



Warrumbungle Shire Council

Council meeting

Thursday, 16 February 2012

to be held at the Council Chambers, Coolah

commencing at 11.00 am

MAYOR

Councillor Peter Shinton

DEPUTY MAYOR

Councillor Murray Coe

COUNCILLORS

Councillor Kerry Campbell

Councillor Tilak Dissanayake

Councillor Ray Lewis

Councillor Mark Powell

Councillor Victor Schmidt

Councillor Ron Sullivan

Councillor Denis Todd

MANAGEMENT TEAM

Steve Loane (General Manager)

Rebecca Ryan (Director Corporate Services)

Kevin Tighe (Director Technical Services)

Tony Meppem (Acting Director Environmental Services)

Fiona Luckhurst (Acting Director Community Services)

Vision

Excellence in Local Government

Mission

We will provide:

- Quality, cost effective services that will enhance our community's lifestyle, environment, opportunity and prosperity.
- Infrastructure and services which meet the social and economic needs and aspirations of the community now and in the future.
- Effective leadership and good governance, by encouraging teamwork, through a dedicated responsible well trained workforce.

We Value

Honesty

Frank and open discussion, taking responsibility for our actions

Integrity

Behaving in accordance with our values

Fairness

Consideration of the facts and a commitment to two way communication

Compassion

Working for the benefit and care of our community and the natural environment

Respect

To ourselves, colleagues, the organisation and the community listening actively and responding truthfully

Transparency

Open and honest interactions with each other and our community

Passion

Achievement of activities with energy, enthusiasm and pride

Trust

Striving to be dependable, reliable and delivering outcomes in a spirit of goodwill

Opportunity

To be an enviable workplace creating pathways for staff development

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the council Chambers, Coolah on Thursday, 16 February 2012 commencing at 11.00am

Date: 10 February 2012

Cr Peter Shinton
Mayor
Warrumbungle Shire Council
John Street
COONABARABRAN 2357

Cr Shinton

AGENDA

I submit the following report for Council's consideration at its meeting to be held on 16 February 2012. I further attach relevant reports from the Directors to me for the consideration of Council.

10.30am Pauline Dunne – Renewable Energy Precinct – Office of Environment and Heritage - Re wind renewable energy

10.45 – 11.00am Morning Tea

11.00am Paul Cornall - Forsyths - Presentation of 2011 Financial Statements

Forum

Declaration of Pecuniary interest and conflicts of Interest

Confirmation of Minutes

CONFIRMATION OF MINUTES of the ordinary meeting of Warrumbungle Shire Council held on 19 January 2012

ADOPTION OF THE RECOMMENDATIONS of the Waste Facilities Advisory Committee meeting held on 19 January 2012

ADOPTION OF THE RECOMMENDATIONS of the Traffic Advisory Committee meeting held in the Community Services Building, Coonabarabran on 9 February 2012

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Questions for Next Meeting

Matter to be dealt with “in committee”

1C Tenders

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

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

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business

FURTHER that Council resolve:

- (a) that Council go into closed committee to consider business relating a tender
- (b) that pursuant to section 10A(1)-(3) of the Local Government Act 1993, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of Section 10A(2)(c) as outlined above
- (c) that the correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the Local Government Act 1993.

.....
STEVE LOANE
GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

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GENERAL MANAGER'S REPORT

ANNEXURE 1

1.1 Financial Assistance Requests – February 2012

At the ordinary March 2011 Council meeting Council adopted the Policy, Financial Assistance to Others. Item 5.2 refers to the process how Council will consider applications for monetary grants at the ordinary meetings in February and August, after a public call for applications is made. The assessment criterion has been prescribed as per item 5.3 as follows:

‘5.3 Assessment Criteria

Council will use the following general criteria when considering requests for financial assistance;

- *Activities which address gaps in service or community development;*
- *Activities which promote community development in a multicultural context and seek to address issues of access and equity;*
- *Involvement from volunteers and self help initiatives which build upon Council's contribution;*
- *Consumer / use participation in management of services / activities*
- *Innovative and creative approaches to identified needs; and*
- *Activities, which use Council funding to attract further resources.*

Council will give low priority to following types of requests for financial assistance;

- *Activities/services which do not attempt to become self-supporting where the potential exists through fees or other feasible income – producing activities.*
- *Activities of a purely social nature, which do not address the needs of disadvantaged groups.*
- *Activities which are eligible for support from state- wide or regional parent bodies.*
- *Organisations, which have not observed accountability requirements for past Council assistance.’*

Council allocated \$20,000 in the 2011-2012 Management Plan for Financial Assistance Grants. \$8,926 was expended in August 2011 (Resolution No 64/1112) and \$2,000 in September 2011 (Resolution No 125/1112). The balance remaining now being available is \$9,074.

Public submissions were sought in January 2012 for this second and final round for this Management Plan and closed Friday 3 February 2012. The following listing of applications received for consideration at the February Council meeting:

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Applicant	Amount requested	Expected project	Notes
Dunedoo Bush Poetry Festival	\$500	Sponsorship of Festival – monetary contribution, goods or payment of accommodation for judging panel members to reduce costs	\$500 provided in 2011-2012 Policy. \$500 included draft 2012-2013 Policy
Baradine PA & H Association	\$50	Request to increase donation to art section by \$50 to \$100	\$50 provided in 2011-2012 Policy \$50 included draft 2012-2013 Policy.
Mendooran Meganats	\$200	Promotion and Advertising of Mendooran Meganats (Hot Rod Show) May 2012	
Royal Far West Baradine Branch	\$53.93 \$75.95 \$129.88	First Aid Kit 15 Litre water bottle for making up cordial	
Coonabarabran DPS Local & Family History Group Inc	\$437	Purchase of North Western Watchman Reels 1941-1949	\$500 provided in 2011-2012 Policy. \$500 included draft 2012-2013 Policy.
Coonabarabran Amateur Swimming Club (CASC)	\$2,000	Contribution towards purchase of competition lane ropes for Coonabarabran Pool	
Borah Creek Public Hall Reserve Trust	\$3,500	Purchase of a ride on lawn mower for mowing of hall grounds, road verge and bus turning point	
Girl Guides – Coonabarabran Driver Reviver	Contribution	Revamp the “aged” barbecue area a the Visitors Information Centre	Estimate for two (2) barbecues \$6,000
Mendooran Singers	\$165	Request for Council to cover hall hire costs	
Moorambilla Voices Ltd	\$10,000 per year for 3 years	Seeking assistance to help keep project in Baradine	
Baradine Play Group	\$500	Purchase of garden shed for equipment used by Play Group	

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Applicant	Amount requested	Expected project	Notes
Baradine Amateur Swimming Club	\$200	Contribution to 2011-12 user fee for Swimming Club	
Mendooran Tennis Club Inc	\$1,500	Improvements to the clubhouse including ramp and railing and rain water tank	
Warrumbungle Arts & Crafts Inc	\$1,000	Acquisitive Art Prize	\$800 provided in 2011-2012 Policy, increased by \$200 in August 2011. \$1,000 included draft 2012-2013 Policy.
Warrumbungle Arts & Crafts Inc	\$1,000	To assist Group in running annual exhibition and expo	\$1,000 provided in 2011-2012 Policy. \$1,000 included draft 2012-2013 Policy.
Binnaway Jockey Club Inc.	\$1000	Sponsorship to help conduct Annual Race Meeting to be held on 4 th May 2013	\$1,000 provided in 2011-2012 Policy. \$1,000 included draft 2012-2013 Policy.
Baradine P.A&H Association	\$10,000	Donation towards disabled toilet for Baradine Showground	
The (Men's) Shed Coonabarabran Inc.	\$300	Funding towards the cost of Official Opening of Men's Shed on 24 March 2012	\$1,000 rates relief grant provided August 2011. \$1,000 included draft 2012-2013 Policy.
Mendooran Gun Club Inc	\$700	Funds for the completion of Ablution block and concrete slab for toilet amenities	

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Coonabarabran Bridge Club	\$400	Establishment of Coonabarabran Bridge club website	
Horse Expo	\$3069	Cross Country slashing	Slashing Costs for 1 day – 4 times per year

Late Applications

Applicant	Amount requested	Expected project	Notes
Talbragar Broadcasters	\$149	Purchase of one modem router	

RECOMMENDATION

For Council's determination.

1.2 Review of Financial Assistance Policy

At Council's meeting held on the 17 March 2011, Council endorsed the Financial Assistance to Others Policy.

Under the provisions of that Policy, a review is due to be undertaken at the February 2012 meeting

RECOMMENDATION

That Council endorse the Draft Financial Assistance Policy contained in Attachment 1.0 noting the addition to provide financial assistance of \$1,000 towards the rates to the Baradine Men's Shed and \$1,000 to the Coolah Men's Shed in accordance with Council's Resolution 64/1112 of 25 August 2011.

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Attachment 1.0

Strategic 1.3

Draft Financial Assistance to Others Policy

1. POLICY NAME

Warrumbungle Shire Council Financial Assistance to Others Policy

2. POLICY

Warrumbungle Shire Council may provide financial assistance or donations to community groups and individuals to encourage their development and growth within the Shire.

3. POLICY OBJECTIVES

The expected outcomes of this policy are as follows:

- Identification and support for community groups, organizations and individuals that contribute to the social, economic and / or environmental fabric of Warrumbungle Shire.
- Transparent process of application, assessment and determination of financial assistance.
- That financial assistance provided by Council complies with requirements of Section 356 of the Local Government Act 1993.

4. POLICY SCOPE

Council may provide financial assistance to those community groups, organizations and individuals that, by their activities, demonstrate a contribution to either the social, economic and / or environmental well being of the Shire. Financial assistance is provided across a broad range of activities and are grouped as follows;

- Sporting Clubs & Events
- Charity Groups
- Religious Properties
- Education Support
- Emergency Response Groups
- Community Service Organisations
- Cultural Groups and Societies
- Youth Groups and Senior Citizens
- Individuals
- Community Hall Committees

The types and structure of financial assistance depends upon the type of activity being undertaken and may be one of the following types;

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1. Donation of one half on the annual General Rate, Water Access Charge and Sewerage Access Charge
2. Donation of one half of the annual Water Access Charge and Sewerage Access Charge
3. Donation of the full annual waste collection charge.
4. Monetary grant

This policy provides overall guidance to elected representatives when faced with a diverse range of requests for financial assistance and it also provides guidance to staff that are required to implement the policy.

5. POLICY IMPLEMENTATION

In accordance with Section 356(1) of the Act, Council may, in accordance with a resolution of Council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

5.1 Specific Program

Attachment 1.0 contains a list of community groups that receive financial assistance and this list will be reviewed at the ordinary meeting of Council in February each year. The revised and updated list will then be included in Council's management plan for the next financial year.

Financial assistance requested in the form of a monetary grant must be made on Council's application form. Where the monetary grant exceeds \$200 in one year the recipient of the financial assistance is required to provide a report to Council in a format prescribed by Council.

Council will make a budget allocation in the management plan for requests for financial assistance that may be received throughout the year, but not included in attachment 1.0.

5.2 Application Process for Financial Assistance

Council will consider applications for financial assistance at the ordinary meeting in each of the following months only:

- February
- August

Prior to these meeting dates Council will make a public call for applications for financial assistance. Financial assistance applications must be made on a form prescribed by Council.

5.3 Assessment Criteria.

Council will use the following general criteria when considering requests for financial assistance;

- Activities which address gaps in service or community development;

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- Activities which promote community development in a multicultural context and seek to address issues of access and equity;
- Involvement from volunteers and self help initiatives which build upon Council's contribution;
- Consumer / user participation in management of services / activities
- Innovative and creative approaches to identified needs; and
- Activities, which use Council funding to attract further resources.

Council will give low priority to following types of requests for financial assistance;

- Activities/services which do not attempt to become self-supporting where the potential exists through fees or other feasible income – producing activities.
- Activities of a purely social nature, which do not address the needs of disadvantaged groups.
- Activities which are eligible for support from state- wide or regional parent bodies.
- Organisations, which have not observed accountability requirements for past Council assistance.

5.4 Use of Council Managed Properties, Facilities, Plant and Equipment

5.4.1 Coonabarabran Town Hall

When Council considers donations for the waiver of fees and charges at the Coonabarabran Town Hall that Council not waive the fees and charges but donate an amount as determined for the Hall fee Charge only. That is that the caretaker's costs and administration costs associated with the use of the Town Hall will not be part of the donations budget or consideration. Further that in considering the granting of a donation the fact of whether a fee is charged for entry to the Hall at the time will be a factor in determining the donation.

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

5.4.2 Council Owned Plant

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

- a) the work being carried out at a time which does not adversely affect Council's work program
- b) the plant being operated by an approved Council operator
- c) the operator volunteering his/her services
- d) an appropriate hire agreement being executed by the applicant

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- e) appropriate insurance cover being arranged
- f) that any requests be referred to Council for approval.

5.4.3 Development Applications

That Council donate the equivalent amount of the development application fee only levied on works to be undertaken by community groups on Council-owned facilities with such funds to be provided from Donation – Other budget.

6. RELEVANT LEGISLATION AND GUIDELINES

- a) Local Government Act 1993

7. POLICY REVIEW

This Policy has a life of one (1) year. It will be reviewed in February 2013.

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Annexure 1.0 - Warrumbungle Shire Council Annual Financial Assistance Program*

Program Category Name of Organisation or Group	Assistance Type (see note 1)
Sporting Clubs & Events	
Northern Inland Academy of Sport	(4) \$360.00
Binnaway Jockey Club	(4) \$1,000.00
Baradine Tennis Club (Catholic Church)	(2)
Neilrex Tennis Club	(4)\$700
Mendooran Turf Club	(4) \$1,000
Coonabarabran Jockey Club	(4) \$1,000
Coonabarabran Expo Committee	(4) \$1,000
Charity Groups	
St Vincent de Paul – Dalgarno Street	(2)
Religious Properties	
Baradine - Anglican Church - Uniting Church - Catholic Church	(2)
Binnaway - Anglican Church - Catholic Church	(2)
Coonabarabran - Jehovah's Witnesses - New Life Centre (Assemblies of God) - Catholic Church - Anglican Church - Uniting Church - Presbyterian Church	(2)
Coolah - St Andrew's Anglican Church - St James Presbyterian Church - Sacred Heart Catholic Church	(2)
Dunedoo - All Saints Anglican Church - St David's Presbyterian Church - St Michael's Catholic Church - Uniting Church	(2)

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Program Category	Assistance Type (see note 1)
Name of Organisation or Group	
Mendooran - St Chad's Anglican Church - St Mary's Catholic Church Note: (i) None of the above organisations will be required to pay more than \$589.88 on the above charges raised for the year 2010/2011. Thereafter this amount will be increased by general fund rate pegging each year. (ii) In all cases actual consumption costs for water usage will not be included in the donation policy and thus must be paid in full by the property owners.	(2)
Education Support	
St Lawrence's, Coonabarabran	(4) \$70.00
St Johns Baradine	(4) \$70.00
Baradine Central School	(4) \$70.00
Binnaway Central School	(4) \$70.00
Coonabarabran Primary School	(4) \$70.00
Coonabarabran High School	(4) \$70.00
Coonabarabran TAFE	(4) \$70.00
Coolah Central School	(4) \$70.00
Coolah Sacred Heart Primary School	(4) \$70.00
Dunedoo Central School	(4) \$70.00
Dunedoo TAFE	(4) \$70.00
St Michael's School – Dunedoo	(4) \$70.00
Mendooran Central School	(4) \$70.00
Emergency Response Groups	
Leadville Fire Shed (ass. 12519.5)	(3)
Community Service Organisations	
Coonabarabran CWA	(1)
Baradine CWA	(1)
Mendooran CWA	(1)
Baradine Masonic Lodge	(1)
Lodge Timor No 274	(1)
Coolah Community Radio	(4) \$520
Dunedoo Three Rivers Community Radio	(4) \$520
Coonabarabran 2WCR FM Community Radio	(4) \$520
Baradine Men's Shed (Baradine Rusty Club)	(4) \$1000 for rates
Coolah Men's Shed	(4) \$1000 for rates

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Cultural Groups & Societies	
Baradine School Band	(4) \$250.00
Coonabarabran Orbital Swing Band	(4) \$1,000
Baradine Agricultural Show – Art Prize	(4) \$50
Binnaway Agricultural Show – Art Prize	(4) \$50
Coonabarabran Warrumbungle Arts - Expo	(4) \$1,000
Warrumbungle Arts & Crafts – Coonabarabran – Acquisitive Prize	(4) \$1000
Dunedoo Lions Club – Art Unlimited	(4) \$500
Coonabarabran PAI&H Association (waste collection at Show)	(4)
Keep Australia Beautiful	(4) \$470
Coolah Rock'n At the Racecourse	(4) \$1,000
Dunedoo Bush Poetry	(4) \$500
Coonabarabran DPS Local & Family History Group	(4) \$500
Youth and Senior Groups	
Coolah Youth & Community Centre (assess 11212)	(3)
Coonabarabran Boy Scouts	(2)
Coonabarabran Girl Guides	(2)
Individuals	
Kidney Dialysis Patients (excess water charge donated – limit equal to 350 kilolitres)	(4)
Community Halls	
Neilrex Hall Committee	(4) \$500

* This program will be reviewed in February each year and included in Council's Management Plan

Note 1: Types of Financial Assistance

1. Donation of one half on the annual General Rate, Water Access Charge and Sewerage Access Charge
2. Donation of one half of the annual Water Access Charge and Sewerage Access Charge
3. Donation of the full annual waste collection charge.
4. Monetary grant

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POLICY DOCUMENT CONTROL:

Policy		Resolution	Date
Donations Policy	Endorsed	203	17 November 2005
Donations Policy	Amendment	42	17 August 2006
Donations Policy	Amendment	76	12 September 2006
Donations Policy	Amendment	107	18 October 2007
Donations Policy	Amendment	403	26 June 2008
Donations Policy	Revised Version	90	16 September 2010
Donations Policy	Amendment	126	21 October 2010
Financial Assistance to Others Policy	Revised Version	302	17 March 2011
Financial Assistance to Others Policy	Version 2		**** 2012

1.3 Dunedoo War Memorial Hospital

This project was brought to Council's attention via a public forum presentation in September 2009 by the Dunedoo/Mendooran Aged Hostel Ltd Committee. The proposal presented was to develop and construct self care retirement units on the site of the former Dunedoo War Memorial Hospital. This initiated communication between Council and NSW Health to negotiate the acquisition of the property from NSW Health and Land and Property Management Authority (LPMA).

As Council is aware, a Land Claim by the NSW Aboriginal Lands Council (ALC) was lodged over the site on 26 November 2009. The Land Claim was refused by the Minister for Lands on 6 December 2010 and the appeal process in relation to the determination of the Claim expired on the 6 April 2011.

The last formal update was provided at the December 2010 meeting whereby Council resolved to proceed with the acquisition of the land if a favorable outcome of the Land Claim was attained.

A letter received from NSW Health on 17 March 2011 advised that the LPMA had confirmed that the former Dunedoo War Memorial Hospital site could be regarded as freehold land rather than crown land. The reason being the site was vested to Health under Schedule 2 of the Public Hospitals Act 1929 and although no title was issued at the time, the intention was always for the facility to be an asset of Health.

Further the LPMA advised NSW Health to liaise directly with Council in regard to the disposal of the property and suggested that the transfer to Council be effected by way of Council acquiring the property under the Land Acquisition (Just Terms Compensation) Act 1991. NSW Health gave its consent to this proposed acquisition and encouraged Council to proceed as soon as practicable as soon after the 6 April 2011.

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However, on the 5 April 2011, an appeal was lodged by the NSW ALC on the Ministers decision to refuse the Land Claim. This brought the project to a halt and shifted the focus to the process involved to determine the case against the Minister via the Courts. The NSW Crown Solicitors Office was appointed to prepare the legal documentation on the Ministers office behalf which in turn occupied significant time and resources of the Aged Care Hostel Committee, Mayor and Council staff in collating information, being interviewed and writing affidavit's etc.

In December 2011; at the initial hearing of the Land and Environment Court, the NSW ALC lodged a notice of discontinuance thereby extinguishing the claim of the title to this site.

NSW Health has requested Council now proceed with the necessary action to transfer ownership of the site. And advise that the transfer remains subject to Council '*accepting the land and improvements "as is" with all encumbrances and defects and the a covenant is placed on the title restricting use to "community purposes only" for a period of 10 years.*

The intent of this compulsory acquisition is to facilitate the Dunedoo/Mendooran Aged Hostel Ltd Retirement Village project. The land transfer will enable plans to be completed, funding submissions made and the Development Application process to be implemented.

The exact legal framework between Council and the Dunedoo/Mendooran Aged Hostel Ltd in regards to the land tenure and the rights to occupy and operate a business on Council land will require further consultation with Council's Solicitor.

In addition, since the advice from NSW Health about the discontinuance of the claim, the Dunedoo/Mendooran Aged Hostel Ltd has written to Council requesting that '*Council consider transferring the site to the Dunedoo/Mendooran Aged Care Hostel Ltd committee as freehold title*'. The restriction of the covenant as directed by NSW Health may prevent this option being available to Council even if it chooses to agree to the request. It is suggested that a report in regards to this matter be brought back to Council with a recommendation for consideration when the compulsory acquisition and transfer has been completed.

The Dunedoo Hospital site is described as Lots 148 & 176 DP 754291 Town Dunedoo Parish Bolero County Lincoln with an area of 2.95 hectares.

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RECOMMENDATION

That the council proceed to acquire the former Dunedoo Hospital freehold land being Lots 148 & 176 DP 754291 in Dunedoo, Parish Bolaro County Lincoln by compulsory acquisition under the Land Acquisition (Just Terms Compensation) Act 1991.

FURTHERMORE:

1. That the General Manager be granted authority for an application to be made for the approval of the Minister for Local Government pursuant to the Section 187 (2) of the Local Government Act.
2. That the General Manager be granted authority for an application to be made for the approval of the Governor to be obtained under Section 19 of the Land Acquisition (Just Terms Compensation) Act 1991 to the gazettal of an acquisition notice.
3. That Council confirm that all minerals are to be excluded from the compulsory acquisition.
4. That the land when acquired be classified as operational land with a covenant placed on the title restricting use to “community purposes only” for a period of 10 years.
5. That the Mayor and General Manager be authorised to use the Warrumbungle Shire Council seal in the process of acquisition of this land.

1.4 January 2012 Report from Manager Human Resources

Since the December Council Meeting three positions have been successfully filled.

Concrete Operator (Coolah)
Roller Operator (Coolah)
Roller Driver(Coonabarabran) – External

Positions Currently Advertised – 4

Plumber Coolah – Re-advertised External
Grader Operator(Coolah) – External
Street Sweeper – Internal
Plumber Dunedoo - External

Positions Advertised – Applications closed and selection process underway – 3

Manager Water & Sewerage – Re-advertised External
Pre School Teacher – External
Director Environmental & Community Services

RECOMMENDATION

For Council’s Information.

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1.5 Learning & Development - Human Resources

Organisation Change Management Training is scheduled for all staff of the Warrumbungle Shire Council from 6-10 February 2012. A series of workshops will explore the new world of local government, develop an understanding of our changing world, develop strategies for coping with change and establish a plan of action and finish with an open forum.

The General Manager has directed all staff to attend this program as this is an important vehicle to ensuring the success of our new Organisation Restructure and cultural change. There will be 2 workshops per day for 5 days, plus an evening workshop for staff who cannot be relieved of their duties through the day.

The Facilitator of this Program is Mr Barry Smith of Central Human Resources.

Traffic Controller (Blue Card) Training has been arranged for Technical Services new staff or staff who required a renewal of their certification. This training is scheduled for 21 February 2012 and provides training for staff who are required to control traffic with a Stop Slow bat. This course will provide participants with the knowledge, skills and attitudes to perform traffic control safely for their co-workers and the public.

The Facilitator of this training is Mr Bryson Rees of Wellington Shire Council.

Workplace Health and Safety Officer Training has been arranged for staff of the Warrumbungle Shire with delegations of a budgetary responsibility and is in line with the new Workplace Health and Safety Legislation which took effect on 1 January 2012. The training is scheduled for 23 February 2012. Staff will gain an understanding of the WHS Act objectives and their obligations, including but not limited to due diligence, managing risk, and workers duties.

The Facilitator of this training is Mr Bryson Rees of Wellington Shire Council.

Fluoridation of Public Water Supplies 4 Staff from the Technical Services – Water section of Council have been enrolled to undertake this Course in Bowral from the 21 – 23 February 2012. This course involves the integration of knowledge and skills that underpin the operation of a water fluoridation plant. Students will also gain an understanding of the various operations and principles involved in their workplaces as well as the knowledge that will enable them to achieve best practice in the establishment and operation of a fluoridation plant.

Trainees and Apprentices 2012 6 new trainees and 2 new apprentices commenced duties with Council on the 16 January and have been introduced to their Mentors at a special morning tea. These Mentors undertook the Mentor Program held in early January.

All Trainees and Apprentices have been indentured and will commence their studies with their various RTO's in the near future.

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Other Staff are undertaking individual courses paramount to the position they hold within Council. Enrolments have been finalised for staff in the following courses:

Confined Spaces – 22 and 23 February 2012.

Sprayed Sealing, Selection and Design – 6 and 7 March 2012.

Wastewater Treatment Operations – 13-17 August 2012.

RECOMMENDATION

For Council's Information.

1.6 Policy Changes – Foundation Rules

Pending a Consultative Committee meeting being held on Tuesday February 14, 2012 changes to two policies will be considered for recommendation;

a) WARRUMBUNGLE SHIRE COUNCIL RECRUITMENT, SELECTION AND APPOINTMENT PROCEDURES Changes to be adopted are as follows:

3 – ADVERTISE THE JOB INTERNALLY

(a) Inclusion of “applicants applying for internal positions to casual staff with accrued working days of 60 days or more, contract staff, maternity relief staff, trainees and apprentices”.

(b) Change of policy to read “The panel will convene and assess the internal applicants against the essential and desirable criteria . A decision will be made then to interview/appoint internally or advertise externally in which case the internal applicants will be reconsidered”.

9 – RECONVENE PANEL FOR DECISION ON APPOINTMENT

(f) Inclusion of the words “a verbal offer to be made subject to a satisfactory medical”

(g) Inclusion of the words “Upon receipt of a satisfactory medical report and drug test report, a formal written offer will be made”.

Changes in Flow Chart For Recruitment to reflect that a verbal offer of employment given to preferred applicant prior to medical. Only after a satisfactory medical will a successful applicant receive letter of offer.

b) WARRUMBUNGLE SHIRE COMPETENCY BASED SALARY SYSTEM FOUNDATION RULES

Changes to reflect Council Resolution 122/1112

“if as a result of any change or review of a position within the Warrumbungle Shire Council organisation structure where it is assessed two (2) grades or more higher **than the** current position then a formal recruitment process will be implemented”.

