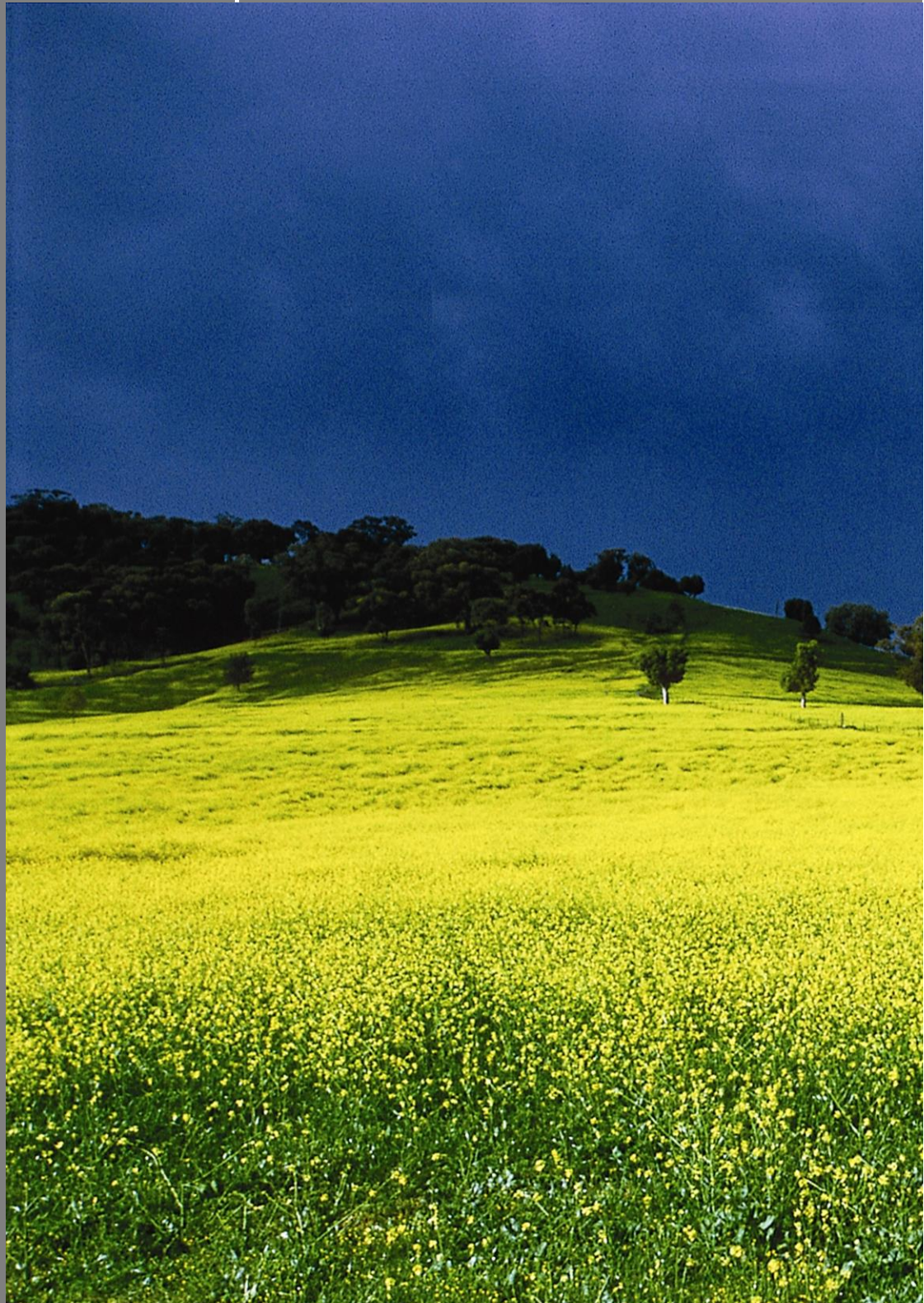


2014/15

Warrumbungle Shire Council

Annual Report



Part 1.0	Introduction.....	4
1.1	Message from the Mayor.....	4
1.2	Message from the General Manager.....	6
1.3	Warrumbungle Profile.....	9
1.4	Council’s Vision, Mission and Values.....	11
1.5	Council’s Charter.....	12
1.6	Councillors.....	13
1.7	Senior Management.....	14
Part 2.0	Performance in Review – Executive Management..	15
2.1	Overview.....	15
2.2	Management and Leadership and Governance.....	15
2.3	Projects.....	15
Part 3.0	Performance in Review – Technical Services	16
3.1	Overview.....	16
3.2	Rural Roads.....	17
3.3	Urban Streets.....	17
3.4	Parks and Gardens.....	18
3.5	Transport and Road Safety.....	18
3.6	Sport and Recreation Facilities.....	19
3.7	Water and Sewerage.....	19
3.8	Fleet Services.....	20
Part 4.0	Performance in Review – Development Services ...	21
4.1	Overview.....	21
4.2	Priorities.....	23
4.3	Waste.....	25
4.4	Tourism and Economic Development.....	26
4.5	Property and Risk.....	29
4.6	Cemetery Services.....	29
4.7	Medical Facilities.....	30
4.8	Public Halls.....	30
4.9	Risk Management.....	30
Part 5.0	Performance in Review – Corporate and Community Services	31
5.1	Overview.....	31
5.2	Administration and Customer Services.....	31
5.3	Human Resources.....	32
5.4	Payroll Services.....	33
5.5	Financial Services.....	33
5.6	Communications and IT.....	34

5.7	Geographical Information Systems – Mapping	34
5.9	Children’s and Community Services	36
5.9.1	Community Care	36
5.9.2	Connect 5.....	36
5.9.3	Yuluwirri Kids	37
5.9.5	Coonabarabran After School and Vacation Care	38
5.9.6	Youth Services	38
5.9.7	Library Services.....	38
5.9.8	Community Development Coordinators	39
5.9.9	Warrumbungle Shire Interagency	39
5.9.10	Community Activities and Events	40
5.9.11	Westpac Instore	40
Part 6.0	Financial Review.....	41
6.1	Introduction	41
6.2	Revenue Breakdown	43
6.3	Expenditure Breakdown	43
6.4	Ratios.....	43
Part 7.0	Other Information	46
7.1	Contacting Council	46
7.2	Ordinary Meetings	46
7.3	Operational and Delivery Plan	47
7.3.1	Delivery Program.....	47
7.3.2	Operational Plan.....	47
7.3.3	Statement of Revenue Policy Requirements	48
7.3.4	Key Features - Operational Plan and Delivery Program.....	48
7.4	Integrated Planning and Reporting	50
7.5	Community Strategic Plan	50
7.6	Competitive Neutrality Pricing.....	51
7.6.1	Competitive Neutrality Complaints.....	51
7.7	Comparison of Stormwater Management	51
7.8	Special Variation Expenditure.....	51
7.9	Statement of Revenue Policy Requirements	51
7.10	Privacy Statement	52
7.11	Committees	53
7.12	Auditor.....	55
7.13	Solicitor	55
7.14	Media	55
7.15	Multicultural	55
7.16	Indigenous.....	55
7.17	GIPA	56

7.18	Elected Member Allowance	56
7.19	Overseas Travel.....	56
7.20	Contracts.....	57
7.21	Private Works.....	58
7.22	Contributions and Donations	58
7.23	External Bodies	60
7.24	Companies.....	61
7.25	Partnerships, Cooperatives, Joint Ventures.....	61
7.26	Compliance With Planning Agreements	61
7.27	Agency Information Guide	61
Appendix 1.0	Payment of Expenses Policy	62



The Hippo – Warrumbungle National Park

Part 1.0 Introduction

1.1 Message from the Mayor



Throughout the year the General Manager, Director of Corporate and Community Services and I together or independently attended several “Fit for the Future”(FFF) meetings, seminars and workshops. This was to get a handle on what was required or expected, and the scale and capacity of the Shire business. The Council determined that our operation would be a “stand alone” Council in a Joint Organisation which was also the determined position by T Corp.

Under the FFF program Council chose option 2 which is the Council Improvement option where we must demonstrate strategies to improve our performance against three of the four FFF criteria ie: sustainability, infrastructure, service management and efficiency.

