



Warrumbungle Shire Council

Council meeting
Thursday, 21 August 2008

to be held at the Fire Control Centre, Coonabarabran

commencing at 9.00 am

MAYOR

Councillor Peter Shinton

DEPUTY MAYOR

Councillor Murray Coe

COUNCILLORS

Councillor Garry Connelly

Councillor Carol Dawson

Councillor Col Egan

Councillor Wendy Hill

Councillor Ray Lewis

Councillor Ron Sullivan

Councillor Denis Todd

MANAGEMENT TEAM

Robert Geraghty (General Manager)

Carolyn Upston (Director Corporate Services)

Kevin Tighe (Director Technical Services)

Ron VanKatwyk (Director Environmental Services)

Rebecca Ryan (Director Community Services)

WARRUMBUNGLE SHIRE COUNCIL

**ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL TO BE HELD AT THE
FIRE CONTROL CENTRE, COONABARABRAN ON THURSDAY, 21 AUGUST 2008
COMMENCING AT 9.00AM**

Date: 15 August 2008

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 August 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 17 July 2008

ADOPTION OF THE RECOMMENDATIONS of the Traffic Advisory Committee meeting held on 24 July 2008

ADOPTION OF THE RECOMMENDATIONS of the Warrumbungle Shire Tourism and Economic Development Advisory Committee meeting held on 6 August 2008

MINUTES of the Consultative Advisory Committee meeting held on 7 August 2008
for notation

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R J GERAGHTY
GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

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GENERAL MANAGER'S REPORT

ANNEXURE 1

1.1 CODE OF CONDUCT

In June 2008 the Department of Local Government issued guidelines and a revised model code of conduct concerning enhanced standards of behaviour by council officials which came into effect on 20 June 2008.

The Local Government Act 1993 requires every council to adopt a code of conduct that incorporates the provisions of the revised Model Code for Conduct for Local Government Councils (or is consistent with the Model Code).

Councillors, members of staff of council and delegates of the Council must comply with the applicable provisions of Council's Code of Conduct. It is the personal responsibility of council officials to comply with the standards in the Code and regularly review their personal circumstances with this in mind. Council contractors and volunteers will also be required to observe the relevant provisions of council's code of conduct.

Failure by a councillor to comply with an applicable requirement of council's code of conduct constitutes misbehaviour. Failure by a member of staff to comply with council's code of conduct may give rise to disciplinary action.

The revised Code has been organised into three parts (Context, Standards of Conduct and Procedures). Part 3 (Procedures) is a new part of the Code and contains the complaint handling procedures, assessment criteria and operating guidelines for the conduct review committee/reviewer.

The Introduction and Definitions have been expanded and the Standards of Conduct remind Council officials of the sanctions for failure to comply with the provisions.

Conduct Obligations have been amended to apply to all council officials not just councillors and the Conflict of Interest section has been revamped with new provisions relating to non-pecuniary conflicts of interest and action required if a council official has a non-pecuniary conflict of interest.

The Personal Benefit section has been rewritten providing greater clarity around what is and what is not a gift/benefit of value or of token value. Declaration of gifts totalling over \$500 by Councillors and designated persons is a requirement in the Act and does not need to be included in the Model Code.

Clause 9.7 provides information on inappropriate interactions between councillors and administrators and staff and new clause 9.7 f) provides that it is inappropriate to make personal attacks on council staff in a public forum.

Section 11, Reporting Breaches, has been amended to clarify reporting of allegations of breaches and disclosure.

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A draft revised Warrumbungle Shire Code of Conduct has been prepared incorporating the revised Model Code and has been forwarded under separate cover for Councillors consideration.

RECOMMENDATION

That Council adopt the revised Code of Conduct in the form distributed with the August 2008 business paper.

1.2 DISPOSAL OF COUNCIL ASSETS POLICY

The council charter set out in Section 8 of the Local Government Act 1993, comprises a set of principles that are to guide a council in the carrying out of its functions. One of the principles included in the charter deals with Council's responsibilities as the custodian and trustee of public assets and requirement to effectively account for and manage the assets for which it is responsible.

To assist Council in setting out the principles, framework, responsibilities and processes for Council officers to account for and manage the disposal of Council land assets and other assets, the following Draft Disposal of Council Assets Policy has been developed.

DRAFT DISPOSAL OF COUNCIL ASSETS POLICY

Policy Objectives

- 1. To acknowledge Council's charter that it is the custodian and trustee of public assets and is required to effectively account for and manage the assets for which it is responsible (Section 8 Local Government Act 1993).*
- 2. To set out the principles, framework, responsibilities and processes for Council officers to account for and manage the disposal of Council assets.*
- 3. To identify, manage and mitigate the risks associated with the disposal of land and other assets.*
- 4. To ensure impartiality, transparency, accountability and the delivery of best value in the disposal of land and the disposal of other Council assets (see "fundamental principles" below).*
- 5. To provide appropriate levels of discretion and flexibility in achieving desired outcomes recognising the highly complex nature of land transactions, the wide variety of circumstances and methods of sale available.*

Policy Statement:

1. Fundamental Principles

All decisions and actions in relation to the disposal of Council assets will have due regard to the following fundamental principles:

- **Best Value for Money** – Achieving "best value" may include financial, social and environmental benefits.*

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- **Transparency** – processes are open to scrutiny, provide full information and the reasons behind decisions.
 - **Accountability** – demonstrate the best use of public resources and the highest level of performance through appropriate record keeping and audit trails.
 - **Impartiality** – address perceived or actual conflicts of interests, ensuring fairness and equity.

2. Assets Deemed to be Surplus

“Land” includes all real property whether vacant or improved. Land may not be sold by Council unless it is classified as “operational land” under section 25 of the Local Government Act 1993.

In order to establish whether or not land is deemed to be surplus, a process of consultation is required to be completed across relevant divisions of Council prior to reclassification in accordance with the Local Government Act.

“Other Assets” includes furniture and fittings, office equipment (including electronic equipment), minor plant and tools.

3. Delegated Authority – Disposal of Land

Section 377 (1) (h) of the Local Government Act 1993 requires a specific resolution of Council to dispose of land. The decision cannot be delegated.

The resolution is to include reference (often contained within a confidential report) to the terms of the sale and the agreed price, or range for negotiations. The sale cannot proceed outside of such parameters (without a further resolution).

The resolution should also provide for the General Manager to be provided with delegated authority to negotiate any outstanding, usually minor conditions, and to be authorised to execute any documents in relation to the matter deemed appropriate by Council’s legal advisors.

A copy of the report and resolution is to be provided to Council’s legal advisors upon instruction, as authority to act and to ensure compliance with the resolution.

No formal actions may be commenced in the disposal of land until a report has been considered by Council and an appropriate resolution adopted.

Informal pre-sale discussions/negotiations must always be qualified “subject to resolution of Council” if there is no current resolution of Council to dispose of the land.

4. Valuation Processes for Land

At least one formal market valuation undertaken by a valuer registered to value such land/property is required to be commissioned prior to all land/property disposals.

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Two valuations are required when the value of the land/property is likely to exceed \$50,000 and the process of disposal is not competitive (as defined below). The requirement for valuation(s) may be varied where, in the informed opinion of the General Manager such action is impractical. Common examples would include (but not be limited to), sales of small parts of land and road widening strips.

An internal review of the valuation(s) is to be carried out and reported, with specific attention to the valuation rationale, method of valuation, calculations and sales evidence used. After such review, the valuation is to be considered in the setting of an asking price for sale, reserve price for auction or benchmark for negotiations, tender or expression of interest.

When two valuations have been provided, averaging is the preferred method for considering the price, when any difference in the valuation is 10% or less. Differences in valuations of more than 10% require an assessment of the reasons why they are different, and more detailed justification of the price.

An update valuation, or valuation advice is required after 12 months of the date of the original valuation if the land is not sold, or at any time there is considered to be a material movement in the value.

The valuation instructions must clearly state the following:

- *The purpose of the valuation being “disposal”,*
- *The basis of valuation being “market value highest and best use”, unless an alternative basis is considered more appropriate in the circumstances.*
- *The agreed fee, update fee and completion date,*
- *That the valuation is marked confidential,*
- *That the valuation includes market commentary, details of sales evidence and adjustments, valuation rationale and methodology, a valuation range (for negotiations) and comments on marketability, most appropriate method of disposal and opportunities to add value.*

In addition, the valuer must make a statement that there is no actual or perceived conflict of interest in undertaking the valuation.

5. Method of Disposal of Land

An open competitive process of disposal is required choosing one of the following methods:

- *Expression of interest – usually used for unusual properties capable of a variety of development, difficult to determine a market value.*
- *Tender – least common and used predominantly in high value, limited market situations.*

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- *Auction – the most open and public method, favoured by government, but reliant on high levels of competition. Often achieves a quick sale. Can fail in poor market.*
 - *Private Treaty – most common, where an asking price is set and negotiated with individuals, usually through a real estate agent (who can be an independent third party to the negotiation process).*

The General Manager may approve a non-competitive process of disposal such as direct negotiations, subject to clearly documented reasons and the employment of risk mitigation measures.

Risk mitigation measures for direct negotiations may include:

- *Obtaining two valuations where the land may be valued at more than \$50,000.*
- *Pre-establishing a range for negotiation, having regard to the two valuations*
- *Managing conflicts of interest with declarations of no personal or financial associations*
- *Establishing a Negotiation Protocol, describing the manner in which meetings, negotiations, decisions and progress reporting is to be managed.*

6. Contract for the Sale of Land

Contracts for the Sale of Land will usually contain standard conditions of sale. Any unusual or special conditions of sale require the delegated approval of Council or the General Manager as set out in 3 above. Any special conditions that materially alter the purchase price or settlement period require approval of Council.

Council's solicitor is responsible to ensure Contracts for the Sale of Land satisfy statutory disclosure and warranty obligations (Conveyancing (Sale of Land) Regulation 2005).

7. Disposal of Land below Market Value

Land may be disposed of to achieve strategic outcomes. In such situations, "best value" may comprise financial, environmental or social elements, with the price falling below the "market value" range.

The report seeking resolution of Council should clearly state the reasons for such sale and quantify the amount below market value attributable to each element. The obligation to obtain a market valuation exists in accordance with the above, in order to provide a measure of the non-financial elements of the sale.

8. Sale of Land to Adjoining Owners

In circumstances where land is not able to be sold in isolation on the open market (such as small parcels, undersized lots, former road widenings, closed laneways, etc) and the only potential purchasers are adjoining owners; the land must be offered in equal proportions to each adjoining owner on identical sale terms and conditions.

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Where an adjoining owner does not wish to purchase their proportion of the land, the land will be equally offered to the remaining adjoining owners.

The recommended method of determining the sale price is the “before and after” method as related to the purchaser’s land. For small portions of land, the “piecemeal” (\$ rate per square metre) method may be more appropriate.

An essential condition of sale is that the purchaser is required to consolidate the subject land with their existing holding at no cost to Council.

Where the purchase price is deemed by Council to be a “nominal consideration”, Council may impose a condition to recover all costs associated with the sale from the purchaser.

9. Sale of Roads – Roads Act 1993

No road can be sold until it is formally closed in accordance with the provisions of the Roads Act 1993.

For purchaser initiated closures and sales, the costs associated with the road closure will be borne up front by the prospective purchaser.

When Council initiates the road closure (in order to realise the value of surplus land), the costs will be borne by Council as development costs.

The agreed purchase price and estimated costs will be reported to Council seeking resolution agreeing to make application to close the road and dispose of the land upon closure in accordance with the terms of sale.

In accordance with Section 43 of the Roads Act 1993, funds from the sale of roads are required to be set aside for acquiring land for public roads or for carrying out work on public roads.

10. Confidentiality

In the majority of disposals of land, the information contained in reports to council to sell land may confer an advantage upon a person with whom Council is, or proposes, to be conducting business. On balance, it would be contrary to the public interest for Council to deal with such matter in an open session because release of the information could prejudice Council’s ability to obtain the maximum return on the property.

Therefore, it is acknowledged that reports to Council on the disposal of land will be generally deemed confidential under Section 10A(2)(c) of the Local Government Act 1993. This confidentiality may be lifted upon settlement, if considered to be in the public interest.

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11. Delegated Authority - Disposal of Other Assets

A resolution of Council should provide for the General Manager to be provided with delegated authority to determine whether the sale or disposal of assets (other than land) requires valuations to be undertaken of the various items for disposal and to determine whether disposal will be by way of expression of interest, tender or auction process.

12. Valuation Processes for Disposal of 'Other Assets'

A valuation of 'other assets' for disposal will only be obtained if in the opinion of the General Manager the value of each asset to be sold is not of a minor nature.

13. Method of Disposal of Other Assets

An open competitive process of disposal is required choosing one of the following methods:

- *Expression of interest*
- *Tender*
- *Auction.*

14. Departure from change this Policy

Any provision of this policy may be varied to meet the needs of a particular matter, by resolution of Council. The reasons for change will be clearly articulated within the report submitted for consideration by Council in adopting such resolution and will only apply to such matter.

RECOMMENDATION

For Council's consideration and endorsement of the Disposal of Land Policy.

1.3 RELOCATION EXPENSES POLICY

At Council's meeting held on 20 September 2007 a Relocation Expenses Policy was endorsed (currently included in your white Policy Folder as policy number Staff 4.27).

The Consultative Advisory Committee at its meeting held on 7 August 2008 has now endorsed an amendment to the existing Policy and that amendment is italicized and shaded grey on the draft policy included below. The amended Policy is now submitted for Councillors' consideration.

Draft Relocation Expenses Policy (version 2)

INTRODUCTION

This policy shall apply to persons newly appointed to positions with Warrumbungle Shire Council. It shall not apply to existing employees who have changed positions on the Council.

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ELIGIBILITY FOR REIMBURSEMENT OF RELOCATION EXPENSES

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

CONDITIONS FOR REIMBURSEMENT OF RELOCATION EXPENSES

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

RECOMMENDATION

For Council's consideration and endorsement of the Relocation Expenses Policy.

1.4 ORGANISATIONAL STRUCTURE

The Consultative Advisory Committee at its meeting held on 7 August 2008 has now endorsed an amendment to the Community Services structure and that amendment relates to the position of Part-time Social Services Coordinator based in the Coolah Office. This position was historically a three day (8 hours a day) position under the old Coolah Shire Council system. The original staff member has now resigned and the new position needs to be brought into line with other members of the department.

It is proposed to change the hours to 3 days (7.5 hours per day i.e. 8.30am to 4.30pm) with half an hour for lunch.

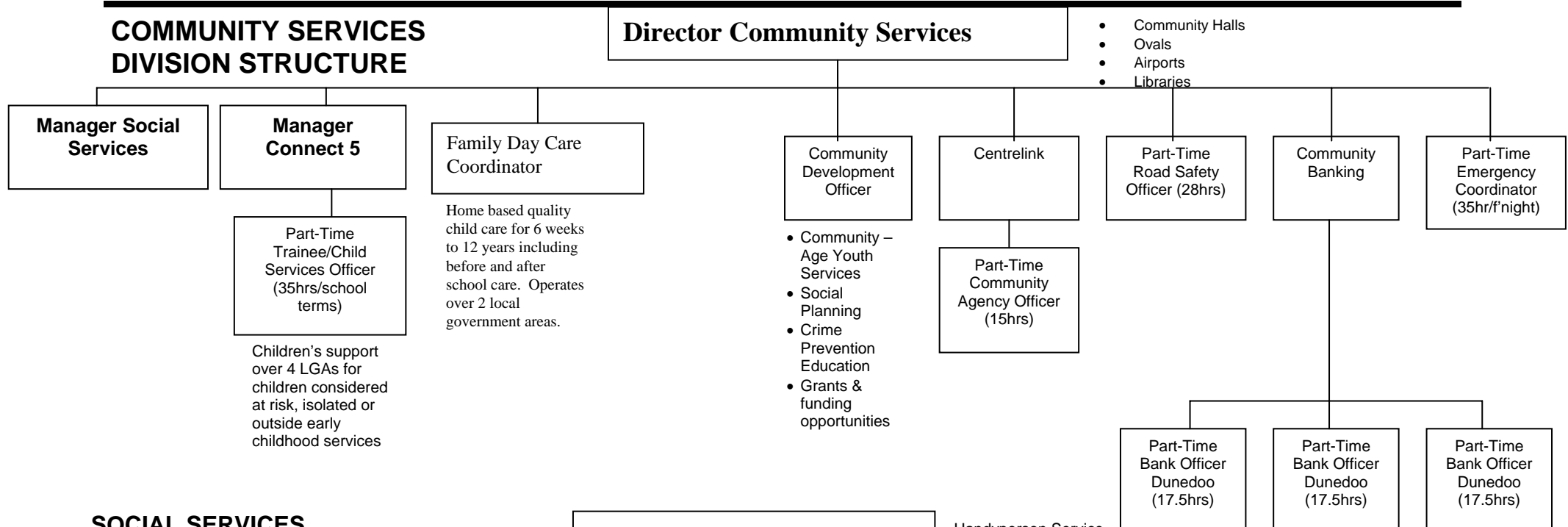
The amended structure for Community Services is now submitted for Council's consideration.

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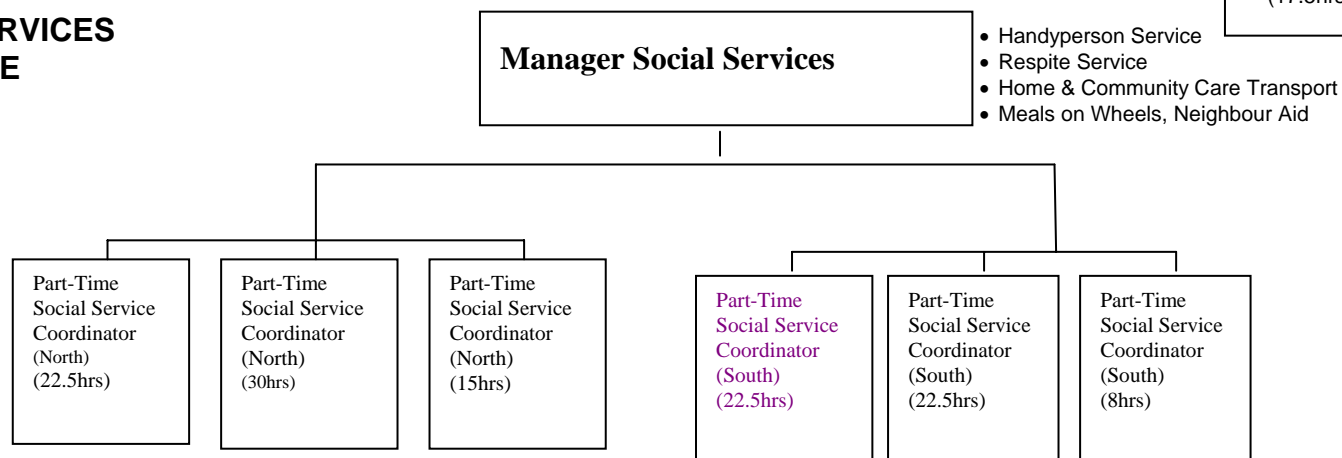
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COMMUNITY SERVICES DIVISION STRUCTURE



SOCIAL SERVICES STRUCTURE



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RECOMMENDATION

For Council's consideration and endorsement of the amended Community Services structure.

1.5 LOCAL GOVERNMENT GRANTS COMMISSION – Financial Assistance Grants

Council's budget for 2008/2009 was prepared for the expected income from the Grants Commission as that which was advised for the 2007/2008 year. The figures in the estimate were:

General Purpose	\$1,780,392
Local Roads	\$3,005,954 *

* This amount was increased the result of a 2.1% increase on the last advised figure for last year.

Advice has now been received from the Grants Commission that the indicative amounts for 2008/2009 are:

General Purpose	\$3,158,780
Local Roads	\$1,889,263.

The figures are subject to advice from the Federal Government which will make the announcement in the middle of August.

In the roads component of the budget for 2007/2008 for FAGs, when the revote requests are taken into account, has an over expenditure of \$64,225. It is recommended that the allocation be increased without any extra works being determined and that the over expenditure in 2007/2008 be covered by the increase in 2008/2009.

RECOMMENDATION

That the following supplementary votes for the 2008/2009 budget be made to increase the income:

Financial Assistance Grant	
General Purpose	\$152,826
Local Roads	\$108,871

FURTHER that no additional works programme be designated against those funds.

1.6 NOTICE OF MOTION – “CRANE BUILDING”

The following notice of motion has been received from Councillor Egan.

“That the Warrumbungle Shire Council planned extensions do not go ahead if it cannot be totally and fully finalised within the previously budgeted \$2 million cap and if not, the land be prepared and sold.”

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Councillor Egan has provided supporting comments for submitting the notice of motion and that letter is separately attached for Councillors information.

Essentially Cr Egan states that the building proposal has grown in size and scope from the original concept and the original estimate of \$2 million could now be expected to be in the order of \$5 million.

General Managers Comment

The Department of Local Government has issued circular 08-37 the deals with Council Decision Making Prior to Ordinary Elections. The circular indicates that Councils are in Caretaker mode from 4th August 2008, it states in part,

“During caretaker periods, councils should exercise due caution in making major policy decisions that would bind an incoming Council. In summary, councils should avoid:

- Determining controversial or significant development applications*
- New or potentially permanent appoints of general managers, and*
- Entering major contracts or undertakings”*

RECOMMENDATION

For Council’s consideration.

1.7 NOTICE OF MOTIONS - FLEET VEHICLES

The following notice of motion has been received from Councillor Egan.

“That Warrumbungle Shire Council downsize their employee provided vehicle fleet to medium size four cylinder sedans”

and

“That Warrumbungle Shire Council retain their employee motor vehicle fleet for two to three years”

Councillor Egan has provided supporting comments for submitting the notices of motion and that letter is separately attached for Councillors information.

Essentially Cr Egan states that a trial of smaller four cylinder vehicles was called for by Council approximately one year ago and to date no formal report has been brought back to Council. He now seeks that report and further discussion of those issues related to the cost of fuel and period of retention as well as the issues of changeover costs.

RECOMMENDATION

For Council’s consideration.

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1.8 AUSTRALIA DAY

In 2008 Warrumbungle Shire Council participated in the Australia Day Ambassador programme and hosted two Ambassadors within the Shire. Again, six separate functions were held, one in each town – Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran and the awards were presented to each recipient at the function held in the town in which they resided with the successful nominations being announced prior to Australia Day.

Council will be requested to indicate if it again wishes to participate in the Ambassador programme for 2009 in early September 2008.

As Council is not holding the ordinary September Council meeting due to the Local Government Council Elections and the ordinary October meeting may well be inappropriate due to the Australia Day Council's timetable, it is now necessary for Council to determine if it wishes to operate Australia Day functions in a similar fashion to last year.

Also it would be timely to determine the categories of awards and that advertisements be prepared for release at the end of September.

In April this year Council received a letter from Mrs Carol Richard of Coolah requesting that Council consider the possibility of introducing a new category of award – that of Australia Day Youth Award.

Mrs Richard, who works tirelessly on different committees in Coolah has expressed concern that the trend these days is that the Youth leave town at an early age and there is no chance to “try again” next year. She feels one Shire award is not sufficient recognition for the contributions that youth make in their hometown.