RECOMMENDATION

That the changes to the Warrumbungle Shire Foundation Rules and the Recruitment, Selection and Appointment Procedures be adopted by Council

WARRUMBUNGLE SHIRE COUNCIL

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1.7 Management Plan Quarterly Review – December 2011

Attached is a report on the management plan for the second quarter of the 2011/2012 period ending December.

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

RECOMMENDATION

That Council note and receive the report.

.....
STEVE LOANE
GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

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Division: Governance
Management Activity: Governance
Section: Council

Council Objective

Provide an awareness of the challenges confronting Local Government on a local and regional basis. To be consistent, efficient and equitable in decision making, to operate with uncompromising integrity and to encourage the citizens of Warrumbungle Shire to participate in the governance of the community.

Activities

Conferences

Consultancies and Subscriptions

Donations

Councillor Support

Civic Functions

Performance Target (Service Levels)

- Councillors provided opportunity to participate and be well informed on all Local Government activities and issues
- Transparent and accountable local government exercising community leadership.
- Promote communication and consultative processes that encourage effective participation by the community and Council's decision makers.
- All civic functions are professionally presented and Councils relationships provide a positive image of Council

Progress Upon Review

Operational Budget

Expenditure

Councillors

Year to date \$305,497
\$134,004

Special Projects

Income

Internal Loan

Year to date (\$1,500,000)

Expenditure

Council Chambers Project

Year to date \$1,500,000

- The Mayor, CR Todd and the General Manager attended the National and Local Roads Congress in Mount Gambia SA in November. The Mayor and General Manager continue to attend all Local Government conferences and the Country Mayor's meeting in Sydney. In October 2011 the Mayor and General Manager attended the Regional Development of Australia Summit in Dubbo. Regular OROC meetings are attended and minutes received.

Council continues to be represented by the Mayor and General Manager at the regular Mining Related Council meetings.

- Local Government Management Solutions continues to assist Council with the General Manager's and Directors Performance Reviews.

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- Subscriptions are paid at the beginning of the financial year to OROC, Shires Association and Country Mayors.
- Annual Donations are paid as per the Management Plan. Further requests are listed for consideration by Council at the ordinary monthly meetings.
- Councillor's fees, travel and computer allowances paid as claimed and in accordance with Council's Policy. These payments are made at the end of each month.
- The overhead costs are applied on a quarterly basis. The attribution of overheads continues to ensure that all parts of the organisation and their works programmes reflect a full and fair proportion of the administration and general operating costs.
- The Mayor and Council representatives attended the Annual Prize Presentation evenings at the Schools and TAFE campuses within the Shire. The Annual Mayoral Christmas Luncheon was well attended by local school principals and senior staff.

WARRUMBUNGLE SHIRE COUNCIL

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Division: Governance
Management Activity: Governance
Section: General Manager

Council Objectives

To effectively advise the community of Council's plans, objectives and goals and to foster community involvement and a common sense of purpose.

To promote and foster at every opportunity the unique advantages of Warrumbungle Shire to potential developers.

To encourage existing business to expand to service the Shire and adjoining region.

To ensure that the available resources are used to efficiently and effectively implement Council's aims, objectives and policies.

To develop an organisation that is enthusiastic and willing to accept the challenges of external contestability while providing a total quality service to the community.

To lead Council's Vision, Mission and Organisational Values.

Activities

Organisation Structure

Corporate Affairs

Public Relations

Economic Promotion

Management and Leadership

O H & S / Risk Management

Performance Target (Service Levels)

- To progressively improve the quality and range of services provided.
- To keep community informed of Council activities through all available avenues.
- To review the community facilities available, ascertain desirable classes of developments and facilitate promotional activities.
- To ensure that all Council programs are met, subject to available resources. That new management practices are considered to improve efficiency and effectiveness.
- Implementation of an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.

Progress Upon Review

Operational Budget

Income

General Management

Year to date (\$3,505,428)
(\$1,342,036)

Expenditure

General Management

Year to date \$343,955
\$161,516

Special Projects

Expenditure

Community Strategic Planning

Year to date \$55,000
\$52,713

- Council is currently undertaking a restructure of its Organisation. A total of 13 new positions will be recruited inline with the DLG Review.

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- All services provided by Council will be greatly improved with the completion of the new Organisation restructure. Council have employed the services of an internal auditor as part of a OROC initiative.
- In October 2011 the Mayor and Director of Community Services undertook a visit to Ibara in Japan to finalise a Sister City arrangement between Warrumbungle Shire Council and Ibara. The Mayor continues to do a regular newspaper column that is used by all newspapers in the Shire. Members of the public have taken the opportunity to speak to Council in the forum before the ordinary meeting held every 3rd Thursday of the month. PDF versions of business papers and minutes are available on Council web site and at the 6 libraries. The Council website is continually updated to make more information available online and regular town committee meetings are held throughout the Shire.

The Mayor and General Manager attended a meeting with the Director General of Planning, Mr Sam Haddad, to discuss the Eastern Star Gas proposal and pipeline route.

- The Mayor or General Manager do a meeting roundup with the Dubbo ABC after each monthly Council meeting and these are used in news items over the following weeks. A Council information page in the local paper is now updated weekly.
- Council's Manager Tourism and Economic Development continues to overview the Shire's promotional activities. Meetings held with the components of the Eastern Star Gas Company as well as the Director General Planning to ensure the community's interest is known and considered.
- The format of Council's Management Plan has been reviewed and improved. Council has employed the services of an off site Information Technology provider to oversee its computer network to ensure efficiency and effectiveness. Manex meetings are held weekly to review and discuss operation issues.
- Council has established a Risk Management Plan to ensure the safety of all staff and the Community with the addition of a newly written Business Continuity Plan. Council's Safety Officer continues a regular regime of work site inspections.

WARRUMBUNGLE SHIRE COUNCIL

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Division: Executive Services
Management Activity: Human Resources Services
Section: Human Resources Management

Human Resources Objective

To complete Council's Workforce Management Plan so that HR strategy, workforce structure, competencies, policies and procedures facilitate the achievement of Council objectives, values and operating requirements both now and into the future.

Activities

Human Resources Management

Performance Target (Service Levels)

- Provide comprehensive and best practice Human Resource services to enable staff and managers to achieve their corporate objectives through research, networking and attendance at specialist training sessions.
- Provide advice and support and contribute to the improvement of organisational structure, systems, procedures and processes to ensure an effective and efficient organisational structure.
- Provide advice to management on industrial matters and negotiate matters with staff and Industrial Bodies

Progress Upon Review

- New HR Software system purchased in December. This will ensure up to date records are accessible and HR able to present accurate statistics and reports to management.
- No industrial matters undertaken this quarter
- New organisational structure endorsed in December with implementation of the structure to take place over the coming six months. Consultation continues to take place with staff and unions regarding new and modified positions.

Operational Budget

Income

HR Management		<u>(\$5,081)</u>
	Year to date	(\$2,602)
Safety – OH&S and Risk Management		<u>(\$15,000)</u>
	Year to date	(\$28,657)
Training		<u>(\$10,000)</u>
	Year to date	(\$29,499)

Expenditure

HR Management		<u>\$361,422</u>
	Year to date	\$200,451
Staff Support		<u>\$10,000</u>
	Year to date	\$149,890
Safety – OH&S and Risk Management		<u>\$123,501</u>
	Year to date	\$35,740

WARRUMBUNGLE SHIRE COUNCIL

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Training		\$108,694
	Year to date	\$70,000

Special Projects

Expenditure

Workforce Management Plan		\$65,000
	Year to date	\$52,987

Activities

Staff Support

Performance Target (Service Levels)

- Council people are treated fairly and with respect in a culture of safety, equality and merit.
- Employment conditions are both motivational and in accordance with appropriate awards, agreements contracts and legislation.
- Provide an efficient payroll service to the Organisation
- Provide a cost effective, timely and professional recruitment, selection and induction procedure, advice and support services to enhance stability and continuity in staffing establishment.
- Provide comprehensive, easily administrated, fair and equitable appraisal processes to ensure that all staff are assessed at least annually and that employees are remunerated, rewarded and developed in accordance with all relevant Awards, Agreements, legislation and Best Practice principles.

Progress Upon Review

- Recruitment of vacant and new positions continues with ongoing problems attracting some positions eg Grader Driver, Plumber.
- Yearly staff appraisals continue to be received with all staff receiving any pay changes on time
- Payment of wages undertaken and completed on time

Activities

Safety - O H & S / Risk Management

Performance Target (Service Levels)

- People-related risks are identified assessed and controlled to the extent possible.
- Provide an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.

Progress Upon Review

- This quarter policies were reviewed to reflect the new Workplace Safety Act which commenced on January 1, 2012.
- The Workplace Safety Officer attended Regional Risk Meetings in Dubbo.
- Mine Safety Management Plan continues to be worked on with information still to be received from Directors and Managers.
- Risk assessment carried out for swimming hole in Coolah and evaluated as being a public liability, rope removed.
- Four workers compensation claims in progress and two long term claims still ongoing.

WARRUMBUNGLE SHIRE COUNCIL

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Activities

Training

Performance Target (Service Levels)

- To provide a cost-effective, professional people management service such that Council people reach their full potential as efficient and effective contributors to Council and Warrumbungle Shire.
- To prepare and implement an ongoing training plan that best ensures staff have a suitable level skill to fulfil and improve the delivery of all Council services

Progress Upon Review

- Training undertaken includes, Chem-Cert Re-Accreditation, Computer System Training, Environmental Awareness, RTA Red Card, Chainsaw, Civil Construction, Administrative and Child Care Traineeships, Double Diplomas in Management and Civil Construction.

Division: Executive Services
Management Activity: Tourism and Economic Development Services
Section: Economic Development

Economic Development Objective

To actively promote and provide an efficient and cost effective economic development and marketing program, to facilitate and encourage economic development within the Shire.

Activities

Developmental Services Management

Economic Development

Economic Promotion

Performance Target (Service Levels)

- An accessible, customer focused Economic Development and Information Service.
- Facilitate and coordinate the shire's business growth and industrial land development.
- Implement an effective economic promotion campaign.
- Encouraging a collaborative and collective action by the community towards building active and sustainable communities.
- Establish needs, opportunities and facilitate funding sources for local Economic Development projects.
- Ensure marketing campaign is implemented and carried out through attendance at seminars, expos, workshops and media releases in accordance with allocated budget and adopted Economic Development strategy.
- Conference and special event bids be made on continual basis.

Progress Upon Review

Operational Budget

Income

Development Services Management	(\$4,891)
Year to date	(\$2,251)

Expenditure

Development Services Management	\$87,940
Year to date	\$46,208
Economic Promotion	\$29,295
Year to date	\$5,926

WARRUMBUNGLE SHIRE COUNCIL

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- Open door policy to provide access for a fair and impartial information service for economic development and tourism across the shire. Ongoing assistance to developers and for new and expanding businesses including funding opportunities. Assistance provided with grant applications to support several business and community submissions. Participation in Chamber meetings and projects including successful implementation of a measurable Shop Locally Campaign for Christmas trading period.
- Participation in local meetings and support provided for proposed projects. Attendance at CDO meetings. Follow up of relocation enquiries from Rural & Regional Living Expo – several new families relocating to shire – employment opportunities and education facilities have been the drawcards for these “tree changers”.
- Liaison with RDA-Orana and assistance with information for sponsorship visas for intending new residents.
- Awaiting outcomes of LEP for re-classification of land for subdivision in industrial area. Provision of material to intending developer on parcel of land and D/A requirements.
- Working with business communities across shire on special campaigns – business workshops on Visual Merchandising, Grant Writing, Shop Local projects; provision of information on targeted funding opportunities to CDO's, special interest groups and schools, noting the success of Baradine Central School in attracting \$60,000 for the Stephanie Alexander Kitchen Garden Project.
- Successful funding application for SBS Radio relay site in Coonabarabran.
- Orana Region EDO meetings attended have redrafted the Skill Attraction Survey to be undertaken in 2012 – will inform us on a more targeted approach for future employment in the region and shire; also re-defined our role in Rural and Regional Living Expo for future years .
- Maintenance of ongoing partnerships with agencies that support regional growth and development including EDO network, liaison with BEC and T&I, AusIndustry, Destination NSW, Orana Arts.
- Submissions: EOI to RDA-F Round 2 for upgrades to Siding Spring Exploratory – awaiting confirmation; Demand Funding application to Destination NSW - successful; Community Building Partnerships funding for upgrade to Community Services Building – theatre – awaiting confirmation; submission to Senate Enquiry on Rural Medical Services.
- Preparation of resources for visit to Ibara in Japan; language kits and gifts for delegation.
- Hosted team of 5 journalists – to Western Branch national parks and Coonabarabran product; seven articles accepted for publication in national publications.

Division: Executive Services
Management Activity: Tourism and Economic Development Services
Section: Visitor Information Services

Visitor Information Objective

To vigorously provide and promote an efficient and cost effective Visitor Information Service and Centre.

Activities

Visitor Information Centre
Tourism Promotion

Performance Target (Service Levels)

- An accredited and customer focused Visitor Information Service.
- Implement effective tourism marketing and promotions campaign, which is aligned to market research.

Progress Upon Review

WARRUMBUNGLE SHIRE COUNCIL

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Operational Budget

Income

Tourism and Information Services		(\$55,200)
	Year to date	(\$17,199)

Expenditure

Tourism and Information Services		\$279,791
	Year to date	\$139,135
Tourism Promotion		\$48,400
	Year to date	\$18,526

- Coonabarabran VIC maintained as a Level 1 accredited VIC meeting all standards and requirements. All staff attended Microsoft training. Building and grounds are maintained in line with OH&S requirements with several works undertaken in the building and grounds. Famill for volunteers from Coolah and Coonabarabran to coincide with next TED meeting looking at northern end product.
- Promotional staff attendance at Canberra Home Show as part of Warrumbunglewired Cluster .. good level of inquiry – main interest Warrumbungles, Astronomy and Aboriginal Culture – sculptures. Active participation in Newell Promotions and Great Inland Adventure Trail campaigns; attendance at media launch for North West Tour (cycling event in June).
- Successful funding application for Demand Funding to subsidise and expand consumer show participation in 2012 – a quick return on benefit of membership of Inland Regional Tourism Organisation.
- Manager and Promotions Coordinator represent on various marketing groups and attended meetings and seminars related to tourism development and marketing.
- Collection and analysis of statistics aligns with targeted marketing activities – schools, grey nomads, campers, families – domestic travellers; monitoring of national and international trends to identify appropriate promotional opportunities.
- Continual upgrading of information on website, STDW managed in house; additional pages on www.warrumbungleregion.com.au website for new regional product; management of calendar of events and what's on calendar.
- Prepared itineraries for intending groups – Hash House Harriers, Cycling NSW NW Tour, various car clubs, motoX events etc.
- Prepared advertising for Cartoscope maps – free website presence; prepared material for two rounds of advertising for Active Education with buy-in by local operators – free editorial.
- Manager member of additional external bodies working with local tourism product: Tiger Team (ANU established committee on the refurbishment of Exploratory Centre); PFDC Advisory Committee (new terms of reference developed to meet changing needs of the centre);
- Facilitated additional print run of wrap of regional brochure to tide us through consumer shows and development of new brochure.
- Promotion of local product through national print media – journalists famill to region.
- Input to Destination NSW Visitor Economy Taskforce

WARRUMBUNGLE SHIRE COUNCIL

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Division: Technical Services
Management Activity: Technical Services
Section: Technical Services Management

Technical Services Management Objective

To provide leadership and technical management expertise for the effective maintenance and sustained improvement of the community's infrastructure assets.

Activities

Management Services

Performance Target (Service Levels)

- Advise the General Manager and Council on policy matters
- Maintenance and enhancement of civil infrastructure to maintain and improve existing service levels
- Develop a culture of commitment to OH&S and risk management within the Division.

Progress Upon Review

Operational Budget

Income

Technical Services Management NIL

Expenditure

Technical Services Management \$132,000
Year to date \$29,046

- A dominant issue during the period is management of waste services, particularly public response to new opening times at the waste transfer stations. However, a significant issue to emerge is that utilisation of Council land for extension of the landfill activities in Coonabarabran may be delayed while a detailed environmental assessment takes place.

Technical Services

Performance Target (Service Levels)

- To provide technical advice to the division, the organisation and the Council.

Progress Upon Review

- The completion rate on design projects picked up during the quarter, however a number of projects with traffic management issues continue to be outstanding. A brief is being prepared to engage a consultant to undertake designs associated with traffic facilities. Progress made towards completion of the Baradine Floodplain Management Plan. Some construction projects made good progress, particularly the Deadmans Gully project and the Teridge Creek stabilisation project.

WARRUMBUNGLE SHIRE COUNCIL

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Division: Technical Services
Management Activity: Asset and Design Services
Section: Asset and Design Services Management

Asset and Design Management Objective

To provide cost effective survey, investigation and design for civil projects and asset management support services to the organisation.

Activities

Project Design, Traffic Management and Engineering Assessment of Development Applications.

Performance Target (Service Levels)

- Provision of timely and accurate advice on traffic management issues.
- Provision of accurate and comprehensive civil engineering plans that take into account environmental and OHS issues associated with a project.
- Provision of accurate advice in relation to Development Applications

Progress Upon Review

Operational Budget

Income

Design Projects Management		(\$8,502)
	Year to date	(\$1,424)

Expenditure

Design and Traffic Management		\$72,056
	Year to date	\$16,138

Traffic Management		\$4,650
	Year to date	\$289

Survey, Investigation and Design		\$160,801
	Year to date	\$69,921

Asset Management Technical Services		\$44,126
	Year to date	\$10,072

Special Projects

Expenditure

Design Services		\$26,000
	Year to date	\$23,699

- Completed designs during period include; Piambra Road, Benewa/Abbott Street Reconstruction and culvert extension on Deadmans Gully. Ongoing investigation and design projects include; Baby Creeek Bridge, Gentle Annie Road, Dalgarno Street culvert extension, Bingie Grumble Road reconstruction and Box Ridge Road culvert replacement. A brief was prepared for engagement of external consultants for design of traffic management facilities at various locations.
- Traffic counter purchased and deployed on roads around Coolah.

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Activities

Asset Management

Performance Target (Service Levels)

- To develop and update asset inventories for asset categories relevant to the whole organisation
- Develop and implement asset condition rating systems based on criteria including remaining life, serviceability and risk of failure or harm.

Progress Upon Review

- Updating inventory and information on Council's gravel pits completed during the period. There are now 130 gravel pits, or mines, listed on a mapping layer.

WARRUMBUNGLE SHIRE COUNCIL

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Division: Technical Services
Management Activity: Road Operations
Section: Management

Management Objective

Planning, controlling and reporting on the road operation function

Activities

Management

Performance Target (Service Levels)

- Development of annual operating plans for the section

Progress Upon Review

Operational Budget

Income

Works Services Management

Year to date (\$3,874)
(\$2,166)

Expenditure

Works Services Management

Year to date \$218,040
\$99,318

- Outcomes being met within budget allocation

Division: Technical Services
Management Activity: Road Operations
Section: Regional Roads

Regional Roads Objective

The regional road network is maintained and upgraded to meet the economic, social, environmental and road safety expectations of users.

Activities

Regional Roads Maintenance

Performance Target (Service Levels)

- Sealed road network maintained in a safe and trafficable condition
- Unsealed road network maintained in a safe and trafficable condition
- Drainage structures and bridges maintained to ensure functional capacity and in sound condition.

WARRUMBUNGLE SHIRE COUNCIL

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Progress Upon Review

Operational Budget

Income

Regional Roads

Year to date (\$1,447,000)
(\$1,136,500)

Expenditure

Regional Roads

Year to date \$20,000

Block Grant

Year to date \$1,427,000
\$912,730

Special Projects

Income

Regional Roads

Year to date (\$969,000)
(\$334,500)

Expenditure

Regional Roads

Year to date \$969,000
\$334,694

- Wet conditions in the last quarter has seen an increase in both pothole patching and roadside slashing.

Regional Roads Capital Works

Performance Target (Service Levels)

- Rehabilitation works on sealed roads and road construction works undertaken in accordance with RTA and Austroad design guidelines.

Progress Upon Review

- Rehabilitation works are continuing at Deadmans Gully on MR55 with the stabilisation of both the upstream and downstream batters completed and the extension to the existing three cell culvert underway.

Division: Technical Services

Management Activity: Road Operations

Section: Local Rural Roads

Local Rural Roads Objective

The local road network is maintained and upgraded to meet the economic, social, environmental and road safety expectations of users.

Activities

Local Rural Roads Maintenance

Performance Target (Service Levels)

- Sealed road network maintained in a safe and trafficable condition
- Unsealed road network maintained in a safe and trafficable condition
- Drainage structures and bridges maintained to ensure functional capacity and in sound condition.

Progress Upon Review

WARRUMBUNGLE SHIRE COUNCIL

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Operational Budget

Income

Local Roads

Year to date (\$3,209,000)
(\$1,484,246)

Expenditure

Local Roads

Year to date \$4,639,301
\$2,010,085

Special Projects

Income

Local Roads

Year to date (\$840,000)

Expenditure

Local Roads

Year to date \$840,000
\$431,470

- Flood damage restoration works is continuing, with the start of construction on replacement causeways at Tooraweenah Rd and Guinema Rd.
- Wet weather has required extra gravel works outside of the programme. As well as an increased grading requirement.
- Drainage works are continuing with a number of culverts being cleaned out.

Local Rural Roads Capital Works

Performance Target (Service Levels)

- Rehabilitation works on sealed roads and road construction works undertaken in accordance with RTA and Austroad design guidelines.

Progress Upon Review

- Gravel Resheeting programme progressing well with a number of road completed in this quarter. These roads included Morrisseys Rd, Yearinan Rd, Beni Crossing and Napier Ln
- Blackspot Safety projects have been completed on Guinema Rd with an increase to sight distance on a crest and road widening being completed at a curve on Morrisseys Rd.
- Construction of the concrete flume on the Teridgerie Creek project has been completed. Rock Gabion and mattress work associated with this project is nearly completed.

WARRUMBUNGLE SHIRE COUNCIL

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Division: Technical Services
Management Activity: Road Operations
Section: Town Streets

Town Streets Objective

Town streets are maintained and enhanced to meet lifestyle expectations of residents and visitors to the towns of Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran.

Activities

Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran Town Streets

Performance Target (Service Levels)

- Roads are constructed and maintained within the urban area to ensure safe and trafficable conditions.
- Drainage structures including kerbing and guttering are constructed and maintained to adequately control stormwater runoff.
- Footpath structures constructed and maintained for safe and reliable pedestrian use.

Progress Upon Review

Operational Budget

Income

Town Streets		(\$12,000)
	Year to date	NIL
Private Works		(\$191,600)
	Year to date	(\$35,466)

Expenditure

Baradine		\$71,392
	Year to date	\$22,273
Binnaway		\$71,001
	Year to date	\$35,368
Coolah		\$71,000
	Year to date	\$52,891
Coonabarabran		\$198,700
	Year to date	\$86,896
Dunedoo		\$75,000
	Year to date	\$23,353
Mendooran		\$58,621
	Year to date	\$33,635
Villages		\$25,259
	Year to date	\$14,906
Private Works		\$120,000
	Year to date	\$36,400

Special Projects

Income

WARRUMBUNGLA SHIRE COUNCIL

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Town Streets		<u>(\$842,000)</u>
	Year to date	<u>(\$27,212)</u>
<u>Expenditure</u>		
Baradine		<u>\$137,000</u>
	Year to date	<u>\$97,334</u>
Binnaway		<u>\$43,000</u>
	Year to date	<u>\$3,000</u>
Coolah		<u>\$160,000</u>
	Year to date	<u>\$20,575</u>
Coonabarabran		<u>\$283,000</u>
	Year to date	<u>\$110,993</u>
Dunedoo		<u>\$204,000</u>
	Year to date	<u>\$5,080</u>
Mendooran		<u>\$40,000</u>
	Year to date	<u>NIL</u>

- The Cowper St drainage project in Coonabarabran is almost complete with stabilisation of the outlet to be completed.
- Kerb and Gutter construction projects in Darling St and Macquarie St Baradine have been completed.

WARRUMBUNGLE SHIRE COUNCIL

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Division: Technical Services
Management Activity: Road Contracts
Section: Contract Services Management

Road Contracts Objective

Effective management of Council's contract with the RTA and effective delivery of Council's annual bitumen resurfacing program and effective delivery of gravel quarry services for the whole organisation.

Activity

RTA Contract Management

Performance Target (Service Levels)

- Development of strong relationship with RTA for provision of road maintenance and road enhancement services.

Progress Upon Review

Operational Budget

Income

Contract Services		(\$2,120,031)
	Year to date	<u>(\$788,021)</u>

Expenditure

State & National Roads Management & Operations		\$2,201,000
	Year to date	<u>\$1,363,384</u>

Regional Road Reseals		\$360,000
	Year to date	<u>\$239,057</u>

Local Rural Roads Reseals		\$410,000
	Year to date	<u>\$1,440</u>

Local Urban Road Reseals		\$174,300
	Year to date	<u>\$61,488</u>

- Some concern with latest performance appraisal from RMS with a rating of non satisfactory for safety management systems following an accident on the Golden Highway. Also, a non satisfactory rating was given for overall system management due to a number of outstanding 'uncompleted' explanations dating back 2 years.
- A consultant continues to be employed for one to two days per week to manage Council's contract with the RMS.

- Income is below expectations as there are several outstanding claims to the RMS for roadworks completed by Council.

WARRUMBUNGLE SHIRE COUNCIL

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Activity

Gravel Pits and Quarries

Performance Target (Service Levels)

- Gravel pit and quarry operations completed in accordance with all statutory requirements

Progress Upon Review

- Completion of the Mine Safety Management Plan is outstanding.

Activity

Bitumen Road Resurfacing

Performance Target (Service Levels)

- Development and completion of annual bitumen road resurfacing program.

Progress Upon Review

- Completion of the bitumen resealing program is progressing satisfactorily.

Division: Technical Services
Management Activity: Fleet Services
Section: Fleet Services

Fleet Services Objective

To provide modern plant to suit Council's requirements. Provision of safe, secure and effective depots and workshops.

