



Warrumbungle Shire Council

Council meeting

Thursday, 19 February 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)

Vacant (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 FEBRUARY 2009
COMMENCING AT 1.00PM**

Date: 12 February 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 February meeting. 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 15 January 2009

ADOPTION OF THE RECOMMENDATIONS of the Warrumbungle Shire Tourism and Economic Development Advisory Committee meeting held on 3 December 2008

ADOPTION OF THE RECOMMENDATIONS of the Warrumbungle Shire Council Occupational Health & Safety Committee meeting held on 22 January 2009

MINUTES of the Consultative Advisory Committee special meeting held on 22 January 2009 **for notation**

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R J GERAGHTY
GENERAL MANAGER

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GENERAL MANAGER'S REPORT

ANNEXURE 1

1.1 DRAFT CODE OF MEETING PRACTICE

On 17th November 2008 a copy of the Draft Code of Meeting Practice was forwarded by email to Councillors for review.

It is necessary for the draft Code of Meeting Practice when endorsed to be advertised for 28 days seeking public comment and the advertisement must indicate that submissions may be made on the draft Code within a period of 42 days.

The draft Code of Meeting Practice is now submitted for endorsement.

RECOMMENDATION

That Council endorse the draft Code of Meeting Practice and that the draft be placed on public exhibition for 28 days seeking community comment.

1.2 PECUNIARY INTEREST RETURNS

Following advice from the Department of Local Government, the General Manager is required to table the Register of Returns for newly elected Councillors at the first council meeting after three months following their being declared elected. As the poll was declared on 19th September 2008, the Register is now tabled.

Returns have been received from Councillors Campbell, Coe, Schmidt, Lewis, Shinton, Sullivan, Todd and Powell and also lodged by Mr R Geraghty, Mrs R Ryan, Mr K Tighe, Ms C Upston and Mr R VanKatwyk.

RECOMMENDATION

For Council's information.

1.3 NOTICE OF MOTION - DONATION

The following notice of motion has been received from Councillor Schmidt:

"That the \$400.00 fee being charged to Mr Wallace and his family by Council for the clearing of the site where his home stood, be waived".

Councillor Schmidt has submitted the following information to support this notice of motion:

"Mr Steven Wallace and his wife are currently employed by DOCs in the Warrumbungle Shire. Steve is a licensed reptile and snake handler and keeper and is called upon by Police, Shire, Forestry, National Parks and the general public to remove snakes from populated areas. He does this at no cost to any individual. He is also an active member of the Coonabarabran Presbyterian Church and gives his free time caring for and supervising youth groups and youth activities. About 1 year ago his timber home in Koala Place Coonabarabran burnt to the ground. His family were asleep inside the

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premises and managed to escape the blaze without injury, however everything that he owned was lost in the fire. He has been negotiating with his insurance company regarding the replacement of his home, but as yet, has not reached a resolve. He and his family have been staying with friend and house sitting homes.

The Warrumbungle Shire Council has been chasing Mr Wallace for a \$400 clearing fee for the removal of debris from the site of the fire. Mr Wallace and his family plan to rebuild a home on the original site once his insurance claim has been settled. At this point the site will be cleaned and cleared. This man is an active community member with ties to numerous charity organisations with the Shire.

General Manager's Note:

The charge of \$400 is a standard Development Approval; such approval is required for the demolition of all houses even if the premises has been burned down. If Council accedes to the proposal it will need to determine where it will provide the funds from. Further this proposal would be seen as a private benefit and will need to be advertised for community comment before a final decision is made.

RECOMMENDATION

For Council's consideration.

1.4 NOTICE OF MOTION – PARKING ARRANGEMENTS

The following notice of motion has been received from Councillor Schmidt:

“That Council look at a design change to improve and increase the current parking facility at the tourist information centre and that the changes be costed for future budget considerations”.

Councillor Schmidt has submitted the following information to support this notice of motion:

With the world economic crisis and the ever-looming threat to our community of a bypass, I would like to see some preparation instigated to capitalize on our Tourism potential and hopefully create a buffer against the loss of business, which would come about from the construction of a bypass on the Coonabarabran Town.

With the Global credit crisis and the looming recession for the Australian people; our family groups will be seeking an alternative to their holiday plans. The grey nomads are increasing in numbers every year, and the caravan and camping people are also growing. With our specific location, half way between Melbourne and Brisbane, and half way between Adelaide and Brisbane, our transient population is increasing. Families are looking for cheaper alternatives to their holiday plans and an opportunity to capitalize on our Tourism industry has arisen.

Without raising the debate surrounding a bypass to the Coonabarabran town, it would appear that regardless of whether or not a majority of the public wants or doesn't want a

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bypass, the RTA will simply put one in whenever it feels it necessary. This will occur under the guise of Driver Safety.

So with both these issues at our door I am looking towards the future of our town and our Tourism industry, both of which could use the assistance.

My recommendation is to extend the parking facility at the Tourist Information Centre. If additional parking was made available this would enhance the area and let be regarded as a stopping point for caravan, motor homes and travelers alike. Facilities to enhance the area should also be added such as lighting, garbage bins and an animal friendly area for those who travel with pets.

The area should be designed to allow car and caravan or motor home the ability to drive into a parking facility and leave with ease. The easier we make it for them, the more likely they are to remember the facility and plan their trips around that facility.

This has a two-tier benefit to our town:

- 1. This allows travelers an easy area to park and not have to negotiate sharp corners or bends to get out. If the visitor is comfortable, they will have the opportunity to walk into the main business area of town, which will bring in that much needed additional trade for the business houses.*
- 2. If travelers become use to a facility where parking is simple, the area is investing and the facilities are within easy walking distance, a routine will be set and in the event of a bypass, they will continue to use the facility.*

As this is already a Council owned and operated site, no land has to be acquired. At this stage I would like to look at a design concept for the expansion of the parking facility.

RECOMMENDATION

For Council's consideration.

1.5 NOTICE OF MOTION – COMMUNITY GARDEN

The following notice of motion has been received from Councillor Schmidt:

“That Council investigate its current land holding, with a view to allowing a community garden project to begin on an allotted section of council owned land”.

Councillor Schmidt has submitted the following information to support this notice of motion:

I have been approached by a group of individuals for our community regarding a Community Garden. The idea of a community garden is for the benefit of everyone in the community. Regardless of age, creed or colour, people can assist, grow and eat from this

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project. I have also been in contact with the local Aboriginal health coordinator who has offered their support for the project and has outlined the benefits for our indigenous people.

To ensure that ownership remains with the community, it is recommended that the land is council owned.

As this is a community project, virtually council would incur no cost and if there were insufficient community interest, the land would remain operational.

It should be noted that this is one of a number of projects which would be required for this community to become a Self Sustaining Community, where the community could operate independently of other communities if required.

RECOMMENDATION

For Council's consideration.

1.6 NOTICE OF MOTION – TOILET FACILITY COONABARABRAN CBD

The following notice of motion has been received from Councillor Schmidt:

“That Council cost the construction of a public toilet facility, male, female, disabled in the Dalgarno Street car park between Timor Street and Dalgarno Street.”.

Councillor Schmidt has submitted the following information to support this notice of motion:

We have been discussing the construction of another toilet block in the Coonabarabran CBD for a short time now. As we have been unable to conclude this discussion, I would like to point out the following facts that should be considered.

We currently have a public toilet situated in Neilson Park (next to the Castlereagh River) in Essex Street (next to the bridge in Coonabarabran). We also have the Tourist Information Centre, which is open 7 days a week and provides an excellent facility for travelers. There is no public toilet block in the centre of town.

When Woolworth's DA was approved no toilet facilities were requested by the sitting council, and being a corporation, they did not build any. When Woolworth's operated their IGA supermarket they employed about 25 staff. Woolworths employs 65 staff.

Woolworths draws people from Coonamble, Mendooran, Baradine, Kenebri, Gwabegar, Binnaway, Purllewaugh and other surrounding areas. These people can drive over one hour each way to use this supermarket, and consequently spend money in our town.

The Warrumbungle National Park get 50,000 visitors per year. They all appear to enter the park through Coonabarabran. They all travel past Woolworths where it appears that

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a lot of them stop to get their food requirements for their camping holiday before travelling out to the Park.

There are no toilet facilities from the Clock Tower to the National Park and only the facilities at the National Park, which is over 30km. None of the parks along Timor Road have toilet facilities.

So in the event that a family member requires the use of a convenience, they use the park and consequently the Castlereagh River.

It is acknowledged that a toilet block is expensive, but it is necessary and it should be at the most beneficial location for our communities and its visitors. The idea of having it in the main street would not be beneficial for the majority, it should be located in Dalgarno Street (west of John Street) and it should be located in the car park between Timor Street and Dalgarno Street. Council already owns this land.

General Managers Comments

This matter was initially dealt with by the previous Council at its meeting in August 2008 but put aside for consideration by the new Council. That report was submitted to the October 2008 meeting with the following determination:

3.5 COONABARABRAN CBD TOILET – INITIAL CONCEPTS

97 RESOLVED:

1. *That a detailed report be prepared for Council consideration on the cost of a toilet for the Coonabarabran CBD in accordance with the following criteria:*
 - *Erection of modular toilet block in Cassilis Street on the south western corner of the intersection of John Street and Cassilis Street.*
 - *The configuration of the toilet block is to include just one female cubicle and one male cubicle, with the female cubicle incorporating requirements of disabled persons.*
 - *The toilet facility be open between the hours of 9.00am and 5.30pm Monday to Friday and between 9.00am and 12.00noon Saturdays but not open on public holidays or Sundays.*
2. *A Development Application be lodged for erection of modular toilet block in the location as described above, that is, on the south west corner of the intersection between John Street and Cassilis Street.*

Sullivan/Lewis

RECOMMENDATION

For Council's consideration.

1.7 NOTICE OF MOTION –COONABARABRAN SWIMMING POOL

The following notice of motion has been received from Councillor Schmidt:

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“That Council acknowledge the Coonabarabran Swimming Pool committee and will seek funding for the construction of a swimming complex similar to the plans presented to council at its previous meeting”.

Councillor Schmidt has submitted the following information to support this notice of motion:

With the missed opportunity of council seeking funding for a new Aquatic Centre/Pool facility in Coonabarabran, it has come to my notice and possibly the notice of most other councillors, that council’s decision in this matter has caused anger amongst its pool users.

The 300 strong users of the pool facility have held one meeting where I believe council was condemned for its inaction regarding the funding and its availability. The only project that we had ready and planned was for a new swimming complex. The facility fitted all the criteria of the grant application and it was affordable for Coonabarabran. The fact that we have missed this funding opportunity lies completely on our shoulders and I, along with all other councillors, acknowledge this. The problem that I can see is that we have deferred our application for the funding, on the idea that we will submit an application for the second round of grants. However these have not been announced, and at this point all we have is a suggestion that this additional funding may be available. There is nothing written or in place to back this possibility and the only tangible thing that we have is the Prime Minister, Kevin Rudd, stating to our Mayor that there will be more funding.

The pool users have formed a committee to raise funds and lobby council for a new facility. As we have appeared to let a portion of our community own regarding this missed opportunity, I would like to offer these community members an olive branch. I suggest that we support their actions and assist in finding funding for the new pool facility.

The complex would suit all users, draw people and community events and be a benefit for every member of the community regardless of age.

RECOMMENDATION

For Council’s consideration.

1.8 NOTICE OF MOTION – PUBLIC ATTENDANCE AT MEETINGS

The following notice of motion has been received from Councillor Todd:

“That the Mayor have the right under Council Rules to eject any visitor to Council meetings that are disruptive, abusive or attempt to influence councillors during any stage of a meeting with the right of barring such persons from attending any further meeting”.

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Councillor Todd has submitted the following information to support this notice of motion:

At recent council meetings it has been noted that the conduct of visitors and observers at the meetings have been less than satisfactory and at times disruptive with the following behaviour noted.

- *Visitors talking to Councillors while the meeting is in progress*
- *Visitors not sitting in seats designated for the public, but trying to mingle with councillors*
- *Visitors' behaviour generally disruptive to the meeting causing distraction for councillors.*
- *Visitors without speaking rights attempting to speak to the meeting without leave from the Mayor.*

Meeting rules should be such that breaches of meeting conduct by visitors is not tolerated and the Mayor should be able to use the powers of his office to request that offenders will be asked at any time to leave the premises and be barred from further meetings if necessary.

Any visitor attending that appears to be under the influence of alcohol or drugs should be removed from the meeting forthright.

The Mayor at the commencement of each meeting should be able to remind the observing public of the conduct expected of them and the consequences if any breaches occur without exception.

General Manager's Note:

The issues in this notice of motion is covered in Council's Code of Meeting Practice under the section "Acts of Disorder".

Effectively a situation of disorder can be brought to the attention of the meeting by the Mayor or a member of the Council. If the Mayor believes an act of disorder has occurred he can suspend the meeting for up to 15 minutes but no more. At the recommencement of the meeting the Mayor would then put the question of disorder to the meeting. The meeting, not the Mayor, must decide in the matter and if a Councillor or member of the public is to be ejected the decision must be by resolution. If the Councillor or member of the public refuses to leave then the Police are called.

RECOMMENDATION

For Council's consideration.

1.9 NOTICE OF MOTION – GENERAL BUSINESS

The following notice of motion has been received from Councillor Todd:

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“That the Warrumbungle Shire Council return the General Business section to their monthly meetings or introduce another section where Councillors can check progress and / or air grievances on any situation.”

Councillor Todd has submitted the following information to support this notice of motion:

Since cessation of the General Business section of the Warrumbungle Shire Council monthly meetings, the situation has become totally unsatisfactory and unworkable for fellow Councillors. It is now not possible to check on progress of a council program or resolve a simple issue on behalf of local residents.

This action has hamstrung Councillors to a point where they are totally irrelevant, as General Business was the most informative area of the meetings.

I have conversed with many Councillors and the general feeling is that the arrangement is totally unsatisfactory and in need of immediate change. A lot of issues need to be discussed between all councillors and managers. Is it illegal to have General Business as part of the meeting agenda – if not – the council needs to revert back to having it as part of the meeting process.

General Manager’s Note

Over the last week or so there have been concerns expressed by Councillors about the lack of General Business at the end of the Council’s Ordinary Meeting. This practice ceased after the training sessions provided by Gerry Holmes immediately after the elections.

One basis of the removal of General Business is a requirement that **NO** decision should be made by Council without giving public notice of an intent to consider the matter. That requirement is made by the Department of Local Government. Notice can only be given through the published business paper and thus must be on the agenda that is sent out so not only Councillors but also interested members of the community who can reflect on the matter of and be present when a decision is made.

The issue of questions without notice are fraught with the spectre of point scoring, public humiliation or entrapment of staff. Effectively staff are not given the opportunity to be prepared for a question without notice.

We are currently looking at what other Councils do. At this stage it would seem that larger Councils do not have General Business at all for the same reasons we have been advised. Although in one case the Mayor may agree to a matter of urgency - this Council meets every 2 weeks and they have only had 2 such matters in the last 2 years.

Also in the majority of cases there are no questions without notice - although several Councils have a discussion session at the end of the meeting which covers questions with

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notice. Notice must be given and is distributed as a confidential addendum to the business paper. No matter is dealt with unless this requirement for notice is given.

Councillors also have the opportunity every quarter to seek clarification and updating on management and operational matters at the quarterly reviews - both in words and figures.

Further Councillors are able to talk to the General Manager or senior staff in line with my email advice to all Councillors on 21st September 2008 - extract below.

"Under the Warrumbungle Shire Organisation Structure there is a staff interaction policy that essentially states that all interaction between Councillors and staff must go through the GM. However Crs are able to speak directly with each Director on operational issues that relate to his or her Division. Otherwise you can speak with me at any time."

If there is a desire to change the current process then the way this will need to be addressed is through an amendment to the Code of Meeting practice.

RECOMMENDATION

For Council's consideration.

1.10 NOTICE OF MOTION – DONATION TO COOLAH RSL SUB-BRANCH

The following notice of motion has been received from Councillor Powell:

"That Council donate \$500 to the Coolah Sub-Branch of RSL for the purposes of restoring and framing memorabilia of the First World War. The donation to be made from funds available in the Coolah Town Improvement Fund."

Councillor Powell has submitted the following information to support this notice of motion:

Pandora Gallery in "The Shire Hall Coolah" building is running an extensive display of First World War memorabilia before and over the Anzac Day period, this is being done in partnership with the Coolah Sub-Branch of the RSL.

A sum of \$500 is asked for the purposes of framing and restoring various pieces. I believe it would be appropriate to donate this amount to them from funds available in the Coolah Town Improvement Fund, which is a restricted asset with available monies."

General Managers Note

An amount of \$9,678 remains in the Coolah Town Improvement Restricted Asset

RECOMMENDATION

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1.11 NOTICE OF MOTION – DONATION FOR WASTE ART PROJECT

The following notice of motion has been received from Councillor Powell:

“That Council donates an amount of \$400 to the Coolah District Development Group for the purposes of supplying cement for the Coolah Tip Waste Art project, such funds to be allocated from the Coolah Town Improvement Fund.”

Councillor Powell has submitted the following information to support this notice of motion:

A project is being implemented at Coolah to erect sculptures made from waste and recyclable material in an effort to “beautify” it or at least make the Tip more attractive. The project is being carried out by the Coolah District Development Group. All sculptures are being donated by local artisans and organisations at no cost and it is anticipated that there will be a competition and an official opening on Thursday, 16 April to which all Councillors will be invited.

The Group required requires an amount of \$400 for the purposes of cementing steel polls into the ground on which to weld these sculptures. This money could be supplied from the Coolah Town Improvement Fund, which is a restricted fund set up for purposes such as this project.

General Managers Notes

An amount of \$9,678 remains in the Coolah Town Improvement Restricted Asset

RECOMMENDATION

For Council’s consideration.

1.12 BOUNDARY ADJUSTMENT

As part of the amalgamation deliberations between the then Merriwa Shire, Scone Shire, Coolah Shire and Mudgee Shire a number of property owners on our eastern boundary but within what is now known as Upper Hunter Shire believed that an agreement was reached to allow them to move to the then Coolah Shire area. The property owners believe that all parties, including representative from Upper Hunter, agreed to support the idea and undertook to ensure that the request be carried out. This effectively meant the while the amalgamation as it occurred took place unencumbered the minor boundary adjustment would be done shortly after the amalgamation with the agreement of all parties.

The process commenced in 2004 with the lodgement of a proposal by the land owners for a boundary adjustment. The Department of Local Government sought the views of both Councils. The decision by Warrumbungle Shire was determined at the Council meeting in August 2005 after a response was received from Upper Hunter that they did not support

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the proposal in principle. They, Upper Hunter Council, further sought to have 3 small areas transferred from Warrumbungle Shire to their Shire.

The report and decision at the August 2005 meeting is set out below:

1.12 BOUNDARY ADJUSTMENT

As Council will recall, a submission was lodged at the time of the amalgamation discussions were being undertaken by the owners of eleven properties on the eastern edge of the Shire to have a boundary adjustment to include the land in Warrumbungle Shire.

The advice given at the time that this proposal to move from Upper Hunter Shire and to Warrumbungle Shire had been discussed at a public meeting at Cassilis and representatives from Upper Hunter had agreed to the proposal.

