

# Executive Services

## Human Resources

### Human Resource Management

#### Indicators of Progress

- All policies and practices conform to Legislation and current Best Practice
- Relationships maintained between management, staff and unions
- Management informed of all relevant changes and innovations in HRM areas
- All areas of HR practice upgraded utilising continuous improvement principles and practices

### Review of Progress Against Indicators

- All current practices were reviewed to ensure they conformed to current employment legislation requirements, Best Practice of Local Government and EEO legislation.
- HR applied new strategies and procedures to ensure efficient and timely recruitment of positions as they become vacant. Prior to advertising vacant position reviews were undertaken to ensure the need for retention of position. Associated position descriptions were scrutinised to ensure they reflected the required duties and skills required for the position.
- The achievements of staff continued to be acknowledged by management with the ongoing presentation of Quarterly and Annual Staff Achievement Awards. This initiative has helped to foster a more positive relationship between staff and management and helped to highlight staff's commitment to their job and the organisation.
- All Industrial relations issues were resolved with no appearances before the Commission over the past six months
- Reports were provided to ensure MANEX and Council were kept informed of current issues within the HR department.

### OH&S and Risk Management Services

#### Indicators of Progress

- OH&S and Risk Management strategies, policies and practices reviewed
- Effective OH&S and Risk Management Program implemented

### Review of Progress Against Indicators

- Over the period January – June 2013 the Workplace Health and Safety Officer has been reviewing all policies and practices to ensure the organisation complies with the Workplace Health & Safety Act 2012.
- Worksite inspections and audits were undertaken to ensure all staff were made aware of Council's commitment to keeping all staff, volunteers and contractors safe.
- Work continued on Safe Work Method Statements and this will continue over the next six months.
- Work continued to encourage staff to report near miss incidents and complete all documentation associated with safety issues including Near Miss reports and Accident Investigation reports.

**Payroll Services**

Indicators of Progress

- Staff are provided with accurate and timely payroll services
- Staff are informed of Superannuation and Salary Packaging
- Internal stakeholders are provided payroll reports

**Review of Progress Against Indicators**

- All staff provided with an efficient payroll service with internal and external customers provided with accurate and timely information.
- Site visits undertaken by Superannuation representatives
- Staff offered opportunity to access salary packaging with representatives visiting on site
- MANEX provided with reports on accrued annual, sick leave, overtime and casual staff costs

**Learning and Development Services**

Indicators of Progress

- Implementation of Individual Learning and Development Plans
- Staff appropriately trained to service needs of organisation and community

**Review of Progress Against Indicators**

- Council continued to recognise the importance of a skilled workforce. Learning and Development within the organisation continued over the past six months with HR sourcing available government funding to compliment Council's training budget. This training budget ensured more staff gained qualifications and career development within their current position and this will offer opportunities for staff to apply for other positions which may become available within the organisation.

Training undertaken over the past six months include:

- |                                 |                              |
|---------------------------------|------------------------------|
| • Blue Card                     | Chainsaw Operations          |
| • Yellow Card                   | Rates Modules                |
| • Red Card                      | Records Disposal & Retention |
| • Confined Spaces               | Workforce Development        |
| • Chem Cert                     | New Model Code of Conduct    |
| • Consultative Committee        | Speed Reading Skills         |
| • Rollers                       | Traineeship Signups          |
| • New Managers Workshops        |                              |
| • Grievance Handling            |                              |
| • Report Writing                |                              |
| • Policy Creation               |                              |
| • Sediment & Erosion Control    |                              |
| • Plant Competency eg Skidsteer |                              |

**Council provides a range of traineeships and apprenticeship opportunities for local school leavers**

## Indicators of Progress

- Trainees and Apprentices employed by Council where appropriate.

**Review of Progress Against Indicators**

Council currently hosts three apprentices in the areas of Horticulture, Heavy Vehicle Mechanics and Plumbing.

Council also currently employs trainees in the areas of finance, administration and child care. These are two year traineeships and at the completion of the two years they will achieve

# Executive Services

## Management and Leadership

### Management and Leadership

#### Indicators of Progress

- Efficient and effective operation of the organisation provided
- Implementation, without undue delay, decisions of the council
- Council assisted with the development and implementation of the community strategic plan, resourcing strategy, delivery program and operational plan and the preparation of its annual report and state of the environment report
- Day-to-day management of council provided
- Functions of the council exercised as delegated by the council.
- Staff appointed and directed in accordance with an organisation structure and resources approved by council.
- Council's equal employment opportunity management plan implemented.

### Review of Progress Against Indicators

Management and leadership is provided to Council staff to ensure that the goals of Council are achieved efficiently and effectively.

### Council undertakes a service review to ensure resources are appropriately targeted

#### Indicators of Progress

- Service review conducted

### Review of Progress Against Indicators

During the community strategic planning process, Council gauged community attitude towards service delivery.

### Council collaborate with neighbouring Councils

#### Indicators of Progress

- Partnerships developed with neighbouring Councils

### Review of Progress Against Indicators

The General Manager and Mayor continue to attend the Orana Region of Council (OROC) meetings.

**Council will recognise and collaborate with Indigenous community to support inclusiveness, Council will acknowledge traditional owners and Council will raise both Australian and Aboriginal flags at both Coolah and Coonabarabran Council offices**

Indicators of Progress

- Inclusiveness of Indigenous community
- Traditional Owners acknowledged
- Australian and Aboriginal flags raised at both offices

**Review of Progress Against Indicators**

Australian and Aboriginal flags continue to be raised at both Coolah and Coonabarabran Council offices. Traditional owners of the land are acknowledged at functions by Council.

**Keep Indigenous community informed of Council activities through all available avenues and implement affirmative action programs for Indigenous involvement in cultural awareness**

Indicators of Progress

- Indigenous community informed
- Affirmative Action Program implemented

**Review of Progress Against Indicators**

Council are involved with NAIDOC week and make representation at various indigenous functions.

**Council maintains working relationships with other agencies and industry groups to protect the best interests of our agricultural sector**

Indicators of Progress

- Participation in Agricultural Industry groups
- Protection of prime Agricultural land

**Review of Progress Against Indicators**

General Manager works with the Australian Livestock Market Association (ALMA) and has a close relationship with the Department of Primary Industries (DPI), Livestock Health and Pest Authority (LHPA) and Catchment Management Authority (CMA). Participating in the development of new LLS Department.

**Conduct ongoing liaison with local communities and government agencies to ensure public parks within the region are adequately resourced and easily accessible and Council advocate for maintained access to National Parks**

Indicators of Progress

- Public parks are adequately resource and easily accessible
- Access to National Parks maintained

**Review of Progress Against Indicators**

Councils maintain close relationships with Work Cover, Environment Protection Authority (EPA), Public Works, Department of Health, National Parks & Wildlife Services, Ministry for Police and Emergency Services, Rural Fire Service and Fire and Rescue.

**Support Highway fatigue management service centres along strategic highway locations within WSC**

Indicators of Progress

- Highway fatigue management service centres supported

**Review of Progress Against Indicators**

Council host and maintain driver reviver sites.

**Facilitate the construction of the alternative heavy vehicle detour route in Coonabarabran to promote main street activities and enhancements**

Indicators of Progress

- The alternative heavy vehicle detour route in Coonabarabran is funded and project planning underway.

**Review of Progress Against Indicators**

Council maintains its position on the Newell Highway Task Force and the bypass is a permanent point of discussion.

**Continue Council membership and participation in Mining Related Councils, ensures the development of any mining or coal seam gas process contributes to the DA processes and Council facilitates the dissemination of information and community opinion in relation to local extractive industries**

Indicators of Progress

- Member of Mining Related Councils
- Successful outcomes for the community in relation to mining and extractive industries
- Voluntary Planning Agreements negotiated so that community benefits from mining and extractive processes
- Council and community maintain a good working relationship with mining and extractive industries
- Council and the community are informed and education programs initiated

**Review of Progress Against Indicators**

Council are current members of the Mining Related Councils.

Council continue to have ongoing consultations with Cobbora Holdings and State Government in respect to the Cobbora Coal project, to ensure the community benefits from the potential development.

**Council support Mining Council Royalties for Regions Initiative and encourage and negotiate the implementation of Voluntary Planning Agreements with Development Applications submitted by mine developers**

Indicators of Progress

- Royalties for Regions Initiative supported
- DA's negotiated with mine developers to include Voluntary Planning Agreements that best meet the needs and interests of local and affected communities

**Review of Progress Against Indicators**

Council continues to negotiate Voluntary Planning Agreements in the interest of the community.

**Monitor community sentiment about production of renewable energies**

Indicators of Progress

- Community sentiment monitored.

**Review of Progress Against Indicators**

Council is developing a community engagement strategy for the proposed Liverpool Range Windfarms,

**Council provide local representation and advocacy for retention and expansion of health, education and policing services and take a proactive role in developing strategies to attract GP's**

Indicators of Progress

- Health, education and policing services retained and expanded
- Housing is provided in Coolah and Baradine
- Medical Centres provided in Mendooran, Coonabarabran and Dunedoo
- GP's attracted to the Shire

**Review of Progress Against Indicators**

Council owns and maintains doctor surgeries and Council provides subsidised rental accommodation in some towns for doctors.

**Council continues representation to the Regional Advisory Group and representation of Northern Plains Advisory Committee on TED Committee**

Indicators of Progress

- Participated in Regional Advisory Group and Northern Plains Advisory Committee.

**Review of Progress Against Indicators**

The Mayor represents Council on the Northern Plains Regional Advisory Committee of Office for Environment and Heritage (OEH). OEH has representation on Warrumbungle Shire's Tourism and Economic Development Committee; Managers of Pilliga Forest Discovery Centre and Warrumbungle National Park Visitor Centre, the committee meets quarterly.



# Executive Services

## Governance

<b>Governance</b>
<p>Indicators of Progress</p> <ul style="list-style-type: none"> <li>• Council in accordance with the Local Government Act 1993 provide leadership and strategic direction implementing the Community Strategic Plan 2032.</li> <li>• An active and supportive member of the Local Government NSW and relevant Regional, State and National associations.</li> <li>• Councillors provided with remuneration as statutorily required.</li> </ul>
<b>Review of Progress Against Indicators</b>
<p>Council remain on track with the Integrated Planning and Reporting. The annual review of the Delivery Program is underway.</p>
<b>Governance</b>
<p>Indicators of Progress</p> <ul style="list-style-type: none"> <li>• An active and supportive member of the Local Government NSW and relevant Regional, State and National associations</li> <li>• Councillors provided with remuneration as statutorily required</li> </ul>
<b>Review of Progress Against Indicators</b>
<p>Council maintains membership with the LGNSW.</p> <p>Councillors are provided with the remuneration as per the Division of Local Government guidelines.</p>
<b>Continue to lobby for constitutional recognition of local government and collaborate with other LGA's to ensure effective representation of local government at higher levels</b>
<p>Indicators of Progress</p> <ul style="list-style-type: none"> <li>• Constitutional recognition lobbied for</li> <li>• Representation at higher levels</li> </ul>
<b>Review of Progress Against Indicators</b>
<p>Council are an active member of OROC.</p> <p>Council continue to lobby for constitutional recognition and will be contributing funds to the Australian Local Government Association (ALGA) for the campaign.</p>

**Council will maintain advocacy role and lobby State and Federal Government agencies on behalf of the community for the retention of services**

## Indicators of Progress

- State and Federal Government agencies lobbied
- Cooperative promotion of issues to State and Federal governments via OROC

**Review of Progress Against Indicators**

Council maintains a close working relationship with State and Federal Government agencies.

**Lobby RMS to build alternate route as per designed solution**

## Indicators of Progress

- Alternate route lobbied for

**Review of Progress Against Indicators**

Council maintains position on the Newell Highway Task Force and the bypass is a permanent point of discussion.