Activities

Management

Performance Target (Service Levels)

- Provision of plant and equipment that meets operational requirements of the organisation and is in accordance with budget constraints

WARRUMBUNGLE SHIRE COUNCIL

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Progress Upon Review

Operational Budget

Income

Fleet Services Management	Year to date	<u>(\$4,391)</u>
		(\$2,251)

Land Rentals	Year to date	<u>(\$24,930)</u>
		NIL

Plant and Equipment	Year to date	<u>(\$4,140,000)</u>
		(\$2,473,025)

Expenditure

Fleet Services Management	Year to date	<u>\$116,850</u>
		\$52,168

Depots	Year to date	<u>\$133,200</u>
		\$54,155

Plant and Equipment	Year to date	<u>\$2,299,250</u>
		\$1,747,025

Workshops	Year to date	<u>\$34,240</u>
		\$14,616

Special Projects

Expenditure

Depots	Year to date	<u>\$100,557</u>
		\$53,174

Plant and Equipment	Year to date	<u>\$1,819,120</u>
		\$457,954

Workshops	Year to date	<u>\$12,000</u>
		\$6,729

- All plant and equipment are meeting operational requirements; operating expenditure is up 7%. This is due to renewal of registration's and major failure in the final drive on plant 330.
- Income is up 3.34% or \$138,066 on budget forecast.

Activities

Depots – Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo, Mendooran

Performance Target (Service Levels)

- Provision of safe and secure Depot that meets user requirements

Progress Upon Review

- UPSS decommissioning project has been completed at Coolah Depot
- Phone line has been installed at Binnaway Depot.
- Installation of air conditioning systems at the Dunedoo depot in the lunch room at supervisors offices.

WARRUMBUNGLE SHIRE COUNCIL

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Activities

Plant and Equipment

Radio Network

Performance Target (Service Levels)

- Maintenance and repair of equipment completed in a timely manner.
- To maintain an effective communication system for Council's vehicles and offices.
- Plant and equipment downtime is minimised and plant and equipment is safe and reliable to use.

Progress Upon Review

- All maintenance and repairs are being carried out in a timely manner with minimal downtime.
- Investigating the need for an additional radio repeater site near Mendooran to aid in mobile radio coverage.

Activities

Workshop Operations – Coolah and Coonabarabran

Performance Target (Service Levels)

- To provide modern workshop facilities to enable efficient repair of Council's plant and equipment.

Progress Upon Review

- The purchase of a scan tool has aided in the fault diagnosis of plant items which has increased the availability of the plant.

Division: Technical Services
Management Activity: Urban Services
Section: Urban Services Management/Horticulture/Streets/Toilets

Urban Services Objective

To provide and maintain parks and reserves, public amenities and facilities for the general public to use and enjoy.

Activities

Parks and Reserves – Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo, and Mendooran

Performance Target (Service Levels)

- Ensure neat and tidy parks at all times so as not to attract reasonable complaints.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the council Chambers, Coolah on Thursday, 16 February 2012 commencing at 11.00am Page 39

Progress Upon Review

Operational Budget

Income

Operational Income	Year to date	<u>(\$18,641)</u>
		(\$2,424)

Expenditure

Urban Services Management	Year to date	<u>\$94,160</u>
		\$35,932

Horticulture	Year to date	<u>\$740,847</u>
		\$342,379

Street Cleaning	Year to date	<u>\$217,762</u>
		\$99,820

Toilets	Year to date	<u>\$178,864</u>
		\$103,445

TOTAL	<u>\$581,576</u>
	\$579,152

Special Projects

Expenditure

Horticulture	Year to date	<u>\$113,000</u>
		0

Trees - Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo, Mendooran

Performance Target (Service Levels)

- Keep trees in healthy state and to satisfy public within allocated budget.

Progress Upon Review

- Trees have been pruned and removed as required.
- Tree Audit continuing.

Streets Grass cutting - Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo, Mendooran

Performance Target (Service Levels)

- Grass to be kept in tidy state within allocated budget.

Progress Upon Review

- Mowing continuing in all towns. Mendooran budget almost spent with still some time to go.

WARRUMBUNGLE SHIRE COUNCIL

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Activities

Street Cleaning – Baradine, Binnaway, Coonabarabran, Dunedoo, Coolah, Mendooran and Be Tidy Bins M & R

Performance Target (Service Levels)

- To supply cleaning service to town streets.
- Ensure streets and gutters are kept in a clean state and parking areas.

Progress Upon Review

- Streets are cleaned and program with mobile street sweeper visiting every town within budgets.

Activities

Toilets – to be cleaned as per schedule

Performance Target (Service Levels)

- Provision of clean and tidy toilets for the benefit of residents and visitors.

Progress Upon Review

- Toilets cleaned regularly. Budgets are 58% spent

Division: Technical Services
Management Activity: Urban Services
Section: Warrumbungle Waste - Waste Management

Waste Management – Baradine, Binnaway, Coonabarabran, Dunedoo, Mendooran, Coolah Objectives

Provision of cost effective waste management services to residents within the Shire and progressive reduction of waste volume going to landfill.

Activities

Waste Transfer Stations - Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo, Mendooran, Coolah

Performance Target (Service Levels)

- Ensure tips are kept in tidy state. Provide clean and tidy landfill site and Recycling Centre (Coonabarabran).
- Waste disposal depot is made available to meet the needs of the town and surrounding properties.

WARRUMBUNGLE SHIRE COUNCIL

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Progress Upon Review

Operational Budget

Income

Operating Income		(\$1,479,526)
	Year to date	1,213,052

Expenditure

Warrumbungle Waste		\$1,477,806
	Year to date	899,491

Special Projects

Expenditure

Landfill Survey		\$35,000
	Year to date	-

Fencing		\$25,000
	Year to date	-

Skip Bin		\$18,000
	Year to date	10,000

Trenches		\$30,000
	Year to date	17,000

Activities

Landfill and Processing of Recyclable Products

Performance Target (Service Levels)

- Volume of waste dumped of Coonabarabran Landfill is reduced.
- Income received from sale of recyclable products meets the cost of processing.

Progress Upon Review

- Waste dumped has been reduced with "manned" transfer stations.
- Income has increased however at this stage does not meet cost of processing.

Activities

Collection of solid waste and recyclable products – Urban centres and rural collection runs

Performance Target (Service Levels)

- Cost effective collection of waste and recyclable products.

Progress Upon Review

- Waste costs have decreased with more materials going to recycling.

WARRUMBUNGLE SHIRE COUNCIL

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Division: Technical Services
Management Activity: Water Services
Section: Water - Warrumbungle

Water Objective

To consistently provide a potable water supply to all properties in the urban areas of Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran

Activities

Water Management - Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran

Performance Target (Service Levels)

- Development and implementation of pricing policies that meet costs associated with operations, renewal of assets and upgrading of assets.
- Provision of water in a cost effective and efficient manner.

Progress Upon Review

Operational Budget

Income

Warrumbungle Water			
			(\$2,122,827)
	Year to date		(\$1,753,774)

Expenditure

Baradine			\$231,300
	Year to date		\$121,976

Binnaway			\$181,950
	Year to date		\$96,391

Coolah			\$214,660
	Year to date		\$100,807

Coonabarabran			\$560,108
	Year to date		\$328,354

Dunedoo			\$229,860
	Year to date		\$113,493

Mendooran			\$235,384
	Year to date		\$103,969

Special Projects

Expenditure

Baradine			\$61,000
	Year to date		\$138,448

Binnaway			\$86,000
	Year to date		\$21,437

Coolah			\$76,000
	Year to date		\$18,543

WARRUMBUNGLE SHIRE COUNCIL

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Coonabarabran		\$264,000
	Year to date	\$65,869
Dunedoo		\$144,000
	Year to date	\$20,612
Mendooran		\$41,000
	Year to date	\$55,891

- The position of Manager Water & Sewerage was advertised and three people were interviewed. The preferred applicant withdrew from the process after the interview. The position was readvertised in December with a closing date in January.
- Position of Supervisor Water & Sewerage Coonabarabran was filled by the existing plumber, following the resignation of Robert Cox. The position of plumber was advertised and filled by a person from Baradine. Also, an apprentice plumber, employed through Central West Apprentices, was employed for the Coonabarabran crew.
- Several water main replacement projects have not commenced due to resource issues.
- The fluoridation project is progressing with installation of metering equipment. All of the hardware associated with dosing of fluoride is in place and a date for commissioning is being pursued with the State Government.

Water Supply and Treatment

Performance Target (Service Levels)

- Water available to consumers in sufficient quantity to meet expected daily demands
- Water quality meets national guidelines for potable water supply

Progress Upon Review

- Six(6) staff members attended a three(3) day training course on the use of fluoride in water treatment at Bowral. The course is demanding and only two employees passed the course completely, while two will have the opportunity sit the examination again and two operators will not be able to handle fluoride dosing. The course reinforces comments made last quarter that water treatment plant operation is becoming more specialised and the level of skill required by operators continues to grow. Another three employees will attend the fluoride course in March.
- A boiled water alert was issued in late December for drinking water in Mendooran. Upon investigation the level of chlorine in the water mains and the reservoir was well below standard. There is particular difficulty in achieving required chlorine levels in the Coolahbah estate area. Investigations have now commenced into the feasibility of establishing chlorine injection at the reservoir in Coolahbah estate.
- There are still some ongoing water quality issues in an area of Coonabarabran around the block bounded by Dalgarno Street, Charles Street and Cassilis Street. However a program of mains flushing in this area has reduced the number of complaints.
- Construction of new on ground back wash tank was completed during the quarter and pumping equipment placed on order. Quotations were invited for installation of an office in the existing water treatment plant building.

WARRUMBUNGLE SHIRE COUNCIL

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Water Reticulation – including service reservoirs, mains, connections and meters

Performance Target (Service Levels)

- No disruption to water supplied to connected properties

Progress Upon Review

- The frequency of disruption in service due to water main and water service breaks is generally within expectations, except in Coolah where the number of service breaks was high.

Division: Technical Services
Management Activity: Water Services
Section: Water - Villages

Water - Villages Objective

Provision of a potable water supply in Bugaldie, Kenebri and Merrygoen.

Activities

Water Bugaldie, Kenebri and Merrygoen

Performance Target (Service Levels)

- Source and supply water as required.

Progress Upon Review

Operational Budget

Income

Warrumbungle Water	Year to date	<u>(\$29,636)</u>
		0

Expenditure

Warrumbungle Water	Year to date	<u>29,000</u>
		\$9,828

- The systems generally operating satisfactorily. Several days required to investigate and repair a broken main in Bugaldie.

Division: Technical Services
Management Activity: Sewerage Services
Section: Sewerage – Warrumbungle

Sewerage - Warrumbungle Objective

Provision of efficient and effective sewerage service to all connected properties within Baradine, Coolah, Coonabarabran and Dunedoo and treatment in a sustainable manner and in accordance with licence conditions.

WARRUMBUNGLE SHIRE COUNCIL

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Activities

Sewerage Management Baradine, Coolah, Coonabarabran and Dunedoo

Performance Target (Service Levels)

- Development and implementation of pricing policies that meet costs associated with operations, renewal of assets and upgrading of assets.
- Provision of sewerage services in a cost effective and efficient manner.

Progress Upon Review

Operational Budget

Income		(\$1,294,487)
	Year to date	(\$435,643)
<u>Expenditure</u>		
Baradine		\$91,800
	Year to date	\$34,849
Coolah		\$129,105
	Year to date	\$64,923
Coonabarabran		\$447,700
	Year to date	\$231,331
Dunedoo		\$121,580
	Year to date	\$58,421
<u>Special Projects</u>		
<u>Expenditure</u>		
Baradine		\$10,000
	Year to date	\$0
Coolah		\$61,000
	Year to date	\$0
Coonabarabran		\$204,000
	Year to date	\$10,822
Dunedoo		\$61,000
	Year to date	\$0

- Many capital works, particularly in Coonabarabran are behind schedule due to resource issues. Planning completed for a sewer extension in Dows Lane.
- Pumping stations and manholes generally providing satisfactory service levels.

Sewage Collection including mains, manholes and pumping stations

Performance Target (Service Levels)

- No overflows from any part of the sewage collection system.
- Pumping stations operating efficiently and effectively

Progress Upon Review

- Pumping stations and manholes generally providing satisfactory service levels

WARRUMBUNGLE SHIRE COUNCIL

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Sewerage Treatment Works Baradine, Coolah, Coonabarabran and Dunedoo

Performance Target (Service Levels)

- Treat sewerage to highest possible standard and dispose of effluent in accordance EPA licence conditions

Progress Upon Review

- The concentrations of pollutants in effluent samples are generally satisfactory. There are some instances of licence limit exceedance in each of the systems, however they are not extraordinary.

WARRUMBUNGLE SHIRE COUNCIL

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Division: Environmental Services
Management Activity: Environmental Services Management
Section: Environmental Services Management

Environmental Services Management Objective

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

Activities

Environmental Services Management Services

Performance Target (Service Levels)

- Provision of an accessible and customer focused Environmental Services Division.
- Provision of an accessible, comprehensive and easily understood group of strategic planning instruments.
- Efficiently complete all budgeted projects within available resources.
- Develop and maintain a suite of policies to comply with legislation and provide clear guidance to staff and the community.

Progress Upon Review

Operational Budget

Income

Environmental Services Management

NIL

Expenditure

Environmental Services Management

Year to date \$200,024
\$52,417

- Management continues on a part time basis filled by contractor and absence of full time health manager and any qualified building surveyor requiring more input from Acting Director to these functions and the need to bring in accredited building contractor to process applications pending filling of positions in new structure.
- Council management obligations being met on time.

WARRUMBUNGLE SHIRE COUNCIL

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Division: Environmental Services
Management Activity: Town Planning
Section: Development Assessment

Development Assessment Objective

To assess planning applications for adherence to Council's defined vision (Local Environmental Plan) for the development of the Shire in an ecologically sustainable manner. All applications for consent and enquiries dealt with professionally and within statutory periods.

Activities

Development Assessment

Performance Target (Service Levels)

- Council's planning Instruments and Policies enforced through consistent and high quality approvals.
- To deliver accurate and comprehensive zoning certificates reflective of Council's planning Instruments and Policies.

Progress Upon Review

Operational Budget

Income

Town Planning

Year to date (\$65,000)
(\$33,241)

Expenditure

Town Planning

Year to date \$97,007
\$46,424

Heritage Conservation

Year to date \$8,000
\$4,763

Public Land Register & Leasing

Year to date \$7,000
\$3,242

Rural Numbering/Alcohol Free Zones

Year to date \$1,000
\$528

Special Projects

Income

Section 94 and 94A income

Year to date (\$65,000)
(\$49,612)

Expenditure

Restriction of S94 and 94A funds

Year to date \$65,000
NIL

- Standard of documentation required for approval to be obtained being lifted which will allow better outcomes.
- Council's 149 certificates processed quickly and system in place to ensure different person signs to the person who prepares to help ensure accuracy.
- Draft LEP for reclassification public hearings held and report going to council meeting in March 2012 to approve draft LEP.
- Shire wide comprehensive LEP draft received in second week of February and hope to hold Council workshop on 28 February at Coolah.

WARRUMBUNGLE SHIRE COUNCIL

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Activities

Heritage Conservation

Performance Target (Service Levels)

- To identify items of potential heritage significance across the Shire.
- To assess relevant planning applications with appropriate sensitivity to their heritage significance.
- Council's planning Instruments and Policies reflect appropriate heritage conservation strategies to enforced by consistent and high quality approvals.

Progress Upon Review

- Heritage advisor working with community groups to provide heritage advice on a regular basis.
- Amended heritage listings drafted to be included in new LEP.
- Heritage advisor provides input to development applications in vicinity of heritage items

Public Land Register & Leasing Objective

Activities

Public Land Register and Leasing

Performance Target (Service Levels)

- To assess leasing applications for adherence to Council's adopted policy and grant limited term leases that permit private/public usage in an ecologically sustainable manner.
- All Vacant Land leased where possible/relevant and maintained in accordance with budget to achieve maximum economic return.

Progress Upon Review

- All available land leased where economical.

WARRUMBUNGLE SHIRE COUNCIL

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Division: Environmental Services
Management Activity: Building Control Services
Section: Building Control Services

Building Control Services Objective

To ensure compliance with statutory building control standards across the Shire and maintain a safe built environment in accordance with community expectations.

Activities

Building Control Services Administration

Performance Target (Service Levels)

- To create an accessible, customer focused building control information and inspection service and create increased awareness of the need for building control services within the community.

Progress Upon Review

Operational Budget

Income

Building Control

Year to date (\$83,000)
(\$31,101)

Expenditure

Building Control

Year to date \$192,424
\$87,052

- Resignation of former Building Manager has required Council to hire a consultant from LOGO as a short term means of keeping up with community demand in building approval and inspection. The LOGO appointment has ceased in late November and another qualified consultant has been sourced two days per week to certify buildings.

Activities

Onsite Sewage Management Systems

Performance Target (Service Levels)

- To ensure that all installations of onsite sewage management systems occur correctly and their operation is compliant with all relevant standards.
- To ensure a high level of compliance with statutory requirements for onsite disposal of human effluent within un-sewered areas of the Shire.
- To promote a healthy environment in accordance with community standards and expectations.

Progress Upon Review

- On site treatment systems approved and inspected to ensure compliance with NSW Health Guidelines. More professional documentation being required with applications.

WARRUMBUNGLE SHIRE COUNCIL

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Division: Environmental Services
Management Activity: Environmental Health
Section: Environmental Health Services

Environmental Health Services Objective

To ensure a high level of compliance with environmental health statutory requirements across the Shire.

Activities

Environment Health Services Administration

Performance Target (Service Levels)

- An accessible, customer focused community Environmental Health information service.
- To promote a healthy environment in accordance with community standards and expectations.

Progress Upon Review

Operational Budget

Income

Health and Building Management

Year to date (\$6,000)
(\$5,875)

Cemeteries

Year to date (\$93,500)
(\$40,226)

Pools

Year to date (\$85,400)
(\$50,313)

Expenditure

Health and Building Management

Year to date \$99,608
\$33,880

Cemeteries

Year to date \$135,042
\$57,654

Pools

Year to date \$580,842
\$284,152

State of the Environment

Year to date \$7,750
\$2,750

Special Projects

Expenditure

Native Grove Cemetery

Year to date \$19,000
0

Baradine Pool

Year to date \$12,000
\$4580

Coonabarabran Pool

Year to date \$25,000
0

WARRUMBUNGLE SHIRE COUNCIL

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- Maternity leave of present incumbent has reduced customer access to three days per week with casual appointment currently filling the role until May 2012.

Activities

State of Environment Reporting

Performance Target (Service Levels)

- To encourage the proper management and conservation of the natural and built environment through accurate State of the Environment reporting.
- Document accurately reflects the current State of the Environment based on available information.
- Local and regional report to be completed annually.

Progress Upon Review

- Regional state of the environment report prepared and to Council for adoption at its November 2011 council meeting

Activities

NSW Food Regulation Partnership

Performance Target (Service Levels)

- To ensure a high level of compliance with statutory requirements for premises involved in food preparation activities through a partnership with the NSW Food Authority.
- Increased public awareness of food safety issues across the shire.
- Provision of an efficient inspection and disposal of contaminated foods service.

Progress Upon Review

- Council co-ordinated food supervisor training days in early September for local food business operators.
- Health Manager trained as a food auditor and shop inspections to be commenced in February 2012

Activities

Environmental Pollution Control

Performance Target (Service Levels)

- Maintain a healthy environment in accordance with community standards and expectations.
- To ensure a high level of compliance with statutory requirements for the protection of the natural environment across the Shire
- An accessible, customer focused information service about environmental hazards such as pollutants, illegal dumping, and littering.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the council Chambers, Coolah on Thursday, 16 February 2012 commencing at 11.00am Page 53

Progress Upon Review

- Illegal dumping remains an issue across the shire with complaints coming in from the Coonabarabran and Dunedoo areas.
- Infrared surveillance camera in use in problem areas and offenders will be fined.

Activities

Public Swimming Pools Management

Performance Target (Service Levels)

- To ensure Council's six (6) swimming pools are operated and maintained to a high standard, and are compliant with any relevant legislation.
- Provide public swimming pools that meet the majority of the communities expectations.
- Manage the maintenance and repairs of Council's swimming pool assets to ensure the efficient long-term provision of those facilities

Progress Upon Review

- Staffing of six swimming pools remains a major problem as does the poor behaviour of an element of the Coonabarabran community when using the pool with a lack of respect for the authority of the lifeguard a constant problem
- Income from the Coonabarabran Pool is down approximately \$3000 on same time last year.

Activities

Public Cemetery Management

Performance Target (Service Levels)

- To provide well maintained cemetery facilities within available resources that meet the future burial needs of the community.
- To ensure a safe and attractive facility that meets community needs within available resources.
- All cemeteries have adequate area available for grave site extension and are maintained to a reasonable and consistent standard.

Progress Upon Review

- The Native Grove lawn cemetery at Coonabarabran had 59 available plots left as at the 31/1/12 and a new bay is currently being planned near the carpark. Take up of plots last year totalled 30 plots used and 15 reserves. New section will be the subject of a report to Councils March meeting and may require supplementary vote.
- Cemetery income and expenditure on target to be on budget.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the council Chambers, Coolah on Thursday, 16 February 2012 commencing at 11.00am Page 54

Division: Environmental Services
Management Activity: Regulatory Services
Section: Compliance Services

Compliance Services Objective

To provide a high quality monitoring and control service for straying stock in line with relevant animal control standards and community expectations. To provide a high quality monitoring and control service to ensure compliance with companion animal keeping standards including the health and safety of the community generally. To provide a high quality support or control services to other departments/divisions on request.

Activities

Stock Straying

Performance Target (Service Levels)

- Promote community awareness regarding the hazards of straying stock.
- Provide a proactive and responsive impounding service.
- Enforce relevant statutory requirements in a professional manner.

Progress Upon Review

Operational Budget

Income

Ordinance Services

Year to date (\$30,700)
(\$6,938)

Expenditure

Ordinance Services

Year to date \$185,060
\$45,864

- Straying stock impounded where required and fencing repair orders issued where required. Minimal issues in last three months
- Enforcement carried out where required in accordance with Impounding Act.
- Expenditure lower than expected as southern ranger resigned early August 2011 and Ranger sharing with Gilgandra Shire hadn't resulted in account rendered in period.

Activities

Companion Animal Control

Performance Target (Service Levels)

- Provide a responsive impounding service for nuisance, surrendered and/or straying dogs and cats.
- Provide an appropriate level of assistance with feral, dumped and dangerous animals.
- Enforce relevant statutory requirements in a professional manner.

Progress Upon Review

- Service delivery reduced in first quarter with extended leave and subsequent resignation of Ranger South. Remaining Ranger covering the whole shire with little increase in complaint. Ranger sharing with Gilgandra Shire commenced two days per week and working very well.
- Animals surrendered regularly as part of a program to remove unwanted animals.

Activities

Vacant Land Management

WARRUMBUNGLE SHIRE COUNCIL

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Performance Target (Service Levels)

- Monitor all land to ensure it is maintained in a safe and healthy condition in line with community expectations.

Progress Upon Review

- Dumping of pig carcasses and rubbish remains an issue particularly in the Dunedoo area and Gunnedah Hill area of Coonabarabran.
- Infrared surveillance camera purchased and being used to catch offenders.

Activities

Water Supply Monitoring

Performance Target (Service Levels)

- Carry out regular monitoring of water quality of public water supplies, rivers or swimming pools as directed.

Progress Upon Review

- Water sampling being carried out as planned with extra testing required with failures experienced in the Mendooran water supply as a result of E Coli contamination.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the council Chambers, Coolah on Thursday, 16 February 2012 commencing at 11.00am Page 56

Division: Community Services
Management Activity: Community Services
Section: Community Services Management

Community Services Management Objective

To engage the Community and target groups to facilitate and implement Council's Community Services obligations and responsibilities

Activities

Management Services

Performance Target (Service Levels)

- To provide management and direction to staff and volunteers, community groups and stakeholders, supporting the whole division.
- To review strategies for implementation of Warrumbungle Shire Social Plan.
- Provide advice and direction towards delivery of each of community services divisions within the shire creating viable and sustainable services that meet the needs and expectations of the community
- Provide an accessible and customer focused Community Services Division

Progress Upon Review

Operational Budget

Income

Community Services Management NIL

Expenditure

Community Services Management

Year to date	<u>\$138,000</u>
	\$60,501

- Manager Community Care Acting Director Community Services entire second quarter.
- Warrumbungle Community Services Interagency convened and resourced.
- Draft Community Strategic Plan developed and disseminated. Feedback on plan sought from community.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the council Chambers, Coolah on Thursday, 16 February 2012 commencing at 11.00am Page 57

Division: Community Services
Management Activity: Community Services
Section: Road Safety Officer Program

Road Safety Objective

Participation in the NSW Roads and Traffic Authority's Local Government Road Safety Officer Program.

Activities

Council Road Safety Strategic and Action Plan

Performance Target (Service Levels)

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

Progress Upon Review

Operational Budget

Income

RTA		(\$37,700)
	Year to date	(\$23,653)

Expenditure

Road Safety Officer		\$77,180
	Year to date	\$50,565

- Reduce Speed program 8 September to 22 December 2011 completed. Program targeted highest accident rate local roads of Baradine and Premier Roads and Warrumbungle Way. Surveys indicate a reduction in speeding on these roads.
- Reduce Speed program "Keep Coolah Kids Safe" from 10 October to 21 December 2011. Program targeted local drivers exceeding speed limit in school zone near Coolah Primary School. Surveys indicate that on specific days before and at the end of the program, the percentage of speeding drivers had reduced from 80% to 9%
- Seatbelt Saturday program to enable parents and carers of kids under 7-years of age to have their child restraints certified as safe. The program was conducted on four Saturdays and one Sunday from 15 October to 27 November 2011. The targeted drivers' kids did not necessarily attend child care centres. Number of child restraints checked was low but results of the inspections ensured that unsafe restraints were removed and replaced with safe units. Checks were made at Dunedoo and two in Coolah and Coonabarabran.
- Graduated Licensing Scheme workshops for parents and supervisors of learner drivers were conducted from 20 September to 6 December 2011. Towns selected this year were Coonabarabran, Coolah, Dunedoo and Baradine.
- Excellent media coverage of Council's road safety initiatives.
- 31 October 2011 Road Safety Presentation to University of the Third Age, Coonabarabran.
- Fatigue program commences March 2012. Warrumbungle Shire participating with Moree Plains, Gwydir, Parkes, Forbes and Lachlan Shires.

Division: Community Services

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the council Chambers, Coolah on Thursday, 16 February 2012 commencing at 11.00am Page 58

Management Activity: Community Development
Section: Development Officer

Community Development Officer Objective

The target group for Community Builders includes; organisations of community assisting children, families and youth; socially and financially disadvantaged members of the community, Aboriginal and Torres Strait Islanders and young people aged 12-18 years.

