertaken; King Street and Edwards Street in Coonabarabran, Lachlan Street in Baradine, Regan Street in Coolah. Water main replacement projects were undertaken in Dunedoo, under the railway line and Masmam Street in Coonabarabran.

During the year, a contract was awarded for installation of fluoride dosing equipment for water supplies in Baradine, Binnaway, Coonabarabran, Coolah and Mendooran. The installation works associated with this project continued throughout the year.

Council is also required to demonstrate to the NSW Environment Protection Authority best practice in relation to managing the various sewerage systems. In this regard, several sewer lines in Coonabarabran were relined with latest relining technology to reduce the frequency of blockages.

Complaints continue to be received about coloured water in the some sections of the urban area of Coonabarabran. An ongoing program of mains flushing is in place and investigations on the cause are continuing.

Parks and Gardens

The parks and gardens staff work within a very limited budget to maintain 28 parks, 14 toilets and keep the roadside grass and gardens throughout each of the six towns to an acceptable standard. Favourable comments have been received about the attractiveness of garden beds in the main street of Coonabarabran, Coolah and Binnaway. Milling Park in Dunedoo is a significant feature of the town and during the year the irrigation system on the eastern end of the park was upgraded to enhance the amenity of the park.

Parks and Garden staff also has responsibility for maintenance of sporting ovals in each of the towns. Some innovative turf technology was applied to the No 1 sporting oval in Coonabarabran in preparation for the rugby league competition between NSW Country and Queensland Country. The competition was held in the middle of July and the playing surface was presented as green and lush when normally the turf is dry and brown at this time of year.

With funding assistance from the Central West Catchment Management Authority and from the Federal Governments RLCIP program, more works were undertaken on the footpath area in native park area on the Castlereagh River in Coonabarabran.

Waste

The cost of collecting and processing recyclable and non recyclable waste over the year again exceeded budget expectations. The primary reason for cost over runs is the lack of recycling that is occurring at each of the transfer stations. In particular, the frequency of collection of bulk bins at Baradine and Dunedoo is higher than expected. Operating costs could be reduced if more waste was sorted by users and rather than being dumped into the bulk bins.

With the aim of making the recycling operation more efficient a new processing centre was constructed in Dunedoo. This facility opened in May 2010 and early indications are that the volume of recyclable product being processed and sold off has increased.

In June 2010, Council resolved to limit opening hours at waste transfer stations in Baradine, Binnaway, Coolah and Mendooran. The aim of this decision to make the whole waste operation more financial and environmental sustainable

Fleet

The budget outcome for in the fleet services section was better than expected, however a number of plant items were not replaced due to low trade in values being offered. New computer systems are being introduced to better manage various aspects of fleet management including fuel consumption, preventative maintenance and repair history.

New above ground fuel tanks were installed at the Coolah depot and significant soil remediation works were undertaken at the site. The soil around the site of the former underground tanks remains contaminated and additional monitoring wells were installed to determine effectiveness of remediation works.

The performance of the various principle activities within Technical Services in terms of budget outcome is reported in Table 1.0, while performance in terms of accomplishment is reported in Table 2.0.

Table 1.0 – Financial Performance of Technical Services in 2010/11

	Original Budget	Actual	Difference %
Total Income			
Technical Services Management	\$0	\$0	0%
Design Projects	\$8,502	\$7,539	-11%
Road Operations	\$7,192,806	\$8,599,706	20%
Road Contracts	\$2,030,891	\$2,370,856	17%
Fleet Services	\$4,144,321	\$4,118,423	-1%
Urban Services	\$14,391	\$21,994	53%
Waste Services	\$1,358,064	\$1,365,190	1%
Combined Water	\$2,198,051	\$2,453,531	12%
Combined Sewerage	\$1,270,888	\$1,448,786	14%
Totals	\$18,217,914	\$20,386,025	12%
Total Expenditure			
Technical Services Management	\$137,150	\$125,222	-9%
Design Projects	\$295,600	\$307,282	4%
Road Operations	\$9,492,745	\$7,694,821	-19%
Road Contracts	\$1,970,300	\$2,833,475	44%
Fleet Services	\$4,062,424	\$4,142,545	2%
Urban Services	\$1,185,612	\$1,156,979	-2%
Waste Services	\$1,705,020	\$1,565,077	-8%
Combined Water	\$2,235,452	\$1,329,947	-41%
Combined Sewerage	\$1,013,030	\$699,077	-31%
Totals	\$22,097,333	\$19,854,425	-10%

Table 2.0 – 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.	Completion of the design program is still around 3 months behind schedule, however a significant improvement on previous year.
Asset Management	To develop and update asset registers and report on asset condition in accordance with statutory requirements.	GIS mapping capability significantly improved with purchase of latest version software.

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 and on MR129(Purlewaugh Road) at Wieses Hill. Yuggel Creek bridge completed on MR129.
Rural Local Roads	Undertake maintenance and construction works to ensure safety and reliability of local road network.	Major improvement works undertaken on Digilah Road and gravel resurfacing works were undertaken on the following roads; Brooks Rd, CAedonea Rd, Mia Mia Rd, CAigan Rd, Ameys Rd, Monks Rd, Bimbadeen Rd, Dennykymine Rd, and Pandora Pass Rd. Repairs to flood damaged roads continued throughout the year. Maintenance works on sealed and unsealed roads were completed within budget allocations.
Urban Local Roads (Town Streets)	Undertake maintenance and construction works to ensure safety and reliability of urban road networks.	Kerbing and guttering works completed in Yarrow Street and Tucklan Street Dunedoo, extension of culvert in Cassilis Street Coonabarabran, Cycleway construction continued in Coolah. Town street maintenance works completed within budget expectations
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, however the effectiveness of this section is being reviewed.

CONTRACT SERVICES

Principal Activity	Objective	Result
State Roads	To provide competitive services to the RTA in a contract environment.	Patching works were completed for the RTA on the Golden Highway, Castlereagh Highway, Newell Highway and Mendooran Road. The RMCC returned a modest profit to Council
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	No new major contracts let during the period

URBAN SERVICES

Principal Activity	Objective	Result
Parks and Gardens	Provision of parks and gardens	Parks and gardens in all areas maintained in accordance with generally accepted standards and within budget allocations.
Street Cleaning	Urban streets cleaned to generally accepted standards	Very few complaints received about cleanliness of urban streets. Street cleaning undertaken in accordance with budget allocations.
Toilets	Clean and maintain public toilets to generally accepted standard	Plans being prepared for a replacement toilet block in Baradine.
Waste Services	Provide weekly garbage collection service to urban and rural areas and minimize use of landfill through provision of recycling services	Expenditure on waste services not fully recovered, partly due to downturn in market for recyclable products and partly due to lack of recycling at the transfer stations.

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. New above ground fuel tanks installed and underground tanks removed at the Coolah depot.
Plant and Equipment	Provision of a modern and safe plant fleet and downtime is minimized.	Most items of plant replaced as programmed.
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.	Repairs and general maintenance undertaken in a timely manner. Some rehabilitation and mains extension projects completed however some projects not completed due to resource constraints. Some ongoing water quality issues in isolated areas of Coonabarabran.
Sewage collection and treatment	Provision of sewer collection reticulation system and treatment and discharge in accordance with licence conditions.	There were non compliance issues with all four sewerage systems, however the issues are being addressed with the assistance of the EPA.

K Tighe
Director Technical Services

Environmental Services

Management Objectives

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

Principal Activity Co-coordinator

Mr Anthony Meppem, Acting Director Environmental Services

Achievements in 2010-2011

Environmental Management Services

- Completion of the further versions of the Draft Land Use Strategy for the Warrumbungle Shire Local Government Area. This will set the strategic development direction for the Shire for the next 15 - 20 years and form the basis of Council's new Principal Local Environmental Plan. Council has obtained funding from the Department of Planning from the LEP acceleration fund to assist in completing the LEP Project.
- Council has progressed the amalgamation of all of its Development Control Plans into one document for the whole shire. The work has progressed slowly with the confusion created by the introduction of the Code SEPPs, however, a draft document has been provided.
- All community-based heritage work within the Shire completed within NSW Heritage Office requirements.
- During the year Council has commenced the process of further reclassifying twenty one parcels of land incorrectly classified in 1993.

Town Planning

- A total of one hundred and one (101) Development Applications were approved which had a total value of \$7,956,697. This included twenty two (22) new residential dwellings with a total value of \$4,171,557
- A total of four hundred and forty (440) Section 149 Certificates were issued.
- Worked with stakeholders to ensure compliance with the Regional Environmental Plan (Light Emissions) necessary to safeguard the operations of the Siding Spring Observatory.

Building Services

- A total of fifteen (15) complying development certificates were issued.
- A weekly average of eleven (11) critical stage inspections were carried out.
- Efficient transition into the new assessment process for Places of Public Entertainment.

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- Considerable time has been invested in developing a more efficient approval process by providing better checklists for applicants and staff.

Environmental Health Services

- Completion of the Comprehensive State of the Environment Report for 2009/10. A successful regional reporting framework was established in partnership with the Central West Catchment Management Authority for collating comparative and meaningful data annually. The report uses environmental indicators to assess the main themes of air, biodiversity, land, waste, water and human settlement.
- Lawful removal of fire damaged buildings in urban areas to enhance public amenity and ensure the health and safety of neighbouring dwellings.
- Obligations under the NSW Food Regulation Partnership partly satisfied due to maternity leave and contractor unavailability.
- Establishment of a Shire-wide risk-based food premises inspection register.

Public Cemetery Management

- Public cemetery records maintained in accordance with legislation.
- Cemetery projects undertaken across the Shire in addition to general maintenance.
- Planning commenced on the next stage of the Native Grove Lawn Cemetery at Coonabarabran.

Public Pools Management

- Public Pools maintained in accordance with health and safety regulations.
- Public Liability audit undertaken this year in which Council scored 80%.
- A full operational review of the Public Pool policies and procedures and manuals was undertaken.
- Maintenance of Council's pools completed during the off season with new ladders and tiling of the toddler's pool at Coonabarabran completed to rectify urgent public risk problems.
- New shade structure erected at Baradine Pool.
- Planning commenced on the replacement of the Coonabarabran pool with a more appropriately sized 25m pool and toddlers play pool.

