



2017/2018  
ANNUAL REPORT

# 1. Introduction

In accordance with Section 428 of the Local Government Act 1993, Warrumbungle Shire Council presents this Annual Report for 2017/2018.

This Annual Report presents Council's achievements in implementing the Delivery Program and Operational Plan as well as outlining the effectiveness of the principal activities undertaken in achieving the objectives at which those principal activities are directed.

The Annual Report has been prepared in accordance with the guidelines under section 406 of the Local Government Act 1993 and contains a copy of Council's audited financial reports prepared in accordance with the Local Government Code of Accounting Practice and Financial Reporting as well as such other information or material as the regulations or the guidelines under section 406 may require.

The Annual Report is one of the key points of accountability between Council and our local communities. The Annual Report focuses on Council's implementation of the Delivery Program and Operational Plan because these are the plans that are wholly the responsibility of Council.

This Annual Report is intended to provide the community with an understanding of how Council has been performing both as a business entity and a community leader.

We present to you, the 2017/2018 Annual Report for Warrumbungle Shire Council.

## 1.1 Snapshot – Warrumbungle Shire

**Population** 9,384 (2016 Census)

**Area** 12,380 square kilometres

**Towns** Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo, Mendooran

**Villages** Bugaldie, Kenebri, Merrygoen, Neilrex, Leadville, Cobbora, Uarbry, Ulamambri

**State Seat** Barwon

**Federal Seat** Parkes

The Warrumbungle Shire is strategically positioned on the Newell Highway mid-way between Brisbane and Melbourne. A number of highways and main roads traverse the shire providing links with surrounding regional centres.

The landscape ranges from extensive plains to undulating hills, from the high basaltic plateau of the Coolah Tops in the east to the rugged mountainous peaks of extinct volcanoes in the Warrumbungle National Park, west of Coonabarabran.

The geography, flora and fauna of the Shire is where East meets West. The mountainous terrain of the Great Divide and Coolah Tops National Park gives way to rolling hills then the inland plains.

The flora and fauna of the wide open plains mix with coastal animal and vegetation progressively across the Shire. A striking example of this is on the eastern boundary of the shire we have the large grey kangaroo and on the western boundary of the shire the large red kangaroo.

The Shire is also a meeting place for the nations of our traditional owners and custodians of the land. The Northern part of the Shire is home to the Gamilaraay people while the Southern part of the Shire is home to the Wiradjuri people. The nations of the Weilwan and Kawambarai (Werriri) also come into the Shire on the Western border. Their history, traditions and culture are being recognised as an important part of the Shire's history.

The stunning night skies, formed by a combination of low pollution, very low humidity and limited cloud cover have drawn astronomers and researchers to Coonabarabran in their search for what lies beyond the confines of the visual night sky.

Siding Spring Observatory, located 25kms from Coonabarabran, is the site of a number of internationally owned and operated optical telescopes where major research has recorded amazing truths of the universe, supporting Coonabarabran's claim to the name Astronomy Capital of Australia.

The towns and villages of the Shire, including Coonabarabran, Baradine, Binnaway, Coolah, Dunedoo and Mendooran; all provide wonderful opportunities to experience real country Australian lifestyles.

Each of the communities has their own special claim to fame. Bush Poetry Festivals, rivalry over ownership of the name The Black Stump, a Steam Rail Village, The Oldest town on the Castlereagh, The Gateway to the mighty Pilliga or the Astronomy Capital of Australia – each of our villages reflects the personalities of its residents and their lifestyles.

The Shire was traditionally built on agricultural pursuits with the early establishment of wool growing and beef cattle production followed by cereal cropping, prime lamb production and today a burgeoning vine growing and horticultural industry.

Local communities enjoy the services of quality schools and health services while the Shire also boasts a broad range of cultural, sporting and recreational activities.

Retail services in each centre provides services to those communities and the provincial centres of Tamworth and Dubbo, located within two (2) hours of the centre of the Shire, complements these local services.

## 1.2 Council's Vision, Mission and Values

### Vision

Excellence in Local Government

### Mission

Council will provide

- Quality, cost effective services that will enhance our community's lifestyle, environment, opportunity and prosperity.
- Infrastructure and services which meet the social and economic needs and aspirations of the community now and in the future.
- Effective leadership and good governance, by encouraging teamwork, through a dedicated responsible well trained workforce.

### Values

#### Honesty

Frank and open discussion, taking responsibility for our actions

#### Integrity

Behaving in accordance with our values

#### Fairness

Consideration of the facts and a commitment to two way communication

#### Compassion

Working for the benefit and care of our community and the natural environment

#### Respect

To ourselves, colleagues, the organisation and the community listening actively and responding truthfully

#### Transparency

Open and honest interactions with each other and our community

#### Passion

Achievement of activities with energy, enthusiasm and pride

#### Trust

Striving to be dependable, reliable and delivering outcomes in a spirit of goodwill

#### Opportunity

To be an enviable workplace creating pathways for staff development

## 1.3 Council's Charter

Section 8 of the Local Government Act 1993 contains a set of principles that are a guide to Council in carrying out its functions. The object of the principles for councils set out in this Chapter is to provide guidance to enable councils to carry out their functions in a way that facilitates local communities that are strong, healthy and prosperous.

Local Government Act 1993, Section 8A Guiding principles for councils

- (1) Exercise of functions generally. The following general principles apply to the exercise of functions by councils:
  - (a) Councils should provide strong and effective representation, leadership, planning and decision-making.
  - (b) Councils should carry out functions in a way that provides the best possible value for residents and ratepayers.
  - (c) Councils should plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community.
  - (d) Councils should apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements.
  - (e) Councils should work co-operatively with other councils and the State government to achieve desired outcomes for the local community.
  - (f) Councils should manage lands and other assets so that current and future local community needs can be met in an affordable way.
  - (g) Councils should work with others to secure appropriate services for local community needs.
  - (h) Councils should act fairly, ethically and without bias in the interests of the local community.
  - (i) Councils should be responsible employers and provide a consultative and supportive working environment for staff.
- (2) Decision-making. The following principles apply to decision-making by councils (subject to any other applicable law):
  - (a) Councils should recognise diverse local community needs and interests.
  - (b) Councils should consider social justice principles.
  - (c) Councils should consider the long term and cumulative effects of actions on future generations.
  - (d) Councils should consider the principles of ecologically sustainable development.
  - (e) Council decision-making should be transparent and decision-makers are to be accountable for decisions and omissions.
- (3) Community participation Councils should actively engage with their local communities, through the use of the integrated planning and reporting framework and other measures.

## 1.4 Councillors

Warrumbungle Shire Council has nine (9) Councillors. The Mayor is elected every two (2) years by his or her peers. The Deputy Mayor is elected annually by his or her peers. The last Local Government elections were held in September 2016.



**Councillor Peter Shinton**  
**Mayor**

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**Councillor Denis Todd**  
**Deputy Mayor**

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**Councillor Anne-Louise Capel**

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**Councillor Fred Clancy**

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**Councillor Kodi Brady**

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**Councillor Ambrose Doolan**

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**Councillor Wendy Hill**

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**Councillor Aniello Iannuzzi**

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**Councillor Ray Lewis**

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### **Councillor Fees**

<b>Total Councillor Fees – 2017/18</b>	<b>Amount (\$)</b>
Election expenses	
Mayor	36,820.08
Councillors (8)	91,596.15

## Councillor Allowances

Total Councillor Allowances – 2017/18	Amount (\$)
Councillors travelling and accommodation	20,312.80
Councillors meal allowance	1,989.97
Provision of dedicated office equipment allocated to Councillors	0.00
Telephone calls made by Councillors	5,844.14
Attendance of Councillors at conferences and seminars	21,765.04
Training of Councillors and provision of skill development	0.00
Interstate visits by Councillors, including transport, accommodation and other out of pocket travelling expenses	Included
Overseas visits by Councillors, including transport, accommodation and other out of pocket travelling expenses	0.00
Expenses of any spouse, partner or other person who accompanied a Councillor	0.00
Expenses involved in the provision of care for a child or an immediate family member of a Councillor	
Other allowances – subscriptions and publications	52,734.34



## 1.5 Executive Team

Warrumbungle Shire Council's Executive Team consists of the General Manager and three (3) Directors. The Director Technical Services, Director Corporate and Community Services and the Director Development Services. As at 30 June 2018 Council's Executive Team are:



**General Manager**

Roger Bailey

**Director Technical Services**

Kevin Tighe



**Acting Director Corporate &**

**Community Services**

Louise Johnson



**Director Development Services**

Leeanne Ryan



## 1.6 Senior Staff Remuneration

The General Manager is the only designated Senior Staff member (as prescribed by Section 332 of the Act) employed by Warrumbungle Shire Council during the twelve month period. The Senior Staff member's total remuneration package, which includes all costs associated with employment for the period 1 July 2017 to 30 June 2018 was:

<b>Particulars</b>	<b>Amount (\$)</b>
Value of salary component of package	212,949.97
Bonus payments, or other payments not forming part of salary component	248,828.96
Superannuation(salary sacrifice and employer's contribution)	30,920.27
Non-cash benefits	0.00
Fringe benefits tax for non-cash benefits	9,784.00
<b>Total</b>	<b>\$502,483.20</b>

## **2. Executive Services**

### **2.1 Year in Review – Overview**

2017/18 saw the appointment of a new General Manager in February 2018. General Manager, Roger Bailey, took over from Acting General Manager, Leeanne Ryan. Acting General Manager, Leeanne Ryan, was acting in the position following the departure of the former General Manager in September 2017.

The following tables provide an overview of achievements in relation to Service Levels outlined in Council's Delivery Program and Operational Plan.

The tables provide information in relation to benchmarks and performance for Council's management and leadership and governance functions.

These results are reported to Council on a six (6) monthly basis in the Delivery Program Progress Reports.

Delivery Program Progress Reports are completed by staff responsible for the functions and activities.

For the 2017/18 reporting year, the Delivery Program Progress Reports were presented to Council in February 2018 and September 2018.

Executive Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
<b>Management and Leadership</b>						
1	Advice and policy recommendations are provided to Council in relation to local government and relevant industry related legislation	Council is informed of Legislative changes within required timeframes.	Yes	Yes	✓	
2	Requirements under the Local Government Act, relevant regulations and the DLG's Integrated Planning and Reporting Framework are met.	Council Resolutions are implemented without undue delay, development and implementation of the Strategic Plan, IP & R Framework are met.	Yes	Yes	✓	
3	Staff performance and competency review processes are in place.	Annual reviews of all staff conducted as required by the Award or senior staff contracts.	98%	75%	✗	Due to significant turnover and leave periods of supervisory and management staff, significant delays in 2017-18 process experienced.
4	Economic development, business opportunities and grants are maximised for the shire area.	Revenue and income targets are met as per the Operational Plan.	Yes	No	✗	Executive Services as a whole has met 65% of its revue budget; however, both Management & Leadership and Governance exceeded their revenue budget so the underperformance is due to delay of CTF grant for TRRRC.

Executive Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
5	Stakeholders and the community are informed of Councils activities and decisions.	The number of publications and media opportunities per month to promote / discuss Council activities and issues in a public forum in accordance with Council's Communications Policy	> 5	95	✓	
6	Appropriate networking opportunities are maintained including regional stakeholder groups and individuals	Relevant linkages established and maintained to Council satisfaction.	Yes	Yes	✓	
7	Private works are effectively managed and actively pursued	Maximum days taken for private works requests to be completed	14	14	✓	Time taken to act on request received
8	Private works invoices are actioned promptly	Number of days post completion of job for private works invoices to be issued	5	10	✗	issuing invoice on completion of work has been slow
9	Major capital projects (>\$50k) are managed within budget	Total variance over/under budget	10%	No	✗	Executive Services has only (1) major project relating to TRRRC which is only at 59%. If CTF excluded, then this question is N/A.

Executive Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
<b>Governance</b>						
1	Council plays an influential role within the wider region and is a strong advocate for local interests	Membership and participation in LGNSW, OROC, Mining Related Councils and other regional groupings is maintained with reports provided to Council	Yes	Yes	✓	
2	Council is known as a professional and well respected body and the decision making process in transparent and corruption resistant.	Number of times per annum that each Councillor attends professional development or training events	2	2	✓	
3	Council's decision making processes is open and enables community input	Business papers are available to the public (via Council's website, libraries and offices) three (3) business days before Council meetings and minutes published within five (5) business days of the meeting	Yes	Yes	✓	Minutes - requirement met except for September 2017
4	Opportunities are provided in a variety of forums for all stakeholders to contribute to Council's decision making process	Number of advisory and community consultation meetings held annually	20	66	✓	12 Community Consultation meetings and 54 Advisory Committee meetings held this year

## Executive Services

No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
5	The future direction of Council is effectively managed through the IP&R process with input from the community	Council's decisions are based on social, economic, environmental and community priorities in the Community Strategic Plan	Yes	Yes	✓	

## 3. Technical Services

### 3.1 Year in Review – Overview

The drought conditions throughout all of 2017/18 impacted upon the activities and outcomes of the Technical Services Division. The Coonabarabran water supply was a particular focus as Council, the town community and State Government responded to Timor Dam water levels never seen before. The drought conditions also altered the way parks and gardens in Coonabarabran were watered and maintained and roadworks throughout the Shire were predicated on water availability.

The NSW State Government responded quickly to Council requests for assistance to supplement the Coonabarabran water supply with additional water sources. Funding was provided to install a pump out system to secure the remaining 20% of water supply for Coonabarabran. Funding was also provided for the establishment of six new water supply bores along Timor Road. The new bores have proven that water supply is available to meet minimum daily demand requirements of residents in Coonabarabran. However for residents of Coonabarabran minimum daily demand does not include water for gardens and this combined with low rainfall has had a devastating impact on cherished gardens.

Even though there was a significant focus on ensuring water supply in Coonabarabran, Council delivered a large capital and maintenance civil infrastructure works program. The total works program expenditure in the Technical Services Division at the end of 2017/18 was just over \$30.5m. The high level of expenditure comes on the back of additional funding Council received for roads, bridges, footpaths, water and sewerage projects.

Council's Delivery Program establishes service levels and maintenance activities undertaken by staff in the Technical Services Division. This ensures that assets such as rural roads, town streets, sporting and recreation facilities, water supply, sewerage, aerodromes, provide users with a service that is affordable and sustainable in the long term.

The largest expenditure area in Technical Services is on roadworks and in 2017/18, \$5.4m was expended on capital works and \$3.8m was expended on road maintenance activities. On top of this, \$4.2m was expended on works for RMS on State Roads and on private works. Some of the more significant roadwork projects include pavement rehabilitation on the following roads; Neilrex Road, Wool Road, Turee Vale Road, Black Stump Way, Baradine Road and Vinegaroy Road. On the unsealed road network, gravel resheeting was undertaken on the following roads; Wyuna Road, Munns Road, Mt Hope Road and Tabletop Road. Work commenced on a new bridge over Teridgerie Creek on the Baradine Goorianawa Road, which is referred to as Todd's crossing. The Allison Bridge project was finalised during the year. Other significant roadworks include new bitumen seal on steep sections of the following roads; Toorawenah Road, Mt Nombi Road and Beni Crossing Road.



In the water and sewerage area, \$2.1m was expended on capital works and \$3.9m was expended on water and sewerage operations and maintenance. Some of the more significant projects undertaken during the year include; cleaning out sediment in the Baradine town reservoir, replacement of filter media at the Binnaway water treatment plant, water main extensions and replacements in each of the towns, completion of the sewer smoke testing program and relining of sewer mains. Also, work continued on the back up water supply bores in Mendooran, Binnaway & Coolah.