During the year I gave written evidence for the Coronial Inquiry and appeared at the Parliamentary Inquiry both for the Wambelong Bushfire in 2013. The recommendations have been released for the Parliamentary Inquiry but the Coroner is not expected to give his report until late September 2015.

Also during the year we naturalized twelve new citizens and attended centenary celebrations for the St Mary’s Church in Mendooran, the Dunedoo Agricultural Show and Anzac Memorial Services with one of our popular tourist attractions the astronomical observatories at Siding Spring celebrating their 50th (Golden) Anniversary. Staying with the astronomical tourism theme, the privately owned Milroy Observatory opened in October 2014 during the Starfest celebrations.

The Deringulla Abattoir near Binnaway, which had not been operated for several years was purchased by Crown State Meatworks and has been redeveloped with the possibility of obtaining an export license. This operation employs around thirty staff and has provided a boost to local employment in the area.

Monthly meetings of the 355 Committee to oversee the Cobbora Transition Fund community projects have been ongoing with many projects being completed by the June 30 deadline and the remainder in the early 2015-16 financial year. The Deputy Mayor and other local Councillors and I together with the General Manager and two Council staff are members of this committee with several Dunedoo residents.

Other events in the Shire signaling future development included the Windfarm Information Day held in Coolah and anti gas rallies and community meetings held in several locations throughout the Shire.

The fact that the Shire has the proposed Cobbora Coal Mine wholly within its boundaries; is operating a successful hard rock quarry and has 4,100ha of environmental offsets as a result of the Shenhua Watermark Coal Mine in the Gunnedah Shire prompted Council to become members of the Association of Mining Related Councils (AMRC). At the Annual General meeting of the AMRC in 2014 I was elected as the Chairman for the ensuing twelve months.

Since the amalgamation the idea of forming District Development groups in all of the five small towns has continued and Council meets with all of the groups and in Coonabarabran twice during each twelve month period. In the next financial year the budget has included sufficient funds to form a development group in Coonabarabran and hopefully it will quickly reach the same standard as the other groups.

Our many festivals, shows and expos in all of our towns continued to grow and attract more visitors and tourists into the Shire.

Council has also continued with its wooden bridge replacement programme using the Local Infrastructure Replacement Scheme (LIRS) funding to bring this about.

The performance of the General Manager since he began working with the Shire and over the past twelve months was rewarded with a three year extension to his contract and I would like to thank him, Councillors, Directors and Staff for their continued support and effort.



Peter Shinton
Mayor

1.2 Message from the General Manager



Your Council has entered an exciting phase of community engagement and communication. Introducing the use of social media in the form of twitter# @WarrumbungleSC and Warrumbungle Shire Facebook, has enhanced the opportunity to deliver a message with a photo in real time to convey the message. Council maintains regular spots in the local newspapers, bi annual rounds of community meetings, interviews on both main stream and community radio, television and website media.

Another successful communication initiative has been the introduction of quarterly seasonal news letters. There have been 9 editions with titles to reflect the season; Summer Snapshot, Autumn Ambles, Winter Wrap and the Spring Step.

An after hour call service is now in place so we don't miss that vital call after the switch has closed. The introduction of an Audio Vision Link called Blue Jeans has revolutionised the internal communications between offices and dramatically improved the cost and productivity of staff. Council is always keen to hear how you want to learn about the happenings in your shire.

Apart from the core businesses of roads, rates and rubbish, Council have been engaged in many new and some long term ongoing projects.

Long serving staff member Rebecca Ryan left Council to take up the position of General Manager at Blayney Shire Council. Well done Rebecca all the very best with your new endeavour. Mr Stefan Murru has been appointed to the position of Director of Corporate and Community Services. New computer software, Civica Authority, was introduced to streamline our records and operating functions. Council has responded to the community and developed a customer service charter.

Council has been heavily involved in a number of indigenous based social projects such as; Project Burra Bee Dee, in partnership with the NSW Police. This initiative involved an early morning exercise program and healthy breakfast for indigenous youth in Coonabarabran. Council supports the Police Aboriginal Consultative Committee. Council also provided funding for Burra Bee Dee upgrade works and Council ensured the facilitation of the Keeping Place and the Burra Bee Dee Photographic Exhibition.

Council's Human Resources have instigated workplace reforms with the introduction of drug and alcohol testing, skin cancer inspections and flu shots.

Other special projects keeping Council busy are; Water Security Bore projects \$1.937mill for Binnaway, Coolah and Mendooran. The Baradine Flood Study. When built, this will be a \$6 million project and the Pedestrian Access and Mobility Plan (PAMP) designed to give greater access to those in the community with mobility concerns.

Council's property port folio, including Crown Lands, has been reviewed and overhauled. The laws around property are constantly moving and require close scrutiny and vigilance

The Cobbora Coal development proposed for a site in the south of the shire has now been mothballed and is unlikely to proceed. Council continues to engage with authorities to best determine the future of the 47,000 hectares of land purchased for the development.



As a result of representations by Council to the State Government the Cobbora Transition Fund (CTF) was established. Warrumbungle Shire secured approximately \$8 million for various community enhancement restart projects in and around Dunedoo. These projects include new all weather netball courts, new skate park, new recreational vehicle facilities and an improved heavy vehicle parking facility. Local clubs also benefitted from the fund with new tennis courts, upgraded club facilities etc. Those projects have been well received by the community and are nearing completion. A new \$4.5 million senior living village is about to begin construction.

Australia's largest wind farm project, 288 turbines, total value of approximately \$2.5 billion proposed for the Liverpool range to the east of Coolah is slowly progressing. Community enhancement contributions from the project developer for this project will continue to be high on Council's agenda.

The Coonabarabran community is in receipt of the findings of the Upper House Enquiry into the devastating Wambelong bushfires. The panel handed down 29 recommendations one of which recognised that Council is still \$500,000 out of pocket. The Mayor's Bushfire appeal has been extended for a further two years and continues to support those most affected with twenty three development applications being lodged and approved for rebuilding of houses and sheds. Council has waived the development application fees for these applications and the Mayor's fund is supporting various other costs such as design and water provision. The result of the Coroner's investigation is immanent.

Council continues to negotiate with the Department of Planning to reinstate existing holdings that were taken out of the new LEP by the department.

Warrumbungle Shire along with the other 152 Councils in NSW was tasked with developing a "road map" to the future to prove that we are 'Fit for the Future'. Council determined that we meet the criteria and are trending in the right direction to be Fit for the Future. This road map was lodged with the Minister for Local Government on 30th June 2015.

The abattoir at Derringulla is now up and operating. Improvement works are ongoing and a full compliment of twenty two staff is now on hand. The operators are in the process of obtaining export licensing. With useful rain and strong commodity prices I am sure this venture will continue to prosper.

Council has also commenced the construction of three concrete bridges over creeks in the Baradine district.

The Mayor and I regularly attend the Orana Regional Organisation of Councils (OROC), Association of Mining Related Councils (AMRC), NSW Country Mayors Association, Castlereagh Zone Liaison Committee and Castlereagh Bushfire Management Committee (BFMC). Siding Spring Dark Skies Project.

Council also attends the annual Roads Congress, where the vital Roads to Recovery (R2R) funding is discussed and the Federal Government is lobbied for ongoing support of the rural roads network.

The Warrumbungle Quarry continues to produce high quality construction products. This business arm of Council is operated on a commercial basis and successfully competes in the open market.



Finally I extend my heartfelt thanks to Mayor Peter Shinton and the Councillors for their continued support. I also thank the staff at Warrumbungle Shire Council for a job well done. The initiatives of the Fit for the Future requirements have underpinned our policies and ensured that we are in better shape to serve you, the community, year on year.

I commend my 2014/15 annual report to the community of Warrumbungle Shire.

Steve Loane
General Manager



The Breadknife - Warrumbungle National Park

1.3 Warrumbungle Profile

Population:	9,588 (2011 Census)
Area:	12,380 square kilometres
Towns:	Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo, Mendooran
Villages:	Bugaldie, Kenebri, Merrygoen, Neilrex, Leadville, Cobbora, Uarbry, Ulamambri
State Seat:	Barwon
Federal Seat:	Parkes

The Warrumbungle Shire is strategically positioned on the Newell Highway mid-way between Brisbane and Melbourne.