**Lobby to service providers to improve coverage, for NBN rollout and for expansion of Digital TV and signal strength**

## Indicators of Progress

- Improve coverage lobbied for
- NBN rollout lobbied for
- Expansion of Digital TV and signal strength lobbied for

**Review of Progress Against Indicators**

Coonabarabran is not part of the immediate roll out schedule.

# Environmental and Community Services

## Warrumbungle Community Care

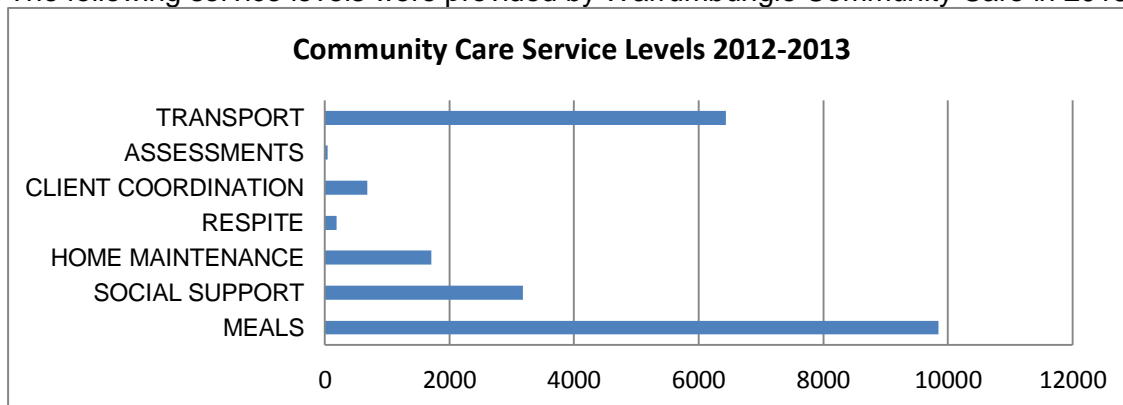
### Meals Service/Social Support/Respite Care/Home Maintenance Programs

#### Indicators of Progress

- Council auspice Community Care Services
- The provision of services to the funded target group managed as agreed upon with Funding bodies
- The growth and participation of Interagency Coonabarabran facilitated
- Effective social support programs promoted and provided

#### Review of Progress Against Indicators

- Warrumbungle Shire Council holds service agreements with the funding bodies and auspices WCC. WCC provides regular reports to Council and funding bodies on service activity and statistics. Two Advisory Committees (one in the northern and one in the southern end of the shire) represent volunteers and clients and meet quarterly to provide consultation, information and a forum for discussion of issues arising.
- Warrumbungle Community Care (WCC) provides a range of services across the shire to assist the frail aged, people with a disability and carers. Services include Community Transport, Meals on Wheels, Respite, Social Support and Home Maintenance. These services support people to continue to live independently in their own homes. WCC provides services to 765 clients across the shire and has 179 volunteers.
- The following service levels were provided by Warrumbungle Community Care in 2012-2013



- Coonabarabran Interagency convened. Information provided to approximately 45 participating services providers weekly. Guest speakers organized bi monthly for Interagency
- Volunteer and Client Events in 2012-2013 included the Dunedoo Services Expo, Coonabarabran Health and Community Services Expo, Dunedoo Barbeque and Bowls, Seniors Week entertainment and lunches across the shire, and Xmas in July in Coonabarabran.

### Community Transport

#### Indicators of Progress

- Council auspice Community Transport Services
- Provision of services to the funded target group managed as agreed upon with Funding bodies
- Services promote and provided to the frail aged, people with disabilities and their carers, so they can live safely and appropriately in the community and in their own homes thus avoiding premature or inappropriate admission to long term residential care

**Review of Progress Against Indicators**

- Warrumbungle Shire Council holds service agreements with the funding bodies and auspices WCC. WCC provides regular reports to Council and funding bodies on service activity and statistics.
- WCC provided Community Transport Trips as per below:

HACC	CTP	HRT	TOTAL TRIPS
5976	422	42	6440

HACC	CTP	HRT	TOTAL KMS
295499	34256	6070	335825

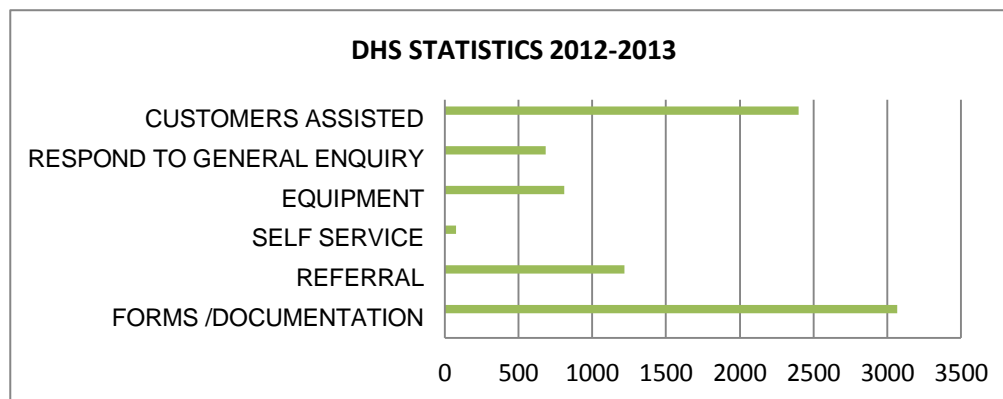
**Centrelink Services Coonabarabran Agency**

Indicators of Progress

- Service provided by trained staff, client confidentiality maintained and according to Centrelink directive/standards
- Objectives and requirements of Funding Agreement met

**Review of Progress Against Indicators**

- The DHS Agency provides face to face services in the Warrumbungle Community Care building from Monday to Friday, 8.30 am till 12.30 pm. Between 12.30 pm and 4pm clients are able to access phone, fax and DHS services on a self serve basis. The chart below indicates the level of service use by Centrelink customers in 2012/2013.



**Community Transport Projects**

Indicators of Progress

- Community Transport Capital

**Review of Progress Against Indicators**

- Community Transport Fleet maintained

**Meals Service/Social Support/Respite Care/Home Maintenance Programs Projects**

Indicators of Progress

- MSO Capital Replacements

**Review of Progress Against Indicators**

- MSO Plant and Fleet maintained

# Environmental and Community Services

## Warrumbungle Waste

### Warrumbungle Waste

#### Indicators of Progress

- Waste management services to residents within the Shire and progressive reduction of waste volume going to landfill provided
- Reliable weekly collection of solid waste and recyclable product
- Operational efficiency of the processing Centres at Coonabarabran and Dunedoo maintained
- Disposal area for non recyclable and recyclable products is easily accessible
- Increased recyclable material diverted from landfill

#### Review of Progress Against Indicators

Waste services are being provided to residents throughout the Shire by way of general waste and recycling collections for towns and nominated rural runs. A commercial pickup service is also provided. Council maintains a landfill in Coonabarabran and six transfer station for resident use. Council receives less than one complaint per month regarding a missed collection. Expenditure of the waste service has been reduced from the same period 12 months prior. The Coonabarabran landfill and transfer station have identification signage to indicate appropriate disposal areas for recyclable and non-recyclable products. Increased recycling initiatives introduced such as free E-Waste disposal.

### Warrumbungle Waste Projects

#### Indicators of Progress

- Coonabarabran Waste Management - Capital Projects

#### Review of Progress Against Indicators

No capital projects carried out in this period.

# Environmental and Community Services

## Building Control

### Planning and Development Services

#### Indicators of Progress

- Development Applications and Statutory Certificates processed within statutory timeframes in accordance with Environmental Planning Instruments
- Accurate and comprehensive zoning certificates reflective of Council's planning
- Instruments and Policies delivered within 7 days
- Planning instruments acknowledge the importance of viable productive
- Agricultural land lot sizes

### Review of Progress Against Indicators

Council meeting statutory timeframes where applicants supply necessary information in accordance EP&A Regulations.

98% of Planning Certificates are being issued within 7 days.

Planning Certificates contain information required by Section 149(2) & (5) of the EP&A Act.

Draft Warrumbungle LEP 2013 nearing gazettal which includes provisions relating to agricultural land, including minimum rural lot sizes of 500 & 600 Hectares.

### Built Environment Control

#### Indicators of Progress

- Public education programs run on building legislation and local requirements
- Applicants advised correctly of all requirements to carry out building work including standards such as the Building Code of Australia and BASIX
- Building assessment checklists completed for all stages of the certification process
- Accreditation maintained with the BPB of at least two certifiers
- All buildings within bushfire prone land comply with RFS planning for bushfire
- Compliance with statutory building control standards across the shire

### Review of Progress Against Indicators

Council conducted an information night for regionally local plumbers and drainers, in conjunction with NSW Fair Trading, outlining the new legislative requirements.

Regular pre-lodgement meetings are held with Council staff as well as site meetings.

New checklists have been created for all stages of the certification process, including assessment and inspections.

Council currently has three accredited certifiers.

The aims and objectives of Planning for Bushfire Protection 2006 are met for all new developments located in bushfire prone land.

Building compliance with required standards is being enforced. Difficulties have been experienced due to poor knowledge of requirements by local builders and a high number of owner-builders.

### **Council planning instruments ensures appropriate supply of industrial land in suitably zoned locations**

#### Indicators of Progress

- Appropriate supply of industrial land available
- Industrial Land developed

#### **Review of Progress Against Indicators**

Draft Warrumbungle LEP 2013 contains a suitable supply of land zoned for industrial use. The current availability of industrial land is 50% in Coonabarabran, 40% in Coolah and 50% in Dunedoo. An additional supply of industrial land has been identified in Dunedoo. No further development of any industrial land is required at this time due to lack of demand.

### **Ensure all planning instruments contain sufficient flexibility to allow appropriate range of lot sizes for housing throughout the Shire and work with government agencies to encourage a sustainable supply of affordable housing**

#### Indicators of Progress

- Appropriate range of lot sizes for housing throughout the Shire
- A sustainable supply of affordable housing

#### **Review of Progress Against Indicators**

Draft Warrumbungle LEP 2013 contains a variety of residential lot sizes ranging from 700m<sup>2</sup> in urban areas to 2Ha in rural residential areas to accommodate a variety of lifestyle options. A suitable amount of land is zoned appropriate to encourage affordable housing.

### **Ensure that local policies and planning instruments support business centre street activity and events**

#### Indicators of Progress

- Policy and planning instruments outline business centre street activity and events

#### **Review of Progress Against Indicators**

Draft Warrumbungle LEP 2013 focuses on concentrating the business centre within identified central zones for each town. This aims to encourage support of local businesses, street activities and events. Council has adopted policies regarding street activities and events.

# Environmental and Community Services

## Environmental Health Services

**Council will continue as a stakeholder and member of Salinity and Water Quality Alliance to provide positive outcomes for the management of our natural environment and monitor air quality around prospective mining development areas**

### Indicators of Progress

- Member of Salinity and Water Quality Alliance
- Opportunities for funding provided to Council and community
- Independent air quality monitoring station provides transparent data to Council and the community

### Review of Progress Against Indicators

Membership of the Salinity and Water Quality Alliance is being maintained.  
Funding opportunities have been provided to Council including a roadside vegetation management project.  
No funding provided for independent air monitoring.

### Facilitate and support community initiatives

#### Indicators of Progress

- Community initiatives facilitate and supported
- Facilitate support for volunteering

### Review of Progress Against Indicators

Volunteers OHS plan implemented to provide insurance protection through Council policy.



# Environmental and Community Services

## Environmental Management

### Natural and Built Environmental Projects

#### Indicators of Progress

- SOE data compiled and Report endorsed by Council
- An improvement in SOE report data fields for the shire
- Rural Numbering Program/Alcohol Free Zones maintained
- Council participation in Regional State of the Environment Network
- Engagement of Heritage Advisor and production and adoption of Annual Heritage Report
- Relevant planning applications assessed with appropriate sensitivity to their heritage significance
- Council's planning Instruments and Policies reflect appropriate heritage conservation strategies
- Local Heritage Fund maintained

#### Review of Progress Against Indicators

SOE data collected and sent to contractor with other councils for production of regional State of Environment Snapshot.

