



Warrumbungle Shire Council

Council meeting

Thursday, 16 August 2012

to be held at the Acacia Motor Lodge, Coonabarabran

commencing at 9.00 am

MAYOR

Councillor Peter Shinton

DEPUTY MAYOR

Councillor Murray Coe

COUNCILLORS

Councillor Kerry Campbell

Councillor Tilak Dissanayake

Councillor Ray Lewis

Councillor Mark Powell

Councillor Victor Schmidt

Councillor Ron Sullivan

Councillor Denis Todd

MANAGEMENT TEAM

Steve Loane (General Manager)

Rebecca Ryan (Director Corporate Services)

Kevin Tighe (Director Technical Services)

Tony Meppem (Director Environmental &
Community Services)

Vision

Excellence in Local Government

Mission

We 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.

We Value

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

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

NOTICE is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 16 August 2012 at the Acacia Motor Lodge, Newell Highway, Coonabarabran commencing at 9.00am

AGENDA

Order of Business

Forum

Apologies

Disclosure of Interest

Pecuniary Interest

Non Pecuniary Conflict of Interest

Endorsement of Minutes of Previous Council Meeting and Adoption or acceptance of Committee meeting Minutes

CONFIRMATION OF MINUTES of the ordinary meeting of Warrumbungle Shire Council held on 19 July 2012

CONFIRMATION OF MINUTES of the Special meeting of Warrumbungle Shire Council held on 2 August 2012

ADOPTION OF THE RECOMMENDATIONS of the Warrumbungle Aerodromes Advisory Committee meeting held on 17 April 2012

ADOPTION OF THE RECOMMENDATIONS of the Warrumbungle Aerodromes Advisory Committee meeting held on 10 July 2012

ADOPTION OF THE RECOMMENDATIONS of the Administration Building Project Committee meeting held on 6 July 2012

ADOPTION OF THE RECOMMENDATIONS of the Administration Building Project Committee meeting held on 16 July 2012

ADOPTION OF THE RECOMMENDATIONS of the Warrumbungle Shire Occupational Health and Safety Committee meeting held on 3 August 2012

ADOPTION OF THE RECOMMENDATIONS of the Tourism and Economic Development Advisory Committee meeting held on 27 June 2012

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

Matters arising from Minutes

Mayoral Minute

Reports

Questions and Matters of Concern

Reports to be considered in Closed Council

Matter to be dealt with “in committee”

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

The item relates to waste charges and rental of commercial premises and is classified CONFIDENTIAL under Section 10A(2)(c) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business

.....
REBECCA RYAN
ACTING GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012

INDEX

Item 1 Responses to questions from last meeting	1
Item 2 Notice of Motion	2
Item 3 Notice of Motion	3
Item 4 August 2012 Report from Human Resources	4
Item 5 WHS Policies and Procedures	7
Item 6 Third Quarter Staff Excellence in Achievement Staff Award.....	18
Item 7 Brick Bats and Bouquets	19
Item 8 Financial Assistance Requests 2012-13 (Round One)	21
Item 9 2012 National Local Roads and Transport Congress	27
Item 10 Rental for Prospective Doctor Coolah.....	28
Item 11 Coolah Medical Centre – 16 Cole Street COOLAH	31
Item 12 TAFE Indigenous Award.....	33
Item 13 Management Plan Report – June 2012	34
Item 14 Bank Reconciliation for month ending 31 July 2012	35
Item 15 Rates Report for Month ending 31 July 2012.....	38
Item 16 Investments & Term Deposits	41
Item 17 Revote Requests CAPEX 11/12	46
Item 18 2011/12 Financial Statements.....	50
Item 19 Funding for Coolah Cycleway in 2012/13	55
Item 20 Review of Opening Hours for Certain Public Toilets	58
Item 21 Road Upgrade Request – Access to ‘Wongalee’	65
Item 22 Development Application - DA 67/1112.....	68
Item 23 Further Waste Management Review	70
Item 24 Development Application - DA 146/0910.....	73
Item 25 Development Applications Approved and Received.....	75
Item 26 Warrumbungle Shire Council 149 Certificates Processed July 2012.....	77

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

Item 1 Responses to questions from last meeting

Questions

- Sewerage outlet on North West side of Black Stump Way needs rocks to stop erosion

This matter is currently under investigation.

RECOMMENDATION

For Council's information.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

Item 2 Notice of Motion

Division: Governance

Management Area: Councillors

Author: Cr Sullivan

CSP Key Focus Area: Public Infrastructure and Services

Priority / Strategy: P13.1 All levels of government work together to ensure our road network is safe and functional

File Ref: Function: Governance **Activity:** Elected Members

Notice of Motion

A notice of motion has been received from Councillor Sullivan as follows:

That Council investigates a way to make safer entries for "B Doubles" into private properties.

Rationale

Often when the driver stops, their rear trailer can still be on the main road causing a dangerous situation.

RECOMMENDATION

For Council's consideration.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012

Item 3 Notice of Motion

Division:	Governance
Management Area:	Councillors
Author:	Cr Sullivan
CSP Key Focus Area:	Local Governance and Finance
Priority / Strategy:	GF4.1 Ensure that Council's governance, practices, policies and procedures respond effectively to the long term goals of the Community Strategic Plan.

File Ref: **Function:** Governance **Activity:** Elected Members

Notice of Motion

A notice of motion has been received from Councillor Sullivan as follows:

That Warrumbungle Council investigates ways to improve the safety of council waste management staff when they are collecting garbage on rural and state roads.

Rationale

I believe staff and vehicles and general traffic are at risk, when the council vehicle has to stop on the roads to do pick-ups.

RECOMMENDATION

For Council's consideration.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012

Item 4 August 2012 Report from Human Resources

Division:	Executive Services	
Management Area:	Human Resources	
Author:	Manager Human Resources - Val Kearnes Learning and Development Co-ordinator - Glennis Mangan	
CSP Key Focus Area:	Local Governance and Finance	
Priority / Strategy:	GF7 Council is presented with a range of organisational challenges including its aging workforce, skills shortages, increasing regulatory demands and the management of risk.	
File Ref:	Function: Personnel	Activity: Reporting

Background

Nil

Issues

Nil

Options

Nil

Financial Considerations

Nil

Recruitment

Since the July Council Meeting four positions have been successfully filled:

- Sign Crew Labourer
- Truck Operator - Baradine
- Child Carer (Job Share 15 Hrs)
- Pre School Teacher

There are three positions currently advertised

- Manager Road Contracts & Private Works – Re advertised
- 2 Plumbers (Dunedoo & Coolah) – Re advertised
- Manager Water & Sewerage Services – to be advertised with agency

The following positions have closed and the selection process underway:

- Community Care Co-ordinator – Coonabarabran (22.50Hrs) - Internal
- Community Care Co-ordinator – Coolah (15Hrs) – Internal
- Technical Officer – Asset Design

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012

HR Projects

HR Software System

Installation of the system is close to completion with a test site installed and training for the system to take place on September 17.

Learning & Development

August sees the end of all government required assessment training for current staff. This will mean that we have bought all staff all line for the next three years. It will also allow those staff who need this training for a step progression in the salary system to do so in their next Competency Audit Assessment.

The number of traineeships continue to grow with 2 more outdoor staff signing up for Certificate III in Civil Construction and Certificate IV in Horticulture. Funding has been sourced for 3 staff to undertake the Diploma in Children's Services and Certificate IV in Youth Work. This brings us to a total number of 38 traineeships – fantastic upskilling and career pathways for staff and a broad skills base for Council.

A Council priority based training plan is currently being established for the remainder of the 2012-2013 financial year. It is expected that our new HR Advance Software will be implemented in the next couple of months and this will produce far more accurate training plans for individual staff.

Once again the Division of Local Government is promoting New Councillor Workshops and is strongly recommending member Councils to maximise attendance rates. Details will be released about how to register however, below is a list of the 2012 Workshops, locations and dates:

	LOCATION	DATE
1.	Nowra	8 October
2.	Yass	10 October
3.	Cooma	11 October
4.	Lismore	11 October
5.	Moree	11 October
6.	Campbelltown	15 October
7.	Maitland	16 October
8.	Hurstville	16 October
9.	Gosford	17 October
10.	Parramatta	17 October
11.	Warringah	18 October
12.	Sydney (1)	18 October
13.	Willoughby	19 October
14.	Balranald	23 October
15.	Blayney	23 October
16.	Deniliquin	24 October
17.	Lithgow	24 October
18.	Albury	25 October
19.	Tamworth	6 November

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

20.	Wagga Wagga 1	6 November
21.	Armidale	7 November
22.	Wagga Wagga 2	7 November
23.	Port Macquarie	8 November
24.	Griffith	8 November
25.	Coffs Harbour	9 November
26.	Penrith	12 November
27.	Dubbo 1	13 November
28.	Sydney (2)	13 November
29.	Dubbo 2	14 November
30.	Cobar	15 November

RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012

Item 5 WHS Policies and Procedures

Division:	Executive Services
Management Area:	Human Resources
Author:	WHS Officer – Frances Perry
CSP Key Focus Area:	Community & Culture
Priority / Strategy:	CC4 Public involvement in community activities including volunteerism needs to be increased
File Ref: Personnel	Activity: Volunteers

Background

Requests from the community to be involved to maintain Council property within their towns have been received at Town Committee meetings. Whilst there are a number of Volunteer programs that operate for some areas of Council such as Community Care and Visitor Information Services each have their own Volunteer Policy.

There is a need to implement an organisational Volunteer Policy to ensure the safety and well being of Volunteers working with Council are inducted properly and have Personal Protection Equipment (PPE) required.

Issues

Workplace Health & Safety Act 2012 – Workers Compensation risks to be considered.

Options

Council may decide not to allow volunteers from the community to undertake duties such as mowing, whipper snipping or other areas of labouring.

Financial Considerations

Request may be made to Council for budget allocation for Personal Protection Equipment for volunteers from within a respective division's budget.

Summary

The following Work Health & Safety Policy has been amended to reflect the changes to the Act and a new Volunteer Policy and Procedure has been prepared. This was endorsed by the Council OH&S Committee at the meeting held on Friday 3 August 2012.

The Policies and Procedure are submitted for Council's consideration.

RECOMMENDATION

That Council adopts the Work Health and Safety Policy and Volunteer Policy and Procedure.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012

Work Health & Safety Policy

1. INTRODUCTION

In accordance with Council's commitment to the provision of a safe and healthy work place, this policy has been developed and is to be followed by those who are employed by Warrumbungle Shire Council.

2. DEFINITION

The occupational, health, safety and welfare of all employees and visitors are considered to be of the utmost importance to Warrumbungle Shire Council. Resources in line with the importance attached to work, health and safety will be made available to comply with all relevant Acts and Regulations and to ensure the workplace is safe and without risk to health.

3. POLICY

This policy applies to all employees of Warrumbungle Shire Council. Council undertakes to provide a program of activities and procedures. These activities and procedures will be set up and continually updated and effectively carried out. The program will relate to all aspects of work health and safety including:

- WH&S training and education
- Work design, workplace design and standard work methods
- Changes to work methods and practice, including those associated with technological change
- Emergency procedures and drills
- Provision of WH&S equipment, services and facilities
- Workplace inspections and evaluations
- Reporting and recording of incidents, accidents, injuries and illnesses, and
- Provision of information to employees, contractors and sub-contractors.

4. AIM

- To ensure the Health, Safety and Welfare of Council employees;
- To ensure compliance with the Work Health & Safety Act 2011
- To ensure the development, assessment and implementation of an appropriate occupational health & safety program.

In support of this Policy Council will:

- Comply with or exceed the spirit or intent of all relevant legislation and subsidiary codes, and provide the resources necessary to meet these requirements;
- Involve staff in workplace health and safety matters and consult with them in ways of identifying and eliminating or controlling risks in the workplace;
- Provide information, training, education and instruction to enable staff, contractors and volunteers to perform their duties in a safe and healthy environment;
- Adopt a risk management approach, in consultation with workers, to work methods, plant and machinery acquisition and workplace design, and eliminate or control those identified risks;
- Encourage the rehabilitation of injured staff through post-injury management procedures;

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

- Promote health and safety awareness by the development and implementation of safe work practices;
- Conduct inspections of the workplace, in consultation with the relevant staff, to identify, assess and control hazards;
- Require all staff, contractors, volunteers and visitors to comply with all relevant WHS legislation and procedures and report all injuries and incidents, and participate and assist in accident investigations;

5. RESPONSIBILITIES

Manager's Responsibilities

The promotion and maintenance of occupational health and safety is primarily the responsibility of management, although workers retain an individual responsibility. Management at all levels is required to take whatever measures are reasonable and necessary to ensure the health and safety of all persons in the workplace. To this end it is management's responsibility to develop, implement and keep under review Council's WH & S Program (in consultation with its employees). Each Manager is required to support Supervisors and hold them accountable for their specific responsibilities.

Supervisors

Each first-line supervisor is responsible, and will be held accountable, for taking all practical measure to ensure:

- That in the area of their control the WHS Policy is complied with and workers are supervised and trained to meet their requirements
- That workers are consulted in issues which affect their health and safety and any concerns they may have are referred to management

Workers

All personnel defined as workers by the Work Health & Safety Act 2011 are required to co-operate with the WHS Policy and instructions to ensure their own health & safety and the health and safety of others in the workplace

Contractors and Sub-Contractors

All contractors and sub-contractors engaged to perform work for Warrumbungle Shire are required, as part of their contract, to comply with work health and safety policies and procedures of the organisation and to observe directions on health and safety from designated officers of the organisation. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for the termination of the contract.

6. MONITOR AND REVIEW

This policy shall be reviewed bi-annually by the Safety Officer in consultation with the Work Health & Safety Committee. If any changes occur to work practices or legislation then a review of the Policy shall take place.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012

7. RELATED DOCUMENTS

- WHS Act 2011
- WHS Regulation 2011
- Council's Injury Management and Return to Work Policy

8. AMENDMENTS

Volunteer Policy

1. INTRODUCTION

Warrumbungle Shire Council is committed to providing the community with the best possible service delivery. To achieve this requires a high level of commitment and competence from all those who provide that service, including volunteers. The Volunteer Policy addresses the need to formalise roles and responsibilities of all involved in the volunteering process. Council is required to fulfil its duty of care to potential volunteers and to the existing workforce.

2. DEFINITIONS

Organisation	Not for profit organisations such as service clubs, charitable organisations, Rural Fire Service and the like that carry their own insurance and manage the involvement of their volunteers through their organisation
Program Coordinator	Volunteer leader within the Volunteer group and also the spokesperson for the Organisation
Manager	Paid employee of Council with delegated responsibility to manage the functions of Council
Human Resources	Section within Council that manages the Volunteer policy
Volunteer	Any person from the community who offers to do work for Council without monetary compensation.

3. POLICY

This policy applies to all volunteers who carry out duties for Warrumbungle Shire Council. Council undertakes to provide procedures for volunteers and staff to follow to ensure that the volunteering remain mutually beneficial and ensure the safety of volunteers and staff. Volunteers include:

- Committee of Council set up the provisions of Section 355 of the Local Government Act
- All individuals applying to volunteer with Council
- Work experience students

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012

- All individuals and organisations undertaking work on Council property, but not under the direction of Council i.e. Service Clubs, Showground Trusts, Roadside Clean-up Campaigns, Environmental groups, Sport and Recreation Groups

4. AIM

Policy objectives shall be:

- To ensure that volunteering remains a mutually beneficial activity
- To recognise the important contribution volunteers make to achieving Council and community goals
- To clarify the relationship between Council staff and volunteers
- To provide a safe and healthy workplace for volunteers
- To identify training requirements to ensure associated activities are undertaken in a safe manner
- To provide appropriate supervision to ensure activities are satisfactorily performed.

5. RESPONSIBILITIES

Managers Responsibilities

Managers, including Senior Staff and Program Coordinator, are responsible for ensuring that:

- The volunteer policy and procedures are effectively implemented and adhered to;
- The WHS principals are enforced in the workplace
- Supervisors have the support necessary, and are held accountable for, their specific responsibilities;
- Workers under their control are consulted about issues affecting their health and safety;
- Prompt action is taken to eliminate unsafe or unhealthy work practices
- Ensuring that volunteers are supervised and trained sufficiently to perform the required tasks and notifying Human Resources when inductions are required;
- Detecting and promptly remedying risks to health and safety or reporting these risks with a proposed solution to their supervisor.

Volunteers

Volunteers are responsible and will be held accountable for:

- Taking reasonable care for the health and safety of themselves and others;
- Co-operating and complying with Warrumbungle Shire's Volunteer Policy and Procedures;
- Promptly reporting all incidents, accidents, illnesses and any risks to health and safety.

6. MONITOR AND REVIEW

This policy shall be reviewed bi-annually by the Safety Officer in consultation with the Occupational Health & Safety Committee. If any changes occur to work practices or legislation then a review of the Policy shall take place.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

8. RELATED DOCUMENTS

- OHS Act
- OHS Regulation
- Volunteer Procedures

8. AMENDMENTS

Volunteer Procedure

1. Individuals or organisations who offer voluntary assistance to Council will complete the appropriate application form and lodge it with Council.
2. Individuals who offer voluntary assistance to Council will undertake a Criminal Record and/or Working with Children check as per council policy.
3. Organisations who undertake work not organised by Council on Council property will complete the appropriate application form and lodge it with Council for assessment prior to commencement.
4. Assessment of the suitability of the organisation for the specified project will be undertaken by the appropriate Council manager.
5. Assessment of the suitability of an individual for the specified project will be undertaken by the appropriate Council manager.
6. Council will undertake a risk assessment of the group's activities. This risk assessment will identify any risks associated with the activities.
7. A register of volunteer's details will be held on site or at Council.
8. Volunteers' hours of work will be agreed upon by Council and the volunteer.
9. Volunteers will record their starting and finishing times in an attendance register or sign on book.
10. Any breach of the volunteer agreement may result in disciplinary action being taken. It is Council's responsibility to ensure that the disciplinary code is covered at induction training as well as Council's Code of Conduct.
11. Volunteers will maintain the same standards of confidentiality, courtesy and discipline as Council's paid employees

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012

12. Volunteers will work in a constructive and cooperative way with Council employees.
13. Volunteers will comply with Council workplace policies including WHS, anti-discrimination, no smoking, drug and alcohol, harassment and plant which is part of the induction program. Any volunteer operating Council equipment will be inducted into the machine.
14. Volunteers are required to wear personal protective clothing (PPE) at all times where the risk assessment has identified the need for PPE.
15. Volunteers will be under guidance of Council employees. Guidance may be intermittent, depending on the nature of the work performed.
16. Volunteers who have an issue concerning their area of work are required to raise the matter with their Manager.
17. Volunteering is not a process for recruiting new employees as it is in breach of the Equal Employment Opportunity Act.
18. Volunteering will be mutually beneficial to the volunteer and council

Associated Documents

Warrumbungle Shire Volunteer Policy
Volunteer Induction

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012



VOLUNTEER APPLICATION

Applicant

Full Name: _____

Address: _____

Phone: _____ Mobile: _____

Email address: _____

Note: Volunteers will be over the age of 16.

1. Please list any relevant work history, hobbies, skills and other interests or previous voluntary service:

2. Please indicate the times and days you may be available.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							

Comments: _____

3. Preferred area: _____

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

Referee 1:	
Name:	
Address:	
Phone No:	

Referee 2:	
Name:	
Address:	
Phone No:	

Emergency Contact:	
Name:	
Address:	
Phone No:	

Next of Kin:	
Name:	
Address:	
Phone No:	

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012

Volunteer Declaration

- I agree to Council conducting criminal record checks and working with children checks where appropriate in accordance with legislation.
- I agree to character referees being contacted in relation to this application to provide voluntary services to Council.
- I agree to conduct myself under the guidance and supervision of the Council employee responsible for the area of work for which I have applied.
- I agree to contact the Council employee designated if I intend to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking.
- I understand that Council may terminate my volunteering services if I do not comply with any aspect of this agreement.
- I agree to inform Council of any injuries sustained whilst undertaking volunteering activities.
- I am willing to undertake any training necessary in relation to my volunteering services to ensure I comply with all policies and legislative obligations of Council.
- I agree to maintain the same standards of confidentiality, courtesy and organisational discipline as Council's paid employees.
- I agree to conduct myself in a constructive and cooperative way with Council staff and comply with any safety procedures requested.
- I understand that I am volunteering my services to Council and will not receive remuneration for my services, apart from the Community Care reimbursement, and that I will inform Council when I no longer wish to be considered for further volunteering activities.

Applicant Signature: _____ Date: _____

The personal information provided in this document is protected under the Privacy and Personal Information Protection Act (PPIPA), 1988. The PPIPA provides for the protection of personal information and for the privacy of individuals.

Warrumbungle Shire Council will not disclose your personal information to any person or body if it is not directly related to the purpose for which the information was collected.

If you have a complaint or require further information about the collection and use of personal information please contact Council's Director of Corporate Services.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

Council Use Only

Supervisor/Manager to complete

Location/area of volunteering work: _____

Preferred days and times: _____

Training Required: _____

Tools and Personal Protective Equipment (PPE) required: _____

Note: Volunteer applications will differ between Council sections in line with legislation relevant to that section.

The applicant is:

Approved

Not Approved

for the task specified in the application form.

Signed: _____ Date: _____
Manager

Procedure:

- Volunteer to complete form.
- Manager to complete all required checks, (police checks etc)
- Once all checks are completed, Manager to approve or not approve volunteer and give application to Human Resources Team Leader to send letter and file.
- Human Resources will complete an induction on completion of the above steps, prior to volunteer commencing.
- Volunteer to be inducted into plant by a competent employee.

