



Warrumbungle Shire Council

Council meeting

Thursday, 19 November 2009

to be held at the Council Chambers, Coolah

commencing at 1.00 pm

MAYOR

Councillor Peter Shinton

DEPUTY MAYOR

Councillor Murray Coe

COUNCILLORS

Councillor Kerry Campbell

Councillor Tilak Dissanayake

Councillor Ray Lewis

Councillor Mark Powell

Councillor Victor Schmidt

Councillor Ron Sullivan

Councillor Denis Todd

MANAGEMENT TEAM

Robert Geraghty (General Manager)

Carolyn Upston (Director Corporate Services)

Kevin Tighe (Director Technical Services)

Tony Meppem (Acting Director Environmental Services)

Rebecca Ryan (Director Community Services)

WARRUMBUNGLE SHIRE COUNCIL

**ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL TO BE HELD AT
THE COUNCIL CHAMBERS, COOLAH ON THURSDAY, 19 NOVEMBER 2009
COMMENCING AT 1.00PM**

Date: 12 November 2009

Cr Peter Shinton
Mayor
Warrumbungle Shire Council
John Street
COONABARABRAN 2357

Cr Shinton

AGENDA

I submit the following report for Council's consideration at its meeting to be held on 19 November 2009. I further attach relevant reports from the Directors to me for the consideration of Council.

CONFIRMATION OF MINUTES of the ordinary meeting of Warrumbungle Shire Council held on 22 October 2009

ACCEPTANCE of the minutes of the Binnaway Town Committee meeting held on 19 October 2009

ACCEPTANCE of the minutes of the Baradine Town Committee meeting held on 19 October 2009

ACCEPTANCE of the minutes of the Mendooran/Merrygoen Town Committee meeting held on 20 October 2009

ACCEPTANCE of the minutes of the Dunedoo Town Committee meeting held on 20 October 2009

ACCEPTANCE of the minutes of the Coolah Town Committee meeting held on 20 October 2009

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.....
KEVIN TIGHE
ACTING GENERAL MANAGER

Matter to be dealt with “in committee”

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

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

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

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ACTING GENERAL MANAGER'S REPORT

ANNEXURE 1

1.1 AUSTRALIA DAY AWARDS

At Council's March 2009 meeting the structure for the Australia Day awards system was determined as follows:

274 RESOLVED that the structure of Australia Day awards system would be as follows:

Shire Wide Awards -

- Citizen of the Year, Young Citizen of the Year, Senior Citizen of the Year, Sportsperson of the Year and Young Sportsperson of the Year awards would be administered and awarded through Warrumbungle Shire Council*

Local Awards that may be considered by each community -

- Certificates of Recognition would be administered and awarded by each community development group and could also encompass the Group Community Service and Sports Team of the Year awards*
- That each community would organize the Australia Day function in their community with Council representatives attending to present the awards for the Shire wide awards*

Nominations were sought for Australia Day Awards 2010 under the five categories listed for the Shire Wide awards. Those award categories are listed below with the names of persons nominated and their nominators. A copy of each nomination has been provided to Councillors under separate cover.

Australia Day Nominations 2010	
Citizen of the Year Award	Nominators
Kevin Stewart (Binnaway)	Binnaway Jockey Club
Gwen Turner (Dunedoo)	Nominator does not wish to be identified
Terry McGoldrick (Dunedoo)	Barry Evans
John Sawyer (Coonabarabran)	Wendy and Kevin Baldock
Len Guy (Binnaway) (1987 Citizen of the Year)	Anita Kemp
Richard Coughlan (Coonabarabran)	Tony Cole
Kenny Campbell (Baradine)	Allan Deans
Patricia Hawkins (Baradine)	Baradine CWA (Nomination received late)
Wayne Burgess (Coolah)	Chris McMaster
Anne-Louise Capel	Mark Powell
Greg Auld	Bronwen Owen
Christine Purcell-Lang	Coolah District Development Group (Richard Tanner)

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Young Citizen of the Year	Nominators
Aaron Percival (Coonabarabran)	Suellyn Tighe
Malcolm Fleming (Coolah)	Coolah District Development Group (Richard Tanner) Shirley Axford
Imogen Morrissey (Coonabarabran)	Coonabarabran High School (Nomination received late)
Annie McKinnon (Coonabarabran) (Was awarded Certificate of Recognition for Coonabarabran in 2009)	Coonabarabran High School (Nomination received late)

Senior Citizen of the Year	Nominators
Mr Kevin Stewart (Binnaway)	Binnaway Jockey Club
Neville Stanford (Leadville)	Barry Evans
John Sawyer (Coonabarabran)	Wendy and Kevin Baldock
Robert Knight (Bonorra Point Qld)	Rory Ginnane
Max Hunt	Coolah District Development Group (Richard Tanner)

Sports Person of the Year	Nominators
Paul Nies (Coonabarabran) (Was awarded 2002 Sportsperson of the Year)	Jenna Nies
Kyle Turner (Coonabarabran) (Was awarded Young Sportsperson of the Year Award in 2009)	Colin Turner
Kenny Campbell (Baradine)	Ronald Dadd
	Allan Deans
	Bruce Henley
Alan Hayne	Coolah Rugby Club (David Sheridan)

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Young Sports Person of the Year	Nominators
Josh Brown (Coolah)	Mick McLeod
Casey Burgess (Coolah)	Mick McLeod
Kyle Turner (Coonabarabran) (Was awarded Young Sportsperson of the Year Award in 2009)	Colin Turner
Nigel Baker (Coolah)	Barb Baker
Hayley Arden (Coolah) (Was awarded Young Sportsperson of the Year Award in 2008)	Coolah District Development Group (Richard Tanner)
Timothy Wilkinson (Coonabarabran)	Coonabarabran Bowling Club
Corrine Towney (Coonabarabran)	Coonabarabran High School (Nomination received late)
Bradley Ward (Mendooran)	Louise Monk (Nomination received late)
Timothy Stanley	Gale Stanley

RECOMMENDATION

For Council's consideration and determination.

1.2 MENDOORAN SPECIAL PROJECTS – RESTRICTED ASSET

Council have previously resolved that an amount of \$275,000 be place in restricted asset for special programmed works of which \$50,000 was allocated to Mendooran (Resolution No 330, May 2007). To date a total of \$12,500 has been expended for the following purposes: \$5,000 Improvements to Mendooran Pool (Resolution No 123, October 2007), \$5,000 Council contribution to Telstra to relocate Payphone (Resolution No 63, August 2008) and \$2,500 Hall Conservation Management Plan Budget review (part Resolution No 69, August 2008).

A further \$10,000 was then allocated in the 2007-2008 budget for the Mendooran Sport and Recreation Trust to use as leverage for grant funding sought for a project to install irrigation and build new fencing on the grounds. To date this has not been required. Although a new NSW Sports and Recreation Capital Grants application is being prepared under current funding round that opens in December 2009 and it would have been assumed that \$10,000 was still available unless determined by Council otherwise.

The Mendooran Sports Ground, which is located opposite the Central School, is Crown land and managed by the local Trust, which are an active organisation. In 2008 they received funding from NSW Department of Lands to upgrade the toilets.

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Council has \$4,000 in the Ovals operational budget to assist the Trust with some irregular mowing and spraying as required, in order to make cricket field more playable.

A request has been made from the Mendooran Cricket Club to access part of the funds held in Special Projects Restricted Asset to purchase and lay a new synthetic pitch. The cost of this is estimated at \$4,000. Whilst this funding request has not been made by the Trust, the Cricket Club does include members from the Mendooran Sport and Recreation Trust. And this project is not on a Council controlled or managed land, this is a community facility that has much community support for improvements.

RECOMMENDATION

That Council fund the cost of purchasing and installation of the new synthetic pitch for the Mendooran Cricket Club at the Mendooran Sports and Recreation Grounds and the funds required being \$4,000 are transferred from the Mendooran Special Projects reserve held in restricted assets.

1.3 IMPLEMENTATION OF THE INTEGRATED PLANNING AND REPORTING (IP&R) FRAMEWORK

The *Local Government (Planning and Reporting) Amendment Act 2009* was assented on 9 October 2009. As Council is aware, the Amendment Act includes transitional provisions to enable general purpose councils to select when they will commence under the new Integrated Planning and Reporting framework. Council has been requested by the Department of Local Government to advise in writing, by Tuesday 1 December 2009, its choice of Group for the implementation of the new requirements and this Group choice must be determined by Council resolution.

IP&R information has been forwarded to Councillors separately and presented at the briefing session held prior to this meeting.

The timeframes are as follows:

Group 1: Community Strategic Plan and Delivery Program adopted by 30 June 2010

Group 2: Community Strategic Plan and Delivery Program adopted by 30 June 2011

Group 3: Community Strategic Plan and Delivery Program adopted by 30 June 2012

Council should consider its capacity to meet new legislative requirements within the timeframe, time to engage community in development of Community Strategic Plan and status of Resource Strategy.

RECOMMENDATION

That Council nominate to the Department of Local Government to be part of Group 3: Community Strategic Plan and Delivery Program adopted by 30 June 2012 and by nominating for this group, Council understands it is agreeing to adopt a Community Strategic Plan and Delivery Program by 30 June 2012 and that Council will be named in a Ministerial Order to this effect, which will be formally Gazetted.

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1.4 REGIONAL AND LOCAL COMMUNITY INFRASTRUCTURE PROGRAM (RLCIP): ROUND TWO PROJECTS – NON COMPETITIVE FUNDING

Background

On the 22 October 2009, Council resolved to receive a detailed report on two projects for funding under the non competitive component of the second round of the RLCIP program. The first project preferred by Council is establishment of a processing centre for recycled waste on the site of the Dunedoo transfer station. The second project being considered by Council is refurbishment of the Coonabarabran town hall.

The deadline for submission funding applications under the program is 20 November 2009. Council is now asked to finalise details of the preferred project.

Issues

Given the guidelines and purpose of the economic stimulus package; both the recyclable product processing centre and the town hall refurbishment projects can demonstrate eligibility for funding approval. Individual issues associated with each project are outlined below;

Dunedoo Recycling Centre

- Land Tenure; The Dunedoo waste transfer station and the former landfill site, is located on Crown land. To ensure certainty over continued land tenure, Council should acquire the land from the Crown under the Land Acquisition (Just Terms Compensation) Act. The process of acquiring the land is straightforward and given that the land has been used as landfill for many years there is a good probability that Council will eventually own the land as freehold land. However, the process does require Council to demonstrate extinguishment of native title and approval from the Minister. Furthermore, there are costs associated with survey, legal and compensation.
- Future benefits and costs; The benefits of establishing a processing centre in the southern end of the Shire has previously been reported to Council. However, there will be ongoing annual costs associated with maintaining and operating centre such as power and repairs to the building.

Coonabarabran Town Hall

- Council owned facility
- RLCIP Round 1 project – easily met criteria was approved and successfully completed
- Planning process has been completed
- Majority of works would be undertaken by subcontractors
- Minimal Project Management expense
- Hall would be unavailable for hire for a possible 2-3 month period

Under the RLCIP funding conditions, the projects must be completed by 31 December 2010.

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Options

Council has discretion in determining which project to submit for funding under the RLCIP programme.

Financial Considerations

Council's allocation under the non competitive component of the RLCIP is \$224,000. The estimated cost of establishing a processing centre at the existing Dunedoo waste transfer station is \$253,337 and is detailed in attachment 1.0. The cost of refurbishing the Coonabarabran town hall is \$319,000 and is detailed in attachment 2.0.

Should Council wish to pursue either project, funds will need to be allocated in the 2010/11 budget to complete the project. In the case of the recycling centre, the forklift and the drum grab may be purchased through the fleet system.

RECOMMENDATION

1. That Council make a submission to the Australian Governments RLCIP Round 2 for the following projects; in priority order; Number 1: Dunedoo Recycling Centre Project for \$224,000 and Number 2: Coonabarabran Town Hall Project for \$224,000.
2. That the land area taken up by the existing transfer station in Dunedoo is acquired under the Land Acquisition (Just Terms Compensation) Act 1991.
3. That a submission regarding purchase of a forklift and lifting equipment is made to Council during consideration of the 2010/11 budget.

Attachment 1.0

Project Costs Associated with Establishing a Recyclable Product Processing Centre at the Dunedoo Waste Transfer Station

Item	Estimate d Cost
Supply and delivery of a shed - 36m x 12m	\$75,214
Erection of shed	\$20,304
Concrete floor slab - 150mm in depth	\$47,419
Loading dock	\$10,000
Extension of mains power	\$40,000
Fencing	\$4,000
Water tank	\$3,000
Pressure Unit	\$400
Glass crusher	\$6,000
Forklift	\$29,000
Drum Grab	\$18,000
Total	\$253,337

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Attachment 2.0

Coonabarabran Town Hall Refurbishment Stage 2 Project Brief and Cost Estimate

Component
Estimate

Description

1. Airconditioning	Remove existing fan heaters from main hall area and replace with Reverse Cycle Airconditioning system to enable adequate heating and cooling for space	\$90,000
2. Floor	Remove existing finish (Main Hall and Supper Room) sand and seal with clear finish as completed on floor space in front of bar area	\$30,000
3. Partitions	Remove Glass sliding doors, the concertina style dividers and curtains with solid core, sound proof dividing walls on track system to create 3 usable spaces; Supper Room; Main Hall Area and Courtyard	\$65,000
4. Tables/Chairs	Replacement of folding tables x 100; new Round tables x 12, chairs x 500, trolleys	\$65,000
5. Kitchen	Supply and installation of new pass through dishwasher	\$7,000
6. Blinds	Replace existing blinds and install new blinds in courtyard, supper room and in windows required in main hall area	\$12,000
7. Stage	Replace curtains with fire retardant treated for Front of Stage and side/back of house areas. Tidy up lighting, screen access and balustrades	\$50,000

TOTAL

\$319,000

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Costings have been prepared from supplier quotations; and preliminary budget estimate provided by Barnsons (Feb 2008).

RLCIP funds (\$224,000) would be expended in draft priority order as listed 1-7.

Input to be provided by stakeholders and community groups; with Hall Committee feedback for final priority listing.

Council has allocated (2009-2010) in capital budget amount of \$50,000 for Town Hall Project. Regardless of any additional funds; project will commence for part thereof.

1.5 REGIONAL AND LOCAL COMMUNITY INFRASTRUCTURE PROGRAM STRATEGIC PROJECTS (RLCIP –SP)

Council received a brief report at the October meeting information on the second 2009-2010 round of the Australian Governments RLCIP-SP program. Council resolved to consider worthwhile projects for nomination of funding at the November meeting (Resolution No, 121).

RLCIP-SP Guidelines and Frequently Asked Questions have been provided to Councillors under separate cover. There is no maximum amount or necessity for matching dollars, however this is a competitive based program so the more partnerships that can be identified and commitment received from is a positive. The project must be completed by 30 June 2011.

Eligible projects include community infrastructure including new works, or major renovations and refurbishments. Outcomes must provide long term benefits to the community.

Eligible projects must be additional, ready to proceed, or additional stages to current projects. Construction must commence within six (6) months to signing a Funding Agreement with the Department. Funding will not be provided to bolster, enhance or complete projects that have already commenced.

Council may lodge a maximum of two (2) applications; one (1) application per Council and one (1) as a participant in a group application. There is currently no plans or discussions being held for a group application. Applications must be submitted by 15 January 2010.

Projects that are worth considering include:

1. The Crane Centre – Coonabarabran Community Cultural and Arts Exhibition Centre

A building project which incorporates a Library and Art Exhibition Space and Council Chambers/office space into a two (2) storey building on the former Crane building site.

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This project was submitted in the first RLCIP-SP round in March 2009, and whilst meeting all guidelines and criteria was unsuccessful. A more detailed description, concept plans with budget estimate has been attached under separate cover for Councillors information.

2. Coonabarabran Swimming Pool

As is detailed within the Environmental Services (Annexure 4; November 2009 Business Paper) report this project has developed further ahead following consultation with community and stakeholders. The long term benefits of a heated 50m pool in the Shire's centre in terms of health and sports/recreation are clearly demonstrated. This project meets the guidelines, however would require a Council commitment to be competitive. Completion of a more detailed project scope and plan is recommended.

Based simply on the stage of planning and the existing financial commitment the Crane Centre project would be the most competitive at this point in time.

RECOMMENDATION

That Council makes a submission to the Australian Government RLCIP-SP Round Two for The Crane Centre project in Coonabarabran.

1.6 STAFF CHRISTMAS BREAKUP FUNCTION

Background

Employees have been surveyed and the preferred date for the 2009 staff Christmas function is 18 December 2009. The location of the function rotates between North and South and this year it is to be held in Coonabarabran. A small committee has been formed to make arrangements for the function and they have requested a contribution from Council towards the function. Furthermore, they are requesting consideration be given to granting staff time off to attend the function.

Issues and Options

In relation to time for staff to attend the function, it has been Council practice to require staff to work up time, that is, time in lieu. That is, employees are required to make up time before they attend the Christmas function. There is a significant cost to Council if the time is granted and the request by the committee does not offer any concession to offset this cost.

Financial Considerations

Council has a budget allocation of \$3,000 in the donations section for the 2009 Christmas function. The Committee is requesting an additional \$1,037 (incl GST) to cover the cost of hiring a bus to transport employees from Dunedoo, Coolah, Mendooran and Binnaway.

RECOMMENDATION

For Council consideration.

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1.7 INVITATION TO NOMINATE COUNCIL REPRESENTATIVES TO PROPOSED WIND ENERGY PRECINCT ADVISORY COMMITTEE

Background

Council has received an invitation from the NSW Minister for Climate Change and the Environment to nominate representatives to an advisory committee that will focus on renewable wind energy in the Upper Hunter precinct. The nominations must be supported by Council and are to be submitted by COB 20 November 2009. A copy of the nomination form and terms of reference for the advisory committee has been forwarded to Councillors under separate cover.

Nominations are being sought for the positions of chairman of the Precinct as well as committee members. According to the terms of reference the membership of the Committee will comprise up to 10 members representing the range of interests in the Precinct, including;

- An independent chairperson
- Up to four representatives from the Local Councils located within the Precinct
- Up to four representatives, covering a cross section of community interests(eg landowners, industry, environment, local business and township community).
- The regional Coordinator from the Department of Premier and Cabinet.

The member Councils in the Upper Hunter Precinct include; Dungog Shire Council, Upper Hunter Shire Council and Warrumbungle Shire Council.

Issues

The period of appointment to the Precinct Committee is 2 years. The Committee meetings will be held every 3 months or as otherwise agreed by the Committee.

The purpose of the Precinct Advisory Committee is listed as follows;

- Provide advice to Councils on regionally appropriate and consistent approaches to key wind development assessment issues that are not covered in the national guidelines.
- Disseminate and promote the economic and environmental benefits of wind energy generation
- Help Council with each Precinct to develop regionally appropriate and consistent approaches to developer contributions into community enhancement programs.
- Identify and facilitate renewable energy opportunities within the Precinct
- Identify and discuss issues of concern at the Precinct – level in relation to the uptake of renewable energy opportunities.

Options

Council has discretion in this matter, however given the high level of interest by developers in establishing wind farms around Coolah, Council may wish to nominate one or more representatives.

Financial Considerations

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It appears that 'non-government' members of the Precinct Advisory Committee will receive a daily sitting fee as determined by the Department of Premier and Cabinet. However, there does not appear to be any significant costs to Council associated with membership of the Advisory Committee.

RECOMMENDATION

For Council's consideration.

1.8 NOTICE OF MOTION

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

That the Warrumbungle Shire Council recognizes that the Warrumbungle Shire - Western, Northern and Eastern regions have once again fallen into the Exceptional Circumstances as listed previously with the Central North LPHA. That the Warrumbungle Shire writes to the Minister requesting that the area of Warrumbungle Shire be recognized by the Federal Government to be an Exceptional Circumstance area as legislated.

RECOMMENDATION

For Council's consideration.

1.9 OLD WORKS DEPOT IN ESSEX STREET COONABARABRAN

Background

Council will be aware that the old works depot in Essex Street Coonabarabran has been on the market for some and that over the years various proposals have been put forward for utilisation of the site. Council recently received two separate requests expressing an interest in utilising the site. 'The Shed Coonabarabran' want to use the sheds and workshop area to conduct their activities and the Rural Fire Service want access to the old workshop area to house the Coona Fringe Brigade.

Further detail on each proposal is being sought and certainly there is insufficient detail in this report on the merits on each proposal. However, an opportunity exists to apply for funding from the Australian Government to assist with development of the mens shed concept. At the time of preparing this report notice of the funding opportunity has only just been received and applications close on 10 December 2009.

Council is being asked to provide direction on the future of the old depot site in Essex Street site, that is, should the site be sold off or should it be retained for use by the Coonabarabran Mens Shed and or the RFS.

Issues

Further details on the funding opportunity are being sought and will be available to Councillors prior to the Council meeting. Also, details on the renovations needed to make the site suitable for use by the Coonabarabran Mens Shed will also be available to Councillors prior to the meeting.

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Options

Should Council determine to withdraw the site from the market and the make the site available for community use, criteria will need to be established how the site is to be used.

Financial Considerations

The annual budget allocation for maintenance of the Essex Street site is \$3,300. There is no budget allocation for improvements of any kind at the site. Should Council determine to use the site for community purposes, a clear understanding of the costs associated with making site available for use and ongoing maintenance will need to be known.

RECOMMENDATION

That the old works depot site in Essex Street Coonabarabran is withdrawn from sale.

1.10 BUDGET REVIEW – END OF SEPTEMBER

In accordance with Section 419 of the Local Government Act (1993), a review of Council's budget as at 30 September 2009 is presented for Council's consideration. As Council's responsible accounting officer I believe that the quarterly review statement indicates that the financial position of Council is satisfactory, having regard to the original estimate of income and expenditure.

A copy of the budget review is included for Councillors' information.

RECOMMENDATION

For Council's determination.

1.11 MANAGEMENT PLAN QUARTERLY REVIEW – September 2009

Attached is a report on the management plan for the first quarter of the 2009/2010 period ending September. You should be able, through the page numbers, to reference this report against the undertakings in the Management Plan.

RECOMMENDATION

That Council note and receive the report.

.....
KEVIN TIGHE
ACTING GENERAL MANAGER

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PROGRAM: Governance
PRINCIPAL ACTIVITY: Governance
OBJECTIVE GROUP: Council

<i>COST CENTRE OBJECTIVE:</i>		To be aware of the challenges confronting Local Government locally and on a regional basis. To be consistent, efficient and equitable in decision making, to operate with uncompromising integrity and to encourage the citizens of Warrumbungle Shire to participate in the governance of the community.	
<i>EXECUTIVE - COUNCIL</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
37	Conferences	To allow all Councillors an opportunity to be part of and well informed on all Local Government activities	Informal meetings held during July in each of the towns by the Local Member. All councillors were invited to attend. The Mayor attended the Local Government Planning meetings in Sydney as well the Mayor and General Manager were in attendance at the Country Mayor's Association Meeting in August. The General Manager continues to forward any relevant information to councillors in relation to conferences on Local Government activities.
	Consultancies	To provide assistance to Council in senior staff appointments and organisation reviews	The Local Government Employment Solutions carried out the Directors and General Manager's Reviews in September. A full organisation review is currently being conducted by consultants from Employment Solutions.
	Subscriptions	To be an active and supportive member of the Shires Association, OROC and Country Mayors	All Subscriptions paid at the beginning of the financial year.
38	Donations	To provide support for community organisations in accordance with set policy	Donations continue to be paid as per the Management Plan and any additional determination of Council.
	Councillors	To provide Councillors with the level of remuneration as statutorily required and to allow Councillors to participate fully in the decision making process.	Councillor fees, travel and computer allowances paid as claimed and in accordance the Local Government Policies. Payments are made on a monthly basis.

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	Other	To meet the overhead charges attributed to the governance section.	All overhead costs are applied on a quarterly basis. The attribution of overheads review has commenced to ensure that all parts of the organisation and their works programmes reflect a full and fair proportion of the administration and general operating costs.
	Civic Functions	To ensure that all civic functions are professionally presented and Councils relationships provide a positive image of Council.	Naturalisation ceremonies continue to be performed as required with Council providing light refreshments at the end of each function. The Annual Naidoc week flag raising ceremony was again conducted by Council as well as a Prefects Luncheon hosted by the Mayor and being attended by all Senior Schools within the Shire. Yulliwirri Kids Long Day and Preschool building opened by the Mayor during the quarter.

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PROGRAM: Executive
PRINCIPAL ACTIVITY: Governance
OBJECTIVE GROUP: Organisation Structure

<i>COST CENTRE OBJECTIVE:</i>		To ensure the internal staffing structure is one that is able to meet the challenges of change and community expectations. A dynamic organisation that is efficient, effective and equitable.	
<i>EXECUTIVE – ORGANISATION STRUCTURE</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
39	Organisation Structure	To monitor the structure of the organisation so as to encourage accountability and enthusiasm throughout the Council organisation.	Minor adjustments to Council's organisation structure continue to be adopted as and when necessary. Council is currently carrying out a major Review of the organisation's operating procedures. This Review will include interviews and workshops by the Consultants with all staff and interested community members.
		To progressively improve the quality and range of services provided.	Services continue to be monitored for effectiveness with Town Committee meetings being held twice a year in all towns in the Shire. At the completion of the current operation Review Council will be able to improve its quality of services as recommended in the final Brief.