A significant increase in the quality and amount of data was included in the SOE report this period. Rural numbering program nearing completion. Alcohol Free Zones being maintained by Council Rangers. Council is a participating member in the Regional State of the environment Network.

Consultant Heritage Advisor attends Council regularly and has completed the Annual Heritage Report. Development applications with heritage implications are referred to Council's consultant heritage advisor and conditioned appropriately.

Draft Warrumbungle LEP 2013 includes the provision of conservation areas as well as identifying heritage items.

Local heritage fund being maintained

### Facilitate and support funding to provide improvements in Natural Resource Management

#### Indicators of Progress

- Programs developed to engage the community
- Successful funding applications obtained

#### Review of Progress Against Indicators

Wood smoke education program carried out in this period to engage and educate the community. Funding granted to carry out a Roadside Vegetation Management project.

**Council maintains working relationships with Upper Hunter Renewal Energy Precinct and disseminate information to the community and advocates for the community providing education and resources on renewable energies**

Indicators of Progress

- Working relationship in place with Upper Hunter Renewal Energy Precinct
- Education and Resources provided to community

**Review of Progress Against Indicators**

**Develop and implement an educational and participation program for sustainable living and monitor and reduce Council's carbon footprint**

Indicators of Progress

- Sustainable living and recycling education program developed and implemented
- Audit of Council's plant and energy use
- Reduction of energy costs

**Review of Progress Against Indicators**

Council provided input into the Sustainable Living Handbook and Resource Efficiency Toolkit for Medium to Small Business produced on behalf of the CMA.  
Energy costs being reduced by sustainable measures such as turning off monitors.

**Health and Environmental Control**

Indicators of Progress

- Program of regular inspection of food premises focusing on educating food handlers and promoting food safety undertaken
- Regular training held by NSW Food Authority attended and disseminated in line with partnership responsibilities
- Media releases distributed on specific protection of the environment issues as they relate to Council's responsibilities
- An accessible, customer focused community environmental health information service provided

**Review of Progress Against Indicators**

Close to 100% of Council's medium to high risk food premises inspected in this period with an emphasis on education.  
Council staff member has completed Authorised Officer training run by the Food Authority.  
Drinking water media releases issued after Wambelong bushfires.  
Environmental services have a qualified environmental officer to provide information and services to the community.

# Environmental and Community Services

## Regulatory Services

### Compliance Services

#### Indicators of Progress

- Provide customer focused companion animal and straying stock service within the Shire
- Monitor the compliance with relevant animal, companion animals, NSW Health, Vacant Land Management and water quality guidelines
- Responsive impounding service
- Regular community education programs
- All land monitored to ensure it is maintained in a safe and healthy condition
- Implement remediation work where necessary

### Review of Progress Against Indicators

A significant amount of Council's Rangers work is related to companion animals and stock straying which is conducted with a strong customer focus. Council Rangers conduct proactive and reactive enforcement of various compliance issues. This results in the issuing of fines for some offences. Council's Rangers impound stock as required and are also on-call for after hours issues. Regular compliance carried out for overgrown lots and unsafe premises.

### Noxious Weeds Management

#### Indicators of Progress

- Council maintains membership to CMCC for the delivery of Noxious Weeds Service across the Shire
- Noxious Weeds Management and Control Strategic Plan implemented

### Review of Progress Against Indicators

Council maintains membership to have the CMCC deliver noxious weeds services throughout the Shire.

# Environmental and Community Services

## Libraries

### Library Services

#### Indicators of Progress

- Membership to Macquarie Regional Library (MRL) maintained
- An effective and community oriented, easily accessible library service that meets the educational, recreational and cultural needs and expectations of the community is provided
- MRL Agreement outcomes and service levels maintained
- Partnerships developed with stakeholders and NSW State Library to create opportunities for infrastructure improvements

### Review of Progress Against Indicators

Membership of MRL maintained and funding from NSW libraries sent in January  
Library service in all six towns maintained despite some low usage levels.  
Outcomes and service levels maintained.

### Library Services Projects

#### Indicators of Progress

- Replacement of shelves due to OH&S requirements

### Review of Progress Against Indicators

Replacement of shelves still to be undertaken.

# Environmental and Community Services

## Environmental and Community Services Management

<b>Environmental and Community Services Management</b>
<p>Indicators of Progress</p> <ul style="list-style-type: none"> <li>• Accessible, comprehensive and easily understood group of strategic planning instruments developed</li> <li>• Policies comply with legislation and provide clear guidance to staff and the Community</li> </ul>
<b>Review of Progress Against Indicators</b>
<p>Land Use Strategy produced for future strategic planning shire wide.                  Draft Warrumbungle LEP has been produced and awaiting gazettal.                  Strategic policies have been identified to be reviewed in the next period to ensure compliance with relevant legislation.</p>
<b>Council will support Arts and Cultural Activities throughout the shire</b>
<p>Indicators of Progress</p> <ul style="list-style-type: none"> <li>• Maintain membership to Orana Arts</li> <li>• Orana Arts Agreement outcomes and objectives achieved</li> <li>• International Women's Day/ NAIDOC Week/ Seniors Week funded</li> <li>• Partnerships are developed with stakeholders to create opportunities for social and cultural activities and infrastructure</li> </ul>
<b>Review of Progress Against Indicators</b>
<p>Membership of Orana Arts maintained and Councillor Capel attends meetings.                  Outcomes and objectives being achieved.                  Funding in budgets for all events.                  Interagency meeting held monthly to discuss service delivery.</p>
<b>Council takes on a leadership role by providing and advocating for appropriate community services to meet the needs of the Shire</b>
<p>Indicators of Progress</p> <ul style="list-style-type: none"> <li>• Community services provided and advocated for to meet needs of the Shire</li> </ul>
<b>Review of Progress Against Indicators</b>
<p>Council constantly seeking funding for targeted events and programs with success</p>
<b>Investigate public and private community transport options linking within the regions communities locally</b>
<p>Indicators of Progress</p> <ul style="list-style-type: none"> <li>• Transport options investigated</li> </ul>
<b>Review of Progress Against Indicators</b>

# Environmental and Community Services

## Yuluwirri Kids

<b>Yuluwirri Kids Coonabarabran Long Day Care Centre and Preschool</b>	
Indicators of Progress	
<ul style="list-style-type: none"> <li>National Quality Standard quality assurance requirements met and accreditation status remains in place</li> <li>The Centre is effectively managed to ensure it is a viable service and strategic business plan implemented</li> </ul>	
<b>Review of Progress Against Indicators</b>	
<p>National Quality Standard quality assurance requirements met and accreditation status remains in place</p> <ul style="list-style-type: none"> <li>Yuluwirri Kids submitted its Quality improvement plan in February 2013</li> <li>Yuluwirri Kids was assessed in March and received assessment reports in April</li> <li>Assessment results consisted of working towards in Quality area 1 &amp; 3. Meeting in Quality areas 2,4,5 &amp; 6 with an overall assessment of working towards (see below of assessment results for all 58 elements)</li> </ul> <p>The Centre is effectively managed to ensure it is a viable service and strategic business plan implemented</p> <ul style="list-style-type: none"> <li>Centre was running in Term 1, week 6 at 95 % capacity &amp; in term 2, week 6 at 98% capacity</li> <li>Service remains viable at end of financial year</li> <li>Strategic business plan to be reviewed</li> </ul>	
<b>Yuluwirri Kids Coonabarabran Long Day Care Centre and Preschool Projects</b>	
Indicators of Progress	
<ul style="list-style-type: none"> <li>Yuluwirri Kids Building Extension</li> </ul>	
<b>Review of Progress Against Indicators</b>	
<p>Application for Capital project completion funding from Preschool &amp; investment and reform plan (PIRP) funding was submitted in June for \$430,000. To date we have not received a response</p>	

### Quality Assurance

Rating level	How the overall rating is determined
<i>Significant improvement required</i>	The service receives a rating of <i>Significant improvement required</i> for one or more quality areas.
<b>Working towards National Quality Standard</b>	The service receives a rating of <b>Working towards National Quality Standard</b> for one or more quality areas (but does not receive any rating of <i>Significant improvement required</i> ).
<b>Meets National Quality Standard</b>	The service receives a rating of at least <b>Meets National Quality Standard</b> in each quality area. It may receive a rating of <b>Exceeds National Quality Standard</b> in one or more quality areas, but not satisfy the requirements for <b>Exceeds National Quality Standard</b> .
<i>Exceeds National Quality Standard</i>	The service meets all standards and receives an Exceeds National Quality Standard rating in at least four quality areas, including at least two of the following areas:

	<p>Educational program and practice                  Relationships with children                  Collaborative partnerships with families and communities                  Leadership and service management.</p> <p>A service that provides education and care to children of preschool age may only be given a rating of Exceeds National Quality Standard for Quality Area 1 (Educational program and practice) if the service:</p> <ul style="list-style-type: none"> <li>provides a preschool program or</li> <li>has a documented arrangement with another approved service to provide a preschool program and informs parents of this arrangement.</li> </ul>
<i>Excellent</i>	The Excellent rating is given by ACECQA.

**Our NQS overall assessment is working towards, with results being:**

<b>1.1</b>	<b>An approved learning framework informs the development of a curriculum that enhances each child’s learning &amp; development</b>	<b>Working Towards</b>
1.1.1	Curriculum decision making contributes to each child’s learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators	Met
1.1.2	Each child’s current knowledge, ideas, culture, abilities and interests are the foundation of the program	Met
1.1.3	The program includes routines, is organised in ways that maximise opportunities for each child’s learning	Met
1.1.4	The documentation about each child’s program and progress is available to families.	Met
1.1.5	Every child is supported to participate in the program.	Met
1.1.6	Each child’s agency is promoted, enabling them to make choices and decisions and influence events and their world.	Not Met
<b>1.2</b>	<b>Educators and co-ordinators are focused, active and reflective in designing and delivering the program for each child.</b>	<b>Working Towards</b>
1.2.1	Each child’s learning and development is assessed as part of an ongoing cycle of planning, documenting and evaluation.	Not Met
1.2.2	Educators respond to children’s ideas and play and use intentional teaching to scaffold and extend each child’s learning.	Met
1.2.3	Critical reflection on children’s learning and development, both as individuals and in groups, is regularly used to implement the program.	Not Met
<b>QA 1</b>	<b>EDUCATIONAL PROGRAM &amp; PRACTICE</b>	<b>WORKING TOWARDS</b>
<b>2.1</b>	<b>Each child’s health is promoted</b>	<b>Met</b>
2.1.1	Each child’s health needs are supported.	Met
2.1.2	Each child’s comfort is provided for and there are appropriate opportunities to meet each child’s need for sleep, rest and relaxation.	Met
2.1.3	Effective hygiene practices are promoted and implemented.	Met
2.1.4	Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.	Met
<b>2.2</b>	<b>Healthy eating and physical activity are embedded in the program for children.</b>	<b>Met</b>
2.2.1	Healthy eating is promoted and food and drinks provided by the service are nutritious and appropriate for each child.	Met
2.2.2	Physical activity is promoted through planned and spontaneous experiences and is	Met

