



Warrumbungle Shire Council

Council meeting

Thursday, 24 November 2011

**to be held at the Poplars Motor Inn,
Newell Highway, Coonabarabran**

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 (Acting Director Corporate Services)

Kevin Tighe (Director Technical Services)

Tony Meppem (Acting Director Environmental Services)

Fiona Luckhurst (Acting Director Community Services)

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Date: 18 November 2011

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 24 November 2011. I further attach relevant reports from the Directors to me for the consideration of Council.

Presentation

9.00am – Staff Excellence Award recipient

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 20 October 2011

ADOPTION OF THE RECOMMENDATIONS of the Waste Facilities Advisory Committee meeting held on 20 October 2011

ADOPTION OF THE RECOMMENDATIONS of the Traffic Advisory Committee meeting held in the Community Services Building, Coonabarabran on 27 October 2011

ADOPTION OF THE RECOMMENDATIONS of the special meeting of the Warrumbungle Shire Consultative Advisory Committee held on 3 November 2011

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Reports

GENERAL MANAGER'S REPORT	ANNEXURE 1	PAGE 01
CORPORATE SERVICES REPORT	ANNEXURE 2	PAGE 69
TECHNICAL SERVICES REPORT	ANNEXURE 3	PAGE 79
ENVIRONMENTAL SERVICES REPORT	ANNEXURE 4	PAGE 87
COMMUNITY SERVICES REPORT	ANNEXURE 5	PAGE 96

Questions for Next Meeting

.....
STEVE LOANE
GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

INDEX

1.1	Publication Guide - GIPA.....	1
1.2	Council Administered Elections 2012	1
1.3	Relocation Expenses Policy.....	2
1.4	Warrumbungle Shire Council - Coonabarabran Acquisitive Art Prize.....	4
1.5	Internal Reporting Policy - Public Interest Disclosures Act 1994	5
1.6	Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors.....	5
1.7	November Report From Manager Human Resources	5
1.8	Mining Related Councils	7
1.9	Sister City – Ibara City Japan	7
1.10	Australia Day Awards	8
1.11	Staff Awards 2011	10
1.12	Leave of Absence – Cr Dissanayake	10
1.13	Community Strategic Plan	10
1.14	Details of 2011-2012 Grant Calculations	13
1.15	Notice of Motion	13A
1.16	Management Plan Quarterly Review – September 2011	14
2.1	Bank Reconciliation – Month Ending October 2011	69
2.2	Rates and Charges Collection Report up to and Including October 2011	73
2.3	Budget Review – end of September 2011	76
3.1	Tender for Reading of Water Meters within the Shire	79
3.2	2012/2013 Regional Road Repair Program.....	81
3.3	Newell Highway Task Force – Draft Five Year Vision Statement	84
4.1	State of Environment Report.....	87
4.2	Re-Classification of Public Land.....	88
4.3	Rural Addressing Issues on Warrumbungle Way.....	90
4.4	Proposal for Funding within current 2011-12 Budget for a Pool Kiosk Retainer at Baradine Pool	93
4.5	Development Applications.....	94
4.6	Warrumbungle Shire Council 149 Certificates Processed October 2011	95
5.1	Restructure Warrumbungle Community Care - Coonabarabran.....	96
5.2	National Rural and Remote Health Infrastructure Program	98
5.3	Boat Ramp Castlereagh River - Coonabarabran.....	99

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 1

GENERAL MANAGER'S REPORT

ANNEXURE 1

1.1 Publication Guide - GIPA

Under the Government Information (Public Access) Act, Council must review its Publication Guide and adopt a new publication guide at intervals of not more than twelve (12) months. Council's first Publication Guide was adopted on 16 December 2010.

The reviewed Publication Guide has been forwarded to Councillors under separate cover and is now submitted for endorsement. Once endorsed the 2011 Publication Guide will be placed on Council's website.

RECOMMENDATION

That Council endorse and adopt the 2011 Publication Guide.

1.2 Council Administered Elections 2012

In July Council considered a report from the General Manager in relation to the 2012 Local Government Elections. A Circular has now been received from the Acting Chief Executive, from the Division of Local Government as follows:

Councils will be aware that pursuant to section 287 of the Local Government Act 1993 (the Act), ordinary elections of councillors are held on the second Saturday in September every four years. The next ordinary elections will occur on 8 September 2012.

The Act was amended in June this year to return responsibility for administering elections, constitutional referendums and polls to general purpose councils. If councils prefer, they can engage the services of the New South Wales Electoral Commission (NSWEC) to administer the September 2012 elections on their behalf (see Circular to Councils 11-22).

Councils are reminded that if they wish to pursue this option, a resolution to this effect must be made by 30 November 2011. There are no provisions in the legislation for an extension to be granted or for councils to approach the NSWEC at a later date.

To enable the NSWEC to provide more detailed costings to the councils that will be its clients, it needs certainty that the advice it receives by 30 November will not change. For this reason, councils that have advised the NSWEC that they will be engaging it to conduct the 2012 elections cannot rescind the resolution at a later date, as it would be contrary to the spirit and intention of the legislation.

While a council's resolution to engage the NSWEC needs to be unconditional as part of these transitional arrangements for the 2012 elections, councils will be able to customise

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 2

certain aspects (for example, placement of statutory advertising) in consultation with the NSWEC.

All councils that resolve to engage the NSWEC are required by clause 102 of Schedule 8 to the Act to notify the Electoral Commissioner and the Division of Local Government as soon as possible of this resolution.

RECOMMENDATION

That Council engage the services of the New South Wales Electoral Commission (NSWEC) to administer the September 2012 elections on their behalf. **Further**, that Council write immediately to the NSWEC notifying the Electoral Commissioner of this decision.

1.3 Relocation Expenses Policy

The current Relocation Policy has been reviewed by Manex and is considered to be inadequate in today's climate. In order to attract quality staff, Council has in the past reimbursed relocation expenses for hard to recruit positions. The conditions included:

ELIGIBILITY FOR REIMBURSEMENT OF RELOCATION EXPENSES

Successful appointees for senior management (ie General Manager and Director) and management (Manager and CFO) positions may apply for reimbursement of relocation expenses if the applicant is required to relocate from an area outside Warrumbungle Shire. In addition in order to attract quality staff, Council may elect to reimburse expenses for hard to recruit positions, such as (but not limited to) those in recognised national skills shortage areas.

CONDITIONS FOR REIMBURSEMENT OF RELOCATION EXPENSES

- *Eighty percent (80%) of removalist costs only will be reimbursed.*
- *Forty percent (40%) of costs will be paid on commencement with Council, with the balance to be reimbursed after 2 years' employment. The second 40% instalment may be raised as a sundry debtor against the employee and written off after 2 years' service.*
- *Three removalists' quotes must be submitted prior to relocation, with the General Manager's consent to the selected removalist to be obtained. Council may choose to reimburse the costs of the cheapest removalist, whilst the employee may choose another removalist and pay the balance.*
- *The maximum amount to be reimbursed will be \$3,000.*
- *Application for reimbursement must be made in writing, attaching removalist's receipt.*

Since the endorsement of the above Policy in 2008, removalist costs have escalated and Council should now consider changes to the Relocations Expenses Policy as follows:

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 3

Eligibility for Reimbursement of Relocation Expenses

Successful appointees for senior management (ie General Manager and Director) and management (Manager and CFO) positions may apply for payment of relocation expenses if the applicant is required to relocate from an area outside Warrumbungle Shire. In addition in order to attract quality staff, Council may elect to pay expenses for hard to recruit positions, such as (but not limited to) those in recognised national skills shortage areas.

Conditions for the Payment of Relocation Expenses

- Council will pay the cost of relocation expenses up to a maximum of \$6,000 or as otherwise approved by the General Manager.
- Three removalists quotes must be submitted prior to relocation, with the General Manager's consent to the selected removalist to be obtained. Council may choose to reimburse the costs of the cheapest removalist, whilst the employee may choose another removalist and pay the balance.
- Should the employee resign from the position within 3 years the relocation costs will be deducted from the employee's final termination payment based on a pro rata sliding scale.

RECOMMENDATION

That Council endorse the amended Relocations Expenses Policy as shown:

Eligibility for Reimbursement of Relocation Expenses

Successful appointees for senior management (ie General Manager and Director) and management (Manager and CFO) positions may apply for payment of relocation expenses if the applicant is required to relocate from an area outside Warrumbungle Shire. In addition in order to attract quality staff, Council may elect to pay expenses for hard to recruit positions, such as (but not limited to) those in recognised national skills shortage areas.

Conditions for the Payment of Relocation Expenses

- Council will pay the cost of relocation expenses up to a maximum of \$6,000 or as otherwise approved by the General Manager.
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WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 4

1.4 Warrumbungle Shire Council - Coonabarabran Acquisitive Art Prize

Council has for many years been providing funds to the Warrumbungle Arts and Crafts Inc for the Acquisitive Art Prize. The winning entry then becomes the property of the Warrumbungle Shire Council and is displayed in the Council Chambers building.

To date there has not been a formal set of criteria in place for the judges benefit except that the previous Donations Policy included the following:

Warrumbungle Arts and Crafts – Coonabarabran

That a donation of \$800 be made to the above organisation for a special acquisitive prize. The section being restricted to artists resident within the Shire and the theme of work must relate to the Shire.

In February this year this Policy was amended and the criteria not included. In order to provide guidance to the Warrumbungle Arts and Crafts Acquisitive Art Prize Judges a formal set of criteria is needed. Council has received a letter some time ago from the Warrumbungle Arts and Crafts Inc with suggestions for criteria, and that is:

- The artist must reside within the Warrumbungle Shire
- The painting must contain local content
- A council representative should be on the judging panel

Consideration should also be given to how many times the same artist can win the award.

The amount for the Acquisitive Prize has now been increased to \$1,000.

A determination is now sought from Council on a formal set of criteria for the judging of the Annual Acquisitive Prize.

RECOMMENDATION

That Council determine the following formal set of criteria for the Warrumbungle Shire Council – Coonabarabran Acquisitive Art Prize:

- The artist must reside within the Warrumbungle Shire
- The painting must contain local content
- A council representative should be on the judging panel

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 5

1.5 Internal Reporting Policy - Public Interest Disclosures Act 1994

Council has been advised by the Division of Local Government of amendments to the Public Interest Disclosures Act 1994 (formerly the Protected Disclosures Act)

The amendments have now been incorporated into the Policy previously endorsed by Council in March 2009 and are identified in blue ink. The amended Policy is now submitted for Council's endorsement and a copy has been forwarded to Councillors under separate cover.

RECOMMENDATION

For Council's consideration and endorsement if approved.

1.6 Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors

Council is required to review the policy annually by the 30th November for the payment of Expenses and Provision of Facilities to Mayors, Councillors, General Manager or Nominee. An amended policy was adopted in draft for the purposes of exhibition at the October 2011 Council meeting. This draft policy was placed on exhibition for public comment as required pursuant to the provisions of the Local Government Act and Regulation.

No submissions were received from the public as a consequence of the exhibition; however staff have recommended alterations to the exhibited policy after significant discussion. These proposed amendments in Clause 2.6 further clarify the relevance of Councils activities and a copy of the amended Policy has been forwarded to Councillors under separate cover.

RECOMMENDATION

That following consideration of submissions and comments, Council endorses the amended Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors.

1.7 November Report From Manager Human Resources

Since the October Meeting six positions have been successfully filled.

- Town Planner – Maternity Leave
- Supervisor Pools – Internal Expression of Interest
- Concrete Crew Leader – Coolah
- Manager of External Financial Reporting & Strategy Planning – Readvertised externally
- Baradine Pool Superintendant (casual position for this season)
- Child Carer

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 6

Positions Currently Advertised – 11

- Manager Asset Design – On Web site
- Indigenous Trainee Warrumbungle Community Care
- Indigenous Trainee Yuluwirri Kids
- Trainee Personal Assistant
- Trainee Administration
- Trainee Support Technician
- Youth Development Officer
- Creditors Clerk (Maternity Leave)
- Roller Operator (Coolah)
- Concrete Operator (Coolah)
- Executive Assistant Special Projects

Positions Advertised – Applications closed – Selection process underway – 6

- 2 Plumbers (Coolah & Coonabarabran)
- Manager Water & Sewerage
- Patching Operator
- Apprentice Plumber (Coonabarabran)
- Apprentice Gardener (Coonabarabran)

Positions not advertised – under consideration by management - 10

Some of these positions are awaiting decisions from senior management as to inclusion into new Organisational Structure.

- Manager Building Services – To be determined in new Structure
- GIS Officer – To be determined in new Structure
- Road Contracts Manager – To be determined in new Structure
- Compliance Officer – Coolah – Currently undertaken by contractor
- Cleaner (Coonabarabran) – Awaiting advice from Director Corporate Services
- Cleaner (Coolah) - Awaiting advice from Director Corporate Services
- Supervisor Mendooran – To be determined in new Structure
- Supervisor Water and Wastewater South – Currently filled as higher duties by employee
- Director for Corporate Services – Currently filled by R. Ryan
- Director for Environmental Services – Filled by Contractor until Organisation Structure review

RECOMMENDATION

For Councils information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am Page 7

1.8 Mining Related Councils

The Annual General Meeting of the Mining Related Councils was held at Cobar on the 11 November 2011 and was attended by the Mayor Peter Shinton and the General Manager Steve Loane.

A new Executive was appointed and it consists of:

Chairperson

Cr Colleen Fuller, Gunnedah Shire

Deputy Chairpersons

Cr Lilliane Brady, Cobar Shire

Cr Neville Castle, Lithgow City

Executive Committee

Cr Howard Mangelsdorf, Bland Shire

Cr Geoff Slack, Gloucester Shire

Cr Ken Bates, Narrabri Shire

Cr John Davis, Orange Shire

Cr Jeff Whitton, Orange Shire

Cr Lea Carter, Upper Hunter Shire

Cr John Martin, Singleton Shire

Cr Colin Mitchell, Wollondilly Shire

This advice was received from Margaret MacDonald Hill who also thanked the 2011 Committee for all their hard work and congratulated the 2012 Committee on their appointment.

RECOMMENDATION

That Council note the appointment of the 2012 Mining Related Councils Executive Committee.

1.9 Sister City – Ibara City Japan

At the August meeting Council resolved to confirm its intention to establish a sister city relationship with Ibara City Council in Japan. A budget of \$10,000 was provided via supplementary vote to enable the Mayor and one other Council representative as nominated by the executive, visit Ibara City from the 11th – 14th October 2011 (**Resolution No 47/1112**).

The Mayor, Cr Peter Shinton and Acting Director Corporate Services, Rebecca Ryan; were formally welcomed by the Mayor of Ibara City, along with the Deputy Mayor, Speaker of the House and Chief Executive Officer at the Council Chambers. This attracted media attention and was followed by an hour length meeting. Then Ibara City staff from the Ibara Board of Education with the Director from the Bisei Observatory provided an excellent program touring around the area visiting local attractions and

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am
Page 8

Council provided services. A formal banquet hosted by the Mayor Takimoto provided an opportunity for more talking around the table about Warrumbungle and Ibara exchange programs.

The Mayor's wife, Mrs Julie Shinton; travelling at her own expense, was a member of the Council party for the whole trip.

Mr Hank and Mrs Masako Sato from Milroy Observatory in Coonabarabran, accompanied the delegation in Ibara City, at their own expense, providing translation support.

The possibility of exchange programs with Ibara Council is a vision that was well received, be that between the schools, Observatories, business, National Parks, farming or Council. These exchange opportunities were promoted in discussions with Mayor Takimoto, Bisei Observatory and with Directors from the Ibara Board of Education; during a second banquet.