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Corporate Affairs	To provide transparent and accountable local government exercising community leadership. Promote communication and consultative processes that encourage effective participation by the community and Council's decision makers.	The Mayor continues to do a regular newspaper column that is used by all newspapers in the Shire. The General Manager does a monthly half hour radio session in Coonabarabran on 2WCRFM on matters of interest from Council for the northern area of the Shire. A similar one hour broadcast is done live on Three Rivers on matters related to Dunedoo and Coolah. Regular media releases are made on a weekly basis. Members of the public are given the opportunity to speak to Council in the forum before the ordinary meetings. PDF versions of business papers and minutes are available on Council web site and at the 6 libraries. Council's website is being progressively updated to make more information available online.
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PROGRAM: Executive
PRINCIPAL ACTIVITY: General Manager
OBJECTIVE GROUP: Public Relations

<i>COST CENTRE OBJECTIVE:</i>	To effectively advise the community of Council's plans, objectives and goals and to foster community involvement and a common sense of purpose.		
<i>EXECUTIVE - PUBLIC RELATIONS</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
40	Public Relations	To keep the community informed of Council activities through all available avenues	As well as the monthly radio session with the General Manager regular media releases done with Mayor and General Manager meeting with members of the public as needed. The Mayor or General Manager do a meeting roundup with the Dubbo ABC after each Council meeting and these are used in news items over the following weeks.

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PROGRAM: Executive
PRINCIPAL ACTIVITY: General Manager
OBJECTIVE GROUP: Economic Promotion (022)

<i>COST CENTRE OBJECTIVE:</i>	To promote and foster at every opportunity the unique advantages of Warrumbungle Shire to potential developers. To encourage existing business to expand to service the Shire and adjoining region.		
<i>EXECUTIVE – ECONOMIC PROMOTION</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
41	Economic Promotion	To review the community facilities available, ascertain desirable classes of developments and facilitate promotional activities.	Meetings with developers are held regularly as required. Support given to the Team Leader Tourism and Economic Development to promote the whole Shire. The Mayor and General Manager attend expos and Local Award Ceremonies as and when required. Meetings held with community representatives and Mining officials in relation to future business ventures within the Shire.
		To monitor and review energy development opportunities to achieve the greatest advantage balance development an environmental concerns	Meetings and discussions held to determine the position of the future developments within the Shire in relation to Mining and Wind Farming to allow Council the opportunity to consider opportunities and environmental issues.

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PROGRAM: Executive
PRINCIPAL ACTIVITY: General Manager
OBJECTIVE GROUP: Management and Leadership (023)

<i>COST CENTRE OBJECTIVE:</i>	To ensure that the available resources are used to efficiently and effectively implement Council's aims, objectives and policies. To develop an organisation that is enthusiastic and willing to accept the challenges of external contestability while providing a total quality service to the community.		
<i>EXECUTIVE – MANAGEMENT AND LEADERSHIP</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
42	General Manager - Management and Leadership	To ensure that all Council programs are met, subject to available resources. That new management practices are considered to improve efficiency and effectiveness.	The General Manager remains a member of the Board of Statewide Mutual as well as providing support to various OROC projects. The General Ledger continues to be updated and improved.
	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	The General Manager is a member of the Statewide Risk Management Team. The Human Resources Team and in particular the Safety Officer continue to monitor the work environment for all staff. There has been a Signs for Remote Supervision policy recently adopted by Council as well in process also is the finalisation and adoption of a new Contractors Management/Procedure Policy, which will ensure a good level of understanding for Council's hired contractors.

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PROGRAM: Executive Services
PRINCIPAL ACTIVITY: Human Resource Services
OBJECTIVE GROUP: Human Resource Management

<i>COST CENTRE OBJECTIVE:</i>	<p>To provide a cost-effective, professional people management service such that:</p> <ul style="list-style-type: none"> • Council people reach their full potential as efficient and effective contributors to Council and Warrumbungle Shire; • Council people are treated fairly and with respect in a culture of safety, equality and merit; • Employment conditions are both motivational and in accordance with appropriate awards, agreements, contracts and legislation; • People-related risks are identified assessed and controlled to the extent possible; and • The Council workforce structure, competencies, policies and procedures facilitate the achievement of Council objectives, values and operating requirements both now and into the future.
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EXECUTIVE SERVICES – HUMAN RESOURCE SERVICES

<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
44	Human Resources Management	Provide comprehensive and best practice Human Resource services to enable staff and managers to achieve their corporate objectives through research, networking and attendance at specialist training sessions.	HR staff advised management on various HR matters. HR policies were again scrutinised to ensure these met the needs of both staff and the organisation.
	Payroll Services	Provide an efficient payroll service to the Organisation.	Employment of an HR trainee this quarter in payroll has allowed a more efficient service, this will allow more flexibility when payroll staff are absent on leave.
45	Training	To prepare and implement an ongoing training plan that best ensures that councillors and staff have a suitable skill level to fulfil and improve the delivery of all Council services.	Training plans have been undertaken for all staff for the 09-10 financial year. This training will be prioritised in line with each department's budget. Assessor Training, Chainsaw Level 1, Safe collection & disposal of Community Sharps training were undertaken this quarter.

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45	Staff Recruitment Services	Provide a cost effective, timely and professional recruitment, selection and induction procedure, advice and support services to enhance stability and continuity in staffing establishment.	Council has recruited nine permanent positions and two temporary positions this quarter. Several long time vacant positions still remain unfilled.
	Salary System Management	Provide comprehensive, easily administrated, fair and equitable appraisal processes to ensure that all staff are assessed at least annually and that employees are remunerated, rewarded and developed in accordance with all relevant Awards, Agreements, legislation and Best Practice principles.	Newly created staff competency reviews were undertaken in early August with the majority being completed within the required timeframe. All changes to staff salaries and any back payments were processed by payroll in a timely fashion.
46	Organisational Development	Provide advice and support and contribute to the improvement of organisational structure, systems, procedures and processes to ensure an effective and efficient organisational structure.	Several changes were made to the Community Services organisational structure in the Child Care area.
	Industrial Relations	Provide advice to management on industrial matters and negotiate matters with staff and Industrial Bodies.	Industrial matters were processed according to legislative requirements with outcomes achieved.
	OH & S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	OH&S continues to be an important area for HR. The Workplace Safety Officer inspected numerous worksites to ensure all safety requirements were being met by staff. Risk Management framework still being worked on.

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PROGRAM: *Executive Services*
PRINCIPAL ACTIVITY: **Economic Development and Tourism Services**
OBJECTIVE GROUP: **Economic Development**

COST CENTRE OBJECTIVE:		To actively promote and provide an efficient and cost effective economic development and marketing program, to facilitate and encourage economic development within the Shire.	
ECONOMIC DEVELOPMENT OBJECTIVE			
PAGE NO.	ACTIVITY	PERFORMANCE TARGET	PROGRESS UPON REVIEW
48	Developmental Services Management	<p>An accessible, customer focused Economic Development and Information Service.</p> <p>Facilitate and co-ordinate the shire's business growth and development</p>	<p>Ongoing consultation with 5 developers seeking industrial land in Coonabarabran.</p> <p>Information and support provided to potential business operators – re: health requirements, DA process, funding opportunities and support, marketing etc.</p> <p>Conferences & Meetings: Attendance Team Leader at Economic Communities Conference in Parkes (DSRD); T/ Leader and representatives from Coona' Chamber of Commerce and B'dine Progress Assoc'n at Community Economic Development Conference in Cowra (DSRD); . Research and preparation of Solar Power proposal for council. TED Meeting recommending investigation of Sister City program for astronomy. Continuing partnership with surrounding shires on the Orana ACC funded Skills Identification Strategy. Meetings with BEC Mudgee, CRS, DSRD and RDA for support and assistance to businesses. Support and assistance to New England Credit Union in the presentation of Business Breakfasts with focus on relevant issues – attendance at BB's. Assisted BEC with business survey and subsequent Business Breakfast.</p>

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
			<p>Assistance to Chamber of Commerce on a Shop Locally Campaign; Attendance at Chamber consultations with local members in C/bran – local members also in B/dine</p> <p>Co-ordinated the WS Golden Galaxy Awards and Dinner in C/bran and judging panel for Regional Awards.</p> <p>Information and assistance to support Greyhound establishment – office space etc.</p> <p>Discussions on strategy for attracting a dentist to C/bran.</p> <p>Seeking assistance for a music program into Coolah through Orana Arts and Conservatorium.</p> <p>Team Leader business visits targeted to businesses seeking assistance - directed to funding bodies where appropriate.</p>
	OH & S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	<p>Maintenance of building in line with OH&S requirements; staff member on OH&S Committee and attending meetings to present issues related to the VIC and staff.</p> <p>Team Leader attended a 2 day Staff Performance Monitoring Workshop.</p>
49	Economic Development Industrial Subdivision	Additional industrial land being made available for sale.	<p>Ongoing action on the change of classification for industrial land; Consultation with developer and then General Mger, Dir's of Technical and Environmental Services on land classification. Completion of application to Dept of Planning for loans for development of Industrial (\$1.35m) and Residential Land (\$1.01m) in Coonabarabran.</p> <p>Amendments to the LEP advertised to change classification of the industrial land to operational.</p>
	Economic Promotion	Implement an effective economic promotion campaign.	<p>Trade Shows – Regional Living Expo in Sydney held in August – participated as part of the GoWest stand. Follow up information packs sent to interested people.</p> <p>Advertising - Television campaign into Illawarra region promoting Warrumbungle Shire as a holiday destination and good for re-locating a business and family.</p> <p>Advertising</p>

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PROGRAM:

Executive Services

PRINCIPAL ACTIVITY:

Economic Development and Tourism Services

OBJECTIVE GROUP:

Economic Development

<i>COST CENTRE OBJECTIVE:</i>	To support the Community Economic Development officers in Binnaway, Baradine, Mendooran, Dunedoo and Coolah. To source and promote Community Funding opportunities for local community groups and organisations.
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ECONOMIC DEVELOPMENT

<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
49	Economic Development	<p>An accessible and customer focused Community Economic Development service.</p> <p>Encouraging a collaborative and collective action by the community towards building active and sustainable communities.</p> <p>Establish needs, opportunities and facilitate funding sources for local Economic Development projects.</p>	<p>Liaison with Mudgee BEC to present a number of Business Workshops and visits across the shire;</p> <p>Team Leader attendance and input at Chamber of Commerce meetings. Liaison with B/dine</p> <p>Progress on bird tourism and potential for new business operations.</p> <p>Community and business grants information distributed to community development officers.</p>

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PROGRAM:

Executive Services

PRINCIPAL ACTIVITY:

Economic Development and Tourism Services

OBJECTIVE GROUP:

Visitor Information Services

<i>COST CENTRE OBJECTIVE:</i>	To vigorously provide and promote an efficient and cost effective Visitor Information Service and Centre.
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TOURISM INFORMATION OBJECTIVE

<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
50	Visitor Information Centre	An accredited and customer focused Visitor Information Service	Preparation for VIC to be audited for ongoing accreditation – meets all requirements. Attendance at TIC Conference; Promo Co-ord attended C NSW T Marketing mting - discussed marketing direction with Central NSW Tourism Board in light of re-structure of Board and roles of mkting grps and board; priorities identified included product development, market research and monitoring campaigns, technology and partner marketing. Coonabarabran VIC volunteer and staff familiarisation tour in July to Baradine. Promo Co-ord and Admin Officer completing Cert 3 in Tourism Services. VIC staff competency reviews conducted.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
	Tourism Promotion	Implement an effective tourism marketing and promotions campaign, which is aligned to market research.	<p>Brochure: new shire tourism brochure designed and advertising sold; final draft completed for publication in October .. a Visitor Guide wrap of 16 pages with a Business Directory of 24 pages (BD to be printed annually and inserted); initial print run of 60,000 brochures to cover 2 yrs. Brochure packs prepared and distributed to support events in the Shire .. Classic Car Rally, CRT-Bikeride to Races in October, CanTEEN, Outback Car Rally,</p> <p>Special Interest Groups: Hosted Bird Tourism operators from USA – preparation of itinerary and liaised with DECCW, B/dine Progress; bird tourism is worth \$12b in USA and operators looking to expand their offerings to a very strong and wealthy target market.</p> <p>Tourism Website: managing updates of both WR and WLSSD websites; features info on Shire towns, things to see and do, accommodation options, how to get here, events, brochure downloads and links to important sites etc.</p> <p>Online marketing: maintaining the www.visitnsw.com.au website for currency.</p>

WARRUMBUNGLA SHIRE COUNCIL

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
			<p>Television Advertising: an advertising campaign into Illawarra has had a positive response with more than 30 WS information packs distributed to date.</p> <p>FORTO Funded Project: joint project with Coonamble, Gilgandra & Narrabri Shires to promote into southern QLD; campaign includes DL flyer to postcodes, television campaign and consumer show with funding of \$3000 from participating shires, matched by T NSW. T/Leadwer and Promo Co-ord designed DL and banners.</p> <p>Inland Tourism Awards: T/Leader attended awards held in Narrabri – Pilliga Forest Discovery Centre was a finalist.</p> <p>Town Information Boards: for southern towns now complete and ready for erection in towns Publications.</p>

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
			<p>Advertising: additional advertising has been purchased in caravanning publications, snr magazines and family holiday magazines</p> <p>Shire Community partnerships: T/Leader is a member of the Advisory Group for the Pilliga Forest Discovery Centre .. the ongoing committee will advise on the future directions of the Centre.</p> <p>Siding Spring Observatory: new management staff at ANU and on SSO have established contact with the T/Leader – potential for changes at SSO including the Exploratory Centre – but confirmation that the centre will NOT close.</p> <p>Baradine Progress Association (a joint project with Narrabri): completion of an alternate route brochure promoting a drive through Baradine and Pilliga; brochure now distributed through our networks and consumer shows.</p>

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Technical Services
OBJECTIVE GROUP: Technical Services Management

<i>COST CENTRE</i>		To provide leadership and technical management expertise for the effective maintenance and sustained improvement of the community's infrastructure assets.	
<i>OBJECTIVE:</i>			
<i>TECHNICAL SERVICES – TECHNICAL SERVICES MANAGEMENT</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
56	Management Services	To provide managerial control and support to the division	<p>Managerial support provided across all areas of Technical Services.</p> <p>Contract documentation prepared for bitumen sealing programme and for a roof on the Mendooran town water reservoir. Work commenced on the task of collecting data for purpose of valuing road and drainage assets.</p> <p>Again, there were various property / road issues that were progressed.</p> <p>Consultation occurred with various stakeholders regarding the Merryula Road crossing of the Castlereagh River.</p> <p>The positions of Design Manager and Manager Water and Sewerage are still vacant and this means that many projects are delayed</p>
	Technical Services	To provide technical advice to the division, the organisation and the Council.	Significant activities during the quarter included: implementation of RLCIP projects in particular the bore project at Baradine and the footpath project in Dunedoo. Also, the sundial in Coonabarabran.
	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	Training of staff is supported as required. OH&S is a set agenda item at Supervisor meetings and discussed at Managers' meetings.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Road Operations
OBJECTIVE GROUP: Capital Works (Recurrent)

<i>COST CENTRE OBJECTIVE:</i>	To implement Council's capital works program to Council's standard in a cost effective and environmentally conscious manner within budget allocation.		
<i>TECHNICAL SERVICES – CAPITAL WORKS (RECURRENT)</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
58	Rural Local Roads (Const)	Reconstruct sealed local roads to Council's standards within budget allocation utilising industry best practice.	This program currently 12% expended with bridge approaches on regional roads delaying work on local network. Work has commenced on Bingie Grumble with starts on Cobborah Road and Coolah Neilrex rescheduled for December. Extra projects at Connemarra and Craboon will further delay the program which may need to be reviewed at the end of the next quarter.
	Town Streets (Const)	Undertake Council's street construction program in accordance with Council's standards within budget giving due consideration to aesthetic and environmental issues.	Projects scheduled for early 2010 no expenditure on town streets construction in this quarter.
	Footpaths (Const)	Provide safe and trafficable extensions to the current footpath network in accordance with Council's policy and budget.	Footpath construction scheduled for Feb 2010.
	Regional Roads (Const)	Construct regional roads to RTA standard within allocation using industry best practice.	Mr 55 widening to commence in November with scheduled works on Wieses Hill delayed until January.
	State Roads (Const)	Construct regional roads to RTA standard within allocation using industry best practice.	State Road widenings completed on Ukebung to Wongoni project. Heavy patching scheduled for commencement in November.
	Drainage (Const)	Extend existing drainage networks within budget allocation in order to improve efficiency and remedy localised problems.	Cowper Street drainage scheduled for February 2010. Dunedoo kerb and gutter, Darling Street k&g, and Tucklan Street k&g all scheduled for commencement early 2010.

PROGRAM: Technical Services

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PRINCIPAL ACTIVITY: Road Operations
OBJECTIVE GROUP: Road Operations Management

<i>COST CENTRE OBJECTIVE:</i>		To provide leadership and technical input across all road operations objectives while monitoring performance of work crews against Council standards and budget allocations.	
<i>TECHNICAL SERVICES – ROAD OPERATIONS MANAGEMENT</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
59	Road Operations Management	Complete relevant Council programs to standard and within budget allocation with a strong customer focus and in co-operation with other regulatory bodies.	Recurrent expenditure in this area in accordance with budget expectations. Budget currently 18% expended.
	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	OH & S and risk programs implemented with focus on completion of on site risk assessments and tool box meetings. Preparation of new SWMS undertaken during the quarter.

PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Road Operations
OBJECTIVE GROUP: Rural Roads M & R

<i>COST CENTRE OBJECTIVE:</i>		Maintain Shire road network to ensure a safe and trafficable surface.	
<i>TECHNICAL SERVICES – RURAL ROADS M & R</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
60	Bridges local roads - maintenance & repair	Complete maintenance in accordance with agreed budgets	No work undertaken in first quarter with more work scheduled for Coona Goony Bridge in the second quarter.
	Local Roads Sealed	Complete maintenance in accordance with agreed budgets	Budget currently 14% expended with pavement maintenance and some tree lopping completed.

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	Local roads unsealed	Complete maintenance in accordance with agreed budgets	Budget currently 23% expended with water availability becoming a problem across large sections of the Shire. Maintenance works will require landholders to make water available if scheduled gradings are to be completed.
	Flood damage local roads	Complete programme in accordance with agreed budgets	Road Projects expected to be completed in second quarter with councils contribution to be used for restoration of Teridgerie Creek Causeway on Bugaldie Goorianawa.

PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Road Operations
OBJECTIVE GROUP: Regional & State Roads M & R

<i>COST CENTRE OBJECTIVE:</i>	Maintain and improve regional road network within budget supplied with RTA block grants and maintain State roads in accordance with single invitation contract.
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TECHNICAL SERVICES – REGIONAL AND STATE ROADS M & R

<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
61	Regional Roads Traffic Facilities	Complete all Traffic Committee signage in accordance with agreed budgets.	Linemarking and signs requested by Traffic Committee completed as required with budget 31% expended.
	Regional roads maintenance	Complete maintenance in accordance with agreed budgets optimising outcomes for each regional road within the network.	General routine maintenance activities completed with heavy patching undertaken on both MR 129 West and MR396 near Weetalibah. Budget Budget currently 31% expended.
	State roads maintenance	Undertake works in accordance with the RTA Single Invitation Maintenance Contract.	Works being completed as per RMCC schedule with Heavy patching and reseals scheduled for the second quarter.

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	Flood damage regional roads	Complete programme in accordance with agreed budget, as negotiated with the RTA.	Two major repair projects – Hannahs Bridge and Binnia Creek are nearing completion.
	National Roads - SH17	Undertake works in accordance with the RTA Single Invitation Maintenance Contract.	Works completed as required under RMCC with extra work likely to be allocated for repairs to Mary Jane Cain Bridge footpath and approaches.
	Regional Roads -Bridges	Maintain regional roads bridges in accordance with budget and identify future maintenance required.	Construction of Yearinan Creek, and Saltwater Creek nearing completion with guardrail works scheduled for second quarter on Ulindah Creek and Castlereagh River bridges .Expect Yearinan and Saltwater to be open to traffic by end of November.

PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Road Operations
OBJECTIVE GROUP: Town Streets

<i>COST CENTRE OBJECTIVE:</i>		Maintain and improve kerb, gutter and drainage structures.	
<i>TECHNICAL SERVICES – TOWN STREETS MAINTENANCE (234)</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
62	Road Maintenance	Complete maintenance in accordance with agreed budgets endeavour to extend the effective life of the asset.	Road maintenance completed as required with preparation works for reseals undertaken in most towns.
	Drainage Structure Maintenance	Clear waterway area and ensure sound storm water structures.	Maintenance works for drainage structures scheduled for early 2010.
	Footpath Maintenance	Undertake maintenance as required. Footpaths in safe and trafficable condition.	Some footpath maintenance undertaken in Baradine and Dunedoo with maintenance work scheduled for Coonabarabran, Coolah, and Binnaway in February 2010.
	Street Lighting	Provide for street lighting charges made by Country Energy	Budget appears adequate to cover street lighting charges in each of the shires towns and villages.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Road Operations
OBJECTIVE GROUP: Private Works – Road Operations (237)

<i>COST CENTRE OBJECTIVE:</i>		To maximise the use of Council owned plant and labour and provide a profit to Council while servicing the community.	
<i>TECHNICAL SERVICES – PRIVATE WORKS – ROAD OPERATIONS (237)</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
63	Private works	Provide competitive hire rates within Council Policy. Return a profit of private works to Council.	Private works completed to 17% with demand low because crews are tied up at construction works and not out on rural roads undertaking maintenance grading.

PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Road Operations
OBJECTIVE GROUP: Car Parking

<i>COST CENTRE OBJECTIVE:</i>		Maintain well organised and convenient parking areas that are easily accessible for both able bodied and disabled patrons.	
<i>TECHNICAL SERVICES – CAR PARKING</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
64	Carparking	Undertake maintenance as required.	No available budget as allocation has been expended on rates and insurance. Any maintenance works will need to be completed out of town streets maintenance.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Road Contracts
OBJECTIVE GROUP: Contract Services Management

<i>COST CENTRE</i>		Effective management of major road and bridge contracts and provision of safe and environmental sustainable quarry operations.	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
66	Management	Provision of contract services to Technical Services division	All bitumen sealing and aggregate supply contracts not in place by 30 September 2009 but will be soon. Delegations to allow the effective management of the bitumen sealing and aggregate supply contracts have not been made.
	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	OHS documents included in RTA RMCC "quality documents" for RTA works. OHS documents included bitumen sealing and aggregate supply contract documents. "Audits" are carried out on these works. "Risk management" is incorporated in the management of the works. Safety audit is proposed for Council's Gravel Pits this year.
	Gravel pits and Quarries	Gravel pit and quarry operations completed in accordance with all statutory requirements	A safety audit is proposed for this financial year for Council's gravel pits and adequate resources need to be made available to carry this out. Statutory requirements have been met.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Road Contracts
OBJECTIVE GROUP: State Roads

<i>COST CENTRE</i>		Maximise return to Warrumbungle Shire through the RTA contract.	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
67	RTA Single Invitation Contract	Maximise financial return to council from RTA contract	Contract now called RMCC. Council has signed a contract that does not allow a profit for RMS. Expenditure approx \$133,750
	RTA Works Orders	Maximise financial return to Council from RTA contract	“Carry over” works orders only to 30 September 2009. Wongoni to Ukebung project returned a profit and RTA contract works have returned a substantial profit to date. All Claims not paid by RTA yet so profit still to be determined. Council should be aware it is much more difficult to make a profit on this work due to a number of factors. Projected profit outcome is unclear for 2009/2010.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Road Contracts
OBJECTIVE GROUP: Regional Roads

<i>COST CENTRE OBJECTIVE:</i>		Complete the resurfacing of bitumen sealed roads to ensure life expectancy of road is achieved.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
68	Bitumen Road Resurfacing	Development and completion of annual bitumen road resurfacing program.	Provisional program developed but still requires review. Regional road resealing program expected to be complete by end of March 2009. No fund for resealing are currently allocated to MR55 (Black Stump Way) and this is cause for concern considering the type on volume of traffic on this road.

PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Road Contracts
OBJECTIVE GROUP: Local Roads

<i>COST CENTRE OBJECTIVE:</i>		Complete the resurfacing of bitumen sealed roads to ensure life expectancy of road is achieved.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
69	Bitumen Road Resurfacing	Development and completion of annual bitumen road resurfacing program.	Local road program has been developed and reviewed. Most work should be completed by the 31 December 2009 with a small amount to be done prior to 30 March 2009

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Road Contracts
OBJECTIVE GROUP: Town Streets

<i>COST CENTRE</i>		Complete the resurfacing of bitumen sealed roads to ensure life expectancy of road is achieved.	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
70	Bitumen Road Resurfacing	Development and completion of annual bitumen road resurfacing program.	Town Streets program has been developed but still requires some review. Coona and Coolah Streets should be complete by 31 December 2009. Remainder by 30 March 2009.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Water Services
OBJECTIVE GROUP: Water - Baradine

<i>COST CENTRE</i>		To consistently provide a potable water supply to all developed urban properties which is able to meet consumer demand in a cost effective manner.	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
72	Water Mains - Baradine	Regular service on hydrants and valves. <i>Provide adequate mains to supply sufficient volume.</i>	Mains providing service as required.
	Water Meters - Baradine	Maintain water meters in accordance with policies and standards.	Water meters repaired or replaced as required.
	Water Pumping Station - Baradine	Maintain pumping stations in serviceable condition.	Pump station providing service as required. New water supply bore constructed by DWE and previously reported to Council. Pipework to connect the bore is on order.
	Water Reservoirs - Baradine	Maintain water reservoirs	There is 1.5 m depth of sludge in the reservoir. Cost of cleaning out yet to be determined.
	Water Telemetry Sys - Baradine	To provide accurate and reliable monitoring and warning system.	Telemetry system working satisfactorily.
	Water Treatment Plant – Baradine	Provide water in accordance with Australian Drinking Water guidelines	Mains providing service as required.
73	Water Other Baradine	Monitor water quality in reticulation system	OHS issues not yet addressed. General building upgrade not yet completed.
	Water Management Baradine	Completion of projects in accordance with budget constraints	Water quality monitored by Environmental Services Division in accordance with standards.
	OH&S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	Actual income is 52% of annual budget. Operating expenditure is 25% of annual budget. Report outstanding on proposed water main extension Aerodrome Road.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Water Services
OBJECTIVE GROUP: Water – Binnaway

<i>COST CENTRE</i>		To consistently provide a potable water supply to all developed urban properties which is able to meet consumer demand in a cost effective manner.	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
74	Water Mains - Binnaway	Regular service on hydrants and valves. Provide adequate mains to supply sufficient volume.	Mains providing service as required.
	Water Meters - Binnaway	Maintain water meters in accordance with policies and standards.	Meters repaired and replaced as required.
	Water Pumping Station - Binnaway	Maintain pumping stations in serviceable condition.	Pumping station providing service as required.
	Water Reservoirs - Binnaway	Maintain water reservoirs	Reservoir providing service as required
	Water Telemetry Sys - Binnaway	To provide accurate and reliable monitoring and warning system.	Telemetry system working satisfactorily.
75	Water Treatment Plant - Binnaway	Provide water in accordance with Australian Drinking Water guidelines	Treatment process in accordance with standards.
	Water – Other – Binnaway	Monitor water quality in reticulation system	Water quality monitored by Environmental Services Division in accordance with standards.
	Water Management - Binnaway	Completion of projects in accordance with budget restraints.	Actual income received is 62% of annual allocation. Operating expenditure is 18% of annual allocation.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Water Services
OBJECTIVE GROUP: Water - Coonabarabran

<i>COST CENTRE</i>		To consistently provide a potable water supply to all developed urban properties which is able to meet consumer demand in a cost effective manner.	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
76	Water Mains - Coonabarabran	Regular service on hydrants and valves. Provide adequate mains to supply sufficient volume.	Mains providing service as required.
	Water Meters – Coonabarabran	Maintain water meters in accordance with policies and standards.	Water meters replaced as required.
	Water Pumping Station - Coonabarabran	Maintain pumping stations in serviceable condition	Pumping station provide service as required
	Water Reservoirs – Coonabarabran	Maintain water reservoirs including Timor Dam in a safe and reliable condition.	Reservoir providing service as required.
	Water Telemetry Sys – Coonabarabran	To provide accurate and reliable monitoring and warning system.	Telemetry system working satisfactorily
	Water Treatment Plant Coonabarabran	Provide water in accordance with Australian Drinking Water guidelines	Water treated in accordance with guidelines. Council staff continue to operate water treatment facility at Siding Spring.
	Water Plumbers Shed – Coonabarabran	Depot and storage shed adequately meets the needs of the water services section.	Depot meeting current needs.
	Water Management – Coonabarabran	Completion of projects in accordance with budget constraints	Actual income received is 60% of annual budget. Operating expenditure is 17% of budget allocation. Development of an Integrated Water Cycle Management Plan for the Shire continued throughout the period.
	Water – Water samples – Coonabarabran	Monitor water quality in reticulation system.	Water quality monitored by Environmental Services Division in accordance with standards.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Water Services
OBJECTIVE GROUP: Water – Coolah

<i>COST CENTRE</i>		To consistently provide a potable water supply to all developed urban properties which is able to meet consumer demand in a cost effective manner.	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
77	Water Mains - Coolah	Regular service on hydrants and valves. Provide adequate mains to supply sufficient volume.	Main breaks repaired as required.
	Water Meters – Coolah	Maintain water meters in accordance with policies and standards.	Water meters replaced as required.
	Water Pumping Station – Coolah	Maintain pumping stations in serviceable condition	Pump station providing service as required.
	Water Reservoirs – Coolah	Maintain water reservoirs.	Reservoirs providing satisfactory service. Planning work for replacement of reservoir roof continued throughout the period.
	Water Treatment Plant - Coolah	Disinfection of water in accordance with Australian Drinking Water guidelines	Disinfection with chlorine occurring as required.
	Water Management – Coolah	Completion of projects in accordance with budget constraints.	Actual income is 55% of annual budget. Operating expenditure is 21% of annual budget allocation. A significant staffing issue has arisen with the resignation of the plumber, supervisor and sewer operator.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Water Services
OBJECTIVE GROUP: Water – Dunedoo

<i>COST CENTRE</i>		To consistently provide a potable water supply to all developed urban properties which is able to meet consumer demand in a cost effective manner.	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
78	Water Mains - Dunedoo	Regular service on hydrants and valves. Provide adequate mains to supply sufficient volume.	Water main repairs undertaken as required.
	Water Meters – Dunedoo	Maintain water meters in accordance with policies and standards.	Water meters replaced as required.
	Water Pumping Station – Dunedoo	Maintain pumping stations in serviceable condition	Pump station providing service as required.
	Water Reservoirs – Dunedoo	Maintain water reservoirs.	Reservoirs providing satisfactory service. Telemetry equipment purchased and installation commenced.
	Water Treatment Plant - Dunedoo	Disinfection of water in accordance with Australian Drinking Water guidelines	Disinfection with chlorine occurring as required.
	Water Management – Dunedoo	Completion of projects in accordance with budget constraints.	Actual income is 52% of annual budget. Operating expenditure is 23% of annual budget.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Water Services
OBJECTIVE GROUP: Water – Mendooran

<i>COST CENTRE OBJECTIVE:</i>		To consistently provide a potable water supply to all developed urban properties which is able to meet consumer demand in a cost effective manner.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
79	Water Mains - Mendooran	Regular service on hydrants and valves. Provide adequate mains to supply sufficient volume.	Main breaks repaired as required.
	Water Meters – Mendooran	Maintain water meters in accordance with policies and standards.	Water meters replaced as required.
	Water Pumping Station – Mendooran	Maintain pumping stations in serviceable condition	Pump station providing service as required.
	Water Reservoirs – Mendooran	Maintain water reservoirs.	The internal surface of the Cobra Street reservoir was cleaned and repainted and a new roof was installed.
	Water Treatment Plant - Mendooran	Disinfection of water in accordance with Australian Drinking Water guidelines	Works continued on new WTP during the quarter and some treated water was delivered into the reticulation.
	Water Management – Mendooran	Completion of projects in accordance with budget constraints.	Actual operating income is 78% of annual budget. Actual operating expenditure is 12% of annual budget.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Water Services
OBJECTIVE GROUP: Water – Villages

<i>COST CENTRE</i>		To provide a potable water supply to all developed urban properties which is able to meet consumer demand in a cost effective manner.	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
80	Water – Bugaldie	Source and supply water as required	Income and expenditure within budget expectations. No significant issues to report.
	Water – Kenebri	Source and supply water as required	Income and expenditure within budget expectations. New water meters ordered.
	Water – Merrygoen	Source and supply water as required	Income and expenditure within budget expectations. No significant issues to report. The project to install a new reservoir and pipeline easement has slowed due to resource constraints.

PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Water Services
OBJECTIVE GROUP: Waste Water – Baradine

<i>COST CENTRE</i>		To provide a sewerage service to all developed urban properties to an agreed level of service and dispose of treated effluent in an environmentally sensitive and cost effective manner.	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
81	Sewerage Mains Baradine	Losses to mains limited to industry standard. No incidences of property damage due to sewage overflow.	No significant issues to report.
	Sewerage Pumping Station Baradine	No overflows from pump station. Pump station operating at optimum performance.	Pump station providing satisfactory performance. Upgrading of valve components in 'pots' is still under investigation.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
	Sewerage Treatment Works Baradine	Treat sewerage to highest possible standard and dispose of effluent in accordance with EPA licence conditions.	Sewage treated as required, however, non compliance issue raised by EPA regarding frequency of effluent testing.
	Sewerage Management Baradine	Sewerage projects completed in accordance with budget constraints	Actual income is 101% of annual budget. Operating expenditure is 12% of annual budget.

PROGRAM: **Technical Services**

PRINCIPAL ACTIVITY: **Water Services**

OBJECTIVE GROUP: **Waste Water - Coonabarabran**

<i>COST CENTRE OBJECTIVE:</i>		To provide a sewerage service to all developed urban properties to an agreed level of service and dispose of treated effluent in an environmentally sensitive and cost effective manner.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
82	Sewerage Mains Coonabarabran	Losses from mains limited to industry standard. No incidences of property damage due to sewage overflow.	Planning in place for relining of some sections of sewer with a history of blockages.
	Sewerage Pumping Station Coonabarabran	No overflows from pump station. Pump station operating at optimum performance.	Pump station operating satisfactorily.
	Sewerage Treatment Works – Coonabarabran	Treat sewerage to highest possible standard and dispose of effluent in accordance with EPA licence conditions.	Non compliance issues raised by EPA regarding effluent quality, volume of discharge and missing records.
	Sewerage Management	Sewerage projects completed in accordance with budget constraints.	Actual income is 90% of annual budget. Overall expenditure is 26% of annual budget.

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PROGRAM: **Technical Services**

PRINCIPAL ACTIVITY: **Water Services**

OBJECTIVE GROUP: **Waste Water - Coolah**

<i>COST CENTRE OBJECTIVE:</i>		To provide a sewerage service to all developed urban properties to an agreed level of service and dispose of treated effluent in an environmentally sensitive and cost effective manner.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
83	Sewerage Mains Coolah	Losses from mains limited to industry standard. No incidences of property damage due to sewage overflow.	Maintenance of mains within budget. Frequency of blockages within expectations. However, routine maintenance of manholes is not occurring due to resource constraints
	Sewerage Pumping Station Coolah	No overflows from pump station. Pump station operating at optimum performance.	No significant issues
	Sewerage Treatment Works – Coolah	Treat sewerage to highest possible standard and dispose of effluent in accordance with EPA licence conditions.	Non compliance issues raised by EPA regarding quality of effluent. May not be able to reach concentration limits set by the EPA.
	Sewerage Management Coolah	Sewerage projects completed in accordance with budget constraints.	Actual income is 126% of annual budget. Operating expenditure is 17% of annual budget.

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PROGRAM: Technical Services

PRINCIPAL ACTIVITY: Water Services

OBJECTIVE GROUP: Waste Water - Dunedoo

<i>COST CENTRE</i>		To provide a sewerage service to all developed urban properties to an agreed level of service and dispose of treated effluent in an environmentally sensitive and cost effective manner.	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
84	Sewerage Mains Dunedoo	Losses from mains limited to industry standard. No incidences of property damage due to sewage overflow.	Mains providing service as required.
	Sewerage Pumping Station Dunedoo	No overflows from pump station. Pump station operating at optimum performance.	Pump station providing service as required.
	Sewerage Treatment Works – Dunedoo	Treat sewerage to highest possible standard and dispose of effluent in accordance with EPA licence conditions.	The project to remove sludge from the lagoon is ongoing. Investigations underway into construction of a ‘V’ notch weir for monitoring discharge volume
	Sewerage Management Dunedoo	Sewerage projects completed in accordance with budget constraints.	Actual income is 122% of annual budget allocation. Operating expenditure is 14% of annual budget allocation.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Urban Services
OBJECTIVE GROUP: Horticulture

<i>COST CENTRE OBJECTIVE:</i>		To provide and maintain parks and reserves for the general public.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
86	OH&S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	Follow procedures and work to ensure safe practices
87	Parks - Baradine	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Works still required to bring park to acceptable standard. Budget not adequate.
	Parks - Binnaway	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Works still required to bring park to acceptable standard. Budget not adequate.
	Parks - C'bran	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Works still required to bring park to acceptable standard. Budget not adequate.
	Parks - Masters	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Works still required to bring park to acceptable standard. Budget not adequate.
	Parks - Nandi	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Mown on program
	Parks - Coolah	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Parks neat and tidy and within budget.
	Parks - Dunedoo	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Extensive work done around toilet block, parks generally tidy.
	Parks - Mendooran	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Park requires work but needs watering system firstly.
	Parks - Neilson	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Park neat and tidy.
	Parks - Other Reserves	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Parks and reserves mown on program.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
	Parks – David Bell	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Park neat and tidy.
	Parks – Timor	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Mown on program
	Trees – Parks Neilson	Keep trees in healthy state and to satisfy public within allocated budget.	Some pruning done before spring.
	Trees – Parks Other Parks	Keep trees in healthy state and to satisfy public within allocated budget.	Some pruning done before spring.

PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Urban Services
OBJECTIVE GROUP: Horticulture

<i>COST CENTRE OBJECTIVE:</i>		To provide and maintain parks and reserves for the general public.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
88	Trees - Ovals	Keep trees in healthy state and to satisfy public within allocated budget.	Some pruning done in late Winter.
	Streets - Grass cutting - Baradine	Grass to be kept in tidy state within allocated budget.	Mown on program within budget.
	Streets - Grass cutting - Binnaway	Grass to be kept in tidy state within allocated budget.	Mown on program within budget.
	Streets - Grass cutting - C'bran	Grass to be kept in tidy state within allocated budget.	Mown on program within budget.
	Streets - Trees	Keep trees in healthy state and to satisfy public within allocated budget.	Some pruning done in late Winter.
	Streets- Grass cutting – Coolah	Grass to be kept in tidy state within allocated budget.	Mown on program within budget.
	Streets – Grass cutting – Dunedoo	Grass to be kept in tidy state within allocated budget.	Mown on program within budget.
	Streets – Grass Cutting – Mendooran	Grass to be kept in tidy state within allocated budget.	Mown on program within budget.

WARRUMBUNGLE SHIRE COUNCIL

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Urban Services
OBJECTIVE GROUP: Landcare – Street Cleaning

<i>COST CENTRE OBJECTIVE:</i>		To supply cleaning service to town streets.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
89	Street cleaning – Baradine	Ensure streets and gutters are kept in clean state and parking areas	Done weekly within budget.
	Street cleaning – Binnaway	Ensure streets and gutters are kept in clean state and parking areas	Done weekly within budget.
	Street cleaning – Coonabarabran	Ensure streets and gutters are kept in clean state and parking areas	Section done daily within budget.
	Be Tidy Bins M & R	Ensure streets and gutters are kept in clean state and parking areas	Bins cleaned and repaired as required.

PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Urban Services
OBJECTIVE GROUP: Toilets

<i>COST CENTRE OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
90	Toilets – CBD Coonabarabran	Toilets to be cleaned twice daily.	Not yet constructed.
	Toilets – David Bell Park	Toilets to be cleaned daily.	Toilets cleaned daily
	Toilets – Neilson Park	Toilets to be cleaned twice daily.	Toilets cleaned twice daily
	Coolah – McMaster Park	Cleaning three times weekly	Cleaned three times a week
	Black Stump Road side rest area.	Cleaning three times weekly	Cleaned three times a week. Vandalised toilets to be repaired shortly.
	Dunedoo – Milling Park	Cleaned daily	Cleaned twice a day
	Mendooran Lions Park	Cleaning three times a week.	Toilets cleaned three times a week.

WARRUMBUNGLE SHIRE COUNCIL

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Urban Services
OBJECTIVE GROUP: Waste Management - Baradine

<i>COST CENTRE OBJECTIVE:</i>		Provide waste depot.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
92	Garbage Tips - Baradine	Ensure tip kept in tidy state	Budget 46% spent. Materials just thrown anywhere.
	Waste Services - Domestic Baradine	Ensure private rubbish is collected weekly.	Collected weekly
	Waste Services – Non Domestic Baradine	Ensure commercial rubbish is collected weekly.	Collected weekly
	Kerbside Recycling – Baradine	Ensure recycling collected on a weekly basis	Collected weekly. Budget 29% spent.
	Commercial Recycling – Baradine	Ensure commercial recycling collected on a weekly basis.	Collected weekly. Budget 29% spent.

PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Urban Services
OBJECTIVE GROUP: Waste Management – Binnaway

<i>COST CENTRE OBJECTIVE:</i>		Provide waste depot.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
93	Garbage Tips - Binnaway	Ensure tip kept in tidy state	Tip kept tidy. Extra spent opening and closing – 27% spent.
	Waste Services - Domestic Binnaway	Ensure private rubbish is collected weekly.	Rubbish collected weekly.
	Waste Services – Non Domestic Binnaway	Ensure commercial rubbish is collected weekly.	Rubbish collected weekly.
	Kerbside Recycling – Binnaway	Ensure recycling collected on a weekly basis.	Collected weekly – 33% spent.
	Commercial Recycling – Binnaway	Ensure commercial recycling collected on a weekly basis.	Collected weekly – 33% spent.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Urban Services
OBJECTIVE GROUP: Waste Management – Coonabarabran

<i>COST CENTRE OBJECTIVE:</i>		Provide waste depot.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
94	Garbage Tips – Coonabarabran	Ensure tip kept in tidy state	Tip kept tidy. 36% spent. Time involved xxx waste from whole shire
	Waste Services - Domestic – Coonabarabran	Ensure private rubbish is collected weekly.	Rubbish collected weekly.
	Waste Services – Non Domestic	Ensure commercial rubbish is collected weekly.	Rubbish collected weekly.
	Kerbside recycling – Coonabarabran	Ensure recycling collected on a weekly basis.	Recycling collected weekly.
	Commercial recycling – Coonabarabran	Ensure commercial recycling collected on a weekly basis.	Recycling collected weekly.

PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Urban Services
OBJECTIVE GROUP: Waste Management - Other

<i>COST CENTRE OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
95	Waste Services – Domestic Kenebri	Ensure private rubbish is collected weekly	Rubbish collected weekly. 43% spent.
	Waste Services – Recycling Kenebri	Ensure recycling is collected weekly	Recycling collected weekly.
	Waste Services - Domestic Bugaldie	Ensure private rubbish is collected weekly	Rubbish collected weekly.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
	Waste Services – Recycling Bugaldie	Ensure recycling is collected weekly	Recycling collected weekly.
	Waste Services - Domestic Ulamambri	Ensure private rubbish is collected weekly	Recycling collected weekly.
	Waste Services – Recycling Ulamambri	Ensure recycling is collected weekly	Recycling collected weekly.

PROGRAM: **Technical Services**
PRINCIPAL ACTIVITY: **Urban Services**
OBJECTIVE GROUP: **Warrumbungle Waste Management**

<i>COST CENTRE</i>		Provide clean and tidy landfill site and recycling centre.	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
97	Waste services – Collection runs: Timor Road Purlewaugh Road Baradine Road River Road Bungabah Rural Oxley Highway Cobborah	Ensure private rubbish is collected on a weekly basis. Ensure Recycling is collected on a weekly basis.	Rubbish and recycling collected weekly.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Urban Services
OBJECTIVE GROUP: Waste Management – Coolah

<i>COST CENTRE OBJECTIVE:</i>		Provide waste depot.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
98	Garbage Tips – Coolah	Ensure tip kept in tidy state	Area kept tidy. 27% spent.
	Waste Services - Domestic – Coolah	Ensure private rubbish is collected weekly.	Rubbish collected weekly.
	Waste Services – Non Domestic	Ensure commercial rubbish is collected weekly.	Rubbish collected weekly.
	Kerbside recycling – Coolah	Ensure recycling collected on a weekly basis.	Recycling collected weekly.
	Commercial recycling – Coolah	Ensure commercial recycling collected on a weekly basis.	Recycling collected weekly.

PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Urban Services
OBJECTIVE GROUP: Waste Management – Dunedoo

<i>COST CENTRE OBJECTIVE:</i>		Provide waste depot.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
99	Garbage Tips – Dunedoo	Ensure tip kept in tidy state	Tip area untidy. Rubbish thrown everywhere. 25% spent.
	Waste Services - Domestic – Dunedoo	Ensure private rubbish is collected weekly.	Waste collected weekly
	Waste Services – Non Domestic	Ensure commercial rubbish is collected weekly.	Waste collected weekly
	Kerbside recycling – Dunedoo	Ensure recycling collected on a weekly basis.	Recycling collected weekly
	Commercial recycling – Dunedoo	Ensure commercial recycling collected on a weekly basis.	Recycling collected weekly.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Urban Services
OBJECTIVE GROUP: Waste Management – Mendooran and Coolabah Estate

<i>COST CENTRE</i>		Provide waste depot.	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
100	Garbage Tips - Mendooran	Ensure tip kept in tidy state	Area untidy. Waste thrown everywhere. 39% spent.
	Waste Services – Domestic – Mendooran	Ensure private rubbish is collected weekly.	Rubbish collected weekly
	Waste Services – Non Domestic Mendooran	Ensure commercial rubbish is collected weekly.	Rubbish collected weekly.
	Kerbside recycling – Mendooran	Ensure recycling collected on a weekly basis.	Recycling collected weekly.
	Commercial recycling – Mendooran	Ensure commercial recycling collected on a weekly basis.	Recycling collected weekly.

PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Urban Services
OBJECTIVE GROUP: Waste Management – Other

<i>COST CENTRE</i>		Provide weekly collection services on designated runs	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
101	Waste Services – Domestic Neilrex	Ensure private rubbish is collected weekly.	Collected weekly
	Waste Services – Recycling Neilrex	Ensure recycling collected on a weekly basis.	Collected weekly

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
	Waste Services - Domestic Merrygoen	Ensure private rubbish is collected weekly.	Collected weekly
	Waste Services - Recycling Merrygoen	Ensure recycling collected on a weekly basis.	Collected weekly
	Waste Services - Domestic Leadville	Ensure private rubbish is collected weekly.	Collected weekly
	Waste Services - Recycling Leadville	Ensure recycling collected on a weekly basis.	Collected weekly
102	Waste Services - Domestic Coolah rural	Ensure private rubbish is collected weekly.	Collected weekly
	Waste Services- Recycling - Coolah rural	Ensure Recycling collected on a weekly basis.	Collected weekly
	Waste Services - domestic Uarbry	Ensure private rubbish is collected weekly.	Collected weekly
	Waste Services - Recycling Uarbry	Ensure Recycling collected on a weekly basis.	Collected weekly
	Waste Services - Domestic Cobbora	Ensure private rubbish is collected weekly.	Collected weekly
	Waste Services - Recycling Cobbora	Ensure Recycling collected on a weekly basis.	Collected weekly
103	OH&S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	OH&S policies reinforced. Risk management programs initiated and monitored.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Asset and Design Services
OBJECTIVE GROUP: Asset and Design Services Management

<i>COST CENTRE OBJECTIVE:</i>		To effectively manage the Branch and provide cost effective technical support to the organisation	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
105	Management	Asset and Design Services projects completed with budget constraints. Provision of technical advice in relation to Development Applications.	The positions of Manager, Design Engineer and GIS officer remains vacant. Some assistance from external consultants and from Coonamble Shire in relation to the bridges. The overall budget allocation for design services is 19% expended.
	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	

PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Asset & Design Services
OBJECTIVE GROUP: Traffic Management

<i>COST CENTRE OBJECTIVE:</i>		To ensure that adequate facilities are in place for the safe movement of vehicular and pedestrian traffic.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
106	Traffic Management	Design and implementation of traffic control measures to improve road safety	Most recommendations from Traffic Committee implemented, however some items outstanding.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Design Projects
OBJECTIVE GROUP: Survey Investigation and Design (223)

<i>COST CENTRE OBJECTIVE:</i>		The Survey, Investigation and Design Section of Roads Administration and Management provide finished plans developed from concept ideas through the investigation, survey and design phases to enable construction or rehabilitation works and major new works.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
107	Survey Investigation and Design	Provision of accurate and comprehensive civil Engineering plans in accordance with budget constraints.	Substantial work during the quarter on survey and design of bridges at three sites. Also, further design work undertaken on MR55, Piambra Road and Walker Street Culvert.

PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Asset and Design Services
OBJECTIVE GROUP: Asset Management

<i>COST CENTRE OBJECTIVE:</i>		To maintain a current listing of community infrastructure assets and report annually on their condition.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
108	Asset Management	To develop and update asset registers and report on asset condition in accordance with statutory requirements.	No progress made during the quarter on updating road asset registers. John Whitehead engaged to electronically plot location of gravel pits on Shire map.

