



# **Warrumbungle Shire Council**

**Council meeting**

**Thursday, 17 May 2012**

**to be held at the Council Chambers,  
Coolah**

**commencing at 9.00 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 (Director Environmental and Community  
Services)

Fiona Luckhurst (Acting Director Community Services)

# **WARRUMBUNGLE SHIRE COUNCIL**

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## **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

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Date: 14 May 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 17 May 2012. I further attach relevant reports from the Directors to me for the consideration of Council.

### 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 April 2011

**ADOPTION OF THE RECOMMENDATIONS** of the Warrumbungle Shire Council Audit and Risk Management Committee meeting held on 8 May 2012

**ADOPTION OF THE RECOMMENDATIONS** of the Traffic Advisory Committee meeting held on 10 May 2012

**ADOPTION OF THE RECOMMENDATIONS** of the Administration Building Project Committee meeting held on 26 March 2012 (copy to be provided)

**ADOPTION OF THE RECOMMENDATIONS** of the Administration Building Project Committee meeting held on 10 April 2012 (copy to be provided)

**ADOPTION OF THE RECOMMENDATIONS** of the Administration Building Project Committee meeting held on 23 April 2012 (copy to be provided)

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**ADOPTION OF THE RECOMMENDATIONS** of the Administration  
Building Project Committee meeting held on 7 May 2012 (copy to be provided)

**ACCEPTANCE of the minutes** of the Baradine Town Committee meeting held on  
27 March 2012

**ACCEPTANCE of the minutes** of the Binnaway Town Committee meeting held on  
26 March 2012

**ACCEPTANCE of the minutes** of the Coolah Town Committee meeting held on  
28 March 2012

**ACCEPTANCE of the minutes** of the Coonabarabran Town Committee meeting  
held on 20 March 2012

**ACCEPTANCE of the minutes** of the Dunedoo Town Committee meeting held on  
21 March 2012

**ACCEPTANCE of the minutes** of the Mendooran/Merrygoen Town Committee  
meeting held on 19 March 2012

## **Reports**

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## **Questions for Next Meeting**

### **Matter to be dealt with "in committee"**

- 1C National Broadband Network Lease Proposal**
- 2C Workstations/Cabling – Data and Voice**
- 3C Aged Debtors**

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

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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 commercial in confidence items and outstanding debts and is classified CONFIDENTIAL under Section 10A(2)(b) and (c) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

- (b) the personal hardship of any resident or ratepayer
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.

.....  
**STEVE LOANE**  
**GENERAL MANAGER**

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## **GENERAL MANAGER'S REPORT**

### **1.1 Staff Awards 2012**

Applications for the second quarter staff awards closed on March 31, 2012. The previous recipient of this award (First Quarter) this year was Jo Player – Receptionist Coonabarabran.

MANEX considered the following staff nominated by their fellow employees for their excellence and dedication in their individual positions:

- David Smith – Supervisor Urban Services
- Kirk Pettet – Truck Driver
- Trevor Honeysett – Parks & Gardens
- Frances Perry – Safety Officer
- Erin Pulham – Pool Superintendent

## **RECOMMENDATION**

That Council accepts the recommendation from MANEX and presents Trevor Honeysett from Parks and Gardens Operator, Dunedoo with the second quarter Warrumbungle Council Employee Excellence in Achievement Award.

### **1.2 Smoke-Free Outdoor Legislation**

The attached letter has been received from the Heart Foundation regarding the NSW Government announcement of the intention to introduce smoke-free outdoor legislation covering playgrounds, public sports grounds, swimming pools, public transport stops, within 4m of entrances to public buildings and, from 2015, commercial outdoor dining areas.

Warrumbungle Shire Council endorsed its Outdoor Smoke-free Areas Policy on 11 March 2010 and further amendments in May 2010.

The Heart Foundation commends councils on the establishment of smoke free outdoor area policies and is now urging Councils to extend their smoke-free policies to include commercial outdoor dining areas.



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RECEIVED  
07 MAY 2012

BY: .....



22 February 2012

Cir Peter Shinton  
Warrumbungle Shire Council  
PO Box 191  
Coonabarabran NSW 2357

Heart Foundation  
New South Wales  
ABN 95 000 253 289  
Level 3, 80 William Street  
East Sydney NSW 2011  
Telephone (02) 9219 2444  
Facsimile (02) 9219 2424  
[www.heartfoundation.org.au](http://www.heartfoundation.org.au)

Dear Cir Shinton

**RE: NSW Government announces intent to introduce smoke-free outdoor legislation**

You may be aware of the exciting news that the NSW Government has committed to making playgrounds, public sports grounds and swimming pools, public transport stops, within 4m of entrances to public buildings and from 2015, commercial outdoor dining areas smoke free.

This is an historic moment in our State's history and one that will help to protect the thousands of people in NSW who don't smoke. There is no safe level of exposure to second hand smoke – evidence shows that a non-smokers exposure to second-hand smoke can result in up to a 30% increase in risk of heart disease.

There is strong community support for smoke free policy. Heart Foundation and Cancer Council surveys found that 94% of adults agree that playgrounds should be smoke free and 83% support smoke free outdoor dining.

Smoking is the largest single preventable cause of death in Australia, killing more than 15,000 Australians a year which is why the Heart Foundation welcomes the release of the Tobacco Strategy.

The Heart Foundation has worked closely with the 94 Councils in NSW, including yours, to already put smoke free outdoor areas policies in place. We believe you have done an admirable job in responding to community expectation and as such we are writing to urge you to not wait until 2015 to extend your policy to also cover smoke free alfresco dining areas.

NSW lags behind most other states and territories that already have this legislation in place, so why wait until 2015. There is very little that needs to be done in order to make outdoor dining areas smoke free, but the benefit to your community and your council's reputation in showing leadership on this issue is significant.

Contrary to tobacco industry scare tactics, state wide legislation is what eight out of ten\*\* café and restaurant owners want, believing it is much fairer than leaving it to individual councils.

A survey of 450 NSW café and restaurant owners/managers found 82% think a smoking ban would create a much nicer environment for their customers. Pleasingly, of those surveyed, there were 122 businesses that are totally smoke-free and 91% reported that it is easy or very easy to enforce the restriction. This report is available on request.

Should you wish to discuss furthering your smoke free outdoor areas policy, please contact Andy Mark, Regional Health Promotion Coordinator on 02 4232 0130.

Kind regards,

A handwritten signature in black ink that reads "Tony Thirlwell".

**Tony Thirlwell OAM**  
Heart Foundation CEO

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## **RECOMMENDATION**

For Council's consideration.

### **1.3 Report from Manager Human Resources**

#### **HR Projects**

Installation of HR software system continues with Andor and Practical working closely to ensure hardware requirements for the successful implementation occurs. The timeline set for completion of installation is on track.

Draft Workforce Management Plan completed and consultation with staff to be undertaken over the next few weeks to receive feedback and ideas for the final document.

#### **Recruitment**

Recruitment of newly created positions and vacant positions continue at a rapid pace. All positions to be advertised require HR to scrutinise position descriptions, review or compile competencies as part of the process.

Since the March Council Meeting the following positions have been successfully filled:

- Manager Communication and IT
- Manager Asset & Design
- Manager Environmental Innovations
- Senior Purchasing Officer
- Trainee Plant Operator Coolah
- Manager Property & Risk

There are eight positions currently advertised:

- Manager Road Contracts & Private Works – External
- Manager Regulatory Services – Re-advertised External
- PA to the Director Corporate Services – External
- Supply Officer – Internal
- Building Certifier – Internal
- Records Officer – External
- Administration Officer Technical Services – Internal
- Administration Officer Corporate Services – Internal

The following position has closed and the selection process is underway:

- Plumber Dunedoo

#### **Report from Learning and Development Coordinator**

Supervisors and Managers from within the Technical Services Section attended their third workshop on the 29 March to progress to the next module of the dual Diploma Course – Local Government Operational Works. This course is being facilitated by the Local

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Government Training Institute and commenced in 2010. Participants will develop strategic initiative and personal responsibility and autonomy in performing complex technical operations.

The first of three Traffic Controller “Yellow Card” courses was held on April 18 at the Council Chambers in Coolah. A further two courses will follow in May and June. At the completion of these courses all designated staff will hold current cards.

Forklift Truck (LF) Licence training is being sourced for staff whose licence has expired or who is required to hold a licence to carry out their work duties.

Individual Training plans continue to be developed for all staff in line with competencies, employee appraisals and the budget forecast for 2012-2013.

Negotiations are currently in hand for a further Certificate IV in Frontline Management for Council’s new supervisors and managers.

Training workshops planned for the next 4 weeks include:

Yellow Card x 2 sessions  
Code of Conduct – All Staff  
Bullying and Harassment – All Staff  
Blue Card x 2 sessions

## **RECOMMENDATION**

For Council’s information

### **1.4 Audit and Risk Management Committee Charter**

The inaugural meeting of Council’s Audit and Risk Management Committee (ARMC) was convened on Tuesday, 8 May 2012 at Coonamble. Following is the draft charter detailing the composition, roles and responsibilities of the ARMC, authority, code of conduct, media, insurances, the general public and media protocol. This has been reviewed by the OROC Councils involved in this shared Internal Audit program at an initial workshop held in April, and reviewed again by the individual ARMC’s.

Council has been presented with the ARMC Minutes for adoption preceding this report in which the Committee recommended (Item ARMC01) that the draft charter be referred to Council for adoption.

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## **DRAFT - Warrumbungle Shire Council Audit & Risk Management Committee Charter**

### **1 Purpose**

The Audit & Risk Management Committee is an independent advisory Committee assisting the Council to fulfil its governance and oversight responsibilities. The primary duties and responsibilities of the Audit & Risk Management Committee are to assist the Council to discharge its responsibilities relating to:

- 1.1. Financial reporting process
- 1.2. Business ethics, policies and practices
- 1.3. Management and internal controls
- 1.4. Monitoring the integrity of the Council's financial reporting practices and finance and accounting compliance
- 1.5. Reviewing internal controls, key corporate risks and all audit related matters
- 1.6. Encouraging continuous improvement of Council's systems and practices
- 1.7. Adoption of the Internal Audit Plan
- 1.8. The Council's process for monitoring compliance with policies, laws and regulations and the Council code of conduct.

### **2 Authority**

2.1. The Audit & Risk Management Committee is granted delegated authority by Council to carry out its duties and responsibilities as defined in this charter. The Audit & Risk Management Committee has delegated authority to approve investigations into any matters within its scope of responsibility. It is empowered to:

- a) Resolve any disagreements between management and the auditor regarding financial reporting (subject to confidentiality considerations).
- b) Pre-approve all auditing and non-audit services.
- c) After due consultation with the General Manager, retain independent counsel, accountants, or others to advise the committee or assist in the conduct of an investigation.
- d) Meet with Council management, external auditors, or outside counsel, as necessary.

2.2. The member Council acknowledges that professional independence and objectivity are key attributes of an efficient and effective Audit & Risk

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Management Committee. The member Council and General Manager are therefore committed to uphold and guarantee the professional independence and objectivity of the Audit & Risk Management Committee.

## **3 Composition**

3.1. All appointments to the Audit & Risk Management Committee shall be made by the respective Council.

3.2. The Audit & Risk Management Committee will consist of:

a) Core Members (voting)

- Councillor appointed by the Council – or alternate Councillor appointed by Council.
- Two Independent external members (not members of Council, and one to be Chairperson)

b. Attendee (non-voting)

- Mayor
- General Manager
- Internal Auditor
- Director Corporate Services or equivalent

c. Invitees (non-voting)

- Representatives of the external auditor.
- Other officers of Council as requested by the Audit & Risk Management Committee and/or General Manager.

3.3. In order to maintain independence, and to comply with the recommendations of the Department of Local government, The Audit & Risk Management Committee shall elect one of the independent members as its chairperson.

3.4. The selection of independent members should be undertaken in a transparent and unbiased manner. This could include calling for expressions of interest from interested persons.

## **4 Tenure**

4.1. The term of office for an Audit & Risk Management Committee member shall end on the earlier of:

- a) the day on which the member resigns from the Audit & Risk Management Committee

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- b) in the case of a Councillor, the day on which the Councillor ceases to be a Councillor
  - c) three years in respect of the independent members or such other term as determined by Council.
  - d) the day on which the member's appointment is legally terminated by Council.
  - e) the day on which the member is incapacitated by law from holding such office.
- 4.2. Members are encouraged to serve multiple terms and to plan for an orderly rotation of members so that experienced members will always be serving. The Audit & Risk Management Committee should make recommendations to Council on membership.
- 4.3. In any event, the appointment of each member of the Audit & Risk Management Committee will be reviewed at the end of the first year and confirmed for the remaining period subject to satisfactory performance as determined by Council. A member may be eligible for re-appointment to the committee for a continuous period not exceeding five years.
- 4.4. In considering independent members for the Audit & Risk Management Committee, advice will be sought and regard will be given to:
- a) Recommendations from an accounting industry body, either CPA Australia or the Institute of Chartered Accountants Australia.
  - b) The existence of a nexus between the candidate and the LGAs.
  - c) The Council's plan to share an Internal Auditor, and therefore recognize the benefits of a common Audit & Risk Management Committee chairperson.
- 4.5. The independent members on the Audit & Risk Management Committee should be remunerated for attending Committee meetings. The remuneration shall be adopted by Council.

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## 5 Meetings & Quorum

- 5.1. The committee will meet at least four times a year, with authority to convene additional meetings, as circumstances require.
- 5.2. A quorum shall not exist unless the following are present:
  - At least two of the voting members, one being the appointed Councillor.
- 5.3. Members of the Audit & Risk Management Committee are expected to attend each meeting, in person or via tele or video-conference.
- 5.4. The Audit & Risk Management Committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary.
- 5.5. It may hold private meetings with auditors (see below) and executive sessions.
- 5.6. Audit & Risk Management Committee meetings are to be structured with the use of an agenda to be provided in advance to members, along with appropriate briefing materials.
- 5.7. The Chairperson shall determine the agenda for the Audit & Risk Management Committee in conjunction with Council General Manager.
- 5.8. The Chairperson may allow voting on urgent issues outside of scheduled meetings by email or phone, with the resolution ratified at the next scheduled meeting.
- 5.9. Minutes will be prepared and distributed to the Audit & Risk Management Committee members and to the next Ordinary meeting of the Council, including a report explaining any specific recommendations and key outcomes, if appropriate.
- 5.10. Meetings are to be rescheduled if there is not a quorum. The host Council will minute the proceedings of all meetings.
- 5.11. The chairperson shall endeavour to conduct meetings on a “consensus basis” but formal voting on recommendations shall be required. Each member shall have one vote and a majority of those present shall be required to pass a recommendation. The chairperson shall have a casting vote. The meetings

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should operate as far as is practical in accordance with the Council's Code of Meeting Practice.

## **6 Confidentiality**

- 6.1. The Audit & Risk Management Committee will ensure that Committee members comply with all relevant laws and Council's policies regarding confidentiality, privacy and reporting. Committee members shall treat all information received as part of the Committee as confidential and only disclose the content to third parties with the consent of other members of the Committee.

## **7 Responsibilities**

- 7.1. The Audit & Risk Management Committee has no executive powers, except those expressly provided by Council.
- 7.2. In carrying out its responsibilities, the Committee must at all times recognize that primary responsibility for management of Council rests with the Council and General Manager as defined by the Local Government Act 1993. The Council and General Manager shall ensure that reasonable resources are allocated to providing the Audit & Risk Management Committee with the information it needs to discharge its responsibilities.
- 7.3. The responsibilities of the Audit & Risk Management Committee may be revised or expanded by Council from time to time. The Committee will carry out the following responsibilities:
  - a) Financial Statements
    - Review significant accounting and reporting issues, including complex or unusual transactions and highly judgmental areas, and recent professional and regulatory pronouncements, and understand their impact on the financial statements. The ARMC can add value for Councillors and the process by reviewing the audit objectives, timeline and process, settlement of identified issues and the independence of the external auditor. This would be done in consultation with the External Auditor, Internal Auditor and management.
    - Based on the audit objectives, review with management and the external auditors the results of the audit, timeline and process, settlement of identified issues and the independence of the external auditor. Review the process of the audit, identify unresolved issues.



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- Review the annual financial statements before they are presented to Council and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles. Without having conducted its own assessment the ARMC will need to rely on the work of Internal, External Auditor and management representations. Therefore any recommendation to Council would be based on the External Auditors Management Letter and made under a disclaimer that identifies things such as the audit process, access to records, auditor appears to be suitably qualified, had sufficient time to complete, items identified have been resolved to their satisfaction.
  - As part of the External Auditors presentation and management representations, review with management and the external auditors all matters required to be communicated to the Committee under generally accepted auditing Standards.
  - Understand how management develops interim financial information, and the nature and extent of internal and external auditor involvement.
- b) Risk Management
- Review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud.
  - Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings.
  - Review the impact of risk management framework on its control environment and insurance arrangements, and
  - Review whether a sound and effective approach has been followed in establishing business continuity planning arrangements, including whether plans have been tested periodically.
- c) Internal Control
- Consider the adequacy and effectiveness of the Council's internal control system, incorporating the:
    - reliability and integrity of financial and operational information systems, including information technology security and control
    - effectiveness and efficiency of operations and
    - safeguarding of assets
    - compliance with contracts, laws and regulations

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- governance framework
  - Understand the scope of internal auditors' review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.
  - Understand the scope of external auditors' review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.
- d) Internal Audit
- Review and recommend approval of the Internal Audit Activity Charter, activities, and staffing, and organisational structure of the internal audit function; and any subsequent changes.
  - Have final authority to review and approve the annual audit plan and all major changes to the plan.
  - Ensure there are no unjustified restrictions or limitations to the activities of internal audit.
  - Review the effectiveness of the internal audit function and objectives, including compliance with The Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing.
- e) External Audit
- Oversee Council's compliance with the Local Government Act requirements for financial reporting and auditing.
  - Review the external auditors' proposed audit scope and approach, including coordination of audit effort with internal audit.
  - In accordance with the provisions of s422 to 427 of the Local Government Act 1993, support the General Manager in reviewing the performance of the external auditors, and recommend to General Manager final approval on the appointment or discharge of the auditors.
  - Review and confirm the independence of the external auditors by obtaining statements from the auditors on relationships between the auditors and the Council, including non-audit services, and discussing the relationships with the auditors.
  - Review management's responses to the recommendations in the external auditor's management letter.
  - On a regular basis, meet separately with the external auditors to discuss any matters that the Committee or auditors believe should be discussed privately.

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f) Compliance

- Review the effectiveness of the system for monitoring compliance with laws, regulations and contracts and the results of management's investigation and follow-up of any instances of noncompliance.
- Review the findings of any examinations by regulatory agencies, and any auditor observations.
- Review the process for communicating the code of conduct to Council personnel, and for monitoring compliance therewith.
- Liaise with the General Manager to obtain regular updates from management and Council legal counsel regarding compliance matters.
- Review other sections of the annual report and related regulatory filings before release and consider the accuracy and completeness of the information.

g) Reporting Responsibilities

- Regularly report to the Council about committee activities, issues, and related recommendations.
- Provide an open avenue of communication between internal audit, the external auditors, and the Council.
- Report annually to the Council, describing the committee's composition, responsibilities and how they were discharged, and any other information required by law, including non-audit services.
- Review any other reports the Council issues that relate to Committee responsibilities.

h) Other Responsibilities

- Perform other activities related to this charter as requested by the Council.
- Institute and oversee special investigations as needed.
- Review and assess the adequacy of the Audit & Risk Management Committee Charter annually, requesting Council approval for proposed changes, and ensure appropriate disclosure as may be required by law or regulation.
- Confirm annually that all responsibilities outlined in this charter have been carried out.
- Evaluate the committee's and individual members' performance on a regular basis.

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i) Individual Responsibilities of Members

Members of the Audit & Risk Management Committee are expected to:

- Understand the relevant legislative and regulatory requirements appropriate to the Alliance member Council.
- Contribute the time needed to study and understand the papers provided.
- Apply good analytical skills, objectivity and good judgment.
- Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.
- Declare any conflicts of interest before participating in deliberations on the issue where the conflict of interest exists.
- Attend an induction meeting at which they receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities

## **8 Insurance**

Committee members are covered by Council's personal accident insurance only for attendance at meetings and other activities formally endorsed by the Committee, and reported to Council via the minutes.

## **9 General Public**

The Committee will not be open to members of the general public.

## **10 Code of Conduct**

10.1. All members of Council committees are required to observe the provisions of Council's Code of Conduct and any other policy applicable to the proper functioning of the Committee. All new members will be provided with a copy of Council's Code of Conduct and will sign to indicate that they have read and understood their obligations. A breach of the Code of Conduct may lead to the member being excluded from the Committee and may include disciplinary action.

10.2. In particular, if a committee member has a pecuniary interest in any matter with which the Committee is concerned, and who is present at a meeting of the committee at which the matter is being considered, they must disclose the interest to the meeting and must not be present during any discussion or decision making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting is

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 15**

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taken to be a vote against the motion (see Clause 25 of the Local Government (General) Regulation 2005).

- 10.3. A person does not breach the above clause if he or she did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.
- 10.4. A member of a committee who has a non-pecuniary conflict of interest in any matter with which the committee is concerned and who is present at a meeting of the Committee at which the matter is being considered will disclose the interest to the meeting as soon as practicable. If a member of the committee has declared a non-pecuniary conflict of interest there are a range of options for managing the conflict. The option chosen will depend on an evaluation of the circumstances of the matter, the nature of the interest and the importance of the issue being dealt with.
- 10.5. Committee members must act in a professional and conscientious manner with any information they obtain as a committee member, especially as committees need openness and honesty to operate efficiently. Committee members should feel free to express their opinions and views without fear of recrimination. It is therefore important that committee members respect each other, despite differences, and work together to create an open and trusting atmosphere.

### **11 Media Protocol**

Council's media relations policy states that all media relations shall be conducted through the Mayor for policy, strategic and emergency matters, and through the General Manager for procedural and operational matters.

### **12 Review**

Amendments to this Charter may be proposed to the Council by the Committee at any time, and change will not take effect until such time as Council has resolved to make any required amendments.

#### **POLICY DOCUMENT CONTROL**

<b>Policy</b>		<b>Resolution</b>	<b>Date</b>
Warrumbungle Shire Council Audit and Risk Management Committee Charter	Version 1		17 May 2012

#### **RECOMMENDATION**

That Council endorses and accepts the Warrumbungle Shire Council Audit and Risk Management Committee Charter.

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 16

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## **1.5 Audit and Risk Management Committee Three Year Internal Audit Plan**

Council previously appointed Morse Group from Dubbo as Internal Auditors inline with the member Councils management committee recommendation. (**Resolution No 247/1112, January 2012**). In February 2012, Morse Group undertook two (2) separate onsite visits to Council interviewing the General Manager and Senior Staff and following a risk analysis have developed a Three Year Internal Audit Plan.