A number of highways and main roads traverse the shire providing links with surrounding regional centres.

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

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

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



The shire is also a meeting place for the nations of our traditional owners and custodians of the land.

The northern part of the shire is home to the Gamilaraay people while the southern part of the shire is home to the Wiradjuri people.

Also the nations of the Weilwan and Kawambarai (Werriri) come into the Shire on the western border. Their history, traditions and culture are being recognised as an important part of the Shire's history.

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

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

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

Each of the communities has their own special claim to fame.

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

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

The communities enjoy the services of quality schools and health services. The shire boasts a broad range of cultural, sporting and recreational activities.

Retailing in each centre provides services to those communities and the provincial centres of Tamworth and Dubbo, located within 2 hours of the centre of the Shire complements local level services.



Photo David Kirkland

1.4 Council's Vision, Mission and Values

Vision

Excellence in Local Government

Mission

Council will provide

Quality, cost effective services that will enhance our community's lifestyle, environment, opportunity and prosperity.

Infrastructure and services which meet the social and economic needs and aspirations of the community now and in the future.

Effective leadership and good governance, by encouraging teamwork, through a dedicated responsible well trained workforce.



Values

Honesty

Frank and open discussion, taking responsibility for our actions

Integrity

Behaving in accordance with our values

Fairness

Consideration of the facts and a commitment to two way communication

Compassion

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

Respect

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

Transparency

Open and honest interactions with each other and our community

Passion

Achievement of activities with energy, enthusiasm and pride

Trust

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

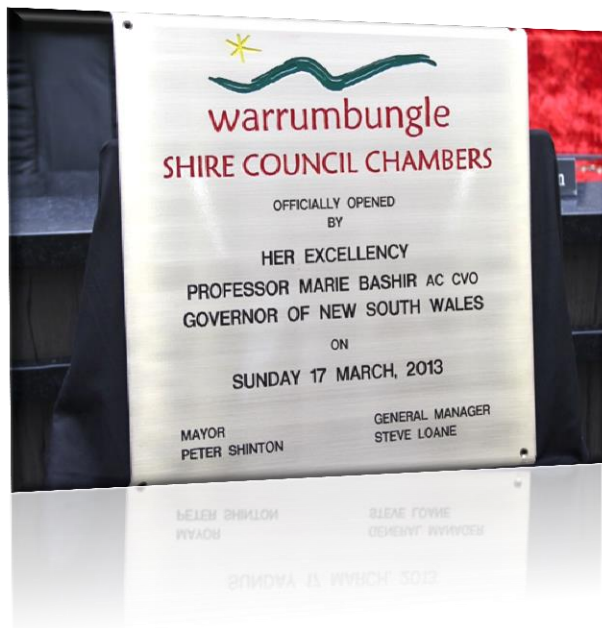
Opportunity

To be an enviable workplace creating pathways for staff development

1.5 Council's Charter

Section 8 of the Local Government Act 1993 contains a set of principles that are a guide to Council in carrying out its functions. A copy of this Charter is provided below:

- to provide directly or on behalf of other levels of government, after due consultation, adequate, equitable and appropriate services and facilities for the community and to ensure that those services and facilities are managed efficiently and effectively
- to exercise community leadership
- to exercise its functions in a manner that is consistent with and actively promotes the principles of multiculturalism
- to promote and to provide and plan for the needs of children
- to properly manage, develop, protect, restore, enhance and conserve the environment of the area for which it is responsible, in a manner that is consistent with and promotes the principles of ecologically sustainable development
- to have regard to the long term and cumulative effects of its decisions
- to bear in mind that it is the custodian and trustee of public assets and to effectively plan for, account for and manage the assets for which it is responsible
- to engage in long-term strategic planning on behalf of the local community
- to exercise its functions in a manner that is consistent with and promotes social justice principles of equity, access, participation and rights
- to facilitate the involvement of councillors, members of the public, users of facilities and services and council staff in the development, improvement and co-ordination of local government
- to raise funds for local purposes by the fair imposition of rates, charges and fees, by income earned from investments and, when appropriate, by borrowings and grants
- to keep the local community and the State government (and through it, the wider community) informed about its activities
- to ensure that, in the exercise of its regulatory functions, it acts consistently and without bias, particularly where an activity of the council is affected
- to be a responsible employer.



1.6 Councillors

Council has nine Councillors with the Mayor elected annually by his or her peers. Local Government elections were held in September 2012. The current Councillors are listed below:



Councillor Peter Shinton
Mayor

Phone (02) 6842 2055
peter.shinton@warrumbungle.nsw.gov.au



Councillor Murray Coe
Deputy Mayor

Phone (02) 6375 0265
murray.coe@warrumbungle.nsw.gov.au



Councillor Gary Andrews

Phone (02) 6844 1893
gary.andrews@warrumbungle.nsw.gov.au



Councillor Anne-Louise Capel

Phone (02) 6377 4620
anne-
louise.capel@warrumbungle.nsw.gov.au



Councillor Fred Clancy

Phone 0429 030 400
fred.clancy@warrumbungle.nsw.gov.au



Councillor Victor Schmidt

Phone (02) 6842 1500
victor.schmidt@warrumbungle.nsw.gov.au



Councillor Chris Sullivan

Phone (02) 6375 1461
chris.sullivan@warrumbungle.nsw.gov.au



Councillor Ron Sullivan

Phone (02) 6842 8226
ron.sullivan@warrumbungle.nsw.gov.au



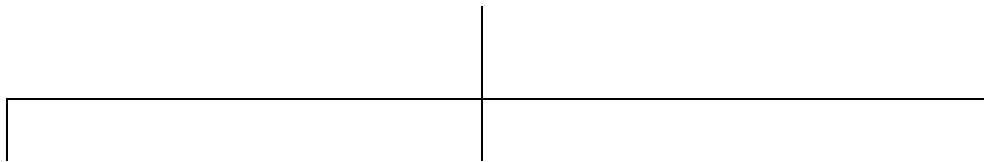
Councillor Denis Todd

Phone (02) 6843 1831
denis.todd@warrumbungle.nsw.gov.au

1.7 Senior Management



General Manager
Steve Loane



Director Technical Services
Kevin Tighe



**Director Corporate and
Community Services**
Stefan Murru



**Director Environmental
and Community Services**
Leeanne Ryan



Part 2.0 Performance in Review – Executive Management

2.1 Overview

The following reports provide an overview of the progress in Council implementing its Delivery Program and Operational Plan. The reports review the progress of each strategy included in the Delivery Program. The following pages provide an overview of the achievements for the principal activities listed below, grouped by Directorate and Branch.

2.2 Management and Leadership and Governance

Council's General Manager branch is responsible for all aspects in relation to management and leadership of the organisation. The section is populated by the General Manager, Executive Assistant to General Manager, Project Manager, Executive Assistant Special Projects and Personal Assistants to the Directors of Council.

The General Manager is responsible for the efficient and effective operation of the organisation and for ensuring the implementation, without undue delay, of decisions of the Council. In particular, to assist Council in connection with the development and implementation of the Community Strategic Plan, Resourcing Strategy, Delivery Program and Operational Plan.

The General Manager is also accountable for the preparation of Council's Annual Report and State of the Environment Report, the day-to-day management of staff in accordance with an organisational structure and resources approved by the Council. The General Manager is delegated to appoint, direct and dismiss staff and implement Council's Equal Employment Opportunity management plan.

Our Councillors represent the make-up and varied interests of their communities of the shire and work effectively together, taking their responsibilities as elected officials seriously. Council provides an appropriate range of services and facilities that are responsive to community needs and Council bases its activities and decision-making on principles of openness, transparency and accountability. Council maintains a visible presence across the shire through decentralised offices, services and depot facilities, which maintains a strong sense of local identity and place.

See Message from the General Manager (1.2) for further information

2.3 Projects

Projects ensures capital projects, which have predominantly been funded through state government programs, are managed professionally to deliver nominated outcomes for Warrumbungle communities. A total of \$16.8 million in capital projects was managed, comprising of \$8.4million in Restart NSW Cobbora Transition Funding and \$7.78 million for Rural Fire Service projects.