	appropriate for each	
2.3	<b>Each child is protected.</b>	Met
2.3.1	Children are adequately supervised at all times.	Met
2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.	Met
2.3.3	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.	Met
2.3.4	Educators, co-ordinators and staff members are aware of their roles and responsibilities to respond to every child at risk of abuse or neglect.	Met
<b>QA2</b>	<b>CHILDREN'S HEALTH &amp; SAFETY</b>	<b>MET</b>
<b>3.1</b>	<b>The design and location of the premises is appropriate for the operation of a service.</b>	<b>Working Towards</b>
3.1.1	Outdoor and indoor spaces, buildings, furniture, equipment, facilities and resources are suitable for their purpose.	Met
3.1.2	Premises, furniture and equipment are safe, clean and well maintained.	Met
3.1.3	Facilities are designed or adapted to ensure access and participation by every child in the service and to allow flexible use, and interaction between indoor and outdoor space.	Not Met
<b>3.2</b>	<b>The environment is inclusive, promotes competence, independent exploration and learning through play.</b>	<b>Working Towards</b>
3.2.1	Outdoor and indoor spaces are designed and organised to engage every child in quality experiences in both built and natural environments.	Not Met
3.2.2	Resources, materials and equipment are sufficient in number, organised in ways that ensure appropriate and effective implementation of the program and allow for multiple uses.	Met
<b>3.3</b>	<b>The service takes an active role in caring for its environment and contributes to a sustainable future.</b>	<b>Working Towards</b>
3.3.1	Sustainable practices are embedded in service operations.	Not Met
3.3.2	Children are supported to become environmentally responsible and show respect for the environment.	Met
<b>QA 3</b>	<b>PHYSICAL ENVIRONMENT</b>	<b>WORKING TOWARDS</b>
<b>4.1</b>	<b>Staffing arrangements enhance children's learning and development and ensure their safety and wellbeing.</b>	<b>Meeting</b>
4.1.1	Educator-to-child ratios and qualification requirements are maintained at all times.	Met
<b>4.2</b>	<b>Educators, co-ordinators and staff members are respectful and ethical.</b>	<b>Meeting</b>
4.2.1	Professional standards guide practice, interactions and relationships.	Met
4.2.2	Educators, co-ordinators and staff members work collaboratively and affirm, challenge, support and learn from each other to further develop their skills, to improve practice and relationships.	Met
4.2.3	Interactions convey mutual respect, equity and recognition of each other's strengths and skills.	Met
<b>QA4</b>	<b>Staffing arrangements</b>	<b>Meeting</b>
<b>5.1</b>	<b>Respectful and equitable relationships are developed and maintained with each child.</b>	<b>Meeting</b>



5.1.1	Interactions with each child are warm, responsive and build trusting relationships.	Met
5.1.2	Every child is able to engage with educators in meaningful, open interactions that support the acquisition of skills for life and learning.	Met
5.1.3	Each child is supported to feel secure, confident and included.	Met
<b>5.2</b>	<b>Each child is supported to build and maintain sensitive and responsive relationships with other children and adults.</b>	<b>Meeting</b>
5.2.1	Each child is supported to work with, learn from and help others through collaborative learning opportunities.	Met
5.2.2	Each child is supported to manage their own behaviour, respond appropriately to the behaviour of others and communicate effectively to resolve conflicts.	Met
5.2.3	The dignity and rights of every child are maintained at all times.	Met
<b>QA5</b>	<b>RELATIONSHIPS WITH CHILDREN</b>	<b>MEETING</b>
6.1		
<b>6.1</b>	<b>Respectful supportive relationships with families are developed and maintained.</b>	<b>Meeting</b>
6.1.1	There is an effective enrolment and orientation process for families.	Met
6.1.2	Families have opportunities to be involved in the service and contribute to service decisions.	Met
6.1.3	Current information about the service is available to families.	Met
<b>6.2</b>	<b>Families are supported in their parenting role and their values and beliefs about child rearing are respected.</b>	<b>Meeting</b>
6.2.1	The expertise of families is recognised and they share in decision making about their child's learning and wellbeing.	Met
6.2.2	Current information is available to families about community services and resources to support parenting and family wellbeing.	Met
<b>6.3</b>	<b>The service collaborates with other organisations and service providers to enhance children's learning and wellbeing.</b>	<b>Exceeding</b>
6.3.1	Links with relevant community and support agencies are established and maintained.	Met
6.3.2	Continuity of learning and transitions for each child are supported by sharing relevant information and clarifying responsibilities.	Met
6.3.3	Access to inclusion and support assistance is facilitated.	Met
6.3.4	The service builds relationships and engages with their local community.	Met
<b>QA6</b>	<b>COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES</b>	<b>MEETING</b>
<b>7.1</b>	<b>Effective leadership promotes a positive organisational culture and builds a professional learning community.</b>	<b>Meeting</b>
7.1.1	Appropriate governance arrangements are in place to manage the service.	Met
7.1.2	The induction of educators, co-ordinators and staff members is comprehensive.	Met
7.1.3	Every effort is made to promote continuity of educators and co-ordinators at the service.	Met
7.1.4	Provision is made to ensure a suitably qualified and experienced educator or co-ordinator leads the development of the curriculum and ensures the establishment of clear goals and expectations for teaching and learning.	Met

7.1.5	Adults working with children and those engaged in management of the service or residing on the premises are fit and proper.	Met
<b>7.2</b>	<b>There is a commitment to continuous improvement.</b>	<b>Meeting</b>
7.2.1	A statement of philosophy is developed and guides all aspects of the service's operations.	Met
7.2.2	The performance of educators, co-ordinators and staff members is evaluated and individual development plans are in place to support performance improvement.	Met
7.2.3	An effective self-assessment and quality improvement process is in place.	Met
<b>7.3</b>	<b>Administrative systems enable the effective management of a quality service.</b>	<b>Meeting</b>
7.3.1	Records and information are stored appropriately to ensure confidentiality, are available from the service and are maintained in accordance with legislative requirements.	Met
7.3.2	Administrative systems are established and maintained to ensure the effective operation of the service.	Met
7.3.3	The Regulatory Authority is notified of any relevant changes to the operation of the service, of serious incidents and any complaints which allege a breach of legislation.	Met
7.3.4	Processes are in place to ensure that all grievances and complaints are addressed, investigated fairly and documented in a timely manner.	Met
7.3.5	Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly.	Met
<b>QA7</b>	<b>LEADERSHIP &amp; SERVICE MANAGEMENT</b>	<b>MEETING</b>

**The expected frequency of the next assessment is:**

In considering the spread of ratings against the seven quality areas, Regulatory Authorities may determine, for example, that:

- a service with six or seven quality areas rated at *Working Towards National Quality Standard* would more likely be reassessed in a year
- a service with three to five quality areas rated at the *Working Towards National Quality Standard* would more likely be reassessed in 18 months, and
- **A service with one or two quality areas rated at *Working towards National Quality Standard* would more likely be reassessed in two years.**

<b>Service rating</b>	<b>Frequency of assessment</b>
<i>Excellent</i>	On application to ACECQA and through award for a period of three years.
<i>Exceeding National Quality Standard</i>	Generally, every three years for a full assessment.
<i>Meeting National Quality Standard</i>	Generally, every two years for a full assessment.
<b><i>Working Towards National Quality Standard</i></b>	<b>Generally, every year for a full assessment.</b>
<i>Significant Improvement Required</i>	The Regulatory Authority would be taking compliance action and working with the service to immediately address the issues which are posing an unacceptable risk to the safety, health or wellbeing of a child or children being educated and cared for by the service. Compliance action may include suspension or cancellation of the service approval.

# Environmental and Community Services

## Family Support Services

### Connect 5 Mobile Children's Services

#### Indicators of Progress

- A quality playgroup accredited service that meets the needs of the targeted communities in the Warrumbungle, Gilgandra and Coonamble local government areas is provided
- Connect 5 is accessible and fulfils the requirements of its funding agreement

#### Review of Progress Against Indicators

Mobile Pre-school class (Monkey Room) is licensed under Connect Five and operates Tuesday and Thursday as an overflow class from Yuluwirri Kids.

Play sessions held in Coonabarabran, Coolah, Dunedoo, Mendooran, Tooraweenah, Baradine, Binnaway, Hollywood, Gulargambone. Timetable rotates on a nine day fortnight with one day devoted to changeover of program and other office tasks.

154 families participating. Average attendance 13 children per session

Toy Library is accessed by those attending play sessions and by Family Day Care Educators.

Budget to June 2013 operated at a loss against Restricted Asset.  
Fees and charges will be introduced in the new financial year.

### Out of School Hours and Vacation Care

#### Indicators of Progress

- After School Care and holiday activities programs implemented
- Cost effective programs for after school care and holiday activities for children and young people facilitated

#### Review of Progress Against Indicators

After School Care is conducted 3.15 – 5.30pm each day after school. At St. Lawrence's School. Children from Coonabarabran Public catch the bus.

Families accessing Tax Rebates and Child Care Benefit.

14 Families and 17 children participating. Booked attendance/ 50 per week.

An increase of 179%

Vacation Care has not operated since 2010 as it was not cost effective.

Holiday activities are provided at the Youth Centre through the Community builders project (YDO).

### Castlereagh Family Day Care Services

#### Indicators of Progress

- Family Day Care Service is accessible and fulfils the requirements of families and children within the local government areas of Warrumbungle, Coonamble and Gilgandra
- Assessment and Rating requirements by Australian Children's Education and Care Authority are met
- Objectives and requirements of Funding Agreement are met

### Review of Progress Against Indicators

- Castlreagh Family Day Care (CFDC) Educator numbers fluctuated between 19 – 24 in the previous 6 months
- Approximately 250 families use CFDC
- CFDC are a broker for In Home Care (IHC) of which there are 9 Families, 8 Educators and 25 children
- CFDC conducted monthly visits to Educators, along with regular play-sessions, in Coonabarabran, Baradine, Coolah, Gilgandra, Gulargambone and Coonamble areas
- During visits and play-sessions regulation and WHS audits are conducted
- A number of training sessions were available and were well attended by Educators
- Surveys distributed to all Educators and families on a 6 month basis, as well as new family surveys and exiting scheme surveys, which provides valuable feedback on the accessibility and requirements of Educators and families
- Educators completed quality improvement plans, indicating areas of strengths and areas for improvement, providing the coordination unit with information on Educator needs
- With the introduction of new national regulations and national quality standards in January 2012, CFDC coordination unit have been working towards, in conjunction with all Educators, meeting all assessment and rating requirements. CFDC expect to go through the assessment and rating process in the not too distant future. Therefore current rated as 'not yet assessed'.
- Annual acquittal for CFDC submitted
- Quarterly Regional Travel Assist Grants (RTags) for both FDC and IHC submitted

### Youth Development

#### Indicators of Progress

- Employment of Youth Development Officer
- Youth Development Project implemented as per Community Builders Program

### Review of Progress Against Indicators

- Objectives and requirements of Funding Agreement are met
- Youth Development Officer employed 20 months (16 January 2012)
- Facilitation and support ongoing School Holiday Program – Jan 2013, April 2013, June/July 2013. Successful introduced school holiday program into rest of Shire. Average daily attendance – Primary 25/day, High school 12/day
- Continued promotion and engagement of young people into Warrumbungle Shire Youth Action Groups
- Researching funding for youth programming and social skill development across shire.
- Building capacity of local groups and youth to develop programs at local level.
- Advocacy of youth issues and program ideas through Coonabarabran Interagency, Aboriginal Education Consultative Committee, NAIDOC Week committee, Youth Services, community meetings, email service
- Development of community information process through Interagency – community services directory, weekly information email,
- Communication and information sharing process with surrounding shire youth programs. Development of resources for promotion of youth services.
- Engagement and support of new committee for Coolah Youth & Community Club.
- Local Government Week 2013 presentations to students regarding careers in local government
- Continued Integration with youth through new and existing community programs, including shire school visits and programs, Coonabarabran Youth Club,
- Development of strategies through Interagency. Upskilling services and agencies for improved connectivity across the shire.