The following categories for Australia Day Awards were advertised last year:

- Citizen of the year
- Young Citizen of the year
- Senior Citizen of the year
- Sports Person of the year
- Young Sports person of the year
- Group Community Service Award
- Sports Team of the Year, and
- Certificates of Recognition (in recognition of particular service during the year) – one each for the towns of Coolah, Dunedoo, Mendooran, Baradine, Binnaway and Coonabarabran.
- Community Award – Villages, Less than 100 residents (award funds to be utilised on a Local village facility)

Council determined in September 2007 that unsuccessful nominations from previous years not be included for the current year.

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RECOMMENDATION

For Council's consideration.

1.9 BARADINE CAMPDRAFT

The Baradine Campdraft Association have advised that they will be again holding the Campdraft on the last weekend in September 2008. They state:

"At the moment we are upgrading yards. This means that we will need to lift rubber into place which will need a tractor or something similar. We are also building a new canteen which means laying of a cement slab. We would need boxing and the use of cementing tools. If Council could donate plant and equipment the committee would be able to complete these upgrades in time for the draft. Council staff have indicated that they will donate their time to help with the jobs so if Council donates plant an operator will operate it.

This year is a two day draft but we have already applied for the opportunity to host the 2010 ACA National finals. These would be run in April or May 2010. So you can see we are trying to get these bigger drafts to our area all the time.

We are also looking for lighting for the arena this would enable us to draft in a smaller time frame. For the ABCRA championship back in 06 we ran them over four days with lights we would have finished in three. This would have meant that competitors would only have to take one day off instead of two which would result in more competitors competing.

If council has any old lights which have been pulled from ovals or courts anywhere these would be very helpful.

As you can see we have major plans for the future. We are already recognized as having one of the best arenas in the state so with the upgrades planned yards both leading into the camp and holding yards building of the new canteen and obtaining lighting we are sure that we would have a great opportunity to run major drafts which in turn would bring more people to the shire".

While the committee is too late for the annual donation requests they have asked whether limited use of Council equipment could be made available along with formwork to upgrade their yards and canteen. In the past Council has agreed to make plant available on a very limited basis provided a competent Council staff member operated the equipment and the community group provided the fuel to operate the equipment.

RECOMMENDATION

For Council's consideration.

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1.10 ULAMAMBRI HALL

An approach has been received from the Ulamambri Hall Committee to be provided with a quantity of pavers that are surplus to the Council's needs. These pavers were removed as part of the Coonabarabran CBD upgrade.

The Hall Committee is seeking sufficient pavers to cover an area of 95.2 square metres.

Previously a quantity of pavers has been made available to the Dunedoo Community for foot paving around the toilets at Milling Park.

RECOMMENDATION

For Council's consideration.

1.11 DUNEDOO TENNIS CLUB

Council at a previous meeting has provided a loan to assist the local tennis Club complete the court upgrade. The loan was made with a number of conditions. The Club has now written to Council with the following advice:

"I am writing to you on behalf of Dunedoo Tennis club in respect of the loan extended to us, by you, to cover a delayed grant payment.

I realise that the loan was recently due to be paid, however, the funds we are waiting on are still being processed. I have spoken to Sue Stoddard of the Dunedoo Development group, through whom the funding was applied for, who has indicated to me that progress is being made, and that our funding will come through within the month.

I hope you will be able to extend the loan for this period, as to have to find the money to repay this loan would put considerable financial strain on a small voluntarily run club."

RECOMMENDATION

For Council's consideration and determination.

1.12 MILLING PARK - DUNEDOO

The Dunedoo Garden Club have written to Council with the following proposal:

I am writing on behalf of the Dunedoo Garden Committee seeking permission to erect up to 7 sculptures in the western end of the Dunedoo Lions Park

"These sculptures would go hand in hand with phase one of the tree planting programme presently being undertaken by the Group with Council's valued assistance. We are well aware that any such structures will have to meet with

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Council's approval. The design of these sculptures will be done by David Sherlock of Coolah in conjunction with your Council.

The general consensus by the committee is that they be on poles at least 2 meters high so that they would not interfere with Council employees when performing their normal Park maintenance duties.

I am faxing a rough plan of where the sculptures may fit into the Park. The intended Programme would not be starting until early 2009 which fits in with the Regional Arts Funding we are seeking which leaves plenty of time for the proper designing of the project.

The Dunedoo Central School's Metalwork class, under the guidance of their teacher, Mr Graham Booth and Project designer Mr David Sherlock, will be responsible for a majority of the work.

While the project is commendable Council may wish to give some consideration to its long term plans for upgrade of Milling Park and how this project would fit those."

RECOMMENDATION

For Council's consideration and determination.

1.13 WASTE AND RECYCLING CHARGES

Council as part of its Management Plan for 2008/2009 extended the waste and recycling collection services along the Golden Highway to Cobbora and the village of Cobbora. This decision was made at the time of adopting the draft Management Plan.

In the past when Council extended the rural services property owners were written to advising them that the service was to commence and the starting date. Unfortunately there was insufficient time to advise land owners before the charges started to be put on the rates notices.

The services have commenced being provided during the week commencing 4th August 2008.

With the two facts above in mind it would be fair and equitable to adjust the charges levied for a period when the properties were not being serviced.

It would be appropriate to discount each charge by one sixth of the charges (that is two months) and the property owners advised accordingly.

The number of services effected are:

Vacant lots	17 @ \$60
Occupied but not used	6 @ \$110

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Serviced blocks 14 @ 300.77
Total: \$5890.78

The adjustment required is \$ 977.80.

General Manager note:

I have checked with the Department of Local Government as to whether the advice in circular 08/37 applies to such a decision. In general terms this could be seen as simply the Council reflecting a business approach to a service delivery and as such not covered by the intent of the circular.

RECOMMENDATION

That Council adjust the rate notice charges of the rate payers levied a waste and recycling charge in the Cobbora Village and Cobbora Rural Run with a reduction of 16.6% in the amount of \$977.80. This is to recognize that the service to these premises did not commence until 1st September 2008. Further that each effected rate payer be advised of this adjustment.

1.14 RESIDENTIAL LAND SUBDIVISION

The process of Determination for the Industrial Land subdivision land in Reservoir Street Coonabarabran has been approved. The conditions pertaining to this determination are listed below:

Attachment A - Conditions of the Certificate - 50/0708

This consent is subject to the following conditions:

Section A: Council's General Terms of Approval

General

A1 Compliance with Submitted Documentation

Development taking place generally in accordance with the outlined proposal indicated in the development application, except as modified by these conditions, Council's Development Control Plans, Engineering and subdivision requirements and the requirements of the Environmental Planning and Assessment Act 1979.

Reason: To ensure development complies with this approval and proposal, which was considered.

Note: In terms of what is "generally in accordance with the outlined proposal" Council's interpretation is guided by size, shape and number of allotments and not strict compliance with the formal design as attached.

A2 Section 94 Charges and Linen Signing Fees (Valid until 30/6/2009)

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Prior to the release of the approved plan of subdivision (ie linen plan) the following fees are required to be paid for which the subdivision certificate is being sought:

a) Section 94 Developer Contributions – per additional allotment

(Calculated on a net increase of one (1) additional allotment)

i) Open Space	\$323.00
ii) Community Facilities	\$768.00
iii) Waste Disposal Facilities	\$50.00
iv) Stormwater Drainage	\$103.00
v) Sewerage Supply Facilities	\$1099.00
vi) Water Supply Facilities	\$1320.00

b) Subdivision Certificate fees per application

i) Signing fee	\$140.00
ii) Administration fee	\$40.00

TOTAL: \$3843.00

Note: Council's fees and charges (including Section 94 Contribution Plan charges) are reviewed each June in accordance with CPI fluctuations and the fees quoted may be varied in accordance with that review. As this consent is valid for five (5) years from the date of this approval the charges required to be paid will be those applicable in the financial year the Subdivision Certificate is sought.

Reason: To comply with Council's subdivision fees and developer contributions.

A3 Electricity

Prior to the release of the subdivision certificate each allotment for which a subdivision certificate is sought must be provided with an underground connection to the reticulated electricity grid. All works must be completed in accordance with the plans and specifications approved under the Construction Certificate issued by Council.

Reason: To provide adequate electricity services.

A4 Telecommunications

Prior to the release of the subdivision certificate each allotment for which a subdivision certificate is sought must be provided with a connection to the Telstra landline network. All works must be completed in accordance with the plans and specifications approved under the Construction Certificate issued by Council.

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Reason: To provide adequate telecommunications access.

A5 Erosion & Sediment Control

All site works involving soil disturbance to strictly adhere to Council's soil Erosion and Sedimentation Policy.

Note: In the event of discrepancies with Department of Infrastructure Planning and Natural Resources (DIPNR) the requirements of DIPNR shall prevail.

Reason: To minimise land degradation

A6 Water Supply

Prior to the release of the subdivision certificate each allotment for which a subdivision certificate is sought must be provided with a connection through the appropriate meter to Council's reticulated water supply. All works must be completed in accordance with the plans and specifications approved under the Construction Certificate issued by Council.

Reason: To provide adequate telecommunications access.

A7 Services of Existing Dwelling – Possible Encroachment

Prior to the release of the final plan of subdivision (ie. the linen plan), the applicant shall provide documentary evidence (eg. a letter) demonstrating that the services of the existing dwelling (ie. electricity, telephone, water, sewerage and stormwater) do not encroach over the boundaries of the proposed new allotments.

Reason: To ensure that each proposed allotment has independent services free of encroachment on neighbouring land.

A8 Issue of Construction Certificate

Prior to any works commencing in relation to the construction of:

- i) Earthworks
- ii) Drainage
- iii) Water Supply
- iv) Sewerage Systems
- v) Roadworks
- vi) Kerb & Gutter works
- vii) Provision of electricity or street lighting
- viii) Provision of telecommunications services

A Construction Certificate is to be obtained from Council in accordance with Section 81A of the Environmental Planning and Assessment Act 1979. The

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applicant is also to appoint the
Principal Certifying Authority for the development at least 2 days prior to any
works commencing.

Note: Council may issue more than one Construction Certificate or
Subdivision Certificate in relation to this development ie staged development
and release of lots.

Council's Technical Services Department will provide relevant standards for
design compliance. As this consent is valid for five (5) years from the date of
this approval the standards required to be complied with are those which will
apply at the time of application for the Construction Certificate.

Reason: To ensure infrastructure is installed in accordance with
the relevant development standards

A9 Quality and Safety of Development – S88B Restrictions

The proponent shall provide Council with a list of suitable Section 88B
restrictions necessary to achieve a high quality residential estate and
comply with all Rural Fire Service terms of approval. A subdivision
certificate is not to be issued until written confirmation of Council's
approval of the proposed restrictions is obtained.

Note: Appropriate restrictions shall include but not be limited to
such matters as the size or external materials of the main residence,
prohibition on the construction of class 10 buildings before a main
dwelling and a prohibition on transportable homes or buildings built off
site.

Reason: To achieve a visually pleasing streetscape in the area
and protect residents in the event of bushfire attack.

a) Lighting Code

All external lighting is to comply with Warrumbungle Shire Council's
adopted external lighting planning control as applicable at the time of
installation.

Reason: To minimise upward light spill.
To comply with the requirements of the Orana Regional
Environmental Plan.

Note: Currently all external lights are required to be full cut-off,
ie shielded to prevent light being directed above the

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horizontal and high pressure sodium lamps.

b) Easement for Services

The applicant is to create an easement (of minimum three (3) metre width) for sewer, water and stormwater over the proposed new allotments covering any existing or proposed sewer, water or stormwater mains.

In addition the area of this easement benefiting the future owners of Lot 40 shall have a legal right of access to this area for future maintenance purposes.

Reason: To ensure sewerage services are provided to each allotment free of encroachment on neighbouring land and ensure that the area of land required by Council for future maintenance and repairs purposes is kept free of obstacles.

A10 Sewerage Connection

Prior to the release of the subdivision certificate each allotment for which a subdivision certificate is sought must be provided with a connection through the appropriate junction to Council's sewerage system. All works must be completed in accordance with the plans and specifications approved under the Construction Certificate issued by Council.

Reason: Provision of an adequate and sustainable means of disposal of sanitary waste from all allotments.

A11 Provision of stormwater drainage

Prior to the release of the subdivision certificate each allotment for which a subdivision certificate is sought must be capable of discharging stormwater to the street gutter. Where the fall of the land does not permit disposal of stormwater to the street appropriate provision for stormwater drainage within easements shall be designed. All works must be completed in accordance with the plans and specifications approved under the Construction Certificate issued by Council.

Reason: To improve site drainage

Section B: Rural Fire Service Terms of Approval

B1 Asset Protection Zones

At the commencement of building works and in perpetuity the entire property shall be managed as an *Inner Protection Area* as outlined within *Planning for Bushfire Protection 2006* and the Service's

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document *Standards for Asset Protection Zones*.

Reason: To provide sufficient space and maintain reduced fuel loads so as to ensure radiant heat levels of buildings are below critical limits and to prevent direct flame contact with a building.

B2 Access

Apart from the length of access road exceeding 200m access to all lots is to comply with the requirements for Public Access Roads as outlined within Section 4.1.3 (1) of Planning for Bushfire Protection 2006.

Reason: To provide safe operational access to structures and water supply for emergency services, while residents are seeking to evacuate from the area.

B3 Design and Construction

Any new construction is to comply with Appendix 3 – Site Bushfire Attack Assessment of *Planning for Bushfire Protection 2006*. In this regard the following design standards for construction are to be incorporated into the development;

- a) Roofing for the existing dwelling shall be gutterless or have leafless guttering and valleys to prevent the build up of flammable material. Any materials used shall have a flammability index no greater than 5.
- b) The existing dwelling is required to be upgraded to improve ember protection by enclosing all openings (excluding roof tile spaces) or covering openings with a non-corrosive metal screen. This includes any sub floor areas where applicable and eaves.

Reason: To adequately protect the existing dwelling in the event of fire

Section C: Advisory Information

C1 Street Numbering

Prior to the release of the final plan of subdivision (ie linen plan) the applicant is to contact Council to determine the correct number for the newly created allotments. For further information your contact in this matter is Mrs Carol Naismith on 63785000.

C2 Bushfire Protection

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Any further development application for class 1, 2 & 3 buildings as identified by the Building Code of Australia must be subject to separate application under section 79BA of the EP&A Act and address the requirements of *Planning for Bushfire Protection 2006*.

C3 Dividing Fences

Prior to the release of the final plan of subdivision (i.e. the linen plan), the applicant shall provide documentary evidence (i.e. a letter) that all shared boundary fences are either correctly aligned (some minor and inc surveyed boundary and to a standard of fencing predominately occurring within close proximity to this subdivision.

Reason: To ensure that any existing fencing in contravention of the above standard is appropriately rectified and will prevent straying stock.

Note: Further information on the Dividing Fences Act 1991 can be obtained from the Department of Lands on (02) 92286726 or at

<http://www.dlwc.nsw.gov.au/care/land/llb/aboutfences.html>

Enclosures:

'Do It Right On Site' brochure
Proposed Plan and Statement of Environmental Effects (stamped)
Subdivision Certificate Application form and fee schedule

RECOMMENDATION

For Council's consideration

1.15 INDUSTRIAL LAND SUBDIVISION

The process of Determination for the Industrial Land subdivision of 24 blocks of land in Gardner Street Coonabarabran has been approved. The conditions pertaining to this determination are listed below:

Attachment A - Conditions of the Certificate - 113/2004

This consent is subject to the following conditions:

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Section A: Council's General Terms of Approval

General

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Reason: To ensure development complies with this approval and proposal, which was considered.

Note: In terms of what is "generally in accordance with the outlined proposal" Council's interpretation is guided by size, shape and number of allotments and not strict compliance with the formal design as attached.

A2 Electricity

Prior to the release of the subdivision certificate each allotment for which a subdivision certificate is sought must be provided with an underground connection to the reticulated electricity grid. All works must be completed in accordance with the plans and specifications approved under the Construction Certificate issued by Council.

Reason: To provide adequate electricity services.

A3 Telecommunications

Prior to the release of the subdivision certificate each allotment for which a subdivision certificate is sought must be provided with a connection to the Telstra landline network. All works must be completed in accordance with the plans and specifications approved under the Construction Certificate issued by Council.

Reason: To provide adequate telecommunications access.

A4 Erosion & Sediment Control

All site works involving soil disturbance to strictly adhere to Council's soil Erosion and Sedimentation Policy.

Note: In the event of discrepancies with Department of Infrastructure Planning and Natural Resources (DIPNR) the requirements of DIPNR shall prevail.

Reason: To minimise land degradation

A5 Water Supply

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Prior to the release of the subdivision certificate each allotment for which a subdivision certificate is sought must be provided with a connection through the appropriate meter to Council's reticulated water supply. All works must be completed in accordance with the plans and specifications approved under the Construction Certificate issued by Council.

Reason: To provide adequate telecommunications access.

A6 Existing Services – Possible Encroachment

Prior to the release of the final plan of subdivision (ie. the linen plan), the applicant shall provide documentary evidence (eg. a letter) demonstrating that services such as electricity, telephone, water, on-site sewage disposal system and stormwater are wholly contained within the lot upon which they are required to serve.

Reason: To ensure that each proposed allotment has independent services free of encroachment on neighbouring land or are contained within land over which Council has legal access.

A7 Issue of Construction Certificate

Prior to any works commencing in relation to the construction of:

- ix) Earthworks
- x) Drainage
- xi) Water Supply
- xii) Sewerage Systems
- xiii) Roadworks
- xiv) Kerb & Gutter works
- xv) Provision of electricity or street lighting
- xvi) Provision of telecommunications services

A Construction Certificate is to be obtained from Council in accordance with Section 81A of the Environmental Planning and Assessment Act 1979. The applicant is also to appoint the Principal Certifying Authority for the development at least 2 days prior to any works commencing.

Note: Council may issue more than one Construction Certificate or Subdivision Certificate in relation to this development ie staged development and release of lots.

Council's Technical Services Department will provide relevant standards for design compliance. As this consent is valid for five (5) years from the date of this approval the standards required to be complied with are those which will apply at the time of application for

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the Construction Certificate.

Reason: To ensure infrastructure is installed in accordance with
the relevant development standards

A8 Quality of Development – S88B Restrictions

The applicant shall provide Council with a list of suitable Section 88B restrictions necessary to achieve a high quality residential estate and comply with all Rural Fire Service terms of approval. A subdivision certificate is not to be issued until written confirmation of Council's approval of the proposed restrictions is obtained.

Note: Appropriate restrictions shall include but not be limited to such matters as the size or external materials of the main residence, prohibition on the construction of class 10 buildings before a main dwelling and a prohibition on transportable homes or buildings built off site.

Reason: To achieve a visually pleasing streetscape in the area

A9 Restrictions as to User

A Section 88(b) instrument is to be prepared by the applicant at no cost to Council with the following restrictions being placed on the title to the vacant allotments created. Warrumbungle Shire Council being the only party to vary or remove the instrument.

a) Lighting Code

All external lighting is to comply with Warrumbungle Shire Council's adopted external lighting planning control as applicable at the time of installation.

Reason: To minimise upward light spill.
To comply with the requirements of the Orana Regional Environmental Plan.

Note: Currently all external lights are required to be full cut-off, ie shielded to prevent light being directed above the horizontal and high pressure sodium lamps.

c) Easement for Services

The applicant is to create easements (of minimum three (3) metre width) for sewer, water and stormwater over the proposed new allotments covering any existing or proposed sewer, water or stormwater mains.

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In addition the area of this easement benefiting the future owners of the proposed allotments shall have a legal right of access to this area for future maintenance purposes.

Reason: To ensure sewerage services are provided to each allotment free of encroachment on neighbouring land and ensure that the area of land required by Council for future maintenance and repairs purposes is kept free of obstacles.

A10 Sewerage Connection

Prior to the release of the subdivision certificate each allotment for which a subdivision certificate is sought must be provided with a connection through the appropriate junction to Council's sewerage system. All works must be completed in accordance with the plans and specifications approved under the Construction Certificate issued by Council.

Reason: Provision of an adequate and sustainable means of disposal of sanitary waste from all allotments.

A11 Provision of stormwater drainage

Prior to the release of the subdivision certificate each allotment for which a subdivision certificate is sought must be capable of discharging stormwater to the street gutter. Where the fall of the land does not permit disposal of stormwater to the street appropriate provision for stormwater drainage within easements shall be designed. All works must be completed in accordance with the plans and specifications approved under the Construction Certificate issued by Council.

Reason: To improve site drainage

Section B: Advisory Information

B1 Street Numbering

Prior to the release of the final plan of subdivision (ie linen plan) the applicant is to contact Council to determine the correct number for the newly created allotments. For further information your contact in this matter is Mrs Carol Nasmith on 63785000.

B2 Dividing Fences

Prior to the release of the final plan of subdivision (i.e. the linen plan), the applicant shall provide documentary evidence (i.e. a letter) that all shared boundary fences are either correctly aligned (some minor and inc surveyed boundary and to a standard of fencing predominately

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occurring within close proximity to this subdivision.

Reason: To ensure that any existing fencing in contravention of the above standard is appropriately rectified.

Note: Further information on the Dividing Fences Act 1991 can be obtained from the Department of Lands on (02) 92286726 or at

<http://www.dlwc.nsw.gov.au/care/land/llb/aboutfences.html>

Enclosures:

'Do it Right on Site' brochure

SOEE and proposed plan (stamped)

Subdivision Certificate Application form and fee schedule

RECOMMENDATION

For Council's consideration.

1.16 STAFF RELOCATIONS

The Director of Technical Services and Director of Environmental Services have put a proposal forward to swap the starting places of one of their staff. Both Directors have given an undertaking that the changes proposed will enhance their divisions outcomes. The proposal is:

“Environmental Health Services

It is proposed that the Manager Environmental Health would be stationed in the previous Director Environmental Services office at Coolah and her current desk in Coonabarabran would become the Environmental Services Contractor's desk for use by Tony Meppem and Ray Christison. No additional costs are anticipated but an adjustment will be necessary to her leaseback payments. It is anticipated that a reduction in travel time and costs generally will be achieved which will be of benefit to departmental operations.

Technical Services

It is proposed that the Manager of Fleet Services relocate to a part of the available office space at the Coonabarabran depot. Further that this be modified to accommodate connection to Council's computer network and telephone system. It is anticipated that costs in the order of \$572.00 would be needed and this could be sourced from depot operational expenses. In addition, \$200.00 is necessary to improve security by providing a new door lock. No other costs are anticipated. As with Environmental Health Services there will be a need to adjust leaseback payments but this should be offset by a beneficial reduction in travel time and costs.

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Given the nature of these two positions, with their inherent needs to physically visit many different locations within the Shire on an irregular basis and the increased familiarity with electronic options in the respective areas of work, we have thoroughly evaluated the proposal and believe it is in Council's and the respective Manager's best interest, will not produce an adverse impact on the efficient execution of these two roles and provides the opportunity for greater sustainability of outcomes."

RECOMMENDATION

That Council agree to the starting places for the Manager of Environmental Health to be the Coolah office and at the same time the starting place for the Manager of Fleet Services be Coonabarabran.