This included project managing the construction of the Yaminbah and Dunedoo RFS stations, and initiating project management on the Coonabarabran RFS Fire Control Centre. Warrumbungle Shire Council has also been contracted by Liverpool Plains Shire Council to project manage the Liverpool Plains RFS Fire Control Centre.

Projects involve the preparation and implementation of project management plans, addressing time schedules, budgets, risk, resources and communications. Procurement processes include tendering, initiating and administering contracts, together with auspicing and acquittal of funding programs.

The role engages with external government agencies and the wider community, such as the Warrumbungle Cobbora Transition Fund 355 committee, Infrastructure NSW, Public Works NSW, RFS and other local government organisations.

Projects ensures Warrumbungle Shire Council professionally manages extensive capital projects whilst engaging with external government agencies, the community and other stakeholders.

Part 3.0 Performance in Review – Technical Services

3.1 Overview

There were many significant features during 2014/15 that dominated activity in the Technical Services Division of Council including; completion of a \$23.4m works program, completion of projects associated with the Dunedoo Cobbora Transition Fund, responding to Fit for the Future challenge, preparation of funding submissions, responding to diminishing water sources for rural roadworks, and implementation of a revised staffing structure.



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

The Technical Services Division completed \$5.5m worth of capital renewal and expansion projects, \$4.0m was spent on maintaining rural roads, \$2.9m was spent on maintaining urban infrastructure and \$3.4m was spent on maintaining water and sewerage assets. Expenditure on private works including expenditure on contract works for Roads & Maritime Services amounted to \$2.9m. Council's hardrock quarry operations at Coonabarabran returned a modest profit when product on hand is taken in account. Expenditure on providing fleet services to Council amounted to \$2.6m.

Significant asset renewal and improvement projects in the rural area include; Coolah Creek Road, Quia Road, Black Stump Way, Mow Creek Bridge and resurfacing of gravel roads. There were many capital projects in the urban areas including; Robertson Oval netball courts, Milling Park Toilets, cycleway in Coonabarabran, rehabilitation of kerbing and guttering in Coonabarabran, improved traffic management facility in Binnia Street Coolah. There is now an increase focus on pedestrian access in each of the towns in the Shire and during the year a Pedestrian Access Mobility Plan (PAMP) was completed. The PAMP enables Council to better target the various funding opportunities available for pedestrian access.

2014/15 saw a wave of invitations from the State and Federal Government's to local government authorities to lodge funding submissions for numerous infrastructure projects. Council responded to the invitations and made numerous submissions for road and bridge projects, water and sewerage projects, road safety projects and aerodrome projects. Many of the submissions were successful which will make the 2015/16 year a significant year for capital projects.



*Construction Mow Creek Bridge
Binnaway Road*

The State Government through the NSW Department of Primary Industries – Water Division requires all Councils that operate a water and sewerage business to have in place a policy on liquid trade waste. This policy affects all commercial businesses that discharge effluent to sewer as a direct result of their commercial operations. Council continued implementation of this policy during the year and appreciates that it is another regulatory burden on commercial property owners. The fees imposed on commercial operators are set so that expenditure incurred is recovered, that is, Council will not receive any additional revenue as a result of implementing the policy.

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

3.2 Rural Roads

Council is responsible for maintaining and making improvements to 2,276km of local rural roads, of which 450km are sealed, and also to 399km of regional main roads. Council also undertakes roadworks under contract to Roads & Maritime Services on 186 km of state roads, including sections of the Golden Highway, Newell Highway and Castlereagh Highway.

The renewal of bitumen seal on local rural roads during the period included 8.32km bitumen resurfacing at a cost of \$204,600 and 1km of pavement rehabilitation on Coolah Creek Road at a cost of \$134,000. There was \$425,000 expended on maintenance activities such as pot hole patching, repair of bitumen edge breaks, shoulder grading and roadside grass slashing. Council's program of extending the network of sealed roads was suspended for five years or until appropriate levels of funding for such capital expansion works becomes available. There was 9km of bitumen resurfacing works undertaken on various regional main roads throughout the Shire at a cost of \$234,100.

The renewal of unsealed roads involved resurfacing of 37km at a cost of \$894,000. During the period 638km of maintenance grading was undertaken of roads across the Shire at a cost of \$1.9m.

3.3 Urban Streets

There are six urban areas in the Shire; Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran. There is a total of 139km of roads in the urban areas. Maintenance activities in town streets include; street cleaning, emptying of street bins, maintenance of street gardens and street trees and cleaning stormwater drains.

Renewal activities during the period include; 4.7km of bitumen resurfacing, replacement of 100 metres of concrete kerbing and guttering in Coonabarabran and replacement of around 100 metres of concrete footpath across the Shire.



*Construction of a new footpath
Cassilis Street, Coonabarabran*

There is 29km of concrete footpath in urban areas across the Shire. Council is now working with community members through the Pedestrian Access Mobility Advisory Committee to identify sections of footpath that restrict access for mobility impaired pedestrians. Also, the Committee is working to prepare a plan of streets where renewal of existing footpath is required and where new concrete footpaths are required.



*Rehabilitation road pavement
Heavy vehicle bypass Coolah*

3.4 Parks and Gardens

There are 19 park areas in the Shire and maintenance activities include; grass cutting, watering, weeding, tree pruning and general horticulture task associated with numerous garden beds. Council was pleased to work with Coonabarabran Rotary to install outdoor fitness equipment in the new park area upstream of the Mary Jane Cain Bridge.

There are eight(8) sets of playground equipment in park areas across the Shire. Also, there are 12 toilet blocks maintained and renewed by Council. The toilets are cleaned at different times during the week, however at a minimum staff undertake toilet cleaning 70 times each week.

3.5 Transport and Road Safety

There is a registered aerodrome at Coolah and a registered aerodrome in Coonabarabran and there is an unregistered aerodrome in Baradine. Maintenance tasks undertaken by Council staff include grass slashing, weekly inspections and maintenance of the bitumen runway surface in Coonabarabran. A particular issue being investigated is the repair of runway lights at the Coolah aerodrome.



Council's Road Safety Officer has been involved in a number of road safety programs throughout the year including; workshops for supervisors of learner drivers, 'Just Slow Down', 'Keeps our Kids Safe', and the award winning program 'Free Cuppa for the Driver'.

3.6 Sport and Recreation Facilities

Council takes pride in being able to provide quality sport and recreation facilities that meet expectations of users in the Shire.

Council operates and maintains a swimming pool in each of the six towns as well as sporting fields, associated buildings such as grandstands, kiosks and toilet facilities.



Construction set to commence on two new concrete netball courts

Robertson Oval in Dunedoo

3.7 Water and Sewerage

Council provides water services to residents in Baradine, Binnaway, Bugaldie, Coolah, Coonabarabran, Dunedoo, Kenebri, Mendooran and Merrygoen. In all there are 3351 service connections. To provide this service, there are four(4) water treatments plants, 11 bores, 3 wells, one(1) dam, 15 town reservoirs and 137 km of water mains. The quality of water delivered to water connections meets requirements of Australian Drinking Water Guidelines and monitoring of the quality is undertaken by the NSW Government through the Department of Health and the Office of Water. Fluoride dosing is occurring in Coonabarabran and Baradine.

New water mains were installed in Cassilis Street Coonabarabran, between Charles Street and Neate Street. A program of removing 'dead end' mains continued with a new main being installed from Coonabarabran's No 1 Oval and the John Oxley Caravan Park. Also under the same program, work commenced on the installation of a water main between Nott Street and Sullivan Street Dunedoo.

The renewal of the clarifier at the Baradine water treatment plant is a major project and investigations continued throughout the year. Council has adopted a recommendation to replace the existing clarifier at an estimated cost of \$1m.



Additional three staff members were trained and licenced in the fluoride dosing operations across the Shire.

Sewerage services are provided to residents in Baradine, Coolah, Coonabarabran and Dunedoo. In all there are 2570 connections. Infrastructure to support these connections

includes four sewage treatment plants, nine pumping stations and 80 km of sewer main.

A complete maintenance assessment was completed of sewer pump stations and pumps located at sewage treatment works across the Shire. Six sewer pumps were replaced and the aerator at the Dunedoo sewage treatment plant was renewed.

