



Warrumbungle Shire Council

Council meeting

Thursday, 20 March 2008

to be held at the Council Chambers, Coolah

commencing at 9.00 am

MAYOR

Councillor Peter Shinton

DEPUTY MAYOR

Councillor Murray Coe

COUNCILLORS

Councillor Garry Connelly

Councillor Carol Dawson

Councillor Col Egan

Councillor Wendy Hill

Councillor Ray Lewis

Councillor Ron Sullivan

Councillor Denis Todd

MANAGEMENT TEAM

Robert Geraghty (General Manager)

Carolyn Upston (Director Corporate Services)

Kevin Tighe (Director Technical Services)

Ron VanKatwyk (Director Environmental Services)

Rebecca Ryan (Director Community Services)

ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL TO BE HELD AT THE COUNCIL CHAMBERS, COOLAH ON THURSDAY, 20 MARCH 2008 COMMENCING AT 9.00AM

Date: 14 March 2008

Cr Peter Shinton
Mayor
Warrumbungle Shire Council
John Street
COONABARABRAN 2357

Cr Shinton

AGENDA

I submit the following report for Council's consideration at its March 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 21 February 2008

ADOPTION OF THE RECOMMENDATIONS of the Warrumbungle Shire Social Services Advisory Committee meeting held on 13 February 2008

ADOPTION OF THE RECOMMENDATIONS of the Traffic Advisory Committee meeting held on 28 February 2008

ADOPTION OF THE RECOMMENDATIONS of the Warrumbungle Aerodromes Advisory Committee meeting held on 13 March 2008

ADOPTION OF THE RECOMMENDATIONS of the Plant Advisory Committee meeting held on 21 February 2008

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.....
R J GERAGHTY
GENERAL MANAGER

GENERAL MANAGER'S REPORT

ANNEXURE 1

1.1 CORPORATE UNIFORM POLICY (SALARIED STAFF)

The amended Corporate Uniform Policy (Salaried staff) was endorsed by the Consultative Committee at its meeting held on 14 February 2008. The minutes of that meeting were received by council at its ordinary meeting held on 21 February 2008. The amended Policy is now enclosed for Councillors' consideration.

The amendment clarifies the position regarding the corporate uniform for staff in funded positions.

RECOMMENDATION

For Council's consideration and endorsement of the following amended Corporate Uniform Policy (Salaried Staff).

Corporate Uniform Policy (Salaried staff)

Council will adopt a corporate uniform, which will bear the Warrumbungle Shire Council logo.

Current staff members will be encouraged to wear Council's corporate uniform. Those staff members who agree to wear the corporate uniform and accept the offer of a subsidy will be required to wear the uniform daily during work hours. New staff members will, as part of the terms of engagement, be required to wear the uniform. The composition of the uniform will be determined by a majority of staff.

In order to maintain Council's corporate image, the uniform subsidy will only be offered on uniforms purchased from Council's approved supplier and must be from the approved uniform range.

In the event that the approved uniform range does not have a sufficient size range to fit some members of staff, the General Manager may consider allowing those members of staff to purchase similar items from a different source and providing the subsidy. All such purchases must be approved in advance and must be as similar to the uniform range as possible, both in style and colouring.

Council will subsidise individual staff uniforms by an annual contribution equivalent to 50% of the cost, subject to a maximum of \$400 in the first year and \$200 per year thereafter. Where applied for, Council will provide an interest-free loan to individual staff towards their contribution to the corporate uniform, subject to the annual limits referred to above. The loan is repayable within 6 months of issue.

The corporate uniform is not compulsory for Staff in funded positions as funding does not normally cover uniform costs and therefore in those instances the uniform contribution is not available to those positions. Accordingly the uniform policy does not apply to those staff members. However, if it is agreed that the uniform is appropriate for staff in a funded area, they may still pay it off over six months, and claim the whole amount as a tax deduction.

1.2 ORGANISATION STRUCTURE

The amended organisational structure was endorsed by the Consultative Committee at its meeting held on 14 February 2008. The minutes of that meeting were received by Council at its ordinary meeting held on 21 February 2008. The amended structure is now enclosed for Councillors' consideration.

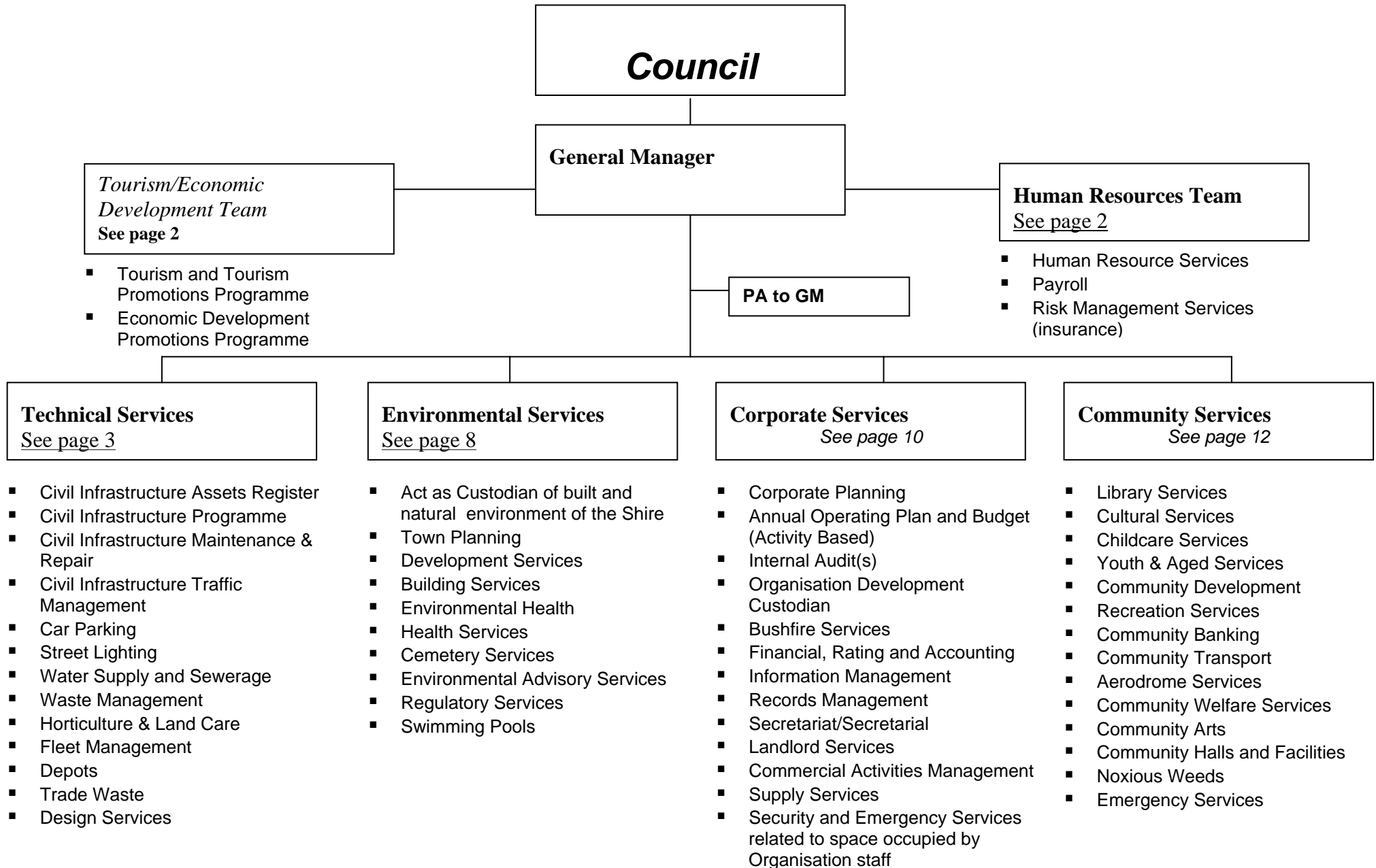
The changes to the previously approved structure are:

- i) The part time debt recovery officer has been replaced with a full time accounts trainee position.
- ii) Child Services Officer in Connect 5 the description to allow flexibility to engage a trainee if seen as appropriate.

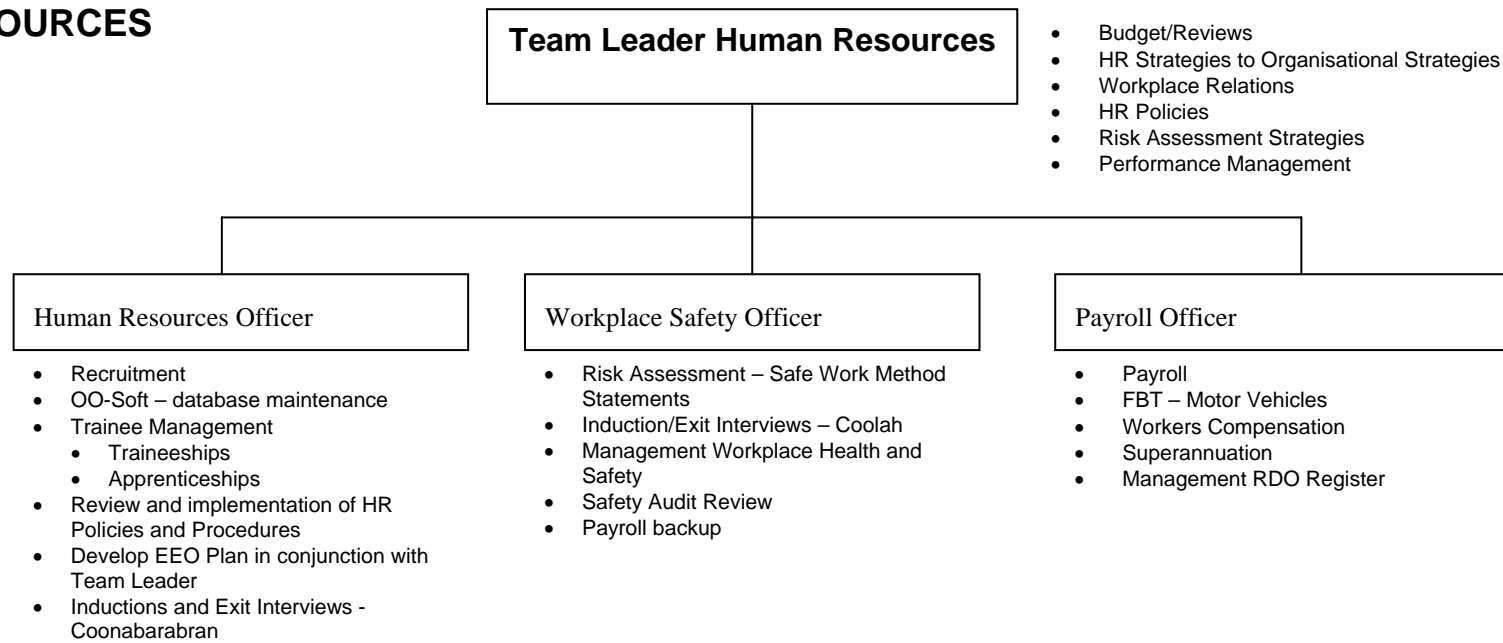
RECOMMENDATION

That Council endorse the following amended organisation structure as presented.