After much communication and supplying of information I have now received advice from Upper Hunter. The response fails to address the relevant question of this being a proposal by a number of owners to adjust the boundary. They indicate that this is a proposal by Warrumbungle Shire to undertake minor boundary adjustments. Further they suggest several properties should move from Warrumbungle Shire to Upper Hunter.

While this letter has not addressed the issue at hand I believe it can be taken as a response from Upper Hunter that they will not support the boundary adjustment proposed by the eleven property owners.

Council now needs to deal with two issues and these are:

- i) The proposal by Upper Hunter Shire that two properties be transferred to Upper Hunter Shire – Council should formally reject this proposal.*
- ii) Whether, in light of the rejection of Upper Hunter of the proposal by the eleven property owners, Council will support their proposal.*

RECOMMENDATION

*That Warrumbungle Shire Council advise Upper Hunter Shire Council that it rejects their proposal to adjust the boundary of Warrumbungle Shire by transferring land owned by McMaster and Castle Bar as well as Whatham. **FURTHER** that Council will raise no objection to the proposal by the eleven property owners to either jointly or individually transfer to Warrumbungle Shire Council area.*

Warrumbungle Shires determination at that meeting was:

1.12 BOUNDARY ADJUSTMENT

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***199 RESOLVED** that Warrumbungle Shire Council advise Upper Hunter Shire Council that it rejects their proposal to adjust the boundary of Warrumbungle Shire by transferring land owned by McMaster and Castle Bar as well as Whatham. **FURTHER** that Council will raise no objection to the proposal by the eleven property owners to either jointly or individually transfer to Warrumbungle Shire Council area.*

Connelly/Dawson

The Boundaries Commission has not been active for the last few years and it is appropriate to review on progress this matter at this stage. Therefore it is now necessary to recommence the process that was commenced in 2004 and as such it would be appropriate the Council to now reaffirm that decision. Attached below is a map of the proposal.

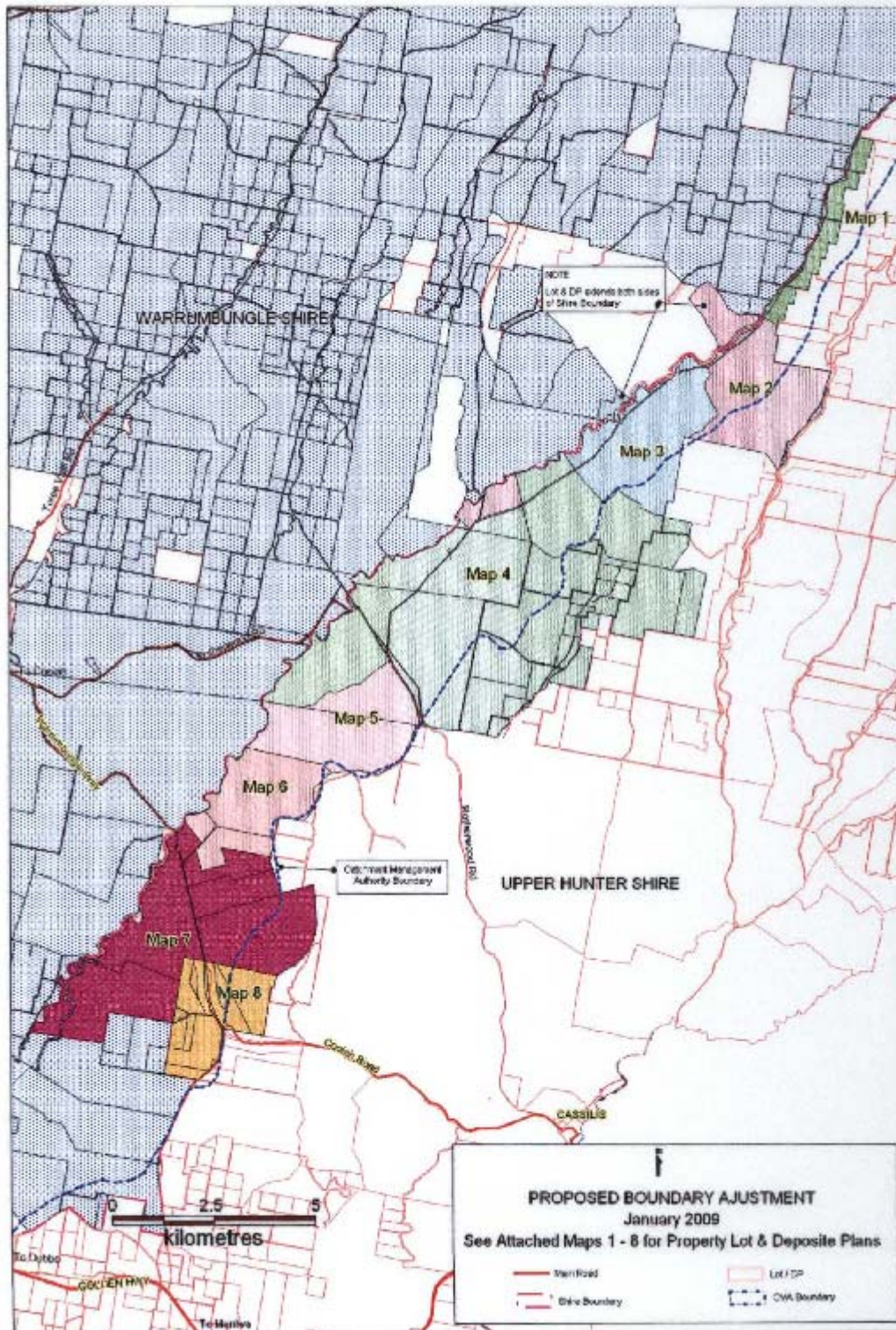
RECOMMENDATION

That Council will raise no objection to the proposal by the eleven property owners on the eastern boundary to either jointly or individually transfer to Warrumbungle Shire Council area.

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1.13 COMMUNITY TRANSPORT GARAGE

The Social Services section of Council has received funding for this 2007-2008 budget year to resolve the issue of permanent housing the 3 (2 existing plus 1 on order) community transport vehicles, the handyperson/gardener trailer and equipment and Meals on Wheels vehicle. Currently these are secured around Coonabarabran in private lockable garages, at staff houses or in hired storage sheds. These arrangements are not suitable in the long term and the option of building a 5 bay roller door secure shed is now a reality. The decision that remains is to where the best position to locate this building.

The current office space for the Coonabarabran Social Services office has room at the rear of the building to build this garage, however this is not land owned by Warrumbungle Shire Council. Ideally since the vehicles and funding is auspiced by Council, the garage should be constructed on Council property. Options that have been suggested and discussed between Departments include Council's Works Depot, the Town Hall parking area and the former Council Works Depot in Essex Street, Coonabarabran. Only the latter has possibilities. There is a lack of space and access issues for the Gardener Street Depot, and the Town Hall parking is already at a premium between current demand, events and functions plus the requirements of the Rural Fire Service.

The Essex Street Depot is the most suitable Council owned property to locate this Social Service activity. However should Council agree to accommodate this proposal, it would require the property to be removed from the market or a section subdivided off.

There is a section along Castlereagh Street, which is the southern side of the property in between a brick structure and the western boundary that would provide secure access and good entry and exit into the fenced area. It is close to town and provides a safe location for volunteers and staff to collect and park these vehicles. Whilst street lighting is a bit on the dark side, it would not be difficult to install automatic security lighting on the building. Currently there is a timber and corrugated iron building in this position that would be required to be removed.

Should Council agree to this proposal, the remaining sections could be utilised by Council for a number of functions in the future.

Before a Development Application is lodged to construct this garage, Council consideration is sought as to the viability of this proposal. Council should be aware that whilst funding is available to construct this garage, the budget does not extend to subdividing, demolishing or clearing of the site.

RECOMMENDATION

For Council Consideration

1.14 NOTICE OF MOTION BOOM GATE – TRUNK ROAD 55

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The following notice of motion has been received from Crs Sullivan and Powell:

“That Council apply for funding as part of the \$42 billion Nation Building and Jobs Plan to install a boom gate at the high risk rail crossing at Trunk Road 55.”

Councillors Sullivan and Powell have submitted the following information to support this notice of motion:

On 3rd February 2009 the Prime Minister Kevin Rudd and the Treasurer Wayne Swan announced the \$42 billion Nation Building and Jobs Plan to stimulate the Economy in response to deteriorating global economic conditions.

Part of the Plan and included in the Infrastructure programme was \$150 million for Boom Gates for Rail Crossings ie, \$50 million in 2008-2009 and \$100 million in 2009-2010 to accelerate the installation of around 200 boom gates and other active control mechanisms at high risk rail crossings throughout Australia.

RECOMMENDATION

For Council’s consideration.

1.15 MENDOORAN & DISTRICT DEVELOPMENT GROUP

Council has received a request from the Mendooran & District Development Group for a donation for the amount of \$200 to assist with the printing and advertising costs associated with the running of the Waste 2 Art competition in Mendooran.

They advise:

“Waste To Art is a community art exhibition and competition that shows creative works made from reused & recycled waste materials. This exciting and innovative challenge invites schools, community groups and individuals to turn rubbish into an art form of their choice, from sculptures to clothing. The purpose of the project is to encourage the concept of reduce, reuse, & recycle whilst changing attitudes about waste and what is thrown away”.

RECOMMENDATION

For Council’s consideration and if approved to determine where the funds will come from.

1.16 COUNCIL COMMITTEES

Council at its ordinary December meeting approved nominations for various Community Committees, however nominations for the following committees had to be re-advertised:

Coonabarabran Town Beautification Advisory Committee - (five (5) community representatives)

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Medical Services Advisory Committee – (four (4) community representatives)

Shire Halls Advisory Committee – (one (1) community representative from Baradine Hall, Binnaway Hall, Purlawaugh Hall, Goolhi Hall, Youth Club Management Committees)

There were no nominations received for the first committee, however the following nominations have been received for the Medical Services Advisory Committee:

Dr Paul Saad of Baradine
Mr Peter Munns of Baradine
Mr Leon Roach of Coonabarabran

The Binnaway Progress Association has responded to the invitation to nominate for the Shire Halls Advisory Committee:

Ms Barbara Swan (Day) nominee
Mr Len Guy – alternate

The following Groups have now also confirmed the nominee and alternates for the Warrumbungle Shire Tourism and Economic Development Advisory Committee:

The Binnaway Progress Association:
Ms Sharon Bowen – nominee
Mr Glen Halliday – alternate

Dunedoo & District Development Group:
Mrs Sue Stoddart – nominee
Ms Wendy Hill – alternate
Mrs Jennie Kubowicz – alternate
Mrs Debbie O'Connor (stand by)

NSW Farmers:
Mrs Juleen Young - nominee

Council will need to resolve to accept or reject nominations received to date. Also, Council will need to determine whether or not to pursue vacancies on the committees.

RECOMMENDATION

That Council accept and thank the following nominees:

Medical Services Advisory Committee

Dr Paul Saad
Mr Peter Munns
Mr Leon Roach

Shire Halls Advisory Committee

Ms Barbara Swan (Day) - nominee

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Mr Len Guy – alternate

**Warrumbungle Shire Tourism and Economic Development Advisory
Committee**

Ms Sharon Bowen - nominee

Mr Glen Halliday – alternate

Mrs Sue Stoddart – nominee

Ms Wendy Hill – alternate

Mrs Jennie Kubowicz – alternate

Mrs Debbie O'Connor – (stand by)

1.17 COUNCIL CHAMBERS EXTENSION

Council at its December meeting looked at a series of sketch plans that were offered by staff for what has been known as the Crane Building site. At that meeting a "Building Committee" was formed consisting of Councillors Shinton, Lewis, Sullivan and Schmidt. A requirement of that decision was that a report be brought back to each future Council meeting after that on the progress being made. Due to there being only 7 working days from the December meeting until the agenda needed to be out for the January meeting this will be the first of those reports.

Previous Considerations

The following report was considered by Council at its 21st February 2008 meeting and is provided to offer the state of play and considerations by Council as far in developing the Council Chambers Extension site. It will also assist the new Councillors to understand the issues:

1.2 CRANE BUILDING

Council at its ordinary meeting in December 2007 considered a report on the future use of the building site known as the Crane Building site. At that meeting it was determined that the area of the land to be constructed on would be governed by the rear wall of the existing Council Chambers. As well it was determined there would be staff parking at the rear and no shops would form part of the complex.

The dimensions of the land are 25.145m fronting John Street and 39.835m fronting Cassilis Street. The Cassilis Street frontage as it lines up with the rear of the existing building is 29.7m which means that footprint available to build on would be 746.8m². It would also be prudent to allow up to 1 metre off these dimensions for outside walls with the dimensions being 24.145m and 28.7m with an understanding that this would not account for lost space due to internal partitions. The consequent footprint would then be 692.96 m².

While not an immediate critical issue the matter of rear parking and how it associates with the area behind the existing building and the lane way at the rear of the John Street

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Shop will need to be defined. A possible solution is simply to erect a wall with security wire along the top between the existing Council Chambers and Peter Young's Menswear.

A second and not immediate issue to this report is how the loan will be serviced with the determinations of Council.

To assist me in complying with the Council resolution of December 2007 which states below:

189 Resolved *that the following components be included in a future building extension as well as obtaining a design on a preliminary basis to allow some indicative costings to be obtained:*

- *Library facilities*
- *Council Chambers (Kitchen and Toilets)*
- *Two storey structure*
- *Staff toilet facilities*
- *Administration area*
- *Staff kitchen facilities*
- *Training room facilities*
- *Senior staff offices*
- *Area for community services staff*
- *Senior staff car park*
- *No Shops*

I am seeking assistance in a general sense on office space requirements.

The Director of Community Services has now indicated the requirements for office space for her division:

a) *Library requires*
Includes amenities, storeroom and kitchenette

b) *Social Services Area*
Includes kitchenette, freezer room and storeroom

In both cases would ideally require rear access.

c) *Further there would need to be access upstairs that would accommodate disabled people. Allowing for a 3 metre rise between floor levels and a disabled access way 1.5metre wide this would take up 63m² while a similar shared arrangement to that in the current building would be 9.1 m². There are issues in arranging a 1 in 14 walkway in the building and a lift would take up 9m². With a stair well and lift, allowing for maneuvering space, would in total cover 27m².*

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d) Administration areas.

These figures are taken from the report to the December 2007 meeting:

- | | | |
|------|--------------------------|-------------------|
| i) | Administration Area | 200m ² |
| ii) | staff kitchen facilities | 30m ² |
| iii) | staff toilet facilities | 40m ² |

The above areas are essential to be left on the ground level.

- | | | |
|----|---------------------|---------------------|
| a) | Library | 400.0m ² |
| b) | Social Services | 108.2m ² |
| c) | Access Area | 27.0m ² |
| d) | Administration area | 270.0m ² |

The area available without constraint of internal walls is 692.96m². To accommodate this short fall in area Council will need to do away with the expanded staff kitchen area, the additional staff toilet facilities and reduce the administration area to 156m². The issues raised in my report to the December meeting concerning these facilities will remain unanswered.

Therefore the ground floor would consist of the following areas:

- | | | |
|----|---------------------|---------------------------|
| a) | Library | 400.0m ² |
| b) | Social Services | 108.2m ² |
| c) | Access Area | 27.0m ² |
| d) | Administration Area | 158.0m ² |
| | | 691.2m² |

Due to these constraints the following facilities and issues would need to be located on the first floor. Again the areas needed are drawn from the December 2007 report:

- i. *Council Chambers area – this would need to be 140m² to allow for a new Chambers and associated catering facilities.*
- ii. *Training Facilities – the training area would need to be another 100m² and this is an increase in the December report. A review of these needs show that there are regularly two and often three group meetings happening at one time. Further with the Social Services needs they would also use this area constantly. The area needed here assumes any catering facility would be shared with the Council Chambers.*
- iii. *Access area - this will be the same as the ground floor 27m².*
- iv. *Toilet Facilities – the current first floor toilets would need to be relocated and the present area could be converted to Technical Services and Environmental Services storage area as there is a significant shortage within the building for this need. Also taking into account the toilet facility would need to be centrally located to offer ready access to the Council Chambers and Training Room as well as providing for the extra down stairs demand. The expected area here is 40m².*

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-
- v. *Senior Staff offices – this covers the office area for the Mayor’s office, General Manager’s office, Director of Community Services and General Manager’s PA. Area needed 86m².*
 - vi. *Small foyer area which would be associated with the Council Chambers, and senior staff area 24m².*
 - vii. *Other existing staff offices – to cover Emergency Services, Roads Safety Officer, Human Resources Staff, 3 offices one surplus office space 80m².*
 - viii. *Access corridors between above offices, toilets and over upstairs access – approximately 60m².*

The total area is:

i. Council Chambers	140m ²
ii. Training Facilities	100m ²
iii. Stairway Access	27m ²
iv. Toilet Facilities	40m ²
v. Senior Staff Office	86m ²
vi. Small Foyer	24m ²
vii. Other existing staff	80m ²
viii. Other access corridors	60m ²
Actually needed	557m ²

This would have an area of 135.96m² available for other office space upstairs.

It is to be noted that all the air conditioning infrastructure for this building will be placed on the second storey.

If Council is accepting of the above configurations then I will proceed to obtain a design that will allow indicative costings to be done.

RECOMMENDATION

For Council’s determination.

Resolution from February 2008 Meeting

1.2 CRANE BUILDING

A motion was moved by Councillor Hill, seconded by Councillor Lewis to endorse the contents of the General Manager’s report in item 1.2. and proceed to have a design and costings obtained.

219 An amendment was moved by Councillor Dawson seconded Councillor Lewis that Council endorse the contents of the General Manager’s report in item 1.2. and proceed to obtain a design and costings. This design is to include three shops, but not include any parking area but utilise the whole block for a building.

The amendment was put and carried.

The amendment became the substantive motion and was put and carried.

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Councillor Todd recorded his vote against the resolution.

Post December 2008 Consideration

At this stage the "Building Committee" has not met.

A new sketch of the building proposal has been prepared and takes into account suggestions made about the third plan that went to the December 2008 meeting. While there were no formal decisions made about the type of building desired there now appeared to be general consensus between Councillors that the following should be included. A decision on the following issues will allow the "Building Committee" to progress with developing a final concept plan to be referred to a quantity surveyor.

Shops

The agreement was that there should be no shops in the building for general rent. In looking at this proposal I would make the observation that while the general economic conditions prevailing see a number of vacant shop front in the CBD that may not be the case in future years. The building when completed will be there for at least the next 50 years if not 100 years. To simply exclude or exclude the planning for shops (whether used or available now) may not be the best long term outcome and would see the future of the John Street Cassilis Street intersection never having the shops that were historically there returned.

Action - Council needs to formally establish its attitude on this matter.

Rear Parking

The agreement was that Council wanted senior staff parking to be provided at the rear of the block. This will necessitate the opening up of the lane way at the back of the shops fronting John Street. The area available is not sufficient for cars to angle park (front in) and turn around to drive back out the Cassilis Street entrance without danger to the public.

Action - Council needs to determine to open the rear lane and make it a one way street from Cassilis Street to Timor Lane.

Adjusted Space

At the December meeting concern was expressed about the lack of additional space for Corporate Services. This attached plan noted as "Plan 4" now accommodates that

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requirement. To achieve this result the first floor (upstairs) area needs to be expanded which required an extension over the car parking area.

Action - Council note and approve the necessity for these changes.