Activities

Community Development Officer

Performance Target (Service Levels)

- Increased connectedness, resourcefulness, trust, respectfulness or participation in the community.
- Organisations increase participation in and engagement with their community.

Progress Upon Review

Operational Budget

Income

Community Development Officer

Year to date (\$83,350)
(\$70,231)

Expenditure

Community Development Officer

Year to date \$83,350
\$35,047

- Conducted research each week for Grant Funding Opportunities for the community.
- Attended Human Services Data Reporting Workshop, Neighbourhood Watch, Development Coordinators, Community Forum Feedback and Interagency meetings.
- Community Development Information distributed to 190 recipients across the Shire. Support provided to Coonabarabran Men's Shed
- Provided support to new local business owner seeking information.
- Coordinated preparations for the Graffiti Out West Project to be conducted at the Coonabarabran Youth Club during the Holiday Program in Jan 2012.
- Funding Pot Article promoting available Grants published in the Coonabarabran Times and distributed by email to 150 recipients across the Shire.
- Planning for Youth Week 2012 within Warrumbungle Shire.
- Promoted Funding opportunities via Email to total of 413 recipients across the Shire.
- Promoted NSW Sport & Recreation Seminar – Coonabarabran
- New Community Builders Service specifications implemented and 2011-2012 Transition Period time line objectives achieved. Review of Position Description, Recruitment and appointment of Youth Development Officer role.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the council Chambers, Coolah on Thursday, 16 February 2012 commencing at 11.00am Page 59

Division: Community Services
Management Activity: Community Services
Section: Emergency Services Coordination

Emergency Services Objective

To coordinate the Shires responses to any emergency. To produce and maintain the Warrumbungle Shire Disaster Plan and Emergency Risk Management Plan in partnership with the Local Emergency Management Committee (LEMC). To encourage volunteer emergency services personnel and organisations.

Activities

To maintain the Shire's readiness for any emergency through pre-planning, preparation, response and recovery.

Performance Target (Service Levels)

- Provide effective assistance to all volunteer organisations including VRA, SES and RFS.
- Maintain the Shire DISPLAN including contact details and electronic E-Displan
- Management of SES and VRA Budgets.
- Applying for grants applicable to Emergency Services.
- Promote community awareness of all Emergency Service Agencies and all Emergency Management Plans.
- Maintain Shire mapping (GIS) capability for the use during emergencies.
- Maintain the BRIMS Hazard Reduction database to all hazard reduction on Shire land.

Progress Upon Review

Operational Budget

Income

Emergency Services	Year to date	<u>NIL</u> (\$2,919)
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Expenditure

Emergency Services	Year to date	<u>\$86,300</u> \$41,986
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- Quarterly Local Emergency Management Committee (LEMC) meeting conducted at Mendooran. Presentation by SES on flooding history at Mendooran. Well attended by local VRA unit.
- LEMC Contact list updated.
- Rural Addressing numbers and road names are being entered in 'Practical' software database for the addition to Rates Notices. This will aid the complete shire mapping of
- Rural Addressing for Emergency Services.
- Attended District Emergency Management Committee (DEMC) meeting at Dubbo
- Monitor and manage VRA and SES budgets.
- Entered the Shires road side slashing programme into the BRIMS RFS database

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the council Chambers, Coolah on Thursday, 16 February 2012 commencing at 11.00am Page 60

Division: Community Services
Management Activity: Community Services
Section: Noxious Weeds

Noxious Weeds

Implement Noxious Weeds Programs through membership and representation to Castlereagh Macquarie County Council

Activities

Noxious Weeds

Performance Target (Service Levels)

- Membership to Castlereagh Macquarie County Council (CMCC) with Warren, Coonamble, Gilgandra, Walgett Shire Councils

Progress Upon Review

Operational Budget

Expenditure

Noxious Weeds		\$88,039
	Year to date	\$88,034

- General Manager Walgett Council is temporary General Manager for the Castlereagh Macquarie County Council Board

Division: Community Services
Management Activity: Community Care Other
Section: Preschools / Community Development Co-ordinators
NAIDOC Week/Youth Week/Seniors Week

Community Care Other Objective

Support the individual community organisations implement programs on local level.

Activities

Preschools

Performance Target (Service Levels)

- Management groups of each Preschool facility supported
- Long term objectives developed in partnership with each management committee and stakeholders to realise opportunities for capital infrastructure improvements
- Support for service provision gaps and opportunities as need arises

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the council Chambers, Coolah on Thursday, 16 February 2012 commencing at 11.00am Page 61

Progress Upon Review

Operational Budget

Income

Community Care Other
Year to date (\$92,202)
(\$47,494)

Expenditure

Preschools
Year to date \$31,419
\$9,348

Orana Arts
Year to date \$9,020
\$8,994

Westpac Instore
Year to date \$84,426
\$42,163

International Womens Day/ NAIDOC Week, Seniors/Youth Week
Year to date \$10,000
\$73

Development Coordinators
Year to date \$ 80,000
\$44,500

Special Projects

Expenditure

Family Support Services Coonabarabran – Irrigation
Year to date \$10,000
NIL

Activities

Orana Arts

Performance Target (Service Levels)

- As a member council and stakeholder of Orana Arts with Narromine, Wellington, Dubbo and Gilgandra Shire Councils; the Orana Arts Strategic Plan will be basis from where performance targets are determined

Progress Upon Review

- Regional Arts Development officer supporting CSP funding applications in local area
- Regional meeting held in Coonabarabran December

Activities

Westpac Banking Agency Dunedoo

Performance Target (Service Levels)

- Service responsive to Westpac management directions and operations, providing a service that meets the needs and expectations of the community

Progress Upon Review

- Service meeting needs of community

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the council Chambers, Coolah on Thursday, 16 February 2012 commencing at 11.00am Page 62

Activities

NAIDOC Week/Seniors Week/Youth Week Programs

Performance Target (Service Levels)

- Program of events conducted in partnership with community organisations and Council services
- Profile of activities and programs achieve raised awareness and participation

Progress Upon Review

- Seniors Week funding received. Shire wide program developed.
- Planning for youth week underway with local services

Activities

Community Development Coordinators

Performance Target (Service Levels)

- Part time Community Development Coordinators employed in Baradine, Binnaway, Mendooran, Dunedoo and Coolah
- Liaison and support network provided by Council to enable local models implemented across shire

Progress Upon Review

- Community events and activities supported, coordinators attending Tourism and Economic Development Meetings
- Development Coordinators met in December. Orana Arts attended meeting and provided information.
- Submissions for Baradine and Binnaway Hall refurbishment submitted. NHRIP grant for building of accommodation for Health Professionals in Baradine submitted.

Division: Community Services
Management Activity: Community Services
Section: Libraries

Libraries Objective

To provide and maintain through membership to Macquarie Regional Library (MRL) an effective and community oriented, easily accessible library service that meets the educational, recreational and cultural needs and expectations of the community.

Activities

Coonabarabran Library

Coolah Library

Baradine Library

Mendooran Service Centre

Dunedoo Library

Binnaway Service Centre

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the council Chambers, Coolah on Thursday, 16 February 2012 commencing at 11.00am Page 63

Performance Target (Service Levels)

- As a member council and stakeholder of MRL with Narromine, Wellington, Dubbo; the MRL Strategic Management Plan will be basis from where performance targets are determined
- NSW Library Council benchmarks will provide long term objectives for the delivery and provision of services

Progress Upon Review

Operational Budget

Income

State Library Subsidy

	(\$56,480)
Year to date	(\$57,148)

Expenditure

Libraries

	\$519,155
Year to date	\$293,353

- Statement of Library Operations completed and submitted
- Local Priority Grants application completed and submitted
- Services operating according to MRL Operational Plan
- Branches providing for community needs and local activities
- Dunedoo Library remains constrained by size and layout of available space

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the council Chambers, Coolah on Thursday, 16 February 2012 commencing at 11.00am Page 64

Division: Community Services
Management Activity: Community Services
Section: Halls and Community Facilities

Halls Objective

To ensure Council owned or entrusted public halls and facilities are maintained to an acceptable standard to service the needs of the community

Activities

Baradine Hall
Binnaway Hall
Coonabarabran Town Hall
Community Services Building Coonabarabran
Coonabarabran Youth Centre and RSL Rooms
Family Support Services Building
Shire Hall – Coolah
Coolah Preschool
Dunedoo Jubilee Hall
Dunedoo Preschool
Mendooran Mechanics Institute
Goolhi Hall and Reserve Trust
Purlewaugh Hall

Performance Target (Service Levels)

- Buildings maintained in a sound, clean and safe condition and available for use as required
- Buildings to be licensed as Places of Public Entertainment

Progress Upon Review

Operational Budget

Income

Halls			
			(\$29,400)
	Year to date		(\$4,609)

Expenditure

Halls			
			\$171,640
	Year to date		\$80,608

Special Projects

Income			\$20,000
Expenditure			
Mendooran Hall - Roof			\$30,000
	Year to date		\$32,101

- Mendooran roof replacement completed. Quotes for painting of building obtained. Adjusted budget to include supplementary vote of \$20,000 for the Heritage Grant received.
- Coonabarabran Town Hall kitchen refurbishment underway. New coolroom and stoves installed.
- Community Services Building –Community Builders grant application lodged for new kitchen and to address OHS concerns
- Baradine Small Equipment Grant successful for volunteers catering equipment at Baradine Hall

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the council Chambers, Coolah on Thursday, 16 February 2012 commencing at 11.00am Page 65

Division: Community Services
Management Activity: Community Services
Section: Ovals/Sport and Recreation

Ovals Objective

To provide and maintain safe and attractive sporting grounds and other sport and recreational facilities for all users, as well as actively promoting, supporting and encouraging local communities in the provision of management and maintenance of community facilities.

Activities

Baradine Oval

**Binnaway Oval, Binnaway Tennis Courts, Binnaway Showground
Coonabarabran Ovals, Netball, Basketball Courts and Tennis Courts
Coonabarabran Racecourse**

Bowen Oval Coolah

Robertson Oval Dunedoo

Mendooran Sports Ground and Tennis Courts

Merrygoen Tennis Courts

Performance Target (Service Levels)

- Sporting facilities maintained in a safe and attractive condition
- Optimum use of facilities by a multitude of sporting bodies
- Sporting and recreational activities encouraged and cooperative partnerships developed to increase usage
- Recreational facilities maintained in a safe and attractive condition
- Optimum use of facilities
- Management committees established to manage day to day operations and maintenance of facility where applicable

Progress Upon Review

Operational Budget

Income

Ovals		(\$1,870)
	<i>Year to date</i>	(\$8,959)

Expenditure

Ovals		\$244,130
Sport and Recreation Other		\$10,850
	<i>Year to date</i>	\$121,214

- Income includes \$5500 contribution form Coonabarabran Junior Cricket Club for cricket nets.
- Ovals and sporting facilities well used
- Smoke Free Project completed
- Mendooran Oval Irrigation project in progress.
- Transfer of Mendooran Recreational trust to Council completed
- Baradine Grandstand refurbishment near completion.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the council Chambers, Coolah on Thursday, 16 February 2012 commencing at 11.00am Page 66

Division: Community Services
Management Activity: Community Services
Section: Aerodromes Management

Aerodromes Management Objective

Maintain Aerodromes to Civil Aviation Safety Authority (CASA) regulations to ensure safe and trafficable

Activities

Coonabarabran, Baradine, Coolah Aerodromes

Performance Target (Service Levels)

- Conduct regular and statutory maintenance program

Progress Upon Review

Operational Budget

Income

Aerodromes

Year to date (\$3,700)
(\$1,828)

Expenditure

Aerodromes

Year to date \$88,175
\$48,461

Special Projects

Expenditure

Fencing Coonabarabran Aerodrome

Year to date \$10,000
NIL

- Extra slashing and spraying has been required at the three (3) aerodromes in the last quarter.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the council Chambers, Coolah on Thursday, 16 February 2012 commencing at 11.00am Page 67

Division: Community Services
Management Activity: Social Services
Section: Warrumbungle Community Care

Social Services Objective

To promote and provide services including; Meals Service/Social Support/Respite Care/Home Maintenance and Community Transport to the frail aged, people with disabilities and their carers, so they can live safely and appropriately in the community and in their own homes thus avoiding premature or inappropriate admission to long term residential care. To promote and provide Centrelink Services via Coonabarabran agency.

Activities

Warrumbungle Community Care

Performance Target (Service Levels)

- Efficiently and effectively manage the provision of services to the funded target group as agreed upon with Funding bodies.
- Seek appropriate funding opportunities to enhance existing programs and where an unmet need is identified, lobby for funding to be established.
- To provide quality services which meet the National Community Care Common Standards.

Progress Upon Review

Operational Budget

Community Transport

Income		<u>(\$166,576)</u>
	Year to date	\$89,320
Special Projects Income		<u>(\$125,000)</u>
	Year to date	(\$33,672)
Expenditure		<u>\$291,576</u>
	Year to date	\$79,805
<u>Multiservice Outlet</u>		
Income		<u>(\$466,237)</u>
	Year to date	(\$216,881)
Special Projects Income		<u>(\$76,000)</u>
	Year to date	(\$33,158)
Expenditure		<u>\$542,237</u>
	Year to date	\$242,060

- Meals on Wheels – Move to frozen meals in Coonabarabran implemented
- ADHC acquittal complete and submitted
- Quarterly newsletter developed and distributed
- Minimum Data Set (MDS) statistical data submitted to Department Aging Disability and Home Care (ADHC)
- Manager WCC Acting Director Community Services during second quarter

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the council
Chambers, Coolah on Thursday, 16 February 2012 commencing at 11.00am Page 68

Service Statistics

Program	Northern	Southern	Total	Target
Meals on Wheels	801	930	1731	2650
Home Maintenance	73	370	443	598
Social Support	112	307	419	817
Respite	83	163	246	389
Transport Services	958	724	1682	1636
Transport Kms	72739	38755	111494	N/A

Centrelink Agency

Performance Target (Service Levels)

- Provision of Centrelink Agency to service the needs of Coonabarabran

Progress Upon Review

Centrelink Operational Budget Income

Expenditure

	(\$28,252)
Year to date	(\$10,822)
	\$28,252
Year to date	\$15,552

Activities

Centrelink Agency

Performance Target (Service Levels)

- Provision of Centrelink Agency to service the needs of Coonabarabran

Progress Upon Review

Service Statistics

Service	Oct	November	Dec	Total Number
Forms/Documents	273	272	280	825
Referral	96	109	120	325
Self Service	13	16	8	37
Equipment	69	38	57	164
Number of Customers	189	209	227	625

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the council Chambers, Coolah on Thursday, 16 February 2012 commencing at 11.00am Page 69

Division: Community Services
Management Activity: Family Support Services
Section: Connect Five

Connect Five Objective

Connect Five is a Mobile Children's Service operating in the Shires of Coonamble, Gilgandra and Warrumbungle to assist children 0-5 years to reach their full potential by providing support to them and their families

Activities

Connect Five Management

Play Sessions

Toy Library

Development of Parenting Skills

Partnerships in Service Delivery

Performance Target (Service Levels)

- To effectively manage the service within the Funding Guidelines
- To provide enriched opportunities for children, families and communities to become safer, healthier and more resilient.

Progress Upon Review December 2011

Operational Budget

Income

Connect 5		(\$190,897)
	Year to date	(\$132,669)

Expenditure

Connect 5		\$190,897
	Year to date	\$87,325

- Working with St. Lawrence's School to plan for starting Out of School Hours Care in 2012.
- Parent Surveys conducted and 12 families expressed interest in after school care (OOSH) for primary aged children.
- C5 Staff attended a music workshop and a regional meeting for Mobile services.
- There were 38 Play Sessions and a total attendance of 417 with 125 families participating.
- 32 items were borrowed from the toy library by 17 Families. Family Day Care Staff and Educators are also actively using the library.
- Ongoing development of parenting skills is promoted through the quarterly Newsletter. Written information to support parents is distributed each session as well as verbal support and information as requested.
- The service participates in monthly Interagency meetings in Coonabarabran.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the council Chambers, Coolah on Thursday, 16 February 2012 commencing at 11.00am Page 70

Division: Community Services
Management Activity: Yuluwirri Kids
Section: Yuluwirri Kids

Yuluwirri Kids Objective

A Preschool and Long Day Care Centre delivering a quality educational program in a stimulating, safe and caring environment.

Activities

Yuluwirri Kids Preschool and Long Day Care Centre Educational Programs and Quality Assurance

Performance Target (Service Levels)

- To effectively manage the Centre and gain the full complement of 57 places, while ensuring there is a profitable outcome.
- To provide a high quality program that adheres to the National Quality Standard and Framework
- Develop partnerships, participation and involvement with other community service providers, schools and stakeholders that cater for the needs of children or have a interest in children

Progress Upon Review

Operational Budget

Income

Preschool/Long Day Care	Year to date	<u>(\$798,622)</u>
		(\$608,694)

Expenditure

Preschool/Long Day Care	Year to date	<u>\$798,622</u>
		\$545,810

- Bandulla St (57 places) & Robertson St (20 Places) maintained. Absences filed with casual bookings. Waiting Lists YTD of approximately 107 days (this includes the 40 off campus places that are run to assist in meeting waiting list needs) Majority of families are Priority 2.
- 2012 enrolment offers issued. Which left 5 vacancies in Panda room & 10 spaces in Giraffe room for 2012.
- Staff development – Managing Challenging behaviour, Quality Improvement plan, CCCS Annette Alexander- service philosophy, effective communication & EYLF, Kid smart
- Centre Events consisted off Children's Week, Melbourne Cup, Father's Night, End of Year celebration, Graduation, school transition excursions to St Lawrence's & Coonabarabran Public School.
- Networked with local school for transition to Kindergarten programs.
- Funding submission DEEWR for capital infrastructure was unsuccessful insufficient evidence relating to a failure of the market to respond to child care needs within the community. Stage one offer \$12,500 granted to undertake a second feasibility study formal building contractor quotation.
- NSW government funding submission for extension remains pending whilst PIRP capital funding under review.
- Centre is currently working on the Quality Improvement Plan (QIP) for the National Quality Standards. Completion of QIP is April 2012
- New full time relief child carer position created to assist with staff leave and stability for child/staff relationships.

Division: Corporate Services

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the council Chambers, Coolah on Thursday, 16 February 2012 commencing at 11.00am Page 71

Management Activity: Corporate Services
Section: Corporate Services Management

Corporate Services Management Objective

To effectively manage the divisional responsibilities of Corporate Services. To promote public awareness of Corporate Services as a responsible, effective and efficient part of Council's operations.

Activities

Corporate Services Strategic Management

Risk Management

Performance Target (Service Levels)

- Ensure that an industry standard, user friendly Management Plan document that provides both qualified inputs and outputs is on exhibition by the end of May
- Provide comprehensive specialist advice to MANEX and Council on key areas such as Finance, IT, Risk Management, Insurance, Supply and Local Government Legislation that ensures that senior staff and Council make informed decisions and achieve corporate objectives.
- Manage and monitor outcomes of the Division and provide leadership of the Division to ensure that stated outcomes for the Division are met.
- No significant loss due to inadequate insurance cover.

Progress Upon Review

Operational Budget

Income

Corporate Services Management

Year to date (\$256,815)
(\$320)

Risk Management

Year to date (\$17,750)
(\$1,040)

Expenditure

Corporate Services Management

Year to date \$132,528
\$98,401

Risk Management

Year to date \$293,179
\$275,649

- Insurance disbursement allocations to be journaled
- Insurances paid
- Acting Director Corporate Services in role

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the council Chambers, Coolah on Thursday, 16 February 2012 commencing at 11.00am Page 72

Division: Corporate Services
Management Activity: Corporate Services
Section: Property Management

Property Management Objective

To ensure that Council's commercial properties perform to a level equal to industry standards and positively contribute to Council's non-rate income.

Activities

Medical Centres

Council Chambers

Staff Housing

Performance Target (Service Levels)

- Minor maintenance to be completed in accordance with quarterly inspection programme and determined priorities.
- Council Offices cleaned in accordance with contract specifications.
- Security of the building maintained.
- Minor maintenance completed in accordance with quarterly inspection programme and determined priorities.

Progress Upon Review

Operational Budget

Income

Property Management		(\$200,787)
	Year to date	(\$20,135)

Staff Housing and Dwellings		(\$38,411)
	Year to date	(\$21,172)

Expenditure

Property Management		\$244,416
	Year to date	\$142,142

Staff Housing and Dwellings		\$49,246
	Year to date	\$18,629

Special Projects

Expenditure

Staff Housing and Dwellings		\$18,400
	Year to date	NIL

- Internal rental allocations to be journaled
- Repairs and Maintenance works programmed
- Special Projects scheduled for completion
 - Works at Doctors Surgery Dunedoo
 - Doctor's residence Coolah
 - Medical Centre Coonabarabran

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the council Chambers, Coolah on Thursday, 16 February 2012 commencing at 11.00am Page 73

Division: Corporate Services
Management Activity: Financial Services
Section: Financial Services Management

Financial Services Objective

Provide financial management, support and expertise to all Council business units and establish management accounting policies, procedures and operating systems, to facilitate budget preparation, financial planning and performance analysis to assist the Council to effectively and efficiently record and manage its human, physical and financial resources.

Activities

Finance Services Management

Management Accounting

Performance Target (Service Levels)

- Financial Reporting detail status of all key financial control indicators for: cash, investments, receipting, debtors, rates, assets and budget control.
- Quarterly Budget Reviews completed and submitted to Council by November, February, May and August as per Division Local Government guidelines.
- Council's General Purpose Consolidated Reports are completed in accordance with Australian Accounting Standards and Local Government Accounting Guidelines

Progress Upon Review

Operational Budget

Income

Financial Services Management	Year to date	<u>(\$27,276)</u>
		(\$13,833)

Expenditure

Financial Services Management	Year to date	<u>\$277,702</u>
		\$98,245

- New Project Accountant recruitment process completed and successful applicant appointed
- Chief Finance Officer recruitment process completed and successful applicant appointed
- Quarterly budget review submitted to November Council meeting albeit limited
- 2010-2011 Financial Statements continue to be delayed and not submitted to Division of Local Government by due date

Division: Corporate Services
Management Activity: Financial Services
Section: Financial Services

Financial Services Objective

To plan, provide and maintain financial systems to optimise the capacity of managers to monitor budgets and manage resources within their control and accountability as well as providing reliable and meaningful information to Council and to meet Australian Accounting Standards for Local Government in external reporting.

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Activities

Debtors/Private Works

Rating

Rating Water and Sewer

Cash Management

Accounts Payable

Performance Target (Service Levels)

- Provide ongoing internal control systems to monitor and audit private works carried out by Council.
- Levy and collect rates in accordance with policy and procedure.
- Monitor compliance with debt collection policy.
- Review of ordinary rating and charging structure completed by 31 March
- Rates and charges to be managed in accordance with legislation and Revenue Policy.
- Interest on invested funds to be at least equal to rates published in Financial Review for Local Government.
- Continue to monitor options for better management of Council's Investment Portfolio
- Streamline systems for payment of Council's Accounts Receivables by the use of new technology.

Progress Upon Review

Operational Budget

Income

Finance Services

Year to date (\$7,211,687)
(\$6,784,718)

Expenditure

Finance Services

Year to date \$939,904
\$338,966

- Second quarter Rates instalment notice issued
- First water meter reading November and accounts issued
- Structured Credit appointed till June 2012, Investment Advisory Service
- Review of invoicing process underway

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Division: Corporate Services
Management Activity: Administration Services
Section: Administration Services

Administration Services Objective

To manage and provide leadership and support to the Administration Services staff, to ensure delivery of efficient and effective services to the organisation and the community.

Activities

Administration Records and Support

Performance Target (Service Levels)

- Correspondence registered and allocated within two working days of receipt.
- Support Services to be provided in accordance with clients' needs and needs of organisation.

Progress Upon Review

Operational Budget

Income

Administration Services	Year to date	<u>(\$64,433)</u>
		(\$6,246)

Expenditure

Management	Year to date	<u>\$84,476</u>
		\$27,091

Administration Services	Year to date	<u>\$492,900</u>
		\$192,198

- Correspondence registered and allocated within the time frame. Emails downloaded and distributed throughout the day.
- Casual staff utilised due to secondment of Administration Services staff to other sections of Council and to allow sufficient staff maintained to ensure delivery of services provided by Administration section.
- Quotations called for replacement of electronic document management system. Assessment process for shortlist underway.
- GIPA Annual Report and GIPA Publication Guide submitted for Council endorsement during reporting period as per Act / Regulation.
- Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors reviewed and amended Policy submitted for Council endorsement.
- 2011 Annual Report compiled and lodged with Division of Local Government by due date.
- Recruitment of Administration trainee implemented.

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Division: Corporate Services
Management Activity: Supply Services
Section: Supply Services

Supply Services Objective

To provide a cost effective and operationally efficient supply service to the corporation.

Activities

Supply Services

Performance Target (Service Levels)

- Goods and services purchased at best possible prices in accordance with Council policy and legislative requirements.

Progress Upon Review

Operational Budget

Income

Supply Services

Year to date (\$115,000)
NIL

Expenditure

Supply Services

Year to date 290,730
\$131,933

- Quarterly stocktake completed October 2011, net wrote on \$369.86 approved by Council
- Incorrect coding in Practical has impacted on income – to be rectified and journals to be input

Division: Corporate Services
Management Activity: Bushfire
Section: Bushfire and Emergency Services

Bushfire & Emergency Services Objective

To provide assistance to the Fire Control Officer in administering the Warrumbungle Bush Fire Service and to provide effective, safe and operationally efficient equipment. To ensure that resources are provided for volunteer fire fighters to control and suppress fires.

Activities

Bushfire Management

Fire Control/Suppression Objective

Bushfire Running Expenses

Fire Control/Suppression

Fire Control Centres

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Performance Target (Service Levels)

- Implement hazard reduction programme to mitigate bush fires and reduce property and stock losses due to fire.
- Provide effective safe and operationally efficient equipment to assist fire fighters
- Assist fire suppression strategies with heavy earthmoving equipment.
- To improve overall command and control at all emergency incidents within the Warrumbungle Shire

Progress Upon Review

Operational Budget

Income

Bushfire Services Management	Year to date	<u>(\$431,220)</u>
		(\$255,179)

Fire Control/Suppression	Year to date	<u>(\$1,402,517)</u>
		NIL

Expenditure

Bushfire Services Management	Year to date	<u>\$359,210</u>
		\$157,024

Fire Control/Suppression	Year to date	<u>\$1,588,354</u>
		\$82,733

Special Projects

Income

Fire Control/Suppression	Year to date	<u>(\$575,282)</u>
		NIL

Expenditure

Fire Control/Suppression	Year to date	<u>\$651,508</u>
		NIL

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Division: Corporate Services
Management Activity: Corporate Services
Section: IT Support Services

IT Services Objective

To provide and maintain an Information Technology service that meets the defined needs of the organisation.
To provide assistance to Council in the strategic and tactical development and direction of Council's IT Infrastructures and services.