WARRUMBUNGL E SHIRE COUNCIL

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PROGRAM: *Technical Services*
PRINCIPAL ACTIVITY: **Fleet Services**
OBJECTIVE GROUP: **Fleet Services Management**

COST CENTRE		To provide modern plant to suit Council's requirements	
OBJECTIVE:			
PAGE NO.	ACTIVITY	PERFORMANCE TARGET	PROGRESS UPON REVIEW
110	Management	Provision of plant and equipment that meets operational requirements of the organisation and is in accordance with budget constraints.	All plant and equipment are meeting operational requirements and operating budgets are on target for budget forecast including plant insurances of \$133,572.50 and income is up 3.28% or \$129,985.00 on budget forecasts. Fleet management software AusFleet has been ordered and awaiting installation
	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	Depot is providing safe and secure workplace and meets all of user requirements; extension to storage bunkers has been completed. Monitoring well for Under ground fuel storage system have been done and first round of monitoring has been carried out.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Fleet Services
OBJECTIVE GROUP: Depots

<i>COST CENTRE</i>		Provision of safe, secure and effective depots.	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
111	Depot – Baradine	Provision of safe and secure Depot that meets user requirements.	Depot is providing safe and secure workplace and meets all of user requirements;
	Depot - Binnaway	Provision of safe and secure Depot that meets user requirements.	Depot is providing safe and secure workplace and meet all of user requirements
	Depot – Coolah	Provision of safe and secure Depot that meets user requirements.	Depot is providing safe and secure workplace and meets all of user requirements. Depot running costs have had a large increase due to the introduction of user pay sewerage at this stage of the year 50% of depot maintenance has been expended. Monitoring well for Under ground fuel storage system have been done and first round of monitoring has been carried out with the detection of fuel product in the sample. The extension to Country energy facility has been carried out and a new 5 year lease has been signed and in place .

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
	Depot – Coonabarabran	Provision of depot to suit needs of users and meet all requirements.	Depot is providing safe and secure workplace and meets all of user requirements. . Depot running costs have had a large increase due to the introduction of user pay sewerage at this stage of the year 50% of depot maintenance has been expended. Monitoring well for Under ground fuel storage system have been done and first round of monitoring has been carried out .The internal road network has been completed with an over expenditure on construction and sealing.
	Depot – Dunedoo	Provision of safe and secure Depot that meets user requirements.	Depot is providing safe and secure workplace and meets all of user requirements; extension to storage bunkers has been completed. Monitoring well for Under ground fuel storage system have been done and first round of monitoring has been carried out.
	Depot – Mendooran	Provision of safe and secure Depot that meets user requirements.	Depot is providing safe and secure workplace and meets all of user requirements.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Fleet Services
OBJECTIVE GROUP: Plant & Equipment

<i>COST CENTRE</i>		Plant and equipment downtime is minimised and plant and equipment is safe and reliable to use.	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
112	Plant and Equipment M & R	Maintenance and repair of equipment completed in a timely manner.	All maintenance and repairs of plant and equipment have been completed in a timely manner
	Radio Network	To maintain an effective communication system for Council's vehicles, offices.	Radio network is maintaining effective communications between Council's offices and vehicles.

PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Fleet Services
OBJECTIVE GROUP: Workshops

<i>COST CENTRE</i>		Provision of efficient and effective workshop in Coolah and Coonabarabran	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
113	Workshop Operations – Coolah	To provide modern workshop facilities to enable efficient repair of Council's plant and equipment.	The facilities at Coolah workshop are providing modern workshop operations thus enabling efficient repairs with little downtime.
	Workshop Operations – Coonabarabran	To provide modern workshop facilities to enable efficient repair of Council's plant and equipment.	The facilities at Coonabarabran workshop are providing modern workshop operations thus enabling efficient repairs with little downtime.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Environmental Services Management
OBJECTIVE GROUP: Environmental Services Management

<i>COST CENTRE OBJECTIVE:</i>		To effectively manage, promote and encourage an efficient and cost effective, caring and understanding Environmental Services Division which is attuned to the communities needs for the natural and built environment. To maintain an accessible and customer focused community information service.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
116	Environmental Services Management	Provision of an accessible and customer focused Environmental Services Division.	All positions within the departmental structure except Director currently filled with an equal spread between both offices. All staff are engaged in both strategic and operational aspects of Council's adopted Management Plan. Budget components on target. Budget areas for contracts will be over expended with corresponding decrease in director wages area due to hire of contract acting director.
	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	All activities undertaken in line with Council's OH&S policies and procedures. All activities take place with the utilisation of appropriate Personal Protective Clothing and hazard reduction equipment. Staff regularly undertake risk assessments as required.

WARRUMBUNGLA SHIRE COUNCIL

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Environmental Services Management
OBJECTIVE GROUP: Strategic Planning

<i>COST CENTRE OBJECTIVE:</i>	To effectively maintain Council's principal planning instruments in keeping with Council's adopted vision for the future development.		
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
117	Strategic Planning	Provision of an accessible, comprehensive and easily understood group of strategic planning instruments	<p>The comprehensive LEP project has again been referred back to Andrews Neil after rejection by the department of planning. Consultants asked to show cause why they shouldn't be terminated due to non-performance. The Dunedoo planning proposal to create rural residential land will not be permitted by the Department until council has completed the LEP Strategy. The department have indicated that they will progress our strategy to the best of their ability when it is amended.</p> <p>The Section 94A plan is on public exhibition currently and is expected to be presented to council's December 09 meeting for adoption.</p> <p>The consolidation of the DCP's into one modern document is progressing behind the Section 94A plan given its more urgent nature.</p> <p>All documents currently available on Council's web site.</p>

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Environmental Services Management
OBJECTIVE GROUP: Environmental Services Projects

<i>COST CENTRE OBJECTIVE:</i>		To effectively manage and complete department projects in accordance with changing demand.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
118	Environmental Services Projects	Efficiently complete all budgeted projects within available resources	The Reclassification LEP is currently at the stage where the public are given notice of the proposed public hearing to be held on Friday 11 December 09. The proposal was advertised for a minimum 28 days and no submissions were received. After the public hearing the convenor will write a report to council's December 09 meeting for adoption and if adopted the LEP will be referred to department of Planning for the Minister to make the plan thus reclassifying the land to operational. The whole project has been done in house at no additional cost to council. Rural numbering is incomplete with an additional \$3500 worth of numbers required to complete the project as well as the naming of Timor Rd determined. The heritage advisor continues to work with the community on projects.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Environmental Services Management
OBJECTIVE GROUP: Environmental Management Policy Development

<i>COST CENTRE OBJECTIVE:</i>		To develop applicable community standards by reviewing and regularly updating all division policies in keeping with Council's vision for the provision of its environmental services function.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
119	Environmental Management Policy Development	Provision of current and appropriate policies as required.	Enforcement policy, Provision of water and electricity to rural subdivisions policy produced to update council's requirements with surrounding council's.

PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Town Planning
OBJECTIVE GROUP: Development Assessment

<i>COST CENTRE OBJECTIVE:</i>		To assess planning applications for adherence to Council's defined vision (Local Environmental Plan) for the development of the Shire in an ecologically sustainable manner. All applications for consent and enquiries dealt with professionally and within statutory periods.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
121	Town Planning	Council's planning Instruments and Policies enforced through consistent and high quality approvals.	Existing LEPs (Coonabarabran and Coolah) with Contributions Plan and DCPs utilised for development control purposes. They are reviewed as part of the merit based assessment process. Streamlining of routine approvals occurs where possible and more complex applications are processed within acceptable time frames. A new DA approvals process has been instigated to improve workflow of applications and turnover times. New town planning assistant greatly increasing customer service and processing times.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	All activities undertaken in line with Council's OH&S policies and procedures. All activities take place with the utilisation of appropriate Personal Protective Clothing and hazard reduction equipment. Staff regularly undertake risk assessments as required.

PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Town Planning
OBJECTIVE GROUP: Subdivision Approvals

<i>COST CENTRE OBJECTIVE:</i>	To assess subdivision applications for adherence to Council's defined vision (Local Environmental Plan) for the development of the Shire in an ecologically sustainable manner. All applications for consent and enquiries dealt with professionally and within statutory periods.		
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
122	Subdivision Approvals	Council's planning Instruments and Policies enforced through consistent and high quality approvals.	One (1) application has been processed in the first quarter utilising checklists and standard conditions of consent (based on existing planning instruments) for consistency. Corresponding 88% decrease in income for the period.

WARRUMBUNGLE SHIRE COUNCIL

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Town Planning
OBJECTIVE GROUP: Planning Certificates

<i>COST CENTRE OBJECTIVE:</i>		To provide accurate, comprehensive certificates in response to data provided in the relevant application, addressing all statutory requirements.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
123	Planning Certificates	To deliver accurate and comprehensive zoning certificates reflective of Council's planning Instruments and Policies.	Certificate content constantly under review for technical correctness. Recent update of certificate to comply with legislative requirements. One hundred and twenty six (126) applications processed this quarter compared to seventy eight (78) for the same period last year. Corresponding 61% increase in income for the period.

PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Town Planning
OBJECTIVE GROUP: Heritage Conservation

<i>COST CENTRE OBJECTIVE:</i>		To identify items of potential heritage significance across the Shire. To assess relevant planning applications with appropriate sensitivity to their heritage significance.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
124	Heritage Conservation	Council's planning Instruments and Policies reflect appropriate heritage conservation strategies to be enforced by consistent and high quality approvals.	Conservation area proposals for each town provided as part of the LEP strategy and advice provided on DA's as required.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Town Planning
OBJECTIVE GROUP: Public Land Register & Leasing

<i>COST CENTRE OBJECTIVE:</i>		To assess leasing applications for adherence to Council's adopted policy and grant limited term leases that permit private/public usage in an ecologically sustainable manner.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
125	Public Land Register and Leasing	All vacant land leased where possible/relevant and maintained in accordance with budget to achieve maximum economic return.	Council's land register project is underway. This project will assist greatly in the effective management of these public land areas. Leases are renewed annually and land parcels are advertised as they become available. Leases in the November 09 business paper.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Environmental Health
OBJECTIVE GROUP: Environmental Health Services Administration

<i>COST CENTRE OBJECTIVE:</i>		To ensure a high level of compliance with environmental health statutory requirements across the Shire. To promote a healthy environment in accordance with community standards and expectations.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
127	Environment Health Services Administration	An accessible, customer focused community Environmental Health information service.	All complaints investigated in a timely fashion. Three emergency orders issued this quarter for dilapidated dwellings. Budget expenditure on target.
128	State of Environment Reporting	Document accurately reflects the current State of the Environment based on available information. Local and regional report to be completed annually	Draft Regional State of the Environmental Report 2008/9 complete and containing Warrumbungle Shire Council's contribution. The review process has taken place with the final document anticipated for release at the beginning of November 2009. Budget expenditure on target.
	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	All activities undertaken in line with Council's OH&S policies and procedures. All activities take place with the utilisation of appropriate Personal Protective Clothing and hazard reduction equipment. Staff regularly undertake risk assessments as required.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Environmental Health
OBJECTIVE GROUP: NSW Food Regulation Partnership

<i>COST CENTRE OBJECTIVE:</i>		To ensure a high level of compliance with statutory requirements for premises involved in food preparation activities through a partnership with the NSW Food Authority.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
129	NSW Food Regulation Partnership	Increased public awareness of food safety issues across the shire. Provision of an efficient inspection and disposal of contaminated foods service.	First quarter newsletter issued including Council's fees and charges for 2009/10. Food inspections and supervisor's training scheduled for the third quarter.

PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Environmental Health
OBJECTIVE GROUP: Environmental Pollution Control

<i>COST CENTRE OBJECTIVE:</i>		To ensure a high level of compliance with statutory requirements for the protection of the natural environment across the Shire. Maintain a healthy environment in accordance with community standards and expectations.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
130	Environmental Pollution Control	An accessible, customer focused information service about environmental hazards such as pollutants, illegal dumping and littering.	Illegal dumping in Coonabarabran has been effectively and quickly investigated and cleaned up.
	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	All activities undertaken in line with Council's OH&S policies and procedures. All activities take place with the utilisation of appropriate Personal Protective Clothing and hazard reduction equipment. Staff regularly undertake risk assessments as required.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Environmental Health
OBJECTIVE GROUP: Public Swimming Pools Management

<i>COST CENTRE OBJECTIVE:</i>	To ensure a high level of compliance with statutory requirements for the protection of the natural environment across the Shire. Maintain a healthy environment in accordance with community standards and expectations.		
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
131	Public Swimming Pools Management	Provide Swimming Pool	<p>A thorough review of pool operations and staffing has been conducted resulting in the employment of a number of new staff and a trial position. A substantial investment in pre-season training for the pool superintendents should produce better performance and community outcomes in this area for the 2009/10 season.</p> <p>The lack of applications for kiosk operators despite the allocation of an increased subsidy for this position has been disappointing. A kiosk operator has only been secured for the Coolah Pool with late interest for Dunedoo and Coonabarabran.</p> <p>The operational budget expenditure has been compromised by the increase in Council rates and the new sewer access charges. Have queried why the actual land is being rated when it is owned by Council and there is no provision for this in the Local Government Act. An expenditure refund is expected in this area.</p>

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			<p>A significant increase in insurance costs has been incurred – over 300% of the allocated budget in some areas without prior warning. This increase will compromise the operational budget of affected pools.</p> <p>Council’s lifeguard training program is scheduled again for October this year. Continued support from a number of representatives from the Dunedoo and Coolah Swimming Clubs has been secured. Baradine Swimming Club also has a volunteer lifeguard for the 2009/10 season.</p>
	Public Swimming Pools Management	Manage the maintenance and repairs of Council’s swimming pool assets to ensure the efficient long-term provision of those facilities.	<p>A successful winter works maintenance program was conducted at all pools. Particular attention was paid to the Baradine Pool and the Dunedoo Pool. The TAFE/OEC/Council Project at the Dunedoo pool is progressing well with 12 members of the community enrolled.</p> <p>The budget expenditure in Dunedoo and Baradine repairs and maintenance has marginally exceeded the projected budget figure. Extensive winter works by pool staff on the leaks in the Baradine main and baby pools have proven effective as a short term patch and should decrease water expenditure this season. However a significant investment is required from Council to fix the leaks at the Baradine pool.</p>

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			<p>The Coonabarabran baby pool and main pool are in desperate need of a capital injection. This year will be the last year the baby pool is able to operate in its current condition. Council urgently needs to determine an upgrade strategy for this important asset.</p> <p>All capital improvements have been completed including the RLCIP projects except the purchase Mendooran irrigator which will be custom ordered to complement the new water supply pressure once in operation.</p>

PROGRAM: **Environmental Services**
PRINCIPAL ACTIVITY: **Environmental Health**
OBJECTIVE GROUP: **Public Cemetery Management**

<i>COST CENTRE OBJECTIVE:</i>	To provide well maintained cemetery facilities within available resources.
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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
132	Public Cemetery Management	All cemeteries have adequate area available for grave site extension and are maintained to a reasonable and consistent standard.	Public cemetery administration management has been centralised and this system is producing good results. A substantial reduction in complaints in this area demonstrates an improvement in the community perception of Council's service. This area has benefitted from an increase in budget allocation. The Uarbry cemetery has exceeded projected expenditure due to a burial occurring on a weekend, and the associated grounds maintenance required. The village cemeteries are rarely used, and so a regular burial budget is not allocated in advance.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Building Control Services
OBJECTIVE GROUP: Building Control Services Administration

<i>COST CENTRE</i>		To ensure compliance with statutory building control standards across the Shire. Maintain a safe built environment in accordance with community expectations.	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
134	Building Control Services administration	To create an accessible, customer focused building control information and inspection service. To create increased awareness of the need for building control services within the community.	Customers seem to be more aware of the notice required for inspections, as well as the need to make appointments. Income and expenditure as projected.
	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	All activities undertaken in line with Council's OH&S policies and procedures. All activities take place with the utilisation of appropriate Personal Protective Clothing and hazard reduction equipment. Staff regularly undertake risk assessments as required.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Building Control
OBJECTIVE GROUP: Sewerage Scheme Property Connections

<i>COST CENTRE OBJECTIVE:</i>		To ensure a high level of compliance with statutory requirements for plumbing and drainage standards across the Shire. To promote a healthy environment in accordance with community standards and expectations.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
135	Sewerage Scheme Property Connections	To ensure that all connections to any of the four (4) sewerage schemes across the Shire, are correctly undertaken. To provide timely and accurate technical advice as required.	Procedures remain in place to ensure all new connections are covered by approvals and carried out by licensed tradesmen.

PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Building Control
OBJECTIVE GROUP: Onsite Sewage Management Systems

<i>COST CENTRE OBJECTIVE:</i>		To ensure a high level of compliance with statutory requirements for onsite disposal of human effluent within un-sewered areas of the Shire. To promote a healthy environment in accordance with community standards and expectations.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
136	Onsite Sewage Management Systems	To ensure that all installations of onsite sewage management systems occur correctly and their operation is compliant with all relevant standards	Procedures remain in place to process applications for new OSSMS installations. Complaints are dealt with promptly. A shire wide register is being developed.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Building Control
OBJECTIVE GROUP: Fire Safety Essential Services

<i>COST CENTRE OBJECTIVE:</i>		To ensure a high level of fire safety compliance in the built environment across the Shire, using adopted fire safety standards.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
137	Fire Safety Essential Services	An accessible, customer focused community Building and Environment Information service. Maintain a safe environment in accordance with community standards and expectations.	Fire safety matters are dealt with for new buildings on processing the construction certificate application. Existing buildings are investigated as any issues arise.

PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Regulatory Services
OBJECTIVE GROUP: Stock Straying Control

<i>COST CENTRE OBJECTIVE:</i>		To provide a high quality monitoring and control service for straying stock in line with relevant animal control standards and community expectations.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
139	Stock Straying	Promote community awareness regarding the hazards of straying stock. Provide a proactive and responsive impounding service. Enforce relevant statutory requirements in a professional manner.	Stock straying complaints have decreased demonstrating that the regulatory officers are issuing fencing orders effectively.

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	OH & S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	All activities undertaken in line with Council's OH&S policies and procedures. All activities take place with the utilisation of appropriate Personal Protective Clothing and hazard reduction equipment. Staff regularly undertake risk assessments as required.

PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Regulatory Services
OBJECTIVE GROUP: Companion Animals Control

<i>COST CENTRE OBJECTIVE:</i>	To provide a high quality monitoring and control service for straying stock in line with relevant animal control standards and community expectations.
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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
140	Companion Animal Control	Provide a responsive impounding service for nuisance, surrendered and/or straying dogs and cats. Provide an appropriate level of assistance with feral, dumped and dangerous animals. Enforce relevant statutory requirements in a professional manner.	A micro-chipping and registration door-knock project has been designed to combat the increasing nuisance dog complaints around the Shire, particularly in Baradine. The Companion Animals register will be used to enforce registrations and notices issued as required. The Baradine doorknock will assist in gathering data on the extent of the problem and to devise strategies to significantly reduce nuisance dog behaviour and the public health issues associated with the inappropriate keeping of animals.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Regulatory Services
OBJECTIVE GROUP: Environmental Services Enforcement Support

<i>COST CENTRE OBJECTIVE:</i>		To provide a high quality monitoring and inspection field service to assist relevant managers ensure compliance with other environmental services regulatory responsibilities.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
141	Environmental Services Enforcement Support	To provide an efficient and responsive support service for environmental services regulation duties. Enforce relevant statutory requirements in a professional manner.	The regulatory officers continue to provide an excellent field work resource for all areas managed by the Environmental Services Department.

PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Regulatory Services
OBJECTIVE GROUP: Vacant Land Management

<i>COST CENTRE OBJECTIVE:</i>		To provide a high quality support or control services to other departments/divisions on request.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
142	Vacant Land Management	Monitor all land to ensure it is maintained in a safe and healthy condition in line with community expectations.	A number of land clean-ups have taken place in Coonabarabran. Budget expenditure compromised by the increase in rates. Have queried why this land is being rated when it is owned by Council and there is no provision for this in the Local Government Act. An expenditure refund is expected in this area.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Regulatory Services
OBJECTIVE GROUP: Water Supply Monitoring

<i>COST CENTRE OBJECTIVE:</i>		To provide a high quality support or control services to other departments/divisions on request.	
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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
143	Water Supply Monitoring	Carry out regular monitoring of water quality of public water supplies, rivers or swimming pools as directed.	All public water supply monitoring takes place as per Council's schedule, and in line with NSW Health guidelines. The Mendooran water supply consistently fails to meet these guidelines. The town remains on permanent boil alert until the installation of the new water treatment plant is complete. The first of three river water monitoring days in partnership with the Central West CMA took place at the end of September. These results are collated annually as part of the State of the Environment Report.

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PROGRAM: Community Services
PRINCIPAL ACTIVITY: Community Services
OBJECTIVE GROUP: Community Services Management

<i>COST CENTRE OBJECTIVE:</i>		To engage the community and target groups to facilitate and implement Council's Community Services obligations and responsibilities.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
145	Management Services	<p>To provide management and direction to staff and volunteers, community groups and stakeholders, supporting the whole division</p> <p>To review strategies for implementation of Warrumbungle Shire Social Plan</p> <p>Provide advice and direction towards delivery of each of community services divisions within the shire creating viable and sustainable services that meet the needs and expectations of the community.</p> <p>Provide an accessible and customer focused Community Services Division</p>	<p>Orana Arts Meeting hosted in Coonabarabran.</p> <p>Competency reviews commenced for all staff.</p> <p>NSW Arts capital Infrastructure program application submitted for Cultural/Arts Centre fitout.</p> <p>NAIDOC week very well attended, program of community events promoted. Community Working Party Planning Day held, and meetings attended via a number of Community Services staff.</p> <p>RLCIP Project reports completed as per funding agreement, and budgets managed.</p>
146	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	OH&S training provided and safe workplaces encouraged.

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PROGRAM: Community Services
PRINCIPAL ACTIVITY: Community Services
OBJECTIVE GROUP: Emergency Services Coordination

<i>COST CENTRE OBJECTIVE:</i>		To coordinate the Shires responses to any emergency. To produce and maintain the Warrumbungle Shire Disaster Plan and Emergency Risk Management Plan in partnership with the Local Emergency Management Committee (LEMC). To encourage volunteer emergency services personnel and organisations.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
148	Emergency Services Coordination	Maintain the DISPLAN including contact details Coordinate LEMC activities including exercises	Contact lists have been updated. Electronic DISPLAN updated with the addition of extra plans including Social / Cultural Plan. Facilitated a special LEMC meeting initiated by DEMO, concerning future Bushfire threat to Coonabarabran and Baradine as outcome Victorian Fires and the Royal Commission's interim report.
		Provide effective assistance to all volunteer organisations (including VRA, SES and RFS)	Advice to assistance volunteer agencies with respect to their budget Information on future large events within the shire to assist planning Provided information to the BRIMS internet based database - planning and progress of Hazard Reduction burns. A number of HR certificates for individuals and Fire Brigades issued.
		Management of Emergency Risk Management Project	Emergency Risk Management plan reviewed at LEMC meetings
		Applying for grants applicable to volunteers and Emergency groups Promote community awareness of DISPLAN and emergency procedures	Grants information forwarded to volunteer agencies. Emergency information section on Council web page updated. Development of Emergency Plan for Timor Dam (DSEP) Draft copy being reviewed before SES and DWE.