Progress Towards Construction

The plans that have been prepared and presented to the December meeting (and now) will require major works to be carried out in the existing Council Chambers building structure. To accommodate these works it will be necessary to relocate all staff for the duration of the works – let us say one year. The early plans that were developed attempted to construct a building next door and at the end with minimal disruption establish small interconnecting accesses. From previous experiences it will detrimental to staff health to try to accommodate the structural changes with staff working in the building.

The cost of relocating, establishing an office and paying rent will conservatively cost and additional \$200,000.

A decision in this respect will set some ground rules for the "Building Committee" as they progress the planning. If staff are not to be relocated then there possibly will need to be significant changes to the attached plan.

Action - Council to determine if it is prepared to relocate operations out of the current building during the construction phase.

Other Matters

- In previous plans there were multiple public entrances to the building. The best customer service solution is a one point public access with divisional contact points being adjacent to that entrance. This is provided in this Plan #4.
- A balcony has been designed into the upstairs corner to reflect the Commonwealth Bank Facade.
- As the building will be much larger and internally segregated, a swipe card security system will be installed. Thus you will note a small access booth has been provided facing John Street. This will mean that staff and others accessing the building when the front doors are not open must use this access booth.

Council now needs to determine the above issues.

RECOMMENDATION

That Council determine its position on the following issues to guide the “Building Committee” in their deliberations.

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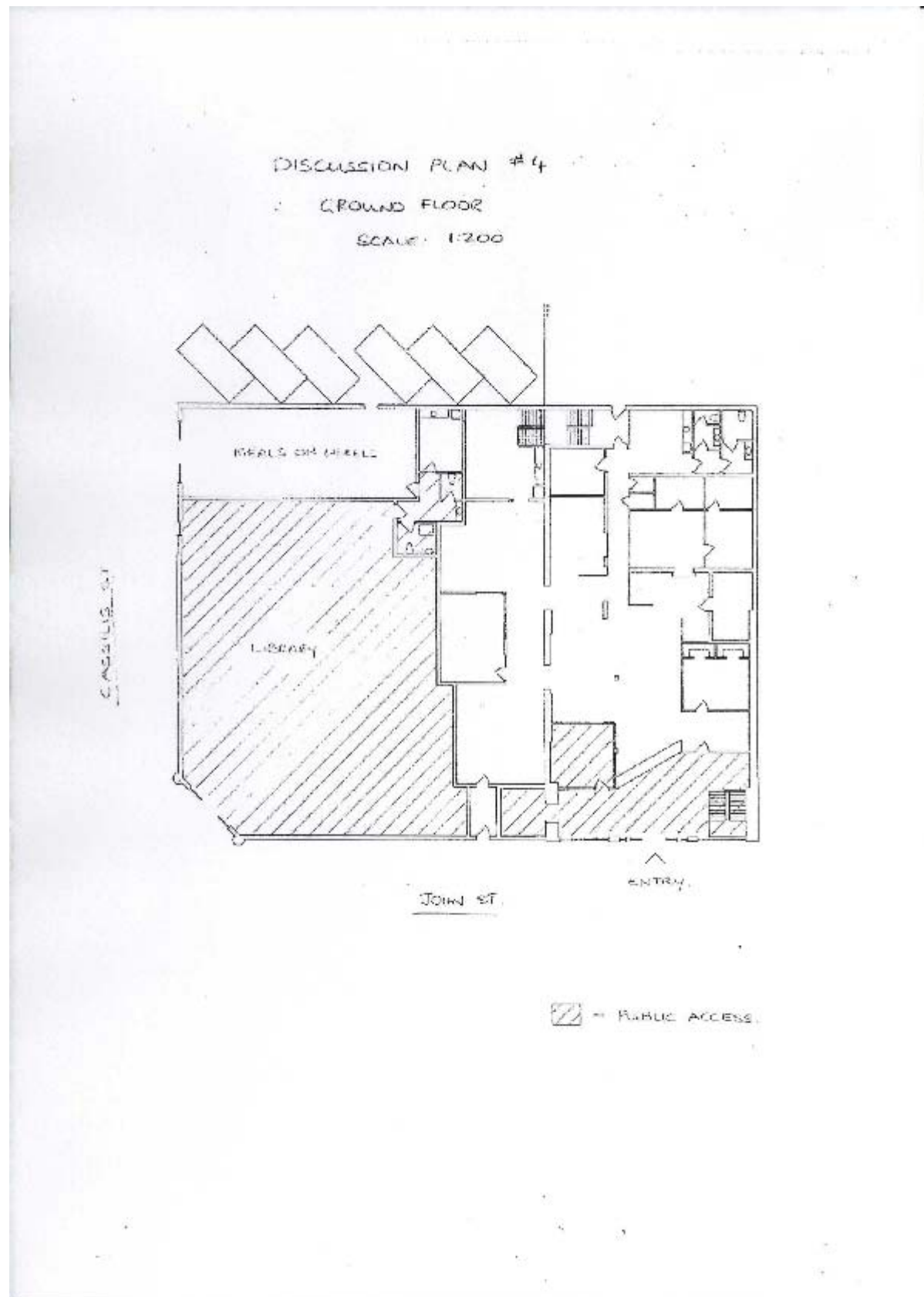
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-
- Future Shops
 - Rear parking and rear laneway
 - Relocation of staff during construction phase

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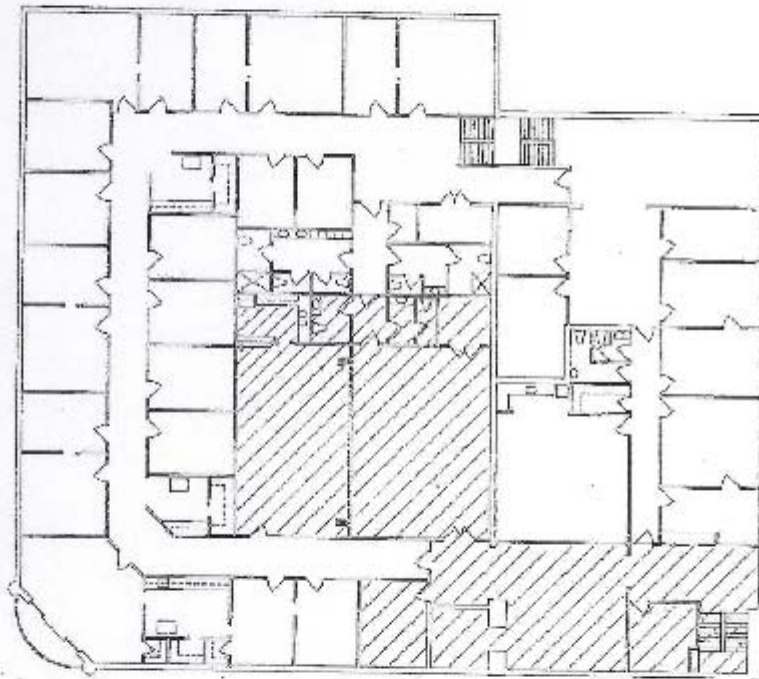
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DISCUSSION PLAN # 4

1ST FLOOR

SCALE: 1:200



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1.18 AUSTRALIA DAY

Council at its December meeting determined the awards for Australia Day 2009 in the following categories:

1. Citizen of the Year Award
2. Young Citizen of the Year Award
3. Senior Citizen of the Year Award
4. Sportsperson of the Year Award
5. Young Sportsperson of the Year Award
6. Certificate of Recognition (in recognition of particular service during 2008) - one each for the towns of Coolah, Dunedoo, Mendooran, Baradine, Binnaway and Coonabarabran.
7. Group Community Service Award
8. Sports Team of the Year Award
9. Community Award – Villages, Less than 100 residents (award funds to be utilised on a Local village facility)

At the time of consideration concerns were expressed about the selection process or the need to select so many categories. It was suggested that the only category that Council determines would be Citizen of the Year and Sportsperson of the Year.

In the past concerns have been expressed but never adequately dealt with as it has been left to the end of the year to address. This report is tabled to allow early consideration of the 2010 Australia Day function and Awards.

Set out below in point form are issues that have been raised by various town organisers and participants.

Coonabarabran

- Consider moving the starting time of the function to 7.00pm
- An increase is needed in the budget
- Consider forming an Australia Day Committee
- Additional Australia Day flags are needed
- Additional Bunting is also needed
- Consider the possibility of charging for the meal
- Consider also the allowing for Australia Day show bags/merchandise

Coolah

- Additional Australia Day flags are needed
- Additional Bunting is also needed
- Development Groups could possibly run the day and also purchase the Ambassador gifts
- Groups would like the banners and information delivered the week before
- Groups would like a choice of Ambassador
- The Old Coolah Shire used to give the Ambassador a gift basket of local goods – would like to do this again

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Binnaway

- The \$7.00 per head was too expensive
- Mendooran
- Would like an increase in the budget for the Australia Day function

Dunedoo

- Would also like the Australia Day programme and banners delivered the week before
- Additional Australia Day Bunting and flags are needed.

The matter is now presented for discussion and consideration.

RECOMMENDATION

For Council's consideration.

1.19 BREAST CANCER AND KIDS CANCER RESEARCH FUND RAISING EVENT

Council is in receipt of a letter from Mr Ken Tuckey who is undertaking a 20,000 km trip around Australia to raise money for breast cancer and Kids cancer research. Mr Tuckey advises:

I am travelling 20,000 km's around Australia raising money for Breast Cancer and Kids Cancer Research and driving a MF-20MD Utility and transporting a ATV Farm Quad Bike.

I am seeking sponsorship for this trip and if sponsored by your company I will ensure you receive media coverage and signage on my escort vehicle. I will be visiting schools endeavouring to raise awareness on the safety issues of children riding ATV Quad bikes and Safety Gear.

I leave on the 2nd March 2009.

From the year 2000 to 2006 eighty one people have died on ATV Farm Quad Bikes and twenty three were children.

I see the safety of ATV Quad Bikes an important subject to talk to children about.

Attached are letters of introduction from the Breast Cancer and Kids Cancer Research Trust organisations.

RECOMMENDATION

For Council's consideration and if approved where the money will come from.

1.20 BARADINE COUNTRY RURAL FIRE BRIGADE

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Council has been approached by the NSW Rural Fire Service to allow a lease agreement to be drawn up between Mr Ross Miller and the Warrumbungle Shire Council. The lease will enable a brigade station to be erected on Mr Miller's property "Ercourt" near Kenebri.

The proposed station will be a transportable type building for use by the Baradine Country Rural Fire Brigade.

Below is a map of the property belonging to Mr Miller showing the location of the proposed station.

RECOMMENDATION

For Council's consideration.

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1.21 VICTORIAN BUSHFIRES

Australia has seen the unbelievable devastation caused by the bushfires in Victoria over this past week. To date there has been well over \$70 million raised one way or another as well as donations of clothing, blankets and supplies for the many people who have been left homeless.

Through the Local Government Shires Association, Councils are being asked to support the bushfires victims wherever possible.

RECOMMENDATION

For Council's consideration to determine what if any support it can provide.

1.22 MANAGEMENT PLAN REPORT – December 2008

Attached is a report on the management plan for the second quarter of 2008/2009 ending December. 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.

.....
R J GERAGHTY
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>
39	Conferences	To allow all Councillors an opportunity to be part of and well informed on all Local Government activities	After the election the new Council was declared in September and all councillors undertook training for two days in October followed by a Councillor information seminar in November which was arranged by the DLG. The Mayor attended the Country Mayor's Assoc'n meeting in November and also represented Council at the new Australian Council of Local Government meeting in November in Canberra which was established by the Hon Anthony Albanese MP.
	Consultancies	To provide assistance to Council in senior staff appointments	Employment Solutions will continue to assist Council with General Manager's and Director Reviews.
	Subscriptions	To be an active and supportive member of the Shires Association	Subscriptions paid at the beginning of the financial year. Advice is given to and received from the LGSA on a regular basis.
40	Donations	To provide support for community organisations in accordance with set policy	Donations continue to be paid as per the Management Plan. Additional requests are listed for the ordinary Council meetings.
	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 with Council's Policy. These payments are made at the end of each month.

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	Other	To meet the overhead charges attributed to the governance section.	The overhead costs are applied on a quarterly basis. The attribution of overheads continues to ensure that all parts of the organisation and their works programmes reflect a full and fair proportion of the administration and general operating costs.
	Civic Functions	To ensure that all civic functions are professionally presented and Councils relationships provide a positive image of Council.	There were no naturalisation ceremonies conducted during the quarter however, the Mayor attended end of Year functions for schools and the TAFE Campus. Included was the opening of the Dunedoo Catholic School Basketball courts. The Mayor & General Manager attended the opening of the Dunedoo Pre School.

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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>
41	Organisation Structure	To monitor the structure of the organisation so as to encourage accountability and enthusiasm throughout the Council organisation.	Adjustments to the organisational structure continue with the addition of the Long Day Care Centre. The structure was amended in December to include an extra 14 staff members from this Centre who will be responsible to the Director of Community Services. As there is a new Council, Council will need to reconsider the organisation structure before September 2009.
		To progressively improve the quality and range of services provided.	The finalisation of the Long Day Care Centre took place in December with council being able to offer places in 2009 for a wide range of children. Further the Dunedoo Pre School premises is now Council property.

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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 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 have taken the opportunity to speak to Council in the forum before the ordinary meeting. PDF versions of business papers and minutes are available on Council web site and at the 6 libraries. Councils 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>
42	Public Relations	To keep 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>
43	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 as and when required. The Team Leader Tourism & Economic Development has resigned effect from the end of January 2009. The position is being advertised.

WARRUMBUNGLE SHIRE COUNCIL

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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>
44	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 GM remains a member of the Board of Statewide as well as providing support to various OROC projects. Refinements continue with the new General Ledger format ensuring that all staff down to supervisor level are immediately aware of their budget situation.

WARRUMBUNGLA SHIRE COUNCIL

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

<i>COST CENTRE OBJECTIVE:</i>	To provide a cost-effective, professional people management service such that: <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.		
<i>EXECUTIVE SERVICES – HUMAN RESOURCE SERVICES</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
46	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 worked with all staff and management within the organisation to provide advice and assistance in all areas especially new legal requirements for Council, training and development of staff and translation of award.
	Payroll Services	Provide an efficient payroll service to the Organisation.	All staff received a high quality of service from payroll staff with all pays processed accurately and within the prescribed timeframe.
47	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.	Staff undertook various Work cover tickets to ensure multi skilling throughout the organisation. Additional traineeships offered to new staff in Certificate 111 Civil Construction. Training courses in the areas of Water & wastewater and RTA Blue Card training. All apprentices and trainees successfully completed their second semester of TAFE for 2008.

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PAGE NO.	ACTIVITY	PERFORMANCE TARGET	PROGRESS UPON REVIEW
	O H & S / Risk Management	Provide an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.	Risk assessments and safe work method statements continue to be written. Lost time for Workers Compensation claims minimal.
	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.	Recruited 6 new employees to replace resigning staff this quarter. Numerous other positions to be filled in the coming months. Three long term vacancies still unfilled due to skills shortages in those areas. Probity of recruitment process scrutinized and tested. All processes found to have conformed to legislative requirements.
47	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.	Standards and Practices relating to the competency system were fully developed to ensure equity to all staff throughout the organisation. All staff competency documents close to completion with distribution envisaged in early February.
48	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.	No changes to organizational structure this quarter.
48	Industrial Relations	Provide advice to management on industrial matters and negotiate matters with staff and Industrial Bodies.	Late November Council transferred from a NAPSA back to a State Award. This was in response to advice from Department of Local Government following a Bill passed through Parliament deeming Councils to be political entities, not Constitutional Corporations.

WARRUMBUNGL E SHIRE COUNCIL

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

<i>COST CENTRE OBJECTIVE:</i>	To actively promote and provide an efficient and cost effective economic development and marketing program, to facilitate and encourage economic development within the Shire.
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ECONOMIC DEVELOPMENT OBJECTIVE

<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
50	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>Assistance provided to event organiser and meetings held on ideas, coordination and funding options for the 2009 Warrumbungle Sustainability Conference – an inaugural event proposed for February.</p> <p>Shire information packs provided to GP Logic in Bathurst – relocating doctors.</p> <p>Team Leader attendance Central Ranges Natural Gas meeting 31st October.</p> <p>Assistance and information provided for new business start up – Coonabarabran.</p> <p>Management Budget: 54%</p>
	Economic Development Industrial Subdivision	Additional industrial land being made available for sale.	Plan for industrial subdivision approved by Council.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
	Economic Promotion	Implement an effective economic promotion campaign.	<p>Film Central NSW - Images sent for Bollywood feature film production – Binnaway and Coonabarabran. Images provided Sandstone Caves for advertisement.</p> <p>Advertising and Promotion - Advertisement and free editorial in Eastern Suburbs Spectator, Coogee Chronicle, Maroubra Times, and Randwick and Kensington Leader on 3rd October 2008 at reduced rate. Direct enquiries generated.</p> <p>Conference Bids - Submission to host Department of State and Regional Development (DSRD) Community Economic Development Conference 2010 – Coonabarabran shortlisted. DSRD location visit 11th November 2008. Awaiting outcome.</p> <p>Economic Development Awards - Orana Regional Business Excellence Awards held Saturday 25th October in Bourke.</p> <p>Council Website - Submitted economic development content for approval.</p> <p>Display Materials - Two banners designed and printed - for use at Council-sponsored or supported events, community events, meetings etc.</p> <p>.</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>
51	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>Team Leader attendance and input at Chamber of Commerce meetings.</p> <p>Community and business grants information distributed to community development officers monthly or when received.</p> <p>Skills audit – Joint project Warrumbungle, Coonamble, Bourke, Gilgandra and Brewarrina. Project brief provided to DSRD for funding. Awaiting outcome.</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>
52	Visitor Information Centre	An accredited and customer focused Visitor Information Service	Tourism NSW Marketing Worksop held 15th October – attendance Tourism Promotions Coordinator. Central NSW Tourism Marketing Taskforce Meeting held 10th December - Tourism Promotions Coordinator and Tourism Administration Officer attendance. Meeting held with Narrabri Shire Council and NPWS to discuss Pilliga Forest Discovery Centre in Baradine official opening and promotion opportunities in 2009. Coonabarabran VIC – Letter sent to all operators re new Tourism Website and business listing details. Offer to operators to utilise additional display space at VIC. Displays would be changed bi-monthly by the operator. Minimal interest from operators, initiative did not go ahead. VIC request for alternate contact phone numbers from operators to avoid loss of customers and to satisfy visitor expectations/needs.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
			<p>New weekend staff member Kira Alexander – temporary maternity leave position.</p> <p>Warrumbungle Tourism Brochure distribution Coolah, Dunedoo and Mendooran.</p> <p>Manual Handling Training for VIC staff November. Staff</p> <p>Tourism Website Management Training.</p> <p>Newell Highway Promotions Committee Meeting and business plan workshop held November 3rd and 4th 2008. Team Leader attendance.</p> <p>Management Budget: 54%</p>
	Tourism Promotion	Implement an effective tourism marketing and promotions campaign, which is aligned to market research.	<p>Consumer Shows - Promotion as part of Central NSW Tourism and Golden Highway Promotions Committee at the Canberra Caravan and Camping Show October 24th – 26th 2008.</p> <p>Brochures sent.</p> <p>Tourism Website - Content management ongoing - updates as required.</p> <p>Advertising and Promotion – FREE PROMOTION: World's Largest Virtual Solar System Drive featured in September/October and November/December 2008 editions of Australian Road Rider.</p> <p>Tourism Unit coordination of journalist famil to region.</p> <p>FREE PROMOTION: Qantas Inflight Magazine half page editorial.</p> <p>FREE PROMOTION: Sydney Morning Herald Traveller two page editorial and images.</p> <p>FREE PROMOTION: Dunedoo feature in Sydney Morning Herald Traveller December 2008.</p>