At the inaugural meeting of Councils Audit and Risk Management Committee (ARMC), convened on Tuesday 8 May 2012, the draft plan was discussed. A number of amendments were made to some Risk Areas allocation into year for review and risk ratings. The plan commenced this financial year, with an Internal Audit being conducted from Wednesday 9 May to Friday 11 May inclusive, to audit those Risk Areas in the 2011/12 year.

The Risk Identification and Three Year Internal Audit Plan is provided to Councillors under separate cover.

The benefits of the joint ARMC function will be realised when those identified Risk Areas that are common to each Council result in sharing of resources to distribute and develop policies, procedures and implement training/improvement plans.

Council has been presented with the ARMC minutes for adoption preceding this report in which the committee recommended (Item ARMC02) that the Three Year Internal Audit Plan be referred to Council for adoption.

### **RECOMMENDATION**

That Council endorses and accepts the Warrumbungle Shire Audit and Risk Management Committee Three Year Internal Audit Plan.

## **1.6 Delegate for Secret Postal Ballot – Shires Association Nomination of**

Council is in receipt of a letter (enclosed for councillors' information) from the Shires Association and it is required of Council to supply details of Council's voting delegate for this ballot.

### **RECOMMENDATION**

That Councillor ..... be nominated as Council voting delegate to take part in the forthcoming secret postal ballot to deal with the matter of One Association, and that their name and personal postal address be forwarded to the Associations to form the Roll of Voters prior to the end of May 2012.

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 17

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Shires Association of NSW



4 May 2012

Mr Steve Loane  
General Manager  
Warrumbungle Shire Council  
PO Box 191  
COONABARABRAN NSW 2357

RECEIVED  
06 MAY 2012

BY: .....

Dear Mr Loane,

Last week the Executive Committees of both Associations each separately took important formal steps for progressing the proposal to establish "One Association" to the next stage, which is to have the proposal submitted to a secret postal ballot of delegates of the members of each Association.

The Shires Association Executive unanimously resolved in favour of the resolutions.

The formal documentation has been lodged with Fair Work Australia. Shortly Fair Work Australia will engage the Australian Electoral Commission to undertake the secret postal ballot of members' delegates.

Members will be required to supply details of their voting delegate for this ballot and this process needs to be undertaken as a matter of priority, to ensure that the completion of the ballot is not delayed.

It is anticipated that the ballot will occur before the September 2012 Local Government general elections but exact timing will depend on Fair Work Australia.

All Councils need to supply the following to the Association by 31 May 2012:

1. The full name of their voting delegate, and,
2. The private mailing address of the delegate

This is very important as the Association is required to prepare the Roll of Voters for the Australian Electoral Commission.

Your Association will be also providing you with regular communications as this matter progresses through what is now the critical stages of this important initiative.

## **Some Helpful Information**

This process has been ongoing for many years. Current Councillors should be aware of the progress of the matter. The ballot will be best held prior to the September 2012 general elections as new councillors will not be aware of the history or the process and would not be in a position to make an informed decision.

Assuming that the majority of delegates vote "yes" forming One Association would not take place until after 1 March 2013, but no later than 2 June 2013.

A secret ballot is required because it is a requirement under the Fair Work (Registered Organisations) Act. The Associations are federally registered and must comply with this requirement.

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 18

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Shires Association of NSW



All Shires Association members will have 1 vote.

One of the key principles to come from the One Association Convention held in August 2010 was to enshrine the concept that the overall voting numbers of the Rural/Regional area would be the same as the overall voting numbers of the Metropolitan/Urban areas (which are the Metro councils within the County of Cumberland).

The One Association rules have been developed to ensure equity across the membership in a number of ways. Importantly, the One Association rules provide that only Rural/Regional voting delegates are able to vote for the 10 Rural/Regional Board members and the Rural/Regional Vice President in the same way that only Metropolitan/Urban voting delegates are able to vote for the 10 Metropolitan/Urban Board members and the Metropolitan/Urban Vice President.

The total number of votes for the Metropolitan/Urban Region will be the same as the total number of votes for the Rural/Regional region. At the commencement of the One Association this will be 282 for each Region.

The assets of both Associations will be merged together on the amalgamation date. Neither Association will be financial detrimentally affected in any consequential way by this merger.

Please include this letter in your business paper with this recommendation for you to consider:

That Councillor ..... be nominated as Council voting delegate to take part in the forthcoming secret postal ballot to deal with the matter of One Association, and that their name and personal postal address be forwarded to the Associations to form the Roll of Voters prior to the end of May 2012.

If you have any enquiries at this stage please contact Peter Coulton at the Associations on 9242 4030.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Ray Donald'.

Cr Ray Donald  
President



# **WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 19**

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## **1.7 Promoting Better Practice Review**

The Division of Local Government has sent a letter to Council acknowledging they have received Warrumbungle Shire Council's Action Plan to implement the recommendation of the Promoting Better Practice Review.

The letter states that they are pleased to see that Council has already implemented many of the review's recommendations and appears to be making good progress on others and that they are pleased that Council appears to be demonstrating a sound commitment to its continuous improvement. The letter continues to say that the Division wishes to advise that it does not consider it necessary for Warrumbungle Shire Council to continue reporting on the progress of Promoting Better Practice recommendations although they do encourage that the Council's elected body is kept up to date with the progress toward addressing the remaining recommendations on a regular basis.

### **RECOMMENDATION**

For Council's information.

## **1.8 Piece of Infrastructure to be Named after Charlie Nott**

Council is in receipt of a letter from Mr Les Cale who had resided in Dunedoo for nearly 40 years. In this letter, Mr Cale gives reference to Charlie Nott and the service he provided. The letter states that Charlie Nott was a Councillor on the Old Gulgong Shire and later Coolah Shire Council for approximately 37 years and was also President of Coolah Shire for an estimate of 17 years. The letter continues to say that prior to Charlie Nott's passing, he was awarded an Order of Australia Medal largely for this contribution to Local Government.

The letter adds that Bruce Rhindfleish who was the President or Mayor of Coolah Shire Council advised that Coolah Shire was to name a piece of infrastructure in the recognition of Charlie Nott.

Mr Cale has recently made a visit to Dunedoo and was disappointed to see that the naming of a piece of infrastructure after Charlie Nott has not been followed through and would like to bring this to Council's attention. Mr Cale also adds, that Mr Roy Cameron, historian and former Shire Clerk of Coolah Shire Council can confirm accurate dates of Charlie Nott's service.

### **RECOMMENDATION**

For Council's consideration.

# **WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 20**

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## **1.9 Coonabarabran Cultural Arts & Performance Society**

In the March Council meeting it was resolved (299/1112) that Council authorise the General Manager to conduct further enquiries into the request from Coonabarabran Cultural Arts and Performance Society to utilise the Coonabarabran Town Hall Supper Room as an Art Gallery and Cultural Centre business plan to Council.

The Coonabarabran Cultural Arts & Performance Society has now submitted to Council a formalised plan of action attached for Council's consideration.

Whilst letters of support were presented at the March Council meeting, attached is a letter from a resident of Coonabarabran who is objecting to the Coonabarabran Cultural Arts & Performance Society functioning at the Town Hall.

### **RECOMMENDATION**

For Council's consideration.

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 21

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RECEIVED  
06 MAY 2012

BY:.....COONABARABRAN CULTURAL ARTS & PERFORMANCE SOCIETY PROPOSAL

Catharina Zwisser on behalf of the  
**COONABARABRAN CULTURAL ARTS & PERFORMANCE SOCIETY**

**TO: WARRUMBUNGLE SHIRE COUNCIL**  
John Street  
COONABARABRAN 2357

**Attention: General Manager – Steve Loane**

Dear Steve

Thank you for your time and attention to our proposal for an ART GALLERY AND CULTURAL CENTRE for Coonabarabran located in the Coonabarabran Town Hall Supper Room presented on Thursday 15 March 2012.

I appreciate the opportunity to speak to Council to expand on the proposal. Following is a plan of action for our group which I hope you will consider favourably.

## **OBJECTIVE**

TO TRANSFORM THE COONABARABRAN TOWN HALL INTO AN ART GALLERY AND CULTURAL CENTRE MADE UP OF THE FOLLOWING COMPONENTS:

- RENOVATION OF THE SUPPER ROOM FOR USE AS AN ART GALLERY FOR EXHIBITIONS OF VISUAL ART;
- USE OF THE AUDITORIUM FOR A WEEKLY DRUMMING CIRCLE, WITH THE STAGE TO BE USED FOR ABORIGINAL AND VISITING PERFORMANCES, AND THE PRESENTATION OF STORY SHARING; AND
- USE OF THE COURTYARD ROOM FOR THE PRACTISE OF ART FOR MENTAL HEALTH.

SUCCESS OF THIS VENTURE IS DEPENDENT NOT ONLY ON THE PASSION OF THE PROPOSERS, BUT IS SIGNIFICANTLY RELIANT ON DEVELOPING HEALTHY PARTNERSHIPS WITH COUNCIL AND WITH THE ARTS COMMUNITY.

## **SCOPE OF THE PROJECT**

To provide a venue for the presentation of arts and culture in Coonabarabran.

Initial procedures requested by the Coonabarabran Cultural Arts & Performances Society of Council:

- a. The painting of the brick walls in the supper room (white)
- b. Replacement of the concertina doors with a rigid wood or plasterboard wall
- c. Highway facing windows to be tinted and sound proofed (double glazed)
- d. Creation of new storage space for tables and chairs currently stored in the Supper Room
- e. Installation of gallery hanging system
- f. Installation of gallery lighting system
- g. Installation of a back to base security system
- h. Storage space for artworks

# WARRUMBUNGLÉ SHIRE COUNCIL

## Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 22

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TO: WARRUMBUNGLÉ SHIRE COUNCIL

[Pick the Date]

Page 2

### Ongoing Expectations of Council :

- The provision of the Supper Room space to the Coonabarabran Cultural Arts & Performance Society for a period of 2-3 years rent free
- That Council cover the costs of electricity to the art space for the period of 2-3 years
- That Council cover the cost of cleaning and maintenance of the amenities block within the building

### THE COONABARABRAN CULTURAL ARTS & PERFORMANCE SOCIETY

The Society is a newly established group in its infancy and current membership includes:

Co-ordinator – Catharina Zwitter

Curator – to be confirmed

Treasurer – Book-keeper – to be confirmed

Promotional Manager – to be confirmed

The subgroups and facilitators are:

Drumming Circle – David Lusby

Art Therapy for Mental Health – Catharina Zwitter

Aboriginal Performance – Will Robinson

Responsibilities of the Coonabarabran Arts and Performance Society in relation to this project:

- To operate the gallery 5 days each week - 10am to 4pm and on Saturday 9am to 12 noon
- To build a strong society membership
- To promote exhibition opportunities to local and regional artists
- To develop a scale of fees for exhibitors
- To hold an annual regional art exhibition with sponsorship for prizes
- To implement a weekly program of Drumming Circle and rhythm development classes
- To facilitate a weekly program of Art for Mental Health
- To liaise with the Youth Development Officer to promote opportunities for youth participation in the arts as and when appropriate
- To explore further opportunities to utilize the facility space for visiting exhibitions, music groups, Aboriginal and cultural dance and performances, story telling and poetry presentation, live theatre presentations utilizing the stage and dressing rooms,
- Coordinate a program of Youth activities and School Holiday programs focused on artistic training and endeavor
- As cashflow builds the society will contribute to the cleaning expenses for the amenities

### Plan for Financial Management of the Society

- An annual membership fee will be levied
- All activities/workshops will be fee paying with a scale of fees for students, pensioners and adults
- Art for Mental Health participants will be fee paying
- Private Artist Exhibitions will attract a fee from the presenter to cover costs
- Drumming Circle participants will be fee paying Entrance fees will be collected for Annual and Regional Art Show
- All performances in the auditorium will require audience entry fees
- Market events will have stall fees
- Grant funding will be applied for to subsidise operations and activities where possible.

# WARRUMBUNGLA SHIRE COUNCIL

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 23**

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TO: WARRUMBUNGLA SHIRE COUNCIL

[Pick the Date]

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- o Reporting on financial operations will be done on a monthly basis with an up to date trial balance for all accounts with presentation of an annual financial audited report (financial year period to be decided)

## **BENEFITS**

THIS PROJECT WILL PROFILE COONABARABRAN, AND WARRUMBUNGLA SHIRE, AS A STRONG ARTS COMMUNITY, PROVIDING AN OPPORTUNITY FOR LOCAL ARTISTS TO DEVELOP THEIR SKILLS AND DISPLAY THEIR WORK

THE VALUE OF BRINGING PEOPLE TOGETHER AND PROVIDING A SPACE FOR THE PRACTISE AND PRESENTATION OF WORKS – VISUAL AND PERFORMING ARTS – WILL CREATE A STRONG SENSE OF OWNERSHIP AND COMMITMENT TO THE ARTS.

LONG TERM, THIS PROJECT AIMS TO PROVE THAT THE LOCAL AND REGIONAL COMMUNITY VALUES AND SUPPORTS THE PRESENTATION OF LOCAL ART AND IS A FOUNDATION FOR FUTURE PLANNING FOR THE ARTS.

We appreciate the opportunity to present this project to Council and await your positive response.

Sincerely,

Catharina Zwitter



# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 24

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RECEIVED  
11 APR 2012  
BY: Hand delivered

The General Manager,  
Warrumbungle Shire Council,

Dear Sir,

Regarding The Proposal to allow the New Coonabarabran Cultural Arts Performance Society to have the use of the Supper Room at the Town Hall, I wish to register my dismay and disgust that this group was given the offer of this facility as my understanding is that this hall was built to be used by all ratepayers not just a selective group.

Of major concern to me is that other HALL USERS will be denied access to the Supper Room during this time and after attending 2 weddings at the Hall in the past few weeks where every part of the hall was used I cannot see how this room can be taken away.

Having been involved with the Rotary Conference last year and having had almost 500 people being looked after for the time they were in Coonabarabran with everything being held at the TOWN HALL, this would not have been possible without the WHOLE HALL being available.

I also find the fact that this Group is proposing to run this gallery using volunteers is laughable as most organizations struggle to find enough volunteers to run anything for a few days let alone on a full time basis.

After reading the letters tabled at the last Council meeting I have noticed that only 2 actually agreed that the Supper Room was a good idea as an Art Gallery and both of these were from Baradine, only.

I also find it difficult to believe that Council will have to come up with approximately \$30,000 to set this up and would like to know where this money will come from, and will the Ratepayers be fully informed before a decision is made.

Having read the letters from the last meeting I read with interest that not only was the Art gallery proposed but mention was made regarding having Circle Drumming, Aboriginal Dancing and other activities and cannot see how these activities could all be held in the Supper Room, and am concerned that this group will eventually take over the Main Hall as well thus restricting the ability for other people to use this facility.

I believe Council will be setting a dangerous precedent if they allow this proposal to go ahead, as there are a number of OTHER GROUPS in Coonabarabran that may request to take over other parts of the TOWN HALL and would expect to get the same outcome.

I do think there is a need for a Gallery in Coonabarabran to exhibit local arts and craft, but I DON'T believe the TOWN HALL is the APPROPRIATE LOCATION and I certainly hope the Councillors will give serious consideration to rejecting this proposal as it is and allow the Ratepayers to have their opinions by calling a PUBLIC MEETING because I feel that not enough people know about this Proposal.

YOURS FAITHFULLY;

# **WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 25**

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## **1.10 ‘In the Company of Heroes 1915-2015’ travelling exhibition**

Council is in receipt of a letter from the Operation Pilgrimage Group to promote a travelling exhibition titled ‘In the Company of Heroes 1915-2015’ honouring Australian and New Zealand Victoria Cross recipients.

The year 2015 will commemorate the 100<sup>th</sup> anniversary of the landing of ANZAC forces on the Gallipoli peninsular and from November 2015 until April 2015 Operation Pilgrimage will undertake the travelling exhibition throughout Australia. On this travelling exhibition items such as framed portraits incorporating a photograph, citation and biography of each of 138 Victorian Cross recipients will be placed on display. The ‘Coo-ee Convoy’ will transport the exhibition throughout Australia which will begin at Gilgandra NSW in November 2012.

The letter states that the Operation Pilgrimage Group is a voluntary organisation that has earned respect through its actions in honouring the contribution of our pioneering forefathers and the heroic military acts of past generations.

Due to the magnitude of the venture, Operation Pilgrimage is seeking support from Council in the following capacity:

- Through financial sponsorship of any amount
- Through provision of a suitable venue for the display of the exhibition throughout its duration
- Through physical support from the Council for the duration of the visit within the Council’s boundaries
- To allocate a Council Officer to act as Exhibition Liaison between Operation Pilgrimage and the many community groups in the district (RSL, Rotary, Schools, Lions Club Australia, War Widows etc).

### **RECOMMENDATION**

For Council’s consideration.

## **1.11 Brick Bats And Bouquets**

### **Baradine Playgroup**

A resident of Baradine has written to Council in regards to Councils decision to disallow the submission by Baradine Playgroup for a grant consideration in February 2012.

The writer expressed disappointment and a little anger at Council’s decision and questions the reason why they were not successful considering the amount of dollars spent on pre school children age group in Coonabarabran and that a flimsy shed seems unfair as the equipment sits out in the weather and open for theft. The writer adds that Council could

# **WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 26**

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have increased the amount, or is it a case the same as the show ground application for a disabled toilet, that Council don't own the land so Council don't support.

The writer finishes off by saying that the flimsy shed has been ordered and donated privately.

## **RECOMMENDATION**

For Council's information.

### **1.12 Division of Local Government**

#### **- Guidelines for the Payment of Expenses and the Provision of Facilities for Mayors and Councillors in NSW**

The Division of Local Government, NSW Department of Premier Cabinet, is currently updating the Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW.

These guidelines ensure compliance under the Local Government Act 1993 and promote accountability and transparency in the payment of expenses and provision of facilities to Mayors and Councillors to meet community expectations.

The Associations has sent a letter to Council informing that they support the increased participation and representation of women in Local Government and commend to Council to include in our councillor expenses and facilities policies elements that improve access for all candidates, particularly women.

The Associations suggests the following key elements be added to the expenses policy to encourage more women to participate in Local Government and provide increased incentive:

- carer's allowance
- provision of communication technologies – phone, laptop or tablet PC, printer, email address, internet access
- communications and information technology training
- travel allowance (or other assistance)

Council's policy for the payment of expenses and the provision of facilities to Mayors and Councillors was last reviewed and adopted in November 2011 and is due to be reviewed.

## **RECOMMENDATION**

That on review of Council's policy for the payment of expenses and the provision of facilities to Mayors and Councillors, Council considers adding the Associations suggested key elements.



# WARRUMBUNGLE SHIRE COUNCIL

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## **1.13 Moorambilla Voices – Request for Financial Assistance**

Moorambilla Voices has submitted a letter to Council requesting Financial Assistance for the creation of a tent city to accommodate additional students participating in the Moorambilla Voices September Residency in Baradine for 2012. A copy of their submission has been forwarded to Councillors under separate cover.

### **RECOMMENDATION**

For Council's consideration.

## **1.14 NSW Rural Fire Service**

Each year every Council across New South Wales needs to apply for funding from the State Government for Rural Fire Service activities. This application needs to be lodged by the end of October.

For the financial year 2011/2012 the ratepayer contribution for Warrumbungle Shire is estimated at \$340,259.

The estimate contribution for 2012/2013 is \$395,977.

I now seek Council's authority to sign the estimate claim for the year 2012/2013.

### **RECOMMENDATION**

That the General Manager be authorised to sign the 2012/2013 Rural Fire Fighting Fund estimate with a contribution of \$395,977.

## **1.15 2011 Community Building Partnership Program – Refresh to Replay**

At the October 2011 meeting, Council received a report in relation to the 2011 Community Building Partnership Program and resolved to submit a proposal for the refurbishment of the Theatre complex within the Community Services Building in Coonabarabran (**Resolution No 148/1112**). Confirmation of the success of the application for funding under this program has been received with a Letter of Offer approving a grant of \$13,509.

The project includes refurbishment of the Theatre at a quoted cost of \$19,593 – included (stage housing repairs to meet OH&S standards – sound and light rigging, spanbeams, engineer inspection, repainting of the auditorium) and Kitchen at a quoted cost of \$15,636 - (installation of a new kitchen to meet OH & S standards, replacement of ceiling, new cupboards, plumbing to relocate sink, panelling to walls effected by damp and painting)

The total project estimate as per funding application budget is \$ 35,229.

# WARRUMBUNGLE SHIRE COUNCIL

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Income source as follows;

Community Building Partnership Program	\$13,509
Council	\$18,720
Others	\$ 3,000
TOTAL	\$35,229

Others contribution includes some in kind volunteer labour support.

This application was submitted on the understanding that if successful would require a \$ for \$ contribution from Council as per the funding guidelines.

## **RECOMMENDATION**

That Council accepts the Letter of Offer subject to the term and conditions of the grant from the NSW Government 2011 Community Building Partnership Program Project No 11810 for the upgrade of the Theatre complex and **FURTHERMORE** provides a supplementary vote of \$18,720 to meet Councils financial contribution towards the project.

## **1.16 Management Plan Report – March 2012**

Attached is a report on the Management Plan for the third quarter ending March of the 2011/2012 financial year. You should be able to reference this report against the undertakings in the Management Plan.