A particular feature in the water and sewerage area was the focus on submitting proposals for funding under the NSW Government's Safe and Secure Water Program. Proposals under this program were submitted for a new sewerage system in Binnaway and Mendooran and for replacement of the clarifier at the Baradine water treatment plant. Work also continued on existing funded projects such as upgrading sewage treatment plants in Coolah, Dunedoo and Coonabarabran and on the Timor Dam – raising the wall project. In Coonabarabran, \$156,000 was spent on constructing a low water level pump out system in Timor Dam and \$942,000 was spent of constructing new water supply bores along Timor Road.

In the Urban Services area \$1.2m was expended on capital renewal and expansion projects and \$3.3m was expended on operating and maintaining services including street cleaning, toilet cleaning, parks and gardens, pools and sporting ovals. The program of constructing new shared pathways was not as big as previous years; nevertheless path projects were completed in Edwards Street Coonabarabran and in Goddard Street Coolah. Footpath rehabilitation works were undertaken in Coolah, Dunedoo, Mendooran and Baradine. A bitumen resealing program was undertaken in various streets in all of the towns in the Shire. Minor improvement works were undertaken in each of the town pools including a new awning at Dunedoo, replacement ladders in Binnaway, rehabilitation of pumps at Baradine and installation of above ground tanks to comply with liquid trade waste requirements. The Baradine flood levee project was reactivated during the year and \$172,000 was expended on preparing a detailed design, which is expected to be completed in 2018/19.

A particular feature of the year in Urban Services was the announcement of funding for five new netball courts in Coonabarabran. Council received \$485,000 from the State Government under round 1 of the Stronger Country Community Fund and Council contributed \$400,000 towards the project. Construction on the project commenced in April and at the end of June it was well underway to meeting expected completion in September.

In the Fleet Services area, \$2.8m was expended on replacing a range of fleet items including trucks, earthmoving plant and cars. \$3.0m was expended on operating and maintaining Council's fleet of vehicles and plant items.

Council operates the hard rock quarry near Coonabarabran under a lease agreement with Boral. The income received during 2017/18 was \$1.1m, however the expenditure was \$1.2m. The loss is attributable to cost associated with removing overburden in preparation for the next campaign and blasting and crushing.

During the year Council continued to make representations to the State Government about the increasing use of Namoi Street in Coonabarabran from Over Dimension vehicles travelling on the Newell Highway. Trucks wider than 3 metres are not permitted to use John Street and are required to detour via the OD route, which does not have the road pavement strength over the long term to carry such vehicles.

## **3.2 Department Reviews**

The following section provides an overview of activities conducted, by Department, in the 2017/18 financial year.

The tables provide an overview of achievements in relation to Service Levels outlined in Council's Delivery Program and Operational Plan. The tables provide information in relation to benchmarks and performance for Council's management and leadership and governance functions. These results are reported to Council on a six (6) monthly basis in the Delivery Program Progress Reports. Delivery Program Progress Reports are completed by staff responsible for the functions and activities. For the 2017/18 reporting year, the Delivery Program Progress Reports were presented to Council in February 2018 and September 2018.

### **Rural Roads**

Council is responsible for maintaining and making improvements to 2,276km of local rural roads, of which 450km are sealed. Council is also responsible for 385km of regional main roads. Council also undertakes roadworks under contract to Roads & Maritime Services on 186km of state roads, including sections of the Golden Highway, Newell Highway and Castlereagh Highway.

During the year Council's road crews completed several significant projects for Roads & Maritime including, road pavement widening at Mendooran, widening of pipe culverts between Dunedoo and Mendooran and upgrading of the truck parking bay in Dunedoo.

The renewal of bitumen seal on local rural roads during the period included 22km bitumen resurfacing at a cost of \$635,216. There was 12km of bitumen resurfacing works undertaken on various regional main roads throughout the Shire at a cost of \$417,223.

The renewal of unsealed roads involved 17 km of resurfacing at a cost of \$343,126..

During the period 503km of maintenance grading was undertaken on unsealed roads across the Shire at a cost of \$1.79m. The expenditure on maintenance activities associated with sealed local rural roads was \$0.32m and includes activities such as pothole patching, mowing of roadside grass and repair of drainage structures.

## **Urban Streets**

There are six (6) urban areas in the Warrumbungle Shire Local Government Area (LGA) – Baradine, Coonabarabran, Binnaway, Coolah, Dunedoo, and Mendooran. Within these areas there is a total of 139km of roads. Some of the maintenance activities carried out by Council for these roads include street cleaning, emptying of street bins, street garden and tree maintenance, stormwater infrastructure maintenance and cleaning, and road and footpath maintenance.

Renewal activities of the period included approximately 4.8km of bitumen re-seals at a cost of \$183,812, rehabilitation of a section of Booyamurra Street Coolah, rehabilitation of kerb and gutter sections in John Street Coonabarabran and asphalt replacement at the intersection of John Street and Cassilis Street.

## **Parks and Gardens**

Council owns and maintains 19 park areas, eight (8) sets of playground equipment in park areas, and 12 amenities blocks within the Shire. Some of the maintenance activities in these areas included grass cutting, watering, weeding, tree pruning, amenities cleaning and maintenance, monitoring and maintenance of playground equipment, and general horticultural tasks associated with numerous garden beds. Amenities blocks are cleaned at various times during the week to a total exceeding 70 times per week.

## **Transport and Road Safety**

There is a registered aerodrome at Coolah and Coonabarabran and an unregistered aerodrome in Baradine. Maintenance tasks undertaken by Council, at aerodromes, staff include grass slashing, weekly inspections and maintenance of the bitumen runway surface in Coonabarabran.

In 2017/18, Council's Road Safety Officer (RSO) has been involved in a number of road safety programs including workshops for supervisors of learner drivers, 'Just Slow Down', 'Plan B Win a Swag Competition', Bike Week, Child Restraint and the award winning program 'Free Cuppa for the Driver'. In addition to this, the RSO is also now actively promoting road safety messages through social media and through the local radio station.

A 'kerb blister' was constructed on the corner of John Street and Cassilis Street in Coonabarabran to improve road safety for pedestrians crossing John Street.

## **Sport and Recreation Facilities**

Council takes pride in being able to provide quality sport and recreation facilities that meet expectations of users in the Shire. Council operates and maintains a swimming pool in each of the six towns as well as sporting fields, associated buildings such as grandstands, kiosks and toilet facilities.

## **Water and Sewerage**

Council provides water services to residents in Baradine, Binnaway, Bugaldie, Coolah, Coonabarabran, Dunedoo, Kenebri, Mendooran and Merrygoen. In all there are 3351 service connections. To provide this service, there are four (4) water treatments plants, 11 bores, three (3) wells, one (1) dam, 15 town reservoirs and 137 km of water mains.

The quality of water delivered to water connections meets requirements of Australian Drinking Water Guidelines and monitoring of the quality is undertaken by the NSW Government through the Department of Health and the Office of Water.

Sewerage services are provided to residents in Baradine, Coolah, Coonabarabran and Dunedoo. In all there are 2570 connections. Infrastructure to support these connections includes four (4) sewage treatment plants, nine (9) pumping stations and 80 km of sewer main.

Projects implemented through the Lower Macquarie Water Utilities Alliance included; a review of telemetry operations across the twelve member Councils, implementation of a drinking water quality management committee, further development of Council's Integrated Water Cycle Management Plan and implementation of a program to assess the condition of pumping equipment across the Alliance.

## **Fleet Services**

To support Council's wide range of services, Council operates a workshop in Coolah and in Coonabarabran. The mechanics in these workshops provide maintenance and support services for a large fleet of vehicles including 86 sedans and utilities, eight (8) graders, three (3) loaders, three (3) excavators, four (4) backhoes, seven (7) rollers, seven (7) tractors, five (5) large tippers, 23 medium sized trucks, two (2) garbage trucks and a street sweeper.

Council workshops and mechanics also provide maintenance and registration services to 81 trucks and vehicles used by the Rural Fire Service.

## **Emergency Services**

Council's Emergency Services Co-ordinator conducted all quarterly LEMC meetings with all meetings well attended by Emergency Agencies and representatives from both Dubbo and Tamworth. The meetings are chaired by Kevin Tighe, Local Emergency Management Officer (LEMO).

The Emergency Management Plan has been completed together with the Consequence Management Guides (CMG's), a template that works through hazards and threats applicable to our Shire. These Guides are a check list of likely hazards and provide a prioritised list of actions required to facilitate Operational Agencies in dealing with an event. These events include bush fire, hazardous materials, structural fire, flooding, storm and tempest and power failure.

The Council's Emergency Services Coordinator maintains the emergency section of Council's Website together with Contact lists and Emergency Plans, all of which are regularly updated.

The Council's Emergency Services Coordinator monitors the costs associated with the provision of services by the NSW Fire and Rescue Service and the State Emergency Service, which are both partly funded by Council. These costs are set by the Minister of Justice who looks after Emergency Services at a State level.

The Council's Emergency Services Coordinator monitors the contribution Council makes to the three VRA Units within the shire. Units remain active and continue to provide a valuable service to their communities and the shire.

Council will continue the support of the Baradine Emergency Hub, set up after the Wambelong Fire. Council has the Hub in its contacts list to provide information of an emergency nature applicable to the Baradine area.

The Baradine Emergency Hub became very important during the Dipper Section 44 Fire in Jan 2018. Council and the RFS used this organisation for both organising the Public Meeting and the distribution of emergency information.

### **Bush Fire Management Committee (BFMC)**

The Council's Emergency Services Coordinator supports the Bush Fire Management Committee (BFMC) and continues to chair the BFMC Sub Committee, set up after the Wambelong Fires. The purpose of this committee is the identification and documentation of Fire Trails created during the fires as well as monitoring the Hazard Reduction activities conducted by Agencies.

The BFMC Sub Committee is presently working on a Fire Access and Fire Trail Plan (FAFT). After amendments to the RFS Act, it became mandatory for Bush Fire Management Committees to have FAFT Plans prepared by 2020. The Castlereagh Zone BFMC is only one of three Zones that have completed this plan. The objective is the identification of strategic fire trails within the shire, providing a method of ranking fire trails for funding opportunities. Ongoing investigation in the Coolah area after the Sir Ivan Fire will add additional fire trails to the FAFT Plan.

### **Exercise – Warrumbungle High Tops**

Council's Emergency Services Coordinator was involved in assisting a Team in 'Exercise Warrumbungle High Tops'. The exercise was to test communication and a multi-agency coordination between rescue agencies in relation to supporting a search and rescue operation for a light aircraft along Timor Road.

**Kevin Tighe**

**Director Technical Services**

Technical Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
<b>Management</b>						
1	Technical Services completes capital projects within their budgeted timeline	% of capital projects completed to schedule	85%	65%	X	Insufficient resources
2	Technical Services capital and recurrent program is completed within budget	Total variance over/under budget	10%	10%	✓	Recurrent program met
3	Asset Management Improvement Project is complete	Completion of project	Complete	50%	X	Project commenced
<b>Design Services Management</b>						
1	Designs and plans for capital works are complete ahead of construction scheduling	% design work not complete within two months of project commencement	90%	90%	✓	
2	Completion of site surveys and designs are accurate	% Design that meet specifications	95%	95%	✓	
<b>Survey Investigation and Design</b>						
1	Designs and plans for capital works are complete ahead of construction scheduling	% design work not complete within two months of project commencement	90%	90%	✓	
2	Completion of site surveys and designs are accurate	% Designs that meet specifications	95%	95%	✓	

Technical Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
<b>Asset Management</b>						
1	Council is aware of the condition rating of all infrastructure assets under its control	Frequency of asset condition rating surveys	5 yearly	5 yearly	✓	
2	Council's AMP is up to date and relevant	Frequency of review and updating of Asset Management Plan	4 yearly	4 yearly	✓	
<b>Road Safety Officer</b>						
1	Approved road safety programs are completed	Programs completed on time	Yes	Yes	✓	
2	Council's Speed Advisory Sign trailer is effectively displayed	Number of days per quarter Speed Advisory Sign trailer is displayed	40	63	✓	
3	Meet the Road Safety Officer Program Guidelines	Funding objections of RSO funding are met	4 / 12	12 / 12	✓	
4	Local road safety issues are actively promoted	Number of road safety press releases in local newspapers per annum	8	20	✓	
5	Road toll is reduced as a result of RSO work	Trend in count in fatalities and injuries compared to previous years	Reduction	Reduction	✓	Reduction of serious injuries, however fatalities have remained at the same low count

Technical Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
<b>Emergency Services Management</b>						
1	Emergency Services support is provided per state best practice to LEMC and LEMO	No-one dies in a fire/flood	99%	100%	✓	No fatalities due to Fires/Floods
2	Effective support is provided to the LEMC and LEMO	Meetings are well attended	80%	90%	✓	Meetings well attended
3	Mapping is provided as required to the LEMC and EOC in a timely manner	Number of complaints from LEMC and EOC	None	None	✓	No Complaints from Agencies
4	Hazard Reduction guidelines suggested by the RFS are actively complied with	RFS or the public with regards to Hazard Reduction	None	None	✓	No Complaints, Public or RFS
<b>Regional Roads Maintenance and Repair</b>						
1	Condition rating for the shire's Regional Road network (pavement) meets standard	% of road pavement asset condition rating >= average	90%	90%	✓	
2	Condition rating for the shire's regional bridge and major culvert network meets standard	% of bridge/major culvert asset condition rating >= average	90%	90%	✓	
3	Emergency assistance calls on Regional Roads are addressed in a timely manner	Time for assistance from callouts	< 6hrs	< 6hrs	✓	



Technical Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
4	Regional Roads are generally accessible all year round	Number of closures per year	< 5	<5	✓	
5	Roads within the network are inspected on a regular basis and inspection reports are used to inform the maintenance and repair schedule	Number of inspections per year per road	4	4	✓	
6	Pot hole patching is carried out on a regular basis	Pot hole repair undertaken within no of days from notification	< 7	< 7	✓	
7	Slashing of roadsides is carried out on a regular basis	Roadside slashing carried out annually subject to seasonal conditions	< 5	< 5	X	Due to continued dry conditions, slashing works deferred
8	Road drainage systems working satisfactorily	Annual number of incidents of pavement damage or road closure due to lack of maintenance on drainage systems	< 5	< 5	✓	
Local Roads Maintenance and Repair						
1	Condition rating for the shire's unsealed Local Roads meets standard	% of road pavement asset condition rating >= average	90%	90%	✓	
2	Local bridge and major culvert network meets standard	% of bridge/major culvert asset condition rating >= average	90%	90%	✓	

Technical Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
3	Sealed Local Roads (pavement) meets standard	% of road pavement asset condition rating >= average	90%	90%	✓	
4	Un-sealed roads are well maintained through grading being carried out with sufficient frequency	Frequency of grading (per year) by road category (cat) Total Length Category 1 = 549km Total Length Category 2 = 569km Total Length Category 3 = 419km	Cat 1 = Once every 15 months Cat 2= Once every 3 years Cat= Once every 5 years	1 = 13% 2 = 8% 3 = 16%	✗	Works impacted due to ongoing dry condition and hence works will be actioned upon after adequate water is found available.
5	Un-sealed roads are well maintained through re-sheeting being carried out with sufficient frequency	Time between re-sheeting by road category	Cat 1 =12 Cat 2 =15 Cat 3 =20	C1= <12 C2=<15 C3 = <20	✓	All works dependent upon water availability
6	Pot hole patching is carried out on a regular basis	Pot hole repair undertaken within no of day from notification	< 7	< 7	✓	
7	Roads within the network are inspected on a regular basis and inspection reports are used to inform the maintenance and repair schedule	Number of inspections per year (including condition rating) per road	4	4	✓	