1.17 MANAGEMENT PLAN REPORT – JUNE 2008

Attached is a report on the management plan for the fourth quarter of 2007/2008 ending June. 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>
51	Conferences	To allow all Councillors an opportunity to be part of and well informed on all Local Government activities	Councillors and senior staff met with the Grants Commission during the quarter for an update on how the FAGs Grants are distributed. The Mayor and General Manager met in Canberra with Gary Gray assistant to Anthony Alanese to discuss the funding for the Castlereagh River Bridge. The Mayor along with Crs Lewis, Coe and General Manager attended the Shires Conference in Sydney. Also the Mayor and GM represented Council at the National Roads Congress in Shepparton. A meeting to discuss Heritage issues took place with all Crs invited to attend during April.
	Consultancies	To provide assistance to Council in senior staff appointments	Work continued during the period to develop manager performance agreements but is striking some resistance. But efforts will continue along with the development of a tighter budgeting process to draw performance agreements together and to be implemented by the required council deadline.
	Subscriptions	To be an active and supportive member of the Shires Association	Subscriptions paid at beginning of financial year. Advise is given to and received from the LGSA on a regular basis.

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52	Donations	To provide support for community organisations in accordance with set policy	Donations continue to be paid as requested. There are three projects that that did not get fully completed during the period and they are The Bendigo Bank project. The donation to the Field family cemetery upgrade and the Coolah Radio station establishment. Consideration of Revotes will be necessary.
	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's fees, travel and computer allowances paid as claimed and in accordance with Councils policy.
	Other	To meet the overhead charges attributed to the governance section.	The overhead costs are applied on a quarterly basis. The attribution of overheads will need to be reviewed to ensure that they are more reflective of the cost burdens of each activity area.
	Civic Functions	To ensure that all civic functions are professionally presented and Councils relationships provide a positive image of Council.	Councillors and staff met with the Central Inland Tourism Board during April with positive feed back. Council also hosted a Central West CMA meeting during the quarter where the river side project was closely looked at and Council commended on its involvement.

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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>
53	Organisation Structure	To monitor the structure of the organisation so as to encourage accountability and enthusiasm throughout the Council organisation.	Small adjustments to the organisation structure continue. one lateral transfer still remains outstanding in the supply services area. Work continued on developing new competency documents to reflect the new expectations of positions in the new Council this needs to be completed urgently. This is proving to be a major task.
		To progressively improve the quality and range of services provided.	The matter of long day care child arrangements has continued to be a concern with staff and the GM closely involved in brokering a solution. There are difficulties with the property owners in finalising an exchange. Council has been successful in getting external funding for the total project as well as agreement to extend the interim operations until the end of September 2008. The processes for paying rates now allows ratepayers to not only utilise Bpay but also to pay through Newsagencies and from the 1 st July 2008 from Post Offices.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
	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 on matters of interest from Council. This is broadcast live on Three Rivers and 2WRCFM as well as now being rebroadcast by 3 Rivers Radio in the following week. A one hour radio interview is now being done monthly on 3 Rivers Radio that relates to matters of special interest to the Southern part of the Shire. 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. Council's website is being progressively updated to make more information available online.

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>
54	Public Relations	To keep community informed of Council activities through all available avenues	Regular media releases done with Mayor and General Manager meeting with members of the public as needed. The General Manager does a meeting roundup in the ABC after each Council meeting and these are used in news items over the following week.

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

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

<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
58	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.	The HR Department provided advice to all sections of the organisation in areas of industrial relations and HR practices.
	Payroll Services	Provide an efficient payroll service to the Organisation.	Payroll systems continued to improve its process to provide an efficient timely service to all staff to ensure all pays are completed on time.
59	Training	To prepare and implement an ongoing training plan that best ensures that councillors and staff have a suitable skill level to fulfil and improve the delivery of all Council services.	Training undertaken in the fourth quarter included Emergency Operations, Select/Modify Traffic Plans, Bush Fire Awareness, Traffic Control, Removal of Asbestos, First Aid. An updated Training and Development Policy was finalised. This policy included a Professional Development Learning and Study Assistance Scheme

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
	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.	Safety audit completed for all Council Pools. State Cover Audit and Hazardous Substances Registers completed for all pools. Introduction of Wellness programme for all staff. Risk Assessment programme underway with SWIMS and SOPS being developed. Attended Risk Management and Return to Work Forums. Workplace safety inspections undertaken to ensure staff understanding of safety in the workplace. OH&S Committee meeting held in May
	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.	This quarter Ten positions were filled and one outdoor position and three technical positions failed to be filled due to shortages in the engineering field. Casual staff were supplied to crews to fill gaps due to sick leave, annual leave or large jobs.
59	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.	A review of all technical services competencies was commenced, with efforts being made to ensure these new competencies are available for the August Review and that all positions within the organisation have a competency document. Still some outstanding competencies for previous years in some departments.
	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 the organisational structure this quarter.
	Industrial Relations	Provide advice to management on industrial matters and negotiate matters with staff and Industrial Bodies.	Industrial Relations advice provided to management. Staff concerns were addressed in the forum of the Consultative Committee

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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.	
<i>ECONOMIC DEVELOPMENT OBJECTIVE</i>			
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
61	Developmental Services Management	An accessible, customer focused Economic Development and Information Service Facilitate and co-ordinate the shire's business growth and development	Skills Audit meetings held in Dubbo on April 22 nd and Coonamble on June 26 th to discuss external funding application. Attended by Team Leader. Bendigo Bank Baradine – Team Leader meeting with Regional Manager Ray Chappel regarding feasibility study and option of Baradine applying as a sub-bank branch. Team Leader attendance at Economic Development Officers meeting with Orana Area Consultative Committee (ACC) in Dubbo April 22 nd to discuss business awards, skills audit and economic development projects. DSRD Community Economic Development Conference – Team Leader and 2 Community Development Coordinators attended conference in Moama May 4 th – 6 th . Team Leader meeting with Mill A Bill Timbers in Mendooran regarding timber quotas following the closure of Gulargambone mill. Letter of Support to Baradine Progress Association requesting a grant through the Brigalow Timber Industry Development Application Fund to establish a new domestic fuel briquette plant in Baradine.
	Economic Development Industrial Subdivision	Additional industrial land being made available for sale.	Approvals for both Reservoir Street and the Industrial Land Subdivision complete.

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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>Workshops - Growing Your Business held in Coonabarabran on June 5th and Coolah June 6th, 2008. 21 business people attended.</p> <p>Film Central NSW - images emailed to Film Central on regular basis as requested to encourage film and TV productions in Shire.</p> <p>Solar System Drive Project - Project complete. Final Report to AusIndustry written. Repairs to Uranus and Neptune on Newell Highway north of Coonabarabran in June. Two page advert Wanderer's Mate Booklet. Inclusion Heart of Country Campaign as part of Regional Project in Tourism Promotions Campaign.</p> <p>Coast and Country Magazine – full page full colour advert booked. Includes six additional pages of free editorial. Coordination of itinerary for journalist and photographer to region June 24th, 25th, 26th.</p> <p>Australian Senior – advert booked.</p> <p>Brochures – content for brochures targeting new residents and investment drafted.</p> <p>Conference Bids – Expression of Interest to host 2009 LGSA Tourism Conference submitted. Expression of Interest to host Novartis Pharmaceuticals 2009 Corporate Conference submitted.</p> <p>Display Materials – printer booked, request to quote with designer. 2 pull up banners for use at Council sponsored or supported events.</p> <p>Economic Development Awards – Launch of 2008 Warrumbungle Shire Golden Galaxy Business Awards, Team Leader coordination of nomination process.</p> <p>Skills Audit – meetings held in Dubbo on April 22nd and Coonamble on June 26th to discuss external funding application.</p> <p>Press Releases – submitted to Shire newspapers on an ongoing basis.</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>
62	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 business visits ongoing.</p> <p>New businesses – Team Leader facilitation initial contact with Orana ACC and DSRD for grant opportunities.</p> <p>Team Leader attendance at Chamber of Commerce meetings when necessary.</p> <p>Community and business grants information distributed to community development officers monthly.</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>
63	Visitor Information Centre	An accredited and customer focused Visitor Information Service	<p>Central NSW Tourism Marketing Taskforce meeting attended by Team Leader and Tourism Promotions Coordinator April 16th in Coonamble, June 11th in Forbes.</p> <p>Central NSW Tourism Board visit April 29th in Coonabarabran. Presentation of its 2008-2020 Strategic Marketing Plan to Councillors, General Manager and tourism operators.</p> <p>Tourism Unit hosted Newell Highway Promotions Committee Meeting June 26th in Coonabarabran. Tourism Promotions Coordinator attendance. New display designed, printed and supplied for satellite VIC at Coolah (Pandora Gallery).</p> <p>LGSA site visit to Coonabarabran 23rd May following Expression of Interest submission to host 2009 LGSA Tourism Conference.</p> <p>Brochure distribution to Shire information points – Tourism Administration Officer. Shire tourism brochure distribution at the Great Escapade, Cassilis, in April.</p> <p>Pilliga Forest Visitors Centre (Baradine) meeting held 23rd June 2008, attended by Team Leader.</p>

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
			<p>Update provided on construction of building and internal displays. Scheduled completion December 2008.</p> <p>Team Leader attendance at Central NSW Tourism Planning Day in Dubbo 17th July 2008, Discussed marketing direction with Central NSW Tourism Board in relation to recently published Central NSW Tourism Strategic Marketing Plan 2008-2010.</p> <p>Refurbishment of Coonabarabran VIC – new carpet and paint in office and exhibition area. Funded by advertising revenue from billboard adjacent to VIC.</p> <p>VIC staff meetings held weekly.</p>
	Tourism Promotion	Implement an effective tourism marketing and promotions campaign, which is aligned to market research.	<p>Consumer Shows – Shire promotion at Sydney Caravan and Camping Show (28th March – 6th April), attendance at Melbourne Caravan Show as part of Newell Highway Promotions (23rd – 27th April), Shire promotion at Hunter Valley Caravan and Camping Show (23rd – 25th May). Brochures sent to Queensland Caravan and Camping Show (4th – 9th June).</p> <p>Newell Highway Promotions – Brochure text, images and ad copy sent to graphic designer. Final copies approved. 160,000 printed and distributed through VIC network and at Caravan and Camping Shows.</p> <p>Visitor Radio FM88 - content for VIC segment reviewed and updated.</p> <p>Tourism Website – content supplied to designer.</p>

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
			<p>Regional Project – Heart of Country Marketing Campaign launched April 13th, with 4 page feature in Sunday Magazine circulation 470,000. 300,000 copies of four page flyer also inserted in Sunday Canberra Times, Illawarra Mercury, Newcastle Herald, Central Coast Advocate. Full page ad Open Road May/June. Online advertising Sydney Morning Herald, taste.com and Gourmet Traveller. Marketing campaign was a \$4,000 buy-in by Warrumbungle to Central NSW Tourism campaign in partnership with Tourism NSW. Overall campaign cost approx \$289,000. Target market - touring traveller.</p> <p>Advertising/Marketing - Warrumbungle Region advert on regional UBD maps. Newell Highway Brochure Diprotodon advert. Port Stephens Examiner advert for Maitland Caravan Show.</p> <p>Online Marketing - advert booked on internet site www.iwannaseeaustralia.com.</p> <p>Pilliga Tour – Warrumbungle Shire Councillors familiarisation tour of the Pilliga Forest to highlight potential tourism product to develop.</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: 7,222 visitors from April to June 2008 down 17% compared to same quarter last year.</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>
69	Management Services	To provide managerial control and support to the division	<p>Managerial support provided across all areas of technical services, particularly in the area of Asset and Design and Water Services.</p> <p>The Civil Engineering cadetship student advised Council that he was not able to complete his course of study. A person has been appointed in the Water and Sewerage area to develop and implement a range of plans required by the DWE.</p> <p>Some of the meetings attended during the quarter include, RTA Technical Sub Committee, RTA maintenance contract meetings, Central West CMA meetings, IPWEA conference and meeting</p>
	Technical Services	To provide technical advice to the division, the organisation and the Council.	<p>Ongoing consultation with Department of Commerce and DWE regarding Mendooran water treatment project. Ongoing consultation regarding bridge construction contract with Coonamble Shire Council.</p> <p>A review of staff competency documents and grades continued during the quarter.</p>

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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>
71	Rural Local Roads (Const)	Reconstruct sealed local roads to Council’s standards within budget allocation utilising industry best practice.	Mia Mia, Gentle Annie, Napier Lane, Dows Lane, Box Ridge, Cobbora, Turee Vale, Goohli Road, Sandy Creek Causeway 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.	Henderson, River, Evans, Bandulla, Abbott ,Tucklan, Digilah Streets completed. Warrigal Street seal, Cypress Street seal, Reservoir Street construction. Coonabarabran CBD project progressing satisfactorily despite interruption due to rainfall.
	Footpaths (Const)	Provide safe and trafficable extensions to the current footpath network in accordance with Council’s policy and budget.	Rehabilitation works underway in Binnaway and Baradine. Works are ongoing.
	Regional Roads (Const)	Construct regional roads to RTA standard within allocation using industry best practice.	Intersection 129/55 completed. Drainage and shoulder widening underway MR55
	State Roads (Const)	Construct regional roads to RTA standard within allocation using industry best practice.	Manusu Bridge completed.
	Drainage (Const)	Extend existing drainage networks within budget allocation in order to improve efficiency and remedy localised problems.	Cobborah Street Mendooran.

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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>
72	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.	Objectives being met within allocation. Costs against leave transferred to human resources.

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>
73	Bridges local roads - maintenance & repair	Complete maintenance in accordance with agreed budgets	No maintenance works undertaken during period.
	Local Roads Sealed	Complete maintenance in accordance with agreed budgets	Routine maintenance completed with heavy patching and rehabilitation undertaken.
	Local roads unsealed	Complete maintenance in accordance with agreed budgets	Road maintenance undertaken with heavy demand following rain in southern half of Shire.
	Flood damage local roads	Complete programme in accordance with agreed budgets	Flood restoration program announced. Approximately 60% of works completed.

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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>
74	Regional Roads Traffic Facilities	Complete all Traffic Committee signage in accordance with agreed budgets.	Signage installed as per traffic committee recommendations.
	Regional roads maintenance	Complete maintenance in accordance with agreed budgets optimising outcomes for each regional road within the network.	Heavy patching and shoulder widening completed MR129. Scheduled maintenance completed as programmed.
74	State roads maintenance	Undertake works in accordance with the RTA Single Invitation Maintenance Contract.	Works completed in accordance with single invitation contract.
	Flood damage regional roads	Complete programme in accordance with agreed budget, as negotiated with the RTA.	Emergency works only completed and claimed.
	National Roads - SH17	Undertake works in accordance with the RTA Single Invitation Maintenance Contract.	Works completed in accordance with SIMC
	Regional Roads -Bridges	Maintain regional roads bridges in accordance with budget and identify future maintenance required.	Maintenance work undertaken and more work to be undertaken in 2009 financial year.

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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>
75	Road Maintenance	Complete maintenance in accordance with agreed budgets endeavour to extend the effective life of the asset.	Works undertaken as required with heavy patching completed in all centres.
	Drainage Structure Maintenance	Clear waterway area and ensure sound storm water structures.	Works on pipes and open drains ongoing.
	Footpath Maintenance	Undertake maintenance as required. Footpaths in safe and trafficable condition.	Footpaths safe and trafficable with complaints being responded to.
	Street Lighting	Provide for street lighting charges made by Country Energy	Lighting charges provided for.

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>
76	Private works	<i>Provide competitive hire rates within Council Policy. Return a profit of private works to Council.</i>	Strong demand for private works, with demand being met while plant is in the area. Value of work completed to end of quarter \$87,000. Income received \$114,552.

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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>
77	Carparking	Undertake maintenance as required.	Maintenance undertaken as required.

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>
79	Management	Provision of contract services to Technical Services division	Contracts in place for bitumen sealing and aggregate supply. Bitumen sealing/resealing program complete.
	Gravel pits and Quarries	Gravel pit and quarry operations completed in accordance with all statutory requirements	Gravel pit operations satisfactory. Another new management structure required by DPI by end of August 2008. Approx 18,000T of gravel crushed at “Old castle” pit. A risk assessment for each gravel pit is now planned for 08/09 financial year. Agreements with land owners require review. Resources need to be made available for these activities.

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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>
80	RTA Single Invitation Contract	Maximise financial return to council from RTA contract	Routine maintenance under the contract progressing satisfactorily. Payment claim to end of June 2008 for RMS is \$476,837. Costs to end of June 2008 are approx. \$384,854.18. This does not include all overhead costs.
	RTA Works Orders	Maximise financial return to Council from RTA contract	19 works orders issued this year and 2 carried over from last year to the value of \$1,923,809.15. \$1,860,897.78 claimed to end June 2008 (including work carried over from last financial year). Work on 18 of the 19 works orders is complete. Work at Manus Bridge approaches on Castlereagh Highway is now complete. Bitumen sealing works are complete. Costs are approx. \$1,616,300.72. This does not include all overhead costs. There are no other RTA contract works than under the Single Invitation Contract.

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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>
81	Bitumen Road Resurfacing	Development and completion of annual bitumen road resurfacing program.	The bitumen sealing/resealing program for “regional roads” ie main roads under council’s control has been developed. Resealing program complete. <i>On time On budget</i>

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>
82	Bitumen Road Resurfacing	Development and completion of annual bitumen road resurfacing program.	The bitumen sealing/resealing program for local roads has been developed. Resealing program is complete. <i>On time On budget</i>

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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>
83	Bitumen Road Resurfacing	Development and completion of annual bitumen road resurfacing program.	The bitumen sealing/resealing program for town streets has been developed. Resealing program is complete. <i>On time On budget.</i>

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>
85	Water Mains - Baradine	Regular service on hydrants and valves. Provide adequate mains to supply sufficient volume.	Mains providing service as required.
	Water Meters - Baradine	Maintain water meters in accordance with policies and standards.	Water meters repaired or replaced as required.
	Water Pumping Station - Baradine	Maintain pumping stations in serviceable condition.	Pump station providing service as required. Estimate being sought on new bore.
	Water Reservoirs - Baradine	Maintain water reservoirs	Reservoir providing service as required

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
	Water Telemetry Sys - Baradine	To provide accurate and reliable monitoring and warning system.	Telemetry system working satisfactorily.
85	Water Treatment Plant – Baradine	Provide water in accordance with Australian Drinking Water guidelines	OHS issues not yet addressed. General building upgrade not yet completed.
	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 14% (or \$30,611) less than expected. Actual recurrent expenditure is 12% (or \$27,127) less than expected. Report outstanding on proposed water main extension Aerodrome Road.

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>
87	Water Mains - Binnaway	Regular service on hydrants and valves. Provide adequate mains to supply sufficient volume.	Mains providing service as required. The project to replace AC main in Railway Parade commenced during the period but not finished – a revote will be sought on this project.
	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. Investigations underway on condition of pumps
	Water Reservoirs - Binnaway	Maintain water reservoirs	Reservoir providing service as required
	Water Telemetry Sys - Binnaway	To provide accurate and reliable monitoring and warning system.	Telemetry system working satisfactorily.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
87	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 is 11% (or \$16,269) less than expected. Actual recurrent expenditure is 17% (or \$26,293) less than expected

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>
88	Water Mains - Coonabarabran	Regular service on hydrants and valves. Provide adequate mains to supply sufficient volume.	Mains providing service as required. Barker Street project completed during the period. Main replacement project in George Street not yet commenced.
	Water Meters – Coonabarabran	Maintain water meters in accordance with policies and standards.	Water meters replaced as required. There are many Council properties without water meters and during the quarter meters were installed on these properties. A supplementary vote will be required to meet the costs of the meters.

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PAGE NO.	ACTIVITY	PERFORMANCE TARGET	PROGRESS UPON REVIEW
	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. The project to assess condition of all service reservoirs has not yet commenced.
	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 is 3% (or \$18753) less than expected. Actual recurrent expenditure is 3% (or \$13,467) less than expected 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>
89	Water Mains - Coolah	Regular service on hydrants and valves. Provide adequate mains to supply sufficient volume.	Main breaks repaired as required. The project to upgrade the water mains at the intersection on Binnia Street and Martin Street was completed during the period.
	Water Meters – Coolah	Maintain water meters in accordance with policies and standards.	Water meters replaced as required.
	Water Pumping Station – Coolah	Maintain pumping stations in serviceable condition	Pump station providing service as required.
	Water Reservoirs – Coolah	Maintain water reservoirs.	Reservoirs providing satisfactory service. Apparent overexpenditure is under investigation.
	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 3% (or \$7,460) more than expected. Actual recurrent expenditure is 6% (or \$13,027) more than expected

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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>
90	Water Mains - Dunedoo	Regular service on hydrants and valves. Provide adequate mains to supply sufficient volume.	The project to replace the main in Bolaro Street, between Tallawang and Wallaroo was finalised.
	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. However, high electricity costs are being investigated.
	Water Reservoirs – Dunedoo	Maintain water reservoirs.	Reservoirs providing satisfactory service.
	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 2% (or \$4,561) less than expected. Actual recurrent expenditure is 30% (or \$66,300) more than expected. A workers compensation case has significantly impacted on costs in this area. 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>
91	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.
	Water Meters – Mendooran	Maintain water meters in accordance with policies and standards.	Water meters replaced as required. Technical Services staff reading water meters
	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	After much negotiation and consultation with the State Government, the contract for construction of the new water treatment plant was awarded on the 27 June 2008.
	Water Management – Mendooran	Completion of projects in accordance with budget constraints.	Actual income is 39% (or \$46,950) more than expected. Actual recurrent expenditure is 28% (or \$28,875) more than expected..

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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>
92	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>
93	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.	The pump line from the pump station to the treatment plant ruptured just near the pumpstation building. Special fittings were required to repair the break.
	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 4% (or \$6,413) more than expected. Actual recurrent expenditure is 6% (or \$19,296) less than expected

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

COST CENTRE OBJECTIVE:		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.	
PAGE NO.	ACTIVITY	PERFORMANCE TARGET	PROGRESS UPON REVIEW
94	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 behind schedule due to delays in obtaining approvals from ARTC.
	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.	Apparent over expenditure in this area is under investigation.
	Sewerage Management	Sewerage projects completed in accordance with budget constraints.	Actual income is 4% (or \$29,282) more than expected. Actual recurrent expenditure is 4% (or \$16,131) less than expected

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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>
95	Sewerage Mains Coolah	Losses from mains limited to industry standard. No incidences of property damage due to sewage overflow.	Maintenance of mains within budget. Frequency of blockages within expectations. However, routine maintenance of manholes is not occurring due to resource constraints
	Sewerage Pumping Station Coolah	No overflows from pump station. Pump station operating at optimum performance.	No significant issues
	Sewerage Treatment Works – Coolah	Treat sewerage to highest possible standard and dispose of effluent in accordance with EPA licence conditions.	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 in accordance with budget expectations. Actual recurrent expenditure is 16% (or \$18,510) more than expected

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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>
96	Sewerage Mains Dunedoo	Losses from mains limited to industry standard. No incidences of property damage due to sewage overflow.	Mains providing service as required. Apparent overexpenditure in this area is being investigated.
	Sewerage Pumping Station Dunedoo	No overflows from pump station. Pump station operating at optimum performance.	Pump station providing service as required..
	Sewerage Treatment Works – Dunedoo	Treat sewerage to highest possible standard and dispose of effluent in accordance with EPA licence conditions.	The project to remove sludge from the lagoon is underway and will take up to 12 months to complete. Increased cost of monitoring and testing is contributing over budget expenditure
	Sewerage Management Dunedoo	Sewerage projects completed in accordance with budget constraints.	Actual income is 7% (or \$10,124) more than expected. Actual recurrent expenditure is 21% (or \$18,893) more than expected

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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>
98	Parks - Baradine	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Expenditure high Much maintenance required due to vandalism of irrigation. More attention required
	Parks - Binnaway	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Maintained to satisfactory standard.
	Parks - C'bran	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Maintained to satisfactory standard
	Parks - Masters	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Maintained to satisfactory standard. Extra mowing due to rain in summer months. Repairs to nets due to vandalism.
	Parks - Nandi	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Mown as required Extra spent on garbage receptacle Extra work required to remove trees after several windstorms
	Parks – Coolah	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Maintained as required, mowed, toilets cleaned, playground equipment maintained
	Parks – Dunedoo	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Maintained so as not to attract complaints. Lack of water a problem. Much work required to maintain. Above standard required by budget.
	Parks – Mendooran	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Maintained, mowed, toilets cleaned , playground equipment maintained
99	Parks - Neilson	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Maintained in neat and tidy manner, mowed, toilets cleaned, playground equipment maintained
	Parks - Other Reserves	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Extra mowing required because of summer rain. Maintained on a program.
	Parks – Bell	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Extra mowing required as too much for volunteer. Council now doing a lot more of the work.