Regulatory Services

- A strategy has been introduced to reduce the cost to Council in the caring of companion animals sent to the pound. If the owner of a companion animal can be readily located on the day the animal is seized, whether it is permanently identified (microchipped) and unregistered or unregistered and unidentified (microchipped), the companion animal will be returned to the owner and a fine and notice to register issued. This reduces the cost of sustenance and allows the companion animal to be returned to the owner.
- Council compliance officers have been working with RSPCA inspectors in cases where Council and animal welfare issues coincide. Council continues its cooperation with the RSPCA in the rehoming of unwanted companion animals.

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- In 2010/11 one hundred and forty four (144) companion animals were seized (being 5 cats and 139 dogs). Thirty six (36) were released to their owners. However, ninety three (93) were euthanized as they were unable to be rehoused. Ten (10) were successfully rehoused. Wildlife monitoring cameras have been introduced for pound security.
 - Provision of stock and companion animals pounds.
 - Incidents of straying stock have been reduced due to Council's efforts in bringing Land owners attention to the need to ensure that fencing is sufficient to ensure stock do not escape.

Priorities for 2011/2012

Environmental Management Services

- Completion of the Warrumbungle Shire new Principal Local Environmental Plan.
- DCP Document
- All community-based heritage work within the Shire completed within NSW Heritage Office requirements.
- Completion of the reclassification of Council land parcels from "community" to "operational" in line with Council's Land Use Strategy.
- Development of plans of management of all community lands.

Town Planning

- Delivery of consistent and high quality approvals.
- Ensuring continued compliance with the Regional Environmental Plan (Light Emissions) necessary to safeguard the operations of the Siding Spring Observatory.
- Updating of policies, forms and hand-outs.

Building Services

- Delivery of quality and consistent building inspection service.
- Higher risk public accommodation facilities inspected at least once per year.
- Continued monitoring of fire-safety compliance.
- Completion of a Shire-wide risk-based Onsite-Sewage Management System inspection register and continuation of inspection program in high risk areas.

Environmental Health Services

- State of the Environment Reporting to be completed.
- Lawful removal of abandoned and derelict buildings in urban areas to enhance public amenity and ensure the health and safety of neighbouring dwellings.
- Compliance with Council's obligations under the NSW Food Regulation Partnership.

Public Cemetery Management

- Public cemetery records maintained in accordance with legislation.
- Cemetery projects undertaken across the Shire in addition to general maintenance.
- Development of the next stage of Native Grove Lawn Cemetery.

Public Pools Management

- Public Pools maintained in accordance with health and safety regulations.
- Prepare an affordable long term plan for the up-grading of the aquatic facility at Coonabarabran.
- Completion of the capital works program for the pools.
- Review staffing methods to provide greater flexibility to Council to reduce costs without reducing service levels.
- Obtain Development Approval for the up-grading of the Coonabarabran Pool to enable grant funding to be sought.

Regulatory Services

- Micro-chipping and registration Door-Knocking Project to continue.
- Reduction in nuisance dog complaints.
- Continued promotion of Council's leash-free areas and responsible pet ownership practices.
- Decreased euthanasia numbers through increased co-operation with other government bodies to re-house animals and increased efforts to return animals to their owner where possible.

Planning Agreements

- There were no planning agreements in force this year.

Conclusion

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

The department has met all of its legislative requirements this year, and completed a majority of the capital projects undertaken within the allocated budget and timeframes despite severe staff shortages in key areas.

Tony Meppem

Acting Director of Environmental Services

Community Services

Director's Report

The Community Services division of Council continued its role of facilitating and coordinating the 'Services to the People' for Warrumbungle shire through provision of community services, maintenance and development of community infrastructure and community development services.

Community Services

Castlereagh Family Day Care

Family Day Care is a childcare service which provides quality childcare for children aged 0 –12 years in the private homes of registered Educators. Castlereagh Family Day Care (CFDC) Coordination Unit services the Warrumbungle, Coonamble and Gilgandra shires; and provides Educator support, training and administration services from offices in Coonabarabran. There are 254 children enrolled from 168 families who access the service.

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

Council employs a full time Coordinator, Administration Officer and since October 2010, a casual Child Development Officer (CDO) to provide a family day care service licensed by NSW Community Services (CS) under the NSW Children's Services Regulations (2004) and accredited by the National Childcare Accreditation Council (NCAC). The service is funded by the Australian Department of Education, Employment and Workplace Relations (DEEWR) via Child Care Benefit and administration charges from parents and Educators.

The Coordination unit staff and Educators, in consultation with parents, work together to provide quality childcare in an environment that is safe and friendly, and promotes the health, development and well-being of each individual child in care. The Coordinator and CDO undertook home visits throughout the year to Educators in Coonabarabran, Baradine, Gilgandra, Coolah, Coonamble, Dunedoo and Gulargambone and ongoing phone and email support to all Educators is provided. Visits include routine house checks, annual re-registration of all Educators; new Educator induction; training and facilitated play-sessions. The service participated in the Health and Community Services Expo in 2010 and is involved in a Children's Services Interagency in Coonabarabran.

Castlereagh Family Day Care went through the NCAC Accreditation process in December 2009 which was unsuccessful in Quality Area 4 – Health, Hygiene, Nutrition, Safety and Wellbeing. In September 2010 we again went through this process and were notified of the accreditation decision in October 2010 with a very pleasing and successful result of above Good Quality, closer to High Quality, in all 6 Quality Areas. The validator commented on one of our

Educator's 'rich learning environment' and was generally very impressed with our FDC scheme.

An inclusion support review on the current Service Support Plan was undertaken and continues to accommodate for children with additional needs within the service.

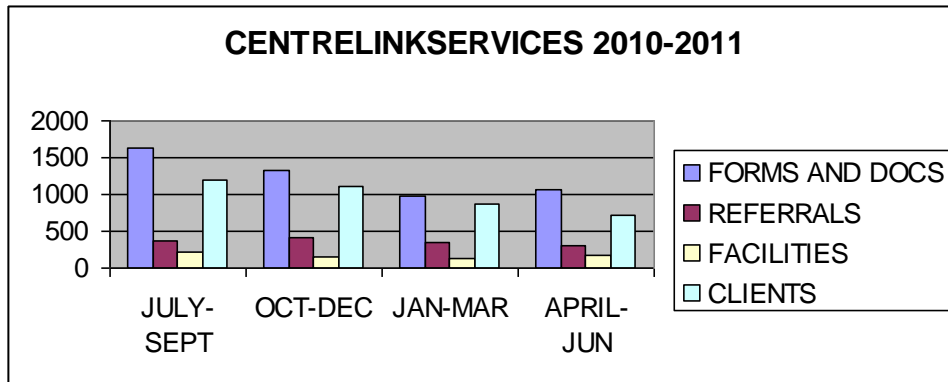
The Coordination unit conducted in-service training with Educators who attended workshops on Child Protection, programming; the Early Years Learning Framework (EYLF) and Childcare Management System (CCMS)/Child Care Benefit (CCB) changes. The Coordinator attended the FDC annual conference and both Coordinator and CDO attended 'How to Succeed as a CDO', updated Child Protection training, National Quality Framework (NQF) information sessions and Regulations consultations. All coordination unit staff, including the Administration Officer, attended regional meetings. The Coordinator, CDO and FDC unit continue to receive mentoring (which originated due to the Children's Services Central support program) and support from Gunnedah Family Day Care and have formed a strong network with a number of FDC schemes across the region.

Whilst there is not a current Advisory Committee due to the geographical area that the service covers; all policies, procedures and any service provision issues are canvassed to all Educators and stakeholders for feedback. All policies are continually under review to meet Accreditation and Regulatory requirements. Educator application and induction processes are also constantly under review and modifications have been made and implemented where and when necessary. We have asked on a number of occasions for interest in forming an advisory committee but to date there has been minimal interest, however we will continue to try.

Over the year there was a lot of movement on the Educator scene, several Educators left the scheme due to moving from town or for personal reasons, and other new Educators were registered. As at 30th June 2011 we have 26 registered Educators, including four In Home Educators, one based at Bingara. There has been a marked interest in In Home Care over the past few months. We are continuing to promote Family Day Care and currently looking for new Educators in Coonabarabran, where we have a waiting list of children needing care.

Centrelink Agency Coonabarabran

The Centrelink Agency provides face to face services in the Warrumbungle Community Care building from Monday to Friday, 8.30am till 12pm. Between 12pm and 4pm clients are able to access phone, fax and Centrelink services on a self serve basis. The chart below indicates the level of service use by Centrelink customers in 2010-2011.



Connect Five Children’s Services

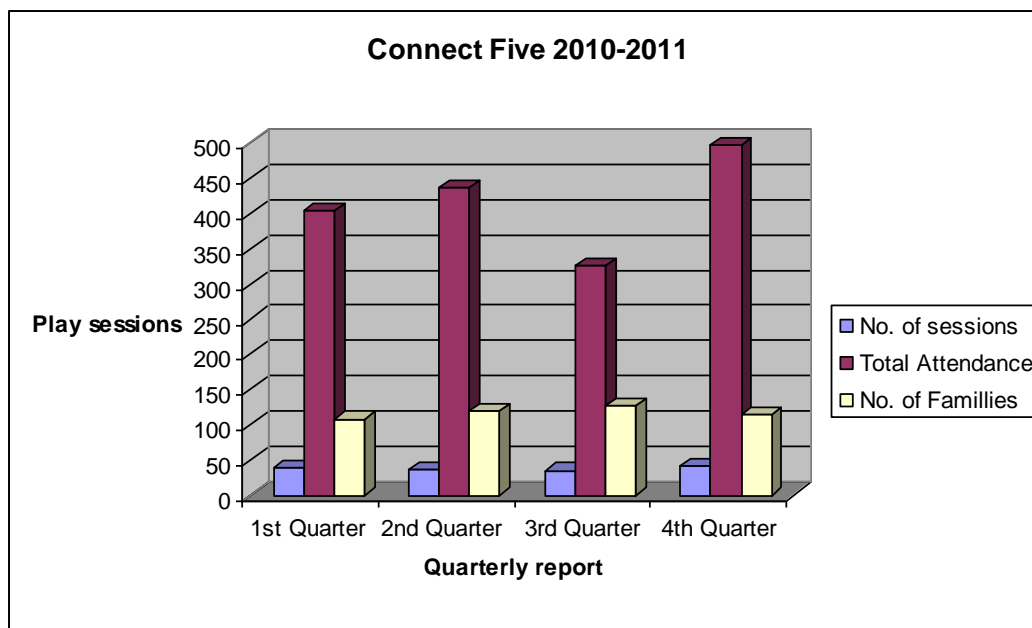
In order to meet the needs of the Coonabarabran community, a mobile Preschool class commenced under the Connect Five Licence. The Yuluwirri Kids Monkey Room opened in February in Term One 2011 and operates two days a week on Tuesdays and Thursdays. This initiative was funded by NSW Human Services under the Preschool Investment and Reform Plan (PIRP) program in which the government aims to provide 15 hours pre-school for each child in the year prior to starting school.