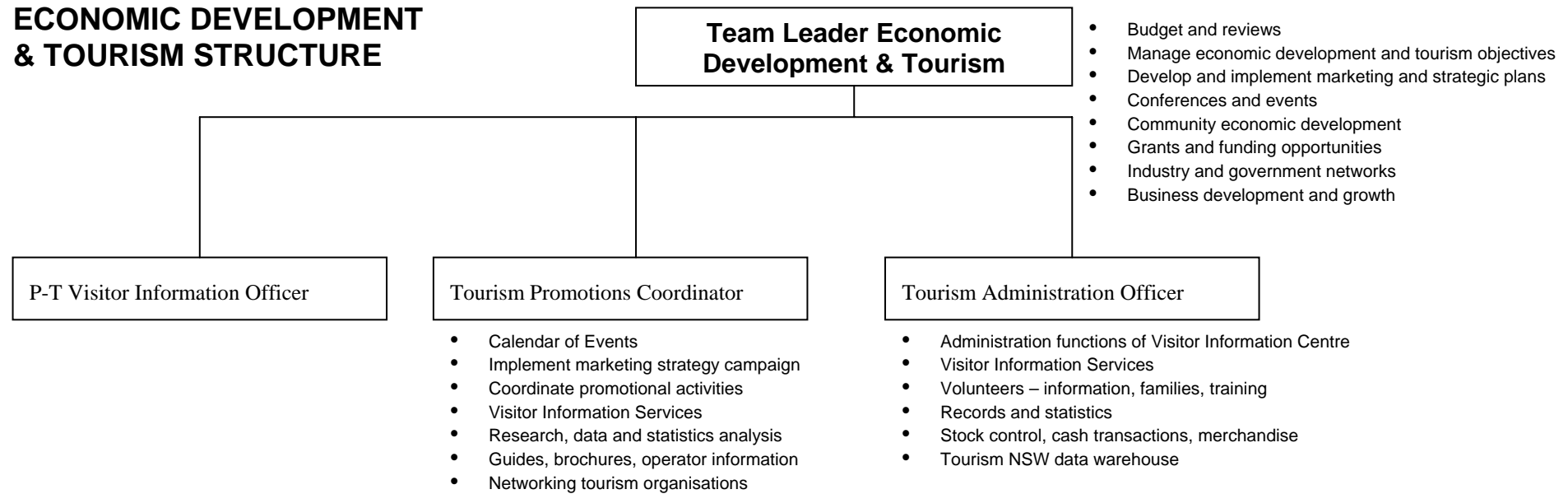
Warrumbungle Shire Council Structure



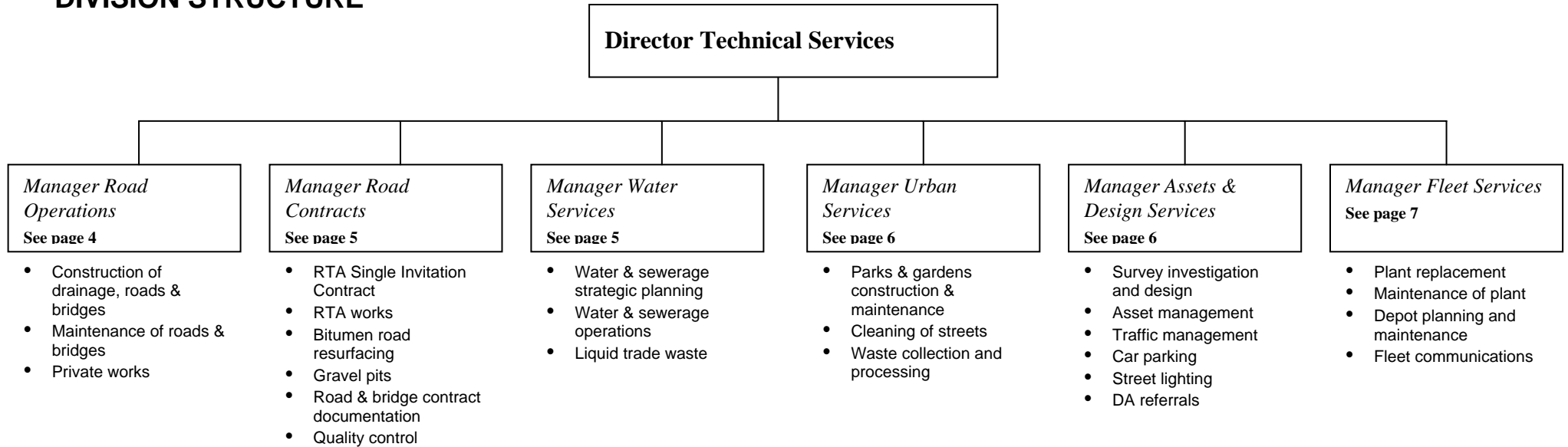
HUMAN RESOURCES STRUCTURE



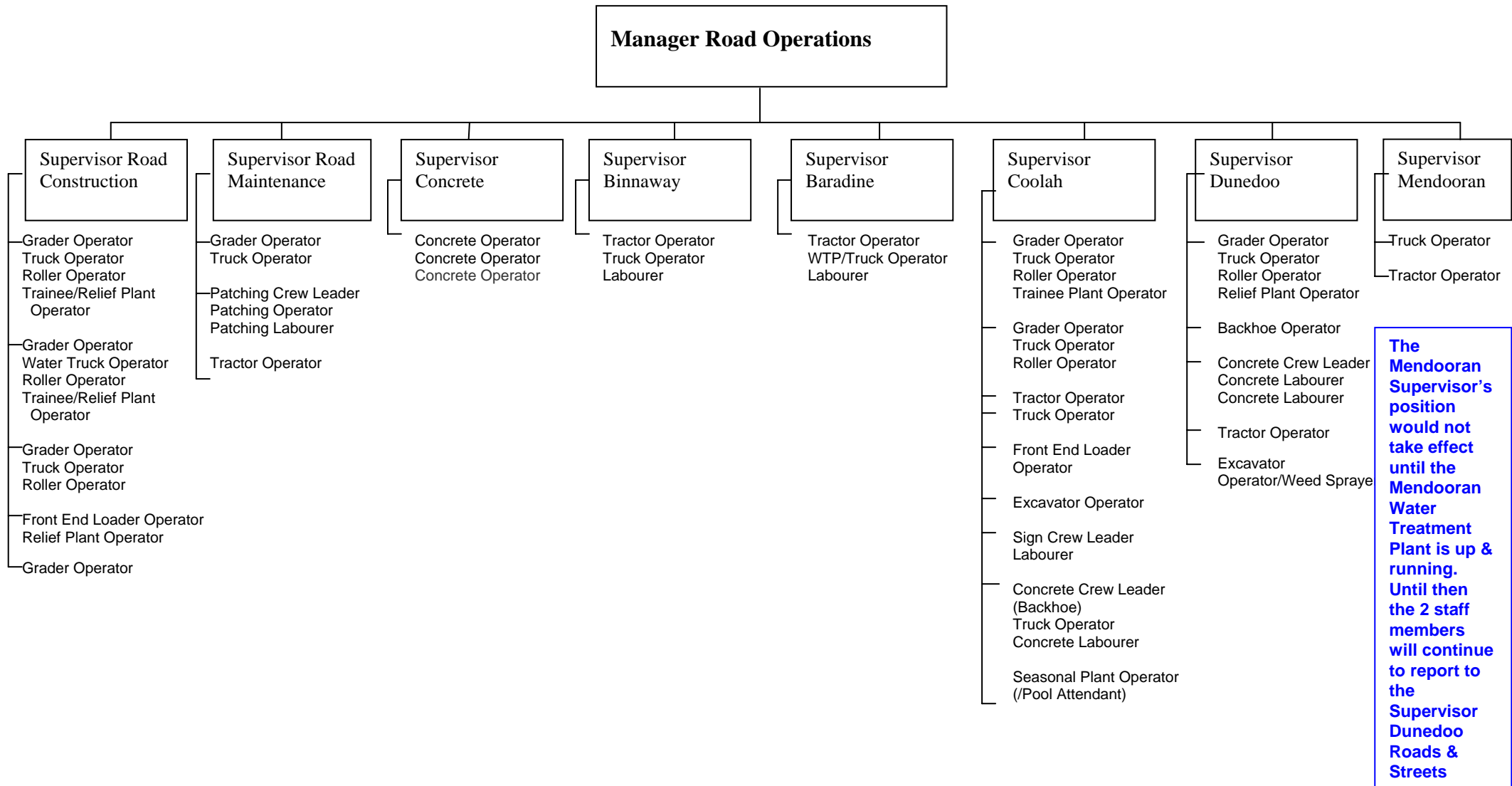
ECONOMIC DEVELOPMENT & TOURISM STRUCTURE