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PAGE NO.	ACTIVITY	PERFORMANCE TARGET	PROGRESS UPON REVIEW
	Parks - Timor	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Mown as required - extra mowing done because of summer rain. Many trees have to be picked up after several wind storms
	Trees - Parks Neilson	Keep trees in healthy state and to satisfy public within allocated budget.	Pruned as required. Mainly done during the winter months
	Trees - Parks Other Parks	Keep trees in healthy state and to satisfy public within allocated budget.	Pruned as required. Mainly done during the winter months
100	Trees - Ovals	Keep trees in healthy state and to satisfy public within allocated budget.	Budget spent Trees pruned late winter
	Streets - Grass cutting - Baradine	Grass to be kept in tidy state within allocated budget.	Extra fast growth causing problems, this has occurred during the summer months when good rain fell
	Streets - Grass cutting - Binnaway	Grass to be kept in tidy state within allocated budget.	Extra fast growth causing problems, this has occurred in the summer months when good rain fell
	Streets - Grass cutting - C'bran	Grass to be kept in tidy state within allocated budget.	Extra fast growth causing problems, this has occurred right across the warmer months
	Streets - Trees	Keep trees in healthy state and to satisfy public within allocated budget.	Budget overspent due to storm damage prior to Christmas, several windstorms have required extra work tidying up trees and picking up limbs
	Streets- Grass cutting – Coolah	Grass to be kept in tidy state within allocated budget.	Budget overspent due to excess growth
	Streets – Grass cutting – Dunedoo	Grass to be kept in tidy state within allocated budget.	Budget overspent due to rain in summer season
	Streets – Grass Cutting – Mendooran	Grass to be kept in tidy state within allocated budget.	In general the annual cost of the Mendooran crew is \$185k. The recurrent budget allocation for all works in Mendooran in 2007/2008 was \$84,000. Hence the activities of the Mendooran crew need to be more closely managed and outside work obtained.

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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>
104	Garbage Tips - Baradine	Ensure tip kept in tidy state	Monitored and cleaned as necessary. Still some issues with non compliance
	Waste Services - Domestic Baradine	Ensure private rubbish is collected weekly.	Private rubbish is collected weekly
	Waste Services – Non Domestic Baradine	Ensure commercial rubbish is collected weekly.	Commercial rubbish is collected weekly
	Kerbside Recycling – Baradine	Ensure recycling collected on a weekly basis	Recycling collected weekly. More work needed to promote a larger participation
	Commercial Recycling – Baradine	Ensure commercial recycling collected on a weekly basis.	Commercial recycling collected weekly

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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>
105	Garbage Tips - Binnaway	Ensure tip kept in tidy state	Monitored and cleaned as necessary. Small shed needed to keep recyclables dry
	Waste Services - Domestic Binnaway	Ensure private rubbish is collected weekly.	Private rubbish is collected weekly
	Waste Services – Non Domestic Binnaway	Ensure commercial rubbish is collected weekly.	Commercial rubbish is collected weekly
	Kerbside Recycling – Binnaway	Ensure recycling collected on a weekly basis.	Recycling collected weekly. More work needed to increase participation levels
	Commercial Recycling – Binnaway	Ensure commercial recycling collected on a weekly basis.	Commercial recycling collected weekly

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

<i>COST CENTRE OBJECTIVE:</i>		Provide waste depot.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
110	Garbage Tips – Coolah	Ensure tip kept in tidy state	Monitored and cleaned as necessary. Green waste pushed in weekly. Some non co-operation still occurring, increasing costs.
	Waste Services - Domestic – Coolah	Ensure private rubbish is collected weekly.	Private rubbish is collected weekly
	Waste Services – Non Domestic	Ensure commercial rubbish is collected weekly.	Commercial rubbish is collected weekly
	Kerbside recycling – Coolah	Ensure recycling collected on a weekly basis.	Recycling collected weekly. More work required to increase participation.
	Commercial recycling – Coolah	Ensure commercial recycling collected on a weekly basis.	Commercial recycling collected weekly

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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>
106	Garbage Tips – Coonabarabran	Ensure tip kept in tidy state	Monitored and cleaned as necessary. Cells compacted daily.
	Waste Services - Domestic – Coonabarabran	Ensure private rubbish is collected weekly.	Private rubbish is collected weekly
	Waste Services – Non Domestic	Ensure commercial rubbish is collected weekly.	Commercial rubbish is collected weekly
	Kerbside recycling – Coonabarabran	Ensure recycling collected on a weekly basis.	Recycling collected weekly. More work needed to increase participation
	Commercial recycling – Coonabarabran	Ensure commercial recycling collected on a weekly basis.	Commercial recycling collected weekly

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

<i>COST CENTRE OBJECTIVE:</i>		Provide waste depot.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
111	Garbage Tips – Dunedoo	Ensure tip kept in tidy state	Monitored and cleaned as necessary. Co-operation needs to improve in this area
	Waste Services - Domestic – Dunedoo	Ensure private rubbish is collected weekly.	Private rubbish is collected weekly
	Waste Services – Non Domestic	Ensure commercial rubbish is collected weekly.	Commercial rubbish is collected weekly
	Kerbside recycling – Dunedoo	Ensure recycling collected on a weekly basis.	Recycling collected weekly. More work is required to increase participation rates
	Commercial recycling – Dunedoo	Ensure commercial recycling collected on a weekly basis.	Commercial 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>
112	Garbage Tips - Mendooran	Ensure tip kept in tidy state	Monitored and cleaned as necessary. Some non compliance but generally working okay since transfer bins been put into commission
	Waste Services – Domestic – Mendooran	Ensure private rubbish is collected weekly.	Private rubbish is collected weekly
	Waste Services – Non Domestic Mendooran	Ensure commercial rubbish is collected weekly.	Commercial rubbish is collected weekly
	Kerbside recycling – Mendooran	Ensure recycling collected on a weekly basis.	Recycling collected weekly. More work needed to increase participation
	Commercial recycling – Mendooran	Ensure commercial recycling collected on a weekly basis.	Commercial 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>
108	Garbage tips	Ensure tip kept in tidy state	Monitored and cleaned as necessary
	Waste Services – domestic	Ensure private rubbish is collected weekly	Private rubbish is collected weekly
	Waste Services – non domestic	Ensure commercial rubbish is collected weekly.	Commercial rubbish is collected weekly
	Kerbside recycling	Ensure that recyclables are collected and packaged as required	Recycling collected weekly and packaged as required. More work needed on education
	Commercial recycling	Ensure that commercial recyclables are collected and packaged as required.	Commercial recycling collected weekly and packaged as required
	Other Waste – North		
109	Waste services – Collection runs: Timor Road	Ensure private rubbish is collected on a weekly basis.	Private rubbish is collected weekly
	Purlewaugh Road Baradine Road River Road Bungabah Rural Oxley Highway	Ensure Recycling is collected on a weekly basis.	Recycling is collected weekly. More work needed to gain Higher rates of participation

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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>
113	Waste Services – Domestic Neilrex	Ensure private rubbish is collected weekly.	Private rubbish is collected weekly
	Waste Services – Recycling Neilrex	Ensure private rubbish is collected on a weekly basis.	Not many using the service.
	Waste Services – domestic Merrygoen	Ensure private rubbish is collected on a weekly basis.	Private rubbish is collected weekly
	Waste services – Recycling Merrygoen	Ensure recycling is collected on a weekly basis.	Recycling is collected weekly
	Waste services – domestic Leadville	Ensure private rubbish is collected weekly	Private rubbish is collected weekly
	Waste Services – Recycling Leadville	Ensure Recycling collected on a weekly basis.	Recycling collected on weekly basis
114	Waste Services – Domestic Coolah Rural	Ensure private rubbish is collected weekly.	Not many using the service
	Waste Services – Recycling Coolah Rural	Ensure Recycling collected on a weekly basis.	Not many using the service

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
115	Waste Services – Domestic Cobbora	Ensure private rubbish is collected weekly.	No one using the service
	Waste Services- Recycling Cobbora	Ensure Recycling collected on a weekly basis.	No one using the service
	Other Waste – South		Weetaliba and Neilrex landfill sites have both been closed off with fencing. However rehabilitation of each site yet to be undertaken.
	Waste Services – Collection runs: Weetaliba Rural Leadville Rural Castlereagh Rural	Ensure private rubbish is collected weekly. Ensure Recycling is collected on a weekly basis.	Private rubbish and recycling is collected weekly

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>
101	Street cleaning – Baradine	Ensure streets and gutters kept in tidy state	Main area done weekly
	Street cleaning – Binnaway	Ensure streets and gutters kept in tidy state	Main area done weekly
	Street cleaning – Coonabarabran	Ensure streets and gutters kept in tidy state	Town down on program
	Be Tidy Bins M & R	Ensure streets and gutters kept in tidy state	Some new surrounds in place. Problems with domestic waste

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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>
102	Toilets – David Bell Park	Toilets to be cleaned daily.	Toilets are cleaned daily. Generally tidy
	Toilets – Neilson Park	Toilets to be cleaned twice daily.	Toilets cleaned twice daily, High usage, generally reasonably tidy
	Coolah – McMaster Park	Cleaning three times weekly	Toilets are cleaned three times weekly. Not heavy use
	Black Stump Road side rest area.	Cleaning three times weekly	Toilets are cleaned three times weekly. High usage generally not very dirty
	Dunedoo – Milling Park	Cleaned daily	Toilets are cleaned daily. High usage, very often in a dirty state. Vandalism is a problem.
	Mendooran Lions Park	Cleaning three times a week.	Toilets are cleaned three times a week. Medium usage, generally tidy state.

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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>
117	Management	Asset and Design Services projects completed with budget constraints. Provision of technical advice in relation to Development Applications.	The positions of Manager, Design Engineer and GIS officer remains vacant. Some assistance from external consultants and from Coonamble Shire in relation to the bridges. The overall recurrent budget allocation for design services is 60% 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>
118	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>
119	Survey Investigation and Design	Provision of accurate and comprehensive civil Engineering plans in accordance with budget constraints.	All projects on the design program were initiated and most were completed by the end of 30 June 2008. However, some delays in construction program experienced due to some designs not being available.

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>
120	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 asset registers.

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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>
122	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 3.66 % over on expenditure and income is 21.25 % above budget forecasts

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>
123	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. Burglary and theft has occurred – new security doors have been fitted.
	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 meet all of user requirements, Data fuel management system has been installed, Depot hard stand has been completed

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	Depot – Coonabarabran	Provision of depot to suit needs of users and meet all requirements.	Depot is providing safe and secure workplace and meet all of user requirements, Shed has been erected for Parks and Garden, awaiting electricity connection 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 meet all of user requirements, Data Fuel management system has been installed and extension to storage bunkers 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. Sealing to depot entrance completed.

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>
124	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 even with an higher work flow due to the increase internal hire and the servicing of Rural Fire Service tankers.
	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, coverage problems from the Dunedoo repeater have been addressed ,Purchased extra mobile radios from Gwydir Shire Council

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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>
125	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. Have purchased a Laptop computer to aid in service and diagnostics of major plant.
	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. Have purchased IME Auto Lifts truck hoist and ramps

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Environmental Services
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 built, natural and human 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>
128	Environmental Services Management	Provision of an accessible and customer focused Environmental Services Division.	Customer service targets achieved this year with scheduled goals identified for next year. Public education initiatives successful. The divisional staffing structure is being reviewed and internal accountable action plan lists have been introduced as a further efficiency initiative.

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

<i>COST CENTRE OBJECTIVE:</i>		To maintain Council's Environmental Planning instruments and monitor for adherence to Council's defined vision for the development of the Shire in an ecologically sustainable manner and to reflect changing market trends within the area. 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>
129	Town Planning	Council's planning Instruments and Policies comply with relevant legislation.	Regular scheduled teleconferences with the contractors for DCP and LEP have achieved results. The second instalment of the LEP Grant has been delayed but March 2009 remains the target completion date.
		Applications dealt with within statutory periods.	Statutory obligations, illegal development work, and public education performance targets have been met this reporting period. Council has been complimented by the Department of Planning for the number of applications dealt with as 'complying development'.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Environmental Services
OBJECTIVE GROUP: State of 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, ongoing education in waste minimisation and recycling, sewerage effluent treatment and disposal and use of public land.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
130	State of Environment	Document accurately reflects the current State of the Environment based on available information	2008 report has been completed and is available on Council's website. 2008 report is the final annual supplementary report prior to the comprehensive report due in 2009.
	Vacant Land - Community/ Operation	All Community Land accurately identified and leased where possible/relevant. Maintained in accordance with the budget. All complaints addressed and resolved.	Effective handling of maintenance duties, negligible complaints. Major operational expenditure complete for this financial year. Land register maintenance and improvements on-going.
130	On-site Sewage Waste Management	Sewage waste management plan for on-site disposal systems implemented.	Complaints and high risk installations received priority attention. Scheduled septic and connection to sewer inspections complete for this financial year.

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PROGRAM:	Environmental Services
PRINCIPAL ACTIVITY:	Health Building & Environmental Services
OBJECTIVE GROUP:	Health Building & Environmental Management

<i>COST CENTRE OBJECTIVE:</i>		To ensure a high level of compliance with statutory requirements for building control standards within the Shire. Maintain a healthy environment by ensuring all policies and statutes are implemented in accordance with community standards and expectations.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
132	Health Building Environment Services Management	An accessible, customer focused community Health Building and Environment Information Service.	Complaints received appropriate attention. Internet access would greatly benefit this area of activity. Position filled for the cadetship program to address skills shortage. A budgetary over-expenditure occurred in this area as a result of staff turnover, staff career progression, time allocation and an under-provision of oncost calculations. These matters have been thoroughly investigated and appropriate steps taken to ensure that the adequate provision for this service is made in future budgets.
	Building Control	Increased awareness of building control within the community	Field work has provided reactive education only. Pre-lodgement meetings, newspaper information and pamphlets on building control have completed the awareness program this year.
		Intending applicants advised correctly of requirement to carry out building work.	There is increasing understanding of Council's role in building control. Some co-operation is being achieved with applicants making appointments but there is a need for more complete and detailed applications. Inspections are achieving compliance with conditions attached to approved building work.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
	Health Services	Increased public awareness of environmental health matters within the Shire. Regular Food Shop inspections, focusing on Education of Food Safety and legislation.	Annual routine food shop inspections complete. The focus for the inspections was education to increase voluntary compliance. Council's responsibilities for the commencement of the Food Regulation Partnership (commencing in July 2008) are complete. Risk register underway. Pamphlets on various health issues and hazards are available at the front counter.

PROGRAM:

Environmental Services

PRINCIPAL ACTIVITY:

Health/Building/Environment

OBJECTIVE GROUP:

Cemeteries

<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>
133	Cemeteries	<i>All cemeteries have adequate area available for grave site extension and are maintained to a reasonable standard.</i>	Seasonal conditions have increased expenditure in maintenance areas comparative with previous years. Compliments on presentation outnumber complaints indicating that the community is generally satisfied with the level of service being delivered. Programs for extension complete and five year anticipated capital works program prepared.

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PROGRAM: Environmental Services
PRINCIPAL ACTIVITY: Health Building & Environmental Services
OBJECTIVE GROUP: Pools

<i>COST CENTRE OBJECTIVE:</i>		To ensure Council's swimming pools are operated and maintained at a high level, creating a safe and attractive facility for the public.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
134	Pools - Baradine Binnaway Coolah Coonabarabran Dunedoo Mendooran	Gradual improvement in each facility and increased patronage of the pool in accordance with allocated budget.	Swimming pool income targets were achieved. The capital works program has been completed at five of the six pools. Extensive effort to minimise operational expenditure has had disappointing and mixed results. Dunedoo and Coolah have both had significant increases in chemical costs, overtime and equipment failures resulting in budget over-expenditure. The Coolah pool has also experienced a substantial electricity over-expenditure associated with the pumps at the pool. The pumps have been re-built and stage 2 to correct the drivers is now required. These matters have been thoroughly investigated and steps taken to ensure remedial action is effective in the long-term.

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

<i>COST CENTRE OBJECTIVE:</i>		To provide a high quality monitoring and control service to ensure compliance with statutory requirements for environmental and animal control standards	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
136	Companion Animal Control	Promote community awareness of responsible dog and cat ownership. Provide a responsive impounding service for nuisance and straying dogs and cats.	Major education program complete for this financial year. Conflict between community understanding of responsibilities and the enforcement of compliance with their obligations remains. General expenditure in this area remains high and difficult to recover. Only 26 out of over 190 animals were retrieved from the pound this period, the other animals were left for euthanasia at Council's cost. Monthly newspaper articles have been initiated this year.
137	Stock Impounding	Promote community awareness regarding the hazards of straying stock. Provide a responsive impounding service and patrol for straying stock.	A commitment to providing a comprehensive 24 hour regulatory service has resulted in over-expenditure due to the level of demand after hours. This has been evaluated and adequate provision for this service will be made in future budgets. It is difficult to budget for this area due to the nature of the activity, however a revised roster system has been prepared to cut back future over-expenditures with modest impact on the service provided.
	Enforcement/ Courier Services	Provide service for delivery of summonses for debt collection and other public notices in a timely and professional manner.	Achieved when required.
	Other Regulatory Control	Enforce relevant statutory requirements in a professional manner.	This year warnings have been fewer, and penalty notices or rectification orders more frequent as required by legislation. A minor level of expressed community dissatisfaction has occurred.

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

<i>COST CENTRE OBJECTIVE:</i>		To facilitate and maintain Council's Community Services responsibilities providing services to the residents of the Shire.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
139	Management Services	<p>To provide management and direction to staff and volunteers, community groups and stakeholders, supporting the whole division</p> <p>To review and develop strategy for creation of new Warrumbungle Shire Social Plan by 2008</p> <p>Provide advice and direction towards delivery of social services 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>Ongoing strategic direction and management provided to whole division. Facilitation of Youth Week, Seniors Week and planning for NAIDOC Week 2008.</p> <p>Considerable focus on issues relating to the purchase process of former Long Day Care Centre in Coonabarabran.</p> <p>License Agreement with Dunedoo Preschool finalised.</p> <p>Baradine Doctors Residence officially opened.</p> <p>Staff motivated to provide customer focused services that meet the community needs.</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 a Warrumbungle Shire Disaster Plan and Risk Management Plan in partnership with the Local Emergency Management Committee (LEMC).	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
140	Emergency Services Coordination	Maintain the DISPLAN including contact details Coordinate LEMC activities including exercises Provide effective assistance to all volunteer organisations (including VRA, SES and RFS) Management of Emergency Risk Management Project Applying for grants applicable to volunteers and Emergency groups Promote community awareness of DISPLAN and emergency procedures	DISPLAN approval by the DEMC March Meeting Officer undertook training in Dubbo that involved an Evacuation exercise involving LEMC members. Review of financial assistance provided to agencies conducted and budget allocations included into 2008/2009 Management Plan Emergency Risk Management Project completed. Item remains agenda item for LEMC Emergency Operation Centre Equipment grant (Funded by Emergency Management Australia) has been completed. Staff training for EOC operation completed at both Coolah & Coonabarabran offices. Ongoing encouragement of volunteer groups to create awareness in the community through articles of their activities in the local media

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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>
141	Council Road Safety Strategic and Action Plan	Develop and implement Warrumbungle Shire Council Road Safety Strategic and Action Plan	<p>Draft Road Safety Strategic Plan completed. Placed on Public exhibition for community comment after June Council meeting. Action Plan for Projects to be implemented 08/09 submitted and approved by RTA. Funding of \$10,000 approved for these projects, delivered across the shire. These include:-</p> <ul style="list-style-type: none">- Excite, Unite and Bike 08 Community Program- Drinking Kills Driving Skills- You Love Me-Keep Me Safe- Bring the Mob Home Safely- Slow Down - In My Street- Speeding and Young People- Parent Workshops <p>New relieving RSO appointed April.</p>

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		<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>2007/2008 Projects - Don't be a Fool on the Newell - SLOW DOWN! and Warrumbungle Shire Council Strategic Plan projects were completed.</p> <p>Various press releases published including:</p> <ul style="list-style-type: none">- Introduction of new RSO- Double Demerit Points- Choose Right Fit Right Display- Newell Highway Phase 2 Results- WSC Liquor Accord June Meeting- Alcoholiser Project- You Love Me Keep Me Safe- Interagency Expo

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			<p>Warrumbungle Shire Liquor accord Information forum was facilitated by RSO.</p> <p>Stakeholders invited to join project committees for 08/09 Action Plan projects. New Liquor Accord will form committee for Drink Drive project. Existing Interagency network will form committee for Restraint project. Coolah and Warrumbungle Bicycle User groups will form committee for Bike Week project.</p>

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

<i>COST CENTRE OBJECTIVE:</i>		Maintain aerodromes to civil Aviation Safety Authority (CASA0 regulations and maintain safe and trafficable aerodromes.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
142	Coonabarabran	Conduct regular and statutory maintenance program.	Aerodrome maintained to CASA regulations.
	Coolah	Conduct regular and statutory maintenance program.	RASP project completed in June – installation PAL emergency landing lights, sealing runway ends. Runway in excellent condition as a result of implementation of regulatory maintenance checks.
	Baradine	Conduct regular and statutory maintenance program.	PAL control unit not operational for period so relying on manual system for emergency landing. Runway good condition, RFDS has resumed patient retrievals. Council Aerodrome Supervisor supporting local Aerodrome committee and communication systems working well.

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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 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>
143	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.	All libraries operating to performance targets – most branches either hosted or participated in Shire's Youth and Seniors Week activities. MRL 2008-2009 budget and Strategic Plan with six service points in Warrumbungle Shire adopted. MRL funded Regional Local History and Heritage Strategy initiated with survey and focus group meetings in Coonabarabran, Coolah and Dunedoo. Hosted quarterly MRL meeting at Coolah Library.

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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>
144	Westpac Banking Agency Dunedoo	Service responsive to Westpac management directions and operations, providing a service that meets the needs and expectations of the community. Customer service delivered to a high standard providing Council front counter support role.	100% MOP returns and positive customer satisfaction surveys attained. Staff are providing a good service to the Dunedoo community. Rates and charges collection support role continued.