WARRUMBUNGLE SHIRE COUNCIL

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
			<p>Baradine and Pilliga Tourism - Meeting held Gwabegar Thursday 13th November to discuss funding opportunities through DSRD and Tourism NSW. Also discussions regarding marketing/promotion of alternate route with design and print of a DL double sided brochure to coincide with official opening of Pilliga Forest Discovery Centre - funds contributed by Warrumbungle and Narrabri Shires plus Baradine Progress.</p> <p>Solar System Drive - Website updates and changes provided to content manager for upload. Activity Books sold to Coonabarabran VIC customers, schools and other Visitor Information Centres.</p>

WARRUMBUNGLE SHIRE COUNCIL

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PAGE NO.	ACTIVITY	PERFORMANCE TARGET	PROGRESS UPON REVIEW
			<p>Festival of the Stars 2008 - promotion included design and print of programs, programs inserted in Coonabarabran Times (two editions), advertisement Dubbo Daily Liberal, posters in local businesses. Festival held 18th – 27th October 2008.</p> <p>Town Information Boards - Design with printer.</p> <p>Regional Tourism Project - Warrumbungle Cluster Meeting held 18th Dec. \$3000 allocation to cluster promotion. 4 LGAs participating (Coonamble, Gilgandra, Narrabri and Warrumbungle). EOI for FORTO demand building marketing campaign funding successful. Total campaign cost including funding if successful \$24,000. Major marketing campaign March – June 2009 to target South East Queensland through TV promotion, direct mail out and consumer show attendance.</p> <p>Town Brochures - changes submitted to designer for reprint.</p> <p>What's on - Compilation and distribution monthly What's On event calendars.</p> <p>Press Releases – submitted to Shire newspapers on an ongoing basis.</p> <p>Visitor Statistics: 7,812 down 5% compared to same period previous year (2007).</p>

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

<i>COST CENTRE OBJECTIVE:</i>		To provide leadership and technical management expertise for the effective maintenance and sustained improvement of the community’s infrastructure assets.	
<i>TECHNICAL SERVICES – TECHNICAL SERVICES MANAGEMENT</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
58	Management Services	To provide managerial control and support to the division	Managerial support provided across all areas of Technical Services. The positions of Design Manager and Manager Water and Sewerage are still vacant and this means that many projects are delayed. Overall expenditure is 34% of annual budget allocation.
	Technical Services	To provide technical advice to the division, the organisation and the Council.	Ongoing consultation with Department of Commerce and DWE regarding Mendooran water treatment project. Ongoing meetings with RTA regarding new contract arrangements. Ongoing meetings with Dept of Infrastructure regarding Rail Bridge funding surplus. Submissions prepared for RTA, Central West CMA. Meetings with Gilgandra and Coonamble regarding management of water services. A review of staff competency documents and grades continued during the quarter.

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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>
60	Rural Local Roads (Const)	Reconstruct sealed local roads to Council’s standards within budget allocation utilising industry best practice.	This program behind schedule. 29 % of budget expended. Munns Rd commenced but washed out. Avonside Rd completed. Design issues with Coolah Neilrex Rd, Teridgerie Creek not yet resolved. Piambra Rd seal completed – section of resurfacing yet to be completed.
	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.	This program is behind schedule. 33% of budget expended. Design issues with Binnia Street project, Binnia Street drainage project, Renshaw Street drainage project and Walker Street drainage project. John Street Coonabarabran completed during period. Cobra Street drainage project completed.
	Footpaths (Const)	Provide safe and trafficable extensions to the current footpath network in accordance with Council’s policy and budget.	Macquarie Street footpath project completed.
	Regional Roads (Const)	Construct regional roads to RTA standard within allocation using industry best practice.	Bomera Creek bridge approaches commenced and proceeding satisfactorily. Culvert extensions commenced on MR55 (Black Stump Way).

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
	State Roads (Const)	Construct regional roads to RTA standard within allocation using industry best practice.	Negotiations held with RTA regarding a major widening project on SH18. Work expected to commence in March.
	Drainage (Const)	Extend existing drainage networks within budget allocation in order to improve efficiency and remedy localised problems.	Refer to comments in 'Town Streets'.

PROGRAM: Technical Services
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>
61	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 – 50% expended.

WARRUMBUNGL E SHIRE COUNCIL

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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>
62	Bridges local roads - maintenance & repair	Complete maintenance in accordance with agreed budgets	Some maintenance work undertaken on Coona Cooney Bridge.
	Local Roads Sealed	Complete maintenance in accordance with agreed budgets	Budget 33% expended. Patching generally able to address all potholes Shire wide in a timely manner.
	Local roads unsealed	Complete maintenance in accordance with agreed budgets	Maintenance budget 77% expended with obvious concern now for remainder of year. Gravel resheeting program progressing satisfactorily with 58% budget expended.
	Flood damage local roads	Complete programme in accordance with agreed budgets	Repairs to local roads almost complete. Significant repairs on rock outfall structures on Coolah Creek Road in progress

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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.	
<i>TECHNICAL SERVICES – REGIONAL AND STATE ROADS M & R</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
63	Regional Roads Traffic Facilities	Complete all Traffic Committee signage in accordance with agreed budgets.	Linemarking and signs requested by Traffic Committee completed, however, marking of John Street median islands not yet completed.
	Regional roads maintenance	Complete maintenance in accordance with agreed budgets optimising outcomes for each regional road within the network.	General routine maintenance activities completed. Budget is 33% expended
	State roads maintenance	Undertake works in accordance with the RTA Single Invitation Maintenance Contract.	A major culvert inspection programme is about to commence, this will require two staff members for about three(3) months. Relevant staff attended and completed RTA training during quarter.
	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 Bridge behind schedule.
	National Roads - SH17	Undertake works in accordance with the RTA Single Invitation Maintenance Contract.	Introduction of new contract arrangements. The method of recovery of Council costs under this contract yet to be finalised
	Regional Roads -Bridges	Maintain regional roads bridges in accordance with budget and identify future maintenance required.	Construction of Bomera Creek bridge and Talbragar River bridge projects almost complete. Significant construction problems encountered by Contractor with Ulamambri Bridge.

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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 – STORMWATER DRAINAGE (234)</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
64	Road Maintenance	Complete maintenance in accordance with agreed budgets endeavour to extend the effective life of the asset.	Generally, maintenance expenditure on town streets within budget expectations, however, there are some variation between street drainage and road maintenance that may be due to incorrect job allocation. The overall expenditure level in each town is as follows; Baradine 47%, Binnaway 60%, Coonabarabran 66%, Coolah 29%, Dunedoo 42%, Mendooran 34%, Merrygoen 100%, Cobbora 0%, Leadville 41%, Other Villages 155%.
	Drainage Structure Maintenance	Clear waterway area and ensure sound storm water structures.	Refer to comments in ‘Road Maintenance’
	Footpath Maintenance	Undertake maintenance as required. Footpaths in safe and trafficable condition.	Refer to comments in ‘Road maintenance’
	Street Lighting	Provide for street lighting charges made by Country Energy	Budget allocation is included within budget allocation for individual towns. Several requests received for new streetlights, however budget is limited to \$5,000

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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>
65	Private works	Provide competitive hire rates within Council Policy. Return a profit of private works to Council.	The expected ‘profit’ mid way through the year is \$38,500, however the ‘profit’ to date is just \$19,900. Some outstanding invoices yet to be paid – but may not make up the difference.

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>
66	Carparking	Undertake maintenance as required.	Budget allocation, \$3,000, is now fully expended.

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

<i>COST CENTRE OBJECTIVE:</i>		Effective management of major road and bridge contracts and provision of safe and environmental sustainable quarry operations.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
68	Management	Provision of contract services to Technical Services division	Contracts in place for bitumen sealing and aggregate supply. Bitumen sealing works underway with most RTA work completed. Regional roads, local roads commenced. Most work planned to be complete by end of March 2009
	Gravel pits and Quarries	Gravel pit and quarry operations completed in accordance with all statutory requirements	Gravel Pit Operations satisfactory but there are insufficient resources provided to cope with risk assessments (planned for this financial year) and the additional information required by DPI which is required urgently.

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

<i>COST CENTRE OBJECTIVE:</i>		Maximise return to Warrumbungle Shire through the RTA contract.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
69	RTA Single Invitation Contract	Maximise financial return to council from RTA contract	RMCC has commenced. Quality documents still to be submitted (by end of January 2009). No profit can be made on routine works under the new RMCC contract (according to the contract).
	RTA Works Orders	Maximise financial return to Council from RTA contract	Works orders issued to the value of \$875,238.17 issued. These are mostly complete. Expect approx \$900,000 + of additional work before end of June 2009.

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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>
70	Bitumen Road Resurfacing	Development and completion of annual bitumen road resurfacing program.	The program has been developed. Some reductions required due to increased sealing costs. Most work expected to be complete by the end of March 2009. More than half the work is complete.

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>
71	Bitumen Road Resurfacing	Development and completion of annual bitumen road resurfacing program.	The program has been developed. Some reductions required due to increased sealing costs. Some work has started and is expected to be complete by end of March 2009.

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

<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>
71	Bitumen Road Resurfacing	Development and completion of annual bitumen road resurfacing program.	The program has been developed. Some reductions required due to increased sealing costs. Work is expected to start in January and be complete by end of March 2009.

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

<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>
74	Water Mains - Baradine	Regular service on hydrants and valves. <i>Provide adequate mains to supply sufficient volume.</i>	Mains providing service as required. However, a report received from RFS indicates that most hydrants require urgent maintenance. A program of maintenance has since been implemented.
	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. Estimate being sought on new bore.
	Water Reservoirs - Baradine	Maintain water reservoirs	Reservoir inspected by divers during the quarter. 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	OHS issues not yet addressed. General building upgrade not yet completed.
75	Water Other Baradine	Monitor water quality in reticulation system	Water quality monitored by Environmental Services Division in accordance with standards.
	Water Management Baradine	Completion of projects in accordance with budget constraints	Actual income is 66% of annual budget. Overall expenditure is 31% 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 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>
76	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 Reservoir inspected during the period – awaiting final report.
	Water Telemetry Sys - Binnaway	To provide accurate and reliable monitoring and warning system.	Telemetry system working satisfactorily.
77	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. Overall expenditure is 37% of annual allocation.

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

<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>
78	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. A review was undertaken by Department of Water and Energy on Timor Dam and a number of recommendations were made. A report will be prepared for Council.
	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 58% of annual budget. Overall expenditure is 37% 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 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 - Coolah	Regular service on hydrants and valves. Provide adequate mains to supply sufficient volume.	Main breaks repaired as required. Budget allocation for this cost centre 57% overspent. This is under investigation – possibly incorrect allocation between Treatment Plant cost centre.
	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. State Water is now issuing invoices for use of water.
	Water Reservoirs – Coolah	Maintain water reservoirs.	Reservoirs providing satisfactory service. Quotations being sought for replacement roof on Martin Street Reservoir.
	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 93% of annual budget. Overall expenditure is 53% of budget allocation due to a rates write off amount of \$78,354. Both the income and expenditure figures are distorted by this write off amount. 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 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>
80	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. A recent broken water main drained top reservoir and ¾ bottom reservoir. Installation of telemetry is urgently required.
	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 63% of annual budget. Overall expenditure is 38% of annual budget. Investigation of reuse options has not commenced due to resource constraints.

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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>
81	Water Mains - Mendooran	Regular service on hydrants and valves. Provide adequate mains to supply sufficient volume.	No significant works undertaken. Main breaks repaired as required. Constant complaints received about colour and odour of water. Flushing programme in place, but limited success. Cost centre fully expended, however, may be incorrect job allocation with treatment plant. – under investigation.
	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.	Reservoirs providing satisfactory service.
	Water Treatment Plant - Mendooran	Disinfection of water in accordance with Australian Drinking Water guidelines	New works progressing satisfactorily.
	Water Management – Mendooran	Completion of projects in accordance with budget constraints.	Actual income is 97% of annual budget. Overall Maintenance expenditure is 59% of annual budget. Loan funds required for payment of Contractor

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

<i>COST CENTRE OBJECTIVE:</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>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
82	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. No significant issues to report. No action yet on installation of water meters to each serviced property.
	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.

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

<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 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. Capital project to upgrade pump station is still under review.
	Sewerage Treatment Works Baradine	Treat sewerage to highest possible standard and dispose of effluent in accordance with EPA licence conditions.	Sewage treated as required.
	Sewerage Management Baradine	Sewerage projects completed in accordance with budget constraints	Actual income is 93% of annual budget. Overall maintenance expenditure is 52% of annual budget. Substantial work undertaken on user pay sewage models.

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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>
84	Sewerage Mains Coonabarabran	Losses from mains limited to industry standard. No incidences of property damage due to sewage overflow.	The frequency of sewer blockages is increasing and a works programme is being developed for ongoing inspections and cleaning. Construction of new main between Horsley Street and Drummond Street completed during the quarter.
	Sewerage Pumping Station Coonabarabran	No overflows from pump station. Pump station operating at optimum performance.	Pump station operating satisfactorily. Pump station upgrade project behind schedule
	Sewerage Treatment Works – Coonabarabran	Treat sewerage to highest possible standard and dispose of effluent in accordance with EPA licence conditions.	Treatment plant providing service as required, however, some breakdowns with monitoring equipment new components on order.
	Sewerage Management	Sewerage projects completed in accordance with budget constraints.	Actual income is 89% of annual budget. Overall expenditure is 33% of annual budget. Substantial work undertaken on user pay sewage models. Closed public meeting held for non residential sewage users

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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>
85	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. Capital works in Henderson Street and Yule Street behind schedule 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.	Increased level of monitoring and testing is contributing to over expenditure in this area. A review of EPA license conditions is being sought.
	Sewerage Management Coolah	Sewerage projects completed in accordance with budget constraints.	Actual income is 86% of annual budget. Overall expenditure is 23% of annual budget. Substantial work undertaken on user pay models.

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PROGRAM: Technical Services
PRINCIPAL ACTIVITY: Water Services
OBJECTIVE GROUP: Waste Water - Dunedoo

<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>
86	Sewerage Mains Dunedoo	Losses from mains limited to industry standard. No incidences of property damage due to sewage overflow.	Mains providing service as required. Sewer extension to Robertson Oval is 80 % completed.
	Sewerage Pumping Station Dunedoo	No overflows from pump station. Pump station operating at optimum performance.	Pump station providing service as required. Upgrade works in Nott Street completed.
	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 underway and will take up to 12 months to complete.
	Sewerage Management Dunedoo	Sewerage projects completed in accordance with budget constraints.	Actual income is 92% of annual budget allocation. Overall expenditure is 52% 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>
88	Parks - Baradine	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Park and toilets being maintained at expected cost level. Soft fall in need of repair.
	Parks - Binnaway	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Park and toilets being maintained at expected standard.
	Parks - C'bran	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Parks kept tidy and mown as regular as budget allows.
	Parks - Masters	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Area tidy, heavy grass growth has required extra mowing
	Parks - Nandi	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Area tidy, heavy grass growth has required extra mowing
	Parks – Coolah	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Area tidy, heavy grass growth has required extra mowing
	Parks – Dunedoo	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Area tidy, heavy grass growth has required extra mowing
	89 Parks – Mendooran	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Area tidy, heavy grass growth has required extra mowing
	Parks – Neilson	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Heavy use over holidays required maintenance
	Parks - Other Reserves	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Mowing program within budget
	Parks – David Bell	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	No volunteer mowing now means bigger demands on staff involvement – Budget fully spent

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
	Parks – Timor	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Mowing has been frequent as heavy cover
	Trees – Parks Neilson	Keep trees in healthy state and to satisfy public within allocated budget.	Park kept tidy on program
	Trees – Parks Other Parks	Keep trees in healthy state and to satisfy public within allocated budget.	Trees monitored and maintained as required

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>
90	Trees - Ovals	Keep trees in healthy state and to satisfy public within allocated budget.	Keep monitored and maintained as required
	Streets - Grass cutting - Baradine	Grass to be kept in tidy state within allocated budget.	Mowing occurring as per program. When staff available
	Streets - Grass cutting - Binnaway	Grass to be kept in tidy state within allocated budget.	Mowing occurring as per program. When staff available
	Streets - Grass cutting - C'bran	Grass to be kept in tidy state within allocated budget.	Mowing occurring as per program. When staff available. Becoming more demanding.
	Streets - Trees	Keep trees in healthy state and to satisfy public within allocated budget.	Some maintenance work done. Work to be done in autumn
	Streets- Grass cutting – Coolah	Grass to be kept in tidy state within allocated budget.	Budget almost spent. High demand
	Streets – Grass cutting – Dunedoo	Grass to be kept in tidy state within allocated budget.	Budget 75% spent. High demand.
	Streets – Grass Cutting – Mendooran	Grass to be kept in tidy state within allocated budget.	Small budget already spent. Mowing cut back.

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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>
91	Street cleaning – Baradine	Ensure streets and gutters are kept in clean state and parking areas	Main area cleaned weekly
	Street cleaning – Binnaway	Ensure streets and gutters are kept in clean state and parking areas	Main area cleaned weekly
	Street cleaning – Coonabarabran	Ensure streets and gutters are kept in clean state and parking areas	CBD swept daily. Rest of town on rotation program
	Be Tidy Bins M & R	Ensure streets and gutters are kept in clean state and parking areas	Budget spent. Vandalism contributes to expenditure

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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>
92	Toilets – David Bell Park	Toilets to be cleaned daily.	Budget spent Repairs required on three occasions from vandalism
	Toilets – Neilson Park	Toilets to be cleaned twice daily.	Heavy usage in holidays
	Coolah – McMaster Park	Cleaning three times weekly	Heavy usage in holidays
	Black Stump Road side rest area.	Cleaning three times weekly	Kept clean
	Dunedoo – Milling Park	Cleaned daily	Heavy usage requires extra cleaning
	Mendooran Lions Park	Cleaning three times a week.	

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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>
94	Garbage Tips - Baradine	Ensure tip kept in tidy state	People still do not comply. Time spent cleaning up
	Waste Services - Domestic Baradine	Ensure private rubbish is collected weekly.	Waste collected weekly
	Waste Services – Non Domestic Baradine	Ensure commercial rubbish is collected weekly.	Waste collected weekly
	Kerbside Recycling – Baradine	Ensure recycling collected on a weekly basis	Recycling collected weekly. Participation spasmodic.
	Commercial Recycling – Baradine	Ensure commercial recycling collected on a weekly basis.	Recycling collected weekly. Participation spasmodic.

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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>
95	Garbage Tips - Binnaway	Ensure tip kept in tidy state	Area generally tidy.
	Waste Services - Domestic Binnaway	Ensure private rubbish is collected weekly.	Waste collected weekly
	Waste Services – Non Domestic Binnaway	Ensure commercial rubbish is collected weekly.	Waste collected weekly
	Kerbside Recycling – Binnaway	Ensure recycling collected on a weekly basis.	Recycling collected weekly. Participation spasmodic.
	Commercial Recycling – Binnaway	Ensure commercial recycling collected on a weekly basis.	Recycling collected weekly. Participation spasmodic.