Some adjustments and development of the Family Support Services Centre were necessary to accommodate the Outreach Pre-school class. A new and larger shed was built by Connect Five to house the Connect Five and Family Daycare equipment. This made space for the Mobile Pre-school equipment to be stored in the remaining sheds. In addition capital funding for the Pre-school provided for a new covered outdoor play space and bike track for the rear playground.

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

Play sessions operate out of registered venues that may be a local community hall or pre-school. Unregistered Play sessions also occur in the homes of families living on rural properties. In 2011 Play sessions continued at Baradine, Binnaway, Coonabarabran, Coolah, Dunedoo, Gulargambone, Hollywood Lane, Mendooran and Tooraweenah.

Group sizes vary dramatically. The average attendance is 15 children. There are approximately 117 participating families at any one time. The largest groups this year were at Coolah and Gulargambone who each have average attendances around 20 or more children. In order to meet the needs of the Coolah group an additional staff member is required.



Family Day Care Educators also bring children to Connect Five Play sessions. Barnardos continued workshops with parents in Mendooran until the end of 2010. Tooraweenah has experienced a downturn in numbers. This is not unusual as most groups go through cycles when children go off to school and there is a time lag before more new parents come on board. The Mobile operates on a fortnightly cycle with one day a fortnight being allocated for cleaning, programming and administration.

Use of the toy library has remained fairly steady with 16% of parents using the toy library. There are now 21 parents actively using the library. Apart from enrolled families, the biggest users of the Toy Library are our Family Day Care Educators.

Connect Five is committed to working with other agencies to deliver the best possible services to the community using all the resources available. In the past year Connect Five has participated in the Coonabarabran Interagency meetings working on local projects.

- The Health and Community Services Expo conducted by the Warrumbungle Shire Council.
- Promotion of Barnardos and the Brighter Futures Program
- Sharing of sessions with Barnardos to bring workshops to parents in Mendooran
- Working with Yuluwirri Kids to provide the Monkey Room, Mobile Pre-school class.
- The provision of a Youth Coordinator for the Shire

Library Services

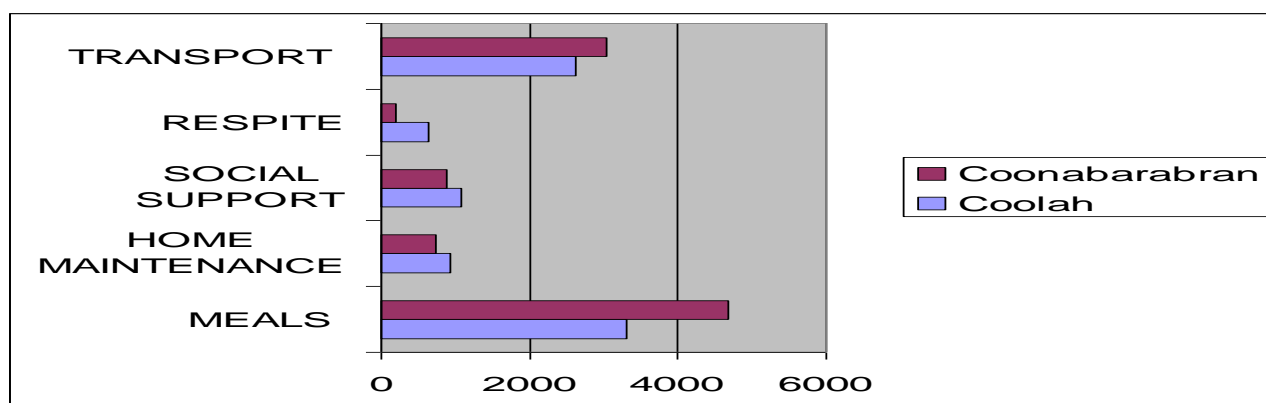
Each of the shire's six libraries are performing to Macquarie Regional Library (MRL) Strategic Management Plan targets. The new four (4) year MRL Member Service Agreement was signed following a review and consultation with member Councils. The base level of library funding from 2011 to 2015 has been increased to \$10 per capita. The annual book vote likewise increased from 10% to 15%.

This will result in much needed collection renewals and improve delivery of library services to the region.

The annual MRL inspection of library buildings for OH&S issues was undertaken and where applicable matters have been addressed. Holiday programs were provided at all branches and there are active book clubs which meet at most branches on regular basis. All branches included in MRL service delivery, and involvement in regional activities such as Youth Week, Law Week and book clubs. Yourtutor online program continued and was supported with literacy programs, younger reader competitions and talking books. New book votes expended and items distributed to branches.

Warrumbungle Community Care

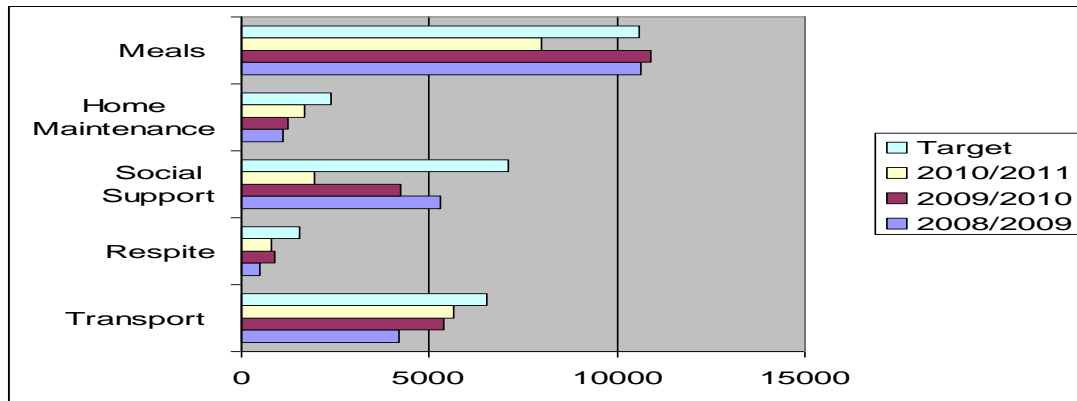
Warrumbungle Community Care (WCC) provides a range of services across the shire to assist the frail aged, people with a disability and carers. Services include Community Transport, Meals on Wheels, Respite, Social Support and Home Maintenance. These services support people to continue to live independently in their own homes. WCC provides services to 594 clients across the shire and has 264 volunteers.



WCC receives recurrent funding from the Department of Transport and Department of Family and Community Services (Ageing, Disability and Home Care). WCC also receives income from client contributions, Department of Veteran Affairs (DVA) reimbursements for transport costs, NSW Health and one off grants. In June 2010 Dept of Transport provided one off funding to purchase a wheelchair accessible bus.

FUNDING						
ADHC (Recurrent)	Department of Transport (Recurrent)	NSW Health	Client Contributions	DVA	Non Recurrent Funding (from ADHC, WSC, DoT)	Total
\$415 784	\$127 858	\$7 400	\$107 300	\$20 706	\$109 405	\$788 453

The chart below indicates the targets and level of service provision provided by WCC in 2010 -2011 and the two proceeding years.



WCC operates as an auspice of Warrumbungle Shire Council which holds service agreements with the funding bodies. WCC provides regular reports to Council and funding bodies on service activity and statistics. Two Advisory Committees (one in the northern and one in the southern end of the shire) represent volunteers and clients and meet quarterly to provide consultation, information and a forum for discussion of issues arising. The Social Services Committee consists of representatives from each Advisory Committee and meets annually to overview WCC programs, budgets, return of acquittals and to make recommendations on service directions and priorities. WCC sits under Council's Community Services Directorate. WCC staff include a manager, six part time service co-ordinators and the eight casual staff who provide respite, home maintenance, transport and cleaning services. Over 250 volunteers offer their time, dedication and skills to support Community Care and its clients. Appreciation goes out to all staff, volunteers and Advisory Committees for all the hard work carried out over the past year.

Volunteer and Client Events included the Health and Community Services Expo, Seniors Week entertainment and lunches across the shire. Three volunteer luncheons were held in May and Xmas in July was also celebrated in Coonabarabran.

Coonabarabran Garage was completed and is now in use for vehicle garaging and equipment storage.

Westpac Instore

Council is management auspice of the Westpac Instore in Dunedoo. The agency is operated according to Westpac management schedule and the service continues to meet 100% operational targets and gains high scores for Mystery Shopper and customer service results. In addition the agency provides rates collection and front counter support to Council operations. The service is meeting the needs of community and supporting Council office functions.

Yuluwirri Kids

Yuluwirri Kids is a 57 place Preschool and Long Day Care Centre that opened on the 2nd of February 2009. The centre is licensed by Human Services, Community Services for 20 birth to under two years places, 30 two to under three years and 30 three to under six years places with a maximum of 57 children a day.

The centre operates three classrooms - the Panda room for 0-2 year olds which takes eleven long day care students a day; the Possum room for 2-4 year olds which takes thirteen long day care students and seven preschool students a day; the Giraffe room for 3 - 5year olds (the year before children commence school) which takes six long day care students and twenty preschool students a day. A fourth mobile preschool classroom two days a week (Tuesday & Thursday) for three to 5 year olds was opened in February 2010 in conjunction with Connect Five Children's Service.

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

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

The centre complies with funding agreements, Children Services Regulation (2004) and the National Childcare Accreditation Council (NCAC) Quality Improvement and Accreditation System (QIAS). The centre achieved High Accreditation in September. The centre has a play based curriculum that links to The Early Years Learning Framework for Australia (EYLF).

The centre employs twelve full time staff, five part time staff and accesses 28 casual staff members. Seven staff are currently studying to obtain industry qualifications. Staff attended a range of training including Risk assessment, Asthma, Coeliac Disease, Exploring observation and reflecting on children's learning, Munch & Move, EYLF, Identifying and responding to children at risk of harm and Food Safety. The centre has had visiting students complete work experience and practicum's from local school's, TAFE and Charles Sturt University.