The visit was a very worthwhile relationship building exercise and we are confident a return visit by Ibara City may be organised in 2012. An invitation has also been extended to delegates from CLAIR, the Japanese Local Government Centre in Sydney, to visit Warrumbungle Shire in preparation for a Japanese delegation from Ibara City. In addition, the Mayor and Acting Director Corporate Services attended a forum at CLAIR in Sydney on 3rd November, which provided further sharing of Council's support for a sister city venture.

Expenditure for Japan project is as follows:

Return Flights (Dubbo – Sydney – Osaka) (x2)	\$ 4,132
Japan Rail Pass and Travel Insurance (x2)	996
Accommodation and Rail Tickets Airport – Osaka (x3)	1,967
Car Park – Dubbo Airport (x7 days)	66
Gifts	512
<u>Return Flights (Dubbo – Sydney) CLAIR Forum Sydney (x1)</u>	<u>364</u>
TOTAL	\$ 8,037

RECOMMENDATION

That the report of visit to Ibara City Japan in October 2011 is noted and accepted by Council.

1.10 Australia Day Awards

Nominations were sought for Australia Day Awards 2012 under the five categories listed for the Shire Wide awards. Those award categories are listed below with the names of persons nominated and their nominators. A copy of each nomination has been provided to Councillors under separate cover.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars
Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at
9.00am Page 9

Australia Day Nominations 2012	
Citizen of the Year Award	Nominators
Mr Duncan Stephens	Mrs Carol Richard
Mr Robin (Bob) Denman	Mrs Betty Olsen
Mrs Jenny Hunt	Mrs Rhonda Wark
Mrs Rita Keech	Mr John Wark
Ms Marie Jacobsen	Mrs Irene Osborne

Young Citizen of the Year	Nominators

Senior Citizen of the Year	Nominators
Mr Kevin "Woody" Carberry	Mrs Carol Richard
Mrs Rita Keech	Mr John Wark

Sports Person of the Year	Nominators
Mr Harley Wood	Mr Joe Ramage
Ms Gabi Olsen (Was awarded 2007 Young Sportsperson of the Year)	Mr Joe Ramage

Young Sports Person of the Year	Nominators
Miss Hayley Arden (Was awarded 2008 Young Sportsperson of the Year)	Mrs Shelley Piper
Miss Teaghan Barron	Mrs Kelly Dewar
Mr Harley Wood	Mrs Naomi Milsom
Mr Harley Wood	Mr Joe Ramage
Ms Gabi Olsen (Was awarded 2007 Young Sportsperson of the Year)	Mr Joe Ramage
Ms Jessica Cormie	Mrs Lucy Evans

RECOMMENDATION

For Council's consideration and determination.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 10

1.11 Staff Awards 2011

Nominations for the fourth quarter Staff Awards closed on the 30 September 2011.

This quarter there were six nominations received and considered against the criteria at MANEX. After short listing and long discussions MANEX have recommended that Paul Sullivan Supervisor for Urban Services based in Coonabarabran be awarded a Warrumbungle Council Employee Excellence in Achievement Award.

Council and Staff congratulate Paul Sullivan on his nomination and subsequent award.

The following nominations were received and considered and congratulations are extended to these dedicated staff members:

- Joanne Player
- Bianca Dumas
- Carol Pickette
- Frances Perry
- Paul Sullivan
- Richard Clarke

The winner of the “Employee of the Year” will be selected from the selected quarterly winners and will be announced at the December Council Meeting for presentation at Council’s Staff Christmas Party on December 16.

RECOMMENDATION

That Council accepts the recommendation from MANEX and presents Paul Sullivan with a Warrumbungle Council Employee Excellence in Achievement Award.

1.12 Leave of Absence – Cr Dissanayake

Councillor Tilak Dissanayake has advised Council by letter dated 16th November 2011 that he will be unable to attend the ordinary Council meeting scheduled for 24 November 2011 and will therefore be absent.

RECOMMENDATION

For Council’s consideration.

1.13 Community Strategic Plan

Council implemented the preparation of the Warrumbungle Shire 20 year Community Strategic Plan (CSP) that commenced with a Community Engagement Strategy in July 2011. Following a CSP logo competition, the organisation launched into the community consultation phase staging a total of 38 forums throughout the shire over three and a half weeks in September 2011. This included general community forums plus focus groups for

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 11

seniors and young families, business and interagency, indigenous and outlying farming areas. An opportunity was provided to residents to attend either a day time or evening community forum that suited at a local venue. Surveys were mailed out to householders and an option available to complete a survey online. In addition every school was involved and supported the process, and a workshop was facilitated for children in school time.

As reported informally to Council on previous occasions, 900 people in total participated in these forums and a total of 10,438 comments have been input into a database. The participation rate and input is a very good outcome given the logistics of distance between locations and budget, and it is a benchmark that Council and the community should be proud. The Centre for Local Government (CLG) has used the example of Warrumbungle Shire Council at University of Technology learning and development Strategic and Integrated Planning short course.

Council's appreciation has been conveyed formally to the 22 staff who, with the General Manager and Directors coordinated and facilitated the forums. This has been a very positive staff development exercise where new skills were learned and capacity building of roles by being included in the development of the CSP.

The adjusted 2011-2012 budget for the CSP project \$102,483, which includes a revote of \$47,483.

Expenditure to date is as follows:

	2010-2011	2011-2012
Workshops		
Councillor and Staff Training	\$3,883	
Logo Competition		
Advertising	\$223	
Logo Design		\$227
Prize		\$500
CLG		
Travel/accommodation	\$747	\$2,179
Contract		\$27,000
CSP Forums		
Advertising/mailouts		\$3,255
Catering/hall hire/sundry		\$4,555
Resources - workshops		\$304
Salaries and Wages/Plant		\$13,422
TOTAL	\$4,853	\$51,443

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am
Page 12

The data has been sorted into forum type and posted on the Council website and printed up and provided in hard copy to each Library and Council offices.

The Acting Directors' of Corporate and Community Services worked with the CLG in Sydney in early November over a few days, compiling and putting into words the data into a Preliminary Draft CSP, which is attached under separate cover. This document has yet to have included the Mayor and General Manager's introduction, community engagement strategy, shire statistics, population, demographic and economic profile information and background to Integrated Planning and Reporting (IP&R) framework.

To complete the CSP and other IP&R reporting documents it is anticipated that the following program will include;

1. Public exhibition of Preliminary Draft CSP – November 2011 to February 2012

2. An Indicators Setting Workshop for Councillors and Staff to be held at Coolah Council Chambers - Thursday 19 January 2012 from 9am - 12pm

It is important that Councillors and senior staff (including Manager's) are involved in reviewing of the draft CSP and establishing the indicators for success. In turn this is essential for creating the next set of IP&R documents which is the Delivery Program (4 years) and Operational Plan (1 year), with budget allocations for specific projects aligned with the strategies and goals of the CSP.

3. A final round of Community Forums

The final community forums are to be conducted as a Question and Answer (Q&A) style format that will include a panel of Councillors and senior staff responding to community feedback. This is an interactive process whereby community members get to understand the process of how the data collected during the forums held in September 2011 have moved into the CSP. These Q&A session dates are proposed as follows;

- Dunedoo - Tuesday 31 January 2012 6pm - 8pm
- Coolah - Wednesday 1 February 2012 6pm - 8pm
- Binnaway - Thursday 2 February 2012 6pm - 8pm
- Coonabarabran - Tuesday 7 February 2012 6pm - 8pm
- Baradine - Wednesday 8 February 6pm - 8pm
- Mendooran - Thursday 9 February 6pm - 8pm

Following these final community feedback sessions, the CSP will be adopted by Council in March 2012.

4. Workshops will then be facilitated by the CLG for staff in March 2012 to prepare the 2012-2016 Delivery Program and 2012-2013 Operational Plan, to be adopted by 30 June 2012 as per the IP&R legislation.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 13

RECOMMENDATION

- i. That Council receives and adopts the Preliminary Draft (November 2011) Warrumbungle Shire Community Strategic Plan (CSP) and
- ii. place the document on public exhibition for community input, and
- iii. note that the final CSP sessions to be held in each town in early 2012.

1.14 Details of 2011-2012 Grant Calculations

A detailed summary of the 2011-2012 grant calculations for Warrumbungle Shire Council has been provided by the Local Government Grants Commission, in line with its policy of providing information to Councils about the way it calculates financial assistance. A copy of the letter will be tabled.

Within this information are Disability Calculations Summaries, Explanation of Calculation Summaries and Details of the Disability Factors including measures used, source, standards (NSW State Average) and weightings.

Council is invited to make a submission in relation to the distribution of financial assistance grants for 2012-2013. This is not a mandatory requirement; the purpose of a submission is to enable Council to present additional information on the financial impact of expenditure disabilities beyond its control that may not be recognised in the methodology.

The 2011-2012 estimated entitlement for Warrumbungle Shire Council is \$5,711,749 which is made of two components:

General Purpose component	\$3,546,800
Local Roads component	\$2,164,949

The local roads component comprises a population and local road length formula amount of \$2,069,242 and a bridge length formula amount of \$95,707.

Payments for 2011-2012 will include the estimated grants plus an adjustment of \$17,617 for 2010-2011; necessary because CPI and NSW Share of national population varied from Commonwealth estimates. The Commonwealth brought forward one-quarter of the 2011-2012 grant allocation to June 2011, amounting to \$1,439,546 which is noted in the 2010-2011 Financial Statements.

RECOMMENDATION

For Council information

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 13A

1.15 Notice of Motion

The following Notice of Motion has been received from Councillor Schmidt.

That the Warrumbungle Shire takes the position that “We do not support Coal Seam Gas Mining within our Shire”. And that we support our surrounding Councils to do the same.

Background

As a result of numerous conversations with individuals and local community groups, there is a growing concern within our shire regarding the extraction of coal seam gas.

Although we, as Local Government, do not get asked if we are for or against this type of mining in our Shire, I believe that as representatives of the communities, we should take side.

With thousands of pages of documentation available, along with an ever growing number of concerned citizens, we, as the leaders in our communities have a responsibility towards our environment and its people.

The question of erosion, water contamination, environmental impact, long term health issues and fire all present themselves.

Unfortunately after reading hundreds of pages of reports and data, I have yet to find one advantage for our communities or its people to have this type of mining industry in our Shire.

There are no employment benefits.

There are unanswered questions regarding water contamination of our Artesian water supply.

There are great concerns regarding the safety of the extraction plants and their maintenance.

Soil erosion from their pipelines has already been raised in this Shire.

RECOMMENDATION

For Council's consideration.

WARRUMBUNGLE SHIRE COUNCIL

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars
Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at
9.00am**

Page 14

1.16 Management Plan Quarterly Review – September 2011

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

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

RECOMMENDATION

That Council note and receive the report.

.....
STEVE LOANE
GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars
Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at
9.00am Page 16

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)
(\$671,694)

Expenditure

General Management

Year to date \$343,955
\$82,272

Special Projects

Expenditure

Community Strategic Planning

Year to date \$55,000
\$31,369

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 17

- Council has conducted 39 Community Strategic Forums to ensure the Community Strategic Plan is a reflection of the communities needs and aspirations.
- Council has endorsed a new Organisation Structure which will ensure further services are provided for the community. As well this will provide a pathway for all staff and increase levels of staff morale. Change Management training workshops for all staff and councillors will be undertaken in the new year.
- Council has a regular half page information section in the local newspaper as well the Mayor or General Manager provide a roundup to the ABC Radio after each monthly council meeting.
- Council's Manager Tourism and Economic Development continues to overview the Shire's promotional activities. Meetings held with the representatives of the Eastern Star Gas Company as well as the Director General Planning to ensure the community's interest is known and considered.
- The format of Council's Management Plan has been reviewed and improved. Council has employed the services of an off site Information Technology provider to oversee its computer network to ensure efficiency and effectiveness. Manex meetings are held weekly to review and discuss operational issues.
- Council has established a Risk Management Plan to ensure the safety of all staff and the Community with the addition of a newly written Business Continuity Plan. Council's Safety Officer continues a regular regime of work site inspections.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars
Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at
9.00am Page 18

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

Human Resources Objective

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

Activities

Human Resources Management

Performance Target (Service Levels)

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

Progress Upon Review

- HR worked with management contributing ideas for new organisational structure to be implemented.
- Ongoing Industrial Relations matter finalised this quarter
- HR continued networking with other Councils to provide up to date information on new practices to ensure ongoing best practice services were provided.

Operational Budget

Income

HR Management	(\$1,298)
Safety – OH&S and Risk Management	(\$500)
Training	(\$29,500)
Year to date	(\$31,298)

Expenditure

HR Management	\$114,244
Staff Support	\$61,597
Safety – OH&S and Risk Management	\$20,995
Training	\$50,419
Year to date	\$247,255

Special Projects

Expenditure

Workforce Management Plan	\$65,000
Year to date	\$0

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 19

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

- Policies and procedures reviewed to ensure staff are treated with respect. All staff are made aware of Council's Bullying and Harassment Policy
- All conditions and allowances paid are in accordance with the Local Government State Award.
- All staff paid according to employment offers and on time.
- Twenty six vacant positions recruited this quarter with several long term vacancies filled.
- Staff competencies undertaken and staff currently on Step Three of their grade participated in a new system of Staff Appraisal.

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

- Workplace Safety Officer continued to offer support and guidance to staff to ensure risk assessments on all jobs were undertaken.
- Workplace incidents and injuries at a low level this quarter
- Safety Audits completed on time.

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars
Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at
9.00am Page 20

Progress Upon Review

- Staff undertook a variety of training programmes to ensure quality outcomes. Training such as renewals in Blue Card, Yellow Card, Red Card, Effective Recruitment and Behavioural Interviewing Skills, Double Diploma in Civil Engineering and Management, Dangerous Dog Training, Document Retention and Disposal, Workforce Management Training and Consultative Committee Training
- Recruitment for the new position of Training and Development Co-ordinator to ensure all training plans are prepared and implemented in line with Council's responsibility under the Local Government State Award 2010

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		(\$10,091)
	Year to date	(\$1,125)

Expenditure

Development Services Management		\$87,940
	Year to date	\$22,257
Economic Promotion		\$29,295
	Year to date	\$,1696

- Open door policy to provide access for a fair and impartial information service for tourism and economic development across the shire. Provision of information to

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 21

developers and businesses on opportunities for development and funding. Assistance provided with grant applications to support several business and community submissions. Participation in Chamber meetings and projects incl design of a shop local campaign.

- Presentation of visual merchandising workshops in Coona and Coolah with follow up with participants; participation in community meetings and projects including design of a shop locally campaign. Re-classification of land in Ulan Street to Operational Land with Planning Dept and should be finalised by November – land will then be assessed for re-sale with subdivision and services.
- Participation in Rural & Regional Living Expo with RDA-Orana; followed-up enquiries; provided information for jobs board and real estate; most enquiries related to mining employment and re-location opportunities; across the state 49 people have taken up state govt's relocation grants – privacy issues preclude knowing who and where. Preparation of material for a shared media campaign into western Sydney to coincide with the expo.
- Working with business communities across shire on special campaigns – business workshops on Visual Merchandising, Grant Writing, Shop Local project; provision of information on targeted funding opportunities to CDO's, special interest groups and schools. Staff were actively engaged in the Community Strategic Planning Consultations – planning committee, media, catering, facilitation and recording of workshops. Successful in attracting Small Biz Sept funding for business workshops. Submission prepared for SBS Radio relay site. Attendance at ESG information centre on coal seam gas. Provided brief on filming opportunities to SBS for "Australian Story style" programs featuring immigrant families in the shire.
- Ongoing work with Orana Shires on Skills Attraction Strategy to address "employment gaps" and direct a more targeted approach for future employment in the shire. Maintenance of ongoing partnerships with agencies that support regional growth and development; provision of information to developers on funding opportunities. Announcement of successful funding application through TQUAL for observatory development at Milroy.
- T/L participation in EDO network, liaison with BEC and I&I, Destination NSW and attendance at local and regional meetings linked to economic development. Ongoing liaison with JLGC to establish partnership with Ibara in Japan; preparation of resources, language kits and gifts for delegation to Japan.
- Successful in submission of EOI for the NSW MX Titles in 2012 for Coonabarabran – potential to attract 5000 people over a 4 day period; hosted TASAC and RDA-EDO meetings in shire. Preparation of materials for famill to area for team of 5 journalists and PR consultant. Assistance to St Lawrences School for inaugural art show in 2012. Preparation of EOI for Women in Local Govt Conference in 2013.