Technical Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
8	Slashing of roadsides is carried out on a regular basis	Annual program subject to seasonal conditions	< 5	< 5	X	Due to continued dry conditions, slashing works deferred
9	Road drainage systems working satisfactorily	Annual number of incidents of pavement damage or road closure due to lack of maintenance on drainage systems	< 5		X	
10	Emergency assistance calls on Regional Roads are addressed in a timely manner	Time for assistance from callouts	< 6hrs	< 6 hrs	✓	
Aerodromes						
1	Aerodrome runways are maintained with sufficient regularity	Number of incidents related to aerodrome runways per year	None	None	✓	
2	Aerodromes are available for use	Number of days per year where an aerodrome is unavailable for use	< 5	< 5	✓	Aerodrome was open for use on all days
3	Aerodromes meet safety and legislative requirements	Time taken for completion of action items from Civil Aviation Safety Authority Audit and Obstacle Limitation Surveys	1 month	N/A	✓	All requirements met with and did not receive any notification

Technical Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
<b>Reseals</b>						
1	Condition rating seals on Regional and Local Roads (including town streets) meets standard	% of road seal asset condition rating >= average	60%	60%	✓	
2	Road seals on Regional Roads are renewed with sufficient frequency	Time between reseals	20 years	14 years	✓	This activity is a continued one
3	Road seals on rural Local Roads are renewed with sufficient frequency	Time between reseals	20 years	22 years	✓	This activity is a continued one
4	Road seals on town streets are renewed with sufficient frequency	Time between reseals	20 years	25 years	✓	This activity is a continued one
<b>Fleet Services Management</b>						
1	Minimal Fleet downtime	% of time where fleet equipment is available for use	90 %	90%	✓	
2	Maintenance and replacement of Council's plant fleet is achieved within budget	Budget variance	Less than +/- 10%	Less than +/- 10%	✓	
<b>Plant and Equipment</b>						
1	All maintenance and repairs of plant and equipment are completed in a timely manner	Plant downtime	< 7.5%	< 7.5%	✓	

Technical Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
2	Plant and equipment is safe and reliable for use	% of items on prestart checklist that are complete	90%	80%	X	New staff training in progress
3	Greenhouse gas emissions are reduced	% of reduction in annual greenhouse gas emissions	2.5%	2.5%	✓	
4	Fleet registrations are completed in September	All plant and equipment is registered	Yes	Yes	✓	
5	All plant and equipment maintenance and repairs are recorded	All maintenance and repairs recorded in Ausfleet	Yes	Yes	✓	
Workshops						
1	Scheduled maintenance is completed within a timeframe that will both minimise disruption to works & ensure plant and equipment is serviced within intervals specified by manufacturer.	Services logs in AusFleet and user feedback % complete	95 %	95 %	✓	
2	Servicing within 20 hours or 500kms of manufacturers specifications	% of times where servicing is within specifications	90 %	90 %	✓	
Parks, Reserves, Ovals and Gardens						
1	Parks, reserves, trees, Ovals and gardens are maintained to an acceptable standard	Mowing and cleaning schedule maintained	Yes	Yes	✓	

Technical Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
2	Complaints regarding parks and street trees are dealt with promptly	Time (days) taken to address issues such as broken branches etc	<48 hrs	<48 hrs	✓	If identified as a priority or safety hazard
3	Streets in the six towns are kept clean and tidy	Streets cleaning schedule is adhered to: <ul style="list-style-type: none"> <li>- Coonabarabran CBD- daily</li> <li>- Coonabarabran residential – monthly</li> <li>- Other towns CBD – weekly (by Hand)</li> <li>- Other towns residential – 6 weekly</li> </ul>	Yes	Yes	✓	
4	Graffiti on Council buildings and other Council owned assets is removed in a timely manner.	Time taken to remove graffiti	1 week	< 1 week	✓	Within 1 week from notification. (for >90% occurrences)
5	Provision of regular cleaning services for all toilets under Council control	Toilets are cleaned per agreed schedule (see outcomes section on page 70)	Yes	Yes	✓	
6	Ovals and sporting facilities are available for use by the public	Maximum number of days per oval when ovals and sporting facilities are not available	30 days	< 30 days	✓	Four playing surfaces closed due to sewing of rye grass, 14 to 21 days.
7	Ovals and sporting facilities are safe	Number of incidents / safety related complaints per year	< 2	< 2	✓	

Technical Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
<b>Town Streets</b>						
1	Town Streets meet the access, safety and aesthetic needs of the community	Meets timeframe and standards	95%	95%%	✓	
2	Road pavement on town streets, kerb and gutters and footpaths are maintained to a reasonable standard	% town streets road pavement where asset condition rating is >=average	90%	90%	✓	
<b>Public Swimming Pools</b>						
1	Public swimming pools and amenities are maintained and meet the needs of the community	Meets timeframe and standards	75%	>75%	✓	
2	Water quality is maintained to meet public health requirements	Number of unacceptable water quality test results	None	2	✗	1 x unacceptable test in Mendooran and Coonabarabran
3	Pool opening hours meet community expectations	% pool user groups who have access to pools when required	80%	>80%	✓	
4	Pools are supervised by adequately trained life guards	Staff and volunteers follow Royal Life Saving NSW recommendations	Yes	Yes	✓	Excluding unsupervised lap sessions at all pools

Technical Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
<b>Warrumbungle Water</b>						
1	Quality potable water is supplied to connected properties	Water quality meets criteria established by Australian Drinking Water Guidelines.	Yes	No	X	The aesthetic ADWG value of 200mg/L for total hardness (as CaCO <sub>3</sub> ) was exceeded in Coolah (438mg/L), Dunedoo (418mg/L) and Binnaway (342 mg/L).
2	Water supply to connected properties is continuous and there is no disruption due to broken water mains	Number of breaks per year	< 30	11	✓	Number given is for the last 6 months, total breaks per year were 23
3	Supply of water to connected properties is at lowest possible recurrent cost	Variance over/under budget	< +/- 10%	+18%	X	Expenditure necessary following Mendooran boil water alert
4	Water charging for connected properties is accurate	Number of incorrect meter readings	< 20	21	X	Number given is for the last two quarters
5	Best practice water and sewer recommendations are completed	Recommendations actioned/completed	Yes	No	X	Outstanding: Development of an IWCM Strategy (commenced/consultant engaged), implementation of appropriate non- residential water access charges, development of a Development Servicing Plan.



Technical Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
6	Capital projects are completed within their budgeted time line	% of capital projects completed to schedule	85%	24%	X	Insufficient staff resources.
7	Capital program is completed within budget	Total variance over/under budget	10%	-60%	X	\$915k revote on new bores
8	Potable water is safe for drinking	Number of boil alerts	None	None	✓	
9	The water business operates as a fully self funding business	Yearly financial outcome against budget	Surplus	+\$68k	✓	\$1,065M grants funding for new bores
Warrumbungle Sewer						
1	Sewage treated and discharged in accordance with EPA licence conditions	Compliance with EPA conditions	80%	82%	✓	
2	Sewer pumping stations are effective and efficient	Number of breakdowns or overflows from pumping stations per annum	< 1	0	✓	Number given is for the last 6 months, total number was 0
3	Efficient and effective sewer pumping stations	Number of odour complaints from pumping stations per annum	< 5	1	✓	Number given is for the last 6 months, total number was 1
4	Collection of sewage from connected properties is effective and the number of overflows from sewer mains and manholes is minimised	Number of overflows per annum	< 50	63	X	Number given is for the last 6 months, total number was 112

Technical Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
5	Capital projects are completed within their budgeted time line	% of capital projects completed to schedule	85%	58%	X	No capital expenditure on STP Upgrade projects
6	Capital program is completed within budget	Total variance over/under budget	10%	-79%	X	50% of the way through the year
7	The sewer business operates as a full self funding business	Yearly financial outcome against budget	Surplus	-\$198k	X	
Warrumbungle Quarry						
1	Sales level of quarry product achieves a profit margin for Council	Level of surplus / deficit in quarry operations	Surplus	Deficit by \$107,117	X	As per the books; we could not utilize all areas where blast was done last year due to environmental notices and had to purchase from external vendors
2	Production is in accordance with the Mine Safety Management Plan	Number of incidents of non-compliance with Mine Safety Management Plan	None	2	X	Two notices received and have been actioned upon; no further issues noted.

## 4. Development Services

### 4.1 Year in Review – Overview

2017/18 was another busy year for Development Services. The team continued to work hard to:

- effectively manage and promote an efficient Development Services division attuned to the needs of the built and natural environment.
- establish a consistent set of contemporary policies and procedures across the department to ensure a high standard of customer service and legislative compliance.
- ensure all projects are completed in accordance with their outcome objectives and within the allocated budget.

#### Development Management Services

In Development Services Management the focus was on:

- continuing to implement changes to the Waste and Recycling Services for whole of Shire;
- securing funding to review Councils Heritage Study;
- securing funding for Local Heritage Grants and Heritage Advisor;
- updating the Contaminated Lands Policy and Register;
- commencing the review of the Local Environment Plan; and
- securing funding and drafting a Land Use Strategy for Cobbora Holdings land at Dunedoo.

#### Regulatory Services

In 2017/18 staff from the Regulatory Services Team:

- Actively represented Council at Siding Spring Observatory Meetings
- Conducted 19 private inspections on accommodation facilities and issued Swimming Pool Compliance Certificates to compliant properties.
- Approved a total of sixty eight (68) Development Applications valued \$12,195,409. This included eight (8) new single storey dwellings and six (6) installation approvals for manufactured dwellings.
- Issued 398 Section 149 Certificates.
- Submitted the finalised conditions of the Gateway Determination to The Department of Planning and Environment for approval to amend the Warrumbungle LEP as per the Wambelong Planning Proposal.
- Issued seven (7) Complying Development Certificates; 27 Construction Certificates; 18 Occupation Certificates; one (1) 149d Building Certificate and six (6) Section 68 Local Approvals for the installation of a manufactured dwelling.
- Assisted applicants with completing application forms and obtaining information in regards to plans.
- Conducted 89 food shop inspections.
- Issued Temporary Food Stall holder Approvals to Operate to local community groups and four (4) mobile food vans were inspected and provided with approvals to operate.
- Issued 18 Section 68 Approvals for the Installation of an On-Site Sewer Management System and Approval to Operate an On-Site Sewer Management System.

- Conducted other inspections and approvals conducted as requested by the owners.
- Undertook environmental sampling as required.
- Continued the water monitoring program with Microbial testing undertaken across the Shire on a weekly basis with chemical testing in September 2017 and March 2018.
- Programmed works in collaboration with Technical Services Water Team.
- Improved reporting systems and increased integration with Technical Service to ensure water quality meets Australian Drinking Water Guidelines.
- Conducted an Investigation into water quality complaints.
- Received four (4) Food Business complaint. All businesses have improved and remain under quarterly inspection program.
- Received one (1) On-Site Sewer Management System complaint regarding the installation of a new septic system
- Participated in the Central West Water Alliance.
- Participated in the completion of the Barking Owl Habitat program.
- Focussed on stock on roads with increased patrols throughout the Shire.
- Conducted investigations taking place into illegal dumping of rubbish on public land.
- Conducted patrols to identify overgrown blocks and unsightly properties in the Shire.
- Commenced Dog Audits in Baradine, Binnaway, Coonabarabran, Coolah, Dunedoo and Mendooran to ensure all companion animals are microchipped and registered as per legislative requirements.
- Continued with patrols to identify straying companion animals. In 2017/18, 77 dogs and 39 cats were seized and transferred to the Council Pound. 45 animals were released to their owners and 11 cats and 47 dogs were surrendered to Council. Of these companion animals, 103 companion animals were rehomed throughout various organisations in NSW. 10 cats and eleven 11 dogs were euthanized as they were not suitable for re-homing.

<b>Pound Data</b>	<b>Cats</b>	<b>Dogs</b>
Seized	39	77
Returned to Owner	4	41
Transferred to Council facility	39	77
Abandoned or Stray	0	0
Surrendered	11	47
Released to Owners	4	41
Sold	0	0
Released for re-homing	32	71
Died at Council facility	0	0
Stolen from Council facility	1	1
Escaped from Council facility	3	0
Total euthanized	10	11

## Tourism and Economic Development

In 2017/18 Council's Tourism and Economic Development Team:

- Maintained Level 1 Visitor Information Centre Accreditation for the period to end of 2019.
- Following the disbanding of Inland Tourism NSW in the period, the Central Inland Marketing Group (Warrumbungle, Warren, Narromine, Coonamble, Dubbo, Gilgandra, Lachlan and Bogan Shires) continued to meet and work on projects such as The Great Western Plains Tourism Marketing Group and contributed to a co-operative marketing activity involving several Local Government Area's in print media.
- Conducted a print media campaign to targeted audiences including Go 55's and Caravanning Australia.
- Facilitated ongoing distribution of the Warrumbungle Region Visitor Guide to visitor centres, shire wide operators, Visitor Service sites and at trade shows.
- Participated in the Sydney Caravan and Camping Supershow.
- Participated in the Dark Sky Park initiatives for Warrumbungle National Park.
- Supported the extension of the Regional Platters Initiative.
- Provided input in to the Regional Economic Development Strategy for Castlereagh Functional Economic Region.
- Commenced development of initiatives that can be pursued in association with the development of the Inland Rail.
- Actively pursued a suitable NBN connection for Shire and more particularly for the Industrial Area of Coonabarabran.
- Submitted an Expression of Interest to the Growing Local Economies Program of the NSW Government Premier and Cabinet for development of an Industrial Park in Coonabarabran and have been invited to complete a Business Case Study.
- Commenced the development of an Economic Development and Tourism Strategy for the Warrumbungle Shire with the draft document currently out for consultation.
- Had the toilet block at Visitors Information Centre (VIC) repainted and the exhibition area recarpeted.

## Property and Risk Management

In 2017/18 staff from the Property and Risk Management Team:

- Oversaw the maintenance and, where possible, upgrading of Council properties.
- Updated Council's Business Continuity Plan to fit with Councils changing needs and priorities.
- Managed Council's insurance needs.
- Commenced the upgrade of the Native Grove Cemetery in Coonabarabran. A new internment row being installed adding a further 144 plots and planning is underway for the installation of a disabled toilet block.
- Achieved almost full tenancy for Council owned medical commercial premises throughout the Shire. The Mendooran Medical Facilities continue to be available for visiting medical practitioners as is the doctors residence in Coolah which is leased by the Local Health Service to ensure that it is always available for visiting medical practitioners.

- Received funding for the upgrade of the Coonabarabran Sport and Recreation Centre. The project includes the installation of air-conditioning throughout the building, new lighting, the renovation of the squash courts, new kitchen appliances and the installation of new grandstands. The project is set for completion in February 2019.
- Continued with plans to replace the roofs of the Council buildings in Coonabarabran and Coolah.

## 4.2 Department Reviews

The following section provides an overview of activities conducted, by Department, in the 2017/18 financial year.

The tables provide an overview of achievements in relation to Service Levels outlined in Council's Delivery Program and Operational Plan. The tables provide information in relation to benchmarks and performance for Council's management and leadership and governance functions. These results are reported to Council on a six (6) monthly basis in the Delivery Program Progress Reports. Delivery Program Progress Reports are completed by staff responsible for the functions and activities. For the 2017/18 reporting year, the Delivery Program Progress Reports were presented to Council in February 2018 and September 2018.

### Department Spotlight: Tourism and Economic Development

Through the Tourism and Economic Development (EDT) Division, Warrumbungle Shire works effectively across issues which potentially impact on lifestyle and development to ensure a positive image of the shire that reflects sustainability, professionalism and a strength linked to economic viability and resilience. Through the initiatives of the Economic Development and Tourism Advisory Committee (EDTAC), Warrumbungle Shire promotes the positive values of rural and regional living

In terms of future planning, Warrumbungle Shire's Community Strategic Plan identifies a vision that acknowledges diversity and the unique individual values of the communities of the shire; it refers to the values, spirit and resilience, the environment and local economy. When the resources and energies of the diverse communities are pooled, the shire then potentially becomes a strong tourism and economic centre.

