



# **Warrumbungle Shire Council**

**Council meeting**

**Thursday, 21<sup>st</sup> May 2009**

**to be held at the Council Chambers, Coolah**

**commencing at 1.00 pm**

## ***MAYOR***

Councillor Peter Shinton

## ***DEPUTY MAYOR***

Councillor Murray Coe

## ***COUNCILLORS***

Councillor Kerry Campbell

Councillor Tilak Dissanayake

Councillor Ray Lewis

Councillor Mark Powell

Councillor Victor Schmidt

Councillor Ron Sullivan

Councillor Denis Todd

## ***MANAGEMENT TEAM***

Robert Geraghty (General Manager)

Carolyn Upston (Director Corporate Services)

Kevin Tighe (Director Technical Services)

Tony Meppem (Acting Director Environmental Services)

Rebecca Ryan (Director Community Services)

# **WARRUMBUNGLE SHIRE COUNCIL**

**ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL TO BE HELD AT  
THE COUNCIL CHAMBERS, COOLAH ON THURSDAY, 21 MAY 2009 COMMENCING  
AT 1.00PM**

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Date: 15 May 2009

Cr Peter Shinton  
Mayor  
Warrumbungle Shire Council  
John Street  
COONABARABRAN 2357

Cr Shinton

## **AGENDA**

I submit the following report for Council's consideration at its May 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 16 April 2009

**CONFIRMATION OF MINUTES** of the special meeting of Warrumbungle Shire Council held on 21 April 2009

**CONFIRMATION OF MINUTES** of the special meeting of Warrumbungle Shire Council held on 7 May 2009

**CONFIRMATION OF MINUTES** of the special meeting of Warrumbungle Shire Council held on 13 May 2009

**ADOPTION OF THE RECOMMENDATIONS** of the Warrumbungle Aerodromes Advisory Committee meeting held on 27 April 2009

**ADOPTION OF THE RECOMMENDATIONS** of the Yuluwirri Kids Advisory Committee meeting held on 2 April 2009

**ADOPTION OF THE RECOMMENDATIONS** of the Social Services Advisory Committee meeting held on 12 May 2009

**ADOPTION OF THE RECOMMENDATIONS** of the Traffic Advisory Committee meeting held on 30 April 2009

**ADOPTION OF THE RECOMMENDATIONS** of the Warrumbungle Shire Tourism and Economic Development Advisory Committee meeting held on 6 May 2009

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

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## **Matter to be dealt with "in committee"**

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

The items relate to the hardship of residents or ratepayers and is classified CONFIDENTIAL under Section 10A(2)(b) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

- (b) the personal hardship of any resident or ratepayer

.....  
**R J GERAGHTY**  
**GENERAL MANAGER**

# **WARRUMBUNGLE SHIRE COUNCIL**

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## **GENERAL MANAGER'S REPORT**

## **ANNEXURE 1**

### **1.1 DRAFT CODE OF MEETING PRACTICE**

At Council's February meeting, it was determined (under Resolution 227) that the Draft Code of Meeting Practice be endorsed and be placed on public exhibition for 28 days seeking community comment.

Submissions were sought from the public with any comments to be lodged by 14<sup>th</sup> April 2009. No submissions were received and the Draft Code of Meeting Practice is now submitted for endorsement.

### **RECOMMENDATION**

For Council's consideration and endorsement of the amended Code of Meeting Practice.

### **1.2 CHANGES TO ORGANISATIONAL STRUCTURE**

The following reports were presented to the 22<sup>nd</sup> April 2009 Consultative Committee meeting in Coolah.

#### **YULUWIRRI KIDS**

*Following the opening of Yuluwirri Kids in January 2009 the centre has been unable to offer the full quota of children a position in the 2-3 years room. The room is licensed for 20 children, with a 1-8 ratio, ie one staff member for eight children. Currently there is a qualified teacher and a child care assistant but the centre is unable to allow any more than sixteen children with the current staff numbers.*

*With the addition of a Trainee Child Carer they will be able to offer an extra four places. There are valid reasons to ensure this position is offered to a local male or female indigenous person and will offer training and a career in the child care industry for a local. There is currently a position in the structure for a Trainee Child Carer in the 0-2 year room.*

*This position will attract a large amount of Government funding towards wages and training and will ensure the Child Care Centre can operate to its full potential.*

### **RECOMMENDATION**

*That the position of Indigenous Trainee Child carer in the 2-3 years room at Yuluwirri Kids be added to the Organisational Structure.*

The attached Childcare Centre Structure shows where the Trainee Child Carer 2-3 Years is placed.

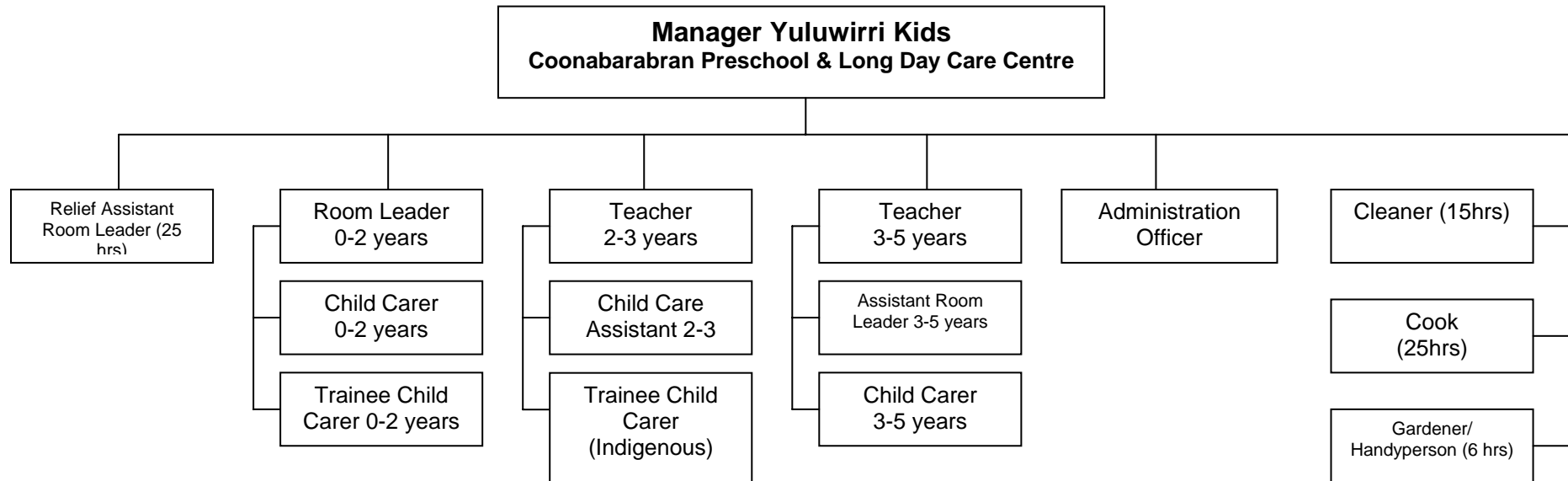
### **RECOMMENDATION**

For Council's consideration.

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## **PROJECT OFFICER – WATER SERVICES AND GIS**

### **BACKGROUND**

*The position of Manager Water Services has been vacant for four years now and there appears to be little prospect of filling it under the current skills shortage environment. In the absence of a Manager, the day to day operational requirements in the water and sewerage section have been undertaken by the three Supervisors, while some capital works, most notably the Mendooran Water Treatment Plant project, have been developed and implemented by a part time Project Officer – Mr Ullman. To some extent these activities have been coordinated and managed by the Director Technical Services.*

*Without a Manager, Council's attention to fulfilling its requirements under Best Practice Guidelines for Water & Sewerage languished and in many respects fell behind. In particular, the reporting of performance in water and sewerage was completed with minimal analysis and without validation of data. Further, Council's completion of EPA license returns has just been satisfactory and without any recommendations for improvement in treatment processes. In May 2008, a project officer was employed on a full time temporary basis to focus primarily on completing mandatory returns to both the EPA and the Department of Water & Energy and to focus on developing management plans to meet the range of Best Practice Management Guidelines.*

*Another significant factor that is driving change in the water services area is the report by the Minister for Water and Energy on reform in the management of water and sewerage services by local government. The Minister wants Council to demonstrate that it is able to supply water and sewerage services in a financially sustainable manner. To this end, Warrumbungle Shire Council is in discussion with the Council's of Coonamble and Gilgandra with the aim of forming an alliance that will be bound by legislation. The primary purpose of the alliance will be to ensure that member Council's can demonstrate that their water and sewerage services are sustainable by ensuring that Best Practice Management Plans are developed and implemented. Just how the alliance delivers on these expectations is yet to be finalised, however it appears that the existing position of Manager Water Services in Warrumbungle Shire will become redundant.*

*Within the current organization structure in Design Services there is a vacant position of GIS Officer. One of the expectations of this position is that it will establish systems that will enable the recording of infrastructure assets on electronic maps. A graphical representation of infrastructure assets will then become the platform for more sophisticated asset management strategies.*

### **PROPOSAL**

*It is proposed to create the position of 'Project Officer – Water Services and GIS' so that the immediate and future obligations of Council in respect of best practice management plans can be met and that development of a Shire GIS is continued.*

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*Initially, the split in time between Water Services and GIS duties is expected to be 75% / 25% respectively. However, given that all members of the Water Services Alliance will need to update and maintain their best practice management plans, it is expected that in time the proposed position will become solely focused of meeting the needs of the Alliance.*

*In relation to Water Services, the position will have some responsibility for developing and implementing capital works programs, particularly where consultants and contractors are required. The position will not have direct responsibility for the Supervisors; this will remain with the DTS. The position will however, rely on gaining the cooperation of the supervisors in relation to provision of operational records such as location and nature of water main breaks, water quality records, water and sewage treatment records, etc.*

*The establishment of various management plans and a focus on identifying inefficiencies that comes through completing performance reports will drive the maintenance and operation program for the Supervisors.*

*The position size has been evaluated through the Wyatt system and the resultant grade is 13. A copy of the Wyatt summary is attached.*

## **RECOMMENDATION.**

*That the position of **Project Officer – Water Services and GIS** is established in the Technical Services Division, reporting directly to the Director Technical Services. Further, no further action is taken in relation to filling the position of Manager Water Services until the binding water alliance is established, whereupon further consideration of the position will be made.*

The attached Technical Services Structure shows where the proposed Project Officer will be placed.

## **RECOMMENDATION**

For Council's consideration.

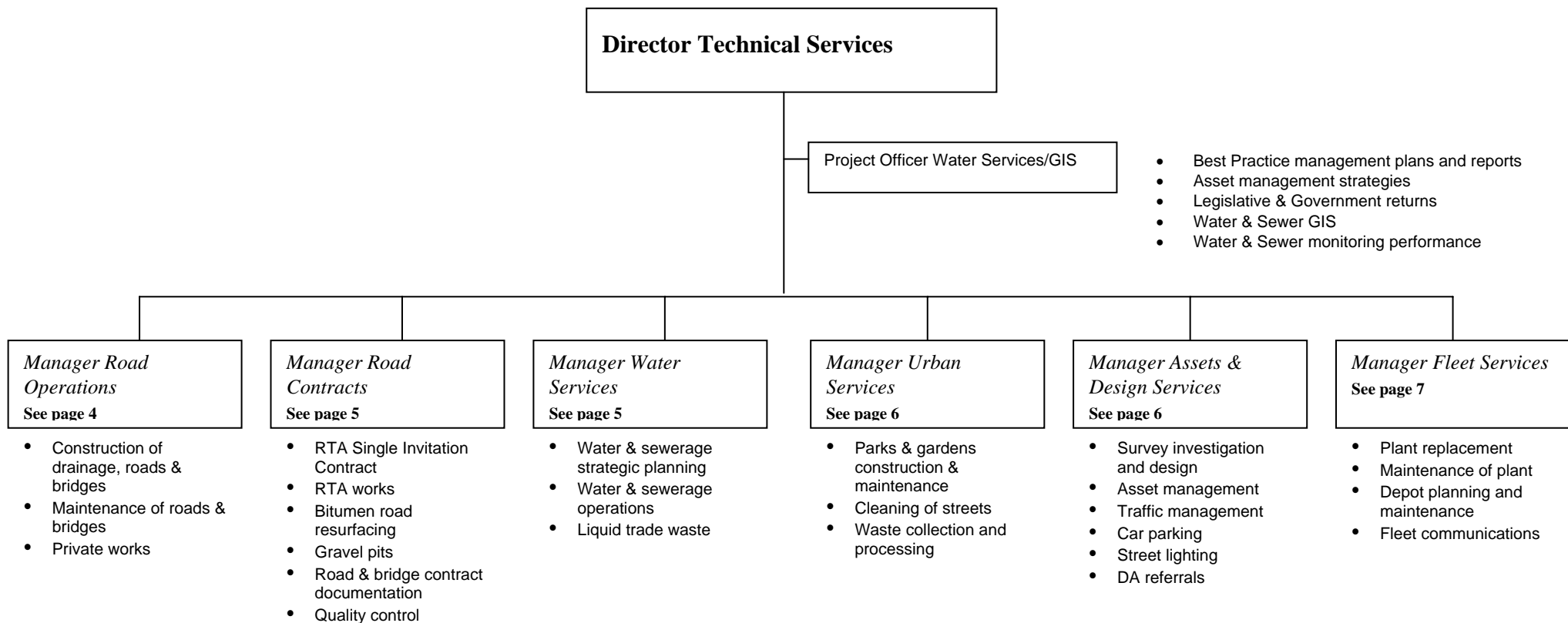


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## TECHNICAL SERVICES DIVISION STRUCTURE



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## **1.3 NOTICE OF MOTION – Mow Rock and Loughlan's Gully Causeways**

The following Notice of Motion has been received from Councillor Lewis:

*That plans be drawn up for causeways at Mow Rock and Loughlan's Gully.*

**REASON:** *If funding becomes available these projects are ready to go.*

**Note:** *Binnaway storm water including extension to Bullinda Street could be included in same.*

### **General Manager's Comments**

To facilitate this notice of motion Council should note that the Director of Technical Services has advised that to progress the two causeway replacements to a standard that would be acceptable to commence off the drawing board an allocation of \$20,000 would be needed for each. With respect to the Binnaway drainage I am advised that this work is programmed into the current design teams projects to do.

### **RECOMMENDATION**

For Council's consideration.

## **1.4 NOTICE OF MOTION – Piambra Road**

The following Notice of Motion has been received from Councillor Lewis:

*That the remaining funds in this year's budget (2008/2009) be used to seal the newly formed and gravel resheeted section of the Piambra Road.*

### **General Manager's Comments**

The current budget for Piambra Road is \$315,511 of which \$291,542 has been spent as of the 15<sup>th</sup> May 2009 thus leaving \$23,969 to be spent at that time. At this stage the land acquisition matters have not been finalized and will entail further costs.

The usual practice of Council has been to await the conclusion of a years works programmes before determining to reallocate monies. The rationale in doing this is that very often there are over expenditures and under expenditures in delivering the individually stated road work outcomes that offset one another. In this regard to preemptively reallocate a saving may necessitate curtailing another project in the capital works programme for that year.

Also I am advised by the Director of Technical Services that to simply seal over a gravel resheeted road which look satisfactory would not meet the expected standard of road base strength to ensure a full life outcome as well as not meeting the design and alignment standards.

### **RECOMMENDATION**

For Council's consideration.

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## **1.5 NOTICE OF MOTION – COONABARABRAN CBD TOILET BLOCK SITE**

The following Notice of Motion has been received from Councillors Sullivan and Schmidt.

*That Council consider the site for a new toilet block in Dalgarno Street near the Coonabarabran Times Office.*

### **General Manager's Comments**

Councillor Schmidt offered the following comments to a previous notice of motion submitted to the 19<sup>th</sup> February meeting.

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

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

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

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

*The Warrumbungle National Park get 50,000 visitors per year. They all appear to enter the park through Coonabarabran. They all travel past Woolworths where it appears that a lot of them stop to get their food requirements for their camping holiday before travelling out to the Park.*

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

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

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

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*Council determined*

**234 RESOLVED** that this matter be held over to the March meeting for further consideration following a site inspection by Councillors.

*An inspection took place immediately before the Council meeting but no further determination has been made.*

## **RECOMMENDATION**

For Council's consideration.

### **1.6 NOTICE OF MOTION – ALCOHOL FREE ZONE**

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

*That the Len Guy Park in Binnaway be designated an "alcohol free zone".*

#### **General Manager's Note:**

An alcohol free zone is a zone in which the consumption of all alcohol is prohibited in that locality or area. It is worth considering that if the Len Guy Park were to be designated an alcohol free zone then any future Australia Day function or any other community function as well as all private functions will be prohibited from consuming any type of alcohol anywhere within the Park boundary.

The declaration can be done through a resolution of Council.

## **RECOMMENDATION**

For Council's consideration.

### **1.7 QUESTIONS WITHOUT NOTICE**

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

*That Warrumbungle Council reintroduce the practice of questions without notice sessions and that said sessions are carried out as "best practice" in accord with the guide lines as laid down by Mr. Gerry Holmes, Consulting Barrister to the Shires Association of New South Wales.*

Councillor Powell offers the following information in support of his notice of motion:

*Some Councillors, including myself, have been concerned that Council is not conducting questions without notice sessions as was the practice of the previous Council. These sessions were cancelled as it was believed that they were not "best practice".*

*Accordingly, I voiced my concerns to Mr. Gerry Holmes, Consulting Barrister to the Shires Association of N.S.W.*

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*He was of the opinion that in having the above sessions, we, as Councillors were not breaching “best practice”, provided:*

- 1. That no motion be passed in regard to the above question and answer sessions unless a written motion is presented at a subsequent Council meeting.*
- 2. That Directors and the General Manager are entitled to refer the matter of an answer to a later date or meeting.*
- 3. That Councillors refrain from asking intimidatory or aggressive questions to members of staff present.*
- 4. That if [3] above does occur, then the Mayor take action to disallow the question and reprimand the offending Councillor.*

## **General Manager’s Notes**

To facilitate this notice of motion an amendment may be needed to the Council’s Code of Meeting Practice. It should also be noted that separate to this notice of motion Council’s Code of Meeting Practice is due for final endorsement at this May 2009 Meeting. I would refer Councillors to clause 18 of the Code of Meeting Practice and clause 249 of the Regulations in considering this notice of motion.

Further the following General Manager’s note was previously submitted to Council’s 19<sup>th</sup> February 2009 meeting in response to a notice of motion from Councillor Todd to reintroduce General Business.

### **General Manager’s Note to 19<sup>th</sup> February 2009 Meeting**

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

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

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

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

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*Also in the majority of cases there are no questions without notice - although several Councils have a discussion session at the end of the meeting which covers questions with notice. Notice must be given and is distributed as a confidential addendum to the business paper. No matter is dealt with unless this requirement for notice is given.*

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

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

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

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

## **RECOMMENDATION**

This matter is submitted for Council deliberations.

### **1.8 COUNCIL CHAMBERS EXTENSION**

Council at its meeting on 18<sup>th</sup> December 2008 considered a report on the future development of the site on the corner of John and Cassilis Street. As a result the following resolution was passed.

#### **1.7 CRANE BUILDING SITE – BUILDING DEVELOPMENT**

**174 RESOLVED** that a Steering Committee be established by Council with membership of four Councillors (Councillor Shinton, Councillor Lewis, Councillor Schmidt and Councillor Sullivan), General Manager and four Directors and this committee report to council on a monthly basis.

One verbal report has been given to Council at the February Meeting but due to the efforts allocated to the 2009/10 no further progress has been made.

At that same December meeting a decision was also made to lodge an application for an application for funding under the Regional and Local Community Infrastructure Strategic Projects Program. That application has been lodged as part of the second round applications on 22<sup>nd</sup> April 2009. The application was made on the basis that the building

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would cover the full ground floor area and encompass a cultural centre. To date there has been very little public advice about the awarding of successful projects under the scheme.

To progress this issue some in house plans have been prepared in line with Councils earlier decision about aligning the rear of any new building to the rear of the existing building along with on site car parking and a canter levered first floor. This plan will be distributed to Councillors prior to the meeting and will be reviewed by the steering committee immediately prior to the meeting.

Council may wish to adopt these plans so that once an announcement is made in relation to the Regional and Local Community Infrastructure Strategic Projects Program we can progress towards obtaining an estimate of the cost of construction whichever option.

## **RECOMMENDATION**

That Council adopt the draft plan as tabled as a design proposal and if unsuccessful with the application under the Regional and Local Community Infrastructure Strategic Projects Program that immediately a cost is sought for that plan. The plan adopted is set out below.

### **1.9 INDUSTRIAL LAND COONABARABRAN**

Council over the last month has had a number of enquiries from interest developers to acquire land in the Industrial area. Over the last ten years Council has been progressing to develop land adjacent to its industrial area to extend opportunities for future development.