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PROGRAM: Community Services
PRINCIPAL ACTIVITY: Community Services
OBJECTIVE GROUP: Ovals/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>
145	Baradine Oval innaway Oval Coonabarabran Oval/Netball, Basketball / Tennis courts complex	Sporting facilities maintained in a safe and attractive condition. Optimum use of facilities by a multitude of sporting bodies Sporting and recreational activities encouraged and co-operative partnerships developed to increase usage.	Baradine irrigation extension nearing completion – no revote capital funds required. Savings balance operational overspend. Binnaway operational budget is over expended. Coonabarabran No 1 Oval New amenities block project final stages. Light internal fittings being replaced at cost to supplier. As projected in report provided to May meeting and separate report now – budget deficit \$76,704. Request for \$93,065 to be revoted to enable accounts received in 0809 to be paid. Volunteer contribution for painting, installation of BBQ and landscaping committed. No 1 Oval has returned to preferred night time training venue. Lights compliance to Siding Spring Observatory guidelines and design has been showcased to world audiences.

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146	Mendooran Tennis Courts Robertson Park Oval Dunedoo Bowen Oval Coolah		Bowen and Dunedoo ovals both over expended operational budget. Bowen Oval irrigation project final budget over expenditure \$25,455 as indicated separate report provided to May meeting and supplementary vote request. Supplementary vote request for Bowen Oval Playground Project \$71,920 increased expenditure offset by same income amount – net outcome \$0. Council paid all contractors the cost of which was reimbursed fully by CDDG.
	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 maintained and special works completed as required or upon request by users. Planned fence upgrade between John Oxley Caravan Park and No 3 Oval not completed.

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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, the Coonabarabran Memorial Clock and Memorial Gun 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>
147	Baradine Hall Binnaway Hall Coonabarabran Hall	Buildings maintained in a sound and safe condition and available for use as required.	Halls maintained for public use and local committees consulted for works projects and future planning.
148	Community Services Building	Buildings to be licensed as Places of Public Entertainment.	Baradine Development Coordinator submitted and received an FRRR grant for kitchen.
	Coolah Hall	Local management of each hall facilitated to ensure community input and hall use meeting the needs and expectations of each community.	Binnaway Hall – Management issue resolved at June Council meeting. Committee planning improvements project.
	Dunedoo Jubilee		
	Mendooran Mechanics Institute	Hall plans and long term objectives developed in partnership with community and stakeholders to expand community infrastructure asset usage.	All of Shire's Halls licensed for PPE.
	Goolhi Hall and Reserve Trust		Mendooran Mechanics Institute Conservation Management Plan project in progress. Supported very enthusiastically by local community who have collected a wealth of material. Application to NSW Heritage for study funding submitted.
	Purlewaugh Hall		

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	Youth Centre- Coonabarabran	<p>Youth Club Committee assisted with the cleaning and ongoing maintenance of Youth Centre.</p> <p>Central booking system maintained at Council with cooperation from Youth Club Committee.</p> <p>Capital works projects are developed and grant applications facilitated.</p>	<p>Youth Club Coonabarabran over 700 members with regular after hours sporting and youth club activities being conducted.</p> <p>Some works to repair roof damage completed by specialist contractor. Structural engineer booked to give assessment of building condition. Youth Club committee planning for the toilet upgrades during winter school holidays.</p> <p>Booking system maintained.</p> <p>FRRR Helping Hands grant facilitated – unsuccessful .</p>
	<p>Coonabarabran Memorials</p> <ul style="list-style-type: none"> - Clocktower - Gun display 	Maintain memorials in a sound, safe and acceptable condition.	Memorials sound and safe condition.

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

<i>COST CENTRE OBJECTIVE:</i>		To provide assistance to the community through service and information provision to encourage self help. Assist the community to develop, promote, and improve Community Development initiatives established by Council and the community.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
149	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>Community services and activities facilitated, encouraged and fostered.</p> <p>Plan develop and support new and existing services to meet community needs.</p> <p>Map community services within the Warrumbungle Shire.</p>	<p>Youth Week program coordinated and advertised in local media and on Council website.</p> <p>Significant planning with Community Working Party members and stakeholders for NAIDOC week.</p> <p>Men's Shed project continues to be developed in partnership with local groups and Catholic Diocese.</p>
150		<p>Production of a Warrumbungle Shire Community Services Directory.</p> <p>Facilitate production of a Social Plan for Warrumbungle Shire.</p>	<p>Community Services Directory remains outstanding to date.</p> <p>Social Plan objectives and outcomes incorporated into Management Plan Community Services objectives 0809. Available on Council website. Hard copies made available to each Library in Shire.</p>

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Youth Activities / Community Development
Coordinators

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151	Centrelink Agency	Provision of Centrelink Agency to service the needs of Coonabarabran.	1604 total clients Av 534 per month.
	Youth Activities	Youth week activities implemented by development of community partnerships. Youth participation into sporting, cultural and community activities encouraged and fostered.	Youth Week program conducted in each community over 2 week period. Ranging from sporting activities, bike awareness to movie nights – activities provided social interaction and participation by over 600 participants.
	Community Development Coordinators	Part time community Development Coordinators employed in Baradine, Binnaway, Mendooran, Dunedoo and Coolah Liaison and support network provided by Council to enable local models implemented across Shire Funding opportunities and cooperative partnerships developed for local community projects.	Events and grant funding role continue to be major focus for Coordinators. Over 40 individual grant applications submitted or assistance provided by Coordinators which have returned an additional \$380,000 worth of external grant funds injected into the community to support local organisations projects.

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	Community Funding	Projects are identified and opportunities for funding facilitated by sourcing and promotion of funding information.	Grant Funding information provided via regular Funding Pot article in newspaper, and email distribution list. Grants checklist proving popular with community groups. Grants Expo plans delayed due to change of some Federal funding programs.

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PROGRAM: Community Services
PRINCIPAL ACTIVITY: Social Services
OBJECTIVE GROUP: Meals on Wheels/Neighbour Aid/Respite and
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 and their carers to enable active community participation and quality of lifestyle.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
153	Social Services Management	<p>Requirements and objectives of Funding Agreements from all funding sources are met including: Operational Budget - NSW Ministry of Transport</p> <p>Extra Recurrent Funding Allocations accepted.</p> <p>Promotional Activities</p> <p>Staff Management</p>	<p>NSW Ministry of Transport 0809 Operating Budget submitted. Allocations of extra recurrent funding as follows: DADHC - Home Maintenance North: \$10,000, Home Maintenance South: \$10,000, Social Support North: \$10,000 NSW Ministry of Transport - HACC Transport North: \$10,000 Non- recurrent funding allocation of \$40,000 for purchase of people mover.</p> <p>Presentations at local committees and groups across Shire. Regular radio promotions with 3 Rivers Radio Dunedoo. Attendances at all regional forums and local interagency groups. Office coordinated Seniors Week activities in April, over 50 events promoted across the Shire with Des Kelly providing the main entertainment in all towns. Events were well patronised.</p> <p>Staff Performance Appraisals in readiness for Competency Assessments commenced in June. Individual Professional Development Plans and Staff Training Plan will be compiled. Service Coordinator, Coonabarabran completed Diploma in Community Services. Manager, completed Certificate IV in Training and Assessment and attended DADHC Tender Assistance Program training. New Service Coordinator Coonabarabran, elected the Regional Representative for the NSW Neighbour Aid and Social Support Association.</p>

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		Volunteer Management	National Volunteer Week was celebrated throughout Shire in May with the majority of our 400 volunteers attending celebrations in respective towns. Volunteer Safety Training in June. Volunteers and clients participation in Advisory Committee meetings. Safe Working Operating Procedures involving OH&S compiled.
		Department of Ageing, Disability and Home Care funded Programs Meals Service, Social Support, Home Maintenance, Respite Program	<p><u>Meals Service - North</u>: Capacity status of program is unchanged since last quarter. Appropriate monitoring strategies in place. Request for further funding for this program has been lodged. Total meals delivered 6,802 for 07/08 period. Target is 7,000 meals per calendar year</p> <p><u>Meals Service - South</u> is under target with capacity to increase meal numbers. Promotion of this service continuing. Total meals delivered 2,826 for 07/08 period. Target is 3603 meals per calendar year.</p> <p><u>Home Maintenance</u> programs in both north and south have capacity to increase client hours due to extra recurrent funding. Promotion of this service is underway.</p> <p>North program completed 225 hours of service for 07/08 period. Target is 1196 hours per calendar year.</p> <p>South program completed 271 hours of service for 07/08 period. Target is 1196 hours per calendar year.</p> <p><u>Social Support - North</u>: Still has capacity to increase hours. Strategies in place for more group outings to occur. A volunteer based telephone monitoring service was launched and promoted as part of Social Support Program. Total hours of service - 1,019 for 07/08 period. Target is 5372 hours per calendar year.</p>

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			<p><u>Social Support - South:</u> Now at capacity. Monitoring strategies in place however numbers have remained the same for past 20 months and no unmet need has occurred. Total hours of service total 2,105 for 07/08 period. Target is 1,711 hours per calendar year.</p> <p><u>Respite - Shire wide:</u> Program has been widely promoted and client numbers are slowly increasing however it is still under capacity. This program is funded for Shire of Warrumbungle. However, 150 hours of respite has been provided for this financial year.</p> <p>Any unmet needs are documented for future regional planning processes. Target is 1557 hours across whole Shire for calendar year.</p> <p>Please note: New target outputs were only negotiated in Feb/March 2008.</p>
		Department of Health and Ageing National Respite for Carers Program	<p>This Respite service Coolah end of Shire only however due to lack of clients, this program and its funding has ceased. DADHC funded Respite program is funded for whole Shire so Respite services still available in the Coolah end of the Shire.</p>

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		NSW Ministry of Transport funded programs Community Transport – Health and non health related, transport disadvantaged	Community Transport programs - North and South are close to capacity for the funding received. Any unmet needs documented. Northern program safely completed 1,753 trips covering approximately 240,000kms. South program safely completed 1,030 trips covering approximately 111,000 kms. An allocation of \$10,000 recurrent funding allocated to the Coonabarabran Transport program An allocation of \$40,000 non recurrent funding received for the purchase of a people mover with modifications such as hoist, for use by both the Coolah and Coonabarabran Transport Programs.
		Programs are developed and implemented to meet the needs of the community	The upcoming acquisition of a new People Mover will instigate the development of new transport timetables throughout the Shire for the group transportation of clients to attend medical and social appointments. An already established volunteer based Telephone Monitoring service in Coolah has been successful over recent years. Requests at Advisory Committee meetings and enquiries from the community activated the planning to establish Telephone monitoring services in Coonabarabran, Mendooran and Dunedoo in June. Promotion commenced.

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

<i>COST CENTRE OBJECTIVE:</i>		Coordinate and promote an efficient and cost effective Family Day Care scheme for the shires of Warrumbungle and Gilgandra. Monitor childcare needs, carer performance and initiate training and carer support.													
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>												
155	Family Day Care	<p>Provide support and administration the network of carers who provide Family Day Care services.</p> <p>Sufficient number of carers are available to meet needs of clients and vice versa</p> <p>Monitor childcare needs and carer performance and initiate training and carer support</p> <p>All carers trained and homes meet regulations</p> <p>Service meets the accreditation and validation requirements by Department of Community Services</p> <p>Objectives and requirements of Funding Agreement met</p> <p>Specific developmental needs for each child in care prepared</p>	<p>Carer Visits – 39 individual visits to Carers in Coonabarabran Baradine Gilgandra and Mendooran. Ongoing phone support to all carers. Visits include routine, house checks, new carer follow up and induction, training and 3 Playsessions,</p> <p>1 Inclusion Support Visits Gilgandra to assist in Service Support Plan to include children with additional needs within the service</p> <p>Currently 18 Carers, 3 new Carers commenced in Coolah, Coonabarabran, & Gilgandra, 1 in progress in Baradine</p> <p>1 In Home Carer Resigned in Coonabarabran. 3 new In Home Carers started in Coonabarabran & Gilgandra. 1 in progress in Gilgandra.</p> <p>Statistics</p> <table><tr><td>Occupied Places</td><td>48</td></tr><tr><td>No. of Children</td><td>159</td></tr><tr><td>No. of Families</td><td>101</td></tr><tr><td>Total Earnings</td><td>112505.47</td></tr><tr><td>Fee Relief</td><td>66940.67</td></tr><tr><td>Admin Levy</td><td>11073.90</td></tr></table>	Occupied Places	48	No. of Children	159	No. of Families	101	Total Earnings	112505.47	Fee Relief	66940.67	Admin Levy	11073.90
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			<ul style="list-style-type: none">• Coordinator attended 1 interagency meeting• Coordinator attended FDC Tri-Regional Conference in Dubbo• Coordinator & 14 Carers attended Child Protection training• Coordinator and 9 Carers participated in Validation Training• Coordinator attended training on the New Child Care Managements System in June• Coordinator attended training Curriculum Trek• Policies currently under review to meet accreditation and regulatory requirements• CDEP Trainee commenced end of May 15hours per week.• DoCS unannounced licensing visit in June

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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>
157	Connect Five Management	To effectively manage the service within the Funding Guidelines Targeting groups of children who: <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)	Trainee position appointed. In-Venue Long Day Care operated 3 days a week for 0-3 year olds. Average attendance 12/ day. No. of families = 24 No. of children = 33 Extension applied for a further 3 months to end September. It is planned to draw up a 5 year plan for Connect Five. We are seeking parent ideas and opinions to aid us in this. A Survey has been drafted to be distributed to parents next term.

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158	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, Gulargambone, Hollywood Lane, Mendooran, Tooraweenah and Weetaliba. Wet weather venue sought for Dunedoo as all play sessions cancelled due to rain.</p> <p>Total no. of Sessions = 45 No. of children = 145 No. of families = 111</p> <p>Information provided for Parents each session comes from various organisations such as DoCS (Feeding, Sleeping, Routines, Games to play with babies), RTA (Car safety), Birth to Kindergarten (Importance of reading), HEINZ (Recipe Booklets).</p> <p>Parents also seek advice about issues pertinent to them and we provide advice with written follow up e.g. behaviour management. One parent accessed a workshop for children with disabilities.</p> <p>Individual folders prepared for each child with photos, samples, observations and checklists.</p>
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159	Toy Library	To provide resources to communities in the area of child development	Toy Library – 7 Parents borrowed 25 items 5 Professionals/ 34items Borrowing at play sessions limited to books and puzzles. Larger equipment recalled to be utilised temporarily by Child Care. Kits available for use by Pre-schools not in use this quarter but booked for next quarter. Purchase of new equipment for Child Care.
	Newsletters and Training	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. This included Child Road Safety Information provided by the RTA
160	Partnerships in Service Delivery	To provide resources to communities in the area of child development	Participated in Interagency Groups at Baradine, Coonabarabran and Dunedoo

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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>
163	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.	Management Plan completed on time, appropriately advertised and placed on exhibition. Responses and amendments put to June Council meeting for adoption.
164		Provide comprehensive specialist advice to Manex and Council on key areas such as Finance, Human Resources, IT, Risk Management, Insurance, Supply and Local Government Legislation that ensures that senior staff and Council make informed decisions and achieve corporate objectives.	This has been done when required. Input on specific topics had been provided in a timely fashion.
		Manage and monitor outcomes of the Division and provide leadership of the Division to ensure that stated outcomes for the Division are met.	The division is still understaffed, particularly in the finance area. Extensive leave taken by a couple of officers has made achieving targets very difficult. It is envisaged that a division restructure will be presented to the October Council meeting for endorsement after going through the relevant prior steps required have been undertaken and that recruitment can then be commenced to address staff shortages.

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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>
165	Insurances Risk Management	No significant loss due to inadequate insurance cover.	One claim still not approved – for fence surrounding the waste management centre which was destroyed by fire in November 2006 and replaced early in 2008. The claim had not been submitted and then when submitted was overlooked although the damage had been assessed just after the fire.. It also appears that the fence may not have been listed as an asset. All these issues have now be addressed and outcome is awaited.

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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>
166	Medical Centre Coonabarabran	Minor maintenance to be completed in accordance with quarterly inspection programme and determined priorities.	Quotes have been received for the work on the Coonabarabran Medical Centre roof and guttering and a contractor will be appointed for the work to be carried out in September 2008.
	Council Chambers Coonabarabran	Council Offices cleaned in accordance with contract specifications.	Communication with Contractors on standards required.
		Security of the building maintained.	No breaches of security reported
		Minor maintenance completed in accordance with quarterly inspection programme and determined priorities.	A quarterly inspection will be conducted in September with minor maintenance being prioritised thereafter within budgetary constraints.

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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>
167	IT Strategic Management	Develop Information Technology Strategy that provides an achievable plan for the resourcing of Council's IT needs for the next three (3) years.	Review undertaken after third quarter budget review. Restrictions removed on considerable restricted assets, with revotes for unspent funds in two areas requested to complete current hardware requirements and provision of internet access to staff desktops.

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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>
169	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.	Completed and reported to Council on a Monthly basis – These reports have been modified to make them more user friendly
170		Training plan for Financial Services.	Training has been carried out for Rates/RTA and assessing during the last 12 months and there is also more training to be done during the next 12 months
		Contribute to development of Key Performance Indicators (KPIs) for Financial Services section.	The key performance indicators have changed to reflect the changes in staff positions

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PAGE NO.	ACTIVITY	PERFORMANCE TARGET	PROGRESS UPON REVIEW
170	Finance Services – Management Acct.	Quarterly Budget Reviews completed and submitted to Council by November, February, May and August.	The Quarterly reviews have been submitted to Council with the final review along with revotes to go to the August meeting
		Significant budget variations reported to Council quarterly as per Regulation.	Total Budget outcomes are reported to Council which indicates both over and under expenditures
171		Provide technical support to managers in monitoring/developing budget bids.	Support and assistance is provided as required to allow the budget process to be completed
		Financial Services Budget continually monitored to ensure it is in accordance with adopted budget.	The Financial services budget is monitored monthly to ensure that overall it remains within budget
		Develop an action plan for the coordination and collation of budget bids for Council's consideration for the Management Plan 2007/2008.	An action plan was completed and followed and the budget was adopted by Council in June
172	New Financial Accounting Package	Oversee the continual development of the new financial package and its integration to the budget system Major Project	There has been a new Chart of Accounts implemented as at 1 st July 2008 that mirrors the Management Plan.
	Management Accounting Package	Oversee the continual development of the Management Accounting (budget forecasting)	Now that the Chart of Accounts has been changed a new project is to have our budgeting package Mondelio mirror the management plan
		Coordinate and collate budget bids from Divisions for the 2007/2008. Management Plan.	The budget process was completed and adopted by Council at its June Meeting
		Review Accounting Standard and periodic changes.	Standards are monitored and any changes are implemented as required

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
173	Finance Services – Financial Accounting	Council's General Purpose Consolidated Reports completed in accordance with Australian Accounting Standards and Local Government Accounting Manual for both the former Coonabarabran and Coolah Shires.	The Financial Reports were lodged to the Department in January.
		Annual financial and statistical returns are lodged on time with DLG, ABS and Grant Funding Bodies as required.	Returns lodged on 15/1/2008 and Grant returns lodged on time with the various bodies
		Constantly review adequacy of Council's assets registers and ensure compliance with AAS27 and accounting manual.	A major project in the next 12 months is to intergraded the assets register into the Practical Financial Package

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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>
174	Finance Services Debtors/Private Works	Provide ongoing internal control systems to monitor and audit private works carried out by Council. Corporate Services.	A new private works policy has been implemented however it is too early to evaluate its effectiveness
175	Finance Services – Rating	Levy and collect rates in accordance with policy and procedure.	Rates have been levied on time and the statutory reporting has been complied with
		Monitor compliance with debt collection policy. Review of ordinary rating and charging structure completed by 31 March 2008.	Changes to our debt collection has caused some grief however the result is that our rates are coming in and the outstanding amounts are reducing The review of the rating was completed for the budget process. Council may wish in the next 12 months to consider applying to the Minister for a one off infrastructure increase next year to assist with our asset maintenance
176	Finance Services -Rating Water & Sewer	Provide detailed Models for introduction of user pays water.	User pay water has been implemented however it needs to be closely monitored to ensure enough revenue is being raised to allow for infrastructure upgrades Sewer to be completed over the next 12 months

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	Finance Services –Cash Management	Interest on invested funds to be at least equal to rates published in Financial Review for Local Government.	Over the last 12 months the subprime market failure has had an impact on all Councils in NSW The returns have been reported to Councils monthly meetings
	Finance Services-Cash Management	Continue to monitor options for better management of Council's Investment Portfolio.	The returns and options have been monitored and adjusted to ensure compliance with the ministers guidelines
	Finance Services -Accounts Payable	Streamline systems for payment of Council's Accounts Receivables by the use of new technology.	Changes have been made and now wherever possible payment advices are either emailed or faxed.

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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>
178	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.	Staff absences during this period totalled 55 days including staff vacancy (8 weeks). Sufficient staff maintained to allow delivery of service utilising assistance provided by casual staff following resignation of Records Officer. Administration Officer and Manager assisted in scanning, allocating and distributing correspondence and distribution of emails during staff vacancy. Position advertised and filled with successful applicant commencing as Records Officer at end of May. Overall budget 80% expended.

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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>
179	Administration - Records	Correspondence registered and allocated within two working days of receipt.	Registration and allocation of correspondence maintained up to date with assistance from Administration Manager and Admin Officer during staff vacancy. Further delays with processing of correspondence during rate instalment period due to staff absences and staff vacancy.
180	Administration - Records	Files and records accurately maintained.	File titles amended in accordance with changes in ownership and new files created following subdivisions. Daily folders introduced for filing of correspondence. Budget 80% expended.
180	Administration - Support Executive Governance Corporate Technical and Environmental	Service to be provided in accordance with clients' needs and needs of organisation.	Organisational needs met and Draft management plan prepared. Target met. Budget 65% expended.
		Cashiering services	Receipting and counter services provided in a customer focused manner and clients dealt with promptly. New staff member trained in processes. Budget 100% expended.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
181		Business papers prepared and distributed.	Some delay in preparing business papers with papers delivered on Monday prior to meeting. April business paper distributed electronically and hard copies provided 2 days prior to meeting. May and June agendas delivered on Monday prior to meeting. Copies made available to various media outlets and libraries and pdf version placed on web site.
		Committee meeting agendas prepared and distributed.	Agendas prepared by Administration staff and issued as needed.
		Minutes prepared and distributed.	Minutes drafted within three days of meeting and final document completed, distributed and made available within a week of the meeting. April and May minutes distributed electronically and hard copies posted to Councillors. June meeting held at end of month and minutes not distributed until distribution of July business paper. Copies made available to libraries and placed on web site following endorsement by Council.
		Annual Report compiled, prepared and completed in accordance with legislative requirements.	Preparation of Annual Report still 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 prepared however not yet submitted for inclusion in the Government Gazette.
		Statement of Affairs prepared	Statement of Affairs prepared in July 2007. Updated Statement to be prepared July/August 2008

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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>
183	Supply Services	Goods and services purchased at best possible prices in accordance with Council policy and legislative requirements.	Constantly under review and being managed in accordance with Council policy
		Review scope of supply operations and stock diversity	Stores staff have been canvassed to ensure this is happening
	Stores Warehousing and Inventory Service	Provide operationally efficient stores warehouses based at Coonabarabran, Coolah and Dunedoo and inventory control system to industry standards.	The Datafuel installation at Coolah and Dunedoo was completed with minimal delays and is now operating successfully. Favourable feed back on its operation has been received from staff at all levels. Some minor changes to operational procedures have been introduced following an audit of procedures by the Director.
184	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.	Satisfactory standard being maintained.
		Ensure high standard of accountability in the control of Council's stores inventory, with biannual stock takes conducted.	2008 Stock takes have been undertaken. Adjustments to procedures implemented.