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

Visitor Information Objective

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

Activities

Visitor Information Centre

Tourism Promotion

Performance Target (Service Levels)

- An accredited and customer focused Visitor Information Service.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 22

- Implement effective tourism marketing and promotions campaign, which is aligned to market research.

Progress Upon Review

Operational Budget

Income

Tourism and Information Services		(\$50,000)
	Year to date	(\$ 7,902)

Expenditure

Tourism and Information Services		\$279,791
	Year to date	\$ 67,134
Tourism Promotion		\$48,400
	Year to date	\$ 8,139

- Coonabarabran VIC maintained as a Level 1 accredited VIC meeting all standards and requirements. Building and grounds are maintained in line with OH&S requirements with several works scheduled for next quarter. Staff have participated in training opportunities – retail, marketing, customer service and OH&S. Family undertaken with volunteers to observe new product in the Baradine/Warrumbungle/Coonabarabran area with further family to southern end of shire to be confirmed.
- Promotional staff attendance at tourism symposium – focussing on new media;
- Active participation in Newell Promotions and Great Inland Adventure Trail campaigns; Joined the newly established Inland Regional NSW Tourism group; TPC and T/L on committee of Marketing Cluster involved with Digital Tourism Project – prepared podcasts for loading to website and for BlueTooth and USB sticks; T/L member of Advisory Group for PFDC.
- Collection and analysis of statistics aligns with targeted marketing activities – schools, grey nomads, campers, families – domestic travellers.
- New padmap completed and distributed across shire;
- Continual upgrading of information on website, STDW managed in house;
- Prepared itineraries for journalists' visit to shire;
- Committed to purchasing space on a large print-run regional map.
- Ongoing liaison with ANU on the refurbishment of Exploratory and design of brochures;

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am Page 23

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

\$13,885

- Further meetings were held with adjoining Councils regarding the Barwon Electorate Roads Strategy and in separate meetings the Coonabarabran Mungindi Road Project.
- Progress on the Baradine Floodplain Management Plan has slowed due to problems obtaining additional information on diversion proposal and overflow channel east of the railway line.
- The project to acquire a strip of land in the Stannix Park is now finalised with Council obtaining title to the land and payment of compensation to the property owner.
- Staff issues this period include; resignation of Water and Wastewater Supervisor from Coonabarabran and the Coolah Plumber. A position of Design Engineer was filled following promotion of previous incumbent to position of Manager Road Operations.
- There is limited opportunity available for training staff in the use of fluoride and much effort went into securing places for seven(7) staff members in Bowral.
- Maintenance management software was purchased to assist with managing the RTA road maintenance contract. It is expected that this software will be used to provide information to Council on maintenance productivity on regional and rural roads.

Technical Services

Performance Target (Service Levels)

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

Progress Upon Review

- Significant projects that commenced during the quarter included the Deadmans Gully project and the Teridgerie Creek stabilisation project. Quotations were sought from contractors for construction of the concrete component of the Teridgerie Creek project.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am Page 24

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	(\$549)

Expenditure

Design and Traffic Management	\$72,056
Traffic Management	\$4,650
Survey, Investigation and Design	\$160,801
Asset Management Technical Services	\$44,126
Total	\$ 281,633
Year to date	\$41,489

Special Projects

Expenditure

Design Services	\$26,000
Year to date	

- Ongoing design projects include; Culvert extension at Deadmans Gully, Piambra Road reconstruction, Benewa / Abbott Street reconstruction and sealing. Also, the 'Barneys Reef' project on Castlereagh Highway for the RTA. A geotechnical report was completed for Baby Creek Bridge replacement. There are a number of outstanding design projects associated with traffic management at intersections and stormwater drainage in both Dunedoo and Coolah.

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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 25

Progress Upon Review

- An upgrade to Council's mapping software – ArcView – was purchased and installed
- Assistance provided to NSW Land Property Information to produce higher resolution images of urban centres in the Shire.

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

Management Objective

Planning, controlling and reporting on the road operation function

Activities

Management

Performance Target (Service Levels)

- Development of annual operating plans for the section

Progress Upon Review

Operational Budget

Income

Works Services Management

Year to date (\$3,874)
\$1040

Expenditure

Works Services Management

Year to date \$218,040
\$51925

- Outcomes being meet 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

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars
Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at
9.00am Page 26

Progress Upon Review

Operational Budget

Income

Regional Roads

Year to date (\$1,447,000)
\$702086

Expenditure

Regional Roads

\$20,000

Block Grant

Year to date \$1,427,000
\$446170

Special Projects

Income

Regional Roads

Year to date (\$969,000)
\$80914

Expenditure

Regional Roads

Year to date \$969,000
\$196937

- Extensive shoulder repair and vegetation control works were carried out on both MR7519 (Forest Rd) and MR396 (Warrumbungle Way) in the 1st 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 work has commenced at Deadmans Gully with the stabilisation of both the upstream and downstream batters nearing completion.
- The Yuggel Creek bridge and associated roadworks have been completed in the 1st quarter.

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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 27

Progress Upon Review

Operational Budget

Income

Local Roads

Year to date (\$3,209,000)
\$832113

Expenditure

Local Roads

Year to date \$4,639,301
\$1027082

Special Projects

Income

Local Roads

Year to date (\$840,000)

Expenditure

Local Roads

Year to date \$840,000
\$31385

- Maintenance grading of local road

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

- Construction of 1.3km of road was completed on Mt Nombi Rd along with the construction of 240m of Sullivans Rd.
- Gravel Resheeting programme progressing well with a number of roads already completed in this quarter, these roads included Caledonia Rd, Caigan Rd, Beni Crossing, Pandora's Pass and River Rd.
- Work has commenced on the construction of a concrete flume at Teridgerie Ck on the Bugaldie/Goorianawa Rd.

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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am Page 28

- Drainage structures including kerbing and guttering are constructed and maintained to adequately control stormwater runoff.
- Footpath structures constructed and maintained for safe and reliable pedestrian use.

Progress Upon Review

Operational Budget

Income

Town Streets		(\$12,000)
	Year to date	NIL
Private Works		(\$191,600)
	Year to date	\$12454

Expenditure

Baradine		\$71,392
Binnaway		\$71,001
Coolah		\$71,000
Coonabarabran		\$198,700
Dunedoo		\$75,000
Mendooran		\$58,621
Villages		\$25,259
Private Works		\$120,000
	Year to date	\$153188

Special Projects

Income

Town Streets		(\$842,000)
	Year to date	

Expenditure

Baradine		\$137,000
Binnaway		\$43,000
Coolah		\$160,000
Coonabarabran		\$283,000
Dunedoo		\$204,000
Mendooran		\$40,000
	Year to date	

- Two kerb and gutter construction projects were undertaken in Baradine. These projects were in Darling St and Macquarie St.

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 29

Performance Target (Service Levels)

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

Progress Upon Review

Operational Budget

Income

Contract Services		(\$2,120,031)
	Year to date	<u>(\$145,550)</u>

Expenditure

Contract Services		\$2,070,300
	Year to date	<u>\$369,583</u>

- Several productive meetings held with the RTA to prepare for a number of projects including; slope stabilisation project on Castlereagh Highway, heavy patching program, bitumen resealing program

Activity

Gravel Pits and Quarries

Performance Target (Service Levels)

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

Progress Upon Review

- Several outstanding quarterly returns were completed for the Department of Mineral Resources
- Completion of the Mine Safety Management Plan is still outstanding.

Activity

Bitumen Road Resurfacing

Performance Target (Service Levels)

- Development and completion of annual bitumen road resurfacing program.

Progress Upon Review

- Planning completed during the quarter for annual bitumen sealing program, which is scheduled to commence in October.

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

Fleet Services Objective

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 30

Activities

Management

Performance Target (Service Levels)

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

Progress Upon Review

Operational Budget

Income

Fleet Services Management	(\$4,391)
Land Rentals	(\$24,930)
Plant and Equipment	(\$4,140,000)
Year to date	<u>\$1,195,442</u>

Expenditure

Fleet Services Management	\$116,850
Depots	\$133,200
Plant and Equipment	\$2,299,250
Workshops	\$34,240
Year to date	<u>\$755,034</u>

Special Projects

Expenditure

Depots	\$38,500
Plant and Equipment	\$1,470,000
Workshops	\$12,000
Year to date	<u>\$232,162</u>

- All plant and equipment are meeting operational requirements; operating expenditure is up 4.22% this is due to renewal of registration's and Insurances. Income is up 3.67% or \$153,115.00 on budget forecast.

Activities

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

Performance Target (Service Levels)

- Provision of safe and secure Depot that meets user requirements

Progress Upon Review

- UPSS decommissioning project is ongoing at Coolah Depot. Above ground fuel tanks and pumping equipment have been installed awaiting rehabilitation of the underground tank site.

Activities

Plant and Equipment

Radio Network

Performance Target (Service Levels)

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 31

Progress Upon Review

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

Activities

Workshop Operations – Coolah and Coonabarabran

Performance Target (Service Levels)

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

Progress Upon Review

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

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	Year to date	(\$18,641)
		(\$1,125)

Expenditure

Urban Services Management	Year to date	\$94,160
		\$22,703

Horticulture	Year to date	\$740,847
		\$159,962

Street Cleaning	Year to date	\$217,762
		\$48,479

Toilets	Year to date	\$178,864
		\$50,748

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars
Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at
9.00am Page 32

TOTAL \$281,892

Special Projects

Expenditure

Horticulture

Year to date \$113,000
0

- Mowing programs underway
- Street cleaning and toilets maintained on daily basis.

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 pruned at end winter. Some work to be now carried out in Autumn.

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

Performance Target (Service Levels)

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

Progress Upon Review

- Mowing done on program, seasonal
- Mowing about to increase.

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

- Street cleaning done on rotational basis

Activities

Toilets – to be cleaned as per schedule

Performance Target (Service Levels)

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

Progress Upon Review

- Toilets cleaned as per daily requirements and as required.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 33

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.

Progress Upon Review

Operational Budget

Income

Operating Income	(\$1,479,526)
Year to date	(\$473,654)

Expenditure

Warrumbungle Waste	\$1,477,806
Year to date	\$397,158

Special Projects

Expenditure

Landfill Survey	\$35,000
Fencing	\$18,000
Skip Bin	\$30,000
Trenches	\$9,000
Year to date	0

Activities

Landfill and Processing of Recyclable Products

Performance Target (Service Levels)

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

Progress Upon Review

- Waste amount now reduced with all transfer stations manned
- Income from recycling on target but does not match expenditure, but prolongs life of landfill.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars
Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at
9.00am Page 34

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

- Collection being done on weekly basis on runs both time and as efficiently as practical.

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

Water Objective

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

Activities

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

Performance Target (Service Levels)

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

Progress Upon Review

Operational Budget

Income

Warrumbungle Water	(\$2,122,827)
Year to date	(1,533,716)

Expenditure

Baradine	\$231,300
Binnaway	\$181,950
Coolah	\$214,660
Coonabarabran	\$560,108
Dunedoo	\$229,860
Mendooran	<u>\$235,384</u>
	\$1,653,262
Year to date	\$333,996

Special Projects

Expenditure

Baradine	\$61,000
Binnaway	\$86,000
Coolah	\$76,000
Coonabarabran	\$264,000
Dunedoo	\$144,000
Mendooran	<u>\$41,000</u>
	\$672,000
Year to date	\$735,737

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 35

- Expenditure in Special Projects includes fluoridation project and carry over expenditure on Mendooran Water Treatment Plant – these items not included in listed budget figures.
- Several water main replacement projects behind schedule due to resource issues. Replacement of water main under railway line in Dunedoo completed.

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

- Ongoing water quality issues in localised area of Coonabarabran not yet fully addressed.
- It appears that State Government will soon be expecting risk based methodology applied to processing water, which will mean higher levels of skill and training expected of operators.
- Replacement back wash facility at Baradine Water Treatment Plant is now progressing satisfactorily.

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 breaks is within expected levels.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am Page 36

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 _____

Expenditure

Warrumbungle Water

Year to date _____

- Village water supplies are now part of the Water Fund and as such there is no separate reporting facility for village water schemes.
- Village water supplies performing satisfactorily

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.

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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 37

Progress Upon Review

Operational Budget

Income		(\$1,294,487)
	Year to date	(128,969)
<u>Expenditure</u>		
Baradine		\$91,800
Coolah		\$129,105
Coonabarabran		\$447,700
Dunedoo		\$121,580
		<u>Total \$790,185</u>
	Year to date	\$143,589
<u>Special Projects</u>		
<u>Expenditure</u>		
Baradine		\$10,000
Coolah		\$61,000
Coonabarabran		\$204,000
Dunedoo		\$61,000
		<u>Total \$336,000</u>
	Year to date	\$163,728

- Revenue received is for period 1 July 2011 until 24 August 2011.

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.
- A small sewer main extension project completed in Coonabarabran. However, no work yet on sewer relining projects.

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

- Effluent sampling at Coonabarabran indicates non compliance in relation to Suspended Solids. Effluent sampling at Dunedoo and Coolah continues to indicate non compliance across a number of pollution characteristics.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am Page 38

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

Environmental Services Management Objective

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

Activities

Environmental Services Management Services

Performance Target (Service Levels)

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

Progress Upon Review

Operational Budget

Income

Environmental Services Management NIL

Expenditure

Environmental Services Management \$200,024

Year to date \$12,619

- Shortage of building surveying staff has led to a reduction in turn around times when coupled with a lack of professionally drawn plans being submitted.
- Customer enquiries being dealt with as effectively as possible with current staffing.

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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am Page 39

- To deliver accurate and comprehensive zoning certificates reflective of Council's planning Instruments and Policies.

Progress Upon Review

Operational Budget

Income

Town Planning

Year to date (\$65,000)
\$17,991

Expenditure

Town Planning

\$97,007

Heritage Conservation

\$8,000

Public Land Register & Leasing

\$7,000

Rural Numbering/Alcohol Free Zones

\$1,000

Year to date \$21,133

Special Projects

Income

Section 94 and 94A income

Year to date (\$65,000)
\$42,587

Expenditure

Restriction of S94 and 94A funds

Year to date \$65,000
\$42,587

- Standard of documentation required for approval to be obtained being lifted which will allow better outcomes.
- Council's 149 certificates processed quickly and system in place to ensure different person signs to the person who prepares to help ensure accuracy.

Activities

Heritage Conservation

Performance Target (Service Levels)

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

Progress Upon Review

- Heritage advisor working with community groups to provide heritage advice on a regular basis.
- Amended heritage listings drafted to be included in new LEP

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 40

- All available land leased where economical.

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

Building Control Services Objective

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

Activities

Building Control Services Administration

Performance Target (Service Levels)

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

Progress Upon Review

Operational Budget

Income

Building Control	(\$72,000)
Health and Building Other	(\$11,000)
Year to date	(\$17,760)

Expenditure

Building Control	\$192,424
Year to date	\$52,581

- Resignation of former Building Manager has required Council to hire a consultant from LOGO as a short term means of keeping up with community demand in building approval and inspection.