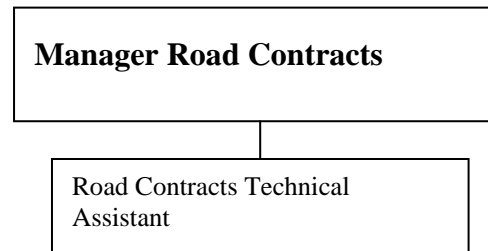
TECHNICAL SERVICES DIVISION STRUCTURE



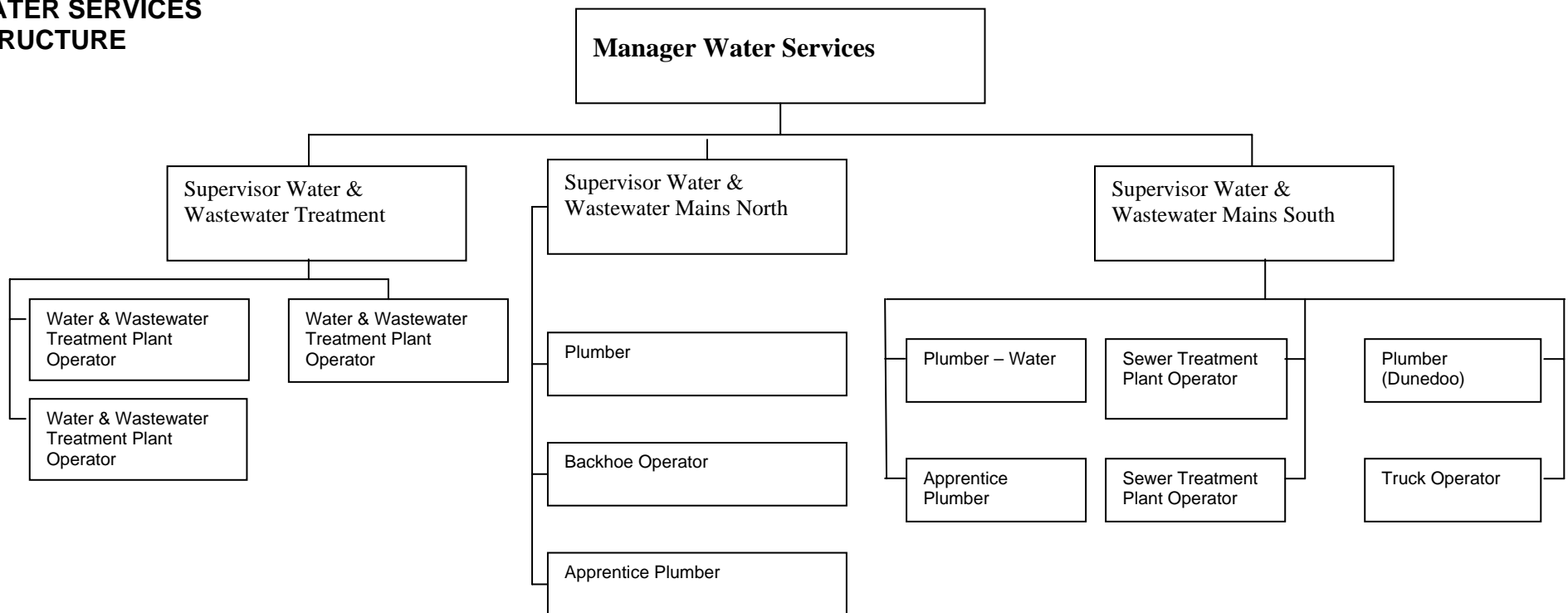
**ROAD OPERATIONS
STRUCTURE**



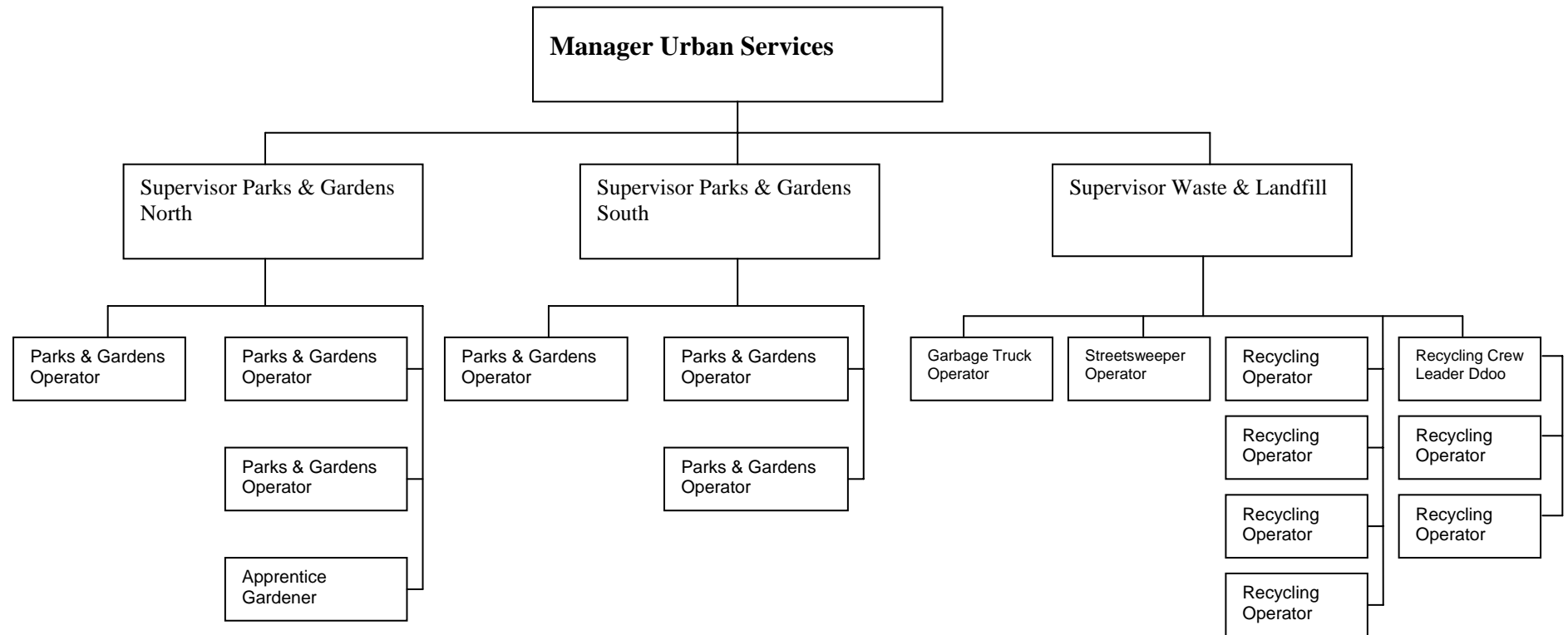
**ROAD CONTRACTS
STRUCTURE**



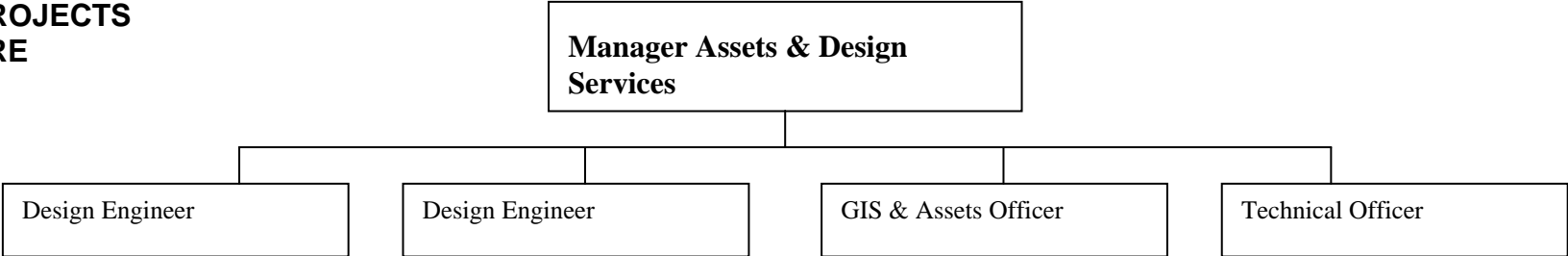
**WATER SERVICES
STRUCTURE**



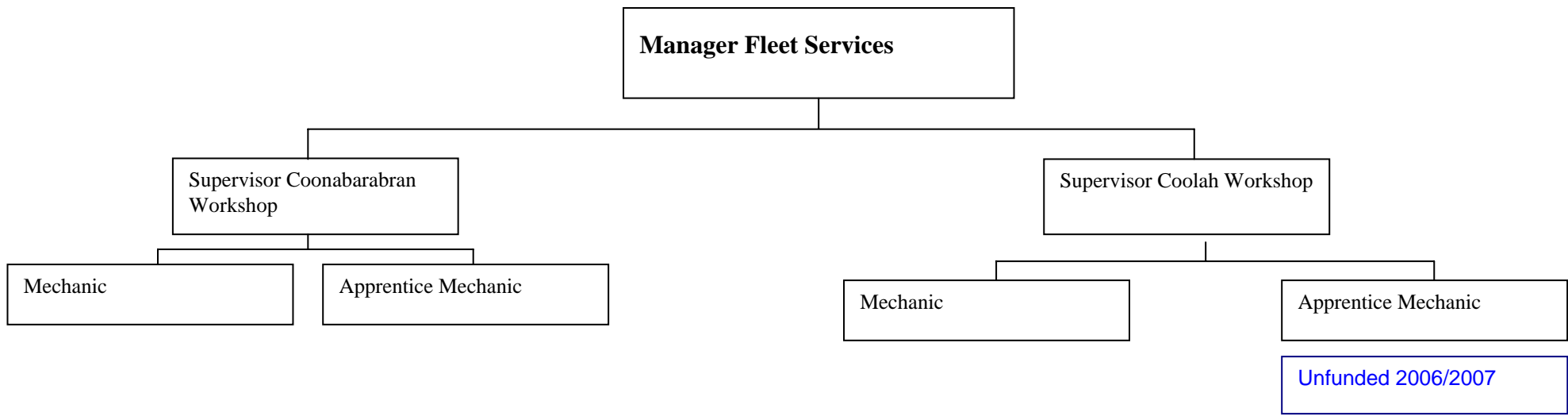
**URBAN SERVICES
STRUCTURE**



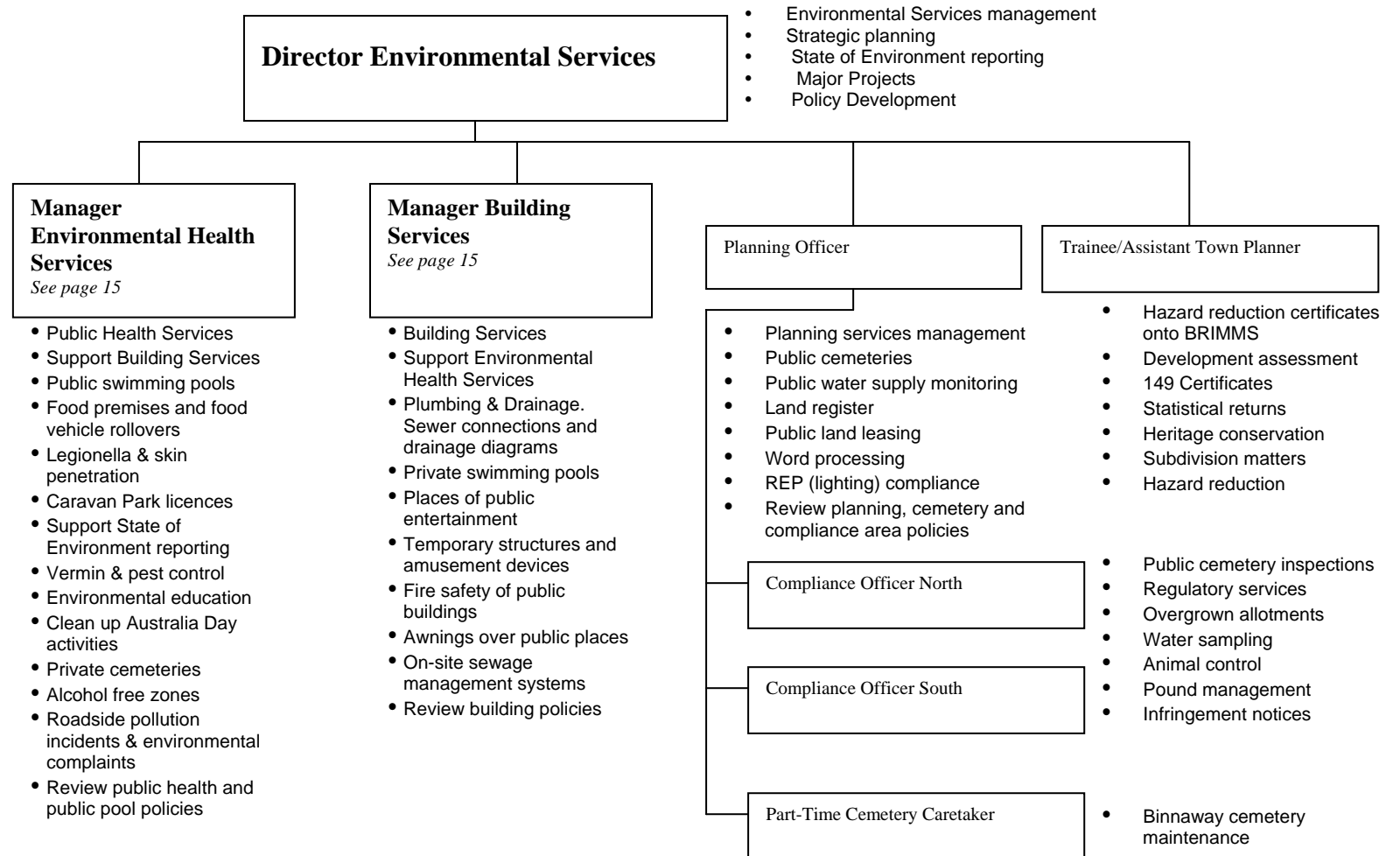
**DESIGN PROJECTS
STRUCTURE**



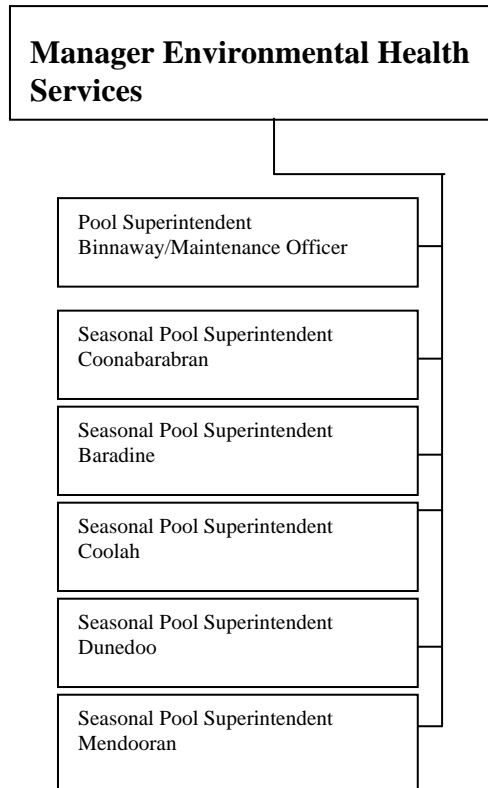
**FLEET SERVICES
STRUCTURE**



ENVIRONMENTAL SERVICES DIVISION STRUCTURE



ENVIRONMENTAL HEALTH SERVICES STRUCTURE



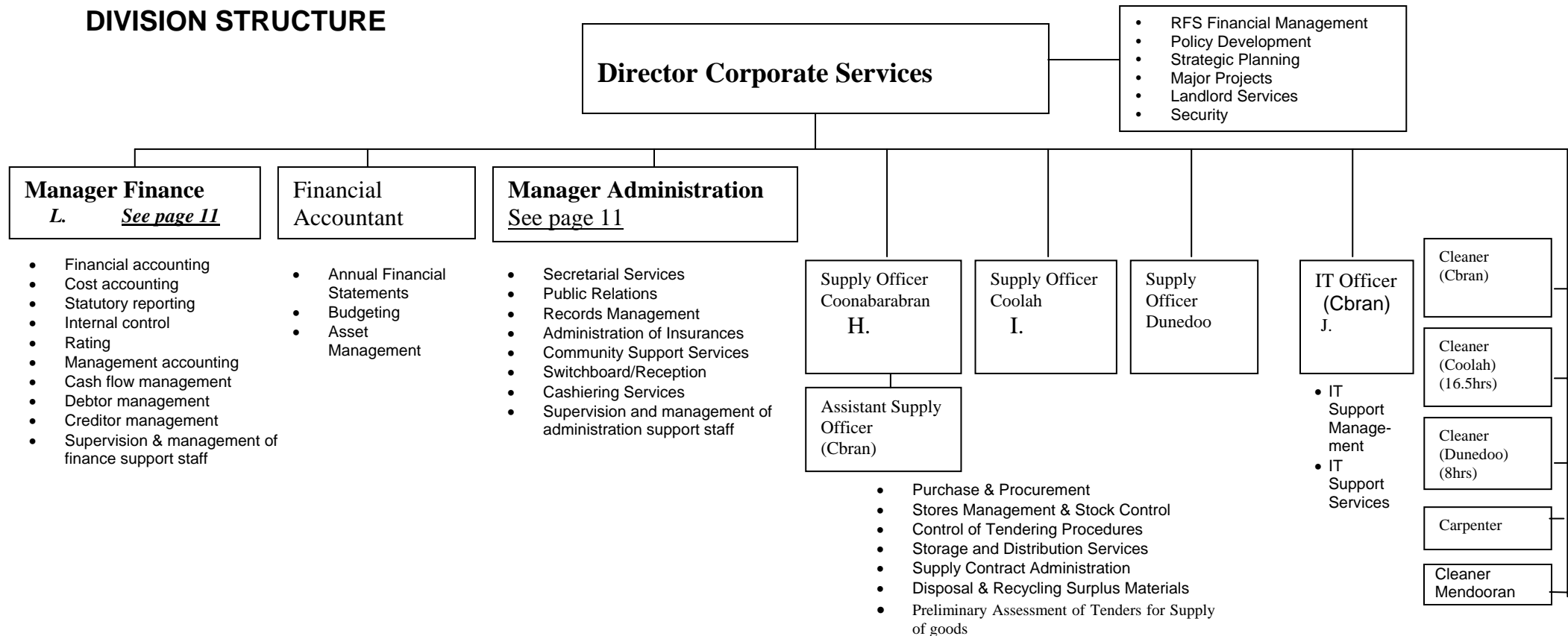
**BUILDING SERVICES
STRUCTURE**

Manager Building Services

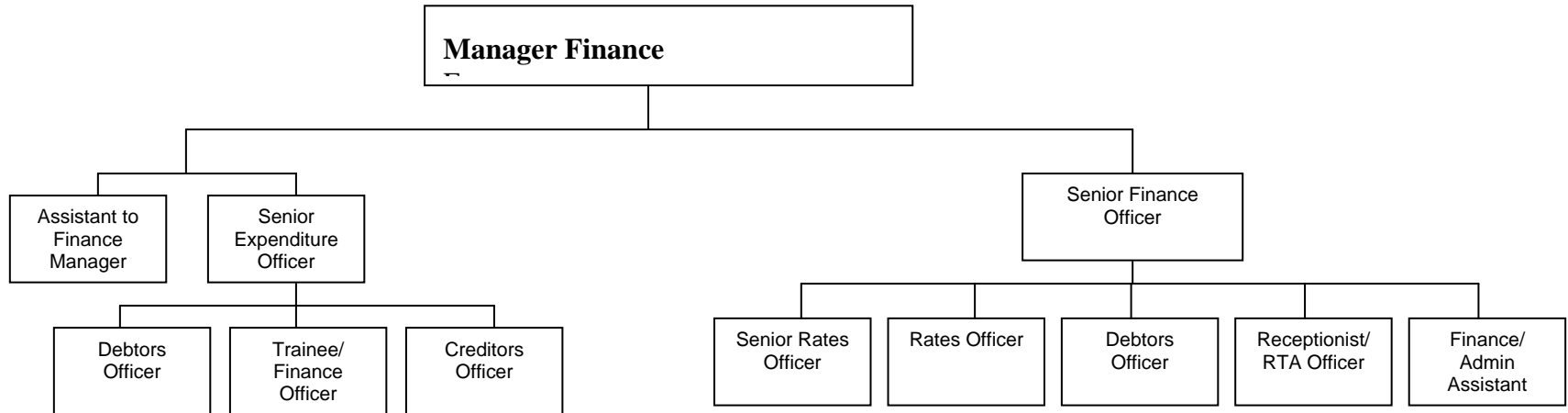
Environmental
Administration Officer

- Support 149 Certificates
- Rural numbering
- Street numbering