**Council will support Youth Week**

## Indicators of Progress

- Youth Week funded
- Partnerships are developed with stakeholders to create a shire wide Youth Week program

**Review of Progress Against Indicators**

- Number of Youth Week activities in 2013 (25) increased by 208% from 2012 (12)
- Number of young people participating in 2013 (1300), increased by 288% from 2012 (450)
- Number of young people engaged in developing NYW 2013 activities across the shire (74), increased by 246% (30 in 2012)

# Corporate Services

## Corporate Services Management

<b>Corporate Services Management</b>
<p>Indicators of Progress</p> <ul style="list-style-type: none"> <li>• Corporate Services promoted as a responsible, effective and efficient part of Council's operations</li> <li>• All requirements of Local Government Regulations met</li> <li>• Leadership and management provided to staff and stakeholders</li> <li>• Advice and direction towards delivery of each Corporate Service division provided</li> </ul>
<b>Review of Progress Against Indicators</b>
<p>Council has met all compliance and reporting requirements in areas of Governance and Finance including QBRS Second and Third quarters.</p> <p>Organisations Strategic Policy review program implemented.</p> <p>Division reviewed Delivery Program and Operational Plan and Resourcing Strategy; all documents presented to Council.</p> <p>Internal Audit Plan continued and second site visit conducted in May 2013.</p> <p>Division has undertaken the establishment and management of Mayors Bushfire Appeal Fund, acquittals for Section 44 Fire, Asbestos Clean Up and Disaster Recovery Centre.</p>
<b>Corporate Services Management Projects.</b>
<p>Indicators of Progress</p> <ul style="list-style-type: none"> <li>• New Carpet Coona Store</li> </ul>
<b>Review of Progress Against Indicators</b>
<p>As per prior report completed</p>
<b>Council develops performance measurement in line with accordance of sustainable processes</b>
<p>Indicators of Progress</p> <ul style="list-style-type: none"> <li>• Implementation of the Community Strategic Plan</li> </ul>
<b>Review of Progress Against Indicators</b>
<p>Warrumbungle Shire 'Plan to be There' Community Strategic Plan 2012-2032 reviewed as per DLG Guidelines and LG Act, on public exhibition 28 days and adopted by Council June 2013.</p>

## Corporate Services

### Administration and Customer Services.

#### Community Banking Agency Service

##### Indicators of Progress

- Westpac in store provided to meet the needs and expectations of the community
- Service responsive to Westpac management directions and operations
- Quarterly Westpac operational statistics results meet instore requirements

#### Review of Progress Against Indicators

- The Dunedoo Instore provides banking services to meet the needs of the community
- March and June Quarterly Retainer scorecards achieved satisfactory results in the areas of Customer measure (mystery shop result) and Operational Performance Management
- New staff member joined the Instore team in May 2013 and undertook all necessary training
- The budgeted income was exceeded with Council receiving an additional 4% of expected Income. Expenses rose by 2% on anticipated expenditure.

#### Administration and Customer Services

##### Indicators of Progress

- The organisation provides customer service, records management and secretarial services to service the community
- Customer Service Standards of Council achieved
- Documents available/lodged by required dates.
- Document and records management services meeting organisational requirements

#### Review of Progress Against Indicators

- Receipting and counter services provided and clients' requests dealt with in a prompt, courteous, friendly and professional manner
- Administration staff were heavily involved in the operational aspects of manning the Fire Control Centre during the January 2013 Coonabarabran bushfire
- Business Papers for Council's monthly meeting were prepared and distributed to Councillors in electronic format on Fridays prior to each meeting with copies available for the public on Monday prior to each meeting
- Council's Document, Records and Content Management System (InfoXpert) was upgraded during June 2013
- During the reporting period (January to June), 5,740 documents were registered in InfoXpert including correspondence, development applications, emails and recorded telephone messages. Also during this period 523 service requests have been processed through the document management system.
- Since the installation of InfoXpert in October 2012, 8,251 documents have been registered and 803 service requests lodged.

**Administration and Customer Services Management.**

## Indicators of Progress

- Manage and provide leadership and support to the Administration Services staff.
- Appropriately trained staff available to service needs of organisation and community

**Review of Progress Against Indicators**

- Leadership and support provided with regular team meetings conducted
- Procedure Manuals reviewed and additional Procedures prepared
- Sufficient staff maintained to ensure delivery of service in a courteous, friendly and professional manner
- The Administration Services budget is monitored on a regular basis to ensure it is in accordance with the adopted budget. An additional 5% of expected Income was received and expenses rose by 1% on anticipated expenditure.



# Corporate Services

## Bushfire & Emergency Services

<b>Bushfire and ES Management Projects</b>
<p>Indicators of Progress</p> <ul style="list-style-type: none"> <li>• RFS Enhancements</li> <li>• RFS Vehicles</li> </ul>
<b>Review of Progress Against Indicators</b>
<ul style="list-style-type: none"> <li>• All vehicles with the exception of the new Group Vehicle have been received.</li> <li>• The Majority of the enhancements have been received in this financial year with the RFS Coonabarabran Fire Control Centre extensions not being completed</li> <li>• There was the finalisation of some enhancements carried over from previous years</li> </ul>
<b>Financial administration of the Warrumbungle Rural Fire Service</b>
<p>Indicators of Progress</p> <ul style="list-style-type: none"> <li>• WRFS implement Hotspots Program, Biodiversity and Hazard Reduction programs</li> <li>• Resources provided for volunteer fire fighters to fight and suppress fires</li> </ul>
<b>Review of Progress Against Indicators</b>
<ul style="list-style-type: none"> <li>• There has been Hazard Reduction programs carried out in various areas of council and along Council roads during this period.</li> <li>• With the January Section 44 fire in the Warrumbungle Park and the surrounding areas there was considerable resources provided including aerial appliances, vehicles and manpower from the State Rural Fire Service Network, Council's vehicles and staff along with Community Service Groups who feed the volunteers.</li> <li>• During this incident there was some 53 houses destroyed and families displaced and resources and assistance was provided by way of Counselling services to persons affected.</li> <li>• There was an appeal to receive donations to assist the owners of the damaged property.</li> </ul>
<b>Fire Control/Suppression</b>
<p>Indicators of Progress</p> <ul style="list-style-type: none"> <li>• Hazard Reduction Program</li> <li>• Bush Fire Management Plan.</li> <li>• Bush Fires mitigated and property and stock losses reduced</li> <li>• RFS Zone Liaison Committee continually monitoring areas in need of fuel reduction works</li> </ul>
<b>Review of Progress Against Indicators</b>
<ul style="list-style-type: none"> <li>• The Hazard Reduction Program was carried out in various areas across the Shire</li> <li>• There was a major Section 44 Bushfire in January 2013 in the Warrumbungle National Park and the surrounding area. This was managed by using a combination of resources from across the State's RFS network, aerial appliances, Council machinery and labour also assistance from various community groups to assist in feeding the volunteers over a 3 week period.</li> <li>• In this emergency situation a tent barracks was located at the Coonabarabran Race Course to house the volunteers brought in to assist with the fire control.</li> <li>• In the fighting of this fire every effort was made to minimise both the property and stock losses, however some 53 houses and a larger number of farm sheds and stock were lost.</li> </ul>

# Corporate Services

## Communications and IT

### **Provide information to local media, issue appropriate media releases promoting Council achievements**

#### Indicators of Progress

- Council achievements published in media

### **Review of Progress Against Indicators**

A regular section is placed in each issue of the Coonabarabran Times, Coolah Diary, Dunedoo Diary and Mendooran Pride with notices and articles relating to Council activities. This is complemented with additional feature stories in these publications, and media releases circulated to ABC Western Plains Radio, Dubbo Liberal, Mudgee Guardian and the Northern Daily Leader.

Items include Bushfire Recovery, Cobbora Coal project, Community Services activities, Tourism information activities and events, Youth Officer activities, urban services and road operation activities, and waste strategy review.

In addition, a community newsletter is circulated across to all residents in the shire each quarter.

### **Communication and IT Management Services**

#### Indicators of Progress

- Implementation of IT Strategic Plan
- Development and implementation of Council's Communication Engagement Strategy

### **Review of Progress Against Indicators**

The IT Strategic Plan entails the roll out of the IT Hardware and ongoing support for the IT network. The IT Hardware roll out has been completed with the finalisation of the VoIP phone project, replacement of the Coolah office Domain Controller, and the upgrade of the data links from the Coonabarabran and Coolah offices to support the IT network. IT Support continues to be provided under contract by third party provider, Andor in conjunction with an IT Trainee on staff.

The Communications Strategy has been drafted and circulated to Manex and Managers for review and trial.

**Communication and Information Technology Support Services**

## Indicators of Progress

- Enhancements or developments of IT Infrastructures, systems and services provided as defined and agreed within budgetary, legislative and other constraints
- IT support and assistance provided to staff

**Review of Progress Against Indicators**

See above.

**Communication and Information Technology Projects**

## Indicators of Progress

- Cabling
- Mobile Screen/Data Projector/Microphone system

**Review of Progress Against Indicators**

Cabling completed as per previous period.  
Mobile screen/projector/microphone has been moved to the Coona office project area.  
Mobile phones are being trialled for staff feedback to renew the current Motorola fleet.

# Corporate Services

## Economic Development and Tourism

### Visitor Information Service and Centre

#### Indicators of Progress

- Satellite VIC's are established in smaller centres and supported by the Coonabarabran Visitor Information Centre
- Coonabarabran VIC is accredited and part of AVIC network
- Tourism marketing and promotions campaign aligned to market research implemented

### Review of Progress Against Indicators

Coonabarabran VIC continues to provide assistance and support to visitor services in the smaller communities to ensure efficient, accurate services are provided right across the Shire.

Coonabarabran VIC successfully audited and assessed for accreditation as a Level 1 AVIC; staff take great pride in the recognition of achieving high levels of excellent customer service and visitor information services.

With the EDT committee, staff prepared and implemented a campaign of promotional activities reflective of the tourism plan. Statistics gathered are analysed to identify target markets. Following the recent fires the Manager EDT was appointed to chair Economic Futures Recovery Sub-Committee; Channel Zero scoping plan informed the re-direction of promotions following the fire. The unit maintains a strong working relationship with local, regional, state and national level organisations that provide benefits for the Shire. The Manager EDT has presented at several tourism conferences in the past year on the tourism values of the region.

### Economic and Community Development and Promotion

#### Indicators of Progress

- Network of government agencies established to facilitate business development
- Business and development opportunities promoted within the Shire
- Business needs promoted to stakeholders and Council
- Council owned land actively promoted

### Review of Progress Against Indicators

In line with the EDT Strategy the Manager EDT liaises with a number of government agencies and provides information direct to clients.

Several developers have scoped opportunities within the shire; focus on Coonabarabran is reflective of perceptions of location and access for large operations wishing to capture passing trade more so than the locally based service operations. Proposed Cobborah Mine provided discussion on new ventures with a forum in Dunedoo. The closure of established operations encouraged lateral thinking and strategies.

The development of Council owned land has been impacted by the high cost of sub division and preparation of Crown Land for re-sale.

## Economic Development and Marketing Program

### Indicators of Progress

- Conference and special event bids made on continual basis
- Key community organisations encouraged to facilitate Community Economic Development
- Implementation of Marketing strategies reviewed and revised with TED committee

### Review of Progress Against Indicators

Several conferences were attracted to Coonabarabran in the past year, including the Grains Research and Development Conference; evaluation and future bookings for indicate a high level of satisfaction with accommodation and services for future conferences.

The Community Development Coordinators have maximised in excess of \$90,000 into communities for the period; further submissions await grant funding announcements and have the potential to generate another \$100,000. In Coonabarabran more than \$190,000 in grant funding has been initiated by the unit and community organisations continue to access relevant grants.

The EDT Committee meets and monitors implementation of plans; marketing strategies for the identified period were reviewed in the light of the fires and alternative actions agreed on and implemented.

## Council work with community organisations to develop and distribute New Resident/Welcome Packs and host Welcome Functions

### Indicators of Progress

- New Resident/Welcome Packs distributed
- Welcome Functions hosted in partnership with community groups

### Review of Progress Against Indicators

Each community implements their own “welcome to ...” program. The Coonabarabran VIC distributes material to potential shire residents. Shire participation in the Rural and Regional Living Expo (Country Week) has reduced but there is still a level of enquiry from people requesting information; following Country Week packages have been sent to enquirers.