## **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 \$295,497  
\$175,046

### Special Projects

#### Income

Internal Loan

Year to date (\$1,500,000)  
(\$0)

#### Expenditure

Council Chambers Project

Year to date \$1,500,000  
\$134,065

## Attendance to the following appointments:

- 19 January 2012 - Councillors and Managers – Draft CSP Setting of Indicators
- 19 January 2012 – Council Meeting
- 26 January 2012 – Australia Day Ceremonies throughout Shire
- 31 January 2012 – Community Strategic Plan – Q&A Forum Dunedoo Hall
- 1 February 2012 – Community Strategic Plan – Q&A Forum Coolah
- 2 February 2012 – Community Strategic Plan – Q & A Forum Binnaway
- 2 February 2012 – GMAC Dubbo
- 6 February 2012 – Workshop on Organisational Change

# WARRUMBUNGLE SHIRE COUNCIL

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 30**

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- 7 February 2012 – Community Strategic Plan – Q &A Forum Coonabarabran
- 8 February 2012 – Community Strategic Plan – Q &A Forum Baradine
- 9 February 2012 – Community Strategic Plan – Q & A Forum Mendooran
- 9-10 February 2012 – Mining Related Council meeting Coonabarabran
- 13 February 2012 - Councillor Denis Todd, Councillor Ron Sullivan travelled to Great Lakes Shire to tour their Waste Facilities
- 16 February 2012 – February Council Meeting
- 28 February 2012 - Comprehensive Shire Wide Draft Local Environmental Plan (LEP) Workshop  
A workshop was held on Tuesday 28 February 2012 at the Council Chambers in Coolah, to discuss the new Draft LEP. Council's consultant made a presentation covering the mapping, zoning and wording contained in the new LEP. Councillors and senior staff had the opportunity to acquaint themselves with the draft document before it goes on public display.
- 6 March 2012 - Signing of new building Contracts with David Payne Constructions
- 15 March 2012 – Waste Committee Meeting / Council Meeting
- 16 March 2012 – Country Mayors Conference, Sydney
- 19 March 2012 – C Division, Wellington
- 19 March 2012 – Mendooran Town Meeting
- 20 March 2012 – Coonabarabran Town Meeting
- 21 March 2012 – Dunedoo Town Meeting
- 26 March 2012 - Admin Building Project Committee - Initial meeting for new building
- 26 March 2012 - Regional Development Area afternoon tea with the newly appointed CEO  
Robyn McPherson
- 26 March 2012 – Binnaway Town Meeting
- 27 March 2012 - Castlereagh Bush Fire Management Committee
- 27 March 2012 - Baradine Town Meeting
- 28 March 2012 – Coolah Town Meeting

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 31

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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)  
(\$2,013,054)

#### Expenditure

General Management

Year to date \$343,955  
\$276,900

### Special Projects

#### Expenditure

Community Strategic Planning

Year to date \$55,000  
\$80,041

Attendance to the following appointments;

# WARRUMBUNGLE SHIRE COUNCIL

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- 6 January 2012 – Attend Financial Services Meeting
- 17 January 2012 – Managers meeting
- 18 January 2012 – Public Hearing
- 18 January 2012 – BBQ Dinner Rusty Club
- 19 January 2012 – Waste Committee Meeting
- 19 January 2012 – Community Strategic Plan Workshop
- 19 January 2012 – Council Meeting Coonabarabran
- 20 January 2012 – Andor Meeting – Disaster Recovery
- 24 January 2012 – Meeting with Mark Coulton at WSC Office
- 26 January 2012 – Australia Day Ceremonies throughout Shire
- 31 January 2012 – Community Strategic Plan – Q&A Forum Dunedoo Hall
- 1 February 2012 – Community Strategic Plan – Q&A Forum Coolah
- 2 February 2012 – Community Strategic Plan – Q & A Forum Binnaway
- 2 February 2012 – GMAC Dubbo
- 7 February 2012 - Attend Administration & Customer Service Meeting
- 7 February 2012 – Community Strategic Plan – Q & A Forum Coonabarabran
- 8 February 2012 – Community Strategic Plan – Q & A Forum Baradine
- 9 February 2012 – Community Strategic Plan – Q & A Forum Mendooran
- 10 February 2012 – Mining Related Council – Coonabarabran
- 14 February 2012 – Consultative Committee meeting
- 14 February 2012 – OHS Committee meeting
- 16 February 2012 – Joe Barrett Cobia Coal Mine – Voluntary Planning Agreement
- 20 February 2012 – Consultative Committee meeting
- 21 February 2012 – Managers meeting
- 23 February 2012 – Workplace Health & Safety Training
- 28 February 2012 – Comprehensive Shire Wide Draft Local Environmental Plan (LEP) Workshop
- 1 March 2012 IP&R Workshop provided by Division of Local Government
- 6 March 2012 – Workshop for Organisational Change
- 6 March 2012 – Signing of new building contracts with David Payne Constructions
- 6/7/8 March 2012 – Document & Records Management system presentation
- 14 March 2012 – Consultative Committee Meeting
- 14 March 2012 – OHS Meeting
- 14 March 2012 – Outlook Training
- 15 March 2012 – Waste Committee Meeting
- 15 March 2012 – Council Meeting, Coonabarabran
- 16 March 2012 – Country Mayors Conference, Sydney
- 19 March 2012 – C Division, Wellington
- 19 March 2012 – Mendooran Town Meeting
- 20 March 2012 – Coonabarabran Town Meeting
- 21 March 2012 – Dunedoo Town Meeting
- 24 March 2012 – Official Opening of the Men's Shed
- 26 March 2012 – Admin Building Project Committee - Initial meeting for new building
- 26 March 2012 – Regional Development Area afternoon tea with newly appointed CEO Robyn McPherson
- 26 March 2012 – Binnaway Town Meeting
- 27 March 2012 – Castlereagh Bush Fire Management Committee
- 27 March 2012 – Baradine Town Meeting
- 28 March 2012 – Coolah Town Meeting
- Weekly - Manex meetings



# WARRUMBUNGLE SHIRE COUNCIL

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Training		\$108,694
	Year to date	\$72,895

## Special Projects

### Expenditure

Workforce Management Plan		\$65,000
	Year to date	\$48,170

## 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

- Payment of wages undertaken and completed on time
- Following Council's adoption of the new Organisational Structure in December, two new Directors and two new Managers were appointed in March as well as several newly created positions filled with current staff. Advertising of other vacant positions both internally and externally occurred. Fourteen permanent staff recruited filling vacated and newly created positions. Six staff terminated employment with Council this quarter.
- Newly appointed staff completing three months employment undertook their Probationary Employment Review.

## 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

- Eleven Workers Compensation incidents reported resulting in 8 lost time claims.
- Workplace Safety Officer coordinated Occupational Health & Safety Management System Audit by Echelon, with staff workshops, completion of workbooks and inspections associated with this audit being undertaken
- State Wide Continuous Improvement Action Plan reviewed



# **WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 35**

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- Organised workshops for Managers and Directors regarding Contractor Management and Public Liability issues.
- Workshop run for Managers/Directors on Due Diligence referred to in Work Health Safety Act

## **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**

- Mentor Program undertaken in January. Staff who expressed an interest in mentoring new staff and trainees gained skills to provide advice and support.
- Organisation Change Management training undertaken by all staff following implementation of the new Organisational Structure. This training enabled staff to understand the changing world of Local Government and to help them to develop strategies to cope with the imminent changes.
- HR continues to source and provide training for all staff in both Legislative and Personal Development areas with workshops being held to renew the compulsory Blue and Yellow Card licences. Customer service staff attended training in the new Microsoft Outlook package now being used by Council.
- An organisational Training Plan developed for all Council staff and the Learning and Development Coordinator continues to liaise with staff and supervisors to establish competency training needs.

**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	(\$3,378)

Expenditure

Development Services Management		\$87,940
	Year to date	\$68,154

Economic Promotion		\$29,295
	Year to date	\$7,604

- Shared facilitation of consultation with Dunedoo community on MPF and Streetscape – follow up with postcoded survey; advertised for EOI's for use of Powerhouse building in Coona.
- Liaison with RDA-Orana.
- Working with business communities across shire on campaigns – Shop Local, Business workshop on Being Customer Ready well attended - utilising a partnership with OCU to subsidise total costs.
- Orana Region EDO reports sent to GMAC
  - Skills Attraction Survey – expanded membership of project; re-drafted survey for test run; to identify gaps and requirements to help to more effectively target future residents and employment opportunities across the region and shire; will also re-define role in Rural and Regional Living Expo for future years;
  - Discussed the establishment of a Chapter of EDA for OROC EDO's – offering a range of products including economic development workshops and training – will tailor to suit specific needs; EDA seeking recognition of economic development in the Local Government Act;
  - Social Media Training opportunity and assistance for community groups requiring DGR status to access philanthropic funds.
- Notification of success of Community Building Partnerships funding for refit of theatre in Community Services Building



# 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 \$49,971

- Dominant issues during the quarter include implementation of the new organisation structure, revaluation of water and sewerage assets, attendance at town committee meetings and reviewing the community strategic plan and of course the works programme in general.

## **Technical Services**

### Performance Target (Service Levels)

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

## Progress Upon Review

- Specifications were developed and contracts awarded for construction of Baby Creek Bridge and the toilet block in Baradine.
- Consultants were engaged and works progressed in the following areas; geotechnical investigation of eight(8) bridge sites, concept designs for four(4) intersections with traffic management issues, inspections of all bridges and major concrete culverts. Also, liaison and consultation continued on the Baradine Floodplain Management Plan.

# 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	\$21,395

Traffic Management		\$4,650
	Year to date	\$313

Survey, Investigation and Design		\$160,801
	Year to date	\$109,901

Asset Management Technical Services		\$44,126
	Year to date	\$15,415

#### Special Projects

#### Expenditure

Design Services		\$26,000
	Year to date	\$31,635

- Completed designs during period include; Dalgarno Street Culvert Extension, Baby Creek Bridge, Box Ridge Road causeway replacement, Barneys Reef Project on SH18. Ongoing investigation and design on the following projects; Gentle Annie Road, Bingie Grumble Road, Saltwater Creek No 2, Box Ridge Road culvert replacement, Tongay Bridge and Garrawilla Creek on Wyuna Road.

# **WARRUMBUNGLA SHIRE COUNCIL**

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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 water and sewerage system and road network continued during the period.

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 41

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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

	(\$3,874)
Year to date	<u>(\$3,293)</u>

#### Expenditure

Works Services Management

	\$218,040
Year to date	<u>\$138,322</u>

- 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	<u>(\$1,447,000)</u>
		(\$1,286,250)

#### Expenditure

Regional Roads	Year to date	<u>\$20,000</u>
		\$10,914

#### Block Grant

Year to date	<u>\$1,427,000</u>
	\$1,335,123

### Special Projects

#### Income

Regional Roads	Year to date	<u>(\$969,000)</u>
		(\$896,211)

#### Expenditure

Regional Roads	Year to date	<u>\$969,000</u>
		\$621,695

- Due to a large amount of shoulder rehabilitation work being carried out in the first half of the year, pot hole patching and roadside slashing have been the only activities carried out on the regional road network in this quarter.

## **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 Deadman's Gully on MR55 with the stabilisation of both the upstream and downstream batters completed. The extension of the existing three cell culvert has also been completed.



# WARRUMBUNGLE SHIRE COUNCIL

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**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**

#### **Operational Budget**

##### **Income**

Local Roads

Year to date (\$3,209,000)  
(\$1,206,339)

##### **Expenditure**

Local Roads

Year to date \$4,639,301  
\$2,568,178

#### **Special Projects**

##### **Income**

Local Roads

Year to date (\$840,000)  
(\$980,000)

##### **Expenditure**

Local Roads

Year to date \$840,000  
\$1,415,257

- Flood damage restoration works is continuing, with construction of a replacement causeway on Guinema Rd, and work continuing on the Sand Creek causeway on Tooraweenah Rd.
- 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 roads completed in this quarter. These roads included Wattle Springs Rd and Ropers Rd.
- Construction of 1.6km on Piambra Rd has nearly been completed.
- 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	_____
Private Works		(\$191,600)
	Year to date	_____
		(\$38,750)

#### Expenditure

Baradine		\$71,392
	Year to date	_____
		\$45,488
Binnaway		\$71,001
	Year to date	_____
		\$45,021
Coolah		\$71,000
	Year to date	_____
		\$47,278
Coonabarabran		\$198,700
	Year to date	_____
		\$137,050
Dunedoo		\$75,000
	Year to date	_____
		\$33,488
Mendooran		\$58,621
	Year to date	_____
		\$38,496
Villages		\$25,259
	Year to date	_____
		\$19,469
Private Works		\$120,000
	Year to date	_____
		\$43,034



# 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	(\$1,384,769)

#### Expenditure

State & National Roads Management & Operations		\$2,201,000
	Year to date	\$1,887,371

Regional Road Reseals		\$310,000
	Year to date	\$286,271

Local Rural Roads Reseals		\$410,000
	Year to date	\$21,425

Local Urban Road Reseals		\$174,300
	Year to date	\$61,991

- Works undertaken during the quarter include; renewal of pavement on roundabout in Coonabarabran, heavy patching and a significant resealing programme.
- 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. Current end of year forecast indicates a net position

# **WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 47**

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between expenditure and income for the current year. That is, the expected 'budget' surplus of \$49,731 is now not expected due to a number of reasons including resignation payment to a staff member and receipt of income in 2010/11 for works undertaken in 2011/12.

## **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; however most of the resealing program for urban roads and local rural roads is scheduled for completion in April 2012.

# WARRUMBUNGLE SHIRE COUNCIL

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**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.

## **Progress Upon Review**

### Operational Budget

#### Income

Operational Income		(\$18,641)
	Year to date	(\$3,518)

#### Expenditure

Urban Services Management		\$94,160
	Year to date	\$53,834

Horticulture		\$740,847
	Year to date	\$491,252

Street Cleaning		\$217,762
	Year to date	\$142,005

Toilets		\$178,864
	Year to date	\$132,388

TOTAL		\$1,231,633
		\$819,479

### Special Projects

#### Expenditure

Horticulture		\$226,200
	Year to date	\$29,845

## **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 now done in next three months

# WARRUMBUNGLE SHIRE COUNCIL

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## **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**

- Grass cutting almost finished for year.

## **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 swept as per program  
Baradine only one overspent

## **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**

**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	Year to date	<u>(\$1,479,526)</u>
		(\$1,357,403)

#### Expenditure

Warrumbungle Waste	Year to date	<u>\$1,632,594</u>
		\$1,329,693

### Special Projects

#### Expenditure

Landfill Survey	Year to date	<u>\$35,000</u>
		-

Fencing	Year to date	<u>\$25,000</u>
		-

Skip Bin	Year to date	<u>\$18,000</u>

Trenches	Year to date	<u>\$30,000</u>

## 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

- All sites except Ulamambri now manned.
- Study to be completed on Coonabarabran landfill.

### 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 and recycling collected on weekly basis.



# 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		
	Year to date	<u>(\$2,122,827)</u>
		(\$1,753,774)

#### Expenditure

Baradine		
	Year to date	<u>\$231,300</u>
		\$121,976

Binnaway		
	Year to date	<u>\$181,950</u>
		\$96,391

Coolah		
	Year to date	<u>\$214,660</u>
		\$100,807

Coonabarabran		
	Year to date	<u>\$560,108</u>
		\$328,354

Dunedoo		
	Year to date	<u>\$229,860</u>
		\$113,493

Mendooran		
	Year to date	<u>\$235,384</u>
		\$103,969

#### Special Projects

##### Expenditure

Baradine		
	Year to date	<u>\$61,000</u>
		\$138,448

Binnaway		
	Year to date	<u>\$86,000</u>
		\$21,437

Coolah		
	Year to date	<u>\$76,000</u>
		\$18,543

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 52

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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 readvertised and three people were interviewed. Mr Ken Hale, who is from New Zealand, has been appointed to the position and he commenced duties on the 7 March 2012.
- The position of plumber in Coolah was advertised and Mr Stewart Daly from Newcastle has been appointed, Mr Daly commenced duties on 16 April 2012. No suitable applicants were found for the position of Plumber in Dunedoo and the position has been readvertised
- 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.
- The project to assess the value of water and sewer assets commenced during the quarter. Consultants have been engaged to assist Council with the process of valuation. The valuation process was last undertaken in 2007 and asset data collected at that time is required to be reviewed and updated.

## **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

- Another four(4) staff members attended the three day training course on the use of fluoride. Three of these staff members passed the course, however one of these staff members has since resigned to take up employment elsewhere.
- A boiled water alert was issued in late December for drinking water in Mendooran and is on going throughout the quarter. Investigations are continuing into the feasibility of establishing chlorine injection at the reservoir in Coolabah 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.
- Pumps and electrical equipment was installed on the new backwash tank at the Baradine Water Treatment Plant. Outstanding works include some pipe connections and electronic controls. Installation of an internal office commenced during the quarter.

# 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.

**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 \_\_\_\_\_ (\$29,636)

##### Expenditure

Warrumbungle Water  
Year to date \_\_\_\_\_ 29,000  
Year to date \_\_\_\_\_ \$24,345\*

- The systems generally operating satisfactorily.

\*Note: Expenditure figures at 30 April 2012.

**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	(\$734,219)
<u>Expenditure</u>		
Baradine		\$91,800
	Year to date	\$64,110*
Coolah		\$129,105
	Year to date	\$125,647*
Coonabarabran		\$447,700
	Year to date	\$403,529*
Dunedoo		\$121,580
	Year to date	\$127,392*

\*Note: Expenditure figures at 30 April 2012.

### Special Projects

#### Expenditure

Baradine		\$10,000
	Year to date	\$0
Coolah		\$61,000
	Year to date	\$0
Coonabarabran		\$204,000
	Year to date	\$15,507
Dunedoo		\$61,000
	Year to date	\$0

- Many capital works, particularly in Coonabarabran are behind schedule due to resource issues.
- The project to extend sewer to a property in Dows Lane was completed during the quarter.
- Pumping stations and manholes generally providing satisfactory service levels.
- Staff have undertaken inspection of around 10% of the sewer network using CCTV for the purpose of providing information to consultants who are assisting with determination of asset condition and ultimately asset value.

# **WARRUMBUNGLE SHIRE COUNCIL**

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## **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

## **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.

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# WARRUMBUNGLA 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 (\$52)

#### Expenditure

Environmental Services Management		\$200,024
	Year to date	<u>\$87,888</u>

- Division being managed with the aid of contractors at present due to shortages in staffing in key area of building control. Lack of continuity of employees is not conducive to improvement of processes. Despite shortages management commitments are being met generally on time and applications and complaints are generally being completed in satisfactory manner.
- No new policies developed in this quarter.
- Considerable time expended in completing the tender process for the new council chambers.

# 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			
			(\$65,000)
	Year to date		(\$43,903)

##### Expenditure

Town Planning			\$97,007
	Year to date		\$77,495

Heritage Conservation			\$8,000
	Year to date		\$8,570

Public Land Register & Leasing			\$7,000
	Year to date		\$4,029

Rural Numbering/Alcohol Free Zones			\$1,000
	Year to date		\$801

#### Special Projects

##### Income

Section 94 and 94A income			(\$65,000)
	Year to date		(\$53,890)

##### Expenditure

Restriction of S94 and 94A funds			\$65,000
	Year to date		0

- Development approval activity continuing as expected with income and expenditures in line with expectations. Applications generally processed within acceptable timeframes however, improvement in turn around times expected with greater public education of DA/CC requirements and improved workflows as more managers come on board in key areas throughout the organisation.
- Town planning expenditure includes figure of approximately \$7,700 for planning proposal for reclassification of public lands LEP

# **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 service higher than expected due to demands of LEP process and increased consultants fees.

### **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**

- Vacant land leased and maintained.

**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.



# WARRUMBUNGLE SHIRE COUNCIL

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## Progress Upon Review

### Operational Budget

#### Income

Building Control		(\$83,000)
	Year to date	(\$44,749)

#### Expenditure

Building Control		\$192,424
	Year to date	\$118,302

- Building control expense down due to staff shortages which is being managed by bringing in contractor and director doing some of the role.
- Building control income also down based on estimate.

## 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 sewage services approved and inspected in accordance with Health Department guidelines and septic complaints responded to and rectifying orders given.

**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.

# WARRUMBUNGLA SHIRE COUNCIL

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## Progress Upon Review

### Operational Budget

#### Income

Health and Building Management		<u>(\$6,000)</u>
	Year to date	<u>(\$7,485)</u>

Cemeteries		<u>(\$93,500)</u>
	Year to date	<u>(\$58,860)</u>

Pools		<u>(\$85,400)</u>
	Year to date	<u>(\$66,394)</u>

#### Expenditure

Health and Building Management		<u>\$99,608</u>
	Year to date	<u>\$76,179</u>

Cemeteries		<u>\$135,042</u>
	Year to date	<u>\$88,016</u>

Pools		<u>\$580,842</u>
	Year to date	<u>\$474,251</u>

State of the Environment		<u>\$7,750</u>
	Year to date	<u>\$2,750</u>

### Special Projects

#### Expenditure

Native Grove Cemetery		<u>\$19,000</u>
	Year to date	<u>\$12,954</u>

Baradine Pool		<u>\$12,000</u>
	Year to date	<u>\$4,580</u>

Coonabarabran Pool		<u>\$25,000</u>
	Year to date	<u>0</u>

- Pools considerably under budget due to staff shortages in the end of season causing a reduction in hours in the Baradine, Mendooran and Binnaway pools.
- Cemetery budget outcome down on expectations in both Income and expenditure.
- No expenditure on the Coonabarabran pool development plan pending a review of the concept after public consultation as part of Integrated Planning and Reporting framework and possible relocation of site.

## 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.

# **WARRUMBUNGLE SHIRE COUNCIL**

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## **Progress Upon Review**

- Regional report completed and expect a further invoice from the Council administering project.

## **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**

- Almost all food premises within the shire have received an initial food inspection by council's EHO. Compliance generally of a satisfactory standard with premises requiring upgrading being encouraged to develop a staged approach.

## **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.

## **Progress Upon Review**

- Increased activity in illegal dumping which requires council clean-up unless offenders can be detected.
- Use of infrared remote camera will be implemented in key locations to gather evidence for prosecution.
- No pollution incidents reported.

## **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

# **WARRUMBUNGLE SHIRE COUNCIL**

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## **Progress Upon Review**

- Severe staffing shortages has resulted in the three smaller towns pools being forced to reduce hours and close early in the case of Binnaway. No significant community objection received by staff.

## **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**

- Cemetery income and expenses proportionally down on estimates.
- Next stage expansion of Native Grove Lawn Cemetery plans developed and money allocated in 2012/13 budget after report to council at April meeting. Approximately 1 years supply of plots available based on past take-up rates.

# WARRUMBUNGLE SHIRE COUNCIL

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**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)  
(\$10,865)

##### Expenditure

Ordinance Services

Year to date \$185,060  
\$77,004

- Income will receive an increase when internal adjustments of \$14700 are completed in June from water funds for water monitoring service.

## **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**

- Fines and dangerous dog declarations made for dogs attacking people and animals recently and companion animals services provided well across the Shire.

# **WARRUMBUNGLE SHIRE COUNCIL**

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## **Activities**

### **Vacant Land Management**

#### **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**

- Increased illegal dumping activity on vacant crown lands being experienced with known areas being patrolled regularly and to be targeted with surveillance cameras when received.

## **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 carried out in accordance with Health Department requirements and Mendooran still on boil water alert after failure of samples on 23/12/2011.

# WARRUMBUNGLE SHIRE COUNCIL

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**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		\$138,000
	Year to date	<u>\$94,405</u>

- Acting Director Community Services role maintained during organisational restructure handover period
- New Director Environmental and Community Services recruitment process completed and Director appointed
- Coonabarabran Interagency resourced and convened

# WARRUMBUNGLE SHIRE COUNCIL

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**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

Year to date (\$32,700)  
(\$33,931)

#### **Expenditure**

Road Safety Officer

Year to date \$25,598  
\$65,487

- "Free Cuppa for the Driver" Fatigue program developed and to commence March 2012. Warrumbungle Shire participating with Moree Plains, Gwydir, Parkes, Forbes and Lachlan Shires. Visiting drivers can have a free cuppa and have a chance to win a GPS plus fuel up to the value of \$300 total. Program ends 25 May 2012.
- Planning undertaken for 2012-13. Programs will focus on be Speed on Local Roads, Speed in School Zones, Fatigue – Free Cuppa and Graduated Licencing Scheme.
- PAMP mapping for Coolah, Dunedoo, Mendooran, Binnaway and Baradine completed.
- Heavy Vehicle Operator's database updated.
- Participation in Traffic Committee.