Signed: _____ Date: _____
Human Resources Team Leader

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

Item 6 Third Quarter Staff Excellence in Achievement Staff Award

Division:	Executive Services	
Management Area:	Human Resources	
Author:	Manager Human Resources - Val Kearnes	
CSP Key Focus Area:	Local Governance and Finance	
Priority / Strategy:	GF7 Council undertakes periodic performance reviews to ensure the effective and efficient management of its assets, finances and workforce	
File Ref:	Function: Personnel	Activity: Awards

Background

Applications for the third quarter staff award closed on June 30, 2012. The previous recipient of this award (Second Quarter) this year was Trevor Honeysett – Urban Services

MANEX considered the following staff nominated by their fellow employees for their excellence and dedication in their individual positions for the Third Quarter:

- Trevor Honeysett – Urban Services
- Frances Perry – Workplace Safety Officer
- Christine Kennedy – HR Officer (Special Projects)
- Kweelan Tyne – Debtors Officer
- Michelle Capewell – Room Leader 0-2 Years
- Erin Pulham – Casual Pool Attendant

Issues

Nil

Options

Nil

Financial Considerations

Payment of one week additional annual leave for the winner of the Annual Staff Excellence in Achievement Staff Award.

Summary

Winner of the Third Quarter Staff Excellence in Achievement Staff Award is Christine Kennedy

RECOMMENDATION

That Council accepts the recommendation from MANEX and presents Christine Kennedy – HR Officer (Special Projects) with the third quarter Warrumbungle Council Employee Excellence in Achievement Award.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012

Item 7 Brick Bats and Bouquets

Division:	Executive Services
Management Area:	Executive Services
Author:	Executive Assistant - Melissa Bennett
CSP Key Focus Area:	Local Governance and Finance
Priority / Strategy:	GF6.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

File Ref: **Function:** Customer Service

Activity: Public Reaction

Background

Council is in receipt of a thank you letter from Diane Stacey, Teacher of Business for New England TAFE NSW. Diane facilitated staff training for the course 'Monitor performance and provide feedback'. This module is for managers and supervisors who undertake the annual competency assessment audit. The letter is attached in its entirety.

Issues

Nil

Options

Nil

Financial Considerations

Nil

RECOMMENDATION

For Council's information

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012



CHANGING LIVES THROUGH LEARNING

Diane Stace
Teacher of Business
Hunter Street
Gunnedah NSW 2380
www.newengland.tafensw.edu.au
Telephone: (02) 67 429 631

12 July 2012

Good afternoon Steve

I wanted to thank you so much for having me facilitate the training for Warrumbungle Shire Council this month. I enjoy visiting your town and love seeing your team as it moves forward to meet the challenges, that organisations such as yours face, in the future.

I also wanted to congratulate you on the progress that your organisation has made since the last time I was there in January of this year.

The change in culture was notably different and I could see that your presence and input to the training along with the trust in your leadership has impacted on the confidence and leadership development of your team.

The group were willing to take on new ideas, confident that they were supported and clearly relishing the trust and commitment that they are receiving in return.

Good luck for the future and thank you again for allowing me to assist with your organisational development and training.

Yours Sincerely

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012

Item 8 Financial Assistance Requests 2012-13 (Round One)

Division:	Executive Services		
Management Area:	General Manager		
Author:	Acting General Manager – Rebecca Ryan		
CSP Key Focus Area:	Community and Culture		
Priority / Strategy:	CC4 Public Involvement in community activities including volunteerism needs to be increased		
File Ref: Function:	Financial Assistance	Activity:	Donations and Requests

Background

Council has a Financial Assistance Policy, whereby donations are made to community and not for profit organisations in the form of waiving of rates, fees and charges or assistance of in-kind works or monetary grants.

At the ordinary February 2012 Council meeting Council reviewed the Financial Assistance Policy noting some additions to provide financial assistance and that the requests be capped at \$500 (**Resolution No 264/1112**). The complete list of 2012-2013 donations as per Section 356 of the Local Government Act (1993) and approved by Council is itemised in Council's Operational Plan (pages 10-12).

Issues

The assessment criterion has been prescribed as per item 5.3 as follows:

'5.3 Assessment Criteria

Council will use the following general criteria when considering requests for financial assistance;

- *Activities which address gaps in service or community development;*
- *Activities which promote community development in a multicultural context and seek to address issues of access and equity;*
- *Involvement from volunteers and self help initiatives which build upon Council's contribution;*
- *Consumer / use participation in management of services / activities*
- *Innovative and creative approaches to identified needs; and*
- *Activities, which use Council funding to attract further resources.*

Council will give low priority to following types of requests for financial assistance;

- *Activities/services which do not attempt to become self-supporting where the potential exists through fees or other feasible income – producing activities.*
- *Activities of a purely social nature, which do not address the needs of disadvantaged groups.*
- *Activities which are eligible for support from state- wide or regional parent bodies.*

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012

- *Organisations, which have not observed accountability requirements for past Council assistance.'*

Options

Public submissions were sought in July 2012 for this first round; which was well promoted and subscribed.

To assist Council in its deliberations, a description of the request has been included in the listing of submissions and a priority of High, Medium to Low rating determined according to the above general and assessment criteria.

Organisations that submitted for more than one grant were limited to having one in the list of Higher Priority projects.

The following list of applications received is for Council consideration

Higher Priority Projects

Ref.	Applicant	Amount Requested	Description of Project	General Criteria
30	Mendooran Christian Education Association Inc. (MCEA)	\$99	Hall hire costs for Jumble Sale	Involvement from volunteers and use participation in management of activities
2	Coona Camp Draft Association	\$500	Sponsorship October 2012 Campdraft	Local organisation, community event and promotion of Coonabarabran
3	Dunedoo Amateur Swimming Club	\$500	New refrigerator in club house	Involvement from volunteers and use participation in management of services
4	Coolah Central School	\$500	Sanding and Repainting the Tennis clubhouse	Promoting community development and involving volunteers
5	St Vincent De Paul – Coolah	\$100	Council Waste Transfer Fees	Involvement from volunteers and use participation in management of services, Addresses issues of access and equity
6	Baradine PA&H Association Inc	\$500	DA fees for disabled amenities block at Baradine Showground	Address a gap in service, addresses issues of access and equity and local organisation

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012

Ref.	Applicant	Amount Requested	Description of Project	General Criteria
7	Warrumbungle Eventing Inc	\$500	In kind Line Marking Dressage Arenas ODE 18 August 2012	Use participation in management of services, local organisation and community event
8	Mendooran Gun Club Inc	\$500	Materials for fixing Clubhouse	Uses Council funding to attract further resources, community involvement and promotion of Mendooran
9	Mendooran Cricket Club Inc	\$500	Enclosure surround on practice cricket pitch	Involvement from volunteers and building on Council's contribution
10	Mendooran Tennis Club	\$500	Purchase materials for ramp & railing to assist seniors with access to clubhouse	Addresses issues of access and equity and involvement from volunteers
11	Dunedoo & District Historical Society & Museum Inc.	\$100	Purchase cabinet to store records, documents & photos	Involvement from volunteers and uses Council funding to attract further resources
12	Men's Shed – Coonabarabran	\$500	Concreting front access to shed	Involvement from volunteers and addresses issues of access and equity
13	Binnaway Men's Shed	\$500	Materials for shed improvements	Addresses gap in community development and local organisation
14	Badhii Aboriginal Grandmothers Group	\$500	Showground Hire and catering	Community event and involvement from volunteers, addresses gap in community development
15	Mendooran Arts & Craft	\$375	Display cabinet for jewellery, a table, chairs and cash box	Involvement of volunteers, building upon Council's contribution and local organisation
16	Mendooran & District Development Group Inc.	\$349	Assist with running/funding of 'Fun Fotofest'	Involvement from volunteers, community event, promotion of Mendooran and cultural activity

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012

Ref.	Applicant	Amount Requested	Description of Project	General Criteria
19	Breast Screen Van	\$500	In kind cost of the relocation of the Breast screen Van to Coonabarabran	Address issues of access and equity
20	CWA – Coonabarabran	\$500	Renovation and repair to CWA Hall	Involvement from volunteers and promoting community development
21	Coolah District Development Group	\$350	To purchase voice recognition software – transcribe historical community records onto computer files	Cultural activity, creative approach to identified needs and involvement from volunteers
22	Talbragar Broadcasters (3 Rivers Radio)	\$349	Help with purchase of equipment for outside & mobile broadcasting and gazebo	Local organisation involvement from volunteers
23	Dunedoo Polocrosse Club	\$500	Assist with concreting floor and doors for shed	Local organisation and involvement from volunteers
TOTAL		\$8,722		

Medium – Lower Priority Projects

Ref.	Applicant	Amount Requested	Description of Project	General Criteria
24	Lifeline Central West	\$500	Provides telephone crisis support as well as face to face counselling for problem gamblers	Addresses gap in services
25	Dunedoo Bowling Club	\$110	Purchase of Paint for kitchen walls	Involvement from volunteers and local organisation
26	Baradine Town Common	\$500	Repairs to access road into Baradine Town Common	Addresses a gap in service
27	The Seehealth Dunedoo Number 7 Chapter Inc.	\$400	Printing/delivery of flyers to households in Dunedoo area	Local organisation and involvement from volunteers
28	Mendooran Cricket Club Inc	\$500	Removal and reinstall weather shed	Involvement from volunteers and building on Council's contribution

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

Ref.	Applicant	Amount Requested	Description of Project	General Criteria
29	Anglican Parish of Coonabarabran Binnaway	\$500	Repair/replace facias, maintain, repair and paint guttering	Local organisation and involvement from volunteers
17	Coonabarabran Garden Club	\$500	Advertising – includes flyers & ads in paper	Community event , Involvement from volunteers
1	Pandora Gallery	\$300	Cost incurred for 'Saluting Their Services' Exhibition June 2012	Builds upon Council contribution, local organisation, community involvement
18	Sub-committee of Dunedoo Mendooran Aged Care	\$500	Contribution for funding of site technical survey	Self help initiatives to build upon Council's contribution
31	Sub-committee of Dunedoo Mendooran Aged Care	\$500	Contribution for funding of financial assessment of project	Self help initiatives to build upon Council's contribution
32	Transition Coonabarabran	\$500	Assist with costs of establishing a local co-op to sell locally grown organic produce to members and community	Builds upon Council contribution, local organisation and involvement from volunteers
33	Dunedoo & District Historical Society & Museum	\$500	Replace the Sam Poo sign (Australia's only Chinese Bushranger) Golden Highway	Address gap in service
34	Roy Cameron	\$500	Construct a sign for the heritage listed Gotta Rock in Coolah	Cultural activity
35	Mendooran Central School	\$215	Prize for Family Trivia Night Value of Family Season Ticket	Community involvement and use participation in management of services

TOTAL \$6,025

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

Financial Considerations

Council's financial commitment to supporting local organisations accounts for a total budget of \$57,048 in the 2012-2013 Operational Plan. This includes \$20,000 for Financial Assistance – Other, considered by Council in two funding rounds; being August and February each year.

It is anticipated that as close to \$10,000 be allocated each round.

Summary

Council has been provided with a copy of each request under separate cover. An assessment has been made by MANEX against the general criteria and a recommendation has been based on funding those projects of Higher Priority order only.

A number of applications received were deemed ineligible and referred to the respective Management area and budget function.

RECOMMENDATION

That Council provide financial assistance to the August 2012 applicants as listed in the Higher Priority rated activities/projects for a total amount of \$8,722.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

Item 9 2012 National Local Roads and Transport Congress

Division:	Executive Services	
Management Area:	Executive Services	
Author:	Executive Assistant - Melissa Bennett	
CSP Key Focus Area:	Local Governance and Finance	
Priority / Strategy:	GF1.1 Council build strategic relationships with other levels of government to ensure that the shire receives an equitable allocation of resources.	
File Ref:	Function: Corporate Management\Conferences	Activity: Other

Background

Council has received information on the 2012 National Local Roads and Transport Congress. This congress will be held in Hobart, Tasmania from 14 – 16 November 2012.

This matter will be tabled at the September Council meeting for determination of attendees to this congress.

Issues

Nil

Options

Nil

Financial Considerations

To be determined

Summary

Nil

RECOMMENDATION

For Council's information

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

Item 10 Rental for Prospective Doctor Coolah Drs Residence - 141 Martin Street COOLAH

Division:	Executive Services
Management Area:	General Manager
Author:	Acting General Manager – Rebecca Ryan
CSP Key Focus Area:	Public Infrastructure and Services
Priority / Strategy:	P12 The long-term wellbeing of our communities is dependent on the on going provision of high quality services in health and aged care, education, policing and public safety, child, youth and family support, environmental protection and land management

File Ref: **Function:** Council Properties **Activity:** Tenancy

Background

Council owns a house at 141 Martin Street COOLAH, known as the Drs Residence. The current Doctor and family have lived there for many years until January 2012 when they relocated to Melbourne.

A new 2 year lease commenced in 2008, with a rental of \$195 per week has continued month by month since lapsing whilst Locums were being accommodated in the house by the current Doctor. There was no CPI or other increase to this rental.

A new Doctor and family are moving to Coolah and they have been advised there is a Drs Residence. They have inspected the house and are keen to move in as soon as practicable.

Issues

The house was to be vacated by the end of August and is being prepared for a new tenancy by the Manager Property and Risk. Confirmation has been received that the house is now empty and a proper assessment will be made on Wednesday 15 August 2012.

The house has been professionally cleaned including windows and gardens to be attended to this month by the current tenant. The carpets have been cleaned and the gas bottles are full, and energy supplier notified that the current tenants are no longer in residence with a request to cancel the electricity.

The General Manager had offered to the new doctor, 4 Irwin Street rent free for a transition period whilst the issues with the Practice were being sorted, and this was declined.

Options

Council needs to determine the rental for the new Doctor and family.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

The new Doctor has requested that Council consider providing a 12 month rent relief for the Drs Residence.

Financial Considerations

1. R&M House

A recurrent expenditure budget of \$10,954 accounts for the rates and building insurance costs plus minor R&M works.

There are some minor R&M works to be undertaken, although a full report will be completed and risk assessment undertaken. A full report will be provided to Council at a later date. Some basic items include; curtains or blinds for the living area as the timber venetians were removed because of wear and tear. The deck needs to be reoiled and nails tapped back in that have popped up over time.

The 2012/2013 Operational Plan did include an allocation for this minor work, so the above should be completed within current budget constraints.

2. Rent

The budgeted income for the Drs Residence was set at \$195 per week which provides Council with an income of \$10,140 per annum.

Council adopted a new Residential Property Policy in June 2008 (**Resolution No 419**) to ensure that Council owned residences are utilised for the best outcome for Council where the following principles would apply;

- Market appraisals
- Rental at market rates
- Rental conditions would be in accordance with the Residential Tenancies Act

Based on current rental availability, the house itself the commercial market rate for this house is \$220 - \$240 per week. If CPI increases (3.5%) had been added to the current tenancy the current weekly rent would be \$223.

The Local Government (LG) Act (1993) (s356) notes that Council can provide financial assistance; (1) *'in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.'* And (2) *'a proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.'*

Council may accede with the new Doctors request for 100% rent relief for 12 months, or negotiate to offer an alternative rent relief period or rental subsidy below market rate. This would be defined as a *'financial assistance'* package and is a *'private gain'* to an individual.

As per the LG Act Council must determine by resolution if any financial assistance is to be provided to the new Doctor via a rent relief or subsidy for rent below market rate and advertise the decision for a period of 28 days.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

Summary

Much of rural and regional Australia has had to face the challenges associated with doctor shortage issues. The provision of good quality housing is viewed as a significant contribution by local government to attract and retain essential Medical Services. Depending on the need, the issue of at what cost to Council this is; and the necessity to offer free housing varies between towns throughout rural areas.

Primary Health Care is viewed by the community as a high priority for the whole of Warrumbungle Shire Council. There would be general support for Council to be assisting as best it can within financial constraints to support the new Doctor move to Coolah.

RECOMMENDATION

That Council offer the new Doctor a Tenancy Lease Agreement at \$230 per week increasing by CPI every 12 month anniversary, with a 3 month 100% rent relief period **FURTHERMORE** public notice is given for a period of 28 days of Council's proposal.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012

Item 11 Coolah Medical Centre – 16 Cole Street COOLAH

Division:	Executive Services
Management Area:	General Manager
Author:	Acting General Manager – Rebecca Ryan
CSP Key Focus Area:	Public Infrastructure and Services
Priority / Strategy:	P12 The long-term wellbeing of our communities is dependent on the on going provision of high quality services in health and aged care, education, policing and public safety, child, youth and family support, environmental protection and land management

File Ref: **Function:** Council Properties **Activity:** Tenancy

Background

In 2008 Council agreed to sell the Coolah Medical Centre to the resident Doctor for no less than \$126,000 subject to Council having first right of refusal if the property was to be sold (**Resolution No 256 February 2008**). The sale was completed, and settlement of this property was finalised in early 2009.

Due to the Doctor relocating to Melbourne in January 2012, negotiations between the General Manager and the Doctor commenced in regards to the building tenure and community best interest. Following a formal offer, Council resolved at the June 2012 Council meeting to purchase the building for \$151,800 subject to an independent valuation confirming the value of the property (**Resolution No 447/1112**). The General Manager advised Council at the July 2012 meeting that this valuation was undertaken and supported the agreed purchase price.

In order for settlement to proceed, the Contract of Sale of Land needs to be executed and Council formally provide a supplementary vote for the purchase price and costs.

Issues

As per Local Government Regulations (2005) (s400 part 4) *'the seal of a Council must not be affixed to a document unless the document relates to the business of the Council and the Council has resolved (by resolution specifically referring to the document) that the seal be so affixed'*.

Therefore a Council resolution is required to affix the Council seal authorising the Mayor and General Manager to execute the Contract of Sale of Land.

However, all of NSW Local Government is now in a Caretaker Period, being 4 weeks preceding the ordinary election to be held on Saturday 8 September 2012.

The Local Government (General) Amendment (Caretaker Period) Restrictions Regulation 2012 (clause 393B subclause (1)) describes the functions of a Council that

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012

'must not be exercised by the Council, or the General Manager or any other delegate of the Council' during a caretaker period which includes; (a) 'entering a contract or undertaking involving the expenditure or receipt by the council of an amount equal to or greater than \$150,000 or 1% of the council's revenue from rates in the preceding financial year (whichever is larger).'

The Contract of Sale of Land for \$151,800 cannot be executed by the current Council and confirmation to this effect was received from the Division of Local Government by the Acting General Manager.

Options

Despite the Regulation (2012) subclause (1) *'such a function may be exercised in a particular case with consent of the Minister'*. Council may choose to write to the Minister with a justification why the matter cannot wait for the new Council in September 2012.

Financial Considerations

This will be formally presented to Council at the September meeting, as a supplementary vote for the purchase plus costs will be necessary to the 2012/2013 Operational Plan.

Summary

An extraordinary Council meeting was held on Thursday 2 August 2012 for the sole purpose of resolving matters that couldn't be dealt with during the Caretaker Period. Numerous approaches were made by the General Manager to have provided for that meeting, the contract; to ensure Council was able to deal with this issue.

However to date and despite the General Managers efforts; a Contract of Sale of Land for 16 Cole Street COOLAH being Lot 15 Section 3 DP 979105 has not been received.

RECOMMENDATION

That the General Manager continues negotiations to progress the purchase of the Coolah Medical Centre and report to the new Council in September 2012.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

Item 12 TAFE Indigenous Award

Division:	Executive Services
Management Area:	Human Resources
Author:	Manager HR – Val Kearnes
CSP Key Focus Area:	Local Governance and Finance
Priority / Strategy:	GF7.1 Council undertakes periodic performance reviews to ensure the effective and efficient management of its assets, finances and workforce
File Ref: Personnel	Activity: Council

Background

The Aboriginal Education and Training Directorate accepts nominations for Apprentices/Trainees who show excellence and commitment in their chosen field and is chosen from the most outstanding indigenous Apprentices from all over New South Wales.

The Award is known as the TAFE NSW Gili Apprentice of the Year, Gili is pronounced Killi and is an Eora (Sydney area Aboriginal language), meaning “*To Shine*”.

Council’s Martin Gordon has been awarded this very prestigious award which will be presented Sydney on August 30, 2012.

Martin commenced his apprenticeship with Skills Set in 2007, with Warrumbungle Shire Council acting as his host employer. Martin became Supervisor in 2011 and supervises one plumber and two plant operators.

Issues

Nil

Options

Nil

Financial Considerations

Two (2) days paid leave to attend Presentation Ceremony.

Summary

Martin Gordon selected as the winner of the 2012 TAFE Gili Apprentice of the Year.

RECOMMENDATION

That Council acknowledges and congratulates Martin Gordon on his achievement of winning the “TAFE NSW Gili Apprentice of the Year Award” and allows Martin two days paid leave to attend the presentation ceremony in Sydney.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012

Item 13 Management Plan Report – June 2012

Division:	Executive Services	
Management Area:	Executive Services	
Author:	Acting General Manager – Rebecca Ryan	
CSP Key Focus Area:	Local Governance and Finance	
Priority / Strategy:	Ensure that Council's governance, practices, policies and procedures respond effectively to the long term goals of the Community Strategic Plan.	
File Ref:	Function: Corporate Management	Activity: Reporting

Background

Since Warrumbungle Shire Council was a Group 3 Council, this is the final quarterly report of the Management Plan for the 2011-2012 financial year due to Council as per (repealed s407 (1)) the Local Government Act (1993). This annual budget and activity document has been superseded by the Operational Plan as per the Integrated Planning and Reporting framework legislation introduced in 2009.

Issues

A Revote Request report follows as a separate item in the Business Paper for CAPEX projects not completed.

Financial Considerations

A detailed budget and variance to Management and Activity Level will be presented along with the Financial Statements by the Chief Financial Officer at the Council meeting.

Summary

Attached at the end of the business paper marked 'Attachment A' is a report on the Management Plan for the 2011/2012 financial year for the fourth quarter ending June. You should be able to reference this report against the undertakings in the Management Plan.