### **Identify community organisations and develop initiatives to increase capacity of the community**

#### Indicators of Progress

- Community Initiatives developed
- Local Projects supported and Grant Funding sourced
- Support for volunteers facilitated

#### **Review of Progress Against Indicators**

Initiatives are driven by the communities through their own groups. CDCs work well within communities and across the Shire; seen as “go to” people for information about funding opportunities and assistance is given to organisations wishing to submit for funding. More than \$90,000 has been generated into communities in the period with outstanding applications awaiting confirmations.

A comprehensive file on local/regional tourism product is made available for all volunteers. The value of volunteerism is promoted and essential to the ongoing success of programs and services. Special events are held for volunteers including a Volunteers Week celebration as well as special personal events; it should be noted here that the numbers of people volunteering for activities at the VICs is declining.

### **Community Development**

#### Indicators of Progress

- Funding opportunities and cooperative partnerships developed for local community projects
- Funding agreements in place with individual Progress Associations and Development Groups to facilitate employment of part time Development Coordinators in Baradine, Binnaway, Mendooran, Dunedoo and Coolah.
- Opportunities identified and funding facilitated for local Development projects

#### **Review of Progress Against Indicators**

Healthy partnerships with communities support and assist local projects with promotional assistance; Includes Council partnerships with communities/organisations; eg: Binnaway 150<sup>th</sup>, Bowen Oval Coolah, Robinson Park Dunedoo etc.

The newly amended MOU for CDC's was implemented in 2012-13 with Baradine, Coolah, Binnaway and Mendooran re-affirming their commitment to the program; Dunedoo did not engage a CDC in the period; Manager EDT has met with the Dunedoo DDG to discuss the importance of the program.

Meetings of CDC's with the Manager EDT continue to develop ideas and plans for participants; CDC's effectively represent their communities on the EDT Advisory Committee.

Grants and funding opportunities information is distributed to CDC's and other community organisations regularly.

### **Council works with educational and business/industry providers to expand opportunities for training and employment**

#### Indicators of Progress

- New opportunities for training and employment in place

#### **Review of Progress Against Indicators**

The Manager EDT regularly liaises with training authorities on training and education opportunities and requirements for the Shire.

Participated in a project to identify the skills gaps for business community as part of the Orana EDO Skills Attraction Strategy Survey.

The unit also works closely with several employment authorities for work placement including rehabilitation and return to work programs.

# Corporate Services

## Financial Services

### Financial Services

#### Indicators of Progress

- Financial management, support and expertise provided to all Council business units
- Rates levied and collected in accordance with policy and procedure
- Ongoing internal control systems to monitor and audit private works carried out by Council implemented
- Efficient accounts payable and receivable departments maintained
- Internal Audit Plan monitored and reported to ARMC

#### Review of Progress Against Indicators

Finance Branch continues to provide high level support and expertise to various Council business units including the provision of accounts payable and receivable functions, and all rates were levied and collected in accordance with policy and procedures. Of note is Council's slightly improved outstanding rates and annual charges ratio of 13.30% (2011/12 13.62%).

Council has also monitored and reported to the ARMC on progress on its internal audit, and carried out a complete review of its internal charges during the second half of the 2012/13 financial year.

### Supply Services - Purchasing and Procurement

#### Indicators of Progress

- Fuel and Stores Stocktakes variances minimised
- Stores maintained in Coolah, Dunedoo and Coonabarabran provide a cost effective requisition and issues service
- Support service provided to all internal stakeholders
- Implementation of uniform stores codes for purchasing and control

#### Review of Progress Against Indicators

Finance Branch continued to maintain the Coolah, Dunedoo and Coonabarabran stores, providing cost effective requisition and issues services to internal stakeholders. During the second quarter of the 2012/13 financial year, Stocktake losses totalled \$665.42 compared to a write on of stock \$4572.48 in the first half of the financial year. The uniform stores code project was completed as at 7 July 2013.

## Financial Services Management

### Indicators of Progress

- Accounting policies, procedures and operating systems implemented to facilitate budget preparation, financial planning and performance analysis
- 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
- Asset Management Plan implemented
- Long Term Financial Plan monitored

### Review of Progress Against Indicators

Finance Branch has prepared over 75 procedures in the 2011/12 financial year, and began work on reviewing its general ledger structure. All quarterly budget reviews were submitted on time, and Council continues to increase the amount of information in its QBRS reports as well as working on improving the layout, relevance and readability of information provided.

Council's 2011/12 financial statements were completed on time and Council was actually the 16<sup>th</sup> (out of 152 Councils) to complete its statements in the 2011/12 financial year. Council's financial statements for the 2012/13 financial year were approved for release to Council's auditors in the August Council meeting, and the audit is nearly complete as at 2 September 2013.

Council reviewed its Asset Management Plan in 2012/13 but made no changes. Council is currently in the process of completing an Asset Management Improvement Project and significant progress has been made towards the completion of this 2 year project in the 2011/12 financial year. Council also reviewed its LTFFP in 2012/13 and updated the whole plan with the new Budget and DP numbers.

## Council explores and develops a mining rate

### Indicators of Progress

- Mining Rate implemented.

### Review of Progress Against Indicators

Council's Operational Plan includes a mining rate, although no properties within the shire met the requirements for classification under the mining category during the second half of the 2012/13 financial year.



# Corporate Services

## Property and Risk

<b>Cemeteries</b>
<p>Indicators of Progress</p> <ul style="list-style-type: none"> <li>• Provide well maintained cemetery facilities within available resources that meet the future burial needs of the community.</li> <li>• All cemeteries have adequate area available for grave site extension and maintained to a reasonable and consistent standard.</li> </ul>
<b>Review of Progress Against Indicators</b>
<p>All cemeteries have been maintained within budget ensuring that prior to peak periods ie. Fathers Day and other such days of special interest each site tidied up. In the six months between January and June 2013 council did not receive any complaint letters.</p> <p>At the moment all cemeteries have adequate area available for grave sites following current trends.</p>
<b>Cemetery Projects</b>
<p>Indicators of Progress</p> <ul style="list-style-type: none"> <li>• Continue the expansion of the new area for more plots</li> </ul>
<b>Review of Progress Against Indicators</b>
<p>Native Grove Expansion has been completed.</p> <p>With the appointment of a GIS officer council will be able to map all open Cemeteries to ensure expansion of new areas for plot at all sites as necessary.</p>
<b>Property and Risk Management Services</b>
<p>Indicators of Progress</p> <ul style="list-style-type: none"> <li>• Council's property maintained to meet Community needs and expectations within budget constraints</li> <li>• Properties are adequately insured and risk management plans implemented</li> </ul>
<b>Review of Progress Against Indicators</b>
<p>All council properties are being maintained on a needs basis only. Repairs to premises are carried out in when needed by qualified trades people.</p> <p>Council properties are assessed for risk on a regular basis and this has seen trees taken out that where a risk to staff and structures as well as pest eradication to lessen the risk to building councils owns.</p>

## Property Management Projects

### Indicators of Progress

- Dunedoo Depot Capital
- Coonabarabran Old depot
- Records Room – Replacement of Air-conditioning Unit
- Coolah Office Air conditioning /Heating

### Review of Progress Against Indicators

Due to contractor not being able to Dunedoo Depot the removal of old fuel tanks at the site will happen the 2013/14 financial year.

Tanks have been removed from the Old Coonabarabran Depot. The site has been declare clear of contaminants.

The Records Room air conditioner has been replaced.

The Coolah Office Air conditioning/heating issues are being addressed. All doors have had weather seals installed in an effort to make the building more efficient. The air conditioning systems age and make will mean that the system will have to be replaced in the very near future. As the system is aged and uses Chlorofluorocarbon gases Council is investigating a more efficient system to heat and cool the building.

## Property Management

### Indicators of Progress

- Council's properties perform to a level equal to industry standards
- Quarterly inspection program conducted and maintenance program implemented in accordance with budget and determined priorities
- Safe and secure workplaces meet the organisations requirements
- Local management and operation of community and early childhood centres
- Medical surgeries or residences provided where required
- Staff housing maintained in Coolah
- All Vacant Council Land leased where possible/relevant and maintained in accordance with budget to achieve maximum economic return
- Crown Lands managed in accordance with NSW Crown Lands Act

### Review of Progress Against Indicators

The property management of all council properties are performed to industry standards. Inspection programs have been implemented to all sites and maintenance programs implemented within budget restraints according to priority.

All sites and work comply with WHS laws and requirements. Property with local management committees or groups are working well with places like the Coolah Pre School finishing its refurbishments on the School of Arts and also upgrading of the play ground are now fully completed. Property Management of the Medical Facilities are proceeding with now complaints with issues be dealt with in a professional manner.

Staff housing is all but full with only one residence being vacated in the six month period and the residence in Irwin Street being filled. The premises at Cole Street is vacant and in need of repair to bring it back up to standard for occupation.

Four (4) Council owned properties use as grazing leases vacant at the moment due to lack of interest by the public. These will be advertised on the council internet in September.

Crown Land reserve trust properties are being managed according to the NSW Crown Lands Act. The Coonabarabran Race Course has Licences sitting with the Crown Lands Department waiting for Verification.

### Halls/Community Centres

#### Indicators of Progress

- Council owned or entrusted public halls and facilities are maintained to an acceptable standard to service the needs of the community
- Capital Projects developed and funding applications submitted
- Asset Management Plans and long term objectives developed in partnership with stakeholders to expand community infrastructure asset usage

#### Review of Progress Against Indicators

All of the Council owned public halls are being maintained on a need only basis with issues being addressed and needs for capital projects being prepared for future needs. The Flix in The Stix theatre grant work has been delayed due to lack of trades people after the Wambelong fire. An extension was sought and granted till the end of the year.

Asset Management Plans are starting to be implemented for each site to ensure that they remain an asset for the community into the future.

### Halls/Community Centres Projects

#### Indicators of Progress

- Hall Baradine – Refurbishment of Toilets
- Powerhouse museum arts funding
- Dunedoo Hall – Refurbishment of Toilets and Kitchen
- Mendooran Hall - Stage Ceiling
- Coonabarabran Hall – Replacement Chairs and Tables

#### Review of Progress Against Indicators

Funds have been set aside in the 2013/14 budget towards Toilet refurbishment at The Baradine Memorial Hall and sealing the space known as the Power House at the Essex Street Old Coonabarabran Depot. Grant funding will also be sought to assist in the Power House being converted into a public space for Arts or Culture.

Council is investigating getting quotes for the Dunedoo Hall for refurbish the toilets and kitchen and will in the future seek Crown Land Grants to do this work.

The Mendooran Hall Stage Ceiling is set to be budgeted in 2014/15. No time frame has been set to replace the Chairs and Tables in the Coonabarabran hall according to the latest Operational Plan and Delivery Program but quotes will be sought in the 2013/14 financial year.

**Council will support the principles of adaptive reuse of buildings, open land, assets and facilities for recreational purposes**

Indicators of Progress

- Buildings, open land, assets and facilities reused for recreational purposes

**Review of Progress Against Indicators**

Council is setting up the budget and investigating grants for the Powerhouse to be reused and investigating the leasing of the office premises in 27-29 John Street, Coonabarabran which have been vacant for two years.

**Climate Change Adaptation Plan and Business Continuity Plan is adopted providing strategic direction for Council management**

Indicators of Progress

- Insurance premium increases minimised
- Reduced risk of damages incurred due to Climate Change
- Business Continuity Plan is implemented recognizing Disaster Recovery options to minimise impact to Council and the community

**Review of Progress Against Indicators**

With the fire the insurance premiums may not be minimised but Council is looking into how we can reduce risk of damages incurred due to Climate Change.

Our Business Continuity Plan is being reviewed constantly and our Disaster Recovery Plan is being readdressed to see whether the fires in January were appropriately planned for.