# WARRUMBUNGLE SHIRE COUNCIL

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**Division:** Community Services  
**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)

penditure

Community Development Officer

Year to date \$83,350  
\$94,011

- This project is now complete

# WARRUMBUNGLE SHIRE COUNCIL

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**Division:** Community Services  
**Management Activity:** Community Development  
**Section:** Youth Development Officer

## **Youth Development 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

### **Youth Development Officer**

#### Performance Target (Service Levels)

- Increased connectedness, resourcefulness, trust, respectfulness or participation in the community, especially within the youth community.
- Organisations increase participation in and engagement with youth in their community.
- Increased social inclusion and life skilling of youth programming.
- Increased training and skills development opportunities.
- Development of new and existing communication and network systems across the shire.
- Increased connectivity between community youth across the shire with Council.
- Development of youth engagement processes within local decision making processes.
- Promotion of youth services, information sharing and networking between youth and community services.
- Ensure objectives and requirements of Funding Agreement are met

## 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

\$94,011

- Transition requirements from CSGP to Community Builders completed with commencement of new Youth Development Officer into new role; over expenditure due to restructure of position
- Support of January 2012 School Holiday program, and post evaluation process. 710 children and youth accessed the 3 week program, with 563 identified as Indigenous. Average daily attendance: 47 child and youth, 37 indigenous youth
- Meetings with community organisations and schools
- Preparation of National Youth Week 2012 program through information support, distribution and referrals; program development, risk management strategy development.
- Funding grant submission – Country Arts Support Program (Regional Arts NSW) \$2,400 for Indigenous Mentoring Arts Program
- Researching funding for youth programming and social skill development across shire.

# WARRUMBUNGLE SHIRE COUNCIL

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- Researching proposal for Youth Council within Warrumbungle Shire: including development of models of approach, Memorandum of Understanding, Application process, support and sustainability processes.
- Advocacy of youth issues and program ideas through Coonabarabran Interagency
- Communication and information sharing process with surrounding shire youth programs
- Integration with youth through existing community programs, including Drop In Centres in Coonabarabran and Coolah, shire school visits.

**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 various electronic Disaster Plans
- 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 \_\_\_\_\_ NIL

#### Expenditure

Emergency Services

Year to date \_\_\_\_\_ \$86,300  
\$52,397

- Quarterly Local Emergency Management Committee (LEMC) meeting conducted at Coonabarabran. Presentation by ESC on Rural Addressing within Shire Well attended by all groups
- 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 completion of shire mapping of Rural Addresses for Emergency Services.
- Attended District Emergency Management Committee (DEMC) meeting at Orange

# WARRUMBUNGLE SHIRE COUNCIL

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- Monitor and manage VRA and SES budgets.

**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

- Recruitment of new General Manger Castlereagh Macquarie County Council (CMCC)
- Councillor attendance at CMCC meetings

**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, 17 May 2012 commencing at 9.00am Page 71

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## Progress Upon Review

### Operational Budget

#### Income

Community Care Other		(\$92,202)
	Year to date	(\$68,799)

#### Expenditure

Preschools		\$31,419
	Year to date	\$5,628

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

Westpac Instore		\$84,426
	Year to date	\$57,206

International Womens Day/ NAIDOC Week, Seniors/Youth Week		\$10,000
	Year to date	\$2,463

Development Coordinators		\$ 80,000
	Year to date	\$50,000

\$130,172

### Special Projects

#### Expenditure

Family Support Services Coonabarabran – Irrigation		\$10,000
	Year to date	\$6491

## 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

## Progress Upon Review

- Coolah Preschool supported in recruitment processes and planning for additions/refurbishment of preschool building.
- Increasing demand for extended Preschool and Long Day Care noted in Community Strategic Plan
- Irrigation installation at Family Support Services building

### 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

# **WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 72**

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## **Progress Upon Review**

- Participation on Orana Arts Board
- Regional Arts Development officer attends Community Development meetings
- Local Country Arts Support Program (CASP) grant applications supported.

## **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**

- NAIDOC Week activities planning underway for 2012
- Seniors Week 2012 - full program of events across the Shire. Calendar developed and distributed. Schools, libraries, Senior Citizens Groups, Community Groups and Warrumbungle Community Care hosted activities such as live entertainment, morning teas, grandparents events, displays, workshops, sporting activities and day trips. Warrumbungle Community Care, in conjunction with local groups hosted live entertainment by Richie Gudgeon in Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran. Over 300 local residents attended these performances.
- IWD - 75 women attended the IWD event in Baradine. Key note speakers and entertainment provided.

## **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**

- Development Coordinators have attained \$19,590 worth of successful grants this period from a total of 12 applications. Total grants received this financial year amounts to \$139,550
- Co-ordinators network meetings convened.
- Community events and activities supported.
- Development Coordinators attending Tourism and Economic Development Meetings.

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 73

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## 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, mystery shopping results 100%

**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

#### 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	\$332,440

- 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
- Locks repaired and replaced Coonabarabran Library.
- New Manager Coolah library recruited.

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 74

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**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	(9,189)

#### Expenditure

Halls		\$171,640
	Year to date	\$133,896

### Special Projects

#### Expenditure

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

- Mendooran Mechanics Institute Hall Roof Replacement Project complete, claim for 50% funding NSW Heritage (50%) to be made and supplementary vote request as per separate Mendooran Mechanics Institute Report.
- Binnaway Hall security locks installed
- Coonabarabran Town Hall – minor repairs undertaken



# WARRUMBUNGLE SHIRE COUNCIL

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**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>	(\$20,959)

#### Expenditure

Ovals		\$244,130
Sport and Recreation Other		\$10,850
	<i>Year to date</i>	\$176,676

- Ovals maintained and prepared for various sports as per bookings.
- Mendooran irrigation project underway at Recreation Ground/Oval
- Baradine Grandstand project completed
  
- Income includes: contribution from Coonabarabran Junior Cricket Club \$5509 for practice nets at No 3 Oval (10/11). Contribution from Coonabarabran Tennis Club for Lights project completed last year (10/11) \$12,000



# WARRUMBUNGLE SHIRE COUNCIL

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 77**

## Progress Upon Review

### Operational Budget

#### Community Transport

Income		(\$166,576)
	Year to date	(\$105,999)

Special Projects Income		(\$125,000)
	Year to date	(\$65,991)

Expenditure		\$291,576
	Year to date	\$185,862

### Multiservice Outlet

Income		(\$466,237)
	Year to date	(\$322,948)

Special Projects Income		(\$76,000)
	Year to date	(\$50,645)

Expenditure		\$542,237
	Year to date	\$390,835

## **Service Statistics**

- Quarterly newsletter developed and distributed
- Survey on Community Bus undertaken.
- Advisory Committees in Northern and Southern ends convened.
- Information session on Frozen Meals conducted.
- Minimum Data Set (MDS) statistical data submitted to Department Aging Disability and Home Care (ADHC)
- Manager WCC Acting Director Community Services during third quarter. Service Coordinator appointed Acting Manager WCC

## **Service Statistics**

Program	Northern	Southern	Total	Target
Meals on Wheels	867	1089	1956	<b>2650</b>
Home Maintenance	409	470	879	<b>598</b>
Social Support	793	260	1053	<b>817</b>
Respite	58	86	144	<b>389</b>
Transport Services	750	648	1398	<b>1636</b>
Transport Kms	62367	35519	97886	<b>N/A</b>

**Centrelink Agency Performance Target (Service)**

### Levels)

- Provision of Centrelink Agency to service the needs of Coonabarabran

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 78

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## Progress Upon Review

Centrelink Operational Budget

Income

Year to date (\$28,252)  
(\$18,939)

Expenditure

Year to date \$28,252  
\$21,874

## Activities

### **Centrelink Agency**

Performance Target (Service Levels)

- Provision of Centrelink Agency to service the needs of Coonabarabran

## Progress Upon Review

### **Service Statistics**

<b>Service</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Total Number</b>
Forms/Documents	349	370	212	931
Referral	125	129	98	352
Self Service	4	3	1	8
Equipment	43	72	49	164
Number of Customers	235	244	153	632



## WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 80

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### A snap shot of Castlereagh Family Day Care numbers for 2<sup>nd</sup> quarter 2012

<b>Shire</b>	<b>Number of Educators</b>	<b>Number of families</b>	<b>Number of Children</b>	<b>Number of families on waiting list</b>
Warrumbungle	<b>13</b>	<b>86</b>	<b>130</b>	<b>0</b>
Gilgandra	<b>6</b>	<b>52</b>	<b>79</b>	<b>0</b>
Coonamble	<b>4</b>	<b>42</b>	<b>69</b>	<b>0</b>
<b>TOTAL</b>	<b>23</b>	<b>180</b>	<b>278</b>	<b>0</b>

### In Home Care (not included in above table)

<b>Shire</b>	<b>Number of Educators</b>	<b>Number of families</b>	<b>Number of Children</b>	<b>Number of families on waiting list</b>
Warrumbungle	<b>3</b>	<b>3</b>	<b>10</b>	<b>0</b>
Gilgandra	<b>2</b>	<b>2</b>	<b>5</b>	<b>0</b>
Coonamble	<b>1</b>	<b>1</b>	<b>4</b>	<b>0</b>
Warren	<b>2</b>	<b>2</b>	<b>4</b>	<b>0</b>
<b>TOTAL</b>	<b>8</b>	<b>8</b>	<b>21</b>	<b>0</b>

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 81

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**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		
	Year to date	<u>(\$190,897)</u>
		(\$132,765)

#### Expenditure

Connect 5		
	Year to date	<u>\$190,897</u>
		\$115,558

- After school care started at St. Lawrence's School 13<sup>th</sup> February, operating 5 days per week for children attending primary school.
- Currently 6 families participating in the OOSH (Out of school hours) service. 19 Bookings per week.
- C5 Staff attended Outlook training.
- Participation in Warrumbungle Shire Strategic Plan
- C5 Staff participating in the organising committee for MCSA's annual Sate Conference
- There were 34 Play Sessions and a total attendance of 526 with 109 families participating.
- 40 items were borrowed from the toy library by 23 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.
- A representative from Family Support Services attends interagency meetings each month in Coonabarabran.
- A new vehicle has been ordered. Replacement to arrive in July.

# WARRUMBUNGLE SHIRE COUNCIL

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**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>
		(\$753,933)

#### **Expenditure**

Preschool/Long Day Care		
	Year to date	<u>\$789,462</u>
		\$763,285

- Bandulla St (57 places) & Robertson St (20 Places) maintained with permanent bookings and casual bookings at approx. 94% capacity. Absences & Vacancies filled with casual bookings.
- Negative impact on Long Day Care enrolments following the price increase this year, with 3 families reducing enrolments or changing to preschool. Indigenous enrolments have been constant.
- Current waiting list is small in comparison to 2011. Enquiries from families possibly relocating to Coonabarabran for employment.
- Staff development – EpiPen training and information session. 3 staff members enrolled to commence Diploma in Children's Service, 1 staff member enrolled to commence Certificate III Children's Service and 1 staff member enrolled to commence Certificate I Business Administration
- Centre Events in period - Australia Day celebrations, entries in the Coonabarabran Show, Mother's night, Harmony week, and Purple day
- Networked with local public school for commencement of Ready Readers program
- Feasibility Study documentation and focus group meetings conducted, survey distributed to families and stakeholders
- Centre is currently working on the Quality Improvement Plan (QIP) for the National Quality Standards, update of service policies.





# WARRUMBUNGLE SHIRE COUNCIL

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**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	(\$29,334)

Staff Housing and Dwellings		(\$38,411)
	Year to date	(\$29,036)

#### Expenditure

Property Management		\$244,416
	Year to date	\$211,504

Staff Housing and Dwellings		\$49,246
	Year to date	\$23,237

### Special Projects

#### Expenditure

Staff Housing and Dwellings		\$18,400
	Year to date	(\$11,125)

- Income Property Management journals from internal accounts to be actioned
- Coonabarabran Medical Centre has required some urgent R&M to meet accreditation standards – installation security screens on external window, new carpet, painting.
- Dunedoo Medical Centre R&M works completed
- Drs Residence in Coolah and staff residence (4 Irwin Street) have also required painting and some new carpet.
- One staff residences in Coolah remains vacant – 84 Martin Street, pending finalisation of recruitment and appointment of Manager position
- Coolah and Coonabarabran Offices Air Conditioning assessment completed
- Cleaning contract vs Cleaner role at Coonabarabran under review

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 85

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**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		<u>(\$27,276)</u>
	Year to date	(\$23,827)

#### **Expenditure**

Financial Services Management		<u>\$277,702</u>
	Year to date	\$184,313

- Chief Financial Officer appointed
- Financial Services team working through IP&R Resourcing Strategy

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 86

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**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.

## 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)  
(\$7,135,210)

### Expenditure

Finance Services

Year to date \$939,904  
\$466,181

- Draft Budget for 2012-2013 has been presented to Council along with Draft 10 Year Financial Plan.

# **WARRUMBUNGLA SHIRE COUNCIL**

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council  
Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 87**

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# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 88

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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		(\$64,433)
	Year to date	(\$13,983)

##### **Expenditure**

Management		\$84,476
	Year to date	\$40,065

Administration Services		\$492,900
	Year to date	\$293,328

- Commencement of Trainee
- Organisational Change workshops attended by all Administration staff
- Casual staff continue to assist due to secondment of Administration staff to other sections
- Water and rating periods busy
- Correspondence and emails processed promptly following Christmas/New Year office closure.
- Advertisements distributed calling for financial assistance grant applications with submissions presented to Council's February meeting.
- Technical Services Administration Officer undertook role of Acting Administration Manager for 7 weeks
- Presentation to panel and selection of Electronic document management system and recommendation to Council's March meeting for InfoXpert accepted.

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 89

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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  
195,027

- Fuel reconciliations completed weekly and balanced
- Faulty bowser at Coonabarabran Depot
- Stores purchasing under review by Finance Department
- Internal transfers for supply services oncosting journal to be actioned





# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 91

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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 (\$505,919)  
NIL

#### Expenditure

IT Support Services Management

Year to date \$53,500  
\$72,162

IT Support Services

Year to date \$468,453  
\$337,324

- Communications/IT Support internal charges journal to be actioned
- Changeover to new servers completed, with some challenges relating to scope of works and other infrastructure issues being addressed
- Lightning strike at Coonabarabran Office 8<sup>th</sup> January resulted in UPS failure and damage to servers and security system, computer system down for 3 days; alarms out for 2 days - cost to organisation \$69,116. Insurance Claim successful for full amount less excess \$2,000
- Disaster Recovery Plan being prepared for Council review
- New IT Support Trainee appointed and commenced training onsite with IT Support Service
- VOIP Project underway – Quality of Service and Cabling Projects alongside as per separate report to Council
- Review of Prepaid Support from Andor for IT support services is being assessed in preparation for 12/13 budget

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 92

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

Dear Sir

## **DIRECTOR OF CORPORATE SERVICES**

### **2.1 Bank Reconciliation and Investment Reports - Month Ending April 2012**

#### **1. Bank Reconciliation**

#### **BALANCE PER BANK ACCOUNT – 30 APRIL 2012**

<b>Bank</b>	<b>Balance</b>
<b><u>General</u></b>	
Commonwealth	1,448,943.01
Westpac	225,203.17
NAB	66,692.61
Commonwealth Rates	670.00
<b>Total - General</b>	<b>1,741,508.79</b>
<b><u>Trust</u></b>	
Commonwealth	168,250.51
Westpac	
<b>Total - Trust</b>	<b>168,250.51</b>
<b><u>Investments</u></b>	
Securities	6,500,000.00
IBD	6,719,871.12
<b>Total Investments</b>	<b>13,219,871.12</b>
<b>Total All Bank Accounts</b>	<b>15,129,630.42</b>

## WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council  
Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 93

<b>Bank</b>	<b>Balance</b>
<i>Add:</i>	
Outstanding Deposits - General	42,873.96
Outstanding Deposits - Trust	315.00
<i>Less:</i>	
Unpresented cheques - General	217,736.33
Unpresented cheques - Trust	1,376.02
<b>Balance adjusted for outstanding deposits &amp; unpresented cheques (Final Bank Balance)</b>	<b>14,953,707.03</b>

### **BALANCE PER GENERAL LEDGER – 30 APRIL 2012**

<b>Bank</b>	<b>Account Number</b>	<b>Balance</b>
General Fund	5410-3000-0001	1,566,646.42
Trust Fund	9000-3000-0000	167,189.49
Investments - General	5220-3001-3001	5,119,871.12
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
<b>Total per General Ledger</b>		<b>14,953,707.03</b>

<b>Variance between Final Bank Balance and General Ledger</b>	<b>-</b>
---------------------------------------------------------------	----------

**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 receipted in cashbook but not deposited in the physical bank account until the next day.
- (2) Unpresented 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. 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 April two of Council's Term Deposits totalling \$2m fell due, earning Council \$29,916 in interest revenue. Council moved \$1.610m of this balance into its NAB at Call Account to ensure availability of funds for upcoming payments. During the month \$778k of this balance was subsequently transferred back into Council's operating account to meet daily operating expenses. Further details on investment securities and term deposits held by council as at 30 April 2012 can be found below.

### **Investment Securities**

Council currently holds the following investment securities:

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Bank	Purchase Price	Indicative Bid	Valuation based on indicative bid as at 30 April 2012	ISIN Number	Lodgement date	Maturity Date	Rating	Coupon Payments
Dandelion Westpac	1,000,000	93.00%	930,000	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+	5.14%
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	96.00%	480,000	CPPISAMAF01	30.09.2009	23.11.2012	AA-	0%
FIIG 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	78.00%	1,170,000	XS023170158	25.10.2005	30.10.2015	AAA	0%
<b>Total:</b>	<b>6,500,000</b>		<b>5,677,820</b>					

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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 be called in September this year. If not, could be extended by 5 years (unlikely).
ANZ CPPI Asprit II	Zero coupon investment backed by ANZ. Bid is below fair value, despite 11 months to maturity. Likely pay small amount above 100.
ANZ CPPI - Asprit I	Zero coupon investment backed by ANZ. Bid is below fair value, despite 6.5 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.

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### Term Deposits

Council currently holds the following Term Deposits:

Bank	Current Investment	Opening Balance	Buy/(Sell)	April Interest Earned	Closing Balance	Lodgement date	Maturity Date	Rating	Current Yield
Community Orana Mutual	500,010	501,957	-	2,345	504,302	06.03.2012	06.06.2012	Not rated	5.70%
NAB #	750,000	754,559	-	3,525	758,084	21.02.2012	20.05.2012	AA-	5.70%
Suncorp Bank	1,000,000	1,001,882	-	4,714	1,006,596	19.03.2012	19.07.2012	A+	5.74%
Suncorp Bank	750,000	751,411	-	3,535	754,946	19.03.2012	19.07.2012	A+	5.74%
NAB Cash Maximiser #	2,219,861	1,591,499	788,000	6,444	2,385,943	At Call	At Call	AA-	4.94%
Suncorp Metway 8/10 ^	-	1,014,342	-1,014,958	616	-	04.01.2012	04.04.2012	A+	0.00%
Suncorp Metway 9/10 ^	-	1,014,342	-1,014,958	616	-	04.01.2012	04.04.2012	A+	0.00%
Suncorp Metway 10/10	1,500,000	1,526,716	-	7,358	1,534,074	12.12.2011	14.05.2012	A+	5.88%
<b>Total:</b>	<b>6,719,871</b>	<b>8,156,708</b>	<b>1,241,916</b>	<b>29,153</b>	<b>6,943,945</b>				<b>5.49%</b>

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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 April BBSW 3 month rate was 3.93%. Council's term deposits returned an average rate of 5.49% for the month of April, 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.

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Responsible Accounting  
Officer

## **RECOMMENDATION**

That Council accept the Bank Reconciliation and Investments Report for the month ending 30 April 2012.



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### 2.2 Rates and Charges Collection Report up to and including April 2012

Rate/Charge Type	Rate Arrears 2010/11	2011/2012 Levy	Pensioner Write Off	Abandoned	Rate Arrears And Net Levy	Total Payments To Date	Total Outstanding 2011/2012	Collection % 2011/2012	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
<b>General</b>	599,380	6,685,082	166,114	8,939	7,109,409	5,300,341	1,809,068	75%	590,231	9%
<b>Water</b>	187,283	1,281,480	73,326	14,336	1,381,101	1,001,348	379,754	73%	193,154	15%
<b>Sewerage</b>	256,709	1,180,000	53,024	3,396	1,380,289	803,585	576,703	58%	285,035	24%
<b>Garbage</b>	143,771	1,436,415	104,355	8,498	1,467,333	1,097,572	369,761	75%	152,537	11%
<b>TOTAL RATES AND ANNUAL CHARGES</b>	<b>1,187,143</b>	<b>10,582,977</b>	<b>396,819</b>	<b>35,168</b>	<b>11,338,133</b>	<b>8,202,847</b>	<b>3,135,286</b>	<b>72%</b>	<b>1,220,957</b>	<b>12%</b>
<b>Water Consumption</b>	321,384	878,865	-	496	1,199,753	706,225	493,528	59%	226,055	26%
<b>Sewer Consumption</b>	35,110	291,182	-	278	326,014	62,464	263,551	19%	77,357	27%
<b>TOTAL WATER SUPPLY SERVICES</b>	<b>356,494</b>	<b>1,170,047</b>	<b>-</b>	<b>774</b>	<b>1,525,768</b>	<b>768,689</b>	<b>757,079</b>	<b>50%</b>	<b>303,412</b>	<b>26%</b>

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Rate/Charge Type	Rate Arrears 2010/11	2011/2012 Levy	Pensioner Write Off	Abandoned	Rate Arrears And Net Levy	Total Payments To Date	Total Outstanding 2011/2012	Collection % 2011/2012	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
LEGAL FEES	143,961	59,153	-	13,750	189,364	77,301	112,063	41%	151,706	
TRANSACTION FEE	4,540	325	-	2,848	2,018	524	1,493	26%	1,523	
INTEREST	181,037	149,005			330,042		330,042	0%		
<b>GRAND TOTAL</b>	<b>1,873,176</b>	<b>11,961,508</b>	<b>396,819</b>	<b>52,540</b>	<b>13,385,325</b>	<b>9,049,360</b>	<b>4,335,964</b>	<b>68%</b>	<b>1,677,598</b>	<b>14.02%</b>

**Note 1:** The outstanding rates and annual charges ratio as at 30 April 2012 is **14.02%**.

**Note 2:** The levy figures for water and sewer consumption and sewer charges are year end estimates, not actual amounts billed as at 30 April 2012.

**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.

### **RECOMMENDATION**

For Council's information.