Activities

Onsite Sewage Management Systems

Performance Target (Service Levels)

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

Progress Upon Review

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars
Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at
9.00am Page 41

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

Environmental Health Services Objective

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

Activities

Environment Health Services Administration

Performance Target (Service Levels)

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

Progress Upon Review

Operational Budget

Income

Health and Building Management	(\$6,000)
Cemeteries	(\$93,500)
Pools	(\$85,400)
Year to date	\$19,412

Expenditure

Health and Building Management	\$99,608
Cemeteries	\$135,042
Pools	\$617,474
State of the Environment	\$7,750
Year to date	\$103,508

Special Projects

Expenditure

Native Grove Cemetery	\$19,000
Baradine Pool	\$12,000
Coonabarabran Pool	\$25,000
Year to date	\$0

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

Activities

State of Environment Reporting

Performance Target (Service Levels)

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

Progress Upon Review

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am Page 42

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

Activities

NSW Food Regulation Partnership

Performance Target (Service Levels)

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

Progress Upon Review

- Council co-ordinated food supervisor training days in early September for local food business operators.
- Casual health services manager completed food auditors training in August ready for food shop inspections in November.

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

- Illegal dumping remains an issue across the shire with complaints coming in from the Coonabarabran and Dunedoo areas.

Activities

Public Swimming Pools Management

Performance Target (Service Levels)

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

Progress Upon Review

- Baradine pools new automatic vacuum cleaner purchased in October.
- All pools operational at the start of the season however, staffing six pools remains a challenge.

Activities

Public Cemetery Management

Performance Target (Service Levels)

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am
Page 43

- 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

- Available graves at native grove cemetery site almost filled and need to fast track next stage of the expansion of the cemetery with a new release site in a different more cost effective style proposed for the area in front of the main carpark.
- Burial process and cemetery maintenance appears to be meeting community expectations with minimal complaints.

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)
\$2,468

Expenditure

Ordinance Services

Year to date \$185,060
\$25,273

- Straying stock impounded where required and fencing repair orders issued where required. Minimal issues in last three months
- Enforcement carried out where required in accordance with Impounding Act.

Activities

Companion Animal Control

Performance Target (Service Levels)

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 44

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

Progress Upon Review

- Service delivery reduced in first quarter with extended leave and subsequent resignation of Ranger South. Remaining Ranger covering the whole shire with little increase in complaint.
- Animals surrendered regularly as part of a program to remove unwanted animals.

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

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

Activities

Water Supply Monitoring

Performance Target (Service Levels)

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

Progress Upon Review

- Town water supplies monitored on a weekly basis with satisfactory results being achieved.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am Page 45

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 \$38,047

- Community Engagement Strategy implemented for Community Strategic Plan – Logo Competition, 38 Forums (11 Schools, 28 Community) over 3.5 week program; 900 participants. In addition return of 40 written surveys.
- 18 staff trained and involved in forums supporting General Manager and Directors facilitate forums
- Continued project management for Round 3 RLCIP projects

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am
Page 46

- Increase the involvement of government agencies, local community, service groups, local businesses, industry and individuals in the delivery of road safety programs
- Review of Warrumbungle Shire Council Road Safety Strategic and Action Plan
- Completion of Pedestrian Access Management Plan

Progress Upon Review

Operational Budget

Income

RTA		(\$37,700)
	Year to date	(\$9,312)

Expenditure

Road Safety Officer		\$77,180
	Year to date	\$21,337

- Draft Safe Driving Policy completed for Warrumbungle Shire Council staff.
- From September at least one speed trailer on local roads to remind drivers to check their speed.
- Programs currently in progress: Reduce speed on Local Roads, Keep Coolah Kids Safe, Seatbelt Saturday, Graduated Licencing Scheme workshops for learner driver supervisors, Fatigue program with Parkes and Moree (Free cuppa for driver).
- Pedestrian Access Management Plan (PAMP) funding approved by RTA \$15,000. PAMP Community consultation planned from December 2011.
- Good media coverage of Council's Road Safety initiatives.
- Good support of road safety programs by community. Some examples: Brain's Garage Coonabarabran, Coolah Valley Motors, Woolworths Coonabarabran, Midwest Accident Repairs Dunedoo, Coolah Public and Catholic Schools.

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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 47

Progress Upon Review

Operational Budget

Income

Community Development Officer		(\$83,350)
	Year to date	(\$22,826)

Expenditure

Community Development Officer		\$83,350
	Year to date	\$17,426

- Research and promotion of Grant Funding opportunities to the community and organisations via email, local newspaper ongoing.
- Funding submission support provided to Coonabarabran Horse Expo, Coonabarabran Showground Trust and Local Aboriginal Lands Council.
- Graffiti Out West Project \$2,000 - CASP Art Funding Application successful
- Participated in an Interagency and community organisations meetings
- Provided support and facilitator role during Community Strategic Planning Forums
- Insurance Information provided to the Coonabarabran Domestic Violence Committee
- Photographed John St Coonabarabran for Japan Sister City Project
- Review completed for Youth Development Officer's Position Description
- New Community Builders Service Agreement came into effect July. 12 month transition period milestones being implemented.

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

Emergency Services Objective

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

Activities

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

Performance Target (Service Levels)

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am
Page 48

Progress Upon Review

Operational Budget

Income

Emergency Services		NIL
	Year to date	(\$2,919)

Expenditure

Emergency Services		\$131,533
	Year to date	\$20,527

- Quarterly Local Emergency Management Committee (LEMC) meeting conducted as usual at Coonabarabran with a very good attendance.
- LEMC Contact list updated.
- Rural Addressing maps showing all shire roads with correct names distributed to VRA, SES and Police as well as to all shire offices and depots.
- Attended District Emergency Management Committee (DEMC) meeting at Dubbo
- Monitor and manage VRA and SES budgets.
- Mendooran VRA unit reactivated.
- Dunedoo and Baradine SES Controllers were endorsed by Council and reappointed by NSW SES
- Community Awareness Project completed - distribution of Fridge Magnets listing emergency contacts included in first July 2011 Council Rates Notice. Final instalment for grant (\$2,919) receipted post closure 2010-2011 accounts.

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	\$84,956

- Annual membership paid
- Fruit Fly contribution approved by Council and CMCC advised of decision to participate
- Resignation of General Manager has created management issues to be addressed

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 49

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.

Operational Budget

Income

Community Care Other		(\$92,202)
	Year to date	(\$21,526)

Expenditure

Preschools		\$31,419
Orana Arts		\$9,020
Westpac Instore		\$84,426
International Womens Day/ NAIDOC Week, Seniors/Youth Week		\$10,000
Development Coordinators		\$ 80,000
	Year to date	\$32,471

Special Projects

Expenditure

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

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

- Dunedoo and Coolah Preschools have received Preschool Investment Reform Program (PIRP) NSW funding to provide additional Preschool places
- Increasing demand for extended Preschool and Long Day Care noted in Community Strategic Planning forums

Activities

Orana Arts

Performance Target (Service Levels)

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

Progress Upon Review

- Annual subscription paid
- Theatre workshop conducted in Coonabarabran to support School Holiday Program
- New Regional Arts Development Officer appointed.
- Participated in Community Strategic Planning forum – Business and Interagency

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 50

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

- New 3 year Agreement endorsed by Council and signed
- Service meeting needs of community, mystery shopping results 100%

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 coordinated and promoted in conjunction with Youth Activities Program at Coonabarabran Youth Club
- Seniors Week 2012 application submitted
- Youth Week 2012 funding agreement signed and returned

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

- New Development Coordinator at Coolah
- 2011-2012 Memorandum of Understanding signed and first payment paid
- Development Coordinators have been very busy attaining \$67,593 worth of successful grants this period for a total of 18 applications with another 24 grants pending for a value of \$149,516
- Community events and activities supported, attending Tourism and Economic Development Meetings
- Meeting and training held in August providing a networking opportunity for new Coordinators and introduction to NSW Communities Regional Coordinator

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am Page 51

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	(\$28,334)

Expenditure

Libraries	\$519,155
Year to date	\$48,022

- Services operating according to MRL Operational Plan, branches participating in NAIDOC and @your library programs
- Branches providing for community needs and local activities
- Dunedoo Library remains constrained by size and layout of available space

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 52

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	(\$1,696)

Expenditure

Halls		\$171,640
	Year to date	\$48,022

Special Projects

Expenditure

Mendooran Hall - Roof		\$30,000
	Year to date	\$32,100

- Mendooran Hall Roof replaced as per NSW Heritage Grant and design specifications, \$12,100 Council funds expended to date. Year to date capital expenditure offset by NSW Heritage Grant \$20,000. Air conditioning installed – FRRR Grant
- Binnaway Men's Shed volunteering for cleaning Hall and undertaking minor R&M
- Coonabarabran Town Hall Kitchen Refurbishment (RLCIP) Project commenced – new cool room installed, new dishwasher and new stoves
- Coolah and Dunedoo Preschools have received Preschool Investment Reform Program (PIRP) funding to make building extensions; DA's pending
- Purlewaugh Hall refurbishment underway; partnership project Young Farmers, NSW Community Building Infrastructure Grant, Committee and Council. Installation of new doors, windows, concrete path, plumbing

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 53

Baradine Oval

Binnaway Oval, Binnaway Tennis Courts, Binnaway Showground
Coonabarabran Ovals, Netball, Basketball Courts and Tennis Courts
Coonabarabran Racecourse
Bowen Oval Coolah
Robertson Oval Dunedoo
Mendooran Sports Ground and Tennis Courts
Merrygoen Tennis Courts

Performance Target (Service Levels)

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

Progress Upon Review

Operational Budget

Income

Ovals		(\$1,870)
	<i>Year to date</i>	(\$8,754)

Expenditure

Ovals		\$244,130
Sport and Recreation Other		\$10,850
	<i>Year to date</i>	\$56,564

- \$5,909 income offset, donation from Coonabarabran Junior Cricket Practice Nets No 3 Oval
- Mendooran Irrigation Project commenced, laying of main water pipeline from pump to oval
- Baradine Grandstand refurbishment project underway RLCIP Round 3
- Ovals and sporting facilities well used

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

Aerodromes Management Objective

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

Activities

Coonabarabran, Baradine, Coolah Aerodromes

Performance Target (Service Levels)

- Conduct regular and statutory maintenance program

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars
Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at
9.00am Page 55

Progress Upon Review

Operational Budget

Community Transport

Income		(\$166,576)
	Year to date	(\$72,022)
Special Projects Income		(\$125,000)
	Year to date	0
Expenditure		\$291,576
	Year to date	\$82,501
<u>Multiservice Outlet</u>		
Income		(\$466,237)
	Year to date	(\$122,005)
Special Projects Income		(\$76,000)
	Year to date	0
Expenditure		\$542,237
	Year to date	\$105,051

Activities

- Meals on Wheels - Prices for hot meals currently provided by Western NSW Local Health District (formerly GWAHS) will be increasing significantly in December 2011. These price increases for Meals on Wheels are part of the NSW Health cost recovery policy and will eventually be implemented state wide. Consultations are currently underway with clients re their choice to stay with hot meal delivery and meet the price rise or move to frozen food deliveries, which are more affordable. It is envisaged that the majority of clients will elect to move to frozen food delivery due to cost. A move to supplying of frozen foods in lieu hot foods will mean significant changes to the Meals on Wheels Service. Implementation and delivery plan for frozen food provision is being developed.
- Ministry of Transport NSW acquittal complete and submitted
- Staff competencies completed
- Quarterly newsletter developed and distributed
- Conferences: Meals on Wheels Annual Conference attended by two staff
- Training: Staff attended Regional Food Forum and Neighbour Aid Regional Forum. Staff training also completed in Food Safety and Aged Care Service Provision.
- Monitoring Data Systems (MDS) statistical data submitted to Department Aging Disability and Home Care (ADHC)
- Staff extensively promoted Community Strategic Planning (CSP) to client base and provided transport to clients as required. Staff involved in the facilitation of CSP Forums.
- Manager WCC Acting Director Community Services during Director COMS annual leave in July
- Number of volunteers: 264 – a decrease of 15 same time last year
- Number of clients: North – 378 – a decrease of 15 same time last year
South – 216 – an increase of 36 same time last year

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 56

Service Statistics

Program	Coonabarabran	Coolah	Total	Target
Meals on Wheels	1319	1108	2427	2650
Home Maintenance	60	94	154	598
Social Support	401	307	708	817
Respite	88	132	220	389
Transport Services	900	228	1128	1636
Transport Kms	71257	15767	87024	N/A

Centrelink Agency

Performance Target (Service Levels)

- Provision of Centrelink Agency to service the needs of Coonabarabran

Progress Upon Review

Centrelink Operational Budget

Income

Year to date (\$28,252)
(\$5,412)

Expenditure

Year to date \$28,252
\$6,842

- Centrelink Agency now providing direct phone service and self serve for Child Support Agency customers due to a restructure of NSW Department of Human Services.

Service Statistics

Service	July	August	Sept	Total Number
Forms/Documents	280	210	248	738
Referral	106	111	80	297
Self Service	28	8	24	60
Equipment	19	19	24	62
Number of Customers	245	292	184	721

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am Page 57

Division: Community Services
Management Activity: Family Support Services
Section: Family Day Care

Family Day Care Objective

To provide a quality home based Childcare Service to the Warrumbungle, Coonamble and Gilgandra local government areas, that is flexible in meeting the ever changing needs of the families and provides children with an environment that is inclusive, stimulating, safe, flexible and nurturing.

Activities

Family Day Care

Performance Target (Service Levels)

- Provide support, guidance, assistance and monitoring of Educators who are registered with the Scheme
- Ensure the Service is accessible and fulfils the requirements of families and children
- Ensure there is adequate access to appropriate and quality care.
- Ensure the Service meets accreditation and validation requirements by National Childcare Accreditation Council
- Ensure objectives and requirements of Funding Agreement are met

Progress Upon Review

Operational Budget

Income

Family Day Care	(\$581,000)
Year to date	(\$161,137)

Expenditure

Family Day Care	\$581,000
Year to date	\$154,370

- Castlereagh Family Day Care provides all Educators with monthly supported visits, monthly play-sessions for each town and weekly communications via emails, phone calls and newsletters.
- In July the appointment of a permanent Child Development Officer (CDO) for 5 days a week increased this support and was also able to successfully continue the smooth running of the service while the Coordinator was on leave for 6 weeks. A changeover of Administration Officers was a successful transition thanks to the assistance of the previous Officer.
- All current Educators have successfully completed re-registration for another 12 months.
- There are many new changes coming in for the Early Childhood sector, most of which begin in 2012. This means that some current and also potential Educators are finding it a challenging time and will either cease operation or will not follow on with their enquiry; however it is also a very exciting time as it is really valuing the work and importance of Family Day Care Educators. The Coordination Unit has therefore been supporting Educators in understanding and with preparations for these upcoming changes, including the new National Regulations which will come into effect January 1st 2012.
- Previous enquiries are being followed up for potential Educators in Coonabarabran.
- There is a shortage of Educators and in particular in Coonabarabran. A promotional flyer distributed through local schools to date has not resulted in any interest.
- To assist with this short fall have liaised with other services to assist families wherever possible.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am
Page 58

- As of 2014 all Family Day Care Educators are required to hold or be working towards a minimum qualification of Certificate III. Coordination Unit staff has facilitated and in conjunction with TAFE, is supporting the 7 Educators who are currently undertaking studies for this qualification.
- Successful induction of 3 new In Home Care Educators in Coonabarabran and Mendooran completed in August and there has been a number of enquiries into more In Home Care for families to be followed up and finalised next quarter.
- Coordinator and Child Development Officer attended the annual Family Day Care conference in Sydney to further assist Educators with support, guidance etc.
- Payment summary statements and bi monthly newsletters were sent to all families utilising Family Day Care, which included information about what is happening within our Scheme, current issues and interesting fact sheets
- This quarter enrolments are as follows
 - 158 Families
 - 239 Children
- Castlereagh Family Day Care is currently accredited by National Childcare Accreditation Council Inc., meeting high quality care in 5 out of 6 areas and good quality care in the other.
- Regional Travel Assist Grant (RTAG) and utilisation reports completed and submitted to DEEWR

A snap shot of Castlereagh Family Day Care numbers for 1st quarter 2012

Shire	Number of Educators	In Home Care Educators	Number of families	Number of Children	Number of families on waiting list
Coonabarabran/ Coolah	10	3			7
Gilgandra	6	2			0
Coonamble	4	0			0
TOTAL	20	5	158	239	7

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 59

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

Operational Budget

Income

Connect 5	Year to date	(\$190,897)
		(\$44,427)

Expenditure

Connect 5	Year to date	\$190,897
		\$47,265

- There was a licence visit to Baradine and approval granted for the new venues at Baradine and Binnaway.
- The Annual report and 2011 Budget were finalised. Acquittals forwarded to the NSW Department of Human Services.
- A new Administration Officer was appointed for Family Support Services. New casuals were interviewed and added to the shared staff list for C5 and Yuluwirri Kids.
- All staff competency reviews were successfully completed.
- Staff attended the Mobile Children's Services Association (MCSA) State conference.
- C5 supported the Community Strategic Plan by conducting Child care for parents to attend a forum in each local area. The Manager acted as a facilitator for Council's Forums.
- There were 37 Play Sessions and a total attendance of 499 with 114 families participating.
- 87 items were borrowed from the toy library by 19 Families. Family Day Care Staff and Educators are also actively using the library.
- Ongoing development of parenting skills is promoted through the quarterly Newsletter. Written information to support parents is distributed each session as well as verbal support and information as requested.
- The service participates in monthly interagency meetings in Coonabarabran.