RECOMMENDATION

That Council note and receive the final quarterly report of the 2011-2012 Management Plan.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

Item 14 Bank Reconciliation for month ending 31 July 2012

Division:	Corporate Services
Management Area:	Financial Services
Author:	Senior Finance Officer – Lisa Grammer
CSP Key Focus Area:	Local Governance and Finance
Priority / Strategy:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

File Ref: **Function:** Financial Management **Activity:** Reporting and Investments

Background

The following report provided to Council is a summary of Council's monthly bank reconciliation

Issues

Reconciliations are being completed monthly and balanced, payments and receipts reconcile to monthly bank statement. They are completed by Senior Finance Officer and signed off by Chief Financial Officer then referred to Director Corporate Services for final review as part of Monthly checklist procedures.

Outstanding deposits refers to cash amounts recorded in the Council's General Ledger that have not yet been deposited at the bank. eg. Direct debit authority receipted in cashbook but not deposited in the physical bank account until the next day.

Unpresented cheques refers to cheques that have still not been cashed by the cheque recipient but are recorded as being paid in Councils General Ledger.

Options

N/A

Financial Considerations

Nil

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012

Summary

Balance per General Ledger – 31 July 2012

Bank	Account Number	Balance
General Fund	5410-3000-0001	764,994.27
Trust Fund	9000-3000-0000	159,582.91
Investments - General	5220-3001-3001	6,985,240.24
Investments - General	5220-3001-5001	2,520,000.00
Investments Movement - General	5220-3003-0000	661,029.97
Investments - Water Fund	7085-3001-0001	2,355,105.23
Investments Sewerage Fund	8085-3001-0001	2,563,864.80
Total General Ledger		16,009,817.42

Balance as per Bank Account – 31 July 2012

Bank	Balance
<u>General</u>	
Commonwealth	978,183.48
Westpac	3,432.22
NAB	19,097.30
Total - General	1,000,713.00
<u>Trust</u>	
Commonwealth	162,655.51
Total - Trust	162,655.51
<u>Investments</u>	
Securities	6,500,000.00
IBD	8,585,240.24
Total Investments	15,085,240.24
Total All Bank Accounts	16,248,608.75

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

<i>Add:</i>	
Outstanding Deposits - General	8,737.15
Outstanding Deposits - Trust	615.00
<i>Less:</i>	
Unpresented cheques - General	244,455.88
Unpresented cheques - Trust	3,687.60
Balance adjusted for outstanding deposits & unpresented cheques (Final Bank Balance)	16,009,817.42
Variance between Final Bank Balance and General Ledger	-

RECOMMENDATION

That Council accept the Bank Reconciliation Report for the month ending 31 July 2012.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

Item 15 Rates Report for Month ending 31 July 2012

Division:	Corporate Services	
Management Area:	Financial Services	
Author:	Senior Finance Officer – Lisa Grammer	
CSP Key Focus Area:	Local Governance and Finance	
Priority / Strategy:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan	
File Ref:	Function: Financial Management	Activity: Reporting and Investments

Background

N/A

Issues

Nil

Options

N/A

Financial Considerations

N/A

Summary

The outstanding rates and annual charges ratio as at 31 July 2012 is 14.18%.

Interest charges in the 'Total Arrears' column are classified under the relevant charge type above, as opposed to being recorded separately per the 'Total Outstanding' column.

The outstanding figures for sewer consumption, water consumption and sewerage rates and charges need to be viewed in total as Council's finance systems is currently grouping a majority of the arrears amounts for these items under sewer consumption.

Total arrears at End of Month include interest in arrears under the relevant Rate/Charge Type and is not separately disclosed as interest.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

Rate/Charge Type	Rate Arrears 2011/2012	2012/2013 Levy	Pensioner Write Off	Abandoned	Rates Arrears And Net Levy	Total Payments To Date	Total Outstanding 2012/2013	Collection % 2012/2013	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	614,759	6,922,443	160,590	1,727	7,374,885	274,121	7,100,764	4%	631,274	9%
Water	187,948	1,286,562	71,155	177	1,403,177	96,719	1,306,458	7%	188,944	15%
Sewerage	379,939	1,164,494	54,674	2,036	1,487,722	189,874	1,297,848	13%	188,426	16%
Garbage	155,985	1,564,335	104,152	55	1,616,114	106,060	1,510,054	7%	151,396	10%
TOTAL RATES AND CHARGES	1,338,631	10,937,834	390,571	3,995	11,881,899	666,774	11,215,125	6%	1,160,040	11%
Water Consumption	411,225	1,052,343	-	-	1,463,568	156,011	1,307,557	11%	316,744	30%
Sewer Consumption	70,499	117,859	-	-	188,358	37,872	150,486	20%	38,241	32%
TOTAL WATER SUPPLY SERVICES	481,724	1,170,202	-	-	1,651,926	193,883	1,458,043	12%	354,984	30%

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – August 2012

Rate/Charge Type	Rate Arrears 2011/2012	2012/2013 Levy	Pensioner Write Off	Abandoned	Rates Arrears And Net Levy	Total Payments To Date	Total Outstanding 2012/2013	Collection % 2012/2013	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
Rate/Charge Type	Rate Arrears 2011/2012	2012/2013 Levy	Pensioner Write Off	Abandoned	Rates Arrears And Net Levy	Total Payments To Date	Total Outstanding 2012/2013	Collection % 2012/2013	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
LEGAL FEES	156,016	33,867	-	-	189,883	12,349	177,534	7%	207,248	-
INTEREST	228,554	7,099	-	-	235,653	-	235,653	-	-	-
GRAND TOTAL	2,204,925	12,149,001	390,571	3,995	13,959,361	873,007	13,086,354	-	1,722,273	14.18%

RECOMMENDATION

For Council's information.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

Item 16 Investments & Term Deposits

Division:	Corporate Services				
Management Area:	Financial Services				
Author:	Senior Finance Officer – Lisa Grammer				
CSP Key Focus Area:	Local Governance and Finance				
Priority / Strategy:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan				
File Ref:	-	Function:	-	Activity:	-

Background

As required by Clause 212 of the Local Government (General) Regulation 2005, the details of all monies invested by Council under Section 625 of the Local Government Act 1993 must be reported to Council at each monthly ordinary meeting.

Council's investment performance for the month:

Council currently benchmarks its investment performance against the 3 month Bank Bill Swap Reference Rate (BBSW) as per Council's investment policy. The July BBSW 3 month rate was 3.50%. Council's term deposits returned an average rate of 4.74% for the month of July, outperforming Council's benchmark.

All of Council's investment securities except for one security held with Bendigo Bank (AUFN0003810) are not currently paying coupons although several investments are expected to be redeemed at higher than original purchase price. Council's investment securities underperformed against Council's benchmark.

During the month of July two of Council's Term Deposits totalling \$1.75m fell due, earning Council \$33,733 in interest revenue (over the life of the deposit). Council reinvested \$1m with Suncorp for a further 3 months at a rate of 5.02%.

During the month \$5m was transferred from the ANZ At Call account into the NAB At Call Account to Capture a higher interest rate, of the balance Council invested \$1m with Bendigo Bank for 3 months at a rate of 4.80% and \$1m with Bank West for 3 months at a rate of 5.00%.

A total of \$1.662m was transferred back into Council's operating account to meet daily operating expenses.

It should also be noted that the value (based on Indicative Bid) for Council's investment securities increased by \$71,000 during the month of July.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012

Issues

Nil

Options

N/A

Financial Considerations

Bendigo Bank – Westpac	Sub debt likely to be called in September this year. If not, could be extended by 5 years (unlikely).
ANZ CPPI - Asprit I	Zero coupon investment backed by ANZ. Bid is below fair value, despite 3.5 months to maturity. Likely to pay a small amount above 100.
Dandelion Westpac	AA- rated investment that no longer pays coupons. Bid price well below fair value. Low Risk.
ANZ CPPI Asprit II	Zero coupon investment backed by ANZ. Bid is below fair value, despite 8 months to maturity. Likely to pay a small amount above 100.
Averon CPP Ltd Aver	Ultimate credit risk rests with General Electric Capital Corp Australia, rated AA+/A1 by S&P/Moodys (AA+ principle only).
FIIG All Seasons CPPI	Council is essentially holding a Swedish Export Bond rated AA+. Will pay \$4 above par at maturity. Bid price well short of fair value.
Octagon Ltd Linked	Backed by International Bank for Reconstruction & Development rated AAA. Few concerns if any. Bid well below fair value. Low risk.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – August 2012

Summary

Investment Securities

Council currently holds the following investment securities:

Bank	Purchase Price	Indicative Bid	Valuation based on indicative bid as at 31 July 2012	ISIN Number	Lodgement date	Maturity Date	Rating	Coupon Payments
Bendigo Bank - Westpac	500,000	98.75%	493,750	AUFN0003810	22.08.2007	21.09.2012	BBB+	4.69%
ANZ CPPI - Asprit I	500,000	96.00%	480,000	CPPISAMAF01	30.09.2009	23.11.2012	AA-	0%
Dandelion Westpac	1,000,000	95.00%	950,000	AUFN0004693	19.12.2007	21.12.2012	AA-	0%
ANZ CPPI Asprit II	800,000	95.00%	760,000	CPPISAMAF02	30.09.2009	30.03.2013	AA-	0%
Averon CPP Ltd Aver	700,000	92.00%	644,000	AU300AVER012	30.09.2009	20.06.2013	AA+	0%
FIIG All Seasons CPPI Note	1,500,000	90.00%	1,350,000	AU300SEKA021	29.08.2008	29.08.2014	AA+	0%
Octagon Ltd Linked	1,500,000	82.00%	1,230,000	XS023170158	25.10.2005	30.10.2015	AAA	0%
Total:	6,500,000		5,907,750					

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

Term Deposits

Council currently holds the following Term Deposits:

Bank	Current Investment	Opening Balance	Buy/(Sell)	July Interest Earned/ Accrued	Closing Balance	Lodgement date	Maturity Date	Rating	Current Yield
NAB Cash Maximiser #	3,085,240.24	867,276	2,206,067	11,899	3,085,242	At Call	At Call	AA-	4.19%
ANZ At Call	-	5,093,737	-5,093,737	-	-	At Call	At Call		5.25%
Suncorp Bank	-	1,016,249	-1,019,277	3,028	-	19/03/2012	19/07/2012	A+	5.74%
Suncorp Bank	-	762,185	-764,456	2,271	-	19/03/2012	19/07/2012	A+	5.74%
Suncorp Metway 10/10	1,500,000	1,510,515	-	6,973	1,517,488	14/05/2012	15/08/2012	A+	5.45%
Bendigo Bank - Westpac	1,000,000		1,000,000	3,672	1,003,672	03/07/2012	03/09/2012		4.80%
Community Orana Mutual	1,000,000	1,001,388	-	4,309	1,005,697	20/06/2012	20/09/2012	Not rated	5.08%
Bank West	1,000,000	-	1,000,000	3,962	1,003,962	02/07/2012	02/10/2012		5.00%
Suncorp Bank	1,000,000	1,011,490	-	1,665	1,013,155	19/07/2012	18/10/2012	A+	5.02%
Total:	8,585,240	10,251,350	-2,671,403	36,114	8,629,216				4.74%

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012

Certification of Responsible Accounting Officer

I hereby certify that the investments listed in the report above have been made in accordance with Section 625 of the *Local Government Act 1993*, Clause 212 of the *Local Government (General) Regulation 2005* and Council's Investments Policy.

Responsible Accounting
Officer

RECOMMENDATION

That Council accept the Investments Report for the month ending 31 July 2012.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

Item 17 Revote Requests CAPEX 11/12

Division:	Corporate Services	
Management Area:	Finance	
Author:	Chief Financial Officer – Stefan Murru	
CSP Key Focus Area:	Local Governance and Finance	
Priority / Strategy:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan	
File Ref:	Function:	Activity:

Background

Council's Capital Works Program for the 2011/12 financial year includes a number of projects that remain incomplete as at 30 June 2012. Each year Council will generally review the listing of projects yet to be completed and revote a portion of the amount relating to these projects into the following financial year. A list of CAPEX (Annexure A) for which a revote of the Budget is necessary to complete the works is contained within this report.

The total suggested revote for the 2012/13 financial year is \$6.728m and includes \$2.412m for the revote of the Crane building (new Council Chambers Coonabarabran), as well as a total of \$1.078m for revotes relating to the Water and Sewer fund.

The total revote amount of \$6.728m is \$2.540m higher than prior year's revote, and even excluding the revote for the Crane building project, the current year revote is still 70% above the historical average from the last 5 years. Assuming that Council approves the revote above, Council's capital works program for the 2012/13 financial year will be \$15.954m.

Issues

When deciding on whether to approve the suggested revote, Council must take into consideration the financial implications of such a large revote amount given the pessimistic forecasts from Council's recently published Long Term Financial Plan and the budgeted \$822k cash deficit for the 2012/13 financial year.

Options

Council has three options in regard to the revote amount above:

1. Revote the full amount;
2. Exclude individual projects from the suggested revote to arrive at a more sustainable and achievable capital program;
3. Postpone current year projects in favour of revoted projects to arrive at a more sustainable and achievable capital program.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

Should Council agree to revoke the full amount, it is recommended that a Capital Expenditure Policy be prepared for adoption that stipulates clear limits or requirements that must be met before Capital expenditure can be revoked into the following year.

Financial Considerations

The total cost to Council of the suggested revoke is \$6.728m. As at 30 June 2012 Council's cash and cash equivalents balance was \$10.796m (\$16.633m including investments). Council has already budgeted for a deficit of \$822k in the 2012/13 financial year (as per Council's Operational Plan) and any revokes will further increase this overspend by the amount revoked.

Summary

ANNEXURE A

Account	Description	Budget	Actuals 30 Jun 2012	Amount to Revoke
Corporate Services				
1440-4902-0000	Capital Exp - Industrial Land	5,616	-	5,616
2530-4902-0000	Coonabarabran Depot Capital	20,000	504	19,496
2530-4904-0000	Dunedoo Depot Capital	17,805	9,327	8,478
2530-4906-0000	Baradine Depot Capital	3,000	62	2,938
4221-4903-0000	CBN Comm Services Building	32,229	-	32,229
5132-4901-0000	Dunedoo Medical Centre	3,900	-	3,900
5133-4903-0000	CBN Office -Air Conditioning	75,000	-	75,000
5133-4904-0000	Coolah Council Chambers	20,000	-	20,000
5152-4911-0000	Cabling Project	129,200	-	129,200
Corporate Services Total:				296,856
Crane Building				
5133-4902-0000	CBN Council Chambers Capital	1,437,443	155,541	1,281,902
1230-4920-0000	Crane Building	1,500,000	370,363	1,129,637
Crane Building Total:				2,411,539
Environmental Services				
2711-4902-0000	Coonabarabran Waste Mgt	92,000	-	92,000
3331-4903-0000	Coonabarabran Pool	25,000	-	25,000
Environmental Services Total:				117,000
Executive Services				
1340-4901-0000	HR Civica Software Package	65,000	52,650	12,350
Executive Services Total:				12,350

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

Account	Description	Budget	Actuals 30 Jun 2012	Amount to Revote
Technical Services				
2321-4910-0000	DEADMAN'S GULLY-CAPITAL	800,000	751,778	48,222
2331-4903-0000	LOCAL RDS - DIGILAH RD	199,595	37,432	162,163
2331-4904-0000	LOCAL RDS-GENTLE ANNIE	200,000	19,709	180,291
2331-4910-0000	LOCAL RDS - DANDRY ROAD	75,000	17,023	7,977
2331-4992-0000	Local Roads Blackspots - About st. Mndrn	147,500	56,765	40,000
2331-4915-0000	Local Roads Bridges	565,000	69,368	495,632
2331-4916-0000	Premer Estate Rd Causeway	38,300	-	38,300
2331-4993-0000	R2R Programme	270,000	74,971	195,029
2341-4908-0000	TECH SERV-BDN-ST LIGHTING	23,000	-	23,000
2342-4902-0000	BWY Sts-Drainage Renshaw Street	20,000	-	20,000
2342-4904-0000	BWY Sts-Kerb &Gutter-CAP	40,000	-	40,000
Account	Description	Budget	Actuals 30 Jun 2012	Amount to Revote
2343-4901-0000	CLH Sts-Binnia St Kerb Blisters	165,581	-	92,581
2343-4912-0000	Coolah Sts-Campbell St Footpath	55,000	-	55,000
2344-4907-0000	CBN Streets-Survey Old Common	30,000	-	30,000
2344-4913-0000	TECH SERV-CBN-FOOTPATHS	91,384	-	91,384
2344-4917-0000	CBN TWN STS - DRAINAGE	123,000	12,433	110,567
2344-4918-0000	Belar St K&G	8,000	-	8,000
2345-4914-0000	DDO-K&G TALBRAGAR (BAND-CAIGAN)	50,000	-	50,000
2345-4916-0000	DDO-DISH DRAIN TUCKLAN/WARGUNDY	18,000	-	18,000
2346-4907-0000	MDN BENEWA ST SEALING-CAP	40,000	-	40,000
2540-4900-0000	Plant & Equipment Purchases	2,017,436	1,986,124	814,530
2540-4901-0000	Minor Plant Purchases	34,079	11,700	17,261
2540-4902-0000	Radio Network Capital	20,000	-	20,000
2540-4908-0000	DATA DOT SOFTWARE-CAP	3,243	-	3,243
2621-4906-0000	Streets Trees General Capital	33,000	-	33,000
2621-4908-0000	BDN LIONS PK UPGRADE-CAP	90,000	-	90,000
2621-4921-0000	EROSION - NEILSON PARK	40,000	3,404	36,596
2621-4923-0000	BDN STREET TREES	20,000	4,283	15,717
4231-4905-0000	Robertson Oval Project	26,000	-	26,000
4241-4902-0000	Coonabarabran Aerodrome Capital	10,000	-	10,000
Technical Services Total:				2,812,492

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

Account	Description	Budget	Actuals 30 Jun 2012	Amount to Revote
Water & Sewer				
7310-4901-0000	CBN WATER MAINS EXT	100,000	-	100,000
7310-4905-0000	CBN W MAINS EXT JOHN ST ROBERTSON ST	60,000	-	60,000
7410-4904-0000	Coolah Water Reservoirs Capital	12,785	-	12,785
7410-4905-0000	Coolah Water Pump Stn Capital	5,000	-	5,000
7510-4906-0000	DDO W MINOR PLANT & EQUIP	3,000	-	3,000
7510-4908-0000	DDO W BANDULLA/MERRYGOEN	50,000	-	50,000
7610-4901-0000	Mendooran Water Augmentation	30,000	-	30,000
8210-4905-0000	BDN SEWER TREATMENT PLANT	10,000	-	10,000
8610-4907-0000	CBN SEW-MAINS RELINING	100,000	-	100,000
8610-4908-0000	CBN SEW-SMOKE TEST & INSP	60,000	-	60,000
7410-4901-0000	Coolah Water Mains Replacements	37,770	2,783	34,987
7410-4911-0000	CLH WATER FLUORIDATION	31,646	11,469	20,177
7410-4902-0000	Coolah Water Mains Extensions	91,859	11,490	80,369
7310-4915-0000	CBN W-RISING MAIN-200M	191,941	13,371	178,570
			Actuals 30 Jun 2012	Amount to Revote
Account	Description	Budget		
7191-4902-0000	BDN WTP BUILDING IMPROVMTS	70,000	15,077	16,964
7210-4905-0000	BWY WATER FLUORIDATION	33,337	18,888	14,449
7210-4901-0000	Binnaway Water Mains	167,056	20,314	146,742
7510-4901-0000	DDO W MAINS REPLACEMENTS	187,337	32,205	155,132
Water & Sewer Total:				1,078,175

RECOMMENDATION

That Council approve the \$6.728m 2011-2012 revote request subject to the General Manager providing;

- a) A policy/plan at the next QBRS meeting to address Council's practice of revoting large sections of Council's capital program each financial year;
- b) At the next QBRS meeting a detailed breakdown (by revoted project) on when each project is expected to be completed, and how Council plans to complete each project given current staffing levels. Projects that do not have sufficient details or an explanation as to how they will be completed will be removed from the 2012/13 capital program;
- c) By 31 December 2012 a Capital Expenditure Policy and Plan based on the results of the AMP and LTFP that lists Council's capital expenditure priorities, details desired service levels, and places Council's capital program within the context of Council's financial position.

FURTHERMORE that a report is provided at each QBRS meeting detailing the progress of all of Council's capital projects with a budget greater than \$50,000.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012

Item 18 2011/12 Financial Statements

Division:	Corporate Services	
Management Area:	Finance	
Author:	Chief Financial Officer – Stefan Murru	
CSP Key Focus Area:	Local Governance and Finance	
Priority / Strategy:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan	
File Ref:	Function:	Activity:

Background

Council has now completed its 2012/13 Annual Financial Statements. These Statements have been prepared to comply with the requirements of the Local Government Act 1993, the Australian Accounting Standards, and the Local Government Code and Manual. A copy of the Financial Statements have been provided to Councilors under separate cover.

Council's Special Purpose Financial Statements have been prepared in accordance with the Local Government Code of Accounting Practice and Financial Reporting, the Department of Local Government guidelines "Pricing and Costing for Council Businesses: A Guide to Competitive Neutrality", the NSW Office of Water, Department of Environment, Climate Change and Water Guidelines, and the NSW Government Policy Statement "Application of National Competition Policy to Local Government". As indicated above the statements are required to be made to enable the Annual Financial Statements and the Special Purpose Financial Statements to be submitted for audit.

The audit of Council's Financial Statements is currently scheduled to commence on the week ending 31 August 2012.

A copy of Council's un-audited Income Statement, Balance Sheet and Cashflow Statement follow review (Annexure B).