That progress led in August 2008 to the submission of a 24 lot subdivision in Gardener Street. However due to the costs of development Council did not proceed with the lodgement of a formal plan of subdivision. The proposal was approved and the conditions of approval set out. It was Councils intention to try to engage a private developer to undertake the project in a private public partnership. Due to the economic conditions this concept has not progressed any further.

In looking at opportunities to create at least some industrial blocks that could be developed the following allocations in the budget was identified as potential sources of revenue:

#### **Tourism and Economic Development**

Residential Land Review	\$49,565
Industrial Land	\$ 9,679

The \$49,565 was designated as coming from Coonabarabran Town CBD upgrade and this commitment derived from the following Council resolutions.

**30 June 2006**

***Residential Development***

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*A motion was moved by Cr Sullivan seconded by Cr Lewis that an amount of \$50,000 be transferred from Restricted Assets for the Coonabarabran CBD upgrade and be utilised for the development of residential land in the towns within the Shire.*

## **2.31PM**

*At this stage Cr Dawson left the meeting.*

**460 RESOLVED** that a provision of \$50,000 be made in the budget for the development of residential land within the towns of the Shire and that provision be off set by a transfer of \$50,000 from the Coonabarabran Town CBD upgrade restricted asset. **FURTHER** that any profit from the development of residential land be returned to the Coonabarabran Town CBD upgrade restricted asset.

Sullivan/Lewis

## **August 2006**

### **1.1 RESCISSION MOTION**

**41 A motion was moved by Councillor Dawson seconded Councillor Egan** that Resolution 460 of the 30<sup>th</sup> June 2006 be removed and replaced with the following. That the \$50,000 be taken out of the 2006/2007 budget and no decision to provide funds for the development of residential land be decided until the new LEP is approved and operational.

**An amendment was moved by Councillor Lewis seconded by Councillor Egan** that the amount of \$50,000 proposed to be taken from the Coonabarabran Town CBD upgrade restricted asset come from General Fund.

**The amendment was put and lost.**

**Councillor Dawson moved a spill on the motion.**

**The motion was put and lost** with Councillors Todd, Egan, Dawson and Shinton each recording their vote in favour of the motion and Councillors Coe, Connelly, Hill, Lewis and Sullivan each recording their vote against the motion.

While the funds were earmarked as coming from the Coonabarabran Town CBD Restricted assets there was no transfer from that restriction to a separate one. At the Special Meeting on 13<sup>th</sup> May 2009 Council determined to clear the remaining funds from the Coonabarabran Town CBD Restricted Asset for the Coonabarabran CBD toilets. This means that although there is a provision in the current budget it is not backed by funds any longer. This situation will need Council to do a supplementary vote removing both from the current budget.

There is however a restricted asset of \$6,500 for Land Development that is unallocated at the present. With this amount and the allocation of \$9,679 there is a total of \$16,179 only to advance any development.

It is necessary for Council to consider if it wishes to progress the development of any blocks in the Coonabarabran Industrial area, to what extent and by what means.



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## **RECOMMENDATION**

For Council's consideration and determination.

### **1.10 MANAGEMENT PLAN REPORT – MARCH 2009**

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		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.	
<b><i>EXECUTIVE - COUNCIL</i></b>			
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
39	Conferences	To allow all Councillors an opportunity to be part of and well informed on all Local Government activities	Councillors continue to attend Local Government conferences and information sessions. The ” C” Division Conference held in February was attended by the Mayor and Crs Todd, Campbell and Lewis.
	Consultancies	To provide assistance to Council in senior staff appointments	Employment Solutions will continue to assist Council with General Manager’s and Director Reviews.
	Subscriptions	To be an active and supportive member of the Shires Association	Subscriptions paid at the beginning of the financial year. Advice is given to and received from the LGSA on a regular basis.
40	Donations	To provide support for community organisations in accordance with set policy	Donations continue to be paid as per the Management Plan. Additional requests are listed for the ordinary Council meetings.
	Councillors	To provide Councillors with the level of remuneration as statutorily required and to allow Councillors to participate fully in the decision making process.	Councillor fees, travel and computer allowances paid as claimed and in accordance with Council’s Policy. These payments are made at the end of each month.
	Other	To meet the overhead charges attributed to the governance section.	The overhead costs are applied on a quarterly basis. The attribution of overheads continues to ensure that all parts of the organisation and their works programmes reflect a full and fair proportion of the administration and general operating costs.

# WARRUMBUNGL E SHIRE COUNCIL

**ORDINARY MEETING OF THE WARRUMBUNGL E SHIRE COUNCIL TO BE HELD AT  
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<b>PAGE NO.</b>	<b>ACTIVITY</b>	<b>PERFORMANCE TARGET</b>	<b>PROGRESS UPON REVIEW</b>
	Civic Functions	To ensure that all civic functions are professionally presented and Councils relationships provide a positive image of Council.	A naturalisation ceremony was conducted as part of the successful Australia Day Celebrations in January, while the Mayor and General Manager officiated at a naturalisation ceremony in March.

**PROGRAM:**

**Executive**

**PRINCIPAL ACTIVITY:**

**Governance**

**OBJECTIVE GROUP:**

**Organisation Structure**

<b>COST CENTRE OBJECTIVE:</b>	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.
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## **EXECUTIVE – ORGANISATION STRUCTURE**

<b>PAGE NO.</b>	<b>ACTIVITY</b>	<b>PERFORMANCE TARGET</b>	<b>PROGRESS UPON REVIEW</b>
41	Organisation Structure	To monitor the structure of the organisation so as to encourage accountability and enthusiasm throughout the Council organisation.	Adjustments to the organisational structure continue with consultation with Directors as and when needed.
		To progressively improve the quality and range of services provided.	Services monitored regularly and improvements made in consultation with Directors.
	Corporate Affairs	To provide transparent and accountable local government exercising community leadership. Promote communication and consultative processes that encourage effective participation by the community and Council's decision makers.	The Mayor continues to do a regular newspaper column that is used by all newspapers in the Shire. The General Manager does a monthly half hour radio session in Coonabarabran on 2WCRFM on matters of interest from Council for the northern area of the Shire. A similar one hour broadcast is done live on Three Rivers on matters related to Dunedoo and Coolah. Regular media releases are made on a weekly basis. Members of the public are given the opportunity to speak to Council in the forum before the ordinary meetings. PDF versions of business papers and minutes are available on Council web site and at the 6 libraries. Council's website is being progressively updated to make more information available online.

# WARRUMBUNGL SHIRE COUNCIL

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**PROGRAM:** Executive  
**PRINCIPAL ACTIVITY:** General Manager  
**OBJECTIVE GROUP:** Public Relations

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

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To promote and foster at every opportunity the unique advantages of Warrumbungle Shire to potential developers. To encourage existing business to expand to service the Shire and adjoining region.	
<b><i>EXECUTIVE – ECONOMIC PROMOTION</i></b>			
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
43	Economic Promotion	To review the community facilities available, ascertain desirable classes of developments and facilitate promotional activities.	Meetings with developers are held regularly as required. Support given to the Team Leader Tourism and Economic Development to promote the whole Shire. The Mayor and General Manager attend expos as and when required. A new Team Leader Tourism & Economic Development has started with Council effective February 2009.

# **WARRUMBUNGLE SHIRE COUNCIL**

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To ensure that the available resources are used to efficiently and effectively implement Council’s aims, objectives and policies. To develop an organisation that is enthusiastic and willing to accept the challenges of external contestability while providing a total quality service to the community.	
<b><i>EXECUTIVE – MANAGEMENT AND LEADERSHIP</i></b>			
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
44	General Manager - Management and Leadership	To ensure that all Council programs are met, subject to available resources. That new management practices are considered to improve efficiency and effectiveness.	The GM remains a member of the Board of Statewide as well as providing support to various OROC projects. Refinements continue with the new General Ledger format ensuring that all staff down to supervisor level are immediately aware of their budget situation.

# WARRUMBUNGLE SHIRE COUNCIL

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

<b><i>COST CENTRE OBJECTIVE:</i></b>	To provide a cost-effective, professional people management service such that: <ul style="list-style-type: none"><li>• Council people reach their full potential as efficient and effective contributors to Council and Warrumbungle Shire;</li><li>• Council people are treated fairly and with respect in a culture of safety, equality and merit;</li><li>• Employment conditions are both motivational and in accordance with appropriate awards, agreements, contracts and legislation;</li><li>• People-related risks are identified assessed and controlled to the extent possible; and</li><li>• The Council workforce structure, competencies, policies and procedures facilitate the achievement of Council objectives, values and operating requirements both now and into the future.</li></ul>		
<b><i>EXECUTIVE SERVICES – HUMAN RESOURCE SERVICES</i></b>			
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
46	Human Resources Management	Provide comprehensive and best practice Human Resource services to enable staff and managers to achieve their corporate objectives through research, networking and attendance at specialist training sessions.	HR worked with all staff and management within the organisation to provide advice and assistance in all areas.
	Payroll Services	Provide an efficient payroll service to the Organisation.	All payment to employees paid on time and accurately.
47	Training	To prepare and implement an ongoing training plan that best ensures that councillors and staff have a suitable skill level to fulfil and improve the delivery of all Council services.	Numerous training updates took place, these include updates for RTA Set up of Traffic Control, Chem-Cert renewal tickets, Authorised Officers Course, OH&S Induction and various Workcover tickets
	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.	Workplace Safety Officer conducted workplace inspections and undertook return to work programmes for injured staff. Safe Work Method Statements for all jobs continue.

# **WARRUMBUNGLE SHIRE COUNCIL**

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<b>PAGE NO.</b>	<b>ACTIVITY</b>	<b>PERFORMANCE TARGET</b>	<b>PROGRESS UPON REVIEW</b>
	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.	Filled 21 permanent positions, 3 long term temporary positions and readvertised twice Supervisor Waste Water (south) and plumber (south).  Three long term vacancies still unfilled due to skills shortages in those areas. Probity of recruitment process scrutinized and tested. All processes found to have conformed to legislative requirements.
47	Salary System Management	Provide comprehensive, easily administrated, fair and equitable appraisal processes to ensure that all staff are assessed at least annually and that employees are remunerated, rewarded and developed in accordance with all relevant Awards, Agreements, legislation and Best Practice principles.	New competencies for staff have been completed and distributed for staff input. Managers competencies still in progress.
48	Organisational Development	Provide advice and support and contribute to the improvement of organisational structure, systems, procedures and processes to ensure an effective and efficient organisational structure.	Organisational change to the position of cook at the Child Care Centre, this position became a job share position and increased one hour per day.
48	Industrial Relations	Provide advice to management on industrial matters and negotiate matters with staff and Industrial Bodies.	Advice provided on several industrial issues.

# **WARRUMBUNGLE SHIRE COUNCIL**

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To actively promote and provide an efficient and cost effective economic development and marketing program, to facilitate and encourage economic development within the Shire.	
<b><i>ECONOMIC DEVELOPMENT OBJECTIVE</i></b>			
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
50	Developmental Services Management	<p>An accessible, customer focused Economic Development and Information Service.</p> <p>Facilitate and co-ordinate the shire’s business growth and development</p>	<p><b>Staffing:</b> Team Leader TED vacated end January and new Team Leader commenced end February</p> <p><b>Assistance to group</b> forming Community Garden in Coonabarabran; attendance at inaugural meeting and offers to assist with grant funding once site approved.</p> <p>Assistance to several community groups seeking <b>funding for community projects</b> across the shire.</p> <p>Team Leader provided stats and information to several <b>prospective businesses</b> – included industrial, farming and real estate requests as well as retail enquiries and employment agency contracts and tenders; assistance with business planning.</p>



# WARRUMBUNGLE SHIRE COUNCIL

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
			<p>TeamLeader attended <b>Sponsorship Workshop</b>;</p> <p><b>Skills Attraction Strategy</b> – a cluster project with 5 surrounding shires working in partnership with GO WEST &amp; Orana ACC - attracted funding for stage 1 which involves appointment of a consultant to gather and analyse vital information (statistical, business/industry trends) for each local government area to provide reliable real-time data for use in plugging skills gaps necessary to the growth of local business and industry.</p> <p>Meeting with CRS Officer re return to work programs for unemployed people.</p>
			<p>T/L attended DSRD meeting in Mudgee on Managing Through Turbulent Times.</p> <p>Team Leader attendance at <b>Chamber of Commerce</b> meetings; input on possible ventures and workshops and information supplied to chamber and development groups on grants and training opportunities available.</p> <p>Assisted the Chamber of Commerce with <b>funding application</b> under the <b>Small Chambers Fund</b> to run a shop locally campaign with television advertising and business workshops</p> <p>On going support and assistance to the <b>MotoCross development</b>; completion of a <b>funding application</b> to DSRD under <b>Local Infrastructure Support Fund</b> for Kurrajong Rd sealing.</p> <p>Meetings with DSRD &amp; Orana ACC</p>

# WARRUMBUNGLE SHIRE COUNCIL

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
	Economic Development Industrial Subdivision	Additional industrial land being made available for sale.	Approved industrial subdivision now requiring a developer; several enquiries for <b>purchase and development in industrial area.</b>
	Economic Promotion	Implement an effective economic promotion campaign.	<p>Maintaining regular liaison with DSRD and Orana ACC and Mudgee BCC to maintain awareness of availability of funding and activities</p> <p><b>Film Central</b> – T/L attended meeting; membership reduced to \$1000/yr, draft business plan and MOU for consideration at May meeting.</p> <p><b>Advertising</b> – full colour advertising into 4 Eastern Suburb newspapers over a 4 wk period – including front cover on 2 publications and articles included - generated good response for further information and information packs were sent out. Focus was on living in the Warrumbungle Shire</p> <p><b>Promotion</b> – provision of Shire promotional banners to a number of events across the shire</p> <p><b>Bids</b> – submission to host Regional Gala Business Awards Dinner in 2009. Met with Orana ACC to discuss format of Galaxy Awards and nomination forms</p> <p>Developed a print media campaign into Western Suburbs communities to coincide with the Country Week Expo.</p>

# WARRUMBUNGLE SHIRE COUNCIL

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		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.	
<b><i>ECONOMIC DEVELOPMENT</i></b>			
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
51	Economic Development	<p>An accessible and customer focused Community Economic Development service.</p> <p>Encouraging a collaborative and collective action by the community towards building active and sustainable communities.</p> <p>Establish needs, opportunities and facilitate funding sources for local Economic Development projects.</p>	<p><b>Info Boards</b> for Coolah, Dunedoo and Mendooran ordered – to provide info on businesses and attractions</p> <p>Provided <b>Shire banners</b> for promotion at local community activities.</p> <p>Provision of information for development groups for grants and funding.</p> <p>Assistance with funding applications for development groups.</p> <p>Included a shire wide focus in the Chamber submission for funding – workshops will be for businesses across the shire.</p> <p>Skills Audit project continuing with DSRD funding looks at whole shire.</p>

# WARRUMBUNGLE SHIRE COUNCIL

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To vigorously provide and promote an efficient and cost effective Visitor Information Service and Centre.	
<b><i>TOURISM INFORMATION OBJECTIVE</i></b>			
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
52	Visitor Information Centre	An accredited and customer focused Visitor Information Service	<b>Staffing:</b> Noting that the Tourism Promotions Officer position was vacated mid January and new appointment at end of February, the Team Leader Position vacated end of January and new appointment took up position end February <b>AVIC re-accreditation</b> for Coona' VIC completed. Volunteers have participated in 2 <b>famills</b> – the first to the southern end attractions and accommodation and the 2 <sup>nd</sup> one to the Pilliga Discovery Centre and Camp Cypress at Baradine. Tourism Admin Officer completed brochure delivery to other towns info distribution points. Team Leader attended Team Leader and Promotions Officer attended Central NSW <b>Tourism Marketing Taskforce</b> Meeting – explanation of new strategies; Attended opening of <b>Pilliga Discovery Centre</b> ; Finalised the <b>Coolah Town brochure</b> and printed; Reprint of <b>Dunedoo town brochure</b> ; <b>Datatrax</b> unit in VIC was updated with additional advertisers.

# **WARRUMBUNGLE SHIRE COUNCIL**

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<b>PAGE NO.</b>	<b>ACTIVITY</b>	<b>PERFORMANCE TARGET</b>	<b>PROGRESS UPON REVIEW</b>
	Tourism Promotion	Implement an effective tourism marketing and promotions campaign, which is aligned to market research.	<b>Tourism Websites –</b> Warrumbungle Region site – TPO managing content and updating as required; Tourism NSW Data Warehouse site – VIC Admin Officer maintaining this site with input from operators, <b>Signage –</b> Representation at the <b>TASAC</b> meeting in Narrabri proposed brown tourism signs for Pilliga Discovery Centre – after much discussion agreement was reached to have white on blue sign from Newell Highway Meeting with RTA re the placement of Neptune sign in Coolah; <b>Workshops, Meetings &amp; Conferences</b> T/L & TPO attended Sponsorship and Events Management Workshops with Central NSW Tourism; Warrumbungle Cluster Meeting to discuss the project and confirm acceptance of conditions of funding; developed campaign and design concepts for the brochure Mting with DSRD – Tourism person on attractions in shire and opportunities to promote; discussion on re-vitalising/re- energising groups.

# **WARRUMBUNGLE SHIRE COUNCIL**

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<b>PAGE NO.</b>	<b>ACTIVITY</b>	<b>PERFORMANCE TARGET</b>	<b>PROGRESS UPON REVIEW</b>
			<b>Signage –</b> Representation at the TASAC m <b>Promotions –</b> Prepared material for promotion of International Year of Astronomy (IYA) activities across the shire; Demand Marketing Funding – Tourism NSW/DSRD - application for a Cluster Promotions Campaign with Coonamble, Gilgandra and Narrabri Shire successful – a \$24,000 campaign designed into south east QLD; Attendance at Tourist Association meetings Materials sent for Car Rally survey, followup meetings with rally co-ordinators – sourcing site for rally work, Advertising and article in the Illawarra Mercury – excellent and quick response <b>Information Boards</b> Boards for southern end towns ordered

# **WARRUMBUNGLE SHIRE COUNCIL**

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To provide leadership and technical management expertise for the effective maintenance and sustained improvement of the community’s infrastructure assets.	
<b><i>TECHNICAL SERVICES – TECHNICAL SERVICES MANAGEMENT</i></b>			
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
69	Management Services	To provide managerial control and support to the division	Managerial support provided across all areas of Technical Services.  The positions of Design Manager and Manager Water and Sewerage are still vacant and this means that many projects are delayed. In particular many water and sewerage capital projects have not progressed.  Overall expenditure is 67% of annual budget allocation.
	Technical Services	To provide technical advice to the division, the organisation and the Council.	Ongoing consultation with Department of Commerce and DWE regarding Mendooran water treatment project. Meetings held with RTA regarding proposed \$1m roadworks project on SH18. Scope change for roadworks project on Baradine Road at former rail bridge site was finalised.

# **WARRUMBUNGLE SHIRE COUNCIL**

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<i><b>PAGE NO.</b></i>	<i><b>ACTIVITY</b></i>	<i><b>PERFORMANCE TARGET</b></i>	<i><b>PROGRESS UPON REVIEW</b></i>
			<p>Significant bridge construction activity during the quarter. Finishing of Castlereagh River Bridge, Talbragar River Bridge and Bomera Creek. Commencement of Saltwater Ck No 1, Ulindah Bridge and Yearinan Bridge.</p> <p>Participated in a hearing at the Administrative Decisions Tribunal regarding a staff member.</p> <p>Prepared a submission for the Grain Freight Review.</p> <p>The Australian National Audit Office currently undertaking an extensive review of Council's management of the R2R program.</p>



# WARRUMBUNGLE SHIRE COUNCIL

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To implement Council’s capital works program to Council’s standard in a cost effective and environmentally conscious manner within budget allocation.	
<b><i>TECHNICAL SERVICES – CAPITAL WORKS (RECURRENT)</i></b>			
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
60	Rural Local Roads (Const)	Reconstruct sealed local roads to Council’s standards within budget allocation utilising industry best practice.	This program behind schedule. 40 % of budget expended. Munns Rd commenced but washed out. Avonside Rd completed. Design issues with Coolah Neilrex Rd, Teridgerie Creek not yet resolved. Piambra Rd seal completed and resurfacing done. Coolah Creek Road completed. Pandora Pass completed. Final seals on Goolhi and Napier Lane.
	Town Streets (Const)	Undertake Council’s street construction program in accordance with Council’s standards within budget giving due consideration to aesthetic and environmental issues.	This program is behind schedule. 33% of budget expended. Design issues with Binnia Street project, Binnia Street drainage project, Renshaw Street drainage project. Walker Street drainage project has had culverts ordered. John Street Coonabarabran completed during period. Cobra Street drainage project completed.
	Footpaths (Const)	Provide safe and trafficable extensions to the current footpath network in accordance with Council’s policy and budget.	Macquarie Street footpath project completed.
	Regional Roads (Const)	Construct regional roads to RTA standard within allocation using industry best practice.	Bomera Creek bridge approaches completed. Culvert extensions completed on MR55 (Black Stump Way) and widening complete.