The Economic Development and Tourism Advisory Committee (EDTAC), representative of industry and communities from across the Shire, meets regularly to provide advice to Council. The Economic Development and Tourism (EDT) Division also progresses elements of the Community Strategic Plan (CSP) and has a continuing involvement in a number of projects for the benefit of the shire and its residents.

In 2018 the committee commenced development of an Economic Development and Tourism Strategy (EDT Strategy) for Warrumbungle Shire.

The State Government has funded the publication of a Regional Economic Development Strategy placing Warrumbungle and Gilgandra Shires into one region now known as the Castlereagh Functional Economic Region. The strategy developed is more broad view than Council's EDT strategy.

The Declaration of Warrumbungle Dark Sky Park in 2016 as Australia's first and only Dark Sky Park had its genesis in the original Dark Sky Policy of Coonabarabran Shire Council and has gone on to become state legislation. The benefits of such naming can only benefit Warrumbungle Shire as we are known as the Astronomy Capital of Australia.

The Inland Rail Project continues and the route between Parkes and Narrabri-Toowoomba has been determined. Land acquisition is the next stage and, for those living in the western part of Warrumbungle Shire, there is a need to remain vigilant and ensure that fair compensation is sought and provided.

Council has pursued the Mobile Backspot Program and responded to a survey circulated by Connecting Country Communities; this program was also a vehicle to pursue a reliable NBN Connection for Warrumbungle Shire. Council prepared a response to the Senate Enquiry into the Delivery of NBN Services in Rural and Regional Australia and also presented at the hearings.

To redress the decline in small, locally operated businesses, and in response to requests for more industrial land, Warrumbungle Shire submitted to the Growing Local Economies Program for funding to establish an Industrial Park in Coonabarabran. A decision from the Department of Premier and Cabinet is pending. Should there be a positive outcome, the establishment of an industrial subdivision for at least eight businesses will see new businesses operating and new employment opportunities within 12 months of construction completion.

A recent launch of the new Regional Platters and a 'pitch' program saw Barkala Farm (Pilliga Pottery) take home a \$10,000 prize which they intend to use for signage of the "Royal Hotel project"; other prizes on the day will be used to assist with the purchase of a highly visible refrigerated van to take regional goods to the markets.

Despite devastation experienced by communities following the Wambelong, Sir Ivan and Dipper Road Fires and now a crippling drought, the changing face of the business communities and the initiatives engaged in by local operators is indicative of the resilience of the communities. Unquestionably new businesses across the shire generate an increase in economic returns and the implementation of effective Shop Local Campaigns to boost loyalty to local operators will enhance the opportunities. Council's policy on "local procurement" also enhances "shop locally".

The Coonabarabran Visitor Information Centre now houses the Local Aboriginal Lands Council (LALC) Keeping Place – a collection of artefacts including the repatriated King Tommy of Bungabar Breastplate from the Victorian Museum.

The Sandstone Caves in the Pilliga Nature Reserve, eroded by weather over thousands of years, is a traditional Aboriginal site with engravings and groovings and gated areas to protect the fragility of the artefacts. NPWS provides Discovery Ranger walks and interpretation of the area to pre booked groups but the area is accessible throughout the year for family groups.

Events continue to attract visitors and the involvement of volunteer community organisations in the presentation of events that create a better understanding of our lifestyle and attractions is always appreciated.

The annual North West Schools Equestrian Expo introduces new activities to its program to keep the event dynamic; it is family focused generating tourism dollars into the local economy. This event, coupled with other equestrian events in the shire, reminds us that we are a rural shire that offers excellent facilities for major events. Local shows profile the importance of the primary industries to the Shire.

Siding Spring Observatory has been the driver of Starfest each year and provides individual events including Science in the Pub, Open Day at Siding Sprong Observatories and the Bok Lecture. It builds a strong connection and makes astronomy more accessible for all people educating the public about science and astronomy and certainly reaffirms Coonabarabran's claim to be the Astronomy Capital of Australia. In 2018 and 2019 changes will occur to the presentation of Starfest.

Locally grown cycling events with challenges across various terrains and the bi-annual road cycling event from Coonabarabran to Gunnedah and beyond, attract national riders and followers.

Coolah's annual Veterans Touch Football Carnival and the Campdraft and Polocrosse events attract visitors to the shire and Dunedoo's monthly Locally Grown Markets profile the produce of the local footprint. The Dunedoo Bush Poetry Festival, held each year in March creates an interest in not only performance of bush poetry but the offering of alternative recreational tours and activities generates added tourism dollars to the shire. Dunedoo has introduced Tunes on the Turf and the biennial Rockin' at the Racecourse in Coolah also reflect lifestyle.

The annual Warrumbungle Arts and Crafts Exhibition and Expo creates an interest in the arts in Coonabarabran and the newly presented Articulate Festival (about arts and inclusion) has found a niche place in our community. At Dunedoo the Annual Arts Unlimited has an amazing following of visual artists each vying for the major prizes noting that ArtUnlimited has the largest prize purse in regional art shows in NSW and has been able to attract funding to assist with the exhibition fit out.

Monthly markets in Coonabarabran and Dunedoo provide opportunities for home based businesses to present their produce and along with intermittent markets in other shire communities, usually aligned with special events, contribute to the local and shire economy.



Country Race Meetings and Local Shows, including their Art Show openings, are major drawcards for communities and reflect the lifestyle and activities in which local people engage.

Siding Spring Observatory (SSO) has undergone a change following the Federal Government's decision to de-fund the Australian Astronomical Observatory (the AAO) and redistribute those science funds to an international astronomy research project. The AAO has operated Australia's largest optical telescope at Siding Spring Observatory since 1974 but a consortium of universities has committed to support the observatory site to 2024. Siding Spring is in great demand by both Australian and international researchers and the largest telescope in Australia, the AAT has been transferred to the ANU for management.

The Coonabarabran VIC has maintained Level 1 Accreditation providing a comprehensive visitor information service. While there is an ever increasing number of people utilizing digital resources for travel and tourism information, research also shows that visitors still want a brochure and to speak with a "local" when they arrive

"There is nothing like a local" we are often told. Staff and volunteers are actively engaged in training and families as opportunities arise. Visitor numbers at the Coonabarabran Visitor Information Centre affirm the importance of locals helping visitors. In addition to Visitor Services, the Centre has become an attraction in its own right with the Australian Museum Diprotodon Exhibition, the Keeping Place and the ArtSpace now providing a reason to visit the Centre and stay longer in the shire.

Warrumbungle Shire is represented on tourism and development organisations. Local partnerships are equally important and regular contact is maintained with outlying tourism distribution centres in the shire. The effectiveness of these partnerships can only serve to strengthen the place Warrumbungle Shire has in the global community.

## **Property and Risk**

Council's Property and Risk Division is responsible for the administration and maintenance of all property and land that Council owns or has under its care. It is also responsible for risk management and insurance administration for Council.

Property management includes maintenance, cleaning, security and insurance for all structures under Council's control, as well as tenancy, leasing and licencing arrangements. Some of the facilities managed include halls, staff housing in Coolah and Coonabarabran, medical facilities, Council administration offices and any other "bricks and mortar" under Council's care. In addition, Council is responsible for an extensive portfolio of crown lands and is the trustee of a number of crown reserves.

The Property and Risk Division provides services to both the public, and the various branches of Council, and ensures that Council is compliant with all property related legislative requirements. This section assists other Directorates with risk management as required to ensure that Council's liability is minimised.

The 2017-2018 financial year has seen continued management of Council's assets under the control of Property and Risk including compulsory acquisitions, allotment amalgamations and the appointment of Council as Trustees of the Baradine Mechanics Institute.

The new Crown Lands Management Act is set to Commence on 1 July 2018, under this Act all Crown Land now requires a Plan of Management to ensure that the land is managed as per legislation. Council has until 30 June 2021 to have Plans of Management in place for Crown Land under its control.

### **Cemetery Services**

Council's Cemetery Services is responsible for the maintenance, internment and strategic planning for the operational cemeteries throughout the shire. Most cemeteries are on Crown Land and are devolved into the care of Council under Crown Land legislation. The Council must also comply with relevant legislation in relation to internment.

The Native Grove Cemetery has undergone an upgrade with 144 new plots being created. Planning is also underway for the installation of a new toilet facility.

### **Medical Facilities**

It has been an expectation of Warrumbungle Shire Council to facilitate appropriate accommodation and work premises as an incentive to encourage medical professionals to move to the area. This ensures that residents of Warrumbungle Shire have access to doctors and other medical service providers.

The Council provides appropriate commercial and domestic facilities to members of the medical fraternity. Services include property management of both houses and commercial premises in Baradine, Coonabarabran, Mendooran, Coolah and Dunedoo.

Council has achieved almost full tenancy with all its medical commercial premises and residences throughout the Shire. Mendooran continues to be available for visiting medical practitioners. The Coolah residence continues to have a resident visiting medical officer (VMO) as the tenant with the local hospital leasing the building to ensure that it is always available for VMO's for Coolah Hospital.

### **Public Halls**

Council maintains and is responsible for 10 public halls that provide opportunities for community gatherings and events. These halls need to be managed and maintained to service the needs of the community. Some halls are overseen by local committees under Council's guidance whilst others are fully administered by Council.

As halls in the Shire are of a varied age, style and use, management plans and maintenance are important. Maintenance and operational programs take into account the legislative requirements relevant to the individual building, should it be Crown Trust, School of Arts or freehold community land.

A grant was applied for through the Stronger Country Communities Fund for the installation of a toilet block and covered walkway at the Mendooran Mechanics Institute. The grant was successful and the project is set for completion during 2019.

### **Risk Management**

Council has a firm commitment to Risk Management. Council's insurance needs continue to be managed. The 2017/2018 Continuous Improvement Workbooks were completed in May this year with the focus on Footpaths, Signs as Remote Supervision, Stormwater Management and Trees and Tree Roots. Work has commenced on this year's workbook which will include Bitumen, Roads, Swimming Pools and Playgrounds with the draft workbooks due 31 October 2018. Completion of the workbooks count towards Council's rebate from Statewide Mutual.

**Leeanne Ryan**

**Director Development Services**

<b>Development Services</b>						
<b>No.</b>	<b>Service Level</b>	<b>Indicator</b>	<b>Benchmark</b>	<b>Performance</b>	<b>Met</b>	<b>Comments</b>
<b>Development Services Management</b>						
1	Development Services Directorate is financially responsible	Recurrent budget variance	Less than +/- 10%	-3%	✓	13% under budget
2	Warrumbungle Waste is operated in a cost effective manner	% increase in waste services costs	Less than CPI	-10%	✓	10% under budget
3	Capital and key projects are completed on time and within budget	Capital and key projects are completed on time and within budget	Yes	Yes	✓	
<b>Heritage</b>						
1	Heritage stock is effectively managed	Heritage advisor service is maintained	Yes	Yes	✓	Heritage advisor maintained
2	The Local Heritage fund is maintained	Number of different properties that benefit from the fund annually	5	3	✓	Council received five (5) applications for the Local Heritage Fund however only 3 applicants completed the work
<b>Noxious Weeds</b>						
1	Noxious weeds are controlled throughout the Shire	Membership of Castlereagh Macquarie County Council is maintained	Yes	Yes	✓	Membership maintained

Development Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
<b>Building Control</b>						
1	Structures do not pose a risk to the health and safety of occupants or the public	Inspections carried out from complaints received completed in <24 hrs	100%	100%	✓	Inspections carried out within timeframes
2	Local trades are well informed of changes to building legislation and codes	Distributed newsletter when new legislation or information is available	Yes	Yes	✓	No new legislation or information
3	Complying Development Certificate applications are processed within legislated timeframes	Average application processing time	10 days	10 days	✓	Legislation has now changed for processing time for CDC to 10 days.
4	Building Certificates processed within reasonable timeframes	Average application processing time for Certificate for Sale of Property	7 days	7 days	✓	Inspections and certificates processed within timeframes.
5	Complying Development Certificate applications and Buildings Certificates are processed effectively	% audit of 6 files demonstrating legislative and procedural compliance	90%	100%	✓	
6	Processes and procedures are current and meet best practice in field	Maximum time between review of procedures and processes	6 months		✗	No procedures / processes reviewed.

Development Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
<b>Environmental Health Services</b>						
1	Comply with the MOU between Council and the Food Safety Authority	% of inspections conducted annually of Category 1 and 2 businesses	100%	80%	X	Environmental Health Officer position recently filled. Inspections now being carried out and completed
2	Implement actions from the Central West Councils Salinity and Water Quality Alliance 5 year strategic plan	% of actions funded and completed	60%	60%	✓	Actions completed
3	Approvals for OSSMS processed within reasonable timeframes	Average approvals processing time- when all information is received from applicant	7 days	7 days	✓	Approvals processed within timeframes once all information is received.
4	Approvals are processed accurately	% audit of 20 files demonstrating legislative and procedural compliance	80%	100%	✓	
5	Processes and procedures are current and meet best practice in field	Maximum time between review of procedures and processes	6 months		X	No procedures / processes reviewed.
6	OSSMS do not pose a risk to public health or the environment	Inspections carried out from complaints within 3 days	100%	100%	✓	Inspections carried out within required timeframes.
7	Sampling is carried out in partnership with NSW Health to ensure public water supplies meet drinking water guidelines	Frequency of sampling of town water supplies	Weekly	Weekly	✓	Water sampling undertaken weekly.

Development Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
<b>Town Planning</b>						
1	Council Planning instruments are relevant and effective	Frequency of review of planning instruments	Annual	Annual	✓	
2	Development applications processed in a timely manner	Average application processing time exclusive of stop the clock times	40 days	<40 days	✓	Once application is received and all information is correct.
3	Development applications processed accurately	% audit of 20 files demonstrating legislative and procedural compliance	100%	100%	✓	
4	Planning certificates processed in a timely manner	Average 149 certificate application processing time	7 days	7 days	✓	Once application received.
5	Planning certificates processed accurately	% audit of 20 files demonstrating legislative and procedural compliance	90%	90%	✓	
6	Processes and procedures are current and meet best practice in field	Maximum time between review of procedures and processes	6 months	6 months	✗	No procedures / processes reviewed.
7	Council has a single DCP to guide development across the shire	A single DCP that is relevant and compliant with the LEP and current practice advice from DP&I is available.	Yes	Yes	✓	DCP reviewed in February 2017.