Issues

Some of the significant accounting issues Council faces this financial year include:

- The revaluation of Council's water and sewer network;
- The review of Council's valuation assumptions for road earthworks and pavement on unsealed roads;
- The recognition for the first time of several sections of road infrastructure;
- Correction of prior year land asset balances;
- The write off of replaced seal and pavement assets;
- The reversal of part of Council's prior year impairment of flood damaged roads.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

Options

Section 413(2)(c) of the Local Government Act 1993 requires that Council, by resolution, provide statements that the Annual Financial Statements have been prepared in accordance with the relevant Acts, Standards and Codes of Accounting Practice, and that they present fairly Council's financial position.

A statement must also be made in relation to the Special Purpose Financial Statements.

The statement must be made by resolution of Council; signed by the Mayor, at least one other member of the Council, the Responsible Accounting Officer, and the General Manager. The statement by Council must indicate whether or not the Council's Special Purpose Financial Reports have been prepared in accordance with the Code and Manual.

Financial Considerations

N/A

Summary

ANNEXURE B

Income Statement for the financial year ended 30 June 2012

Original Budget		Actuals 2012	Actuals 2011
\$'000		\$'000	\$'000
	Income from Continuing Operations		
	<i>Revenue:</i>		
10,811	Rates and Annual Charges	10,040	9,659
6,800	User Charges and Fees	5,715	4,462
373	Interest & Investment Revenue	780	1,328
441	Other Revenues	939	800
12,245	Grants & Contributions Provided for Operating Purposes	15,835	14,873
3,459	Grants & Contributions Provided for Capital Purposes	1,166	2,410
	<i>Other Income:</i>		
-	Net Gains from Disposal of Assets	-	211
34,129	Total Income From Continuing Operations	34,475	33,743
	Expenses from Continuing Operations		
11,383	Employee Benefits & On-Costs	12,561	13,500
137	Borrowing Costs	200	153
13,888	Materials & Contracts	8,319	7,671
9,989	Depreciation & Ammortisation	9,382	9,672
-	Impairment	-	831
767	Other Expenses	5,965	5,019

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

Original Budget		Actuals 2012	Actuals 2011
-	Net Losses from Disposal of Assets	285	-
-	Net Share of Interest in Joint Ventures	24	34
36,164	Total Expenses From Continuing Operations	36,736	36,880
(2,035)	Operating Result from Continuing Operations	(2,261)	(3,137)

Balance Sheet as at 30 June 2012

Assets	Actuals 2012	Actuals 2011
	\$'000	\$'000
Current Assets		
Cash and Cash Equivalents	10,796	8,468
Investments (Current)	3,317	-
Receivables (Current)	3,685	4,381
Inventories (Current)	573	527
Total Current Assets	18,371	13,376
Non-Current Assets		
Investments (Non-Current)	2,520	6,247
Receivables (Non-Current)	-	-
Inventories (Non-Current)	451	451
Property, Plant & Equipment	442,332	399,603
Investments - equity method	286	310
Total Non-Current Assets	445,589	406,611
Total Assets	463,960	419,987
Current Liabilities		
Payables	2,137	1,130
Borrowings	153	189
Provisions	3,446	3,051
Total Current Liabilities	5,736	4,370
Non-Current Liabilities		
Payables	1,585	1,719

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

Assets	Actuals 2012	Actuals 2011
	\$'000	\$'000
Borrowings	1,292	1,126
Total Non-Current Liabilities	2,877	2,845
Total Liabilities	8,613	7,215
Net Assets	455,347	412,772
Equity		
Retained Earnings	358,714	360,975
Revaluation Reserves	96,633	51,797
Total Equity	455,347	412,772

Statement of Cash Flows for the financial year ended 30 June 2012

Original Budget		Actuals 2012	Actuals 2011
\$'000		\$'000	\$'000
	Cash Flows from Operating Activities		
	<u>Receipts</u>		
10,812	Rates and Annual Charges	10,015	9,095
6,800	User Charges and Fees	6,602	3,158
372	Interest & Investment Revenue	786	1,049
-	Bonds, Deposits & Retentions Received	10	5
441	Other Revenues	1,467	1,739
15,703	Grants & Contributions	17,883	17,146
	<u>Payments</u>		
(11,383)	Employee Benefits & On-Costs	(12,226)	(13,664)
(13,888)	Materials & Contracts	(8,646)	(7,595)
(137)	Borrowing Costs	(140)	(131)
(767)	Other Expenses	(6,362)	(5,654)
7,953	Net Cash provided (or used in) Operating Activities	9,389	5,148
	Cash Flows from Investing Activities		
	<u>Receipts</u>		
-	Sale of Investment Securities	500	9,181
-	Sale of Real Estate Assets	-	41
-	Sale of Infrastructure, PP&E	981	1,132
-	Deferred Debtors Receipts	4	4

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012

Original Budget		Actuals 2012	Actuals 2011
	<u>Payments</u>		
-	Purchase of Investment Securities	-	(6,000)
(8,353)	Purchase of Infrastructure, PP&E	(8,376)	(6,750)
-	Purchase of Real Estate Assets	-	(168)
-	Contributions Paid to JV & Associates	-	(5)
(8,353)	Net Cash provided (or used in) Investing Activities	(6,891)	(2,565)
	Cash Flows from Financing Activities		
	<u>Receipts</u>		
500	Proceeds from Borrowings & Advances	-	-
	<u>Payments</u>		
(94)	Repayment of Borrowings & Advances	(130)	(373)
-	Repayment of Finance Lease Liabilities	(40)	(60)
406	Net Cash provided (or used in) Investing Activities	(170)	(433)
6	Net Increase/(Decrease) in Cash & Cash Equivalents	2,328	2,150
15,452	Cash & Cash Equivalents – Opening	8,468	6,318
15,458	Cash & Cash Equivalents – Closing balance	10,796	8,468

RECOMMENDATION

1. That the statement in accordance with section 413(2)(c) of the Local Government Act 1993, and Clause 215 of the Local Government (General) Regulation 2005, for the General Purpose Financial Statements for the year ending 30 June 2012 be made.
2. That the statement in accordance with the requirements of the Code of Accounting Practice in relation to the Special Purpose Financial Statements for the year ending 30 June 2012 be made.
3. That the statements be signed by the Mayor, Deputy Mayor, the General Manager and the Responsible Accounting Officer.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012

Item 19 Funding for Coolah Cycleway in 2012/13

Division: Technical Services

Management Area:

Author: Director Technical Services - Kevin Tighe

CSP Key Focus Area: Recreation and Open Space

Priority / Strategy: RO1 The planning and provision of local sports and recreation facilities and parklands should reflect community needs and future demographic changes.

File Ref: Function: Grants and Subsidies **Activity:** Applications - Outcome

Background

On the 20 October 2011, Council made the following resolution;

1. *That due to no financial contribution from the RTA, the 2011/12 Council funding allocation of \$25,000 for the Coolah Cycleway project be completely redirected to the proposed footpath construction project in Campbell Street.*
2. *That an application is made for funding for the Coolah cycleway project in the 2012/13 financial year.*

Advice has been received from Roads & Maritime Services that Council's application is successful and funding is available for the 2012/13 year. Acceptance of the grant from RMS is required by 31 August 2012.

Confirmation of Council's position in relation the Coolah Cycleway project is now sought.

Issues

The location of the 2012/13 stage of the project is on the eastern side of Cunningham street between Campbell street and Booyamurra street, a distance of around 250 metres. The overall project is to continue the cycleway along the top of the riverbank to the silos in Charles Street. Attachment 1.0 contains a plan showing further details of the proposal.

Construction of previous stages of the cycleway was well supported by volunteers in the Coolah community and the 2012/13 application was made on the basis of a similar contribution from volunteers.

Options

Council has discretion in this matter. Should council wish to proceed with the project, confirmation should be sought from the Coolah community through the Coolah Development Group of their ongoing commitment to volunteer works on the cycleway project.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

Financial Considerations

Over the two year period 2009 - 2011 the total expenditure on the cycleway project was \$110,203. This amount does not include the volunteer contribution. The length of cycleway constructed to date is 540 metres.

The expenditure allocation in Council's 2012/13 budget for the cycleway is \$60,000, with an income allocation of \$35,000 from RMS. The funding proposal from RMS for 2012/13 is \$35,000.

RECOMMENDATION

1. That Council accepts the 2012/13 grant offer from the Roads and Maritime Services of \$35,000 for the next stage of the cycleway project in Coolah between Campbell Street and Booyamurra Street.
2. That confirmation is sought from the Coolah District Development Group of their commitment to volunteer works on the next stage of the cycleway project.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

Item 20 Review of Opening Hours for Certain Public Toilets

Division:	Technical Services		
Management Area:	Water and Sewerage Services		
Author:	Director Technical Services - Kevin Tighe		
CSP Key Focus Area:	Public Infrastructure and Services		
Priority / Strategy:	P12.1 Ensure the long term provision and retention of high quality services for our communities		
File Ref: Function:	Sewerage and Drainage	Activity:	Planning

Background

On the 15 December 2011 Council resolved to leave public toilets open at night time instead of the prevailing practice of closing the toilets at dusk and reopening them at dawn. This resolution impacted upon the public toilet in Milling Park Dunedoo, Lions Park Baradine and McMaster Park Coolah. The only public toilets closed at night since that resolution is those in Neilson Park and Little Timor Street Carpark in Coonabarabran.

The Council resolution indicated that the changes were for a trial period only and that results of the trial to be reported. This report considers the impacts of the changed opening times with a particular case study on the toilets in Milling Park.

Issues

The public toilets were closed at night to reduce vandalism and damage that has occurred at various sites in recent years. However, Council's intention in leaving the public toilets open 24 hours, seven days a week is to provide a better level of service to residents and travellers.

Overnight vandalism did occur in the toilets, details of which are provided below. The vandalism occurred mostly during the summer months and mostly during school holiday period.

- Milling Park. Male toilet seat ripped off (20 Dec 2011), door edge strips removed (21 Dec 2012), paper towel holder removed (22 Dec 2011), cistern in male toilets broken (3 Jan. 2012), bins upturned and mesh on floor in female toilet (6 Jan. 2012), extensive graffiti (30 May 2012).
- McMasters Park. Bins upturned paper towel holder ripped off wall (21 & 29 Dec 2011), toilet seat broken (23 Jan. 2012), graffiti, broken toilet seat, roll holder ripped out, female toilet (17 Feb. 2012), toilet seat broken(9 May 2012).
- Lions Park. Extensive mess of floors and walls on consecutive nights (23-30 Dec. 2011). Cistern removed extensive damage to plumbing (23 Dec 2012).

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012

The extent of damage from the acts of vandalism described above is relatively minor in comparison to previous experiences where items within toilets were completely destroyed resulting in closure of the toilets.

The toilet in the Lions Park at Baradine was demolished early May to make way for construction of a new toilet block. There appears to be particular concern in the Baradine community that the new toilet block should not be left open at night time, particularly during school holiday periods.

Options

Council has discretion in this matter. Whilst costs associated with maintenance of the toilets can be collected and analysed, the benefits in terms of increased level of service cannot be quantified.

Financial Considerations

The budget allocation and actual end of year expenditure for each of the toilets is provided in attachment 1.0.

The costs associated with maintenance of Milling Park toilets were collated and a series of graphs prepared. The data indicates that in the six (6) month period after the toilets were left open, the cost of wages and overtime decreased. In the same period there is a slight increase in the rate of expenditure on materials.

However, the overall rate of expenditure on maintenance at the Milling Park toilets tended to decrease after the decision by Council to leave the toilets open. The various expenditure graphs are provided in attachment 2.0.

RECOMMENDATION

1. That public toilets in Milling Park and McMasters Park are left open 24 hours, seven (7) days a week.
2. That new public toilet currently being constructed in Lions Park Baradine are closed between dusk and dawn.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

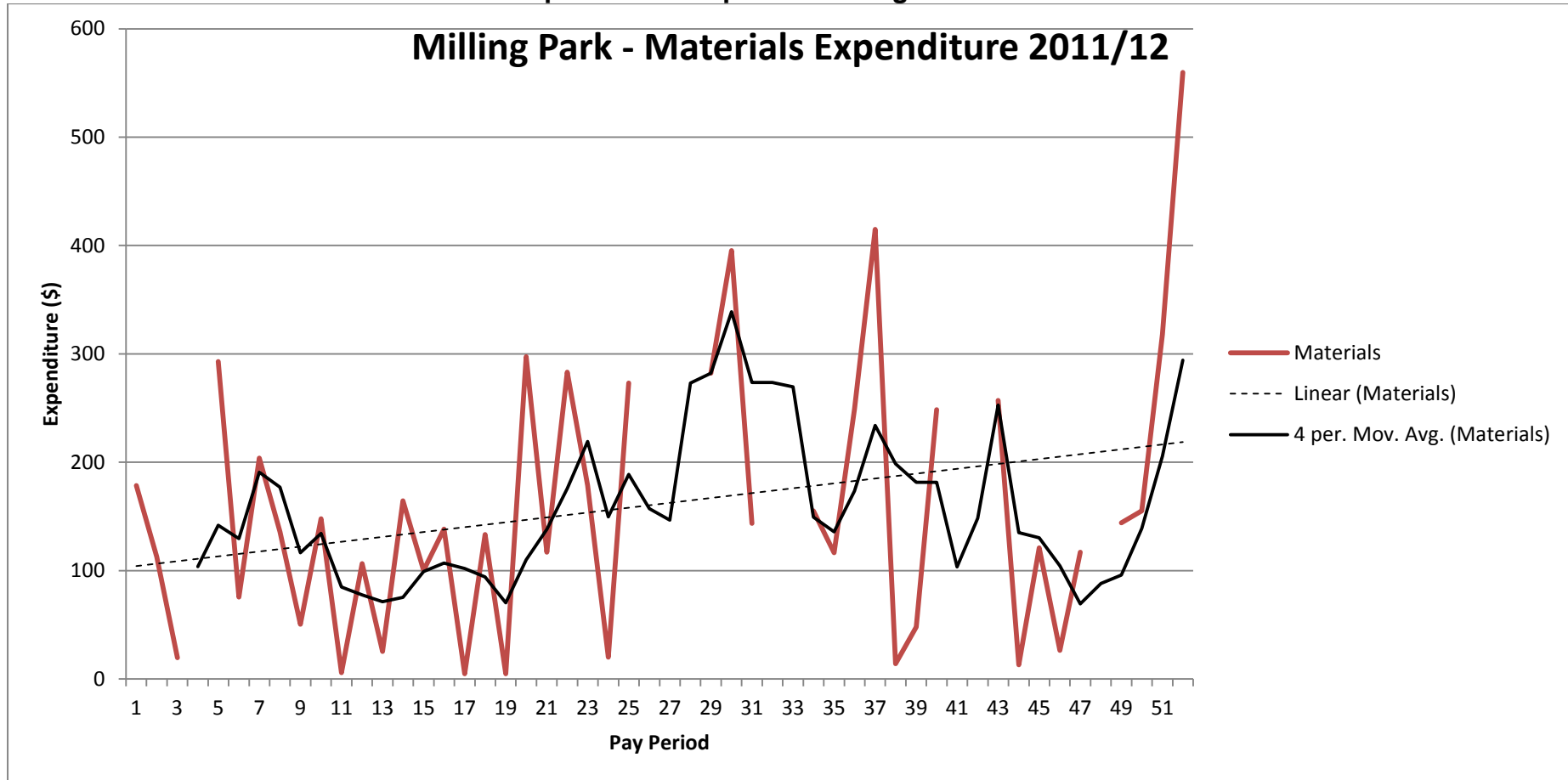
Attachment 1.0

Toilet Name	2011/12 Budget Allocation	2011/12 Actual Expenditure
Neilson Park Toilets	35,750.00	25,218.20
David Bell Park Toilets	12,170.00	11,667.68
Lions Park Baradine Toilets	15,845.00	14,822.54
Len Guy Park Binnaway Toilets	750.00	823.56
Coolah Hall Toilets	11,850.00	9,781.53
McMasters Park Toilets	8,000.00	13,702.42
Milling Park Toilets	41,791.00	36,615.17
Mendooran Park Toilets	7,195.00	9,215.20
Mendooran Caravan Park Toilets	5,618.00	7,073.42
Leadville Park Toilets	3,600.00	4,981.77
Black Stump Toilets	16,000.00	16,032.70
Black Stump Toilets Insurance Claim	-	523.64
Nullen Rest Area Toilets	-	13.33
Coonabarabran CBD Toilets - Op	17,295.00	18,304.84
Binnaway Riverside Toilets	3,000.00	3,928.32
	178,864.00	172,704.32

WARRUMBUNGLA SHIRE COUNCIL

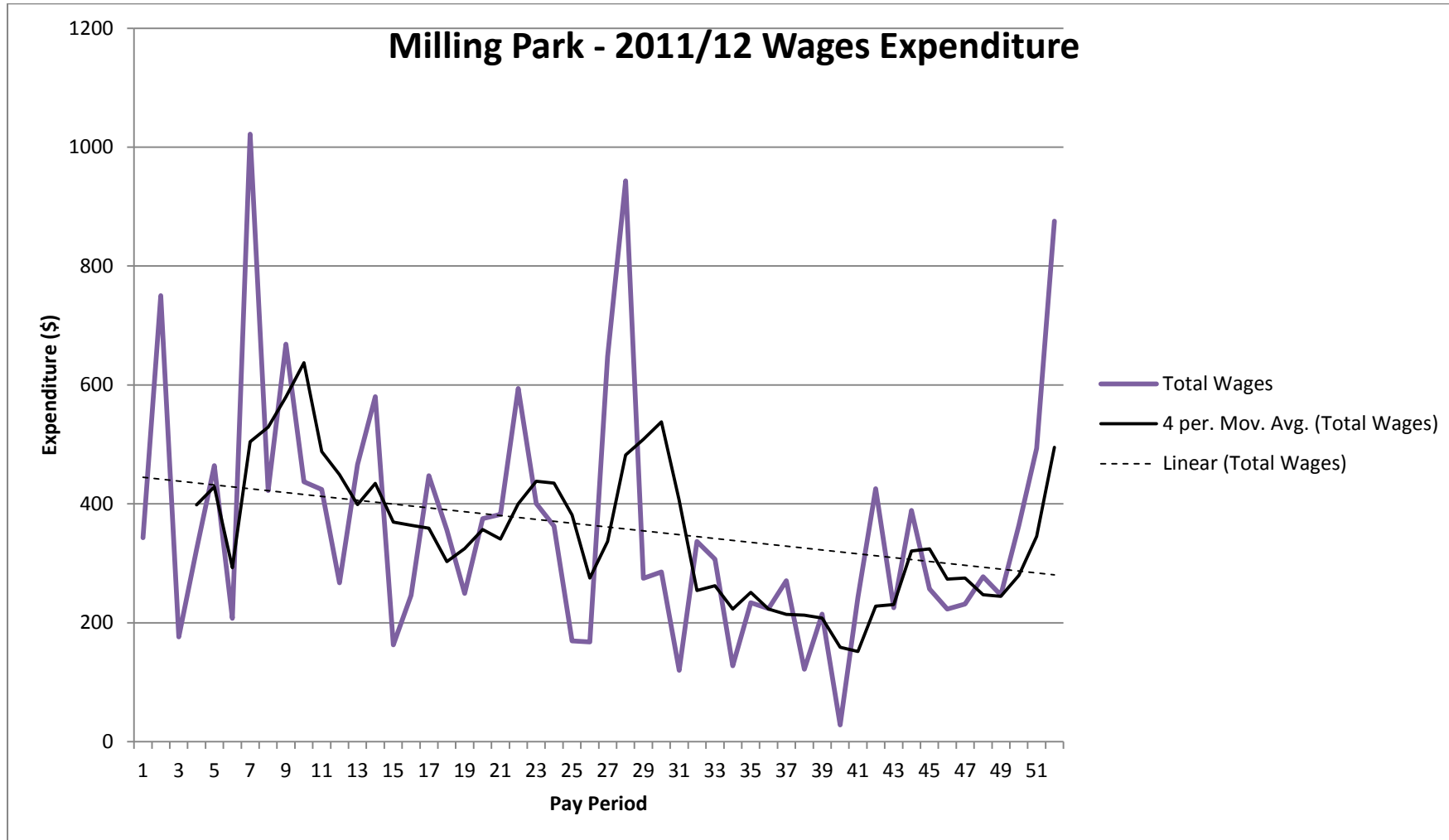
Ordinary Meeting – August 2012

Attachment 2.0 – 2011/12 Maintenance Expenditure Graphs for Milling Park Toilets.