- Environmental education and river monitoring
- Sewer records and drainage diagrams

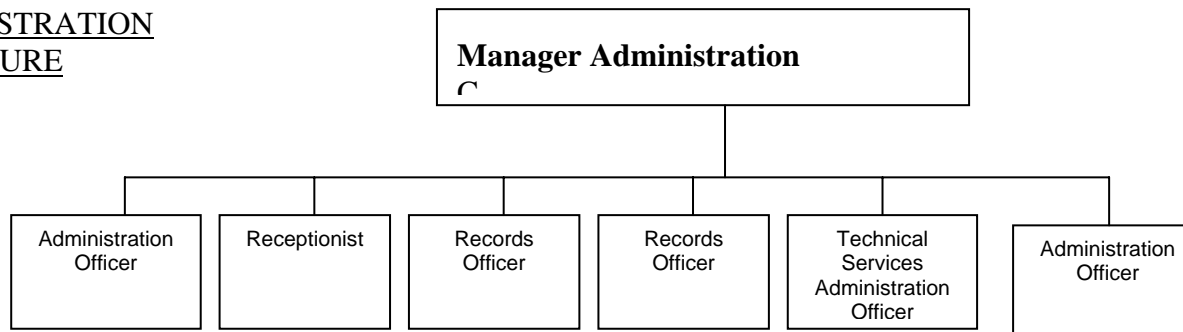
CORPORATE SERVICES DIVISION STRUCTURE



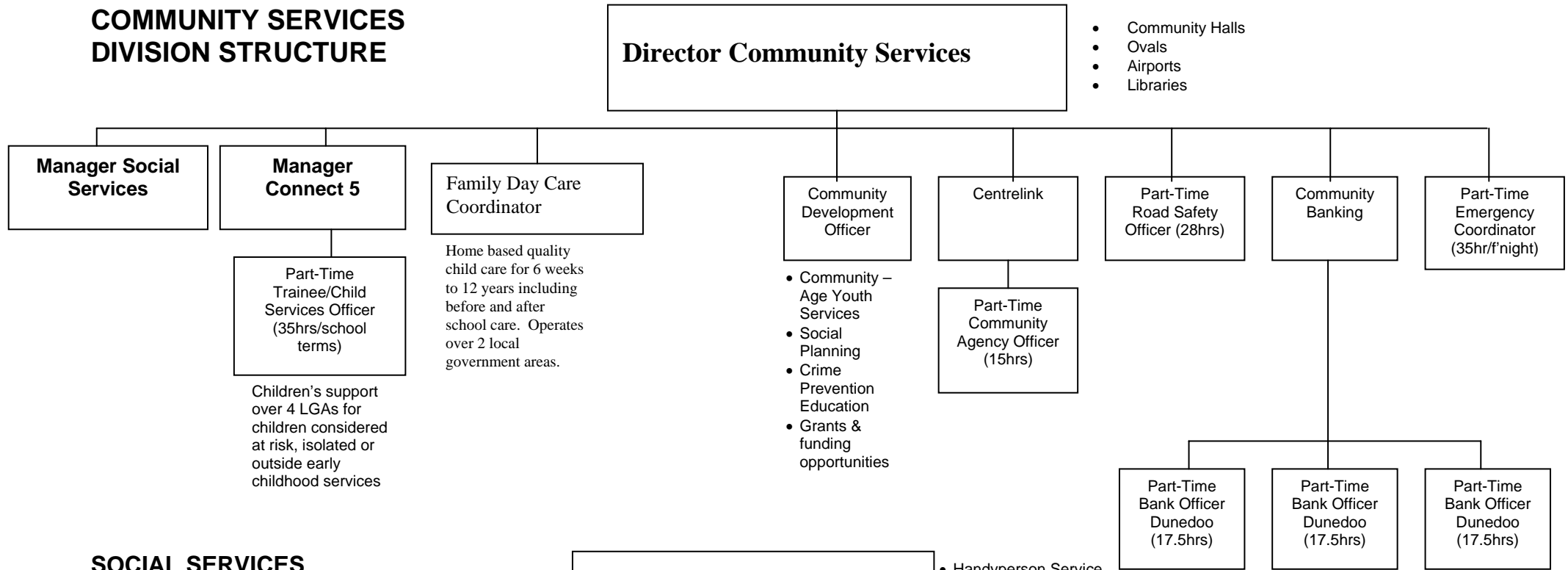
D. FINANCE STRUCTURE



B. ADMINISTRATION STRUCTURE

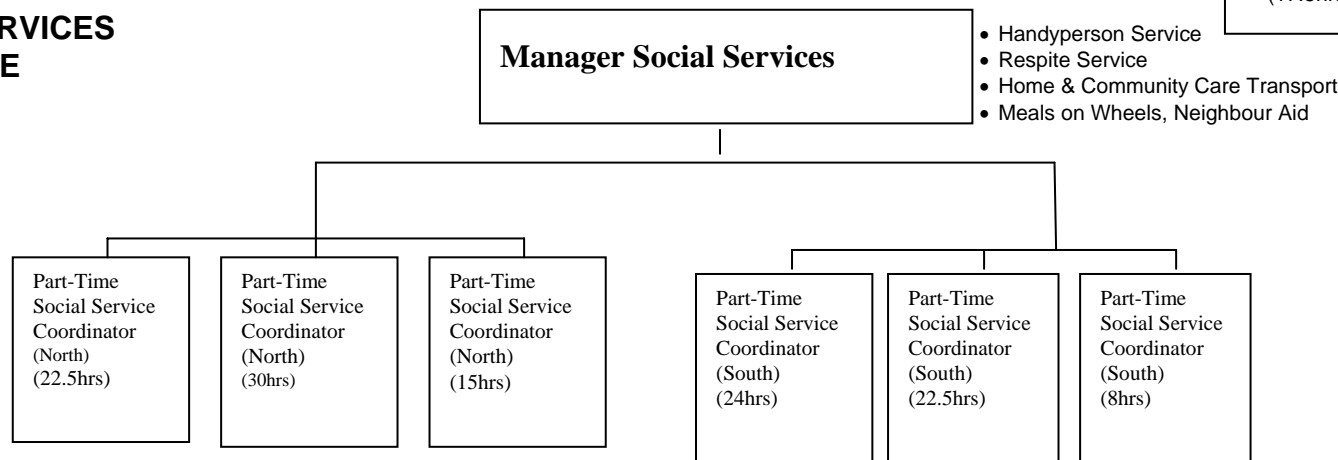


**COMMUNITY SERVICES
DIVISION STRUCTURE**



- Community Halls
- Ovals
- Airports
- Libraries

**SOCIAL SERVICES
STRUCTURE**



- Handyperson Service
- Respite Service
- Home & Community Care Transport
- Meals on Wheels, Neighbour Aid

1.3 SHIRES CONFERENCE

The Annual Shires Conference is to be held in Sydney on 3rd and 4th June 2008. Each year according to Council policy the Mayor and General Manager attend along with two Councillors. On the evening before the Conference the "C" Division Public Relations function will be held in conjunction with two other Divisions.