Council is now an active member of the Lower Macquarie Water Utilities Alliance, which is an alliance of 12 Council's across the Orana Region. Projects implemented by the Alliance during the period include review of telemetry operations, safety inspection of water treatment plants and sewer treatment plants, assessment of water reservoirs and updating of best practice management plans.

3.8 Fleet Services

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

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

3.9 Emergency Services

A report from the RFS Community Safety Officer was unavailable. A new Community Safety Officer for the RFS has only just been appointed to this position.

Council conducted all quarterly LEMC meetings with all meetings well attended by Emergency Agencies and representatives from both Dubbo and Tamworth.

Contact Lists and Emergency Management Plans are regularly updated. The new EM Plan (previously called DISPLAN or Disaster Plan) has been commenced and the States EM Plan template is been worked through by the LEMC committee. This process will continue into 2016 with agencies identifying the Hazards that will require LEMC support.

WHAT TO DO

Follow instructions and proceed to a safer place

Remember that during emergencies, phones, power and transport become vulnerable thus adding precious time to all tasks.

Notify authorities of vulnerable or aged residence that require assistance during emergencies.

WHAT DO I TAKE

Depending on the urgency of the evacuation, remember the following :-

- MONEY / CREDIT CARDS / IMPORTANT DOCUMENTS
- BEDDING FOR ONE NIGHT - PILLOWS / SLEEPING BAGS ETC
- CHANGE OF CLOTHS / FOOTWEAR / TOILETTES
- MEDICATION / GLASSES / OTHER MEDICAL ITEMS
- CHILDRENS SPECIAL NEEDS, NAPPIES / BABY FOOD / COMFORT TOYS
- MOBILE PHONES / CHARGERS
- FOOD / DRINKS FOR ONE MEAL

PETS (Include method of constraint - Chain/Lead/ Food)

IF YOU HAVE A VEHICLE

INCLUDE VALUABLES / MOMENTOS / EXTRA CLOTHS / PERSONAL ITEMS

PRE PLANNING

- Use your BUSHFIRE SURVIVAL PLAN
- Check off from lists, items to take and jobs to do.

The infographic includes images of a car interior, a dog, a cat, a teddy bear, a mobile phone, a wallet, a first aid kit, a sleeping bag, and a red 'BUSH FIRE SURVIVAL PLAN' booklet.

Council is supported efforts of the Baradine Community by attending the Community Information nights held at Baradine. These included both a Flood and Fire Information night.

The Council's Emergency Services Coordinator has updated the Emergency section of Council's Web Page including a new Evacuation section "I want to Burn" page with advice for both Rural and Town residents within the shire.

The Council's Emergency Services Coordinator monitors the costs associated with the provision of services by the NSW Fire and Rescue Service, which is partly funded by Council. The NSW Fire and

Rescue provide a town fire protection service to Coonabarabran, Coolah and Dunedoo.

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

Kevin Tighe
Director Technical Services

Part 4.0 Performance in Review – Development Services

4.1 Overview

Management Objectives

Effectively manage and promote an efficient Development Services division attuned to the needs of the built and natural environment.

Establish a consistent set of contemporary policies and procedures across the department to ensure a high standard of customer service and legislative compliance.

Ensure all projects are completed in accordance with their outcome objectives and within the allocated budget.



Development Management Services

- Signing of Agreement for the implementation of Electronic Housing Code (EHC)
- Implementation of the Authority DA Module
- Implementation of DA Tracking
- Heritage advisor resigned in December New Heritage Advisor now appointed
- Actively participate in Council's Building Expo, provide Development Application, Construction Certificate information to residents
- Alcohol Free Zones being renewed for a further four years

Regulatory Services

- Actively represent Council in relation to SSO within Council
- Review of waste services and costs – resolution of Council obtained to seek EOI for waste and recycling collection and exchange of recycling crates to 240L wheelie bins on rural runs for WH&S purposes

Town Planning

- Total of sixty four (64) Development Applications were approved which had a total value of \$14,241,837. This included thirteen (13) new residential dwellings.
- Total of four hundred and twenty two (422) Section 149 Certificates were issued.
- Development Applications received for works to be completed under the Cobborah Transition Fund
- Planning Proposal completed and sent to Department of Planning for finalisation for land Zoned RU1 that was previously zoned R1 (b) & (c).
- Further Planning Proposal in progress to protect dwelling entitlements for bushfire affected residents

Building Services

- Ten (10) Complying Development Certificates were issued.
- A weekly average of four (4) critical stage inspections including all drainage and plumbing inspections and twenty five (25) Site or Bushfire Assessment inspections were carried out.
- A total of thirty (30) Construction Certificates and five (5) Occupation Certificates were issued.
- Total of nine (9) 149d Building Certificates were issued.
- Two (2) Section 68 Local Approvals were issued for manufactured houses.



- Assist applicants with completing application forms and obtaining information in regards to plans.
- Five (5) Swimming Pool Compliance Certificates have been issued with the deadline being moved to 29 April 2016 for all houses that are to be rented or sold to have a compliance certificate.
- Septic Inspections and approvals conducted as required.

Environmental Health Services

- Sixteen (16) Section 68 Approvals were issued for the Installation of an On-Site Sewer Management System and fourteen (14) Approval to Operate an On-Site Sewer Management System were issued.
- Fifty nine (59) high risk food shop inspections were conducted throughout the year.
- Four (4) Environmental complaints followed up
- Dumping of stock truck effluent
- Three (3) Asbestos complaints dealt with
- Potable water samples collected as per NSW Health requirements

Compliance Services

- Council Compliance Officers have continued with night patrols to identify straying dogs at night. In 2014/2015 one hundred and nine (109) dogs and thirty (30) cats were seized and transferred to the Council Pound forty four (44) were released to their owners and sixteen (16) cats and twenty seven (27) dogs were surrendered to Council Officers. Of these companion animals, seven (7) were sold and eight (8) were sent to the RSPCA for re-housing, sadly one hundred and twenty five (125) were euthanized as they were not suitable for re-homing.
- The Council Pound was broken into and three (3) dogs were stolen from the facility.
- Continued cooperation with the RSPCA in the rehousing of suitable unwanted companion animals.
- Focus on Stock on Roads with increased numbers of cattle on roads throughout the Shire. Consultation with Police and Local Land Services to establish an action plan to reduce the number of stock on roads.
- Investigations taking place into illegal dumping of rubbish on public land.
- Overgrown block auditing with letters sent out to owners
- Microchipping clinics held in Baradine, Binnaway, Coonabarabran, Coolah, Dunedoo and Mendooran throughout June 2015

Pound Data	Cats	Dogs
Seized	30	109
Returned to Owner	-	-
Transferred to Council facility	30	109
Abandoned or Stray	6	1
Surrendered	16	27
Animals transferred from seizure activities	30	109
Released to Owners	-	44
Sold	-	7
Released to RSPCA for re-homing	2	6
Died at Council facility	-	1
Stolen from Council facility	-	3
Escaped from Council facility	1	-
Total euthanized	49	76

Tourism and Economic Development

- Maintenance of Level 1 Visitor Information Centre Accreditation
- Completions of ArtSpace and Keeping Place and installation of repatriated artefacts
- Implementation of tourism promotional plan that saw an increase 5.13% in visitor numbers to the visitor centre

- New co-operative marketing partnerships across the ORANA region
- Production of Regional Visitor Guide
- Development of a Regional relocation Strategy
- Attraction of film crews to region
- Assistance with grant funding for a television drama televised at Siding Spring and surrounds
- Membership of the Small Business Friendly Councils

Property and Risk Management

- All building maintained and upgraded to keep them to a high standard
- This year has seen progress towards the updating of the Business Continuity Plan
- Councils insurance needs have been managed with only a couple of claims made this year i.e. storm damage at the Coonabarabran Racecourse

Cemetery Services

- A new notification board has been set up in Coonabarabran's Native Grove Cemetery listing names of the interred
- Progress has been made with the Coonabarabran DPS and History Group in preparing for a Memorial Wall at the Coonabarabran Cemetery budgeted for construction in the 2015/16 financial year
- New name plaques have been installed at Binnaway Cemetery
- The gates at the Coolah Cemetery restored to their former glory