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

<i>COST CENTRE OBJECTIVE:</i>		<p>To provide assistance to Council in the strategic and tactical development and direction of Council’s IT Infrastructure and services.</p> <p>To provide professional advice services to staff on IT and related matters.</p> <p>To represent Council’s interests in interactions with others (internally and externally).</p> <p>To provide systems and services aimed at maintaining Council’s legislative compliance involving IT security and its administration and management.</p> <p>To provide custodial and protection services in regards to IT assets, data and information.</p>	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	B. <u>PROGRESS UPON REVIEW</u>
186	IT Support Management	Oversee enhancements or developments of IT Infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	The final quarter saw the purchase or leasing of printers to bring our network up to industry standards. Some of the funds allocated in the budget will need to be revoted to cover the ongoing costs for 2008/2009.
187	IT Support – Telecommunication Services	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	There have been ongoing network connectivity issues for a number of our remotes sites which although mainly resolved are still causing minor disruptions. The company providing network support has made a number of changes which has included an upgrade of our broadband services.
	IT Support – Records Management	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	This system is due for an upgrade – proposed for first quarter of 2008-2009 financial year. With it some further training of staff will occur.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
188	IT Support – Financial Accounting	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	Reorganisation of the structure of the General Ledger and Job Cost Ledger is almost complete and will be introduced from 1 July 2008. It is expected that all budget figures will be input by mid-way through August providing anyone who manages a budget area with improved information. Where required training will be provided.
	IT Support - Other Services	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	All being done satisfactorily – no major issues to report
	IT Support - Clients	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	No complaints received other than on connectivity issues for remote sites.
	IT Support - Peripheral Devices	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	Network including hardware, software and peripheral devices all appear to be operating to provide desired outcomes with the exception of connectivity issues which whilst mostly resolved are still occurring intermittently.
	IT Support – User Support Services	Maintain or develop systems and services as defined and agreed within budgetary legislative and other constraints.	With the exception of previously mentioned connectivity issues, all user support requests have been met in a timely fashion.

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

<i>COST CENTRE OBJECTIVE:</i>		To provide a full time Fire Control Officer to administer 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>
190	Bushfire Management	To provide the community with the level of service they require and expect to minimise damage by fire related incidents.	RFS Business Management Plan completed within timeframes. Nine (9) school visited and Community Education programs continued at Agricultural Shows. Smoke Alarms awareness program implemented

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

<i>COST CENTRE OBJECTIVE:</i>		To ensure that resources are provided for volunteer fire fighters to control and suppress fires.	
<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
191	Bushfires Running Expenses	Increase the number of trained personnel to provide better service to the community and reduce firefighter injuries.	Basic F/fighter (60), Advanced F/fighter (7), Village F/fighter (17), Rural Fire Driving (15), Senior First Aid (40) resulting in 3450 man hours of training
	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.	Approx 2000 ha hazard reduced. 30 kms trail works completed in preparation for further HR burns in Rocky Glen area. Three new appliances and 4 second hand appliances added to fleet, replacing 7 old petrol appliances
	Fire control Centres	To improve overall command and control at all emergency incidents within the Warrumbungle Shire.	Both FCC's maintained in a state of readiness. Paging system upgraded at Coonabarabran FCC

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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 July 2008

GENERAL FUND	BANK	RESTRICTED	BALANCE
General Fund Bank Balance	\$ 12,179,663.43	\$ 1,408,000.00	\$ 6,311,663.43
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		\$ 190,000.00	
TOTALS	\$ 12,179,663.43	\$ 5,868,000.00	\$ 6,311,663.43
WATER FUNDS	BANK	RESTRICTED	BALANCE
Baradine Water Bank	\$ 36,206.72		\$ 36,206.72
Binnaway Water Bank	\$ 512,821.35	\$ -	\$ 512,821.35
Coonabarabran Water Bank	\$ 1,426,057.81	\$ 179,230.45	\$ 1,246,827.36
Coolah Water	\$ 691,494.87	\$ 750,000.00	-\$ 58,505.13
TOTALS	\$ 2,666,580.75	\$ 929,230.45	\$ 1,737,350.30
SEWERAGE FUNDS	BANK	RESTRICTED	BALANCE
Coonabarabran Sewerage	\$ 2,019,366.04	\$ 836,510.08	\$ 1,182,855.96
Baradine Sewerage	\$ 293,176.63	\$ -	\$ 293,176.63
Coolah Sewerage	\$ 1,097,971.54	\$ 563,170.00	\$ 534,801.54
TOTALS	\$ 3,410,514.21	\$ 1,399,680.08	\$ 2,010,834.13
SUMMARY	BANK	RESTRICTED	BALANCE
General Fund	\$ 12,179,663.43	\$ 5,868,000.00	\$ 6,311,663.43
Water Fund	\$ 2,666,580.75	\$ 929,230.45	\$ 1,737,350.30
Sewerage Fund	\$ 3,410,514.21	\$ 1,399,680.08	\$ 2,010,834.13
TOTALS	\$ 18,256,758.39	\$ 8,196,910.53	\$ 10,059,847.86

WARRUMBUNGLE SHIRE COUNCIL

**ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL TO BE HELD AT THE
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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%
SGE-CREDIT UNION	\$ 500,000.00	8.29%
DRESDNER BANK OCTAGON	\$ 1,500,000.00	7.00%
ANZ 3 PILLARS	\$ 500,000.00	BBSW +1.2%
ANZ SAIL	\$ 500,000.00	BBSW +1.5%
ANZ ASPRIT 1	\$ 500,000.00	BBSW +1.75%
ANZ ASPRIT 11	\$ 800,000.00	BBSW +1.75%
ADELAIDE BANK-AT CALL	\$ 947,419.99	7.85%
BENDIGO BANK	\$ 500,000.00	BBSW+1.20%
TRIDENT	\$ 500,000.00	BBSW +.65%
AVERON BOND-SEALINK	\$ 700,000.00	BBSW +1.5%
DEUTSCHE BANK - DAISY	\$ 1,500,000.00	7.8043%
PIMCO PRINCIPAL PROTECTED	\$ 500,000.00	BBSW +.81%
DANDELION-WESTPAC	\$ 1,000,000.00	BBSW + 1.5%
ROYAL BANK OF CANADA	\$ 1,000,000.00	7.70%
ALL SEASONS-KEOLIS AAA	\$ 1,500,000.00	8.00%
TOTAL	\$ 16,447,419.99	

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.

WARRUMBUNGLE SHIRE COUNCIL

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2.2 RECONCILIATION OF GENERAL FUND BANK ACCOUNT – 31 July 2008

Reconciliation of General Fund Bank Account

Date 31st July 2008

CASHBOOK

Balance as at 01.07.08	17,622,712.06
Income	
- Total Receipts	2,301,620.23
- Total Investments	
	19,924,332.29
Expenditure	
- Total Cheques Drawn	1,667,573.90
Balance as at 31.07.08	18,256,758.39

BANK STATEMENT

Bank Statement as at 31.07.08	18,084,569.35
Amount Not Receipted This Month	
	18,084,569.35
Outstanding Deposits	195,942.17
	18,280,511.52
Total Investments	
Unpresented Cheques	23,753.13
Balance as at 31.07.08	18,256,758.39

RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

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2.3 STATEMENT OF INVESTMENTS AS AT 31 JULY 2008 INVESTMENT REGISTER

Days	Rate	Purchase Date	Maturing Date	Amount	Balance
ANZ 3 PILLARS					500,000.00
5years	BBSW+1.2%	24.03.05	06.04.10	500,000.00	
BOND ST CUSTODIAN-TITANIUM AAA					2,000,000.00
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
5years	7.5	14-12-05	14-12-10	1,000,000.00	
AVERON BOND-SEALINK P/L					700,000.00
7years	Bbsw+1.5	25.10.05	30.10.15	700,000.00	
DEUTSCHE BANK AG LONDON BRANCH-DAISY					1,500,000.00
5years	5-6%+cg	21-03-06	20-03-13	1,500,000.00	
ALL SEASONS-KEOLIS AAA					1,500,000.00
7years	8.00	16-06-06	16-06-13	1,500,000.00	
ANZ ASPIRT 1					500,000.00
6years		15-11-06	08-11-12	500,000.00	
PIMCO PRINCIPAL PROTECTED					500,000.00
4years		22-02-07	28-02-11	500,000.00	
ANZ ASPRIT 11					800,000.00
6 years		30-03-07	30-03-13	800,000.00	
TRIDENT-CREDIT SUISSE SYDNEY BRANCH					500,000.00
4 years		30.05.07	30.05.11	500,000.00	
SGE CREDIT UNION					500,000.00
60 Days	8.43	11.07.08	09.09.08	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
5 years	Bbsw12M+0bp	20-12-07	21-12-12	1,000,000.00	
AT CALL					947,419.99
ADELAIDE MANAGED FUND					
	7.85%			947,419.99	
ROYAL BANK CANADA					1,000,000.00
1year	7.7%	16.03.06	16.03.11	1,000,000.00	
CBA CALLABLE RANGE					1,000,000.00
5years	7.5%	16-12-05	16-12-10	1,000,000.00	
TOTAL					16,447,419.99

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.

WARRUMBUNGLE SHIRE COUNCIL

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2.4 RATES AND CHARGES COLLECTION – UP TO and INCLUDING END JULY 2008

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	70,886	52,692	929,126	927,323	5.37%	2.10%
	BARADINE	38,915	126,476	17,557	6,742	141,090	134,293	4.56%	1.80%
	BINNAWAY	18,975	59,120	9,854	8,103	60,137	68,758	11.87%	2.37%
	VILLAGES	7,995	21,698	1,775	1,577	26,339	25,600	5.65%	5.00%
	FARMLAND	151,493	3,835,073	19,130	56,513	3,899,599	2,190,250	1.43%	3.25%
	COOLAH	13,702	181,643	14,543	10,652	170,150	174,757	5.89%	2.47%
	DUNEDOO	12,688	200,118	16,162	12,487	184,157	184,744	6.35%	2.17%
	MENDOORAN	9,744	62,484	6,122	4,234	61,872	63,648	6.40%	1.78%
	LEADVILLE	2,511	9,430	1,374	581	9,986	10,386	5.50%	1.14%
	MERRYGOEN	539	3,817	585	164	3,607	3,419	4.35%	0.07%
	NEILREX	107	2,296	234	39	2,130	2,270	1.78%	2.51%
	UARBRY	830	3,386	76	124	4,016	3,079	3.01%	3.89%
	COOLABAH ESTATE	2,259	14,347	1,537	616	14,452	14465.00	4.09%	0.00%
	RUR/RES COBBORA	599	3,387	299	644	3,042	4064.00	17.48%	0.00%
	GENERAL RESD/BUS-STH	10,724	129,606	9,128	6,713	124,481	125,726	5.12%	2.00%
	BUSINESS-CBN- RURAL	31,534	361,148	250	6,663	385,765	368,739	1.70%	6.18%

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		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
WATER						0			
	COONABARABRAN	31,344	309,001	27,066	12,019	301,249	288,540	3.84%	2.81%
	BARADINE	36,144	85,278	10,369	5,331	105,721	101,705	4.80%	1.71%
	BINNAWAY	33,560	65,706	8,575	12,180	78,509	92,644	13.43%	2.56%
	VILLAGES	16,526	11,040	788	455	26,323	23,679	1.70%	4.67%
	FARMLAND - NTH & STH	88.00	1,026.00	0.00	88	1,026	694	7.92%	
	COOLAH	13,073	141,783	9,888	7,570	137,399	135,990	5.22%	2.06%
	DUNEDOO	8,348	123,105	9,275	6,728	115,450	111,130	5.51%	1.60%
	MENDOORAN	9,926	96,480	4,113	4,116	98,177	57,495	4.02%	1.42%
	MERRYGOEN	2,439	10,580	700	567	11,752	11,624	4.60%	-1.28%
SEWERAGE						0			
	COONABARABRAN	44,440	635,885	26,934	27,221	626,150	617,504	4.17%	2.78%
	BARADINE	52,659	145,365	8,838	11,307	177,876	177,537	5.98%	2.37%
	COOLAH	13,463	152,896	8,838	8,090	149,431	151,159	5.14%	2.21%
	DUNEDOO	8,975	144,059	8,925	8,112	135,997	134,223	5.63%	1.73%
		686,181	7,876,389	293,819	272,326	7,985,008	6,205,447	3.30%	2.86%

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		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
GARBAGE- North		70,473	586,567	51,362	40,214	565,442	550,320	6.64%	7.29%
GARBAGE - South		32,202	368,051	35,086	19,733	345,419	338,560	5.40%	2.08%
FARMLAND - NTH - STH		722	29,890	454	511	29,647	21,042	1.70%	0.00%
LEGAL FEES		165,980	14,177	0	14,177	165,973	73,977	7.87%	2.71%
						0			
INTEREST		153,612	0	0	13,513	140,098	148,999	8.80%	2.44%
	TOTALS	1,109,170	8,875,075	380,721	360,475	9,231,588	7,338,345	3.76%	3.16%

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

RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

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2.5 FINANCIAL STATEMENTS 2007/2008

Circular 08-42 End of Financial Year Reporting 2008 from the Department of Local Government (published 31 July 2008) reminds Financial Staff to take into account in preparing the financial statements for 2007/2008 that they should be endorsed by the outgoing Council.

The financial statements will not be completed until some time after the election and audited in October for submission to the DLG by 7 November; so it is requested that Council provide the endorsement on the basis of the Fourth Quarter review for 2007/2008 presented at this meeting.

RECOMMENDATION

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

2.6 REMAINDER OF STOCKTAKE ADJUSTMENTS TO 30 SEPTEMBER 2007

Resolution 15 from the Ordinary Meeting of Council held on 17 July 2008 resolved that consideration of the write off of \$22,673.43 be held over until further information was provided.

The following list contains both write offs and write ons following the stock adjustments.

	Stock Item	Value (\$)
Write		
Offs:		
	DIESEL EXTRA 1087.55	-102.85
	VALPLEX M - 0796.82	-116.16
	CHAIN LUBE - 8505	-53.70
	TRANTRAC OIL 20 LITR	
	DRUM	-122.40
	HPOB - 1104.60	-24.84
	DIESEL EXTRA 1087.57	-105.56
	AF PLUS 360 1063.55 (20 LTR)	-300.00
	ULTRAMAX 46 - 2173.54	-558.60
	PAINT PRESSURE PACK	-291.48
	PENCIL CARPENTER	-6.20
	PETROL - STANDARD	-7080.99
	RULE - 1 METRE	-20.77
	SIGN ROAD WARNING	-196.44
	SAND BAG	-3.70
	SAND & GRAVEL MIX	-186.18
	JUMPER, WORK	-28.72

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BRUSH - WIRE	-30.10
BITUMEN EMULSION BULK	
CRS	-5519.31
WIRE - NETTING	-268.96
DIESOLINE	-8089.53
GLOVES	-4.92
Write Backs:	
TURPENTINE	61.45
BITUMEN - COLD MIX	236.25
BOOTS LEATHER	140.28
	\$(22,673.43)

RECOMMENDATION

That Council approve the following Stock adjustments – Write Offs and Ons for the 2005/2006 financial year and up until 30 September 2007 to the value of \$22,673.43.

2.7 BUDGET REVIEW – END OF JUNE

In accordance with Section 419 of the Local Government Act (1993), a review of Council's budget as at 30 June 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 draft copy of the budget review is included for Councillors' information with the final version to be distributed at the Council meeting.

RECOMMENDATION

For Council's determination.

.....
CAROLYN UPSTON
DIRECTOR OF CORPORATE SERVICES

WARRUMBUNGLE SHIRE COUNCIL

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

Dear Sir

Attached is my report for consideration by Council

DIRECTOR OF TECHNICAL SERVICES

ANNEXURE 3

3.1 PROPOSAL TO INCREASE GRAVEL ROYALTY PAID TO LANDOWNERS

Background

Council operates numerous gravel pits, or mines, at various locations in the Shire. Most of the mines are on privately owned land. A royalty is paid by Council, as mine operator, to the land owner when gravel is extracted from the mine. The royalty paid is a flat rate per cubic metre extracted from the mine. Over the last 12 months several land owners have questioned the royalty rate paid by Council and some landowners have locked Council out until a higher rate is paid.

The royalty rate has not changed in over 10 years and Council consideration is sought on increasing the rate.

Issues

The purpose of a gravel royalty is to recognise the landowner as the rightful owner of the material and to compensate for potential loss of income that might otherwise be returned from the land. However, the value of material extracted should not be compared with any sale value of commercial road base, nor should the royalty rate be compared with what may be obtained from privately owned mine operators. Council uses the material for road maintenance and road building and in this sense, the material is not used to make a company profit. Further, the material from the mine is generally used on roads within the vicinity of the land owner's property up to a radius of 20km.

The quality of gravel varies from mine to mine and often the decision to use a particular mine is based on the type of road works being undertaken, ie, gravel resurfacing, construction or patching. However, payment of a flat rate regardless of material quality is preferred because of the inherent difficulties in obtaining agreements with landowners.

Council withholds 20 percent of the royalty rate currently paid to landowners to fund the eventual rehabilitation of the mine. This approach appears to be generally accepted, however, there have only been one or two mines rehabilitated over the last 10 years.

Options

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Council has discretion in this matter, however there may be increasing difficulty in maintaining existing agreements if the royalty is not increased.

Financial Considerations

The current royalty rate is fifty cents per cubic metre, with 10 cents per cubic metre withheld by Council for mine rehabilitation works. Such a rate represents 2.7 % of the total costs of a typical gravel road resurfacing project and around 1.1% of a local rural road construction and sealing project.

If the current rate is doubled to \$1.00 per cubic metre, the cost of typical gravel road resurfacing project would increase by around 2.4 % and a typical local road construction project by around 1%.

A component of the royalty rate should be withheld for the purpose of mine rehabilitation, however, there appears to be little justification for increasing the rate above the current 10 cents per cubic metre.

RECOMMENDATION

That the gravel royalty rate paid by Council to landowners is increased to \$1.00 per cubic metre and \$0.10 per cubic is withheld by Council in trust for future rehabilitation of mines. Further, the proposed changes become effective from 1 September 2008.

3.2 APPROVAL SOUGHT TO NAME A PRIVATE ROAD

Background

There is a small subdivision on Bingie Grumble Road opposite the racecourse in Coonabarabran. The first two lots have frontage to Bingie Grumble Road, however, there are three lots at the rear that are accessed via a right of carriageway. An application has been received to name this right of way as 'Hannahs Lane'. A copy of the letter has been forwarded to Councillors under separate cover.

Council has no formal authority to refuse or accept this proposed road name as the road is considered to be a private road. However, guidelines from the Geographical Names Board strongly recommend that naming of a private road should follow their guidelines, which includes providing notice to Council.

Issues And Options

Council may wish to consider the proposed name and whether or not it is appropriate. It is important from a landowners point of view that guidelines from the Geographical Names Board are followed to ensure that there property can be easily located by emergency services and other service providers.

Financial Considerations

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There are no budget implications in relation to the proposal to name a private road. The cost of erecting a signpost must be met by the applicant.

RECOMMENDATION

That Council does not have any objections to naming a private road off Bingie Grumble Road as 'Hannahs Lane'.

3.3 ROAD MAINTENANCE REQUEST – NORTH OF TONNIGES ROAD

Background

Tonniges Road is located in the south western area of the Shire, it intersects with Boomley Road approximately 13km north of Elong Elong. Tonniges Road generally runs in an east west direction and Council maintains Tonniges Road to the western end of the road. There is a public road that runs in a northerly direction off the end of Tonniges Road. This road has not been formed or constructed in any way and is not part of Council's rural road maintenance program.

A letter has been received by the owners of "Pinevale", which is a property at the end of the unformed public road, requesting Council include this section of road in the regular maintenance program. A copy of the letter and a map showing the location of the road has been forwarded to Councillors under separate cover.

Issues

Council regularly receives requests from land owners to change status of a road from Crown road to Public Road and most requests are refused on the basis that Council funding is inadequate to maintain the existing road network. However, the application by 'Pinevale' relates to section of road that is already classified as a public road under the care and control of Council.

There are many roads, perhaps hundreds of kilometres, that are public roads yet they are not formed or maintained by Council. Many of these roads are roads on a map and are not actually used by vehicles, however, it is expected that there are public roads, not formed or maintained, that are in use.

The length of public road between the end of Tonniges Road and the property Pinevale is just over 1.6kms. To upgrade the road to an acceptable Council standard requires some clearing and improvements to road drainage. The road would be classed as category 3 road under Council's classification system, meaning that it would receive maintenance grading no more frequently than once every three years.

Options

Council may wish to extend its rural road network by another 1.6 km, however Council should be mindful of the fact that there are generally insufficient funds to maintain the existing network to a satisfactory standard.

Financial Considerations

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The cost of upgrading the road is expected to be around \$7,000. The work proposed includes some light clearing, however about 10 % of the road would still be down to one lane because of the presence of trees.

RECOMMENDATION

For Council's consideration.

3.4 TENDER FOR THE SUPPLY OF BITUMEN AND SEALING AGGREGATE 2008/2009

Background

Tenders closed on the 7 August 2008 for contracts to supply and spray bitumen and to supply sealing aggregate for 2008/2009. The materials will be used to resurface existing bitumen sealed roads and for initial seal projects. A resolution is required from Council as the contract sum exceeds \$150,000.

Issues

Council undertakes a bitumen road-resurfacing program each year on local roads and regional roads. As well Council undertakes resurfacing of State Roads under contract to the RTA. Initial seals are completed on various local roads each year and on roads that have been rehabilitated such as MR55.

The quality assurance requirements for resurfacing of State Roads is generally more demanding than that required on local roads and regional roads. As a consequence the specifications are different for State Roads and resurfacing rates are generally higher.

Council has used the services of Boral, Pioneer and Emoleum in recent years for bitumen supply and spray and has been generally satisfied with their performance. In relation to aggregate, Council has used Cemex (formerly Readymix) and Boral and have been generally satisfied with their product. However, Contract documents for supply and delivery of aggregate have been prepared to allow Council flexibility in choice of supplier depending on location of the job throughout the Shire.

Options

As well as price other relevant factors in making a decision include work quality and availability.

Financial Considerations

The contract documents are prepared on a schedule of rates basis and as such quantity of work undertaken will be in accordance with budget allocations. For comparison purposes, however, the total tender amount for supply and spraying of bitumen and aggregate is as follows:

1/2009 Supply and Delivery Precoated Aggregate

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	Boral Country Concrete and Quarries	Cemex Australia Pty Ltd	Buttai Gravel Pty Ltd T/A Daracon Quarries
Total (Excl GST)	\$358,462.97 (10 Items Not Priced)	\$410,620.63	\$536,193.90

2/2009 Supply & Spray C170 Cutback Bitumen				
Work	Road Type	Pioneer Road Services Pty Ltd	Boral Asphalt	SRS Roads Pty Ltd
				Non Conforming
Supply & Spray C170 Cutback Bitumen	Local and Regional Roads	\$1,066,858.60	\$1,116,381.84	\$1,222,949.76
	State Roads	\$284,104.53	\$294,396.73	\$322,194.80
	Establishment Charge	\$7,200	\$8,000.00	\$27,800.00
Vacuum Broom	Establishment Charge	\$5,120	\$3,600.00	\$2,000.00
Total (Excl GST)		\$1,363,283.13	\$1,422,378.57	\$1,574,944.56
Vacuum Broom	Day Rate / 8.5 hrs	\$935.00	\$1750.00	\$800.00
	O/T Rate / hr	\$132.00	\$195.00	\$105.00

RECOMMENDATION

1. That the 2008/2009 contract for supply and delivery of Precoated aggregate and crusher fines is awarded in Two contracts one to Boral Country Concrete and Quarries for an amount of \$237,276,71 (Excl GST) and one to Cemex Australia Pty Ltd for an amount of \$130,248.59 (Excl GST). The contract sum for the Two contracts is \$367,525.30 (Excl GST)

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2. The 2008/2009 contract for supply and spray of bitumen is awarded to Pioneer Road Services Pty Ltd for an amount of \$1,363,283.13 (Excluding GST.)