IN 2010-2011, the centre participated in community events including Coonabarabran Show, Harmony week, NAIDOC week, Health and Community Services expo, Sorry Day, Family & Grandparent week's and Road Safety Awareness. A number of centre events were also held including a centre opening, Crocodile Encounters, end of year party and graduation, Macquarie Conservatorium, excursions, and school transition programs.

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

During the 2010/2011 financial year education sessions attended were as follows:

-
- 6,270 Long Day Care sessions with an average of 78.86 individual children a week
 - 1,124 Preschool sessions, with an average of 25.975 individual children a week
 - 473 Preschool second day subsidy Sessions with an average of 13.325 individual children a week
 - 1,596 preschool health care subsidy sessions with an average of 27.425 individual children a week
 - 1,253 Indigenous Preschool sessions with an average of 20 individual children a week and
 - 60 third day preschool subsidy sessions with an average of 3.315 individual children a week.

Community Development

Community Development Officer

The Community Development Officer's position within the Community Services section of Council is externally funded by the NSW Department of Community Services under the Community Services Grants Program.

Community Development seeks to encourage a collaborative, collective action to be taken by local people to enhance the long-term social, economic, and environmental conditions of their community. This is undertaken by involvement and working very closely with stakeholders including Town Development Coordinators, the Community, Youth groups, Community Groups, Development and Progress Groups, Police and Schools together with Council.

Areas of Activity

- Events – Youth Week, NAIDOC Week, White Ribbon Day
- Work in partnership with projects and services: Graffiti Out West Project Development Coordinators, Men's Sheds, Domestic Violence, Neighbourhood Watch
- Research and Information distribution to the community and Community Groups including the Interagency, Community Services Directory and promotion of Grant Funding opportunities, analysis and provision of ABS Statistics
- Successful Grant applications by CDO – Mendooran Hall \$25,000 assisted Coonabarabran Men's Shed \$20,000, Graffiti Out West Project \$2,000
- Youth Clubs and Youth Week activities across Shire

Youth Week

Youth Week, funded by the NSW Government and Council involved coordination and support being provided to the many volunteer groups. During Youth Week 2011, 14 separate events were conducted and 628 young people attended those activities.

Grant Funding

Grant Funding opportunities that are available are promoted through the Funding Pot article published on regular basis in the Coonabarabran Times newspaper along with email distribution to over 150 community contacts across the Shire. The Coonabarabran Times newspaper is acknowledged for their

assistance that it provides to the community in making this information available.

The Community Development Officer's role, tasks and operation promoting Grant Funding and applying for grants to the community and applying for Grants has created an awareness within the community about Grants that has resulted in community groups applying for and accessing grant funding.

Community Interagency

Council is actively involved in and provides leadership and support to the local Interagency. The Interagency provides opportunity for valuable networking and consultation between service providers such as government agencies, community services and Council. It also identifies needs, issues and concerns for each of the target groups in the Warrumbungle Shire Social/Community Plan and provides opportunity for an integrated and partnership approach to developing and implementing programs which meet service gaps.

Development Coordinators

Warrumbungle Shire Council funds five (5) Community Development Coordinator positions by a direct grant of \$15,000 per annum to each of the following organisations:

- Coolah District Development Group
- Dunedoo and District Development Group
- Mendooran District Development Group
- Binnaway Progress Association
- Baradine Progress Association

The role of the Community Development Coordinators is to provide support in sourcing and applying for funding opportunities that benefit the individual communities. The coordinators have established a network with each other, and are key communication channels between Council and the Community.

Development Coordinators have collectively facilitated over 30 grant submissions for period July – June grants with external funding received totalling \$120 893.

Each of the community's organised and coordinated Christmas carnivals and events. The coordinators provided coordination and point of contact for many Shire activities; including Australia Day, Town Committee Meetings, Youth Week and Seniors Week. Council provides support to the Development Coordinators and a number of sessions were facilitated that offered training and networking opportunities.

Road Safety Program

The Road Safety Officer (RSO) Program is jointly funded by the Roads and Maritime Services (RMS) (formerly the Roads and Traffic Authority) and Warrumbungle Shire Council. Objectives of the Council's Road Safety Program as listed in the Road Safety Strategic Plan (LGRSP) are:

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

An analysis of RTA crash data and traffic surveys show that the priority road safety issues for the Warrumbungle Shire are speed, and fatigue. Between 2006 and 2010 there were 343 crashes in our shire, of these 99 crashes or 29 per cent were speeding related. These speed related crashes resulted in 10 fatalities or 53 per cent of local fatalities and 83 injuries.

2005 to 2010 Road Crashes in Warrumbungle Shire Council

	Number of crashes	% of crashes	Deaths	Injured	Toll	% of toll
Fatigue	66	19	4	61	65	23
Speed	100	29	10	83	93	33
Alcohol	20	6	5	18	23	8
Other/not known	157	46	0	100	100	36
Total	343		19	262	281	

Statistics provided by Roads and Traffic Authority now Roads and Maritime Services

Statement of Actions

- Four Graduated Licensing Scheme Workshops across the shire were held in late 2010 with 33 participants attending.
- Council's Speed Advisory Trailer has been repaired and is being utilised across the shire to monitor traffic speeds in high risk areas.
- Additional funding was applied for and received by RMS for a Bike Week bicycle event in September 2010 and events were held in Baradine, Dunedoo, Binnaway and Coonabarabran.
- A funding application has been submitted to RMS to fund Council's Pedestrian and Mobility Plan (PAMP).
- A review of Council's Road Safety Strategic Plan is underway.
- The WSC Safe Driving Policy has been revised and awaiting final feedback and approval.
- The RSO has supported the NSW Office of Liquor, Gaming and Racing and Warrumbungle Liquor Accord throughout the year by providing Secretariat.

Road Safety educational and behavioural programs have been planned for 2011-12. These target issues such as speed on local roads and speed in school zones. Free child restraint safety checks and a driver fatigue program in conjunction with Moree and Parkes RSOs are also being planned.

Orana Arts

Orana Arts is a professional Regional Arts organisation funded by both NSW and Local Government working together to connect arts, culture and heritage with local communities.

Orana Arts completed its third and entered its first year of triennial funding from Arts NSW; and is supported by the Regional Development Board's members Warrumbungle, Narromine, Dubbo and Gilgandra Shire Councils. Mid Western Regional Council joined the Orana Arts family in 2010. Board representation is delegated to the Director of Community Services who attends the quarterly Orana Arts meetings.

The priority areas for Orana Arts include seniors, youth and aboriginal arts and culture. Last year one in three young people in the Warrumbungle Shire participated in Orana Arts programs. Programs provided by Orana Arts in partnership included the Box O'Tricks Program, Moorambilla Music Festival, Culture Bus and workshops in school holidays periods. Orana Arts also provided assistance and facilitation to individual artists and community groups seeking grants and support and has set up a mentoring program with Pandora Gallery and conducted a workshop in Coolah with Powerhouse Museum.

Orana Arts news service has recently branched out into social media using facebook friends and twitter. An extensive community consultation was held in September 2010. 61% of respondents rated Orana Arts as having an 'excellent' performance rate. The consultation informed the extension to the Orana Arts strategic plan for the next two years.

Youth

In addition to Youth Week, support of the Coonabarabran Youth Club operations and committee has continued. The youth club facility was used for basketball, indoor netball, indoor soccer competition, boxing, gym, karate, squash, youth club and school sports.

Youth Club activities funded by Tamworth ICC operated during the Christmas and Easter school holidays

Community Infrastructure

Aerodromes

Each of the shires three Aerodrome's are maintained to comply to CASR Regulations with both Coolah and Coonabarabran having regular CASR inspections and aerodrome maintenance undertaken according to statutory requirements. Statutory Obstacle Limitation Surveys were completed in November 2009.

The BOM Lease Agreement was renewed in June 2011 and minor repairs to Baradine Aerodrome were undertaken.

Ovals/Sports and Recreation Facilities

Warrumbungle Shire Council is committed to providing safe and accessible recreational facilities for residents and visitors alike to enjoy healthy and active lifestyles. Ovals are provided free of charge to individuals, local sporting groups and schools for weekly and regional competitions.

The Shire's ovals continue to have good patronage for a range of activities including; football, touch football, training, athletics and recreational use.

A number of capital improvement projects were undertaken to Ovals and Sporting Facilities during the year. These included:

- The Bowen Oval, Coolah seating and canteen project was completed.
- The Binnaway canteen project was completed. This project was partly funded by NSW Sport and Recreation and supported by the Binnaway Junior Sports..
- The Coonabarabran Junior Cricket Practice Nets project was completed. Funding for this project was received from NSW Sport and Recreation.
- The Coonabarabran tennis courts lighting project was completed. This project was funded by Council and the Coonabarabran Tennis Club.
- Funding through RLCIP was received for installation of safety barriers, and the refurbishment of toilets and dressing sheds at Baradine Grandstand. Work on these improvements has commenced.
- Funding through RLCIP was received for installation of an irrigation system at Mendooran Sports Ground. Work on these improvements has commenced.

Halls

All Halls are licenced with the Phonographic Performance Company of Australia as Public Places of Entertainment (PPE) with Council being licence holder to enable the public use of sound recordings and music videos protected by copyright.

Each of the halls has individual needs and involvement by community groups interested in maintenance and refurbishment programs.

A number of capital improvement projects were undertaken to halls across the shire. These included:

- The kitchen refurbishment project at the Coonabarabran Town Hall funded through RLCIP grant has commenced.
- Mendooran Hall Roof Restoration Project funded partly by a \$20 000 Heritage Grant has commenced.
- Binnaway Hall –repair and maintenance of railings and storm water drainage has commenced.
- Purlewaugh Hall – Funding from Foundation for Regional and Rural Renewal (FRRR) and NSW Community Builders was received for air conditioning and replacement of windows and doors. Council has supported this project initiated and managed by the local community.

Fiona Luckhurst
Acting Director Community Services

State of Environment Report

LGA s.428(2)(c) and Reg cl 217(2) and 218-226

The State of Environment (SoE) Report is an audit on the condition of the environment and natural resources within the Warrumbungle Shire.

The Report has been compiled and a copy is annexed to this report as Attachment 3.0.