Activities

IT Strategic Management

IT Support Services

Performance Target (Service Levels)

- Implementation of IT Strategic Plan 2011 that provides an achievable plan for the resourcing of Council's IT needs for future.
- Oversee enhancements or developments of IT Infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.

Progress Upon Review

Operational Budget

Income

IT Support Services Management	Year to date	<u>(\$505,919)</u> NIL
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Expenditure

IT Support Services Management	Year to date	<u>\$37,500</u> \$42,776
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IT Support Services	Year to date	<u>\$468,453</u> \$200,207
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- IT Support internal allocations to be journalled.
- WAN and Server Replacement Project in progress
- 2nd Desktop Refresh round completed.

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Mr Steve Loane
General Manager
Warrumbungle Shire Council
John Street
COONABARABRAN 2357

Dear Sir

DIRECTOR OF CORPORATE SERVICES

ANNEXURE 2

2.1 Bank Reconciliation - Month Ending January 2012

Balance per Bank Account

Bank	Balance
<u>General</u>	
Commonwealth	1,037,790.11
Westpac	716,617.24
NAB	131,375.50
Commonwealth Rates	670.00
Total - General	1,886,452.85
<u>Trust</u>	
Commonwealth	155,351.01
Westpac	-
Total - Trust	155,351.01
<u>Investments</u>	
Securities	6,500,000.00
IBD	6,750,000.00
Total Investments	13,250,000.00
Total All Bank Accounts	15,291,803.86
<i>Add:</i>	
Outstanding Deposits - General	59,072.70
Outstanding Deposits - Trust	-
<i>Less:</i>	
Un-presented cheques - General	44,979.76
Un-presented cheques - Trust	-
Balance adjusted for outstanding deposits & un-presented cheques (Final Bank Balance)	15,305,896.80

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Balance per General Ledger

Bank	Account Number	Balance
General Fund	5410-3000-0001	1,908,478.99
Trust Fund	9000-3000-0000	147,417.81
Investments - General	5220-3001-3001	5,150,000.00
Investments - General	5220-3001-5001	3,119,147.67
Investments Movement Account - General	5220-3003-0000	61,882.30
Investments non-current - General	5220-4701-0000	-
Investments - Water Fund	7085-3001-0001	2,355,105.23
Investments Sewerage Fund	8085-3001-0001	2,563,864.80
Total per General Ledger		15,305,896.80

Variance	-
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Notes:

- (1) Outstanding deposits refers to cash amounts recorded in the Council's general ledger that have not yet been deposited at the bank. E.g. Direct debit authority received in cashbook but not deposited in the physical bank account until the next day
- (2) Un-presented cheques refers to cheques that have still not been cashed by the cheque recipient but are recorded as being paid in the councils general ledger

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2.1 (continued) Investments Report

Summary

As required by Clause 212 of the *Local Government (General) Regulation 2005*, the details of all monies invested by Council under Section 625 of the *Local Government Act 1993* are set out below:

During the month of January three of Council's term deposits totalling \$3 million matured, earning Council interest revenue totalling \$94,823. Council has re-invested \$2.25m of the \$3m for a further 90 days with the remainder being credited to Council's operating account. Further details on investment securities and term deposits held by council as at 31 January 2011 can be found below.

Investment Securities

Council currently holds the following investment securities:

Security	Purchase Price	Indicative Bid	Valuation based on indicative bid as at 31 January 2012	ISIN Number	Lodgement date	Maturity Date	Rating	Coupon Payments
Dandelion Westpac	1,000,000	92.50%	925,000	AUFN0004693	19.12.2007	21.12.2012	AA-	0%
Bendigo Bank - Westpac	500,000	98.50%	492,500	AUFN0003810	22.08.2007	21.09.2012	BBB+	5.67%
ANZ CPPI Asprit II	800,000	93.79%	750,320	CPPISAMAF02	30.09.2009	30.03.2013	AA-	0%
ANZ CPPI - Asprit I	500,000	95.40%	477,000	CPPISAMAF01	30.09.2009	23.11.2012	AA-	0%
IIG All Seasons CPPI Note	1,500,000	84.00%	1,260,000	AU300SEKA021	29.08.2008	29.08.2014	AA+	0%
Averon CPP Ltd Aver	700,000	85.00%	595,000	AU300AVER012	30.09.2009	20.06.2013	AA+	0%
Octagon Ltd Linked	1,500,000	77.00%	1,155,000	XS0232170158	25.10.2005	30.10.2015	AAA	0%
Total:	6,500,000		5,654,820					

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Security	Details
Dandelion Westpac	AA- rated investment that no longer pays coupons. Bid price well below fair value. Low Risk.
Bendigo Bank - Westpac	Sub debt likely to called in Sept this year. If not, could be extended by 5 years (unlikely). Bank recently upgraded by S&P to A-
ANZ CPPI Asprit II	Zero coupon investment backed by ANZ. Bid is below fair value, despite 1 year to maturity. Likely pay small amount above 100
ANZ CPPI - Asprit I	Zero coupon investment backed by ANZ. Bid is below fair value, despite 9.5 months to maturity. Likely pay small amount above 100
FIIG All Seasons CPPI Note	Council is essentially holding a Swedish Export Bond rated AAA. Will pay \$4 above par at maturity. Bid price well short of fair value.
Averon CPP Ltd Aver	Ultimate credit risk rests with General Electric Capital Corp Australia, rated Aa2 by Moodys (parent AA+).
Octagon Ltd Linked	Backed by International Bank for Reconstruction & Development rated AAA. Few concerns if any. Bid well below fair value. Low risk.

Attached under separate cover, not for publication, is the detailed report from Structured Credit Research & Advisory Services, who have been contracted to provide investment advice to Council; with recommendations and supporting background information.

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Term Deposits

Council currently holds the following term deposits:

Bank	Current Investment	Opening Balance	Buy/(Sell)	January Interest Earned	Closing Balance	Lodgement date	Maturity Date	Rating	Current Yield
NAB #	-	1,000,000	(1,000,000)	-	-	21.12.2012	05.01.2012	AA-	6.25%
Suncopr Metway 4/10	1,000,000	1,002,466	-	5,108	1,007,574	16.12.2011	16.03.2012	A+	6.00%
Suncorp Metway 5/10	750,000	751,849	-	3,831	755,680	16.12.2011	16.03.2012	A+	6.00%
NAB Cash Maximiser #	1,500,000	1,357,054	250,000	38,479	1,645,533	At Call	At Call	AA-	5.38%
Suncorp Metway 8/10 ^	1,000,000	1,000,000	-	4,438	1,004,438	04.01.2012	04.04.2012	A+	6.00%
Suncorp Metway 9/10 ^	1,000,000	1,000,000	-	4,438	1,004,438	04.01.2012	04.04.2012	A+	6.00%
Suncorp Metway 10/10	1,500,000	1,504,591	-	7,514	1,512,105	12.12.2011	14.05.2012	A+	5.88%
Total:	6,750,000	7,615,960	(750,000)	63,808	6,929,768				5.84%

Interest earned on the NAB TD (\$31,506.85) was transferred into the NAB cash maximiser at call account and has been recorded as interest earned in the NAB cash maximiser account for the purpose of this report. All other January interest figures are accruals.

^ Council rolled over its Suncorp Metway 8/10 and 9/10 TDs in January and earned a total of \$63,316 interest for these TDs. This amount was transferred to the general account and the principle re-invested for another 90 days.

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Performance Benchmarking

Council currently benchmarks its investment performance against the 3 month Bank Bill Swap Reference Rate (BBSW) as per Council's investment policy. The January BBSW 3 month rate was 4.47%. Council's term deposits returned an average rate of 5.84% for the month of January, outperforming Council's benchmark. All of Council's investment securities except for one security held with Bendigo Bank (AUFN0003810) are not currently paying coupons although several investments are expected to be redeemed at higher than original purchase price. Council's investment securities underperformed against Council's benchmark.

Certification of Responsible Accounting Officer

I hereby certify that the investments listed in the report above have been made in accordance with Section 625 of the *Local Government Act 1993*, Clause 212 of the *Local Government (General) Regulation 2005* and Council's Investments Policy.

Responsible Accounting Officer

RECOMMENDAION

That Council accept the Bank Reconciliation and Investments Report for the month ending 31 January 2012.

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2.2 Rates and Charges Collection Report up to and Including January 2011

Rate/Charge Type	Rate Arrears 2010/11	2011/12 Levy	Pensioner Write Off	Abandoned	Rate Arrears & Net Levy	Total Payments to Date	Total Outstanding 2011/12	Collection % 2011/12	Total Arrears as at EOM	O/S Rates and Annual Charges %
General	599,380	6,684,555	165,314	8,907	7,109,714	3,823,355	3,286,359	54%	648,402	9.70%
Water	187,283	1,281,480	73,039	14,332	1,381,392	750,816	630,575	54%	196,638	15.34%
Sewerage	256,709	1,180,000	52,410	3,367	743,859	527,670	216,189	71%	35,758	3.03%
Garbage	143,771	1,436,077	104,029	8,493	1,467,327	826,835	640,492	56%	158,395	11.03%
Total Rates and Annual Charges	1,187,143	10,582,112	394,792	35,099	10,702,292	5,928,677	4,773,615	55%	1,039,192	9.82%
Water Consumption	321,384	878,865		24	760,822	468,552	292,270	62%		
Sewer Consumption	35,110	291,182			71,571	43,984	27,587	61%		-
Total Water Supply Services	356,494	1,170,047		24	832,393	512,536	319,857	62%	556,265	47.54%
Legal Fees	143,961	58,529		13,731	188,759	53,599	135,160	28%	169,859	
Transaction Fees	4,540	325		2,848	2,018	335	1,683	17%	1,691	
Interest	181,037	111,211				-		-	-	-
Grand Total	1,873,176	11,922,224	394,792	51,702	11,725,462	6,495,147	5,230,315	55%	1,767,008	14.82%

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Note 1: The outstanding rates and annual charges ratio as at 31 January is **14.82%**, which is roughly 0.31% lower than as at 30 June 2011 (**15.13%**). This rate is higher than originally expected as water consumption and sewerage access accounts have only recently fallen due (on 31 January 2011). This ratio is expected to decrease over the coming months as the water and sewerage accounts are paid and Council's staff devote more time to debt recovery efforts.

Note 2: The levy figures for water and sewer consumption and sewer charges are year end estimates, not actual amounts billed as at 31 December 2011

Note 3: The outstanding figures for sewer consumption, water consumption and sewerage rates and charges need to be viewed in total as Council's finance systems is currently grouping a majority of the arrears amounts for these items under sewer consumption. The ratio for sewerage rates and water/sewer consumption combined is 25.19%. Attached under separate cover is a copy of this rates report at area level.

RECOMMENDATION

That Council accept the Rates Report for the month ending 31 January 2012.

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2.3 Request to Review Water Account 71-75 Worrigal Street Baradine

Council consideration is sought on the request by the owner of 71-75 Worrigal Street Baradine to write off the water account above the average amount of 1.04 kilolitres (kl) per day for the usage period between 29 January 2011 to 11 May 2011.

The average daily use over the previous 7 readings (January 2009 – January 2011) and subsequent 2 periods (June 2011 to December 2011) was 1.04 kl/day. The water meter reading taken on the 11 May 2011 indicates a daily usage of 3.46 kl/day, a difference of 2.42 kl/day for the period.

Generally, there are two reasons for extraordinary water meter readings, above normal consumption and or an administrative error has occurred. According to staff who read the meter, the poly pipe on the house side of the water meter was leaking and they advised the owner the same day of this break in the line.

Contrary to the allegation, the Council gate valve and water meter have both been checked, the tap turns off and is not leaking.

Careful consideration needs to be given by Council to writing off any water use charges as it is generally accepted that a water meter reading is prima facie evidence that water has been used. The former Acting Director of Corporate Services has previously denied this request in August 2011.

The customer wishes the matter to be considered by Council. A copy of the letter of request is provided to Council under separate cover.

The account for water consumption at 71-75 Worrigal Street Baradine, for the period 29 January 2011 to 11 May 2011 is \$1,764.40. If the account was to based on an average daily consumption of 1.04 kl/day, the amount for the period would be \$154.88. Should Council decide to write off the difference of \$1,609.52, a supplementary vote is required to fund the write off.

RECOMMENDATION

For Council consideration.

2.4 Workstations/Cabling – Data and Voice

At the December 2011 meeting, Council adopted a new organisational structure which saw the creation of 13 new staff positions. In addition during the year, Council endorsed the recruitment of a Chief Financial Officer, reinstatement of the Water and Sewerage Manager, a Project Accountant and four (4) new Traineeship positions.

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Current office space is filled to capacity in Coonabarabran and the new building is still 11-12 months away from completion. A number of short term alternatives have been discussed at MANEX resulting in some modifications and squeezing in of desk spaces in the available locations.

This issue has not had to be addressed until now due to the number of vacant positions.

As these vacancies and the new positions are filled, the time is fast approaching that Council must address the shortage of space. There are therefore a number of staff that require a workstation (ie. PC desktop, desk, chair and phone) and office space at either the Coonabarabran office, Coonabarabran Depot, Family Support Services, Community Care Offices and Coolah Offices.

Of the new positions it is proposed to first fill the Coolah Office, where there is office space available with:

1. Chief Financial Officer
2. Manager IT and Communications
3. Trainee IT Support Officer
4. GIS Officer
5. Manager Property and Risk
6. Road Operations Technical Officer
7. Water and Sewerage Manager

It is proposed to relocate on a temporary basis to Coolah the Emergency Services Coordinator

It is proposed to then locate the following new positions at the Coonabarabran Office:

1. PA to Director Technical Services
2. PA to Director Environmental and Community Services
3. PA to Director Corporate Services
4. Trainee PA to GM
5. Project Accountant
6. Senior Projects Officer
7. Manager Regulatory Services
8. Building Certifier North

The new Manager Environmental Innovations, Environmental Innovations Compliance Officer and Senior Purchasing Officer will be located at the Coonabarabran Depot. In addition there are a number of Supervisors who do not have access to a desktop, even on a share or part time that needs to be addressed at the Coonabarabran Depot, Baradine Depot, Dunedoo Recycling Centre and Binnaway Depot.

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The Youth Development Officer will be located at the Family Support Services building in Coonabarabran and there is a new Trainee position at Warrumbungle Community Care office in Coonabarabran.

In effect there are in total 20 new workstations required across these locations above.

In preparation for the VOIP telephone project a complete audit of existing phone lines, data lines is being undertaken by Inland Technology. At the same time an audit of desktops and cabling requirements will be completed in partnership with Andor Systems, Council's IT Management and Solutions provider. A preliminary report has been provided by Andor and is attached under separate cover for Councillors information.

Financial Considerations

Budget estimate for

1. Office Furniture and office modifications \$30,000

Note: The items for any grant funded program will be allocated against that individual project budget.

2. Desktops – 10 x standard workstations @ \$1,118
7 x highend workstations @ \$1,703
3 x CAD Power workstations @\$4,463
Installation and set up \$10,000
TOTAL \$46,490 (Leaseback)

Council has two options for the Workstation Cabling (Data and Voice)

1. Undertake a Cabling (Data and Voice) project to install the 20 new workstations (with CAT6 cabling) enabling connection of new desktops to Council's IT network and installation of POE switches at the existing workstations (CAT5) to facilitate VOIP total budget estimate \$60,000.
2. Undertake a Cabling (Data and Voice) project across the whole system which includes Coolah office to facilitate VOIP and connection of all desktops to Council's IT network with CAT6 cabling total budget estimate \$210,000

The new Administration Council building will be cabled with CAT6 infrastructure; at which point refurbishment of the cabling of the Coonabarabran office will become necessary.

The implications of the size and scope of this project is that Council must develop a set of specifications and implement a tender process; with the option of utilising Local Government Procurement (LGP) panels if available. Whilst Andor Solutions are on the LGP panel for the Provision of IT&C Professional Services this does not extend to this infrastructure works associated with telecommunications and IT Cabling.

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Andor Systems may provide specifications for this Workstation and Cabling (Data and Voice) project within our current Prepaid Support. However unless these specifications are signed off by a third party, will be disqualified from participating in the tender process as per Councils Procurement Policy (2011), NSW Local Government Act (1993) and Tendering Guidelines for NSW Local Government (2009).

RECOMMENDATION

That Council calls for tenders for the implementation of the Workstation and Cabling (Data and Voice) Project and **FURTHER** approves the purchase of office furniture and Lease Finance for Desktops to be allocated against each management function and respective grant programs where appropriate.

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2.5 Quarterly Budget Review Statement – Quarter Ending 31 December 2011

The Quarterly Budget Review Statement (QBRs) presents a summary of Council's financial position at the end of each quarter. It is the mechanism whereby Councillors and the community are informed of progress against the management plan. In December 2010 the NSW Division of Local Government developed a set of minimum requirements for reporting the financial position of Council, to facilitate explanations and major variations and recommend changes to the budget for Council approval. The reports also enable the Responsible Accounting Officer (RAO) to indicate if Council will be in a satisfactory financial position at the end of the financial year.

The minimum requirements for QBRs are included in the Code of Accounting Practice and Financial Reporting and form part of the legislative framework in accordance with clause 203 (3) of the Regulations.

The new reporting format came into effect on 1 July 2011. The QBRs is composed of, but not limited to, the following budget review (BR) components:

- Statement by the responsible accounting officer on council's financial position at the end of the year based on the information in the QBRs **(Part 1 of this report)** ;
- Budget Review Income and Expenses Statement in one of the following formats **(Part 2 of this report)**:
 - Consolidated
 - by fund (e.g. General Fund; Water Fund; Sewer Fund)
 - by function, activity, program etc to align with the management plan / operational plan;
- Budget Review Capital Budget **(Part 4 of this report)**;
- Budget Review Cash and Investments position **(Part 5 of this report)**;
- Budget Review Key Performance Indicators **(Part 6 of this report)**; and,
- Budget Review Contracts and Other Expenses **(Part 7 of this report)**.

The following important financial information has also been provided in addition to the information required as part of the QBRs reporting framework:

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- Balance Sheet as at 31 December 2011 (**Part 3 of this report**)
- A consolidated summary of the information in the Management Activity Reports (**Part 8 of this report**)

The Key Performance Indicator section of the report also includes comparative KPI information from the 2009/10 financial year (2010/11 information is currently not available).

The report before Council currently does not include capital expenditure projections or information on consultancy expenditure, and information on internally and externally restricted cash is as per 30 June 2011.

WARRUMBUNGLE SHIRE COUNCIL

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Part 1: Report by Responsible Accounting Officer

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

It is my opinion that the Quarterly Budget Review Statement for Warrumbungle Shire Council for the quarter ended 31 December 2011 indicates that Council's projected financial position as at 30 June 2012 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed _____

Date: 10 February 2012

Responsible Accounting Officer, Warrumbungle Shire Council

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Part 2: Budget Review Income and Expenses Statement

	Original Budget	Approved Changes	Revised Budget	Actuals as at 31-Dec-11	Projected Year end Result
	\$'000	\$'000	\$'000	\$'000	\$'000
Income from Continuing Operations					
Rates and Annual Charges	10,812	-	10,812	9,717	10,468
User Charges and Fees	6,800	-	6,800	1,944	5,185
Interest & Investment Revenue	372	-	372	235	470
Other Revenues	441	-	441	659	1,318
Grants & Contributions	15,704	-	15,704	5,517	15,704
Gains/(Losses) from Disposal of Assets	-	-	-	304	608
Total Income From Continuing Operations	34,129	-	34,129	18,376	33,753
Expenses from Continuing Operations					
Employee Benefits & On-Costs	11,383	16	11,399	5,979	12,600
Borrowing Costs	138	-	138	39	78
Materials & Contracts	13,888	63	13,952	4,027	8,632
Depreciation & Impairment	9,989	-	9,989	4,980	9,964
Other Expenses	766	21	787	1,846	3,692
Net Share of Interest in Joint Ventures	-	-	-	-	-
Total Income From Continuing Operations	36,164	100	36,265	16,871	34,966
Operating Result from Continuing Operations	(2,035)	(100)	(2,136)	1,505	(1,213)

Note: The projections figures above are Council's best estimate of the likely result as at 30 June 2012. These projections will change during the course of the year as more information becomes available to Council staff, and the processes used by Council to forecast future income and expenditure are improved.

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Part 3: Balance Sheet (Statement of Financial Position)

	31-Dec- 11
Assets	\$'000
Current Assets	
Cash and Cash Equivalents	8,934
Investments (Current)	997
Receivables (Current)	6,626
Inventories (Current)	555
Total Current Assets	17,112
Non-Current Assets	
Investments (Non-Current)	5,000
Receivables (Non-Current)	-
Inventories (Non-Current)	451
Property, Plant & Equipment	376,225
Investments Accounted for using the equity method	310
Total Non-Current Assets	381,986
Total Assets	399,098
Current Liabilities	
Payables	603
Borrowings	141
Provisions	3,040
Total Current Liabilities	3,784
Non-Current Liabilities	
Payables	-
Borrowings	1,718
Provisions	1,126
Total Non-Current Liabilities	2,844
Total Liabilities	6,628
Net Assets	392,470
Retained Earnings	340,673
Revaluation Reserves	51,797
Total Equity	392,470

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Part 4: Budget Review Capital Budget

Directorate and Branch	Original Capital Budget \$'000	Approved Changes \$'000	Revised Capital Budget \$'000	Actuals as at 31 Dec 2011 \$'000
Executive				
- Governance	1,500	-	1,500	195
- General Manager	-	77	77	-
- Human Resources	65	-	65	48
- Tourism & Economic	-	6	6	-
Development				
Total: Executive	1,565	83	1,648	243
Technical Services				
- Technical Services Management	-	-	-	-
- Design Projects	26	-	26	24
- Road Operations	3,293	1,374	4,667	1,386
- Contract Services	-	232	232	586
- Fleet Services	1,521	411	1,932	517
- Horticulture & Landcare	113	80	193	15
- Warrumbungle Waste	92	-	92	3
- Village Water	-	-	-	-
Total: Technical Services	5,045	2,097	7,148	2,531
Environmental Services				
- Environmental Services Mgt.	-	-	-	-
- Health & Building	56	-	56	1
- Ordinance Services	-	-	-	-
Total: Environmental Services	56	-	56	1
Community Services				
- Community Services Management	20	12	32	50
- Social Services	-	-	-	72
- Family Support Services	-	-	-	-
- Yuluwirri Kids	-	-	-	36
Total: Community Services	20	12	32	158

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Directorate and Branch	Original Capital Budget \$'000	Approved Changes \$'000	Revised Capital Budget \$'000	Actuals as at 31 Dec 2011 \$'000
Corporate Services				
- Corporate Services Management	18	1,437	1,455	128
- Financial Services	-	-	-	-
- Administration	-	-	-	-
- Supply Services	-	-	-	-
- Bushfire & Emergency Services	652	-	652	92
- IT Support	-	-	-	-
Total: Corporate Services	670	1,437	2,107	220
Water Supply Fund	672	629	1,301	250
Sewerage Supply Fund	336	-	336	8
Total Payments	8,364	4,258	12,622	3,411

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Part 5: Budget Review Cash and Investments position

A) Statement of Cash Flows

	Original Budget \$'000	Approved Changes \$'000	Revised Budget \$'000	Actuals 31-Dec-11 \$'000
Cash Flows from Operating Activities				
<u>Receipts</u>				
Rates and Annual Charges	10,812	-	10,812	5,272
User Charges and Fees	6,800	-	6,800	3,863
Interest & Investment Revenue	373	-	373	514
Other Revenues	441	-	441	1,129
Grants & Contributions - Capital	15,703	-	15,703	5,517
<u>Payments</u>				
Employee Benefits & On-Costs	(11,383)	(16)	(11,399)	(5,987)
Materials & Contracts	(13,888)	(63)	(13,951)	(4,299)
Borrowing Costs	(137)	-	(137)	(58)
Other Expenses	(767)	(21)	(788)	(2,579)
Net Cash provided (or used in) Operating Activities	7,954	(100)	7,854	3,372
Cash Flows from Investing Activities				
<u>Receipts</u>				
Sale of Investment Securities	-	-	-	250
Sale of Real Estate Assets	-	-	-	-
Sale of Infrastructure, Property, Plant and Equipment	-	-	-	304
Deferred Debtors Receipts	-	-	-	-
<u>Payments</u>				
Purchase of Investment Securities	-	-	-	-
Purchase of Infrastructure, Property, Plant and Equipment	(8,353)	(4,258)	(12,611)	(3,411)
Purchase of Real Estate Assets	-	-	-	-
Contributions Paid to Joint Ventures & Associates	-	-	-	-
Net Cash provided (or used in) Investing Activities	(8,353)	(4,258)	(12,611)	(2,857)

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	Original Budget \$'000	Approved Changes \$'000	Revised Budget \$'000	Actuals 31-Dec-11 \$'000
Cash Flows from Financing Activities				
<u>Receipts</u>				
Proceeds from Borrowings & Advances	500	-	500	-
<u>Payments</u>				
Repayment of Borrowings & Advances	(94)	-	(94)	(48)
Repayment of Finance Lease Liabilities	-	-	-	(1)
Net Cash provided (or used in) Investing Activities	406	-	406	(49)
Net Increase/(Decrease) in Cash & Cash Equivalents	7	(4,358)	(4,351)	466
Cash & Cash Equivalents – Opening balance	8,468	-	8,468	8,468
Cash & Cash Equivalents – Closing balance	8,475	(4,358)	4,117	8,934

B) Unrestricted Cash Reconciliation

	Actuals 31-Dec-11 \$'000
Cash and Cash Equivalents	8,934
<i>Add:</i>	
Investments	5,997
Total: Cash and Investments	14,931
<i>Less:</i>	
Internally Restricted Cash	911
Externally Restricted Cash	6,636
Total: Unrestricted Cash	7,384

Note 1: Cash and cash equivalents balance includes deposits at call and short term deposits.

Note 2: Restricted cash balances are as per 30 June 2011.