Development Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
8	Subdivision Certificates processed in a timely manner	Average time taken to release subdivision plan when all information and conditions met	15 days	15 days	✓	Once all information received and conditions met.
Compliance Services						
1	The keeping of companion animals is regulated through micro chipping	Number of public micro chipping days per year in each town	2	2	✓	
2	Roadways are kept largely free of straying stock through regular stock patrols (per agreed program) and timely responses to complaints	Response time from when complaint is received	< 2 hours	<2 hours	✓	Once complaint is received acted on immediately.
3	The negative effects caused from the keeping of animals in urban areas is minimised	Response time from when complaint is received	< 48 hours	<48 hours	✓	Timeframe met once complaint is received.
4	Private land within urban areas does not pose a safety issue from overgrown vegetation	Frequency of inspection of all urban areas (including instigating actions to keep land vegetation from harbouring vermin)	Monthly	Monthly	✓	Inspections carried out when required.
5	Alcohol free zones maintained in towns	Frequency of inspection of alcohol free zone signs	6 monthly	6 monthly	✓	Check signage and replace missing or unreadable signs



Development Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
<b>Property and Risk</b>						
1	Council residential properties are appropriately tenanted	Occupancy rate	80%	80%	✓	
2	Maximum commercial rent returns on Council properties	Rent collected on all tenancies	98%	98%	✓	
3	Cleaning all Council buildings to an acceptable standard	Meet cleaning schedule within timeframe	95%	100%	✓	New contractor commenced in March 2018
4	Council Buildings and Assets are secured	Security systems are in place and operated at designated buildings	Yes	Yes	✓	
5	Business Continuity Plan is kept up to date and reviewed periodically	Regular review and updating	12 monthly review	Yes	✓	
6	Grant opportunities and community involvement are utilised to expand the scope of works that can be completed on Council properties	Quantum of grant funding received per annum	\$25k	\$324k	✓	Stronger Country Communities Fund – Coonabarabran Sport and Rec Centre
7	Condition of all properties are of the highest standard achievable	Condition Rating	Average	Average	✓	Maintenance undertaken as per budget – inspections required
<b>Cemetery Services</b>						
1	All cemeteries are maintained within budget	As per schedule and timeframe	2 per year	1	✓	1 so far this year

Development Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
2	All internments are dealt with professionally	Council meets legislative requirements	Yes	Yes	✓	
Medical Facilities						
1	Council premises are appropriately tenanted	Occupancy Rate %	90%	90%	✓	Mendooran Vacant
2	Appropriate needs of medical services providers are met	Six (6) monthly meeting / communication with tenants	Yes	No	✗	No meeting held this half
Public Halls						
1	Halls are available for public use	Consistent usage percentage over a calendar year	60%	60%	✓	
2	Halls are being utilised to their full potential	Increase in usage	5%	5%	✓	Halls are used to their full potential – upgrades are required in some halls
3	Halls are maintained to a suitable level	Condition rating	Average	Average	✓	Grants applied for Mendooran Hall Disabled ramp installed at Coonabarabran Town Hall at back door.
Tourism and Development Services						
1	Promotional activities are effective and attract visitors to the region	Number of visitors to the VIC as reported by monthly statistics	5,800	YTD is 33,972	✓	Statistics for period January to July 2018 with more than 41% of arrivals at the VIC staying 1 night or more

Development Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
2	The VIC achieves level 1 accreditation status with the AVIC network	Level 1 accreditation maintained	Yes	Yes	✓	Maintain all criteria for accreditation
3	Support is provide to outlying information service sites	Distribution of information and onsite visits to outlying information service sites conducted monthly	Yes	Yes	✓	Monthly emails sent to outlying centres, in response requirements are packaged and delivered to those centres
Tourism and Economic Promotion						
1	Tourism promotion is effective leading to a real increase in visitor numbers	Annual increase in visitor numbers to the VIC	5%	-5%	✗	VC numbers for 12 month (July-- June) period totalled 31,285= 94.33% of previous year. NB.
2	Council effectively pursues opportunities for community grants in Coonabarabran	Level of external grants sourced per annum	\$25K	\$17K	✗	For 6/12 period community grants have been pursued by the CDC for each community.
3	Opportunities for hosting conferences and special events within the shire are actively pursued	Number of significant conferences or special events held within the shire per annum	4	>1	✓	Teachers Fed and GDRC Conferences. Linnean Society and have prepared application to LG for Water Conference.
Warrumbungle Waste						
1	The waste service operates as a fully self funding business	Yearly financial outcome against budget	Surplus	Surplus	✓	
2	Weekly residential waste pick up service is provided to eligible residents	Number of complaints for missed services per year	<10	<10	✓	

Development Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
3	Weekly residential recycling pick up service is provided to eligible residents	Number of complaints for missed services per year	<10	<10	✓	New recycling bins, some issues with pickups initially
4	Council's waste facilities operate within regulatory guidelines	Amount of penalties imposed on Council by Regulators	\$0	\$0	✓	No penalties imposed.
5	WH&S issues are minimised within the Waste Branch	Number of WH&S incidents per annum	2	2	✓	

## 5. Corporate and Community Services

### 5.1 Year in Review – Overview

The Corporate and Community Services directorate is made up of:

- Administration and Customer Service
- Children's and Community Services
- Finance
- Human Resources

#### Administration and Customer Service

During the reporting period, Administration and Customer Services staff met the following targets:

- Annual Report, Agency Information Guide and statutory documentation prepared as required.
- Correspondence and reports prepared as required for internal customers.
- 13,402 documents have been registered in InfoXpert, Council's Document, Records and Content Management System.
- Business Papers for Council's Monthly Meeting were prepared and distributed to Councillors in electronic format on Fridays prior to each meeting with copies available for the public on Monday prior to each meeting. Business Papers and Minutes are available on Council's website;
- More than 21,000 transactions were completed during the year between both Service NSW Agencies. Coonabarabran Agency completed 16,900 transactions while the Coolah Agency completed more than 4,500.
- A total of 3,922 service requests were registered in Council's Customer Request Management System (CRM) which captures all verbal enquiries to enable them to be allocated to the relevant officer.

#### Human Resources

Council's Human Resources Branch is responsible for all recruitment, organisational culture, training, payroll, work health and safety and all day to day staffing issues within the organisation.

Over the past 12 months the Human Resources Department has endeavoured to improve processes and introduced initiatives to ensure provision of the highest level of service to both internal and external customers.

Human Resources produces a monthly Human Resources Report, providing the Executive Leadership Team with monthly statistics such as salaries and wages, overtime, leave taken, position movements, claims and near miss accidents, improvements, training undertaken, the status of any projects being undertaken and any issues of concern.

Turnover of permanent staff for this year was 12.6%. This rose slightly from 9% in 2016/2017. This rise was put down to staff moving out of the area due to family reasons, retirement and career advancement as well as some significant management and leadership changes that occurred during the period.

Over the past 12 months Council spent a total of \$338,765 on learning and development, including legislative requirements and staff development programmes.

Thirteen permanent positions ( seven (7) internal and six (6) external) were filled over the past financial year. Traineeships were also provided in Childcare and Civil Construction, as well as apprenticeships in Plumbing and Heavy Vehicle Plant. Council introduced online inductions for workers in 2017, which provided a 73% saving and 94% reduction in time per induction.

Workplace Health and Safety remains a focus area for Council. The number of workplace incidents reported increased, including near miss reports. Council's claims also increased in 2017/18 from the previous year however Council's average claim cost remains lower than the StateCover Mutual average. The increase in reported incidents has occurred due to improved reporting processes and a change in staff's attitude in reducing risks by reporting of incidents. Council's drug and alcohol testing program is now well-established.

Council has also continued its commitment to improving its overall results in the Annual State Cover Audit with Council's score in the audit increasing from 45% safety compliance in 2012 to 75% safety compliance in 2015 and 84.8% safety compliance in 2018.

Council's Wellness Programme continued with all staff given the opportunity of flu vaccinations. Council also appointed Benestar as their Employee Assistance Program Provider, providing free counselling and coaching for staff across a range of areas.

An internal review of Council's chemical management compliance was completed and a number of works are planned for 2018/19.

In relation to Council's Equal Employment Opportunity (EEO) Management Plan:

- Council's Recruitment and Selection Policy was reviewed to ensure ongoing compliance with EEO and merit selection principles and practices.
- Council has implemented online recruitment software which will provide increasing transparency of decision making.
- Council statement of being an EEO employer is included in all job advertisements
- Council conducts ongoing reviews of Council's policies, procedures and practice to ensure they are compliant with EEO principles and practices.

## Payroll Services

In the 2017/18 reporting period, all staff received their pays on time and were also offered the opportunity of accessing salary sacrifice programs with advice provided by an independent expert as to their suitability for the system. Total leave amounts taken during 2017/18 were:

Sick Leave	\$ 478,905.60
Carer's Leave	\$ 144,931.78
Parental Leave	\$ 4,953.86
Maternity Leave	\$ 10,197.62
Health and Wellbeing	\$ 0.00

## Financial Services

The 2017/18 financial year was an extremely busy year for Council's finance branch working through changes in structure, process and taking on new responsibilities as well supporting new council functions such as Return and Earn. As well as this finance provided extended support for the interim, forensic and external audit.

There were some significant achievements made by Council's finance branch in the financial year, including:

- completion of Council's 2017/18 financial statements;
- continued improvement in reporting for RMS contracted works;
- passing of an improving Budget and Delivery Program for the next four years, despite the tough operating environment that Council faces;
- completion of other IP&R requirements; and
- commencement of the Coonabarabran Emergency Water program with associated financial management and reporting.

## Communications and Information Technology

Council has had a successful year in relation communications with a high level of uptake of information released by Council.

Council is working hard to continually communicate with local communities through a variety of methods, including newspapers, letter box drops, radio, television, website and social media.

Council has established good working relationships with local and regional media which support the dissemination of the information to local communities.

Council has released a large number of media releases during the year with excellent feedback received from the community in relation to knowing what is happening at Council.

Tamworth Regional Council continues to provide IT support for hardware / IT network and help desk support, including onsite visits by IT technicians each week and for emergency support.

## **Children's and Community Services**

### **Warrumbungle Community Care**

Warrumbungle Community Care (WCC) provides a range of services across the Shire to assist the frail aged, people with a disability and carers. Services include Community Transport, Meals on Wheels, Respite, Social Support and Home Maintenance. WCC is now a Authorised Home Care Package supplier, and Registered NDIS provider.

These services support people to continue to live independently in their own homes. WCC provides services to almost 800 clients across the Shire. These services are provided by our dedicated team of six (6) staff and a team around 185 volunteers.

In 2017/18 financial year Warrumbungle Community Care provided the following services:

- 14,162 meals
- 9,263.15 hours of social support
- 2,033.70hours of home maintenance
- 824.25 hours of respite
- 18,441 community transport trips
- 10,562 Taxi Vouchers

### **Connect Five Children's Services**

Connect Five Children's Services is externally funded by the NSW Department of Education and Communities. Connect Five Children's Services provides play sessions to families with children not yet attending school in nine (9) communities across three (3) Shires – Warrumbungle, Coonamble and Gilgandra.

In 2017/18 Connect Five Children's Services provided 176 Play Sessions at nine (9) different venues. Attendances for 2017/18 were 1,816.

As well providing Play Sessions, Connect Five Children's Services is also a Licensed Service and that also provides Occasional Care for those who wish to attend an appointment, school, shopping or something else.

Some parents also wish to give their child the opportunity to experience a childcare setting on their own for a short period in preparation for starting pre-school. Although this is a very small part of the Service it is greatly valued by those who use it, particularly in places where there is no childcare service.

The other, very popular, part of the Service is the Mobile Toy Library. The Mobile Toy Library provides toys and equipment for enhancing children's learning and development and may be borrowed at a Play Session or from the Office in Coonabarabran. Other agencies working with young children may also borrow from the Connect Five Children's Services Toy Library.



This is an essential service for isolated and disadvantaged families. We have had over 200 toys borrowed from this service.

Connect Five works with other agencies to support families with visits to play sessions from professionals such as nurses and occupational therapists.

In addition to the core services, Connect Five Children's Services also supports the Mobile Pre-school class run by Yuluwirri Kids. In 2016/17 Monkey Room continued to be run under the Connect Five Children's Services Licence with attendance levels of over 97%.

Connect Five Children's Services continues to be an essential children's service across the three (3) Shires it services.

### **Yuluwirri Kids Preschool and Long Day Care**

Yuluwirri Kids is a 57 place Preschool and Long Day Care Centre that opened on 2 February, 2009. The Centre is licensed by NSW Education and Communities for a maximum of 57 children a day.

The Centre operates three (3) classrooms:

- Panda Room for 0-2 year olds. This room can accommodate up to 11 long day care students a day.
- Possum Room for 2-4 year olds. This room can accommodate up to 13 long day care students and 7 preschool students a day.
- Giraffe Room for 3 - 5year olds the year before children commence school. This room can accommodate up to six (6) long day care students and 20 preschool students each day.

A fourth Mobile Preschool classroom operates two days a week on Tuesday's and Thursday's at Council's Robertson Street Campus in Coonabarabran. This Mobile Preschool was established in February 2010, in conjunction with Connect Five Children's Services, to support Waiting Lists for three (3) to five (5) year olds who want to attend Preschool.

Over the course of the year this means that Yuluwirri Kids offers 14,350 places per annum. This equates to 325 places a week, 49 weeks a year of Long Day Care and 40 weeks a year of Preschool. Attendance rates across the whole year, in 2017/18, were over 80%.

### **Castlereagh Family Day Care**

Castlereagh Family Day Care provides education and care to over 80 families, more than 100 children and is the only Family Day Care service located within the three Shires it services, being Warrumbungle Shire (covering the towns of Coonabarabran, Coolah, Baradine, Binnaway, Mendooran and Dunedoo), Coonamble Shire (Coonamble and Gulargambone) and Gilgandra Shire. Castlereagh Family Day Care is an established service and has been operating for 24 years.

Castlereagh Family Day Care currently has 10 Educators in our scheme. Four (4) Educators are based in Coonabarabran, a further two (2) Educators are based in Coolah, and three (3) Educators in Gilgandra,

Educators child care places fill quickly once established and most have families waiting for care. Attendances at Family Day Care in 2017/18 continue to be high.

Parents sometimes choose to wait for Family Day Care places instead of accessing other services, as not all services meet the families or individual children's needs. The Coordination Unit ensures Educators provide high-quality education and care and this is evident with the demand for care shown within our extensive waiting list.

Family Day Care is an essential childcare service for local communities in our Shire and beyond.

### **Coonabarabran After School and Vacation Care**

Coonabarabran After School and Vacation Care, also known as Coonabarabran Out of School Hours Care (OOSH), provides after school care for primary aged children in Coonabarabran.

Coonabarabran After School and Vacation Care provides a program of fun and interesting activities for children during the hours of 3:30pm – 5:30pm, during school terms.

In 2018, Vacation Care in the school holidays commenced with six (6) days of care being provided in the April school holidays.

### **Youth Development**

In 2017/18 the Youth Development Program continued to actively engage and empower the youth of our Shire through a variety of programs, activities and initiatives under the Family and Community Services, Community Builders Program.

Strong partnerships and collaborations continued through the ongoing support of local agencies, organisations, schools and community groups ensuring 77 community events and activities were provided across the Shire for around 1,850 young people.

2018 National Youth Week was a major event which provided the opportunity to celebrate young people's contribution to our Shire, 800 young people participated in 13 activities across the Shire. Council was recognised for its achievements through its nomination as a finalist for the 2018 Local Government Awards, Small Council Youth Week Awards.

The Living Well Together Project in Baradine continued to support local young people through the provision of 18 activities and five (5) Skills Training Programs for a total of 397 participants. Of this seven (7) employment outcomes are directly linked to the project.

## Macquarie Regional Library

Macquarie Regional Library provides library services in Warrumbungle Shire. Library services are provided in each of our local towns – Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran.

In 2017/18 user numbers for Warrumbungle Shire were again strong. Warrumbungle Shire Council libraries recoded strong numbers in relation to:

- Number of registered users
- Proportion of the population who are registered users
- Numbers of items issues
- Number of reference / subject enquiries
- Number of items catalogued
- Number of hours the internet is used
- Wi-Fi Hotspot Log Ins
- Online database access

In addition to regular borrowing and utilisation of the internet and other library facilities, local libraries offer a number of other activities in our local communities. In 2017/18 these once again included:

- Maintenance of services for people who are housebound and in aged care facilities.
- Involvement in celebration weeks such as National Youth Week, Law Week, Library and Information Week and NAIDOC Week.
- Promotion of events and activities in local towns.
- School Holidays Programs and activities.
- Engagement with local schools, childcare and other children's services – including story time and homework sessions.
- Regular reading and craft sessions with disabled members.
- Hosting Story Time sessions for pre-schoolers
- Hosting of meetings of local groups including local book clubs, craft groups and gardening groups.
- Hosting of information sessions and other activities for people of all ages.
- Erection of information displays for events including ANZAC Day.
- Promotion of events and activities in local towns.
- School Holidays Programs and activities.
- Engagement with local schools, childcare and other children's services – including story time and homework sessions.
- Regular reading and craft sessions with disabled members.
- Hosting Story Time sessions for pre-schoolers
- Hosting of meetings of local groups including local book clubs, craft groups and gardening groups.
- Hosting of information sessions and other activities for people of all ages.
- Erection of information displays for events including ANZAC Day.