WARRUMBUNGLA SHIRE COUNCIL

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PROGRAM: Community Services
PRINCIPAL ACTIVITY: Community Services
OBJECTIVE GROUP: Road Safety Officer Program

<i>COST CENTRE OBJECTIVE:</i>		Participation in the NSW Roads and Traffic Authority's Local Government Road Safety Officer Program.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
149	Council Road Safety Strategic and Action Plan	<p>Develop and implement Warrumbungle Shire Council Road Safety Strategic and Action Plan</p> <p>Develop and implement road safety behavioural educational program to address local road safety issues by changing road user behaviour</p> <p>Increase the involvement of government agencies, local community and service groups, local businesses and industry and individuals in the delivery of road safety programs</p>	<p>Approved projects include:-</p> <ul style="list-style-type: none"> - Community Bike Treasure Hunt - Drinking Kills Driving Skills - You Love Me-Keep Me Safe Bring the Mob Home Safely - Slow Down - In My Street - Speeding and Young People - Parent Workshops - Older Road User Workshops <p>Community Bike Treasure Hunt (Coonabarabran) during Bike Week in September. Over 50 children participated and good feedback received.</p> <p>You Love Me-Keep Me Safe restraint program and Driveway Safety program. Over 100 children participated.</p> <p>GWAHS Workplace presentation given at Coonabarabran for 20 staff.</p>

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			<p>Various press releases published including:</p> <ul style="list-style-type: none">- Choose Right Fit Right Display- You Love Me Keep Me Safe- Community Bike Treasure Hunt- Child Safety Hot Cars- Driveway Safety <p>Attendance at Regional meeting in Parkes and Local Government Aboriginal Network conference. Stakeholders invited to join project committees for 09/10 Action Plan projects. Liquor Accord - Drink Drive project. Existing Interagency network - Restraint project. Yuluwirri Kids Advisory Committee - Bike Week project. Social Services - Older Road User Project.</p>

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PROGRAM: Community Services
PRINCIPAL ACTIVITY: Community Services
OBJECTIVE GROUP: Aerodromes Management

<i>COST CENTRE OBJECTIVE:</i>		Maintain aerodromes to civil Aviation Safety Authority (CASA) regulations to ensure safe and trafficable aerodromes.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
150	Coonabarabran	Conduct regular and statutory maintenance program.	Advisory Committee meeting held; aerodrome maintained according to CASR regulations Actual compared to estimate for Insurance cost 364% increase
	Coolah	Conduct regular and statutory maintenance program.	Aerodrome maintained to CASR regulations Actual compared to estimate for Insurance cost 9.6% increase
	Baradine	Conduct regular and statutory maintenance program.	RASP Round 3 program successful \$15,000 project to install toilet and water tank, replace southern boundary fence RASP Round 2 to be completed: lights and seal Actual compared to estimate for Insurance cost 34% increase

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PROGRAM: Community Services
PRINCIPAL ACTIVITY: Community Services
OBJECTIVE GROUP: Libraries

<i>COST CENTRE OBJECTIVE:</i>		To provide and maintain through membership to Macquarie Regional Library (MRL) an effective and community oriented, easily accessible library service that meets the educational, recreational and cultural needs and expectations of the community.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
151	Coonabarabran Baradine Binnaway Mendooran Dunedoo Coolah	As a member council and stakeholder of MRL with Narromine, Wellington, Dubbo; the MRL Strategic Management Plan will be basis from where performance targets are determined. NSW Library Council benchmarks will provide long term objectives for the delivery and provision of services.	MRL meeting Narromine (August) Community meetings held in Binnaway and Mendooran; for input into concerns of library use. Issues being addressed by Council; promotion, signage and after hours return box. Feedback given to MRL on collection. Libraries participating in @your library weeks; large print books and promotion of school tutor program

PROGRAM: Community Services
PRINCIPAL ACTIVITY: Community Services
OBJECTIVE GROUP: Community Banking

<i>COST CENTRE OBJECTIVE:</i>		To provide and maintain the Westpac banking operations at Dunedoo Agency.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
152	Westpac Banking Agency Dunedoo	Service responsive to Westpac management directions and operations, providing a service that meets the needs and expectations of the community. Customer service delivered to a high standard providing Council front counter support role.	100% Mystery shopper scores Service meeting expectations and targets. Counter support provided.

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PROGRAM: Community Services
PRINCIPAL ACTIVITY: Community Services
OBJECTIVE GROUP: Ovals and Sport and Recreation

<i>COST CENTRE OBJECTIVE:</i>		To provide and maintain safe and attractive sporting grounds and other sport and recreational facilities for all users, as well as actively promoting, supporting and encouraging local communities in the provision of management and maintenance of community facilities.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
153	Baradine Oval Binnaway Oval Coonabarabran Oval/Netball, Basketball / Tennis courts complex	Sporting facilities maintained in a safe and attractive condition. Optimum use of facilities by a multitude of sporting bodies Sporting and recreational activities encouraged and co-operative partnerships developed to increase usage.	Baradine Oval irrigation project completed. Oval facilities well used by community; OH&S issues of concern addressed and grounds maintained in good condition. NSW Community Partnerships application submitted for No 1 Oval Grandstand refurbishment project. Main impact on budgets is actual compared to estimate for Insurance cost Baradine 134% increase Binnaway 183% increase No 1 Oval 399% increase No 2 Oval 219% increase No 3 Oval 224% increase Basketball Courts 848% increase

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	<p>Bowen Oval Coolah and sporting complex</p> <p>Robertson Oval Dunedoo</p> <p>Mendooran Sports Ground and Tennis Courts</p>		<p>Bowen Oval Grandstand/Dressing Shed refurbishment and extension project (RLCIP) completed; planning and coordination by local working group.</p> <p>Robertson Oval in good condition, canteen and dressing rooms are receiving unfavourable feedback.</p> <p>Actual compared to estimate for Insurance cost Bowen Oval 188% increase Robertson Oval 145% increase</p> <p>Mendooran Sports Ground project remains at sourcing funding stage.</p> <p>Mendooran tennis court building gutters purchased to be installed by volunteers.</p>
154	<p>Coonabarabran Racecourse</p> <p>Showground Binnaway</p> <p>Caravan Parks</p>	<p>Recreational facilities maintained in a safe and attractive condition.</p> <p>Optimum use of facilities</p> <p>Management committees established to manage day to day operations and maintenance of facility.</p>	<p>Facilities maintained by individual committees who are maximising use of facility and managing operations.</p> <p>Binnaway Racecourse not part of Council Crown Land trusteeship; requires adjustment.</p>

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PROGRAM: Community Services
PRINCIPAL ACTIVITY: Community Services
OBJECTIVE GROUP: Halls

<i>COST CENTRE OBJECTIVE:</i>		To ensure Council owned or entrusted public halls are maintained to an acceptable standard to service the needs of the community.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
155	Baradine Hall Binnaway Hall Coonabarabran Town Hall Community Services Building Coonabarabran Shire Hall Coolah	Buildings maintained in a sound, clean and safe condition and available for use as required. Buildings to be licensed as Places of Public Entertainment. Local management of each hall facilitated to ensure community input and hall use meeting the needs and expectations of each community. Hall plans and long term objectives developed in partnership with community and stakeholders to expand community infrastructure asset usage.	Working with Baradine Hall committee refurbishment project; to improve amenities and access Binnaway and Coonabarabran Town Halls Community Hall Renewal Fund unsuccessful Round 1, resubmitted to Round 2. All halls licenced PPE Main impact on budgets is actual compared to estimate for Insurance cost Baradine 138% Binnaway 235% Coonabarabran Town Hall 149% COMS Building 165% Youth Centre 252% Goolhi Hall 212% Purlewaugh Hall 437% Coolah Hall 223% Dunedoo Hall 106% (Mendooran within estimate 83%)

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156	Dunedoo Jubilee Hall Mendooran Mechanics Institute Goolhi Hall and Reserve Trust Purlewaugh Hall		FRRR Cultural and Arts, Tourism application submitted for Flix in Stix Stage Refurbishment Project. Coolah Hall – Library and Art Gallery operating well, good community support and well used facility Dunedoo Hall – basketball rings removed, local Youth Club remain main users Mendooran Hall – plans for stage refurbishment completed, and proscenium repair planning, costing Sureway Project at Purlewaugh nearing finalisation after unscheduled stop; works not completed

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<i>COST CENTRE OBJECTIVE:</i>		To ensure Council owned or entrusted public halls are maintained to an acceptable standard to service the needs of the community.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
156	Youth Centre- Coonabarabran	<p>Youth Club Committee assisted with the cleaning and ongoing maintenance of Youth Centre.</p> <p>Central booking system maintained at Council with cooperation from Youth Club Committee.</p> <p>Capital works projects are developed and grant applications facilitated.</p>	<p>Youth Club RLCIP project underway with installation of shutters, doors being fabricated TAFE. Second toilets refurbishment, Council and NSW Sport and Rec funds works commenced.</p> <p>Sports Coordinator role identified as need for Youth Club facility. Concept and funding support being investigated.</p> <p>Youth Club Committee addressing some issues of cleaning and user groups concerns. Facility used for basketball, indoor netball, indoor soccer competition, boxing, gym, karate, squash, youth club and school sports.</p>

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PROGRAM: Community Services
PRINCIPAL ACTIVITY: Community Development
OBJECTIVE GROUP: Community Development Officer/Centrelink/
 Youth Activities / Community Development
 Coordinators

<i>COST CENTRE</i>		Engage and assist individuals, community groups, Council and stakeholders to implement Community Development initiatives	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
157	Community Development Officer – Coonabarabran	<p>Assist and encourage a collaborative and collective approach to enhance the long-term social, economic and environmental conditions of the community.</p> <p>Projects are identified and opportunities for grants facilitated by sourcing and promotion of funding information</p> <p>Facilitate implementation of Social Plan initiatives.</p> <p>Provide ongoing support to Community Development Co-ordinators</p> <p>Funding agreement and objectives of Community Services Grants Program (CSGP) as determined by NSW Department of Community Services (DoCS) met and quantified.</p>	<p>Funding Information support provided to Community Garden project, Cooina, Family History Group, Coonabarabran Chamber of Commerce, Men’s Shed Coonabarabran and Coonabarabran Swimming Club.</p> <p>Funding Pot articles published in the Coonabarabran Times.</p> <p>Email distribution of funding opportunities for Volunteer Grants and other funding opportunities</p> <p>Created and distributed Resources CD covering - Governance, Risk Management, OH&S, Insurances, Grant sourcing etc for community groups.</p> <p>2009/2010 Objectives and targets for CSGP Program finalised by DOCS.</p> <p>Attended meetings to progress projects with: Community Development Coordinators, Chamber of Commerce, Development Groups, Progress Associations, Coonabarabran Interagency and Community Working Party.</p>

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158		<p>Engage individuals, community organisations and stakeholders in whole of government approach to Community Development issues</p> <p>Identify, develop and support community events and projects.</p> <p>Maintain Community Services Directory</p>	<p>Meetings: Dunedoo Central and Coolah and Coonabarabran Men's Shed</p> <p>Obtained updates to Community Services Directory from other towns within the Shire and updating of records</p> <p>Grants Expo planning continued.</p> <p>Participated in Results Workshop Coonabarabran conducted by Centacare.</p> <p>Information, Resources and publications distributed to Development Coordinators and email list.</p>
158	Youth Activities	<p>Annual Youth week activities developed and promoted so that complete program implemented by community partnerships.</p> <p>Youth participation into sporting, cultural and community activities facilitated.</p>	<p>Youth Club meetings representatives from: Dunedoo, Coolah youth clubs.</p> <p>Projects facilitated include: Blue Light Disco Mendooran, RSO Road Safety Awareness Campaign, Employment provider re disengaged youth.</p>

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PROGRAM: Community Services
PRINCIPAL ACTIVITY: Community Care Other
OBJECTIVE GROUP: Preschools/Community Development
 Coordinators/Centrelink

<i>COST CENTRE OBJECTIVE:</i>		Support the individual community organisations implement programs on local level.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
159	Preschools	<p>Management groups of each Preschool facility supported to ensure building upkeep and service use is meeting the needs and expectations of each community.</p> <p>Long term objectives developed in partnership with each management committee and stakeholders to realise opportunities for capital infrastructure improvements.</p> <p>Support for service provision gaps and opportunities as need arises.</p>	<p>Coolah, Binnaway and Dunedoo Preschools operated by local management committees.</p> <p>Licence agreement finalised for Coolah.</p> <p>No issues relating to buildings raised as concern during period.</p> <p>Insurance cost has impacted on budget.</p>

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	Community Development Coordinators	Part time Community Development Coordinators employed in Baradine, Binnaway, Mendooran, Dunedoo and Coolah Liaison and support network provided by Council to enable local models implemented across shire. Funding opportunities and cooperative partnerships developed for local community projects.	Development Coordinators in Coolah and Binnaway resigned – recruitment process underway. Networking Meeting held in Dunedoo July. Regional Arts NSW, Council’s Heritage Advisor and grant facilitation/project development.
	Centrelink Agency	Provision of Centrelink Agency to service the needs of Coonabarabran.	Average clients 520 per month; service meeting needs of community. Centrelink survey completed.

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PROGRAM: Community Services
PRINCIPAL ACTIVITY: Social Services
OBJECTIVE GROUP: Warrumbungle Community Care - Meals Service/Social Support/Respite Care/Home Maintenance/Community Transport

<i>COST CENTRE OBJECTIVE:</i>		To co-ordinate, promote and provide social service activities to the frail aged, disabled and/or disadvantaged members of the community 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.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
162	Social Services Management	<p>The organisation demonstrates compliance with all relevant legislation, regulations and standards.</p> <p>To ensure the community is appropriately informed and consulted with to encourage community participation in social services planning and development to meet the needs of the target groups.</p>	<p>Integrated Monitoring Framework Action Plan reviewed DADHC Project Officer. Confirmed approval of progress. Four actions remain 'to be completed'.</p> <p>All MDS Statistical data completed and submitted to Funding Bodies.</p> <p>New Casual Bus Driver recruited and inducted into new position.</p> <p>Advisory Committees Meetings, North 19/08 and South 1/09; Social Services Advisory Committee Meeting 25/09.</p>
163		<p>Seek appropriate funding opportunities to enhance existing programs and where an unmet need is identified, lobby for funding to be established.</p> <p>To ensure the effectiveness of service provision is meeting funded targets, a high quality standard of service and meeting individual client needs. Policies and operational procedures that promote high quality, safe and appropriate strategies throughout the programs.</p>	<p>Attendance at Meetings by Manager Social Services - local interagency meetings - Connecting Coonabarabran and the Dunedoo Interagency, Coonabarabran Community Working Party, Baradine Activity Centre and Baradine Hospital Auxillary.</p> <p>Attendance at meetings by Coordinators Western Region Transport Forum; Connecting Coonabarabran Interagency.</p> <p>Xmas in July - Coonabarabran Spring Luncheon – Dunedoo Spring Luncheon – Coolah</p> <p>National 'Meals on Wheels Day' was celebrated across the Shire.</p>

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			<p>Volunteer Grant submitted to Department of Families, Housing, Community Services and Indigenous Affairs for the purchase of equipment to enhance a volunteer's role.</p> <p>Senior's Week Grant submitted to Department Ageing, Disability and Home Care to provide entertainment in 6 towns over Seniors Week 2010.</p> <p>New staff member inducted and trained - Coolah. All Staff completed Community Care Staff Appraisals and Competency Assessments. Staff attended community training 'Results Workshop'. Relocation of both Coolah and Coonabarabran complete and operating well.</p> <p>Quarterly newsletters sent to all clients, volunteers and service providers</p> <p><u>Meals Service - North:</u> 1715 meals - target 1750 meals</p> <p><u>Meals Service - South:</u> 1222 meals – target 900 meals</p> <p><u>Home Maintenance - North:</u> 63 hours - target 299 hours</p> <p><u>Home Maintenance - South</u> 72 hours - target 299 hours</p> <p><u>Social Support - North</u> 995 hours - target 1,343 hours</p> <p><u>Social Support - South</u> 496 hours –target 428 hours</p> <p><u>Respite</u> - Shire Wide 205 hours - target 389 hours.</p> <p><u>Community Transport - North</u> 955 trips – target 818 trips Kilometres travelled 63,313 Sustainability and funding formulas for trip major concern.</p> <p><u>Community Transport - South</u> 570 trips – target 818 trips Kilometres travelled 27,900</p>

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163	OH&S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	<u>Volunteer Membership</u> 96 volunteers Southern area 172 volunteers Northern area Numbers remain stable. More drivers needed for Coolah. <u>Clients Receiving Services</u> 405 clients – North 175 clients – South Workplace inspections monthly. Vehicle inspections and maintenance on a regular basis. Feedback from volunteers regarding any issues is acted upon.

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PROGRAM: Community Services
PRINCIPAL ACTIVITY: Children's Services
OBJECTIVE GROUP: Family Day Care

<i>COST CENTRE</i>		To provide a quality home based Childcare Service that is flexible in meeting the ever changing needs of the families and provides children with an environment that is inclusive, stimulating, safe, flexible and nurturing.	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
165	Family Day Care	<p>Provide support, guidance, assistance and monitor each of the carers who are registered with the scheme.</p> <p>Ensure the service is accessible and services the requirements of families and children and they have access to appropriate and quality care.</p> <p>Register carers and their premises in accordance with regulations and the scheme's policies and procedures.</p>	<p>Coonabarabran, Baradine, Gilgandra, and Dunedoo. Ongoing phone support to all Carers. Included house checks, new carer induction, training, accreditation, regulations and preparation for Validation visit due. Carer visits : 25</p> <p>Coordinator position filled by temporary casual so remained vacant whilst unit reviewed and restructure with Connect 5 and OOSH implemented. Now part of new Family Support Services office. Recruitment process for Coordinator and Administration Support Officer commenced.</p>
166		<p>Provision of programs appropriate to the needs and development of the individual child.</p> <p>Ensure the service meets the accreditation and validation requirements by National Childcare Accreditation Council.</p> <p>Ensure the service meets the current legislation and regulatory licence requirements of Department of Community Services.</p> <p>Objectives and requirements of Funding Agreement met.</p>	<p>Relocation to new premises completed.</p> <p>Currently 17 FDC Carers. 1 Carer resigned Coonabarabran. 2 new Carers in Coolah.</p> <p>Currently 2 In Home Carers. 1 In Home Carer resigned in Coonabarabran. Currently seeking 2 In Home Carers for Coonabarabran.</p> <p>Inclusion Support Review of current support plan continued; includes children with additional needs within the service. Policies currently under review to meet accreditation and regulatory requirements.</p>

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			<p>Income = \$151,727 Expenditure = \$131,160 Occupied places = 64 No. of Children = 180 No. of Families = 109 Fee Relief = \$102,035 Admin Levy = \$15,718</p> <p>Coonabarabran After School and Vacation Care Service commenced during July school holidays. Casual staff employed because of the erratic nature of utilisation. Vacation Care Period 13/07/09-24/07/09 operated 3 days each week, 2-9 children = 90 hours care</p> <p>After School Care Period 27/07/09 – 02/10/09 Operated 1 day each week 1 child = 30 Hours care</p> <p>After School Care service utilisation not sustainable.</p>
166	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	Carers have new Risk Management files.

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PROGRAM: Community Services
PRINCIPAL ACTIVITY: Children's Services
OBJECTIVE GROUP: Connect 5

<i>COST CENTRE OBJECTIVE:</i>		Connect 5 is a Mobile Children's Service operating in the Shires of Coonamble, Gilgandra and Warrumbungle to assist children 0-5 years to reach their full potential by providing support to them and their families.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
168	Connect Five Management	<p>To effectively manage the service within the Funding Guidelines.</p> <p>Targeting groups of children who:</p> <ul style="list-style-type: none"> • Are isolated geographically and culturally • Are of low socio economic background • Do not currently access (or have limited access to) appropriate services in the community 	<p>Interim Long Day Care Service acquitted and Auditors Report completed. DDEWR approval sought to retain operating surplus to Yuluwirri Kids LDC.</p> <p>Relocation and refurbishment completed. New signage for Family Support Services Building installed.</p> <p>Changeover to new Family Support Services Management structure with 3 Children's Services incorporated into one service approved by Council.</p> <p>Reports submitted: Annual/ Quarterly to Council ASPARD 08/09 to DoCS Binnaway Shade to NSW Cancer Council.</p>

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			<p>Staff competencies completed. Staff training undertaken:</p> <ul style="list-style-type: none"> • Building Bridges/Aboriginal perspectives • Recycling • Mobile Children's Services Association conference. DoCs Forum. Discussion revolved around the New Regulations which are to be introduced in draft form next year & implications of the planned National Model. • Local Interagency - Outcomes based community services workshop • Toddler Music
169	Play Sessions	<p>To provide enriched opportunities through play to support children's learning and development</p> <p>To assist parents of children 0-5 years in building skills and confidence in parenting to support learning and development.</p> <p>To support Families on behalf of children to access specialist services through referral support</p>	<p>Play sessions held in Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo, Gulargambone, Hollywood Lane, Mendooran, Tooraweenah.</p> <p>Total no. of Sessions = 47 No. of children = 183 No. of families = 114 Individual folders prepared for each child with photos, samples, observations and checklists. CD's of photos and observations available for Parents each year. Kindergarten visit to Tooraweenah supporting transition to school. DEEWR has produced a new National Early Years Learning Framework titled Belonging, Being, Becoming. An Information booklet has been distributed to families.</p> <p><u>Referrals</u> Child & Adolescent Mental Health Worker = 2 Speech Pathologist = 1</p>

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	Toy Library	To provide resources to communities in the area of child development	Toy Library 19 families borrowed 72 items. 4 Professionals borrowed 42 items. Borrowing by Family Day Carers has increased.
	Skills Development	To assist parents of children 0-5 years in building skills and confidence in parenting to support learning and development.	Information provided for Parents each session. E.g. National Early Years Learning framework Parents also seek advice about issues pertinent to them and we provide advice with written follow up. Quarterly Newsletter distributed to all families.
170	Partnerships in Service Delivery	To provide resources to communities in the area of child development	Working with Barnadoes to plan sessions in Mendooran and Coonabarabran.
	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	Recycling Depot involved in staff training on best methods of disposing of waste.

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PROGRAM: Community Services
PRINCIPAL ACTIVITY: Children's Services
OBJECTIVE GROUP: Yuluwirri Kids

<i>COST CENTRE OBJECTIVE:</i>		Yuluwirri Kids is a Preschool and Long Day Care Centre operating in Coonabarabran to deliver a quality educational program in a stimulating, safe and caring environment.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
172	Yuluwirri Kids Management	To effectively manage the Centre and gain the full complement of 57 places, while ensuring there is a profitable outcome.	Enrolments 90% capacity. Total enrolments in July-Sept (57 places) Mon: 56, Tue: 57, Wed: 54, Thur: 56, Fri: 53 Billing (July – Sept): \$63,979 Received :\$58,596 On Account: \$8,289 Payment Plan: \$4,162 Bad debt: \$4,910 Vacancies filled with casual bookings. 164 children from 104 families, 44 Indigenous, 118 English Speaking, 2 Culturally and Linguistic Diverse backgrounds (CALD). 1 Advisory Committee Meeting held – August. Staff worked with the Advisory Committee to implement any suggestions. Attracting and retaining qualified Teachers remain an issue in all early childhood services. Teacher position in the Possum room filled by casual for most of year which has effected enrolments. Relief Assistant Room Leader position vacated; regraded and advertised. Indigenous Trainee position filled. Cleaner vacant then filled. Cook position changed to job share. Casual staff employed to cover for vacant positions and/or maintain required staff to child ratio's. Staff competency reviews commenced.

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		To secure an envious reputation with a view to future expansion.	Families surveyed Term 2. 19 surveys returned. Feedback and survey report presented to the Advisory Committee. Overall feedback is very good and community support and reputation of Centre excellent.
		Meet NSW Department of Children Services (DoCS) Regulations (2004)	Qualified Teaching staff numbers remains challenge and breaching regulations in this area only at times. Variation of Licensing application submitted and approved to enable flexibility for age groups in class rooms.
		Compliance with all Funding Agreements from both State (DoCS) and Federal Governments (Department of Education Employment and Workplace Relations).	All Funding Agreements met (DEEWR – SRA and Sustainability Assistance, DoCS - Preschool); reporting of data and service provision; hours, children, services achieved and funding received. Supplementary Recurrent Assistance (SRA) Funding - Yuluwirri Kids cluster head for Binnaway, Baradine, Coolah, Dunedoo, Mendooran & Tooraweenah Preschool's. Presenting huge learning curve, to meet the requirements of funding, collection of data, documentation and working towards final annual report. SRA Warrumbungle Cluster meeting held in August.

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		To provide a high quality program that adheres to the National Quality Improvement and Accreditation system.	Five (5) steps in the Quality Improvement & Accreditation System (QIAS) process. Centre has completed Step 1: Registration. Staff working on Step 2: Preparing for Self Study Report (due in July 2010). 7 Quality Areas consisting of 708 principles. This includes service policies, developing practices, and collecting supporting documentation. Most staff have not worked under the QIAS system before. Taking time to train and fully understand the principles. Step 3: Validation; Assessor visits Centre to validate quality practices. Step 4: Moderation; ensures all centres are treated consistently Step 5: Accreditation; final step whereby accreditation decision is made by NCAC (National Childcare Accreditation Council).
173	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	Program meets Council and NCAC/DoCS OH&S requirements. OH&S checks completed daily. OH&S issues and staff training conducted at monthly staff meetings. Manual handling training using resources available; most staff to undertake Course. Safety & OH&S Posters displayed; Material Safety Data Sheets maintained for all chemicals on premises. As a result of minor incidents manual handling and storage practices reviewed. Council OH&S Committee conducted review of Centre; report pending. Nature of industry that colds and viral/flu type infections has impacted on sick leave utilisation.

WARRUMBUNGLA SHIRE COUNCIL

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
173	Educational Programs	To establish links with schools to ensure each Preschool child is ready for school at aged 5 years.	Links established with both Schools; 2010 enrolment information posted on board and included in weekly newsletter. Two (2) parent information evenings, three (3) excursions to the Public School.
		To provide a stimulating and safe environment for play and learning.	All 3 classrooms provide on a daily basis age appropriate Play Based Emergent Curriculum program that is stimulating and ensures a safe environment for play and learning. Staff have developed and enhanced programs. Parent input encouraged. Learning documented through photographs and displayed in Journals available for parents. Documentation by staff of parent feedback and child responses to the learning environment while linking to Accreditation and Early Years Learning Frameworks still being developed. Softfall refilled, safety mats, trees planted for future shade. Umbrella installed for temporary shade in nursery area. Each play area assessed before commencement of activities and monitored during play. Infection control critical; toys washed, centre cleaned every night; hand washing on entry and exit mandatory. Child ratios monitored throughout day. First aid items checked monthly, 6 monthly check smoke alarms, monthly fire drills, monthly chemical and medication audit to ensure stored correctly and within expiry date.