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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>
96	Garbage Tips – Coonabarabran	Ensure tip kept in tidy state	Area kept tidy. Rubbish covered daily
	Waste Services - Domestic – Coonabarabran	Ensure private rubbish is collected weekly.	Waste collected weekly
	Waste Services – Non Domestic	Ensure commercial rubbish is collected weekly.	Waste collected weekly
	Kerbside recycling – Coonabarabran	Ensure recycling collected on a weekly basis.	Recycling collected weekly. Participation spasmodic.
	Commercial recycling – Coonabarabran	Ensure commercial recycling collected on a weekly basis.	Recycling collected weekly. Participation spasmodic.

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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>
97	Waste Services – Domestic Kenebri	Ensure private rubbish is collected weekly	Waste collected weekly
	Waste Services – Recycling Kenebri	Ensure recycling is collected weekly	Recycling collected weekly
	Waste Services - Domestic Bugaldie	Ensure private rubbish is collected weekly	Waste collected weekly
	Waste Services – Recycling Bugaldie	Ensure recycling is collected weekly	Recycling collected weekly
	Waste Services - Domestic Ulamambri	Ensure private rubbish is collected weekly	Waste collected weekly
	Waste Services – Recycling Ulamambri	Ensure recycling is collected weekly	Recycling collected weekly

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

<i>COST CENTRE OBJECTIVE:</i>		Provide clean and tidy landfill site and recycling centre.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
99	Waste services – Collection runs: Timor Road Purlewaugh Road Baradine Road River Road Bungabah Rural Oxley Highway	Ensure private rubbish is collected on a weekly basis. Ensure Recycling is collected on a weekly basis.	Waste collected weekly Recycling collected on a weekly basis. Participation rate not high.

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>
100	Garbage Tips – Coolah	Ensure tip kept in tidy state	Area still needs cleaning up weekly
	Waste Services - Domestic – Coolah	Ensure private rubbish is collected weekly.	Waste collected weekly
	Waste Services – Non Domestic	Ensure commercial rubbish is collected weekly.	Waste collected weekly
	Kerbside recycling – Coolah	Ensure recycling collected on a weekly basis.	Recycling collected weekly. Participation spasmodic
	Commercial recycling – Coolah	Ensure commercial recycling collected on a weekly basis.	Recycling collected weekly

PROGRAM: Technical Services

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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>
101	Garbage Tips – Dunedoo	Ensure tip kept in tidy state	Area still needs cleaning up weekly
	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. Participation spasmodic
	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 OBJECTIVE:</i>		Provide waste depot.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
102	Garbage Tips - Mendooran	Ensure tip kept in tidy state	Area still needs cleaning up weekly
	Waste Services – Domestic – Mendooran	Ensure private rubbish is collected weekly.	Waste collected weekly
	Waste Services – Non Domestic Mendooran	Ensure commercial rubbish is collected weekly.	Waste collected weekly
	Kerbside recycling – Mendooran	Ensure recycling collected on a weekly basis.	Recycling collected weekly. Participation spasmodic
	Commercial recycling – Mendooran	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 – Other

<i>COST CENTRE OBJECTIVE:</i>		Provide weekly collection services on designated runs	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
103	Waste Services – Domestic Neilrex	Ensure private rubbish is collected weekly.	Rubbish collected weekly
	Waste Services Recycling Neilrex	Ensure recycling collected on a weekly basis.	Recycling collected weekly
	Waste Services - Domestic Merrygoen	Ensure private rubbish is collected weekly.	Rubbish collected weekly
	Waste Services Recycling Merrygoen	Ensure recycling collected on a weekly basis.	Recycling collected weekly
	Waste Services - Domestic Leadville	Ensure private rubbish is collected weekly.	Rubbish collected weekly
	Waste Services Recycling Leadville	Ensure recycling collected on a weekly basis.	Recycling collected weekly
104	Waste Services – Domestic Coolah rural	Ensure private rubbish is collected weekly.	N/A
	Waste Services- Recycling - Coolah rural	Ensure Recycling collected on a weekly basis.	N/A
	Waste Services – domestic Uarbry	Ensure private rubbish is collected weekly.	N/A
	Waste Services – Recycling Uarbry	Ensure Recycling collected on a weekly basis.	N/A
	Waste Services – Domestic Cobbora	Ensure private rubbish is collected weekly.	Rubbish collected weekly
	Waste Services – Recycling Cobbora	Ensure Recycling collected on a weekly basis.	Recycling collected weekly
	Other Waste – South		

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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>
107	Management	Asset and Design Services projects completed with budget constraints. Provision of technical advice in relation to Development Applications.	The positions of Manager and GIS officer remains vacant. The position of Technical Officer was filled during the quarter. Some assistance from external consultants and from Coonamble Shire in relation to the bridges. The overall budget allocation for recurrent expenditure is 25% expended.

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>
108	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>
109	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, setting out works occurred on bridges currently under construction, that is, Bomera, Ulamambri and Talbragar. Design works undertaken on Angus Rd, MR55, Walker Street, Mt Nombi Rd and Sand Creek..

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>
110	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. A programme of culvert inspections commenced with the assistance of student engineer.

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

<i>COST CENTRE OBJECTIVE:</i>		To provide modern plant to suit Council’s requirements	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
112	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 30.0 % over on expenditure this over expenditure includes the sharp spike in fuel prices up \$173,069.00 on budget forecasts this amount also includes incorrect entry of fuel from 2007/2008 totalling 33,241 litre at a average cost of \$1.70 per litre total cost of \$56,510.00 and income is up \$124,507.00 or 7.2% on budget forecasts

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

<i>COST CENTRE OBJECTIVE:</i>		Provision of safe, secure and effective depots.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
113	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 – Coonabarabran	Provision of depot to suit needs of users and meet all requirements.	Depot is providing safe workplace and meet all of user requirements, The depot has had a number of break and enters over the last few months with fuel the main target, Shed has been erected for Parks and Garden, electricity connection has been completed and preparation for extension of the internal road network has started.
	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 is yet to be completed.
	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 OBJECTIVE:</i>		Plant and equipment downtime is minimised and plant and equipment is safe and reliable to use.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
114	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. Annual maintenance has been completed on all base stations. Department of Lands have identified Council as occupy Crown land for communication purposes and there for have levied a rent of \$3,067.00 pa per site to access to the onsite tower.

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

<i>COST CENTRE OBJECTIVE:</i>		Provision of efficient and effective workshop in Coolah and Coonabarabran	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
115	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. Skillion extension has been ordered and awaiting erection

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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>
118	Environmental Services Management	Provision of an accessible and customer focused Environmental Services Division.	Customer service targets being achieved demonstrated by minimal complaints. Weekly action plan monitoring is producing positive results and increasing department motivation. Majority of budget components on target.

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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>
119	Strategic Planning	Provision of an accessible, comprehensive and easily understood group of strategic planning instruments	Progress on the comprehensive LEP still slow with further analysis work by consultants required to satisfy Council and Department of Planning concerns. No further funding being drawn by consultants until strategy document is adopted by Council and the Department. Consultants have now taken on completion of the project in house which should allow greater focus. Meeting conducted with Department of Planning representatives on 9/2/09 in Dubbo to clarify departments requirements. Development Control Plan and Section 94A plan works progressing behind LEP project and up-coming State Government standardised Complying Development standards which will impact council's DCP project.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Environmental Services
OBJECTIVE GROUP: State of the Environment

<i>COST CENTRE OBJECTIVE:</i>		To encourage proper management and conservation of the natural and built environment through accurate State of the Environment reporting. Key components are: ongoing education, waste minimisation and recycling, sewerage effluent treatment (and reuse) and the disposal and proper use of public land.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
120	State of Environment	Document accurately reflects the current State of the Environment based on available information	Regional State of Environment complete and available on Council's website and in the community libraries. Local comprehensive report for 2008-9 is underway. Budget expenditure in proportion with progress.

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

<i>COST CENTRE OBJECTIVE:</i>		To effectively manage, and complete environmental rehabilitation and restoration projects on public lands in accordance with changing demands on usage.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
121	Major Projects	Efficient re-use of public land in an environmentally sustainable manner	<p>Land register project approximately 30% completed with public land in the three major towns in the southern half of the Shire completed and budget expenditure proportional to project status.</p> <p>The Alcohol Free Zone project is complete within the budget allocation. The balance of \$3,295 is requested to alleviate other environmental project budget expenditures.</p> <p>A comprehensive report regarding the completion of the Rural Numbering project will be provided to Council at the March meeting.</p>

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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>
122	Environmental Management Services Policy Development	Provision of a current policy for each major functional area	Planning policies continue to be developed with existing department policies reviewed as required.

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>
124	Town Planning	Council’s planning Instruments and Policies administered via 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. Anticipated income has decreased due to a reallocation of construction certificates to the building area.

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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>
125	Subdivision Approvals	Council's planning Instruments and Policies administered via consistent and high quality approvals.	Twelve (12) subdivision applications have been processed in first half of the financial year. Consents issued utilising checklists and standard conditions of consent (based on existing planning instruments) for consistency. Anticipated development application income has decreased due to economic conditions.

PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Town Planning
OBJECTIVE GROUP: 149 (Zoning) 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>
126	149 (Zoning Certificates)	To deliver accurate and comprehensive zoning certificates reflective of Council's planning Instruments and Policies.	Certificate content constantly under review for technical correctness. Two hundred and seventy nine (279) applications have been processed this first half of the financial year compared with one hundred and ninety eight (198) for the same period last year.

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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>
127	Heritage Conservation	Council’s planning Instruments and Policies reflect appropriate heritage conservation strategies to be administered via consistent and high quality approvals.	Expenditure in this area has been minimal this quarter due to setbacks with the LEP strategy. Council’s heritage consultant continues to provide high quality referral advice however the demand has declined substantially with the development application activity decrease.

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>
128	Vacant Land – Community/ Operational	All vacant land accurately identified and leased where possible/relevant. Maintained in accordance with budget. All applications for consent and enquiries dealt with professionally.	Budget expenditure on target and small clean-up projects are identified and undertaken as required. The signage project in this area is complete.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Town Planning
OBJECTIVE GROUP: REP (Lighting) Control

<i>COST CENTRE OBJECTIVE:</i>		To assess planning applications for adherence to the Orana Regional Environmental Plan. Ensuring that development across the Shire occurs in an ecologically sustainable manner and minimises disruption to the astronomy activities carried out at Siding Spring Observatory.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
129	REP (Lighting) Control	Council's planning Instruments and Policies administered via consistent and high quality approvals which demonstrate adherence to the Orana Regional Environmental Plan.	Continued and ongoing staff involvement in regular REP meetings has ensured progress is being achieved. The REP will eventually be replaced by standard LEP template clauses. Some staff resources expended on visiting non-complying lighting installations with favourable results.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Town Planning
OBJECTIVE GROUP: Public Cemetery Management

<i>COST CENTRE OBJECTIVE:</i>		To provide well maintained and accessible cemetery facilities.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
130	Public Cemetery Management	All cemeteries have adequate area available for grave site extension and are maintained to a reasonable and consistent standard.	<p>The capital projects at the cemeteries are now complete, with the new bay at Native Grove scheduled for early 2009. The Baradine Cemetery project is complete within the budget allocation.</p> <p>Community expectations of the cemetery maintenance area are high. Despite increased budget allocations this year, complaints are increasing. Coonabarabran Old Cemetery has ongoing complaints about erosion and maintenance and will require further projects over the next few years.</p> <p>Increased numbers of burials this year (with corresponding increases in income) have compromised both the grave-digging and maintenance budgets. Dunedoo Cemetery has had the same number of burials in the first six months of this financial year as the entire year in 2007-8 with 113% of its anticipated income received and 83% budget expenditure. Coonabarabran Old Cemetery has received 148% of projected income for this year and spent 77% of budgeted expenditure.</p>

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
			<p>A burial occurring at Uarbry Cemetery resulted in a significant over expenditure due to the time elapsed between maintenance. Village cemeteries are mowed twice per annum only and one cemetery is scheduled for a major project each year. Otherwise a "clean-up" of the village cemetery only occurs for a burial.</p> <p>Council's level of service will need to be formally determined and then costed and budgeted for accordingly. For the existing level of service to be maintained a supplementary vote will be required for the final quarter.</p>

PROGRAM:

Environmental Services

PRINCIPAL ACTIVITY:

Environmental Health Services

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. 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>
132	Environmental Health Services Administration	An accessible, customer focused community Environmental Health Information service.	<p>All complaints investigated in a timely fashion. Cadetship program substantially underway and producing valuable results. Desktop internet access is essential and when installed will benefit the outcomes for this area. Budget expenditure on target. Anticipated income as expected. Invoices have been sent for second round of inspections.</p>

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Environmental Health Services
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>
133	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.	Complaints responded to within statutory timeframes. Food Authority seminars completed for this calendar year. Risk assessment register complete. Routine food shop inspections complete for this quarter. A formal Public Education Program has been scheduled for February 2009, designed to improve hygiene awareness in response to concerns following routine food shop inspections. Attendance numbers from seminars held in other Shires would indicate that 70 registrations would be a positive result. This program is being funded through the existing environmental health advertising and promotions budget.

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

<i>COST CENTRE OBJECTIVE:</i>		To ensure a high level of compliance with public health statutory requirements 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>
134	Public Health Control	An accessible, customer focused public and Environmental Health Control information service.	Complaints investigated promptly and orders sent as required. Regular town water supply sampling taking place with required notification and reporting. Mendooran remains on permanent boil alert. Specialist staff training in the areas of swimming pools, water supply and health inspections scheduled for the end of February 2009.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Environmental Health Services
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>
135	Environmental Pollution Control	An accessible, customer focused information service about environmental hazards such as pollutants, illegal dumping and littering.	River water monitoring is taking place as part of Council's regional State of the Environment project. Further expansion of this area is desirable with targeted public education programs. Pamphlets are available at front counter to increase awareness of the impacts of environmental pollution. Website contains adopted State Of Environment Report for 2007/08. Staff training in the Protection of the Environment & Operations Act scheduled to take place in February and April 2009.

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

<i>COST CENTRE OBJECTIVE:</i>		To ensure Council's six (6) swimming pools are operated and maintained to a high standard, and are compliant with any relevant legislation. To ensure a safe and attractive facility that meets community needs.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
136	Public Pools - Baradine Binnaway Coolah Coonabarabran Dunedoo Mendooran	Gradual improvement of each facility, including the variety of services provided. Increased patronage of the pool in accordance with the allocated budget.	Capital projects near completion. The Warrumbungle Lifeguard Training program is complete with participants from the Coolah, Coonabarabran and Dunedoo Swimming Clubs. These volunteers are very enthusiastic and fully qualified so they are able to provide much needed support for pool operations and more autonomy over their activities for the clubs. Coonabarabran, Coolah and Mendooran have successfully contracted kiosk operators. The Coolah pool electricity consumption continues to be monitored and substantial savings appear to have been made using the report recommendations. Some start-up difficulties were experienced at Coonabarabran and Baradine Pools. Baradine Pool has substantial ongoing leaks causing significant water loss and chemical wastage. These leaks need rectification before next season. Coonabarabran, Dunedoo and Baradine Pools have all suffered vandalism and the associated rectification and replacement costs.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
			<p>Swimming pool income is on target. The \$2 entry fee is very successful with casual patrons. Increased numbers of season tickets have been purchased this year with swimming clubs and Council staff ensuring that members all have season tickets as per policy.</p> <p>The trial of increased open hours this season has been met with mixed response/attendance. The entry book provides a way to monitor the peak usage times and adjust opening hours accordingly. Hours will be reduced in February and March (in off-peak times) due to staffing constraints when most of the casuals return to University. Operational budgets remain on target.</p>

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Environmental Health Services
OBJECTIVE GROUP: Clean Up Australia Day

<i>COST CENTRE OBJECTIVE:</i>		To ensure Council’s participation in the annual nationwide environmental clean up.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
137	Clean Up Australia Day	Increased community awareness about the aesthetic and health merits of cleaning up their environment.	The budget allocation for this project has been discontinued.

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

<i>COST CENTRE OBJECTIVE:</i>		To develop applicable community standards by reviewing and regularly updating division policies in keeping with Council’s vision for the provision of its environmental health services function.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
138	Environmental Health Services Policy Development	Provision of a current and comprehensive policy for each major function in the Environmental Health Services area.	Policies reviewed as required.

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

<i>COST CENTRE OBJECTIVE:</i>		To ensure compliance with statutory building control standards across the Shire. Maintain a safe built environment in accordance with community expectations.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
140	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.	Complaints and instances of illegal building work are minimal and dealt with promptly. Pamphlets on building related matters available at front counters. Increased awareness by customers for the need to make appointments with relevant staff as well as the need for adequate notice when inspections are required. Budget expenditure on target. Higher income than anticipated due to reallocation of construction certificates to building control.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Building Control Services
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. 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>
141	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 in place to ensure all new connections are covered by approvals and only by licensed tradesmen. Baradine orders for connection to sewer issued against all relevant properties.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Building Control Services
OBJECTIVE GROUP: Onsite Sewerage 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. 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>
142	Onsite Sewerage Management Systems	To ensure that all installations of onsite sewage management systems occur correctly and their operation is compliant with all relevant standards	Routine inspections lagging due to staffing constraints. Complaints and high risk installations receive priority attention. Staff training scheduled for April 2009. A Strategic Project is required to create a Shire-wide septic register based on risk and linked to property assessment numbers for 2009-10. Income higher than anticipated due to monies received owed from the previous financial year.

PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Building Control Services
OBJECTIVE GROUP: Places of Public Entertainment

<i>COST CENTRE OBJECTIVE:</i>		To ensure a high level of compliance with statutory requirements Places of Public Entertainment across the Shire.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
143	Places of Public Entertainment	To ensure the safety of large gatherings associated with public entertainment in accordance with community standards and expectations.	Legislation change. All applications now processed as Development Applications.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Building Control Services
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>
144	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.	A register of public buildings (eg, hotels) requiring annual certification is in the course of preparation for the purpose of routine annual follow up. Advice and assistance provided where requested.

PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Building Control Services
OBJECTIVE GROUP: Building Control Policy Development

<i>COST CENTRE OBJECTIVE:</i>		To develop applicable community standards by reviewing and regularly updating division policies in keeping with Council’s vision for the provision of its building control services function.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
145	Building Control Policy Development	Provision of a current and comprehensive policy for each major function in the Building Control Services area.	Review of adopted policies is ongoing for inclusion in the DCP project. Policy on abandoned and dilapidated buildings in the course of preparation. Staff training on the new SEPP on Exempt & Complying development is scheduled for February 2009.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Compliance 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>
147	Stock Straying	Promote community awareness regarding the hazards of straying stock. Provide a responsive impounding service and patrol for straying stock. Enforce relevant statutory requirements in a professional manner	Some improvements in this area shown by reduced expenditure this quarter compared with that of last year. Orders for fencing improvement have been used to advantage. Income from fines and impounding fees is in keeping with budget prediction. Cost recovery through the RTA is also reducing the expenditure in this area.

PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Compliance Services
OBJECTIVE GROUP: Stock Pound

<i>COST CENTRE OBJECTIVE:</i>		To provide a high quality enclosure compliant with statutory requirements regarding the keeping of animals	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
148	Stock Pound	Provide a suitable stock pound or alternative impounding arrangement where possible. Enforce relevant statutory requirements in a professional manner	All impounded stock are now delivered to the Coonabarabran Pound. Expenditure is higher than predicted but not alarming as it includes a large one-off expense.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Compliance Services
OBJECTIVE GROUP: Companion Animal Control

<i>COST CENTRE OBJECTIVE:</i>		To provide a high quality monitoring and control service to ensure compliance with companion animal keeping standards including the health and safety of the community generally	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
149	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	Routine complaint investigations taking place as requested. The program to establish new leash free areas in the Northern end of the Shire, and to improve those in the Southern end has been completed. The micro-chip program took place in November with over 50 participants. Income is a little lower than anticipated but generally due to monies pending from SDRO and registration commissions.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Compliance Services
OBJECTIVE GROUP: Companion Animal Pounds

<i>COST CENTRE OBJECTIVE:</i>		To provide two high quality enclosures compliant with statutory requirements regarding the keeping of companion animals necessary to service the Shire area	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
150	Companion Animal Pounds	Provide two suitable Companion Animal pounds to service the Shire area, compliant with all Department of Primary Industry requirements and of efficient design. Enforce relevant statutory requirements in a professional manner	Only one break-in at the Coonabarabran pound and one in the Coolah pound this quarter. No significant damage other than security fencing and lock replacement. Budget income and expenditure within expectations.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Compliance 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>
151	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	<p>Assisting building and health services with field observations has commenced formally this year. In particular results are being achieved with burnt out houses and overgrown allotments.</p> <p>Programs to install and regulate signs for alcohol free zones, rural numbering and swimming pools have been incorporated into regular patrol duties.</p> <p>Surveillance of swimming pools and assistance with immediate perimeter security repairs has also been an important function this quarter.</p> <p>This area of the compliance function will continue to develop to cover other functions of the environmental services needing field assistance. Budget expenditure within prediction.</p>

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Compliance Services
OBJECTIVE GROUP: Contract Services

<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>
152	Contract Services	Provide a quality outsourcing support service to other departments internal to Council.	Water monitoring occurs on a weekly basis for the technical services department. Removal of animals from RTA roads takes place as required. Budget expenditure within prediction.

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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>
154	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>Finalisation of eventual settlement for purchase of former Long Day Care (LDC) Centre on 15 December. Planning for refurbishment works continued to be major focus this period. Consultation with Preschool Management Committee, staff of Preschool and Connect 5 LDC, Department of Education, Employment and Workplace Relations (DEEWR) and NSW Department of Community Services (DoCS). Establishment of organisational structure, staff positions and draft budget, fees and centre philosophy, operations.</p> <p>Orana Area Consultative Committee (ACC) status remains active albeit without objectives or targets whilst Federal Government undertakes review of Regional Partnerships Program and ACC boundaries/roles.</p> <p>Dunedoo Preschool official Handing over of Keys ceremony conducted. Licence agreement as prepared remains unsigned and Preschool Committee have requested their preference for a Lease.</p> <p>Competency reviews completed for all Community Services staff. Manual Handling training attended by all staff. Director participated in new Councillor training session.</p>

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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>
155	Emergency Services Coordination	Maintain the DISPLAN including contact details Coordinate LEMC activities including exercises	Contact lists have been keep up to date with recent changes to our committee. An electronic DISPLAN has been completed to be released to members at the February LEMC meeting The Emergency Services Coordinator maintains the structure in which Local Emergency Management Committee (LEMC) can continue to work together managing problems that arise with emergency incidents.
		Provide effective assistance to all volunteer organisations (including VRA, SES and RFS) Management of Emergency Risk Management Project	Monitoring of all volunteer Emergency groups within the Shire including the budgets for both SES and VRA The Emergency Risk Management Project was completed in 2007. The Project remains a permanent agenda item at all LEMC meetings. A review of the plan will be undertaken by Emergency Services Coordinator and the DEMC during the early part of 2009.

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PAGE NO.	ACTIVITY	PERFORMANCE TARGET	PROGRESS UPON REVIEW
		Applying for grants applicable to volunteers and Emergency groups	To date, for the 2008 / 2009 financial year the Federal Government has place a hold on 'Emergency type' Grants for Councils. Thus no applications at present.
		Promote community awareness of DISPLAN and emergency procedures	After the debrief of the Coonabarabran Hail Storm (26/11/08) it was decided that an education program (leaflet enclosed with our rates notice) will improve emergency response times if the residence rang the SES Emergency number instead of local VRA members.

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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>
156	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>Road Safety Strategic Plan adopted at Council's October meeting.</p> <p>Warrumbungle Shire Liquor Accord formed and meeting monthly. Committee will act as project team for Drink Drive project - Drinking Kills Driving Skills to be launched in 2009.</p> <p>RSO has visited Preschools and Child carers in shire to deliver the You Love Me-Keep Me Safe restraint program. Winner drawn for Restraint and Baby Hamper Competition.</p> <p>Traffic counts were put in place, and the Speed Trailer monitored local roads. Local police implemented enforcement campaign for 50 km speed limit for Slow Down - In My Street project. Dress Up Your Wheelie Bin competition held.</p> <p>Workplace presentations conducted with GWAHS staff.</p>

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			Manual Handling Training attended. RTA Regional Meeting attended. Various press releases published including: <ul style="list-style-type: none">- Child Safety Hot Cars- WSLA established- Motorcycle Awareness Week- Changes to Older Drivers licensing system- You Love Me Keep Me Safe Campaign x 3 Slow Down In My Street Campaign x 6

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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>
157	Coonabarabran	Conduct regular and statutory maintenance program.	Aerodrome maintained within budget and according to statutory requirements. Obstacle Limitation Survey completed.
	Coolah	Conduct regular and statutory maintenance program.	Aerodrome maintained within budget and according to statutory requirements. Obstacle Limitation Survey completed. New lights operational.
	Baradine	Conduct regular and statutory maintenance program.	Western runway end sealed as per Remote Aerodrome Safety Program (RASP) project. Lights and PALC unit with lighting specialist to build new units. Aerodrome maintained within budget and according to statutory requirements.

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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>
158	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 inspection of library buildings for OH&S issues undertaken. Where applicable have been addressed. Cr Jones (Wellington) Chairperson and Cr Lambert (Narromine) Deputy Chairperson appointed at AGM. Holiday programs provided at all branches, book clubs meeting at most branches on regular basis. Mendooran and Baradine Libraries online book loan system installed and staff trained. Retrospective cataloguing completed for more Coolah, Dunedoo and Mendooran items.

WARRUMBUNGL SHIRE COUNCIL

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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>
159	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.	Agency operating according to Westpac management schedule. Mystery Shopper and customer service results 100%. Council front 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>
160	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.	NSW Sport and Recreation capital assistance grant application submitted for new Canteen/kiosk projects at Baradine and Binnaway. No 1 Oval project nearing completion – some final road works, volunteer painting and management of building water runoff that will be completed early 2009. Sporting facilities maintained in safe and attractive condition. All utilised for wide range of community sporting activities and events.
	Bowen Oval Coolah and sporting complex Robertson Oval Dunedoo Mendooran Sports Ground and Tennis Courts		All ovals maintenance of grounds undertaken by Council staff. Mendooran Sports Ground NSW Sport and Recreation capital assistance grant application submitted by Trust for ground improvements. Spraying and mowing by Council has assisted with weed control and provided at least a usable playing area for seasons cricket.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
161	Coonabarabran Racecourse Showground Binnaway Caravan Parks	Recreational facilities maintained in a safe and attractive condition. Optimum use of facilities Management committees established to manage day to day operations and maintenance of facility.	All facilities utilised by community for various events and maintained in safe and attractive condition.

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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>
162	Baradine Hall Binnaway Hall Coonabarabran Town Hall	Buildings maintained in a sound, clean and safe condition and available for use as required. Buildings to be licensed as Places of Public Entertainment.	Baradine Hall Local Schools Infrastructure project missed submission date. Coonabarabran Hall has had a number of major equipment breakdowns that has required repairs or replacement when necessary.
	Community Services Building Coonabarabran	Local management of each hall facilitated to ensure community input and hall use meeting the needs and expectations of each community.	Mendooran Mechanics Institute Conservation Management plan on public exhibition and adopted by Council.
	Shire Hall Coolah	Hall plans and long term objectives developed in partnership with community and stakeholders to expand community infrastructure asset usage.	Purlewaugh Hall as an employment project, initiated by Hall Committee which is being managed by Council. In excess \$20,000 worth of improvement works being undertaken by Sureway.
163	Dunedoo Jubilee Hall		
	Mendooran Mechanics Institute		
	Goolhi Hall and Reserve Trust		
	Purlewaugh Hall		

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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>
163	Youth Centre- Coonabarabran	Youth Club Committee assisted with the cleaning and ongoing maintenance of Youth Centre. Central booking system maintained at Council with cooperation from Youth Club Committee. Capital works projects are developed and grant applications facilitated.	First of toilets and showers amenities refurbishment project completed. Squash courts repainted and lights replaced with Youth Club Committee volunteers. Contract cleaning utilising Cornerstone group supports Youth Drop in Centre operations. Capital works project for roller shutters and second of toilets/amenities refurbishment in planning stages.

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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 OBJECTIVE:</i>		Engage and assist individuals, community groups, Council and stakeholders to implement Community Development initiatives	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
164	Community Development Officer – Coonabarabran	<p>Assist and encourage a collaborative, collective action to be taken by the community to enhance the long-term social, economic, and environmental conditions of their area so as to achieve an improved lifestyle.</p> <p>Projects are identified and opportunities for funding facilitated by sourcing and promotion of funding information</p> <p>Maintenance of Shire Community Services Directory.</p> <p>Facilitate implementation of Social Plan initiatives.</p> <p>Plan develop and support new and existing services to meet community needs.</p> <p>Engage individuals, community organisations and stakeholders in whole of government approach to Community Development issues</p>	<p>Promotion of the Federal Governments \$568,000 Regional Local Community Infrastructure Program (RLCIP) within Council and then to the community via the press and email lists seeking community input for submissions for suitable projects. Distributed information to 28 community organisations and Development Coordinators. Assisted many community members including VRA, Coolah Garden Group and Development Coordinators with submissions made to Council.</p> <p>Community Services Directory remains at planning stage.</p> <p>Assistance provided and attendance to Men's Shed Coonabarabran group meetings. Showground has granted permission for shed which has been designed and costed. Funding for a Mens Shed Coordinator \$15,000 allocated in budget not expended. No grant application submitted to date.</p> <p>Supported Community Services Expo and provided a Community Funding display at the.</p> <p>Funding Pot article promoting Grant Funding opportunities that are available published regularly in the Coonabarabran Times newspaper.</p>

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PAGE NO.	ACTIVITY	PERFORMANCE TARGET	PROGRESS UPON REVIEW
			<p>Continue to build the email distribution list of community members to promote Grant Funding Opportunities that are currently open. Sent on a regular basis as funding becomes available. Grant applications assisted include; Coonabarabran Golf Club – environmental restoration project.</p> <p>NSW Community Services Grants Program (CSGP) which funds Community Development Officer position has been under review past 18 months, now nearing end of process. May alter outcomes and focus of projects funded to NSW Department of Community Services priorities in future.</p> <p>Budget 40% expended.</p>
165	Youth Activities	<p>Youth week activities implemented by development of community partnerships.</p> <p>Youth participation into sporting, cultural and community activities encouraged and fostered.</p>	<p>Grant opportunity information distributed to Youth Club groups.</p> <p>Youth Week funding provided by NSW Government is less than anticipated approved at \$1230. Based on number of youth and ABS statistics. Council allocated \$2000 in budget, has requirement to match \$ for \$ only.</p>

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
165	Community Development Coordinators	<p>Part time community Development Coordinators are employed in Baradine, Binnaway, Mendooran, Dunedoo and Coolah</p> <p>Liaison and support network provided by Council to enable local models implemented across Shire</p> <p>Funding opportunities and cooperative partnerships developed for local community projects.</p>	<p>Development Coordinators have collectively facilitated grant submissions for period July – December grants totalling \$490,000. Successful funding received in excess of approximately \$270,000. Major ones of interest include \$227,000 for Baradine Progress Association Briquette Manufacturing Project, \$10,000 Baradine Retirement Unit Project, \$5,000 Coolah Mens Shed.</p> <p>Binnaway Tidy Town achievement a great confidence boost. Pumphouse Camping ground utilised as works nearing completion.</p> <p>Community Christmas carnivals and events coordinated.</p>
	Centrelink Agency	Provision of Centrelink Agency to service the needs of Coonabarabran.	Total clients 1826 for period. Service meeting needs of community and region.

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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>
167	Social Services Management	<p>All requirements of Funding Agreements from funding sources are met for all programs.</p> <p>Ensure the Home and Community Care Service Standards and Objectives are implemented.</p> <p>All legislations, acts and obligations relating to providing service to the aged and disabled are abided by and implemented.</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 community.</p>	<p>Annual Financial Acquittals to Department Ageing Disability and Home Care and NSW Ministry of Transport submitted.</p> <p>Partial compliance in submitting MDS statistical data to funding bodies for this quarter. Coonabarabran HACC Transport MDS submitted to NSW Ministry of Transport. MDS Statistical Data for HACC programs of the Coonabarabran and Coolah offices outstanding.</p> <p>Policy Manual ratified and accepted by Council. Now included in Council's Policy Manual.</p> <p>Inaugural Warrumbungle Community Services Expo was held in Coonabarabran Town Hall on 14th October. Although the weather was not conducive for large numbers of the public to visit, approximately 50 members of the public did attend.</p>

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			<p>Over 30 service providers, who have funded programs for this Shire provided staff and display tables. Service Providers came from as far away as Forbes, Orange, and Dubbo. Feedback from all the Service Providers has indicated a 100% return for next year's event and offered favourable comments on the set up of the Expo. A review of the Expo was held by the working party for improvements and/or changes to next year's event. The working party behind the Expo consisted of Warrumbungle Community Care, Family Day Care and Connect 5 - all part of the Community Services division of Council.</p>
			<p>Manager spoke at Coinda Auxiliary Committee on programs available. All staff attended Manual Handling and Ergonomics training sessions held at Coolah and Coonabarabran. One part time staff member has resigned from the Southern (Mendooran) office. One part time staff member resigned from the Northern office - this position has now been filled</p> <p>Casual Handyman for Dunedoo Home Maintenance service has resigned - this position will be filled in due course. Dunedoo clients are now being serviced by the Coonabarabran Home Maintenance Handyperson.</p> <p>Coonabarabran Meals On Wheels volunteers attended an information session held by the Coonabarabran Hospital Kitchen Manager. The hospital was obliged to hold this information session due to OH&S regulation and protocol changes relating to services accessing hospital grounds. This information was well received and very important to the safety of both hospital staff and Community Care volunteers.</p>

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
168		Seek appropriate funding opportunities to enhance existing programs and where an unmet need is identified, lobby for funding to be established.	<p><u>Meals Service - North:</u> Meal numbers are remaining steady and just under target with room for emergency short term meals. Total meals delivered for 2nd quarter is 1570 meals - quarterly target 1750 meals.</p> <p><u>Meals Service - South:</u> Meal numbers have increased slightly in South with 926 meals delivered. The quarterly target is 900 meals.</p> <p><u>Home Maintenance - North:</u> Total hours for this quarter is 119 hours. The increase in hours is due to the warmer weather. Quarterly target of 299 hours.</p> <p><u>Home Maintenance - South</u> 453 hours of service was given and the South also has a target of 299 hours. The increase is due to improved service delivery, warmer weather and a slight increase in client numbers in this program.</p>
			<p><u>Social Support - North</u> Total hours for this quarter is 883 hours. Quarterly target is 1,343 hours. Christmas and a quiet December has impacted on this result.</p> <p><u>Social Support - South</u> This program is doing well in the South and a little over target. This quarter totalled 641 hours with a quarterly target of 428. Allowed a 5% variance over the annual target of 1711 hours.</p> <p><u>Respite - Shire Wide</u> This program experienced another slight increase in service hours and this is demonstrated with this quarter's total of 180 hours. A definite increase. Quarterly target is 389 hours.</p>

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
			<p><u>Community Transport - North</u> This program is HACC funding only which is for the frail aged and people with disabilities. The operation of 2 funded vehicles and the brokering of a small bus to Dubbo in the Northern end gave of total of 624 trips for this quarter. Annual target for this program is 3274 trips. Quarterly target is 818 trips. We are not far off target! Kilometres travelled 41,511.</p> <p><u>Community Transport - South</u> The South has 3 sources of funding which makes variations in the target group. The operation of three funded vehicles and one brokered bus to Dubbo gave a total of 316 trips. This is a little down due to the Christmas quiet time. Annual target for this program is 3274 trips. Quarterly target is 818 trips. Kilometres travelled 24,141.</p>
			<p>Annual Surveys were sent out to all clients, volunteers and other community service providers. Surveys are now returned and collated ready for Annual Planning Days to be held next quarter.</p> <p>Warrumbungle Community Care staff from the Coolah office assisted the Leadville Community Group to hold their annual Christmas lunch. This assistance was in the form of organising local buses and cars for transport to and from the event as well as distribution of posters around the towns regarding the luncheon.</p> <p>Funding sought from the NRMA Community Grants Scheme for 'Older Road Users and Gopher Users Safety Program' – unsuccessful.</p>

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

<i>COST CENTRE OBJECTIVE:</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>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
170	Family Day Care	Provide support, guidance, assistance and monitor each of the carers who are registered with the scheme.	Carer Visits – 31 visits to Carers in Coonabarabran Coolah, Baradine Gilgandra. Ongoing phone support to all Carers. Visits include routine, house checks, new carer and induction, training and Playsessions. Service attended Community Services Expo and Interagency meetings.
171		<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>Provision of programs appropriate to the needs and development of the individual child.</p> <p>Service meets the accreditation and validation requirements by National Childcare Accreditation Council.</p> <p>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>Currently 17 FDC Carers, with one resigning in Coonabarabran with 1 new Carer in Gilgandra. 2 new Carers in progress in Coolah.</p> <p>Currently 3 In Home Carers.</p> <p>Inclusion support review on current Service Support Plan to continue to include children with additional needs within the service.</p> <p>Carers attended in-service training on Quality Assurance Service transferred to Child Care Management System.</p> <p>Coordinator attended Regulation Review and DoCs new central licensing update and Manual Handling training</p> <p>Income:\$ 246,371 Expenditure: \$ 193,230</p>

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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>
173	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>3rd Quarterly Utilisation Report submitted to DEEWR.</p> <p>Reports to DoCS; acquittal and ASPARD.</p> <p>Change of Training provider for Trainee position is continuing.</p> <p>In-Venue Long Day Care operating 3 days a week for 0-3 year olds.</p> <p>Average attendance / day =10-11 children.</p> <p>No. of families = 23</p> <p>No. of children = 32</p> <p>Funding received from DEEWR to provide service to end December.</p> <p>Application made to DEEWR to extend service to the end of January using current funding was approved.</p> <p>Manual handling training attended by staff.</p> <p>Implementation of regular staff meetings with all staff from all children's services. Ongoing update of Policies in progress.</p> <p>81 Surveys returned. Collation of results in progress.</p>

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PAGE NO.	ACTIVITY	PERFORMANCE TARGET	PROGRESS UPON REVIEW
174	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 and Weetaliba.</p> <p>Total no. of Sessions = 41 No. of children = 210 No. of families = 127</p> <p>Information provided for Parents each session comes from various organisations such as Dept Ed (School Readiness) NAPCAN (Child Protection), DoCS, RTA (Child restraints), NSW Fire Brigade (Fire Safety). Parents also seek advice about issues pertinent to them and we provide advice with written follow up e.g. Support for Relationships.</p> <p>Support for transition to school. Discussions with parents regarding children's individual needs. Visit to school in Baradine.</p> <p>Individual folders prepared for each child with photos, samples, observations and checklists.</p>
	Toy Library	To provide resources to communities in the area of child development	<p>Toy Library - 4 Parents borrowed 5 items. 7 Professionals/ 63 items Some items previously recorded still out on loan. Reminder letters sent.</p> <p>Borrowing at play sessions limited to books and puzzles. Larger equipment recalled to be utilised temporarily by Child Care. Baradine Transition Centre have the Social Skills Kit.</p>

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	Skills Development	To assist parents of children 0-5 years in building skills and confidence in parenting to support learning and development.	Quarterly Newsletter distributed to all families. Information included: Things to make; sensory mat, throwing & catching mits. Ten ideas for parenting tricky kids. Poem : The tone of voice.
	Partnerships in Service Delivery	To provide resources to communities in the area of child development	Participated in Interagency Group, Coonabarabran. Display of new equipment in the Library. Successful application to the Cancer Council on behalf of the Anglican Church to erect a shade structure at the Binnaway Church Hall

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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.	This year’s was completed on time. Work is about to commence in February for 2009/2010 Management Plan
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.	Advice given when and where required. Ongoing commitment to providing timely advice
		Manage and monitor outcomes of the Division and provide leadership of the Division to ensure that stated outcomes for the Division are met.	There are some problems in the Finance Department with excessive leave from some staff. This has now been limited to one individual however it leaves the department understaffed. There are vacancies that still have not been filled pending a revision of the Corporate Structure. In general terms most outcomes are being met despite these problems. Currently the Financial Statements are the only outstanding outcome.