## Community Development Coordinators

Warrumbungle Shire Council provides funding for the employment of Community Development Coordinators in each of the Shires' towns. The Community Development Coordinators are employed by the local Progress Associations or Development Groups.

The role of Community Development Coordinator includes seeking funding on behalf of their Development Group and / or Progress Association and other Community Groups, providing support to locally based community groups and organisations to coordinate and promote local events, and to provide a point of contact for Council in local towns.

In 2017/18 the Community Development Coordinators once again had a highly successful year with a large amount of funding being sourced for programs, activities and infrastructure in our local towns. A highlight of the program is the support provided to other groups in the local communities to help them to source funds

## Warrumbungle Shire Interagency

The Warrumbungle Shire Interagency continued to go from strength to strength in 2017/18. The Warrumbungle Shire Interagency meets monthly throughout the year. The purpose of the Warrumbungle Shire Interagency is to provide a forum:

- which facilitates joint action to effectively address the needs of local communities,
- to consider and discuss emerging issues that affect member organisations and those they provide services to,
- for individuals and organisations to address people who provide services to Warrumbungle Shire communities,
- for open discussion regarding opportunities to work collaboratively,
- which maximises opportunities for partnerships, networking and information sharing,
- to garner support to lobby and advocate for improved services in Warrumbungle Shire, and
- for relevant information affecting a broad range of stakeholders to be distributed to.

Membership of the Warrumbungle Shire Interagency is open to persons and organisations that provide services to the communities within Warrumbungle Shire Council. This may include, but is not limited to:

- Government agencies
- Non-Government agencies
- Other stakeholders who provide services to communities in Warrumbungle Shire

The Interagency has become a key forum for the sharing of information regarding resources and services in our local communities, and it a must attend for any new programs, services and organisations coming to our Shire. The Interagency has around 150 members with between 20-30 people regularly attending the monthly meetings

## Community Events and Activities

In 2017/18 Council was pleased to be involved in a large number of community activities and events including, but not limited to:

- Australia Day
- ANZAC Day
- Seniors Week
- National Volunteer Week
- National Youth Week
- Community Consultation Meetings
- Partnership activities with the Coonabarabran Local Aboriginal Land Council
- Children's Week
- NAIDOC Week
- Family Day Care Week
- School Holiday Program
- Health and Community Expo's
- Cobbora Transition Fund Projects
- Love Bites Program
- Coona B Drop In Youth Program
- Year 7 & 8 Girls Life Skills Program
- RYDA Program
- White Ribbon Day
- Little People Task Force Fun Day
- Community Services Expo
- Oz Tag Disability Knockout Day
- Celebration Of Togetherness – Luncheons

**Louise Johnson**

**Acting Director Corporate & Community Services**

## 5.2 Department Reviews

The following section provides an overview of activities conducted, by Department, in the 2017/18 financial year.

The tables provide an overview of achievements in relation to Service Levels outlined in Council's Delivery Program and Operational Plan. The tables provide information in relation to benchmarks and performance for Council's management and leadership and governance functions. These results are reported to Council on a six (6) monthly basis in the Delivery Program Progress Reports. Delivery Program Progress Reports are completed by staff responsible for the functions and activities. For the 2017/18 reporting year, the Delivery Program Progress Reports were presented to Council in February 2018 and September 2018.

Corporate and Community Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
<b>Corporate and Community Services Management</b>						
1	Council meets all governance, legislative and financial reporting requirements	All governance, legislative and financial reports are submitted to relevant levels of government within legislative deadlines	Yes	Yes	✓	
2	Two sponsorship rounds (August and February) of financial assistance grants are undertaken	Funds are fully expended and applications received are from a broad cross section of the community	Yes	Yes	✓	
3	Corporate & Community Services Directorate is financially responsible	Recurrent budget variance	Less than +/- 10%	Less than +/- 10%	✓	
<b>Administration and Customer Services</b>						
1	Counter services provided and clients' requests dealt with promptly	Service request forms to be prepared and referred to action officer within timeframe	Day of receipt	Day of receipt	✓	When customer records management system is available
2	Telephone messages recorded and referred to action officers	Percentage of telephone messages captured in records system and referred to action officers at time of receipt of message	100%	Unknown	✗	When customer records management system is available

Corporate and Community Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
3	Incoming Correspondence is registered and acknowledgement issued to sender for local residents	Correspondence (emails and letters) to be acknowledged, scanned, registered and allocated to action officer within timeframe	48 hours	Unknown	X	
Bushfire and Emergency Service						
1	The preparation and payment of the RFS Bid amount is completed in a timely manner	Deadlines for completion of bid and payment are met	Yes	Yes	✓	
2	A Council presence at the Liaison Committee is maintained	Attendance at Liaison Committee (%)	90%	95%	✓	
3	Bushfire hazard programs are implemented within budget	Completion of bushfire hazard reduction programs	Yes	No	X	All HR Program not completed
4	Incident control is timely and effective	Response is immediate and Displan implemented as appropriate	Yes	Yes	✓	
Finance						
1	The collection of rates and annual charges is managed effectively given the socio-economic realities of the Shire	Outstanding rates, and annual charges ratio	< 12%	14%	X	Changes in the debt collection process has created problems

Corporate and Community Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
2	Council's external financial reporting requirements to the DLG are met	Council's financial statements are not qualified and submitted to the DLG on time	Yes	No	X	Council was unable to get quorum to approve the Financial Statements
3	Council's IP&R, budget and other external reporting requirements are met	Council's IP&R, grants return, and LGGC returns are completed within statutory deadlines	Yes	Yes	✓	
4	Accounts payable is managed effectively	Number of creditor accounts over 60 days at end of month	5	5	✓	A number of these are outside Finances control and they total \$9001
5	Internal and external audit management points addressed within a reasonable time frame	Number of repeat issues	1	3	X	There are a number of issues outside finance's control but 3 that are
6	Council's finances are effectively managed within Council's budget	Final recurrent variance against budget	<10%	<1%	✓	
7	Council's investments are managed effectively per DLG guidelines and gain a good return for Council	Rate of return above BBSW	0.10%	0.13%	✓	Changes to the Investment Policy is making this harder to maintain
8	Debt is managed effectively in the funding of Council's business, with consideration of intergenerational equity	Debt services ratio	<5%	1.9%	✓	



Corporate and Community Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
<b>Communications and IT</b>						
1	Media notices and editorials on Council activities are broadcast in all local publications	Number of articles, editorials or notices in each local paper (per publication)	>1	>1	✓	
2	Implementation of IT Strategic Plan	Review and implementation of Council's IT strategic plan is complete	Yes	Yes	✓	Implementation of the strategic plan is ongoing
3	Development and implementation of Council's Communication Strategy	Completion and adoption by Council of a WSC Communication Strategy	Yes	No	✗	Manager Communications and IT resigned from Council in late 2016.
4	IT Support and assistance provided to staff	Managed support services and helpdesk response and resolving of issues timeframe as per priority matter	Yes	Yes	✓	
5	Coordinate a detailed Community Engagement Program to identify and test the level of Council's service and gauge community satisfaction	Residents responding in a community survey, and feedback provided	2%	N/A	✗	
6	Content on Councils website and staff intranet is up to date and accurate	Number of new items per week	>2	>2	✓	

Corporate and Community Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
7	Accurate GIS data on all Council assets is compiled for use by Council staff	Compilation of accurate GIS data is completed within a 1.5 year timeframe	Yes	Yes	✓	
8	New asset additions are captured in Council's GIS system	Frequency of updating of asset information	6 monthly	6 monthly-	✓	
9	Disaster Recovery implemented as per Business Continuity Plan	Disaster Recovery system implemented	Yes	No	✗	
Supply Services						
1	Stock is securely stored and effectively monitored	Fuel and Stores stocktake variances minimised- stock written off	<\$1,000 p/a	(\$1, 153)	✓	
2	Stock levels are effectively managed and idle stock is minimised	Stock turnover by store	3 p/a	5.1 p/a	✓	
3	Hazardous materials are securely stored according to best practices	Number of audited and reportable incidents	0	0	✓	
4	Procurement policy is adhered to	Number of breaches of policy	0	0	✓	
5	Sale of excess stock carried out annually	Sale completed	Yes	N/A	✓	

Corporate and Community Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
<b>Human Resources Management</b>						
1	Efficient and effective recruitment of vacated positions	Time taken to fill vacated positions within the organisation structure	6 weeks	8 weeks	X	Some turnaround <3 weeks: some delays due to organisation restructure and resourcing
2	Relationships between management and unions remain positive	Percentage of industrial relations issues resolved with no breaches of government legislation	98%	100%	✓	
3	Turnover of staff is kept to a minimum	Staff turnover ratios are managed to % of total staff	15%	11.3%	✓	
4	All HR Policies are relevant and adhere to legislative requirements	Frequency of review and updating of policies	Annual	Annual	X	Lack of resources / staff in HR
5	2013/14 – 2016/17 Workforce Management Strategy is adopted by Council	Workforce Management Strategy action plans are implemented within the recommended time frames	Yes	No	X	Staff changes in HR department / lack of resources and major organisational change limiting some action plans
6	Content on Councils Intranet is up-to-date and accurate.	Daily monitoring	Yes	No	X	Recruitment information and Employee Assistant Program information maintained current; other areas lack resourcing.

Corporate and Community Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
7	Staff kept informed via staff newsletter	Number of staff newsletters per year	4	2	X	Newsletter previously produced by HR replaced with ELT newsletter; HR to contribute
Payroll Services						
1	Council staff are informed and provide opportunities for feedback	Number of internal staff newsletters per year	6 p/a	2p/a	X	# Newsletters reduced to 4 in previous report. Newsletter previously produced by HR replaced with ELT newsletter; HR to contribute
2	Upon timely receipt of timesheets, wages are paid into staff bank accounts by Thursday of each week.	Number of late or incorrect wage payments	None	None	✓	
3	Superannuation payments paid within the prescribed timeframe	Number of payments made outside of prescribed timeframe	None	None	✓	
4	Staff termination payments made within one week from final date of employment	Number of complaints	None	None	✓	
Workplace Health and Safety						
1	All Safety Policies are relevant and adhere to legislative requirements	Frequency of review and updating of policies	Annual	<Annual	X	Policies reviewed on as-needs basis due to lack of resources

Corporate and Community Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
2	State Cover Safety Audit is completed on time and overall result is improved upon	Results of Audit	60%	65%	✓	2017 Audit result shown. 2018 Audit due 3 August 2018
3	Specific workers compensation injury trends are reported	Injuries are investigated and repeat injuries reported to Management	95%	95%	✓	
4	WH&S Management Plan which takes into account the Echelon risk report developed and action plan completed and reviewed every twelve months	Action plan is completed within nominated time frames and reported to Council	Yes	No	✓	Report largely superseded by Statecover Action Plan developed from annual audit.
5	WH&S practices lead to a reduction in the number of injuries and claims	Annual reduction in workers compensation premium	Yes	No	✗	Some high claims led to significant increase in premium for 2017/2018 year
6	WH&S issues are minimised within the Technical Services Department	Number of WH&S incidents per annum	<5	No	✗	Increased reporting and investigation of incidents is positive result for Council
Learning and Development						
1	Traineeships are offered to staff at a minimum level of Cert III	% of staff who possess minimum qualification requirements	90%	95%	✓	In addition, a Certificate II School-based traineeship was completed for the first time in 2017/2018

Corporate and Community Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
2	Skills analysis are undertaken and Learning and Development plans are completed on an annual basis	Percentage of plans completed by February each year	98%	75%	X	No Learning and Development Coordinator since November 2017; lack of resources. Regulatory training maintained
3	Staff are provided with an adequate number of training hours including information on new legislation	Minimum number of training courses attended per staff member per annum	1	2	✓	
4	All Contractors are given the opportunity to attend training with other Council Staff at their own expense	Income received by Council for Contractor training.	Yes	Yes	✓	Contractors completed Council's induction program and are offered vacancies in other training sessions.
5	Staff performance and competency review processes are in place	Revenue and income targets are met as per the Operational Plan	Yes	Yes	✓	
6	Staff performance and competency review processes are in place	Annual reviews of all staff conducted as required by the Award or senior staff contracts	98%	75%	X	Due to significant turnover and leave periods of supervisory and management staff, significant delays in 2017-18 process experienced.
7	Department Staff had appropriate skills to meet organisational needs	All Staff have individual training plans	Yes	Yes	✓	Plans are very rudimentary and Council needs to resource this area better to improve outcomes and capabilities.

Corporate and Community Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
<b>Children and Community Services</b>						
<b>Community Transport</b>						
1	Transport services provided to HACC Clients	Number of trips provided per annum	4,806	4,936	✓	Revised Benchmark and classification – CHSP. Revised benchmark is 3,374. YTD: 11,666, 1345.76% of yearly target / benchmark.
2	Transport services provided to CTP Clients	Number of trips provided per annum	1,676	2,114	✓	Revised Benchmark and classification of clients. Revised benchmark is 1,961. YTD: 4,427, 225.75% of yearly target / benchmark.
3	Transport services provided to Health Related Transport Clients	Number of trips provided per annum	124	54	✗	Revised Benchmark of 148. YTD: 117, 79.05% of yearly target / benchmark.
Warrumbungle Community are also now required to report on provision of transport to CCSP clients as a separate indicator.			231	8	✓	YTD: 1906, 825.11% of yearly target / benchmark.
Warrumbungle Community are also now required to report on provision of transport to DVA clients as a separate indicator.			N/A	102	✓	YTD: 325
Warrumbungle Community are also now required to report on provision of Taxi Vouchers clients as a separate indicator			N/A	5,410	✓	YTD: 11,740
<b>Multiservice Outlet</b>						
1	Social Support services provided to HACC clients	Number of services provided per annum	6,249	4,266	✓	YTD: 9,219.90, 147.54% of yearly target / benchmark.