# WARRUMBUNGL SHIRE COUNCIL

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

**PROGRAM:**

**Technical Services**

**PRINCIPAL ACTIVITY:**

**Road Operations**

**OBJECTIVE GROUP:**

**Road Operations Management**

<b><i>COST CENTRE OBJECTIVE:</i></b>	To provide leadership and technical input across all road operations objectives while monitoring performance of work crews against Council standards and budget allocations.		
<b><i>TECHNICAL SERVICES – ROAD OPERATIONS MANAGEMENT</i></b>			
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
61	Road Operations Management	Complete relevant Council programs to standard and within budget allocation with a strong customer focus and in co-operation with other regulatory bodies.	Recurrent expenditure in this area in accordance with budget expectations – 80% expended.

# WARRUMBUNGLE SHIRE COUNCIL

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		Maintain Shire road network to ensure a safe and trafficable surface.	
<b><i>TECHNICAL SERVICES – RURAL ROADS M &amp; R</i></b>			
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
62	Bridges local roads - maintenance & repair	Complete maintenance in accordance with agreed budgets	Some maintenance work undertaken on Coona Cooney Bridge. Works also completed on Tongy Bridge
	Local Roads Sealed	Complete maintenance in accordance with agreed budgets	Budget 53% expended. Patching generally able to address all potholes Shire wide in a timely manner. Drainage maintenance also completed.
	Local roads unsealed	Complete maintenance in accordance with agreed budgets	Maintenance budget 100% expended with obvious concern now for remainder of year. Gravel resheeting program progressing satisfactorily with 88% budget expended.
	Flood damage local roads	Complete programme in accordance with agreed budgets	Repairs to local roads almost complete. Significant repairs on rock outfall structures on Coolah Creek Road completed.

# WARRUMBUNGL SHIRE COUNCIL

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		Maintain and improve regional road network within budget supplied with RTA block grants and maintain State roads in accordance with single invitation contract.	
<b><i>TECHNICAL SERVICES – REGIONAL AND STATE ROADS M &amp; R</i></b>			
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
63	Regional Roads Traffic Facilities	Complete all Traffic Committee signage in accordance with agreed budgets.	Linemarking and signs requested by Traffic Committee completed, however, marking of John Street median islands completed.
	Regional roads maintenance	Complete maintenance in accordance with agreed budgets optimising outcomes for each regional road within the network.	General routine maintenance activities completed. Budget is 53% expended
	State roads maintenance	Undertake works in accordance with the RTA Single Invitation Maintenance Contract.	A major culvert inspection programme commenced. This will require two staff members for about three(3) months. Relevant staff attended and completed RTA training during quarter.
	Flood damage regional roads	Complete programme in accordance with agreed budget, as negotiated with the RTA.	Two major repair projects – Hannahs Bridge and Binnia Creek Bridge underway.
	National Roads - SH17	Undertake works in accordance with the RTA Single Invitation Maintenance Contract.	Introduction of new contract arrangements. The method of recovery of Council costs under this contract yet to be finalised
	Regional Roads -Bridges	Maintain regional roads bridges in accordance with budget and identify future maintenance required.	Construction of Bomera Creek bridge and Talbragar River bridge and Ulamambri projects almost complete.

# WARRUMBUNGLE SHIRE COUNCIL

**ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL TO BE HELD AT  
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**PROGRAM:** Technical Services  
**PRINCIPAL ACTIVITY:** Road Operations  
**OBJECTIVE GROUP:** Town Streets

<b><i>COST CENTRE OBJECTIVE:</i></b>		Maintain and improve kerb, gutter and drainage structures.	
<b><i>TECHNICAL SERVICES – STORMWATER DRAINAGE (234)</i></b>			
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
64	Road Maintenance	Complete maintenance in accordance with agreed budgets endeavour to extend the effective life of the asset.	Generally, maintenance expenditure on town streets within budget expectations, however, there are some variation between street drainage and road maintenance that may be due to incorrect job allocation. The overall expenditure level in each town is as follows; Baradine 67%, Binnaway 77%, Coonabarabran 94%, Coolah 55%, Dunedoo 64%, Mendooran 54%, Merrygoen 110%, Cobbora 0%, Leadville 61%, Other Villages 185%.
	Drainage Structure Maintenance	Clear waterway area and ensure sound storm water structures.	Refer to comments in ‘Road Maintenance’
	Footpath Maintenance	Undertake maintenance as required. Footpaths in safe and trafficable condition.	Refer to comments in ‘Road maintenance’
	Street Lighting	Provide for street lighting charges made by Country Energy	Budget allocation is included within budget allocation for individual towns. Several requests received for new streetlights, however budget is limited to \$5,000.

# **WARRUMBUNGLE SHIRE COUNCIL**

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To maximise the use of Council owned plant and labour and provide a profit to Council while servicing the community.	
<b><i>TECHNICAL SERVICES – PRIVATE WORKS – ROAD OPERATIONS (237)</i></b>			
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
65	Private works	Provide competitive hire rates within Council Policy. Return a profit of private works to Council.	The expected ‘profit’ in March was approximately \$23,000. Some outstanding invoices yet to be paid – but may not make up the projected profit.

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		Maintain well organised and convenient parking areas that are easily accessible for both able bodied and disabled patrons.	
<b><i>TECHNICAL SERVICES – CAR PARKING</i></b>			
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
66	Carparking	Undertake maintenance as required.	Budget allocation, \$3,000, is now fully expended.

# WARRUMBUNGLE SHIRE COUNCIL

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**PAGE 35**

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		Effective management of major road and bridge contracts and provision of safe and environmental sustainable quarry operations.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
68	Management	Provision of contract services to Technical Services division	Contracts in place for bitumen sealing and aggregate supply.
	Gravel pits and Quarries	Gravel pit and quarry operations completed in accordance with all statutory requirements	Gravel Pit Operations satisfactory Additional information supplied to DPI. Electronic mapping of all gravel pits completed.

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		Maximise return to Warrumbungle Shire through the RTA contract.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
69	RTA Single Invitation Contract	Maximise financial return to council from RTA contract	Outstanding quality documents now submitted to the RTA
	RTA Works Orders	Maximise financial return to Council from RTA contract	Works proposals submitted for culvert extension works on SH18 and road widening on the same road.

# **WARRUMBUNGLE SHIRE COUNCIL**

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		Complete the resurfacing of bitumen sealed roads to ensure life expectancy of road is achieved.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
70	Bitumen Road Resurfacing	Development and completion of annual bitumen road resurfacing program.	The planned program of bitumen resurfacing on regional roads was completed in the quarter.

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		Complete the resurfacing of bitumen sealed roads to ensure life expectancy of road is achieved.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
71	Bitumen Road Resurfacing	Development and completion of annual bitumen road resurfacing program.	The planned program of bitumen resurfacing on Local rural roads was completed in the quarter.



# **WARRUMBUNGLE SHIRE COUNCIL**

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		Complete the resurfacing of bitumen sealed roads to ensure life expectancy of road is achieved.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
71	Bitumen Road Resurfacing	Development and completion of annual bitumen road resurfacing program.	The planned program of bitumen resurfacing on Town Streets was completed in the quarter.

# WARRUMBUNGLE SHIRE COUNCIL

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To consistently provide a potable water supply to all developed urban properties which is able to meet consumer demand in a cost effective manner.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
85	Water Mains - Baradine	Regular service on hydrants and valves. <i>Provide adequate mains to supply sufficient volume.</i>	Mains providing service as required. The program of hydrant maintenance has been completed.
	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	No progress made on determine cost of removing 1.5m of sludge in the reservoir.
	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 79% of annual budget. Overall expenditure is 76% of annual budget. Report outstanding on proposed water main extension Aerodrome Road.

# WARRUMBUNGLE SHIRE COUNCIL

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To consistently provide a potable water supply to all developed urban properties which is able to meet consumer demand in a cost effective manner.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
87	Water Mains - Binnaway	Regular service on hydrants and valves. Provide adequate mains to supply sufficient volume.	Mains providing service as required.
	Water Meters - Binnaway	Maintain water meters in accordance with policies and standards.	Meters repaired and replaced as required.
	Water Pumping Station - Binnaway	Maintain pumping stations in serviceable condition.	Pumping station providing service as required.
	Water Reservoirs - Binnaway	Maintain water reservoirs	Reservoir providing service as required Reservoir inspected during the period – awaiting final report.
	Water Telemetry Sys - Binnaway	To provide accurate and reliable monitoring and warning system.	Telemetry system working satisfactorily.
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 received is 88% of annual allocation. Overall expenditure is 118% of annual allocation. Unexpected expenditure of \$10,000 for replacement pump. Also, incorrect allocation of \$11,000 chemical cost to be transferred to Baradine.

# WARRUMBUNGLE SHIRE COUNCIL

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To consistently provide a potable water supply to all developed urban properties which is able to meet consumer demand in a cost effective manner.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
88	Water Mains - Coonabarabran	Regular service on hydrants and valves. Provide adequate mains to supply sufficient volume.	Mains providing service as required. New mains constructed in Namoi Street and Charles Street to eliminate long run service connections.
	Water Meters – Coonabarabran	Maintain water meters in accordance with policies and standards.	Water meters replaced as required.
	Water Pumping Station - Coonabarabran	Maintain pumping stations in serviceable condition	Pumping station provide service as required. Concern about cost of electricity – further investigation is 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.  Cost of reservoir inspection to be investigated.  Many projects in this area not undertaken due to resource constraints.
	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.

# WARRUMBUNGL SHIRE COUNCIL

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
	Water Plumbers Shed – Coonabarabran	Depot and storage shed adequately meets the needs of the water services section.	Depot meeting current needs.
	Water Management – Coonabarabran	Completion of projects in accordance with budget constraints	Actual income received is 80% of annual budget. Overall expenditure is 86% of budget allocation.  Development of an Integrated Water Cycle Management Plan for the Shire continued throughout the period.
	Water – Water samples – Coonabarabran	Monitor water quality in reticulation system.	Water quality monitored by Environmental Services Division in accordance with standards.

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		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.
	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. Quotations being sought for replacement roof on Martin Street Reservoir.

# **WARRUMBUNGLE SHIRE COUNCIL**

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<b>PAGE NO.</b>	<b>ACTIVITY</b>	<b>PERFORMANCE TARGET</b>	<b>PROGRESS UPON REVIEW</b>
	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 80% of annual budget. Recurrent expenditure is 67% of budget allocation. Despite repeated advertising, the position of plumber and Supervisor have not been filled.

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

<b>COST CENTRE OBJECTIVE:</b>	To consistently provide a potable water supply to all developed urban properties which is able to meet consumer demand in a cost effective manner.
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<b>PAGE NO.</b>	<b>ACTIVITY</b>	<b>PERFORMANCE TARGET</b>	<b>PROGRESS UPON REVIEW</b>
90	Water Mains - Dunedoo	Regular service on hydrants and valves. Provide adequate mains to supply sufficient volume.	Water main repairs undertaken as required.
	Water Meters – Dunedoo	Maintain water meters in accordance with policies and standards.	Water meters replaced as required.
	Water Pumping Station – Dunedoo	Maintain pumping stations in serviceable condition	Pump station providing service as required.
	Water Reservoirs – Dunedoo	Maintain water reservoirs.	Reservoirs providing satisfactory service. Installation of telemetry is urgently required and is still under investigation.
	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 75% of annual budget. Recurrent expenditure is 88% of annual budget allocation. Whacker Packer purchased – but allocated against Best Practice.

# WARRUMBUNGLE SHIRE COUNCIL

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To consistently provide a potable water supply to all developed urban properties which is able to meet consumer demand in a cost effective manner.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
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. Cost centre fully expended, however, may be incorrect job allocation with treatment plant. – under investigation.
	Water Meters – Mendooran	Maintain water meters in accordance with policies and standards.	Water meters replaced as required.
	Water Pumping Station – Mendooran	Maintain pumping stations in serviceable condition	Pump station providing service as required.
	Water Reservoirs – Mendooran	Maintain water reservoirs.	Reservoirs providing satisfactory service.
	Water Treatment Plant - Mendooran	Disinfection of water in accordance with Australian Drinking Water guidelines	New works progressing satisfactorily. Tender for reservoir roof readvertised. Quotation sought for relining inside of reservoir. Also, quotation sought for duplication of section of main to Coolabah reservoirs.
	Water Management – Mendooran	Completion of projects in accordance with budget constraints.	Actual income is 98% of annual budget. Overall Maintenance expenditure is 89% of annual budget.

# WARRUMBUNGLE SHIRE COUNCIL

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To provide a potable water supply to all developed urban properties which is able to meet consumer demand in a cost effective manner.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
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.



# WARRUMBUNGLE SHIRE COUNCIL

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		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.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
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.	Pump station providing satisfactory performance. Unexpected repairs in July has resulted in overexpenditure.  Capital project to upgrade pump station is still under review.
	Sewerage Treatment Works Baradine	Treat sewerage to highest possible standard and dispose of effluent in accordance with EPA licence conditions.	Sewage treated as required.
	Sewerage Management Baradine	Sewerage projects completed in accordance with budget constraints	Actual income is 100% of annual budget. Overall maintenance expenditure is 125% of annual budget. No budget allocation for loan repayment. Substantial work undertaken on user pay sewage models.

# WARRUMBUNGLE SHIRE COUNCIL

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		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.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
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.  Sewer line upgrade project behind schedule due to resource constraints.
	Sewerage Pumping Station Coonabarabran	No overflows from pump station. Pump station operating at optimum performance.	Pump station operating satisfactorily. Pump station upgrade project behind schedule
	Sewerage Treatment Works – Coonabarabran	Treat sewerage to highest possible standard and dispose of effluent in accordance with EPA licence conditions.	Treatment plant providing service as required, however, some breakdowns with monitoring equipment new components on order.
	Sewerage Management	Sewerage projects completed in accordance with budget constraints.	Actual income is 94% of annual budget. Overall expenditure is 98% of annual budget. Substantial work undertaken on user pay sewage models.

# WARRUMBUNGLE SHIRE COUNCIL

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**PROGRAM:** Technical Services  
**PRINCIPAL ACTIVITY:** Water Services  
**OBJECTIVE GROUP:** Waste Water - Coolah

<b><i>COST CENTRE OBJECTIVE:</i></b>		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.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
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. Capital works in Henderson Street and Yule Street behind schedule due to resource constraints.
	Sewerage Pumping Station Coolah	No overflows from pump station. Pump station operating at optimum performance.	No significant issues
	Sewerage Treatment Works – Coolah	Treat sewerage to highest possible standard and dispose of effluent in accordance with EPA licence conditions.	Increased level of monitoring and testing is contributing to over expenditure in this area. A review of EPA license conditions is being sought.
	Sewerage Management Coolah	Sewerage projects completed in accordance with budget constraints.	Actual income is 92% of annual budget. Overall expenditure is 66% of annual budget. Substantial work undertaken on user pay models.

# WARRUMBUNGLE SHIRE COUNCIL

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		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.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
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. Sewer extension to Robertson Oval is finished.
	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.
	Sewerage Management Dunedoo	Sewerage projects completed in accordance with budget constraints.	Actual income is 96% of annual budget allocation. Overall expenditure is 96% of annual budget allocation.

# WARRUMBUNGL SHIRE COUNCIL

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To provide and maintain parks and reserves for the general public.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
88	Parks - Baradine	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Parks and toilets being maintained. Park in disrepair. Soft fall in need of repair. Toilets over expended.
	Parks - Binnaway	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Park and toilets being maintained at expected standard.
	Parks - C'bran	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Parks kept tidy and mown as regular as budget allows.
	Parks - Masters	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Area tidy, heavy grass growth has required extra mowing
	Parks - Nandi	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Area tidy, heavy grass growth has required extra mowing
	Parks - Coolah	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Area tidy, heavy grass growth has required extra mowing
	Parks - Dunedoo	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Area tidy, heavy grass growth has required extra mowing
89	Parks - Mendooran	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Area requires watering. Burrs now a problem.
	Parks - Neilson	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Heavy use over holidays required maintenance
	Parks - Other Reserves	Ensure neat and tidy parks at all times so as not to attract reasonable complaints.	Mowing program within budget

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

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To provide and maintain parks and reserves for the general public.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
90	Trees - Ovals	Keep trees in healthy state and to satisfy public within allocated budget.	Keep monitored and maintained as required
	Streets - Grass cutting - Baradine	Grass to be kept in tidy state within allocated budget.	Mowing occurring as per program. When staff available
	Streets - Grass cutting - Binnaway	Grass to be kept in tidy state within allocated budget.	Mowing occurring as per program. When staff available
	Streets - Grass cutting - C'bran	Grass to be kept in tidy state within allocated budget.	Mowing occurring as per program. When staff available. Budget fully expended.
	Streets - Trees	Keep trees in healthy state and to satisfy public within allocated budget.	Some maintenance work done. Work now being undertaken.
	Streets- Grass cutting – Coolah	Grass to be kept in tidy state within allocated budget.	Budget spent. High demand.
	Streets – Grass cutting – Dunedoo	Grass to be kept in tidy state within allocated budget.	Budget 75% spent. High demand.
	Streets – Grass Cutting – Mendooran	Grass to be kept in tidy state within allocated budget.	Small budget already spent.

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To supply cleaning service to town streets.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
91	Street cleaning – Baradine	Ensure streets and gutters are kept in clean state and parking areas	Main area cleaned weekly
	Street cleaning – Binnaway	Ensure streets and gutters are kept in clean state and parking areas	Main area cleaned weekly
	Street cleaning – Coonabarabran	Ensure streets and gutters are kept in clean state and parking areas	CBD swept daily. Rest of town on rotation program
	Be Tidy Bins M & R	Ensure streets and gutters are kept in clean state and parking areas	Budget spent. Vandalism contributes to expenditure

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

<b><i>COST CENTRE OBJECTIVE:</i></b>			
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
92	Toilets – David Bell Park	Toilets to be cleaned daily.	Budget overspent Repairs required on three occasions from vandalism
	Toilets – Neilson Park	Toilets to be cleaned twice daily.	Heavy usage in holidays
	Coolah – McMaster Park	Cleaning three times weekly	Heavy usage in holidays
	Black Stump Road side rest area.	Cleaning three times weekly	Kept clean
	Dunedoo – Milling Park	Cleaned daily	Heavy usage requires extra cleaning
	Mendooran Lions Park	Cleaning three times a week.	

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		Provide waste depot.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
94	Garbage Tips - Baradine	Ensure tip kept in tidy state	People still do not comply. Time spent cleaning up
	Waste Services - Domestic Baradine	Ensure private rubbish is collected weekly.	Waste collected weekly
	Waste Services – Non Domestic Baradine	Ensure commercial rubbish is collected weekly.	Waste collected weekly
	Kerbside Recycling – Baradine	Ensure recycling collected on a weekly basis	Recycling collected weekly. Participation spasmodic.
	Commercial Recycling – Baradine	Ensure commercial recycling collected on a weekly basis.	Recycling collected weekly. Participation spasmodic.

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

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



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

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

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

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

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

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

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

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

**PROGRAM:** Technical Services

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**PRINCIPAL ACTIVITY:**

**Urban Services**

**OBJECTIVE GROUP:**

**Waste Management – Dunedoo**

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

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<b>PROGRAM:</b> <b>PRINCIPAL ACTIVITY:</b> <b>OBJECTIVE GROUP:</b>	<b>Technical Services</b> <b>Urban Services</b> <b>Waste Management – Mendooran and Coolabah Estate</b>
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<b><i>COST CENTRE</i></b>		Provide waste depot.	
<b><i>OBJECTIVE:</i></b>			
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
102	Garbage Tips - Mendooran	Ensure tip kept in tidy state	Area still needs cleaning up weekly
	Waste Services – Domestic – Mendooran	Ensure private rubbish is collected weekly.	Waste collected weekly
	Waste Services – Non Domestic Mendooran	Ensure commercial rubbish is collected weekly.	Waste collected weekly
	Kerbside recycling – Mendooran	Ensure recycling collected on a weekly basis.	Recycling collected weekly. Participation spasmodic
	Commercial recycling – Mendooran	Ensure commercial recycling collected on a weekly basis.	Recycling collected weekly

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

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

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<i><b>PAGE NO.</b></i>	<i><b>ACTIVITY</b></i>	<i><b>PERFORMANCE TARGET</b></i>	<i><b>PROGRESS UPON REVIEW</b></i>
	Waste Services – Recycling Uarbry	Ensure Recycling collected on a weekly basis.	N/A
	Waste Services – Domestic Cobbora	Ensure private rubbish is collected weekly.	Rubbish collected weekly
	Waste Services – Recycling Cobbora	Ensure Recycling collected on a weekly basis.	Recycling collected weekly
	Other Waste – South		Rubbish collected weekly

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To effectively manage the Branch and provide cost effective technical support to the organisation	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
117	Management	Asset and Design Services projects completed with budget constraints. Provision of technical advice in relation to Development Applications.	The positions of Manager and GIS officer remains vacant. Some good progress being made on backlog of designs, however, some water and sewage projects outstanding. The overall budget allocation for recurrent expenditure is 49% expended.