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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am
Page 60

- 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 an interest in children

Progress Upon Review

Operational Budget

Income

Preschool/Long Day Care		(\$798,622)
	Year to date	(\$209,331)

Expenditure

Preschool/Long Day Care		(\$798,622)
	Year to date	\$277,041

- Bandulla Street (57 places) and Robertson Street (20 Places) maintained, absences filled with casual bookings.
- Waiting Lists Year to Date of 107 days (this includes the 40 off campus places that are run to assist in meeting waiting list needs) Majority of families are Priority 2. Waiting times can be in excess of 6 months for a place. Priority 2 families that require care of full time have been able to have some days met. There has been an increase of enquiries from families from an Indigenous background.
- Staff development and in preparation for the new National Quality Standard, staff have attended training on Steps to Success new Leaders, Guiding Children's Behaviour, Mobile Meet, Food Safety Supervisor, IEU Teachers are Teachers conference, Taking another look at Principle and Practices. One child care assistant has completed Certificate III in Children's Services.
- Centre Events consisted off NAIDOC Week, Farm Safety, Jeans for Genes Day, Crocodile Encounters, Possum PJ Day, Science Week, Monkey Police visit, Children's book week, National Child protection week, Giraffe excursion to Coonabarabran Public School (CPS) Matinee Zoo Snooze performance, Zoo mobile, CPS information night, 3 Giraffe excursions to CPS, Monkey excursion to Healthy Harold, Orana arts Macquarie Conservatorium.
- Networked with local school for transition to Kindergarten programs.
- Staff assisted in Community Strategic Plan forums.
- DEEWR, NSW Human Services acquittals' and reports 2010-2011 completed and submitted as per funding agreement.
- Funding submission DEEWR for capital infrastructure unsuccessful "insufficient evidence relating to a failure of the market to respond to child care needs within the community. Application resubmitted.
- Centre is currently working on the Quality Improvement Plan (QIP) for the National Quality Standards. Completion of QIP is due in April 2012.
- New full time relief child carer position created to assist with staff leave and stability for child/staff relationships approved, recruitment process commenced.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 61

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

Corporate Services Management Objective

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

Activities

Corporate Services Strategic Management

Risk Management

Performance Target (Service Levels)

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

Progress Upon Review

Operational Budget

Income

Corporate Services Management	(\$256,815)
Risk Management	(\$17,750)
Year to date	(\$1,099)

Expenditure

Corporate Services Management	\$132,528
Risk Management	\$293,179
Year to date	\$345,614

- Public Liability and Property Insurance payment \$301,024 has not been allocated to respective areas, income offset pending.
- Director position remains vacant. Acting Director Corporate Services 6 month contract finished mid September leaving a significant gap in the organisation. Incumbent had provided direction and strategic leadership role initiating major improvements and stability to Financial Services division. A part time replacement has been employed on contracted basis to assist with completion of financial statements as required.
- New Chief Financial Officer role recruitment process commenced. Other staff vacancies being addressed; appointment of Project Accountant in September.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 62

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)
Staff Housing and Dwellings		(\$38,411)
	Year to date	<u>(\$24,043)</u>

Expenditure

Property Management		\$244,416
Staff Housing and Dwellings		\$49,246
	Year to date	<u>\$85,090</u>

Special Projects

Expenditure

Staff Housing and Dwellings		\$18,400
	Year to date	<u>NIL</u>

- Maintenance issues addressed as required, albeit ad hoc at this stage and for urgent repairs only, pending Asset Management Plan and staff resources
- Airconditioning service plan implemented, quarterly inspection program
- Coolah residences removed from sale as per Council resolution

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am Page 63

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

Financial Services Objective

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

Activities

Finance Services Management Management Accounting

Performance Target (Service Levels)

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

Progress Upon Review

Operational Budget

Income

Financial Services Management

Year to date (\$27,276)
(\$8,094)

Expenditure

Financial Services Management

Year to date \$277,702
\$38,645

- Income is on target to reach projected budgeted result
- Expenditure is currently favourable to budget

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 64

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

	(\$7,211,687)
Year to date	<u>(\$6,713,475)</u>

Expenditure

Finance Services

	\$939,904
Year to date	<u>\$209,510</u>

- General rates have been levied and distributed by 31 July 2011 as required by the act.
- Reporting has been modified to make it easier to assimilate and is being presented to Council monthly.
- Interest is being reported monthly.

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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars
Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at
9.00am Page 65

Progress Upon Review

Operational Budget

Income

Administration Services	(\$64,433)
Year to date	(\$6,212)

Expenditure

Management	\$84,476
Year to date	\$9,638

Administration Services	\$492,900
Year to date	\$96,675

- Correspondence registered and allocated generally within the time frame however rating period at end of August and work involved in preparation for community forums impacted on distribution of correspondence. Correspondence acknowledgement notifications being issued. Emails downloaded and distributed throughout the day.
- Community forums held during late August and early September. Administration staff actively involved in collating information boxes and organising refreshments, coordinated venue bookings and recorded attendance bookings, assisted at forums and the collating and entering of information into database.
- Opening hours were adjusted during this quarter under review with the office open for public access from 8.30am to 4.30pm.
- Initial investigations undertaken into replacement document management system.
- GIPA Annual Report prepared and will be submitted for Council endorsement and GIPA Publication Guide currently being reviewed.

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	(\$115,000)
Year to date	000

Expenditure

Supply Services	290,730
Year to date	\$73,899.00

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am Page 67

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	(\$505,919)
Year to date	NIL

Expenditure

IT Support Services Management	\$37,500
IT Support Services	\$468,453
Year to date	\$126,906

- The key project work currently underway is the Infrastructure Upgrade Phase: A detailed design to enable build and deployment has been completed and the hardware was staged/built at Andor. The new infrastructure was deployed on-site in mid-July.
- Enabled completion of the first key stage in the upgrade path - to migrate all of WSC's existing IT applications and functionality (as-is) on to the new reliable and supportable hardware (and off the increasingly unreliable existing physical servers). An issue arose with the supply of Blade Chassis SAN switching and this delayed the timing for the On-Site deployment.
- The 2nd stage of this Phase was development of new virtual servers (or virtual machines – VMs) for improved File and Print, Application Support and Terminal Services (the ability to remote into the servers) functionality. This stage includes the migration of current server based data.
- The 3rd stage will be the migration of users from Lotus Notes to Microsoft Exchange 2010 for mail, calendar, tasks and contacts.
- The WAN Upgrade Phase is underway and preparations have been completed (design, stage and configure hardware at Andor) to ensure this phase can progress as soon as the dependencies (primarily the deployment of the new Blade Chassis hardware to the Coonabarabran Main Office Server Room) on the Infrastructure Upgrade phase are complete.
- The IT Policies Phase has commenced. The first policies to be completed will be the Standard Operating Environment (SOE) for Hardware and Software (also supports the Desktop Refresh). The remaining policies will be delivered per the project schedule.

WARRUMBUNGLE SHIRE COUNCIL

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars
Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at
9.00am**

Page 68

- The Desktop Refresh (Round 1) has been completed.
- The MSP Install Project has progressed as far as it can for now. The current server environment is covered (and MSP will be migrated to the new infrastructure, including the WAN, once deployed). Not all desktops/notebooks are currently covered by MSP, due to technical issues presented by the age/obsolescence of older hardware in the WSC fleet. This will be progressively addressed through a Desktop Refresh Program. Decision was taken to accept reactive support for those desktops/notebooks unable to be included under MSP and put effort/resource into delivering new hardware (rather than trying to manually bring legacy desktops/notebooks under MSP).
- A 'Greenfields' implementation of Exchange 2010 will see sourcing of an Exchange 2010 compatible DMS (document management system) independent of the Infrastructure Upgrade project.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars
Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at
9.00am Page 69

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

Dear Sir

ACTING DIRECTOR OF CORPORATE SERVICES

ANNEXURE 2

2.1 Bank Reconciliation – Month Ending October 2011

BANK STATEMENTS

Bank	Balance \$	Adjusted For: Outstanding Deposits Unpresented Cheques	Outstanding Deposits \$	Unpresented Cheques \$	Bank Charges and Fees \$
GENERAL					
Commonwealth	1,211,642.04	1,158,291.32	59,771.44	113,122.16	1,130.32
Westpac	270,989.86	270,989.86			1,350.00
NAB	91,470.03	91,470.03			626.37
Commonwealth Rates	590.00	590.00			
Westpac Replenishing	0	0			
Total	1,574,691.93	1,521,341.21	59,771.44	113,122.16	3,106.69
INVESTMENTS					
Securities	7,000,000				
IBD	7,750,000				
Total	14,750,000				
TRUST					
Commonwealth	149,545.51	147,749.51	3,208.80	5,214.40	
Westpac	0	0			
Total	149,545.51	147,749.51	3,208.80	5,214.40	
INVESTMENTS					
TOTAL BANK ACCOUNTS		16,474,237.44			

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 70

INVESTMENT SECURITIES

Bank	Balance \$	ISIN Number	Maturity Date
Dandelion - Westpac	1,000,000	AU3FN0004693	21.12.2012
Bendigo Bank – Westpac	500,000	AI3FN0003810	21.09.2017
ANZ CPPI – Asprit II	800,000	CPPISAMAF02	30.03.2013
ANZ CPPI – Asprit I	500,000	CPPISAMAF01	22.11.2012
FIIG All Seasons CPPI Note	1,500,000	AU300SEKA021	16.06.2013
Averon CPP Ltd Aver01 – Q+150	700,000	AU300AVER012	20.06.2013
Prelude Eur CDO PREGO1 – Credit Securities	500,000	XS0235047825	30.12.2011
Octagon Ltd Linked EMTN – EMU FIIG	1,500,000	XS0232170158	25.10.2015
Total	7,000,000		

TERM DEPOSITS

Bank	Balance \$	Maturity Date	Percentage
National Australia Bank	1,000,000	05.01.2012	6.25
Suncorp Metway 4/10	1,000,000	16.12.2011	5.78
Suncorp Metway 5/10	750,000	16.12.2011	5.78
NAB Cash Maximiser – At Call	1,500,000	At Call	5.38
	1,000,000	04.12.2011	5.68
Suncorp Metway 9/10	1,000,000	04.01.2012	6.28
Suncorp Metway 10/10	1,500,000	16.12.2011	6.28
Total	7,750,000		

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 71

GENERAL LEDGER

Account	Account Number	Balance \$
BANK		
General Fund	5410-3000-0001	1,521,341.21
Trust Fund	9000-3000-0000	147,539.91
Total Ledger Bank		1,668,881.12
INTERFUND – due to/due by		
General Fund		
Interfund Bank Account	5410-3000-0071	1,056,744.50
Interfund Bank Account	5410-3000-0081	-5,595.01
Total Due To General Fund		1,051,149.49
Water Fund		
Bank Account	7081-3000-0001	-1,056,744.50
Total Due To General Fund		-1,056,744.50
Sewerage Fund		
Bank Account	8081-3000-0001	5,595.01
Total Due By General Fund		5,595.01
INVESTMENTS		
General Fund		
Investments	5220-3001-3001	12,576,234.73
Investments	5220-3001-5001	3,723,854.09
Investment Movement Account	5220-3003-0000	30,941.15
Investments Non-Current	5220-4701-0000	-6,500,000.00
Total		9,831,029.97
Water Fund		
Investments	7085-3001-0001	2,355,105.23
Total		2,355,105.23
Sewerage Fund		
Investments	8085-3001-0001	2,563,864.80
Total		2,563,864.80
Trust Fund		
Investments		0.00
Total		0.00

WARRUMBUNGLE SHIRE COUNCIL

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars
Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at
9.00am**

Page 72

Bank Reconciliation

Bank Accounts

Council's Bank Account is balanced and reconciled with the General Ledger as at the 31st October, 2011.

Investments

Council recalled \$1,200,000 from NAB Cash Maximiser At Call account and was deposited into the working account to cover operational expenses.