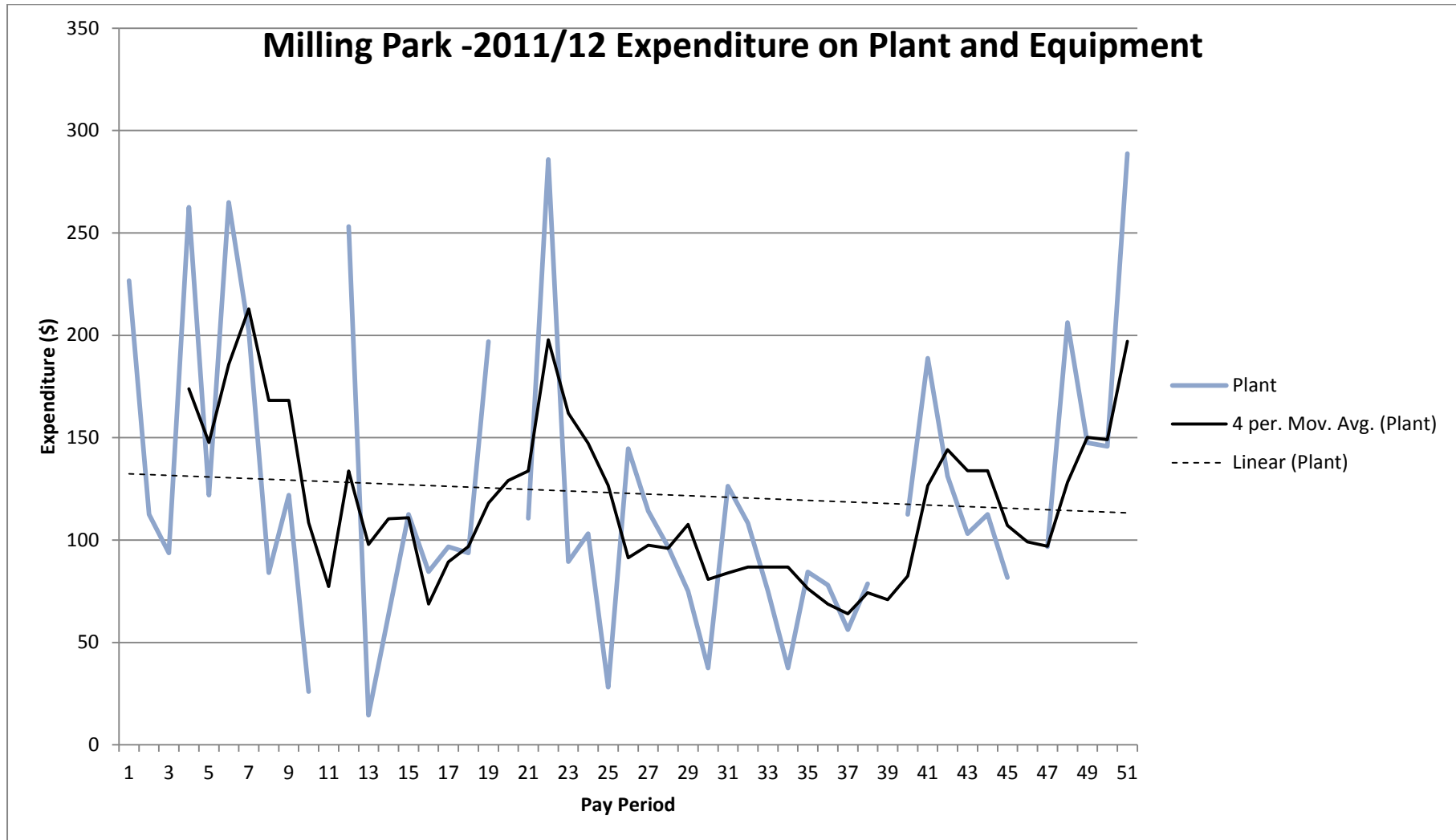
WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012



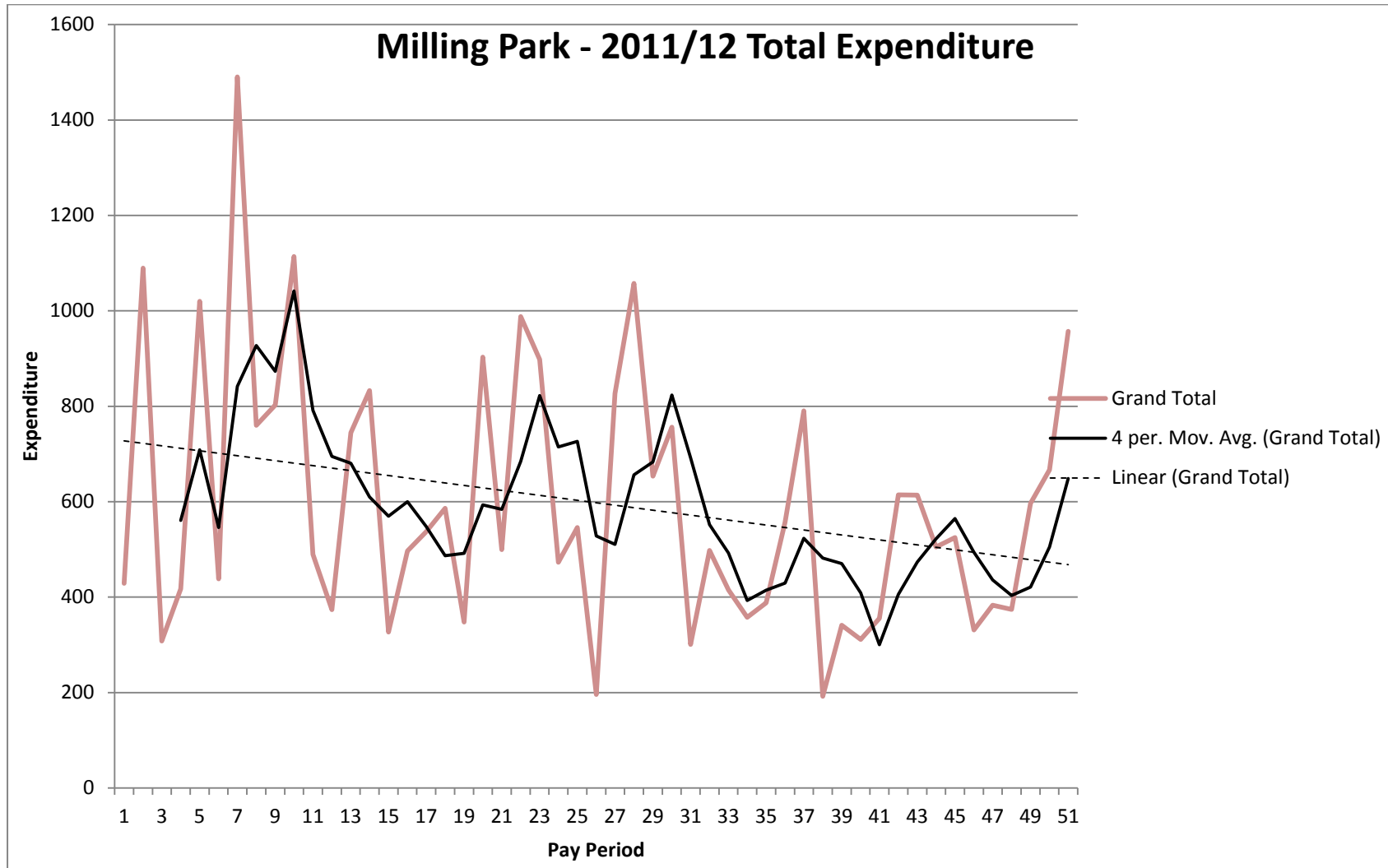
WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012



WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012



WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012

Item 21 Road Upgrade Request – Access to ‘Wongalee’

Division:	Technical Services	
Management Area:	Roads	
Author:	Director Technical Services - Kevin Tighe	
CSP Key Focus Area:	Public Infrastructure and Services	
Priority / Strategy:	P13.1 All levels of government work together to ensure our road network is safe and functional	
File Ref:	Function: Roads	Activity: Local Roads

Background

An application has been received by the owner of ‘Wongalee’ to upgrade a section of Crown Road that intersects with Cobbora Road. The owner proposes to combine this section of road with a yet to be confirmed easement across adjoining property to create legal and practical access between the property and Cobbora Road.

A copy of the application has been forwarded to Councillors under separate cover. A map showing location of the proposed road is shown in attachment 1.0.

Issues

The Crown road is not constructed or formed in any way. There is a gully of significant size within the section of road. The length of the road is around 450metres. Should Council wish to undertake works a resolution is required and approval must be sought from the Department of Lands.

Council regularly receives requests from property owners in relation to Crown road access to their property. The requests want Council to either assume control of the road, that is, convert it to public road status, or undertake maintenance and improvement works. Often such requests are initiated when a long standing agreement between neighbouring property owners comes to an end and this can be for a number of reasons.

Council may recall an application by ‘Wongalee’ to extend Mt Bangalore Road which was considered on the 16 October 2008. Council refused the application on the basis of cost of upgrading the road extension.

Options

Council has discretion in this matter, but should be mindful that any approval will set a precedent for future applications. Council has generally refused such applications on the basis there are insufficient funds to maintain the existing road network.

Generally Council does not agree to requests to close Crown Roads and in this respect, Council may wish to lodge objection to closure of the road with the Department of Lands.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

Financial Considerations

There is no budget allocation for extending Council's network of roads and any works on the road extension will need to be funded from the existing allocation for maintenance of unsealed roads. The cost of upgrading the road is difficult to estimate due to the presence of the gully and will depend upon the type of structure constructed at the site. However any type of culvert structure is likely to cost in excess of \$60,000.

RECOMMENDATION

1. That the application by the owner of 'Wongalee' to assume control and upgrade a 450 metre section of Crown Road off Cobbora Road is refused on the basis that Council has insufficient funding to adequately maintain the existing network of roads.
2. That Council lodge an objection to any application to close Crown Road that intersects with Cobbora Road on the western side and approximately 1.6km south of Pinehurst Road.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012

Item 22 Development Application - DA 67/1112

Division:	Environmental and Community Services	
Management Area:	Town Planning	
Author:	Town Planner - Emily Doolan	
CSP Key Focus Area:	Public Infrastructures and Services	
Priority / Strategy:	PI3 Road networks throughout the shire need to be safe, well maintained and adequately funded.	
File Ref: P 2667	Function: Town Planning	Activity: Development Approval

Background

On 16 May 2012 Development Application 67/1112 Subdivision of Lot 172 DP 622099 and Lot 401 DP 107724 into 4 lots was approved by Council.

The applicant has requested that the following condition of consent be removed:

“The proposed new road shall be fenced on both sides. The standard of fence shall be at least 1.2 m high with four (4) plain wires and one (1) barbed wire, with hinge joint netting or equivalent. No strainers or fence bracing shall extend onto or within the road reserve. The installation of gates or grids across the road will not be permitted.”

Reason: To meet the requirements of Council’s Rural Subdivision Engineering Standards.

A summary of the applicant’s argument to remove the condition of consent includes;

- The area adjoining the road is not suitable for grazing livestock
- The area was intended to be utilised as a wildlife area. The fencing would restrict and possibly injure wildlife that would access to the existing dam.
- The fencing would hinder the current route of access to the mailbox
- Obstacles including a culvert and turning circle may affect the location of the fence.

Issues

Section 82A of the Environmental Planning and Assessment Act 1979 allows for the determination to be reviewed by Council.

Although the applicant has identified that the land is to be used as a wildlife reserve there is no restriction that would prevent the land being built on in the future. Additionally, Council’s requirement for fencing is a standard condition imposed on

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

developments where a new public road is created as a means of preventing potential issues with stock or domestic animals causing a danger to the users of the road.

Options

Upon review of the condition of consent Council may remove, vary or retain the requirement to fence both sides of the public road.

Financial Considerations

The cost associated with the development is the full responsibility of the applicant.

Summary

The applicant has requested a review of determination for DA 67/1112, the creation of four lots from two. The applicant would like the condition regarding fencing removed; however, it is recommended that the condition remain in force.

RECOMMENDATION

That Council advise the applicant that it will not remove the requirement to install fencing to the proposed road frontage of newly created lots.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012

Item 23 Further Waste Management Review

Division:	Environmental and Community Services
Management Area:	Waste Management
Author:	Director Environmental and Community Services Tony Meppem
CSP Key Focus Area:	Public Infrastructure and Services
Priority / Strategy:	P18- Council needs to develop new and improved methods of managing local waste and recycling services
File Ref:	Function: Waste Management Activity: Waste Sites and Tips

Background

At its meeting held on the 19th July 2012 Council considered a report into the opening hours for the waste transfer stations which resulted in a resolution 28/1213 "*That Council amend the Coolah waste transfer hours to open all day Saturday from 8.30am to 4.30pm and that Friday hours of 9.00am to 12 noon be shifted to Monday mornings **subject to confirmation of staff availability***". The table below shows the hours as adopted.

Waste Transfer Station – Opening Times		
Baradine	8.30am to 4.30pm Saturday	9.00am to 12 noon Tuesday and Thursday
Binnaway	8.30am to 4.30pm Sunday	2.00pm to 5.00pm Tuesday and Thursday
Coolah	8.30am to 4.30 pm Wednesday & Saturday	9.00am to 12.00 noon Monday
Mendooran	8.30am to 4.30pm Sunday	2.00pm to 5.00pm Tuesday and Friday
Dunedoo	8.30am to 4.30pm Sunday	2.30pm to 4.30pm Monday, Tuesday, Wednesday, Thursday and Friday

To ensure compliance with the award provisions requiring a lunch break Council also resolved in the same resolution "*where a waste transfer station is open all day that opening times be adjusted to allow a half hour staff meal break*". The provision of existing award arrangements with existing staff mean that in Dunedoo and Coonabarabran the meal break would need to be one hour rather than half hour for occasions when the waste depots at those locations are manned by only one employee (weekends). To achieve this compliance, Council would have to close the Dunedoo and Coonabarabran waste depots for one hour between 12 noon and 1.00pm on any weekend days when the depots are open.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

Issues

Discussions have been held with the current casual employee with the responsibility to man the entrance to the Coolah and Mendooran transfer stations and he has expressed an opinion that it would be more appropriate for family life for the Mendooran hours to be transferred to the Monday afternoon so that he has two full days off on consecutive . The employee advises that he has been surveying the Mendooran facility users and that they have no preference for Friday over Monday. Discussions have also been had with the operator of the post office who advises that provided sufficient notice is given he couldn't see an issue with the change as well.

At present Council is staffing this operation with a casual employee however, with more certainty regarding final operating hours it may choose to offer permanent employment for the position (after advertising) and for this to occur the consecutive days off will be a requirement to comply with the award.

In relation to the staffing of the Dunedoo and Coonabarabran Depots, permanent staff man the facility on weekends and in the past they have been paid extra overtime to compensate for no lunch break.

Options

The options available for the Coolah, Mendooran, Baradine and Binnaway transfer stations are to either close for the ½ hour period on those days when the facility is open all day or pay additional wages for another employee to relieve the employee for lunch.

The options available for the Dunedoo or Coonabarabran Depots are the same but with a 1 hour break required due to existing award agreements.

Financial Considerations

Closing the facilities for lunch breaks will net Council a saving in the cost of operating the facilities due to meal breaks being unpaid breaks and through the abolition of the extra overtime payments for Dunedoo and Coonabarabran.

Summary

Whilst any change to hours will create initial disturbance of resident's habits they will quickly come to understand the new hours. Council has little option other than to change the opening hours to include lunch breaks as the award agreement requires a meal break of at least ½ hour after working 5 hours.

It is proposed that the new hours be implemented to commence on the 1st of September 2012 and a media campaign and new signage will be in place before that day subject to Council ratifying this recommendation.

Council's waste management business last year resulted in a significant loss and management have been attempting to achieve savings wherever possible being mindful of not significantly reducing service levels to residents. This process will be ongoing as further investigations continue on how best to deliver the service.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

RECOMMENDATION

1. That Council amend the Mendooran waste transfer hours to shift the Friday afternoon session to 2.00pm to 5.00pm Mondays with an effective start date of the 1st of September 2012.
2. That Council amend the opening hours of the Dunedoo and Coonabarabran Waste Depots to close between 12 noon and 1.00pm on Saturday's and Sunday's effective 1st September 2012.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012

Item 24 Development Application - DA 146/0910

Division:	Environmental and Community Services	
Management Area:	Town Planning	
Author:	Town Planner - Emily Doolan	
CSP Key Focus Area:	Public Infrastructure and Services	
Priority / Strategy:	PI5.1 Maximise the coverage and availability of telecommunications infrastructure across the shire.	
File Ref: P2552.12	Function: Town Planning	Activity: Development Application

Background

Council has received a letter regarding Development Application 146/0910 which granted development consent for the subdivision of Lot 11 DP 1141923 into three lots on 20 July 2011. At the time the applicant did not wish to connect telecommunication services and electrical reticulation to proposed lot 110 and as such a restrictive covenant on the use of the land was imposed that specified 'no dwelling is to be situated on Lot 110.

The applicant now wishes to connect electricity so that the restriction on the use of the land can be removed giving Lot 110 a dwelling entitlement. The applicant has supplied a letter from Essential Energy confirming that High Voltage 22,000 volt electricity supply is available and considered appropriate to support a standard rural connection.

Issues

The title names Warrumbungle Shire Council as the sole authority to remove the restrictive covenant.

Options

The restriction was only placed on the land because electricity was not supplied at the time of subdivision. The land is zoned 1 (c) and comprises an area greater than the minimum lot size of 1 ha. There is no other reason why a dwelling should be restricted on the land. Once electricity has been provided to the lot the restriction should be removed.

Financial Considerations

The applicant is responsible for the full cost associated with the development.

Summary

The applicant requests that the restriction placed on the title for Lot 110 DP 1174910 be removed.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

RECOMMENDATION

1. That the existing restrictive covenant upon Lot 110 DP 1174910 be removed once electricity supply has been connected provided all legal expenses are met by the applicant.
2. That Council resolve to affix its common seal to all necessary legal documents to execute the variation of restriction.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

Item 25 Development Applications Approved and Received

Division: Environmental and Community Services

Management Area: Town Planning

Author: Environmental and Community Services Administration Officer - Trudy Draper

CSP Key Focus Area: Rural and Urban Development

Priority / Strategy: RU 4 The attractiveness appearance and amenity of our towns and villages need to be improved

File Ref: **Function:** Land Use and Planning **Activity:** Planning

Development Applications

i) Approved – July 2012

Complying Development (set criteria) Development Application (Specialised Conditions)	Date Approved	APPLICANT'S NAME	LOCATION	Town	Type of Development
DA 89/1112	25 July 2012	R Border	"Ringwood", 791 Napier Lane	Coonabarabran	Subdivision of one lot into two
DA 92/1112	17 July 2012	V Stevens (Swanson)	"Gulugulba", 503 Timor Road	Coonabarabran	Erection of a dwelling
DA 93/1112	4 July 2012	D Fenwick	76 Bandulla Street,	Mendooran	Change of use of building to retail store (arts and crafts)
DA 94/1112	6 July 2012	Taylor Made Buildings	15045 Golden Highway	Craboon	Installation of manufactured home
DA 95/1112	2 July 2012	L Row - Cooinda Coonabarabran	100 Cassilis Street	Coonabarabran	Erection of a steel awning
CD 96/1112	16 July 2012	P Hawkins	14 White Street	Coonabarabran	Additions to dwelling

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

Complying Development (set criteria) Development Application (Specialised Conditions)	Date Approved	APPLICANT'S NAME	LOCATION	Town	Type of Development
DA 1/1213	6 July 2012	P Watson	"Roscrea", Merrygoen Road	Merrygoen	Erection of a shed
DA 2/1213	23 July 2012	Taylor Made Buildings	"Warrigal"	Baradine	Erection of second dwelling
DA 3/1213	26 July 2012	P Small	10 Sirius Lane	Coonabarabran	Moveable structure - amenities
CD 5/1213	27 July 2012	L & J Russell	62 Dandry Road	Coonabarabran	Erection of a garage

ii) Applications Received – July 2012

CD or DA	Date Received	APPLICANT'S NAME	LOCATION	Town	Type of Development	Status
DA 1/1213	2 July 2012	P Watson	"Roscrea", Merrygoen Road	Merrygoen	Erection of a shed	Approved
DA 2/1213	6 July 2012	Taylor Made Buildings	"Warrigal"	Baradine	Erection of second dwelling	Approved
DA 3/1213	12 July 2012	P Small	10 Sirius Lane	Coonabarabran	Moveable structure - amenities	Approved
DA 4/1213	23 July 2012	B Rickert	9 Robertson Street	Coonabarabran	Relocate residence to site	Awaiting processing
CD 5/1213	25 July 2012	L & J Russell	62 Dandry Rd	Coonabarabran	Erection of a garage	Approved
DA 6/1213	26 July 2012	R Leeson	4 River Street	Dunedoo	Subdivision	Awaiting referral from RFS
DA 7/1213	27 July 2012	T Watson	51 John Street	Coonabarabran	Change of use to retail shop	Awaiting processing

RECOMMENDATION

That Council note the Applications Received for the month of July 2012, the Applications Held Pending as at 31 July 2012 and their status, and of those approved during July 2012, under Delegated Authority.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – August 2012

Item 26 Warrumbungle Shire Council 149 Certificates Processed July 2012

149 Certificate Number:	Date Received:	APPLICANT'S NAME:	Date Issued:
1/1213	2/07/2012	Clarke & Cunningham	5/07/2012
2/1213	2/07/2012	Clarke & Cunningham	5/07/2012
3/1213	2/07/2012	WA Baxter & Co	5/07/2012
4/1213	3/07/2012	Clarke & Cunningham	5/07/2012
5/1213	3/07/2012	Kay Leonie Hind	5/07/2012
6/1213	4/07/2012	Clarke & Cunningham	12/07/2012
7/1213	5/07/2012	Booth Brown Samuels & Olney	12/07/2012
8/1213	5/07/2012	McCullough Robertson	12/07/2012
9/1213	3/07/2012	Amba Milevsky & John Natoli	10/07/2012
10/1213	3/07/2012	Amba Milevsky & John Natoli	10/07/2012
11/1213	3/07/2012	Amba Milevsky & John Natoli	10/07/2012
12/1213	9/07/2012	Grabham	12/07/2012
13/1213	9/07/2012	Grabham	12/07/2012
14/1213	9/07/2012	Clarke & Cunningham	12/07/2012
15/1213	16/07/2012	R Whitehall	16/07/2012
16/1213	12/07/2012	M Roache	17/07/2012
17/1213	12/07/2012	Ptolemy	17/07/2012
18/1213	12/07/2012	Ptolemy	17/07/2012
19/1213	13/07/2012	Clarke & Cunningham	17/07/2012
20/1213	17/07/2012	Booth Brown Samuels & Olney	17/07/2012
21/1213	17/07/2012	Stela Rahman	20/07/2012
22/1213	17/07/2012	Stela Rahman	20/07/2012
23/1213	17/07/2012	Stela Rahman	20/07/2012
24/1213	17/07/2012	Hannaford Cox Connellan	20/07/2012
25/1213	18/07/2012	Clarke & Cunningham	23/07/2012
26/1213	18/07/2012	Clarke & Cunningham	23/07/2012
27/1213	18/07/2012	Clarke & Cunningham	23/07/2012
28/1213	19/07/2012	WA Baxter & Co	23/07/2012
29/1213	20/07/2012	Clarke & Cunningham	24/07/2012
30/1213	20/07/2012	Clarke & Cunningham	24/07/2012
31/1213	20/07/2012	Hills Solicitors Maitland	24/07/2012

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – August 2012

149 Certificate Number:	Date Received:	APPLICANT'S NAME:	Date Issued:
32/1213	24/07/2012	Infotrack	26/07/2012
33/1213	24/07/2012	Realty Conveyancing Services	30/07/2012
34/1213	24/07/2012	Newman & Pengilley	31/07/2012
35/1213	25/07/2012	Everingham Solomons	31/07/2012
36/1213	27/07/2012	Infotrack	31/07/2012
37/1213	27/07/2012	Infotrack	31/07/2012
38/1213	27/07/2012	Michael Butcherine Solicitor	31/07/2012

RECOMMENDATION

For Council's information.