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To ensure that adequate facilities are in place for the safe movement of vehicular and pedestrian traffic.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
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)

<b><i>COST CENTRE OBJECTIVE:</i></b>		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.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
119	Survey Investigation and Design	Provision of accurate and comprehensive civil Engineering plans in accordance with budget constraints.	Good progress made on design programme and staff involved in set out several road and bridge construction projects. Design works undertaken during the quarter include; Reservoir Rd, Bingie Grumble Rd, Sand Ck causeway, 'rail bridge site on Baradine Rd. Walker Street and Mt Nombi.

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To maintain a current listing of community infrastructure assets and report annually on their condition.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
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 road asset registers. That huge task of collecting data to determine a financial value of roads has not yet commenced. A consultant engaged to inspect bridges throughout the Shire.

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To provide modern plant to suit Council’s requirements	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
112	Management	Provision of plant and equipment that meets operational requirements of the organisation and is in accordance with budget constraints.	All plant and equipment are meeting operational requirements and operating expenditure is up \$269,439 (19.35%) on budget forecast and income is up \$275,277 or 9.59%.

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		Provision of safe, secure and effective depots.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
113	Depot – Baradine	Provision of safe and secure Depot that meets user requirements.	Depot is providing safe and secure workplace and meets all of user requirements
	Depot - Binnaway	Provision of safe and secure Depot that meets user requirements.	Depot is providing safe and secure workplace and meets all of user requirements
	Depot – Coolah	Provision of safe and secure Depot that meets user requirements.	Depot is providing safe and secure workplace and meets all of user requirements. Awaiting lease to be returned from Country Energy so that the hard stand and fencing can be carried out.
	Depot – Coonabarabran	Provision of depot to suit needs of users and meet all requirements.	Depot is providing safe workplace and meets all of user requirements. The depot has had a number of break and enters over the last few months with fuel the main target, extension of the internal road network has started.

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
	Depot – Dunedoo	Provision of safe and secure Depot that meets user requirements.	Depot is providing safe workplace and meets all of user requirements, extension to storage bunkers has been 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

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

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

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

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

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To effectively manage, promote and encourage an efficient and cost effective, caring and understanding Environmental Services Division which is attuned to the communities needs for the natural and built environment. To maintain an accessible and customer focused community information service.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
118	Environmental Services Management	Provision of an accessible and customer focused Environmental Services Division.	Customer service targets being achieved demonstrated by minimal complaints. Weekly action plan monitoring is producing positive results and increasing department motivation. Majority of budget components on target.

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To effectively maintain Council’s principal planning instruments in keeping with Council’s adopted vision for the future development.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
119	Strategic Planning	Provision of an accessible, comprehensive and easily understood group of strategic planning instruments	Progress on the comprehensive LEP still slow with further analysis work by consultants required to satisfy Council and Department of Planning concerns. No further funding being drawn by consultants until strategy document is adopted by Council and the Department. Consultants have now taken on completion of the project in house which should allow greater focus. Meeting conducted with

# WARRUMBUNGLE SHIRE COUNCIL

**ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL TO BE HELD  
AT THE COUNCIL CHAMBERS, COOLAH ON THURSDAY, 21 MAY 2009  
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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
			<p>Department of Planning representatives on 9/2/09 in Dubbo to clarify departments requirements. Documents should be received by 14/5/09.</p> <p>Department of Planning now looking to freeze some projects statewide.</p> <p>Development Control Plan and Section 94A plan works progressing behind LEP project and up-coming State Government standardised Complying Development standards which will impact council's DCP project.</p>

**PROGRAM:**

**Environmental Services**

**PRINCIPAL ACTIVITY:**

**Environmental Services**

**OBJECTIVE GROUP:**

**State of the Environment**

<b><i>COST CENTRE OBJECTIVE:</i></b>		To encourage proper management and conservation of the natural and built environment through accurate State of the Environment reporting. Key components are: ongoing education, waste minimisation and recycling, sewerage effluent treatment (and reuse) and the disposal and proper use of public land.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
120	State of Environment	Document accurately reflects the current State of the Environment based on available information	Comprehensive local and regional report research is underway. Budget expenditure on target.

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To effectively manage, and complete environmental rehabilitation and restoration projects on public lands in accordance with changing demands on usage.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
121	Major Projects	Efficient re-use of public land in an environmentally sustainable manner	Land register project approximately 35% completed with public land in the three major towns in the southern half of the Shire and rural areas completed and budget expenditure proportional to project status.  The Alcohol Free Zone project is complete within the budget allocation.

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To develop applicable community standards by reviewing and regularly updating all division policies in keeping with Council’s vision for the provision of its environmental services function.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
122	Environmental Management Services Policy Development	Provision of a current policy for each major functional area	Planning policies continue to be developed with existing department policies reviewed as required.

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To assess planning applications for adherence to Council's defined vision (Local Environmental Plan) for the development of the Shire in an ecologically sustainable manner. All applications for consent and enquiries dealt with professionally and within statutory periods.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
124	Town Planning	Council's planning Instruments and Policies administered via consistent and high quality approvals.	Existing LEPs (Coonabarabran and Coolah) with Contributions Plan and DCPs utilised for development control purposes. They are reviewed as part of the merit based assessment process. Streamlining of routine approvals occurs where possible and more complex applications are processed within acceptable time frames. Anticipated income has decreased due to a reallocation of construction certificates to the building area.

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To assess subdivision applications for adherence to Council's defined vision (Local Environmental Plan) for the development of the Shire in an ecologically sustainable manner. All applications for consent and enquiries dealt with professionally and within statutory periods.	
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125	Subdivision Approvals	Council's planning Instruments and Policies administered via consistent and high quality approvals.	Twelve (12) subdivision applications have been processed to the end of this quarter. Consents issued utilising checklists and standard conditions of consent (based on existing planning instruments) for consistency. Anticipated development application income has decreased due to economic conditions.
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**PROGRAM:** Environmental Services  
**PRINCIPAL ACTIVITY:** Town Planning  
**OBJECTIVE GROUP:** 149 (Zoning) Certificates

<b><i>COST CENTRE OBJECTIVE:</i></b>		To provide accurate, comprehensive certificates in response to data provided in the relevant application, addressing all statutory requirements.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
126	149 (Zoning Certificates)	To deliver accurate and comprehensive zoning certificates reflective of Council’s planning Instruments and Policies.	Certificate content constantly under review for technical correctness. Three hundred and seventy nine (379) applications have been processed to the end of this quarter compared with three hundred and sixteen (316) for the same period last year.

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To identify items of potential heritage significance across the Shire. To assess relevant planning applications with appropriate sensitivity to their heritage significance.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
127	Heritage Conservation	Council’s planning Instruments and Policies reflect appropriate heritage conservation strategies to be administered via consistent and high quality approvals.	Expenditure in this area has been minimal this quarter due to setbacks with the LEP strategy. Council’s heritage consultant continues to provide high quality referral advice however the demand has declined substantially with the development application activity decrease.

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To assess leasing applications for adherence to Council’s adopted policy and grant limited term leases that permit private/public usage in an ecologically sustainable manner.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
128	Vacant Land – Community/ Operational	All vacant land accurately identified and leased where possible/relevant. Maintained in accordance with budget. All applications for consent and enquiries dealt with professionally.	Budget expenditure on target and small clean-up projects are identified and undertaken as required. The signage project in this area is complete.

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

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

# WARRUMBUNGL E SHIRE COUNCIL

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To provide well maintained and accessible cemetery facilities.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
130	Public Cemetery Management	All cemeteries have adequate area available for grave site extension and are maintained to a reasonable and consistent standard.	<p>The capital projects at the cemeteries are complete, with the exception of the new bay at Native Grove scheduled for completion mid June 2009.</p> <p>Community expectations of the cemetery maintenance area are high. Despite increased budget allocations this year, complaints are increasing. Coonabarabran Old Cemetery has ongoing complaints about erosion and maintenance and will require further projects over the next few years.</p> <p>Increased numbers of burials this year (with corresponding increases in income) have compromised both the grave-digging and maintenance budgets at Native Grove, Coonabarabran Old and Dunedoo Cemeteries.</p> <p>The Uarbry Cemetery budget has not had any further expenditure following the major clean-up in the first quarter.</p> <p>The village cemeteries are scheduled minor clean-up in May when weather conditions ensure the most benefit from these works.</p>

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To ensure a high level of compliance with environmental health statutory requirements across the Shire. Maintain a healthy environment in accordance with community standards and expectations.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
132	Environmental Health Services Administration	An accessible, customer focused community Environmental Health Information service.	All complaints investigated in a timely fashion. Income targets have been compromised through an educative rather than punitive approach to food shop inspections. Expenditure slightly higher than expected due to staff promotion.

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To ensure a high level of compliance with statutory requirements for premises involved in food preparation activities through a partnership with the NSW Food Authority.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
133	NSW Food Regulation Partnership	Increased public awareness of food safety issues across the shire. Provision of an efficient inspection and disposal of contaminated foods service.	Complaints responded to within statutory timeframes. Routine food shop inspections next scheduled for May 2009. The Public Education Program on food and hygiene awareness was an outstanding success – with over 370 registrations. A firmer approach to food safety can now be adopted by Council staff during the next round of inspections.

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To ensure a high level of compliance with public health statutory requirements across the Shire. Maintain a healthy environment in accordance with community standards and expectations.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
134	Public Health Control	An accessible, customer focused public and Environmental Health Control information service.	Complaints investigated promptly and orders sent as required. Regular town water supply sampling taking place with appropriate notification and reporting. Mendooran remains on permanent boil alert.

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To ensure a high level of compliance with statutory requirements for the protection of the natural environment across the Shire. Maintain a healthy environment in accordance with community standards and expectations.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
135	Environmental Pollution Control	An accessible, customer focused information service about environmental hazards such as pollutants, illegal dumping and littering.	River water monitoring is taking place as part of Council’s regional State of the Environment project. Further expansion of this area is desirable with targeted public education programs and new Council policies and inspections of industrial businesses. Two staff members have now received training to be authorised officers under the Protection of the Environment & Operations Act.

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To ensure Council's six (6) swimming pools are operated and maintained to a high standard, and are compliant with any relevant legislation. To ensure a safe and attractive facility that meets community needs.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
136	Public Pools - Baradine Binnaway Coolah Coonabarabran Dunedoo Mendooran	Gradual improvement of each facility, including the variety of services provided. Increased patronage of the pool in accordance with the allocated budget.	<p>The Warrumbungle Lifeguard Training program has been successfully implemented at the Coolah, Coonabarabran and Dunedoo Swimming Pools by the Swimming Clubs. These volunteers have proven reliable and enthusiastic.</p> <p>Operational budgets remain on target.</p> <p>Swimming pool income is on target. Increased numbers of season tickets have been purchased this year with Council staff enforcing swimming club members purchase tickets as per policy.</p> <p>The Coolah pool electricity consumption continues to be monitored and substantial savings appear to have been made.</p> <p>The trial of increased open hours this season has been informative for establishing attendance patterns at the different pools. The entry books will be used to thoroughly review opening hours for next season.</p> <p>Opening hours were reduced during February and March at the Binnaway and Baradine Pools due to staffing constraints; and generally across all pools due to lowered attendance.</p>

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

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

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

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



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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To ensure compliance with statutory building control standards across the Shire. Maintain a safe built environment in accordance with community expectations.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
140	Building Control Services Administration	To create an accessible, customer focused building control information and inspection service. To create increased awareness of the need for Building Control Services within the community.	Increased awareness by customers for the need to make appointments with relevant staff as well as the need for adequate notice when inspections are required has resulted in more effective customer service. Budget expenditure on target. Higher income than anticipated due to reallocation of construction certificates to building control.

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

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

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To ensure a high level of compliance with statutory requirements for onsite disposal of human effluent within un-sewered areas of the Shire. Maintain a healthy environment in accordance with community standards and expectations.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
142	Onsite Sewerage Management Systems	To ensure that all installations of onsite sewage management systems occur correctly and their operation is compliant with all relevant standards	Routine inspections lagging due to staffing constraints. A Strategic Project is required to create a Shire-wide septic register based on risk and linked to property assessment numbers for 2009-10.

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

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

# WARRUMBUNGLE SHIRE COUNCIL

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To ensure a high level of fire safety compliance in the built environment across the Shire, using adopted fire safety standards.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
144	Fire Safety Essential Services	An accessible, customer focused community Building and Environment Information Service. Maintain a safe environment in accordance with community standards and expectations.	A register of public buildings (eg, hotels) requiring annual certification is required to ensure routine annual inspections. Advice and assistance provided where requested.

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

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

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**PROGRAM:** Environmental Services  
**PRINCIPAL ACTIVITY:** Compliance Services  
**OBJECTIVE GROUP:** Stock Straying Control

<b><i>COST CENTRE OBJECTIVE:</i></b>		To provide a high quality monitoring and control service for straying stock in line with relevant animal control standards and community expectations.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
147	Stock Straying	Promote community awareness regarding the hazards of straying stock. Provide a responsive impounding service and patrol for straying stock. Enforce relevant statutory requirements in a professional manner	Some improvements in this area. Orders for fencing improvement have been used to advantage. Income from fines and impounding fees is in keeping with budget prediction.

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To provide a high quality enclosure compliant with statutory requirements regarding the keeping of animals	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
148	Stock Pound	Provide a suitable stock pound or alternative impounding arrangement where possible. Enforce relevant statutory requirements in a professional manner	All impounded stock are now delivered to the Coonabarabran Pound. Expenditure is complete for this financial year.

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To provide a high quality monitoring and control service to ensure compliance with companion animal keeping standards including the health and safety of the community generally	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
149	Companion Animal Control	Provide a responsive impounding service for nuisance, surrendered and/or straying dogs and cats. Provide an appropriate level of assistance with feral, dumped and dangerous animals. Enforce relevant statutory requirements in a professional manner	Routine complaint investigations taking place as requested. Income is a little lower than anticipated but monies are pending from infringements and registration commissions.

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To provide two high quality enclosures compliant with statutory requirements regarding the keeping of companion animals necessary to service the Shire area	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
150	Companion Animal Pounds	Provide two suitable Companion Animal pounds to service the Shire area, compliant with all Department of Primary Industry requirements and of efficient design. Enforce relevant statutory requirements in a professional manner	No break-ins this quarter. Budget expenditure within expectations. A relationship with Dubbo RSPCA has been established to re-house suitable animals.

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**PROGRAM:** Environmental Services  
**PRINCIPAL ACTIVITY:** Compliance Services  
**OBJECTIVE GROUP:** Environmental Services Enforcement Support

<b><i>COST CENTRE OBJECTIVE:</i></b>		To provide a high quality monitoring and inspection field service to assist relevant managers ensure compliance with other environmental services regulatory responsibilities	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
151	Environmental Services Enforcement Support	To provide an efficient and responsive support service for Environmental Services Regulation duties. Enforce relevant statutory requirements in a professional manner	<p>Assisting building and health services with field observations has commenced formally this year. In particular results are being achieved with burnt out houses and overgrown allotments.</p> <p>The participation of the compliance officers in the rural addressing scheme has been successful in bringing the completion date forward.</p> <p>This area of the compliance function will continue to develop to cover other functions of the environmental services needing field assistance. Budget expenditure within prediction.</p>

# **WARRUMBUNGLE SHIRE COUNCIL**

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To provide a high quality support or control services to other departments/divisions on request.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
152	Contract Services	Provide a quality outsourcing support service to other departments internal to Council.	Water monitoring occurs on a weekly basis for the technical services department. Removal of animals from RTA roads takes place as required. Budget expenditure within prediction.

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To engage the community and target groups to facilitate and implement Council's Community Services obligations and responsibilities.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
154	Management Services	<p>To provide management and direction to staff and volunteers, community groups and stakeholders, supporting the whole division</p> <p>To review strategies for implementation of Warrumbungle Shire Social Plan</p> <p>Provide advice and direction towards delivery of each of community services divisions within the shire creating viable and sustainable services that meet the needs and expectations of the community.</p> <p>Provide an accessible and customer focused Community Services Division</p>	<p>Refurbishment program and recruitment of staff for new childcare centre in Coonabarabran completed to stage that enabled DoCS licence to be issued and all childcare approvals in place. Yuluwirri Kids opened on Monday 2 February. Feedback positive, and enrolments very pleasing with limited vacancies available every day. New Funding Agreements for Preschool, Indigenous Education Support Program, Sustainability Assistance and Child Care Benefit signed and despatched to DoCS and DEEWR.</p> <p>RLCIP list submitted by Council and 11 Projects approved by DTILRDG. Funding Agreement signed end March.</p> <p>Community Infrastructure Project submitted for Library and Cultural Arts Centre in Coonabarabran.</p>



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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To coordinate the Shires responses to any emergency. To produce and maintain the Warrumbungle Shire Disaster Plan and Emergency Risk Management Plan in partnership with the Local Emergency Management Committee (LEMC). To encourage volunteer emergency services personnel and organisations.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
155	Emergency Services Coordination	Maintain the DISPLAN including contact details  Coordinate LEMC activities including exercises	Contact lists have been kept up to date. An electronic DISPLAN distributed to members at the February LEMC meeting  The Emergency Services Coordinator maintains the structure in which Local Emergency Management Committee (LEMC) can continue to work together managing problems that arise with emergency incidents.
		Provide effective assistance to all volunteer organisations (including VRA, SES and RFS)  Management of Emergency Risk Management Project	Provided assistance to all volunteer Emergency groups within the Shire including the budgets for both SES and VRA. Conducted a training session at Coolah Airport concerning the VRA's role in performing a roo run for emergency aircraft.  The Emergency Risk Management Project was completed in 2007. The Project remains a permanent agenda item at all LEMC meetings. A review of the plan and a Report to the next LEMC is expected.

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		Applying for grants applicable to volunteers and Emergency groups	A joint Application for \$140,000 to the Department of Environment & Climate Change ( DECC ) for Risk Management of Climate Change has been made and includes the Coonamble and Gilgandra Shire Councils.
		Promote community awareness of DISPLAN and emergency procedures	Waiting on the SES Regional Controller to approve an education leaflet, (resulting from the Coonabarabran hailstorm) that will be included in rates notices.

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		Participation in the NSW Roads and Traffic Authority's Local Government Road Safety Officer Program.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
156	Council Road Safety Strategic and Action Plan	<p>Develop and implement Warrumbungle Shire Council Road Safety Strategic and Action Plan</p> <p>Develop and implement road safety behavioural educational program to address local road safety issues by changing road user behaviour</p> <p>Increase the involvement of government agencies, local community and service groups, local businesses and industry and individuals in the delivery of road safety programs</p>	<p>Position vacant February and March due to resignation of officer. Recruitment process implemented for replacement.</p> <p>Youth Gala Day in Baradine supported by casual RSO and RTA – bike safety program.</p>

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		Maintain aerodromes to civil Aviation Safety Authority (CASA) regulations to ensure safe and trafficable aerodromes.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
157	Coonabarabran	Conduct regular and statutory maintenance program.	PALC unit damaged in electrical storm, assessment in process for repair. Aerodrome checked according to statutory maintenance program.
	Coolah	Conduct regular and statutory maintenance program.	Aerodrome checked according to statutory maintenance program.
	Baradine	Conduct regular and statutory maintenance program.	For short period was non operational at night time due to number of lights not working. RASP Round 3 Project developed – fence and water tank onsite toilet for pilot amenity

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To provide and maintain through membership to Macquarie Regional Library (MRL) an effective and community oriented, easily accessible library service that meets the educational, recreational and cultural needs and expectations of the community.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
158	Coonabarabran Baradine Binnaway Mendooran Dunedoo Coolah	As a member council and stakeholder of MRL with Narromine, Wellington, Dubbo; the MRL Strategic Management Plan will be basis from where performance targets are determined.  NSW Library Council benchmarks will provide long term objectives for the delivery and provision of services.	Annual Report completed for MRL. Review of library services and sustainability of smaller Library Service Points – Mendooran and Binnaway.  Dunedoo Library growth opportunity. Area does not meet SLNSW specifications. Limited hours is barely meeting demand.