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## **2.3 National Broadband Network Lease Proposal**

A proposal has been received from the project manager for NBN Co Limited to establish the infrastructure required to facilitate the fixed radio (wireless) component of the National Broadband Network. The company engaged to undertake preliminary environmental, design and site acquisition investigations has identified a piece of land known as the Coonabarabran lookout being part Lot 4 DP 1022595 as a suitable site to erect a radio network tower. The tower is a 40m monopole.

Following is an earth view map of the proposed site. A rent, reviewable by CPI increase, has been offered in a Heads of Terms which is payable per annum, for a 4x5 year consecutive lease term of 20 years. The Heads of Terms has been noted under separate cover for Council information in the confidential section of the business paper. The rental as proposed is negotiable and Council has the right to provide an alternative suggestion.

Council has been asked to provide in principal support for this tower, which will initiate a detailed site visit, confirmation of exact location, design of power and access. The route of least impact to the preferred site is preferred and NBN Co project managers are responsible for the negotiation with private or crown lands for right of way access as required. Notwithstanding the above, the final proposal is dependant on approval by the NBN Co's financial delegate, lessors approval of plans (ie Council) and obtaining the necessary Town Planning Approval.

According to NBN Co's representative this location has been identified as the most suitable site for providing high quality wireless broadband services to areas of the local community. Co location with other telecommunications towers in the town area has not been considered nor the option given to Council at this stage.

Internet speed and access to broadband internet was a significantly important issue for many residents and business owners and Council has been advocating for better telecommunication networks in the shire.

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## Coonabarabran Convent Hill Lookout



**RECOMMENDATION**  
For Council's consideration.

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## **2.4 Workstations/Cabling – Data and Voice**

As reported to the February meeting, the VOIP telephone project is progressing with Inland Technology and installation should commence in June/July 2012. Since then specifications have been prepared and formal quotations have been sought for the IT infrastructure side of this project relating to the workstation and cabling requirements for VOIP and new desktops (Resolution No 275/1112).

This was split into two separate projects; being Quality of Service (QoS) and the installation of Cat6 Cabling.

To ensure phone service quality when the new VOIP service is activated, a system is required within the IT network known as QoS (Quality of Service). The purpose of QoS is to ensure that the network always gives priority to phone calls, and protects phone call degradation from other traffic. For users, this technology prevents jitters and drop outs when on calls, and ensures that capacity is retained to make and receive phone calls. The QoS systems architecture and equipment, has been designed to integrate with the existing IT network, the CAT6 Cable implementation and the Disaster Recovery proposal at Coolah office to ensure the best utilisation and productivity of all available resources.

Andor , Council's IT Support and Service Provider have designed the QoS network upgrade for a total cost of \$69,568 (ex GST). There is \$45,000 allocated in IT Capital Projects for IT upgrades, so a supplementary vote is required for the difference of \$24,568.

Whilst Andor have designed the specifications for the cabling, they have removed themselves 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). The quotation was advertised for 21 days closing at 4pm on Friday 11 May 2012. The IT Review Committee panel will provide to Council an assessment and recommendation at the Council meeting in the confidential business paper.

### **RECOMMENDATION**

That Council provide a supplementary vote of \$24,568 for installation of the QoS network by Andor Systems Pty Ltd at a cost of \$69,568

## **2.5 Quarterly Budget Review Statement – Quarter Ending 31 March 2012**

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

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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:

- Balance Sheet as at 31 March 2012 **(Part 3 of this report)**
- A consolidated summary of the information in the Management Activity Reports **(Part 8 of this report)**

### **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 March 2012 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: 8 May 2012

**Responsible Accounting Officer, Warrumbungle Shire Council**

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## Part 2: Budget Review Income and Expenses Statement

	Original Budget	Changes to Dec 2011	Changes for Approval	Revised Budget	Actuals as at 31 March	Projected Year End Result
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Income from Continuing Operations</b>						
Rates and Annual Charges	10,812	-	(626)	10,186	9,615	10,186
User Charges and Fees	6,800	-	(1,711)	5,089	3,079	5,089
Interest & Investment Revenue	372	-	293	665	517	665
Other Revenues	441	-	131	572	493	572
Grants & Contributions	15,704	-	579	16,283	8,615	16,283
Gains/(Losses) from Disposal of Assets	-	-	308	308	360	308
<b>Total Income From Continuing Operations</b>	<b>34,129</b>	<b>-</b>	<b>(1,026)</b>	<b>33,103</b>	<b>22,679</b>	<b>33,103</b>
<b>Expenses from Continuing Operations</b>						
Employee Benefits & On-Costs	11,383	16	1,163	12,562	9,170	12,562
Borrowing Costs	138	-	2	140	67	140
Materials & Contracts	13,888	63	(6,412)	7,539	5,477	7,539
Depreciation & Impairment	9,989	-	(210)	9,779	7,427	9,779
Other Expenses	766	21	4,094	4,881	2,338	4,881
Net Share of Interest in Joint Ventures	-	-	35	35	-	35
<b>Total Expenses From Continuing Operations</b>	<b>36,164</b>	<b>100</b>	<b>(1,328)</b>	<b>34,936</b>	<b>24,479</b>	<b>34,936</b>
<b>Operating Result from Continuing Operations</b>	<b>(2,035)</b>	<b>(100)</b>	<b>302</b>	<b>(1,833)</b>	<b>(1,800)</b>	<b>(1,833)</b>

**Note 1:** The Changes for Approval figures above include:

1. Reclassifications of the following budget items from recurrent to capital: gravel re-sheeting (\$765k), road re-sealing (\$944k) and community transport and MSO capital replacement (\$201k). These items were all previously incorrectly captured under the recurrent expenditure budget. **Total impact:** \$1.911m reduction in recurrent expenditure.

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2. Corrections of misstated original budget loans and restricted asset figures backed out of the operating statement. **Total impact:** \$1.116m decrease in revenue.
3. Projected increased revenue due to gain/losses from disposal of assets of \$308k, and a capital grant of \$20k for Mendooran hall capital works. **Total impact:** \$328k increase in revenue.
4. Projected increased expenditure due to original budget understating superannuation expenditure (\$280k), increased advertising and other recruitment costs due to the new structure (\$62k), increased projections for the net share of interest in JVs (\$35k), increase for w/o of bad debts (\$28k) and a projected \$416k increase due to other problems with the original budget, and increased costs due to the new structure. **Total impact:** \$821k increase in expenditure.
5. Expenditure and revenue misallocations between expense and revenue categories in the original budget have also been corrected in the changes for approval column. **Total impact:** N/A.



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## Part 3: Balance Sheet (Statement of Financial Position)

Assets	31-Mar-12	Projected Year End Result
<b>Current Assets</b>	<b>\$'000</b>	<b>\$'000</b>
Cash and Cash Equivalents	9,045	7,890
Investments (Current)	2,650	3,279
Receivables (Current)	4,765	3,881
Inventories (Current)	526	540
<b>Total Current Assets</b>	<b>16,986</b>	<b>15,590</b>
<b>Non-Current Assets</b>		
Investments (Non-Current)	3,025	2,503
Receivables (Non-Current)	-	-
Inventories (Non-Current)	451	462
Property, Plant & Equipment	375,098	381,025
Investments Accounted for using the equity method	310	310
<b>Total Non-Current Assets</b>	<b>378,884</b>	<b>384,300</b>
<b>Total Assets</b>	<b>395,870</b>	<b>399,890</b>
<b>Current Liabilities</b>		
Payables	496	1,151
Borrowings	187	155
Provisions	3,247	3,051
<b>Total Current Liabilities</b>	<b>3,930</b>	<b>4,357</b>
<b>Non-Current Liabilities</b>		
Payables	-	-
Borrowings	1,649	1,585
Provisions	1,126	1,150
<b>Total Non-Current Liabilities</b>	<b>2,775</b>	<b>2,735</b>
<b>Total Liabilities</b>	<b>6,705</b>	<b>7,092</b>
<b>Net Assets</b>	<b>389,165</b>	<b>392,798</b>
Retained Earnings	337,368	337,334
Revaluation Reserves	51,797	55,464
<b>Total Equity</b>	<b>389,165</b>	<b>392,798</b>

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## Part 4: Budget Review Capital Budget

Directorate and Branch	Original Budget \$'000	Changes to Dec 2011 \$'000	Changes for Approval \$'000	Revised Budget \$'000	Actuals as at 31 March \$'000	Projected Year End Result \$'000
<b>Executive</b>						
- Governance	1,500	-	-	1,500	146	667
- General Manager	-	77	-	77	53	76
- Human Resources	65	-	-	65	48	50
- Tourism & Economic Dev	-	6	-	6	-	-
<b>Total: Executive</b>	<b>1,565</b>	<b>83</b>	<b>-</b>	<b>1,648</b>	<b>247</b>	<b>793</b>
<b>Technical Services</b>						
- Technical Services Management	-	-	-	-	-	-
- Design Services	26	-	-	26	32	32
- Road Operations	3,217	1,438	735	5,390	2,154	3,594
- Road Contracts & PW	-	232	944	1,176	673	1,135
- Fleet Services	1,597	599	-	2,196	756	1,209
- Urban Services	113	80	33	226	29	108
- Warrumbungle Waste	92	-	-	92	3	3
<b>Total: Technical Services</b>	<b>5,045</b>	<b>2,349</b>	<b>1,712</b>	<b>9,106</b>	<b>3,647</b>	<b>6,081</b>
<b>Environmental Services</b>						
- Environmental Services Mngmnt	-	-	-	-	-	-
- Health & Building	56	-	-	56	13	31
- Ordinance Services	-	-	-	-	-	-
<b>Total: Environmental Services</b>	<b>56</b>	<b>-</b>	<b>-</b>	<b>56</b>	<b>13</b>	<b>31</b>
<b>Community Services</b>						
- Community Services Management	50	12	20	82	66	86
- Social Services	-	-	201	201	123	142
- Family Support Services	-	-	-	-	-	-
- Yuluwirri Kids	20	-	-	20	48	48
<b>Total: Community Services</b>	<b>70</b>	<b>12</b>	<b>221</b>	<b>303</b>	<b>237</b>	<b>276</b>
<b>Corporate Services</b>						
- Corporate Services Management	16	1,437	-	1,453	147	607
- Financial Services	-	-	-	-	-	-
- Administration	-	-	-	-	-	-
- Supply Services	-	-	-	-	-	-
- Bushfire & Emergency Services	654	-	(2)	652	112	652
- IT Support	-	45	100	145	-	145
<b>Total: Corporate Services</b>	<b>670</b>	<b>1,482</b>	<b>98</b>	<b>2,250</b>	<b>259</b>	<b>1,404</b>
<b>Water Supply Fund</b>	<b>672</b>	<b>629</b>	<b>-</b>	<b>1,301</b>	<b>304</b>	<b>466</b>
<b>Sewerage Supply Fund</b>	<b>336</b>	<b>-</b>	<b>-</b>	<b>336</b>	<b>24</b>	<b>24</b>
<b>Total: Payments</b>	<b>8,414</b>	<b>4,555</b>	<b>2,031</b>	<b>15,000</b>	<b>4,731</b>	<b>9,075</b>

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**Note 1:** The Changes for Approval figures above include reclassifications of the following budget items from recurrent to capital: gravel re-sheeting (\$765k), road re-sealing (\$944k) and community transport and MSO capital replacement (\$201k). These items were all previously incorrectly captured under the recurrent expenditure budget. Also included are revotes for of \$20k for the Mendooran Hall Capital Project, and \$75k for new cabling.

**Note 2:** The total CAPEX figure above for fleet purchases is net trade in. The final CAPEX figure for accounting purposes will be higher by the trade in amount, with the trade in amount treated as revenue.

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 110

## Part 5: Budget Review Cash and Investments position

### A) Statement of Cash Flows

	Original Budget	Changes to Dec 2011	Changes for Approval	Revised Budget	Actuals as at 31 March	Projected Year End Result
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Cash Flows from Operating Activities</b>						
<b><u>Receipts</u></b>						
Rates and Annual Charges	10,812	-	(426)	10,386	7,150	10,386
User Charges and Fees	6,800	-	(1,411)	5,389	4,869	5,389
Interest & Investment Revenue	373	-	257	630	868	630
Other Revenues	441	-	1,062	1,503	824	1,503
Grants & Contributions	15,703	-	580	16,283	8,615	16,283
<b><u>Payments</u></b>						
Employee Benefits & On-Costs	(11,383)	(16)	(1,158)	(12,557)	(9,162)	(12,557)
Materials & Contracts	(13,888)	(63)	6,422	(7,529)	(5,494)	(7,529)
Borrowing Costs	(137)	-	(3)	(140)	(86)	(140)
Other Expenses	(767)	(21)	(4,999)	(5,787)	(3,064)	(5,787)
<b>Net Cash provided (or used in) Operating Activities</b>	<b>7,954</b>	<b>(100)</b>	<b>324</b>	<b>8,178</b>	<b>4,520</b>	<b>8,178</b>
<b>Cash Flows from Investing Activities</b>						
<b><u>Receipts</u></b>						
Sale of Investment Securities	-	-	-	-	500	500
Sale of Real Estate Assets	-	-	-	-	-	42
Sale of Infrastructure, PP&E	-	-	-	-	360	1,493
Deferred Debtors Receipts	-	-	-	-	-	-
<b><u>Payments</u></b>						
Purchase of Investment Securities	-	-	-	-	-	-
Purchase of Infrastructure, PP&E	(8,353)	(4,555)	(2,031)	(14,939)	(4,731)	(10,570)
Purchase of Real Estate Assets	-	-	-	-	-	(53)
Contributions Paid to JV & Associates	-	-	-	-	-	-
<b>Net Cash provided (or used in) Investing Activities</b>	<b>(8,353)</b>	<b>(4,555)</b>	<b>(2,031)</b>	<b>(14,939)</b>	<b>(3,871)</b>	<b>(8,588)</b>

## WARRUMBUNGLE SHIRE COUNCIL

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### Cash Flows from Financing Activities

#### Receipts

Proceeds from Borrowings & Advances	500	-	-	500	-	-
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#### Payments

Repayment of Borrowings & Advances	(94)	-	-	(94)	(72)	(130)
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Repayment of Finance Lease Liabilities	-	-	-	-	-	(38)
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<b>Net Cash provided (or used in)</b>	<b>406</b>	<b>-</b>	<b>-</b>	<b>406</b>	<b>(72)</b>	<b>(168)</b>
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#### **Investing Activities**

<b>Net Increase/(Decrease) in Cash &amp; Cash Equivalents</b>	<b>7</b>	<b>(4,655)</b>	<b>(1,707)</b>	<b>(6,355)</b>	<b>577</b>	<b>(578)</b>
---------------------------------------------------------------	----------	----------------	----------------	----------------	------------	--------------

<b>Cash &amp; Cash Equivalents – Opening</b>	<b>8,468</b>	<b>-</b>	<b>-</b>	<b>8,468</b>	<b>8,468</b>	<b>8,468</b>
----------------------------------------------	--------------	----------	----------	--------------	--------------	--------------

<b>Cash &amp; Cash Equivalents – Closing balance</b>	<b>8,475</b>	<b>(4,655)</b>	<b>(1,707)</b>	<b>2,113</b>	<b>9,045</b>	<b>7,890</b>
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### B) Unrestricted Cash Reconciliation

**Actuals**  
**31-Mar-11**  
**\$'000**

Cash and Cash Equivalents	9,045
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*Add:*

Investments	5,675
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<b>Total: Cash and Investments</b>	<b>14,720</b>
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*Less:*

Internally Restricted Cash	911
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Externally Restricted Cash	6,636
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<b>Total: Unrestricted Cash</b>	<b>7,173</b>
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**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.

# WARRUMBUNGLE SHIRE COUNCIL

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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:

<b>KPIs</b>	<b>What does this KPI measure?</b>	<b>Mar 2012</b>	<b>30/06/11</b>	<b>30/06/10</b>	<b>30/06/09</b>
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. #	30.77%	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	14.24%	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 @	6.12	7.62	4.08	1.36
Debt Service Ratio	Assesses the impact of loan principal and interest repayments on the discretionary revenue of council #	0.93%	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 ^	50.19%	41.41%	18.11%	155.51%

# Figures are based on year end projections.

@ Restricted cash balance and employee provisions not expected to be settled in the next 12 months are per 30 June 2011.

^ Asset renewal ratio calculated on basis of total capex ytd multiplied by the total renewals % in the budget over depreciation expense.

# WARRUMBUNGLE SHIRE COUNCIL

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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)
INFOPERT PTY LTD	Purchase Of Infoxpert EDRMS; Installation Services; Licences; Training And Support. As Per Infoxpert Quotation No 2011/X78 - Dated 05/10/11 - Council Resolution	55,950	26/03/12		Y
DAVID PAYNE CONSTRUCTION	Teridgerie Creek Concrete Flume & Energy Dissipater - Progress Claim 1	129,492	27/01/12		Y
SCONE OUTDOORS	Supply And Deliver Two (2) Toro GM360 Quad Steer Mowers As Per Quotation 10/01/2012 As Per Council Specifications	68,272	7/03/12	Completed Mar 2012	Y
HARTWIGS TRUCKS PTY LTD	Supply And Deliver One (1) Fuso 815 Canter As Per Council's Specifications	67,200	24/02/12	Completed Apr 2012	Y
WIDELAND TRUCKS AND MACHINERY	Supply And Deliver One (1) Hino FM2630 Medium Auto Fitted With A Capital Body Works Tank As Per Council Specifications	117,445	22/02/12	To be completed May 2012	Y
TRACSERV PTY LTD	Supply And Deliver One (1) Isuzu FRR 500 Long Tipping Truck As Per Council Specification P 145/12 And Fitted With Option Of A New Truck Mounted Crane	128,474	22/02/12	To be completed May 2012	Y

## WARRUMBUNGLA SHIRE COUNCIL

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<b>Contractor</b>	<b>Contract Details &amp; Purpose</b>	<b>Value</b>	<b>Start Date</b>	<b>Duration</b>	<b>Budgeted (Y/N)</b>
JT FOSSEY	Supply And Deliver One (1) Fuso FEC71ER Tipping Truck With Wheel Base Extension As Per Councils Specification	53,996	22/02/12	To be completed May 2012	Y
TRACSERV PTY LTD	Supply And Deliver One (1) Isuzu NPR 400 Long Premium As Per Council Specifications	69,536	22/02/12	To be completed May 2012	Y
JT FOSSEY	Supply And Deliver One (1) Mack Granite As Per Council Specifications P153/12 And Fitted With The Options Of 6 Floor Mounted Rings	122,226	21/02/12	To be completed May 2012	Y
ESSENTIAL ENERGY	Electricity Supply To New Council Buildings	76,065	Not commenced	12 MTHS	Y
ANDOR SYSTEMS	Blade Server Repair	68,767	3/05/12	Completed Feb 2012	N
DAVID PAYNE CONSTRUCTIONS	Council Chambers Extension	2,517,292	16/02/12	12 MTHS	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.



# WARRUMBUNGLE SHIRE COUNCIL

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## **B) Consultancy and Legal Expenses Budget Review Statement**

Consultancy and Legal Expenses incurred year date are detailed below:

<b>Expense Type</b>	<b>Expenditure YTD (\$)</b>	<b>Budgeted (Y/N)</b>
Consultancies	N/A	N/A
Legal Fees	\$83,027.97	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.

# WARRUMBUNGLE SHIRE COUNCIL

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## Part 8: Management Plan Quarterly Review (Summary)

	Original Budget \$'000	Changes to Dec 2011 \$'000	Changes for Approval \$'000	Revised Budget \$'000	Actuals as at 31 March \$'000
<b>Payments (Includes capital items)</b>					
<b>Executive</b>					
- Governance	1,795	29	-	1,824	165
- General Manager	399	77	-	476	566
- Human Resources	649	-	342	991	739
- Tourism & Economic Dvlpmnt	445	6	-	451	308
<b>Total: Executive</b>	<b>3,288</b>	<b>112</b>	<b>342</b>	<b>3,742</b>	<b>1,778</b>
<b>Technical Services</b>					
- Technical Services	132	-	-	132	51
<b>Management</b>					
- Design Projects	308	-	-	308	179
- Road Operations	10,209	1,374	-	11,583	6,617
- Contract Services	2,071	232	-	2,303	2,561
- Fleet Services	4,180	599	-	4,779	2,706
- Urban Services	1,375	80	-	1,455	849
- Warrumbungle Waste	1,633	-	-	1,633	1,332
- Village Water	29	(29)	-	-	-
<b>Total: Technical Services</b>	<b>19,937</b>	<b>2,256</b>	<b>-</b>	<b>22,193</b>	<b>14,295</b>
<b>Environmental Services</b>					
- Environmental Services	386	(65)	-	321	210
<b>Mngmnt</b>					
- Health & Building	1,101	(37)	-	1,064	775
- Ordinance Services	185	-	-	185	77
<b>Total: Environmental Services</b>	<b>1,672</b>	<b>(102)</b>	<b>-</b>	<b>1,570</b>	<b>1,062</b>
<b>Community Services</b>					
- Community Services	1,883	(4)	20	1,899	1,339
<b>Management</b>					
- Social Services	862	(29)	-	833	577
- Family Support Services	772	-	-	772	592
- Yuluwirri Kids	799	11	-	810	810
<b>Total: Community Services</b>	<b>4,316</b>	<b>(22)</b>	<b>20</b>	<b>4,314</b>	<b>3,318</b>

# WARRUMBUNGLE SHIRE COUNCIL

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<b>Corporate Services</b>					
- Corporate Services Management	738	1,444	-	2,182	843
- Financial Services	1,218	9	63	1,290	654
- Administration	577	-	-	577	333
- Supply Services	291	-	-	291	195
- Bushfire & Emergency Services	2,599	-	-	2,599	488
- IT Support	506	61	100	667	409
<b>Total: Corporate Services</b>	<b>5,929</b>	<b>1,514</b>	<b>163</b>	<b>7,606</b>	<b>2,922</b>
<b>Water Supply Fund</b>	<b>2,325</b>	<b>624</b>	<b>-</b>	<b>2,949</b>	<b>1,398</b>
<b>Sewerage Supply Fund</b>	<b>1,126</b>	<b>-</b>	<b>-</b>	<b>1,126</b>	<b>541</b>
<b>Total Payments</b>	<b>38,593</b>	<b>4,382</b>	<b>525</b>	<b>43,500</b>	<b>25,314</b>

	Original Budget \$'000	Changes to Dec 2011 \$'000	Changes for Approval \$'000	Revised Budget \$'000	Actuals as at 31 March \$'000
<b>Receipts</b>					
<b>Executive</b>					
- Governance	1,500	-	-	1,500	-
- General Manager	3,506	-	-	3,506	2,013
- Human Resources	30	-	-	30	90
- Tourism & Economic Dvlpmnt	60	-	-	60	30
<b>Total: Executive</b>	<b>5,096</b>	<b>-</b>	<b>-</b>	<b>5,096</b>	<b>2,133</b>
<b>Technical Services</b>					
- Technical Services Management	-	-	-	-	-
- Design Projects	9	-	-	9	2
- Road Operations	8,018	(12)	-	8,006	4,473
- Contract Services	2,120	-	-	2,120	1,385
- Fleet Services	4,169	-	308	4,477	3,568
- Urban Services	19	-	-	19	7
- Warrumbungle Waste	1,662	-	-	1,662	1,357
- Village Water	25	(25)	-	-	-
<b>Total: Technical Services</b>	<b>16,022</b>	<b>(37)</b>	<b>308</b>	<b>16,293</b>	<b>10,792</b>

## WARRUMBUNGLE SHIRE COUNCIL

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<b>Environmental Services</b>					
- Environmental Services	130	-	-	130	98
Mngmnt					
- Health & Building	268	-	-	268	177
- Ordinance Services	31	-	-	31	11
<b>Total: Environmental Services</b>	<b>429</b>	<b>-</b>	<b>-</b>	<b>429</b>	<b>286</b>
<b>Community Services</b>					
- Community Services	333	-	20	353	299
Management					
- Social Services	862	(28)	-	834	546
- Family Support Services	772	-	-	772	627
- Yuluwirri Kids	799	-	-	799	754
<b>Total: Community Services</b>	<b>2,766</b>	<b>(28)</b>	<b>20</b>	<b>2,758</b>	<b>2,226</b>
<b>Corporate Services</b>					
- Corporate Services	514	-	-	514	66
Management					
- Financial Services	7,239	(24)	-	7,215	7,312
- Administration	64	-	-	64	18
- Supply Services	115	-	-	115	-
- Bushfire & Emergency	2,409	-	-	2,409	284
Services					
- IT Support	506	-	-	506	333
<b>Total: Corporate Services</b>	<b>10,847</b>	<b>(24)</b>	<b>-</b>	<b>10,823</b>	<b>8,013</b>
<b>Water Supply Fund</b>	<b>2,145</b>	<b>25</b>	<b>-</b>	<b>2,170</b>	<b>2,026</b>
<b>Sewerage Supply Fund</b>	<b>1,295</b>	<b>-</b>	<b>-</b>	<b>1,295</b>	<b>734</b>
<b>Total Receipts</b>	<b>38,600</b>	<b>(64)</b>	<b>328</b>	<b>38,864</b>	<b>26,211</b>
<b>Surplus / (Deficit)</b>	<b>7</b>	<b>(4,446)</b>	<b>(197)</b>	<b>(4,636)</b>	<b>896</b>

**Note 1:** Expenditure figures above include capital expenditure but not depreciation, and the revenue budget figures include \$2m worth of loans.