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		To ensure the education programme delivered is fun and of a high standard.	<p>Play based program is linked to the QIAS, the new Early Years Learning Framework and the NSW Curriculum framework for Children's Services. Centre events to end of period included; Recycling talk, Tree Planting, Exhibitions at the Coonabarabran show, Harmony Week, St Lawrence's visit, School photos, Character Dress Up Week, Exploring Early Childhood students visit, Pyjama's & Odd Sock Day, Healthy Harold, NAIDOC Week, Centre Opening, Jeans for Genes Week, NSW Police Visit.</p> <p>Events are mixture of children's requests, children's interest, parent input and staff ideas. Parent feedback positive Program reflections (Learning Journals) provide evaluation of the effectiveness of the program.</p>
		Provide a caring and nurturing environment for all Children.	<p>Children's individual needs are identified and discussed between carers and parents at enrolment. Transition programs formed for children moving from one classroom to another and into School. Staff form positive relationships with children, getting to know them and their family. Children's learning is supported by nurturing staff who cater for children on an individual and group basis. This is evidenced through Learning Journal, weekly newsletters, photographs and verbal comments around the community.</p>

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			<p>Staff have attended training throughout the year including: . Making a Fundamental Difference – 14 staff Annual NSW Aboriginal Early Childhood Education Conference in Terrigal – 2 staff QIAS self study & continuing improvement plan – 2 staff Indoor Space – A place for discovery & fostering a sense of belonging – 4 staff Building Bridges: Aboriginal Perspectives in Children – 2 staff Are we nearly there yet? Exploring, Observation, planning, documenting & reflecting on children’s learning - 15 staff Preschool Communication Workshop – 10 staff</p>
174	Partnerships with other groups and Community Services	<p>Encourage participation and involvement in the Centre operations by local organisations.</p> <p>Develop partnerships with other community service providers and stakeholders that cater for the needs of children.</p>	<p>Networks developed with local schools, surrounding Preschools and Long Day Care services, Community Services, Health Services and Early Childhood resourcing services. Communication facilitated via regional Director Meetings, Child Care Maintenance System Information session, SRA Cluster Meeting & workshops. Centre officially opened on the 20 July. This provided opportunities to network with Funding Providers (DOCS, DEEWR), TAFE, Mission Australia, Politicians and stakeholders of our community. Bus Service commenced in Term 3 for rural families of Preschool aged children. Required significant planning and cooperation from Ministry of Transport, local bus operators who have altered or extended bus routes and parents input and commitment to develop policies and procedures. Currently 14 children using this service.</p>

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	Catering Services	Deliver interesting and healthy meals 3 times per day while keeping within the budget guidelines.	Centre's Cook job share position; both qualified. Preparing nutritionally balanced food in safe and hygienic manner. Centre provides morning tea, lunch and afternoon tea within budget. Menu adheres to the Nutrition Checklist for Long Day Care. Evaluation completed each week. All staff trained in safe food handling and infection control. Children have become more confident to try new, healthy foods and eat a wider range of fruit and vegetables during year.

PROGRAM: Corporate Services
PRINCIPAL ACTIVITY: Corporate Services
OBJECTIVE GROUP: Corporate Services Management

<i>COST CENTRE OBJECTIVE:</i>	To effectively manage the divisional responsibilities of Corporate Services. To promote public awareness of Corporate Services as a responsible, effective and efficient part of Council's operations. To provide strategic forward planning for global services such as EDP systems, Award Restructuring, Internal Audits (Financial and Technical), Management Accounting Systems, Landlord Services and Risk Management.		
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
177	Corporate Services Strategic Management	Ensure that an industry standard, user friendly Management Plan document that provides both qualified inputs and outputs is on exhibition by the end of May.	Preparation of the Management Plan for 2010/2011 will commence early in 2010.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
178		Provide comprehensive specialist advice to Manex and Council on key areas such as Finance, Human Resources, IT, Risk Management, Insurance, Supply and Local Government Legislation that ensures that senior staff and Council make informed decisions and achieve corporate objectives.	This is being done on a regular basis.
		Manage and monitor outcomes of the Division and provide leadership of the Division to ensure that stated outcomes for the Division are met.	The finance department has not been able to meet the required outcomes. One of the main contributing factors has been lack of human resources and those resources that we do have, do not have the necessary skill levels. This is being addressed with a complete skills audit and training plan but the problem will not be solved overnight. It should be noted that this problem is common to many rural councils all over Australia and further that there is well documented evidence of a world wide shortage of skilled finance professionals.

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PROGRAM: Corporate Services
PRINCIPAL ACTIVITY: Corporate Services
OBJECTIVE GROUP: Risk Management

<i>COST CENTRE OBJECTIVE:</i>		To ensure that all reasonable identifiable risks are assessed and appropriate actions taken to protect the Corporation's interests.	
<i>CORPORATE SERVICES – RISK MANAGEMENT</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
179	Insurances Risk Management	No significant loss due to inadequate insurance cover.	Nothing to note at this time
	OH&S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	Being complied with on an ongoing basis.

PROGRAM: Corporate Services
PRINCIPAL ACTIVITY: Corporate Services
OBJECTIVE GROUP: Property Management

<i>COST CENTRE OBJECTIVE:</i>		To ensure that Council's commercial properties perform to a level equal to industry standards and positively contribute to Council's non-rate income.	
<i>CORPORATE SERVICES – PROPERTY MANAGEMENT</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
180	Medical Centre Coonabarabran	Minor maintenance to be completed in accordance with quarterly inspection programme and determined priorities.	Part of the roof was replaced in the previous financial year and three new air conditioners have just been installed.
	Council Chambers Coonabarabran	Council Offices cleaned in accordance with contract specifications.	This will be reviewed in December.
		Security of the building maintained.	Done
	Minor maintenance completed in accordance with quarterly inspection programme and determined priorities.		Minor repairs are made as required.

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PROGRAM: Corporate Services
PRINCIPAL ACTIVITY: Corporate Services
OBJECTIVE GROUP: I T Strategic Management Services

<i>COST CENTRE OBJECTIVE:</i>		To provide and maintain an Information Technology service that meets the defined needs of the organisation.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
181	IT Strategic Management	Develop Information Technology Strategy that provides an achievable plan for the resourcing of Council's IT needs for the next three (3) years.	Review currently being done to ensure adequate preparation for proposals for 2010-2011 budget.

PROGRAM: Corporate Services
PRINCIPAL ACTIVITY: Financial Services
OBJECTIVE GROUP: Financial Services Management

<i>COST CENTRE OBJECTIVE:</i>		Provide financial management, support and expertise to all Council business units and establish management accounting policies, procedures and operating systems, to facilitate budget preparation, financial, planning and performance analysis to assist the Council to effectively and efficiently record and manage its human, physical and financial resources.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
183	Finance Services Management	<i>Produce a Financial Report detailing status of all key financial control indicators for:</i> cash/investments/receipting /debtor, rates, assets, budget control. To provide leadership and direction to the Financial Services team.	The various reports for cash/investments/rates are going to Council on a monthly basis and the budget information at the end of each quarter
184		Training plan for Financial Services.	Training for various staff members has been implemented.
		Contribute to development of Key Performance Indicators (KPIs) for Financial Services section.	These are being developed currently

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
184	Finance Services – Management Acct.	Quarterly Budget Reviews completed and submitted to Council by November, February, May and August.	Quarterly Budget review will be going to Council in November
		Significant budget variations reported to Council quarterly as per Regulation.	Budget variations are reported in this document
185		Provide technical support to managers in monitoring/developing budget bids.	Assistance has been given to staff in monitoring and developing their budgets
		Financial Services Budget continually monitored to ensure it is in accordance with adopted budget.	Financial Services budget is monitored and at this stage it is online with the approved budget for this point in time
		Develop an action plan for the coordination and collation of budget bids for Council's consideration for the Management Plan 2008/2009.	Action Plan timetable is currently being drawn up for other Departments Consideration of the timeframes involved
	OH&S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	Risk Management and OH & S is being continually monitored to ensure a safe and healthy workplace is maintained
186	New Financial Accounting Package	Oversee the continual development of the new financial package and its integration to the budget system Major Project	This is an ongoing project and is constantly being reviewed. Practical has been purchased by Civica and in the future at some time will require Council to move financial platforms once again.
	Management Accounting Package	Oversee the continual development of the Management Accounting (budget forecasting)	The budget forecasting data is being developed to allow integration into the financial package. Currently the budgets are in Practical against the cost areas
		Coordinate and collate budget bids from Divisions for the 2008/2009. Management Plan.	This was completed and will occur for the 2010/2011 budget early next year
		Review Accounting Standard and periodic changes.	Changes are constantly reviewed and implemented as required

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
187	Finance Services – Financial Accounting	Council's General Purpose Consolidated Reports completed in accordance with Australian Accounting Standards and Local Government Accounting Manual for both the former Coonabarabran and Coolah Shires.	The 2007-08 Consolidated Reports have been lodged in October 2009 and the 2008-09 Consolidated Reports are due to be ready for audit in November
		Annual financial and statistical returns are lodged on time with DLG, ABS and Grant Funding Bodies as required.	The Grant Funding Returns have been lodged and the ABS return will be lodged once this years Financial Returns have been audited
		Constantly review adequacy of Council's assets registers and ensure compliance with AAS27 and accounting manual.	Councils Asset Register is currently being updated.

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PROGRAM: Corporate Services
PRINCIPAL ACTIVITY: Financial Services
OBJECTIVE GROUP: Financial Services

<i>COST CENTRE OBJECTIVE:</i>	To plan, provide and maintain financial systems to optimise the capacity of managers to monitor budgets and manage resources within their control and accountability as well as providing reliable and meaningful information to Council and to meet Australian Accounting Standards for Local Government in external reporting.		
<i>CORPORATE SERVICES – FINANCIAL SERVICES</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
188	Finance Services Debtors/Private Works	Provide ongoing internal control systems to monitor and audit private works carried out by Council. Corporate Services.	Private works are constantly being monitored to endeavour to ensure accuracy and timely processing of these accounts.
189	Finance Services – Rating	Levy and collect rates in accordance with policy and procedure.	This has been completed.
		Monitor compliance with debt collection policy. Review of ordinary rating and charging structure completed by 31 March 2009.	Debt collection is occurring in accordance with Council's Policy This will occur as part of the budget process for the 2010-2011 Financial year
190	Finance Services -Rating Water & Sewer	Monitor user pays water	User pay water is being monitored.
	Finance Services – Cash Management	Interest on invested funds to be at least equal to rates published in Financial Review for Local Government.	Council is currently not achieving is rate on all of its investments as some are in protection mode. The other investments outside these are meeting this requirement.
	Finance Services-Cash Management	Continue to monitor options for better management of Council's Investment Portfolio.	This has been occurring and one of the investments that had been in principal protection mode has been sold with Council receiving all of its principal back along with some interest.
	Finance Services -Accounts Payable	Streamline systems for payment of Council's Accounts Receivables by the use of new technology.	Payment is now being made to the majority of our Creditors by electronic funds transfer. There is still some Creditors who still require cheques.

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PROGRAM: Corporate Services
PRINCIPAL ACTIVITY: Administration Services
OBJECTIVE GROUP: Administration Services Management

<i>COST CENTRE OBJECTIVE:</i>		To provide and maintain an efficient and cost effective customer focused administration service, meeting the needs of the organisation and services to the community.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
192	Administration Services Management	To manage and provide leadership and support to the Administration Services staff, to ensure delivery of efficient and effective services to the organisation and the community.	Leadership and support provided. Sufficient staff maintained to allow delivery of service with some assistance from casual staff. Existing staff member commenced maternity leave and temporary position filled. New staff member trained over three week period. Competency reviews of all administration staff undertaken during August.
		Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	Discussion with each staff member during competency reviews regarding OH & S.

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PROGRAM: Corporate Services
PRINCIPAL ACTIVITY: Administration Services
OBJECTIVE GROUP: Administration Services Management

<i>COST CENTRE</i>		To develop and maintain cost effective and operationally efficient secretarial, secretariat and records management services to meet the defined needs of the organisation and ensuring quality customer service.	
<i>OBJECTIVE:</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
193	Administration - Records	Correspondence registered and allocated within two working days of receipt.	Generally target met however some delay at end of quarter due to staff absences. At that time mail was allocated within three days of receipt.
194	Administration - Records	<i>Files and records accurately maintained.</i>	Monitoring of electronic allocation of correspondence undertaken regularly. Categorisation of records reviewed at time of allocation. File titles amended in accordance with changes in ownership
194	Administration - Support Executive Governance Corporate Technical and Environmental	Service to be provided in accordance with clients' needs and needs of organisation.	Needs met early in quarter under report however delay in producing final Management Plan. Policies and procedures prepared and distributed following endorsement. Correspondence and reports prepared as required.
		<i>Cashiering services</i>	Receipting and counter services provided in a customer focused manner and clients dealt with promptly. Some delays in receipting during busy rating period. Temporary staff member trained.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
		Business papers and committee meeting agendas prepared and distributed and	Some delay in preparing business papers with papers usually delivered on Monday prior to meeting. PDF version of September business paper not distributed until Monday prior to meeting with hard copies of Business paper distributed prior to meeting. Copies made available to various media outlets and libraries and pdf version placed on web site.
		Minutes prepared and distributed.	Minutes generally completed within three to five working days and available to Councillors, staff and members of the public. PDF version distributed with hard copies posted to Councillors. September minutes delayed – issued within two weeks of meeting.
		Annual Report compiled, prepared and completed in accordance with legislative requirements.	Annual Reports completed for 2005/2006; 2006/2007 and 2007/2008. Lodged with the Department of Local Government and distributed to libraries within the Shire. Copies also placed on web site. Preparation of Annual Report for 2008/2009 period is well underway. This document is due to be lodged with the Department by end November.
		Summary of Affairs prepared and submitted for inclusion in Government Gazette.	Summary of Affairs included in Government Gazette end June 2009. Summary to be reviewed for inclusion in Government Gazette at end of December.
		Statement of Affairs prepared	Statement of Affairs prepared in July 2009 and available on website.

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PROGRAM: Corporate Services
PRINCIPAL ACTIVITY: Supply Services
OBJECTIVE GROUP: Supply Services

<i>COST CENTRE OBJECTIVE:</i>		To provide a cost effective operationally efficient supply service to the corporation for the procurement, storage, distribution, disposal/recycling of goods and services. Supply/tender contract administration and development services and monitoring of policies and procedures.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
196	Supply Services	Goods and services purchased at best possible prices in accordance with Council policy and legislative requirements.	Being done. A review of all fuel processes is underway.
		Review scope of supply operations and stock diversity	Constantly revised.
	Stores Warehousing and Inventory Service	Provide operationally efficient stores warehouses based at Coonabarabran, Coolah and Dunedoo and inventory control system to industry standards.	This is being achieved, with a review underway.
197	Stores Warehousing and Inventory Service	Stores facilities including office and storage areas kept in clean, tidy and well maintained condition. That all workplace safety issues relating to stores facility are assessed and managed in accordance with delegations and budget.	All achieved.
		Ensure high standard of accountability in the control of Council's stores inventory, with biannual stock takes conducted.	A major review of processes is underway following the results of the last stock take. This has proven to be a very complex process and a report will be made to the December Council meeting.

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PROGRAM: Corporate Services
PRINCIPAL ACTIVITY: I T Support Services
OBJECTIVE GROUP: I T Support Management

<i>COST CENTRE OBJECTIVE:</i>	<p>To provide assistance to Council in the strategic and tactical development and direction of Council's IT Infrastructure and services.</p> <p>To provide professional advice services to staff on IT and related matters.</p> <p>To represent Council's interests in interactions with others (internally and externally).</p> <p>To provide systems and services aimed at maintaining Council's legislative compliance involving IT security and its administration and management.</p> <p>To provide custodial and protection services in regards to IT assets, data and information.</p>		
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	B. <u>PROGRESS UPON REVIEW</u>
199	IT Support Management	Oversee enhancements or developments of IT Infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	Councils IT equipment is due for a major upgrade in 2010 and all the data for a comprehensive report to Council is being gathered.

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PROGRAM: Corporate Services
PRINCIPAL ACTIVITY: I T Support Services
OBJECTIVE GROUP: I T Support Services

<i>COST CENTRE OBJECTIVE:</i>	To provide and maintain Information Technology operations and services that meet the agreed and defined needs of the organisation. To provide and maintain customer focused services that meet the agreed and defined needs of the organisation. <i>(A customer is defined as any person(s) internal or external to the organisation who utilises or relies on Council's Information Technology services.)</i>		
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>C. PROGRESS UPON REVIEW</i>
200	IT Support – Telecommunication Services	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	We are due for an upgrade and research is currently being done on what developments and strategies might enhance our current systems
	IT Support – Records Management	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	A proposal for a replacement records management system is currently being prepared and will be brought to Council for consideration early in 2010.
201	IT Support – Financial Accounting	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	This is currently all working well but will be part of the review of ALL IT equipment and software for the 2010-2011 budget.
	IT Support - Other Services	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	Some of our equipment is starting to fail but this too, is part of our review.
	IT Support - Clients	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	New procedures will be introduced in the second quarter which will allow more accurate monitoring of service levels.

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	IT Support - Peripheral Devices	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	Some of our equipment is starting to fail but this too, is part of our review. A number of monitors will be replaced within the budget in the second quarter.
	IT Support – User Support Services	Maintain or develop systems and services as defined and agreed within budgetary legislative and other constraints.	New procedures will be introduced in the second quarter which will allow more accurate monitoring of service levels.
	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	Ongoing

PROGRAM: Corporate Services

PRINCIPAL ACTIVITY: Bushfire

OBJECTIVE GROUP: Bushfire

<i>COST CENTRE OBJECTIVE:</i>	To provide assistance to the Fire Control Officer in administering the Warrumbungle Bush Fire Service and to provide effective, safe and operationally efficient equipment.		
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
203	Bushfire Management	To provide the community with the level of service they require and expect to minimise damage by fire related incidents.	Being achieved.

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PROGRAM: Corporate Services
PRINCIPAL ACTIVITY: Bushfire
OBJECTIVE GROUP: Fire Control/Suppression

<i>COST CENTRE OBJECTIVE:</i>		To ensure that resources are provided for volunteer fire fighters to control and suppress fires.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
204	Bushfires Running Expenses	Increase the number of trained personnel to provide better service to the community and reduce firefighter injuries.	Training of staff and volunteers is ongoing.
	Fire Control/ Suppression	Implement hazard reduction programme to mitigate bush fires and reduce property and stock losses due to fire. Provide effective safe and operationally efficient equipment to assist firefighters. Assist fire suppression strategies with heavy earthmoving equipment.	Ongoing.
	Fire control Centres	To improve overall command and control at all emergency incidents within the Warrumbungle Shire.	Ongoing.
	OH& S Risk Management	Support an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	Ongoing

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Mr R J Geraghty
General Manager
Warrumbungle Shire Council
John Street
COONABARABRAN 2357

Dear Sir

DIRECTOR OF CORPORATE SERVICES

ANNEXURE 2

2.1 BANK ACCOUNTS AND INVESTMENTS AS AT 31 OCTOBER 2009

GENERAL FUND	BANK	RESTRICTED	BALANCE
General Fund Bank Balance	\$ 9,856,930.33	\$ 1,408,000.00	\$ 3,968,930.33
Future Capital Upgrading		\$ 2,520,000.00	
Employees Leave Liability		\$ 770,000.00	
External Grants for Specific Projects		\$ 980,000.00	
Development Sec 94 & 64 Contb'ns		\$ 210,000.00	
TOTALS	\$ 9,856,930.33	\$ 5,888,000.00	\$ 3,968,930.33
WATER FUNDS	BANK	RESTRICTED	BALANCE
Baradine Water Bank	\$ 490,435.06		\$ 490,435.06
Binnaway Water Bank	\$ 532,869.30	\$ -	\$ 532,869.30
Coonabarabran Water Bank	\$ 1,165,417.68	\$ 179,230.45	\$ 986,187.23
Coolah Water	-\$ 562,180.94		-\$ 562,180.94
TOTALS	\$ 1,626,541.10	\$ 179,230.45	\$ 1,447,310.65
SEWERAGE FUNDS	BANK	RESTRICTED	BALANCE
Coonabarabran Sewerage	\$ 2,528,132.67	\$ 836,510.08	\$ 1,691,622.59
Baradine Sewerage	\$ 291,322.51	\$ 332,320.00	-\$ 40,997.49
Coolah Sewerage	\$ 1,290,379.36	\$ 563,170.00	\$ 727,209.36
TOTALS	\$ 4,109,834.54	\$ 1,732,000.08	\$ 2,377,834.46
TUST FUND			
Trust Fund	\$ 102,711.37	\$ 102,711.37	\$ -
	\$ 102,711.37	\$ 102,711.37	\$ -
SUMMARY	BANK	RESTRICTED	BALANCE
General Fund	\$ 9,856,930.33	\$ 5,888,000.00	\$ 3,968,930.33
Water Fund	\$ 1,626,541.10	\$ 179,230.45	\$ 1,447,310.65
Sewerage Fund	\$ 4,109,834.54	\$ 1,732,000.08	\$ 2,377,834.46
Trust Fund	\$ 102,711.37	\$ 102,711.37	\$ -
TOTALS	\$ 15,696,017.34	\$ 7,799,230.53	\$ 7,794,075.44

RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

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2.2 INVESTMENTS HELD AS AT 31 OCTOBER 2009

Warrumbungle Shire Council Local Government Financial Management Regulations (Clause 16) Investments Held As At 30 October 2009										
ON CALL										
	ON CALL Invested With	Balance at 30 October 2009			Maturity	Interest Taken	Interest Paid	Interest Rec'd for August		Current Interest Rate
	Suncorp Metway	465,518.89	465,518.89		Daily	Daily	Monthly	1,259.23		4.48%
OTHER INVESTMENTS										
	Invested With	Amount	Current Valuation	As At	Initial Interest Rate	Taken	Maturity	Interest Rec'd	Date Rec'd	Current Interest Rate
1	Three Pillars - FRN-AA-	500,000.00	345,000.00	31.07.2009	BBSW+120	24/03/2005	4/06/2010		Accrued	5.1933% to 6 Apr then 4.3133% to 6 July
2	RIM Securities BOND ST CUSTODIAN- TITANIUM AAA	2,000,000.00	1,936,402	30.10.2009	7.27%	17/05/2005	14/12/2010	10662	Accrued as at 30/10/09	3.83%

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	ON CALL Invested With	Balance at 30 October 2009			Maturity	Interest Taken	Interest Paid	Interest Rec'd for August		Current Interest Rate
3	CBA Range Accrual	1,000,000.00	903,500.00	31.08.2009	7.50%	14/12/2005	14/12/2010			
4	CBA Range Accrual	1,000,000.00	903,500.00	31.08.2009	7.50%	16/12/2005	16/12/2010			
5	ROYAL BANK CANADA Range Accrual	1,000,000.00	978,700.00	30.10.2009	7.70%	16/03/2006	16/03/2011			
6	PIMCO PRINCIPAL PROTECTED	500,000.00	542,200.00	30.10.2009	50% CG	22/02/2007	28/02/2011			
7	ANZ CREDIT SAIL-ANZ INVESTMENT BANK CDO- A	500,000.00	341,150.00	31.10.2009	BBSW+150	14/11/2005	30/12/2011			
8	BENDIGO BANK FRN	500,000.00	461,500.00	31.08.2009	BBSW +120	21/09/2007	21/09/2012	2,695.00	Accrued 30/10/2009	5.4467% to 23/3/09

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	ON CALL Invested With	Balance at 30 October 2009			Maturity	Interest Taken	Interest Paid	Interest Rec'd for August		Current Interest Rate
9	ANZ ASPIRT 1-CPPI/FRN-Aap	500,000.00	439,370.00	31.10.2009	50% CG	15/11/2006	11/08/2012			
10	WBC DANDELION-FRN-	1,000,000.00	828,000.00	31.08.2009	BBSW + 12BP	20/12/2007	21/12/2012			
11	ANZ ASPRIT 11-CPPI/FRN-Aap	800,000.00	684,024.00	31.10.2009	50% CG	30/03/2007	30/03/2013			
12	DEUTSCHE BANK AG LONDON DAISY	1,500,000.00	1,376,250.00	30.10.2009	6% + CG	31/05/2006	31/05/2011			
13	ANZ ALL SEASONS-KEOLIS AAA	1,500,000.00	956,400.00	30.09.2009	8.00%	16/06/2006	16/06/2013			
14	ANZ AVERON BOND-SEALINK P/L-CPPI/FRN-AAA	700,000.00	584,290.00	30.10.2009	BBSW+1.50	4/10/2006	20/06/2013			

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	ON CALL Invested With	Balance at 30 October 2009			Maturity	Interest Taken	Interest Paid	Interest Rec'd for August		Current Interest Rate
15	DRESDNER BANK									
	OCTAGON PLC-EMU NOTE	1,500,000.00	1,144,350.00	30.10.2009	7.00%	25/10/2005	30/10/2015			
		14,965,518.89	12,890,154.89							

In accordance with Regulation No.264, Clause 19(3)(b) I certify that the investments
have been made in accordance with the Act, the Regulations and the Council's Investment policies.