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

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

**PROGRAM:** Community Services

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		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.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
160	Baradine Oval  Binnaway Oval  Coonabarabran Oval/Netball, Basketball / Tennis courts complex	Sporting facilities maintained in a safe and attractive condition. Optimum use of facilities by a multitude of sporting bodies Sporting and recreational activities encouraged and co-operative partnerships developed to increase usage.	All ovals experiencing good usage throughout season variety of community and user groups.  Tennis Club MOU's drafted for Council approval. To be communicated with local clubs.
	Bowen Oval Coolah and sporting complex  Robertson Oval Dunedoo  Mendooran Sports Ground and Tennis Courts		Sewerage pipe at Robertson Oval completed.
161	Coonabarabran Racecourse  Showground Binnaway  Caravan Parks	Recreational facilities maintained in a safe and attractive condition.  Optimum use of facilities  Management committees established to manage day to day operations and maintenance of facility.	No complaints or issues relating to safety or attractiveness arisen.

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To ensure Council owned or entrusted public halls are maintained to an acceptable standard to service the needs of the community.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
162	Baradine Hall	Buildings maintained in a sound, clean and safe condition and available for use as required.	Baradine Hall upgrade project developed for Local School Infrastructure Fund Round 2
	Binnaway Hall	Buildings to be licensed as Places of Public Entertainment.	Binnaway Conservation Management Strategy completed by Council's Heritage Advisor. Scope of works completed repair and upgrades.
	Coonabarabran Town Hall	Local management of each hall facilitated to ensure community input and hall use meeting the needs and expectations of each community.	Coonabarabran Town Hall has had good usage, however a number of major repairs and maintenance items required.
	Community Services Building Coonabarabran		
163	Shire Hall Coolah	Hall plans and long term objectives developed in partnership with community and stakeholders to expand community infrastructure asset usage.	
	Dunedoo Jubilee Hall		
	Mendooran Mechanics Institute		
	Goolhi Hall and Reserve Trust		
	Purlewaugh Hall		Purlewaugh Hall local employment project Stage 1 completed.

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<b><i>COST CENTRE OBJECTIVE:</i></b>		To ensure Council owned or entrusted public halls are maintained to an acceptable standard to service the needs of the community.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
163	Youth Centre- Coonabarabran	Youth Club Committee assisted with the cleaning and ongoing maintenance of Youth Centre.  Central booking system maintained at Council with cooperation from Youth Club Committee.  Capital works projects are developed and grant applications facilitated.	Youth Club provided assistance with cleaning and maintenance of facility.



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

<b><i>COST CENTRE OBJECTIVE:</i></b>		Engage and assist individuals, community groups, Council and stakeholders to implement Community Development initiatives	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
164	Community Development Officer – Coonabarabran	<p>Assist and encourage a collaborative, collective action to be taken by the community to enhance the long-term social, economic, and environmental conditions of their area so as to achieve an improved lifestyle.</p> <p>Projects are identified and opportunities for funding facilitated by sourcing and promotion of funding information</p> <p>Maintenance of Shire Community Services Directory.</p> <p>Facilitate implementation of Social Plan initiatives.</p> <p>Plan develop and support new and existing services to meet community needs.</p>	<p>Position schedule and targets rewritten in consultation with DoCS. New agreement to be signed for 09-10. Program remains under review by DoCS on statewide basis.</p> <p>Following break and enters and damage incurred at the Coonabarabran Pool, worked in conjunction with the NSW Police Service to conduct and report on Safety by Design solutions. With objective of reducing the incidence of break and enter to Coonabarabran's Pool facility.</p> <p>Community Hall Renewal Fund quotes sought for Coonabarabran Town Hall project. Funding Opportunities distributed and promoted to the community. Including; Local Domestic Violence groups. Further developed Grants Expo plotter and information for distribution throughout network. Funding Application submitted NSW Rural Fire Service for Community Education.</p> <p>No progression Community Services Directory project</p>

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		Engage individuals, community organisations and stakeholders in whole of government approach to Community Development issues	<p>Mens Sheds in both Coolah and Baradine active. Shed site in Coonabarabran being investigated. Co-funding for Mens Shed Coordinator not sourced to date and unlikely.</p> <p>Reviewed information provided at Public Meeting and provided ABS statistical reports to assist P&amp;F St Lawrence's School with endeavour to prevent the eminent closure of High School.</p>
165	Youth Activities	<p>Youth week activities implemented by development of community partnerships.</p> <p>Youth participation into sporting, cultural and community activities encouraged and fostered.</p>	<p>Promoted Youth Week to community organisations. Worked with participating groups to develop budget and Youth Week Program 2009. Distributed Youth Week promotional material.</p>

# **WARRUMBUNGLE SHIRE COUNCIL**

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165	Community Development Coordinators	<p>Part time community Development Coordinators are employed in Baradine, Binnaway, Mendooran, Dunedoo and Coolah</p> <p>Liaison and support network provided by Council to enable local models implemented across Shire</p> <p>Funding opportunities and cooperative partnerships developed for local community projects.</p>	<p>\$21,318 successful grants this period. Including of note: CASP projects in Coolah, Mendooran and Baradine. \$14,000 Honour Roll Veterans Affairs Mendooran.</p> <p>7 new funding applications submitted.</p> <p>Development Coordinators met February in Mendooran for grant, project, training and networking session. Shire International Women's Day event hosted by Binnaway committee and facilitated by local Development Coordinator.</p> <p>New Coolah Coordinator appointed following resignation and Binnaway in process recruitment given notice impending resignation current Coordinator.</p> <p>Coordinators supported or facilitated community involvement with a number of events such as Australia Day and Seniors Week.</p>
	Centrelink Agency	Provision of Centrelink Agency to service the needs of Coonabarabran.	1462 total clients; average 487 per month. Deficit \$6742 (07/08 previous years) transferred into 08/09 actuals – which will result in a deficit this year of approximately \$8000. Long term solution to be resolved for Council approval.

# WARRUMBUNGLE SHIRE COUNCIL

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To co-ordinate, promote and provide social service activities to the frail aged, disabled and/or disadvantaged members of the community so they can live safely and appropriately in the community and in their own homes thus avoiding premature or inappropriate admission to long term residential care.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
167	Social Services Management	<p>All requirements of Funding Agreements from funding sources are met for all programs.</p> <p>Ensure the Home and Community Care Service Standards and Objectives are implemented.</p> <p>All legislations, acts and obligations relating to providing service to the aged and disabled are abided by and implemented.</p> <p>To ensure the community is appropriately informed and consulted with to encourage community participation in social services planning and development to meet the needs of the community.</p>	<p>All MDS Statistical data submitted to Funding Bodies.</p> <p>Replacement of four community transport vehicles and one Meals On Wheels vehicle within budget.</p> <p>Integrated Monitoring Framework Report from Department Ageing Disability and Home Care received. This report indicated a high standard of operation throughout the services. Fourteen Required Actions were identified - they were of a minor nature of which some have already been addressed.</p> <p>New Handyperson for Dunedoo Home Maintenance service recruited and appropriately trained in use of equipment; OH&amp;S; Home and Community Care Standards and working with the aged.</p> <p>Annual Planning Days have been organised throughout the Shire. There will be 6 Annual Planning Days - one in each major town over the April to May period. These days will provide a good cross section of information for the future planning and development of services in these towns and their surrounding areas. External facilitators engaged to host each day.</p>

# WARRUMBUNGLE SHIRE COUNCIL

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			New interagency meeting established in Coonabarabran instigated by Greater Western Area Health Service and attended by most Community Service Providers in Coonabarabran. Senior's Week activities throughout Shire were well attended.
			New people mover has now been purchased - Toyota Commuter- which expends the non-recurrent funding of \$40,000 issued in the 08/09 period.. Schedules for bus for use across the Shire under the Community Transport Program are yet to be completed. Data from Annual Planning Days will assist in formulating these schedules to address unmet needs in the group transport area.
168		Seek appropriate funding opportunities to enhance existing programs and where an unmet need is identified, lobby for funding to be established.	<p><u>Meals Service - North:</u> Meal numbers are remaining steady and just under target with room for emergency short term meals. Total meals delivered for 3rd quarter is 1735 meals - quarterly target 1750 meals.</p> <p><u>Meals Service - South:</u> Meal numbers have just gone over target in the South with 1098 meals delivered. The quarterly target is 900 meals.</p> <p><u>Home Maintenance - North:</u> Total hours for this quarter is 96.hours. This is a little quieter from last quarter which is expected with the summer. Quarterly target of 299 hours. Still room for improvement.</p> <p><u>Home Maintenance - South</u> 105 hours of service was given and the South also has a target of 299 hours. Down on last quarter which is expected through summer.</p>

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			<p><u>Social Support - North</u> Total hours for this quarter is 911 hours. This is a nice increase from last quarter. Quarterly target is 1,343 hours.</p> <p><u>Social Support - South</u> This quarter totalled 409 hours which is a little down on last quarter due to Activities group on holidays until February. Quarterly target is 428.</p> <p><u>Respite - Shire Wide</u> This quarter totalled only 64 hours of service. It is hoped that the Annual Planning Days will give this program more coverage. Quarterly target is 389 hours.</p>
			<p><u>Community Transport - North</u> This program is HACC funding only which is for the frail aged and people with disabilities. The operation of 2 funded vehicles and the brokering of a small bus to Dubbo in the Northern end gave of total of 772 trips for this quarter. Quarterly target is 818 trips. We are not far off target! Kilometres travelled 39,433.</p> <p><u>Community Transport - South</u> The South has 3 sources of funding which makes variations in the target group. The operation of three funded vehicles and one brokered bus to Dubbo gave a total of 441 trips. This is a little down due the New Year and specialists not visiting in January. Quarterly target is 818 trips. Kilometres travelled 25,326.</p>

# WARRUMBUNGLE SHIRE COUNCIL

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To provide a quality home based Childcare Service that is flexible in meeting the ever changing needs of the families and provides children with an environment that is inclusive, stimulating, safe, flexible and nurturing.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
170	Family Day Care	Provide support, guidance, assistance and monitor each of the carers who are registered with the scheme.	Carer Visits – 27 visits to Carers in Coonabarabran Baradine Gilgandra and Dunedoo. Ongoing phone support to all Carers. Visits include routine, house checks, new carer and induction, training and playsessions. Service attended Naidoc Week Celebrations, Community Services Day, and Interagency meetings.
		Ensure the service is accessible and services the requirements of families and children and they have access to appropriate and quality care.	Currently 17 FDC Carers, with one resigning in Coonabarabran and 2 new Carers in Coolah. 1 Carer in progress in Dunedoo.
		Register carers and their premises in accordance with regulations and the scheme's policies and procedures.	Currently 2 In Home Carers with one resigning in Coonabarabran.
		Provision of programs appropriate to the needs and development of the individual child.	Inclusion support review on current Service Support Plan to continue to include children with additional needs within the service.
		Service meets the accreditation and validation requirements by National Childcare Accreditation Council.	Carers attended in-service training on QA and Timesheets.
171		Service meets the current legislation and regulatory licence requirements of Department of Community Services.	Policies currently under review to meet accreditation and regulatory requirements. Parent Enrolments currently under review
		Objectives and requirements of Funding Agreement met.	Income: \$ 94,675.09 Expenditure: \$ 88,710.74 Occupied places: 55 No. of Children: 188 No of Families: 114 Total Earnings: \$157600.65 Fee Relief: \$81,170.53 Admin Levy: \$11,755.80

# **WARRUMBUNGLE SHIRE COUNCIL**

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		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.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
173	Connect Five Management	To effectively manage the service within the Funding Guidelines Targeting groups of children who: <ul style="list-style-type: none"><li>• Are isolated geographically and culturally</li><li>• Are of low socio economic background</li><li>• Do not currently access (or have limited access to) appropriate services in the community</li></ul>	In-Venue Long Day Care ceased on 29 Jan 09. DEEWR agreed to provide service to the end of January using current funding.  Carly Donlon, trainee left the Service to move out of town.  Advertising and Interviews conducted. Jo Milsom appointed as New CDO.  Implementation of regular staff meetings with all staff from all children's services. Ongoing update of Policies in progress.  81 Surveys returned. Survey results collated. Implementation of suggestions ongoing



# WARRUMBUNGL SHIRE COUNCIL

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<b>PAGE NO.</b>	<b>ACTIVITY</b>	<b>PERFORMANCE TARGET</b>	<b>PROGRESS UPON REVIEW</b>
174	Play Sessions	<p>To provide enriched opportunities through play to support children's learning and development</p> <p>To assist parents of children 0-5 years in building skills and confidence in parenting to support learning and development.</p> <p>To support Families on behalf of children to access specialist services through referral support</p>	<p>Play sessions held in Baradine, Binnaway, Coolah, Coonabarabran, Gulargambone, Hollywood Lane, Mendooran, Tooraweenah. Dunedoo was cancelled each time for a variety of reasons. Weetaliba session has been closed in favour of a weekly service to Binnaway. Total no. of Sessions = 33 No. of children = 167 No. of families = 100</p> <p>School visit to Baradine Central, supporting transition to school. Phone calls of support for parents facing difficult issues = 4. Referrals to Speech Pathologist =2 Visit from Dietician to Coolah group. Lisa Arkell, (Barnadoes), visited Baradine &amp; Binnaway to talk about the Brighter futures program.</p> <p>Individual folders prepared for each child with photos, samples, observations and checklists. CD's do photos and observations available for Parents each year.</p>
	Toy Library	To provide resources to communities in the area of child development	<p>Toy Library - 9 Parents borrowed 35 items. 8 Professionals/ 65 items Some items previously recorded still out on loan. Reminder letters sent. Borrowing at play sessions limited to books and puzzles.</p>

# **WARRUMBUNGLE SHIRE COUNCIL**

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<b>PAGE NO.</b>	<b>ACTIVITY</b>	<b>PERFORMANCE TARGET</b>	<b>PROGRESS UPON REVIEW</b>
	Skills Development	To assist parents of children 0-5 years in building skills and confidence in parenting to support learning and development.	<p>Information provided for Parents each session comes from various organisations such as Otitis Media (Australian Hearing) NAPCAN (Child Protection), DoCS, RTA (Child restraints), Fire Safety NSW Fire Brigade).</p> <p>Parents also seek advice about issues pertinent to them and we provide advice with written follow up e.g. First aid for breath holding episodes.</p> <p>Quarterly Newsletter distributed to all families. Information included: News from around the groups; list of Early childhood Nurses; Understanding the way children learn and what they gain from painting.</p>
	Partnerships in Service Delivery	To provide resources to communities in the area of child development	<p>Worked with Centacare to plan Parenting courses for Term 2 in Baradine and Binnaway.</p> <p>Worked with Barnadoes to promote the Brighter Futures Program.</p>

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		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.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
177	Corporate Services Strategic Management	Ensure that an industry standard, user friendly Management Plan document that provides both qualified inputs and outputs is on exhibition by the end of May.	Will be done
178		Provide comprehensive specialist advice to Manex and Council on key areas such as Finance, Human Resources, IT, Risk Management, Insurance, Supply and Local Government Legislation that ensures that senior staff and Council make informed decisions and achieve corporate objectives. Manage and monitor outcomes of the Division and provide leadership of the Division to ensure that stated outcomes for the Division are met.	Appropriate advice given when required.

# WARRUMBUNGLE SHIRE COUNCIL

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To ensure that all reasonable identifiable risks are assessed and appropriate actions taken to protect the Corporation’s interests.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
179	Insurances Risk Management	No significant loss due to inadequate insurance cover.	None

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To ensure that Council’s commercial properties perform to a level equal to industry standards and positively contribute to Council’s non-rate income.	
<b><i>CORPORATE SERVICES – PROPERTY MANAGEMENT</i></b>			
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
180	Medical Centre Coonabarabran	Minor maintenance to be completed in accordance with quarterly inspection programme and determined priorities.	Minor maintenance carried out on time. Reroofing to commence shortly.
	Council Chambers Coonabarabran	Council Offices cleaned in accordance with contract specifications.	This has improved – with better communication established with new area manager of contract firm.
		Security of the building maintained.	Done
		Minor maintenance completed in accordance with quarterly inspection programme and determined priorities.	Done although there are still some repairs required to air-conditioning units from hail damage.

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To provide and maintain an Information Technology service that meets the defined needs of the organisation.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
181	IT Strategic Management	Develop Information Technology Strategy that provides an achievable plan for the resourcing of Council’s IT needs for the next three (3) years.	No capital improvements planned for 2009/10 due to budget constraints.

# WARRUMBUNGLE SHIRE COUNCIL

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		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.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
183	Finance Services Management	Produce a Financial Report detailing status of all key financial control indicators for: cash/investments/receipting /debtor, rates, assets, budget control.  To provide leadership and direction to the Financial Services team.	Reports are presented Monthly for rates,debtors,receipting, investments and cash as part of the Director of Corporate Services Report.  Council also utilises Bpay and Billpost payment facilities and there has been a large takeup of this option by ratepayers
184		Training plan for Financial Services.	A training plan for Financial Services has been developed with Rates Training to take place this year
		Contribute to development of Key Performance Indicators (KPIs) for Financial Services section.	KPI's have been looked at and have been updated

# **WARRUMBUNGLE SHIRE COUNCIL**

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<b>PAGE NO.</b>	<b>ACTIVITY</b>	<b>PERFORMANCE TARGET</b>	<b>PROGRESS UPON REVIEW</b>
184	Finance Services – Management Acct.	Quarterly Budget Reviews completed and submitted to Council by November, February, May and August.	Quarterly reviews have been completed and submitted to Council by November, February and the March review is going to the May Meeting
		Significant budget variations reported to Council quarterly as per Regulation.	Variations to budget have been shown and supplementary votes submitted to Council for endorsement
185		Provide technical support to managers in monitoring/developing budget bids.	Support has been provided to managers in the development of their budgets.
		Financial Services Budget continually monitored to ensure it is in accordance with adopted budget.	Financial Services budget has been monitored and adjustments made via supplementary vote requests
		Develop an action plan for the coordination and collation of budget bids for Council's consideration for the Management Plan 2008/2009.	The Action plan for the 2009/10 Budget has been developed and the process will be completed in May
186	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 continual work with the accounting package and Mondelio are currently writing the linking of the budget items – this will be in place for the next annual budget
	Management Accounting Package	Oversee the continual development of the Management Accounting (budget forecasting)	As outlined above this is currently being completed by Mondelio to link to the Practical Ledger
		Coordinate and collate budget bids from Divisions for the 2008/2009. Management Plan.	The collection and collation of the budget bids from all Divisions for the 2009/10 has occurred and the process will finalise in Mid May
		Review Accounting Standard and periodic changes.	Draft Standard 17 is currently being reviewed

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<i><b>PAGE NO.</b></i>	<i><b>ACTIVITY</b></i>	<i><b>PERFORMANCE TARGET</b></i>	<i><b>PROGRESS UPON REVIEW</b></i>
187	Finance Services – Financial Accounting	Council's General Purpose Consolidated Reports completed in accordance with Australian Accounting Standards and Local Government Accounting Manual for both the former Coonabarabran and Coolah Shires.	Council's consolidated reports are being completed in accordance with the required standards
		Annual financial and statistical returns are lodged on time with DLG, ABS and Grant Funding Bodies as required.	The Annual Reports have not yet been lodged. The reports for the funding bodies have been lodged
		Constantly review adequacy of Council's assets registers and ensure compliance with AAS27 and accounting manual.	The assets register is constantly being updated to comply with changes to the accounting requirements



# **WARRUMBUNGLE SHIRE COUNCIL**

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		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.	
<b><i>CORPORATE SERVICES – FINANCIAL SERVICES</i></b>			
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>
188	Finance Services Debtors/Private Works	Provide ongoing internal control systems to monitor and audit private works carried out by Council. Corporate Services.	Internal controls are in place to monitor private works that has been carried out by Council.
189	Finance Services – Rating	Levy and collect rates in accordance with policy and procedure.	Rates and Charges have been levied in July 2008 for the 2008/09 year in accordance with policy and the management plan
		Monitor compliance with debt collection policy.  Review of ordinary rating and charging structure completed by 31 March 2008.	Debt collection is being carried out in accordance with Council’s Policy The review of the rating and charging structure has been completed for inclusion in the Management Plan for 2009/10
190	Finance Services -Rating Water & Sewer	Monitor user pays water	A review of user pay sewerage has been completed for the Management Plan and recommendations made to Council for the 2009/10 year
	Finance Services –Cash Management	Interest on invested funds to be at least equal to rates published in Financial Review for Local Government.	Due to the types of investments and the current worldwide economic conditions Councils investments are not meeting current investment rates due to the majority being in protection mode
	Finance Services-Cash Management	Continue to monitor options for better management of Council’s Investment Portfolio.	Currently, the only investments being made are with the bank on a 11 am call basis.
	Finance Services -Accounts Payable	Streamline systems for payment of Council’s Accounts Receivables by the use of new technology.	Currently approximately 96% of all creditors are paid by Direct Deposit.