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## Reconciliation to Operating Result from Continuing Operations per Income Statement

	Revised Budget \$'000	Actuals as at 31 March \$'000
<b>Surplus / (Deficit)</b>	<b>(4,636)</b>	<b>896</b>
<i>Add/(Less)</i>		
Depreciation	(9,779)	(7,427)
Loan amount included in budget above	(2,000)	-
Other original budget errors and other costs to be distributed above	(416)	-
Rounding	(2)	-
Capital Expenditure	15,000	4,731
<b>Operating Result from Continuing Operations per Income Statement</b>	<b>(1,833)</b>	<b>(1,800)</b>

### RECOMMENDATION

That Council accept the Quarterly Budget Review Statement for the quarter ending 31 March 2012.

.....  
**REBECCA RYAN**  
**DIRECTOR OF CORPORATE 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 TECHNICAL SERVICES**

### **3.1 NSW Local Roads Congress - Communique**

#### **Background**

The annual NSW Local Roads Congress was held on the 8 May 2012 and delegates to the conference developed a communique or report on strategic matters relating to management of local roads by Council's throughout the state. The communique is addressed to funding bodies and in particular the Federal Government and the NSW Government and to a certain extent to elected representatives in Local Government. The communique addresses a range of issues, such as the NSW Long Term Transport Master Plan, efficient movement of freight, road safety and skills shortage within Local Government. Overall the general theme relates to chronic underfunding of roads and the increasing backlog of roadworks needed to service the social and economic needs of the State.

Council is asked to consider the communique and present it to State and Federal Members of Parliament for their consideration and action. The communique is reproduced in full below;

#### **NSW Local Roads Congress 8<sup>th</sup> May 2012**

#### **Congress Communiqué**

The NSW Roads & Transport Directorate, a partnership of the Institute of Public Works Engineering Australia (IPWEA) and Local Government and Shires Associations of NSW in holding the 2012 NSW Local Roads Congress resolved to announce the following communiqué.

This Congress congratulates the NSW Government on its initiation of the NSW Long Term Transport Master Plan and the establishment of a Local Government advisory group and seeks representation from the NSW Roads & Transport Directorate on this panel. The Congress looks forward to working collaboratively with Transport for NSW in developing Integrated Regional Transport Plans which

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will address the efficient movement of freight to/from markets including agricultural product, address the needs of tourism, provide for alternate transport modes (e.g. public transport, cycling and walking) and ensure social connectedness. Planning should include looking at the opportunities for increased movement of freight by rail to reduce the reliance on heavy vehicles in city and regional areas, a State wide strategy for the location of intermodal hubs and a clear plan to ensure the efficient delivery of goods to and from ports including international air ports.

The State Government needs to assess the potential for improvements to transport infrastructure outside the Sydney metropolitan area, including how this can drive economic growth and decentralisation and aid in reducing conflict between freight movements and traffic congestion within Sydney.

The State Government should revisit the extent of allocation of capital funds to major infrastructure works and reallocate 20% of these funds to reintroduce a substantial minor capital works programme (for projects up to \$20million in value).

The Congress notes the substantial reduction in real terms of the Block and Repair grant programmes over the last decade. The Congress calls on the State government to increase Regional Road funding based on the Construction Cost index. We also call on the State government to form regional partnerships between the RMS and local government practitioners to facilitate assessment of the condition and capacity of the Regional Road network and to enable this information to be fed into Integrated Regional Transport Plans. This partnership should also have the specific goal of building capacity of practitioners through shared training and experiential opportunities.

The Congress once again highlights the critical need for increased levels of funding to meet the backlog of \$667million in maintenance of infrastructure assets. The Congress recognises the critical part R2R funding plays in maintaining local road infrastructure and applauds extension of this programme to 2014. However, it is noted that no undertaking has been given to make this programme permanent after 2014 and the level of funding increased and tied to the Road Construction Cost Index so that an adequate level of service can be provided to local communities. Federal funding provided for infrastructure to date has largely been allocated to new infrastructure works with little being provided to meet the funding gap identified in the reports published by the Roads & Transport Directorate.

The Congress requests that a review of existing maintenance responsibilities for State and National Highway road reserves be carried out by Transport for NSW to clarify responsibilities and funding arrangements applying to Local Government.

Local Government recognises the need to implement more efficient freight transport links across the State. A major impediment to realising this efficiency results from the limited load capacity of a large number of bridges on regional and local roads.

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The Congress calls on both State and Federal Governments to establish an assistance programme modelled on the highly successful Timber Bridges on Regional Roads Programme as a matter of urgency.

The Congress notes the work complete to date under the COAG Road Reform Plan (CRRP) and awaits a determination which may provide some compensation for the road pavement deterioration attributed to higher mass limits. In addition, the establishment of the National Heavy Vehicle Regulator on 1<sup>st</sup> January 2013 will rationalise the management of heavy vehicles on a national basis, however, it is noted that satisfactory outcomes from this process will be dependent on the sourcing of additional funding for road authorities.

The Congress calls on Transport for NSW to provide continued funding for existing Road Safety Officers under the Local Government Road Safety Programme (LGRSP) for the duration of the National Road Safety Strategy.

The Congress notes the activities undertaken over the last year to address the skills shortage and implores the Local Government Industry to continue to work with State and Commonwealth Governments, professional bodies and tertiary educational institutions to address the worsening skills shortage by introducing more training incentives.

END

### **RECOMMENDATION**

That the communique from the 2012 NSW Local Roads Congress is presented to the Member for Barwon and the Member for Parkes, furthermore the Honourable members are requested to address funding issues raised in the communique.



# WARRUMBUNGLE SHIRE COUNCIL

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## **3.2 Proposal To Extend Water Main In Baradine**

### **Background**

Council previously considered proposals to extend water mains in Baradine on the 11 January 2007 and again on the 18 February 2010. More recently, Council made the following resolution on the 19 April 2012.

### **3.1 Extension of Town Water – Baradine**

*341/1112 RESOLVED that further investigation is undertaken on assessing the feasibility of installing a 100mm water main in both Baradine Aerodrome Road and Namoi Street, south of Walker Street, in Baradine, including options for financial contribution by adjoining property owners to the cost of construction.*

*Campbell/Schmidt  
The motion was carried*

In response to Council's resolution a table outlining contributions from individual properties has been developed. The issues surrounding the proposal to extend the water main in Namoi Street are relatively straight forward. However, there are several complicating issues associated with proposed extension in Baradine Aerodrome Road.

### **Issues**

The method of determining contribution shown in table 1.0 is based on individual property frontage length as a proportion of total property length. That is, if an individual property has a frontage length to the water main greater than other property owners, the contribution will be higher. This method recognizes the capacity of properties with long frontages to subdivide their property. Council may wish to determine other methods of determining contribution amounts.

As previously reported there are a number of properties on each road that already access town water. However, there are also a number of properties that do not access town water and hence they are not paying an access fee. Should a water main be constructed along the road then all properties with a frontage to the main will be required to pay the standard access fee.

Namoi Street south of Walker Street is within the town area, that is, it is zoned Village 2(v). The area west of Baradine Aerodrome Road is also zoned Village 2(v), however the area east of this road is zoned Rural 1(c).

Council has the authority to charge all properties within 225 metres of the water main an access fee. However, a radius of 225 metres will include properties that are outside the Village 2(v) zone and Council may wish to determine that these properties are never to be permitted access to town water and that they are excluded from paying an access fee.

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Should a water main be constructed and the contributions plan is implemented, property owners will be still be required to pay the standard fee for a connection on top of their contribution.

## **Baradine Aerodrome Road**

The connection point for properties currently connected to town water is at the southern end of Baradine Aerodrome Road. There are three properties on the eastern side of the road, that is, in the Rural 1(c) zone which are connected at this point. However, only one of these properties, Lot 92/DP750246 will benefit from the proposed main extension as this property will no longer have to maintain a long length of private pipeline. Lot 100 and Lot 101 in DP750246 will not benefit from the proposed main extension and for this reason these properties have been excluded from the proposed contributions plan. However, these properties will continue to be required to main their own private pipeline.

Attachment 2.0 contains a map showing location of lots in relation to Baradine Aerodrome Road.

## **Namoi Street**

The frontage length is similar for all properties in Namoi Street and hence the variation in contribution amounts is not significant. Lot 116 is connected to town water and has frontage to Walker Street, however the contributions plan for this lot has been prepared including the frontage length to Namoi Street

## **Options**

Council may wish to determine that properties currently outside the Village 2(v) are never to be permitted access to town water. The only exception is the existing three properties already connected to the water main at the southern end of Baradine Aerodrome Road.

Lot 218 DP704151 has two frontages to the proposed water main extension, that is, one in Baradine Aerodrome Road and the other in Warrigal Street. The contributions plan has been prepared on the basis that the Warrigal Street frontage contribution is 25 percent rather than 50 percent. Council may wish to alter this contribution rate.

## **Financial Considerations**

Under the contributions plan outlined in attachment 1.0 the cost of each project to the Water Fund is summarized as follows:

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<b>Location of Proposed Water Main Extension</b>	<b>Council cost with 50% contribution from adjoining property owners</b>	<b>Council cost with 25% contribution from adjoining property owners</b>
Baradine Aerodrome Road	\$73,177	\$101,558
Namoi Street	\$30,933	\$46,399
Totals	\$104,109	\$147,957

The cost to the property owner of a standard 20mm water connection is currently \$850 (incl. GST).

## **RECOMMENDATIONS**

1. Council adopts the 50% contributions plan as proposed in attachment 1.0 for extension of water mains in Baradine Aerodrome Road and in Namoi Street. Furthermore, submissions are invited from affected property owners on the proposed contributions plan and the responses are considered by Council during preparation of the 2012/13 budget.
2. That properties in the Rural 1(c) zone on the eastern side of Baradine Aerodrome Road are never to be permitted to connect to the town reticulation system with the exception of those properties already connected, which are Lot 100, Lot 101 and Lot92 All in DP750246.

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### Attachment 1.0 – Proposed Contributions Plan for Water Main Extension in Baradine.

#### Project Proposal 1: Extension of water main along Baradine Aerodrome Road between Warrigal Street and Liverpool Street

Estimated Cost of Project	\$129,940
Total Length of Property Frontage m	1330
Installation Rate \$/m	\$98

Ref No	Property Address		Current Water Connection Status	Name of Street Frontage	Length of Frontage	50% Contribution	25% Contribution
	Lot No	DP No.					
1	3	DP 750246	Connected	Baradine Aerodome Rd	334	\$16,316	\$8,158
2	D	DP 367069	Connected	Baradine Aerodome Rd	40	\$1,954	\$977
3	C	DP 367069	Connected	Baradine Aerodome Rd	163	\$7,962	\$3,981
4	B	DP 367069	Connected	Baradine Aerodome Rd	40	\$1,954	\$977
5	A	DP 367069	Not Connected	Baradine Aerodome Rd	245	\$11,968	\$5,984
6	218	DP 704151	Not Connected	Warrigal Street / Baradine Aerodome Rd	336	\$8,207	\$4,103
7	92	DP 750246	Connected	Baradine Aerodome Rd	172	\$8,402	\$4,201
<b>Totals</b>					<b>1330</b>	<b>\$56,763</b>	<b>\$28,382</b>

Notes

\* This property has frontage to both Streets - 25% contribution for Warrigal Street Frontage

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### Project Proposal 2: Extension of water main along Namoi Street south of Walker Street

Estimated Cost of Project     \$61,865  
Total Length of Property Frontage m     1507  
Installation Rate \$/m     \$41

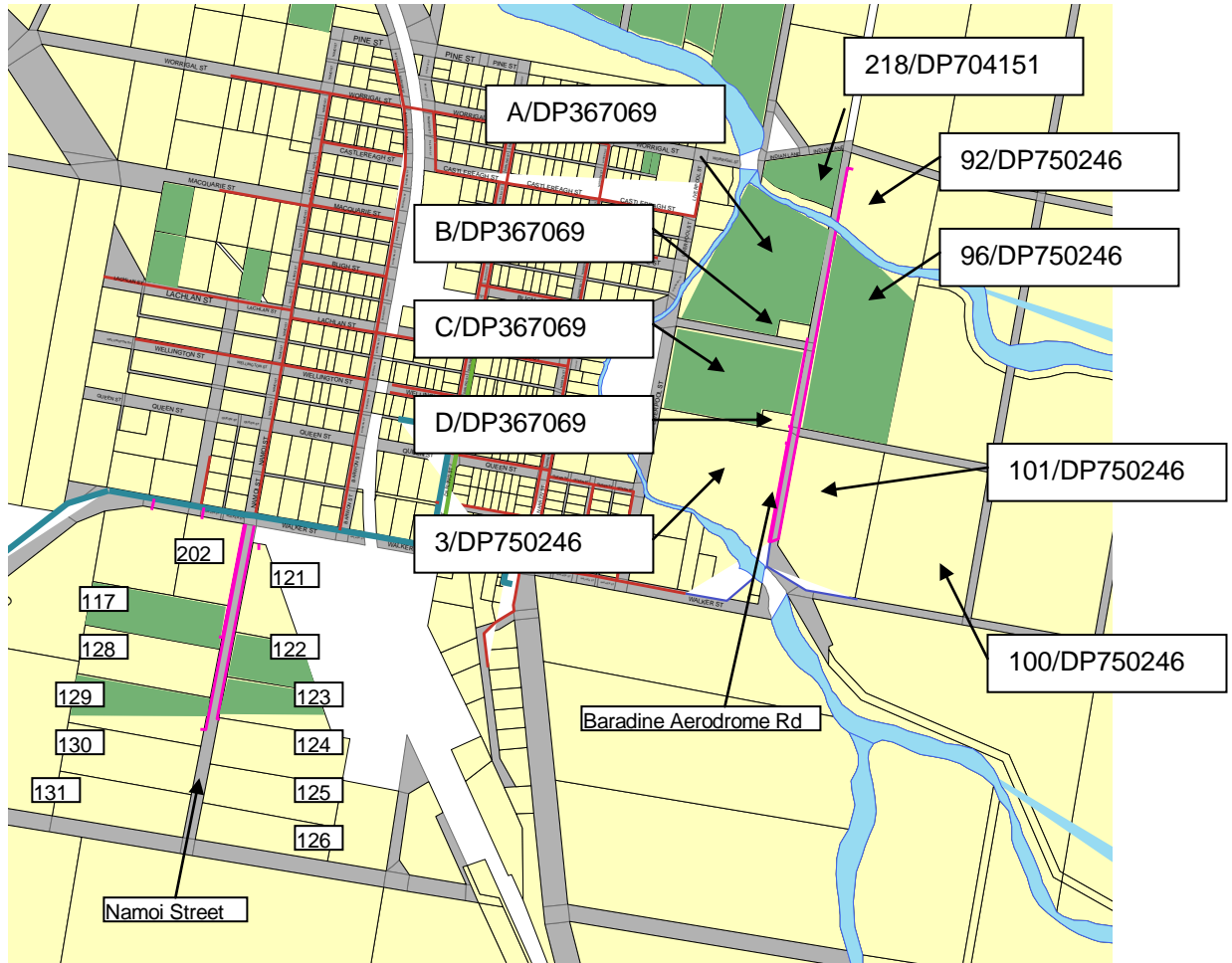
Ref No	Property Address		Current Water Connection Status	Name of Street Frontage	Length of Frontage	50% Contribution	25% Contribution
	Lot No	DP No.					
1	121	DP750246	Connected	Namoi Street	221	\$4,536	\$2,268
2	122	DP750246	Not Connected	Namoi Street	110	\$2,258	\$1,129
3	123	DP750246	Not Connected	Namoi Street	100	\$2,053	\$1,026
4	124	DP750246	Not Connected	Namoi Street	114	\$2,340	\$1,170
5	125	DP750246	Connected	Namoi Street	95	\$1,950	\$975
6	126	DP750246	Not Connected	Namoi Street	91	\$1,868	\$934
7	116	DP750246	Connected	Namoi Street	202	\$4,146	\$2,073
8	117	DP750246	Not Connected	Namoi Street	109	\$2,237	\$1,119
9	128	DP750246	Connected	Namoi Street	120	\$2,463	\$1,232
10	129	DP750246	Not Connected	Namoi Street	120	\$2,463	\$1,232
11	130	DP750246	Connected	Namoi Street	120	\$2,463	\$1,232
12	131	DP750246	Not Connected	Namoi Street	105	\$2,155	\$1,078
Totals					1507	\$30,933	\$15,466

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**Attachment 2.0 – Plan Showing Location of Properties in Relation to existing and proposed water mains extension.**



.....  
**KEVIN TIGHE**  
**DIRECTOR TECHNICAL 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 ENVIRONMENTAL & COMMUNITY SERVICES**

### **4.1 Salinity & Water Quality Alliance Five Year Plan Financial Contribution**

#### **Background**

The Salinity and Water Quality Alliance (Alliance) is an active partnership of councils in the NSW Central West Catchment, engaging all tiers of Government and our Communities, contributing to the protection and enhancement of the environmental, social, economic and cultural condition of our part of the world.

The Alliance's primary goals are to develop and implement actions to protect the waterways and wetlands of the Central West. The Alliance is made up of a membership of 14 Councils across the Central West being:

- Bathurst Regional Council
- Blayney Shire Council
- Bogan Shire Council
- Cabonne Council
- Coonamble Shire Council
- Dubbo City Council
- Gilgandra Shire Council
- Mid-Western Regional Council
- Narromine Shire Council
- Orange City Council
- Parkes Shire Council
- Warren Shire Council
- Warrumbungle Shire Council
- Wellington Council

The Alliance works directly with the Central West CMA through the Local Government Reference Group. Management of the Alliance falls to the Alliance's Chairman Ken Rogers, who is Director Parks and Landcare with Dubbo City Council, working with the CMA's Local Government Officer.

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The day to day operation of the Alliance has been addressed through the employment of a full-time Project Support Officer, whose task is to provide technical and logistical support to the member Councils as they undertake their natural resource management projects, as well as providing a link between the Alliance and the CMA.

## **Commentary**

Council has previously been a member of the alliance and received excellent support through this partnership to achieve funding to allow the beneficial river restoration works at Coonabarabran (behind Woolworths) to be carried out providing the community with improved environmental outcomes and a valuable community asset that improves the attractiveness of Coonabarabran.

The Alliance has recently adopted a new Five year plan which is attached to this report and has written requesting Council to confirm its funding commitment of \$3000 per year over the next two years.

The membership of the alliance is seen as a very good means of Council gaining valuable assistance to improve the environmental outcomes for the Shire and provide valuable funding to allow important environmental works throughout the Shire.

Funding for membership of the Alliance has traditionally been provided from the Urban Services budget however, with the restructure it is more appropriate that the funding be included in the Environmental Services budget area and savings in the State of the Environment Report area allow the \$3000 to be accommodated in this budget area.

## **RECOMMENDATION**

That Council agree to continue its membership of the Central West Councils Salinity and Water Quality Alliance for the 2012/13 and 2013/14 years at a cost of \$3000 per year and further that the five year plan developed by the alliance in January 2012 be adopted by Council.



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## **4.2 Recent Dog attacks in Dunedoo**

### **Background**

There have been two dog attack incidents reported in Dunedoo in the past eight weeks that have resulted in significant penalty infringement notices being issued and the dogs in question being declared dangerous.

**Incident 1** occurred on 9 March 2012 and involved a de-sexed female Rhodesian Ridgeback cross dog that escaped from its property and bit a female person requiring two stitches. Investigation by Dunedoo Police and Council's Compliance Officer resulted in the dog being declared dangerous. The owner received three (3) penalty infringement notices totalling \$935. Specific control requirements were imposed on the owner under the Companion Animals Act 1998.

An inspection by Council's Compliance Officers on 5 April 2012 revealed the control requirements were not being complied with. The dog was seized from the premises. The owner signed a surrender form later that afternoon and the dog was destroyed.

**Incident 2** is an on-going matter. On 3 April 2012 two dogs, male Rhodesian Ridgeback and a male Staffordshire Bull Terrier cross Wolfhound, were unattended in a public street. The dogs rushed at and tried to attack an elderly female pedestrian who was walking in the street. No injuries were sustained as a person came to the victim's assistance. Investigation by Council's Compliance Officer resulted in the dogs being declared dangerous. The owner received a total of six (6) penalty infringement notices (three per dog) totalling \$1870. Specific control requirements were imposed on the owner under the Companion Animals Act 1998 which included payment of lifetime registration fees within seven days. After fourteen (14) days the owner of the dogs was issued with an additional two penalty infringement notices in the amount of \$1320 per dog for unregistered proposed dangerous dogs.