Condition of Public Works

LGA s.428(2)(d)(i-iii)

The following schedules in Attachment 1.0 at the end of this report, sourced from Council's financial reports, provide an overview of the total assets under council's management and includes information on:

- the condition of assets
- estimated cost to bring up to a satisfactory condition/standard
- estimate of funds required for annual maintenance
- estimate of funds for programmed maintenance

Legal Proceedings

LGA s.428(2)(e)

Rates and Charges

Council retains a debt recovery service for the recovery of outstanding rates and charges. All charges incurred in using the service is recovered as a charge against the ratepayer.

Legal Action Against Council:

Council incurred costs in relation to GIPA applications which began in February 2011. This related to a case being heard in the Industrial Relations Commission. Both matters remain outstanding as it the end of the reporting period.

A number of public liability insurance claims were referred to Council's insurance provider and where necessary, appropriate excess payments and damages have been made in relation to those claims.

Legal Action By Council:

Expenses relating to legal proceedings taken by the Council during the reporting period relate to the purchase / resumption of land for road purposes (relating to land at Morrisseys Road and Stannix Park.

Senior Staff

LGA s.428(2)(g)

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

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

Position	Total Remuneration Package for period 1/7/2010 to 30/6/2011
General Manager	
Total Value of salary component of package	\$114,841.98
Total amount of any bonus payments, performance or other payments not forming part of salary component	\$1,530.37
Total payable superannuation (salary sacrifice and employers contribution)	\$14,749.78
Total value non-cash benefits	0
Total payable fringe benefits tax for non-cash benefits	\$8,167.62
TOTAL COSTS	\$139,289.75

Elected Members

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

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

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

Councillors' annual fees for 2010/2011 were set at \$9,570 per annum and an additional fee of \$20,890 was set for the Mayoral allowance. Total expenses for Councillors' fees, expenses and facilities for the period 1 July 2010 to 30 June 2011 was made up of the following:

	Expenses
Mayoral and Deputy Mayor allowance	\$20,280
Mayoral car expenses	\$13,431
Telephone – Mobile Mayor	\$757
Councillors' Allowances	\$83,608
Councillors' Training and skill development	\$20,299
Councillors' internet communication contribution	5,400
Travelling Expenses – Councillors	\$19,434
Administrative Expenses (including dedicated office use and equipment)	\$41,044
Delegates Expenses – Conferences and seminars	\$20,299
Council Elections	0
Council meetings catering	\$3,973
Civic Functions	6,249
Expenses of any spouse, partner or other person who accompanied a councillor	0
Expenses involved in the provision of care for a child or an immediate family member of a councillor	0
TOTAL	<u>\$234,774.00</u>

Overseas Travel

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

Councillors and Staff were not involved in any exchanges or projects necessitating overseas travel in 2010/2011.

Contracts Awarded by Council

LGA s.428(2)(h)

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

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

Register of Government Contracts from 1 July 2010						
Contracts valued at \$150,000 or more						
Year	Contractor	Contract Description	Period	Contract Value	Meeting Date	Resolution No.
2010	Holcim	Supply and delivery of precast aggregate and crusher fines	2010 / 2011	\$352,569.38 (excl GST)	19 August 2010	64
2010	RoadWorx	Contract for supply and spray of bitumen	2010 / 2011	\$1,206,018.18 (excl GST)	19 August 2010	64
2010	ProMinent Fluid Controls Pty Ltd	Provision and Installation of Fluoride Dosing equipment.	2010 / 2011	\$313,856.65 (excl GST)	16 September 2010	108
2010	Charles de Beer Building Design	Design and preparation of full tender documents for Construction of extensions	2010	\$110,320 (excl GST)	16 December 2010	222
2011	Bridging Australia Pty Ltd	Design and construction of Yuggel Creek Bridge	2011	\$407,000 (incl GST)	17 February 2011	281
2011	Andor Systems Pty Ltd	The supply and delivery of Hardware and Software for the Server Replacement	2011	\$326,293 (excl GST)	31 March 2011	333
2011	Andor Systems Pty Ltd	The supply and delivery of WAN Project	2011	\$93,985 (excl GST)	31 March 2011	333

Bush Fire Hazard Reduction and Community Engagement

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

Scheduled hazard reduction for 2010-2011 was again reduced by wet weather conditions earlier in the year but more favourable conditions later allowed some hazard reduction in the Shire with a total of 1752 hectares being completed by National Parks, Council and RFS.

Council have conducted roadside slashing on all sealed local and main roads throughout the Shire several times and have received extra funding to extend this program.

As part of the Service Level Agreement between Council and NSW Rural Fire Service, the Rural Fire Service inspected reported fire hazards on private land on behalf of Council.

The Bush Fire Risk Management Plan

Warrumbungle Shire Council is a member of the Castlereagh Bush Fire Management Committee which has reviewed the existing Castlereagh Bush Fire Risk Management Plan (BFRMP). This BFRMP will be placed on public exhibition in January - February 2012 where the general public will be invited to comment and place submissions.

The aim of the BFRMP is to minimise the risk of adverse impact of bush fire on life, property and the environment. The objectives of the BFRMP are to:

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

Community Engagement

The Rural Fire Service has an ongoing commitment to protect, educate and advise the community in a sustainable way. Members of brigades and RFS staff visited primary and preschools through the Shire engaging with children on a range of topics from playing with matches to home evacuation, how to prepare for a bush fire event and calling "000" if they have an emergency. The RFS have also been involved in a number of "Farm Safety Days" held at Coonabarabran High and Coolah Central schools.

Brigade members and RFS staff also undertook property inspections, local agricultural shows and gave advice on local community radio and in community newsletters. Programs such as the dissemination of Bush Fire Survival Plan booklets and SWS (Static Water Supply) were continued to be rolled out. These programs encourage property owners and householders to "Prepare. Act.

Survive” where much more emphasis is placed on preparing to survive in the face of severe bush fires.

With the coming of the 2011-2012 fire season the RFS have planned Street meeting in Coonabarabran and other smaller villages in bush fire prone areas.

More information can be found on:

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

Emailing: community.engagement@rfs.nsw.gov.au or

Phone: RFS Castlereagh Zone, Fire Control Centre, 02 6842 2645.

Programs to promote services for People with Diverse Cultural and Linguistic Backgrounds

LGA s.428(2)(j)

According to ABS Census statistics 2006, there are 254 people residing in the Warrumbungle Shire who were born in a non-English speaking country. Of these fifty one speak English and another language. English proficiency of migrants in our shire is high, with only nine people stating they spoke English not well or not at all. The top five non-English speaking countries of birth were Germany, Holland, China, South Africa and Hong Kong.

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

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

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

Services for Needs of Children

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

Council auspices three children’s services including:

Connect Five Mobile children’s service, provides play sessions and parent education across the Warrumbungle and Gilgandra Local Government Areas. A Toy Library provides a range of children’s educational and interactive toys available for loan.

-
- Castlereagh Family Day Care provides coordination and support across the Warrumbungle, Coonamble and Gilgandra LGA's. Family Day Care is a registered child care service that operates in the private homes of registered carers for 0-12 year olds.
 - Yuluwirri Kids provides Long Day Care and Pre-school services.

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

The library service, which is part of the Macquarie Regional Library Service, maintains branches or services in each of the six (6) communities. There are dedicated children's sections providing a range of children's fiction and picture story books, audio cassettes and posters and weekly story time for children. Schools, children's services and community groups can arrange class visits.

Further information regarding services for Children are included in the Community Service Director's section in this report.

Access & Equity Activities for Residents

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

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

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

Council's current Social/Cultural Community Plan was completed in 2008. The Social/Community Plan was developed 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 the Identified Needs, Gaps and Issues section of the plan, the known needs, gaps and issues for each target group of the Warrumbungle LGA are recorded and strategies identified to address these.

Council undertakes regular consultations with residents to identify ongoing needs, service gaps, issues and concerns of residents. Consultations is undertaken through services such as Warrumbungle Community Care, Family Day Care, Connect 5 Mobile or through Town Meetings, Interagency meetings, Community Development activities.

Planning is underway for extensive community consultations across the shire seeking input for Councils 20 year Community Strategic Plan. Forums targeting seniors, young families and the Indigenous community will be provided. Transport and childcare will support access of target groups to these forums.

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

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

Council employs a Community Development Officer and funds five (5) Community Development Coordinator positions based in towns across the shire. These positions source and apply for State and Federal funding and provide community development, advocacy, and support for communities. This community development approach ensures engagement with local communities and awareness of their needs across the whole shire. It also ensures equitable access to resources and services throughout the shire where possible, and supports the development and maintenance of community infrastructure.

Indigenous Community

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

The Aboriginal population is predominately distributed in the northern half of the Shire and in total represents nearly 8% of the Shires population. Six percent of the Aboriginal population in the shire is aged 65 years and over, 36 percent are aged between 24 and 64 years of age, 16 percent are aged between fifteen and twenty four years of age and 42 percent are aged fourteen years or younger. (ABS Census, 2006).

Council provides an annual financial contribution to support NAIDOC week celebrations; and coordinates the compilation and promotion of the community's event program and facilitation of Council celebrations and official Flag raising

ceremonies. Reconciliation Week was also celebrated; and support provided to local organisers of community events. Council maintains communication and liaison with Aboriginal service providers, Elders Group and the local Lands Council through Interagency and other meetings.

In the past year, Council supported Youth Club activities funded by Tamworth Indigenous Coordination Centre (ICC) which operated during the Christmas and Easter school holidays.

Private Works

LGA s.428(2)(k)

No subsidised private work was carried out by Council during the period 1 July 2010 to 30 June 2011.