RECOMMENDATION

That the Bank Reconciliation as at the 31st October , 2011 be received and noted.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am
Page 73

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

RATES AND CHARGES COLLECTION REPORT UP TO AND INCLUDING OCTOBER 2011 - SUMMARY PAGE

		RATE ARREARS	2010/2011 LEVY	PENSIONER WRITE OFF	ABAND- ONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTAND- ING 2011/2012	COLLECT-ION % 2011/2012	TOTAL OUTSTAND- ING 2010/2011	COLLECT- ION % 2010/2011
GENERAL	COONABARA- BRAN	88,637	1,008,924	48,357	1,886	1,047,318	390,450	656,868	37.28%	390,995	36.81%
	BARADINE	34,528	142,494	14,742	0	162,280	57,419	104,861	35.38%	106,260	33.30%
	BINNAWAY	13,087	69,722	10,018	1,344	71,447	27,568	43,879	38.58%	41,521	38.71%
	VILLAGE 1	10,443	32,381	2,709	1,493	38,621	18,156	20,466	47.01%	23,627	33.20%
	FARMLAND	301,331	4,289,833	18,912	98	4,572,153	1,432,136	3,140,017	31.32%	2,990,207	31.87%
	COOLAH	25,187	207,426	15,448	1,924	215,242	82,954	132,288	38.54%	127,363	37.86%
	DUNEDOO	23,240	224,437	15,763	1	231,914	84,722	147,193	36.53%	136,752	38.22%
	MENDOORAN	15,870	69,603	7,076	1	78,396	25,117	53,279	32.04%	48,781	35.10%
	VILLAGE 2	2,171	19,035	2,322	0	18,884	7,826	11,058	41.44%	11,068	43.73%
	COOLABAH ESTATE	2,443	15,877	1,590	0	16,730	4,837	11,893	28.91%	11,382	30.55%
	RUR/RES COBBORA	69	3,205	335	0	2,939	1,946	992	66.23%	376,427	40.24%
	RURAL RESD / BUS	82,373	604,274	26,833	2,110	657,704	277,382	380,322	42.17%	222,508	41.32%

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am
Page 74

		RATE ARREARS	2010/2011 LEVY	PENSIONER WRITE OFF	ABAND- ONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTAND- ING 2011/2012	COLLECT-ION % 2011/2012	TOTAL OUTSTAND- ING 2010/2011	COLLECT- ION % 2010/2011
WATER	COONABARA- BRAN	29,654	464,370	26,333	63	467,627	176,446	291,181	37.73%	226,741	38.91%
	BARADINE	31,055	128,685	9,346	0	150,394	52,145	98,249	34.67%	83,963	35.03%
	BINNAWAY	23,706	99,705	8,488	1,847	113,077	44,143	68,934		75,243	41.33%
	VILLAGE 1	9,437	9,315	1,099	8,727	8,926	3,264	5,663	36.56%	15,705	18.55%
	FARMLAND	204.01	1,725.00	0.00	0.00	1,929	546	1,383	28.29%	251	27.01%
	COOLAH	22,300	162,150	9,756	2,387	172,307	69,368	102,939	40.26%	144,623	36.92%
	DUNEDOO	16,537	154,905	9,168	0	162,274	60,175	102,098	37.08%	94,413	39.76%
	MENDOORAN	36,939	161,568	4,703	4	193,800	62,860	130,939	32.44%	112,668	35.95%
	RURAL	14,786	90,087	3,150	1,302	100,421	34,166	66,256	34.02%		0.00%
	VILLAGE 2	2,663.35	7,935.00	875.00	0.00	9,723	3,531.08	6,192	36.32%		0.00%
SEWERAGE	COONABARA- BRAN	126,975	147,553	15,283	1,081	258,164	167,893	90,271	65.03%	171,290	17.54%
	BARADINE	48,294	33,497	4,642	2	77,147	38,905	38,242	50.43%	58,827	16.38%
	COOLAH	41,008	46,938	5,755	2,780	79,411	49,666	29,745	62.54%	56,183	15.82%
	DUNEDOO	38,331	42,489	5,299	2	75,519	45,667	29,852	60.47%	49,599	13.43%

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am
Page 75

		RATE ARREARS	2010/2011 LEVY	PENSIONER WRITE OFF	ABAND- ONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTAND- ING 2011/2012	COLLECT-ION % 2011/2012	TOTAL OUTSTAND- ING 2010/2011	COLLECT- ION % 2010/2011
GARBAGE	NORTH	73,403	837,072	60,825	5,888	843,762	337,152	506,609	39.96%	405,766	41.83%
	SOUTH	54,794	435,515	35,938	2,076	452,296	173,413	278,882	38.34%	298,106	39.48%
	FARMLAND/ RURAL	15,138	160,084	6,820	420	167,982	58,861	109,121	35.04%	32,261	32.57%
LEGAL FEES		142,996	20,328	0	13,728	149,597	27,806	121,791	18.59%	176,636	17.39%
DISHONOURS		143	132	0	0	275	99	176	36.03%		
INTEREST		181,037	60,985	0	0	242,022	0	242,022	0.00%	169,415	0.00%
	TOTALS	1,508,783	9,752,248	371,584	49,165	10,840,282	3,816,619	7,023,663	35.21%	6,658,581	30.98%

Note: These do not include Legal / Interest / Waste Outstanding Amounts as they are not broken up into these localities

RECOMMENDATION
For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 76

2.3 Budget Review – end of September 2011

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

The minimum requirements for QBRs are included in the Code of Accounting Practice and Financial Reporting and form part of the legislative framework in accordance with clause 203 (3) of the Regulations. A copy has been provided to Councillors for information.

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
- Budget Review Income and Expenses Statement in one of the following formats:
 - 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;
- Budget Review Cash and Investments position;
- Budget Review Key Performance Indicators; and,
- Budget Review Contracts and Other Expenses

The QBRs will show the revised estimated income and expenditure for the year against the original estimate of annual income and expenditure as shown in the management plan / operational plan and will include recommendations by council officers regarding changes to the revised budget to give a projected year end result.

Following is a Budget Review Income and Expenses Statement in a Consolidated format.

Presently unavailable and not presented are the; Budget Review Capital, Budget Review Cash and Investments position, Budget Review Key Performance Indicators and Budget Review Contracts and Other Expenses.

The Annual Operating Plan however does reflect the budget allocations and Councillors will note the budget and actual income and expenditure to date for each function is reported within the Management Activity reports.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars
Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at
9.00am Page 77

It is my opinion that the Quarterly Budget Review Statement for Warrumbungle Shire Council for the quarter ended September 2011 indicates that Council's financial position is satisfactory, having regard to the original estimate of income and expenditure detailed in Council's 2011/2012 Management Plan.

Signed: _____ Date: ____ / ____ / ____

Warrumbungle Shire Council Budget Review for the quarter ended 30 September 2011

Cash Flow Statement	Budget 2012	Actual 2012
<u>Cash flows from operating activities</u>		
Receipts:		
Rates and annual charges	10,812,456	9,127,155
User charges and fees	6,800,159	624,733
Investment revenue and interest	372,642	114,369
Grants and contributions	15,703,499	3,056,208
Other	440,904	1,277,435
Payments:		
Employee benefits and on-costs	11,383,012	2,170,560
Materials and contracts	13,888,278	5,350,665
Borrowing costs	137,597	38,070
Other	766,988	189,212
Net cash provided by (or used in) operating activities	7,953,785	6,451,392
<u>Cash flows from investing activities</u>		
Receipts:		
Sale of investments		0
Sale of investment property		0
Sale of real estate assets		0
Sale of infrastructure, property, plant & equipment		0
Sale of interests in joint ventures/associates		0
Proceeds from boundary adjustment		0
Payments:		
Purchase of investments		0
Purchase of investment property		0
Purchase of infrastructure, property, plant & equipment	8,352,692	0
Purchase of real estate		0
Purchase of interests in joint ventures/associates		0
Net cash provided by (or used in) investing activities	-8,352,692	0

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars
Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at
9.00am Page 78

Cash Flow Statement	Budget 2012	Actual 2012
<u>Cash flows from financing activities</u>		
Receipts:		
Borrowings and advances	500,000	0
Other		0
Payments:		
Borrowing and advances	94,173	0
Lease liabilities		0
Net cash provided by (or used in) financing activities	405,827	0
Net increase (decrease) in cash and cash equivalents	6,920	6,451,392
Cash and cash equivalents at beginning of reporting period	15,451,568	15,451,568
Cash and cash equivalents at end of reporting period	15,458,488	21,902,960

RECOMMENDATION

For Council's information.

.....
REBECCA RYAN
ACTING DIRECTOR OF CORPORATE SERVICES

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 79

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

Dear Sir

Attached is my report for consideration by Council

DIRECTOR OF TECHNICAL SERVICES

ANNEXURE 3

3.1 Tender for Reading of Water Meters within the Shire

Background

Council resolved to invite tenders for reading of water meters in August 2011 (resolution No 76/1112). The proposed tender is for reading of water meters in Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo, Mendooran, Merrygoen, Bugaldie and Kenebri. The period of proposed water meter reading contract is between 1 February 2012 and 30 May 2014.

Two tenders were received, one from a company called Meterman Pty Ltd based in Wellington NSW and one from PR & DM McCormack Enterprises based in Mendooran. Council is required to make a resolution in relation to acceptance or non-acceptance of the tenders. A copy of each tender submission has been forwarded to Councillors under separate cover.

Issues

There are 3,287 water meters within the Shire and they are currently being read by Council staff. The meters are now required to be read every 90 days rather than every 120 days, which means that staff spends less time now on maintenance and operations.

Reading the water meters by a Contractor has the potential to make the operation more efficient and effective. A Contractor will provide a specialist service and one dedicated solely to reading the meters within a set period. Council staff are constantly interrupted during the meter reading process when they are required to attend to more urgent activities associated with water and sewerage operations.

However, a Contractor will still be required to have staff available that are trained and have knowledge of meter runs and location of meters. In this regard a Contractor will face the same challenges as Council when it comes to providing back up staff when regular staff are on leave.

The Contractor will need to demonstrate compliance with Council requirements and expectations in relation management of safety risks associated with meter reading.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 80

There are many meters in each town that are difficult to locate and there is expected to be a transition period of at least three runs before the Contractor is familiar with the location of all meters. During this transition period, Council staff will be required to assist the Contractor.

At the end of each reading run there are a significant number of meters that have to be checked. It is expected that it will be more efficient for Council staff to be involved in checking the readings of each meter.

The contract documentation does indicate a timeframe for completion of reading meters within the 90 day cycle. However there are no stated penalties for late delivery of readings and hence it will be assumed that if the meters are not read within stated timeframe, the Contractor will be in breach of contract, which may lead to termination of the contract.

Options

Criteria for assessment of tenders was provided in the tender documentation and is listed as follows;

- Tender price
- Contractor's experience and record of performance in similar works
- Local contractor preference – a price advantage of 5% is given to local contractors as defined in Council's Procurement Policy.
- Accuracy (based on information from referees)

Meterman Pty Ltd is a specialist water reading business that has current contracts with the following local government authorities, Dubbo City, Mid Western Regional, Parkes, Forbes, Cabonne, Griffith, Lachlan, Walgett and Wellington. The company has 16 years' experience reading water meters and uses a reputable brand of hardware for reading the meters. The company has provided the necessary insurance details with their tender submission.

PR & DM McCormack Enterprises Pty Ltd based in Mendooran has no water meter reading experience. The company has been a mail delivery contractor for Australia Post for the past 10 years. The tender submission from McCormack has not provided all the necessary insurance details but states that relevant insurances will be obtained should the tender be successful. There is no indication of the hardware that will be used and it is expected that McCormack will have to purchase the meter reading equipment.

Council also has the option of continuing to use staff for the water meter reading operation. However, now that there is a requirement for quarterly readings, additional staff would need to be hired by Council.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am Page 81

Financial Considerations

The cost of reading water meters in 2010/2011, which was undertaken by staff, was \$31,085. This cost covered time required to check readings and investigate anomalies that inevitably occur during each run. There were three meter reading runs conducted during 2010/2011.

The tender price for reading water meters is based on a price per meter. That is the contract is a performance based contract whereby the contractor is paid based on the number of meters read. A summary of the two tenders received is provided as follows;

Tenderer	Tendered Price \$ (incl GST). Lump sum for reading meters four(4) times per year.	Tender Price \$(incl GST) for checking meters.
Meterman Pty Ltd - Based in Wellington NSW	\$21,694.20	\$16 per meter plus \$350 travelling.
Philip McCormack - Based in Mendooran NSW	\$20,045.92	Various prices range between \$15.40 and \$327.80 For Coonabarabran the price per meter is \$173.80.

RECOMMENDATION

That the contract for reading water meters within the shire between the period 1 February 2012 and 30 May 2014 is awarded to PR & DM McCormack Enterprises Pty Ltd for a nominal annual price of \$20,045.92 (incl GST) subject to the following conditions:

- Submission to Council of insurance coverage for public liability, workers compensation and motor vehicle insurance.
- Purchase of meter reading hardware that is able to integrate with Council's electronic database.

3.2 2012/2013 Regional Road Repair Program

Background

The RTA is inviting funding submissions from Councils for eligible projects under the 2012/13 REPAIR program. Submissions close 30 November 2011. All 28 Councils in the RTA Western Region have an opportunity to submit a project on any regional road in their Shire. A project assessment sheet must be completed for each proposal and points are determined based on a range of assessment criteria. The RTA western region is allocated funding for the REPAIR program and only projects with points above a determined cut off score are allocated funding from the pool. Funding is only available for 50 percent of the estimated total project cost.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 82

Issues

The cut off score for projects last year was 23 points. Council obtained funding for remediation of road embankment at Deadmans Gully and for remediation of road embankment over nearby unnamed creek. This project received a point score of 28.

Last year Council approved a forecast program as follows:

Project No.	Project Description	Total Project Cost			
		2011/12	2012/13	2013/14	2014/15
1	Rehabilitation and widening of MR55, north of Coolah near Deadmans Gully, Segments 52 & 53,	\$800,000			
2	Rehabilitation and widening of MR55 north of Coolah, Segments 62,65,66,72		\$800,000		
3	Realignment of vertical and horizontal approaches to Saltwater Creek No 2 on MR129 with initial seal of 1.1 km (stage 1)			\$800,000	
4	Realignment of vertical and horizontal approaches to Saltwater Creek No 2 on MR129 with initial seal of 1.1 km (stage 2)				\$200,000
5	Rehabilitation and widening of MR55 south of Coolah, Segments 28, 29				\$600,000
Total		\$800,000	\$800,000	\$800,000	\$800,000

Council has traditionally funded projects on either MR55(Black Stump Way) or MR129(Purlewaugh Road) or both. The project on MR129 has been ongoing for at least 17 years and to complete the overall project involves completion of waterway crossing and associated approach works at Saltwater Creek No 2.

The traffic volume on MR55 is the highest of any of the regional roads in the Shire and improvement works involve widening and strengthening with an overlay of road base.

Council receives funding assistance for maintenance of rural roads through what is known as the RTA Block Grant. Traditionally, Council has used funding from the Block Grant to fund Council's 50 percent contribution to the REPAIR program. The primary purpose of

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 83

the REPAIR program is to use the funds to improve network efficiency, hence the issue here is should Council set aside funds from the Block Grant for enhancements works rather than using the funds for pressing maintenance works?

Options

Council has the option of making a submission for projects on MR129 and MR55 similar to last year. Other improvement projects on regional roads include those in the following table. However, given that the cut off point score fluctuates between 23 and 26, some of these projects may not receive funding.

Project Location	Project Description	Indicative Point Score under current assessment criteria
MR129 Saltwater Creek No 2	Realignment of vertical and horizontal approaches including initial seal of 1.1 km and bridge structure	29
MR55 Segments, 28,29, 30 (south of Coolah)	Rehabilitation including culvert widening, pavement widening and overlay.	31
MR55 Segments 62,65,66,72 (north of Coolah)	Rehabilitation including culvert widening, pavement widening and overlay.	30
Blackburn's Hill MR 4053	Drainage and pavement rehabilitation	20
McGanns Crossing MR129	Medium sized culvert structure	22
Moe Creek, MR396	Bridge structure to improve vertical alignment	23

Financial Considerations

The maximum amount that any one Council can receive from the RTA under the REPAIR program is \$400,000, that is, total project cost of \$800,000. In previous years, most of Council's matching 50% contribution is funded from the block grant and from the Roads to Recovery program.

The cost estimate to complete the sealing of 1.1km of road on MR129 at Saltwater Creek No 2 is \$1.2m, which includes the cost of constructing a bridge over the creek. Whilst a design concept has been prepared for this section of road, more detailed design is required to determine the optimum solution, which includes consideration of the creek crossing.

RECOMMENDATION

That Council's priority for REPAIR programme funding in 2012/2013 and forecast programme is as follows:

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 84

Project No.	Project Description	Total Project Cost		
		2012/13	2013/14	2014/15
1	Realignment of vertical and horizontal approaches to Saltwater Creek No 2 on MR129 with initial seal of 1.1 km	\$800,000		
2	Rehabilitation and widening of MR55 north of Coolah, Segments 62,65,66,72		\$800,000	
5	Rehabilitation and widening of MR55 south of Coolah, Segments 28, 29			\$800,000
Total		\$800,000	\$800,000	\$800,000

3.3 Newell Highway Task Force – Draft Five Year Vision Statement Background

The Newell Highway Taskforce is an association of local government authorities, RTA, Police, NRMA and others with an interest in improving road safety and freight access along the Newell Highway. The taskforce has prepared a brief vision statement for freight access along the highway and is seeking comment from interested parties including local government. The statement is reproduced in attachment 1.0 and Council is being asked to make a comment on the statement.