3.5 PROPOSAL TO ERECT PROMOTIONAL STRUCTURE IN MILLING PARK

Background

The Dunedoo Lions Club request approval to erect a structure in Milling Park to promote the arts award event planned for the 24 -26 October 2008. The proposed structure will be in the form of seven black cypress tree trunks, with one end embedded in the ground and the other end shaped like the tip of a pencil. Approval is also sought for erection of a promotional sign with the words 'Arts Unlimited – pencil it in your diaries'.

Any structure erected in a park should be approved by Council. A copy of the letter of application from the Lions Club has been forwarded to Councillors under separate cover.

Issues

Any structure erected in a park or on any land under the care and control of Council must meet public safety and environmental standards. The risk to public safety of seven 'sticks' of timber properly embedded in the ground appears to be minimal, however a risk assessment should be undertaken prior to construction.

Further, the methods employed in the actual construction of the structure must be done in a way that minimizes any risk of injury to those involved and to members of the public. The Lions Club is proposing to use club members to erect the structure and they should have their own insurance in relation to member injury and public liability. Nevertheless, Council supervision of the project will ensure construction is undertaken to minimize any harm to the members of the public and to minimize damage and disturbance to Milling Park.

The structure is meant to attract attention of locals and passing visitors and hence it will be positioned in the most visible location. The visual impact of the structure is not expected to be offensive and given the short term nature of the proposal, a Development Application does not appear to be warranted.

It appears that the proposed tree trunks will be erected with the bark intact, hence the condition and appearance of the structure will deteriorate in a matter of months. Hence, leaving the proposed structure in place beyond October 2008 should be avoided.

Options

Council has discretion in this matter, and options include refusal or approval with or without conditions. Any approval should be conditioned to ensure that the structure is removed immediately after the conclusion of the arts award event, and in this regard Council may wish to consider imposition of a bond to cover costs associated with removal of the structure.

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Financial Considerations

The Lions Club is not requesting financial assistance from Council for establishment of the structure. However, there are costs associated with supervision and should the need arise maintenance of the park surface and removal of the structure. Supervision costs are expected to be accommodated within existing Council budget allocations for Milling Park

RECOMMENDATION

That approval is granted to the Dunedoo Lions Club to erect seven cypress pine tree trunks with promotional sign in Milling Park subject to the following conditions;

- The structure is erected in a location approved by the Director Technical Services
- The structure is constructed in accordance with directions from the Director Technical Services.
- All costs associated with erection of the structure are met by the Dunedoo Lions Club.
- The Dunedoo Lions Club provides evidence that insurance cover has been obtained to cover its members during construction and to cover public liability
- The structure is removed prior to the 16 November 2008 and the site rehabilitated.
- A bond of \$750 is lodged with Council prior to construction to cover any costs to Council associated with damage or disturbance to the grounds of the park.

3.6 COONABARABRAN CBD TOILET – INITIAL CONCEPTS

Background

The 2008/2009 Management Plan includes a project to construct a toilet somewhere within the Coonabarabran CBD. The purpose of this report is to canvass a range of locations, size and configuration of the proposed toilet.

Issues

A substantial and relatively new toilet complex exists in Neilson Park and this facility has the capacity to cope with a coach load of visitors or a moderate size crowd of people in the park. However, this facility is around 250 metres from the centre of the Coonabarabran CBD and as such is not in a convenient location for locals and people in town for business and shopping.

The size of the proposed CBD toilet should match expected demand and it is suggested that one female and one male cubicle will be sufficient, with one of these cubicles being suitable for people with a disability.

The toilet block in Neilson Park is a double brick structure, which was constructed by local trades people in conjunction with Council staff. There are now a range of prefabricated toilets on the market with a range of options and features and importantly, the exterior can be architecturally designed to a particular style that enhances the

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surrounding environment. Examples of some of the modular units now available have been forwarded to Councillors under separate cover.

Some of the features available with prefabricated toilets include; touch button door opening and closing, self cleansing and music. A particular feature that Council may wish to consider is coin operation. That is, if the toilet can only be opened by inserting a coin, then this may be sufficient deterrent to would be vandals.

Perhaps the most difficult issue is where to locate the proposed toilet. Clearly, the toilet should be located within the Coonabarabran CBD area and visitors should be able to locate it easily with the assistance of direction signs. To reduce the risk of anti social behaviour around a toilet, it is preferable that the toilet is in a highly visible location. Further, lighting around the toilet should be adequate to deter night time vandalism of the facility. While the two car parks off Timor Lane (one east of John Street and the other west of John Street), are reasonably accessible to the CBD, they are not in a highly visible location and lighting is inadequate.

Other potential locations within the CBD are as follows;

1. Footpath area in Cassilis Street near the corner of John Street – near the Presbyterian Church.
2. Driveway adjacent the Royal Hotel, that is, on private land.
3. On State owned land between the Post Office driveway and the Police Station driveway.
4. Town Hall carpark with frontage to Cassilis Street.

Options

Perhaps the best location is No 3 above, however there would be considerable difficulty and time delay in acquiring the land and constructing a facility that did not adversely impact on the appearance of the Courthouse and Post Office. Direct access to a sewer main is not possible and Council would need to rely on accessing the internal sewer of the police station.

The driveway adjacent the Royal Hotel is a convenient location, however, the land would need to be acquired and there would be a loss of business rate income with such an acquisition. Direct access to a sewer main is not possible and Council would need to rely on accessing the internal sewer of the Royal Hotel.

There is good lighting in the town hall carpark and with a frontage to Cassilis Street, the facility would be reasonably visible, however, it is remote from the centre of the CBD. Further, more car parking space would be lost from the car park. Direct access to the sewer main is possible.

In relation to No 1 above, the footpath is sufficiently wide enough to accommodate a modular toilet block and the location is well served by street lights. Further, there is a sewer main nearby, however, levels and distances have not yet been determined. A

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potential disadvantage of this option is its proximity to a church and also its distance from the centre of town.

Council may wish to give consideration to opening and closing times and given that the toilet is mainly for the benefit of people doing business in the CBD, it may appropriate to have the facility open during business hours only.

Financial Considerations

The allocation in the 2008/2009 budget for the Coonabarabran CBD toilet is \$90,000. Clearly, the size and type of the proposed toilet and the location need to be determined before a detailed cost estimate is prepared.

RECOMMENDATION

1. That a detailed report is 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 is 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 is 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.

3.7 REQUEST TO CHANGE NAME OF ROAD – WYUNA ROAD

Background

A request has been received from the owner of “Garrawilla East” to change the name of a section of Wyuna Road to Garrawilla Road. A copy of the letter of request has been forwarded to Councillors under separate cover.

Issues

Currently, Wyuna Road extends from the Oxley Highway through to the Shire boundary near Tambar Springs. It was named Wyuna Road following public consultation in the year 2000, when the road was then known as Oxley Road.

Options

Council may wish initiate public consultation on the proposal to change the name of Wyuna Road, however, it should be keep in mind that frequent changes may cause added confusion for the users of the road.

Financial Considerations

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Should Council decide to proceed with public consultation on the proposed road name, the administrative costs can be accommodated within existing budget allocations.

RECOMMENDATION

That Council refuse the request by the owner of Garrawilla East to rename Wyuna Road on the basis that it was renamed just eight years ago and that frequent name changes cause confusion for road users.

3.8 BARADINE ROAD – RAILWAY BRIDGE PROJECT

Background

The tender prices received for construction of a rail bridge on Baradine Road was reported to Council on the 17 July 2008. Given that the prices were well beyond the budget allocation, Council resolved to approach the Rail Infrastructure Corporation regarding status of the rail line and to seek funding assistance. Also, Council resolved to request additional funding from the Federal Government for the project.

Responses have been received from Rail Infrastructure Corporation and the Federal Department of Infrastructure, Transport, Regional Development and Local Government. A copy of each response has been forwarded to Councillors under separate cover.

Issues

The response from the Rail Infrastructure Corporation indicates that changing the status of the rail line is not likely to occur in the foreseeable future, that is, trains are not likely to run on the Binnaway to Baradine railway again. Further, if trains are to operate on the line, substantial upgrades to the line will be required and if this occurs then replacement of the rail bridge over the road will occur as part of an overall upgrade project on the railway line. If the railway line is upgraded, Council will not be required to contribute to the construction of a new rail bridge over the Baradine Road.

The response from the Department of Infrastructure seeks further information on a range of issues such as; what is the future of the rail, breakdown of the tender price and reasons why Council cannot fund the difference between the tender price and the funding allocation. There is no indication one way or the other on the availability of additional funding.

Options

Council may wish to continue to pursue additional funding from the Federal Government or alternatively and given that reopening of the line to freight trains is not foreseeable, Council may wish to abandon the project.

Financial Considerations

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As reported previously, the budget allocation for the Baradine Road railway bridge project is \$500,000, of which Council is funding \$50,000 and the Federal Government is funding \$450,000. To date, around \$80,000 has been expended on the project. The tender prices range between \$1,089,849 and \$1,643,564.

RECOMMENDATION

1. That the railway bridge project on Baradine Road be abandoned by Council due to the higher than expected tender prices. Further, Rail Infrastructure Corporation be formally advised of Council's decision to abandon the project.
2. That representations are made to the Federal Minister for Infrastructure, Transport, Regional Development and Local Government to reallocate the funding to the Castlereagh River project on MR129.

.....
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 RURAL NUMBERING

Background

This whole of Shire project has progressed to the stage where a number of issues have been identified and Council's direction is required in order to proceed. In particular, the Director of Technical Services' report on the rural numbering project presented to the June meeting of Council (item 3.1 in the business paper), raised a number of issues relating to road names that require Council's further consideration.

The following is a summary of these issues:

- Duplication of road names as detailed in Annexure A
- Shared road names across shire boundaries
- Roads already named by adjoining shires
- The same road with different names
- Un-named subdivision roads

Annexure A specifies each road that has a naming issue. **Note:** Council has already resolved to advertise the first 16 roads on the attached Annexure A to be named as indicated. The remaining roads have yet to be placed on public exhibition for input into the naming process.

Annexure B is for Council's information and is a list and map of the localities within Warrumbungle Shire as registered by the Lands Department.

Annexure C is a list of currently gazetted roads within Warrumbungle Shire.

Annexure D is a draft information leaflet.

RECOMMENDATION

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- a) That advertising commence on the names of the roads which have been decided following public consultation (sixteen in total).
 - b) That the remaining roads identified on Annexure A be placed on public exhibition seeking comment.
 - c) That investigations be undertaken and a further report prepared for Council identifying and proposing names for un-named subdivision roads.
 - d) That the road names, where duplicated, be retained but be defined by locality as shown on Annexure B.
 - e) That the installation of rural numbers commence on roads not included in Annexure A. and an information leaflet be left at each property.

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Annexure A

SHIRE ROAD NAMES					
EXISTING ROAD	GAZETTED Y/N	ISSUES	SUGGESTED OPTION	ADVERTISED PROPOSAL	LOCALITY
Baradine Road from Coona to Baradine	N	The Name Baradine is duplicated	Suggest that the Name Baradine Road be adopted	Baradine Road	Coonabarabran Bugaldie Baradine
Bugaldie Goorianawah Road	N	The Names Bugaldie & Goorianawah are duplicated separately	Suggest this road be listed as Goorianawah Road same as Coonamble Shire	Goorianawah Road	Bugaldie & Goorianawah
Coonabarabran Road from Mendooran North to Newell Highway	N	Several Roads have this designation	Suggest the name Coonabarabran Road be adopted as it has been shown on maps pre Amalgamation	Coonabarabran Road	Yarragrin Mollyan Wattle Springs
Eleven Mile Guinema	N	The name Guinema Is used in several destination based Roads	Suggest the name Guinema Road be adopted and alter the other variations	Guinema Road	Goorianawah

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EXISTING ROAD	GAZETTED Y/N	ISSUES	SUGGESTED OPTION	ADVERTISED PROPOSAL	LOCALITY
Goorianawah Baradine Road	N	The names Goorianawah and Baradine are used elsewhere	Suggest the local Stakeholders be consulted for Name	Gulargambone Road	Barwon Baradine
Gwabegar Road	N	Currently Listed as main Road 329 on Map	Suggest that Gwabegar Road be adopted same as RTA	Gwabegar Road	Baradine Teridgerie Kenebri
Goorianawah Guinema Road	N	Currently indicated as an extension of Bugaldie Guinema Road	Suggest the road be allocated a single designation, such as Guinema Road.	Guinema Road	Bugaldie & Goorianawah
Bugaldie Guinema Road	N	One of three roads with the names Guinema or Bugaldie	Suggest this road be named Bugaldie Creek Road	Bugaldie Creek Road	Bugaldie & Goorianawah
Premier Quombone Road 129, Coonabarabran to Black Stump Way	N	Also listed on local Map as Coonabarabran Road	Suggest this road be named Purlewaugh Road	Purlewaugh Road	Coonabarabran Ulamambri Purlewaugh Bomera
Baradine Coonamble Road	N	Listed as Main Road 129 on Current Road Map	Suggest that the Name Baradine Road be adopted	Baradine Road	Baradine Teridgerie

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EXISTING ROAD	GAZETTED Y/N	ISSUES	SUGGESTED OPTION	ADVERTISED PROPOSAL	LOCALITY
Rayak Road	N	Road no 0239, current signage shows Borders Road 239. Borders Road is not on Council Roads List	Suggest that Rayak Road be adopted	Rayak Road	Rocky Glen
Timor Road	N	Also known as John Renshaw Parkway	Suggest the name John Renshaw Parkway be adopted as this is an historically significant Name	John Renshaw Parkway	Coonabarabran
Warkton Road	N	Currently Listed as Tannabar Road, have received significant feedback from Residents on this Road name	Suggest the name Warkton Road be adopted	Warkton Road	Tannabar
Goolma Road	N	Named Lambing Hill Road at MWRC end at intersection of Gollan Road	Suggest that the name Lambing Hill road be adopted. This name is a result of Consultation	Lambing Hill Road	Dunedoo
Laheys Creek Road	N	There are three Laheys Creek roads' in the Goolma District. The one in our LGA is wholly contained within our Boundary, the others are in Wellington and MWSC	A suggestion from Wellington Shire Council to have WSC's road changed to Upper Laheys Creek Road	Laheys Creek Road	Dunedoo

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EXISTING ROAD	GAZETTED Y/N	ISSUES	SUGGESTED OPTION	ADVERTISED PROPOSAL	LOCALITY
Gollan Road	N	Named as Laheys Creek Road in Wellington Shire	From Previous consultation it is proposed to change it to Bald Hill Road	Bald Hill Road	Dunedoo
Quia Road	N	Joins Goolhi Road in WSC and continues as Goolhi Road for 34 km within Gunnedah Shire	For Rural addressing purposes the 7 property's involved be allocated to Goolhi Road	Not Advertised	Goolhi
Cumberdeen Road	N	Starts at Baradine Road & Intersects with Dinby Lane on Map, this contradicts Signposting Showing Cumberdeen intersecting with Gwabegar Road	Suggest that the Southern Portion of Cumberdeen road that traverses the Property of Berdeen be renamed Berdeen Road . The Northern portion from Dinby lane be extended to Gwabegar Road	Not Advertised	Teridgeri
Narrawa Road, North	N	There are two Narrawa Roads	Suggest each road retains the name & allow the relevant locality to be the definitive key	Not Advertised	Dandry
Narrawa Road, South	N	There are two Narrawa Roads	Suggest each road retains the name and allow the relevant locality to be the definitive Key	Not Advertised	Dunedoo
Kurrajong Road, North	N	There are two Kurrajong Roads	Suggest each road retains the name and allow the relevant locality to be the definitive Key	Not Advertised	Bugaldie

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EXISTING ROAD	GAZETTED Y/N	ISSUES	SUGGESTED OPTION	ADVERTISED PROPOSAL	LOCALITY
Kurrajong Road, South	N	There are two Kurrajong Roads	Suggest each road retains the name and allow the relevant locality to be the definitive Key	Not Advertised	Dunedoo
Tandara Estate Roads, Emu Lane Gumnut Road Eagleview Road Major Mitchell Road	N	These estate road names haven't been formalised	Suggest Council Adopts the road names for Gazzettal	Not Advertised	Dandry
Homeleigh Estate	N	There are several spur roads with one or two propertys attached	Suggest that the path of Homeleigh Drive be defined and all periferal property,s be allocated an address off the defined path	Not Advertised	Coonabarabran
Subdivision Roads	N	Several Recent Subdivisions have unnamed roads within	Suggest that investigations be made to find Names acceptable to the Geographic Names Board	Not Advertised	Coonabarabran

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Annexure B

LOCALITY LIST	
LOCALITY NAME	NORTH OR SOUTH (former Coolah Or Coona LGA)
Kenebri	North
Teridgeri	North
Baradine	North
Dandry	North
Rocky Glen	North
Goolhi	North
Barwon	North
Goorianawa	North
Bugaldie	North
Coonabarabran	North
Ulamambri	North
Napier Lane	North
Nombi	North
Tannabar	North
Purlewaugh	North
Tambar Springs	North
Gowang	North
Wattle Springs	North
Box Ridge	North
Premier	North
Bomera	North
Mollyan	North
Binnaway	North & South
Ropers Road	North & South
Yarragrinn	North
Weetaliba	South
Neilrex	South
Mendooran	South
Merrygoen	South
Dunedoo	South
Leadville	South
Uarbry	South
Cassilis	South
Birrawa	South

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Map

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Annexure C

LIST OF GAZETTED ROAD NAMES

Name	Gazette Date	Folio
Albert Wright Road	6-May-05	1655
Bungabah Road	6-May-05	1655
Cenn Crescentuaich Road	6-May-05	1655
David Knight Drive	8-Jun-07	3716
Higgins Street	16-Feb-01	767
Jessie Williams Road	8-Jun-07	3716
John Ward Place	8-Jun-07	3716
Oneills Lane	8-Jun-07	3716
Saiselle Lane	12-Sep-03	9393
Warrumbungles Way	25-Jan-01	375
Werribee Road	6-May-05	1655
Wyuna Road	17-Aug-01	6175

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Annexure D

Rural Addressing Project

To the Property Owner

Council is introducing a system of numbering properties within the shire. Every occupied property will be assigned a number based on the distance that the entrance to that property is from the start of the road, with odd numbers on the left and even numbers on the right.

If a property is 2.75km from the start of the road and on the left then its number would be 275. If it is on the right the number would be adjusted to 274. This is an open system and may accommodate an ever increasing number of blocks being created.

All properties within the shire have been identified and measurements have been taken to the relevant entrances. This work has been carried out by a Council Officer using GPS equipment that will help to ensure greater accuracy in determining your correct 'rural number'.

Recent events highlighted in the Media have focussed our attention to an urgent need for a uniform numbering system within rural areas; after several incidents involving Ambulances being unable to respond in time to prevent a tragedy. This occurred as a result of confusion over road name duplication and locality definition. You may appreciate that emergency services personnel will not always have the advantage of local knowledge, their having been called from outside areas in response to an emergency. This numbering system has been designed to enable them to deliver their services to the rural community with maximum efficiency. The State wide adoption of this numbering system and the training of emergency services personnel in its use will enable them to respond and assist you should the need arise.

For the project to be successful, all properties must exhibit the appropriate number and Council has purchased suitable reflective number plates and will fix one of them to the property gate post. There is no cost for the supply or the fixing of these plates to you, or your organisation.

The Community response to Rural Addressing has been encouraging and Council is confident that the benefits arising in the fields of emergency services, delivery of products and visitors to the Shire will be substantial.

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If you have any queries at all please contact Mr Noel Gilbert of Council's Environmental Services Department on 6378 5000 or local call within the Shire on 1300 795 099.

Your Rural Address will be

Number:

Road Name:

Locality:

4.2 PUBLIC SWIMMING POOL VOLUNTEERS

Background

Following the Public Swimming Pools Tour conducted in June that raised the opportunity for volunteer maintenance and lifeguard personnel from the community to assist with operations at six pools. A number of issues have been identified as follows:

1. Insurance and liability
2. Training and associated costs
3. Rosters and volunteers replacing paid staff
4. Possible Budget impact

Analysis

1. Insurance and Liability

Volunteers will be covered under Council's General Insurance policy. In addition to the formal lifeguard training, all volunteers will be inducted into the facility and tasks that they are performing at that facility by the pool superintendent to minimise risk.

2. Training and Associated Costs

The training costs and time required for the training to become a pool attendant are significant and equally apply to volunteers and staff alike. The training for the bronze medallion and the senior first aid and resuscitation can be undertaken in-house at a central pool. Our full-time pool superintendent is currently a qualified bronze medallion examiner and is obtaining the first aid examiner training in time for the approaching pool season.

The Lifeguard Certificate Examiner training involves a Certificate IV at TAFE. There is not currently a qualified examiner on staff and this part of the training will need to be sourced externally. The Royal Lifesaving Organisation has offered Warrumbungle Shire Council the second weekend of October for the two days of training with a 10% discount per person. This would bring the total training for the season to \$155.00 per person. Council's resolved 50% contribution therefore would be \$75.00 per volunteer.

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The benefit associated with training volunteers in terms of community value for money needs to be covered in the form of an undertaking to perform a minimum number of hours over the season in return for the training of volunteers by each volunteer. At this point in time there is one community volunteer for general hours and a number per swimming club. A final advertisement has been placed requesting general volunteers.

3. Rosters and Volunteers Replacing Paid Staff

Workplace Relations Laws stipulate that volunteer personnel are not to replace full or part-time members of staff. The current level of volunteer time does not impact at all on paid staff duties but allows for greater access to the pools such as lunch time and family nights on Friday evenings (i.e. additional access).

Volunteer hours performed by swimming club, for the swimming club do not impinge on hours that would otherwise be performed by paid staff, and as such do not pose any potential workplace relations breach.

4. Possible Budget Impact

The adoption of the below recommendations below would ensure a season with greater public access to the Council Swimming Pools within the adopted budget. The training of volunteer staff if off-set by a specified number of volunteer time, will ensure that all training costs can be accommodated within the existing operational budget of each swimming pool. In essence this has been achieved by the 'in-house' and joint training of both staff and volunteers.

RECOMMENDATION

- a) That Council contribute 50% of the training costs required for 5 volunteers per swimming club to permit extra usage of the pool out of hours for the purposes of their club. *Note:* Any volunteer who subsequently renews their qualification annually with Council should have the full amount paid by Council.
- b) That Council cover the training costs required for any community volunteer prepared to undertake a minimum of 15 hours of volunteer lifeguard duties for the general public access over the season.
- c) That Council covers any necessary manual handling courses required for maintenance volunteers prepared to undertake a minimum of 15 hours during the season, or training as required by OH&S according to those duties performed.