Corporate and Community Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
2	Meals Services provided to HACC clients	Number of meals provided per annum	15,807	7,092	X	YTD: 14,147, 89.5% of yearly target / benchmark.
3	Respite Services provided to HACC clients	Number of services provided per annum	1,308	511	X	YTD: 821.25, 62.79% of yearly target / benchmark.
4	Home Maintenance Services provided to HACC clients	Number of services provided per annum	2,010	888	X	YTD: 1,927.20, 95.88% of yearly target / benchmark.
Yuluwirri Kids						
1	The Service completes a Quality Improvement Plan and achieves a satisfactory ACECQA Assessment Rating	Satisfactory Assessment Rating	Satisfactory Assessment Rating	Meeting	✓	Overall rating meeting National Quality Standards. Exceeding QA6 & QA7. Meeting QA1, QA2, QA3, QA4 & QA5. Rating issued April 2016.
2	The service is well utilised by members of the community	Utilisation rate as a percentage of total capacity	90%	74%	X	Monkey Mobile Preschool: 63% Preschool: 60% Long Day Care: 86% Overall 74%
3	Service is sustainable in the long run and does not receive subsidies from Council beyond the current agreement	Level of surplus or deficit	Surplus	Deficit	X	Project to be undertaken to look at Business Model



Corporate and Community Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
4	Medium to long term needs of the community for child care services are addressed	Five (5) year business plan is complete	Yes	Meeting	✓	Quality Improvement Plan (QIP) completed. Four (4) year budget completed. Funding changes regularly meaning industry is unable to plan for five (5) years. Recent recommendation from Department of Education is to plan for two (2) years.
Libraries						
1	Provision of library services to residents of the shire is maintained	Membership of Macquarie Regional Library is maintained	Yes	Yes	✓	
2	Branches are safe for staff and the public	Complete annual inspections of all outlets	Complete	Complete	✓	
3	Library opening hours meet the needs of the residents of the Shire	The following opening hours are met: <ul style="list-style-type: none"> <li>- Baradine 7.5 hours</li> <li>- Binnaway 4 hours</li> <li>- Coolah 30.5 hours</li> <li>- Coonabarabran 31.5 hours</li> <li>- Dunedoo 20 hours</li> <li>- Mendooran 7 hours</li> </ul>	Yes	Yes	✓	

Corporate and Community Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
<b>Connect Five</b>						
1	Requirements of funding agreements are met	Annual acquittals and reports returned on time and meet with approval	Yes	Yes	✓	
2	Venues identified and licenced according to community requirements	Number of venues that are identified and licenced at any one time	9	10	✓	Additional venue - Binnaway Central School was licensed in this reporting period.
3	Play sessions are provided to meet the emerging needs of the community	Number of play sessions per term	45	41.5	✗	Term 1: 42 sessions, Term 2: 41 sessions. T 1 included 2 public holidays T 2 included 1 public holiday, 1 venue cancelled due to Coonamble Shire roads being closed, 1 venue cancelled due to illness outbreak.
4	Play sessions are well patronised	Number of children in attendance per term	360	862	✓	Term 1: 479 children, Term 2: 383 children
5	The resources in the Toy Library are clean and in good repair	Toys washed and cleaned on a fortnightly basis	Yes	Yes	✓	
6	The Toy Library is well utilised by the community	Number of items loaned per term	60	95	✓	Term 1: 37 borrowings, Term 2: 58 borrowings

Corporate and Community Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
7	A WH&S risk management program and healthy work environment for all staff and the public is fostered by the organisation	Number of incidents per term requiring medical assistance	None	1	X	Term 1: 1 – broken arm, Tooraweenah, Term 2: Nil
8	The service meets the needs and expectations of the community	Survey Results	Positive result	Positive result	✓	Non formal checking by educators including verbal conversations, feedback at play.
9	Policies and Procedures are met and maintained at all times	Policies and Procedures are reviewed and updated by all stakeholders and adhered to at all times.	Yes	Yes	✓	
10	Service is sustainable in the long run and does not receive subsidies from Council beyond the current agreement	Level of surplus or deficit	Surplus	Deficit	X	
Family Day Care						
1	The number of registered Educators meet the needs of the Family Day Care service	Number of registered Educators	15	11	X	
2	New Educators are registered and inducted including a thorough home safety audit (WHS)	New Educators are inducted and meet NSWFD standards	Yes	Yes	✓	

Corporate and Community Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
3	Educators are provided with supported home visits on a regular basis and regular contact outside of these visits via phone, email and mail outs	Number of monthly visits	1	1	X	Home visits are conducted monthly where possible. Some visits are combined with play sessions.
4	Monthly play-sessions are provided in each town for Educators, with 90% of Educators attending.	% of Educators attending monthly play sessions in each town	90%	100%	✓	Play sessions are conducted bi monthly in each community. Educators attend weekly playgroups with the following services: Connect 5, Samaritans and Barnardos.
5	Service is sustainable in the long run and does not receive subsidies from Council beyond the current agreement	Level of surplus or deficit	Surplus	Deficit	X	
6	Requirements of funding agreements are met	Annual acquittals and reports returned on time and meet with approval	Yes	Yes	✓	
7	Coordination Unit, in conjunction with Educators ensures scheme meets all National Regulations and Quality Standards, gaining an appropriate rating during assessment	Satisfactory Assessment Rating	Satisfactory Assessment Rating	Satisfactory Assessment Rating	✓	Overall Rating – Working towards QA2 ,QA3 ,QA4, QA5, QA6 are meeting NQS. QA1 and QA7 are working towards NQS Rating issued May 2015.

Corporate and Community Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
8	Parents are provided with information about their child and are provided with relevant information about the service	Child reports sent to parents following coordination unit visits to Educators.	Yes	Yes	✓	Sent through Social Media posts and emails
9	Provide support and visits to IHC families and Educators as per requirements	Frequency of eligibility review visits to each IHC family	6 monthly	Yes	✓	IHC changing to a hub type service
10	Policies and Procedures are met and maintained at all times by Coordination unit and Educators	Policies and Procedures are reviewed and updated by all stakeholders and adhered to at all times. Monitored by coordination unit during home visits and play-sessions	Yes	Yes	✓	Draft review commenced April 2018
Youth Development						
1	Requirements and objectives of all funding agreements are met	Annual acquittals and reports returned on time and meet with approval	Yes	Yes	✓	
2	Delivery of National Youth Week across the shire	Number of youth engaged in developing / managing activities	90	95	✓	Young people were engaged in planning Youth Week activities, School Holiday Programs, Coona B Drop In activities and the organisation of the Baradine Living Well Together Project.

Corporate and Community Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
3	Enhance communities social infrastructure to support desired outcomes	Number of young people engaged within programs	1,600	2,224	✓	
4	Service is sustainable in the long run and does not receive subsidies from Council beyond the current agreement	Level of surplus or deficit	Surplus	Surplus	✓	
5	Promotion of youth services, information sharing and networking between youth and community services	Number of printed media distributed through shire	1,600	1,828	✓	Majority of information sharing is via social media
OOSH						
1	Requirements and objectives of all funding agreements are met	Annual acquittals and reports returned on time and meet with approval	Yes	Yes	✓	
2	Policies and Procedures are met and maintained at all times	Policies and Procedures are reviewed and updated by all stakeholders and adhered to at all times	Yes	Yes	✓	
3	An appropriate After School Care is provided five (5) days a week during school terms	Number of places booked per week	50	28.1	✗	562 booked places for T1 & T2

Corporate and Community Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
4	The Service completes a Quality Improvement Plan and achieves a satisfactory ACECQA Assessment Rating	Satisfactory Assessment Rating	Satisfactory Assessment Rating	Satisfactory	✓	Overall Service meeting NQS. All areas are accessed as meeting NQS. Rating issued November 2017.
5	A WH&S risk management program and healthy work environment for all staff and the public is fostered by the organisation	Number of incidents per term requiring medical assistance	None	None	✓	
6	Service is sustainable in the long run and does not receive subsidies from Council beyond the current agreement	Level of surplus or deficit	Surplus	Deficit	✗	
	An appropriate Vacation Care Service is run during school Holidays	Booked Places	N/A	43	✓	43 booked places attended over 6 days
Community Development						
1	Development Coordinators are employed in Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran	Funding MOU is signed and adopted by each community group	Yes	No	✗	MOU has been finalised. Signed by 2357 Partnerships. Other groups to sign

Corporate and Community Services						
No.	Service Level	Indicator	Benchmark	Performance	Met	Comments
2	Development Coordinators meet conditions of the MOU and expectations of external grants are achieved	Level of external grants sourced per annum per town over a four year term	\$50k	Yes	✓	



## 6. Financial Review

The following table provides a summary of Council's financial result for the 2017/18 financial year.

	2017/18 \$'000	2016/17 \$'000
<b>Income Statement</b>		
Total income from continuing operations	46,602	47,060
Total expenses from continuing operations	44,739	42,398
<b>Operating result from continuing operations</b>	<b>1,863</b>	<b>4,662</b>
<b>Net operating result for the year</b>	<b>1,863</b>	<b>4,662</b>
Net operating result before grants and contributions provided for capital purposes	(4,422)	265
<b>Statement of Financial Position</b>		
Total current assets	24,155	24,478
Total current liabilities	7,624	7,325
Total non-current assets	481,991	486,096
Total non-current liabilities	7,168	7,971
<b>Total equity</b>	<b>491,354</b>	<b>495,278</b>
<b>Other financial information</b>		
Unrestricted current ratio (times)	4.05	4.64
Operating performance ratio (%)	-8.10%	2.04%
Debt service cover ratio (times)	7.3x	9.87x
Rates and annual charges outstanding ratio (%)	8.68%	7.91%
Infrastructure renewals ratio (%)	106.99%	64.44%
Own source operating revenue ratio (%)	47.40%	46.46%
Cash expense cover ratio (months)	5.76 mths	6.50 mths

Copies of Council's financial statements are provided as Attachments to this Annual Report (Attachments 1-3).

At the conclusion of the 2017/18 financial year, the following rates and annual charges were noted as abandoned:

- Abandoned Total rates and annual charges \$42,463
- Abandoned Total water supply services \$20,119
- Abandoned Total \$62,582

## 7. Other Information

### 7.1 Contacting Council

Council's main administration building is located at 14-22 John Street, Coonabarabran and is open weekdays from 8:30am to 4:30pm (excluding public holidays).

Council's also has an office located at 59 Binnia Street, Coolah. This office is also open weekdays from 8:30am to 4:30pm (excluding public holidays).

Council can be contacted by telephone on (02) 6849 2000 (Coonabarabran office) or (02) 6378 5000 (Coolah office).

Council may also be contacted by facsimile on 6842 1337 or by email at [info@warrumbungle.nsw.gov.au](mailto:info@warrumbungle.nsw.gov.au).

Correspondence is to be addressed to Council at PO Box 191, Coonabarabran NSW 2357.

### 7.2 Ordinary Council Meetings

Ordinary meetings of Council are typically held each third Thursday of every month, commencing at 5:00pm. At the August 2018 meeting, Council resolved that meetings be audio recorded and posted to Council's website.

Council meetings are convened alternatively at the Coonabarabran and Coolah Chambers.

Monthly meetings of Council are advertised and attendance by members of the public is encouraged.

Special Council Meetings are held for consideration of specific issues as required. Both Ordinary and Special meetings (with the exception of matters which are considered to be of a confidential nature) are open to the public and public attendance at these meetings is invited.

At the commencement of the monthly Council Meeting, time is provided for an open forum to allow community members to address Council and senior staff on issues of concern. The opportunity to speak at these public forums is advertised regularly and participants are advised that they may speak for up to five (5) minutes, in accordance with Council's adopted Meeting Public Forum Policy. This policy requires interested speakers to register with Council by 4:00pm on the Tuesday prior to the monthly meeting. Speakers must complete an Agreement Form prior to their forum presentation. Councillors are encouraged to ask questions at the time of the forum presentation and the Mayor accepts written information that may be provided at that time for distribution to each Councillor.

Business Papers for the Ordinary Council Meetings are available to the public on the Monday preceding the meeting. Copies of the Business Papers are available at Council offices or on Council's website.

### **7.3 Integrated Planning and Reporting**

As part of the NSW Governments' Integrated Planning and Reporting (IP&R) guidelines, Warrumbungle Shire Council has published the following documents:

- Community Strategic Plan
- Resourcing Strategy that includes a Long Term Financial Plan
- Workforce Management Plan
- Asset Management Plan
- Delivery Program
- Operational Plan

Councils Integrated Planning and Reporting documents are available on Council's website.

### **7.4 Disability Inclusion Action Plan**

In the 2016/17 financial year, Council developed a Disability Inclusion Action Plan (DIAP). Specific actions in relation to this plan are yet to commence. Council is however an existing provider of services to people with a disability through Warrumbungle Community Care. Council has worked in the area of disability for a large number of years and considers inclusion in all aspects of service delivery.

### **7.5 Private Works and Works Carried Out on Private Land**

In the 2017/18 financial year:

- there were no subsidised private works undertaken; and
- there were no Council resolutions in relation to private works.

### **7.6 Competitive Neutrality Pricing**

All levels of Government are required to apply the principle of competitive neutrality for their business operations. The principle of competitive neutrality is based on the concept of a level playing field between persons competing in a market place, particularly between private and public sector competitors.

Essentially, the principle is that government businesses, whether Commonwealth, State or Local, should operate without net competitive advantages over other businesses as a result of their public ownership. Council has determined its business activities as follows:

Council has not implemented Competitive Neutrality Pricing requirements as Council has no identified Category (1) business.

The following Council activities have been confirmed as Category (2) businesses under the principles of Competitive Neutrality:

- Warrumbungle Water
- Warrumbungle Sewerage
- Warrumbungle Quarry

Council has maintained a complaints handling system for Competitive Neutrality Complaints with a register to record and manage all such complaints. Council's Records Management System is used to record, register and track complaints.

### **Competitive Neutrality Complaints**

There were no Competitive Neutrality Complaints received and accordingly there is no outcome to report. There are no outstanding complaints.

## **7.7 Comparison of Stormwater Management**

Council implemented a stormwater levy in the financial year ending 30 June 2017 to fund stormwater projects that Council is currently unable to fund, due to funding limitations, from General Fund. This stormwater levy was introduced and is made under Section 496A of the Local Government Act 1993. Land within an urban area rated as either residential or business for rating purposes (except vacant land) will be charged an annual levy for Council to provide a stormwater management service.

Within Warrumbungle Shire Council there are a total of 3,828 assessments rated as residential and 379 assessments rated as business. In accordance with the Local Government (General) Regulation 2005, Section 125AA, the maximum annual charge for stormwater management services levied in respect of a parcel of rateable land is for land categorised as urban residential land at \$25 and for businesses up to \$25 per 350m<sup>2</sup>.

The stormwater levy helps Council's improve the management of the quality and quantity of stormwater that flows off a parcel of a privately owned land and also includes a service to manage the re-use of stormwater for any purpose. Council will accrue additional revenue of \$105,175 per annum for expenditure for stormwater management (assuming each business and residential assessment is charged a flat \$25 per assessment).

## **7.8 Special Variation Expenditure**

As no special variation was received by Council, there are no outcomes or expenditures to report.

## **7.9 Statement of Revenue Policy Requirements**

As per the requirements of s405(2) of the Act, the Operational Plan must include a statement of the Council's Revenue Policy for the year covered by the Operational Plan. These include:

- a detailed estimate of Council's income and expenditure,
- each ordinary rate and each special rate proposed to be levied, each charge proposed to be levied,
- the types of fees proposed to be charged by Council, and
- Council's proposed pricing methodology for determining the prices of goods and the approved fees.

## 7.10 Privacy Statement

The Privacy and Personal Information Protection (PIPP) Act 1998 and the Health Records and Information Privacy Act 2002 were introduced to provide central safeguards to individual's privacy in relation to a wide variety of personal information collected and/or held by public sector agencies such as Council.

The Acts prescribe that Council may hold personal information concerning individuals for a lawful purpose that is directly related to an activity or function of Council and is necessary for that purpose.

Any information held by Council has been acquired to carry out Council's lawful and proper functions and to keep individuals informed on issues before Council, should the need arise. All such uses will be in accordance with these Acts and Council's associated Privacy Management Plan and Code.

Council's Privacy Management Plan outlines policies and practices to ensure compliance with the requirements of the Act. A copy of the Privacy Management Plan can be accessed on Council's website.

Council also incorporates appropriate information in Council's Staff Induction.

To date, no applications have been made for information under the Act and accordingly, no review regarding contravention or disclosure was required to be conducted by or on behalf of Warrumbungle Shire Council under Part 5 and the PPIP Act.

Access to personal information held by Council may be obtained by contacting Council's Privacy Officer, Acting Director Corporate and Community Services, Louise Johnson.

## 7.11 Committees

### External Committees

These committees are part of this Council's wider involvement in the region. The majority of these committees have legislative powers creating them or formal agreements between us and other Councils. It is essential that all of these committees have active elected representative involvement.