Furthermore, the task force has extended an invitation to Council to be represented at future meetings of the task force. The invitation is made to send either a staff member and or a Councillor to the next meeting which is being held in Narrandera on the 13 February 2012. A copy of the invitation and the minutes from the last meeting has been forwarded to Councillors under separate cover.

Issues

The vision statement by the taskforce is promoting improved access for higher productivity trucks such as B-triples and AB-triples. The statement suggests works to improve access includes; intersection improvements, rest areas and additional overtaking lanes. The statement does not make reference to congestion of trucks in urban areas, which is an issue for the Newell Highway through Coonabarabran.

Options

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 85

Council may wish to promote changes to the proposed vision statement for Newell Highway freight by making reference to removing freight trucks from the Coonabarabran CBD.

In relation to the invitation to be represented at future meetings of the Newell Highway Task Force, Council may wish to nominate representative.

Financial Considerations

There are no immediate or foreseeable budget implications in relation to the proposed vision statement for Newell Highway freight. In relation to meetings of the Taskforce, the costs of being represented at the meetings include staff time and perhaps accommodation costs.

RECOMMENDATION

1. That Council note the Vision Statement for Freight Access along the Newell Highway as proposed by the Newell Highway Taskforce and provided concurrence to the contents of the statement.
2. That Council is represented at future meetings of the Newell Highway Taskforce.

Attachment 1.0

FREIGHT ALONG THE NEWELL HIGHWAY.... A FIVE YEAR VISION

PREAMBLE..... The 1060 kilometre Newell is the longest highway in NSW, extending from Tocumwal on the Victorian Border before crossing the Queensland border at Goondiwindi. It represents the third largest freight corridor in NSW and is the key tourism and freight link between Victoria and Queensland. It is regarded as a strategic national motoring corridor.

VISION.... that by 2017 the Newell Highway will be accessible by modern, safer and more efficient road trains (B-triples and AB-triples) over its full length.

In order for that to be achieved it is recognised that work will need to be undertaken in the following areas;

- Intersection improvements - particularly within urban areas
- Ongoing provision of an improvement to rest areas (in terms of access, facilities and numbers) and
- Additional overtaking lanes, based on the outcomes of the recent Newell Overtaking Lanes Study.

WARRUMBUNGLE SHIRE COUNCIL

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars
Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at
9.00am** **Page 86**

For each of the above

Current deficiencies will need to be identified and assessed by June 2012
A program of works developed, costed and funded by June 2013, and
Works undertaken by June 2017

Proposed funding

Overtaking Lanes	\$5million per annum over 5 years
Rest Areas	\$2 million per annum over 5 years
Intersection Improvements	\$0.5 million per annum over 5 years
Centre line delineation works	\$3 million per annum over 5 years

Total Cost \$10.5 million per annum or \$52.5 million over 5 years

Comment

Comment on this draft paper is now being sought from Local Government and Industry Stakeholders as a matter of urgency. Improvements, suggestions or amendments are required to be lodged with the Secretary of the Newell Task Force

.....
KEVIN TIGHE
DIRECTOR TECHNICAL SERVICES

WARRUMBUNGLE SHIRE COUNCIL

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars
Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at
9.00am** **Page 87**

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

Dear Sir

Attached is my report for consideration by Council

ACTING DIRECTOR OF ENVIRONMENTAL SERVICES ANNEXURE 4

4.1 State of Environment Report

Introduction

Local Councils are required to produce a State of the Environment (SoE) Report on an annual basis in accordance with the Local Government Act 1993, and a comprehensive SoE Report every four (4) years. Amendments under the Local Government Amendment (Ecologically Sustainable Development) Act 1997 state that Councils must produce a report as to the state of the environment in the area, with particular relevance to the following themes:

- Environmental Sustainability
- Land
- Atmosphere
- Water
- Biodiversity
- Waste
- Noise
- Aboriginal Heritage
- Non-Aboriginal Heritage

The report style should follow a Pressure-State-Response model as this provides a clear framework for the reporting on each of the required environmental themes. The dynamics of each theme are described with respect to:

- Pressures – human activities that impact either positively or negatively on the environment to influence its state.
- State – the current condition of the environment
- Response – the policies and actions that society takes to address the environmental change or issues of concern

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 88

Regional State of the Environment Report

In 2007-8 the Warrumbungle Shire joined a partnership with the Central West Catchment Management Authority to collate comparative and meaningful data annually for a regional State of the Environment Report. This reporting framework has assisted with reducing the cost to Council for the preparation of the report and put in place a mechanism for measuring local conditions in a regional context.

The regional State of the Environment report satisfies Council's reporting obligations and should be annexed to the 2010-11 Annual Report for submission to the Department of Local Government by the end of November this year.

Copies of the State of the Environment Report 2010-11 will be made available at each of Council's libraries and on Council's website.

RECOMMENDATION

That Council adopt the tabled Regional State of the Environment Report 2010-11

4.2 Re-Classification of Public Land

Background

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

The purpose of this report is to outline the contents of these submissions and obtain Council's endorsement to conduct a Public Hearing in relation to the proposed land reclassification.

Issues

Following receipt of formal advice from the NSW Department of Planning & Infrastructure, public exhibition of the Planning Proposal has been completed in accordance with the terms and conditions of the Gateway Determination and the NSW Department of Planning LEP Guidelines. A copy of the Determination is attached as Appendix "A" for the information of Council.

The public exhibition period has now recently ceased and in response two (2) submissions were received. Copies of the submissions are also ATTACHED for the information of Council as Appendix "B". The submissions object to the proposed reclassification of the land known as Swanston Park, Coolah being Lot 1 in DP112026, 43-67 Goddard Street, Coolah on the basis of the following:

- Perceived reduction in surrounding land values;
- Impact on existing Aged Care facility in Goddard Street;

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 89

- Removal of future recreational activities (including horse riding and passive recreation);
- The land was historically donated by a former Coolah resident for the purposes of public recreation and should be maintained for this purpose; and
- Impacts of future potential residential development on the existing residential neighbourhood.

Planning Commentary

The land is currently utilised for grazing and passive recreational purposes including walking and non-structured horse riding. There are no formal recreational facilities located on the land (such as play equipment) or associated infrastructure. Additionally, the land does not form part of Council's scheduled parks and gardens maintenance program.

The Coolah Development Group has previously expressed a desire for Council to develop the land for residential purposes as a community economic development initiative with the view of encouraging future growth and investment within the town. It has also been identified by the community that there is currently a shortage of appropriately positioned and sized village zoned holdings to facilitate an appropriately designed and structured residential land release. The site also benefits from proximity to existing village services and proximity to the Coolah Golf Course.

It is considered that the proposed reclassification of the Swanston Park land is consistent with Council's strategic planning objectives including the *Draft Warrumbungle Regional Development Strategy 2011* which proposes to rezone the land to residential. The reclassification of the land to an operational status is essentially the first step towards enabling the land to be leased or sold. The development of this land for residential purposes (or otherwise) will be subject to a separate future feasibility analysis in addition to a Development Application (DA) and corresponding detailed planning assessment pursuant to Section 79C of the *Environmental Planning and Assessment Act 1979* (EP&A Act). Any future DA would also be publicly advertised to seek further community comment and input.

It may also be possible to cater for structured recreational opportunities as part of a later residential subdivision of the land should a clear need be identified at that time. An assessment of associated recreational needs could be made as part of the future development feasibility analysis.

In relation to any restrictions on the transfer of lands existing on the Swanston Park title, should Council elect to proceed with formal endorsement of the Planning Proposal and making of the associated LEP amendments it is intended that such interests be formally identified and discharged as part of the LEP process. Such a process would be completed following Council's decision to formally adopt the Planning Proposal.

Conclusion

In accordance with the provisions of the *Local Government Act 1993* and applicable Best Practice Guidelines, it is intended to conduct a Public Hearing. This Public Hearing is proposed to be conducted in December 2011 (at least 21 days public notice is required

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 90

following the cessation of the public exhibition period) in both Coonabarabran and Coolah and will be coordinated by an independent chairperson. A report on the outcomes of the hearing will be made available to Council which will in turn inform the Planning Proposal Report and Council's final determinations in relation to this matter. Those persons who lodged submissions will be formally invited to attend either of the two (2) scheduled hearings.

It is intended that this matter be submitted for further consideration to the December Ordinary Meeting of Council.

RECOMMENDATION

- (a) That Public Hearings be conducted in relation to the proposed Reclassification in Coolah and Coonabarabran in accordance with the relevant provisions of the Local Government Act 1993 and the Environmental Planning and Assessment Act 1979.
- (b) That the Report on outcomes from the Public Hearings be made available to Councillors for further consideration.

4.3 Rural Addressing Issues on Warrumbungle Way

Background

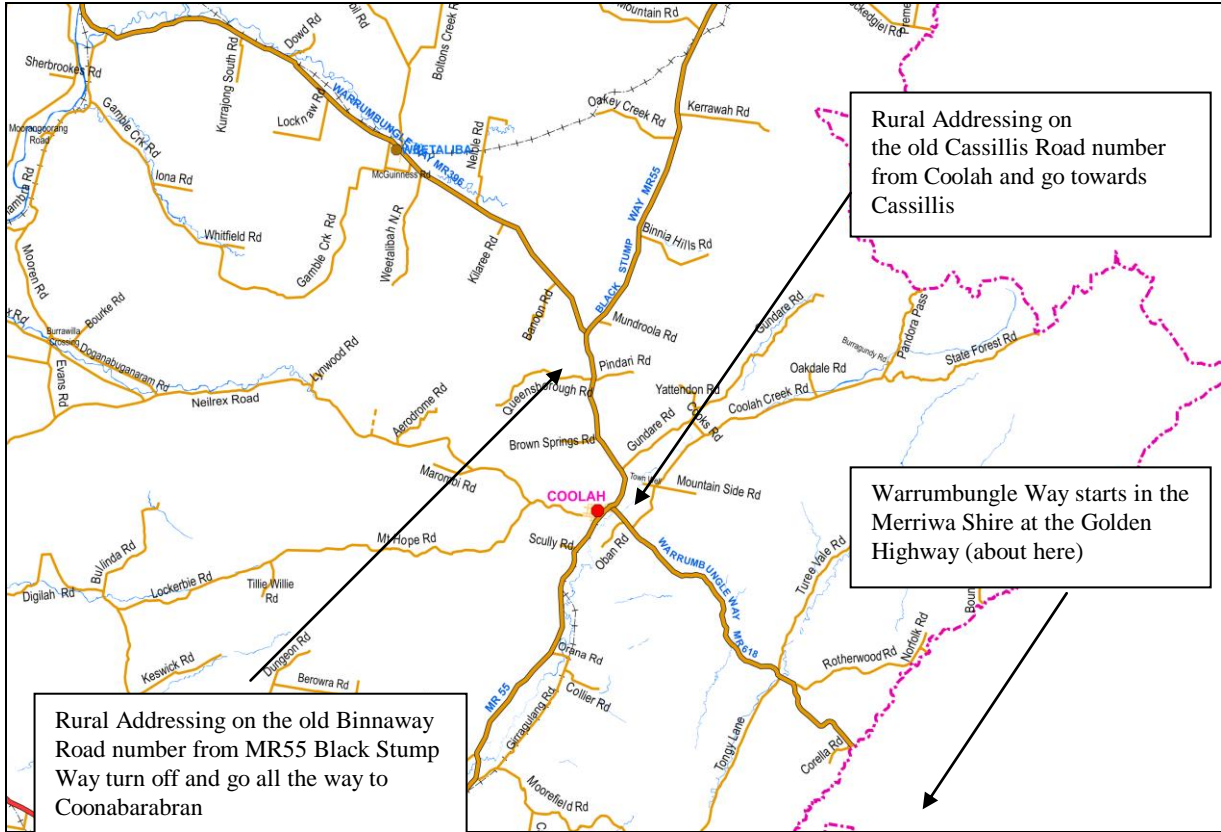
In 1995 the Coolah Council completed Rural Addressing within the old shire. The then Cassillis Road (east of Coolah) was part of rural addressing and was numbered from Coolah east to the shire boundary. The Coolah - Binnaway Road was also numbered west of the junction of Black Stump Way.

After the amalgamation of the two shires, the two roads, Cassillis Road and Coolah-Binnaway Road both became Warrumbungle Way

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am
Page 91

Map



The result of renaming these two roads was that Rural Addressing numbers are now out of sequence.

Warrumbungle Way is also split with the Black Stump Way running from Coolah 12 Kms north to the Binnaway turn-off dividing the Warrumbungle Way

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am
Page 92

Example

Extract of Rural Addressing from Warrumbungle Way

PROP ID	PROP NAM	RA + RD	LOCATION
1220460	OLD COLLIE BLUE	280 WARRUMBUNGLE WAY (OLD CASSILIS RD)	COOLAH 2843
1220464	SUNNYSIDE	375 WARRUMBUNGLE WAY (OLD CASSILIS RD)	COOLAH 2843
1220459	COLLIE BLUE	843 WARRUMBUNGLE WAY (OLD CASSILIS RD)	COOLAH 2843
1220461	BROOKSBY	957 WARRUMBUNGLE WAY (OLD CASSILIS RD)	COOLAH 2843
1220476	WYLANDRA	1011 WARRUMBUNGLE WAY (OLD CASSILIS RD)	COOLAH 2843
1220457	CAMBAWARRA	1217 WARRUMBUNGLE WAY (OLD CASSILIS RD)	COOLAH 2843
1221592	NOIKA	844 WARRUMBUNGLES WAY	COOLAH 2843
1221569	ARDATH (NEW HOUSE)	3408 WARRUMBUNGLES WAY	BINNAWAY 2395
1221569	ARDATH (OLD HOUSE)	3522 WARRUMBUNGLES WAY	BINNAWAY 2395
2629111	DALNURAN	3610 WARRUMBUNGLES WAY	BINNAWAY 2395
2629124		3681 WARRUMBUNGLES WAY	BINNAWAY 2395
2629155	DUNROAMIN	3784 WARRUMBUNGLES WAY	BINNAWAY 2395

The highlighted example shows two properties 843 & 844 Warrumbungle Way, one being east of Coolah, the other west of Coolah (about 32 Kms apart)

Note Old Cassillis Rd has been added after Warrumbungle Way, to the spreadsheet to allow sorting.

Solution 1

Rename the road east of Coolah and leave the numbering the same. A possible name is Vinegaroy Road as that was the previous name in the Merriwa Shire.

Affected residents in our shire is 6. These addresses would receive a new road name, some of which previously used this name before.

Solution 2

Renumber the whole road from the Golden Highway through to the Newell Highway at Coonabarabran.

Affected residents are about 59 plus the 6 (east of Coolah)

These addresses would receive a new number.

Conclusion

The most appropriate and least disruptive solution would appear to be to rename the road east of Coolah to another name other than Warrumbungle Way so that emergency services are not confused when attending emergencies. To obtain a proposed name Council should firstly consult the residents who have addresses on the affected part of the road and then report back to a future Council meeting with a recommendation.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 93

RECOMMENDATION

That Council write to the affected residents who own property along the section of the Warrumbungle Way east of Coolah to advise them of the need to change the road name and request their input into a proposed name and that the matter be brought back to Council for determination.

4.4 Proposal for Funding within current 2011-12 Budget for a Pool Kiosk Retainer at Baradine Pool

Background

Council has kiosk facilities at the six council pools, of which Coonabarabran, Dunedoo and Coolah pools currently have a user agreement with private operators for the 2011-2012 season. Baradine pool currently does not have an operator for the pool kiosk, however there has been an expression of interest (enclosed) received on 7 November 2011 by a Baradine resident for the 2011-2012 pool season to commence kiosk operations.