Medical Facilities

- Council has achieved full tenancy with all medical commercial premises throughout the shire
- Mendooran continues to be available for visiting medical practitioner
- Coolah residence has gone from having a resident visiting medical officer (VMO) as the tenant to the local hospital leasing the building to ensure that it is always available for VMO's for Coolah Hospital

Halls

- Binnaway Hall has been repainted externally
- New fire exit doors on the Purlewaugh Hall have been fitted in conjunction with local committee and Council
- Baradine Memorial Hall has had improvements undertaken and planning commenced for new toilets
- Dunedoo Jubilee Hall received grant funding through the Cobborah Transition Fund to replace the toilet, paint and renovate the kitchen and bar areas. Work has commenced and hope to complete the works in November 2015

4.2 Priorities

Environmental Management Services

- All community-based heritage work within the Shire completed within NSW Heritage Office requirements.
- Liaise with the Community regarding DA Tracking and what functions can be used for applicants to track applications.
- Implement Electronic Housing Code and educate members of the public to use the program including the Interactive Building site.
- Continue with implementing the Waste Strategy in line with Council Resolution.
- Actively engage in future Container Deposit Scheme proposals as relates to Warrumbungle Shire Council

Regulatory Services

Town Planning

- Ensuring continued compliance with the Orana Regional Environmental Plan No 1 – Siding Spring, necessary to safeguard the operations of the Siding Spring Observatory; as well as providing Council input into the proposed revision of this plan.
- Information supplied to applicants of the requirements for development on Bush Fire Prone Land.
- Communicating the Shire Wide Development Control Plan with community members.
- Proceeding with Planning Proposals that have commenced for dwelling entitlements and bushfire affected residents



Building Services

- Approvals and Building inspections carried out within timeframes to ensure compliance with delivery plan.
- Information supplied to applicants undertaking building works within land identified as Bush Fire Prone in relation to the building requirements set out under the Planning for Bushfire Protection 2006.
- Undertake a review of all procedures for Building Services.
- Continue with the Swimming Pool Inspection Program to ensure all swimming pools comply with the Swimming Pools Act 1992 and the swimming pool regulation and the relevant Australian Standards for swimming pools

Environmental Health Services

- State of the Environment Reporting to be completed in accordance with new Integrated Planning and Reporting framework.
- Compliance with Council's obligations under the NSW Food Regulation Partnership.
- Undertake a review of procedures for all Environmental Health Services activities.
- Inspection program for On-site Sewer Management Systems (OSSMS) in high risk areas to be established.
- Engagement with Contamination Central to review contaminated land within the Shire.

Compliance Services

- Micro-chipping and registration of companion animals with ½ price micro-chipping days being organised in each town.
- Reduction in nuisance dog complaints
- Reducing dog attacks by dealing with dangerous dogs and menacing dogs.
- Reduce illegal dumping of rubbish and the number of overgrown blocks with regular patrols.
- Community education programs to be conducted to ensure owners of companion animals are aware of their responsibilities when owning an animal.
- Review procedures for all Regulatory Services activities.
- Increase the number of animals released from the pound to either their owners or to new owners.
- Stock on Roads to continue to be a focus point for the Compliance Officers while on patrol.



Tourism and Economic Development

- Implement a tourism and economic development plan that provides positive outcomes
- The Implementation of a Relocation Strategy which promotes the benefits of living, working and investing in the Orana Region, and more particularly Warrumbungle Shire; the project is an initiative of the Orana EDO Network in partnership with RDA-Orana
- The Establishment of an Umbrella Organisation for Coonabarabran which draws together the efforts and initiatives of the individual community organisations (some 200) to create a cohesive and responsive organisation that represents the views of the broad community.
- Attract additional businesses to the Shire
- Strengthen ties with the SBFC network
- The implementation of a Shop Local campaign done in partnership with local businesses and community organisations

Property and Risk Management

- Council continue its firm commitment to Risk Management
- Ensure that all buildings and property under Councils care are managed appropriately

Cemetery Services

- All Cemeteries have been maintained within budget
- Extra care is taken to ensure that premises maintained during celebratory times throughout the year e.g. Christmas, Easter, ANZAC Day, Mothers Day and Fathers Day
- Ensure that the sensitive needs of the community are addressed appropriately when arrangements for internments are being made and dealing with Council regarding cemeteries.

Medical Services

- Ensure continued service to the Community
- Ensure that facilities are available for medial practitioners in the Shire

Halls

- All halls to be available throughout the year.
- The Town Halls managed by Council are maintained and their standards improved to make them as asset for the community in the years to come.

4.3 Waste

During August 2013, Council adopted its Waste Management Strategy aiming to set the direction of the waste business for the Warrumbungle Shire for the future years. An improvement was made this year with regards to financial viability with the business generating a surplus for the reporting period. Further work on the actions from the Waste Management Strategy will be reviewed and implemented over the next twelve months.



Landfilling of domestic waste continues to be undertaken at the Coonabarabran Landfill. It is envisaged that the site has further potential life with changed landfilling practices. Kerbside recycling was undertaken during the reporting period, with income being received from the sale of recyclables to processors. Council continues to be an active participant in Netwaste, and participated in the following programs associated with Netwaste during the reporting period: Waste Oil Recycling, Scrap Metal Recycling and Household Chemical Clean Out.

DrumMuster continues to be supported by Council with collection centres located at Coolah and Coonabarabran.

4.4 Tourism and Economic Development

Warrumbungle Shire is a region of communities working together to promote the positive values of rural and regional living. The pursuit of recreational experiences is an important contributor to the local economy. The wellbeing of Warrumbungle Shire is measured by its creative and progressive thinking and action, and the Economic Development and Tourism Advisory Committee (EDTAC) and unit works effectively across those issues which impact on lifestyle and development to ensure a strong image and far reaching sustainability.

The Community Strategic Plan, developed as part of the IP&R process, refers to the values, spirit and resilience, and the environment and local economy. When put in the context of future planning, the document identifies a vision which acknowledges the diversity and unique values of the communities across the shire. When the resources and energies are pooled, the potential to become a strong tourism and economic centre is enhanced.

Through the Economic Development and Tourism Unit there is continued involvement in a variety of projects for the benefit of the shire and its residents. An Economic Development and Tourism Advisory Committee (EDTAC), representative of industry and communities from across the Shire meets quarterly to manage a small promotional budget and provide advice to Council and progress elements of the CSP.

While the January 2013 bushfires seem to be a long time ago, the impact on the business community is more far reaching than ever envisaged as the community works to re build and reignite confidence in the future. Community and Council await the outcomes of the enquiries undertaken by government post fires. However, it should be noted, that at a time when small communities are feeling the impact of contracting economies, the communities of Warrumbungle Shire continue to display a resilience that reflects positivity and confidence in the future. The changing face of the business community is indicative of a confidence in the future, and in Coonabarabran alone the establishment of new businesses and the change in ownership of others reinforces that confidence and wellbeing within the community. There is no question that new businesses across the shire will generate increased economies; something as simple as the opening of a new store can impact positively across the shire the creation of employment and reducing the need to travel to regional centres for retail purchasing.

The Orana Economic Development Officers (EDO) Network continues to meet regularly focussing on projects and partnerships that provide mutual benefit to the participants and profile the region as one which provides a great lifestyle as well as diverse experiences. Building population in our regional communities by relocation has been the focus in the past year and the network has engaged in meaningful discussion and action on attracting families to the region. We all acknowledge that employment opportunities are the major incentive for relocation to our region and Warrumbungle Shire has endeavoured to encourage the establishment of new businesses and enterprises which will assist to boost overall population.

The use of the term Tourist as it impacts on local communities is being replaced with the term Visitor; for too long communities have neglected to acknowledge the important part of the local economy that is supported by those residents who have family and friends visit and so the “now term” is Visitor Economy.

Events continue to attract visitors and the involvement of volunteer community organisations in the presentation of events that create a better understanding of our lifestyle and attractions is appreciated. The annual NW Schools Equestrian Expo continues to grow with the provision of new competitions to keep the event dynamic, it is family focused and with increasing numbers generates several million dollars into the local economy. This event, coupled with other equestrian events in the shire, reminds us that we are a rural shire that offers excellent facilities for major events. Local shows profile the importance of primary industries to the shire and the re establishment of the abattoirs and a recent delegation of Chinese businessmen show us there is certainly a future for the livestock industry.