Contributions and Donations

LGA s.428(2)(l)

Rates Contributions 2010/2011

Group	Contribution \$
Coonabarabran CWA	\$1,126.12
Baradine CWA	\$497.63
Mendooran CWA	\$370.90
Masonic Lodge Timor No. 274	\$1,654.21
Baradine Masonic Lodge	\$497.63
Coonabarabran Boy Scouts	\$225.00
St Vincent De Paul – Dalgarno St	\$225.00
Coonabarabran Girl Guides	\$225.00
Binnaway Showground	\$204.08
Catholic Church – Baradine Tennis Courts	\$281.90
Baradine Anglican Church	\$281.90
Baradine Uniting Church	\$281.90
Baradine Catholic Church	\$149.30
Belah Creek Hall	\$446.62
Binnaway Anglican Church	\$204.08
Binnaway Roman Catholic Church	\$204.08
Coonabarabran Jehovah's Witnesses	\$225.00
Coonabarabran New Life Centre (Assemblies of God)	\$225.00
Coonabarabran Roman Catholic Church	\$225.00
Coolah St Andrews Anglican Church	\$169.30
Coolah St James Presbyterian Church	\$342.30
Coolah Sacred Heart Catholic Church	\$342.30
Dunedoo All Saints Anglican Church	\$308.20
Dunedoo St David's Presbyterian Church	\$308.20
Dunedoo St Michael's Catholic Church	\$359.30
Dunedoo Uniting Church	\$308.21
Mendooran St Chad's Anglican Church	\$370.90
Mendooran St Mary's Catholic Church	\$370.90
Leadville Fire Shed (to assist with rates)	\$250.00
Coolah Youth Centre (to assist with garbage charges)	\$250.00
Total Contributions – Rates & Charges	\$10,929.96

Donations 2010/2011

	\$'s
School Prize Nights (Northern)	\$770.00
Coonabarabran Arts Acquisitive Prize	\$800.00
Coonabarabran Shire Orbital Swing Band	\$1,000.00
Coonabarabran 2WRCFM	\$520.00
Coonabarabran DPS Local & Family History Group Inc	\$500.00
Coonabarabran Jockey Club	\$1,000.00
Coonabarabran – Warrumbungle Art Expo	\$1,000.00
Binnaway Jockey Club	\$1,000.00
Baradine School Band	\$250.00
Coolah Radio Station	\$520.00
Dunedoo Bush Poetry	\$500.00
Dunedoo Lions – Acquisitive Art Prize	\$500.00
Dunedoo Three Rivers Radio	\$520.00
Dunedoo TAFE	\$50.00
Neilrex Hall	\$500.00
Neilrex Tennis Club	\$700.00
Northern Inland Academy of Sport	\$360.00
Keep Australia Beautiful	\$450.00
Warrumbungle Staff Christmas Party	\$3,734.86
Coonabarabran 150 Year Celebrations	\$1190.91
Legal costs for other Councils	\$420.91
Coolah Youth Club	\$1,000.00
Ulamambri Hall Committee	\$8,697.00
Mendooran Rodeo	\$200.00
Coonabarabran Rotary Club	\$500.00
Baradine PA&H	\$50.00
Coonabarabran Youth Club	\$687.00
Rotary Conference	\$605.00
Westpac Rescue Helicopter	\$200.00
Pandora Gallery	\$1,600.00
Breast Screen Van	\$920.58
Coolah District Arts & Tourism	\$1,009.80
Staff Retirement Functions	\$3,239.69
Total of donations	\$34,995.75
TOTAL OF CONTRIBUTIONS AND DONATIONS	<u>\$45,925.71</u>

Statement of Human Resources Activities

LGA s.428(2)(m)

1. Human Resource Management

2010/2011 brought challenges to the HR department some of which were new and some have been experienced previously. The problem of an ageing workforce and the prospect of losing staff with years of corporate knowledge, especially in the outdoor staff, were of particular concern to Council this year.

HR continued to provide all departments with advice and support both in recruitment and staff relations.

Although HR was involved in a major industrial relation matter which has continued into the new financial year but overall no major industrial matters took place.

HR investigated the purchase of suitable software to enable a more efficient and effective data base for Learning and Development and Workforce Planning as part of the Integrated and Planning Report requirement to be completed by 2012.

2. OH&S/Risk Management

The Workplace Safety Officer worked with all staff to ensure risk assessments were undertaken on all jobs.

Unfortunately there were 23 Workers Compensation Incidents reported and 17 Claims, two of which have been declined and one still in dispute. Two of the claims totalled \$57,661.78, these will have a major impact on premiums for succeeding years. Majority of incidents were reported within the required 24 hour timeframe as required by State Cover Insurance.

Work on the Mine Safety Management Plan continued and should be finalised in the coming year.

3. Staff Recruitment Services

This area proved to be a challenge for HR. Council encountered a high staff turnover this financial year. Finding new ways to attract and retain suitably qualified staff while competing with other industries and offering competitive remuneration while working under the restraints of Council's salary system was just one of those challenges. Attracting staff in the areas of engineering and finance were focused on. Numerous vacancies within the organisation were filled by current staff who had developed the skills to step up into new roles. Recruitment and Selection procedures were reviewed to ensure legislative compliance.

4. Performance Management

Again all staff undertook competency assessments which provided information to HR to enable individual training plans to be developed. Competency documents were refined to better reflect the skills and competencies required for individual positions. A new system was implemented to those staff at the top of their grade which ensured they had an opportunity to discuss their performance with their supervisors.

5. Staff Training Activities

Council provided various training to staff over the past twelve months. New staff recruited to the organisation were offered the opportunity to undertake at least a Certificate iii through traineeships in their individual areas and many staff completed their traineeships successfully this year.

The annual training budget was fully expended. Finding appropriate training and sourcing facilitators to ensure cost effectiveness and suitability of training was a challenge. Sharing of training with neighboring Councils in the central west was undertaken to minimise costs and ensure staff received training opportunities.

HR continued to work on developing and implementing individual staff training plans.

Statement of Activities to implement EEO Management Plan

OTHER LEGISLATION – Section 428(2) (r)

Review of Council's EEO Management Plan was undertaken by the Human Resource Department. The EEO Management Plan aims to ensure fair practices and conditions in the workplace and ensure the absence of discrimination when undertaking employment processes. The policy also ensures opportunities are offered to staff with career paths and access to attend training courses.

All staff understands Equal Employment Opportunity principles and their responsibilities in the workplace. All recruitment processes were closely scrutinized. Training and development policies and practices were followed.

CHILD PROTECTION AND COMMUNITY SERVICES ACT 1999 – Section 428(2) (n)

All staff who work alone or in close contact with children, as do staff with Yuluwirri Kids, Connect Five and Family Support Services, undertake a Working with Children Check as a condition of employment. These checks are a pre requisite to any employment offers being made and in line with Council's employment policies and procedures.

External Bodies

LGA s.428(2)(o)

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

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

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

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

There are three committees 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 Committee	Traffic Management
Warrumbungle 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
Orana Arts Incorporated Committee	Central West and Namoi Catchment Management Authorities
Central Ranges Natural Gas Association	Orana Regional Organisation of Councils
Golden Highway Consultative Committee	Inland Rail Committee
Wind Energy Precinct Advisory Committee	Central West Explorer Country Tourism
Warrumbungle Shire Liquor Accord	

Companies

LGA s.428(2)(p)

Warrumbungle Shire Council did not hold a controlling interest in any company during the period 2010/2011.

Partnerships, Cooperatives, Joint Ventures

LGA s.428(2)(q)

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

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

Council also coordinates the Castlereagh Family Day Care Scheme which services Warrumbungle 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.

Competitive Neutrality Pricing

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

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

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

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

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

- 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)

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

Competitive Neutrality Complaints 2010/2011

There were no Competitive Neutrality Complaints received in 2010/2011 and accordingly there is no outcome to report. There are no outstanding complaints.

Comparison of stormwater management

Reg cl 217(1)(e)

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

Companion Animals Act and Regulation Activities

Reg c1217 (1) (f)

Lodgement of pound data collection returns with the department Data is lodged annually on the electronic database.

SUMMARY OF POUND DATA FOR 2010/11	CATS	DOGS	TOTAL
Seized and transferred to Council's facility	5	139	144
Returned to owner	0	0	0
Dumped	0	0	0
Surrendered by owners	0	0	0
Released to owners	0	6	6
Euthanased	5	93	98
Sold	0	10	10
Released for rehousing	0	0	0
Died at Council's facility	0	0	0
Stolen or escaped from Council's facility	0	0	0
Holding pending Court Action	0	0	0

Lodgement of data relating to dog attacks with the Division There were fifteen (15) reported dog attacks during the period. All were recorded as per legislation on the Companion Animal Register

Amount of funding spent relating to companion animal management and activities \$62,865

Companion animal community education programs carried out Nil

Strategies Council has in place to promote and assist the desexing of dogs and cats Nil

Strategies in place to comply with the requirements under section 64 (Companion Animals Act) to seek alternatives to euthanasia for unclaimed animals Council does not have any practical alternative available to rehouse dogs and cats. During 2010/11 no dogs or cats were rehoused.

Off leash areas provided in the Council area. Yes. There is an off leash area in six (6) towns in the Shire.

Detailed financial information on the use of Companion Animals Fund money for management and control of companion animals in the area. Received \$11,993 which was spent in salaries of Rangers controlling Companion Animals

Report on special variation expenditure

S508(2)

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

Promoting Better Practice Report

Promoting Better Practice Report

The Division of Local Government's Promoting Better Practice (PBP) is part of the NSW Government's local government reform program. It provides an opportunity for Councils to undertake a comprehensive review of their operations which aims to promote good governance and develop a culture of improvement and greater compliance. The program aims to improve the viability and sustainability of councils and can act as a 'health check', giving the council confidence about what is being done and helping to focus attention on key priorities.

The review involves a five step process; preparing, assessing, checking, analyzing and reporting. It acts as a Council 'health check' and includes a self assessment process and on site external evaluation and audit of the practices, policies and frameworks in place to monitor performance. The program gives valuable feedback to Council, the Director General of the Division of Local Government and the Minister for Local Government.

Recommendations are provided to Council and its community, about six key areas including; Strategic Planning (Council's Priorities and Focus), Governance; Regulatory Functions; Asset and Financial Management; Community and Consultation; and Workplace Relations.

The NSW Division of Local Government (dlg) undertook a Promoting Better Practice Review of Warrumbungle Shire in 2010, and the final report was presented to Council in November 2010. A total of 45 recommendations were included under the headings of; Governance, Land Use Planning and other Regulatory Functions, Asset and Financial Management, Community and Consultation and Workforce Relations. The actions required were adopted by Council and a program for implementation initiated by the General Manager.

Organisational Review

In 2010 Council commissioned an extensive organisational review that was completed by Local Government Management Solutions (LGMS). This involved the gathering of Councillors, staff and community feedback; and a thorough external assessment of the functionality and capacity of the organisation. The 38 recommendations from this report was tabled for public information, with a status report from the General Manager and formally accepted by Council in October 2010. This in turn facilitated significant organisational change and whilst some of the challenges identified remain at the end of this reporting period, there has been a cultural shift that will ensure the organisation moves forward to address these issues.