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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>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.	None Reported

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.	Ongoing maintenance. In this year work will be carried out on the roof and gutters. This is in the quote process at the moment.
	Council Chambers Coonabarabran	Council Offices cleaned in accordance with contract specifications.	Solutions have been put into place to ensure that this is occurring
		Security of the building maintained.	There has been no security breaches reported
		Minor maintenance completed in accordance with quarterly inspection programme and determined priorities.	Done in a timely fashion – Currently there are quotes that have been submitted re the damage from the hail storm to air conditioner condensers.

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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.	Under review – a report will be bought to Council in first half 2009.

WARRUMBUNGLE SHIRE COUNCIL

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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	Produce a Financial Report detailing status of all key financial control indicators for: cash/investments/receipting /debtor, rates, assets, budget control. To provide leadership and direction to the Financial Services team.	Financial Reports are presented to Council detailing cash, investments, receipting, debtors, rates and budget control on a monthly basis as part of the Director of Corporate Services Report
184		Training plan for Financial Services.	A list of training required has been gathered and in the near future a rating intensive module will be run as a start to achieving the training requirements.
		Contribute to development of Key Performance Indicators (KPIs) for Financial Services section.	Key Performance Indicators for the Finance Staff for some areas are in place and others are being developed and changed as required.

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PAGE NO.	ACTIVITY	PERFORMANCE TARGET	PROGRESS UPON REVIEW
184	Finance Services – Management Acct.	Quarterly Budget Reviews completed and submitted to Council by November, February, May and August.	Quarterly Review for the first quarter was submitted to the November Meeting and second quarter will be submitted to the February meeting
		Significant budget variations reported to Council quarterly as per Regulation.	The document to council details the variations to budget for Council's review.
185		Provide technical support to managers in monitoring/developing budget bids.	Support has been provided to assist in the development in the current budget and will be provided as required in the monitoring of this budget and the development of the next budget
		Financial Services Budget continually monitored to ensure it is in accordance with adopted budget.	The Financial Services budget is monitored on a regular basis to ensure it is in accordance with the adopted budget
		Develop an action plan for the coordination and collation of budget bids for Council's consideration for the Management Plan 2009/2010.	An action plan and timetable is developed and distributed for the development and collation of the 2009/2010 Management Plan
186	New Financial Accounting Package	Oversee the continual development of the new financial package and its integration to the budget system Major Project	Further development of our financial package has occurred and a new general ledger and job cost system implemented from the first of July. This will be further refined as time progresses
	Management Accounting Package	Oversee the continual development of the Management Accounting (budget forecasting)	Mondelio have been working on this development since December in earnest to match with the new ledger structure. They have been involved since early June.
		Coordinate and collate budget bids from Divisions for the 2009/2010. Management Plan.	The bids from all divisions for the 2008/2009 have been collated for the Management Plan Council is working with
		Review Accounting Standard and periodic changes.	The accounting standards along with any changes are monitored to ensure Council complies with any changes

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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.	Council's Financial Reports have been completed in accordance with the required standards.
		Annual financial and statistical returns are lodged on time with DLG, ABS and Grant Funding Bodies as required.	Financial and Statistical Returns will be lodged once audit is completed. A preliminary set have been forwarded to the DLG. The Grant Funded Audits have been completed and forwarded.
		Constantly review adequacy of Council's assets registers and ensure compliance with AAS27 and accounting manual.	Council's assets register is constantly monitored to ensure it meets with the Australian Standard

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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.	Monitoring and auditing of debtors and private works is carried out on a regular basis. Since the end of this quarter there have been 7 delivery dockets for recycled goods totalling \$10,765.90 which have since been invoiced
189	Finance Services – Rating	Levy and collect rates in accordance with policy and procedure.	Rates Levy has been completed for the first payment and the second instalment is about to be issued on time
		Monitor compliance with debt collection policy. Review of ordinary rating and charging structure completed by 31 March 2008.	The debt recovery is being carried out in accordance with Council’s policy The review of ordinary rating charges occurred for this financial year and was included as part of our Management Plan Council has had 1983 ratepayers use BPay and 1258 ratepayers use Australia Post to effect payments during the quarter for a total value of \$787571.29.
190	Finance Services -Rating Water & Sewer	Monitor user pays water	User pay water first instalment has been mailed in November and the second will go out in February.
	Finance Services –Cash Management	Interest on invested funds to be at least equal to rates published in Financial Review for Local Government.	The investment funds have been invested in accordance with the Minister Order at the time of investment. Due to the Global Financial Meltdown it will be difficult to achieve the published rates as some investments are not paying interest dividends to protect the principal

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
	Finance Services-Cash Management	Continue to monitor options for better management of Council's Investment Portfolio.	Council's investments are being constantly monitored to ensure that our principal is safe and to endeavour to achieve maximum returns within the Ministers guidelines
	Finance Services -Accounts Payable	Streamline systems for payment of Council's Accounts Receivables by the use of new technology.	Council has processed 1399 payments via Electronic Funds Transfer totalling \$6,926,235.53 and 153 Cheques totalling \$918,653.11. Associated with this approximately 90% of creditors are paid within trading terms. Council is still endeavouring to pay all creditors by EFT however we have approximately 10% resisting this.

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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.	<p>Assistance from casual staff on 13 days during October to December whilst staff on leave.</p> <p>Staff attended Manual Handling training in early November and the Administration Manager attended the Women's Conference.</p> <p>The Administration Services budget is monitored on a regular basis to ensure it is in accordance with the adopted budget.</p> <p>Management Budget: 45%</p>

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

<i>COST CENTRE OBJECTIVE:</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>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.	Processing of correspondence up to date during October and November with some delays in December due to public holidays and office closure. Problems identified by staff (at end of October) of notification of receipt of correspondence and sending of outbound emails (associated with processes within the Bluepoint system), were rectified in early November.
194	Administration - Records	<i>Files and records accurately maintained.</i>	File titles amended in accordance with changes in ownership. Creation of new property files required as a result of subdivisions has been delayed as staff await split valuations and formal notification of transfers and title creation. Records relating to transfers not requiring split valuations are processed upon receipt.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
194	Administration - Support Executive Governance Corporate Technical and Environmental	Service to be provided in accordance with clients' needs and needs of organisation.	Support provided during quarter.
		<i>Cashiering services</i>	Receipting and counter services dealt with promptly.
195		Business papers prepared and distributed.	Electronic copies of the business papers for October, November and December were prepared and forwarded to Councillors by Friday prior to meeting. Hard copies of Agenda and attachments delivered on Monday prior to meeting. Business papers placed on website and distributed to various media.
		Committee meeting agendas prepared and distributed.	Agendas prepared by Administration staff and issued as needed.
		Minutes prepared and distributed.	Delay in preparing, checking and producing October council meeting minutes due to attendance by staff at Town Committee meetings. October minutes distributed electronically on 30 th October. Hard copies of minutes posted to Councillors. Minutes and business papers placed on web site. Some delay during quarter in making copies of business papers and minutes available to libraries however libraries have copies of business papers up to and including December 2008 with Minutes distributed to libraries after endorsement by Council.
		Annual Report compiled, prepared and completed in accordance with legislative requirements.	Preparation of 2007-2008 Annual Report underway, however report not completed awaiting information / reports from various staff.
		Summary of Affairs prepared and submitted for inclusion in Government Gazette.	The Summary of Affairs to be prepared and submitted for inclusion in the Government Gazette.
		Statement of Affairs prepared.	Statement of Affairs prepared in October 2008 and updated.

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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>
197	Supply Services	Goods and services purchased at best possible prices in accordance with Council policy and legislative requirements.	Council is working with Regional Procurement and other purchasing groups along with Government Contracts to ensure best price is achieved at all times. Consideration is always given to local suppliers if the cost difference is minimal ie 5%
		Review scope of supply operations and stock diversity	Everything is running smoothly
	Stores Warehousing and Inventory Service	Provide operationally efficient stores warehouses based at Coonabarabran, Coolah and Dunedoo and inventory control system to industry standards.	Systems in place are efficient and meet industry standards. Stricter procedures have been adopted.
198	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 stores are meeting their targets and are operating well.
		Ensure high standard of accountability in the control of Council's stores inventory, with biannual stock takes conducted.	A program or random stocktakes has been implemented with the first one to be done in the new year

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

<i>COST CENTRE OBJECTIVE:</i>		To provide assistance to Council in the strategic and tactical development and direction of Council's IT Infrastructure and services. To provide professional advice services to staff on IT and related matters. To represent Council's interests in interactions with others (internally and externally). To provide systems and services aimed at maintaining Council's legislative compliance involving IT security and its administration and management. To provide custodial and protection services in regards to IT assets, data and information.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	B. <u>PROGRESS UPON REVIEW</u>
200	IT Support Management	Oversee enhancements or developments of IT Infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	Support is being provided as required by Council's IT Officer and Council's designated IT service providers. Targets are being met

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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. <u>PROGRESS UPON REVIEW</u></i>
201	IT Support – Telecommunicat ion Services	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	The problems previously being experienced have been gradually overcome however we still experience some delays with faults.
	IT Support – Records Management	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	Bluepoint will be upgraded during March and training will also occur. Alternative products are currently being investigated

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
202	IT Support – Financial Accounting	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	Practical is currently working well and staff, appear to be finding the structure easier to work with. We have received advice at the end of January that Practical has been purchased by CIVICA who will now virtually have a monopoly for our size of Council for this type of software
	IT Support - Other Services	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	Functioning well
	IT Support - Clients	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	We have still been experiencing connectivity problems however we have ordered two new switches which will be delivered in January and installed shortly thereafter.
	IT Support - Peripheral Devices	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	With the replacement printers in place and the issue of user ID's there is now more cost accountability due to the enhanced features.
	IT Support – User Support Services	Maintain or develop systems and services as defined and agreed within budgetary legislative and other constraints.	Problems are resolved in a timely fashion as they occur

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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>
204	Bushfire Management	To provide the community with the level of service they require and expect to minimise damage by fire related incidents.	The bushfire season is half over without any major incidents in our shire however every effort has been made in preparation to ensure we are ready if an incident occurs.

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>
205	Bushfires Running Expenses	Increase the number of trained personnel to provide better service to the community and reduce firefighter injuries.	There has been continuing training over the past three months
	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.	The hazard reduction programme has been followed with no major incidents.
	Fire control Centres	To improve overall command and control at all emergency incidents within the Warrumbungle Shire.	This is progressing with no service failures being noted.

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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 DUE BY THE BANK TO THE FOLLOWING FUNDS AS AT 31 JANUARY 2009

GENERAL FUND	BANK	RESTRICTED	BALANCE
General Fund Bank Balance	\$ 12,081,603.72	\$ 1,408,000.00	\$ 6,193,603.72
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	\$ 12,081,603.72	\$ 5,888,000.00	\$ 6,193,603.72
WATER FUNDS	BANK	RESTRICTED	BALANCE
Baradine Water Bank	\$ 26,886.84		\$ 26,886.84
Binnaway Water Bank	\$ 444,967.67	\$ -	\$ 444,967.67
Coonabarabran Water Bank	\$ 1,361,050.84	\$ 179,230.45	\$ 1,181,820.39
Coolah Water	\$ 844,391.10	\$ 714,212.00	\$ 130,179.10
TOTALS	\$ 2,677,296.45	\$ 893,442.45	\$ 1,783,854.00
SEWERAGE FUNDS	BANK	RESTRICTED	BALANCE
Coonabarabran Sewerage	\$ 2,121,816.90	\$ 836,510.08	\$ 1,285,306.82
Baradine Sewerage	\$ 361,083.63	\$ -	\$ 361,083.63
Coolah Sewerage	\$ 1,119,984.64	\$ 563,170.00	\$ 556,814.64
TOTALS	\$ 3,602,885.17	\$ 1,399,680.08	\$ 2,203,205.09
SUMMARY	BANK	RESTRICTED	BALANCE
General Fund	\$ 12,081,603.72	\$ 5,888,000.00	\$ 6,193,603.72
Water Fund	\$ 2,677,296.45	\$ 893,442.45	\$ 1,783,854.00
Sewerage Fund	\$ 3,602,885.17	\$ 1,399,680.08	\$ 2,203,205.09
TOTALS	\$ 18,361,785.34	\$ 8,181,122.53	\$ 10,180,662.81

WARRUMBUNGL SHIRE COUNCIL

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TERM DEPOSITS

		Interest Rate
BOND 1 TRUST AAA FRN	\$ 2,000,000.00	BBSW+.80%
C B A CALLABLE RANGE	\$ 2,000,000.00	7.50%
DRESDNER BANK OCTAGON	\$ 1,500,000.00	7.00%
ANZ 3 PILLARS	\$ 500,000.00	
ANZ SAIL	\$ 500,000.00	
ANZ ASPRIT 1	\$ 500,000.00	
ANZ ASPRIT 11	\$ 800,000.00	
BENDIGO BANK	\$ 500,000.00	BBSW+1.20%
TRIDENT	\$ 500,000.00	BBSW +.65%
AVERON BOND-SEALINK	\$ 700,000.00	
DEUTSCHE BANK - DAISY	\$ 1,500,000.00	7.8043%
PIMCO PRINCIPAL PROTECTED	\$ 500,000.00	BBSW +.81%
DANDELION-WESTPAC	\$ 1,000,000.00	
ROYAL BANK OF CANADA	\$ 1,000,000.00	7.70%
ALL SEASONS-KEOLIS AAA	\$ 1,500,000.00	
TOTAL	\$ 15,000,000.00	

I certify that the above investments have been invested in accordance with Council's policy and in accordance with the Local Government Act 1993 and Regulations

Paul B Baker
ACTING DIRECTOR CORPORATE SERVICE

RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

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2.2 RECONCILIATION OF GENERAL FUND BANK ACCOUNT – 31/1/2009

Reconciliation of General Fund Bank Account

Date 31 January 2009

CASHBOOK	
Balance as at 01.01.09	17,776,721.56
Income	
- Total Receipts	3,287,934.97
- Total Investments	
	<hr/> 21,064,656.53
Expenditure	
- Total Cheques Drawn	2,702,871.19
Balance as at 31.01.09	<hr/> 18,361,785.34
BANK STATEMENT	
Bank Statement as at 31.01.09	18,338,800.75
Amount Not Receipted This Month	
	<hr/> 18,338,800.75
Outstanding Deposits	180,407.76
	<hr/> 18,519,208.51
Total Investments	
Unpresented Cheques	157,423.17
Balance as at 31.01.09	<hr/> 18,361,785.34

RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

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2.3 STATEMENT OF INVESTMENTS AS AT 31 JANUARY 2009 INVESTMENT REGISTER

Days	Rate	Purchase Date	Maturing Date	Amount	Balance	Cash Out Indication
ANZ 3 PILLARS					500,000.00	49.29
5years	BBSW+1.2%	24.03.05	06.04.10	500,000.00		
BOND ST CUSTODIAN-TITANIUM AAA					2,000,000.00	81.9876
5.5years	7.2683	17.05.05	14.12.10	2,000,000.00		
OCTAGON PLC-DRESDNER BANK-EMU NOTE					1,500,000.00	
10years	7.00	25.10.05	30.10.15	1,500,000.00		
CREDIT SAIL-ANZ INVESTMENT BANK					500,000.00	
6years	Bbsw+1.5	14-11-05	30-12-11	500,000.00		
CBA CALLABLE RANGE					1,000,000.00	90.00
5years	7.5	14-12-05	14-12-10	1,000,000.00		
AVERON BOND-SEALINK P/L					700,000.00	58.50
7years	Bbsw+1.5	25.10.05	30.10.15	700,000.00		
DEUTSCHE BANK AG LONDON BRANCH-DAISY					1,500,000.00	91.58
5years	5-6%+cg	21-03-06	20-03-13	1,500,000.00		
ALL SEASONS-KEOLIS AAA					1,500,000.00	58.17
7years	8.00	16-06-06	16-06-13	1,500,000.00		
ANZ ASPIRT 1					500,000.00	84.636
6years		15-11-06	08-11-12	500,000.00		
PIMCO PRINCIPAL PROTECTED					500,000.00	82.94
4years		22-02-07	28-02-11	500,000.00		
ANZ ASPRIT 11					800,000.00	82.091
6 years		30-03-07	30-03-13	800,000.00		
TRIDENT-CREDIT SUISSE SYDNEY BRANCH					500,000.00	89.64
4 years		30.05.07	30.05.11	500,000.00		
BENDIGO BANK					500,000.00	
5 years	Bbswmid+120	21.09.07	21.09.12	500,000.00		
DANDELION-WESTPAC					1,000,000.00	80.20
5 years	Bbsw12M+0bp	20-12-07	21-12-12	1,000,000.00		
AT CALL					0.00	
SUNCORP-METWAY LIMITED-6.4%						
				0.00		
ROYAL BANK CANADA					1,000,000.00	90.00
1year	7.7%	16.03.06	16.03.11	1,000,000.00		
CBA CALLABLE RANGE					1,000,000.00	90.00
5years	7.5%	16-12-05	16-12-10	1,000,000.00		
			TOTAL		15,000,000.00	

I certify that the above investments have been invested in accordance with Council's policy and in accordance with the Local Government Act 1993 and Regulations.

CAROLYN UPSTON
DIRECTOR CORPORATE SERVICE

RECOMMENDATION
For Council's information.