4.3 ENVIRONMENTAL SERVICES MAJOR POLICIES AND PROCEDURES

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Complementary policies and procedures covering the following major operational areas have been prepared for Council's review and are enclosed with this report as Enclosures A, B and C.

Enclosure A: Draft Public Cemetery Policy
Draft Public Cemetery Procedures

Enclosure B: Draft Regulatory Services Policy
Draft Regulatory Services Procedures

Enclosure C: Draft Public Pools Policy
Draft Public Pools Procedures

RECOMMENDATION

- 1) That Environmental Services Policies - Draft Public Cemetery Policy, Draft Regulatory Services Policy and Draft Public Pools Policy - be adopted for inclusion in the 'Strategic' section of Council Policy Register.
- 2) That Environmental Services Procedures - Draft Public Cemetery Procedures, Draft Regulatory Services Procedures and Draft Public Pools Procedures - be adopted for use by staff in the execution of their daily duties.

4.4 DA 17/2005 - FINALISATION OF DEVELOPMENT CONSENT CONDITIONS

Background

Consent to occupy the building works associated with this project was granted on 25 January 2008.

At that time some conditions of consent (not related to the building) were outstanding. To date, the following remain incomplete:

- 1) Completion of Racecourse Creek restoration works,
- 2) Small section of fence panelling at rear of trolley bay, and
- 3) Carpark tree planting in accordance with approval.

In addition the Siding Spring Observatory has sought Council's assistance in requesting the supermarket operator to dim the front carpark sign. The Observatory has acknowledged that the sign is compliant with the approval and does not produce significant upward light spill but they do not wish to see this level of brightness set a benchmark for other businesses to follow.

Item 1 is the responsibility of the developer, Items 2 and 3 are the responsibility of the new owner and the signage request requires the co-operation of the supermarket operator.

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Item 1 is the subject of a contractual (private works) arrangement between Council and the developer which is due to commence late winter/early spring.

Items 2 and 3 are matters not completed by the builder but are covered by the retention monies held by the new owner. The new owner has undertaken to advise Council, by the August meeting date, of arrangements they have made for this work to be undertaken. Again, as tree planting is involved it is not expected that this work will commence until more favourable seasonal conditions exist.

As part of enquiries related to the above matters the correct section of the supermarket chain has been located that can make a decision on the level of brightness emitted from the large carpark sign. Telephone contact has been made and will be followed up with formal requests as required.

RECOMMENDATION

That the above actions be endorsed and a progress/status report be submitted to Council's November 2008 meeting for further consideration.

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4.5

WARRUMBUNGLE SHIRE COUNCIL APPLICATIONS RECEIVED FOR THE MONTH OF JULY 2008

Complying Development (set criteria) Development Application (Specialised Conditions)	Applicant's Name	Location (Street)	Location (Town)	Development Type	Status (Approved or Pending)
CDC 02/0809	J. WILSON	LACHLAN STREET	BARADINE	Erection of a carport and shed	Approved
CDC 03/0809	R.HAWLEY	NEWELL HIGHWAY	COONABARABRAN	Erection of a shed/garage	Pending
CDC 05/0809	M. BAKER	2 HILTON PLACE	COONABARABRAN	Erection of a shed and carport	Pending
DA 6/0809	COOINDA COONABARABRAN LTD	NEATE STREET	COONABARABRAN	Subdivision of land (Boundary Adjustment)	Pending
DA 7/0809	WARRUMBUNGLE SHIRE COUNCIL	BARADINE OVAL	BARADINE	Replacement of existing canteen	Approved
DA 8/0809	WARRUMBUNGLE SHIRE COUNCIL	BINNAWAY OVAL	BINNAWAY	Replacement of existing canteen	Approved
CDC 9/0809	R. PETTET	29 HOSPITAL STREET	COOLAH	Realign existing Dwelling	Approved
CDC 10/0809	BARADINE ABORIGINAL LOCAL LAND COUNCIL	WELLINGTON STREET	BARADINE	Erection of a steel shed	Approved
CDC 11/0809	NEILREX UNITED PLAYGROUND AND TENNIS ASSOC'N	MERRYGOEN STREET	NEILREX	Erection of a steel shed	Approved

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Complying Development (set criteria) Development Application (Specialised Conditions)	Applicant's Name	Location (Street)	Location (Town)	Development Type	Status (Approved or Pending)
DA 12/0809	ARTC	BINNAWAY RAIL BARRACKS	BINNAWAY	Subdivision of land into to enable transfer of Rail Barracks to Council	Approved
CDC 13/0809	M. MILLER	DENHAM STREET	LEADVILLE	Erection of a new dwelling	Pending
CDC 14/0809	PICTON BROS/DARK	BOOYAMURRA STREET	COOLAH	Erection of a glassed enclosure	Approved
CDC 15/0809	PURSEHOUSE RURAL	GARDENER STREET	COONABARABRAN	Erection of a steel storage shed	Approved
CDC 16/0809	A. BURTON	19 COWPER STREET	COONABARABRAN	Erection of a shed and awning	Pending
CDC 17/0809	J. ROTHE	COBBORAH STREET	DUNEDOO	Erection of a shed	Pending
CDC 18/0809	F. WRIGHT	KING STREET	COOLAH	Erection of additions to existing dwelling	Approved

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WARRUMBUNGLE SHIRE COUNCIL APPLICATIONS HELD PENDING AS AT THE MONTH OF JULY 2008					
CD or DA	Applicant	Location	Town	Type of development	Status
DA 61/0708	Andrew Harris	Timor Street	Coonabarabran	Extension	Processing, clock has stopped – waiting submission of further information.
DA 62/0708	Pilliga Pottery	Dandry Road	Coonabarabran	Dual occupancy	Processing, clock has stopped – waiting submission of further information.
DA 135/0708	Mitchell Hanlon Associates	Kurrajong Road	Bugaldie	Establish a motorcycle complex	Processing – Clock stopped - waiting submission of further information from applicant
DA 147/0708	Saunders/Daniels	River Road	Coonabarabran	Subdivision of property into Two (2) allotments	Processing – Waiting referral response RFS (40 days)
DA 148/0708	WSC	John Street	Coonabarabran	Erection of a pergola	Processing – Waiting response from Council's heritage advisor.
DA 162/0708	G. Edwards	6 Short Street	Coonabarabran	Subdivision of land into two (2) allotments	Processing – Waiting RFS response.
DA 164/0708	P. Jackson	Carrington Lane	Coonabarabran	Subdivision of land	Processing – Waiting RFS response.

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RON VAN KATWYK
DIRECTOR ENVIRONMENTAL 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 COMMUNITY SERVICES ANNEXURE 5

5.1 BREASTSCREEN NSW VAN

The NSW BreastScreen Van is due to return to Coonabarabran in September and then to Dunedoo and Coolah, later in the year in October.

The Van site requirements are minimal as is very self contained however some assistance by Council staff is necessary to set down to enable connection to power, drainage for grey water, rubbish removal, washing of van prior to set up and access to clean water and public toilets.

It has been requested by BreastScreen NSW that Council make a donation by funding the cost incurred for low loader towing from each location within that particular local government area. This would be required for the trips from:

- Coonamble to Coonabarabran on Thursday 28 August
- Mudgee to Coolah on Friday 17 October (date to be confirmed) and
- Coolah to Dunedoo on Wednesday 29 October (date to be confirmed).

The estimated cost for low loader plant hire and staff hours inclusive is \$1,000. Breastscreen NSW has advised that they would be happy to contribute the fuel expense if required.

The benefits of having Breastscreen NSW providing free radiography services in 3 towns of the shire are of overwhelming value to the community. Xrays are free for all women over 40 and the program specifically targets women from the 50-69 years age bracket. In 2006 approximately 730 women accessed the service.

Whilst this request for a donation is outside Council's budget deliberations schedule, Council consideration for financial assistance is sought. Council donated this expense which totaled \$941 in 2006 when the BreastScreen Van was last in the shire.

RECOMMENDATION

For Council Consideration

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5.2 CONNECT FIVE CHILD CARE – EXTENSION OF SERVICE

Following a report provided to the May 2008 meeting in relation to the Connect 5 Long Day Care service Council resolved to approve a Funding Agreement variation and arrange for a request to extend the rental agreement with the Uniting Church Coonabarabran. (Resolution No 361). The extension to the current Funding Agreement would enable continuation of the Connect 5 temporary Long Day Care service until at least the end of September when it was anticipated the service would be moved and operational from the new Childcare Centre in October. The program has continued beyond 30 June 2008; since surplus funds from the original Funding Agreement were available.

Since the purchase of the former Coonabarabran Long Day Care Centre building has now been delayed, it is proposed to continue the service until the week prior to Christmas 2008. The situation with the provision of Long Day Care in another location will not be resolved before January 2009.

From November 2007 to March 2008, the average number of children was less than 10. The service operated in total for 25 weeks from the 26 November 2007 to 30 June 2008, however did not operate over the 6 weeks of Christmas/New Year and January holiday period. There is currently on average 12 – 13 children enrolled per day and floor staff ratios have increased to 1:5 because the youngest child is less than 2 years old.

Based on current fees, which range from \$25 to less than \$5 per day, and staff:child ratios required, the budget has been extended to the second last week in December 2008. This shows a deficit of \$42,355 and includes an amount of \$20,758, the rollover of unexpended funds from the original short term childcare support funding that was received from the Australian Government.

\$18,533 was expended utilising restricted asset funds held by Connect 5 to purchase equipment required to set up the Long Day Care service. This is not reflected in the operational budget, since was capital expenditure, funded from DoCS.

Budget

	Actual Budget November 2007 to July 2008	Proposed Budget July 2008 to December 2008
Income		
Child Care Fees	14,438	17,250
Short Term Child Care Support	59,718	
Rollover unexpended funds 2007-2008		20,758
less		
Expenditure		
Wages (inc oncosts)	43,967	71,968
Rent	5,700	6,375
Consumables	3,731	2,000
Net Profit/(Loss)	20,758	(42,355)

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A formal request for the \$42,355 funding support has been submitted to the Australian Government so there is no cost implication to Council for this proposal. Casual staff contracts would be extended to 19 December 2008.

Should the funding request be rejected; the service will cease operations at the end of this month.

RECOMMENDATION

That Council endorse the General Manager's actions seeking additional funding support from the Department of Education, Employment and Workplace Relations (DEEWR) to extend the Connect 5 Child Care Service to 31 December 2008. **FURTHER** that should this be approved, the General Manager be authorised to sign the new Funding Agreement, or variation thereof, and arrange for a request to extend the rental agreement with Uniting Church Coonabarabran.

5.3 COONABARABRAN MULTIPURPOSE CHILDCARE CENTRE – MANAGEMENT

Council resolved at the June meeting to accept and sign both Funding Agreements and affix the Council seal to all documentation associated with the purchase of the former Coonabarabran Long Day Care Centre building (Resolution No 425).

An update provided to the July meeting advised of the delays due to issues between the property owner and lessee about the termination of the lease. This issue may be potentially resolved only through Court action. Advice from Council's Solicitors was that *'notwithstanding the fact that Council's offer has been accepted by the vendor, this is not a binding enforceable contract yet'*. It was recommended that a direct approach be implemented and the General Manager has since been in contact with the Property Management Company.

It is considered important to work with the Property Management Company to obtain the desired outcome of purchasing the property in time to enable refurbishments and licensing prior to a January 2009 opening. Contact has also been made with the owners of the building to convey Council's position and seek some resolution. An update on these discussions will be provided to Council at the meeting.

Council staff are now working to ensure the temporary childcare solutions remain in place at Connect 5 and Coonabarabran Preschool until the end of the December 2008. Likewise, staff have continued to work closely with the Coonabarabran Preschool Management Committee working through an action plan addressing the logistics associated with the change in venue, License and Long Day Care/Preschool operations to achieve the objective of the new service being operational by January 2009.

The purpose of this report is regarding the Management Structure of the new Coonabarabran Multipurpose Childcare Centre. This may appear academic given the current situation above, however it is anticipated that once the signing of contracts is

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achieved, settlement will proceed quickly. Since this may be the last Council meeting before October 2008, in which time contracts could be signed and Preschool may make a formal request to Council to auspice the Multipurpose Childcare Centre, the recommendations below is for 'in principle support'. This would authorise the General Manager to negotiate with the respective licensing and funding bodies any transfers of auspice as required prior to the first meeting of the new Council.

Following the release of the Coonabarabran Childcare Feasibility Report (February 2008) and report provided at the June 2008 meeting, it was noted that the Coonabarabran Preschool Management Committee is in the process of investigating all Management options for the new Childcare Centre including:

1. Continuance of the existing parent based Management Committee
2. Establishment of a new Incorporated Not for Profit Management Committee or
3. Relinquishing to another organisation via an Auspice and Advisory Committee arrangement

As the Feasibility Study Report identified, the issue is that this volunteer community organisation is required to manage a budget of at least ½ a million dollars, deal with all legal and statutory payroll and salary awards, signs all funding agreements, negotiates any staff conflict plus complies to all licensing and NSW Children's Services Regulations (2004). The move to a Long Day Care Centre creates additional workloads associated with parents claiming Child Care Benefit (CCB) and the compulsory National Accreditation for the service. The feedback received is that parents and the community want to be involved in the delivery of quality child care but not with the day to day operations.

The Preschool Management Committee has been visiting other community based, private and Council auspiced Preschool/Long Day Care Centre's within the region. They have also had meetings with both NSW Child Care Cooperative and Uniting Care Children's Services representatives about possible auspicing arrangements. These are both not for profit agencies that support community based childcare, each offering administration and licensing auspice services.

In preparation of a Council auspiced model, an operational budget has been completed for the new Multipurpose Childcare Centre. Preliminary discussions held with NSW Department of Community Services (DoCS), Department of Education Employment and Workplace Relations (DEEWR) in regards to the process involved in transferring of auspice and new Funding Agreements, licensing of the new service and continuation of Indigenous Support Program.

As is the case for Connect 5 and Castlereagh Family Day Care, Council's General Manager would become Licensee of the new Childcare Centre service. Therefore any licensing, childcare regulations or accreditation issues are the responsibility of Council. A Multipurpose Childcare Service auspice could fit easily into the approved

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Warrumbungle Shire Council organisation structure within the Community Services division.

A draft budget and proposed staff/organisation structure, based on best practice quality childcare regulations is attached under separate cover for Council information.

Council has always supported community organisations and delivers to the community on behalf of both State and Federal Governments, funded programs such as Meals on Wheels and Community Transport (budget \$615,668), Community Development (budget \$71,919) Family Day Care (budget \$246,371) and Connect 5 Mobile (budget \$175,380), Connect 5 Long Day Care (budget \$79,601) and Centrelink services (budget \$23,583). 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. With directives from both State and Federal Governments is for quality, readily accessible childcare and Preschool education, the future for community based childcare is reassuring. The recent increase by the Federal Government of CCB to 50% and announcement of NSW Government Preschool Investment and Reform Plan (July 2008) are significant initiatives that support both level of governments early childhood education policies.

It is recommended that should Council provide for this auspice, staff required for the new Multipurpose Childcare Centre would be employed under the Local Government Award and appointment made according to Council's recruitment process. There would be no transfer of accrued leave, conditions or entitlements. There would be a staged appointment of staff based on the number of enrolments. Significant administration and planning work would be required to set up the new Childcare Centre policies and documentation, so staff would be gainfully employed prior to the 2009 Preschool term.

Should Coonabarabran Preschool cease operations, all staff liabilities and leave entitlements will be paid, funding agreements transferred and the Incorporated Association wound up. The assets, equipment and any remaining funds, would be transferred and entrusted to the auspice body for the service.

A new Warrumbungle Shire Children's Service Advisory Committee would be established to ensure parent and community involvement remain in the delivery of a quality Childcare service. The advantage of this Advisory Committee is that it could also include Connect 5 and Family Day Care services. A business plan with input from families using the service, staff and an Advisory Committee would be completed prior to opening.

Should Coonabarabran Preschool Management Committee determine alternative auspice arrangements or Council reject this recommendation then a License Agreement would be required to be established. They would then proceed with the Licensing of the new Childcare service independently. The current agreement with Coonabarabran Preschool Management Committee would cease and a new Agreement, as developed with Dunedoo Preschool Incorporated, signed. The principles of this Agreement would be presented to

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the new Council for consideration, as the timing for this part of the changeover is not scheduled until January 2009.

Assuming all goes well, the current Coonabarabran Preschool building in Robertson Street, purpose built in 1972 via Federal Government grant will be empty from January 2009. A separate report will be made to Council in regards to this building with options and recommendations as the project moves ahead.

RECOMMENDATION

That if requested, Council grant in principle support to the concept of a Council auspiced Multipurpose Childcare Centre as part of Community Services division. **FURTHER** that Council authorise the General Manager to accept the auspice of the Coonabarabran Multipurpose Childcare Centre and attach Council seal and sign any Funding/Auspice Agreement, provided that:

1. Staff required for the new Multipurpose Childcare Centre are employed under the Local Government Award
2. Staff appointments are made in line with Council's recruitment process
3. The General Manager is satisfied with the transfer and contracting of Funding Agreements and Licensee documentation with DoCS and DEEWR, and any other funding body.
4. The Coonabarabran Preschool Management Committee transfer ownership to Council all remaining assets once winding up operation has concluded
5. A new Warrumbungle Shire Children's Service Advisory Committee is established.

5.4 DUNEDOO YOUTH CLUB - MURALS

A request to Council has been received from the Dunedoo Youth Club seeking permission for the Youth Club painting Murals on the inside walls of the Dunedoo Jubilee Hall.

They write 'The concept would greatly enhance the ownership and participation of the youth within the club and the community. The Murals would reflect the youth club activities and also the surroundings of the town. The style of the Murals would be tasteful with the edge of the youth of the town artistic abilities. It is proposed to have people actually comprise designs that we would be more than happy to have the council approve of before starting the project. The approved designs would then be projected on to the wall before being outlined, then painted. All the youth have displayed an enthusiastic response to this idea and hope that the project receives the green light.'

In terms of a community art project this proposal is very appealing and the skills transfer and self esteem benefits significant. Since it involves both 'Community Arts' and 'Youth'; project funding could be sourced via a number of avenues for materials, design assistance and even project support. It also creates an opportunity those artistic minded people to share their experiences and contribute to Youth Club activities.

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On the other hand, the walls are very plain as most halls are, which is desirable for other users who would prefer to decorate a blank canvass than hide murals. Attached under separate cover are some images of the walls in question for Council information.

Since are inside walls, this is not an education program to reduce graffiti nor will it attract the attention, or distraction of passing traffic.

There are currently no other major users of the hall beside the Dunedoo Lions Club who conduct the annual the Dunedoo Lions Art and Photography Exhibition. Providing the paintings were artistic and tasteful, reflect the Dunedoo flavour and the designs submitted for approval by Council; they could actually provide an interesting feature to the Dunedoo Art and Photography Exhibition. The Dunedoo Lions Club and community should however be consulted.

RECOMMENDATION

That Council approves in principle, thereby inviting community input, in particular from the Dunedoo Lions Club, for feedback on the Dunedoo Youth Club Mural Project at the Jubilee Hall.

5.5 MENDOORAN PAY PHONE

At the October 2007 meeting, Council received a report in regards to a request from the Mendooran and District Development Group to fund the relocation of the Telstra Payphone. Council resolved that *'the General Manager approach Telstra regarding financing the cost of relocating the payphone and if unsuccessful that this matter be further considered at the November Council meeting'* (Resolution No 108). A formal letter of request was sent to Telstra and was followed up on numerous occasions. Discussion with Telstra's Payphone Provisioning Manager has now taken place; albeit with apologies since changes in staff and management delayed the investigation process.

Council has been informed that prior to the local community group pursuing this matter, only one formal complaint about the unsocial behaviour in the vicinity of the Payphone had been received. Telstra has raised concerns about the egress and position issues associated with the lack of curb and guttering at the alternative site so a change of Payphone booth type and roadside barrier is suggested.

A map is attached and picture of the proposed booth type for Council information under separate cover.

The direct contractor cost for relocation the Payphone from its current location to the site opposite the Hotel is estimated to be \$10,000. In this instance, Telstra position remains as at October 2007, that a \$5,000 contribution would be sought should Council wish to proceed.

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It is recommended that prior to any decision being taken as to funding or otherwise of this project, the egress and parking safety issues be referred to Council's Traffic Advisory Committee for comment.

RECOMMENDATION

For Council consideration

5.6 WARRUMBUNGLE SHIRE LIQUOR ACCORD

The Warrumbungle Shire Liquor Accord (WSLA) has been formed following a forum attended by over 25 Licensees with representation from all towns within the shire. This forum held on 20 June 2008 in Coonabarabran was coordinated by Council's Road Safety Officer. Also attending were representatives from NSW Office of Liquor Gaming and Racing, NSW Police, NSW RTA and the Chairperson of the Gilgandra Liquor Accord. Each township; Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran will form an informal sub committee of the WSLA. The draft constitution and date for AGM was discussed at a meeting held in Coonabarabran on Tuesday 12 August.

New Liquor Regulations (2008) and Liquor Act (2007) legislation took effect from 1 July 2008 and the NSW Office of Liquor Gaming and Racing and NSW Police have endorsed the concept of Liquor Accords being initiated and encourages all licensees to be involved and participate in the local community Accord. A letter received from NSW Police Licensing Officer, Mudgee Area Command has requested Council for assistance to be provided to the WSLA by attending meetings, taking of minutes and distribution of meeting notices, agenda's and minutes.

In larger centre's Liquor Accord membership fees raised by participating Licensees funds the Administration Support or Project Officer. In smaller towns however, this is not viable and traditionally local Councils provide assistance towards the Liquor Accords in the form of support with administration duties.

Local Government is seen as a major stakeholder in the Liquor Accord, since the effects of alcohol abuse can significantly impact Council financially via crime and damage to property.

Community Services may be seen as the most sensible facilitator of the Accord and certainly the Road Safety Officer will be assisting with sourcing of project funding and promotion of 'drink/drive' road safety and education campaigns. For this reason the NSW RTA has recommended that the role of the RSO does not include providing the administration support of the Accord.

The regulatory role of Environmental Services with licensed premises fire safety regulations, liquor licenses and alcohol free zones establishes an interest in the Accord. Technical Services via the Traffic Advisory Committee, plus responsibility for street furniture and other Council owned assets also provides a link to the activities of the Accord.

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Meetings will be held generally quarterly, and it is suggested by NSW Police that minutes be presented to Council for notation. In some Accords a Councillor representative attends meetings. This then raises the awareness of the activities of the Accord and programs being implemented.

It is suggested that at least one of the Directors above attend the Accord meetings to ensure Council's regulatory role and functions are clearly explained.

If Council agrees to the request, it is proposed to utilise the Technical Services Administration officer for this WSLA administration support role. The Accord is able to collect a membership fee, which could be utilised to offset this expense.

Council consideration is sought for the following;

1. Whether Council involvement with the WSLA includes provision of administration support?
2. Should administration support be provided; would it be on a cost recovery basis?
3. Does Council wish for a Councillor representative to attend WSLA meetings?
4. Does Council wish to review WSLA minutes for notation?

RECOMMENDATION

For Council consideration.

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REBECCA RYAN
DIRECTOR COMMUNITY SERVICES