There are currently no allocated funds for a pool kiosk retainer for the Baradine pool, although there is for the Coonabarabran, Coolah and Dunedoo pools at \$4600 each pool. The retainer is remuneration for the collection of entry fees, sale of season tickets, keeping records of entries and payments received, and banking of collected monies throughout the season by the kiosk operator. Where there is no kiosk operator, these responsibilities are undertaken by the pool lifeguard on duty. The retainer equates to \$28.75 for each day of pool operation.

In addition, the Baradine lifeguard duties are currently filled by a roster of three females who work alone. The Acting Manager Environmental Health Services considers this a moderate risk rating for Council. Therefore, the opportunity for an additional person to be on the premises would be a useful step in mitigating this risk.

RECOMMENDATION

It is recommended that Council modify the 2011-2012 budget to allow for a retainer of up to \$3450 for the operation of a Pool Kiosk at Baradine Pool with an effective start date of 1 December 2011 until close of the pool on the 29 March 2012.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am
Page 94

4.5 Development Applications

i) Approved – October 2011

Complying Development (set criteria) Development Application (Specialised Conditions)	Date Approved	APPLICANT'S NAME	LOCATION	Town	Type of Development
DA 23/1112	27/10/2011	RFS/WSC	Essex Street	Coonabarabran	Construction of footings, roof & Cladding @ Brigade Centre
DA 24/1112	14/10/2011	WSC	Darling & Wellington Streets	Baradine	Toilet Block
CDC 26/1112	14/10/2011	P Whipper / Spanline	Castlereagh Street	Binnaway	Patio Cover

ii) Applications Received – October 2011

CD or DA	Date Received	APPLICANT'S NAME	LOCATION	Town	Type of Development	Status
CDC 25/1112	10/10/2011	Martin Gordon	Boomerang Street	Coonabarabran	Dwelling Renovations	Pending
CDC 26/1112	11/10/2011	P Whipper / Spanline	Castlereagh Street	Binnaway	Patio Cover	Approved
DA 27/1112	14/10/2011	Peter Munns	Baradine	Baradine	Erect Sign	Pending
DA 28/1112	14/10/2011	Signcraft (CBA)	John Street	Coonabarabran	Erection of Signage	Pending
DA 29/1112	20/10/2011	Lisa Doolan	Nandi Street	Coonabarabran	Change of use to Tourist Accommodation	Pending
DA 30/1112	20/10/2011	Sherryl Weller	Booyamurra Street	Coolah	Relocate Dwelling	Pending
DA 31/1112	18/10/2011	Sam Bragg	Newell Highway	Coonabarabran	New Machinery Shed	Pending
CDC 32/1112	25/10/2011	Northwest Pools	Timor Road	Coonabarabran	Swimming Pool	Approved
DA 33/1112	26/10/2011	Toni Foster	Eagleview Road	Coonabarabran	New House and Shed	Pending
DA 34/1112	31/10/2011	Sharmaine Kennedy	Eagleview Road	Coonabarabran	Change of use to Residence	Pending

RECOMMENDATION

That Council note the Applications Received for the month of September 2011, the Applications Held Pending as at 31 September 2011 and their status, and of those approved during September 2011, under Delegated Authority.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 95

4.6 Warrumbungle Shire Council 149 Certificates Processed October 2011

149 Certificate Number:	Date Received:	APPLICANT'S NAME:	Date Issued:
99/1112	04/10/2011	W.A Baxter & Co	05/10/2011
100/1112	04/10/2011	LEAP Searching	05/10/2011
101/1112	05/10/2011	Clarke & Cunningham	07/10/2011
102/1112	10/10/2011	Blaxell Liberty Lawyers	13/10/2011
103/1112	10/10/2011	Blaxell Liberty Lawyers	13/10/2011
104/1112	10/10/2011	Murphy Partners	13/10/2011
105/1112	7/10/2011	Everingham Solicitors	12/10/2011
106/1112	7/10/2011	Everingham Solicitors	12/10/2011
107/1112	7/10/2011	LEAP Searching	12/10/2011
108/1112	10/10/2011	Clarke & Cunningham	12/10/2011
109.1112	11/10/2011	H & T Rayner	12/10/2011
110/1112	12/10/2011	Clarke & Cunningham	13/10/2011
111/1112	13/10/2011	Michel & White Lawyers	13/10/2011
112/1112	12/10/2011	Clarke & Cunningham	17/10/2011
113/1112	13/10/2011	Duffy Legal Via Leap	17/10/2011
114/1112	13/10/2011	LEAP Searching	17/10/2011
115/1112	13/10/2011	Dear Loneragan & Hogan	18/10/2011
116/1112	17/10/2011	Kerrie Martin	18/10/2011
117/1112	17/10/2011	Murphy Partners	18/10/2011
118/1112	17/10/2011	W.A Baxter & Co	18/10/2011
119/1112	17/10/2011	W.A Baxter & Co	18/10/2011
120/1112	17/10/2011	Dear Loneragan & Hogan	19/10/2011
121/1112	18/10/2011	Clarke & Cunningham	19/10/2011
122/1112	19/10/2011	Citylink & Legalities Legal	20/10/2011
123/1112	25/10/2011	Clarke & Cunningham	27/10/2011
124/1112	26/10/2011	Hannaford Cox Connelan	27/10/2011
125/1112	28/10/2011	Tresscox Lawyers Via Anstat	28/10/2011
126/1112	27/10/2011	Clarke & Cunningham	31/10/2011
127/1112	28/10/2011	Janet Caroline Fitzgerald	31/10/2011

.....
TONY MEPPEM
ACTING DIRECTOR ENVIRONMENTAL SERVICES

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 96

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

Dear Sir

Attached is my report for consideration by Council

DIRECTOR OF COMMUNITY SERVICES ANNEXURE 5

5.1 Restructure Warrumbungle Community Care - Coonabarabran

The current structure of Warrumbungle Community Care (WCC) is such that the Manager is based in Coolah and has direct line responsibility for all staff at both Coolah and Coonabarabran offices. This includes six (6) part time Service Coordinators, a part time Centrelink Agency Officer agent, the new position of Community Care Trainee and up to ten (10) Casual Staff. The Casual Staff are employed on an 'as need' basis to undertake specific work under Community Care programs such as Carer Respite, Home Maintenance and Community Transport.

The restructure proposes to upgrade a current part time Service Coordinator position to a supervisory role. The reduction in Service Coordinator positions and hours will be offset by the Trainee who will undertake many of the duties associated with the provision of WCC services.

The Supervisor Service Coordinator will provide on site direction, supervision and support of the Trainee and supervision of Centrelink Agency Officer and Casuals. The role will also provide Volunteer support, training, policies and procedures. This will ensure a focussed, coordinated approach to risk management, OH&S, training and recruitment of Casuals and Volunteers across the area. The Manager will be able to provide more strategic development of WCC and its services through involvement in community partnerships, promotion, new projects and ongoing quality improvement initiatives.

The proposed restructure will provide an opportunity within the WCC structure for staff advancement and development. This new position is a Grade 10; which is four (4) grades higher than that of a Service Coordinator (Grade 6) so a recruitment process will be implemented. It is anticipated that one of the current Service Coordinators from the Coonabarabran office will fulfil the role of Supervisor Service Coordinator.

The cost of the upgrade from part time Coordinator to part time Supervisor will remain within the operations of the Warrumbungle Community Care budget, being no cost to Council funds.

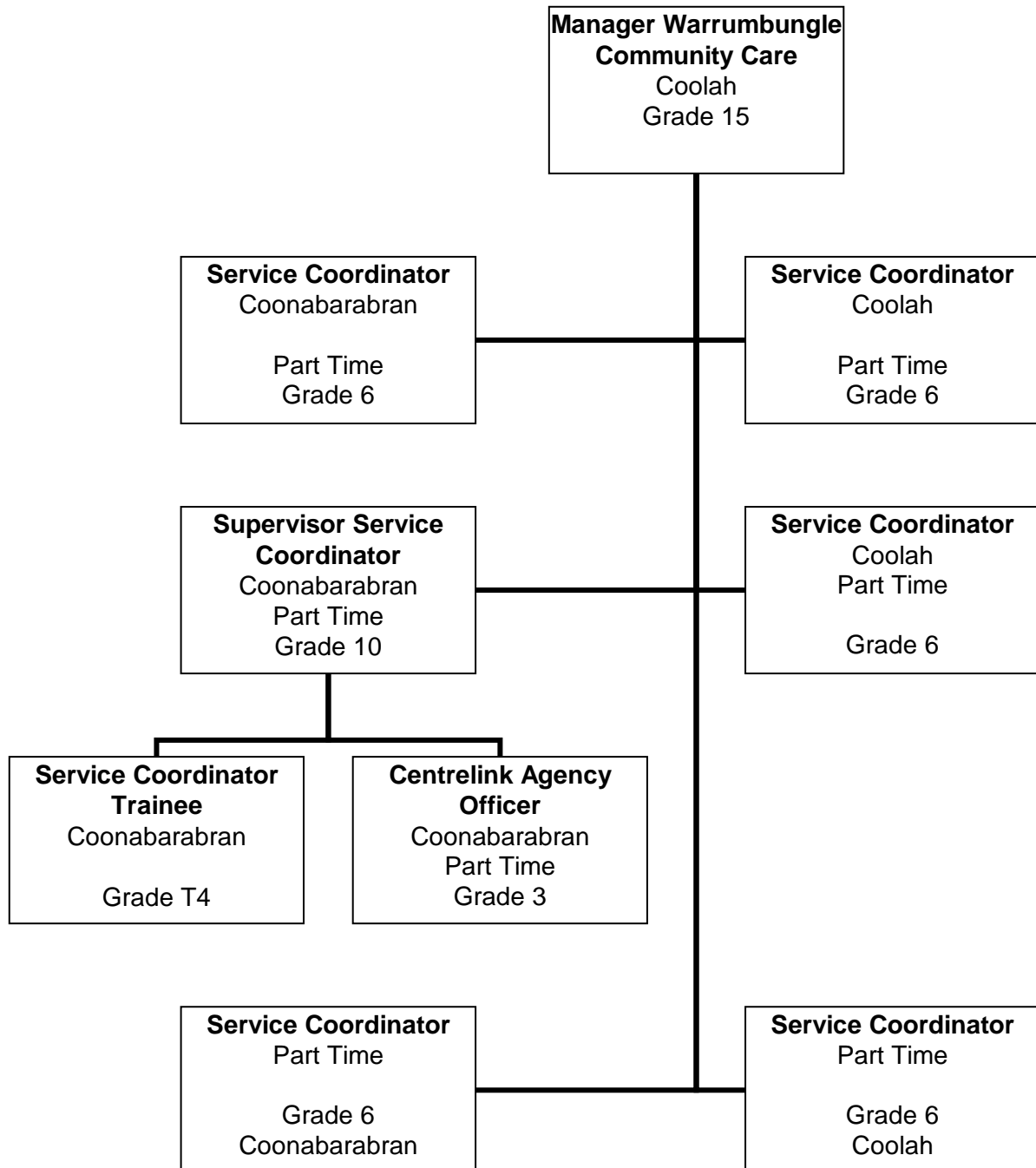
WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 97

The proposed restructure was presented to the November meeting of the Consultative Committee and is awaiting feedback at the December meeting.

RECOMMENDATION that Council accepts the proposed Warrumbungle Community Care structure subject to endorsement from the Consultative Committee and approval from the General Manager.



WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am Page 98

5.2 National Rural and Remote Health Infrastructure Program Baradine

The National Rural and Remote Health Infrastructure Program (NRRHIP) aims ‘to improve access to health services by providing funding to rural and remote communities where the lack of infrastructure is a barrier to the establishment of new, or the enhancement of existing health services’. Round six of the NRRHIP opened on 8 October 2011 and will close on 15 December 2011.

The objectives of the NRRHIP are to:

- *support local rural and remote communities to develop flexible, long-term solutions for the provision of health services to meet the needs of the community;*
- *assist the establishment and/or refurbishment of walk-in/walk-out primary health care and medical facilities in rural and remote communities;*
- *retain community access to rural private hospital services;*
- *support allied health professionals to establish, continue and/or enhance the delivery of privately insurable health services to rural and remote communities;*
and
- *make it easier for rural and remote communities to recruit and retain the services of general practitioners and allied health professionals.*

A project to build nursing and visiting professionals accommodation at the Baradine Multipurpose Health Service (MPS) has been developed. The current weatherboard shared nurses accommodation is not conducive to attracting temporary staff and the MPS is having difficulty providing a full staffing complement of nursing and allied professionals. Self contained one (1) and two (2) bedroom relocatable type units are being proposed for installation on MPS grounds.

Project partners include NSW Health, as owners of the land and asset, and have agreed to fund the Development Application (DA) fees, project management costs and ongoing maintenance within annual operational budget. The Baradine Progress Association, Baradine Health Council and Hospital Auxillary are providing in-kind support. Since neither organisation in Baradine or the MPS is able to apply for NRRHIP a request has been made to Council to provide the necessary auspice for this funding submission. Local government organisations are eligible to apply for NRRHIP funding to fund facilities which are located on hospital or health campus grounds.

Council assistance is also sought for in-kind grader and earthmoving works for some clearing of the site in preparation for accommodation installation to a budget estimate of \$10,000.

Council’s Acting Director of Community Services will sit on the Project Management Team to supervise the project implementation.

Council have previously supported a similar project in Baradine, providing the auspice for a Commonwealth Regional Partnerships grant for the Baradine Aged Care Association in 2008 which provided funding to purchase the local doctors residence.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at 9.00am

Page 99

RECOMMENDATION

That Council becomes a project partner with NSW Health, Baradine Progress Association and the Baradine Health Council, providing the necessary auspice for a National Rural and Remote Health Infrastructure Program Round six application to be submitted to fund the Baradine MPS Nurses and Allied Professionals Accommodation Project

FURTHERMORE that Council provide an in-kind commitment for site clearing works in the 2012-2013 budget of \$10,000.

5.3 Boat Ramp Castlereagh River - Coonabarabran

Council received a report in regards to a request to clean up the boat ramp behind No 3 Oval at Coonabarabran into the Castlereagh River. Based on the information to hand Council resolved to take no further action (**Resolution No 56/1112**).

Advice received from Council's Insurer via Statewide after the Council meeting has prompted another consideration of the issues and assumptions made at the time of the report.

Council has liability cover on all of its operations and assets irrelevant to it being listed on the asset schedule. Furthermore listing on the asset schedule only covers the item for damage to itself. In reference to liability Council would have to determine who has ownership over the ramp as under the conditions of liability; all assets owned by Council should be maintained to a suitable condition and not pose a hazard. If it is on Council controlled land than it could be assumed that council has control over the ramp. Therefore taking no action does not absolve Council's liability.

Council can have volunteers under Council control to clean the ramp up but they should be managed under Councils Volunteer management policy including OH & S.

Further discussions were held with Coonabarabran Fishing Club members who are strongly supportive of recreational activities on the river. The club will be in a position to apply for grants to improve the facility area and restock the river.

Given this better appreciation of what is expected by the Fishing Club, a second onsite assessment of the boat ramp has as been undertaken. All that is proposed is the removal of one willow tree, a noxious pest species to Australian rivers and some scraping off at the lower end of the boat ramp.

The Castlereagh River is an unrestricted waterway however the depth and condition in places are not conducive to anything more than low speed trolling in small engine electric motor boats.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Poplars
Motor Inn, Coonabarabran on Thursday, 24 November 2011 commencing at
9.00am Page 100

RECOMMENDATION

That Council undertake a minor clean up current operational budget of the boat ramp at
No 3 Oval in Coonabarabran providing single boat access to the Castlereagh River and
FURTHERMORE advise the outcome with Department Industry and Investment NSW -
Fisheries Division.

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FIONA LUCKHURST
ACTING DIRECTOR COMMUNITY SERVICES