The celebration of 50 years of astronomy at Siding Spring Observatory in 2014 served as a strong foundation for future events and the annual StarFest (with individual events such as Science in the Pub, Open Day at Siding Spring and the Bok Lecture with space traveller astronaut Andy Thomas as a guest presenter) makes astronomy more accessible for all people.

The program of events, coupled with the RYSTARS program of educating young secondary students about astronomy and careers in the related sciences certainly reaffirmed Coonabarabran's claim to be the Astronomy Capital of Australia.

Cycling events have grown with challenges across various terrains and the annual road cycling event from Coonabarabran to Gunnedah and beyond, attracts riders and followers from across the state. The annual Tour de Bungles, Tour de Gorge and Tour de Tops are local events gaining significant followings in the cycling community.

The Crooked Mountain Concert has a reputation for presenting high profile entertainers and while the numbers have been capped to protect the environment, interest in the event continues to grow. NPWS has adopted a new model of management for the event but the benefits to the shire are still palpable.

Arts and cultural activities are enjoyed by community and visitors alike and the volunteer work of those who present these activities and events should be acknowledged.

New to the events calendar in 2014 and re-affirmed in 2015 is the Warrumbungle Food Festival. It is an event that focusses not on high volume food stalls and activities but on health and wellness, and educating people about good locally produced food. The planning committee is realigning the objectives of the festival to ensure the educative role continues throughout the year, not just one weekend. A positive outcome of the 2014 event was the establishment of a health food café and local produce outlet; keeping a young family within the community, responding to unmet needs.

Coonabarabran has proven itself over the years to be a well appointed, centrally located venue for conferences – and during 2014-15 the GRDC Update Conferences, NSW Teachers Federation Conference and a number of smaller events have utilised facilities and contributed positively to the local economy.

The new events calendar on the tourism website allows organisations to load their events live to the tourism website and while response has been slow the value of promotion through this site should not be underestimated. Events from this site become part of a much wider network of events including Visit NSW and Tourism Australia and is accessed regularly by media looking for quirky stories; a recent article about the food festival in the Sunday Telegraph was targeted through this calendar.

Changed requirements of RMS has seen a delay in the installation of the shire boundary signs which feature a colour impression of the shire logo. The street banner poles in Coonabarabran flew ANZAC commemorative banners in the Centenary of ANZAC in 2015 and will feature the banners each year to 2018 as we remember Australia's role in the Great War.



A new Visitor Guide was launched in May and features a full colour production with a Business Directory insert. Distribution is through other visitor centres, at consumer shows, direct mail and through Gateway Visitor Information Centres. Consumer Show presence is a way to ensure we get our message to those who are planning to holiday in Australia and Warrumbungle Shire has a presence in Sydney at the Penrith SuperShow and at the Hunter Valley Caravan Camping and 4WD

Show at Maitland – positive feedback about the shire and quick responses reassure us that these target market sites are valuable in our promotional calendar.

A sound working partnership with neighbouring shires has always been seen as beneficial for Warrumbungle Shire; the involvement in the Castlereagh Cluster/Warrumbungle Region of the Central Inland NSW Destination Management Planning Group continues to provide new opportunities. With the Great Big Adventures of the Great Western Plains we have been able to tap into the marketing benefits of working with Taronga Western Plains Zoo and NPWS; our contribution to the Regional Guide sees us as part of the Visit Dubbo campaigns and able to attract funding from the Destination NSW Marketing Programs. A shared project that looked at the accommodation industry across six LGA's resulted in a White Paper for prospective investors. The co-operation of members of Inland NSW Tourism has seen regular audits of tourism product and the development of positions around the RV market, tourism signage and cultural tourism.

Our partnership with the Newell Promotions Committee requires reinforcement; currently the Visitor Guide features loops on and off the highway and while we argue we need to provide more experiences and that the traveller doesn't see borders and boundaries, we also need to be sure that the focus of the publication is the towns along the Newell.

The proposed absorption of www.warrumbungleregion.com.au into the www.warrumbungle.nsw.gov.au website will see changes to the social media portal and create a mobile friendly website; the news that google will no longer favour websites that are not mobile friendly shows the importance of such a change.

Print media advertising continues to be an important vehicle for sharing our message and advertising is targeted to the markets we know we need to impact on; research and anecdotal evidence shows us that the grey nomads and camping and caravanning are the fastest growing market sector – our task is to stop them longer and encourage spending in our communities and so, to this end we feature heavily in magazines like Caravanning Australia, The Wanderer and Go55's.

This past year we have looked at other media opportunities. Featuring as a great place for filming in the IF magazine and spreads in lifestyle magazines are new boundaries to bridge. We await the final production of the new television series, "Under the Milky Way", some of which was filmed at Siding Spring Observatory and features our town and observatory. Could this be the vehicle to place us on the map alongside "The Dish"?

Tourism is an important economic contributor to the whole of Warrumbungle Shire and Tourism Research Australia (TRA) released figures indicate a steady increase in the local economy, attributed to the tourism and travel industry.

The Coonabarabran VIC has maintained Level 1 Accreditation thanks to the dedication of a small staff and volunteer group who ensure a comprehensive visitor information service. While there is an ever increasing number of people utilizing digital resources for travel and tourism information, research shows that people still want a brochure when they arrive. These same people are still very dependent on the valuable engagement with a local person for accurate and current information. "There is nothing like a local" we are often told. Staff and volunteers are actively engaged in training and families as opportunities arise. Visitor numbers at the Coonabarabran Visitor Information Centre grew by just over 5% on the previous year; this is welcome news and affirms the importance of locals helping visitors. In addition to Visitor Services, the Centre has become an attraction in its own right with the Australian Museum Diprotodon Exhibition, the Keeping Place and the ArtSpace now providing a reason to visit the Centre and stay longer.

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

Warrumbungle Shire recently became a member of the Small Business Friendly Councils (SBFC) established by the NSW Office of the Small Business Commissioner.

Statewide, more than 60 Councils have committed to the program, the aim is to have councils demonstrate their commitment to local small businesses.

The agreed charter establishes benchmarks that enhance public confidence in Council's commitment to engage pro-actively and effectively with small businesses, recognises standards required when engaging with small business and identify best practice approaches to encourage a vibrant small business sector.

In committing to the above outcomes Council agree to the implementation of three Business Improvement Processes.

Council, through the EDT Advisory Committee, has committed to the following action which will see improvement outcomes for small businesses across the shire:

- The rollout of ePlanning where developers are able to complete online application and have constant contact and liaison with development staff during the development approval process
- No fee for Pre-Planning advice for Development Approval
- A Local Purchase Policy which provides a 5% leeway for local contractor and providers of goods and services to Council

In addition Council has committed to the development of guidelines for the implementation of an 'On Time Payment' Policy for creditors of Warrumbungle Shire Council.

4.5 Property and Risk



Council's Property and Risk section is responsible for the administration and maintenance of all property that Council owns or has in its care. It is also responsible for risk management mitigation for Council.

Property management includes maintenance, fire compliance, cleaning, security and insurance for all structures under Council's control. These include halls, staff housing in Coolah and Coonabarabran, medical facilities, depots, Council administration offices and any other "bricks and mortar" under Council's care. In addition, Council is responsible for an extensive portfolio of crown lands and grazing leases and is trustee of a number of reserves.

The Property and Risk division provides services to both the public, and the various branches of Council, and ensures that Council is compliant with all property related legislative requirements. This section is also responsible for Risk Management plans which are developed and implemented for Council to ensure that liability is minimised.

In 2014 - 2015 financial year has seen continued management of Council's assets under the Control of Property and Risk including the acquisition of new property for Council as part of a potential quarry expansion.

4.6 Cemetery Services

Council's Cemetery Services are responsible for the maintenance, interment and strategic planning for the ten (10) operational cemeteries in the shire. There are four (4) closed cemeteries within the shire, which are an integral part of the local history and as such need to be conserved appropriately. Most cemeteries are Crown Land dedications devolved into the care of councils under Crown Lands legislation. Council must also comply with relevant legislation in relation to interment.