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

GENERAL		RATE ARREARS	2007/2008 LEVY	PENSIONER WRITE OFF	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2008/2009	TOTAL OUTSTANDING 2007/2008	COLLECTION % 2008/2009	COLLECTION % 2007/2008
	CBN RES/RURAL RES	112,581	940,156	71,646	526,038	454,584	543,591	42.56%	33.46%
	BARADINE	38,915	126,476	17,387	66,355	81,646	63,286	53.69%	42.28%
	BINNAWAY	18,975	59,120	10,052	34,002	34,039	33,777	51.91%	41.93%
	VILLAGES	7,995	21,698	2,164	12,654	14,874	14,051	48.19%	41.71%
	FARMLAND	151,493	3,835,073	19,675	2,094,944	1,860,622	1,156,525	70.22%	53.32%
	COOLAH	13,702	181,643	14,509	104,953	75,882	48,755	72.88%	57.81%
	DUNEDOO	12,688	200,118	16,380	112,546	83,880	57,260	69.71%	55.65%
	MENDOORAN	9,744	62,484	7,043	33,675	31,508	21,259	67.30%	53.45%
	LEADVILLE	2,511	9,430	1,487	5,414	5,040	4,712	55.15%	47.56%
	MERRYGOEN	539	3,817	688	1,863	1,805	1,496	56.84%	50.43%
	NEILREX	107	2,296	200	1,142	1,061	645	72.32%	58.72%
	UARBRY	830	3,386	76	3,707	433	1,066	66.73%	58.67%
	COOLABAH ESTATE	2,259	14,347	1,537	8,289	6,779	6495	56.45%	47.10%
	RUR/RES COBBORA	599	3,387	299	2,100	1,587	1294	68.11%	67.72%
	GENERAL RESD/BUS-STH	10,724	129,606	9,232	81,295	49,796	33,525	73.58%	62.03%
	BUSINESS-CBN- RURAL	31,534	361,148	250	233,627	158,707	107,484	72.31%	105.14%

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WATER						0			
	COONABARABRA N	31,344	309,001	27,417	167,530	145,125	89,544	69.25%	51.78%
	BARADINE	36,144	85,278	10,272	49,222	61,927	52,018	49.69%	36.50%
	BINNAWAY	33,560	65,706	8,708	43,707	46,849	48,210	49.12%	39.01%
	VILLAGES	16,526	11,040	875	4,910	21,781	19,596	22.44%	18.38%
	FARMLAND - NTH & STH	88.00	1,026.00	0.00	594	520	101	85.41%	63.12%
	COOLAH	15,724	170,103	11,075	95,321	79,431	42,231	69.65%	51.25%
	DUNEDOO	8,348	123,105	9,411	68,976	53,066	35,382	68.70%	51.25%
	MENDOORAN	9,926	96,480	4,706	49,778	51,920	20,741	64.51%	42.75%
	MERRYGOEN	2,439	10,580	831	5,617	6,570	5,325	53.86%	41.94%
SEWERAGE						0			
	COONABARABRA N	44,440	635,885	27,222	362,683	290,021	184,028	70.92%	53.39%
	BARADINE	52,659	145,365	8,740	94,699	94,582	84,123	54.02%	40.99%
	COOLAH	13,463	152,896	8,844	89,990	67,525	44,591	71.22%	53.12%
	DUNEDOO	8,975	144,059	9,236	83,087	60,712	41,034	69.98%	52.35%
		688,832	7,904,709	299,964	4,438,713	3,842,268	2,762,145	65.45%	49.67%
GARBAGE- North		70,690	600,814	52,002	346,815	272,635	184,458	69.04%	51.73%
GARBAGE - South		32,202	369,131	36,325	201,449	163,544	109,541	68.34%	50.23%
FARMLAND - NTH - STH		722	29,890	471	16,114	14,028	20,996	53.46%	0.00%
LEGAL FEES		165,300	97,508	0	97,508	165,233	70,524	37.11%	18.23%
						0			

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INTEREST		153,612	0	0	62,261	91,350	102,387	40.53%	20.89%	
	TOTALS	1,111,358	9,002,053	388,763	5,100,599	4,549,059	3,250,051	52.52%	48.94%	

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

RECOMMENDATION

For Council's information.

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2.5 APPLICATION FOR CHANGE OF CATEGORY UNDER SECTION 525 OF THE LOCAL GOVERNMENT ACT (1993)

An application for a change of category has been received from the owner of the Bugaldie General Store, Bugaldie.

The owner was previously operating a business and accordingly the property is currently categorised as Village Business for rating purposes.

An examination reveals that the owner is no longer trading or operating a business from the premises and it is being used solely for residential purposes having ceased operation on 31 October 2008. The owner therefore requests that Council agree to change the categorisation from Village Business to residential and the rates be adjusted accordingly.

RECOMMENDATION

That Council approve a Change of Category under Section 525 of the Local Government Act (1993) for the Bugaldie General Store, Baradine Road, Bugaldie, from Village Business to Residential and that the rates be adjusted accordingly.

2.6 BUDGET REVIEW – END OF DECEMBER

In accordance with Section 419 of the Local Government Act (1993), a review of Council's budget as at 31 December 2008 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 number of supplementary votes are also requested and submitted for Council's consideration.

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

RECOMMENDATION

For Council's determination.

.....
PAUL BAKER

ACTING 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

PROPOSALS FOR NAMING OF NEW BRIDGE OVER BOMERA CREEK

Background

A letter has been received proposing a name for the new bridge over Bomera Creek. A copy of the letter has been forwarded to Councillors under separate cover.

Issues

The proposed bridge name is the DUNCAN CARSON BRIDGE. Apparently, Mr Duncan Carson was the owner of the adjoining property Bomera Station between 1914 and 1931. Apparently, he was the founder of the wool firm 'Winchombe, Carson and Company.

Council is not bound by legislation in relation to naming of bridges, however, as a matter of courtesy, the Geographical Names Boards should be advised.

Options

Council may wish to advertise the bridge naming proposal.

Financial Considerations

The proposal to name the bridge will not impact upon Council's budget.

RECOMMENDATION

That the proposal to name the bridge over Bomera Creek on the Purlewaugh Road as the 'Duncan Carson Bridge' be advertised and submissions invited.

3.2 CONTRACT FOR CONSTRUCTION OF THREE BRIDGES; SALTWATER CREEK NO 1, ULINDAH AND YEARINAN.

Background

Council will recall that the tender for construction of the three bridges: Saltwater Creek No 1, Ulindah and Yearinan, was considered by Council on the 13 November 2008. Council awarded the contract to Fulton Hogan Pty Ltd.

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The formal instrument of contract requires application of Council's seal. The resolution awarding the contract did not specifically authorize the application of Council's seal. Hence, Council is now being asked to formally delegate authority to the General Manager to sign the contract on Council's behalf and apply Council's seal.

RECOMMENDATION

That the General Manager and Mayor is authorised to sign the contract with Fulton Hogan Pty Ltd for construction of three bridges; Saltwater Creek No 1, Ulindah and Yearinan under Council's common seal.

.....
KEVIN TIGHE
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 DEVELOPMENT AND COMPLYING APPLICATION STATUS AS AT 04.02.2009

CD or DA	Applicant	Location of development	Town	Development Type	Status
DA 82/0809	M. Cook	“Barwidgee South”, Box Ridge Road	Binnaway	Erection of a dwelling	Pending
DA 89/0809	P Watson	‘Sunray’	Merrygoen	Erection of a dwelling	Pending
CD 90/0809	Mendooran Preschool	Cobra Street	Mendooran	Erection of Shade Structure	Approved
CD 91/0809	K Roberts	Old Common Road	Coonabarabran	Erection of Garage	Pending
CD 92/0809	Warrumbungle Shire Council	Newell Highway	Coonabarabran	Extension of slab and verandah and new side awning	Approved
CD 93/0809	St Andrews Anglican Church	Napier Street	Binnaway	Erection of Shade Structure	Approved
DA 94/0809	M Eshman	Lot 5 Holly Farm	Coonabarabran	Erection of a dwelling	Pending
DA 95/0809	T Owers	Lot 2 Purlawaugh Road	Coonabarabran	Subdivision into 2 Lots	Pending
CD 96/0809	P Solberg	60 Digilah Street	Dunedoo	Erection of Shed	Approved

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CD or DA	Applicant	Location of development	Town	Development Type	Status
CD 97/0809	K Saunders and F Charles	Lot 272 River Road	Coonabarabran	Erection of Storage Units	Approved
DA 98/0809	G Trickey	‘South Burloo’	Coonabarabran	Subdivision into 2 Lots	Pending

CD or DA	Applicant	Location	Town	Development Type	Status
DA 51/0809	PTL Investments	Lot 3 Borrambity Road	Coonabarabran	7 lot subdivision (rural)	Clock has stopped waiting on further information.
CDC 58/0809	M Capewell	29 Nelson Street	Coonabarabran	Additions to existing Dwelling	Approved
CDC 60/0809	C Spiteri	Turill Road	Uarbry	Erection of Shed	Clock has stopped waiting on further information.
DA 61/0708	A Harris	Timor Street	Coonabarabran	Extension	Approved
DA 74/0809	Rural Fire Service – G Wilson	Gardiner Street	Coonabarabran	Erection of a brigade shed	Clock has stopped waiting on further information.
DA 75/0809	Rural Fire Service – G Wilson	Cnr Cox and Plumb Street	Leadville	Erection of a brigade shed	Approved
DA 76/0809	Rural Fire Service – G Wilson	Whitely Street	Dunedoo	Subdivision of land and erection of fire centre	Clock has stopped waiting on further information.

.....
DIRECTOR ENVIRONMENTAL 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 COMMUNITY SERVICES ANNEXURE 5

5.1 PRESCHOOL BUILDING – 14 ROBERTSON STREET COONABARABRAN

In 1972, the then Federal Government awarded a capital grant that funded the construction of the Coonabarabran Preschool building. It was built on land at 14 Robertson Street (Lot 11 Sec 3 DP 758281) that was donated by the former Coonabarabran Shire Council. This building was provided rent free by Council to the volunteer management committee made up of parents and community members and so Coonabarabran Preschool Incorporated was born. After operating as a Preschool for 35 years; and an extended hours Preschool/Long Day Care Centre for a period of 13 months the centre closed its doors on Friday 29 January 2009.

As at Monday 2 February 2009 childcare services are now being provided at Yuluwirri Kids; Coonabarabran Preschool and Long Day Care Centre, auspiced by Warrumbungle Shire Council.

The purpose of this report is to determine Councils position as to the future use of this Preschool facility, which was purpose built for a childcare service. The building currently has 2 classrooms, a kitchen, staff toilet, craft preparation area, children's toilets, sheds, office, store rooms and 2 playgrounds. Over the years the Preschool and community have raised monies to improve the centre to enable disabled access and compliance to NSW Department of Community Services (DoCS) Children's Services Preschool regulations. It is also utilised by Playgroup and Toy Library groups and Connect 5 mobile play sessions.

In February 2008 Council was presented with the Coonabarabran Childcare Feasibility Report (2008). This study, commissioned by NSW Childcare Cooperative on behalf of Warrumbungle Shire Council, whilst dealing with the childcare needs of the 0-5 year olds also raised a gap in children's services for the 6-12 year old age group. The issue of a lack of before and Out Of School Hours care (OOSH) and Vacation Care programs in Coonabarabran was identified as a need for a number of working families. This finding is supported by the outcomes of survey's undertaken for the most recent Warrumbungle

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Shire Social Plan (2007). OOSH and Vacation Care are gaps in children's services that Council has been aware of, however, until now, an option for how this service could be provided was not available.

Current services in Coonabarabran do not cater for the 6 – 12 year old children. Yuluwirri Kids is licenced for 57 places and caters for the 0-5 years age group only. The Coonabarabran Youth Club does not cater for the primary school age group without parental supervision. Similarly whilst some vacation or school holiday programs are conducted at the Youth Club, or at either local Church Groups, girl guides or scouts and Tennis Club, these activities are not regular for a full working day or subsidised by Child Care Benefit (CCB).

The question of what is to happen with the Preschool building has been talked about with the Preschool Management Committee and former Preschool staff, Family Day Care (FDC) and Connect 5 staff, Coonabarabran Local Aboriginal Lands Council. The matter has been raised at community meetings and informally in discussions held with DoCS, Department of Education, Employment and Workplace Relations (DEEWR) and NSW Family Day Care. An option that has gained support from all stakeholders is to relocate the offices of Connect 5 and Castlereagh Family Day Care and provide OOSH and Vacation Care programs from this facility. Some modifications to the interior of the building would be required, mainly the toilets to cater for the older children age group and establishment of office space for Connect 5 and FDC. This refurbishment was estimated to Council at the January 2009 meeting as part of the Regional and Local Community Infrastructure Program (RLCIP) submissions to be \$37,000.

The proposal is to retain 1 classroom for the following, but not limited to, programs; Connect 5 play sessions, OOSH, Vacation Care, Nursing Mothers, Playgroup and Toy Library and convert the other as office space for Connect 5 and FDC.

The FDC service will be the means through which CCB and funding is provided. Additional childcare staff would be required to be employed, and a review of the FDC Coordinator position undertaken as the expansion of services was introduced.

Should Council agree to this proposal, the expectation for a) funding of the modifications and b) whether rental would be expected to be applied to the new service.

1. Connect 5 and FDC collectively contribute \$9,965, to the Community Services building at 27 John Street Coonabarabran, income 2008/2009 for rent received. Should Council agree to this proposal, there is potentially a loss of at least 3 months rent this financial year, totaling \$2,491. There are, however, other Community Services functions that could rent this office space before possibly being placed onto the open rental market.
2. External funding has not been received to enable the modifications required to the Preschool building to date. External grants will be sought; however the timing of any

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successful grant for this purpose is an unknown. A small amount from DoCs is currently available for programming resources and equipment which is being accessed.

3. Council owned premises are provided for Dunedoo, Coolah and Binnaway Preschools and Council provides these facilities to the community free of rent. All user charges and contents insurance plus any general R&M related to the operations of the service are paid for by the individual Preschool organisations.
4. For the Dunedoo, Coolah and Binnaway children's services Council allocates funding and budgets for the annual rate levy plus building insurance costs.
5. Unlike Dunedoo, Coolah and Binnaway the rates plus the building insurance cost was paid for by Coonabarabran Preschool. This was based on a 20 year Memorandum of Understanding last signed in 1999. This agreement has now expired, since the Preschool has ceased to operate. The 2009/2010 budget will not include any income from Coonabarabran Preschool to offset this rate and building insurance expense.
6. Council rates levy for the Coonabarabran Preschool building for 2008/2009 is \$1,334 and building insurance estimate is \$1,780.

RECOMMENDATION

1. That Council agree to the relocation of Connect 5 and Castlereagh Family Day Care to 14 Robertson Street Coonabarabran with the intention of an Out Of School Hours (OOSH) and Vacation Care program being provided from this facility.
2. That a supplementary vote of \$20,000 be made as a basis from which external grant applications will be submitted to fund building modifications and refurbishment works required to cater for this new service.
3. That Council agree to continue providing this building rent free to the children's service.
4. That Council continues to allocate funding for the payment of rates and building insurance costs for this building; with all user charges plus any associated costs of the service being funded by the operations of both Connect 5 and Family Day Care.

5.2 2-6 BANDULLA STREET COONABARABRAN - YULUWIRRI KIDS

The purchase of the premises from where the Coonabarabran Preschool and Long Day Care Centre now operates was settled on Monday 15 December 2008. Council is auspice for this childcare service known as Yuluwirri Kids. Council's preparedness to auspice worthy community services has in the past and remains so, provided there are no requests for allocation of direct ratepayer funds.

Council's determination for the payment of rates and building insurance at Yuluwirri Kids is sought.

The building purchase and refurbishment costs were funded by capital grants from both the Federal and NSW State Government, which totaled \$570,000. In accepting this

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funding, Council agreed to provide this building rent free and retain for the sole purpose of a community based childcare centre. The operation of the childcare service is collectively funded by both Federal and NSW State Governments, user charges/fees and fundraising donations.

Council currently provides community owned premises rent free for Dunedoo, Coolah and Binnaway Preschools. All user charges (including water, sewerage and electricity etc) and contents insurance plus any general R&M related to the operations of the service are paid for by the individual Preschool organisations.

In addition, Council allocates funding and budgets for the annual rate levy plus building insurance costs for these services. For Dunedoo Preschool this equates to \$1,431 in rates and \$1,780 building insurance. Whilst a proportion of Coolah School of the Arts; \$1,160 in rates and \$1,073 building insurance and Binnaway Hall; \$1,251 rates and \$2,500 building insurance is funded by Council for Coolah and Binnaway Preschool's respectively.

All user charges, contents insurance plus any associated costs of the service as for all community based children's services are funded by the operations Yuluwirri Kids. All internal Council charges (eg administration costs) are allocated and there is no request for ratepayer funds to subsidise the operations of the service. However the level of funding and expectations of this non profit enterprise remains critical in providing a professional and accredited childcare centre. Budgets have included building R&M and allowances made for depreciation of capital items.

Council rates for this land at No 2-6 Bandalla Street 08/09 levy is \$7,442. This does include a sewerage levy of \$1,971 which will become a user pays cost in the future. Building insurance cost is estimated to be in the order of \$3,352.

RECOMMENDATION

That Council agree to allocating the annual budget for payment of rates and building insurance costs for 2-6 Bandulla Street, Coonabarabran with any user charges and all associated costs of the service being funded by the operations of Yuluwirri Kids.

5.3 NSW GRANTS NETWORK EXPO 2009

Coonabarabran has been nominated as the venue for the 2009 NSW Grants Network (NSWGN) Grants Expo to be held from Thursday, 29 October to Saturday, 31 October. In order for the event to proceed, it is requested that Warrumbungle Shire Council act as host Council. Council has previously provided this support as host of the 2006 NSW Country Public Libraries and 2006 Australian Local Government Women's Association (NSW) Conferences.

Council's Community Development Officer represents Warrumbungle Shire Council as a member of the NSWGN. This group is an alliance of member councils and council affiliated organisations comprising of delegates/council employees with responsibilities

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for grant seeking/promotion activities. This network was established in 2007 and role includes sharing of ideas, information, and best practice amongst its members to assist each council manage more efficiently these grant functions. Membership is free and participation voluntary, with membership currently totaling 98 NSW councils. Penrith City Council provides the auspice for this network.

Discussions have been held over the past 18 months to hold a Grants Expo in western NSW with a couple of dates scheduled for 2008 postponed due to a number of reasons.

This is an inaugural Grants Expo that will provide an opportunity for Federal and NSW State and non-Government funding agencies to promote programs directly to those in NSW Local Government and the community. It is proposed to include workshops and seminars on a variety of relevant topics, key note speakers and opportunities to learn from successful models of submissions and grant funded project management. In addition the NSWGN will hold an Annual General Meeting and be promoting the network to Local Government in this region.

Whilst some initial concepts were discussed with the previous Team Leader Economic Development and Tourism, it is essential that the new incumbent is involved with the planning and event management when appointed.

Potential sponsors, exhibitors, workshop presenters and attendees will be sought and expressions of interest collected and assessed which will allow a decision to not proceed should the Expo be deemed non viable. Whilst this is not a profit making exercise the event will be self funded and all costs associated covered by either sponsorship, exhibitor fees or delegate registrations.

RECOMMENDATION

That Council approves the request for the 2009 NSWGN Grants Expo to be held in Coonabarabran and **FURTHER** provide event management and organisation auspice for the event provided there is no cost or financial risk to Warrumbungle Shire Council.

.....
REBECCA RYAN
DIRECTOR COMMUNITY SERVICES