It is now necessary for Council to determine the number of Councillors attending the Conference.

RECOMMENDATION

For Council's consideration.

1.4 NATIONAL ROADS CONGRESS

The National Roads Congress has been the springboard that gave rise to the Roads to Recovery Programme. That programme is a four year programme with it being successfully argued that the initial four year program be continued with a second round. The Coalition announced before the election they would continue until 2013 with the Labour Party supporting that. However there is a very serious review being undertaken by the new Government of all funding and there is no guarantee that that provision will be honoured.

It is necessary for Council to be represented at this Congress to ensure that the importance of the programme is reinforced with the Federal Government. The Council has been, in the past, represented by the Mayor and General Manager.

The Conference this year is being held in Shepparton, Victoria. There is provision in the budget for attendance at this conference which is being held on 16th and 17th June 2008.

RECOMMENDATION

That the Mayor and General Manager be authorised to attend the National Roads Congress in Shepparton, Victoria on 16th and 17th June 2008.

1.5 NSW RURAL FIRE SERVICE

The NSW Rural Fire Service as part of its bid for 2007/2008 provided for the construction of a new shed for the Dunedoo Brigade. They have proceeded with the acquisition of land adjacent to the railway station at Dunedoo. The Zone Manager has discussed this project with the SES organisation to possibly construct a joint facility. Mr Wilson states:

The proposal is for the RFS to construct a 4 bay station that will allow for the SES to co-exist within the facility. Adequate funds are currently available to complete the externals of the facility, being survey works, concrete slab and shed.

The next stage of the project would require a commitment from Warrumbungle Shire Council to fund the internal construction on a dollar for dollar basis with the SES. An exact amount cannot be provided at this stage however it would include a combined medium sized training room, combined kitchenette, toilets and 2

separate office spaces. Best estimates at this stage are that the internal works will cost around \$60,000 total, of which Council would need to contribute \$30,000.

Council should note that the best funding outcome that Council can obtain from any SES facility is a dollar for dollar.

The existing SES facility is adjacent to the current Council depot and is barely adequate for current needs.

RECOMMENDATION

For Council's consideration and possible including in the 2008/2009 budget considerations.

1.6 BARADINE LIONS PARK

The Baradine Progress Association has advised that they wish to recognise David Johnston's contribution to the local community. They state:

The Baradine Progress Association also want to acknowledge David's contribution, but at a visual local level. We plan to do this with a plaque affixed to a suitable piece of Pilliga sandstone situate at the Baradine Lions Park. The plaque has already been made and now waits to be attached to a suitable rock. The wording on the plaque will also encourage visitors to stop at the proposed Warrumbungle Scenic Rest Area on the Baradine Road to view the 'Hippo' rock.

They further ask that Council locate, deliver and erect the rock in the Lions Park.

This is the first time that Council has been asked to provide a local community group with an area within one of its parks to recognise a member of the community through that community group. Usually plaques are only erected when Council decides on a recognition. There are some wider issues that Council may wish to consider, such as:

- i) what groups could initiate such a project
- ii) where would such recognition go and
- iii) what, if any assistance, Council would give to such requests.

RECOMMENDATION

For Council's consideration.

1.7 BINNAWAY COMMUNITY NEWSPAPER

The Binnaway Progress Association has advised that they wish to establish a monthly newspaper. They ask that Council support this initiative by paying the monthly maintenance charge on their photocopier.

This request is outside the usual support that Council gives its Progress Associations as well no similar support is provided to the other towns that have similar news papers.

The Association state:

In writing this letter we would like to request that the Warrumbungle Shire Council consider supporting our new venture by covering the cost of our minimum Maintenance Guarantee for the photocopier, for the period of the first year. The minimum maintenance guarantee costs \$38.50 /month or a total of \$462 for a year. Our Association is dealing with the company Inland Technology, who have already made a generous discount of \$2,500 on the photocopying machine. FRRR funding of \$5,000 has been received and the photocopier has been installed in our craft shop and members of Progress have been trained in its operation. This is a new and worthwhile venture that our Association is undertaking and will provide many benefits to the Community.

RECOMMENDATION

For Council's consideration and if agreed to where the funds will be provided from.

1.8 NOTICE OF MOTION

The following notice of motion has been received from Councillor Lewis concerning the operation of Council's swimming pools.

NOTICE OF MOTION

Due to public concern regarding swimming pool operations, that Council relinquish control of pool operations to interested community groups eg. swimming clubs, provided that group can comply with the employer entitlements, insurance, health requirements etc. Further that Council's ongoing budget provide an amount to be determined as an ongoing donation to offset costs.

Recommendation

That the General Manager prepare a scoping and issues report to allow Council to consider this proposal in detail at the April Council meeting.

RECOMMENDATION

For Council's consideration.

.....
R J GERAGHTY
GENERAL MANAGER

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

Dear Sir

DIRECTOR OF CORPORATE SERVICES

ANNEXURE 2

**2.1 DUE BY THE BANK TO THE FOLLOWING FUNDS AS AT
 29th FEBRUARY, 2008**

GENERAL FUND	BANK	RESTRICTED	BALANCE
General Fund Bank Balance	\$ 11,896,818.69	\$ 1,408,000.00	\$ 6,028,818.69
Future Capital Upgrading		\$ 2,520,000.00	
Employees Leave Liability		\$ 770,000.00	
External Grants for Specific Projects		\$ 980,000.00	
Development Sec 94 & 64 Contb'ns		\$ 190,000.00	
TOTALS	\$ 11,896,818.69	\$ 5,868,000.00	\$ 6,028,818.69
WATER FUNDS	BANK	RESTRICTED	BALANCE
Baradine Water Bank	\$ 24,348.84		\$ 24,348.84
Binnaway Water Bank	\$ 549,785.72	\$ -	\$ 549,785.72
Coonabarabran Water Bank	\$ 1,497,822.73	\$ 179,230.45	\$ 1,318,592.28
Coolah Water	\$ 870,730.23	\$ 836,697.00	\$ 34,033.23
TOTALS	\$ 2,942,687.52	\$ 1,015,927.45	\$ 1,926,760.07
SEWERAGE FUNDS	BANK	RESTRICTED	BALANCE
Coonabarabran Sewerage	\$ 2,029,637.47	\$ 836,510.08	\$ 1,193,127.39
Baradine Sewerage	\$ 285,153.11	\$ -	\$ 285,153.11
Coolah Sewerage	\$ 1,077,744.79	\$ 563,170.00	\$ 514,574.79
TOTALS	\$ 3,392,535.37	\$ 1,399,680.08	\$ 1,992,855.29
SUMMARY	BANK	RESTRICTED	BALANCE
General Fund	\$ 11,896,818.69	\$ 5,868,000.00	\$ 6,028,818.69
Water Fund	\$ 2,942,687.52	\$ 1,015,927.45	\$ 1,926,760.07
Sewerage Fund	\$ 3,392,535.37	\$ 1,399,680.08	\$ 1,992,855.29
TOTALS	\$ 18,232,041.58	\$ 8,283,607.53	\$ 9,948,434.05

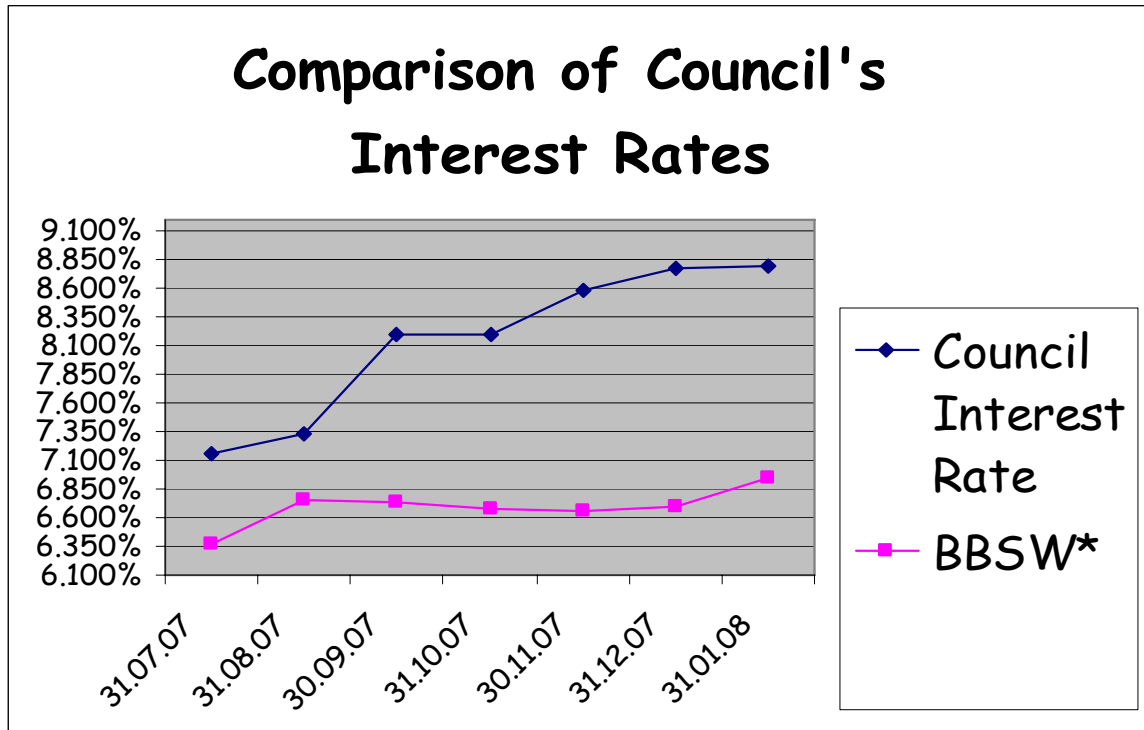
TERM DEPOSITS		Interest Rate
BOND 1 TRUST AAA FRN	\$ 2,000,000.00	BBSW+.80%
C B A CALLABLE RANGE	\$ 2,000,000.00	7.50%
SGE-CREDIT UNION	\$ 500,000.00	7.89%
DRESDNER BANK OCTAGON	\$ 1,500,000.00	7.00%
ANZ 3 PILLARS	\$ 500,000.00	BBSW +1.2%
ANZ SAIL	\$ 500,000.00	BBSW +1.5%
ANZ ASPRIT 1	\$ 500,000.00	BBSW +1.75%
ANZ ASPRIT 11	\$ 800,000.00	BBSW +1.75%
ADELAIDE BANK-AT CALL	\$ 1,527,419.99	7.35%
BENDIGO BANK	\$ 500,000.00	BBSW+1.20%
TRIDENT	\$ 500,000.00	BBSW +.65%
AVERON BOND-SEALINK	\$ 700,000.00	BBSW +1.5%
DEUTSCHE BANK - DAISY	\$ 1,500,000.00	6.8043%
PIMCO PRINCIPAL PROTECTED	\$ 500,000.00	BBSW +.81%
DANDELION-WESTPAC	\$ 1,000,000.00	BBSW + 1.5%
ROYAL BANK OF CANADA	\$ 1,000,000.00	7.70%
ALL SEASONS-KEOLIS AAA	\$ 1,500,000.00	8.00%
TOTAL	\$ 17,027,419.99	

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

Carolyn Upston
DIRECTOR CORPORATE SERVICE

RECOMMENDATION
For Council's information.

2.2 Comparison of Council's Interest Rates



*Bank Bill Swap Rate

This is the industry standard benchmark for investment return.

RECOMMENDATION

For Council's information.