ATTACHMENT A

Fourth Quarterly Review of 2011/2012 Management Plan

Division: Governance
Management Activity: Governance
Section: Council

Council Objective

Provide an awareness of the challenges confronting Local Government on a local and regional basis. To be consistent, efficient and equitable in decision making, to operate with uncompromising integrity and to encourage the citizens of Warrumbungle Shire to participate in the governance of the community.

Activities

Conferences

Consultancies and Subscriptions

Donations

Councillor Support

Civic Functions

Performance Target (Service Levels)

- Councillors provided opportunity to participate and be well informed on all Local Government activities and issues
- Transparent and accountable local government exercising community leadership.
- Promote communication and consultative processes that encourage effective participation by the community and Council's decision makers.
- All civic functions are professionally presented and Councils relationships provide a positive image of Council

Progress Upon Review

- The Mayor continues to attend the Country Mayors Association meeting in Sydney along with Mining Related Councils and OROC conferences. The Shires Association Annual conference was attended also by the Mayor and Cllrs Todd, Campbell and Sullivan in June at Sydney. At this conference Cllr Sullivan was presented with an Outstanding Service Award for his long service and dedication to the previous Coonabarabran Shire and Warrumbungle Shire Council.
- All consultancy costs and annual subscriptions are paid on time following Councils procurement policy and local government procedures.
- Community consultations sought for inclusion in the Management Plan. All donations paid and dispersed as per Council resolution.
- Councillors fees are paid on a monthly basis with any costs for Council travel reimbursed in a timely manner. Council also supports by way of contribution to information technology resources.
- ANZAC Day 2012
The Mayor and his Councillors made representation throughout the Warrumbungle Shire and wreaths were supplied to each town on behalf of Council for laying at the cenotaphs.
- The Mayor holds regular interviews with local radio and ABC radio after each monthly Council meeting. Also regular weekly articles are provided to all local papers.

Division: Governance
Management Activity: Governance
Section: General Manager

Council Objectives

To effectively advise the community of Council's plans, objectives and goals and to foster community involvement and a common sense of purpose.

To promote and foster at every opportunity the unique advantages of Warrumbungle Shire to potential developers.

To encourage existing business to expand to service the Shire and adjoining region.

To ensure that the available resources are used to efficiently and effectively implement Council's aims, objectives and policies.

To develop an organisation that is enthusiastic and willing to accept the challenges of external contestability while providing a total quality service to the community.

To lead Council's Vision, Mission and Organisational Values.

Activities

Organisation Structure

Corporate Affairs

Public Relations

Economic Promotion

Management and Leadership

O H & S / Risk Management

Performance Target (Service Levels)

- To progressively improve the quality and range of services provided.
- To keep community informed of Council activities through all available avenues.
- To review the community facilities available, ascertain desirable classes of developments and facilitate promotional activities.
- To ensure that all Council programs are met, subject to available resources. That new management practices are considered to improve efficiency and effectiveness.
- Implementation of an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.

Progress Upon Review

- The organisational structure continues to be strengthened with the review and provision of learning opportunities for all staff including mentor programs for new staff. Legislative training continues to be held as and when required.
- The community continues to be informed of Council activities by conducting interviews for local radio stations and articles in local papers. With the engagement of a Manager for Communications & IT, the internet is maintained to ensure that communications are available and up to date for the Community.
- The General Managers Annual Performance review was held on 16th May 2012 and conducted with assistance from the Local Government Management Solutions. Councillors attended the performance review.
- **New Council Administration Building**
The construction of the new building commenced 21st March 2012. The Administration Building Project Committee was formed to monitor the progress of the new development and meet on a fortnightly basis. This Committee comprises of 5 Council staff and 2 Councillors. In addition, an Interior Design Committee has been formed to meet and discuss options for the interior furnishings and exterior finishes. This Committee comprises of 3 council staff plus 2 members of the community.

- The General Manager has attended the Country Mayors, Mining Related Councils and OROC conferences. The Shires Association Annual conference was attended in June at Sydney with Cllr Sullivan receiving an Outstanding Service Award for his service to Council. In addition the Emergency Management Conference and GMAC were also attended in June.
- Council and General Manager continue to meet with the proponents of the Cobbora Coal Project in Dunedoo with a public meeting being held in May.
- A morning tea was held for the Volunteers of the Visitors Information Centre in May. The morning tea was a thank you to those volunteers who tirelessly give up their time to assist staff at the centre.
- The Castlereagh Zone Inaugural Medals Presentation was held in May for volunteers within the zone who were presented with Long Service medals and National medals in recognition of their valued service to the NSW Rural Fire Service.
- Councils safety officer continues to monitor all WHS issues and meets with the Eschalon representative to ensure with overall compliance.

Division: Executive Services
Management Activity: Human Resources Services
Section: Human Resources Management

Human Resources Objective

To complete Council's Workforce Management Plan so that HR strategy, workforce structure, competencies, policies and procedures facilitate the achievement of Council objectives, values and operating requirements both now and into the future.

Activities

Human Resources Management

Performance Target (Service Levels)

- Provide comprehensive and best practice Human Resource services to enable staff and managers to achieve their corporate objectives through research, networking and attendance at specialist training sessions.
- Provide advice and support and contribute to the improvement of organisational structure, systems, procedures and processes to ensure an effective and efficient organisational structure.
- Provide advice to management on industrial matters and negotiate matters with staff and Industrial Bodies

Progress Upon Review –

- HR Advance software system continues to be implemented with the task of setting up staff master files anticipated to take place within the next six weeks
- No industrial relations matters this quarter.
- One staff grievance received

Activities

Staff Support

Performance Target (Service Levels)

- Council people are treated fairly and with respect in a culture of safety, equality and merit.
- Employment conditions are both motivational and in accordance with appropriate awards, agreements contracts and legislation.
- Provide an efficient payroll service to the Organisation
- Provide a cost effective, timely and professional recruitment, selection and induction procedure, advice and support services to enhance stability and continuity in staffing establishment.
- Provide comprehensive, easily administrated, fair and equitable appraisal processes to ensure that all staff are assessed at least annually and that employees are remunerated, rewarded and developed in accordance with all relevant Awards, Agreements, legislation and Best Practice principles.

Progress Upon Review

- Recruitment of vacant and newly created positions within the organisational structure continued. Hard to fill positions such as Plumbers and a Water Engineer still poses a costly and ongoing problem.
- Competencies for all staff are being reviewed and updated in line with the Australian Government Industry Skills Competencies
- Staff supplied with yearly Group Certificates on time.

Activities

Safety - O H & S / Risk Management

Performance Target (Service Levels)

- People-related risks are identified assessed and controlled to the extent possible.
- Provide an effective OH&S and Risk Management programme to ensure a safe and healthy work environment for all staff and the public.

Progress Upon Review

- Attended Orana Risk Management Meeting in Condobolin
- Liaised with StateCover for annual Workers Compensation Review
- 4 new Workers Compensation claims received
- Work continues on the Occupational Health & Safety Management System, Safe Work Method Statements and Safe Operating Procedures.

Activities

Training

Performance Target (Service Levels)

- To provide a cost-effective, professional people management service such that Council people reach their full potential as efficient and effective contributors to Council and Warrumbungle Shire.
- To prepare and implement an ongoing training plan that best ensures staff have a suitable level skill to fulfil and improve the delivery of all Council services

Progress Upon Review

- Training undertaken for this quarter included training for Forklift Licences, OHS Induction, Yellow Card, Multibase, Public Interest Disclosure, organisational Code of Conduct/Bullying & Harassment training, Water Data Delivery by Bureau of Meteorology.
- Staff continue to undertake traineeships in Cert III Civil Construction Plant Operations, Road Construction, Business Administration, Children's Services, Information Technology, Community Services, Water Operations and Dual Diploma (Business and Civil Construction).

Division: Executive Services
Management Activity: Tourism and Economic Development Services
Section: Economic Development

Economic Development Objective

To actively promote and provide an efficient and cost effective economic development and marketing program, to facilitate and encourage economic development within the Shire.

Activities

Developmental Services Management

Economic Development

Economic Promotion

Performance Target (Service Levels)

- An accessible, customer focused Economic Development and Information Service.
- Facilitate and coordinate the shire's business growth and industrial land development.
- Implement an effective economic promotion campaign.
- Encouraging a collaborative and collective action by the community towards building active and sustainable communities.
- Establish needs, opportunities and facilitate funding sources for local Economic Development projects.
- Ensure marketing campaign is implemented and carried out through attendance at seminars, expos, workshops and media releases in accordance with allocated budget and adopted Economic Development strategy.
- Conference and special event bids are made on continual basis.

Progress Upon Review

- Support is given to local community groups with planning objectives and grant funding.
- Of note is the changeover of business ownership; in the past year - at a quick count there are more than 13 new business operators – some have purchased businesses while others have established something new; most operators have sought information from the VIC in advance of establishing themselves while others have sought assistance with brochure design, market placements and advertising options.
- Finalised assistance to operator with migration sponsorship for skilled worker; pursuing further opportunities.
- Issues of cultural development across the shire impact on the overall economy and on tourism and economic development.
- Continuing liaison with CDO's re projects and funding opportunities; closely working with Coonabarabran Chamber of Commerce on initiatives – membership, insurance covers which reduce costs for wider community organisations etc.
- To support small business and residents manager initiated Solar Hot Water information days in Coolah and Coona'; liaised with ArtsNSW for workshop session on Business Skills for Artists; negotiated a sponsored Business Breakfast with Natalie Bramble Marketing;
- Designed and prepared collateral for distribution at Rural and Regional Living Expo in August – on a shared display stand with other Orana Regional EDO's; new Economic Promotions brochure design has been completed.
- Manager attended Economic Communities Conference with 2 x CDC's – theme of conference was about resilient rural communities; also attended Grants Network Meeting which was an opportunity to gain understanding of Grant Makers future directions.
- Attended meetings of Orana EDO's at Lightning Ridge – discussion on Skills Attraction Strategy continues and given the industry training providers project of RDA, this EDO project may change yet again.

- Continue to liaise with event planners: Bottlerock Concert a success – intention to present as an annual event – will require more support to make this event sustainable; number of radio interviews across the local area were generated from the concert weekend – Regional ABC provided opportunity to report on progress of coming events etc; Santos North West Tour successful and intention is to run for (at least) next 2 years.

Division: Executive Services
Management Activity: Tourism and Economic Development Services
Section: Visitor Information Services

Visitor Information Objective

To vigorously provide and promote an efficient and cost effective Visitor Information Service and Centre.

Activities

Visitor Information Centre Tourism Promotion

Performance Target (Service Levels)

- An accredited and customer focused Visitor Information Service.
- Implement effective tourism marketing and promotions campaign, which is aligned to market research.

Progress Upon Review

- Coonabarabran VIC achieved re-accreditation at Level 1; Staff continue to undertake training as required; Building and grounds are well maintained and meet all OH&S requirements; Staff working across all areas to meet outcomes and address the staff shortage in the VIC; staff making monthly visits to each community providing stocks of information as required; preparation of new guides which include dining out etc for the small towns – these guides are used in Coonabarabran VIC. Attendance at Maitland Caravan and Camping Show and presence at the Newell Promotions stand at Brisbane Caravan and Camping Show.
- Liaison with event presenters for a number of activities including MotoX State Titles, Santos North West Cycling Tour, Variety Club Bash, Equestrian Expo.
- Marketing initiatives continue to align with research outcomes and targets.
- Advertising purchased in appropriate publications with positive responses.
- Brochure distribution and production - Town Brochures have been published and distributed; re-print of tourism brochure (20,000) with inserts was undertaken in period; reviewing design concepts for next regional brochure.
- Maintained sound working relationships with Newell Promotions, Inland Tourism Marketing and Warrumbungle Cluster; Newell brochure in design stages, hosted a Tourism Forum for Inland Marketing with good response – particularly from new operators, Cluster continues to explore new partnership opportunities including participation in a Destination NSW event on Australia Day.
- Visitor numbers to the Coonabarabran Visitor Information Centre are maintaining at a level slightly higher than the 2011 year to date (106%). It is interesting to note that in 1998 the length of stay for a visitor in Coonabarabran was 1.2 nights - in September 2011 the figure provided by Australian Tourism Research indicates the length of stay (in the shire) is now 2.69 visitor nights (a rise of 224% in 13 years); this figure affirms the economic value of Tourism figure of \$36million for Warrumbungle Shire.

Division: Technical Services
Management Activity: Technical Services

Section: Technical Services Management

Technical Services Management Objective

To provide leadership and technical management expertise for the effective maintenance and sustained improvement of the community's infrastructure assets.

Activities

Management Services

Performance Target (Service Levels)

- Advise the General Manager and Council on policy matters
- Maintenance and enhancement of civil infrastructure to maintain and improve existing service levels
- Develop a culture of commitment to OH&S and risk management within the Division.

Progress Upon Review

- Dominant issues during the quarter include implementation of the new organisation structure, revaluation of water and sewerage assets, budget preparation and of course the works programme in general.
- The IPWEA conference was held in Coffs Harbour and attendance over 1.5 days was very worthwhile in terms of technical papers presented and contacts made.

Technical Services

Performance Target (Service Levels)

- To provide technical advice to the division, the organisation and the Council.

Progress Upon Review

- Work commenced during the quarter on construction of the Baradine Toilet block. Other projects of significance that were undertaken include; Piambra Road, Deadmans Gully on MR55, Digilah Road, Bingie Grumble Road.
- Liaison with consultants for the design of a number of intersections. Also, liaison with consultants regarding finalisation of first stage of the Baradine Floodplain Management plan.

Division: Technical Services
Management Activity: Asset and Design Services
Section: Asset and Design Services Management

Asset and Design Management Objective

To provide cost effective survey, investigation and design for civil projects and asset management support services to the organisation.

Activities

Project Design, Traffic Management and Engineering Assessment of Development Applications.

Performance Target (Service Levels)

- Provision of timely and accurate advice on traffic management issues.
- Provision of accurate and comprehensive civil engineering plans that take into account environmental and OHS issues associated with a project.
- Provision of accurate advice in relation to Development Applications

Progress Upon Review

- Completed designs during period include Gentle Annie Road, Bingie Grumble Road, Saltwater Creek No 2, Box Ridge Road culvert replacement. Ongoing investigation and design on the following projects; Tongay Bridge and Garrawilla Creek on Wyuna Road.

Activities

Asset Management

Performance Target (Service Levels)

- To develop and update asset inventories for asset categories relevant to the whole organisation
- Develop and implement asset condition rating systems based on criteria including remaining life, serviceability and risk of failure or harm.

Progress Upon Review

- Updating inventory and information on Council's water and sewerage system and road network continued during the period.
- Asset Management Plan for Council assets prepared.

Division: Technical Services
Management Activity: Road Operations
Section: Management

Management Objective

Planning, controlling and reporting on the road operation function

Activities

Management

Performance Target (Service Levels)

- Development of annual operating plans for the section

Progress Upon Review

- Outcomes being met within budget allocation

Division: Technical Services
Management Activity: Road Operations
Section: Regional Roads

Regional Roads Objective

The regional road network is maintained and upgraded to meet the economic, social, environmental and road safety expectations of users.

Activities

Regional Roads Maintenance

Performance Target (Service Levels)

- Sealed road network maintained in a safe and trafficable condition
- Unsealed road network maintained in a safe and trafficable condition
- Drainage structures and bridges maintained to ensure functional capacity and in sound condition.

Progress Upon Review

- Due to a large amount of shoulder rehabilitation work being carried out in the first half of the year, pot hole patching and roadside slashing have been the only activities carried out on the regional road network in this quarter

Regional Roads Capital Works

Performance Target (Service Levels)

- Rehabilitation works on sealed roads and road construction works undertaken in accordance with RTA and Austroad design guidelines.

Progress Upon Review

- Work has been completed on approx. 2km of road widening and heavy patching on MR129 (Purlewaugh Road)
- Rehabilitation works at Deadman's Gully on the Black Stump Way have been completed with only some minor drainage and fencing work remaining.

Division: Technical Services
Management Activity: Road Operations
Section: Local Rural Roads

Local Rural Roads Objective

The local road network is maintained and upgraded to meet the economic, social, environmental and road safety expectations of users.

Activities

Local Rural Roads Maintenance

Performance Target (Service Levels)

- Sealed road network maintained in a safe and trafficable condition
- Unsealed road network maintained in a safe and trafficable condition
- Drainage structures and bridges maintained to ensure functional capacity and in sound condition.

Progress Upon Review

- Income for recurrent and special projects.
- Flood damage restoration works is continuing, with construction work completed on the replacement causeway on Guinema Rd.
- Wet weather has necessitated gravel works outside the program, as well as increased grading requirement on the unsealed local road network.

Local Rural Roads Capital Works

Performance Target (Service Levels)

- Rehabilitation works on sealed roads and road construction works undertaken in accordance with RTA and Austroad design guidelines.

Progress Upon Review

- Gravel Resheeting programme progressing well with a number of roads completed in this quarter. These roads included Gamble Creek Rd and Cobborah Rd.
- Construction work has been completed on 1.6km section of Piambra Rd.
- Construction work has commenced on a 700m long section of Bingie Grumble Rd, with all drainage work completed and the majority of the gravel for the project being placed.
- Work has commenced on a 1km long section of Digilah Rd. This work has included the installation of a cattle grid along with the widening of an existing causeway.

Division: Technical Services
Management Activity: Road Operations
Section: Town Streets

Town Streets Objective

Town streets are maintained and enhanced to meet lifestyle expectations of residents and visitors to the towns of Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran.

Activities

Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran Town Streets

Performance Target (Service Levels)

- Roads are constructed and maintained within the urban area to ensure safe and trafficable conditions.
- Drainage structures including kerbing and guttering are constructed and maintained to adequately control stormwater runoff.
- Footpath structures constructed and maintained for safe and reliable pedestrian use.

Division: Technical Services
Management Activity: Road Contracts
Section: Contract Services Management

Road Contracts Objective

Effective management of Council's contract with the RMS and effective delivery of Council's annual bitumen resurfacing program and effective delivery of gravel quarry services for the whole organisation.

Activity

RTA Contract Management

Performance Target (Service Levels)

- Development of strong relationship with RMS for provision of road maintenance and road enhancement services.

Progress Upon Review

- The 'Barneys Reef' project on the Castlereagh Highway commenced during the quarter. The project involves extending a number of pipe culverts, widening and overlaying the pavement..
- A consultant continues to be employed for one to two days per week to manage Council's contract with the RMS.
- Income is above expectations.

Activity

Gravel Pits and Quarries

Performance Target (Service Levels)

- Gravel pit and quarry operations completed in accordance with all statutory requirements

Progress Upon Review

- Completion of the Mine Safety Management Plan is outstanding.

Activity

Bitumen Road Resurfacing

Performance Target (Service Levels)

- Development and completion of annual bitumen road resurfacing program.

Progress Upon Review

- The bitumen resealing programme was satisfactorily completed during the quarter.

Division: Technical Services
Management Activity: Fleet Services
Section: Fleet Services

Fleet Services Objective

To provide modern plant to suit Council's requirements. Provision of safe, secure and effective depots and workshops.

Activities

Management

Performance Target (Service Levels)

- Provision of plant and equipment that meets operational requirements of the organisation and is in accordance with budget constraints

Progress Upon Review

- All plant and equipment are meeting operational requirements; operating expenditure is up 1.016% or \$38,914 on budget forecast. This increase is due mainly to the price increase of material and fuel

Income is up 6.37% or \$263,694 on budget forecast.

Activities

Depots – Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo, Mendooran

Performance Target (Service Levels)

- Provision of safe and secure Depot that meets user requirements

Progress Upon Review

- Depot expenditure has increased slightly due to the price rise of electricity.
- Staff amenities at Baradine depot are being upgraded

Activities

Plant and Equipment

Radio Network

Performance Target (Service Levels)

- Maintenance and repair of equipment completed in a timely manner.
- To maintain an effective communication system for Council's vehicles and offices.
- Plant and equipment downtime is minimised and plant and equipment is safe and reliable to use.

Progress Upon Review

- Queensborough Trig repeater link malfunctioning ,new link has been ordered awaiting installation
- Investigating the need for an additional radio repeater site near Mendooran to aid in mobile radio coverage.

Activities

Workshop Operations – Coolah and Coonabarabran

Performance Target (Service Levels)

- To provide modern workshop facilities to enable efficient repair of Council's plant and equipment.

Progress Upon Review

- Workshop expenditure has increased due to the increase in materials and accounting practices
- All workshop activities are being carried out in a timely manner

Division: Technical Services
Management Activity: Urban Services
Section: Urban Services Management/Horticulture/Streets/Toilets

Urban Services Objective

To provide and maintain parks and reserves, public amenities and facilities for the general public to use and enjoy.

Activities

Parks and Reserves – Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo, and Mendooran

Performance Target (Service Levels)

- Ensure neat and tidy parks at all times so as not to attract reasonable complaints.