A further property inspection will be conducted to ensure compliance.

### **Commentary**

The above matters highlight the considerable fines which are applied when owners of companion animals don't comply with the requirements of the Act to ensure their animals remain within their own premises. In instances where a dog has attacked an animal or person the primary focus of the rangers has been to remove the dog for destruction. In instances where this option is not chosen fines are issued to achieve an outcome.

### **RECOMMENDATION**

For Council Information

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## **4.3 Report on Heritage Action Plan 2011/2012**

### **Background**

During the 2011/2012 financial year activity has generally focused on providing heritage advice to property owners. Much activity has focused on reviewing development applications and dealing with specific issues relating to the adaptive re-use of heritage buildings.

### **Achievements**

The following has been achieved in 2011/2012.

- Preparation of Conservation Management Strategies for the Flags Inn Site and Baradine Soldiers' Memorial Hall.
- Preparation of Conservation Action Plans for Pavilion, Baradine Showground, Old Granby Inn, Mendooran.
- Provision of advice regarding a range of development applications:
  - Construction of an extension to the Council Chambers in Coonabarabran,
  - Adaptive re-use of St Andrews Presbyterian Church (former), Baradine,
  - Adaptive re-use of the Baradine Methodist Church (former),
  - Demolition of Goorianawa Homestead,
  - New development in Harper Street, Coonabarabran.
- Provision of advice on a range of places across the shire:
  - Presbyterian Church graveyard, Coolah,
  - Tin Shed, Wellington Street, Baradine,
  - Tucklan School (former).
- Recording of memorial avenue, Cobbora.
- Implementation of a Local Heritage Fund. This fund provided assistance to eight restoration and repair projects on heritage buildings:
  - Baladonga Homestead, Coolah,
  - Baradine CWA Hall,
  - Cobbora Hall,
  - Cobbora Homestead,
  - Oban Homestead, Coolah,
  - Old Granby Inn, Mendooran,
  - St Matthew's Anglican Church (former), Leadville,
  - St Mary's Catholic Church, Mendooran.
- Briefing of Council road works supervisors on issues relating planning works around heritage items located within road reserves.
- Input into the Warrumbungle Shire Community Strategic Plan 2032.

### **RECOMMENDATION**

That Council adopt the reports on the Heritage Strategy Annual Report 2011-2012 (Attachment 'A'), Local Heritage Fund for 2011/2012 (Attachment 'B') and adopt the 2012/2015 draft Heritage Strategy (Attachment 'C').

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**Your Council name: Warrumbungle Shire Council**

## **NSW Heritage Grants**

### **Local Government Heritage Management Program**

#### **Template for Heritage Strategy Annual Report 2011-2012**

I confirm that the total expenditure for the heritage advisor service during 2011-12 (which includes an estimate for the June 2012 visit) was \$ 13,483.09 ex GST.

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#### **Background**

A requirement of the *NSW Heritage Grants* Local Government heritage advisor program is that each Council must prepare, adopt and implement a three year Heritage Strategy for 2011-12 to 2013-14. This strategy must be based on the Heritage Branch Department of Planning publication, *'Recommendations for local council heritage management'*.

#### **Local government heritage advisor annual reporting requirements for 2011-12**

As part of the funding agreement for your heritage advisor, Council must prepare and submit an annual report on the implementation of your Council's Heritage Strategy to your local Council and the Heritage Branch by 15 May each year. Generally this report will be prepared by your Council's heritage advisor and heritage officer.

#### **All Councils to use this Heritage Strategy Annual Report template**

The 2011-12 heritage strategy annual report template outcomes and indicators are based on a standardised heritage strategy developed from the *'Recommendations for local council heritage management'* publication available on the Heritage website at [www.heritage.nsw.gov.au](http://www.heritage.nsw.gov.au) and search the publications.

Council's must use this reporting template to summarise your Council's achievements throughout the year. You should complete this locked word document template electronically by inserting your responses as follows:

1. Fill in the key performance indicator data in the **grey areas** for each heritage strategy recommendation.
2. Using this data, complete the **grey areas** for all four evaluation questions for each outcome.
3. If you would like to include extra information about and for your Council, please add your comments in the 'optional comments' **grey area**.

**Please do not alter or change the template.** This template is a locked word document.

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The Heritage Branch will collate this data into an annual report on the NSW Heritage Grants Local Government Heritage Management program. This report will be made available on the Heritage website Local Government Heritage Management information page and program evaluation page.

## **Lodging your heritage strategy annual report for 2011-12**

As per the heritage advisor agreement, a copy of this annual report must be:

1. Lodged with your Council for adoption.
  2. Lodged with the Heritage Branch
- 

## **Recommendation 1**

**Establish a heritage committee to deal with heritage matters in your area**

### **Outcome 1** (Caring for our heritage)

**Increased community participation, awareness and appreciation of heritage in the local area**

#### **Key Performance Indicators**

Heritage committee established	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Heritage committee constituted under S377 of Local Government Act	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>Optional comments</i> A heritage committee is deemed not to be practical in this shire. The Heritage Advisor works directly with community co-ordinators and local committees to achieve outcomes.
Heritage policy written and adopted by Council	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Date completed Date/s reviewed and updated <i>Optional comments</i> We plan to do this 2012-2013.
Heritage committee advice/input to council decision making	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> # of pieces of advice/input to Council decision making <i>Optional comments</i>
Local heritage consultants directory established	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Optional comments</i> This is constantly being revised and updated.
Local services and suppliers directory established	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Optional comments</i> This is constantly being revised and updated.

#### **Evaluation:** (social, environmental, economic)

Please add your commentary after each question

1. What do the KPIs tell you about this outcome? Warrumbungle Shire Council works with a network of community co-ordinators who meet regularly to share information and experiences. The heritage advisor regularly addresses these meetings and works

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closely with this network. This is preferable to having a separate heritage committee in a shire the size of Warrumbungle Shire.

2. What were the key results or achievements for this year? Completion of restoration works on the Mendooran Mechanics Institute. Retention of the Baradine Showground Pavilion.
  3. Were there any challenges or disappointments that had a major effect on your results? Briefly describe and show what action has been taken to address this. There were no major challenges or disappointments this year.
  4. What will you do next year? Continue with existing arrangements.
- 

## Recommendation 2

Identify the heritage items in your area and list them in your local environmental plan.

**Outcome 2** (Knowing and valuing our heritage)

**Increased knowledge and proactive management of heritage in your local area**

### Key Performance Indicators

Community based heritage study completed	Yes X No <input type="checkbox"/> Date completed July 2006 Date/s reviewed and updated Ongoing reviews # 171 of heritage items recommended for inclusion in your LEP heritage schedule <i>Optional comments</i>
Aboriginal heritage study completed	Yes <input type="checkbox"/> No X Date completed Date/s reviewed and updated <i>Optional comments</i>
No. of heritage items included in existing LEP heritage schedule	# 12 of heritage items included in LEP heritage schedule Date completed 1999 Date/s reviewed and updated 2006 <i>Optional comments</i> This represents an aggregation of the former Coonabarabran and Coolah Shire LEPs
Council has gazetted a principal LEP with model heritage provisions in accordance with Standard Instrument (LEPs) Order	Yes <input type="checkbox"/> No X Date gazetted <i>Optional comments</i> This is in its final stages.
Statement of significance for all heritage items in existing LEP	Yes X No <input type="checkbox"/> Date completed July 2006 Date/s reviewed and updated <i>Optional comments</i>

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**Evaluation:** (social, environmental, economic)

Please add your commentary after each question

1. What do the KPIs tell you about this outcome? Warrumbungle Shire has completed Community-Based Heritage Studies and is developing an LEP. This is in its final stages.
  2. What were the key results or achievements for this year? We are currently mapping all heritage items in the shire. This will be completed by June 2012.
  3. Were there any challenges or disappointments that had a major effect on your results? Briefly describe and show what action has been taken to address this. Difficulty with mapping based on unavailability of some data relating to the former Coolah Shire.
  4. What will you do next year? Continue with finalisation of the new standard instrument LEP.
- 

## **Recommendation 3**

**Appoint a heritage and urban design advisor to assist the council, the community and owners of listed heritage items.**

### **Outcome 3** (Caring for our heritage)

**Increased community participation and proactive heritage and urban design management in your local area**

#### **Key Performance Indicators**

Site visits	# 36 of heritage site visits undertaken <i>Optional comments</i>
Heritage/urban design advice given	# 12 of heritage/urban design advice given <i>Optional comments</i>
Pre DA advice given on heritage/urban design issues	# 2 of pre DA advice given on heritage/urban design issues <i>Optional comments</i>
Advice to Council DAs provided on heritage/urban design projects	# 7 of advice to Council DAs provided on heritage/urban design projects <i>Optional comments</i>

**Evaluation:** (social, environmental, economic)

Please add your commentary after each question

1. What do the KPIs tell you about this outcome? There has been an increased level of development activity in the shire this year. A number of developments affected heritage items or items of potential significance.
  2. What were the key results or achievements for this year? Establishment of a Local Heritage Fund.
  3. Were there any challenges or disappointments that had a major effect on your results? Briefly describe and show what action has been taken to address this. None.
  4. What will you do next year? Continue with existing programmes.
-

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## **Recommendation 4**

**Manage local heritage in a positive manner**

**Outcome 4** (Caring for our heritage)

**Proactive heritage and urban design management in your local area**

**Key Performance Indicators**

Heritage DCP	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Date completed Date/s reviewed and updated <i>Optional comments</i> A combined DCP has been prepared and will be gazetted with the new LEP.
Urban design DCP	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Date completed Date/s reviewed and updated <i>Optional comments</i> A combined DCP has been prepared and will be gazetted with the new LEP.
Waive or reduce DA fees	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>Optional comments</i>
Adopt a flexible approach to planning and building requirements	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Optional comments</i> Some flexibility has been allowed. Council's heritage advisor has been actively involved in seeking suitable outcomes regarding BASIX compliance for a church conversion.

**Evaluation:** (social, environmental, economic)

Please add your commentary after each question

1. What do the KPIs tell you about this outcome? Council has not yet finalised its standard instrument LEP.
  2. What were the key results or achievements for this year? Working with BASIX to achieve a result which appears to have been a NSW first.
  3. Were there any challenges or disappointments that had a major effect on your results? Briefly describe and show what action has been taken to address this. None.
  4. What will you do next year? Following the gazettal of the new LEP we will work to implement the new planning instruments.
- 

## **Recommendation 5**

**Introduce a local heritage incentives fund to provide small grants to encourage local heritage projects**

**Outcome 5** (Caring for our heritage)

**Increased community participation and proactive conservation and management of heritage in your local area**

**Key Performance Indicators**

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Local heritage fund operational	Yes X No <input type="checkbox"/> <i>Optional comments</i> This was established in February in 2012 and substantial results have been achieved despite a very brief project period.
Heritage projects funded with this years funding	# 8 of heritage projects funded this financial year
Total project value	Total \$ 56,184.00 project value
Total local heritage fund contribution	Total \$ 16,293.50 contributed by local heritage fund
Total owner contribution to project	Total \$ 39,890.50 contributed by local heritage owner to heritage project
**Heritage projects that contribute to local tourism	# 0 of heritage projects that contribute to local tourism <i>Optional comments</i> Two of the projects will create venues for cultural activity.
**Projects created paid employment	# 2 of jobs created <i>Optional comments</i>
**Projects created volunteer opportunities	# 150 of volunteer hours contributed <i>Optional comments</i>

*\*\* These indicators are important NSW Government indicators related to tourism, jobs and employment creation and must be completed.*

**Evaluation:** (social, environmental, economic)

Please add your commentary after each question

1. What do the KPIs tell you about this outcome? The Local Heritage Fund has achieved outstanding results despite a late start. It has also had an impact right across the shire. This is a particularly pleasing aspect of the program.
2. What were the key results or achievements for this year? Establishment of the fund and completion of eight projects within a period of three months
3. Were there any challenges or disappointments that had a major effect on your results? Briefly describe and show what action has been taken to address this. None.
4. What will you do next year? Continue with the Local Heritage Fund and seek new projects across the shire.

## **Recommendation 6**

**Run a heritage main street program**

**Outcome 6** (Caring for our heritage)

**Council, owners and the community actively participate in attractive and well managed heritage main streets**

**Key Performance Indicators**

Heritage main street committee operational	Yes <input type="checkbox"/> No X <i>Optional comments</i>
--------------------------------------------	---------------------------------------------------------------



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Heritage main street study completed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Date completed Date/s reviewed and updated <i>Optional comments</i> It is proposed to undertake a Main Street Study of Coonabarabran in the not too distant future.
Heritage main street study recommendations implemented	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Date completed <i>Optional comments</i> Not applicable.
Heritage main street program expanded to other main streets in LGA	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>Optional comments</i> Not yet undertaken

**Evaluation:** (social, environmental, economic)

Please add your commentary after each question

1. What do the KPIs tell you about this outcome? Main street studies have not been completed in any of the shire's six towns and villages.
2. What were the key results or achievements for this year? None in this area.
3. Were there any challenges or disappointments that had a major effect on your results? Briefly describe and show what action has been taken to address this. There was a focus on other developments and on implementing a local heritage fund.
4. What will you do next year? Consider undertaking a main street study in Coonabarabran.

## Recommendation 7

**Present educational and promotional programs**

### Outcome 7 (Valuing our heritage)

**Increased awareness and appreciation of heritage by the Council, owners and the community in your local area**

**Key Performance Indicators**

Heritage information available for LGA (eg brochures, website, guidelines etc)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Date/s originally set up October 2006 Date/s reviewed and updated <i>Optional comments</i>
Heritage promotional events held (eg National Trust Heritage Festival, local heritage festivals, heritage awards scheme, main street festivals etc)	# 2 of heritage events held in last financial year <i>Optional comments</i> Concerts in the Warrumbungle National Park & Coolah Tops National Park
Local/regional heritage tourism strategy completed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Date completed Date/s reviewed and updated <i>Optional comments</i>
Heritage trail completed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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	Date completed Date/s reviewed and updated <i>Optional comments</i>
Heritage training for staff	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> # 8 staff attended training <i>Optional comments</i> In November 2011 briefings were held for roadworks supervisors to discuss the issues involved with planning roadworks near heritage items located within road reserves.
Heritage training for Councillors	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> # Councillors attended training <i>Optional comments</i>
Heritage training/workshops for heritage owners	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> # of owners attended training <i>Optional comments</i>
Heritage training /workshops for local professionals	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> # of local professionals attended training <i>Optional comments</i>

**Evaluation:** (social, environmental, economic)

Please add your commentary after each question

1. What do the KPIs tell you about this outcome? Particular attention was focused this year on the large number of heritage items located within the shire's road reserves. These include inn sites, bridges, monuments and memorial avenues.
2. What were the key results or achievements for this year? Development of procedures to protect roadside heritage items.
3. Were there any challenges or disappointments that had a major effect on your results? Briefly describe and show what action has been taken to address this. None.
4. What will you do next year? Plan training workshops for other council staff.

## **Recommendation 8**

**Set a good example to the community by properly managing places owned or operated by the Council**

**Outcome 8** (Caring for our heritage)

**Council proactively conserves and manages its heritage assets**

### **Key Performance Indicators**

Council has a asset management plans with action plans for heritage assets	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Optional comments</i> Council is developing CMS for all of the many heritage assets it owns. To date 10 have been completed. Two of these were completed in 2011-2012.
CMPs/CMS prepared for state significant heritage assets	# of CMPs/CMS prepared for state significant items this financial year

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	<i>Optional comments</i> Council has few state significant heritage assets. A CMP has been prepared previously for the Mendooran Mechanics Institute.
Annual works budget secured for heritage asset maintenance and repairs	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Optional comments</i> This varies of year to year and is often linked to works identified in CMS.

**Evaluation:** (social, environmental, economic)

Please add your commentary after each question

1. What do the KPIs tell you about this outcome? Council is continuing to develop CMS for heritage items within its property portfolio.
2. What were the key results or achievements for this year? Development of two additional CMS for the Baradine Soldiers' Memorial Hall and Flags Inn Site.
3. Were there any challenges or disappointments that had a major effect on your results? Briefly describe and show what action has been taken to address this. None
4. What will you do next year? Continue to develop CMS for Council-owned heritage items.

## Recommendation 9

**Promote sustainable development as a tool for heritage conservation**

**Outcome 9** (Caring for our heritage)

**Proactive heritage and sustainable development in your local area**

### Key Performance Indicators

Heritage Development Application approvals for adaptive reuse works	# 2 of adaptive reuse DA approvals <i>Optional comments</i> This was the conversion of St Andrew's Presbyterian Church. It created some issues in relation to the interpretation of BASIX in relation to heritage buildings. These issues were adequately resolved. The second involved adaptation of the Baradine Methodist Church as a pre-school.
Development Application approvals for regeneration and urban design works	# 1 of urban design /regeneration DA approvals <i>Optional comments</i> This involved the redevelopment of a landmark site within the Coonabarabran business district. The implications of this development have been considered for five years.
Heritage Development application approvals for infill and/or additions works	# 1 of infill/additions DA approvals <i>Optional comments</i> This was the same development as that identified above.
Pre- DA advice and advice given on sustainable and energy efficient modifications (power, water, waste, carbon neutral)	# 0 of pre-DA advice and advice given on sustainable and energy efficient modifications <i>Optional comments</i>
Sustainability and heritage awareness courses for councillors, council staff,	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> # of people who attended training

# WARRUMBUNGLE SHIRE COUNCIL

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heritage owners and community	<i>Optional comments</i> Heritage Tasmania guidelines on installing modern services on heritage buildings have been loaded onto the Council website.
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**Evaluation:** (social, environmental, economic)

Please add your commentary after each question

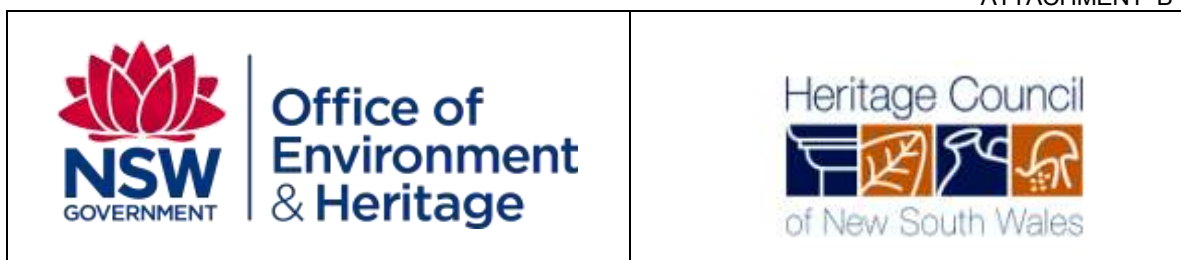
1. What do the KPIs tell you about this outcome? As usual development activity has been desultory.
  2. What were the key results or achievements for this year? Resolution of a number of significant issues in relation to urban design and adaptive re-use of heritage places. The heritage advisor was also actively involved in the planning process leading towards the development of the Warrumbungle Shire Community Strategic Plan 2032.
  3. Were there any challenges or disappointments that had a major effect on your results? Briefly describe and show what action has been taken to address this. None.
  4. What will you do next year? Continue to integrate sound cultural heritage practice into Council's planning processes.
-

# WARRUMBUNGLE SHIRE COUNCIL

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ATTACHMENT 'B'



## Summary Local Heritage Fund Annual Report

These reporting requirements must be completed to claim funds for your local heritage fund.

The Heritage Branch will reimburse our funding share according to the funding agreement with council for that financial year.

- STEP 1. Council issues project Funding Agreement offers to successful applicants specifying the exact work to be funded, required supervision and completion date.
- STEP 2. Prior to the project commencing, Council (and/or applicant) should take photographs for use in the Council final report to the Heritage Branch.
- STEP 3. Once the project is completed, the Council heritage officer or heritage advisor will inspect the project and take a photo of the project.
- STEP 4. The council heritage officer or heritage advisor (or heritage specialist) will also complete and sign off a **Project Compliance Certification Form** for the project. This form must be submitted to Council before the project funding can be paid.
- STEP 5. Complete Templates A and B and email to the Heritage Branch by 15 May each year as your claim for your Local heritage fund reimbursement. (DO NOT post as we have a paperless office).
- **Template A** - A one page summary report on all completed projects
  - **Template B** - A one page final project report for each project

Note: Information included in this summary report can also be used to complete your local Council Heritage Strategy annual report.

# WARRUMBUNGLE SHIRE COUNCIL

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## Warrumbungle Shire Council Local Heritage Fund for 2011-12 financial year

### SUMMARY REPORT ON ALL COMPLETED PROJECTS

Applicant	Heritage item address	Project description	Total project cost	Applicant's contribution	Local heritage funding
Henry Thompson	Baladonga, 4549 Black Stump Way, Coolah 2843	Repair/replace termite damaged floor joists & floorboards	<b>\$40,000.00</b>	<b>\$38,000.00</b>	<b>\$2,000.00</b>
Baradine CWA	Baradine CWA Rooms, Cnr. Lachlan & Darling Sts, Baradine 2396	<i>Replace termite damaged screens &amp; install safety railings</i>	<b>\$3,697.00</b>	<b>\$1,897.00</b>	<b>\$1,800.00</b>
Penny Stevens	Cobbora Hall, Dunedoo St, Cobbora 2844	Install fire safety equipment and conserve artefacts	<b>\$3,325.00</b>	<b>\$1,662.50</b>	<b>\$1,662.50</b>
Mark & Sally Dent	Cobbora Station, Cobbora 2844	Undertake urgent conservation & maintenance works	<b>\$5,000.00</b>	<b>\$3,000.00</b>	<b>\$2,000.00</b>
Sara & Todd Fergusson	Leadville Anglican Church (fmr), Plumb Street, Leadville 2844	Contour soil to channel water away from the building	<b>\$4,500.00</b>	<b>\$2,500.00</b>	<b>\$2,000.00</b>
Fr. Carl Mackinder	St Mary's Church, Cobbora St, Mendooran 2842	Paint exterior timberwork and the interior of St Marys Church	<b>\$5,692.00</b>	<b>\$2,981.00</b>	<b>\$2,981.00</b>
Christopher	Oban	Excavate fill	<b>\$3,700.00</b>	<b>\$1,850.00</b>	<b>\$1,850.00</b>

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Hallett	Homestead, Oban 94 Oban Road, Coolah 2843	from the cellar			
S S Seachange Pty Ltd	Old Granby Inn, Closeburn 238 Castlereagh Highway, Mendooran 2842	Stablise the buildings of the Old Granby Inn group	<b>\$10,000.00</b>	<b>\$8,000.00</b>	<b>\$2,000.00</b>
<b>TOTAL</b>			<b>\$56,184.00</b>	<b>\$39,890.50</b>	<b>**\$16,293.50</b>

**Based on the approved funding agreement for 2011-2012 financial year and the local heritage funding expenditure of \$16,293.50, the Heritage Branch will reimburse \$ 8,146.75**

*\*\* Council can claim reimbursement on this amount from the Heritage Branch, according to the approved Council funding agreement.*

# WARRUMBUNGLE SHIRE COUNCIL

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## Warrumbungle Shire Council Local Heritage Fund for 2012

### FINAL PROJECT REPORT

<b>Heritage item address</b>	Baladonga Homestead, 4549 Black Stump Way, Coolah 2843
<b>Project description</b>	Repair/replace termite damaged floor joists & floorboards
<b>Reason for the project</b>	Severe termite damage in a 1940s addition & the servants' wing
<b>Heritage item listing</b>	Local Heritage Schedule 1390094
<b>Applicant</b>	Henry Thomspen
<b>Date commenced</b>	1 March 2012
<b>Date completed</b>	30 April 2012
<b>Total project cost</b>	<b>\$40,000.00</b>
<b>Applicant contribution</b>	<b>\$38,000.00</b>
<b>Local heritage funding</b>	<b>\$2,000.00</b>

Before photo





# WARRUMBUNGLE SHIRE COUNCIL

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After photo



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## Warrumbungle Shire Council Local Heritage Fund for 2012

### FINAL PROJECT REPORT

<b>Heritage item address</b>	Baradine CWA Hall, Cnr. Lachlan & Darling Streets, Baradine 2396
<b>Project description</b>	Replace termite damaged screens & install safety railings
<b>Reason for the project</b>	Termite damage to existing structure.