2.3 RECONCILIATION OF GENERAL FUND BANK ACCOUNT - 29TH FEBRUARY 2008

CASHBOOK

Balance as at 01.01.08	18,156,841.69
Income	
- Total Receipts	3,566,578.23
- Total Investments	
	<hr/>
.	21,723,419.92
Expenditure	
- Total Cheques Drawn	3,223,278.77
	<hr/>
Balance as at 29.02.08	18,500,141.15

BANK STATEMENT

Bank Statement as at 29.02.08	18,193,500.82
Amount Not Receipted This Month	
	<hr/>
	18,193,500.82
Outstanding Deposits	366,563.40
	<hr/>
	18,560,064.22
Total Investments	
Unpresented Cheques	59,923.07
	<hr/>
	18,500,141.15

RECOMMENDATION
For Council's information.

2.4 STATEMENT OF INVESTMENTS AS AT 29th FEBRUARY 2008
INVESTMENT REGISTER

Days	Rate	Purchase Date	Maturing Date	Amount	Balance
ANZ 3 PILLARS					500,000.00
5years	BBSW+1.2%	24.03.05	06.04.10	500,000.00	
BOND ST CUSTODIAN-TITANIUM AAA					2,000,000.00
5.5years	7.2683	17.05.05	14.12.10	2,000,000.00	
OCTAGON PLC-DRESDNER BANK-EMU NOTE					1,500,000.00
10years	7.00	25.10.05	30.10.15	1,500,000.00	
CREDIT SAIL-ANZ INVESTMENT BANK					500,000.00
6years	Bbsw+1.5	14-11-05	30-12-11	500,000.00	
CBA CALLABLE RANGE					1,000,000.00
5years	7.5	14-12-05	14-12-10	1,000,000.00	
AVERON BOND-SEALINK P/L					700,000.00
7years	Bbsw+1.5	25.10.05	30.10.15	700,000.00	
DEUTSCHE BANK AG LONDON BRANCH-DAISY					1,500,000.00
5years	5-6%+cg	21-03-06	20-03-13	1,500,000.00	
ALL SEASONS-KEOLIS AAA					1,500,000.00
7years	8.00	16-06-06	16-06-13	1,500,000.00	
ANZ ASPIRT 1					500,000.00
6years		15-11-06	08-11-12	500,000.00	
PIMCO PRINCIPAL PROTECTED					500,000.00
4years		22-02-07	28-02-11	500,000.00	
ANZ ASPRIT 11					800,000.00
6 years		30-03-07	30-03.13	800,000.00	
TRIDENT-CREDIT SUISSE SYDNEY BRANCH					500,000.00
4 years		30.05.07	30.05.11	500,000.00	
SGE CREDIT UNION					500,000.00
91 Days	7.89%	11.02.08	12.05.08	500,000.00	
BENDIGO BANK					500,000.00
5 years	Bbswmid+120	21.09.07	21.09.12	500,000.00	
DANDELION-WESTPAC					1,000,000.00
5 years	Bbsw12M+0bp	20-12-07	21-12-12	1,000,000.00	
AT CALL					1,527,419.99
ADELAIDE MANAGED FUND					
	7.35%			1,527,419.99	
ROYAL BANK CANADA					1,000,000.00
1year	7.7%	16.03.06	16.03.11	1,000,000.00	
CBA CALLABLE RANGE					1,000,000.00
5years	7.5%	16-12-05	16-12-10	1,000,000.00	
				TOTAL	17,027,419.99

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

CAROLYN UPSTON
DIRECTOR CORPORATE SERVICE

RECOMMENDATION
For Council's information.

2.5 RATES AND CHARGES COLLECTION – UP TO and INCLUDING FEBRUARY 2008

GENERAL		RATE ARREARS	2006/2007 LEVY	PENSIONE R WRITE OFF	ABANDONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENT S TO DATE	TOTAL OUTSTAN DING 2007/2008	COLLEC TION % 2007/2008	TOTAL OUTSTA NDING 2006/2007	COLLECT ION % 2006/2007
	CBN RES/RURAL RES	112,123	901,926	68,675	3,872	941,502	640,625	300,877	68.04%	461,707	49.73%
	BARADINE	33,655	120,312	17,307	6	136,654	73,368	63,286	53.69%	83,909	43.51%
	BINNAWAY	21,406	58,955	9,931	189	70,242	36,465	33,777	51.91%	52,486	37.74%
	VILLAGES	7,088	21,986	1,952	2	27,120	13,070	14,051	48.19%	12,301	37.62%
	FARMLAND	217,648	3,705,057	19,005	20,545	3,883,156	2,726,631	1,156,525	70.22%	1,088,219	68.18%
	COOLAH	18,024	176,230	14,459	0	179,796	131,041	48,755	72.88%	54,403	63.12%
	DUNEDOO	12,341	192,865	16,190	0	189,015	131,756	57,260	69.71%	48,933	69.09%
	MENDOORAN	10,786	60,320	6,093	7	65,007	43,748	21,259	67.30%	24,180	54.61%
	LEADVILLE	2,733	9,127	1,353	0	10,506	5,794	4,712	55.15%	3,827	47.53%
	MERRYGOEN	357	3,696	586	0	3,466	1,970	1,496	56.84%	1,041	62.52%
	NEILREX	337	2,218	226	0	2,329	1,684	645	72.32%	662	59.17%
	UARBRY	0	3,277	73	0	3,203	2,138	1,066	66.73%	767	69.65%
	COOLABAH ESTATE	2,367	14,142	1,594	2	14,914	8,419	6,495	56.45%	0.00	0.00%

ORDINARY MEETING OF THE WARRUMBUNGL SHIRE COUNCIL TO BE HELD AT THE COUNCIL CHAMBERS, COOLAH ON THURSDAY, 20 MARCH 2008 COMMENCING AT 9.00AM

	RUR/RES COBBORA	1,081	3,272	289	6	4,058	2,764	1,294	68.11%	0.00	0.00%
	GENERAL RESD/BUS- CLH	9,190	126,593	8,882	24	126,876	93,351	33,525	73.58%	157,841	45.28%
	BUSINESS- CBN-RURAL	41,756	351,530	250	12	393,025	280,682	112,343	71.42%	126,912	62.58%
WATER						0		0			
	COONABARA BRAN	37,058	285,286	26,540	4,565	291,240	201,696	89,544	69.25%	104,874	58.03%
	BARADINE	35,938	77,813	10,343	6	103,401	51,383	52,018	49.69%	50,199	39.81%
	BINNAWAY	41,798	61,991	8,770	257	94,761	46,551	48,210	49.12%	60,038	30.53%
	VILLAGES	15,378	10,675	788	0	25,265	5,670	19,596	22.44%	10,230	24.90%
	FARMLAND - NTH & STH	0.00	693.75	0.00	0.00	694	593	101	85.41%	-	0.00%
	COOLAH	17,052	132,041	9,950	0	139,144	96,913	42,231	69.65%	48,473	60.30%
	DUNEDOO	8,659	113,636	9,266	0	113,029	77,647	35,382	68.70%	33,020	66.34%
	MENDOORAN	10,777	51,750	4,087	7	58,433	37,692	20,741	64.51%	21,559	53.45%
	MERRYGOEN	2,017	10,248	725	0	11,540	6,215	5,325	53.86%	4,003	59.73%

ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL TO BE HELD AT THE COUNCIL CHAMBERS, COOLAH ON THURSDAY, 20 MARCH 2008 COMMENCING AT 9.00AM

SEWERAGE						0		0			
	COONABARA BRAN	51,150	609,605	26,415	1,578	632,761	448,733	184,028	70.92%	158,197	69.28%
	BARADINE	53,540	138,169	8,725	14	182,970	98,848	84,123	54.02%	85,278	51.61%
	COOLAH	17,636	146,127	8,834	0	154,930	110,339	44,591	71.22%	43,904	63.49%
	DUNEDOO	9,260	136,335	8,916	0	136,679	95,645	41,034	69.98%	37,223	67.51%
		791,155	7,525,875	290,221	31,093	7,995,716	5,471,430	2,524,286	68.43%	2,774,186	60.97%
GARBAGE- North		71,122	575,398	50,278	527	595,715	411,257	184,458	69.04%	220,168	59.80%
GARBAGE - South		35,416	346,299	35,647	52	346,015	236,474	109,541	68.34%	124,420	59.82%
FARMLAND - NTH - STH		827	20,569	396	5	20,996	0	20,996	0.00%		
LEGAL FEES		65,785	26,532	0	0	92,317	21,793	70,524	23.61%	29,048	9.63%
								0			
INTEREST		152,724	0	0	0	152,724	50,337	102,387	32.96%	123,988	13.00%
	TOTALS	1,117,029	8,494,673	376,542	31,677	9,203,483	6,191,292	3,012,191	67.27%	3,271,810	58.90%

Rates & Annual Charges Outstanding Percentage											
	COONABARABRAN	200,330	1,796,817	121,630	10,015	1,865,503	1,291,054	574,449	69.21%	724,778	57.33%
	BARADINE	123,133	336,294	36,374	26	423,026	223,599	199,427	52.86%	219,385	46.30%
	BINNAWAY	63,204	120,945	18,701	446	165,002	83,015	81,987	50.31%	112,523	33.63%
	COOLAH	52,713	454,399	33,243	0	473,869	338,293	135,576	71.39%	146,780	62.36%
	DUNEDOO	30,260	442,835	34,372	0	438,723	305,047	133,676	69.53%	119,175	67.88%
	MENDOORAN	21,564	112,070	10,179	14	123,440	81,440	41,999	65.98%	45,739	54.07%
	VILLAGES	31,358	78,641	7,585	11	102,402	47,724	54,679	46.60%	32,831	42.03%
	FARMLAND	217,648	3,705,751	19,005	20,545	3,883,849	2,727,224	1,156,626	70.22%	1,088,219	68.18%
	RURAL	50,946	478,123	9,132	35	519,902	374,033	145,868	71.94%	284,753	54.43%
	Overall	791,155	7,525,875	290,221	31,093	7,995,716	5,471,430	2,524,286	68.43%	2,774,183	60.97%

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

RECOMMENDATION

For Council's information.

2.6 SUPPLEMENTARY VOTE REQUESTS FROM COMMUNITY SERVICES AND ENVIRONMENTAL SERVICES

Further to last meeting's Budget Review the following requests are for Council's consideration.

Community Services		Supplementary Vote
<i>Capital Income</i>		
Coolah Aerodrome Grant from RASP		(\$25,000)
<i>Operating Expenditure</i>		
Coolah Aerodrome		\$10,000
Baradine Aerodrome		\$8,000
<i>Capital Expenditure</i>		
Coolah Aerodrome		\$29,000
Net Result – Increase		\$22,000
Environmental Services		
Baradine Public Swimming Pool Capital Works – softfall for playground equipment	<ul style="list-style-type: none"> ▪ All capital works completed on budget except for the unexpectedly high price on the softfall ▪ Greater area required to comply with legislation 	Supplementary vote \$2,000
Town Planning	<ul style="list-style-type: none"> ▪ Increased initial costs due to casual staff. ▪ Full time position now filled. No further increases expected. 	Supplementary vote \$3,000
Cemeteries Baradine Binnaway Coona Old Coona – Native Grove Cobborah Coolah Dunedoo Mendooran Uarbry Turee Vale	<ul style="list-style-type: none"> ▪ Drought conditions have previously kept cemetery maintenance figures low. ▪ Greater than average rainfall has led to increased grass and weed growth. ▪ Cemeteries require greater frequency of mowing to maintain existing scheduled maintenance standards. ▪ Steps to be taken at village cemeteries to ensure sapling growth minimised whilst in the early stages. ▪ Grass cemeteries particularly affected. ▪ At the same time more burials have occurred requiring more vigilant maintenance 	Supplementary vote to ensure standards maintained. Baradine \$1,500 Binnaway \$4,000 Coona Old \$3,000 Native Grove \$3,000 Cobborah \$1,500 Coolah \$6,000 Dunedoo \$3,000 Mendooran \$3,000

The net result to Council's budget is an increase of \$52,000 to the General Fund.

RECOMMENDATION

For Council's consideration.