Integrated Planning and Reporting

The Integrated Planning and Reporting (IP&R) legislation dramatically changed current strategic planning and reporting requirements for NSW councils. Under the legislation, every council will be required to prepare a series of new plans to guide and inform their operations and priorities, and to build strong links with local communities and other stakeholders.

Warrumbungle Shire Council is in Group 3 of Councils which means by 30 June 2012, Council must have;

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

Council has engaged the services of The Centre for Local Government; which is based at the University of Technology Sydney (UTS) to work with Council and staff providing a capacity-building program to develop the Community Strategic Plan, Delivery Program and Operational Plan.

Government Information (Public Access) Act 2009

The Annual Report must include statistical information about access applications as detailed in Schedule 2. The following information is provided:

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application Withdrawn
Media								
Members of Parliament								
Private sector business								
Not for profit organisations or community groups								
Members of the public (application by legal representative)								
Members of the public (other)	2	5	1					

*More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table B: Number of applications by type of application and outcome*								
	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application Withdrawn
Personal information applications*	1							
Access applications (other than personal information applications)		1	1					
Access applications that are partly personal information applications and partly other	1	4						

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

Table C: Invalid applications	
Reason for invalidity	No. of applications
Application does not comply with formal requirements (section 41 of the Act)	0
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restrain order (section 110 of the Act)F	0
Total number of invalid applications received	0
Invalid applications that subsequently became valid applications	0

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 to Act	
	Number of times consideration used*
Overriding secrecy laws	
Cabinet information	
Executive Council information	
Contempt	
Legal professional privilege	1
Excluded information	
Documents affecting law enforcement and public safety	
Transport safety	
Adoption	
Care and protection of children	
Ministerial code of conduct	
Aboriginal and environmental heritage	

* More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of Act	
	Number of occasions when application not successful
Responsible and effective government	1
Law enforcement and security	
Individual rights, judicial processes and natural justice	
Business interests of agencies and other persons	1
Environment, culture, economy and general matters	
Secrecy provisions	
Exempt documents under interstate Freedom of Information legislation	

Table F: Timeliness	
	Number of application
Decided within the statutory timeframe (20 days plus any extensions)	8
Decided after 35 days (by agreement with applicant)	
Not decided within time (deemed refusal)	
Total	8

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)			
	Decision varied	Decision upheld	Total
Internal review		1	1
Review by Information Commissioner*		6	6
Internal review following recommendation under section 93 of Act			
Review by ADT		2	2
Total		9	9

*The Information Commissioner does not have the authority to vary decisions, but can make recommendations to the original decision-maker. The data in this case

indicates that a recommendation to vary or uphold the original decision has been made by the Information Commissioner.

Table H: Applications for review under Part 5 of the Act (by type of applicant)	
	Number of applications for review
Applications by access applicants	8
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	

Privacy Statement

s.33

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 reviewed and updated its Privacy Management Plan in November 2009. This Plan outlines policies and practices to ensure compliance with the requirements of the Act. Council also incorporates 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, Mrs Rebecca Ryan.

Particulars of compliance with Planning Agreements

s.93G (5)

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

Publication Guide

A copy of Council's 2010 Publication Guide can be obtained from the Administration Desk at the Administration Centre at 20 John Street, Coonabarabran 2357 or accessed via council's website – www.warrumbungle.nsw.gov.au

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

Attachment 1.0 - Condition of Public Works

Warrumbungle Shire Council

Special Schedule No. 7 - Condition of Public Works

as at 30 June 2011

\$'000

ASSET CLASS	Asset Category	Dep'n. Rate (%)	Dep'n. Expense (\$)	Cost	Valuation	Accum. Depreciation amortisation & impairment	Carrying Amount (WDV)	Asset Condition ^a	Estimated cost to bring up to a satisfactory condition / standard ^(b)	Required ^(b) Annual Maintenance	Current ^(b) Annual Maintenance	
Buildings		per Note 1	per Note 4	per Note 4	per Note 4	per Note 4	per Note 4	per Note 4	per Note 4	per Note 4	per Note 4	
		2.00%	110	4,044	581	3,463	2	265	77	77		
		3.00%	101	6,369	966	5,423	2	60	65	65		
		2.75%	252	13,424	2,441	10,983	2	63	30	72		
		2.00%	94	3,408	983	2,515	2	20	5	29		
		3.00%	63	2,537	391	2,146	2	10	22	8		
		3.00%	49	1,620	303	1,317	2					
		2.00%	216	8,428	1,241	7,375	2	1,000	125	565		
		2.00%	46	24	3,681	471	3,234	2	8	9		
		2.00%	51	276	2,890	212	2,654	1		9		
		2.00%	54		2,480	367	2,003	2	15	92		
		2.00%	31		53	2,129	315	1,867	2			
			1,067	541	51,100	8,271	43,376		1,441	434	1,665	
	Public Roads	Sealed Roads	1.60%	1,554	1,475	143,583	15,776	129,282	1-2	7,500	865	7,494
		Unsealed Roads	1.60%	3,024	212	106,859	14,090	92,781	2-3	3,161	1,250	1,419
		Bridges	1.00%	116		32,011	2,944	29,067	2-3	6,000	175	500
		Footpaths	1.00%	106		4,417	1,011	3,406	1-2	260	25	60
Carriageways		0.75%	1		180	23	174	1-2				
Kerb and Gully		2.00%	83	114	12,196	2,278	10,031	1-4	87	45	93	
Traffic Islands		4.00%	2		356	58	298	1-5		10	10	
			4,886	1,801	299,417	36,181	265,037		16,028	2,378	9,376	

Warrumbungle Shire Council

Special Schedule No. 7 - Condition of Public Works (continued)
as at 30 June 2011

\$'000

ASSET CLASS	Asset Category	Dep'n. Rate (%)	Dep'n. Expense (\$)	Cost	Valuation	Accum. Depreciation/mortisation & Impairment	Carrying Amount (WDV)	Asset Condition ^a	Estimated cost to bring up to a satisfactory condition / standard ⁽¹⁾	Required ⁽²⁾ Annual Maintenance	Current ⁽³⁾ Annual Maintenance
		per Note 1	per Note 4								
		2.00%									
Drainage Works	Stormwater Conduits		115	15	6,493	2,099	4,409	2-3	176	72	90
	Stormwater Converters		20		1,408	404	1,004	2-3			
	sub total		135	15	7,901	2,503	5,413		176	72	90
	TOTAL - ALL ASSETS		7,177	2,919	438,264	91,772	349,411		19,724	3,619	11,746

Notes:

- (1). Satisfactory refers to estimated cost to bring the asset to a satisfactory condition as deemed by Council. It does not include any planned enhancements to the existing asset.
- (2). Required Annual Maintenance is what should be spent to maintain assets in a satisfactory standard.
- (3). Current Annual Maintenance is what has been spent in the current year to maintain assets.

Asset Condition "Key" - as per NSW Local Government Asset Accounting Manual:

1	Near Perfect - Ranges from New or Good
2	Superficial Deterioration - Ranges from Generally Good to Fair
3	Deterioration Evident - Ranges from Fair to Marginal
4	Requires Major Reconstruction - Ranges from Poor to Critical
5	Asset Unserviceable - Critical, Beyond Repair

Attachment 2.0 – Payment of Expenses Policy
(This policy is currently under review)

Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors (endorsed by Council 21 October 2010)

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

Part 1 - INTRODUCTION

Title and Commencement of the Policy

1.1 This Policy shall be cited as the Policy for the Payment of Expenses and Provision of Facilities to Councillors and is effective from 21 October 2010.

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

Purpose of the Policy

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

Objectives and Coverage of the Policy

1.3 The objective of this Policy is to describe those expenses incurred or to be incurred by, and the facilities provided to, the Councillors the cost of which shall be met by Council.

This Policy aims to uphold and demonstrate the following key principles:

- **Conduct.** Councillors must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out their functions under the Local Government Act 1993 (“the Act”) or any other Act.
- **Participation, equity and access.** The provisions of the Policy are to be non-discriminatory and used in an equitable manner to enable the full participation by Councillors from different walks of life. The provisions of the Policy shall also be at an appropriate level to encourage members of the community, particularly under-represented groups such as those in primary caregiver roles, to seek election to Council by ensuring that they would not be financially or otherwise disadvantaged in undertaking the civic functions of a Councillor.
- **Accountability and transparency.** The details and range of benefits provided to the Councillors are to be clearly stated and be fully transparent and acceptable to the local community.
- **Reasonable expenses.** Councillors shall only be reimbursed for expenses reasonably incurred in the performance of their role as a Councillor.

Only those entitlements specifically described in this Policy shall be provided by Council.

Basis of this Policy

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

Local Government Act 1993

252 Payment of expenses and provision of facilities

(1) Within 5 months after the end of each year, a council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the

-
- provision of facilities to, the mayor, the deputy mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.
- (2) The policy may provide for fees payable under this Division to be reduced by an amount representing the private benefit to the mayor or a councillor of a facility provided by the council to the mayor or councillor.
 - (3) A council must not pay any expenses incurred or to be incurred by, or provide any facilities to, the mayor, the deputy mayor (if there is one) or a councillor otherwise than in accordance with a policy under this section.
 - (4) A council may from time to time amend a policy under this section.
 - (5) A policy under this section must comply with the provisions of this Act, the regulations and any relevant guidelines issued under section 23A.

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

- (1) A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.
- (2) Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.
- (3) Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.
- (4) Within 28 days after adopting a policy or making an amendment to a policy for which public notice is required to be given under this section, a council is to forward to the Director-General:
 - (a) a copy of the policy or amendment together with details of all submissions received in accordance with subsection (1), and
 - (b) a statement setting out, for each submission, the council's response to the submission and the reasons for the council's response, and
 - (c) a copy of the notice given under subsection (1).
- (5) A council must comply with this section when proposing to adopt a policy each year in accordance with section 252 (1) even if the council proposes to adopt a policy that is the same as its existing policy.

254 Decision to be made in open meeting

The council or a council committee all the members of which are councillors must not close to the public that part of its meeting at which a policy for the payment of expenses or provision of facilities is adopted or amended, or at which any proposal concerning those matters is discussed or considered.