<b>Heritage item listing</b>	Local Heritage Schedule 1391118
<b>Applicant</b>	Country Women's Association Baradine

<b>Date commenced</b>	1 March 2012
<b>Date completed</b>	30 April 2012

<b>Total project cost</b>	<b>\$3,697.00</b>
<b>Applicant contribution</b>	<b>\$1,897.00</b>
<b>Local heritage funding</b>	<b>\$1,800.00</b>

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# WARRUMBUNGLE SHIRE COUNCIL

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**Before photo**



**After photo**



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## Warrumbungle Shire Council Local Heritage Fund for 2012

### FINAL PROJECT REPORT

<b>Heritage item address</b>	Cobbora Hall, Dunedoo St, Cobbora 2844
<b>Project description</b>	Install fire safety equipment and conserve artefacts
<b>Reason for the project</b>	Compliance with current standards for public halls

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## WARRUMBUNGLE SHIRE COUNCIL

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<b>Heritage item listing</b>	Local Heritage Schedule 1390183
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<b>Applicant</b>	Penny Stevens
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<b>Date commenced</b>	1 March 2012
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<b>Date completed</b>	30 April 2012
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<b>Total project cost</b>	<b>\$3,325.00</b>
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<b>Applicant contribution</b>	<b>\$1,662.50</b>
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<b>Local heritage funding</b>	<b>\$1,662.50</b>
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**Before photo**



**After photo**



# WARRUMBUNGLE SHIRE COUNCIL

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## Warrumbungle Shire Council Local Heritage Fund for 2012

### FINAL PROJECT REPORT

<b>Heritage item address</b>	Cobbora Station Homestead, Cobbora Station, Cobbora NSW 2844
<b>Project description</b>	Undertake urgent conservation & maintenance works
<b>Reason for the project</b>	Structural deterioration of brickwork

<b>Heritage item listing</b>	Local Heritage Schedule 1390094
<b>Applicant</b>	Mark & Sally Dent

<b>Date commenced</b>	1 March 2012
<b>Date completed</b>	12 May 2012

<b>Total project cost</b>	<b>\$5,000.00</b>
<b>Applicant contribution</b>	<b>\$3,000.00</b>
<b>Local heritage funding</b>	<b>\$2,000.00</b>

**Before photo**



# WARRUMBUNGLE SHIRE COUNCIL

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After photo



# WARRUMBUNGLE SHIRE COUNCIL

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## Warrumbungle Shire Council Local Heritage Fund for 2012

### FINAL PROJECT REPORT

<b>Heritage item address</b>	Leadville Anglican Church (fmr), Plumb Street, Leadville 2844
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<b>Project description</b>	Contour soil to channel water away from the building
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<b>Reason for the project</b>	Treatment required to reduce rising damp
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<b>Heritage item listing</b>	Local Heritage Schedule 1390040
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<b>Applicant</b>	Sara & Todd Fergusson
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<b>Date commenced</b>	1 March 2012
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<b>Date completed</b>	30 April 2012
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<b>Total project cost</b>	<b>\$4,500.00</b>
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<b>Applicant contribution</b>	<b>\$2,500.00</b>
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<b>Local heritage funding</b>	<b>\$2,000.00</b>
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**Before photo**



# WARRUMBUNGLE SHIRE COUNCIL

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After photo



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## Warrumbungle Shire Council Local Heritage Fund for 2012

### FINAL PROJECT REPORT

<b>Heritage item address</b>	St Mary's Catholic Church, Cobbora Street, Mendooran NSW 2842
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<b>Project description</b>	Paint exterior timberwork and the interior of St Marys Church
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<b>Reason for the project</b>	Repair paintwork following structural movement
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<b>Heritage item listing</b>	Local Heritage Schedule 1390128
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<b>Applicant</b>	Fr Carl Mackinder
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<b>Date commenced</b>	1 March 2012
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<b>Date completed</b>	30 April 2012
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<b>Total project cost</b>	<b>\$5,962.00</b>
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<b>Applicant contribution</b>	<b>\$2,981.00</b>
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<b>Local heritage funding</b>	<b>\$2,981.00</b>
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# WARRUMBUNGLE SHIRE COUNCIL

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Before photo



After photo





# WARRUMBUNGLE SHIRE COUNCIL

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## Warrumbungle Shire Council Local Heritage Fund for 2012

### FINAL PROJECT REPORT

<b>Heritage item address</b>	Oban Homestead, Oban 94 Oban Road, Coolah 2843
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<b>Project description</b>	Excavate fill from the cellar
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<b>Reason for the project</b>	Alleviate severe rising damp
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<b>Heritage item listing</b>	Local Heritage Schedule 1390099
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<b>Applicant</b>	Christopher Hallett
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<b>Date commenced</b>	1 March 2012
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<b>Date completed</b>	30 April 2012
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<b>Total project cost</b>	<b>\$3,700.00</b>
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<b>Applicant contribution</b>	<b>\$1,850.00</b>
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<b>Local heritage funding</b>	<b>\$1,850.00</b>
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**Before photo**



# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 156

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After photo



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## Warrumbungle Shire Council Local Heritage Fund for 2012

### FINAL PROJECT REPORT

<b>Heritage item address</b>	Old Granby Inn, Closeburn 238 Castlereagh Highway, Mendooran 2842
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<b>Project description</b>	Stablise the buildings of the Old Granby Inn group
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<b>Reason for the project</b>	Severe deterioration of structural members
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<b>Heritage item listing</b>	Local Heritage Schedule - Granby
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<b>Applicant</b>	S S Seachange Pty Ltd
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<b>Date commenced</b>	1 March 2012
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<b>Date completed</b>	30 April 2012
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<b>Total project cost</b>	<b>\$10,000.00</b>
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<b>Applicant contribution</b>	<b>\$8,000.00</b>
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<b>Local heritage funding</b>	<b>\$2,000.00</b>
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# WARRUMBUNGLE SHIRE COUNCIL

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Before photo



After photo



# WARRUMBUNGLE SHIRE COUNCIL

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## ATTACHMENT 'C'

### Warrumbungle Shire Heritage Strategy - 2012-2015

#### Introduction

This Heritage Strategy for 2012/2015 has been prepared to meet the requirements of the Heritage Branch, Office of Environment & Heritage Three Year funding agreement to support local government heritage management in NSW.

Warrumbungle Shire includes the townships of Coonabarabran, Coolah Baradine, Binnaway, Dunedoo, Leadville and Mendooran, and numerous other localities and villages including Cobborah, Goolhi, Kenebri, Rocky Glen and Uarbry. The shire also includes extensive nature conservation areas including parts of Warrumbungle National Park, Coolah Tops, and the Pilliga National Park and related nature reserves. It also includes the scientifically important Siding Springs Observatory and Anglo-Australian Telescope.

The Warrumbungle Shire Heritage Strategy contains a series of objectives designed to ensure the effective management of the shire's cultural heritage. The strategy covers the following key performance areas and outcomes proposed by the Heritage Branch, Office of Environment & Heritage:

#### 1. Caring for our heritage.

- Increased community participation, awareness and appreciation of heritage
- Increased community participation, and proactive heritage urban design and management
- Proactive heritage and urban design management
- Increased community participation, and proactive conservation and management of heritage
- Council, owners and the community actively participate in active, attractive and well managed heritage main streets
- Council proactively conserves and manages its heritage assets,
- Proactive heritage and sustainable development within the Council area.

#### 2. Knowing and valuing our heritage

- Suggested knowledge and proactive management of heritage

#### 3. Valuing our heritage

- Increased awareness and appreciation of heritage by the Council, owners and the community
- Proactive heritage and sustainable development

Implementation of the Heritage Strategy will be the responsibility of relevant Council Managers and the Warrumbungle Shire Heritage Advisor. The Heritage Advisor will be responsible for review of the Heritage Strategy.

#### 1. Caring for our heritage

# **WARRUMBUNGLE SHIRE COUNCIL**

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## **1.1 Increased community participation, awareness and appreciation of heritage**

### **Aim:**

To encourage the community to be actively involved in the conservation and promotion of the cultural heritage of the Warrumbungle Shire.

### **Actions:**

- Prepare and adopt a Council heritage policy.
- Maintain a list of suitably qualified heritage consultants.
- Maintain a list of suppliers to support heritage management.
- Promote good heritage practice among community groups and managers of heritage items.
- Assist community groups to properly manage heritage places under their control by providing timely advice and assistance with management planning.
- Maintain and promote a local heritage fund to assist owners of heritage items in conserving their places of significance.

## **1.2 Increased community participation, and proactive heritage urban design and management**

### **Aim:**

To encourage an ongoing dialogue between Council and the community regarding urban design and management of streetscapes in the Warrumbungle Shire.

### **Actions:**

- Provide free advice to property owners, including on-site consultations as required.
- Provide heritage/urban design advice to Council and property developers.
- Provide advice on heritage/urban design issues prior to Development Applications being prepared.
- Provide Council with heritage/urban design advice on development applications.

## **1.3 Proactive heritage and urban design management**

### **Aim:**

To encourage the conservation of the heritage values important in the Warrumbungle Shire when making decisions affecting urban design.

### **Actions:**

- Encourage the conservation of heritage values in the management and development of places by waiving or reducing Development Application fees, and adopting a flexible approach to planning and building requirements for heritage places listed in the Warrumbungle Shire LEP

# **WARRUMBUNGLE SHIRE COUNCIL**

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## **1.4 Increased community participation, and proactive conservation and management of heritage**

### **Aim:**

To engage with and support the community in managing and promoting heritage places within the Warrumbungle Shire.

### **Actions:**

- Establish and promote a local heritage fund to support conservation and restoration works on heritage places.
- Support the development of heritage projects that contribute to local tourism, including;
  - A forest industry heritage trail in Baradine and the Pilliga,
  - Promotion of the rail heritage of Binnaway,
  - Continue to support community initiatives such as Camp Cypress, Burra Bee Dee Mission and Sculptures in the Scrub.
- Support the establishment of an information sharing network for owners of heritage homesteads and woolsheds.

## **1.5 Council, owners and the community actively participate in active, attractive and well-managed heritage main streets**

### **Aim:**

To create vibrant, attractive and welcoming main streets in the towns and villages of Warrumbungle Shire.

### **Actions:**

- Develop a heritage main street programme in Coonabarabran.
- Explore the possibility of developing main street programmes in Baradine, Binnaway, Dunedoo and Mendooran.

## **1.6 Council proactively conserves and manages its heritage assets**

### **Aim:**

To ensure that Council is seen to be taking leadership in the responsible management of the community's heritage assets.

### **Actions:**

- Prepare conservation management plans/conservation management strategies for Council owned heritage items.
- Ensure annual works budgets cover heritage asset maintenance and repairs.
- Review management plans and activities for Council owned heritage items to ensure the cultural heritage of the items is protected.

# **WARRUMBUNGLE SHIRE COUNCIL**

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- Monitor the condition of Council owned heritage items consistent with the requirements of conservation management plans/conservation management strategies.
- Monitor the condition & maintenance of non-Council owned heritage items during travel around the shire to undertake other tasks.

## **1.7 Promote sustainable development as a tool for heritage conservation**

### **Aim:**

To encourage practical approaches to heritage conservation to support sustainable development.

### **Actions:**

- Work with property owners and developers to:
  - Encourage the adaptive re-use of heritage structures, rather than demolition and re-development.
  - Encourage re-generation projects and urban design that respect the cultural heritage of the shire.
  - Ensure infill development meets accepted sustainability requirements.
- Provide pre DA advice on matters affecting the sustainability of buildings.
- Provide learning resources and learning opportunities for sustainability and heritage awareness to Councillors, Council officers, owners of heritage properties and the community.

## **2. Knowing and valuing our heritage**

### **2.1 Increased knowledge and proactive management of heritage**

#### **Aim:**

To identify and appropriately record the cultural heritage of the Warrumbungle Shire.

#### **Actions:**

- Continue the process of identifying and recording Aboriginal heritage items in the Warrumbungle Shire.
- Continue the process of recording heritage items in the Warrumbungle Shire.
- Continue to engage with community groups to identify heritage items.

# **WARRUMBUNGLE SHIRE COUNCIL**

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### **3. Valuing our heritage**

#### **3.1 Increased awareness and appreciation of heritage by the Council, owners and the community**

**Aim:**

To ensure that the community of the Warrumbungle Shire understands and cares for its cultural heritage.

**Actions:**

- Make heritage information available for the Warrumbungle Shire by maintaining heritage information brochures and links to other relevant websites on Council's website.
- Work with community organisations to develop and conduct heritage promotional events.
- Ensure relevant Council Officers have skills appropriate to the effective management of cultural heritage by;
  - Preparing and providing briefings on relevant cultural heritage principles and practices.
  - Providing relevant learning resources and information regarding learning opportunities.



## WARRUMBUNGLE SHIRE COUNCIL

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### 4.4 Development Applications

#### i) Approved – April 2012

Complying Development (set criteria) Development Application (Specialised Conditions)	Date Approved	APPLICANT'S NAME	LOCATION	Town	Type of Development
DA 68/1112	3/04/2012	Coolah Pre School	91 Binnia Street	Coolah	Additions and renovations to Pre School
DA 69/1112	02/04/2012	G & A Dewes	10 Cameron Place	Coolah	Erection of shed and garage
DA 70/1112	16/04/2012	K McKinnon	49-51 Castlereagh Street	Baradine	Two lot Subdivision
DA 71/1112	19/04/2012	L Parnaby	5955 Forest Road	Mendooran	Extension to dwelling
DA 73/1112	04/04/2012	N & K McCarty	9 Knight Street	Coonabarabran	Inground swimming pool
DA 74/1112	04/04/2012	J & H Milligan	Namoi Street	Coonabarabran	Demolition of existing and erection of new shed
DA 75/1112	16/04/2012	G Dial	7 Caigan Street	Dunedoo	Erection of a shed

## WARRUMBUNGLE SHIRE COUNCIL

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### ii) Applications Received – April 2012

CD or DA	Date Received	APPLICANT'S NAME	LOCATION	Town	Type of Development	Status
DA 77/1112	03/04/2012	G & A Dewes	72-74 Martin Street	Coolah	Transportable dwelling	DA & Sect. 68 being processed
DA 78/1112	11/04/2012	A Kensit for Dunedoo Preschool	62 – 64 Cobborah Street,	Dunedoo	Additions to Preschool	DA being processed, awaiting information for CC.
CD 79/1112	11/04/2012	Gary Coleman	7 Glencoe Street	Coolah	Erection of garage	Neighbour notification until 15 May 2012
DA 80/1112	27/04/2012	Guy Malin	47 Eagleview Road	Coonabarabran	Erection of shed & attached dwelling	Neighbour notification until 15 May 2012
DA 81/1112	27/04/2012	D & J Redfern	Lot 512 Gardener Street	Coonabarabran	Establishment of a food van	Neighbour notification & referral until 17 May 2012

### RECOMMENDATION

That Council note the Applications Received for the month of April 2012, the Applications Held Pending as at 30 April 2012 and their status, and of those approved during April 2012, under Delegated Authority.

# **WARRUMBUNGLE SHIRE COUNCIL**

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 17 May 2012 commencing at 9.00am Page 165

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## **4.5 Warrumbungle Shire Council 149 Certificates Processed April 2012**

<b>149 Certificate Number:</b>	<b>Date Received:</b>	<b>APPLICANT'S NAME:</b>	<b>Date Issued:</b>
262/1112	28/03/2012	Orana Conveyancing	5/04/2012
263/1112	29/03/2012	Leadpoint SAI Global	3/04/2012
264/1112	10/04/2012	Infotrack (Hannaford Cox)	12/04/2012
265/1112	10/04/2012	Clarke & Cunningham	12/04/2012
266/1112	10/04/2012	Clarke & Cunningham	12/04/2012
267/1112	29/03/2012	Wollondilly & the NSW Conveyancing Centre	13/04/2012
268/1112	13/04/2012	Bowring Macaulay & Barrett	16/04/2012
269/1112	4/04/2012	Murphy Partners	16/04/2012
270/1112	10/04/2012	Nelson Keane & Hemingway	16/04/2012
271/1112	16/04/2012	Ptolemy Legal	18/04/2012
272/1112	16/04/2012	Sai Global	16/04/2012
273/1112	16/04/2012	Davidson Cameron	20/04/2012
274/1112	19/04/2012	Darracott & Tran Lawyers	24/04/2012
275/1112	24/04/2012	Golsby Whiteley Solicitors	27/04/2012
276/1112	30/04/2012	Slater Gordon Solicitors	30/04/2012

### **RECOMMENDATION**

For Council's information.

.....  
**TONY MEPPEM**  
**DIRECTOR ENVIRONMENTAL AND COMMUNITY 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

## **ACTING DIRECTOR OF COMMUNITY SERVICES**

### **5.1 Human Services (Centrelink) Agent and Access Point Program Coonabarabran**

Council has received an invitation and revised contract from the Department of Human Services for continuing provision of Agent Services at Coonabarabran.

The Coonabarabran Agency, now co-located with Warrumbungle Community Care in the Community Services building, provides access to telephones dedicated to the Human Service Department's Smart Centre network, fax, printer and photocopy facilities. Customers are able to forward material to Centrelink or other related uses (such as faxing a job resume), whilst accessing Government Services information, brochures and forms. The agency also provides a face to face information and referral service, guidance to customers in the use of self service products, accepting claim forms and other documentation required to be lodged with Centrelink, sighting and photocopy Proof of Identity (POI) documents, Medicare telephone claiming information and reply paid envelopes for forwarding receipts to support claims.

The Agency is funded for 17.5 hours per week. In 2011 – 2012, the Agency provided services to 3886 clients with over 30 services provided each morning the Agency is open.

The new contract period is from 1 July 2012 to 30 June 2013 and totals \$33, 282 (GST exc). This payment includes:

- Hourly contractor rate of \$37.23
- Weekly Incidental Fees of \$43.28
- Annual Training Support Fee of \$475.49

It is anticipated that the contract payment will meet the expenditure for this project during the contract period.

## **RECOMMENDATION**

That the contract with Department of Human Services for provision of Agency Services in Coonabarabran be renewed for the period 1<sup>st</sup> July 2012 to 30<sup>th</sup> June 2013.

# WARRUMBUNGLE SHIRE COUNCIL

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## **5.2 Macquarie Regional Library draft Strategic Plan and Delivery Program**

Macquarie Regional Library has developed their draft 2012/2016 Strategic Plan and Draft 2012/13 Delivery Program, including the Annual Operational Plan, Budget and Revenue Policy. These documents were adopted at the Macquarie Regional Library (MRL) Committee on 30<sup>th</sup> April 2012.

From 2011/2012, as per the new MRL Service Agreement, participating Council's annual contributions were set at \$10 per capita plus the annual rate pegging percentage increase as determined by the State Government for the full term of the Agreement. The 2012/2013 per capita figure is \$10.36. The annual book vote contribution is 15% of the annual contribution. The estimated State Library NSW Subsidy payments to Participating Councils have been calculated to increase by 1% each financial year.

The estimated key performance indicators in the Annual Operational Plan have been maintained at conservative levels for 2012/2013.

The draft Revenue Policy outlines fees and charges as administered by Macquarie Regional Library. The fees and charges relating to this function have been adopted by the MRL Committee and have been included in Warrumbungle Shire Council's 2012/2013 draft Statement of Revenue Policy for public display and adoption.

The MRL draft Strategic Plan and Delivery Program will be on public exhibition and open for comment until May 31 2012.

### **RECOMMENDATION**

For Council's information.

## **5.3 Mendooran Mechanics Institute – NSW Heritage Grant**

Council received a report at the March 2011 meeting in relation to a successful grant application of up to \$20,000 for the Roof Replacement Project at Mendooran, which was granted on a \$1 for \$1 basis. Council approved the General Manager signing the NSW Heritage Funding Agreement and provided a capital allocation of \$30,000 in the 2011-2012 budget, being Council's contribution for the project cost (**Resolution No 325**).

The total project budget was \$50,000; being \$30,000 from Council and \$20,000 from NSW Heritage. However the budget did not reflect the NSW Heritage contribution of \$20,000 or the corresponding income (page 108 2011-2012 Management Plan).

The Roof Replacement project has come under budget at \$39,737 and a claim of 50% is being prepared for \$19,868 from NSW Heritage. Council's Heritage Advisor has provided the necessary certificate of compliance and acquittal documents have been submitted as per the Funding Agreement.

# WARRUMBUNGLE SHIRE COUNCIL

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The next most critical item raised in the Conservation Management Plan (CMP) is the restoration of the Proscenium which surrounds the stage area. An arts grant was submitted last year for this project however was not successful. This involved a community workshop, patching and painting with an artist and heritage consultant from Rose Deco Planning and Design. The cost of this project is \$9520. The project is supported by Councils Heritage Advisor, will commence in the first or second week of June 2012 and is within the original \$30,000 Council contribution budget allocation.

Council consideration is sought to approve the cost savings in the capital budget for the Roof Replacement project to be allocated to the Proscenium.

## **RECOMMENDATION**

Council approves the supplementary vote of income and expenditure of \$19,868 to the Mendooran Hall Capital Expenditure budget, reflecting NSW Heritage Grant contribution to the Roof Replacement Project **FURTHERMORE** approves the savings made in the original project be expended on the restoration of the Proscenium for \$9,520.

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**FIONA LUCKHURST**  
**ACTING DIRECTOR COMMUNITY SERVICES**