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Part 6: Key Performance Indicators (KPIs)

A) KPIs

Council's performance against five financial KPIs is detailed in the table below:

KPIs	What does this KPI measure?	30/06/11	30/06/10	30/06/09
Rates and Annual Charges Coverage Ratio	Assesses the degree of Council's dependence on revenue from rates and annual charges and the security of Council's income.	28.63%	29.24%	26.83%
Outstanding Rates and Annual Charges	Assesses the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts	15.13%	11.09%	9.03%
Unrestricted Current Ratio	Assesses the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of council	7.62	4.08	1.36
Debt Service Ratio	Assesses the impact of loan principal and interest repayments on the discretionary revenue of council	1.84%	2.09%	1.34%
Building and Infrastructure Renewal Ratio	Assesses the rate at which these assets are being renewed relative to the rate at which they are depreciating	41.41%	18.11%	155.51%

B) Comparative Information on NSW Local Government Councils 2009/10

Preamble

Each year the Department of Local Government publishes comparative information on the performance of all local councils in NSW. This publication is designed to help both the community and councils assess the performance of their council across a broad range of activities. A summary of the results of the 2009/10 publication can be found below along with commentary by Council staff on what each of the indicators below means.

Profile of Warrumbungle Shire Council - 30 June 2009

Estimated Resident Population	10,323
Area Km ²	12,381.30
Population Density (population/area)	0.83
Population Growth 5yr average	-0.12
ATSI Population % @	7.62%
NESB Population % #	2.53%

@ ATSI – Aboriginal and Torres Strait Islander

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NESB – Non-English Speaking Background

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Comparative Performance – Rates

Average rate per assessment	Warrumbungle Shire Council	Group 11 Average @	NSW Average
Residential	\$424.62	\$589.19	\$785.90
Farmland	\$2,216.53	\$2,209.07	\$1,876.10
Business	\$862.66	\$1,660.82	\$4,151.00

What do these numbers mean – These numbers measure the relative level of Council’s average residential, farmland and business rates per assessment.

KPI	Warrumbungle Shire Council	Group 11 Average	NSW Average
Outstanding Rates and Annual Charges	11.09%	8.26%	5.31%
Movement in Rates and Annual Charges revenue from Previous Year	10.09%	6.41%	6.12%
Movement in User Charges and Fees from Previous Year	15.43%	2.63%	7.53%

What do these numbers mean – The Outstanding Rates and Annual Charges ratio above measures the effectiveness of a council’s debt recovery efforts. A higher number indicates a worse debt recovery performance. The numbers above indicate that Warrumbungle Shire Council is performing below both the state and group 11 averages in terms of debt recovery, although this is partially explained by the lower socio-economic characteristics of the Shire. The comparative figure for the 2010/11 financial year was 15.13%.

The remaining two ratios measure the movement in rates/annual charges/user charges and fees from the previous year.

Comparative Performance – Financial

Sources of Income from Continuing Operations	Warrumbungle Shire Council	Group 11 Average @	NSW Average
Rates and annual charges	29.54%	34.28%	47.26%
User charges and fees	16.09%	21.15%	16.78%
Interest	5.87%	6.21%	4.18%
Grants	37.79%	26.26%	16.70%
Contributions	8.58%	9.33%	9.47%
Other	2.13%	2.77%	5.61%

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What do these numbers mean – This indicator shows the relative reliance of council on its various sources of income. It should be noted that rates and annual charges, and user charges and fees are relatively stable from year to year, and the higher the proportion of total income that is sourced from rates, annual charges and user charges the easier it is for council to engage in effective long term planning.

It is obvious from the above table that Warrumbungle Shire Council is heavily reliant on grant revenue to fund its operations, which could present certain challenges in the long run if this source of funding was to be cut back.

Dissection of Expenses from Continuing Operations	Warrumbungle Shire Council	Group 11 Average @	NSW Average
Employee Costs	39.84%	36.13%	39.39%
Materials and Contracts	19.65%	28.17%	25.62%
Borrowing Costs	0.74%	1.80%	2.06%
Depreciation	30.51%	23.4%	19.94%
Impairment	0%	0%	0.05%
Other Expenses	9.26%	10.5%	12.94%

What do these numbers mean – This indicator shows the dissection of expenses between the 6 major expense categories as reported by councils in their financial statements.

Ratio/Indicator	Warrumbungle Shire Council	Group 11 Average @	NSW Average
Total Continuing Operations Income per Capita	\$2,310.18	\$1,647.69	\$1,042.77
Total Expenses from Continuing Operations per Capita	\$2,582.10	\$1,662.74	\$1,055.82
Unrestricted Current Ratio	4.08	3.84	2.71
Debt Service Ratio	2.09	3.97	4.99
Building and Infrastructure Renewal Ratio	88.35	93.92	84.41

What do these numbers mean – The first two indicators in the table above show Council's income and expenses divided by the number of residents in the Shire. A higher figure for the first indicator shows that Council receives a higher level of income per resident, while the higher the second indicator the higher the level of Council spending per resident. It is generally the case that these two indicators would be higher in LGAs with a lower population density as more money per resident will need to be spent to maintain a similar level of service.

The **unrestricted current ratio** assesses the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of council. As at 30 June

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2011 Warrumbungle Shire Council's unrestricted current assets were 7.62 times current liabilities indicating that in the short term (the following 12 months) council will be able to satisfy its obligations.

The **debt service ratio** assesses the impact of loan principal and interest repayments on the discretionary revenue of council. Warrumbungle Shire's debt levels are low and the Council's debt service ratio is well below both the group 11 and NSW averages.

The **building and infrastructure renewal ratio** assesses the rate at which Council's assets are being renewed. A ratio less than 100% indicates that council is not renewing assets faster than they depreciate, and therefore the condition of Council's assets is deteriorating over time.

Comparative Performance – Corporate

Indicator	Warrumbungle Shire Council	Group 11 Average @	NSW Average
Number of Equivalent Full Time Staff	182	147.15	293.34
Environmental Management and Health Expenses per Capita	39.04	37.45	31.65
Net Recreation and Leisure Expense per Capita	139.20	113.19	86.18
Community Services Expenses per Capita	258.06	93.59	67.13

What do these numbers mean:

The **number of full time equivalent staff** is the total number of full or part-time staff and casual staff on council's payroll on the last payday of June. This number is affected by the type and extent of service delivery and the level of contracting out, for example Council may contract out certain works which would reduce equivalent full time staff but not necessarily the total cost of providing a particular service.

The other three indicators in the table measure the amount spent on three key service areas (environmental management and health, recreation and leisure, and community services) per capita. Warrumbungle Shire Council spends a considerably higher amount on each of these three key services than other councils within the group 11 and the NSW average. Generally councils with smaller populations will have higher costs per capita than councils with larger populations, due to economies of scale (i.e. the decrease in unit cost of a product or service resulting from large-scale operations) which explains the large difference between the amounts spent by Warrumbungle Shire and the NSW average, but not the difference between Warrumbungle Shire and the Group 11 average.

Notes:

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@ “Group 11 councils” refers to a grouping of rural agricultural councils with a population between 10,001 and 20,000. This grouping is one of 11 groups used to compare the performance of similar councils by the DLG. Group 11 includes the following councils:

- Bellingen
- Cabonne
- Cooma-Monaro
- Corowa
- Cowra
- Forbes
- Greater Hume
- Gunnedah
- Inverell
- Leeton
- Moree Plains
- Muswellbrook
- Nambucca
- Narrabri
- Palerang
- Parkes
- Tumut
- Upper Hunter
- Warrumbungle
- Yass Valley
- Young

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Part 7: Budget Review Contracts and Other Expenses

A) Contracts Budget Review Statement

Contracts entered into during the quarter include:

Contractor	Contract Details & Purpose	Value	Start Date	Duration	Budgeted (Y/N)
Civica Pty Ltd	Authority Software	\$52,987	21/12/2011	3 months	Y

Notes:

1. Minimum reporting level is 1% of estimated income from continuing operations or \$50,000 whichever is less.
2. Contracts to be listed are those entered into during the quarter and have yet to be fully performed, excluding contractors that are on Council's preferred supplier list.
3. Contractors for employment are not required to be included.

B) Consultancy and Legal Expenses Budget Review Statement

Consultancy and Legal Expenses incurred year date are detailed below:

Expense Type	Expenditure YTD (\$)	Budgeted (Y/N)
Consultancies	N/A	N/A
Legal Fees	\$81,172.05	Yes

Definition of Consultant

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision-making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Note: Council is currently in the process of identifying payments that meet the definition of consultancy. The total value of such expenditure has therefore not been disclosed in the December quarter QBRs.

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Part 8: Management Plan Quarterly Review (Summary)

	Original Budget \$'000	Approved Changes \$'000	Revised Budget \$'000	Actuals as at 31 Dec 2011 \$'000
Payments (Includes capital items)				
Executive				
- Governance	1,795	18	1,813	134
- General Manager	399	77	476	409
- Human Resources	649	-	649	504
- Tourism & Economic Development	445	6	451	212
Total: Executive	3,288	101	3,389	1,259
Technical Services				
- Technical Services Management	132	-	132	30
- Design Projects	308	-	308	120
- Road Operations	10,209	1,374	11,583	4,393
- Contract Services	2,071	232	2,303	1,949
- Fleet Services	4,180	411	4,591	1,941
- Horticulture & Landcare	1,375	80	1,455	583
- Warrumbungle Waste	1,633	-	1,633	885
- Village Water	29	-	29	-
Total: Technical Services	19,937	2,097	22,034	9,901
Environmental Services				
- Environmental Services Mngmnt	386	-	386	138
- Health & Building	1,101	-	1,101	463
- Ordinance Services	185	-	185	46
Total: Environmental Services	1,672	-	1,672	647
Community Services				
- Community Services Management	1,883	22	1,905	972
- Social Services	862	-	862	366
- Family Support Services	772	-	772	403
- Yuluwirri Kids	799	-	799	581
Total: Community Services	4,316	22	4,338	2,322

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	Original Budget \$'000	Approved Changes \$'000	Revised Budget \$'000	Actuals as at 31 Dec 2011 \$'000
Payments (Includes capital items) (continued)				
Payments (Includes capital items)				
Corporate Services				
- Corporate Services Management	738	1,437	2,175	688
- Financial Services	1,218	9	1,227	437
- Administration	577	-	577	224
- Supply Services	291	-	291	132
- Bushfire & Emergency Services	2,599	2	2,601	332
- IT Support	506	61	567	243
Total: Corporate Services	5,929	1,509	7,438	2,056
Water Supply Fund	2,325	629	2,954	951
Sewerage Supply Fund	1,126	-	1,126	327
Total Payments	38,593	4,358	42,951	17,463

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	Original Budget \$'000	Approved Changes \$'000	Revised Budget \$'000	Actuals as at 31 Dec 2011 \$'000
Receipts				
Executive				
- Governance	1,500	-	1,500	-
- General Manager	3,506	-	3,506	1,342
- Human Resources	30	-	30	61
- Tourism & Economic Dev't	60	-	60	19
Total: Executive	5,096	-	5,096	1,422
Technical Services				
- Technical Services Mgt	-	-	-	-
- Design Projects	9	-	9	2
- Road Operations	8,018	-	8,018	3,040
- Contract Services	2,120	-	2,120	792
- Fleet Services	4,169	-	4,169	2,476
- Horticulture & Landcare	19	-	19	2
- Warrumbungle Waste	1,662	-	1,662	1,290
- Village Water	25	-	25	
Total: Technical Services	16,022	-	16,022	7,602
Environmental Services				
- Environmental Services Mgt	130	-	130	83
- Health & Building	268	-	268	128
- Ordinance Services	31	-	31	7
Total: Environmental Services	429	-	429	218
Community Services				
- Community Services Mgt	333	-	333	229
- Social Services	862	-	862	371
- Family Support Services	772	-	772	456
- Yuluwirri Kids	799	-	799	609
Total: Community Services	2,766	-	2,766	1,665

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	Original Budget \$'000	Approved Changes \$'000	Revised Budget \$'000	Actuals as at 31 Dec 2011 \$'000
Corporate Services				
- Corporate Services Management	514	-	514	43
- Financial Services	7,239	-	7,239	6,795
- Administration	64	-	64	14
- Supply Services	115	-	115	-
- Bushfire & Emergency Services	2,409	-	2,409	255
- IT Support	506	-	506	333
Total: Corporate Services	10,847	-	10,847	7,443
Water Supply Fund	2,145	-	2,145	1,754
Sewerage Supply Fund	1,295	-	1,295	436
Total Receipts	38,600	-	38,600	20,537
Surplus / (Deficit)	7	(4,358)	(4,351)	3,077

Reconciliation to Operating Result from Continuing Operations per Income Statement

Surplus / (Deficit)	7	(3,211)	(3,204)	3,077
<i>Add/(Less)</i>				
Depreciation				(4,980)
Capital Expenditure				3,411
Operating Result from Continuing Operations per Income Statement				1,505

RECOMMENDATION

That Council accept the Quarterly Budget Review Statement for 31 December 2011.

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REBECCA RYAN
DIRECTOR OF CORPORATE SERVICES

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Mr Steve Loane
General Manager
Warrumbungle Shire Council
John Street
COONABARABRAN 2357

Dear Sir

Attached is my report for consideration by Council

DIRECTOR OF TECHNICAL SERVICES

ANNEXURE 3

3.1 Restoration of Garford Fire Engine by a Community Group

Background

Council will recall a resolution made on the 21 October 2010 to invite expressions of interest from community groups to restore Council's 1924 Garford Fire Engine. The resolution also required preparation of a lease agreement to be used by Council to manage future use of the vintage vehicle.

A lease agreement has been prepared by Council's solicitor and following advertisement just one expression of interest in the restoration of the Garford Fire Engines has been received and that is from the Baradine Rusty Club.

Council is asked to make a resolution in relation to leasing of the Garford Fire Engine. A copy of the lease agreement is shown in attachment 1.0. A copy of the submission from the Baradine Rusty Club has been forwarded to Councillors under separate cover.

Issues

The lease agreement is designed to make clear expectations in relation to ownership and use of the Garford Fire Engine. The agreement sets out responsibilities in relation to displaying the vehicle, insurance requirements and reporting requirements. The expectations set out in the agreement seek to minimize public liability risk to both the community group and Council. Furthermore, the agreement makes clear that the vehicle is not to be used for commercial activities without consent from Council. The lease agreement has a duration of five(5) years.

The Rusty Club in Baradine has shown interest in restoring the vehicle for some time now and it was their claim to ownership that prompted Council to prepare a lease agreement. While the submission does not outline the extent of their membership or their experience in restoring vehicles, it is understood they have a number of members capable of managing the restoration project. The submission from the Club did not indicate where in Baradine the vehicle will be housed and this will need to be clearly established should Council resolve to enter into agreement with the Club.

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Options

Council has discretion in this matter and may wish to enter into agreement with the Baradine Rusty Club to lease the Garford Fire Engine.

Financial Considerations

There is no budget allocation associated with maintenance or use of the Garford Fire Engine. The cost of transporting the vehicle from its present location in Coonabarabran to Baradine to Council is estimated to be around \$500.

RECOMMENDATION

That Council enters into a lease agreement, as provided in attachment 1.0, with the Baradine Rusty Club for restoration of Council's 1924 vintage Garford Fire Engine.

Attachment 1.0

THIS AGREEMENT made the day of 2011

BETWEEN

WARRUMBUNGLE SHIRE COUNCIL ("Council") of the one part

AND

COMMUNITY GROUP ("Community Group") of the other part

RECITALS

- A Council is the owner of a motor lorry known as a Garford Fire Engine ("fire engine").
- B The fire engine is not in working order and parts of it are rusted. As far as Council is aware original components of the fire engine are attached to it and it could be restored to its original condition.
- C Council is desirous of retaining ownership of the fire engine and that it remains located within the Shire of Warrumbungle ("the Shire").
- D The parties wish to record the terms on which the Community Group may use the fire engine.

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NOW IT IS AGREED

- 1 In consideration of the Community Group restoring the fire engine on terms contained hereunder Council permits the Community Group to use the fire engine as set out below.
 - 2.1 The Community Group may take possession of the fire engine within fourteen days of the date of this Agreement with transport at Rusty Club's cost.
 - 2.2 The Community Group must store the fire engine in a secure location within the Shire, such location to be approved by Council. In the event that the Community Group wish to relocate the fire engine during the term of this Agreement it must notify Council of the proposed location to which the fire engine shall be moved and must obtain the consent in writing of Council to the relocation, such approval not to be unreasonably withheld providing the fire engine remains within the Shire.
 - 2.3 The Community Group shall return the fire engine to Council immediately upon expiration of the term of this Agreement or upon this Agreement being terminated.

3 *Restoration of the Fire Engine*

- 3.1 It is an express term and condition of the Agreement that the Community Group shall restore the fire engine.
- 3.2 The fire engine be restored in such a manner as to return it as near as possible to its original condition. Without limiting the generality of the foregoing the Community Group shall:
 - 3.2.1 So far as practicable use original parts.
 - 3.2.2 Not alter the original design and/or operating mechanisms of the fire engine.
 - 3.2.3 Carry out such work as is required to make the fire engine roadworthy as required by relevant legislation.
 - 3.2.4 At intervals of no more than twelve (12) months during the term of this Agreement provide to Council a written annual report detailing restoration that has been carried out and itemizing the work that shall be carried out within the following six months. Such report shall be provided until restoration of the fire engine is completed.

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3.2.5 Within one month of the date of this Agreement Council and an office bearer of the Community Group shall determine a timetable of work of restoration to be carried out on the fire engine.

4 Use of Fire Engine

4.1 Without the express permission of Council and pursuant to the terms and conditions of this Agreement the Community Group may:

4.1.1 Permit the fire engine to be used by charitable and community organizations within the Shire for fundraising activities providing that the Community Group directly supervises such use.

4.1.2 Use the fire engine as part of community activities. Without limiting the generality of the foregoing such activities would include Australia Day celebrations, Easter parades and annual agricultural shows conducted in towns within the Shire.

4.2 Only with the express written permission of Council the fire engine may be used:

4.2.1 Outside the geographical boundaries of the Shire with appropriate transit insurance

4.2.2 In commercial activities including advertising and promoting products, materials and businesses.

4.2.3 Council may refuse permission for such uses in its absolute discretion.

5 Insurance and registration

5.1 At all times during the currency of this Agreement the Community Group must be incorporated as an incorporated association pursuant to the provisions of *The Associations' Incorporation Act*.

5.2 The Community Group must obtain and maintain public liability insurance for an amount not less than \$20,000,000.00. Such insurance must specifically cover the Community Group's use of the fire engine pursuant to the terms of this Agreement. Before taking delivery of the fire engine the Community Group must provide to Council evidence of current insurance as required by this provision. The Community Group must attach to the written annual report required by Clause 3.2.4 hereof a copy of Certificate of Currency of the necessary insurance policy.

5.3 At such time as the fire engine becomes operable and roadworthy the Community Group shall obtain and thereafter maintain such registrations and permits as may

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be required under Australian Road Rules. The fire engine shall not be driven on any public road until registration as required has been obtained.

- 5.4 As owner of the fire engine Council shall insure it against theft and damage as Council in its absolute discretion deems necessary and in accordance with Council's requirements as a Local Government Authority.

6 Termination

- 6.1 This Agreement shall be terminated if:

6.1.1 The Community Group ceases to be incorporated as an incorporated association pursuant to the provisions of *The Associations' Incorporation Act*.

6.1.2 The Community Group fails to restore the fire engine as required by the terms and conditions of this Agreement.

6.1.3 Policy of public liability insurance and/or such registrations and permits as may be required.

7 Term

- 7.1 The term of this Agreement shall be five years with option to renew.

7.2 No earlier than six months and no later than three months from the expiration of the term the Community Group may notify Council in writing that it seeks a renewal of the Agreement for a further period of five years. Providing the Community Group has complied with the terms and conditions of this Agreement Council shall enter into a further agreement with the Community Group for a further period of five years on the same terms and conditions as contained herein.

3.2 Tenders for Casual Hire of Trucks and Various Items of Plant Background

Council invited tender submission from contractors and plant hire companies for the supply of hire plant on a casual basis. The hire period is from 1 March 2012 until 28 February 2013. During the hire period, Council is expected to require various plan items including trucks, general earthmoving machinery and some small plant.

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

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

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Tenders closed on 31 January 2012 and Council is required to formally consider the tenders and make a resolution.

Issues

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

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

Options

Council has discretion in relation to acceptance of the tendered rates and also the option of negotiating with the Contractors. The following selection criteria were included in tender documentation and should be used by Council in making their resolution;

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

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

Financial Considerations

Collation and review of prices received is in progress and an assessment will be presented at the Council meeting and forwarded to Councillors under separate cover.

Schedule 1.0 - Plant hourly rate schedule: There is a range of increases and some with no change under this schedule. Of particular concern is the rate offered for hire of bulldozers, some of which are over 30 years old. There are also some significant increases in the cost of hiring traffic lights.

Schedule 2.0 Truck hourly rate and distance schedule; The Contractors have lodged various rates under this schedule and there are a range of rate increases on previous years. For the purpose of analysis a mid range combination rate of hours and distance is used to determine increases in hourly cost. The analysis indicates that hourly rates for a distance

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of 20km / hour have increased by 15% on 2011 rates. This follows a 15% rate last year and a 14.3% increase in the previous year. Furthermore, the mid range combination rate sought by the Contractors represents a 32% increase on the commercial rate applicable for an equivalent Council truck. The tables in confidential attachment 2.0 indicate the different rates over recent years.

The rate recommended to Council is a proposal to increase the combination of rates so that Contractors receive a 8.4% increase on 2011 rates for a haul distance of 20km.

Schedule 3.0 - Float transportation – hourly rate and distance schedule; There are no substantial increases in rates proposed for float hire.

Schedule 4.0 - Truck quantity and distance schedule; The Contractors have lodged a range of rates under this schedule. When an average value of rates tendered is used, there is a 3% to 4% increase for distances under 10km and 2% to 3% increase for distances greater than 10km. The graph in confidential attachment 1.0, forwarded to Councillors under separate cover, indicates the difference in proposed rates to 2011 rates.

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RECOMMENDATIONS

1. That tendered rates for casual plant hire for the period 1 March 2012 to 28 February 2013 under the hourly rate schedule be accepted as follows:

Schedule 1.0 - Hourly Rate Plant Schedule

Contractor	Plant Type	Tendered Plant Rate(incl GST)		
		"A" Rate	"A1" Rate	"C" Rate
David Aarts Earthmoving	Bulldozer CCF Class D07	\$ 253.00		
David Aarts Earthmoving	Excavator CCF Class 20	\$ 154.00		
David Aarts Earthmoving	Excavator CCF Class 7.5	\$ 110.00		
Advance Sweepers Pty Ltd * **	Road Sweeper Class 735A	\$ 130.90		
Advance Sweepers Pty Ltd * **	Road Sweeper	\$ 130.90		
Australian Grader Hire Pty Ltd	Grader	\$ 138.60	\$ 152.46	POA
Australian Grader Hire Pty Ltd	Grader	\$ 144.10	\$ 158.51	POA
Australian Grader Hire Pty Ltd	Grader	\$ 149.60	\$ 164.56	POA
Australian Grader Hire Pty Ltd	Backhoe	\$ 97.90	\$ 107.69	POA
Australian Grader Hire Pty Ltd	Backhoe	\$ 97.90	\$ 107.69	POA
Australian Grader Hire Pty Ltd	Backhoe	\$ 97.90	\$ 107.69	POA
Australian Grader Hire Pty Ltd	Compactor	\$ 244.20	\$ 268.62	POA
Australian Grader Hire Pty Ltd	Compactor	\$ 238.70	\$ 262.57	POA
Australian Grader Hire Pty Ltd	Compactor	\$ 244.20	\$ 268.62	POA
Australian Grader Hire Pty Ltd	Compactor	\$ 170.50	\$ 187.55	POA
Australian Grader Hire Pty Ltd	Roller	\$ 100.10	\$ 110.11	POA
Australian Grader Hire Pty Ltd	Truck	\$ 93.50	\$ 102.85	POA
Bellquip Hire	Wheel Loader 140H			\$ 49.00
Bellquip Hire	Wheel Loader 140H			\$ 49.00
Bellquip Hire	Wheel Loader 140H			\$ 49.00
Bellquip Hire	Wheel Loader 140H			\$ 49.00
Bellquip Hire	Excavator 95J			\$ 59.50
Bellquip Hire	Excavator 95J			\$ 59.50

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Bellquip Hire	Excavator 95C		\$ 33.70
Bellquip Hire	Excavator 95G		\$ 49.00
Bellquip Hire	Roller Smooth Drum 466I		\$ 36.44
Bellquip Hire	Roller Smooth Drum 466H		\$ 32.30
Bellquip Hire	Roller Padfoot 486K		\$ 39.20
Bellquip Hire	Roller Padfoot 486I		\$ 36.44
Bellquip Hire	Roller Multi-Tyre 410E		\$ 39.20
Bellquip Hire	Roller Multi-Tyre 410D		\$ 30.90
Bellquip Hire	Truck Articulated Dump 70C		\$ 93.50
Bellquip Hire	Traffic Lights Solar 8950P		\$ 16.50

Schedule 1.0 - Hourly Rate Plant Schedule (cont.)

Contractor	Plant Type	Tendered Plant Rate(incl GST)		
		"A" Rate	"A1" Rate	"C" Rate
DC & KM Canham	Loader Track	\$ 130.00		\$ 110.00
DAPS Woodchipping	Woodchipper			\$ 58.00
	Roller Smooth Drum			
CW Hall Earthmoving Pty Ltd	Vibrating	\$ 99.00	\$ 99.00	
		\$		
Hollis Agricultural Welding Pty Ltd	Bulldozer	231.00	\$ 231.00	
		\$		
Hollis Agricultural Welding Pty Ltd	Bulldozer	175.00	\$ 175.00	
		\$		
Hollis Agricultural Welding Pty Ltd	Bulldozer	341.00	\$ 341.00	
		\$		
Hollis Agricultural Welding Pty Ltd	Bulldozer	330.00	\$ 330.00	
		\$		
Hollis Agricultural Welding Pty Ltd	Bulldozer	330.00	\$ 330.00	
		\$		
Inland Contracting	Excavator	154.00		
		\$		
IRCB Pty Ltd	Backhoe	115.90	\$ 125.30	\$ 92.00
		\$		\$
IRCB Pty Ltd	Loader Front End	127.40	\$ 138.90	104.40
				\$
Jack's Hire Service Pty Ltd	Cherry Picker		\$ 283.00	283.00
				\$
Jack's Hire Service Pty Ltd	Loader Mini		\$ 340.00	340.00
				\$
Jack's Hire Service Pty Ltd	Traffic Lights Diesel		\$ 136.00	136.00
				\$
Jack's Hire Service Pty Ltd	Traffic Lights Diesel		\$ 136.00	136.00
				\$
Jack's Hire Service Pty Ltd	Traffic Lights Solar		\$ 156.00	156.00

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Jack's Hire Service Pty Ltd	Traffic Lights Solar		\$ 156.00	\$ 156.00
Jack's Hire Service Pty Ltd	Traffic Lights Solar		\$ 156.00	\$ 156.00
Jack's Hire Service Pty Ltd	Traffic Lights Solar		\$ 156.00	\$ 156.00
Jack's Hire Service Pty Ltd	Excavator		\$ 356.00	\$ 356.00
Jack's Hire Service Pty Ltd	Excavator Trailer			\$
Jack's Hire Service Pty Ltd	Traffic Lights Solar		\$ 156.00	\$ 156.00
Jack's Hire Service Pty Ltd	Traffic Lights Solar		\$ 156.00	\$ 156.00
Jack's Hire Service Pty Ltd	Message Board Solar		\$ 156.00	\$ 156.00
Jack's Hire Service Pty Ltd	Message Board Solar		\$ 156.00	\$ 156.00
Lewis Underground Services Pty Ltd	Backhoe FEL	\$ 110.00	\$ 110.00	\$ 100.00
Lewis Underground Services Pty Ltd	Loader Skid Steer	\$ 99.00	\$ 99.00	\$ 99.00
M & I Plant Hire	Roller Smooth	\$ 105.00	\$ 130.00	
Conplant	Various Rollers	Refer Schedule of Rates for Dry Hire		
Kennards Hire Pty Ltd	Various Plant & Machinery	Refer Schedule of Rates for Dry Hire		
Rollers Australia Pty Ltd	Various Rollers	Refer Schedule of Rates		

Notes on Rates

- A Rate – Wet hire rate applicable for operating weekdays.
- A1 Rate – Wet hire rate applicable for operating weekends.
- B Rate – Rate applicable for traveling.
- C Rate – Dry hire rate.