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To provide and maintain an efficient and cost effective customer focused administration service, meeting the needs of the organisation and services to the community.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
192	Administration Services Management	To manage and provide leadership and support to the Administration Services staff, to ensure delivery of efficient and effective services to the organisation and the community.	Staff absences during quarter lead to assistance from casual staff on 15 days. One casual staff member now left area.  The Administration Services budget is monitored on a regular basis to ensure it is in accordance with the adopted budget. <b>Management Budget 60% expended.</b>

# WARRUMBUNGLE SHIRE COUNCIL

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		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.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
193	Administration - Records	Correspondence registered and allocated within two working days of receipt.	Processing of correspondence delayed during January and February due to staff absences. Assistance from casual staff during this time to ensure filing up to date. Considerable volume of records processed and allocated during end January/early February as Notices of Valuation received for Council owned properties.
194	Administration - Records	Files and records accurately maintained.	File titles amended in accordance with changes in ownership. <b>Records budget 65% expended.</b>

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<i>PAGE NO.</i>	<i>ACTIVITY</i>	<i>PERFORMANCE TARGET</i>	<i>PROGRESS UPON REVIEW</i>
194	Administration - Support Executive Governance Corporate Technical and Environmental	Service to be provided in accordance with clients' needs and needs of organisation.	Administration support provided during quarter to staff and management within the organisation including assistance with Australia Day documentation and drafting of policies. Assistance provided to clients/customers as needed.  <b>Support budget 70% expended.</b>
		Cashiering services	Receipting and counter services dealt with promptly.
195		Business papers prepared and distributed.	Electronic copies of the business papers for January, February and March were prepared and forwarded to Councillors by Friday prior to meeting. Hard copies of Agenda and attachments delivered on Monday prior to meeting. Business papers placed on website and distributed to various media.
		Committee meeting agendas prepared and distributed.	Agendas prepared by Administration staff and issued as needed.
		Minutes prepared and distributed.	Meeting minutes prepared and distributed electronically within one week of meeting.  Hard copies of minutes posted to Councillors. Minutes and business papers placed on web site.
		Annual Report compiled, prepared and completed in accordance with legislative requirements.	Preparation of 2007-2008 Annual Report continues 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 has been prepared for inclusion in the June Government Gazette.
		Statement of Affairs prepared	Statement of Affairs prepared in October 2008 and updated. To be reviewed July.

# WARRUMBUNGL E SHIRE COUNCIL

**ORDINARY MEETING OF THE WARRUMBUNGL E SHIRE COUNCIL TO BE HELD AT  
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**PAGE 113**

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		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.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
197	Supply Services	Goods and services purchased at best possible prices in accordance with Council policy and legislative requirements.	This was reviewed in second quarter and now we have a list of preferred suppliers and this is being adhered to by all stores personnel.
		Review scope of supply operations and stock diversity	This is under constant review.
	Stores Warehousing and Inventory Service	Provide operationally efficient stores warehouses based at Coonabarabran, Coolah and Dunedoo and inventory control system to industry standards.	All operating well but under review.
198	Stores Warehousing and Inventory Service	Stores facilities including office and storage areas kept in clean, tidy and well maintained condition. That all workplace safety issues relating to stores facility are assessed and managed in accordance with delegations and budget.	This is all going well.
		Ensure high standard of accountability in the control of Council's stores inventory, with biannual stock takes conducted.	Stock take without warning was undertaken in March.

# WARRUMBUNGLE SHIRE COUNCIL

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To provide assistance to Council in the strategic and tactical development and direction of Council's IT Infrastructure and services. To provide professional advice services to staff on IT and related matters. To represent Council's interests in interactions with others (internally and externally). To provide systems and services aimed at maintaining Council's legislative compliance involving IT security and its administration and management. To provide custodial and protection services in regards to IT assets, data and information.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
200	IT Support Management	Oversee enhancements or developments of IT Infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	Internet to desk top was implemented in this quarter with appropriate monitoring occurring. All going well with this at this stage. Due to budgetary restraints there will be no capital improvements to IT infrastructure in 2009/10 – just regular maintenance. Council experiences regular problems with power outages and due to the lack of an Uninterrupted Power Supply (UPS) has resulted in lost productivity and expensive repairs to servers and other infrastructure. Due to the fact that we are now maintaining equipment which is over three years old (which in IT terms is generally considered obsolete) I expect there will be further instances of lost productivity and expensive repairs without the UPS.

# WARRUMBUNGLE SHIRE COUNCIL

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**PAGE 115**

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To provide and maintain Information Technology operations and services that meet the agreed and defined needs of the organisation. To provide and maintain customer focused services that meet the agreed and defined needs of the organisation. <i>(A customer is defined as any person(s) internal or external to the organisation who utilises or relies on Council's Information Technology services.)</i>	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
201	IT Support – Telecommunication Services	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	Telephone system working satisfactorily although we have had a lot of problems with mobile phones.
	IT Support – Records Management	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	Achieved but investigating other available products to potentially upgrade in 2010/11.
202	IT Support – Financial Accounting	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	Extra training for users has resulted in increased staff confidence in using the software. Issues impacting on preparation of annual statements are constantly being reviewed and upgraded.
	IT Support - Other Services	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	All working well.
	IT Support - Clients	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	No problems in this area.

# WARRUMBUNGLE SHIRE COUNCIL

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	IT Support - Peripheral Devices	Maintain or develop base infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.	All working well – no significant problems. Most users have had their mouse replaced with laser technology.
	IT Support – User Support Services	Maintain or develop systems and services as defined and agreed within budgetary legislative and other constraints.	User support requests are usually responded to within the defined service time.

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

<i><b>COST CENTRE OBJECTIVE:</b></i>		To provide assistance to the Fire Control Officer in administering the Warrumbungle Bush Fire Service and to provide effective, safe and operationally efficient equipment.	
<i><b>PAGE NO.</b></i>	<i><b>ACTIVITY</b></i>	<i><b>PERFORMANCE TARGET</b></i>	<i><b>PROGRESS UPON REVIEW</b></i>
204	Bushfire Management	To provide the community with the level of service they require and expect to minimise damage by fire related incidents.	This has been achieved. A relatively quiet fire season this past summer.



# **WARRUMBUNGLE SHIRE COUNCIL**

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

<b><i>COST CENTRE OBJECTIVE:</i></b>		To ensure that resources are provided for volunteer fire fighters to control and suppress fires.	
<b><i>PAGE NO.</i></b>	<b><i>ACTIVITY</i></b>	<b><i>PERFORMANCE TARGET</i></b>	<b><i>PROGRESS UPON REVIEW</i></b>
205	Bushfires Running Expenses	Increase the number of trained personnel to provide better service to the community and reduce firefighter injuries.	Training is ongoing and regular.
	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.	Hazard reduction has just commenced and will continue through the winter months.
	Fire control Centres	To improve overall command and control at all emergency incidents within the Warrumbungle Shire.	Constantly under review.

# **WARRUMBUNGLE SHIRE COUNCIL**

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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 RECONCILIATION OF GENERAL FUND BANK ACCOUNT – 30 APRIL 2009** **Reconciliation of General Fund Bank Account** **Date 30th APRIL, 2009**

<b>CASHBOOK</b>	
Balance as at 01.04.09	18,214,326.55
Income	
- Total Receipts	
- Total Investments	
.	20,744,351.99
Expenditure	
- Total Cheques Drawn	3,025,674.31
Balance as at 30.04.09	<b>17,718,677.68</b>
<b>BANK STATEMENT</b>	
<b>Bankstatement As at 30.04.09</b>	403,815.03
Total of Bank Statements as at 30.04.09	<b>403,815.03</b>
Amount Not Receipted This Month	403,815.03
Outstanding Deposits	5,773.61
	<b>409,588.64</b>
Total Investments	16,160,000.00
Unpresented Cheques	<b>16,445,769.90</b>
<b>DIFFERENCE</b>	
	<b>1,272,907.78</b>

E

**RECOMMENDATION**  
For Council's information.

# WARRUMBUNGLE SHIRE COUNCIL

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## 2.2 INVESTMENTS HELD AS AT 30 APRIL 2009

<p style="text-align: center;"><b>Warrumbungle Shire Council</b>                      Local Government Financial Management Regulations (Clause 16)                      Investments Held As At 30<sup>th</sup> April, 2009</p>										
	Invested With	Amount	Current Valuation	As At	Initial Interest Rate	Taken	Maturity	Interest Rec'd	Date Rec'd	Current Interest Rate
On Call	<b>Suncorp Metway</b>	1,160,000.00	1,160.00	30.04.2009	8.1%	Daily	Daily			4.48%
1	<b>ANZ</b> Three Pillars - FRN-AA-	500,000.00	179,918.07	30.04.2009	BBSW+120	24/03/2005	4/06/2010	\$ 6,402.70 \$1,418.07	4/06/2009 Accrued	Principal Protection 30.04.09
2	<b>RIM Securities</b>  BOND ST CUSTODIAN-TITANIUM AAA	2,000,000.00	1,053,330.00  1,880,314 <b>1,903,738</b>	27.02.2009  31.03.2009 <b>30.04.2009</b>	7.27%	17/05/2005	14/12/2010	26,477.26 \$9,452	16/3/09 Accrued	3.83%  30.04.09
3	<b>CBA</b> Range Accrual	1,000,000.00	890,900.00	30.04.2009	7.50%	14/12/2005	14/12/2010			Outside Range
4	<b>CBA</b> Range Accrual	1,000,000.00	890,900.00	30.04.2009	7.50%	16/12/2005	16/12/2010			Outside Range

## WARRUMBUNGLE SHIRE COUNCIL

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	Invested With	Amount	Current Valuation	As At	Initial Interest Rate	Taken	Maturity	Interest Rec'd	Date Rec'd	Current Interest Rate
5	ROYAL BANK CANADA Range Accrual	1,000,000.00	943,300.00	30.04.2009	7.70%	16/03/2006	16/03/2011			Outside Range
6	PIMCO PRINCIPAL PROTECTED	500,000.00	470,000.00	30.04.2009	50% CG	22/02/2007	28/02/2011			Principal Protection
7	TRIDENT-CREDIT SUISSE SYDNEY BRANCH PPN-AA-	500,000.00	473,200.00	30.04.2009	50% CG	30/05/2007	30/05/2011			Principal Protection
8	ANZ  CREDIT SAIL-ANZ INVESTMENT BANK CDO- A	500,000.00	133,050.00	30.04.2009	BBSW+150	14/11/2005	30/12/2011			Principal Protection
9	BENDIGO BANK FRN	500,000.00	420,000.00	30.04.2009	BBSW +120	21/09/2007	21/09/2012	\$6,789.72	23/3/09	Principal Protection
10	ANZ  ASPIRT 1-CPPI/FRN-Aap	500,000.00	450,530.00	30.04.2009	50% CG	15/11/2006	11/08/2012			Principal Protection
11	WBC  DANDELION-FRN-	1,000,000.00	838,000.00	30.04.2009	BBSW + 12BP	20/12/2007	21/12/2012			Principal Protection

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	Invested With	Amount	Current Valuation	As At	Initial Interest Rate	Taken	Maturity	Interest Rec'd	Date Rec'd	Current Interest Rate
12	<b>ANZ</b> ASPRIT 11-CPPI/FRN-Aap	800,000.00	702,800.00	30.04.2009	50% CG	30/03/2007	30/03/2013			Principal Protection
13	<b>DEUTSCHE BANK AG LONDON</b> DAISY	1,500,000.00	1,414,650.00	30.04.09	6% + CG	31/05/2006	31/05/2011			Principal Protection
14	<b>ANZ</b> ALL SEASONS-KEOLIS AAA	1,500,000.00	1,016,550.00	30.04.09	8.00%	16/06/2006	16/06/2013			Principal Protection
15	<b>ANZ</b> AVERON BOND-SEALINK P/L-CPPI/FRN-AAA	700,000.00	398,720.00	30.04.2009	BBSW+1.50	4/10/2006	20/06/2003			Principal Protection
16	<b>DRESDNER BANK</b> OCTAGON PLC-EMU NOTE	1,500,000.00	1,163,850.00	31.03.2009 30.04.09	7.00%	25/10/2005	30/10/2015			Principal Protection
		<b>16,160,000.00</b>	<b>12,291,266.07</b>							

## **RECOMMENDATION**

For Council's information.

# WARRUMBUNGLE SHIRE COUNCIL

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## **2.3 RATES AND CHARGES COLLECTION REPORT – UP TO and INCLUDING APRIL 2009**

<b>GENERAL</b>		<b>RATE ARREAR S</b>	<b>2007/2008 LEVY</b>	<b>PENSIONE R WRITE OFF</b>	<b>TOTAL PAYMENT S TO DATE</b>	<b>TOTAL OUTSTANDING 2008/2009</b>	<b>TOTAL OUTSTANDING 2007/2008</b>	<b>COLLECTION % 2008/2009</b>	<b>COLLECTION % 2007/2008</b>
	CBN RES/RURAL RES	112,581	940,156	71,507	722,449	258,312	247,963	42.56%	73.66%
	BARADINE	38,915	126,476	17,260	87,525	60,603	55,195	53.69%	59.26%
	BINNAWAY	18,975	59,120	10,084	43,433	24,576	28,110	51.91%	59.98%
	VILLAGES	7,995	21,698	2,102	17,224	10,366	11,084	48.19%	59.04%
	FARMLAND	151,493	3,835,073	19,675	2,972,610	982,934	915,543	70.22%	76.42%
	COOLAH	13,702	181,643	14,444	140,061	40,839	35,791	72.88%	80.10%
	DUNEDOO	12,688	200,118	16,263	150,006	46,536	43,139	69.71%	77.19%
	MENDOORAN	9,744	62,484	6,979	46,187	19,057	15,370	67.30%	76.12%
	LEADVILLE	2,511	9,430	1,487	6,486	3,967	4,251	55.15%	59.53%
	MERRYGOEN	539	3,817	688	2,660	1,008	1,099	56.84%	68.27%
	NEILREX	107	2,296	200	1,397	806	563	72.32%	75.82%
	UARBRY	830	3,386	76	3,950	190	1,066	66.73%	66.73%

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GENERAL		RATE ARREARS	2007/2008 LEVY	PENSION R WRITE OFF	TOTAL PAYMENT S TO DATE	TOTAL OUTSTANDING 2008/2009	TOTAL OUTSTANDING 2007/2008	COLLECTION % 2008/2009	COLLECTION % 2007/2008
	COOLABAH ESTATE	2,259	14,347	1,563	10,991	4,051	4833	56.45%	67.60%
	RUR/RES COBBORA	599	3,387	299	2,483	1,204	701	68.11%	82.74%
	GENERAL RESD/BUS-STH	10,724	129,606	9,193	102,789	28,340	24,394	73.58%	80.62%
	BUSINESS-CBN- RURAL	31,534	361,148	250	300,619	91,711	90,938	72.31%	76.92%
<b>WATER</b>						0			
	COONABARABRA N	31,344	310,865	27,377	228,972	85,573	75,527	69.25%	74.07%
	BARADINE	36,144	85,278	10,184	63,657	47,579	45,852	49.69%	54.72%
	BINNAWAY	33,560	65,706	8,708	54,132	36,422	40,341	49.12%	57.43%
	VILLAGES	16,526	11,500	960	7,405	19,660	18,698	22.44%	30.02%
	FARMLAND - NTH & STH	88.00	1,026.00	0.00	861	253	260.64	85.41%	72.86%
	COOLAH	15,724	171,801	11,034	130,414	46,077	32,443	69.65%	76.95%
	DUNEDOO	8,348	123,105	9,348	92,236	29,869	27,134	68.70%	76.00%
	MENDOORAN	9,926	96,480	4,664	69,093	32,639	16,232	64.51%	72.08%
	MERRYGOEN	2,439	10,580	831	8,281	3,907	4,415	53.86%	61.68%

# WARRUMBUNGLE SHIRE COUNCIL

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GENERAL		RATE ARREARS	2007/2008 LEVY	PENSION R WRITE OFF	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2008/2009	TOTAL OUTSTANDING 2007/2008	COLLECTION % 2008/2009	COLLECTION % 2007/2008
SEWERAGE						0			
	COONABARABRAN	44,440	635,885	27,182	489,637	163,105	154,175	70.92%	75.63%
	BARADINE	52,659	145,365	8,653	121,213	68,155	72,936	54.02%	59.44%
	COOLAH	13,463	152,896	8,802	120,063	37,494	33,594	71.22%	78.32%
	DUNEDOO	8,975	144,059	9,173	110,155	33,707	31,803	69.98%	76.74%
		<b>688,832</b>	<b>7,908,731</b>	<b>298,986</b>	<b>6,106,986</b>	<b>2,178,941</b>	<b>2,033,451</b>	65.45%	<b>74.55%</b>
GARBAGE - North		70,690	601,268	51,841	449,718	170,340	154,619	69.04%	74.02%
GARBAGE - South		32,222	369,371	36,124	271,152	94,296	107,858	68.34%	69.00%
FARMLAND - NTH - STH		722	29,890	471	22,678	7,462	20,996	75.24%	0.00%
LEGAL FEES		178,484	126,160	0	126,160	178,410	133,575	41.42%	19.20%
						0			
INTEREST		153,612	0	0	82,210	71,402	84,195	53.52%	44.87%
	TOTALS	<b>1,124,562</b>	<b>9,035,421</b>	<b>387,422</b>	<b>6,976,694</b>	<b>2,700,851</b>	<b>2,534,694</b>	<b>71.48%</b>	<b>72.67%</b>

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

## RECOMMENDATION

For Council's information.



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## **2.4 RESULTS OF TENDERING PROCESS FOR SALE AND REMOVAL OF HOUSE AT LOT 1 NEWELL HWY, COONABARABRAN**

### **Background**

Council resolved (Resolution 92) at the Ordinary Meeting of Council on 16 October 2008 that since this house would not be required once the land on which it is located was developed as the planned residential subdivision, that it be offered for Sale by tender.

### **Report**

Tender documents were prepared and advertisements placed in the Coonabarabran Times, Coolah Diary and North West Magazine.

Six parties responded to the advertisement and obtained tender documents.

### **Summary**

Only one tender was received by the due date of 4pm on 30 May 09 for an amount of \$15,000 payable to Council. The tenderer will be able to settle the purchase within three weeks of advice that the tender was successful and remove the house within three months. The only requirement of Council is that we disconnect the water and power. The tenderer has undertaken to clear all rubbish and debris and leave the site clear. This does not include outbuildings which would be the responsibility of Council to demolish.

## **RECOMMENDATION**

That Council:

- a) Accept the tender of David Poyser to buy and remove the three bedroom vinyl-clad home owned by Council and located at Lot 1 Newell Highway, Coonabarabran;
- b) That a contract for this sale and removal based on the tender be prepared and
- c) That the General Manager (and Mayor if required) be authorised to act on Councils behalf.

## **2.5 MARCH BUDGET REVIEW 2009**

Overall Council is in a position to come in on or under Budget as at the 30 June 2009.

This indication is made on the basis that the majority of functional areas are operating on budget or currently under budget. There are indications that some of the Capital Works Projects will not be either commenced or completed in this financial year due to other work commitments.

Those Capital Projects not completed in 2008/2009, will be required to be revoted by Council into 2009/2010 budget to allow the projects to be completed.

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The following functional areas will finish this year on or under budget –

## **Executive Services**

### **Technical Services**

#### **Works Services Management –**

This functional area will come in on budget in the Operational area, and several Capital Projects that will not be completed this year and funds with need to be revoted.

#### **Urban Services –**

This area has over expenditure in some areas. The areas concerned are Parks, Streets Grass-Cutting Street Cleaning and Toilets where overexpenditures have occurred across the board. The Domestic Waste Management and Kerbside Recycling are of concern as they are going to be over budget.

#### **Environmental Services Management –**

This is currently operating under budget by approximately \$32,000 and should come out approximately on budget

#### **Health, Building and Environmental Management Function –**

Is currently under budget in its operational area with the indication that this area should be able to come out on budget

#### **Community Service Area –**

The Community Services Building Operations will come in on budget. However there are some areas such as Centrelink Officer will be over budget and savings being made with a vacancy in the RSO position which should attract savings.

#### **Family Day Care**

They have a request for a matching income and expenditure increase, which will have no effect on their budgetary outcome.

#### **Connect 5-**

This service appears that it will go over budget. This excess expenditure will have to be funded from their reserves if it occurs.

#### **Corporate Services –**

Overall Corporate Services will come in on budget.

#### **Finance –**

This area will come in on budget however there has been a considerable decrease in investment income.

#### **Administration –**

This functional area will come in on or under budget.

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## **Water Funds.**

Baradine, Binnaway, Coonabarabran, Coolah and Dunedoo Water should come in on budget. There would appear to be capital projects needed to be revoted if they are unable to be completed in the balance of the year. Mendooran Water Capital Works should be completed and could be over budget by \$300,000

## **Sewer Funds**

In all Sewerage Areas indications are that they will both come in under budget. This is a result of various capital works not being completed ie \$120K Baradine, approx \$250K Coonabarabran, \$90K Coolah and 38K Dunedoo. Some of these works may be complete in the final quarter however the balance will be revotes to 2009-10.