**2.7 REQUEST FOR DONATION FOR WATER CHARGES FOR
DIALYSIS**

Council has received a request for a donation for water charges for Dialysis under Council's Operational Policy 2.2, for which the General Manager has delegated authority for approval.

However Council first received medical notification of this ratepayer's condition in January 2006, which appears to have been overlooked.

Therefore a request is now made of Council to backdate this donation to 18 January 2006 and refund payments made to date, which would have been covered if this request had been approved when the initial notification was made. The donation would total \$647.50 (being \$122.50 for 2005/2006; \$245 for 2006/2007 and \$280 for 2007/2008).

RECOMMENDATION

That Council approve a donation for water usage to the equivalent of 350 litres from 18 January 2006; for this current year and whilst this ratepayer is using a kidney dialysis machine; and further that a pro-rata allowance be made for the period 18 January 2006 to 30 June 2007 and the appropriate amount be refunded.

.....
CAROLYN UPSTON
DIRECTOR OF CORPORATE SERVICES

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 ACCESS ROAD ‘Glengarry’ DUNEDOO

Background

An application has been received from property owners of “Glengarry” Dunedoo requesting Council adopt a Crown Road that currently traverses their property (copy forwarded under separate cover for Councillors’ information).

The road in question runs west from Digilah Road from a point opposite the Keswick Road intersection. The road is currently covered by enclosure permit 30299 – (3.24ha) and is recognised as a Crown public road. The road reserve itself appears to be heavily timbered with medium to large box trees. The access track currently runs parallel to the road but may be outside the actual road reserve. A boundary survey would be required to locate the track and its proximity to the actual reserve. Two letters of support were received from adjoining owners who use the track for access. (Copies of these letters and map are forwarded under separate cover for Councillors’ information.)

Financial Considerations

Transfer of ownership to the Council would presumably involve Council upgrading the existing access track to Council standard. Estimates of costs for this work are only preliminary however the existing track appears to have at least two significant water crossings and drainage and formation costs could exceed \$100,000 for 800m of road. If the access track currently being utilised is outside the road reserve then this price could double if clearing was undertaken prior to formation.

Options

Following discussions with Department of Lands the applicants have listed three options for their action:

- i) Fence the road out and it ceases to be enclosed
- ii) Legally close the road and purchase
- iii) Apply to have road transferred to another authority, ie Council.

To enable public access the applicants wish to pursue option (iii) and have approached Council in this regard.

RECOMMENDATION

For Council's determination.

3.2 POLICY – PRIVATE WORKS UNDERTAKEN BY COUNCIL

Background

On the 21 February 2008, Council resolved to seek further information on policy options for works undertaken by Council on a private works basis. A policy proposal along with procedures has been prepared and is attached for Council's consideration.

Issues

The private works policy proposal covers those works undertaken by Council for external customers and it also covers plant hire by members of staff.

The policy will overcome different administrative systems that have existed since amalgamation. In the policy, the administrative procedures to be followed to recover costs are dependent on the nature and scope of private works. In particular, the issue of when payment is received either up front or after the works are completed, is dependent on the nature and scope of the works.

When Council undertakes private works, it is essentially acting as a Contractor and one of the risks of being a Contractor is losing 'money on a job'. The proposed policy seeks to minimize the risk of Council losing money on any of the range of private works undertaken.

Options

Council has discretion in relation to the proposed policy.

Financial Considerations

When private works are undertaken, there is an expectation that a profit is made and the proposed policy reflects this objective.

RECOMMENDATION

That Council adopts the Policy on Private Works as attached to this report.

.....

KEVIN TIGHE
DIRECTOR TECHNICAL SERVICES

Private Works

(External and Internal Hire of Council Owned Plant and Equipment)

Policy and Procedures

1. Policy Objective

Council owns and maintains a wide variety of plant and equipment to enable it to undertake its service obligation functions. When not utilised in the provision of service functions, Council plant and equipment may be hired out to undertake private works. Council expects that private works are undertaken on a commercial basis and that a profit is made. However, it is not the intention of Council to undertake private works in direct competition to local contractors and in this regard, private works are generally undertaken when local contractors are not available.

2. Authority

Council has authority to undertake private works through Section 67 of the Local Government Act 1993. Fees charged for private works shall be in accordance with fees as published annually in Council's Management Plan. Section 67 of the Local Government Act places responsibility on Council to publicly report any private works undertaken where the fees charged are less than those published in the Management Plan.

3. Procedures

The procedure for undertaking private works and recovering costs are categorised into either external private works or internal private works.

3.1 External Private Works

When Council is carrying out private works for individuals, companies or community groups, essentially it is acting as a Contractor. There are risks associated with being a Contractor particularly in relation to payment for works undertaken. However, as Council is using public money to undertake private works, it is necessary to have in place the highest level of safeguards to avoid loss of funds. Procedures must be in place to ensure that when private works are undertaken administrative processes are in place that enables efficient recovery of costs associated with private works. Further, the procedures for establishing prices and collecting payment must be transparent and clear accountabilities established.

The nature of private works undertaken by Council varies considerably in scope, complexity, location and in value. For the purpose of charging and collecting payment there are two procedures in place.

3.1.1 Payment up Front

Payment up front is required for minor works less than \$150 in value. Private works that fall under this category are typically associated with parks and garden activities such as grass cutting and tree pruning. Other works that might fall into this category

include some plumbing works and waste collection works, and these are generally located in urban areas. Under this category no money is to be handled by operating staff, instead, authority to undertake private works is through the Supervisor and provision of a receipt from Council's cashier.

A job number must be allocated prior to works being undertaken and this will be incorporated on the receipt.

3.1.2 Payment for Works Undertaken

Council will send an invoice to the client when payment is not received up front. Private works that fall under this category are typically associated with roadworks that involves earthmoving machinery and large trucks. The location of the works are mostly in the rural areas of the Shire and are undertaken when plant and equipment is within a short distance of the Client's job.

Private works under this payment category will only be undertaken under the following circumstances:

- Council's Private Works Agreement Form is signed by the Client prior to commencement of works.
- The relevant Supervisor or Manager has given authority to the operator to undertake the works
- A formal quotation has been prepared and accepted by the Client where the scale of the proposed works warrants a quotation.
- A private works job number has been created and issued by Council's Finance Section.

The warrant for a quotation depends on the nature of the proposed works and is described as follows:

3.1.2.1 No Quotation Required

Generally, private works that involve no more than one works crew and limited input by the Supervisor do not need a quotation. Such works are initiated by completion of Council's Private Works Agreement form and authorisation by the relevant Supervisor.

3.1.2.2 Quotation Required

A quotation is required for private works that are large in scale, involve more than one works crew and require significant input by the Manager. The Manager will prepare the quotation and works will only commence when a purchase order has been issued by the Client.

Typically, private works requiring a quotation are undertaken for Government Agencies such as the RTA, larger corporations such as Country Energy or ARTC and large construction contractors involved in civil works or subdivision construction.

3.2. Internal Private Works

The procedures applicable to external private works do not adequately cover hire of Council owned plant and equipment by members of Staff. As custodians of local government plant and equipment, a greater level of scrutiny and transparency must apply to private use of plant and equipment by Council employees.

Payment up front is required before Council employees hire Council plant and equipment. Further, authorisation by the relevant Supervisor is required prior to the hire period and the Supervisor is required to check the condition of the plant when it is returned.

Council employees are not covered by Council's Workers Compensation Insurance Policy during the term of the hire period.

Under no circumstances are Council employees permitted to use Council plant and equipment for commercial purposes or to make a private gain or benefit.

3.2.1 Plant Available for Hire by Council Employees

Only those plant items listed below are available for hire by Council employees. The applicable hire rate is as published in Council's Management Plan, *which includes a component for the operator's hourly rate. If the grade of the hirer is higher than that of the normal operator the hourly hire charge will increase by the grade difference.* The agreement form and conditions of hire are included in Attachment 2.0 to this policy.

- Backhoe
- Bobcat
- Grader
- Slasher
- Tractor
- Truck < 8T
- Truck 8 – 10T
- Truck > 20T

Minor Plant

- Concrete Mixer
- Vibrating Plate Compactor
- Wacker Packer

**Attachment 1.0 – External Private Works
PRIVATE WORKS AGREEMENT FORM**

<p><u>Job Details</u> <i>(To be completed by Supervisor)</i></p> <p>Job Location</p> <p>Nature and Scope of Works <i>(eg. Grade up internal road 1km long and install one set of pipes).</i></p> <p>Plant and Labour Requirements <i>(eg. One grader, tipper truck, backhoe and one labourer).</i></p> <p>Estimated Job Duration.....</p>	
<p><u>Client Details</u></p> <p>Name..... Contact Phone No.</p> <p>Postal Address.....(h)(mob)</p> <p><u>Client Agreement</u></p> <p>I / we agree with the nature and scope of works as described above and I / we agree to pay Warrumbungle Shire Council all costs associated with this job.</p> <p>..... <i>Signature</i> <i>Date</i></p>	
<p><u>Agreement Conditions</u></p> <ol style="list-style-type: none"> 1. <i>The client is responsible for all direct costs associated with the private works job including 10% administration charge.</i> 2. <i>The Client will undertake to disclose to Council’s Supervisor and Operators, before the commencement of works, the existence of all pipes, cables and other such hazards known to the Client.</i> 3. <i>Council will notify the Client when the works have been completed and the Client will inspect the works to ensure completion in accordance with Client expectation.</i> 4. <i>If the Client requires changes to the work after commencement, a new agreement form must be completed.</i> 5. <i>Where plant is transported to undertake the works, the Client is responsible for all costs associated with transportation of labour, plant and equipment to and from the job.</i> 6. <i>The General Manager or delegates, reserves the right to refuse to undertake private works.</i> 7. <i>The General Manager or delegates reserves the right to request payment prior to commencement of works.</i> 	
<p><u>Job Completion</u></p> <p>I / We agree that the job has been completed in accordance with agreed scope of works.</p> <p>..... <i>Signature</i> <i>Date</i></p> <p><i>Supervisor Name</i>..... <i>Supervisor Signature</i>..... <i>Date</i></p> <p>Sundry Debtor / Job Number</p>	

Attachment 2.0 – Internal Private Works – Hire of Council Plant and Equipment by Staff for Domestic Purposes

**APPROVAL FORM FOR HIRE OF PLANT AND EQUIPMENT BY
 COUNCIL EMPLOYEES**

Plant Available for Hire by Staff

Backhoe, Bobcat, Grader, Slasher, Tractor, Truck < 8T, Truck 8 – 10 T, Truck >20T, Minor Plant (Concrete Mixer, Vibrating Plate Compactor, Wacker Packer)

Insurance excess payable in event of damage is \$500.

Conditions

1. All plant items listed above must be operated by the person who normally operates the plant item during work hours or a competent person approved by the Manager.
2. A plant and equipment hire approval form must be completed and signed by the employee, and the relevant Supervisor and Manager prior to the hire period. The plant return section of the form must be completed by the relevant Supervisor at the end of the hire period.
3. Payment of the expected plant hire fee must be made prior to the hire period.
4. The period of hire includes travel time to and from the works depot.
5. Plant and equipment hired by Council employees must be returned to the depot prior to start of normal work hours and in readiness for normal work.
6. The plant hire period must be recorded on the operator's timesheet. The plant hire must be recorded against a Sundry Debtor number created by Council's Finance Section.
7. In the event of accident or damage to the item of plant or equipment, the hirer is responsible for payment of Accident Damage Excess charge.
8. All accidents or damage must be reported to the Plant Supervisor immediately.
9. *The hirer is not covered by Council's workers compensation policy during the period of hire.*
10. *If the grade of the hirer is higher than that of the normal operator, the hourly hire charge will increase by the grade difference.*

Employee Details and Purpose of Hire

Employee Name

Plant Item and No.

Purpose of Plant Hire

Employee Signature

Proposed Hire Period

Start Date

End Date

No of Hours

To be Completed Prior to Hire Period

Payment Details

To be Completed by Finance Section

Estimated Cost of Plant Hire

Sundry Debtor No.