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RECOMMENDATIONS (CONT'D)

2. Council advises Contractors that the following rates for supply of trucks under the hourly rate and distance schedule will be accepted for the period 1 March 2012 to 28 February 2013.

Schedule 2.0 – Hourly Rate and Distance Truck Schedule.

Truck Type	GVM (tonnes)	"A" & "A1" Rate (incl GST)			"B" Rate (incl GST)	
		"A"	"A1"	Distance	"B"	Distance
Gravel Trucks	21 to 27	\$80.00/hr	\$95/hr	\$1.80 / km	\$55.00/hr	\$1.10 / km

Truck Type	Capacity (litres)	"A" & "A1" Rate (incl GST)			"B" Rate (incl GST)	
		"A"	"A1"	Distance	"B"	Distance
Water Carts	7,000 – 8,000	\$72.00/hr	\$84/hr	\$0/km	\$0/hr	\$0/km
	12,000 – 15,000	\$105.00/hr	\$120.00/hr	\$0/km	\$80/hr	\$0/km

Notes on Rates

- A Rate – Wet hire rate applicable for operating weekdays.
- A1 Rate – Wet hire rate applicable for operating weekends.
- B Rate – Rate applicable for traveling.
- C Rate – Dry hire rate.

3. Council advises Contractors that the following rates for supply of trucks under the float hourly rate and distance schedule will be accepted for the period 1 March 2012 to 28 February 2013.

SCHEDULE 3.0

Contractor	Model	GVM (tonnes)	Rate Tendered (incl. GST)		
			"A" Rate	"A1" Rate	Distance
IRCB Pty Ltd	1980 Plant Trailer	18.00	\$180.00/hr	\$185.00/hr	
Lewis Underground Services Pty Ltd	K123CR	23.58	\$300.00/hr		\$5.50/hr
Lewis Underground Services Pty Ltd	00TRAIL	36.00	\$300.00/hr		\$5.50/hr
MJ & ML McEvoy Pty Ltd	1997 FH12	23.50	\$176.00/hr	\$220.00/hr	\$3.30/hr

Notes on Rates

- A Rate – Wet hire rate applicable for operating weekdays.
- A1 Rate – Wet hire rate applicable for operating weekends.

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RECOMMENDATIONS (CONT'D)

4. Council advises Contractors that the following rates for supply of trucks under the quantity and distance schedule for the period 1 March 2012 to 28 February 2013 will be accepted:

SCHEDULE 4.0 – Truck Quantity and Distance Schedule

Haul Length (km)	Rate \$/tonne (incl GST)	Haul Length (km)	Rate \$/tonne (incl GST)
0.5	1.88	15.5	7.30
1.0	2.02	16.0	7.38
1.5	2.17	16.5	7.61
2.0	2.35	17.0	7.81
2.5	2.50	17.5	8.00
3.0	2.67	18.0	8.19
3.5	2.83	18.5	8.39
4.0	3.01	19.0	8.58
4.5	3.18	19.5	8.78
5.0	3.37	20.0	9.12
5.5	3.53	20.5	9.17
6.0	3.69	21.0	9.36
6.5	3.90	21.5	9.56
7.0	4.13	22.0	9.75
7.5	4.24	22.5	9.96
8.0	4.42	23.0	10.16
8.5	4.61	23.5	10.36
9.0	4.80	24.0	10.55
9.5	4.97	24.5	10.75
10.0	5.16	25.0	10.96
10.5	5.33	25.5	11.14
11.0	5.50	26.0	11.35
11.5	5.69	26.5	11.54
12.0	5.87	27.0	11.74
12.5	6.06	27.5	11.95
13.0	6.25	28.0	12.15
13.5	6.45	28.5	12.34
14.0	6.63	29.0	12.55
14.5	6.84	29.5	12.75
15.0	7.01	30.0	12.92

.....
KEVIN TIGHE
DIRECTOR TECHNICAL SERVICES

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Mr Steve Loane
General Manager
Warrumbungle Shire Council
John Street
COONABARABRAN 2357

Dear Sir

Attached is my report for consideration by Council

ACTING DIRECTOR OF ENVIRONMENTAL SERVICES ANNEXURE 4

4.1 Reclassification of Council Owned Land - Progress Report

Background

Council will recall that LEP Gateway Determination relating to the Planning Proposal for the Reclassification of twenty one (21) sites of Council owned land was received from the NSW Department of Planning and Infrastructure authorising public exhibition. The draft Planning Proposal was subsequently publicly exhibited for a period of thirty (30) days. In response to the public exhibition period two (2) submissions were received.

Further to Council's resolution at the November 2011 Ordinary Meeting of Council and preliminary consideration of these submissions, two (2) Public Hearings were held in relation to the proposed land reclassification in accordance with the requirements of the Environmental Planning and Assessment Act 1979 and the Local Government Act 1993. The purpose of this report is to outline the results of the Public Hearing and obtain some direction from Council in relation to certain lands identified at the Public Hearing as being of community interest.

Issues

Council must arrange a public hearing regarding any proposal to reclassify "community land" as "operational land" either in a draft environmental plan or by resolution of Council. In accordance with Section 29 Local Government Act 1993 public hearings were held on 18th January 2012 in both Coonabarabran and Coolah.

Section 47G Local Government Act 1993 was observed accordingly with the person presiding at the public hearings being Mr Glenn Inglis, former General Manager of Tamworth Regional Council. Mr Inglis satisfied the requirements of Section 47G (2) Local Government Act 1993 wherein the person residing must not be either a Councillor or employee of Warrumbungle Shire Council, nor a person who has been a Councillor or employee of Warrumbungle Shire Council at any time during the five years before the date of appointment.

A copy of Mr Inglis' Independent Chairpersons Report is attached at Annexure A for the information of Council.'

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As detailed in the attached report, the Coonabarabran Public Hearing was not patronised by any interested citizens. The Coolah Public Hearing, however, was attended by a number of members of the community who expressed specific interest in the following properties:

- **Site 12:** Residence at Lot 3 DP875499, 139 Martin Street, Coolah
- **Site 13:** Residence at Lot 1 DP875499, 143 Martin Street, Coolah
- **Site 14:** Residence at Lot 2 DP875499, 1 Lew Close, Coolah
- **Site 15:** Swanston Park Lot 1 DP112026, 43-67 Goddard Street, Coolah
- **Site 18:** Multi-purpose building, Lot 3 Section 2 DP758364, 38-40 Bolaro Street, Dunedoo

In summary, the primary concern of the community related to the prospective future disposal of the aforementioned assets in the context of potential future local needs.

As part of the Public Hearing Report, the Independent Chairperson has provided the following specific conclusions and recommendations at pp. 15-16:

1. *That the Public Hearing Report: Reclassification of Council Owned Lands 18th January 2012 be received and noted.*
2. *The reclassification of land parcel sites 1 to 11 and 16 to 17 and 19 to 21 from “community” to “operational” lands under the terms of the Local Government Act 1993 is appropriate.*
3. *For sites 12, 13, 14, 15 and 18 Warrumbungle Shire Council needs to give earnest consideration to all relevant matters raised in the public hearings and determine how best to address and resolve such community issues and concerns.*
4. *That it be noted that no written submissions were lodged at the public hearings.*
5. *That a copy of this report be made available for public inspection as required by Section 47G of the Local Government Act 1993.*
6. *That community members who attended the public hearings be advised accordingly.*

Conclusion

In line with the Independent Chairperson’s observation contained in item 3 above, it is recommended that Council consider the matters raised by the community at the Coolah Public Hearing as detailed in the report and establish whether any additional matters of relevance have been raised by the community that might alter the content or extent of the final Planning Proposal. It is intended that the Planning Proposal be presented to the next available Council Meeting for final determination. Consequently, any required amendments should be identified prior to the further consideration (and endorsement) by Council and subsequent referral of the Final Planning Proposal to the Department of Planning and Infrastructure for making.

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The proposed reclassification of sites 12 – 14 (residences) and 18 (Multi-Purpose Centre) to operational may assist Council in its long term ability to service and maintain these assets given current leasing and licensing limitations under Division 2 of the Local Government Act 1993 and the necessity to have ongoing Management Plans in place for these lands. It also gives Council the flexibility to alter property boundaries or dispose of the land without the need to go through the long process of LEP reclassification, however, such decisions would need to be made by Councillors after weighing up the benefits of the decision for the Shire community.

Much of the angst expressed by the community members at the meeting in Coolah related to concerns that Council will sell off the housing thereby reducing the staffing of the Coolah office. The reclassification to operational will not mean that this will happen what it does mean is that should Council at any time in the future decide that it needs to sell a house for whatever reason it is able to act quickly. Interestingly the former Coolah Shire had correctly classified 17 Cole St, 4 Irwin St, 84 Martin St and 137 Martin St as operational land some years ago to reflect the fact that they do not fit the Acts description of what is true community land as described below. At the amalgamation of the former Coolah and Coonabarabran Shires many assets both structural and cash were contributed from both areas to form the Warrumbungle Shire Council. This Council and future council's will need to be making decisions regarding all of the shires assets to best serve the interests of the shire community. Having public land correctly classified enables those decisions to be made in a timely manner.

The practice note from the Division of Local Government identifies community land in the following way *“Classification as community land reflects the importance of the land to the community because of its use or special features. Generally, it is land intended for public access and use, or where other restrictions applying to the land create some obligation to maintain public access (such as a trust deed, or dedication under section 94 of the Environmental Planning and Assessment Act 1979). This gives rise to the restrictions in the Act, intended to preserve the qualities of the land.”*

Swanston Park

Mrs Doris Swanston donated the land to Council on the 11 September 1949 for the purpose of public recreation. The land was suggested as a proposed potential green field subdivision site by the Coolah Development Group some time ago as a means of providing housing sites in the desirable area near adjoining the golf course. To allow for this potential development Council has made representations in its draft Land Use Strategy to have the residential zone extended to include this land. The reclassification of the land from Community to Operational land is also required to one day achieve the outcome desired. Council has also had representations from the community about a redevelopment of the Bowen Oval precinct and it is lead to believe that part of this development may require some land swap deal with the golf club which involves part of Swanston Park. Community land cannot be sold so for this to proceed the site would need to be reclassified.

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Much of the argument against reclassifying this land has revolved around a desire to preserve its rural outlook. Again any decision to reclassify does not necessarily lead to housing development. It may take many years for any development project to come to fruition, however the reclassification will allow Council greater freedom to make decisions about possible boundary alterations in a more timely manner to achieve other community goals.

RECOMMENDATION

Consideration be given to the issues raised by the Coolah community in relation to sites 12, 13, 14, 15 and 18 in accordance with recommendation No. 3 of the Independent Chairperson's Public Hearing Report dated 18 January 2012.

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4.2 Development Application 37/1112 Change of Use from Church to Preschool

ADDRESS: Lot 8 DP 758051
40-42 Macquarie Street, Baradine

APPLICATION No: DA 37/1112

PROPOSAL: Change of Use

OWNER: Uniting Church in Australia Property Trust

APPLICANT: Baradine Preschool

DATE LODGED: 8 November 2011

DATE OF REPORT: 16 February 2012

SUMMARY

ISSUES: Request for a review of determination by the applicant
RECOMMENDATION: Amend conditions of consent

LOCALITY MAP



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DESCRIPTION OF THE REQUEST FOR A REVIEW OF DETERMINATION

The Development Application was granted on 20 December 2011. The Notice of Determination specified the following conditions in regard to traffic and access as recommended by the Director of Technical Services:

8. The provision of parking for parents dropping off children is not to be located on Barwon Street. The provision of parent vehicle parking is to be made on site with access gained from the laneway off Barwon Street.

(Reason: The proposed drop off area on Barwon Street would not provide sufficient space or adequate turning areas)

9. The laneway is to be bitumen sealed for full frontage length to laneway.

(Reason: To ensure adequate access and protect the surrounding residential properties)

A request for the review of determination was submitted to Council on 27 January 2012 highlighting that condition 8 cannot be complied with as there is insufficient room for turning vehicles which would lead to congestion of the lane way. Additionally, condition 9 was raised for review as the cost of sealing the laneway has been outlined to be an unreasonably expensive procedure. A copy of the letter and amended plan are included in Attachment 1 & 2.

STATUTORY CONTROLS

Environmental Planning & Assessment Act 1979

Coonabarabran Local Environmental Plan 1990

- Zoning – Village 2 (v)
- Item of Heritage
- Special controls
- Local Development

DESCRIPTION OF LOCALITY

The subject site is identified as Lot 8 in DP 758051. The subject site is located in Baradine on the corner of Macquarie and Barwon Street where the Methodist Church is. The existing church remains and has been granted development consent to operate as a preschool. The context of the area is characterised by residential properties.

RELEVANT HISTORY

A Notice of Determination (DA 37/1112) was issued on December 20 2011. The original proposal had put forward to remove the trees from the front of the church along Barwon Street and develop a parking and drop off zone in its place. The trees are established Kurrajongs which are located on Council land, an alternative parking solution was sought

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to try and preserve the nature of the area. As the lot has sufficient room it was conditioned that parking and drop off were to be located on site.

CONSIDERATION

The relevant matters for consideration under Section 79C of the *Environmental Planning and Assessment Act 1979* are assessed under the following headings:

ENVIRONMENTAL PLANNING INSTRUMENTS COONABARABRAN LEP 1990

1. Permissibility within the zone:

The proposed development is permissible within the zone.

2. Zone Objectives

The proposed development is considered to be consistent with the zone objectives of the Village (2v) Zone and compatible with the urban function of the zone.

20. Access (Clause 32)

One new entry point and one new exist point from the property will be created as a result of the proposed amendment.

REGIONAL ENVIRONMENTAL PLANNING POLICIES

Orana Regional Environmental Plan

The proposed development complies with the Orana Regional Environmental Plan No.1 – Siding Springs. There will be no outside lights on the proposed development.

DRAFT ENVIRONMENTAL PLANNING INSTRUMENTS

There are no draft environmental planning instruments that apply to the proposed development.

DEVELOPMENT CONTROL PLANS

N/A

LIKELY IMPACTS OF DEVELOPMENT

Context and Setting

The subject site is located within the Village 2 (v) zone under the Coonabarabran LEP 1990. The surrounding area is characterised by residential use and as such, the proposal fits in with the context and setting of the surrounding area.

Built Form

The existing fencing will be removed and replaced with child-safe fencing. A new office, covered sand pit and awning will be added as part of the development. Amendments to the parking and drop off areas will not affect these structures.

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Potential Impact on Adjacent Properties

Originally the Notice of Determination was conditioned to minimise the impact of dust caused by traffic along the lane way. Traffic is proposed to be redirected to the corner of Macquarie and Barwon Street and the surface sealed with consolidated graded gravel. The impact to adjoining property owners is expected to be controlled through these changes.

Access

A point of entry is proposed from Barwon Street, with traffic moving in the one direction only and exiting on Macquarie Street. The area does not have a considerable amount of traffic travelling along the road; a new entry and exit point is not expected to alter the existing flow of traffic.

Utilities

All necessary utilities (electricity and water) are available to the subject site and will not be affected by changes to an amendment of access.

Water

No change to existing.

Waste

Some general waste will be created, no changes to the original notice of determination.

Noise

Some noise and vibration is expected to occur during the construction phase which will be limited to certain times through a condition of consent. Some noise will be created by children playing between the hours of approximately 9am and 5pm, however this should not be a problem as adjoining land owners have been notified and no objections were received. The noise will not extend into the evening. The relocation of the drop off and parking would be desirable to lessen the impact on passing traffic on the neighbouring properties.

Cumulative Impacts

It is considered that the cumulative impacts as a result of the proposed development will be minimal.

SUITABILITY OF THE SITE FOR THE DEVELOPMENT

The proposed development is considered to be consistent with the existing land use (residential) in the vicinity. Amendments to ingress and egress arrangements are not expected to drastically alter the suitability of the site for the development.

THE PUBLIC INTEREST

The proposed development is considered to be in the public interest as child care arrangements are in demand.

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ALL LIKELY IMPACTS OF THE DEVELOPMENT

All likely impacts of the proposed development have been considered within the context of this report.

ENVIRONMENTAL APPRAISAL

CONSIDERED

1 Statutory Controls	YES
2 Policy Controls	YES
3 Design in relation to existing building and natural environment	YES
4 Landscaping/Open Space Provision	YES
5 Traffic generation and Car parking provision	YES
6 Loading and Servicing facilities	YES
7 Physical relationship to and impact upon adjoining development (Views, privacy, overshadowing, etc.)	YES
8 Site Management Issues	YES
9 All relevant S79C considerations of Environmental Planning and Assessment (Amendment) Act 1979	YES
10 Section 89 LGA 93 including Clause 12 Consideration of Local Government (Approvals) Regulation 1993	YES

Consistency with the Aims of Plan

The development is inconsistent with the specific aims of the plan and/or the objectives of the zone and/or the objectives of the controls as outlined in this report and as such, consent must not be granted.

CONCLUSION

The appeal by the Baradine Preschool raised valid points for the relocation of parking and drop off facilities which have been considered under the relevant planning instruments.

RECOMMENDATION

PURSUANT TO SECTION 82A OF THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979

That Council vary conditions 8 and 9 of Development Application 37/1112 for the change of use of the Baradine Methodist Church at Lot 8 DP 758057 to a Preschool with the following amendments:

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- 8 A one-way drop off facility shall be provided on site with ingress from Barwon Street and egress onto Macquarie Street as shown on the plan drawn by De Beer Building Design dated 25/01/2012. The works shall be completed in accordance with the Director of Technical Services requirements in relation to works carried out on the road reserve.
- 9 Repealed

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ATTACHMENT 1

SCANNED

27th January 2012
For attention: Mr Tony Meppem.
Director – Environmental Services.

RECEIVED
30 JAN 2012

093163
BARADINE PRESCHOOL INC
Lachlan St
PO Box 39
Baradine 2396

The General Manager,
Warrumbungle Shire Council,
PO Box 191,
Coonabarabran NSW 2357

Dear Sir,

**Re: Development Consent DA 37/1112 - Baradine Preschool
Review of Determination**

I refer to Council's notice of determination dated 20th December 2011 – and seek a review of Conditions 8 and 9.

Condition 8 & 9

We believe that Council's requirement for the provision of a parent's drop-off point on our land, but accessed from the lane, as dangerous to the users of the Preschool and impractical.

The cost of sealing the entire length of the lane to our boundary is cost prohibitive and unreasonable.

Council should note that the lane is only 6 meters wide, and as such cannot provide for turning vehicles.

As Council has conditioned that the lane is to be sealed, it is assumed that Council expect Preschool parents and teachers to only use this portion of the lane. Irrespective of direction of travel, the lane will become congested with vehicles attempting to pull in to the drop-off, trying to park, and (at least some) attempting three point turns to leave in the directions in which they entered.

Traffic conflicts will be high to extreme, particularly during early morning drop-offs when it is considered that staff will also be accessing the lane to park at this time.

Proposed Amendment to Conditions

We accept providing a drop-off area within our land and propose such a facility to be located on the corner of our site and accessed from Barwon Street, with the exit leading onto Macquarie Street. Please see attached amended site plan (provided under separate cover from de Beer Building Design).

We propose that the drop-off facility within our site to be finished in consolidated graded gravel and we would request that Council provide the sealed table drain entry and exit – as detailed.

We still intend to provide a staff parking area off the lane as previously noted, constructed from consolidated graded gravel. A disabled car space (in compliance with AS2890.1) has been defined within this area. Signage and protective bollards will be included.

We trust Council will consider and adopt our proposed alternative to the two conditions referenced.

Yours faithfully,

Skelly

Sharon Kelly

Administration Officer. Ph. 0487673331

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4.3 Development Application 52/1112

Proposed Dwelling at 1 Harper Street

ADDRESS: Lot: 81 DP: 1161023
1 Harper Street, Coonabarabran

APPLICATION No: DA 52/1112

PROPOSAL: Dwelling

OWNER: K & R Brain

APPLICANT: K & R Brain

DATE LODGED: 21 December 2012

DATE OF REPORT: 16 February 2012

SUMMARY

ISSUES: Submission received from adjoining property owner objecting to the development

SUBMISSIONS: Two (2)

RECOMMENDATION: Approval

LOCALITY MAP



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DESCRIPTION OF PROPOSAL

The application is for a 3 bedroom brick veneer dwelling, 7.8m by 15.5m; the total floor area comprising 126.9m² and the size of the lot is 602m². The vacant lot proposed to be developed is Lot 81 DP 1161023 located at 1 Harper Street; a cul-de-sac.

STATUTORY CONTROLS

Environmental Planning & Assessment Act 1979

Coonabarabran Local Environmental Plan 1990

- Zoning – Village 2 (v)
Local Development

DESCRIPTION OF LOCALITY

The subject site is identified as Lot 81 in DP 1161023, 1 Harper Street Coonabarabran. The site is located within a residential area of Coonabarabran, with a local funeral business also occupying the street.



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Lot 81 in DP 1161023, 1 Harper Street Coonabarabran



2 Harper Street (adjoining proposed dwelling at 1 Harper Street)

A site plan and elevations of the proposed dwelling are attached as Attachment '1'.

RELEVANT HISTORY

1 Harper Street was formerly held under the assessment for 13-17 John Street, the Country Comfort Motel, as a separate portion of land behind the motel. In 2007 the lot was separated by the previous owners who wished to sell the land. No subdivision was required as the parcel of land already existed as a separate title. In 2010 a minor boundary adjustment was carried out between the motel and 1 Harper Street; consequently a new lot

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and DP number were allocated for each of the lots, that being Lot 81 DP 1161023 (1 Harper Street) and Lot 80 DP 1161023 (13-17 John Street).

SUBMISSIONS

Surrounding properties were notified of the development proposal on 4 January 2012 with the time period for submissions closing on 18 January 2012.

Two (2) submissions were received with the main issues raised being:

- Impact on neighbouring heritage building
- Small area of the lot proposed to be developed
- Parking congestion
- Access and safety issues for the operation of Castlereagh Funerals and Monuments

The submissions received and the applicant's response are attached as Attachment '2'.

CONSIDERATION

The relevant matters for consideration under Section 79C of the *Environmental Planning and Assessment Act 1979* are assessed under the following headings:

ENVIRONMENTAL PLANNING INSTRUMENTS

COONABARABRAN LEP 1990

The subject site is zoned Village 2 (v) under the Coonabarabran Local Environmental Plan 1990. A dwelling is permissible within the Village Zone as defined in the Standard LEP Dictionary ; *dwelling - a room or suite of rooms occupied or used or so constructed or adapted as to be capable of being occupied or used as a separate domicile.*

The objective of the 2 (v) Village zone is to promote development in existing towns and villages in a manner which is compatible with their urban function. The proposed development is consistent with the zone objectives. In addition to this the LEP does not specify a minimum lot size.

DRAFT ENVIRONMENTAL PLANNING INSTRUMENTS

There are no draft environmental planning instruments that apply to the proposed development.

LIKELY IMPACTS OF DEVELOPMENT

Context and Setting

The subject site is a residential area, zoned Village 2 (v) within the residential zone of Coonabarabran. The immediate surrounding area is characterised by residential development and one local business that operates in Harper Street. 1 Harper Street is the only vacant lot in the street.

Traffic and Access

The plan supplied indicates that access to the lot will be via a driveway access from Harper Street, the dwelling is proposed to be set back a distance of 6m which would allow sufficient room for on site parking. The submissions received indicated that the dwelling would create more traffic and congest the already busy street. There is no known history

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of complaints regarding traffic management within the street; it would seem that on occasions some people may have extra visitors which can create temporary parking shortage. It would be unreasonable to deny the development of the dwelling because of another residents dependence on the parking spaces and use.

Utilities

Electricity, water and connection to sewer are available to the subject site.

Water

Town water is available on the subject site subject to the installation of a water metre. Stormwater is proposed to run to street guttering by licensed plumber.

Waste

Sewage and waste water will be managed through the town system. Normal residential waste is expected to be generated.

Noise

Some noise will be generated during the construction phase which would only be short term. Typical residential noise would be associated with the dwelling once completed and occupied.

Heritage

The main concern highlighted by the submissions relates to the effect of the new dwelling on the heritage significance of 2 Harper Street. This matter was referred to Councils Heritage Advisor for his advice with the following recommendations;

- There appear to be no issues in relation to cultural heritage significance that would prevent the proposed development proceeding.
- Mr Hadfield should be approached to determine whether he is willing for a formal heritage assessment of his property to be undertaken.
- A condition be included in any development approval requiring the notification to Council of the discovery of any relics during excavation.

Cumulative Impacts

No cumulative impacts have been identified.

SUITABILITY OF THE SITE FOR THE DEVELOPMENT

The proposed development is considered to be consistent with the surrounding residential use of land in the vicinity. As the locality is zoned residential 2 (v) the development proposal is not considered to be inappropriate. Some attention to the

THE PUBLIC INTEREST

The proposed development is not considered to detrimentally affect the public interest as it is a suitable development for a residential area.

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ALL LIKELY IMPACTS OF THE DEVELOPMENT

All likely impacts of the proposed development have been considered within the context of this report.