The following table will indicate to Council the March Quarter outcomes against budget. The supplementary vote requests have previously been submitted on 7<sup>th</sup> May and have been approved and are incorporated in this document.

## **RECOMMENDATION**

For Council's consideration.

.....  
**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 RESPONSE TO FISH PASSAGE PROPOSAL ON MERRYULA ROAD**

### **Background**

On the 16 April 2009, Council resolved to agree in principle to the modification of the concrete causeway on Merryula Road over the Castlereagh River to improve fish passage. The proposal is being funded by the Central West Catchment Authority and the project is being overseen by the Fisheries Division of the Department of Primary Industries.

The proposal involves removing the central 7 metre section of the existing concrete causeway and replacing it with three (3) box culverts. Each box culvert is 1800mm wide and 600mm high.

Council's agreement was subject to the proposal being advertised and the outcome brought back for further consideration. At the end of the advertising period, five (5) submissions have been received and a copy of each has been forwarded to Councillors under separate cover.

### **Issues**

Several property owners upstream have a licence to pump water from the river for stock and domestic purposes. Three of the submissions express concern that the pool of water they pump from may be lost if the proposed culvert modification is implemented.

A survey along the bed of the river has been undertaken with the aim of trying to establish the impact of the proposal. The survey extended 200 metres upstream of the causeway and a plan showing a longitudinal section of the river bed has been drawn up. The longitudinal section does indicate that water in the upstream 'ponds' will be drained, however, the extent of this lowering cannot be determined from this limited survey. A feature of the longitudinal section is the presence of a 'natural weir' approximately 150 metres upstream of the causeway. Again, the effect that this weir has on water levels upstream is not known. A copy of the plan has been forwarded to Councillors under separate cover.

The CWCMA advise that it is possible to construct special wells or holes at pump sites to allow licence holders to continue pumping under low flow conditions. To date details of

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these wells have not been provided, in particular the cost of construction, regulatory conditions and responsibility for ongoing maintenance.

One of the submissions expressed concern that their farming operations will be compromised during the period of construction. The estimate to undertake the work did not include construction of a sidetrack and hence the road could be closed for up to 10 days.

## **Options**

Council has a responsibility to enhance the natural environment wherever possible and in this regard Council has responsibility to try and enhance the riparian health of the Castlereagh River. Council also has responsibility towards those who rely on the water in the Castlereagh River for stock and domestic purposes.

## **Financial Considerations**

There is no Council budget allocation for the proposed project. The Central West CMA is offering up to \$150,000 for the project and is available only in 2008/09. Acceptance of the funding will be subject to a formal agreement. At this stage no contribution is being sought from Council other than in kind contribution

## **RECOMMENDATION**

That Council defer acceptance of the funding agreement with the Central West Catchment Management Authority for modification of the concrete causeway on Merryula Road over Castlereagh River until the concerns of property owners upstream that have a licence to pump water are addressed by the Department of Primary Industries.

## **3.2 APPLICATION TO CLOSE PUBLIC ROAD OFF RIVER ROAD IN COONABARABARAN**

### **Background**

An application has been received from the owner of Lots 16 and 17, DP753378 River Road Coonabarabran to acquire a section of road reserve that adjoins their property. The length road sought is approximately 145m and the width is 20metres, that is an area of approximately 0.3hectares. The road is not formed and it is not used for access.

The area of land sought is outlined in attachment 1.0. A copy of the letter of request has been forwarded to Councillors under separate cover.

### **Issues**

Council is generally very reluctant to close public roads or even be party to closure of Crown roads because of uncertainty about future requirements of the road for access to both adjoining properties and those further away. However, Council is also mindful that some sections of road may never be used as road because of the terrain and simply there is no foreseeable need for the road.

### **Options**

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Council has previously applied the following criteria when approving road closure applications and may wish to do so with this application;

1. There is no current or foreseeable use for the road section either by Council or adjoining property owners
2. Where the terrain makes it impractical to construct a road there is an agreement in place to create a right of way for practical access to adjoining properties.
3. There is evidence that all adjoining property owners have been consulted and there are no objections to the proposed road closure.
4. That closure of the road does not prevent legal and practical access to adjoining properties.

Given that the applicants do not want to install infrastructure on the land and simply want to use the land as a buffer to farming activities, the option of leasing the land should also be considered by Council.

## **Financial Considerations**

It is expected that all costs associated with the road closure would be met by the applicant. A further consideration in relation to public roads, however, is the sale price of the road reserve land.

## **RECOMMENDATION**

That the application by the owners of Lots 16 and 17 DP753378 to close the adjoining public road is refused on the basis that the following criteria have not been met.

- Use of the public road for access sometime in the future is foreseeable.
- Adjoining property owners have not consented to the road closure

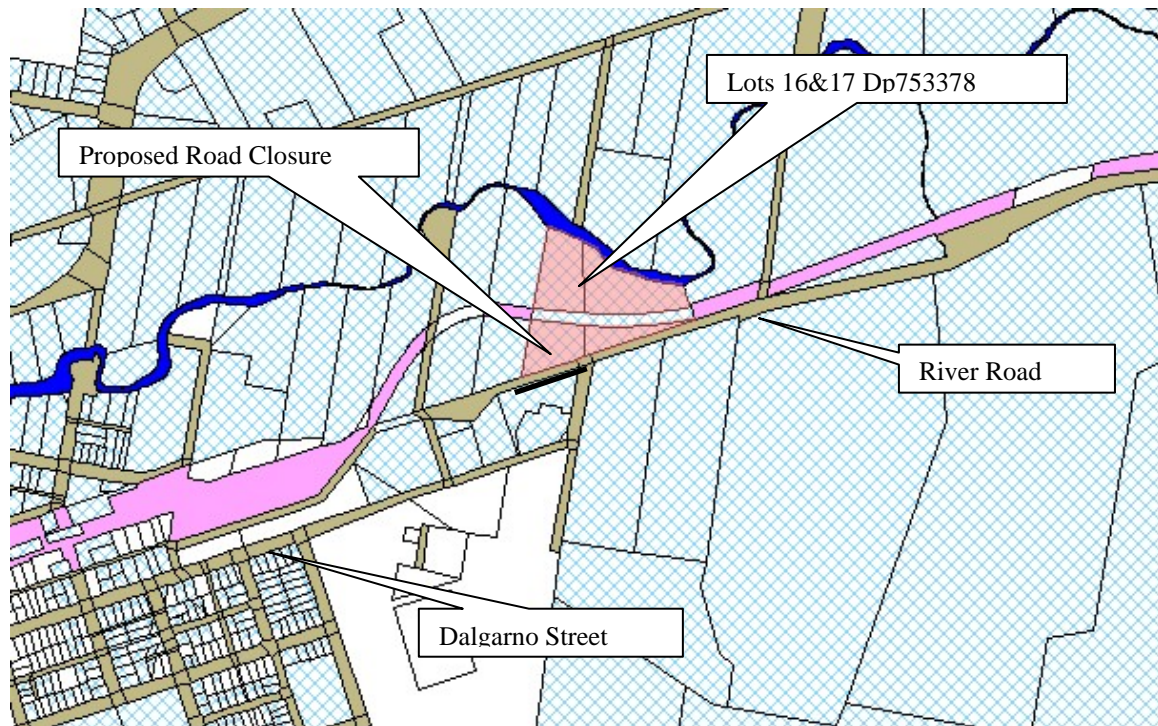
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## Attachment 1.0 – Proposed Road Closure Adjoining Lots 16 & 17 DP753378



### **3.3 REQUEST BY THE OWNER OF 'BLYTHWOOD' TO ACQUIRE PUBLIC ROAD**

#### **Background**

The owner of the property 'Blythwood', through her Solicitor, wants to acquire land that runs through her property and is dedicated as public road. The legal access to the property is off Saltwater Road which connects to MR55 (Black Stump Way). The dedicated public road through Bythwood is a 'paper road' only in that it is marked on the map, however it is not formed or used as a road in any way.

Council has had similar requests in the past and the nature of this request is very similar to a request by the owner of 'Yarrowonga' in relation to a road off Boomley Road. The owner of Blythwood has obtained the consent of adjoining property owners to the closure of the road reserve.

The width of the road is around 60metres and the length of the road through the property is around 2.9km, that is an area of around 17.4 hectares. The attached maps indicate the location of the road. A copy of letters from the owner has also been forwarded to Councillors under separate cover along with consent from adjoining property owners.

#### **Issues**

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Council is generally very reluctant to close public roads or even be party to closure of Crown roads because of uncertainty about future requirements of the road for access to both adjoining properties and those further away. The adjoining owners, however appear to have consented to the road closure. The property immediately west of 'Blythwood' has access via a Crown Road to Round Mountain Road.

## **Options**

Council has discretion in this matter and may agree or disagree with the proposed road closure. If Council agrees to closure of the road, there appears to be two methods available; Council may acquire title to the road and then sell the land or Council may return the land to the Department of Lands following which the adjoining owner would apply for an Enclosure Permit and then closure thereof.

Council recently acquired title to a section of road reserve around the village of Cobborah and then sold it to an adjoining property owner.

## **Financial Considerations**

Any costs associated with closure and sale of the road is expected to be met by the applicant and hence there is not expected to be any adverse impact on the budget. Conversely, Council may receive a small amount of revenue from sale of the land. The sale price should be determined based on the land value, which previously has been based on an assessment of the unimproved capital value of adjoining land.

## **RECOMMENDATION**

That Council agree in principle to the closure of an unused public road that runs through the property 'Blythwood' subject to the following conditions:

1. There is no cost to Council associated with the closure of the road.
2. That a sale price is agreed upon by Council.

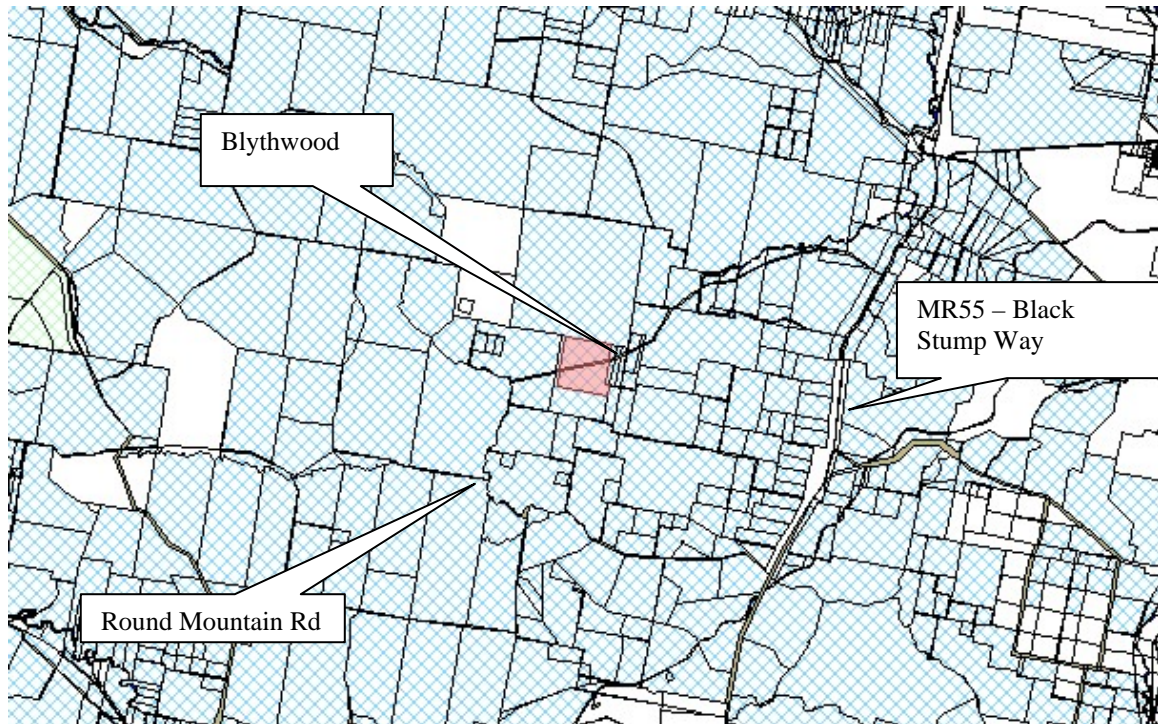


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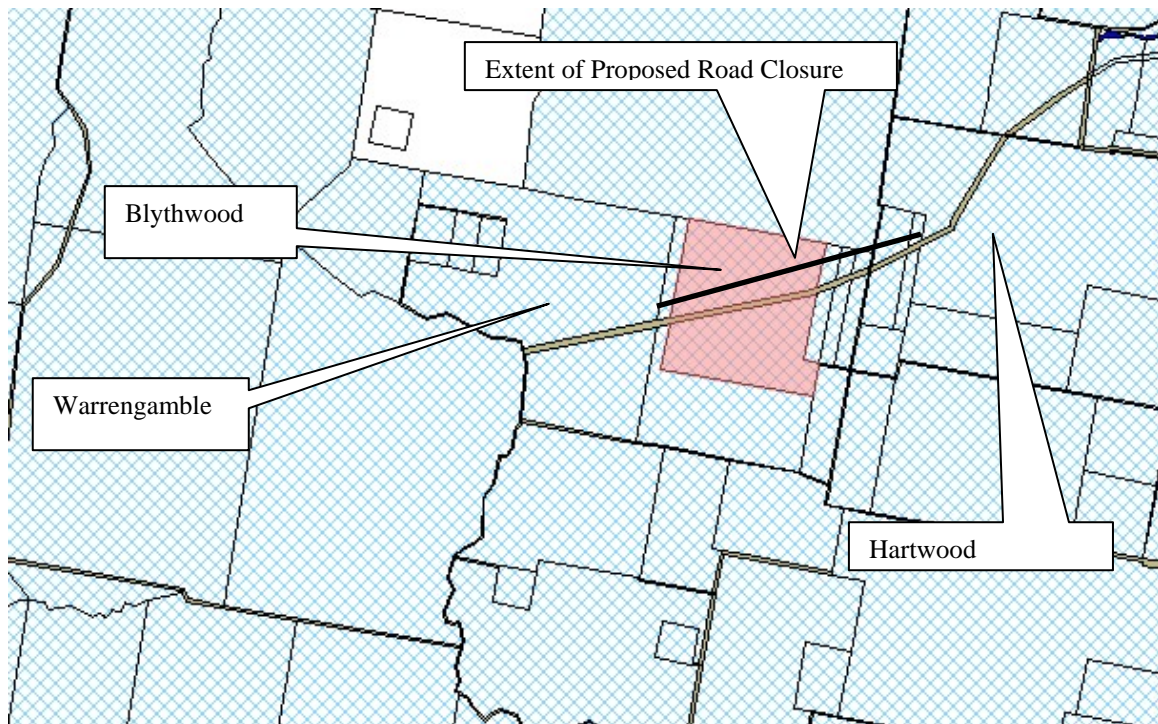
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## **Attachment 1.0 – Location of ‘Blythwood’**



Map 1.0 – General location of ‘Blythwood’



Map 2.0 – Extent of Proposed Road Closure

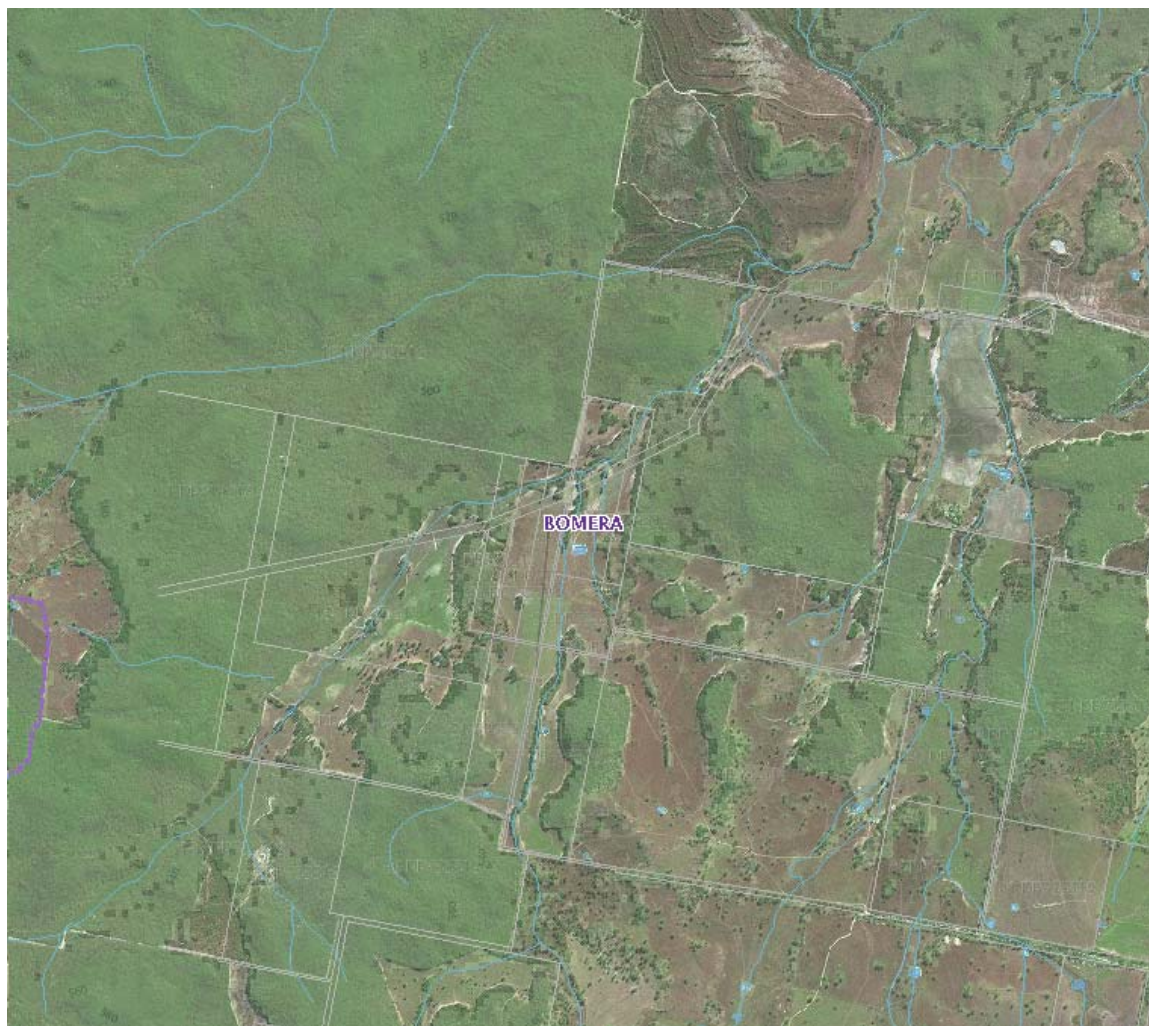


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Map 3.0. Aerial View with Cadastre (source; Dept of Lands – SIX)

.....  
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 HERITAGE ACTION PLAN 2008/2009**

### **Background**

During the 2008/2009 financial year activity has largely focused on working with community groups to establish management programmes for heritage items, including halls and memorials, and providing advice to Council on urban design issues.

### **Achievements**

The following has been achieved in 2008/2009.

- Finalisation of a list of heritage items for the Warrumbungle Shire LEP.
- Definition of the six Heritage Conservation Zones proposed for the Warrumbungle Shire LEP.
- Finalising preparation of a Conservation Management Strategy for Mendooran Mechanics Institute.
- Guidance of works on the Purlewaugh Mechanics Institute through the Conservation Management Strategy prepared in 2007.
- Development of Conservation Management Strategies:
  - Binnaway Memorial Hall
  - Monte San Angelo, Dunedoo
- Preparation of Conservation Action Plans for halls and memorials, including;
  - Cobborah Community Hall
  - Leadville Memorial Hall
  - Mendooran CWA Hall
  - Ulamambri Hall
  - Warkton School of Arts
- Provision of advice on the management of three other heritage places within the shire:
  - Cobborah Station Homestead battery shed
  - Coolah former Police Station & Courthouse, 74B Binnia Street, Coolah
  - Dunedoo Memorial Pool
- Provision of assistance in the development of a Plan of Management for the former Burra Bee Dee Mission site.
- Provision of assistance with the Sculptures in the Scrub project.

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- Advice provided on developments affecting heritage places, including:
  - Black Stump Inn, 61 Binnia Street, Coolah
  - Bowen Oval gates, Coolah
  - Coonabarabran Court House
  - Coonabarabran Post Office
  - St Vincent de Paul, Dunedoo
  - Ulamambri Hall
  - Various timber bridges
- Recording of additional heritage places, including:
  - Cobborah Station private cemetery
  - Cobborah Station hayshed
- NSW Heritage Grant of \$27,500.00 obtained for Birriwa Homestead.
- Preparation of information sheet on heritage cemeteries and swimming pools within the Shire.
- Definition of the six Heritage Conservation Zones within the Shire.
- Development of a 2009/2012 Heritage Strategy.