Payment Receipt No.

Plant Inspection Prior to Hire Period

To be Completed by Supervisor

Hour Meter Reading

Odometer Reading

Supervisor Name

<i>To be Completed by Supervisor on Return of Plant</i>	
Hour Meter Reading.....
Odometer Reading	<i>Supervisor Name</i>
Does Plant Usage match Hire Period Yes / No
Is there any damage to Hired Plant Yes / No	<i>Supervisor Signature</i>
Are any charges applicable Yes / No	<i>Date</i>
If yes please detail and forward to relevant Manager.	Please submit completed plant hire form to Manager for filing.

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 REQUESTS TO VARY ADOPTED 2007/2008 BUDGET CAPITAL
IMPROVEMENT ALLOCATIONS**

The following requests to modify current projects are submitted for consideration;

i) Mendooran Pool Capital Expenditure

A provision was made in this year's program for \$15,122 to be spent on playground equipment. When essential features such as shade and softfall are factored in only a very basic facility could be provided for this allocation.

Proposal

That the installation of playground equipment not proceed and instead the allocated funds be applied to the installation of a disabled access ramp and front façade upgrade. This upgrade would include handrails, repainting with a new colour scheme and a rain shelter over the front door and steps.

ii) Health Services Capital Expenditure

A provision was made in this area for \$2,000 to acquire digital thermometers primarily for use in food shop inspections.

Proposal

That a single serviceable food standard thermometer be acquired and the remaining \$1350 be reallocated to the Ordinance Services Capital Expenditure area for the purchase of two hand held microchip scanners.

RECOMMENDATION

That the proposals outlined above be approved and the necessary adjustments to the current financial year's budget be made.

**4.2 PROPOSAL TO ESTABLISH AN ALCOHOL FREE AREA -
COONABARABRAN SKATE PARK**

A request has been received from the Coonabarabran Youth Club to designate the Skate Park and surrounding park area as Alcohol Free. This determination will assist police to confiscate alcohol and deal with offending people.

As the Local Government Act 1993 provides that Alcohol Free ZONES can only be established to include public roads or car parks this mechanism is not available in this instance. Council's remaining option is to prohibit the presence of alcohol in this recreation park by way of erecting signs informing people that alcohol is prohibited.

The proposed area includes; the main road to the Youth Club from the main entry gate along the northern fence line to the boarder of the Coursing Club; the entire Youth Club eastern car park to the western side of the grassed Netball courts along to the railway line fence (including the Netball courts); the entire southern grassed area between the Youth Club and the railway line fence up to Chappell Avenue, including the Tennis Club car park; the entire Skate Park area and outdoor Basketball / Netball courts. This proposal does not include the Youth Club or Tennis Club buildings which may in the future require an alcohol license for a particular event.

The proposal for Council's consideration is to prohibit the presence of alcohol in the above area and erect signs around the Skate Park and surrounds at Coonabarabran Youth Club advising that alcohol is prohibited in this park area. This in turn will provide the means by which Council Ordinance and NSW Police officers have the authority to issue appropriate warnings and fines. Any person who fails to comply with the terms of a notice erected by Council is guilty of an offence.

Council's Director of Community Services has confirmed that the costs associated with signage and advertising can be met out of the operations vote for this area.

RECOMMENDATION

That Council resolve to ban alcohol in the Skate Park and surrounds at Coonabarabran Youth Club and authorise the erection of signs stating that alcohol is banned and a person who fails to comply with the terms of a notice erected by Council is guilty of an offence.

4.3 WARRUMBUNGL E SHIRE COUNCIL APPLICATIONS RECEIVED FOR THE MONTH OF FEBRUARY 2008

Complying Development (set criteria) Development Application (Specialised Conditions)	Owners Name	Location (Street)	Location (Town)	Development Type	Status (Approved or Pending)
CDC 96/0708	Raymond Murphy Jnr	Booyamurra St	Coolah	New House	Pending
CDC 97/0708	Roma Tarzi	1 George St	Coonabarabran	Verandah / Deck	Pending
CDC 98/0708	Aaron Mancer	10 King Street	Coonabarabran	Additions	Pending
DA 99/0708	Rawson Homes (Milfords)	Bingie Grumble Rd	Coonabarabran	New House	Pending
CDC 100/0708	Wayne Semmler	11 Hill Street	Coonabarabran	Additions	Pending
CDC 101/0708	Meridith & Michael Halliday	Lot 1 Garland Street	Leadville	Steel Double Garage	Pending
DA 102/0708	Jennifer Rose	38-40 Adelyne Street	Dunedoo	2 Lot Subdivision (1 new lot)	Pending
DA 103/0708	Reginald Farley	7 Digilah Street	Dunedoo	Demolition of Existing Dwelling	Pending
DA 104/0708	Warrumbungle Shire Council Connect 5	63 Cassilis St (church)	Coonabarabran	change usage	Pending



WARRUMBUNGLA SHIRE COUNCIL APPLICATIONS HELD PENDING AS AT THE MONTH OF FEBRUARY 2008				
DA 95/0708	Rawson Homes	Tenby	Coonabarabran	New House
DA 50/0708	Warrumbungle Shire	Reservoir Street	Coonabarabran	Subdivision

.....
RON VAN KATWYK
DIRECTOR ENVIRONMENTAL SERVICES

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 MACQUARIE REGIONAL LIBRARY (MRL) ORGANISATIONAL STRUCTURE AND POSITION REVIEW

Background

In 2007 a review of the MRL Organisational Structure was undertaken. Following a consultation process involving State Library NSW, member councils and the staff, this report was tabled to the February 2008 MRL Committee meeting, held in Coolah. The report presented a number of recommendations which included:

- The flat line structure of Library Branch Managers reporting to the MRL Director, as currently in place, remains (See enclosure 'Macquarie Regional Library')
- Baradine, Binnaway and Mendooran service points report to the Coonabarabran Library Branch Manager
- All positions to be reviewed against the NSW Job Information Questionnaire according to the Dubbo City Council salary system
- The review to consider possible increases in hours of part time Library Assistants in the branches other than Dubbo, with costings

These recommendations if approved by each member Council, will enable some current salary and position outcome anomalies across the organisation to be removed.

Branch Managers - Warrumbungle Shire

The review of the Coonabarabran Branch Manager position took into consideration the formalisation of the position being responsible for the Baradine, Binnaway and Mendooran service points. This removes the current 'handshake' agreement since this position has been responsible for both Baradine and Binnaway service points for a number of years, without salary recognition. The review took into account this scenario, noting the program development, budget control, cataloguing experience, collection management and supervision of staff requirements. It resulted in a change from Grade 10 to a Grade 12.

Both Coolah and Dunedoo Branch Manager positions were reviewed as Grade 9 and, as noted on the Organisational Structure, will continue reporting directly to the MRL Director, as supervisor. The incumbent at Coolah Branch will remain as a Grade 10

however, since this is a Present Occupant Only (POO) position. The Dunedoo Branch Manager is currently a Grade 5 and would change to a Grade 9.

Library Assistants - Warrumbungle Shire

The Library Assistants positions have not been reviewed against a recognised position evaluation system for a number of years. The Library Assistants positions have changed from their original requirements in terms of level of responsibilities, performance and outcome expectations, knowledge and skills required. The review indicated a change from Grade 3 to Grade 6 and included the positions of Library Assistant at Baradine, Binnaway, Coonabarabran, Coolah and Mendooran.

Staff Hours - Warrumbungle Shire

It is requested that Council consider increased hours for the Library Assistant at Coonabarabran to support the change in responsibilities for the Branch Manager.

Summary

1. It is recommended that the Coonabarabran Branch Manager position be regraded from a Grade 10 to a Grade 12.
2. It is recommended that both Coolah and Dunedoo Branch Managers be regraded to a Grade 9 position, noting the Coolah Incumbent's POO status as a Grade 10.
3. It is recommended that the Library Assistant positions at Baradine, Binnaway, Coonabarabran, Coolah and Mendooran; be regraded from Grade 3 to a Grade 6.
4. It is recommended that Council consider an increase in hours of 3 hours per week for Coonabarabran Library Assistant position.

Opening Hours - Warrumbungle Shire

A possible increase to opening hours for Coonabarabran and Dunedoo was noted in the review as future opportunity for improving library services. However until the need is justified and bearing in mind the above recommendations, a request for additional branch opening hours does not form part of this report.

Budget Implications

The 2007-2008 Salaries and Wages Contribution from Warrumbungle Shire Council totaled \$195,701 which was part of the total Library's operational expenditure budget of \$379,745.

As this request to implement these recommendations for salary regrades is for the 2008-2009 financial year, there is no impact to the 2007-2008 budget.

If Council adopts the recommendations this will increase the Salaries and Wages Contribution by \$24,929.19 and this figure would be included in the preparations of the draft 2008-2009 Management Plan.

Council does have the ability to limit or stipulate nominated salary grades of the Branch Managers and Library Assistant positions. However, this option does not remove the current position grade anomalies across MRL and would question the value Council places on MRL service objectives. This review has provided all member Councils and

library staff from all branches to have input and feedback, and the outcome is ensuring accountability and transparency for management of Library staff.

General Manager's Note:

Under the Agreement arrangement, Warrumbungle Shire Council meets the full cost including on costs for the determined staff positions. Therefore, such changes in structure and hours must be met in future budgets.

RECOMMENDATION

That Council accepts the recommendations relating to MRL Organisational Structure review in particular the flat line structure of Library Branch Managers reporting to the MRL Director, as currently in place remain and Baradine, Binnaway and Mendooran service points reporting to the Coonabarabran Library Branch Manager.

FURTHERMORE that Council accepts the recommendations of the MRL review of positions in preparation of the 2008-2009 Management Plan.

5.2 REMOTE AERODROME SAFETY PROGRAM – COOLAH and BARADINE

Council was advised informally at the February 2007 meeting, of the recent announcement of the successful funding for both Coolah and Baradine Aerodromes. These submissions were lodged in September 2007, under the Federal Government Remote Aerodrome Safety Program (RASP). RASP is *'aimed at assisting the upgrade of airstrips in remote and isolated aerodromes to enhance their safety and accessibility and to facilitate the provision of non-commercial essential community air services.'*

Coolah

The Coolah Aerodrome project includes the installation of PAL lighting and sealing of runway ends and taxiway at Coolah aerodrome. Council allocated \$25,000 in the 2007-2008 budget towards this project.

PAL Lighting	\$ 35,000
Runway and Taxiway sealing	<u>\$ 15,000</u>
TOTAL	\$ 50,000

This is a relatively quick project that will be completed by the end of June 2008.

Baradine

The Baradine Aerodrome project included the upgrade of the perimeter fence and installation of emergency pad lighting. Council allocated \$10,000 in the 2007-2008 budget towards this project, with the local Baradine Aerodrome committee contributing an additional \$4,000.

Since the application was submitted, the Royal Flying Doctor Service (RFDS) landing procedures were changed. Compulsory Feral animal runs at all rural and remote aerodromes are required regardless of fencing condition. The RFDS have also raised concerns about the condition of the runway which resulted in them refusing to land for a period of 2 weeks until emergency works were completed.

A request was made to RASP to reallocate the grant monies from the fence project towards the rehabilitation of the runway and sealing of runway ends. This request was unsuccessful, however Council has been invited to resubmit this Baradine Runway project in the second round of RASP which is will be open soon.

Summary

The success of this funding has in effect doubled Council's original investment.

Based on this information above, negotiations for the preparation of the Funding Agreement for Coolah Aerodrome has been undertaken. Council has now received the Letter of Offer of \$25,000 from the Australian Government Department of Infrastructure, Transport, Regional Development and Local Government (DITRDLG) for the Coolah Pilot Activated Lighting (PAL) project.

RECOMMENDATION

That Council authorise the General Manger to sign the Remote Aerodrome Safety Program Funding Agreement on behalf of Council, for the Coolah PAL Project for \$25,000.

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REBECCA RYAN
DIRECTOR COMMUNITY SERVICES