Trees - Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo, Mendooran

Performance Target (Service Levels)

- Keep trees in healthy state and to satisfy public within allocated budget.

Progress upon Review

- Trees pruned within budget to a satisfactory standard

Streets Grass cutting - Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo, Mendooran

Performance Target (Service Levels)

- Grass to be kept in tidy state within allocated budget.

Progress Upon Review

- Grass mowing done on rotational basis. Over budget because of wet summer.

Activities

Street Cleaning – Baradine, Binnaway, Coonabarabran, Dunedoo, Coolah, Mendooran and Be Tidy Bins M & R

Performance Target (Service Levels)

- To supply cleaning service to town streets.
- Ensure streets and gutters are kept in a clean state and parking areas.

Progress Upon Review

- Streets cleaned on a rotational basis.

Activities

Toilets – to be cleaned as per schedule

Performance Target (Service Levels)

- Provision of clean and tidy toilets for the benefit of residents and visitors.

Progress Upon Review

- Toilets cleaned daily and additionally as required to avoid complaints.

Division: Technical Services
Management Activity: Water Services
Section: Water - Warrumbungle

Water Objective

To consistently provide a potable water supply to all properties in the urban areas of Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran

Activities

Water Management - Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran

Performance Target (Service Levels)

- Development and implementation of pricing policies that meet costs associated with operations, renewal of assets and upgrading of assets.
- Provision of water in a cost effective and efficient manner.

Progress Upon Review

- The position of Manager Water & Sewerage is again vacant. Also, the position of plumber in Coolah is again vacant following resignation of the incumbent. Despite advertising, the position of plumber in Dunedoo remains vacant.
- A Temporary position of Water & Sewerage Project Officer was created and appointments made.
- Several water main replacement projects have not commenced due to resource issues.
- The fluoridation project is progressing with installation of metering equipment. All of the hardware associated with dosing of fluoride is in place and a date for commissioning is being pursued with the State Government.
- The project to assess the value of water and sewer assets continued during the quarter and required significant resources to provide required information.

Water Supply and Treatment

Performance Target (Service Levels)

- Water available to consumers in sufficient quantity to meet expected daily demands
- Water quality meets national guidelines for potable water supply

Progress Upon Review

- Algae started to grow in Timor Dam from mid April and has been present at various concentrations ever since. The surface mixer on Timor Dam was not working for a number of days due to an electrical fault and this may have allowed to algae to multiply in number. The algae growth has an adverse impact on water quality in terms of taste and odour, however with treatment the water at the tap is clear and fit for drinking. The taste and odour is being addressed with the addition of powdered carbon to the treatment process, however it has limited affect.
- There are still some ongoing water quality issues in an area of Coonabarabran around the block bounded by Dalgarno Street, Charles Street and Cassilis Street. However a program of mains flushing in this area has reduced the number of complaints.

- Pumps and electrical equipment was installed on the new backwash tank at the Baradine Water Treatment Plant. Outstanding works include some pipe connections and electronic controls.
- The project to replace a water main in Bullinda Street in Binnaway commenced during the quarter.
- There are some ongoing operation and maintenance issues with the Mendooran water treatment plant, some of them related to quality of equipment installation.
- Further work was undertaken on the new water main crossing of the railway line in Dunedoo.

Water Reticulation – including service reservoirs, mains, connections and meters

Performance Target (Service Levels)

- No disruption to water supplied to connected properties

Progress Upon Review

- There were four(4) water main breaks during the quarter which is within expectations..

Division: Technical Services
Management Activity: Water Services
Section: Water - Villages

Water - Villages Objective

Provision of a potable water supply in Bugaldie, Kenebri and Merrygoen.

Activities

Water Bugaldie, Kenebri and Merrygoen

Performance Target (Service Levels)

- Source and supply water as required.

Progress Upon Review

- The river pump at Merrygoen on the Castlereagh River failed and required replacement.
- There have been a number of adverse water quality readings for Bugaldie and Kenebri, however they have been addressed without the need to issue a boil water alert.

Division: Technical Services
Management Activity: Sewerage Services
Section: Sewerage – Warrumbungle

Sewerage - Warrumbungle Objective

Provision of efficient and effective sewerage service to all connected properties within Baradine, Coolah, Coonabarabran and Dunedoo and treatment in a sustainable manner and in accordance with licence conditions.

Activities

Sewerage Management Baradine, Coolah, Coonabarabran and Dunedoo

Performance Target (Service Levels)

- Development and implementation of pricing policies that meet costs associated with operations, renewal of assets and upgrading of assets.
- Provision of sewerage services in a cost effective and efficient manner.

Progress Upon Review

- Many capital works, particularly in Coonabarabran are behind schedule due to resource issues.
- The project to extend sewer to a property in Dows Lane was completed during the quarter.
- Pumping stations and manholes generally providing satisfactory service levels.
- Staff have undertaken inspection of around 10% of the sewer network using CCTV for the purpose of providing information to consultants who are assisting with determination of asset condition and ultimately asset value.

Sewage Collection including mains, manholes and pumping stations

Performance Target (Service Levels)

- No overflows from any part of the sewage collection system.
- Pumping stations operating efficiently and effectively

Progress Upon Review

- A significant emergency breakdown occurred on the 5 July at pump station No 2 in Coonabarabran when the duty pump failed and the standby pump also failed when the dry well filled with effluent. Staff and contractors worked all night to clear the well and reactivate the standby pump. A rental pump was obtained and quotations being sought to replace the pump.
- The occurrence of sewer overflows was quite high during the quarter with the 24 sewer chokes being attended too.

Sewerage Treatment Works Baradine, Coolah, Coonabarabran and Dunedoo
Performance Target (Service Levels)

- Treat sewerage to highest possible standard and dispose of effluent in accordance EPA licence conditions

Progress Upon Review

- The EPA licence returns for each Sewerage Treatment Plant was completed during the quarter. Non compliance with licence conditions were reported for each of the sites as follows;
- Coolah;
 - Phosphorous; Licence limit exceeded in one(1) of six(6) samples
 - pH; Licence limit exceeded in six(6) of six(6) samples
 - Oil & Grease: Limit exceeded in two(2) of six(6) samples
 - BOD: Limit exceeded in four(4) of six(6) samples
- Dunedoo
 - Phosphorous: Licence limit exceeded in six(6) of six(6) samples
 - pH: Licence limit exceeded in three(3) of six(6) samples
 - BOD: Licence limit exceeded in three(3) of six(6) samples
 - Total Suspended Solids: Licence limit exceeded in three(3) of six(6) samples.
- Coonabarabran;
 - Nitrogen: Licence limit exceeded in two(2) of twelve(12) samples
 - Total Suspended Solids: Licence limit exceeded in one(1) of twelve(12) samples
 - Discharge volume: daily limit exceeded on one occasion during the year.

Division: Environmental Services
Management Activity: Environmental Services Management
Section: Environmental Services Management

Environmental Services Management Objective

To effectively manage, promote and encourage an efficient and cost effective, caring and understanding Environmental Services Division which is attuned to the communities needs for the natural and built environment. To maintain an accessible and customer focused community information service.

Activities

Environmental Services Management Services

Performance Target (Service Levels)

- Provision of an accessible and customer focused Environmental Services Division.
- Provision of an accessible, comprehensive and easily understood group of strategic planning instruments.
- Efficiently complete all budgeted projects within available resources.
- Develop and maintain a suite of policies to comply with legislation and provide clear guidance to staff and the community.

Progress Upon Review

- Division being managed with the aid of contractors at present due to shortages in staffing in key area of building control. Lack of continuity of employees is not conducive to improvement of processes. Despite shortages management commitments are being met

generally on time and applications and complaints are generally being completed in satisfactory manner.

- No new policies developed in this quarter.
- Considerable time expended in assisting project management of the new Council Chambers and the new LEP.

Division: Environmental Services
Management Activity: Town Planning
Section: Development Assessment

Development Assessment Objective

To assess planning applications for adherence to Council's defined vision (Local Environmental Plan) for the development of the Shire in an ecologically sustainable manner. All applications for consent and enquiries dealt with professionally and within statutory periods.

Activities

Development Assessment

Performance Target (Service Levels)

- Council's planning Instruments and Policies enforced through consistent and high quality approvals.
- To deliver accurate and comprehensive zoning certificates reflective of Council's planning Instruments and Policies.

Progress Upon Review

- Development approval activity continuing as expected with income and expenditures in line with expectations. Applications generally processed within acceptable timeframes however, improvement in turn around times expected with greater public education of DA/CC requirements and improved workflows as more managers come on board in key areas throughout the organisation.
- Town planning expenditure includes figure of approximately \$7,700 for planning proposal for reclassification of public lands LEP.
- Zoning certificates issued generally within 7 days of receipt.

Activities

Heritage Conservation

Performance Target (Service Levels)

- To identify items of potential heritage significance across the Shire.
- To assess relevant planning applications with appropriate sensitivity to their heritage significance.
- Council's planning Instruments and Policies reflect appropriate heritage conservation strategies to enforced by consistent and high quality approvals.

Progress Upon Review

- Heritage Advisor Service higher than expected due to demands of LEP process and increased consultants fees.

Public Land Register & Leasing Objective

Activities

Public Land Register and Leasing

Performance Target (Service Levels)

- To assess leasing applications for adherence to Council's adopted policy and grant limited term leases that permit private/public usage in an ecologically sustainable manner.
- All Vacant Land leased where possible/relevant and maintained in accordance with budget to achieve maximum economic return.

Progress Upon Review

- Vacant land leased and maintained.

Division: Environmental Services
Management Activity: Building Control Services
Section: Building Control Services

Building Control Services Objective

To ensure compliance with statutory building control standards across the Shire and maintain a safe built environment in accordance with community expectations.

Activities

Building Control Services Administration

Performance Target (Service Levels)

- To create an accessible, customer focused building control information and inspection service and create increased awareness of the need for building control services within the community.

Progress Upon Review

- Building control expense increased due to staff at Manager level being supplemented by contractors and filling of the Building Certifier position in the north.
- Building control income also down based on estimate.

Activities

Onsite Sewage Management Systems

Performance Target (Service Levels)

- To ensure that all installations of onsite sewage management systems occur correctly and their operation is compliant with all relevant standards.
- To ensure a high level of compliance with statutory requirements for onsite disposal of human effluent within un-sewered areas of the Shire.
- To promote a healthy environment in accordance with community standards and expectations.

Progress Upon Review

- On site sewage services approved and inspected in accordance with Health Department guidelines and septic complaints responded to and rectifying orders given. Issues mainly relate to Mendooran and Binnaway.

Division: Environmental Services
Management Activity: Environmental Health
Section: Environmental Health Services

Environmental Health Services Objective

To ensure a high level of compliance with environmental health statutory requirements across the Shire.

Activities

Environment Health Services Administration

Performance Target (Service Levels)

- An accessible, customer focused community Environmental Health information service.
- To promote a healthy environment in accordance with community standards and expectations.

Progress Upon Review

- Pools considerably under budget due to staff shortages in the end of season causing a reduction in hours in the Baradine, Mendooran and Binnaway pools.
- Cemetery budget outcome down on expectations in both Income and expenditure.
- No expenditure on the Coonabarabran pool development plan pending a review of the concept after public consultation as part of Integrated Planning and Reporting framework and possible relocation of site.

Activities

State of Environment Reporting

Performance Target (Service Levels)

- To encourage the proper management and conservation of the natural and built environment through accurate State of the Environment reporting.
- Document accurately reflects the current State of the Environment based on available information.
- Local and regional report to be completed annually.

Progress Upon Review

- Regional report completed.

Activities

NSW Food Regulation Partnership

Performance Target (Service Levels)

- To ensure a high level of compliance with statutory requirements for premises involved in food preparation activities through a partnership with the NSW Food Authority.
- Increased public awareness of food safety issues across the shire.
- Provision of an efficient inspection and disposal of contaminated foods service.

Progress Upon Review

- Almost all food premises within the shire have received an initial food inspection by council's EHO. Compliance generally of a satisfactory standard with premises requiring upgrading being encouraged to develop a staged approach.

Activities

Environmental Pollution Control

Performance Target (Service Levels)

- Maintain a healthy environment in accordance with community standards and expectations.
- To ensure a high level of compliance with statutory requirements for the protection of the natural environment across the Shire
- An accessible, customer focused information service about environmental hazards such as pollutants, illegal dumping, and littering.

Progress Upon Review

- Increased activity in illegal dumping which requires council clean-up unless offenders can be detected.
- Use of infrared remote camera has been implemented in key locations to gather evidence for prosecution.

Activities

Public Swimming Pools Management

Performance Target (Service Levels)

- To ensure Council's six (6) swimming pools are operated and maintained to a high standard, and are compliant with any relevant legislation.
- Provide public swimming pools that meet the majority of the communities expectations.
- Manage the maintenance and repairs of Council's swimming pool assets to ensure the efficient long-term provision of those facilities

Progress Upon Review

- Swimming pools now under the control of Urban Services with maintenance program underway and Baradine Pool repairs commencing.

Activities

Public Cemetery Management

Performance Target (Service Levels)

- To provide well maintained cemetery facilities within available resources that meet the future burial needs of the community.
- To ensure a safe and attractive facility that meets community needs within available resources.
- All cemeteries have adequate area available for grave site extension and are maintained to a reasonable and consistent standard.

Progress Upon Review

- Cemetery income and expenses proportionally down on estimates.

- Next stage expansion of Native Grove Lawn Cemetery underway with kerb work completed.
- Cemetery control now under the Manager of Property and Risk.

Division: Environmental Services
Management Activity: Regulatory Services
Section: Compliance Services

Compliance Services Objective

To provide a high quality monitoring and control service for straying stock in line with relevant animal control standards and community expectations. To provide a high quality monitoring and control service to ensure compliance with companion animal keeping standards including the health and safety of the community generally. To provide a high quality support or control services to other departments/divisions on request.

Activities

Stock Straying

Performance Target (Service Levels)

- Promote community awareness regarding the hazards of straying stock.
- Provide a proactive and responsive impounding service.
- Enforce relevant statutory requirements in a professional manner.

Progress Upon Review

Activities

Companion Animal Control

Performance Target (Service Levels)

- Provide a responsive impounding service for nuisance, surrendered and/or straying dogs and cats.
- Provide an appropriate level of assistance with feral, dumped and dangerous animals.
- Enforce relevant statutory requirements in a professional manner.

Progress Upon Review

- Fines and dangerous dog declarations made for dogs attacking people and animals recently and companion animal services provided well across the Shire.

Activities

Vacant Land Management

Performance Target (Service Levels)

- Monitor all land to ensure it is maintained in a safe and healthy condition in line with community expectations.

Progress Upon Review

- Increased illegal dumping activity on vacant crown lands being experienced with known areas being patrolled regularly and to be targeted with surveillance cameras when received.

Activities

Water Supply Monitoring

Performance Target (Service Levels)

- Carry out regular monitoring of water quality of public water supplies, rivers or swimming pools as directed.

Progress Upon Review

- Water sampling carried out in accordance with Health Department requirements and fails resulting in boil water alerts being issued.

Division: Community Services
Management Activity: Community Services
Section: Community Services Management

Community Services Management Objective

To engage the Community and target groups to facilitate and implement Council's Community Services obligations and responsibilities

Activities

Management Services

Performance Target (Service Levels)

- To provide management and direction to staff and volunteers, community groups and stakeholders, supporting the whole division.
- To review strategies for implementation of Warrumbungle Shire Social Plan.
- Provide advice and direction towards delivery of each of community services divisions within the shire creating viable and sustainable services that meet the needs and expectations of the community
- Provide an accessible and customer focused Community Services Division

Progress Upon Review

- Area now merged with Environmental Management, with handover from Acting Director Community Services completed May 2012.

Division: Community Services
Management Activity: Community Services
Section: Local Government Road Safety Program

Road Safety Objective

Participation in Roads and Maritime Service's Local Government Road Safety Officer Program.

Activities

Council Road Safety Strategic and Action Plan

Performance Target (Service Levels)

- Develop and implement road safety educational programs to address local road safety issues by changing road user behaviour
- Increase the involvement of government agencies, local community, service groups, local businesses, industry and individuals in the delivery of road safety programs
- Review of Warrumbungle Shire Council Road Safety Strategic and Action Plan
- Completion of Pedestrian Access Management Plan

Progress Upon Review

- March to 25 May 2012 "Free Cuppa for the Driver" Fatigue program. Warrumbungle Shire participating with Moree Plains, Gwydir, Parkes, Forbes and Lachlan Shires. Visiting drivers can have a free cup of tea or coffee and a chance to win a GPS plus fuel up to the value of \$300 total. Local tourism businesses in the six Shire areas, tourist information centres from Melbourne to the Gold Coast, local service stations, motels and restaurants, local newspapers and radio stations and food outlets participated.
- April 2012 Complete mapping of paths for Dunedoo, Baradine, Mendooran, Binnaway and Coolah. Secretary for Warrumbungle Liquor Accord. Attend OLGA Liquor Accord Workshop at Narrabri. Completed a shift during Easter at Driver Reviver.
- May 2012 attend Bicycle Forum at Parkes with BUG representative, completed a training module at Rotary's RYDA Program, investigated possible road safety issues at Cobbora Coal community information meeting at Dunedoo, commence planning with local schools for Keep Our Kids Safe program to commence at Baradine 16 July 2012.
- June 2012 older driver presentation at Dunedoo covered crashes in our shire and walking safely, early planning of Mendooran Road speed program for next April, complete details of next year's road safety programs.

Division: Community Services
Management Activity: Community Development
Section: Development Officer

Youth Development Officer Objective

The target group for Community Builders includes; organisations of community assisting children, families and youth; socially and financially disadvantaged members of the community, Aboriginal and Torres Strait Islanders and young people aged 12-18 years.

Activities

Youth Development Officer

Performance Target (Service Levels)

- Increased connectedness, resourcefulness, trust, respectfulness or participation in the community, especially within the youth community.
- Organisations increase participation in and engagement with youth in their community.
- Increased social inclusion and life skilling through youth programming.
- Increased training and skills development opportunities.
- Development of new and existing communication and network systems across the shire.
- Increased connectivity between community youth across the shire with Council.
- Development of youth engagement processes within local decision making processes.
- Promotion of youth services, information sharing and networking between youth and community services.
- Ensure objectives and requirements of Funding Agreement are met

Progress Upon Review

- Transition requirements from CSGP to Community Builders completed with commencement of new Youth Development Officer into new role; over expenditure due to restructure of position.
- Facilitation and support of April 2012 School Holiday program, and post evaluation process. 214 children and youth accessed the 2 week program, with 161 identified as Indigenous. Average daily attendance: 48 child and youth, 32 indigenous youth. Acquittal of Tamworth Indigenous Coordination Centre Funding Grant 2011 – 2012 (June 2012)
- Facilitation and support of Warrumbungle Shire National Youth Week 2012 program. 16 events held across the shire, with approximately 440 – 500 young people engaged. Acquittal of NSW National Youth Week 2012 Funding Grant (May 2012)
- Funding Grant submission – Transport for National Youth Week Bluelight Disco. (Acquitted May 2012.)
- Researching funding for youth programming and social skill development across shire.
- Researching proposal for Youth Council within Warrumbungle Shire: including development of models of approach, Memorandum of Understanding, Application process, support and sustainability processes. Facilitation of Mock Council and Mock Youth Action Group (June 2012)
- Advocacy of youth issues and program ideas through Coonabarabran Interagency, Indigenous Forum, Aboriginal Education Consultative Committee, community meetings
- Communication and information sharing process with surrounding shire youth programs
- Continued Integration with youth through new and existing community programs, including Youth Centres in Coonabarabran and Coolah, shire school visits, Coonabarabran Community Youth Theatre Group.

Division: Community Services
Management Activity: Community Services
Section: Emergency Services Coordination

Emergency Services Objective

To coordinate the Shires responses to any emergency. To produce and maintain the Warrumbungle Shire Disaster Plan and Emergency Risk Management Plan in partnership with the Local Emergency Management Committee (LEMC). To encourage volunteer emergency services personnel and organisations.

Activities

To maintain the Shire's readiness for any emergency through pre-planning, preparation, response and recovery.

Performance Target (Service Levels)

- Provide effective assistance to all volunteer organisations including VRA, SES and RFS.
- **Maintain the Shire DISPLAN including contact details and electronic E-Displan**
- Management of SES and VRA Budgets.
- Applying for grants applicable to Emergency Services.
- **Promote community awareness of all Emergency Service Agencies and all Emergency Management Plans.**
- Maintain Shire mapping (GIS) capability for the use during emergencies.
- Maintain the BRIMS Hazard Reduction database to all hazard reduction on Shire land.

Progress Upon Review

- Quarterly Local Emergency Management Committee (LEMC) meeting conducted at Coolah. Visit to Coolah Hospital by committee looking at all aspects of Emergencies including evacuations and Hazardous Materials Well attended by all groups
- LEMC Contact list updated.
- Rural Addressing numbers and road names are being entered in 'Practical' software near completion. This will aid the completion of shire mapping of Rural Addresses for Emergency Services.
- Attended District Emergency Management Committee (DEMC) meeting at Dubbo
- Monitor and manage VRA and SES budgets.
- LEMC members conducted exercise 'Ulan' at the Coonabarabran Industrial Area on the 27th May with a well attended exercise that provided benefits to all agencies

Division: Community Services
Management Activity: Community Services
Section: Noxious Weeds

Noxious Weeds

Implement Noxious Weeds Programs through membership and representation to Castlereagh Macquarie County Council

Activities

Noxious Weeds

Performance Target (Service Levels)

- Membership to Castlereagh Macquarie County Council (CMCC) with Warren, Coonamble, Gilgandra, Walgett Shire Councils

Progress Upon Review

- Recruitment of new General Manager Castlereagh Macquarie County Council (CMCC)
- Councillor attendance at CMCC meetings

Division: Community Services
Management Activity: Community Care Other
Section: Preschools / Community Development Co-ordinators
NAIDOC Week/Youth Week/Seniors Week

Community Care Other Objective

Support the individual community organisations implement programs on local level.