Committee	Member
Castlereagh Bushfire Management	Mayor Peter Shinton General Manager
Castlereagh Macquarie County Council	Mayor Peter Shinton Councillor Ray Lewis
Castlereagh Zone Liaison	Mayor Peter Shinton

Committee	Member
	General Manager
Central Ranges Natural Gas and Telecommunications Association	Mayor Peter Shinton General Manager
Central West Environment & Waterways Alliance	Director Development Services
Liverpool Range Wind Farm Community Consultation	Councillor Kodi Brady Director Development Services
Local Emergency Management	Director Technical Services
Macquarie Regional Library	Councillor Aniello Iannuzzi Councillor Wendy Hill
Newell Highway Task Force	Councillor Denis Todd Director Technical Services
North West Weight of Loads	Councillor Denis Todd
Orana Arts Incorporated	Councillor Anne-Louise Capel
Orana Joint Organisation of Councils	Mayor Peter Shinton General Manager
Orana Regional Organisation of Councils	Mayor Peter Shinton General Manager
The Association of Mining Related Councils	Mayor Peter Shinton
Traffic Advisory Committee	Mayor Peter Shinton Director Technical Services
Warrumbungle Shire Liquor Accord	Councillor Aniello Iannuzzi
Geopark Steering Committee	Mayor Peter Shinton General Manager Director Development Services

## Internal Committees

Committee	Member
Finance and Projects	Councillor Kodi Brady Councillor Anne-Louise Capel Councillor Fred Clancy Councillor Ambrose Doolan Councillor Wendy Hill Councillor Aniello Iannuzzi Councillor Ray Lewis Mayor Peter Shinton Councillor Denis Todd
General Manager's Review	Mayor Peter Shinton Councillor Anne-Louise Capel Councillor Ambrose Doolan Councillor Ray Lewis
Plant Advisory	Councillor Anne-Louise Capel Councillor Ambrose Doolan Councillor Ray Lewis
Warrumbungle Shire Council Reserve Trust	General Manager Director Corporate and Community Services Manager Urban Services Manager and Property and Risk

## Community Committees

These committees are made up either in part or in full of community members. Council representatives on these Committees are outlined below.

Committee	Member
Baradine Floodplain Management Advisory	Councillor Denis Todd
Coonabarabran Sporting Complex Advisory	Councillor Kodi Brady Councillor Fred Clancy
Coonabarabran Swimming Pool Advisory	Mayor Peter Shinton Councillor Ambrose Doolan
Robertson Oval Advisory	Councillor Anne-Louise Capel Councillor Wendy Hill
Warrumbungle Mayor's Bushfire Appeal Advisory	Mayor Peter Shinton
Warrumbungle Tourism and Economic Development Advisory	Councillor Kodi Brady Councillor Anne-Louise Capel
Three Rivers Regional Retirement Community 355 Advisory Committee (TRRRC)	Mayor Peter Shinton Councillor Anne-Louise Capel Councillor Wendy Hill
Warrumbungle Aerodromes Advisory	Councillor Ambrose Doolan Councillor Denis Todd

### 7.12 Auditor

Forsyths Chartered Accountants

Armidale 2350

### 7.13 Solicitor

Clarke and Cunningham, Coonabarabran 2357

Local Government Legal, Thornton 2322

Specialist legal advisers as required.



## 7.14 Multicultural

Council's community services provide cross cultural training to staff where appropriate. Translating and Interpreting services are available through the National Translating and Interpreting Service (TIS) as required.

Across the Shire there are a large number of cultural, sporting and recreational groups providing for a variety of activities and lifestyle pursuits for the community. The Shire has infrastructure and support services which includes an excellent health service, access to top quality primary, secondary and tertiary education, police and emergency services, social and community services and community service organisations.

The Shire has much to offer the many professionals, government workers, teachers, trades people and scientists. The nature of the agricultural and business sectors throughout the region's history has provided for a diverse and multicultural community that readily accepts new residents.

## 7.15 Indigenous

Warrumbungle Shire has a rich Aboriginal cultural heritage. The Northern part of the Shire is home to the Gamilaraay people, while the Southern part of the Shire is home to the Wiradjuri people. The nations of the Weilwan and Kawambarai (Werriri) people come into the Shire on the Western border. Indigenous history, traditions and culture are an important part of the Shire's history.

In the 2016 Census, the Indigenous population was 917 people or 9.8% of the population. The number of people who identify as an Aboriginal and / or Torres Strait Islander person in Warrumbungle Shire increased from 748 in 2006, to 886 in 2011 and 917 in 2016.

Warrumbungle Shire Council has strong links with local Indigenous communities, in particular through the Coonabarabran Local Aboriginal Land Council. There is also an active Land Council in Baradine in the North of the Shire. In 2017/18 Warrumbungle Shire Council once again provided funding to support NAIDOC Week celebrations in Coonabarabran. Staff delivered and took part in numerous activities and events throughout the week.

Council Staff also participated in NAIDOC Week celebrations in Dunedoo and various Council Services held their own NAIDOC Week celebrations. Representatives from Council also took part in the annual Sorry Day March in Coonabarabran. This is a significant annual event for the local community and Council is pleased to be able to support it.

## 7.16 Government Information (Public Access) Act 2009

Council received one (1) access application during the reporting period. Details are provided in the table on the following page.

## 7.17 Personal Interest Disclosures (PID)

Personal Interest Disclosures (PID) submitted to the Ombudsman in 2017/18 are outlined in the table below.

	By public officials performing their daily functions	Under a statutory or other legal obligation	All other public interest disclosures
PID applications by public officials	0	0	0
Access applications other than personal information	0	0	0
<b>PID received, primarily about:</b>			
• Corrupt conduct	0	0	0
• Maladministration	0	0	0
• Serious and substantial waste	0	0	0
• Government information convention	0	0	0
• Local government pecuniary interest convention	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

- Have you established an Internal Reporting Policy? Yes
- Has the head of your public authority taken action in meeting staff awareness obligations?  
Yes
- If so, please select how staff has been made aware? Training provided to new staff during induction.

### Number of Applications by Type of Application Outcome

	Full Access Granted	Part Access Granted	Refused Access in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/Deny Information Held	Application Withdrawn	Total	% of Total
Personal Information Applications										
Applications other than personal information	1								1	100
Applications partly personal and partly other										
<b>Total</b>	<b>1</b>								<b>1</b>	
% of Total	100									

Note: A personal information application is an access application for personal information (as defined in Clause 4 of Schedule 4 to the Act) about the application (the applicant being an individual).

## 7.18 Elected Member Allowance

Council's adopted policy for the Payment of Expenses and Provision of Facilities to Elected Members is provided as an Attachment to this report (Attachment 4). The purpose of this Policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by the Councillors.

The Policy also ensures that the facilities provided to assist and support the Councillors to carry out their civic functions are reasonable.

The Policy defines travel expenses and provides for expenses such as accommodation, meals, communication expenses, incidental expenses and attendance at conferences, Australia Day functions and naturalisation ceremonies.

Council delegates attended the following conferences and civic functions:

- Annual Local Government NSW Conference Attendees: Mayor Shinton, Deputy Mayor Todd and Councillor Clancy
- Country Mayors' Association Attendees: Mayor Shinton and the General Manager
- Mining Related Council Attendees: Mayor Shinton and Deputy Mayor Todd
- National Roads Congress Attendees: Mayor Shinton, Deputy Mayor Todd and the General Manager
- Orana Joint Organisation of Councils (Orana JO) Attendees: Mayor Shinton and the General Manager
- Orana Region of Councils (OROC) Attendees: Mayor Shinton and the General Manager
- Australian Citizenship Ceremony Attendees: Mayor Shinton and the General Manager
- Australia Day Celebrations Attendees: Mayor Shinton, Councillor Capel, Councillor Hill, General Manager and senior staff
- NAIDOC Celebrations Attendee: Mayor Shinton, General Manager and senior staff
- School Prefects Luncheon Attendees: Mayor Shinton, Deputy Mayor Todd, Councillor Hill, Councillor Iannuzzi, General Manager and senior staff.

Attendance at conferences is endorsed under Item 2.9 of the Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors

## 7.19 Overseas Travel

Councillors and Staff were not involved in any overseas travel during the year.

## 7.20 Contracts

Council has awarded the following contracts during the financial year that are required to be reported. This Register of Contracts details all contracts valued at \$150,000 or more, for projects, goods and services, or the sale, purchase or lease of real property. Employment contracts and contracts valued at less than \$150,000.00 are not required to be detailed.

<b>Contractor</b>	<b>Amount (\$)</b>
Barry Alan Williams	167,353.20
BMR Quarries Pty Ltd	389,500.49
Boulus Constructions Pty Ltd	2,665,973.33
Bowdaze Pty Ltd	187,983.78
Bucher Municipal Pty Ltd	401,674.73
CJD Equipment Pty Ltd	287,837.56
Coona Fuel And Gas	1,009,081.54
Environment Protection Authority	157,852.33
Fulton Hogan Australia Pty Ltd	1,959,931.54
GHD	161,463.50
Gilgandra Shire Council	390,888.81
Holcim (Australia)	249,161.65
Hollis Agricultural Welding	317,427.50
Interflow Pty Ltd	534,555.23
IRCB Pty Ltd	223,343.26
M & I Plant Hire	226,218.01
Macquarie Regional Library	658,780.56
McEvoy's Earthmoving & Haulage	308,323.20
Mid Coast Automotive Group	367,773.52
N & B Egan Pty Ltd	246,161.43
NSW Office Of State Revenue (Quarterly Contribution)	830,826.25
Origin Energy Electricity	562,868.97
Roads And Maritime Services	208,326.54
Rollers Australia Pty Ltd	414,428.83
State Cover Mutual Limited	711,837.95
Statewide Mutual	833,353.53
Tamworth Regional Council	221,532.88
Taylor Automotive Group	273,941.07
Telstra	165,270.93
TP & BF Palmer	243,904.18
Tracserv Pty Ltd	225,513.03
Tutt Bryant Equipment	186,015.00
Watermin Drillers	720,558.92
Westrac	709,245.06
<b>Total</b>	<b>17,218,908.31</b>

## 7.21 Contributions and Donations

The following contributions, donations and assistance were provided in the 2017/18 financial year.

Recipient	Amount (\$)
2357 Partnerships Incorporated	16,000
2WCR FM 99.5	520
3 Rivers Radio Station	520
Art Unlimited, Dunedoo Lions Club	500
Baradine, Anglican Playgroup	500
Baradine Central School	70
Baradine PA & H Association	50
Baradine, Returned Services League of Australia	110
Baradine School Band	250
Binnaway Central School	70
Binnaway Jockey Club	1,000
Binnaway PAH & I Association	550
Binnaway Rail Heritage Group	500
Binnaway Showground Management Committee	500
Coolah Central School	1,070
Coolah Sacred Heart Primary	70
Coolah VHF & Community Radio Group	520
Coolah Youth & Community Centre	500
Coonabarabran Evening Branch CWA	500
Coonabarabran Amateur Swimming Club	500
Coonabarabran Bowling Club	500
Coonabarabran DPS Local & Family History Group Inc.	1,000
Coonabarabran High School	70
Coonabarabran Jockey Club	1,000
Coonabarabran PAI & H Association	500
Coonabarabran Public School	70
Coonabarabran Showground Trust Inc.	500
Coonabarabran Veteran Golf Club	500
Coonabarabran Rotary Club	1,716
Dunedoo & District Development Group-Bush Poetry	500
Dunedoo & District Development Group	500
Dunedoo Amateur Swimming Club Inc.	500
Dunedoo Bowling Club Ltd.	500
Dunedoo Central School	1,020
Dunedoo Men's Shed	1,000
Dunedoo Polocrosse Club Inc.	500

<b>Recipient</b>	<b>Amount (\$)</b>
Dunedoo Preschool Kindergarten	500
Dunedoo TAFE	70
Dunedoo Tennis Club	250
Dunedoo Touch Football Club Inc.	500
LGNSW for legal assistance	348
Mendooran Central School	70
Mendooran Rodeo Association	500
Mendooran Singers Association	604
Mendooran Tennis Club	1,000
Mendooran Turf Club	1,000
Mendooran Youth Group	1,000
Mullaley Public School	250
Neilrex Community Hall	500
Neilrex Tennis Club	700
New England Institute of TAFE	70
Northwest Equestrian Expo	1,000
Orbital Swing Band	1,000
St Johns School	70
St Lawrence's Central School	70
St Michael's Primary School	70
S. Wallace (Reptile Rescue)	500
Warrumbungle Arts And Crafts Inc.	1,000
Warrumbungle Domestic Violence Committee	500
Hall Hire fees waived (various community groups)	105,455
Council Rate Rebates	14,652

## 7.22 External Bodies

Council is required to provide a statement of external bodies that have exercised functions delegated by Council. During the period in review the following bodies exercised delegated functions on behalf of Council.

Body	Function
Castlereagh Macquarie County Council	Control noxious weeds on public land and waterways
Macquarie Regional Library	Library services

During the report period Council also had a number of Committees that advised Council on specific issues. The advice from these Committees is used to assist in the decision making process of Council.

There are three (3) Committees formed as a requirement of statutory obligations and those Committees report to Council although have no formal link to Council. A Councillor representing on these Committees is appointed for the term of the Council.

Committee	Function
Castlereagh Bushfire Management	Fire Mitigation
Local Emergency Management	Emergency Co-ordination
Traffic Advisory	Traffic Management

Council is also represented on the following Regional Committees:

Committee	
Association of Mining Related Councils	Central Ranges Natural Gas and Telecommunications
Castlereagh Zone Liaison	Liverpool Range Wind Farm Community Consultation
Newell Highway Taskforce	Orana Regional Organisation of Councils
Orana Arts Incorporated	North West Weight of Loads Group
Warrumbungle Shire Liquor Accord	Central West Environment and Waterways Alliance
Geopark Steering	Orana Joint Organisation of Councils



## 7.23 Companies

Warrumbungle Shire Council did not hold a controlling interest in any company during the reporting period.

## 7.24 Partnerships, Cooperatives, Joint Ventures

During this period Council was a joint venture member of the Macquarie Regional Library Service with Dubbo Regional Council and Narromine Shire Council. During this period Council was also a joint venture member of the Castlereagh Macquarie County Council.

Council also auspices Castlereagh Family Day Care and Connect Five Children's Services which services Warrumbungle, Coonamble and Gilgandra Local Government Areas.

Council is also part of Statewide and State Cover which are Mutual for the provision of public liability, property insurance, fidelity guarantee and workers compensation insurance.

## 7.25 Compliance with Planning Agreements

Council does not have any planning agreements in force as per Section 93G (5) of the Environmental Planning and Assessment Act 1979.

## 7.26 Agency Information Guide

Council reviewed and endorsed its Agency Information Guide in June 2018.

A copy of Council's current 2018 Agency Information Guide can be obtained from the Customer Service Desk at the Administration building at 14-22 John Street, Coonabarabran 2357, the Coolah office at 59 Binnia Street, Coolah NSW 2843, or can be accessed via Council's website.

The Agency Information Guide is a summary of what an agency does, how it does it and the type of information it holds and generates through the exercise of its functions, with a particular focus on how those functions affect members of the public.

## 7.27 Companion Animals Act and Regulation

Statement of enforcement and ensuring compliance with the provisions of the Companion Animals Act 1988 (CA Act) and the Companion Animal Regulation 2018, including:

Item	Feedback
Lodgement of pound data collection returns with the Office of Local Government (Survey of council seizures of cats and dogs)	In 2017/18 Annual Report.
Lodgement of data about dog attacks with the Office of Local Government	Yes – data lodged through Companion Animals.
Amount of funding spent on companion animal management and activities	No funding received for these activities.

Item	Feedback
Community education programs carried out and strategies the council has in place to promote and assist the desexing of dogs and cats.	No programs currently in place. This program is carried out locally by veterinarians.
Strategies in place for complying with the requirement under s 64 of the CA Act to seek alternatives to euthanasia for unclaimed animals.	Re-Homing program in place.
Off leash areas provided in the council area	One (1) area is available in each town in the Shire. Information is provided on Council's website.
Detailed information on fund money used for managing and controlling companion animals in its area	No funding received for these activities.

## 7.28 Swimming Pool Inspections

Details of inspections of private swimming pools.

Type of Inspection	No.
Tourist and visitor accommodation	0
Premises with more than two (2) dwellings	0
Inspections that resulted in issuance a certificate of compliance under s22D of the SP Act	16
Inspections that resulted in issuance a certificate of non-compliance under cl 21 of the SP Reg	3