## **RECOMMENDATION**

That Council adopts the report on the Heritage Advisory Service for 2008/2009 and adopt the 2009/2012 draft Heritage Strategy.

## **4.2 REQUEST TO REMOVE RESTRICTIVE COVENANT – LOT 19 DP 1136569 TAMBAR SPRINGS ROAD, PREMIER**

### **Background**

Council has received a written request from the solicitors acting for the owners of the above parcel of land created from the subdivision of lot 112 DP 755476 in DA A97/0506 approved on the 4 October 2006 to remove the restrictive covenant upon lot 19 which prevents a dwelling being placed upon certain sections of the land.

The covenant is in favour of Warrumbungle Shire Council, however scrutiny of the property file and the Development Consent indicates that neither Council nor the rural fire service have actually requested the imposition of the covenant and discussions with the vendor indicate that the previous owner may have requested the restriction to be included. The motivation of the previous owner in applying the restriction cannot be established.

### **Advisory Note**

The fact that the Rural Fire Service or Council did not require the placement of the restriction on the land at the time of the last subdivision suggests that there is no valid reason for the restriction to be maintained by Council. Current planning laws allow Council to approve or refuse any potential future placement of dwellings upon the land through the development approval process based on such issues as bushfire threat and as such it is reasonable to accede to the solicitors request to remove the restriction.

## **RECOMMENDATION**

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- i. That Council remove the restriction upon the title of lot 19 DP 1136569 which restricts the construction of any building for habitable use within the restricted area of the lot.
- ii. That Council resolve to affix its Common Seal to the necessary legal documents involved in this process where necessary
- iii. Any legal costs involved in the removal or variation of the restrictive covenant be at the landowners' expense.

## **4.3 NATIVE GROVE CEMETERY – BURIALS POLICY**

### **Background**

Council has developed the lawn cemetery at the Native Grove site for Coonabarabran to provide a picturesque setting for burials. The cemetery is designed in a series of raised beds with concrete kerb edging and concrete plinth areas with a row of grave sites either side of the concrete plinth which is placed centrally in the bed. Each bed is surrounded by a road which allows new graves to be excavated without the need to disturb existing graves. Watering systems have been installed to encourage the growth of lawn in the burial beds and Council staff attend to the lawn by regular mowing and weed control which provides a higher cost of operation than the traditional cemetery.

Recently Council has spent almost \$60,000 developing the next bed of the cemetery with approximately 122 grave sites being provided. This bed will be known as row 'P' and will need to be in operation in the near future due to the previous row being almost completely allocated. Previous booking history has resulted in the need for Council to build a new section at approximate two year cycles to cover demand.

Council's current budget constraints have highlighted the need to reduce the frequency of construction of new rows for as long as possible to reduce the capital needs on Council's budget and to also reduce the growth in the maintenance costs associated with the ever growing area.

Council's current operating procedure for the reservation of grave sites within the lawn cemetery allows a person to reserve any number of sites at any time subject to payment of the appropriate reservation fee which is \$300. It has also been past practice for people to put their name on a particular site for reservation without actually paying for that site until required.

All of these practices are resulting in the grave sites being required at a faster rate than is actually required for burials which results in Council's costs in running the cemetery being increased beyond that which is actually required.

It has been the practice in the past for people to reserve multiple sites for the whole family at the one time even though no actual burial is taking place at that time. The reality of modern society is that children often move away from their home towns and start new lives in other locations and the grave site reserved for them at the time of a parent funeral

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becomes obsolete and never used. These reserved but never used sites are unnecessarily increasing Council's costs in maintaining and extending the lawn cemetery.

To more efficiently utilise Council's resources in providing an attractive cemetery it is proposed that Council alter its procedure for reservation of grave sites at all lawn cemeteries within the shire.

## **New Procedure**

It is proposed to adopt a policy which only permits reservation of grave sites at lawn cemeteries at the time of a funeral and that in such instances the site being used and a maximum of one other immediately next to that site may be reserved for the use of a spouse upon payment of the appropriate reservation fee. It is also proposed to provide added flexibility in the instance of the burial of a child (under 18 only) by allowing the reservation of up to two grave sites immediately adjoining the site of the deceased child's burial. No other reservations will be permitted.

## **RECOMMENDATION**

That Council adopts the following policy in all dealings relating to the reservation of grave sites in lawn cemeteries within Warrumbungle Shire effective immediately:

- (a) The right of burial reservation fee must be paid at the time of acquisition of the reservation, and
- (b) Burial rights (reservations) at all lawn cemeteries will only occur when a funeral is to take place, at this time a second adjacent site may be booked, i.e., a maximum of two (2) sites can be reserved with one to be used immediately. In the case of the burial of a child (under 18) two (2) sites immediately adjacent to the deceased child may be reserved, and
- (c) Double depth grave sites be encouraged by Council through appropriate concessional rates for the second internment within a grave site in Council's fees and charges structure.

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### **4.4 WARRUMBUNGLE SHIRE COUNCIL APPLICATIONS RECEIVED FOR THE MONTH OF APRIL 2009**

<b>Complying Development (set criteria) Development Application (Specialised Conditions)</b>	<b>Date Received</b>	<b>APPLICANT'S NAME</b>	<b>LOCATION (of development)</b>	<b>(Town)</b>	<b>Development Type</b>	<b>Status (Approved or Pending)</b>
CD 116/0809	16.04.2009	Garry Wilson	Bandulla Street	Coonabarabran	Single Story Dwelling	Pending
CD 117/0809	20.04.2009	W. S. C	Bowen Oval	Coolah	Extensions to Grandstand	Pending
DA 118/0809	20.04.2009	Anglican Property Trust	Cobbora Street	Dunedoo	Extension to hall	Pending
CD 119/0809	20.04.2009	Andrew Hoffman	Cassilis Street	Coonabarabran	Double Garage	Pending
CD 120/0809	20.04.2009	Cooinda Coona' P/L	Cassilis Street	Coonabarabran	Bus Shelter	Pending
DA 121/0809	28.04.2009	Johann Schwarz	Newell Highway	Coonabarabran	Alteration to Shed	Pending
DA 122/0809	20.04.2009	Leila Kertesz	Mount Hope Road	Coolah	Hydroponic grow Tunnel	Pending
CD 123/0809	29.04.2009	Presbyterian Church	John Street	Coonabarabran	Extend Garage	Pending

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### **WARRUMBUNGLE SHIRE COUNCIL APPLICATIONS HELD PENDING AS AT THE MONTH END MARCH 2009**

<b>CD or DA</b>	<b>Date Received</b>	<b>Applicant</b>	<b>Location</b>	<b>Town</b>	<b>Type of development</b>	<b>Status</b>
DA105/0809	2.03.2009	Sue Harvey-Walker	Lot 22 Tibuc Road	Coonabarabran	2 Lot rural subdivision	Clock Stopped Waiting Further Information
DA110/0809	17.03.2009	Harnett Transportable Homes	Lot 8 Koala Crescent	Coonabarabran	Install a transportable dwelling	Clock Stopped Waiting Further Information
DA111/0809	18.03.2009	Dirt Bike Promotions	Avonside Road	Dunedoo	Weekend Moto Cross Event	Approved
DA112/0809	23.03.2009	Rebel Bullingham – Evans	McGuinness Road	Weetaliba	Erection of a 1 bedroom dwelling	Clock Stopped Waiting Further Information
DA113/0809	23.03.2009	Bill Brown	1 Short Street	Coonabarabran	Erection of a ‘Granny Flat’	Clock Stopped Waiting Further Information
CD 114/0809	23.03.2009	A Weekes	Edwards Street	Coonabarabran	Patio Cover	Approved
CDC115/0809	25.03.2009	David Ward	31 Farnell Street	Mendooran	Erection Car port	Clock Stopped Waiting Further Information

.....  
**TONY MEPPM**  
**ACTING 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      BINNAWAY SOLDIERS MEMORIAL HALL DRAFT CONSERVATION MANAGEMENT STRATEGY**

Advice was sought from Council's Heritage Advisor Mr Ray Christison, from Highground Consulting prior to developing a scope of works for capital and refurbishment improvements at Binnaway Memorial Hall. Mr Christison made an onsite visit and has completed a draft Conservation Management Strategy (CMS).

A copy of this CMS has been provided to Councillors under separate cover. The recommendations are very good and this supporting documentation will now assist grants that are being submitted to undertake various refurbishment works.

The cost of the CMS is included as part of the Heritage Consultant budget.

### **RECOMMENDATION**

That Council accepts the draft Binnaway Memorial Hall Conservation Management Strategy dated March 2009.

### **5.2      CENTRELINK TRANSFER OF DEFICIT 2007/2008**

Small annual shortfalls achieved in the delivery of the Coonabarabran Centrelink Program over the past 3-4 years, was held in a sundry general account. This financial year however the accumulated total of \$6,742 was transferred into the current financial year's actual budget to accurately show the financial situation. As shown in March quarterly review, this will result in a final year deficit of approximately \$8,975 against a zero budgeted outcome.

The funding received of \$1962 per month just meets the salary component of this service. The small rental and electricity costs per annum \$3,360 (08/09) is the only other expenses of this program as Centrelink pays for all Internet, phone, stationery, training and administration expenses. Council does not charge the normal annual administration charge since the PC and operating systems are licensed and funded by Centrelink. There

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is no additional funding for replacement staff so when annual leave is taken and casual staff employed; there is not enough funding to provide for this expenditure.

When questioned about this funding, Centrelink advised that in all other towns that have a Centrelink Agency funding is sourced from a number of programs and combined to deliver a multi service 'government access' centre. This creates efficiency and cost sharing which means the service is sustainable. A similar model has been implemented with the deliver of Warrumbungle Shire's Social Service Activities, whereby a number of funding programs delivering services to the frail and aged community are combined.

The current Centrelink contract expires on 30 June 2009.

Aside from funding the loss from General Fund, there are not a lot of options available for Council to receive any retrospective government funding shortfall for the Centrelink Agency.

However, there is an amount held in external restricted assets that was once the Australian Country Information Site (ACIS) totalling \$30,544. This program identified the need and delivery of the Centrelink Agency. There is no outstanding action or obligations by Council required for this program that was fully acquitted by the then Department of Transport and Regional Solutions Program in June 2003.

A transfer from this ACIS Restricted Asset to fund the deficit from Centrelink Agency Service would require a Resolution from Council to this effect.

Beyond this short term solution that resolves the impending deficit this financial year, there are a number of options that require further investigation. These include:

1. Negotiation with Centrelink for increased financial contribution in 2009/2010 and beyond
2. Non renewal of Council's contract with Centrelink post 30 June 2009.
3. Remodelling of Centrelink operations and incorporation into another Council service

Initially it is recommended that some negotiations be held with Centrelink as it would not be a positive step to lose this government service from the community. It would be expected that rather than removing the service from Coonabarabran that another organisation may accrue the Centrelink service delivery contract within their operations.

## **RECOMMENDATION**

That Council approve the transfer from the external Restricted Asset ACIS \$9,000 to fund the 2008/2009 Centrelink Agency operations deficit. **FURTHERMORE** that a report be provided following negotiations and discussion with Centrelink and stakeholders for a longer term sustainable option post 30 June 2009.

## **5.3 COONABARABRAN AFTER SCHOOL HOURS AND VACATION CARE**

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Following a report presented to the February 2009 meeting, Council resolved the following:

1. *That Council agree to the proposed relocation of Connect 5 and Castlereagh Family Day Care to 14 Robertson Street Coonabarabran, with the intention of an Out of School Hours (OOSH) and Vacation Care Program being provided from this facility*
2. *That Council agree to continue providing this building rent free to the children's service.*
3. *That Council continues to allocate funding for the payment of rates and building insurance costs for this building; with all user charges plus any associated costs of the service being funded by the operations of both Connect 5 and Family Day Care.*

**FURTHER** that Council refer a request for a supplementary vote of \$20,000 be made as a basis from which external grant applications will be submitted to fund building modifications and refurbishment works required to cater for this new service for consideration during Council's 2009/2010 budget deliberations on 5<sup>th</sup> March 2009.' (Resolution No 256).

Progress has been made to licence and register this new childcare service. It is planned to be open weekdays from 3.00 pm to 6.00 pm providing After Hours School Care and for 10 weeks of the year during School Holidays for Vacation Care from 8.30 am to 6.00 pm. It is licensed for 15 children school aged between 6 to 12 years.

The service is approved by the NSW Department of Community Services (DoCS) and must be registered with the National Childcare Accreditation Council. Child Care Benefit and registration applications with Federal Department of Education, Employment and Workplace Relations (DEEWR) have also been submitted. The service must comply with the National Standards for Outside School Hours Care.

As mentioned in previous reports to relocate Connect 5 and Castlereagh Family Day Care to this premises some installation of electrical and networking points, carpeting and creation of open plan office space is required. One playroom will be retained for Toy Library, Playgroup and other community use, parenting/mothers groups. Remodelling of the preschool sized toilets into separate male, female cubicle toilets with disabled facilities, creation of a storeroom within the building for Connect 5 equipment and interior painting are essential projects that need to be completed before the move can be effected and service operational.

Funding has been received from DoCS for \$2,405 for equipment and program support which was reported to Council at the April 2009 meeting. An application has been submitted for set up assistance from the (DEEWR) which will provide up to \$5,074 for purchasing equipment, advertising and other program set up costs.

Funding has not been sourced to date and is not readily available for capital or refurbishment costs of the former Preschool building. An RLCIP project was submitted

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to Council for consideration which was unsuccessful. The meeting then of the final part of Council's resolution No 256 to gain co-funding has been not achieved.

Given Council's completion of draft 2009-2010 budget and the demand for capital requests it is proposed, dependent on Councils approval, to release monies held in external Restricted Asset to fund this refurbishment Project.

Currently there are amounts of \$6,682 held as Youth Council; \$3,002 held as Vacation Care and \$21,544 (\$30,544 less \$9,000 if previous report in business paper re Centrelink accepted) held as ACIS. This totals \$31,228. Each of these programs has been acquitted fully and requires no further action or obligations by Council. Each has original program objectives of providing for youth services, vacation care, children and community services.

Releasing of these funds, would enable refurbishment of the facility at 14 Robertson Street to be undertaken in time for the scheduled opening in July 2009. Whilst it depletes the external Restricted Asset fund, the purpose is genuinely focused for providing services to young people and supporting families in the community. It would require no supplementary vote from General Fund or add any budget implications for Council in this period of economic tightening of funds.

## **RECOMMENDATION**

That Council approve the transfer from the external Restricted Assets totalling \$31,228 being from \$6,682 held as Youth Council, \$3,002 held as Vacation Care and \$21,544 held as ACIS to enable refurbishment works to be completed at 14 Robertson Street Coonabarabran.

## **5.4 DUNEDOO FIRE SHED - LEASE OF RAILWAY LAND FOR RURAL FIRE SERVICE AT LOT 1 WHITELEY STREET DUNEDOO**

The Rural Fire Service (RFS) is seeking to lease a block of land at Dunedoo for the purpose of constructing a joint facility for both SES and the RFS. Council at its April 2008 meeting agreed in principal, subject to submission and approval of a Development Application (DA), to the building of this shed (Resolution No 312).

The RFS has consulted with the SES in the plans for the building and its location. The RFS will manage the construction of the building having facilitated and completed the DA and requirements for the Construction Certificate. The State Rail Authority has agreed to the subdivision of the block and signed the DA, indicating approval for the RFS to build on this block.

The DA has progressed and is expected to be completed shortly. Once this process has been completed the block of land can then be leased to Council. A 30 year term for this lease has been requested. The initial administration fee of \$ 550 will be paid for by the RFS.

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To proceed with subdivision and lease negotiations Council needs to grant in principal approval for this lease to be established. A formal lease will be presented to Council in due course.

## **RECOMMENDATION**

That Council proceed in negotiating the lease of the block of land at Lot 1 Whitley Street Dunedoo for the Dunedoo SES and RFS Shed, from the State Railway Authority once the Subdivision and DA has been approved.

## **5.5 LIBRARY SERVICES MENDOORAN AND BINNAWAY**

At the April 2009 meeting, Council received a report in relation to the sustainability of the Library Service Outlets at both Mendooran and Binnaway. A series of recommendations and options from Macquarie Regional Library (MRL) followed the 2008 annual review of the operational capability of the library service. The number of community members accessing the Binnaway and Mendooran service points raised concerns of providing an equitable service to the 6 service points in Warrumbungle Shire and quality of service delivery achieved in those service points open for less than 10 hours.

Council resolved *‘to investigate entering into a Memorandum of Understanding with the Central Schools at Mendooran and Binnaway for shared library services* (Resolution No 336).

Contact was made with each Central school Principal at both Mendooran and Binnaway and a meeting held to discuss this possibility. Both schools were very amenable to the concept of a ‘community based library service’ however a number of issues are perhaps not able to be addressed. These include;

- Access to both Libraries - stairs
- Child protection issues and members of public on school grounds – signing in
- Type of books – censorship
- Segment of Market – ie large print books vs young adults/children’s books
- Opening Times after school hours
- Lack of available space for current collections to be relocated

Discussions were held with MRL Director whereby the option for Deposit Stations was explored further. Whilst a deposit station is deemed not ideal in terms of service provision, a number of country/rural local government areas do have deposit stations for a model to be explored. In these cases a café or craft shop operated by a community organisation volunteers has an area for a small collection of books that is changed over every 2-3 months. Borrowing is done via a register and honesty system, so some collection loss is expected. The deposit station operator receives an annual donation ranging from \$500 to \$1000 per annum.

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The Mobile Library bus service that is operated by Dubbo TAFE remains an option for Mendooran on either a weekly or fortnightly basis. As advised this total annual estimate would equal \$4,720. Unfortunately this is not available for Binnaway. An investigation worth making by MRL is for a MRL Mobile Library, as there are a number of other smaller communities from the other member councils that could benefit from this type of service. However, this needs to be recommended first to the MRL Committee for any report to be developed.

Council does have a number of options from maintaining the same level of service at each centre, phasing in the closure of Binnaway and Mendooran over 2-3 years or making a decision to close both branches within the next 12 months. In both the latter cases, alternative options be they the Mobile Services or Deposit Station should be resolved.

As intimated in the MRL report, the hours of both Dunedoo and Coonabarabran are recommended to increase if Mendooran and Binnaway libraries are closed.

**RECOMMENDATION** that Council agree in principal to resolve the inequitable nature of the shires library service over the next 12 months by closing both Mendooran and Binnaway Library Service Points, with hours to be transferred to Dunedoo and Coonabarabran respectively, gaining consensus with each community as to alternative solutions be that a Mobile Library Service or Deposit Station in order to retain a library service of some kind.

## **5.6 PURLEWAUGH RURAL FIRE SERVICE (RFS) SHED**

At the June 2007 Special Meeting Council resolved that '*\$20,000 be transferred from Section 94 contributions restricted assets for the construction of rural fire brigade shed at Purlewaugh*' (Resolution No 418).

The Shed was purchased and erected onsite in November 2007 and a rainwater tank was installed in June 2008. Total funds expended on this project being;

DA – Fees and Construction Certificate	\$426
Shed – Design, manufacture and erection	\$17,273
<u>Rainwater Tank – Supply and Delivery</u>	<u>\$2300</u>
TOTAL	\$19,999

The NSW RFS made a contribution to the project and has refunded the cost of the water tank which was receipted in April 2009. It was proposed that this funding could offset the cost of extending the Purlewaugh Hall power supply to the Shed to install lights and water pump.

Council approval is sought to allocate an additional \$2,300 to the Purlewaugh RFS project for the purpose of connecting power to the RFS shed. The expenditure of which would be offset by the contribution received from RFS that unless is allocated will be returned to Section 94 contributions.

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**RECOMMENDATION** that Council approves the additional \$2,300 to the Purlewaugh RFS project for the purpose of connecting power to the RFS shed which is offset by the contribution received from RFS.

## **5.7 LICENCE AGREEMENT – SIDING SPRING OBSERVATORY**

In May 2008 Council received advice from Professor Lawrence Cram of the Australian National University at Siding Spring that they wished to transfer by way of gift to Warrumbungle Shire Council, the fire appliance currently located at the Observatory.

The ANU has operated a fire protection team for a number of years however, due to changed circumstances and difficulties in maintaining an independent fire fighting team, the University made the decision to disband the Observatory team. The gifted fire appliance would be unconditional.

That official hand over has now taken place.

With the transfer paperwork completed it is now necessary to enter into a Licence Agreement for the housing of the fire fighting appliance and ancillary equipment on the Siding Spring Observatory site.

The Licence is for a term of five (5) years at a cost of \$1 per annum.

## **RECOMMENDATION**

For Council's deliberation and if approved that the Mayor and General Manager be authorized to sign and attach the Council seal to the Lease document.

.....  
REBECCA RYAN  
DIRECTOR COMMUNITY SERVICES