R J Geraghty

Responsible Accounting Officer

RECOMMENDATION

For Council's information.

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2.3 RECONCILIATION OF GENERAL FUND BANK ACCOUNT – AS AT 31 OCTOBER 2009

	General Managed Fund	Trust Fund	Investment Fund
Cashbook as at 31st October, 2009			
Opening Balance	840,437.69	101,401.97	14,955,895.10
Plus Deposits	2,089,621.07	3,702.20	
Less Payments	-2,189,936.47	-2,033.00	
Adjusted Cashbook Balance	740,122.29	103,071.17	14,955,895.10
Bank Statement as at 31st October, 2009	740,480.69	103,378.97	
Plus Outstanding Deposits	8,138.66	575.00	
Less Outstanding Payments	-8,497.06	-882.80	
Adjusted Statement Balance	740,122.29	103,071.17	0.00

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Ledger Cash Book

Closing Balance	740,122.29	103,003.57	14,955,895.10
Total Ledger	740,122.29	103,003.57	14,955,895.10
<i>Difference (1)</i>	0.00	-67.60	0.00

(1)

Trust Fund - difference of 67.60 is under investigation

RECOMMENDATION

For Council's information.

WARRUMBUNGL SHIRE COUNCIL

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2.4 RATES AND CHARGES COLLECTION – UP TO and INCLUDING END OCTOBER 2009

RATES AND CHARGES COLLECTION REPORT UP TO AND INCLUDING OCTOBER 2009

GENERAL		RATE ARREARS	2007/2008 LEVY	PENSIONER WRITE OFF	ABAN- DONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTAND- ING 2009/2010	TOTAL OUTSTAND- ING 2008/2009	COLLECT- ION % 2009/2010	COLLECT- ION % 2008/2009
	CBN RES/ RURAL RES	107,434	979,316	68,123	8,600	1,010,027	350,294	659,733	639,732	34.68%	34.79%
	BARADINE	42,846	135,858	16,780	0	161,924	44,764	117,160	104,475	27.65%	29.34%
	BINNAWAY	18,724	65,167	10,534	0	73,357	23,339	50,018	42,819	31.82%	37.04%
	VILLAGES	8,033	27,889	2,299	0	33,623	11,232	22,391	18,231	33.41%	33.77%
	FARMLAND	193,869	3,938,890	18,651	141,290	3,972,818	1,189,871	2,782,947	2,726,751	29.95%	31.06%
	COOLAH	16,446	194,630	14,204	0	196,872	72,126	124,746	109,470	36.64%	39.56%
	DUNEDOO	14,882	208,868	15,306	0	208,444	75,781	132,662	120,074	36.36%	38.93%
	MENDOORAN	8,991	66,241	7,014	0	68,218	20,977	47,240	41,810	30.75%	35.92%
	LEADVILLE	2,970	10,318	1,437	0	11,850	3,944	7,906	6,350	33.28%	39.26%
	MERRYGOEN	465	4,242	759	0	3,948	1,561	2,386	2,337	39.55%	36.27%
	NEILREX	336	2,372	151	0	2,557	1,245	1,312	1,192	48.69%	45.04%

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GENERAL		RATE ARREARS	2007/2008 LEVY	PENSIONER WRITE OFF	ABAN- DONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTAND- ING 2009/2010	TOTAL OUTSTAND- ING 2008/2009	COLLECT- ION % 2009/2010	COLLECT- ION % 2008/2009
	UARBRY	0	3,628	85	7	3,536	2,128	1,408	676	60.18%	83.67%
	COOLABAH ESTATE	2,567	15,056	1,554	0	16,070	3,957	12,113	9657	24.62%	35.91%
	RUR/RES COBBORA	572	3,040	229	0	3,383	1,060	2,322	1950	31.34%	47.10%
	GENERAL RESD/BUS-STH	12,536	161,795	9,776	1	164,554	69,582	94,972	71,441	42.29%	45.50%
	BUSINESS-CBN- RURAL	21,086	378,845	250	0	399,682	193,157	206,524	224,376	48.33%	42.82%
WATER						0		0			
	COONABARA- BRAN	32,524	362,731	26,593	1,824	366,838	124,056	242,782	205,703	33.82%	34.25%
	BARADINE	36,273	107,938	9,956	0	134,255	36,785	97,469	79,387	27.40%	28.52%
	BINNAWAY	30,832	112,975	8,293	0	135,514	42,261	93,253	57,911	31.19%	36.05%
	VILLAGES	18,872	11,500	875	0	29,497	3,020	26,476	23,309	10.24%	12.67%
	FARMLAND - NTH & STH	3.72	1,120.00	0.00	0.00	1,124	161	963	778.00	14.35%	30.18%
	COOLAH	20,604	210,894	11,230	0	220,268	71,592	148,676	90,851	32.50%	37.41%
	DUNEDOO	10,276	144,540	9,190	0	145,625	52,272	93,354	75,242	35.89%	38.40%
	MENDOORAN	14,837	140,985	4,813	0	151,010	45,549	105,461	68,818	30.16%	32.36%
	MERRYGOEN	1,857	10,580	875	0	11,562	3,723	7,838	8,504	32.21%	30.22%

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GENERAL		RATE ARREARS	2007/2008 LEVY	PENSIONER WRITE OFF	ABAN- DONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTAND- ING 2009/2010	TOTAL OUTSTAND- ING 2008/2009	COLLECT- ION % 2009/2010	COLLECT- ION % 2008/2009
SEWERAGE						0		0			
	COONABARA- BRAN	46,222	599,821	26,415	2,278	617,350	201,771	415,579	419,858	32.68%	35.71%
	BARADINE	47,624	157,161	8,381	0	196,405	62,153	134,251	130,002	31.65%	31.29%
	COOLAH	15,882	206,585	8,955	0	213,512	83,627	129,885	95,248	39.17%	39.60%
	DUNEDOO	11,126	180,050	8,928	0	182,248	67,067	115,180	86,741	36.80%	39.73%
		738,688	8,443,035	291,655	154,000	8,736,068	2,859,058	5,877,010	5,463,693	32.73%	33.80%
GARBAGE- North		73,509	703,594	54,979	543	721,580	270,066	451,515	381,485	37.43%	38.40%
GARBAGE - South		35,703	439,281	38,298	0	436,686	149,480	287,206	229,195	34.23%	37.08%
FARMLAN D - NTH - STH		1,491	35,741	563	0	36,669	10,854	25,814	20,375	29.60%	32.40%
LEGAL FEES		218,349	39,418	0	264	257,503	39,418	218,084	165,273	15.31%	25.86%
								0			
INTEREST		191,238	0	0	0	191,238	36,244	154,994	132,458	18.95%	13.77%
	TOTALS	1,258,977	9,661,069	385,495	154,808	10,379,743	3,328,876	7,014,623	6,392,479	32.07%	33.71%

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

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RECOMMENDATION

For Council's information.

2.5 PRIVACY MANAGEMENT PLAN

A review has been undertaken of the Council's current Privacy Management Plan. The current Privacy Management Plan was prepared and based on the Model Plan issued by the Department of Local Government in 2000.

During the review it was noted that additional requirements relating to Health Records have been introduced since the preparation of the current Management Plan.

The draft - Warrumbungle Shire Council Privacy Management Plan - has been prepared incorporating those Health Records references. A copy of the draft document was forwarded to Councillors.

Once endorsed, a copy of Council's Privacy Management Plan is required to be submitted to Privacy NSW.

RECOMMENDATION

For Council's consideration and endorsement.

2.6 APPLICATION FOR A CHANGE OF RATING CATEGORY

Background

An application has been received under Section 525 of the Local Government Act (1993) from the owner of 3 Yarran Street Binnaway for a change of rating category from business to residential.

Report

Investigation reveals that the property is no longer trading as a business and is being used solely as a residence.

RECOMMENDATION

That the property at 3 Yarran Street Binnaway (Assessment No: 873.2) be rated as residential.

2.7 FINANCIAL STATEMENTS 2008/2009

The Local Government Code of Accounting Practice and Financial Reporting requires a Council resolution to submit its General Purpose Reports and Special Purpose Reports to our Auditors for audit and the Statement by Councillors and management signed.

These are the draft General Purpose Reports and Special Purpose Reports prepared for the Auditors. It should be noted that the Auditors may request some changes to these once the final audit is conducted and prior to issuing the audit report.

A resolution is needed from this meeting so that as soon as the annual statements are audited and the Auditors have provided their Audit Report, we can lodge them with the

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Department of Local Government to meet the extended deadline of 30 November 2009. Councillors will be provided with a copy of the audited statements as soon as they are available.

RECOMMENDATION

That a statement be provided to Council's auditors confirming that the Financial Reports for Warrumbungle Shire Council presented for audit are a true and fair view of Council's state of affairs and in accordance with the Act, Regulations and relevant Codes and Standards.

.....
CAROLYN UPSTON
DIRECTOR OF CORPORATE SERVICES

WARRUMBUNGLE SHIRE COUNCIL

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Mr R J Geraghty
General Manager
Warrumbungle Shire Council
John Street
COONABARABRAN 2357

Dear Sir

Attached is my report for consideration by Council

DIRECTOR OF TECHNICAL SERVICES

ANNEXURE 3

3.1 MENDOORAN PARK WATERING SYSTEM

Background

Council at its August meeting resolved that a report be prepared on the options and cost of providing water to the park in Mendooran. Council's Manager Urban Services has identified and costed two options that will provide sufficient water to the park for operational purposes.

Issues

Both options provide for the installation of 24 pop up sprinklers with a spray rate of 20 litres/minute. Optimum watering time for the park has been calculated at 3 sessions per week at 2 hours per session. This watering regime will require a supply of 173 kL of water per week. Options have been costed on supplying 173 kL to the irrigation system, with the irrigation system costed in both options. Options have been calculated on a whole of life costing of 15 years, which is the anticipated functional life of the existing pumps for Option Number 1.

Option 1

Install poly pump line from previous Mendooran water service via Cobra and Pampoo Streets in to the Park. Utilise existing well and pumps to provide water with new backup pump already in storage to be utilized if the existing pumps fail. Installation along this line would also facilitate the same pump and line being used in the future for irrigation at the swimming pool and sports oval. Provide 24 sprinkler pop up system in park which would allow existing pumps to operate at optimum level. Any reduction in number of sprinklers may not suit existing pump configuration.

Option 2

Install irrigation system described in option 1. Provide water connection from town reticulation system and provide for water rates on an annual basis.

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Financial considerations – based on a whole of life costing of 15 years.

Option 1

Install pump line -	\$21,200	
Install irrigation -	\$11,000	
Setup total -	\$32,200	
Running costs per year:	\$970	- electricity for pumps
Line maintenance:	\$300	- general maintenance on new line
Running costs for 15 years:	\$19,050	- assumes pump life of 15 years

Total costs over 15 years **\$51,250**

Option 2

Water connection	\$723	
Install irrigation	\$11,000	
Setup total -	\$11,723	
Water charges / year	\$14,933	- @ \$1.66/kL
Water charges over 15 years	\$224,000	

Total costs over 15 years **\$235,723**

Future Budget Implications

When considering either option the following budget implications need to be considered.

Grass cutting will increase to once a fortnight, with budget increase of \$6000/year. Some maintenance will need to be carried out on the irrigation system with increases in Park maintenance expected to total \$2000/year. (\$1800 labour, \$200 parts)

There is \$30,000 remaining in the Mendooran Special Projects fund. This money would need to be allocated to the project along with a supplementary vote of \$10,300 to cover installation and ongoing maintenance of the system.

RECOMMENDATION

That Council allocates an amount of \$32,300 for the installation of a pipe line from Mendooran's previous water supply to the Mendooran Park, and installation of irrigation system as described. Further a supplementary vote of \$8000 be allocated to maintenance works in Mendooran Park to cover increases in grass cutting and sprinkler maintenance.

3.2 RENAMING OF JOHN RENSHAW PARKWAY TO TIMOR ROAD

Background

Council will be aware that the Department of Lands objected to the proposed name Timor Road and that an appeal was lodged with the Geographical Names Board. The GNB has considered Council's appeal and advises that the decision of the Department of Lands would be overturned if the name of Timor Street in Coonabarabran was altered by adding a prefix or suffix.

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Council must now determine if it wishes to proceed with changing the name of John Renshaw Parkway to Timor Road and if so what name should be given to the existing Timor Street in Coonabarabran.

Issues

The GNB suggest that by adding a prefix or suffix to Timor Street would be sufficient to differentiate this name from Timor Road and hence allow the proposed naming to proceed. An example given by the GNB is Little Timor Street.

Any proposal to rename Timor Street must be advertised to ensure property owners and users of the street are consulted

Options

Timor Street runs in a west east direction between Camp Street and Ulamambri Street. However the street is discontinuous between Horseley Street and Neate Street, see map in attachment 1.0. Perhaps one option is to call the street West Timor Street for that section west of Horseley Street and East Timor Street for that section east of Neate Street. Two years ago, an attempt was made to change the name of Timor Street between Neate Street and Ulamambri Street, however the proposal was rejected by residents.

Financial Considerations

The administrative process associated with naming Timor Road and any changes to Timor Street is not expected to be a significant impact upon existing budget allocations.

RECOMMENDATION

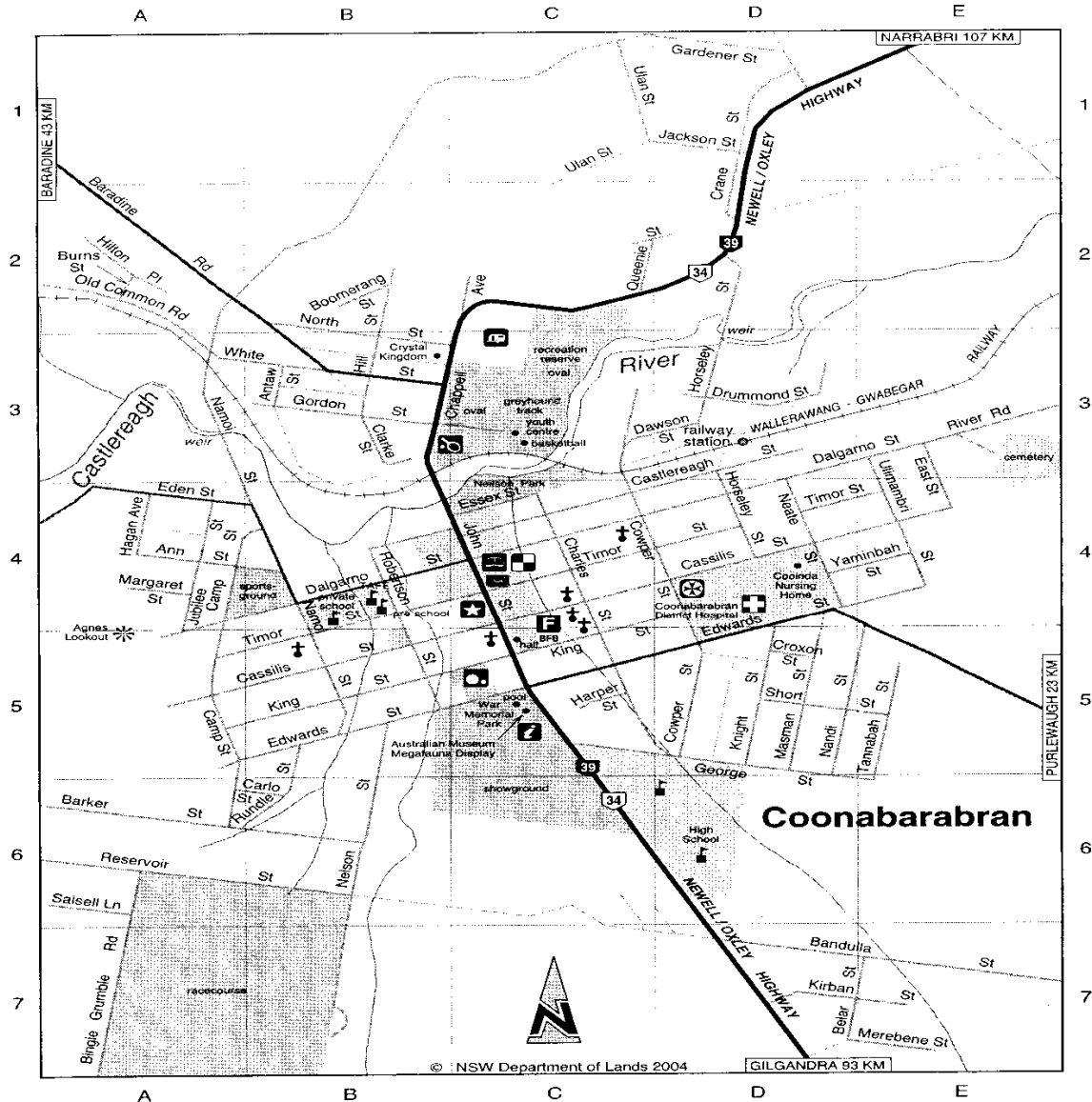
That Council advise the Geographical Names Board and the Department of Lands that it wants to pursue the name Timor Road in preference to John Renshaw Parkway and that application is made to change the name of Timor Street between Camp Street and Horseley Street to West Timor Street and change Timor Street between Neate Street and Ulamambri Street to East Timor Street. Furthermore, adjoining property owners in Timor Street are notified of the proposal and the proposal is advertised.

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Attachment 1.0 – Coonabarabran Town Streets



3.3 INVITATION BY CENTRAL WEST CMA TO NOMINATE SIGNIFICANT ENVIRONMENTAL ASSETS

Background

The Central West Catchment Management Authority is reviewing its Catchment Action Plan and Council has been invited to nominate significant environmental assets. The

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CAP prioritizes environmental projects undertaken by the CMA and it will be used to seek funding for these projects.

The definition of an environmental or natural resource asset is very broad, and perhaps one definition is that it is those environmental features that are valued by the community. With such a broad definition, the features could range in scope from land, water, air, people to a particular paddock or recreational reserve. Significant natural resource features in Warrumbungle Shire obviously include; the Warrumbungles, Coolah Tops, the various rivers, and many cultural sites. Many of the significant natural resource features will be identified through the land use strategy associated with the LEP process.

It appears that the CMA wants to identify natural resource features that may be missed by the relevant State Government Agencies and indeed the Shire land use strategy and are valued at a local community level. To this end, the CMA is conducting public workshops throughout the catchment and one was held in Coonabarabran on Wednesday 4 November 2009. The CMA has now invited Council to participate in a special local government workshop on the 2 December in Wellington. At this workshop, Council will be asked to nominate environmental assets that are valued by Council.

Issues

Council's functions are diverse and there are many environmental assets that are important to the discharge of those functions. Clearly an important function is provision of water and hence important environmental assets are the various water supplies for the urban areas within the Shire. In particular, the groundwater aquifer that supplies water to Dunedoo and the catchment area above Timor Dam that supplies water to Coonabarabran. Another asset that was nominated on Wednesday 4 November 2009 was Teridgerie Creek because of the impact that it is having on two important local roads in the Baradine and Gorianawa district.

Options

Many of the large scale environmental assets within the Shire are documented and known to the various government agencies. Council has the opportunity to nominate environmental assets that are important to the discharge of Council's function and may have been overlooked in previous catchment action plans.

Financial Considerations

Council is being the opportunity to provide input into an action plan that is being developed by the CMA. Funding will be required to implement the action plan, however, there is no suggestion that Local Government will be required to contribute funds to the action plan. However, funding for specific projects in the plan may be dependent upon a contribution from Council.

RECOMMENDATION

For Council consideration.

3.4 VACANT POSITION IN THE BINNAWAY CREW

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Background

On the 22 October 2009, Council sought a report on the vacant position of labourer in the Binnaway crew. This resolution was in response to a notice of motion from Councillor Lewis that the fourth position in the Binnaway crew is advertised and filled. There is concern by Cr. Lewis that there are insufficient staff resources in the Binnaway crew to respond to emergencies after normal working hours. However, there is a concern that budget allocations for work in and around Binnaway are insufficient to employ four staff members.

Council consideration of the situation is required and resolution on whether or not to advertise the fourth position is sought.

Issues

The Binnaway crew comprises one supervisor, two plant operators and one labourer. However, for various reasons the Binnaway crew has been operating without one of the plant operators over the last 18 months. During this period there have been times when regular maintenance activities could not be effectively undertaken. At various times the supervisor was on extended leave and the person in the labouring position did not have the qualifications to operate a truck or tractor. The use of casual staff was pursued however there are few options in this regard.

The Binnaway crew is well enough resourced with plant which includes a utility, a medium sized truck, a tractor and an out front mower. With a crew of three there is generally a vehicle that each person can utilize to move between worksites. However, the labourer is not able to operate anything but the utility. A fourth crew member will generally mean that more often than not two staff members will be working together on any particular maintenance activity.

The range of activities undertaken by the Binnaway Crew is listed in attachment 1.0. The Supervisor reports directly to the Road Operations Manager and the crew undertakes road maintenance activities. However the crew also undertakes activities for various other sections within in Council include water, parks and gardens, waste and road contracts. These range of activities are similar to those undertaken by the crew in Mendooran and in Baradine.

It is not possible to condition an employee's employment that they must reside within in Binnaway. However it is possible to condition the position description so that the person in the position commences work at the Binnaway depot and must be able to respond to any after hours work within a certain timeframe, for example within 10 minutes.

Options

Council has discretion regarding pursuit of the fourth person in the Binnaway Crew. However, Council should be mindful that filling the vacant position may cause existing budget allocations to be exceeded. Council may wish to consider the age profile of the existing crew which does suggest that succession planning should be place.

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Financial Considerations

A general analysis has been undertaken of the activities undertaken by the Binnaway crew in terms of budget allocation and actual expenditure. As shown in attachment 1.0, the sum of the various budget allocations associated with the Binnaway crew for the year 2008/2009 is \$279,900. However, total actual expenditure for these cost centres in 2008/2009 is \$292,396. That is, with a crew of three, actual expenditure exceeded the combined budget allocation. However, the over expenditure is in the area of water and waste and some of these costs are not directly related to the Binnaway crew, nevertheless these costs are still expected to occur in 2009/2010.

The budget allocation for the same range of activities in 2009/2010 is \$320,464.

The annual cost of the Binnaway crew with a staff of three is \$276,797 and the annual cost with a staff of four is \$337,114. Hence, there is a 5% difference between annual cost of the Binnaway crew with four staff members and the budget allocation for all expected works in 2009/2010.

RECOMMENDATION

That Council advertise for a position of plant operator for the Binnaway crew.

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Attachment 1.0

Binnaway
Operating Budget / Expenditure

Activity	2008/09		2009/10
	Budget Allocation(1)	Expenditure	Budget Allocation
Road Operations			
Streets Drainage	\$15,000	\$9,184	\$15,000
Streets Maintenance	\$25,000	\$31,454	\$25,000
Footpaths	\$15,000	\$11,540	\$15,000
Regional Road Mtc(2)	\$10,000	\$10,000	\$10,000
State Rd Mtc(2)	\$7,500	\$7,500	\$7,500
Water Operations			
WTP operation	\$77,000	\$100,733	\$89,000
Water main maintenance	\$25,000	\$28,942	\$45,800
Management and Other			
Urban Services			
Parks Binnaway	\$10,000	\$12,962	\$14,409
Len Guy Park	\$2,000	\$254	\$2,105
Streets grass cutting	\$26,400	\$14,868	\$27,272
Street trees	\$7,000	\$5,404	\$7,216
Street cleaning	\$20,000	\$17,898	\$20,657
River Pump Shed Caravan Park	\$10,000	\$2,049	\$11,032
Waste Services			
Garbage Tip - Binnaway	\$30,000	\$39,608	\$30,473
total	\$279,900	\$292,396	\$320,464
Notes			
1. Includes labour, plant, materials & contracts			
2. Estimate only of Labour			

Item	Amount
Labour	
1 Supervisor, 1 Plant Operator, 1 Labourer	\$188,125
Plant	
p.21 Ute	\$6,390
p. 142 Truck	\$21,231
p. 207out front mower	\$14,896
p.9250 slasher	\$7,905
Chainsaw, Mower, Brushcutter	\$1,050
p. 9191 tractor	\$37,200
total	\$276,797

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With 2 Plant Operators - Total Cost	\$337,11
	<u>4</u>

3.6 APPLICATION BY 2WCR FM TO ERECT A RADIO MAST AT WATER RESERVOIR SITE IN COONABARABRAN.

Background

Coonabarabran's local radio station 2WCR FM is requesting access to Council's town water reservoir site in Reservoir Street to erect a radio mast. The proposed mast will enable the station to more effectively relocate the broadcast studio to the cottage in the show ground. The proposed mast will need to be up to 15 metres in height and it will be used as a relay site between the cottage and their transmission tower on Mt Bingie Grumble.