ENVIRONMENTAL APPRAISAL

CONSIDERED

1 Statutory Controls	YES
2 Policy Controls	YES
3 Design in relation to existing building and natural environment	YES
4 Landscaping/Open Space Provision	YES
5 Traffic generation and Car parking provision	YES
6 Loading and Servicing facilities	YES
7 Physical relationship to and impact upon adjoining development (Views, privacy, overshadowing, etc.)	YES
8 Site Management Issues	YES
9 All relevant S79C considerations of Environmental Planning and Assessment (Amendment) Act 1979	YES
10 Section 89 LGA 93 including Clause 12 Consideration of Local Government (Approvals) Regulation 1993	YES

Consistency with the Aims of Plan

The development is consistent with the specific aims of the plan and the objectives of the zone as outlined in this report and as such, consent should be granted.

RECOMMENDATION

PURSUANT TO SECTION 80 OF ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979 (AS AMENDED)

That Council grant development consent to Development Application No. 52/1112 for development of a new dwelling on land at Lot: 81 DP 1161023, 1 Harper Street, Coonabarabran, subject to the following conditions;

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1. GENERAL CONDITIONS

1. The development being carried out in accordance with the development application and the drawings referenced below, and endorsed with Council's approval stamp, except where amended by the following conditions.

Drawings labelled SITE PLAN, ELEVATIONS, FLOOR PLAN drawn by GLEN SCHROEDER, and received by Council on 21 December 2011.

(Reason: To ensure that the form of the development undertaken is in accordance with the determination of Council)

2. A copy of all stamped approved plans, specifications and documents (including the Construction Certificate if required for the work incorporating certification of conditions of approval) must be kept on site at all times so as to be readily available for perusal by any officer of Council or the Principal Certifying Authority.

(Reason: To ensure that the form of the development undertaken is in accordance with the determination of Council)

2. CONDITIONS IMPOSED UNDER LEGISLATION

3. All building work must be carried out in accordance with the provisions of the Building Code of Australia and any Australian Standards adopted there under.

(Reason: Prescribed - Statutory)

4. (1) Building work that involves residential building work (within the meaning and exemptions provided in the Home Building Act) must not be carried out unless the Principal Certifying Authority for the development to which the work relates:

- (a) in the case of work to be done by a licensee under that Act:
 - (i) has been informed in writing of the licensee's name and contractor licence number, and
 - (ii) is satisfied that the licensee has complied with the requirements of the Home Building Act, or
- (b) in the case of work to be done by any other person:
 - (i) has been informed in writing of the person's name and owner-builder permit number, or
 - (ii) has been given a declaration, signed by the owner of the

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land, that states that the reasonable market cost of the labour and materials involved in the work is less than the amount prescribed for the purposes of the definition of owner-builder work in section 29 of that Act, and is given appropriate information and declarations under paragraphs (a) and (b) whenever arrangements for the doing of the work are changed in such a manner as to render out of date any information or declaration previously given under either of those paragraphs.

Note: The amount referred to in paragraph (b)(ii) is prescribed by regulations under the Home Building Act 1989. As at the date on which this Regulation was Gazetted, that amount was \$5,000. As those regulations are amended from time to time, that amount may vary.

- (2) A certificate purporting to be issued by an approved insurer under Part 6 of the Home Building Act 1989 that states that a person is the holder of an insurance policy issued for the purposes of that Part is, for the purposes of this clause, sufficient evidence that the person has complied with the requirements of that Part.
- (3) If arrangements for doing residential building work are changed while the work is in progress so that the information submitted to Council is out of date, further work must not be carried out unless the Principal Certifying Authority for the development to which the work relates (not being the Council), has given the Council written notice of the updated information.

(Reason: Prescribed - Statutory)

5. Any necessary alterations to, or relocations of, utility services must be carried out at no cost to the council or the relevant public authority.

(Reason: To ensure costs associated with the development are not transferred to the public.)

6. Should any *relics*, as defined by the Heritage Act 1977 be discovered on site, all works are to cease and Council notified immediately.

(Reason: To comply with the Heritage Act 1977.)

<p>3. CONDITIONS TO BE COMPLETED PRIOR TO THE ISSUE OF A CONSTRUCTION CERTIFICATE</p>
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7. The applicant shall design the sealed vehicular access way in compliance with the following:

- (a) the width of the vehicular layback shall be 4.5 metres (including the wings);
- (b) the crossing (between the layback and the property boundary) shall be placed on a single straight grade of 5%, falling to the back of the layback;
- (c) any twisting of the driveway access shall occur entirely within the subject property.

(Reason: To facilitate appropriate vehicular access to private sites, without disruption to pedestrian and vehicular traffic prior to the issue of an Occupation Certificate)

8. External colours shall be similar to traditional colour schemes appropriate to the type and architectural style of the building, and be complimentary to similar buildings in the immediate vicinity. Details of the proposed colour scheme are to be approved in writing by a recognised heritage architect or planner, and submitted to the Certifying Authority for approval with the Construction Certificate.

(Reason: To ensure that the proposed colour scheme is appropriate to the type, and style of buildings in the surrounding conservation area.)

9. Under clause 97A(3) of the Environmental Planning & Assessment Regulation 2000, it is a condition of this development consent that all the commitments listed in each relevant BASIX Certificate for the development are fulfilled. Details and plans demonstrating compliance with these requirements are to be submitted to the Certifying Authority for approval with the Construction Certificate.

In this condition:

- (a) relevant BASIX Certificate means:
 - (i) a BASIX Certificate that was applicable to the development when this development consent was granted (or, if the development consent is modified under section 96 of the Act, a BASIX Certificate that is applicable to the development when this development consent is modified); or
 - (ii) if a replacement BASIX Certificate accompanies any subsequent application for a construction certificate, the replacement BASIX Certificate; and
- (b) BASIX Certificate has the meaning given to that term in the Environmental

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Planning & Assessment Regulation 2000.

(Reason: To ensure the proposed development will meet the Government's requirements for sustainability and statutory requirements.)

10. No works shall commence on site until such time as a Construction Certificate has been issued for either part or all of the works.

(Reason: Prescribed - Statutory)

4. CONDITIONS TO BE COMPLIED WITH DURING THE BUILDING WORKS

11. Prior to the commencement of any earthworks on site the applicant is to ensure that appropriate erosion and sedimentation controls are in place in accordance with Land Com Soils and Construction Managing Urban Stormwater Guidelines.

(Reason: To protect the environment from the effects of sedimentation and erosion from development sites.)

12.

- Toilet facilities must be provided on the work site at the rate of one toilet for every 20 persons or part of 20 persons employed at the work site.
- Each toilet provided must:
 - be a standard flushing toilet, connected to a public sewer, or
 - if connection to a public sewer is not available, to an on-site effluent disposal system approved by the council, or
 - a portable toilet.
- The provision of toilet facilities must be completed before any other work is commenced.

(Reason: To ensure the health and safety of the community and workers on the site)

13. A sign must be erected in a prominent position on any work site on which work involved in the erection or demolition of a building is being carried out:

- (a) stating that unauthorised entry to the work site is prohibited;
- (b) showing the name of the principal contractor (or person in charge of the work site), and a telephone number at which that person may be contacted at any time for business purposes and outside working hours; and
- (c) showing the name, address and telephone number of the Principal Certifying Authority for the work.

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Any such sign must be maintained while to building work or demolition work is being carried out, but must be removed when the work has been completed.

This condition does not apply to building works being carried out inside an existing building.

(Reason: Statutory requirement)

14. Subject to this clause, building construction is to be carried out during the following hours:

(a) between Monday to Friday (inclusive)—7.00am to 5.00pm,

(b) on a Saturday—8.00am to 1.00pm.

Building construction must not be carried out on a Sunday or a public holiday.

(Reason: To ensure that works do not interfere with reasonable amenity expectations of residents and the community)

15. Building materials and equipment must be stored wholly within the work site, unless prior written approval has been obtained from council. Equipment must not be operated on the footpath or roadway, unless prior written approval has been obtained from council.

(Reason: To ensure public safety and amenity on public land)

16. All new hot water installations shall deliver hot water at the outlet of all sanitary fixtures used primarily for personal hygiene purposes, at a temperature not exceeding 50°C and is to comply with AS3500.4

(Reason: To prevent scalding of users of the fixtures.)

5. CONDITIONS TO BE COMPLIED WITH PRIOR TO THE ISSUE OF AN OCCUPATION CERTIFICATE

17. An Occupation Certificate must be issued by the principal certifying authority before the building is used or occupied. The Occupation Certificate shall not be issued until such time as all relevant conditions of development consent have been complied with and the requirements of any BASIX certificate issued in relation to the development have been fully complied with.

(Reason: To ensure the requirements of the Environmental Planning & Assessment Act 1979 are satisfied.)

18. The premises shall be connected to the sewer system in accordance with the Australian Standard 3500. A works as executed plan (drawn by an appropriately qualified Contractor), on Council's approved form is to be submitted to Council

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within seven (7) days following the final drainage inspection and prior to any Occupation Certificate being issued.

(Reason: To ensure compliance with the Australian Standard & Local Authority requirements.)

19. Prior to the issue of the Occupation Certificate the applicant is to make suitable arrangements with Council for garbage disposal and recycling facilities for each dwelling.

(Reason: To ensure waste is disposed of in the correct manor.)

20. Prior to the issue of the Occupation Certificate each dwelling is to have a mailbox, wholly situated on the subject site in accordance with Australia Post Requirements.

(Reason: To ensure services are provided)

21. All excess roof water is to be conveyed to the appropriate street drainage structure by means of storm water drainage piping which has been sized in accordance with AS3500. In instances where it is impractical to dispose of roof water to the street the water shall be disposed on site into a suitable rubble drain with minimum dimensions of 1m wide by 1m deep by the length determined by allowing 1m for every 100m² or part thereof of roof surface area.

(Reason: To ensure disposal of roof water without causing a nuisance)

6. ADVICE

22. Prior to construction work commencing you should ensure that all services have been clearly located and identified by contacting "Dial before you Dig" by telephoning 1100.

23. A minimum of 48 hours notice must be given for the following inspections if Council is chosen as the Principal Certifying Authority:

- a) Pre-commence, prior to the starting of building works
- b) Pier holes, pads or bulk piers before concrete is poured.
- c) Steelwork in place for reinforced slab or footings.
- d) All drainage prior to backfilling of trenches.
- e) Wet area water-proofing
- f) Framework at "lockup" stage. (Roof may be loaded, gutters and downpipes in place, veneer tied off to frame, plumbing installed and electrical wiring installed.)
- g) Stormwater connections
- h) Final at occupation stage – all aspects complete

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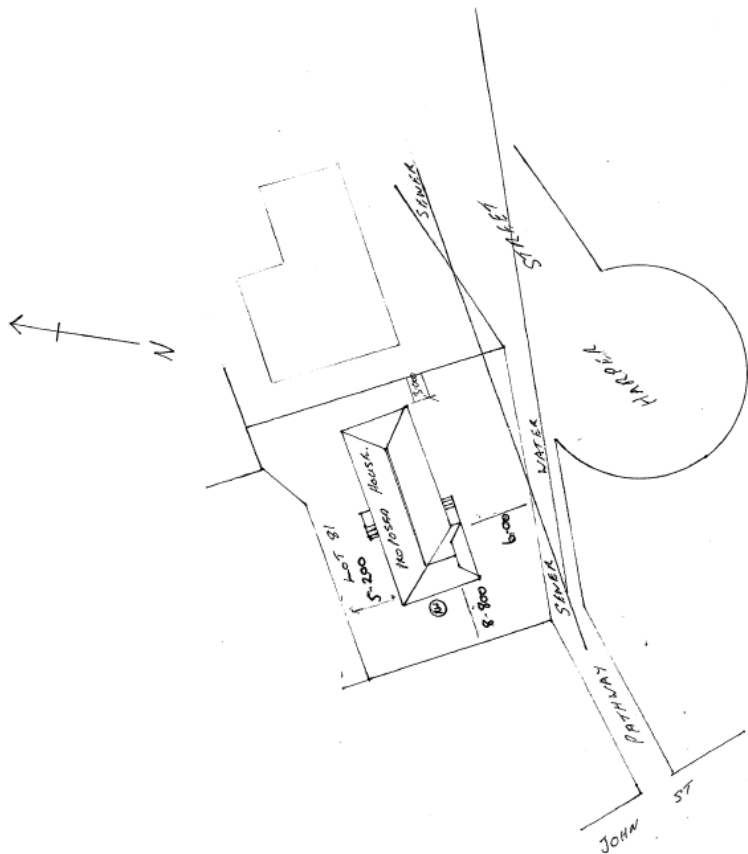
Any additional Council inspection needed to verify the compliance of any work will be charged at the individual inspection rate nominated in Council's Fees and Charges Schedule.

Note: - Council is required to inspect every mandatory critical stage inspection as listed above. Failure to notify for inspection at the required time will result in a breach of this requirement and the inability of Council to issue the necessary Occupation Certificate.

WARRUMBUNGLE SHIRE COUNCIL

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ATTACHMENT '1'

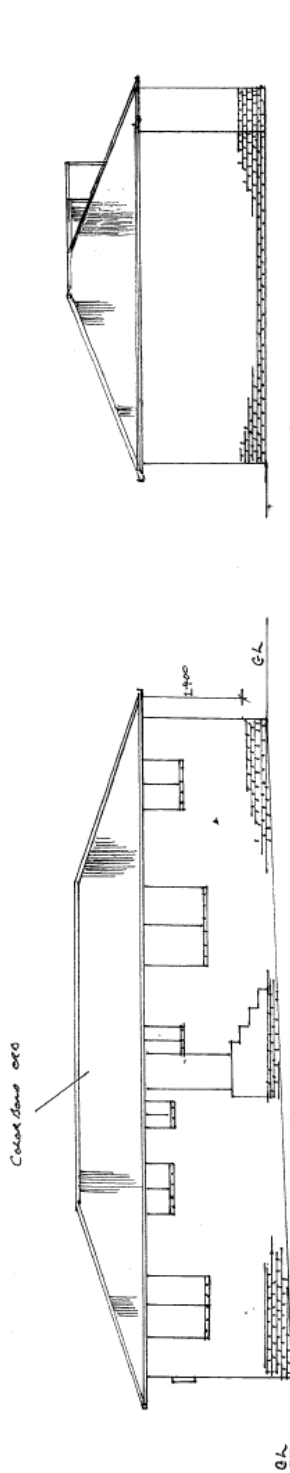


SITE PLAN

Lot 81	PROPOSED NEW HOUSE	LOT 81 HARPER ST	COOMABARRABEN
DP 1161023	SEWER	SCALE	MR B AND DEAN
	CLAU SCHROEDER	1:200	14 TAMMAM ST COOMA

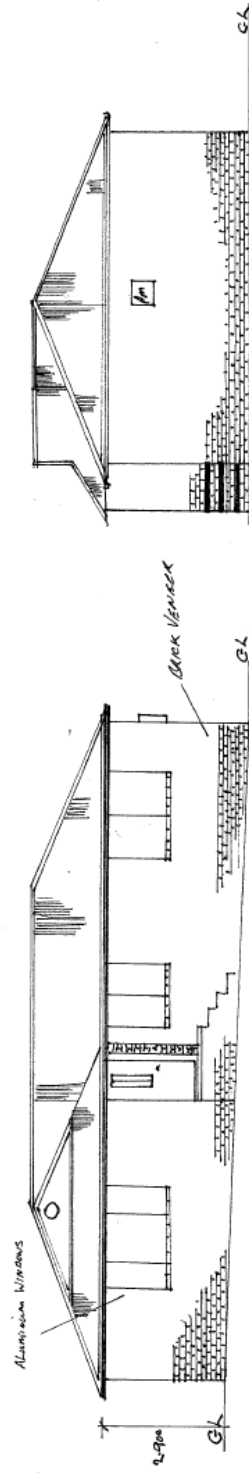
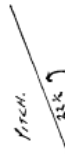
WARRUMBUNGLE SHIRE COUNCIL

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BACK ELEVATION

WEST SIDE ELEVATION



FRONT ELEVATION

EAST SIDE ELEVATION

Lot 81	PROPOSED NEW HOUSE	LOT 81 HARPER ST COONABARRAN
DP 1161023	DRAWING	MR & MRS DRAIN 14 TANNAYISH ST COONABARRAN
	CLIENT	CLAU S. HARRISON
	SCALE	1:100

WARRUMBUNGLE SHIRE COUNCIL

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ATTACHMENT '2'

6 January 2012

The General Manager
Warrumbungle Shire

RE: DEVELOPMENT APPLICATION 52/1112 LOT 81 DP1161023

I wish to submit an objection to the development application for the construction of a dwelling on Lot 81 DP/1161023, No1 Harper Street Coonabarabran.

My premises at Lot 4, No 2 Haper Street Coonabarabran is one of the **Oldest Restored Historic Buildings** in the township of Coonabarabran. The land for No 2 Harper Street was gazetted in 1898 and the house was constructed over 100 years ago.

This house is a Heritage Home and although not listed with the Trust, it soon will be.

The house at No 2 Harper Street is very unique, and I am reliably informed a very rare form of early architecture. It is possibly the only such type of house left in NSW and Queensland that has been built entirely of Wunderlich (pressed metal both inside and out). I have completely restored this house to its former glory over the past 10 years.

Locally it is listed as a place of interest. I often have tourists visiting and local school groups regularly visit. School children study this early type of building and on many occasions they have sat out the front sketching the house.

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Council, in its wisdom many years ago, permitted the front portion of No 2 Harper Street to be sold off. That portion is now No 7 John Street, and a house now stands on what was originally the entrance to No 2 Harper Street. The end result of all this is that this Historic House now has a back yard only 7 metres deep.

Considering the size of the allotment on No 1 Harper Street (it is a cul-de-sac with no onstreet parking), any building erected on this block of land is going to encroach on the appearance and historical significance on this Historic House. Already the house at No 2 Harper Street is hemmed in by buildings that were given permission to be erected far too close to it. If Council permits yet another building to be erected only metres from this old house, I feel it will degenerate the appeal and Historical Significance of this building.

I invite Council and Councillors to visit No 2 Harper Street, consider the resoration that has been done, and ponder as to where Council wishes to stand on the issue of conservation and preservation of our history and heritage in Coonabarabran. I have done my bit to restore and preserve an Historic Icon in our town and request the support of Council in this important issue.

With this in mind, I am formally objecting to the erection of **any building** on No 1 Harper Street in such close proximity to this Historic House.

As a foot note, you might also observe that there has **never been** a building erected on No 1 Harper Street because of the tiny parcel of land. In fact I believe it wasn't surveyed until the 1940's.

Forwarded for your consideration.

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16 January 2012

WARRUMBUNGLE SHIRE COUNCIL
16 JAN 2012

BY:-----

The General Manager
Warrumbungle Shire Council

RE: DEVELOPMENT APPLICATION 52/1112 LOT 81 DP1160123

Further to my objection to the above DA dated 6 January 2012, I wish to bring to the notice of Council further concerns I omitted to list in my first submission.

In addition to Lot 4, No 2 Harper Street Coonabarabran, I am the owner of another two properties in the immediate vicinity being No 6 and No 8 Harper Street.

No 6 Harper Street is the address of my business Castlereagh Funerals. This business has been operating from these premises for over 40 years and is situated diagonally from No 1 Harper Street. As a business, I have trucks delivering various forms of freight and usually this freight is of a sensitive nature. Even with **no** vehicles parked in the cul-de-sac, larger trucks cannot turn around and have to reverse all the way to the intersection of Charles Street. Because of this practice, I hold grave concerns for the safety of small children living in the street and for the elderly residents who use Harper Street to travel down town on their gophers from the nearby St Vincent De Paul units. Another residence in Harper Street will only exacerbate this problem.

Further factors to be considered are when people attend my premises to make funeral arrangements, it's not uncommon for them to attend in three or four cars. I often conduct viewings (where families attend to say a final farewell to their loved ones). On these occasions it's not uncommon to have up to a dozen car loads of people attending. Parking is at a premium on both these occasions and turning around in the cul-de-sac is impossible.

When Council makes a decision on this application, I implore them to take into account the serious concerns I have raised.

Thank you for your assistance in this matter.

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RESPONSE FROM APPLICANT TO SUBMISSIONS:

Development Application 52/1112 Lot 81 DP 1160123
27/01/2012

Re-lot 4 No 2 Harper Street
Oldest Restored Building

27 JAN 2012

BY:.....

SCANNED

In Reply

To the first objection to our application to erect a modest 3 bedroom brick home on No 1 Harper street.

I do not believe our home will take away or offend the outlook of the above residence in anyway.

It is the last spare block in the street so there will be on further development in the street. We respect any parking restrictions incurred by living in a cul-de-sac and have ample room for parking on our block.

As for the foot note (on the objection) the size of the block is not the reason why the block is vacant. It was vacant because it was owned by and adjoining motel owner, from we purchased it.

The block size is relatively similar to most of the other blocks in the street.

We appreciate there is a business located in Harper street that being Castlereagh Funerals.

The objections regarding traffic and any dangers relating too are clearly because his business seems to be located in an unsuitable area. It seems to be his own traffic to which he is complaining about?

There may be some inconvenience while construction takes place but Im sure if Mr Hadfield informs any tradies most of which will be locals, they could comply to come back later, if he has a busy day and requires extensive parking.

Should there be such an event during construction.

In Summary therefore, we fail to see how constructing a standard residential house on a standard-size residential block is going to adversely impact on Harper Street or the supposed heritage value of 2 Harper Street. Perhaps the issue council should be considering is wether a business that involves large trucks delivering freight and a number of vehicles attending without adequate parking being provided should be conducted in a residential area.

Yours sincerely

WARRUMBUNGLE SHIRE COUNCIL

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4.4 Development Applications

i) Approved – January 2012

Complying Development (set criteria) Development Application (Specialised Conditions)	Date Approved	APPLICANT'S NAME	LOCATION	Town	Type of Development
DA 36/1112	17/01/2012	S & P Chapman	Carrington Lane	Coonabarabran	Installation of Manufactured Dwelling
DA 40/1112	27/01/2012	Tom Davis	Oxley Highway	Coonabarabran	3 lot Subdivision
DA 41/1112	24/01/2012	Allan Calleja	Warrumbungle Way	Binnaway	Installation of Moveable dwelling
DA 45/1112	27/01/2012	C & J Stanford	Cobborah Street	Dunedoo	Erection of Shed
DA 48/1112	24/01/2012	Karl Prugger	Charles Street	Coonabarabran	Steel Framed Awning over Fuel Pump
DA Amendment 99/1011	24/01/2012	Troy Rosenburg	Bligh Street	Baradine	DA Amendment

ii) Applications Received – January 2012

CD or DA	Date Received	APPLICANT'S NAME	LOCATION	Town	Type of Development	Status
DA 56/1112	09/01/2012	Brad Moore – Itelescope.Net	Observatory Road	Coonabarabran	Telescope Housing	Pending
DA 57/1112	13/01/2012	Arthur Scott Dunmore	Kirban Street	Coonabarabran	Subdivision	Pending
DA 58/1112	16/01/2012	Kerrie Martin	Martin Street	Coolah	Renovations	Pending
DA 59/1112	25/01/2012	Kevin Sharp	East Street	Ulamabri	New Verandah	Pending

RECOMMENDATION

That Council note the Applications Received for the month of January 2012, the Applications Held Pending as at 31 January 2012 and their status, and of those approved during January 2012, under Delegated Authority.

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4.5 Warrumbungle Shire Council 149 Certificates Processed January 2012

149 Certificate Number:	Date Received:	APPLICANT'S NAME:	Date Issued:
184/1112	19/12/2011	Clarke & Cunningham	16/01/2012
185/1112	19/12/2011	Clarke & Cunningham	16/01/2012
186/1112	23/12/2011	Global X Information Services	16/01/2012
187/1112	23/12/2011	Waterford Ryan Solicitors	16/01/2012
188/1112	13/01/2012	Murphy Partners	19/01/2012
189/1112	10/01/2012	Robert Fitzgerald	19/01/2012
190/1112	11/01/2012	Clarke & Cunningham	20/01/2012
191/1112	18/01/2012	Murphy Partners	20/01/2012
192/1112	18/01/2012	Finlaysons Solicitors	20/01/2012
193/1112	23/01/2012	MJO Legal	27/01/2012
194/1112	25/01/2012	Clarke & Cunningham	27/01/2012
195/1112	20/01/2012	Murphy Partners	27/01/2012
196/1112	20/01/2012	W.A Baxter & Co	27/01/2012
197/1112	25/01/2012	Murphy Partners	27/01/2012
198/1112	23/01/2012	Murphy Partners	30/01/2012
199/1112	23/01/2012	W.A Baxter & Co	30/01/2012
200/1112	27/01/2012	Ptolemy Legal	30/01/2012
201/1112	25/01/2012	Clarke & Cunningham	30/01/2012
202/1112	27/01/2012	Bell & Johnson Solicitors	30/01/2012

RECOMMENDATION

For Council's information.

.....
TONY MEPPEM

ACTING DIRECTOR ENVIRONMENTAL SERVICES

WARRUMBUNGLE SHIRE COUNCIL

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Mr Steve Loane
General Manager
Warrumbungle Shire Council
John Street
COONABARABRAN 2357

Dear Sir

Attached is my report for consideration by Council

DIRECTOR OF COMMUNITY SERVICES ANNEXURE 5

5.1 Local Government Road Safety Program – Deed of Variation

NSW Transport Roads and Maritime Services have advised that the Deed of Variation extending the original RTA/ Council Road Safety Officer Program Funding Agreement will expire on 30 June 2012. The Minister for Roads and Ports has approved an extension of this deed for 12 months until June 2013.

Warrumbungle Shire Council has participated in the RTA Road Safety Program since July 2006; and has employed a part time RSO 4 days per week. The program aims to improve road safety through integrated planning, road safety awareness and implementation of projects to target the reduction of road crashes. Current projects include the Graduated Licence Scheme workshops, monitoring of speed in high risk areas, development of Council's Pedestrian and Mobility Plan, Bike Safety, child restraint safety checks and educational programs targeting speed and driver fatigue.

Funding for the extended period to June 2013 is the same as for the third and subsequent years of the Funding Agreement; whereby RTA funds 50% of Employment and Associated Direct Program Costs (includes RSO salary plus oncosts, vehicle lease/hire charge and mobile phone and training) and 100% of Ancillary Costs (includes cost of attendance at regional and statewide RTA convened RSO meetings and conference).

RECOMMENDATION

That Council authorise the General Manager to sign the extension of Deed of Variation for the RMS/Council Road Safety Officer Program Funding Agreement to extend the term of the Original Agreement to 30 June 2013.

.....
FIONA LUCKHURST
ACTING DIRECTOR COMMUNITY SERVICES