# Technical Services

## Urban Services

<b>Urban Services Management</b>
Indicators of Progress <ul style="list-style-type: none"><li>• Strategic Objectives of Urban Services maintained within budget</li></ul>
<b>Review of Progress Against Indicators</b>
Urban Services Objectives were achieved within budget
<b>Town Streets</b>
Indicators of Progress <ul style="list-style-type: none"><li>• Town streets are maintained and enhanced to meet lifestyle expectations of residents and visitors</li></ul>
<b>Review of Progress Against Indicators</b>
Streets were maintained as per requirements within budget
<b>Public Amenities</b>
Indicators of Progress <ul style="list-style-type: none"><li>• Toilets cleaned as per schedule and kept in a clean state to satisfy public within allocated budget</li><li>• Clean and tidy toilets provided for the benefit of residents and visitors</li></ul>
<b>Review of Progress Against Indicators</b>
Toilets were cleaned as per program and extra as needed in busy times within budget

### **Ovals and Sporting Facilities**

#### Indicators of Progress

- Safe and attractive sporting grounds and other sport and recreational facilities provided and maintained for all users

#### **Review of Progress Against Indicators**

Sporting facilities maintained and improved during year as per bookings to produced first class facilities within budget

### **Work with other agencies to promote the health benefits of active recreation and leisure pursuits**

#### Indicators of Progress

- Health benefits of active recreation and leisure pursuits promoted
- License agreements and plan and management agreements in place
- Community groups supported to provide sporting and recreation facilities

#### **Review of Progress Against Indicators**

Sporting facilities and recreations facilities prepared to suit demands of outside agencies

### **Parks, Gardens and Street Trees**

#### Indicators of Progress

- Trees kept in a healthy state to satisfy public within allocated budget
- Grass kept in a tidy state within allocated budget
- Parks and reserves, public amenities and facilities provided and maintained for the general public to use and enjoy

#### **Review of Progress Against Indicators**

Trees continually monitored and pruned or removed as required within budget

**Street Cleaning**

- Indicators of Progress
- Streets kept clean as per budget and standards permit.
- Cleaning service provided for town streets
- Streets, gutters and parking areas kept in a clean state

**Review of Progress Against Indicators**

Streets cleaned as per program within budget

**Urban Infrastructure Programs**

Indicators of Progress

- WSUD principles incorporated in all urban infrastructure

**Review of Progress Against Indicators****Parks, Gardens and Street Trees Projects**

Indicators of Progress

- Dunedoo - Milling Park Irrigation
- Plant New Trees in Baradine Streets
- Repairs to Amenities
- Replace 3 Broken Seats
- Replace Facia on toilets.

**Review of Progress Against Indicators**

Milling park irrigation 50% complete, some adjustments required  
 Trees planted in Baradine complete  
 Amenities repaired  
 Seats replaced  
 Facia in park at Coolah replaced

### Town Streets Projects

#### Indicators of Progress

- Reseals Town Streets (Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo & Mendooran)
- Streetlights
- Floodplain Management plan - Baradine
- Rehabilitation of footpath sections
- Campbell Street footpath between Binnia & Cunningham
- Coolah Cycleway Project
- Binnia Street Coolah upgrade - kerb blisters Martin Street corner
- Culvert Extension in Dalgarno Street adjacent Morrisseys
- John Street seats
- Wallaroo Street Dunedoo
- Tucklan St at Wallaroo, west side, Dunedoo

#### Review of Progress Against Indicators

- Specifications and contract documents prepared for next stage of Baradine flood levee project. Tenders invited for the project and report prepared for Council.
- Order place for solar streetlight in Baradine.
- The cycleway project in Coolah was completed except for around the last 30 metre section was finished in July.
- The footpath project in Campbell Street is completed.
- Concept plans for kerb blisters in Binnia Street are completed.
- Work commenced on site at culvert extension project in Dalgarno Street
- New seats installed in John Street.
- Design works still progressing on the Wallaroo Street reconstruction project.

### Remediate Castlereagh River Bank at Neilson Park Coonabarabran

#### Indicators of Progress

- Grant funding provided
- Restoration of riverbank completed

#### Review of Progress Against Indicators

Works complete



### Coonabarabran Swimming Pool

#### Indicators of Progress

- Plans and Feasibility Study completed for Heated Pool

#### Review of Progress Against Indicators

Study still to be done

### Ovals and Sporting Facilities Projects

#### Indicators of Progress

- Hot Water Repairs
- Painting
- Fencing
- Bore, Tank, Pump, Pressure unit, Repairs to Pipes
- Mendooran Oval Project

#### Review of Progress Against Indicators

Hot water repairs at Baradine complete  
 Painting to be done when repairs to outside of Grandstand complete at Baradine  
 Fencing at Baradine complete  
 Irrigation at Dunedoo Oval underway  
 Mendooran oval project complete

### Public Swimming Pools Projects

#### Indicators of Progress

- Replace underground pipes and concrete walkway around pool with new

#### Review of Progress Against Indicators

Piped replaced at Dunedoo  
 Concrete walkway at Coonabarabran almost complete

# Technical Services

## Fleet Services

### Fleet Services

- Indicators of Progress
- Fleet Services downtime is minimised and fleet are safe and reliable to use
- Fleet Services requirements reviewed with the appropriate managers or operator
- Fleet replaced within budget

### Review of Progress Against Indicators

- All downtime has been minimised with regular plant inspections and all fleet items are safe and reliable to use and prestart checklists are completed
- All plant and equipment maintenance is recorded in AusFleet
- Fleet requirements are reviewed with the appropriate managers and operator/s prior to replacement
- Fleet replaced is within expected budget

### Workshops

#### Indicators of Progress

- Modern workshop facilities are provided to enable efficient repair of Council's plant and equipment
- Improvement projects implemented

### Review of Progress Against Indicators

- All workshop activities are been carried out in a timely manner
- Staff training is ingoing.
- All schedule serving is being carried out within the desired timeframe

## Plant and Equipment

### Indicators of Progress

- Plant and Equipment downtime is minimized
- Plant and Equipment requirements reviewed with the appropriate managers or operator
- Plant and equipment replaced within budget

### Review of Progress Against Indicators

- All downtime has been minimised with regular plant inspections and all fleet items are safe and reliable to use and prestart checklists are completed
- All plant and equipment maintenance is recorded in AusFleet
- Fleet requirements are reviewed with the appropriate managers and operator/s prior to replacement
- Fleet replaced is within expected budget

## Plant and Equipment Projects

### Indicators of Progress

- Plant & Equipment Purchases
- Minor Plant Purchases
- Radio Network Capital

### Review of Progress Against Indicators

- All major plant has been purchased and awaiting delivery
- Minor Plant Purchases are ongoing with the replacement on a as need basis.
- Awaiting final coverage maps for radio upgrade for proposed Mendooran repeater.

## Workshops Projects

### Indicators of Progress

- Coolah Workshop Capital
- Coonabarabran Workshop Capital

### Review of Progress Against Indicators

- Coolah Workshop Capital- new air compressor has been installed
- Coonabarabran Workshop Capital- New lifting equipment has been purchased

# Technical Services

## Asset and Design Services

### Design Project Management

#### Indicators of Progress

- An effective project design, traffic management and engineering assessment service provided
- Provide advice in accordance with relevant standards and guidelines

### Review of Progress Against Indicators

- In house design and construction of Garriwalla Creek Bridge on Wayuna Road was done. Dalgarno Street Culvert extension project was designed and executed. Napier Lane sealing project was designed and executed.
- For Tongy Lane Bridge and Bulgadie Creek Bridge project professional advice in accordance with relevant standards and guidelines were provided.

### Survey Investigation and Design

#### Indicators of Progress

- Cost effective survey, investigation and design provided for civil projects to the organisation
- Survey, investigation and design completed in accordance with determined brief
- Accurate and comprehensive civil engineering plans provided

### Review of Progress Against Indicators

- Coonabarabran Rock Quarry survey, investigation was provided for Council Quarry business.
- Wallaroo Street Kerb and Gutter Project was surveyed and investigated in accordance with determined brief.
- Tucklan street dish drain was surveyed, investigated and designed in accordance with determined brief.
- Dunedoo Robertson Oval survey was conducted to produce accurate and comprehensive civil engineering plans were provided for Oval Improvement Committee.

## Road Safety Program

### Indicators of Progress

- NSW Roads and Traffic Authority's Local Government Road Safety Officer Program
- Road Safety Educational Programs developed and implemented
- Implementation of Warrumbungle Shire Road Safety Strategic and Action Plan
- Completion of Pedestrian Access Management Plan

### Review of Progress Against Indicators

- 2012-13 Program  
Keep Our Kids Safe Baradine Schools \$3000 commence August 2012, completed.  
Just Slow Down, Mendooran Road \$4000 commence May 2013, completed.  
Free Cuppa for Driver (Fatigue program) \$1500 March 2013, completed and won IPWEA award.  
Work Shop for Parents \$1200, completed.
- 5 February 2013 Liquor Accord Coonabarabran.  
1 March 2013 Free Cuppa launch.  
7 May 2013 Liquor Accord Coolah.  
24 May 2013 RYDA Program Coonabarabran.  
May 2013 Mendooran Road speed program.
- Implementation completed but review not commenced.
- PAMP was completed on June 2012.

## Emergency Services Management

### Indicators of Progress

- Coordinate the regions responses to emergencies by facilitating the Warrumbungle shire Disaster Plan and Emergency Risk Management Plan in partnership with the District and Local Emergency Management Committees (DEMC and LEMC).
- Assistance provided to all volunteer emergency services organisations including VRA, SES and RFS
- Projects implemented and demonstrated effective response to emergencies
- GIS Maps updated and in format available for use by LEMC
- BRIMS database maintained

### Review of Progress Against Indicators

- The Warrumbungle Shire Emergency Coordinator in partnership with the Local Emergency Management Committees (LEMC) and the Region Emergency Management Officer have reviewed the Displan. A Draft Displan was approved by the local LEMC at the August Meeting and is ready for Region Emergency Management Committee (REMC) approval in December.
- The LEMC sub committee has completed the Emergency Bushfire Evacuation plans for 12 scenerios in our shire and these have been endorsed by the LEMC.
- The Bushfire Evacuation Plan was used in the Section 44 fire with Homeleigh Drive part activated, 20 houses were evacuated in 40 minutes.
- Usual assistance provided to all Emergency Services organisations including VRA, SES, RFS and NSW F&R
- GIS Maps updated with Rural Addressing maps provided to Emergency Service agencies
- BRIMS database maintained as per usual. HR activities have occurred during the cooler months around Coonabarabran.

**Continue LEMC role liaison with volunteer emergency services**

## Indicators of Progress

- LEMC role continued

**Review of Progress Against Indicators**

- LEMC Meetings conducted as per schedule with good attendance.

**Ensure staff are trained appropriately to provide and facilitate staff in roles with local emergency services**

## Indicators of Progress

- Staff trained in local emergency services roles

**Review of Progress Against Indicators**

- Staff were involved in Section 44 fire, Wambalong Fire January 2013 – further training is required
- Staff training for Emergency Services role has not occurred.

**To support NSW Fire Brigade providing Emergency response to the shire**

## Indicators of Progress

- Contributions to NSW Fire Brigade are maintained

**Review of Progress Against Indicators**

- Contributions to NSW Fire Brigade as per scheduled accounts from MPES (Minister of Police & Emergency Services)

**Asset Management**

## Indicators of Progress

- Cost effective asset management support services provided to the organisation relating to Technical Services

**Review of Progress Against Indicators**

- Asset Management plan was prepared to provide support services relating to Technical Services.

**Design Project Management Projects**

## Indicators of Progress

- GIS Software / updates
- Surveying Equipment

**Review of Progress Against Indicators**

- New GIS officer has been hired to update GIS database, The GIS software has also been upgraded to meet the current Council business requirements.
- New Survey Tablet has been purchased to replace outdated FC200 pocket 3D survey gear.