Council owns the land occupied by the reservoir and there is sufficient space within the area for the proposed mast. It appears that the radio station is seeking to lease the land required for the mast pole and a Council resolution is required to effect such a lease proposal

Issues

The land area taken up by the reservoir is held in freehold by Council and the land is classified as operational land. Hence, Council is in a position to enter into a lease agreement with 2WCR FM. Given that circumstances surrounding the operation of radio station may change over time, it is appropriate that any lease agreement has a limited duration before the agreement is reconsidered by Council.

The operation of the town water reservoir is controlled by sophisticated electronic telemetry and hence comprehensive investigations must be undertaken to ensure that the proposed radio mast will not interfere with telemetry operation.

The mast must be constructed in such a way that minimizes ongoing maintenance. In this regard, the mast and its foundations must be structurally sound and should be designed and constructed by appropriately qualified people. Furthermore, the use of the site should be covered by public liability insurance and hence 2WCR FM should take out cover in accordance with Council normal requirements for land that is leased to the community.

The reservoir is fenced with a security fence and the proposed mast site is within this area. It is not possible to establish a separate access to the proposed mast without significant expense. Hence, access to the proposed mast will need to be controlled and arrangements made with staff.

Options

Council has discretion in this matter

Financial Considerations

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There are not expected to be any financial impacts on the budget in relation to this proposal from 2WCR FM.

RECOMMENDATION

That Council permit 2WCR FM to erect a radio mast alongside the town water reservoir in Reservoir Street subject to the following conditions;

- A lease agreement is made between Council and 2WCR FM with a renewal period of 5 years and renewal is subject to Council resolution.
- There is no annual lease fee applicable to the radio mast.
- Electricity costs and any maintenance costs associated with the mast must be met by 2WCR FM.
- The operation of the mast does not impact upon the operation of Council's water telemetry system.
- Access to the site for construction and maintenance purposes is via arrangement with the Director Technical Services
- Public Liability Insurance that covers the site is held by 2WCR FM.
- A Development Application is lodged which indicates that the mast and foundations have been designed by an appropriately qualified person.

.....
GREG KABLE
ACTING DIRECTOR TECHNICAL SERVICES

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Mr R J Geraghty
General Manager
Warrumbungle Shire Council
John Street
COONABARABRAN 2357

Dear Sir

Attached is my report for consideration by Council

DIRECTOR OF ENVIRONMENTAL SERVICES ANNEXURE 4

4.1 STATE OF ENVIRONMENT REPORT

Introduction

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

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

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

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

Regional State of the Environment Report

In 2007-8 the Warrumbungle Shire joined a partnership with the Central West Catchment Management Authority to collate comparative and meaningful data annually for a regional State of the Environment Report. This reporting framework has assisted with

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reducing the cost to Council for the preparation of the report and put in place a mechanism for measuring local conditions in a regional context.

The 2008-9 Report covers a comprehensive reporting year and is attached for Council's consideration. It satisfies Council's reporting obligations and should be annexed to the 2008-9 Annual Report for submission to the Department of Local Government by the end of November this year.

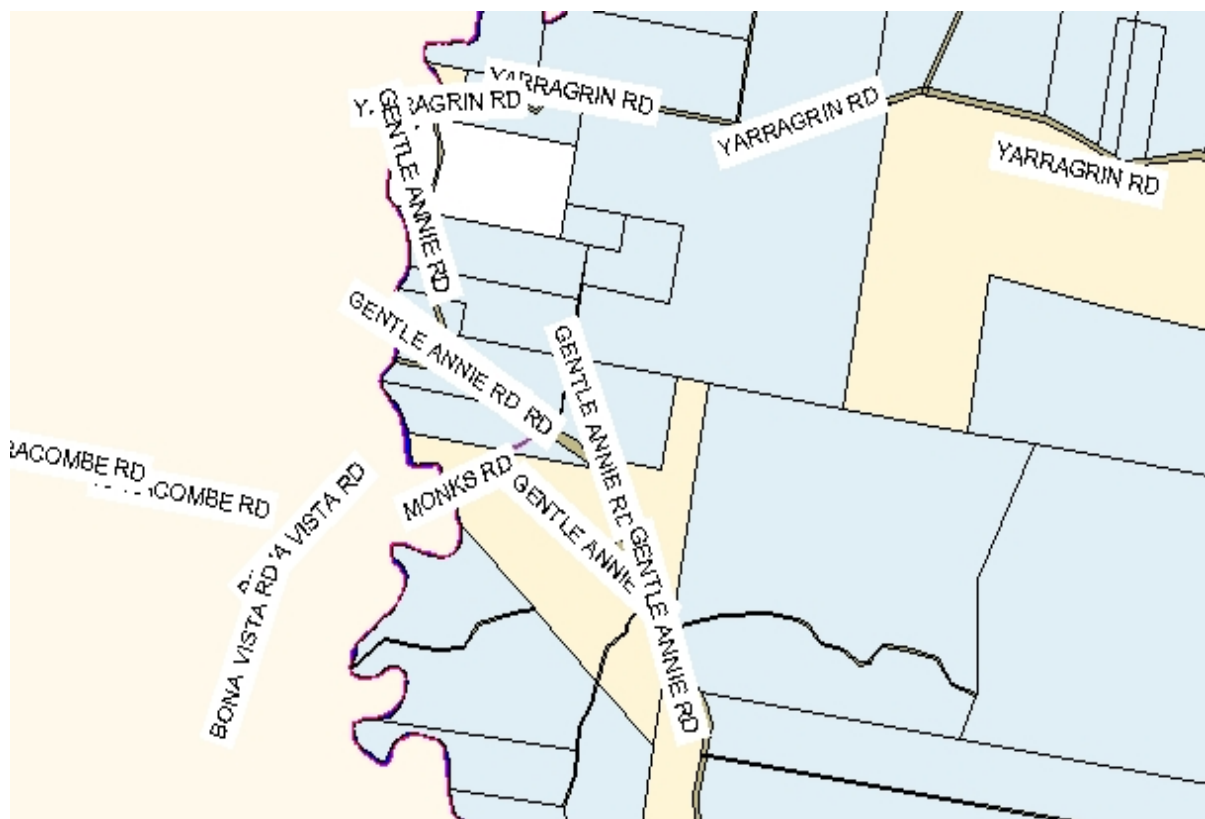
Copies of the State of the Environment Report 2008-9 will be made available at each of Council's libraries and on Council's website.

RECOMMENDATION

That Council adopt the attached Regional Comprehensive State of the Environment Report 2008-2009

4.2 PROPOSED ROAD NAME CHANGE FROM MONKS ROAD TO BONA VISTA ROAD

The residents of Bona Vista Road, Gilgandra have requested that the 1.1km of Monks Road within the Warrumbungle Shire be changed to be Bona Vista Road. The road is Bona Vista Road until Yarragrinn Creek, where it crosses onto Warrumbungle Shire and is known and signposted as Monks Road. The following map shows the locality (approximately 20km North West of Mendooran):



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The following reasons support the name change from Monks Road to Bona Vista Road:

1. Monks Road is only 1.1km long; where as Bona Vista Road is approximately 6km long.
2. For rural addressing purposes, it will be difficult to find properties on Bona Vista Road from Monks Road.
3. The present Monks Road dissects the "Hillside" property and is unlikely that any mail box or property entrance will appear on the present Monks Road.

RECOMMENDATION

That Council seek to change the name of Monks Road to Bona Vista Road to provide continuity with the majority of the road in Gilgandra Shire.

4.3 PUBLIC LAND LEASES FOR GRAZING STOCK

Tenders were called for leasing the following parcels of land for a period of three years commencing 1 January 2010 and terminating 31 December 2012. The following tenders were received.

Queensborough Park Coolah	per annum
F Wright, Coolah	\$ 500.00
Q Hutchinson, Mona Vale	\$1550.00

Former Sanitary Depot Coolah	
H Miller, Coolah	\$ 113.68
F Wright, Coolah	\$ 200.00

Pt Botheroo Street Coolah	
D and M Ingram, Coolah	\$ 170.50
G Douglass, Coolah	\$ 236.56
F Wright, Coolah	\$ 250.00
G Malone, Coolah	\$ 260.00

BMX Park Coolah	
G Atkinson, Coolah	\$ 700.00

Swanston Park Coolah	
H Miller, Coolah	\$ 546.70
G and C Miller, Coolah	\$ 634.92
Q Hutchinson, Mona Vale	\$ 770.00
J Bennetts, Coolah	\$ 800.00

Adjoining Lot 81 MR 398 Weetaliba	
D Hooper, Weetaliba	\$ 100.00

Lots 61,80,63, 64 Mendooran

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D Webb, Mendooran	\$ 200.00
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Lots 60 Mendooran

D Webb, Mendooran	\$ 200.00
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Pt Lot 176 Uarbry

C Shadlow, Uarbry	\$ 135.00
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A Adams, Uarbry	\$ 200.00
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Lot 1 DP 883570 Leadville

J Abbott, Leadville	\$ 110.00
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Reserve 1592 at Mendooran was not tendered for as at the closing date. However, a late tender was received for this parcel of land from P and D McCormack of Mendooran.

Conditions of tender are pursuant to a Licence Agreement and the provision of a \$10,000,000 Public Liability cover, indemnifying Council and providing for the land to be leased.

RECOMMENDATION

That Council grant a lease to the following persons, in line with the Licence Agreement, for the period of the lease commencing 1 January 2010 and terminating 31 December 2012.

Queensborough Park Coolah	per annum
Q Hutchinson, Mona Vale	\$1550.00

Former Sanitary Depot Coolah	
F Wright, Coolah	\$ 200.00

Pt Botheroo Street Coolah	
G Malone, Coolah	\$ 260.00

BMX Park Coolah	
G Atkinson, Coolah	\$ 700.00

Swanston Park Coolah	
J Bennetts, Coolah	\$ 800.00

Adjoining Lot 81 MR 398 Weetaliba	
D Hooper, Weetaliba	\$ 100.00

Lots 61,80,63, 64 Mendooran

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D Webb, Mendooran \$ 200.00

Lots 60 Mendooran

D Webb, Mendooran \$ 200.00

Reserve 1592 Mendooran

P and D McCormack, Mendooran \$ 300.00

Pt Lot 176 Uarbry

A Adams, Uarbry \$ 200.00

Lot 1 DP 883570 Leadville

J Abbott, Leadville \$ 110.00

4.4 COONABARABRAN POOL IMPROVEMENT INVESTIGATION

Background

Council in December 2008, debated the merits of applying for an RLCIP grant for a proposal to up-grade the existing 33m pool into a heated 50m competition pool facility and decided to instead support the proposed library project as part of the Crane building site works as its preferred project. The decision resulted in a committee being formed in the community and on the 25 May 09 Paul Nies wrote to Council expressing the communities disappointment in the decision and enclosing a petition with 870 signatures requesting Council to review its decision at the next funding opportunity to provide a 50m heated pool to allow for hosting swimming competitions, aqua therapy, assisting the disabled, post operative exercise and assisting talented young swimmers to train in a full length pool.

The submission by the committee was considered at Council's meeting held in June 09 and in minute number 428 Council resolved:

“ that Council acknowledge the Coonabarabran Swimming Pool Committee and seek input from the committee regarding funding needs and further that a report be prepared by staff and submitted for Council consideration incorporating an estimate of costs of operating and maintaining a 50m pool as well as the estimated cost of construction.”

Community Aspirations

A meeting was convened with representatives of the interested committee members, pool staff and Council management to refine the committees expectations on the features desired in a swimming facility for Coonabarabran. The outcome of the meeting was that the following features were expressed as being highly desirable in a renovated facility:

1. 50m outdoor pool of constant 2.2m depth and 8 lanes wide (currently 7) to allow full FINA accredited facility.
2. 25m indoor heated lap pool of constant depth of 1m.

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3. Design the 50m pool to enable pool to be covered and provide provision for heating.
4. Provide a new toddlers pool with water features
5. Provide recessed ladders and wheel chair access ramps into all pools.

Some justifications used for the need for these facilities were:

1. Young people can train in a FINA accredited pool and their times would be recognized by Swimming NSW
2. Chance to attract NSW Country, Masters Games and State titles to Coonabarabran.
3. Chance to hold club competitions in a full 50m pool so times are recognized and allow diving starts at both ends for relays.
4. Heated pool will allow children to learn to swim all year round and lap swimmers all year round training.
5. The constant depth of 2.2m will allow water polo to be played in the main pool.

Swimming NSW were contacted to quantify the criteria for selecting venues for country and state titles and it was advised that to hold these titles in Coonabarabran would require a 50m pool with an associated 25m warm down pool which was preferred to be 10 lanes wide and at a covered venue with seating for 2000-3000 people. It would appear from this information the seating arrangement requirements would not be justifiable for this project and as such the attraction of major swimming events appears impossible and should not be considered in Council's planning for the site. Swimming NSW has advised that regional swimming events are probably the upper limit of event which Coonabarabran would be able to attract. The requirements for such events include a minimum 7 lane 50m pool and approximately 250 competitors could be expected if one of the three country regional's were held here. The other justifications given are considered to all be valid arguments for the facility features requested.

Existing Facility

Council currently operates six (6) public swimming pools with one each in the towns of the shire for a season commencing on the 26 October through to 31 March the following year (22 weeks). The early and later parts of the season are poorly patronized with colder weather and water discouraging usage. The net operating result for the last financial year as presented to the Pool Committee was as shown in Table 1

Pool	Revenue	Expenditure	Operating result
Coonabarabran	\$27343	\$104260	-\$76917
Baradine	\$9231	\$96454	-\$87223
Binnaway	\$9292	\$96678	-\$87386

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Coolah	\$16105	\$105305	-\$89200
Dunedoo	\$16236	\$89861	-\$73625
Mendooran	\$5982	\$75903	-\$69921
TOTAL			-\$484272

Table 1- Operating result 2008/09 Shire Pools (excludes capital)

The existing facility is comprised of a 7 lane 33m main pool and a toddler's pool adjacent to the plant room. The pools are tiled and provided with concrete concourses and the facility is approximately 56 years old and in very poor condition with tiles requiring replacing, expansion joints needing repairs, ladders replaced, concourse replaced. The toddler's pool in particular is in extremely poor condition and is a very poor design.

One of the major problems with the current pool facility is that the filtration system is very outdated and poorly designed with both pools connected to a single water filtration system which turns over the pool at a maximum rate of once every 7.3 hours (according to the original pool plant design information) and operation on a very inefficient suction system. The system design is well short of current NSW Health guidelines which would require the main pool water to be turned over every 3.5 hours and the toddler's pool on a separate system which turns over the water every 0.5 hours. These turn over times are very important features in protecting pool users from possible infection with pathogenic organisms which can multiply in unsuitable pool water and are not killed by normal chlorine levels.

Options

Council's Coonabarabran Pool facility is showing its age and is in urgent need of **either** major repairs or complete replacement with a more user friendly and modern facility. Council needs to make a firm strategic decision on the direction it wishes to take in what swimming facilities it provides in not only Coonabarabran but all of its towns as most pools except Coolah are in need of significant up-grading works given their age, condition and lack of maintenance in previous years.

In developing this report it has been assumed that Council would not consider closure of any pools within the shire.

Option 1- Major Maintenance Only

Currently the most pressing issues at the pool that require attention are:

1. Replacement of the pool filtration system with a compliant system that has separate filtering capacity for a toddler's pool & provision for a balance tank.
2. Replace and move the toddler's pool which is poorly designed and tiles needing replacing. Toddler's pool should be to the side of main pool to allow better viewing by staff of both pools.
3. Replace ladders, tiles and distribution system in the main pool, replace concourse while providing a wet deck and leave at 33m.

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4. Provide a pool cover to supplement the solar heating provided.

This option would allow the current facility to be up-graded to a modern facility with a toddler's pool with water features and shade and renovate the main pool to provide a safer environment that allows diving from the shallow end if the water level is raised.

The estimated capital costs (based on other similar projects at other Council's) would be:

Component	Estimate
Replacement of plant room & filtration system into two separate systems and associated pipe work	\$850000
Replace and move toddler's pool and provide water features	\$300000
Replace ladders, tiles, concourse and provide wet deck	\$600000
Provide a pool blanket	\$40000
Plans and design work	\$80000
Contingencies	\$100000
Total	\$1970000
Net Running Cost Effect	\$221600

This option will not address the committee's desires for a 50m competition facility and will have an impact Council's recurrent operating budget by the additional loan repayments of \$231600 (based on \$2000000 @ 10% over 20 years) less increase in fees generated by improved facility of approximately \$10000.

Option 2- Increase Pool Length to 50m (no heating)

The option of extending the pool to make a full 50m pool would comprise the following estimated additional costs

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Component	Estimate
Replacement of plant room & filtration system into two separate systems and associated pipe work	\$950000
Replace and move toddler's pool and provide water features	\$300000
Replace ladders, tiles, concourse and provide wet deck	\$700000
Provide a pool blanket	\$50000
Plans and design work	\$80000
Contingencies	\$100000
Total	\$2180000
Net Running Cost Effect (same season as currently)	\$252760

This option will address the committee's desires for a 50m competition facility and will have an impact of Council's recurrent operating budget by the additional loan repayments of \$254760 (based on \$2200000 @ 10% over 20 years) less increase in fees generated by improved facility of approximately \$12000. An additional cost of chemicals and electricity has been estimated to increase by 30% on existing costs in today's dollars.

Option 3- Increase Pool to 50m and Provide Heating with Winter Use

The remaining option involves extending the pool to a 50m pool providing a cover over half of the pool and providing a bulkhead in the 50m pool at the 25m mark to provide a heated water section in half of the pool to reduce heating costs. The major additional costs for this proposal include the staff hours to staff the pool, heating costs (water and inside air), building of the cover structure & bulkhead costs.

Component	Estimate
Replacement of plant room & filtration system into two separate systems and associated pipe work	\$950000
Replace and move toddler's pool and provide water features	\$300000
Replace ladders, tiles, concourse and provide wet deck	\$700000
Provide a pool blanket	\$50000
Plans and design work	\$80000
Contingencies	\$100000
Bulkhead	\$125000
Enclosure over pool	\$400000
Additional heating	\$60000
Total	\$2765000
Net Running Cost Effect all year operation	\$444494

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This option will address all of the committee's desires for a 50m heated competition facility and will have an impact of Council's recurrent operating budget by the additional loan repayments of \$324240 (based on \$2800000 @ 10% over 20 years) less increase in fees generated by improved facility of approximately \$25000. An additional cost of chemicals and electricity has been estimated to increase by 130% on existing costs in today's dollars being an increase to 50m size and doubling of the season length. Heating for the water is proposed to be through the existing solar heating supplemented by heat pumps while the internal air will need to be heated with appropriately sized systems with increased electricity costs estimated conservatively at \$30000 per year for heating only. Wages have been estimated to cost council an extra \$62254 (38hrs per week + 40% on cost)

Commentary

The analysis of the cost estimates proposed for each of the options indicates that the capital costs difference between a 33m pool and a full length 50m pool is not significant and that if Council is of the opinion that it needs to up-grade the existing Coonabarabran Pool facility it would seem that the most appropriate means of carrying out the work for the best cost benefit ratio would be to choose option 2 and extend the pool to 50m as part of the up-grading work.

In all options Council's net running costs are increased significantly with the main cost being the cost of servicing full loan funding being the worst case scenario. Hopefully grant funding may be available at some stage to complete the project.

It should be noted that the estimates provided have been obtained by comparison with other Council pool projects and ball park figures obtained from industry experts with no reference to the specific project. To gain accurate figures Council will need to select its preferred option and hire a firm with appropriate skills to do detailed site investigations and provide more accurate project costing.

RECOMMENDATION

1. That Council endorse option 2 as its preferred method of developing the Coonabarabran Pool with the proviso that designs should incorporate the necessary reticulation system to allow half of the 50m pool to be heated for winter use at some stage in the future should funding become available.
2. That Council engage a suitable facilities design firm to develop a more detailed concept plan with accurate costs of construction for option 2 to enable further progress on the project to continue subject to successful grant funding being received.
3. That the estimated costs of the design of \$10000 be provided from the savings generated in not attracting kiosk operators at three shire pools

WARRUMBUNGLE SHIRE COUNCIL

**ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL TO BE HELD AT THE COUNCIL CHAMBERS, COOLAH ON THURSDAY, 19
NOVEMBER 2009 COMMENCING AT 1.00PM**

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4.5 APPLICATIONS RECEIVED FOR MONTH OF OCTOBER 2009

Complying Development (set criteria) Development Application (Specialised Conditions)	Date Received	APPLICANT'S NAME	LOCATION (of development)	(Town)	Development Type	Status (Approved or Pending)
DA	01/10/2009	G & N Andrews	Baradine Road	Coonabarabran	Pre Manufactured Transportable Home	Pending
CDC	02/10/2009	Ian Jenkins	Bullinda Street	Dunedoo	Domestic Shed	Approved
DA	08/10/2009	Stefan Piechoki	Southern Cross Parade	Coonabarabran	Residential Dwelling	Approved
DA	24/09/2009	Stephen O'Halloran	Church Street	Coolah	Demolish Old school Amenities Building and Build new one	Approved
CDC 45/0910	09/10/2009	Michael Campbell	Drummond Street	Coonabarabran	Erection of additions to existing house	Approved
DA 46/0910	09/10/2009	Matthew Leeson	Tucklan Street	Dunedoo	Change Shed to School Bus Depot	Pending
DA 47/0910	13/10/2009	Robert Madden	Namoi Street	Baradine	Erect New Shed	Pending
DA 48/0910	20/10/2009	Paul McCloud	Saltwater Road	Bomera	Hartwood Festival	Pending
DA 49/0910	27/10/2009	Tamara Owers	Purewaugh Road	Coonabarabran	Residential Dwelling	Pending
CDC 50/0910	27/10/2009	Peter Watson	Merrygoen Road	Merrygoen	Swimming Pool	Pending
DA 51/0910	27/10/2009	Rawson Homes	Belar Street	Coonabarabran	Residential Dwelling	Pending
DA 52/0910	27/10/2009	Trevor Hardy	Royal Hotel	Dunedoo	Alterations to existing building	Pending
CDC 53/0910	28/10/2009	Scott Tanner	Timor Road	Coonabarabran	Patio Cover	

WARRUMBUNGLE SHIRE COUNCIL

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WARRUMBUNGLE SHIRE COUNCIL APPLICATIONS HELD PENDING AS AT THE MONTH END SEPTEMBER 2009

CD or DA	Date Received	APPLICANT'S NAME	LOCATION	Town	Type of Development	Status
DA 105/0809	02.04.09	Sue Harvey-Walker	Tibuc Road	Coonabarabran	2 Lot Rural Subdivision	REFUSED
CDC 116/0809	16.04.09	Garry Wilson	Bandulla Street	Coonabarabran	Single Story Dwelling	Clock Stopped Waiting Further information
DA 138/0809	12.06.09	Jason Newton	Crane Street	Coonabarabran	Addition to Shed	Clock Stopped Waiting Further information
DA 28/0910	31/08/2009	Ron Howard	Bingie Grumble Road	Coonabarabran	Subdivision	Clock Stopped Waiting Further information
DA 34/0910	11/09/2009	Margaret Block	Dows Lane	Coonabarabran	New Storage Shed	Clock Stopped Waiting Further information
DA 35/0910	09/09/2009	Mitchell & Cheryl Rawlinson	Piambra Road	Binnaway	New 2 Bedroom Dwelling	Clock Stopped Waiting Further information
CDC 40/0910	30/09/2009	Kaylene Ryan	Maquarie Street	Baradine	New Carport & Shed / Demolish Old	Clock Stopped Waiting Further information

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VACANT
DIRECTOR ENVIRONMENTAL SERVICES

WARRUMBUNGLE SHIRE COUNCIL

**ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL TO BE HELD AT
THE COUNCIL CHAMBERS, COOLAH ON THURSDAY, 19 NOVEMBER 2009
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Mr R J Geraghty
General Manager
Warrumbungle Shire Council
John Street
COONABARABRAN 2357

Dear Sir

Attached is my report for consideration by Council

DIRECTOR OF COMMUNITY SERVICES ANNEXURE 5

5.1 COUNCIL SEAL NSW BUSINESS LINK AGREEMENT

Recommendation No 4 in Social Services Advisory Committee meeting minutes 25 September 2009 referred to the new Criminal Check processing service. All Home and Community Programs have been informed by the Department of Ageing Disability and Home Care (DADHC) and NSW Ministry of Transport (MoT) that financial and administrative responsibility for the processing of Criminal Record Checks for volunteers and staff employed in the Home and Community Care industry will no longer be covered by DADHC. The cost will now be on each HACC Service Provider to carry out these checks. A small one-off payment has been allocated to each Service Provider to assist in this change of obtaining a Criminal Record Checks by another screening broker. A suggested list of screening brokers was assessed by the Social Services Advisory Committee and NSW Businesslink recommended as the most cost effective option. This Agreement requires the attachment of Council Seal.

RECOMMENDATION

That Council authorise the General Manager and Mayor to duly sign and attach the Council Seal to the Agreement with NSW Businesslink so that compliance with DADHC and MoT policies is upheld in relation to carrying out Criminal Record Checks for all staff and volunteers employed in the Home and Community Care programs auspiced by Warrumbungle Shire Council.

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REBECCA RYAN
DIRECTOR COMMUNITY SERVICES