Activities

Preschools

Performance Target (Service Levels)

- Management groups of each Preschool facility supported
- Long term objectives developed in partnership with each management committee and stakeholders to realise opportunities for capital infrastructure improvements
- Support for service provision gaps and opportunities as need arises

Progress Upon Review

- Everyone supported

Activities

Orana Arts

Performance Target (Service Levels)

- As a member council and stakeholder of Orana Arts with Narromine, Wellington, Dubbo and Gilgandra Shire Councils; the Orana Arts Strategic Plan will be basis from where performance targets are determined

Progress Upon Review

- Activities supported

Activities

Westpac Banking Agency Dunedoo

Performance Target (Service Levels)

- Service responsive to Westpac management directions and operations, providing a service that meets the needs and expectations of the community

Progress Upon Review

- Services provided.

Activities

NAIDOC Week/Seniors Week/Youth Week Programs

Performance Target (Service Levels)

- Program of events conducted in partnership with community organisations and Council services
- Profile of activities and programs achieve raised awareness and participation

Progress Upon Review

- Activities held and well supported local events coordinated by Local Aboriginal Lands Council.

Activities

Community Development Coordinators

Performance Target (Service Levels)

- Part time Community Development Coordinators employed in Baradine, Binnaway, Mendooran, Dunedoo and Coolah
- Liaison and support network provided by Council to enable local models implemented across shire

Progress Upon Review

- CDC's in place.
- MOU's reviews for next financial year.

Division: Community Services
Management Activity: Community Services
Section: Libraries

Libraries Objective

To provide and maintain through membership to Macquarie Regional Library (MRL) an effective and community oriented, easily accessible library service that meets the educational, recreational and cultural needs and expectations of the community.

Activities

Coonabarabran Library

Coolah Library

Baradine Library

Mendooran Service Centre

Dunedoo Library

Binnaway Service Centre

Performance Target (Service Levels)

- As a member council and stakeholder of MRL with Narromine, Wellington, Dubbo; the MRL Strategic Management Plan will be basis from where performance targets are determined
- NSW Library Council benchmarks will provide long term objectives for the delivery and provision of services

Progress Upon Review

- Services operating according to MRL Operational Plan
- Branches providing for community needs and local activities
- Dunedoo Library remains constrained by size and layout of available space
- Locks repaired and replaced Coonabarabran Library.
- New Officer in charge.

Division: Community Services
Management Activity: Community Services
Section: Halls and Community Facilities

Halls Objective

To ensure Council owned or entrusted public halls and facilities are maintained to an acceptable standard to service the needs of the community

Activities

Baradine Hall
Binnaway Hall
Coonabarabran Town Hall
Community Services Building Coonabarabran
Coonabarabran Youth Centre and RSL Rooms
Family Support Services Building
Shire Hall – Coolah
Coolah Preschool
Dunedoo Jubilee Hall
Dunedoo Preschool
Mendooran Mechanics Institute
Goolhi Hall and Reserve Trust
Purlewaugh Hall

Performance Target (Service Levels)

- Buildings maintained in a sound, clean and safe condition and available for use as required
- Buildings to be licensed as Places of Public Entertainment

Progress Upon Review

- Mendooran Hall Proscenium Project complete
- Community Services Building Grant successful, dollars revoted to 2012/2013

Division: Community Services
Management Activity: Community Services
Section: Ovals/Sport and Recreation

Ovals Objective

To provide and maintain safe and attractive sporting grounds and other sport and recreational facilities for all users, as well as actively promoting, supporting and encouraging local communities in the provision of management and maintenance of community facilities.

Activities

Baradine Oval
Binnaway Oval, Binnaway Tennis Courts, Binnaway Showground
Coonabarabran Ovals, Netball, Basketball Courts and Tennis Courts
Coonabarabran Racecourse
Bowen Oval Coolah
Robertson Oval Dunedoo
Mendooran Sports Ground and Tennis Courts
Merrygoen Tennis Courts

Performance Target (Service Levels)

- Sporting facilities maintained in a safe and attractive condition
- Optimum use of facilities by a multitude of sporting bodies
- Sporting and recreational activities encouraged and cooperative partnerships developed to increase usage
- Recreational facilities maintained in a safe and attractive condition
- Optimum use of facilities

- Management committees established to manage day to day operations and maintenance of facility where applicable

Progress Upon Review

- Ovals and sporting facilities maintained in safe and attractive condition
- Now attracting regional activities both in summer and winter

Division: Community Services
Management Activity: Community Services
Section: Aerodromes Management

Aerodromes Management Objective

Maintain Aerodromes to Civil Aviation Safety Authority (CASA) regulations to ensure safe and trafficable

Activities

Coonabarabran, Baradine, Coolah Aerodromes

Performance Target (Service Levels)

- Conduct regular and statutory maintenance program

Progress Upon Review

- Maintenance and improvement works carried out at Baradine aerodrome including concreting, painting and minor building repairs.
- Above average rainfall has resulted in a higher frequency of slashing at each of the aerodromes.

Division: Community Services
Management Activity: Social Services
Section: Warrumbungle Community Care

Social Services Objective

To promote and provide services including; Meals Service/Social Support/Respite Care/Home Maintenance and Community Transport to the frail aged, people with disabilities and their carers, so they can live safely and appropriately in the community and in their own homes thus avoiding premature or inappropriate admission to long term residential care. To promote and provide Centrelink Services via Coonabarabran agency.

Activities

Warrumbungle Community Care

Performance Target (Service Levels)

- Efficiently and effectively manage the provision of services to the funded target group as agreed upon with Funding bodies.
- Seek appropriate funding opportunities to enhance existing programs and where an unmet need is identified, lobby for funding to be established.
- To provide quality services which meet the National Community Care Common Standards.

Progress Upon Review

- Quarterly newsletter developed and distributed
- New Community Bus schedule implemented. Increased trips to Baradine and Binnaway. New destinations include Gunnedah and Mudgee.
- Funding Agreements signed and returned for ADHC and Department of Health and Ageing (DoHA).
- Advisory Committees in Northern and Southern ends convened.
- Dunedoo Expo held. Over 80 participants. Local service providers attended and provided information.
- Minimum Data Set (MDS) statistical data submitted to Department Aging Disability and Home Care (ADHC) and Transport for NSW.
- Manager WCC Acting Director Community Services until May. Service Coordinator Acting Manager WCC during this period.

Service Statistics

Program	Northern	Southern	Total	Target
Meals on Wheels	1032	1027	2059	2650
Home Maintenance	131	171	302	598
Social Support	258.5	391	649.50	817
Respite	24	71	95	389
Transport Services	248	468	716	1636
Transport Kms	27,717	26,545	54,262	N/A
Client care/assessment		57		N/A

Activities

Centrelink Agency

Performance Target (Service Levels)

- Provision of Centrelink Agency to service the needs of Coonabarabran

Progress Upon Review

- Centrelink renovations complete. Staff report added security, visibility and reduction in noise. Increased privacy for clients. Department Human Services paid for half the renovation cost.
- 2012-2013 Funding Agreement signed

- Service statistics for morning opening times for Agency below. Statistics during the afternoon period which is self serve are not recorded by staff.

Service	April	May	June	Total Number
Forms/Documents	302	271	334	907
Referral	113	126	83	322
Self Service	4	6		10
Equipment	33	49	51	133
General Enquiry		23	13	36
Number of Customers	188	259	196	643

Division: Community Services
Management Activity: Family Support Services
Section: Family Day Care

Family Day Care Objective

To provide a quality home based Childcare Service to the Warrumbungle, Coonamble and Gilgandra local government areas, that is flexible in meeting the ever changing needs of the families and provides children with an environment that is inclusive, stimulating, safe, flexible and nurturing.

Activities

Family Day Care

Performance Target (Service Levels)

- Provide support, guidance, assistance and monitoring of Educators who are registered with the Scheme
- Ensure the Service is accessible and fulfils the requirements of families and children
- Ensure there is adequate access to appropriate and quality care.
- Ensure the Service meets accreditation and validation requirements by National Childcare Accreditation Council
- Ensure objectives and requirements of Funding Agreement are met

Progress Upon Review

- Inducting 2 new educators for Coonabarabran
- 2 In Home Care (IHC) inductions – Gulargambone and Gilgandra
- Completed successful Re-registrations for all Educators
- Quality Improvement Plan (QIP) completed, which will continue to be a working/living document
- All staff attended Tri-regional Meeting, with great workshops and learning opportunities
- Staff attended Much and Move; Train the Trainer training – workshops to be conducted in August to on train all educators in educating all children about healthy lifestyles and choices

- Staff conducted Educator visits (12); Play-sessions (20); IHC Visits (10)
- Staff attended NAIDOC celebrations providing activities for children
- Quarterly payment summary and newsletter sent to families
- Quarterly reports completed and submitted to funding bodies

A snap shot of Castlereagh Family Day Care numbers for 2nd quarter 2012

Shire	Number of Educators	Number of families	Number of Children	Number of families on waiting list
Warrumbungle	13	79	114	0
Gilgandra	6	49	72	0
Coonamble	4	43	59	0
TOTAL	23	171	245	0

In Home Care (not included in above table)

Shire	Number of Educators	Number of families	Number of Children	Number of families on waiting list
Warrumbungle	3	3	10	0
Gilgandra	2	2	5	0
Coonamble	1	1	4	0
Warren	2	2	4	0
TOTAL	8	8	21	0

Division: Community Services
Management Activity: Family Support Services
Section: Connect Five

Connect Five Objective

Connect Five is a Mobile Children's Service operating in the Shires of Coonamble, Gilgandra and Warrumbungle to assist children 0-5 years to reach their full potential by providing support to them and their families

Activities

Connect Five Management

Coonabarabran After School Care (OOSH) Management

Play Sessions

Toy Library
Development of Parenting Skills
Partnerships in Service Delivery

Performance Target (Service Levels)

- To effectively manage the service within the Funding Guidelines
- To provide enriched opportunities for children, families and communities to become safer, healthier and more resilient.

Progress Upon Review

- The original budget, OOSH was based upon a survey conducted prior to setting up the OOSH service. The outcome was quite different from proposal. 2012 Budget deficit has been carried over to 2013 with an anticipated break-even for the two years.
- Re-registration of Coonabarabran After School and Vacation Care under the new State Regulations 2011
- Applications for Supervisors for OOSH under the new State Regulations 2011 sent.
- Visit from Department of Education and Communities to verify registration of OOSH.
- Currently 8 families participating in the OOSH (Out of school hours) service. 29 Bookings per week.
- Staff training for OOSH re National Quality Framework
- There were 44 Play Sessions and a total attendance of 436 with 96 families participating.
- 32 items were borrowed from the toy library by 23 Families. Family Day Care Staff and Educators are also actively using the library.
- Ongoing development of parenting skills is promoted through the quarterly Newsletter. Written information to support parents is distributed each session as well as verbal support and information as requested.
- Connect Five Staff updated First aid certificates and participated in Mobile Meet Organising Committee.
- A representative from Family Support Services attends interagency meetings each month in Coonabarabran.

Division: Community Services
Management Activity: Yuluwirri Kids
Section: Yuluwirri Kids

Yuluwirri Kids Objective

A Preschool and Long Day Care Centre delivering a quality educational program in a stimulating, safe and caring environment.

Activities

Yuluwirri Kids Preschool and Long Day Care Centre

Educational Programs and Quality Assurance

Performance Target (Service Levels)

- To effectively manage the Centre and gain the full complement of 57 places, while ensuring there is a profitable outcome.
- To provide a high quality program that adheres to the National Quality Standard and Framework.
- Develop partnerships, participation and involvement with other community service providers, schools and stakeholders that cater for the needs of children or have a interest in children.

Progress Upon Review

- Bandulla St (57 places) & Robertson St (20 Places) maintained with permanent bookings and casual bookings at approx. 0-2 years 91% capacity, 2-3 years 95% capacity & 3-5 years 98% capacity. Absences & Vacancies filled with casual bookings.
- Current waiting list is small in comparison to semester 2 2011. Approximately 32 places requested, due to particular days, care type & venue.
- Staff development – 2 staff attended Introduction Microsoft outlook, 1 staff member attended The National Quality Standard Conference, 10 staff attended PACE (Parent and Community engagement) program National Quality Standard (NQS) session, 1 staff member attended Keep them Safe (KTS) information forum, 12 staff attended code of conduct & harassment & bullying training.
- Centre Events in period – Easter Hat Parade, School Photos, Mick Conway Reduce, Reuse, Recycle show, National Sorry Day, National Reconciliation week, NAIDOC week including family barbeque.
- In conjunction with local public school implemented Ready Readers program from Term 2
- Extension Feasibility Study completed and submitted to DEEWR
- Centre is currently working on the Quality Improvement Plan (QIP) for the National Quality Standards, update of service policies.
- 1 Job share educator position & a 2nd teacher position became vacant, positions have been filled with casual educators during recruitment.
- Teacher position became vacant in January 2012, has remained unfilled during this quarter
- 1 Advisory Committee Meeting held.
- Community information session held through PACE program, information session on NQS
- Participated in Community NAIDOC event.
- Parent involvement included Music experiences, Indigenous culture, cooking and art experiences.
- FOYS (Friends of Yuluwirri) parent engagement group commenced fundraising activities
- Playground consultant was engaged to develop a concept plan for playground.
- Curriculum documentation process was reviewed and updated to meet changing needs with EYLF (Early Years Learning Framework) & NQS.

Division: Corporate Services
Management Activity: Corporate Services
Section: Corporate Services Management

Corporate Services Management Objective

To effectively manage the divisional responsibilities of Corporate Services. To promote public awareness of Corporate Services as a responsible, effective and efficient part of Council's operations.

Activities

Corporate Services Strategic Management

Risk Management

Performance Target (Service Levels)

- Ensure that an industry standard, user friendly Management Plan document that provides both qualified inputs and outputs is on exhibition by the end of May
- Provide comprehensive specialist advice to MANEX and Council on key areas such as Finance, IT, Risk Management, Insurance, Supply and Local Government Legislation that ensures that senior staff and Council make informed decisions and achieve corporate objectives.
- Manage and monitor outcomes of the Division and provide leadership of the Division to ensure that stated outcomes for the Division are met.
- No significant loss due to inadequate insurance cover.

Progress Upon Review

- IP&R Documents completed and submitted to DLG as per guidelines. Including Community Strategic Plan, Operational Plan, Delivery Program and Resourcing Strategy documents – Workforce Management Plan, Long Term Financial Plan and Asset Management Plan.

Division: Corporate Services
Management Activity: Corporate Services
Section: Property Management

Property Management Objective

To ensure that Council's commercial properties perform to a level equal to industry standards and positively contribute to Council's non-rate income.

Activities

Medical Centres

Council Chambers

Staff Housing

Performance Target (Service Levels)

- Minor maintenance to be completed in accordance with quarterly inspection programme and determined priorities.
- Council Offices cleaned in accordance with contract specifications.
- Security of the building maintained.
- Minor maintenance completed in accordance with quarterly inspection programme and determined priorities.

Progress Upon Review

- Manager Property and Risk appointed and commenced late May 2012

Division: Corporate Services
Management Activity: Financial Services
Section: Financial Services Management

Financial Services Objective

Provide financial management, support and expertise to all Council business units and establish management accounting policies, procedures and operating systems, to facilitate budget preparation, financial planning and performance analysis to assist the Council to effectively and efficiently record and manage its human, physical and financial resources.

Activities

Finance Services Management

Management Accounting

Performance Target (Service Levels)

- Financial Reporting detail status of all key financial control indicators for: cash, investments, receipting, debtors, rates, assets and budget control.
- Quarterly Budget Reviews completed and submitted to Council by November, February, May and August as per Division Local Government guidelines.
- Council's General Purpose Consolidated Reports are completed in accordance with Australian Accounting Standards and Local Government Accounting Guidelines

Progress Upon Review

- The Financial Indicators for cash and investments have been reported to Council on a monthly basis and this has been supported by an independent investment analysis service.
- Council has been paid in full for its only CDO and to date every FRN has paid out in full as they have all been principal protected.
- Quarterly reviews have been presented to Council as per the Division of Local Governments guidelines in the new format
- First Internal Audit and External Interim Audit completed May 2012
- New Payment of Accounts Policy adopted by Council April 2012
- Monthly Checklist of all financial services objectives and procedures commenced which are signed off by Chief Financial Officer and Director Corporate Services

Division: Corporate Services
Management Activity: Financial Services
Section: Financial Services

Financial Services Objective

To plan, provide and maintain financial systems to optimise the capacity of managers to monitor budgets and manage resources within their control and accountability as well as providing reliable and meaningful information to Council and to meet Australian Accounting Standards for Local Government in external reporting.

Activities

Debtors/Private Works

Rating

Rating Water and Sewer

Cash Management

Accounts Payable

Performance Target (Service Levels)

- Provide ongoing internal control systems to monitor and audit private works carried out by Council.
- Levy and collect rates in accordance with policy and procedure.
- Monitor compliance with debt collection policy.
- Review of ordinary rating and charging structure completed by 31 March
- Rates and charges to be managed in accordance with legislation and Revenue Policy.
- Interest on invested funds to be at least equal to rates published in Financial Review for Local Government.
- Continue to monitor options for better management of Council's Investment Portfolio
- Streamline systems for payment of Council's Accounts Receivables by the use of new technology.

Progress Upon Review

- Councils Private Works are being monitored closely to ensure that the information is collected on a timely basis to enable prompt processing of work invoices monthly
- The rates and charges have been raised in accordance with the Departments guidelines and also Council's policies and procedures.
- Outstanding rates have been pursued in accordance with Council's debt policy.
- Council's ordinary rating and charging structure was reviewed as part of the budget process for the 2012-2013 year. These rates and charges comply with the legislation and the rate pegging increase as handed down by IPART.
- The interest rates achieved for all Council's term deposits have exceeded the benchmark and are being monitored on a daily basis to ensure Council is maximising its return on surplus funds.
- The accounts receivable area are using all the electronic means at its disposal (Postpay, Direct Debit, Bpay, Internet banking and EFTPOS.) to endeavour to facilitate collection of outstanding monies.
- Implemented in April 2012 on the Monthly Checklist is Aged Creditors Report with necessary commentary on any 90 and 60 day accounts. Considerable effort has been made to clear old transactions and as at 30 June the Aged Creditors 90 days and 60 days was reduced to \$3,172.90 and \$2,416.00 respectively.

Division: Corporate Services
Management Activity: Administration Services
Section: Administration Services

Administration Services Objective

To manage and provide leadership and support to the Administration Services staff, to ensure delivery of efficient and effective services to the organisation and the community.

Activities

Administration Records and Support

Performance Target (Service Levels)

- Correspondence registered and allocated within two working days of receipt.
- Support Services to be provided in accordance with clients' needs and needs of organisation.

Progress Upon Review

- Scanning, registering and allocating of correspondence up to date and target of two day processing met during this quarter. Emails processed promptly.
- Interviews held and appointments made for positions of Technical Services Administration Officer, Corporate Services Administration Officer and Records Officer
- Project planning meetings held to develop Project Roadmap for the implementation of the InfoXpert Document, Records and Content Management System during August/September 2012.
- Staff attended workshops on Code of Conduct and Bullying and Harassment Awareness and Public Interest Disclosure Training
- Income at 109% of expected income and budget expenditure at 94% of estimate.

Division: Corporate Services
Management Activity: Supply Services
Section: Supply Services

Supply Services Objective

To provide a cost effective and operationally efficient supply service to the corporation.

Activities

Supply Services

Performance Target (Service Levels)

- Goods and services purchased at best possible prices in accordance with Council policy and legislative requirements.

Progress Upon Review

- Recruitment of Senior Purchasing Officer and Supply Officer completed and appointments made
- Closer controls in monitoring of the stores and with a further improvements in the coming year Council should see even more improvements in the levels of stock being held.

- Stock Take undertaken in May reported to Council June 2012
- Loan Register has been reduced to 15 items as at 30 June 2012, and procedure of checking has been added to Month End Checklist.

Division: Corporate Services
Management Activity: Bushfire
Section: Bushfire and Emergency Services

Bushfire & Emergency Services Objective

To provide assistance to the Fire Control Officer in administering the Warrumbungle Bush Fire Service and to provide effective, safe and operationally efficient equipment. To ensure that resources are provided for volunteer fire fighters to control and suppress fires.

Activities

Bushfire Management
Fire Control/Suppression Objective
Bushfire Running Expenses
Fire Control/Suppression
Fire Control Centres

Performance Target (Service Levels)

- Implement hazard reduction programme to mitigate bush fires and reduce property and stock losses due to fire.
- Provide effective safe and operationally efficient equipment to assist fire fighters
- Assist fire suppression strategies with heavy earthmoving equipment.
- To improve overall command and control at all emergency incidents within the Warrumbungle Shire

Division: Corporate Services
Management Activity: Corporate Services
Section: IT Support Services

IT Services Objective

To provide and maintain an Information Technology service that meets the defined needs of the organisation.

To provide assistance to Council in the strategic and tactical development and direction of Council's IT Infrastructures and services.

Activities

IT Strategic Management
IT Support Services

Performance Target (Service Levels)

- Implementation of IT Strategic Plan 2011 that provides an achievable plan for the resourcing of Council's IT needs for future.
- Oversee enhancements or developments of IT Infrastructures, systems and services as defined and agreed within budgetary, legislative and other constraints.

Progress Upon Review

- Council's IT developments have focussed on the continued installation of Workstations across Council's remote sites, an audit of Council's Printer resources and the installation of cabling to support the IT data needs of staff and the upcoming installation of VoIP (Voice over Internet).

- Council's IT Trainee now has workflow managed under Andor, IT Solutions Partner for Council. This has enabled a more efficient help support for staff, and the Technical Support required for the IT trainee to undertake duties.