# Technical Services

## Technical Services Management

<b>Technical Services Management</b>
<p>Indicators of Progress</p> <ul style="list-style-type: none"> <li>• Leadership and technical management expertise for the effective maintenance and sustained improvement of the community's infrastructure assets provided</li> <li>• Technical advice provided to the division, the organisation and the Council</li> <li>• Division outcomes reported to the General Manager, Council and the community</li> </ul>
<b>Review of Progress Against Indicators</b>
<ul style="list-style-type: none"> <li>• The disastrous bushfire event in January occupied a significant amount of staff time both during the operation and subsequent recovery and repair period.</li> <li>• Technical support and advice provided to management group and Council as required.</li> <li>• During the period the position of Manager Water Services was filled. However, the position of Manager Road Operations became vacant following resignation of the incumbent. Council's Design Engineer is currently acting in the position. Also, the position of Manager Road Contracts remains vacant. Several outdoor positions remain vacant including that of plumber in the southern area and the position of Low Loader Operator.</li> <li>• Favourable weather conditions allowed for satisfactory progress to be made on several road and bridge projects.</li> <li>• Significant work was undertaken by Council staff and Council appointed consultant preparing design and construction plans for upgrading of Spring Ridge Road. The upgrading was considered necessary by the Cobbora Coal Company until the mine proposal was abandoned.</li> <li>• Significant planning and negotiations around the Warrumbungle quarry near Coonabarabran occurred during the period.</li> <li>• A contractual dispute has arisen around the Saltwater Creek No 2 bridge project. As a consequence the project is well behind schedule.</li> </ul>
<b>Traffic Management</b>
<p>Indicators of Progress</p> <ul style="list-style-type: none"> <li>• Traffic Committee meetings attended and recommendations implemented</li> </ul>
<b>Review of Progress Against Indicators</b>
<ul style="list-style-type: none"> <li>• Traffic Committee meetings held on a regular monthly basis.</li> <li>• Traffic management arrangements surrounding the annual Bunny Bazaar street event in Coonabarabran changed this year in response to concerns raised by RMS and NSW Police.</li> </ul>



# Technical Services

## Road Contracts and Private Works

### Road Contracts and Private Works

#### Indicators of Progress

- Effective management of Council's contract with the RMS
- Delivery of Council's annual bitumen resurfacing program
- Gravel pit and quarry operations completed in accordance with all statutory requirements

#### Review of Progress Against Indicators

- No significant roadworks undertaken on State Roads for RMS. The cost of roadworks on the Barney's Reef project on the Castlereagh exceeded estimates and Council made a loss on this project.
- Resealing works and heavy patching works on State Roads were completed as expected.
- The bitumen resurfacing program on roads on the regional network, local road network and urban road network were completed in accordance with the program and budget expectations.
- The Contractor appointed to excavate and crush rock material at Warrumbungle Quarry could not deliver as expected and hence contract abandoned. Negotiations with second preferred Contractor was undertaken, which lead to a formal contract agreement being made. Blasting, crushing and screening works expected to commence in July.

### Private Works Services

#### Indicators of Progress

- An effective private works service is provided to meet community needs
- Jobs are quote accurately and completed on time
- Usage of Council's plant maximised

#### Review of Progress Against Indicators

- Private works being undertaken subject to resource availability
- Significant planning and investigation being undertaken on Spring Ridge Road on behalf of Cobbora Coal Company. Culvert extension works undertaken on Spring Ridge Road

# Technical Services

## Road Operations

<b>Road Operations Management</b>
<p>Indicators of Progress</p> <ul style="list-style-type: none"> <li>• Effective management of Road Operations division</li> <li>• Road operation function planned, controlled and reported on</li> </ul>
<b>Review of Progress Against Indicators</b>
<ul style="list-style-type: none"> <li>• Works and maintenance program is developed and regularly monitored, reviewed and updated.</li> <li>• Revenue and expenditure reports are regularly monitored.</li> <li>• Regular supervisors meetings conducted addressing works programs and budgets</li> <li>• Director regularly updated on all aspects of operations.</li> </ul>
<b>Regional Roads</b>
<p>Indicators of Progress</p> <ul style="list-style-type: none"> <li>• Regional Road network is maintained and upgraded to meet the economic, social, environmental and road safety expectations of users</li> <li>• Sealed and unsealed roads regional roads maintained in a safe and trafficable condition</li> </ul>
<b>Review of Progress Against Indicators</b>
<ul style="list-style-type: none"> <li>• Maintenance of regional roads is undertaken in accordance with expected service levels. The number of road sections sign posted as rough surface has reduced.</li> <li>• Roadworks associated with construction of a new bridge over Saltwater Creek No 2 are suspended pending outcome of contractual dispute and completion of bridge.</li> </ul>
<b>Local Roads</b>
<p>Indicators of Progress</p> <ul style="list-style-type: none"> <li>• Sealed and unsealed roads local roads maintained in a safe and trafficable condition.</li> <li>• Road network is maintained and upgraded to meet the economic, social, environmental and road safety expectations of users</li> </ul>
<b>Review of Progress Against Indicators</b>
<ul style="list-style-type: none"> <li>• Maintenance and repair of sealed roads, including pothole patching, roadside slashing and signs and guideposts undertaken in accordance with expected service levels. Maintenance of drainage structures is constrained by lack of resources</li> <li>• Maintenance and repair of unsealed roads, including maintenance grading was undertaken in accordance with expected service levels.</li> </ul>

**Town Streets – Rural**

## Indicators of Progress

- Village streets are maintained and enhanced to meet lifestyle expectations of residents and visitors.

**Review of Progress Against Indicators**

- Village streets maintained in accordance with expected service levels.

**Aerodromes**

## Indicators of Progress

- Compliance to CASA regulations
- Aerodromes maintained at Baradine, Coolah and Coonabarabran

**Review of Progress Against Indicators**

- Aerodromes maintained in accordance expected levels of service.
- Concern raised about the apparent increase in wildlife populations at Coonabarabran airport following the bushfire event in January. As a result the frequency of inspections has increased.

**Local Roads Projects**

## Indicators of Progress

- Baby Creek Bridge
- Tongay Bridge
- Bugaldie Creek Bridge
- Granchester Bridge
- Intersection of Lockerbie Rd & Digilah Rd, Digilah Rd
- Mount Hope Road (realignment)
- Wool Rd Rehabilitation
- Lawson Park Rd
- Kurrajong Rd - Seal 3km
- Piambra Road
- Gentle Annie Road
- Napier Lane
- Resheeting Local Unsealed Roads
- Mitchell Springs Road - Erosion
- Mow Creek
- Shire Entrance Signs
- Coolah Creek Rd Rehabilitation
- Morriseys Rd
- Goolhi Rd
- Coolah Neilrex Rd
- Dandry Road
- Aerodrome Baradine
- Ross Crossing

- Black Gully Bridge
- Box Ridge Road
- Coolah Neilrex Road
- Avonside Rd
- Merryula Road
- Baradine Creek Bridge
- Kenebri Bridge
- Dandry Road
- Coolah Neilrex Road Rehabilitation
- Mount Nombi Road
- Reseals - Local Roads

#### **Review of Progress Against Indicators**

- Bridge replacement projects progressing satisfactorily with completion of Baby Creek bridge, Tongy Bridge and near completion of Bugaldie Creek bridge. However, progress on Grandchester has slowed due to design issues.
- Road reconstruction and bitumen sealing projects progressing satisfactorily with completion of projects on Kurrajong Rd, Lawson Park Rd, Wool Rd and Napier Lane.
- Resurfacing of unsealed roads (gravel resheeting) completed in accordance with schedule.
- Flood damage repair projects are now completed with the exception of a bridge over Garrawilla Creek on Wyuna Road. During the period a culvert over Yallagal Creek on Box Ridge Road was completed.

#### **Regional Roads Projects**

##### Indicators of Progress

- Saltwater Creek No 2 on Purlewaugh Rd (MR129)
- Reseals Regional Roads

#### **Review of Progress Against Indicators**

- Works commenced on constructing a new bridge over Saltwater Creek No 2 and at the end of the period, one abutment and two piers were completed. A contractual dispute has arisen in relation to the second abutment and some of the work on the piers.
- Investigation undertaken on reconstructing the road shoulder on various sections of MR129 (Baradine Road).

#### **Aerodrome Projects**

##### Indicators of Progress

- Coonabarabran Aerodrome Capital

#### **Review of Progress Against Indicators**

- Renewal of a section of fence at Coonabarabran aerodrome is finished.

# Technical Services

## Warrumbungle Sewerage

<b>Warrumbungle Sewerage</b>
<p>Indicators of Progress</p> <ul style="list-style-type: none"> <li>• Pricing policies implemented that meet costs associated with operations, renewal of assets and upgrading of assets</li> <li>• Asset management and capital expansion plans that meet best practice criteria established by NSW Government developed</li> <li>• Provide an 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</li> </ul>
<b>Review of Progress Against Indicators</b>
<ul style="list-style-type: none"> <li>• The development of strategic business plans for sewerage services is being developed, which includes review of proposed renewal and upgrade of sewerage infrastructure.</li> <li>• Proposals for implementation of liquid trade waste policy being developed.</li> </ul>
<b>Council advocates for the protection of waterway aquifer systems and investigates options for further development of storm water management</b>
<p>Indicators of Progress</p> <ul style="list-style-type: none"> <li>• Sewerage treatment plants do not compromise the natural water system and comply with their licensing requirements</li> <li>• Stormwater Management Plan developed</li> </ul>
<b>Review of Progress Against Indicators</b>
<ul style="list-style-type: none"> <li>• Proposals for investigation of stormwater infiltration into sewer still under investigation.</li> <li>• No progress yet made on development of a stormwater management plan.</li> </ul>
<b>Warrumbungle Sewerage Projects</b>
<p>Indicators of Progress</p> <ul style="list-style-type: none"> <li>• Sewage Treatment Plant Renewals</li> <li>• STP Rehabilitation</li> <li>• Replace steel sewer rods</li> <li>• Pump station renewal</li> <li>• Sewerage access dump points (all towns)</li> </ul>
<b>Review of Progress Against Indicators</b>
<ul style="list-style-type: none"> <li>• Investigation of renewal and upgrade options for Dunedoo Sewage Treatment Plant is ongoing. A brief has been prepared for engagement of a consultant.</li> <li>• One pump in sewage pump station No 2 in Coonabarabran has been replaced and an order made for replacement of second pump.</li> <li>• Investigation of replacement trailer and high pressure cleaning pump and motor.</li> </ul>

# Technical Services

## Warrumbungle Water

### Warrumbungle Water

#### Indicators of Progress

- Warrumbungle Water Business Plan that meets best practice established by NSW Government developed
- Water quality and quantity performance monitored and reported
- Regular inspection of reservoirs, hydrants, valves and meters carried out

#### Review of Progress Against Indicators

- The development of strategic business plans for sewerage services is being developed, which includes review of proposed renewal and upgrade of sewerage infrastructure.
- Ongoing water quality complaints from residents in Dalgarno Street Coonabarabran addressed by replacing the water main between Charles Street and Neate Street. Also, increased frequency of water main flushing appears to have reduced the frequency of water quality complaints.
- Replacement of water meters undertaken as required.

### Warrumbungle Water Projects

#### Indicators of Progress

- Reservoir rehabilitation
- Water Main Extension - Removal of Dead Ends
- Water Treatment Plant Renewals
- Mains Replacement
- Telemetry installation
- Back Up Bore Development & Implementation
- Reservoir rehabilitation
- Minor Plant & Equipment

#### Review of Progress Against Indicators

- Main replacement completed in Bullinda Street Binnaway.
- Works commenced on installation of new water supply bore in Dunedoo.
- Telemetry installed at Merrygoen and on Timor Dam mixer.
- Installation of fluoridation equipment and housing completed in Coonabarabran, Baradine, Binnaway, Coolah and Mendooran. Approval obtained from NSW Office of Water to commence injection of fluoride, however some staff issues and minor equipment issues prevent continuous injection. Fluoride injection now undertaken in Coonabarabran on a daily basis.
- Main replacement in Gilmore Street, Coolah commenced and mostly complete by end of period. Significant road restoration works now required. A review of this project indicates that changes to construction planning and method is required.