428(pt) Annual reports

- (1) Within 5 months after the end of each year, a council must prepare a report as to its achievements with respect to the objectives and performance targets set out in its management plan for that year.
- (2) A report must contain the following:
 - (f) the total amount of money expended during the year on mayoral fees and councillor fees, the council's policy on the provision of facilities for use by councillors and the payment of councillors' expenses, together with a statement of the total amount of money expended during that year on the provision of such facilities and the payment of such expenses,

217(pt) Additional information for inclusion in annual reports

- (1) For the purposes of section 428(2)(r) of the Act, an annual report of a council is to include the following information:
- (a) details (including the purpose) of overseas visits undertaken during the year by councillors, council staff or other persons representing the council (including visits sponsored by other organisations),
 - (a1) details of the total cost during the year of the payment of the expenses of, and the provision of facilities to, councillors in relation to their civic functions (as paid by the council, reimbursed to the councillor or reconciled with the councillor), including separate details on the total cost of each of the following:
 - (i) the provision during the year of dedicated office equipment allocated to councillors on a personal basis, such as laptop computers, mobile telephones and landline telephones and facsimile machines installed in councillors' homes (including equipment and line rental costs and internet access costs but not including call costs),
 - (ii) telephone calls made by councillors, including calls made from mobile telephones provided by the council and from landline telephones and facsimile services installed in councillors' homes,
 - (iii) the attendance of councillors at conferences and seminars,
 - (iv) the training of councillors and the provision of skill development for councillors,
 - (v) interstate visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses,
 - (vi) overseas visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses,
 - (vii) the expenses of any spouse, partner or other person who accompanied a councillor in the performance of his or her civic functions, being expenses payable in accordance with the Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors for Local Councils in NSW prepared by the Director-General from time to time,
 - (viii) expenses involved in the provision of care for a child of, or an immediate family member of, a councillor, to allow the councillor to undertake his or her civic functions,

403 Payment of expenses and provision of facilities

A policy under section 252 of the Act must not include any provision enabling a council:

- (a) to pay any councillor an allowance in the nature of a general expense allowance, or
- (b) to make a motor vehicle owned or leased by the council available for the exclusive or primary use or disposition of a particular councillor other than a mayor.

Also, under Section 248A of the Act Council must not, unless otherwise permitted, pay an annual fee to a Councillor for any period during which the Councillor is suspended from civic office or the right to be paid any fee is suspended.

Under Section 254A of the Act Council may resolve that an annual fee not be paid to a Councillor or the amount reduced if the Councillor is absent, with or without leave, from meetings of the Council for a period not more than 3 months or in any circumstances prescribed by regulation. A fee must not be paid if the period of absence exceeds 3 months.

Under clause 404 of the Regulation a prescribed circumstance for non-payment or reduction of a Councillor's annual fee is where payment would adversely affect the Councillor's entitlement to a pension, benefit or allowance and the Councillor is agreeable to the non-payment or reduction.

A Councillor may elect not to accept any entitlement under this Policy, except that the Mayor and every Councillor must be paid the appropriate minimum fees determined by the Local Government Remuneration Tribunal (unless the provisions of Section 254A of the Act apply). Payment of the appropriate minimum fees determined by the Remuneration Tribunal is a requirement of Sections 248 (4) and 249 (4) of the Act.

Other Government Policy Provisions

- 1.5** This Policy has been prepared with reference to other Government and Council Policy provisions as follows:
- DLG Guidelines for the payment of expenses and the provision of facilities to Mayors and Councillors, Model Code of Conduct for Local Councils in NSW and Circulars to Councils
 - Department of Local Government Circular No. 08-03, 18 January 2008, Findings from Review of Councillor Expenses and Facilities Policies
 - Department of Local Government Circular No. 07-22, 28 May 2007 Updated Guidelines for the Payment of Expenses and Provision of Facilities to Mayors and Councillors
 - Department of Local Government Circular No. 06-57, 5 September 2006 Guidelines for the Payment of Expenses and Provision of Facilities to Mayors and Councillors
 - Department of Local Government Circular No. 05/08, 9 March 2005 Legal Assistance for Councillors and Council Employees
 - Department of Local Government Circular No. 02/34, 18 July 2002 Legal Assistance for Councillors and Council Employees
 - ICAC Publications
 - Warrumbungle Shire Council's Code of Conduct.

Part 2 - PAYMENT OF EXPENSES

This Policy is intended to cover most situations where a Councillor reasonably incurs expenses in discharging the functions of civic office. The annual fee paid to each Councillor is generally not intended to offset those costs.

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

2.1 Councillors' Fees

Councillors will be paid an annual fee in accordance with the recommended maximum as advised by the Local Government Remuneration Tribunal. The fees payable by Council are payable by monthly instalments in arrears for each month (or part of a month) for which the Councillor holds office. Councillors annual fees do not fall within the scope of councillor expenses and facilities.

2.2 Establishment of Monetary Limits and Standards

Monetary limits prescribed in this Policy set out the maximum amount payable in respect of any facility or expense. Any additional cost incurred by a Councillor in excess of any limit set shall be considered a personal expense that is the responsibility of the Councillor. All monetary amounts stated are exclusive of GST.

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

2.3 Requirement for receipts

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

2.4 Payment of Reimbursed claims

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

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

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

2.5 Accommodation and meal expenses

Council will provide reasonable expenses for each night of authorised attendance by elected members and/or the General Manager at conferences or seminars on behalf of Council, or as participants or on authorised Council business.

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

Such attendance to be confirmed by Council with reimbursement of costs and expenses to be made upon the production of appropriate receipts and/or tax invoices and completion of the required claim forms. Alternatively, accommodation can be booked by Council order form and allowance for incidental expenses as provided under clause (2.6).

2.6 Incidental Expenses

Incidental expenses such as taxi or public transport fares, parking fees, phone/fax expenses and expenses incurred as the result of the purchase of refreshments during meetings related to council business or meals not included in the registration fees for conferences or similar functions, will be reimbursed by Council on production by the Councillor of the relevant receipts together with an approved claim form.

Council will not meet any expenses for alcohol, cigarettes or personal requirements. Council will not fully fund any activity where the Councillor is not in attendance for at least 90% of the specified activity. Other than in the most exceptional circumstances, where Councillor's expenses have been met by Council but the Councillor does not attend

at least 90% of the activity, that Councillor will be required to show cause why they should not reimburse Council for any costs incurred.

2.7 Payment of expenses for spouses, partners and accompanying persons

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

Where the attendee is accompanied at a conference or seminar by his or her spouse or partner or accompanying person, the attendee will be required to meet all costs associated with their spouse or partner or accompanying person's travel expenses, additional accommodation expenses, tours and attendance. (There is provision for spouses, partner or accompanying person to attend the Local Government and Shires Association conference with limiting of expenses of spouses etc to the cost of registration and official conference dinner.)

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

Costs and expenses incurred by the Mayor (or General Manager or nominee) on behalf of their spouse, partner or accompanying person shall be reimbursed if the cost or expense relates specifically to the ticket, meal and/or direct cost of attending the function. Each Councillor is entitled to a maximum of \$410 per year of term for external payments in respect of these types of expenses.

2.8 Payments in advance

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

Within one (1) week of incurring the cost and/or returning home the Councillor shall submit the details to the General Manager for verification and pay back to Council any unspent money. The level of the supporting documentation is to be commensurate with the nature of the expenditure. The maximum value of a cash advance is \$512.

2.9 Approval arrangements

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

2.10 Attendance at seminars and conferences

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

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

After returning from the conference, Councillors or a member of council staff accompanying the councillor/s, should provide a written report to council on the aspects of the conference relevant to council business and/or the local community. No written report is required for the Annual Conferences of the Local Government and Shires Association.

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

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

2.11 Registration fees

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

2.12 Travel Expenses

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2.13 Attendance at dinners and other non-council functions

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

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

2.14 Gifts

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

2.15 Training and Educational expenses

Council will only meet the costs of training or attendance at an educational course that is directly related to the Councillor's civic functions and responsibilities and is approved by Council prior to undertaking such training or attendance.

2.16 Telephone and internet expenses

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

2.17 Mobile telephone

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

2.18 Internet

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

2.19 Insurance Provisions

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

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

2.20 Legal Expenses and Obligations

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

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

Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act shall be distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation

as to whether a Councillor acted corruptly by using knowledge of a proposed rezoning for private gain is not covered by this provision.

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

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

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

2.21 Special requirements of Councillors – Care and Other Related Expenses

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

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

The total amount paid to a Councillor under this provision shall not exceed \$500 per year of term.

Part 3 – PROVISION OF FACILITIES

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

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

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

3.1 Mayoral Expenses, Facilities, Equipment and Services

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

- a) Mayoral allowance –the maximum fee as determined by the Local Government Remuneration Tribunal (less \$500.00 as set out below), to be paid monthly in arrears.

Where the Deputy Mayor demonstrably acts in the role of the Mayor, an amount of Five hundred dollars (\$500.00) per annum of the Mayoral allowance is to be paid to the Deputy Mayor with the total sum of \$500.00 being paid by monthly payments in arrears. Payment of this annual allowance totalling \$500.00 to the Deputy Mayor is only to be done at the direction of the Mayor.

- b) Payment of annual fees in accordance with Section 248 and 249 of the Act.

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- 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) Supply of Name Badges, Business Cards, Diaries and Attache Case.

3.2 Elected Members – Facilities, Equipment and Services

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 (where the Deputy Mayor demonstrably acts in the role of the Mayor) – an amount of five hundred dollars (\$500.00) being part of the Mayoral allowance is to be provided annually to the Deputy Mayor paid by monthly payments in arrears.
- 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) Supply of Name Badges and Note Books.

3.3 Bluetts Handbook

Provide all Councillors with a copy after their election.

3.4 Policies

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

Part 4 – OTHER MATTERS

4.1 Acquisition and return of equipment and facilities by Councillors

At the completion of their term of office, during extended leave of absence or cessation of civic duties, Councillors are to return equipment and other facilities to the General Manager.

At the cessation of their duties, the option to purchase at a fair market price or written down value of equipment previously allocated to Councillors will be subject to determination by Council.

4.2 Status of the Policy

This is the second version of the new Policy. This Policy replaces the previous version of the Policy adopted by Council on 17 December 2009, Minute No. 199.

This Policy was adopted by Warrumbungle Shire Council at its meeting held on 21 October 2010, Minute No. 123. The Policy shall only be amended at a subsequent meeting of Council, subject to compliance with the Act.

POLICY DOCUMENT CONTROL:

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

Attachment 3.0 – State of Environment Report