A new notification board has been set up in Coonabarabran's Native Grove Cemetery listing names of the interred to be updated every year. Progress has been made with the Coonabarabran DPS and History Group in preparing for a Memorial wall at the Coonabarabran Cemetery which is budgeted for construction in the 2015/16 financial year

New name plaques have been installed at Binnaway Cemetery and the gates at the Coolah Cemetery restored to their former glory. All Cemeteries have been maintained within budget ensuring that extra care is taken during celebratory times throughout the year e.g. Christmas, Easter, ANZAC Day, Mothers Day and Fathers Day.



4.7 Medical Facilities

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

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

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



4.8 Public Halls

Council maintains and is responsible for over 12 public halls that provide opportunities for community gatherings and events. These halls need to be managed and maintained to service the needs of the community. Some halls are overseen by local committees under Council's guidance whilst others are fully administered by Council.

As halls in the Shire are of a varied age, style and use, management plans and maintenance are important.

Maintenance and operational programs take into account the legislative requirements relevant to the individual building, should it be Crown Trust, School of Arts or free hold community land.

This year has seen the hall at Binnaway repainted externally. New fire exit doors on the Purlawaugh Hall have been fitted in conjunction with the local committee and Council. Planning has commenced for new toilets at Baradine Memorial Hall and other improvements to the Hall have been undertaken throughout the year. The Dunedoo Jubilee Hall has received grant funding from the Cobborah Transition Fund to replace the toilets, paint and renovate the kitchen and bar, with these works already in progress: and it is hoped that they will be completed in November 2015. All halls have been utilised throughout the year.

4.9 Risk Management

Council has a firm commitment to Risk Management. This year has seen progress towards the updating of the Business Continuity Plan. Council's insurance needs have been managed with only a couple of claims made this year ie: storm damage at the Coonabarabran Racecourse.

Leeanne Ryan
Director Development Services

Part 5.0 Performance in Review – Corporate and Community Services

5.1 Overview

The 2014/15 financial year has been another big year for the Corporate and Community Services Directorate, with the Directorate focusing a lot of its efforts and resources on the preparation of Council's Fit for the Future submission. This included holding several Council workshops and community meetings to discuss the submission, and develop a list of Improvement Action Plans which were adopted by Council. These Action Plans should hopefully help Council to address the financial challenges it faces as a result of reduced grant funding, a declining population, ageing infrastructure, and cost shifting by other levels of government.

Post the implementation of Council's new Authority Finance System, Council's Finance, HR and Admin functions have spent the year adjusting processes to take full advantage of the new functionality offered by Civica Authority. Council has now introduced a Customer Request Management system to track enquiries and customer requests, and the Authority financials module means that Council staff are now able to access real time detailed information on where Council is going financially. Council went live with the new system on 1 July 2014, and is slowly increasing new functionality to further improve the efficiency and effectiveness of Council's back office operations.

Other major achievements in the 2014/15 financial year included the implementation of social media through the introduction of a Twitter feed and Facebook site, the completion of the roads data capture project, and a revaluation of all of Council's road assets carried out in conjunction with Technical Services. Council's HR Branch may have very well saved a few lives with its Skin Cancer checks, which identified one staff member with Melanoma. Council's Community and Children's Services programs continue to provide a valuable service to the residents of the shire, and Council was successful in gaining a \$200k grant to extend the library in Dunedoo.

Corporate and Community Services met all its statutory requirements in the 2014/15 year, including all IP&R Reporting requirements, and submitted its financial statements well within the legislated time frame. All Business Papers were submitted on time by Council's Administration Branch and Admin registered nearly 14,000 documents in its Document Management System, indicating the high workload of Council's back office functions. In light of the current reforms in Local Government we expect the 2015/16 financial year to be another interesting year for Council and the Directorate is looking forward to the challenges ahead.

5.2 Administration and Customer Services

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

- Annual Report, Agency Information Guide and statutory documentation prepared as required;
- Correspondence and reports prepared as required for internal customers;
- In the report period, 13,944 documents have been registered in InfoXpert, Council's Document, Records and Content Management System.
- Business Papers for Council's monthly meeting were prepared and distributed to Councillors in electronic format on Fridays prior to each meeting with copies available for the public on Monday prior to each meeting. Business Papers and Minutes are available on Council's website;
- 395 resolutions of Council have been recorded during the year as a result of the Council meetings;
- Receipting and counter services provided and clients' requests dealt with in a prompt, courteous, friendly and professional manner.



5.3 Human Resources

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

Over the past twelve months the Human Resource Department has continued to implement and review policies and procedures to ensure both relevance and currency. Implementation of policies such as Alcohol and Other Drug Policy and Procedure (random testing) and numerous safety policies have complemented Council's commitment to improving the work environment for all staff.

HR implemented skin cancer checks, administered flu vaccinations and undertook audiometric testing as a Staff Wellness Strategy. Skin cancer checks saw 89 patients with 4 found with Basal Cell Carcinoma, 25 with severe sun damage, 2 with Squamous Cell Carcinoma and 1 Melanoma. These programmes have had a great response from staff with very positive feedback. It is hoped that these programmes can be continued. Noise dosimeter testing commenced in the second half of the year and continues to progress well. Individual staff are asked to wear a Dosimeter for a full work day, this machine measures the noise levels at the staff's worksite and enables Council to gauge as to whether the staff member should be wearing a higher level of hearing protection when undertaking certain jobs. This has raised a better awareness of staff to take care of their own hearing as well as Council encouraging staff to reduce use and volume of audio headphones, radios and stereos.

Turnover of staff reduced this year with the positive outcome in the recruitment of staff in the trades area which has been an ongoing problem. Recruitment of staff from internal applicants has been a positive outcome and the growing of staff for positions which become vacant continues to be a more attractive solution for skills shortages within the organisation. This year 19 positions were filled by internal applicants and 15 by external applicants.

Staff training is a large component of the HR department. Council continues to encourage staff to look to future opportunities within council's structure, this is proving to be a positive approach when examining the number of staff taking the opportunity to gain Diplomas, Certificate IV and Certificate III's.

The number of Council's workplace incidents continues to be of great concern with 5 Near Misses, 30 Incidents and 13 new workers compensation claims for the year. Workplace Health and Safety continued to be considered as highest importance and the Workplace Health & Safety Officer undertook worksite inspections, encouraged the ongoing production of safe work method statements and identified training.

Senior Staff Remuneration

The General Manager is the only designated Senior Staff member (as prescribed by Section 332 of the Act) employed by Warrumbungle Shire Council during the twelve month period.

The Senior Staff member's total remuneration package, which includes all costs associated with employment for the period 1 July 2014 to 30 June 2015 is as follows:



Particulars	\$
Value of salary component of package	213,819.41
Bonus payments, or other payments not forming part of salary component	0.00
Superannuation(salary sacrifice and employer's contribution)	22,051.15
Non-cash benefits	0.00
Fringe benefits tax for non-cash benefits	6,237.15
Total	242,107.71

5.4 Payroll Services

This year payroll services faced the challenge of a new financial system. All staff received their pays on time and all staff offered the opportunity of accessing salary sacrificing and advised by an independent expert as to their suitability for the system.

Sick Leave	\$ 347,083.30
Carer's Leave	\$ 158,223.59
Parental Leave	\$ 3,311.98
Maternity Leave	\$ 13,426.22
Health & Wellbeing	\$ 5,584.98



5.5 Financial Services

The 2014/15 financial year was a big year for Council's finance branch as it was the first twelve months since updating to the Civica Authority financial system. This has been a significant project for Council's finance branch and Council as a whole during the 12 months.

The new system has provided Council with an improved reporting capability and a more integrated data platform that integrates with customer requests, Council's GIS system, as well as providing registers for a wide variety of Council tasks. Council went live with the new system on 1 July 2014/15, and is slowly increasing new functionality to further improve the efficiency and effectiveness of Council's back office operations.



Council recorded a higher than forecast deficit in the 2014/15 due predominantly to higher than expected Non Cash Expenses of \$416k (Depreciation and Employee Liabilities).

The Federal decision to peg General Rates allowed Council to increase its General Rates Revenue by only \$165k (2.3%). The ability of Council to offset these types of political changes are limited to increasing revenue from grants, user charges and other services coupled with continued curtailing expenditure through efficiencies or service reductions. This type of decision highlights the reliance rural councils have on grant funding and clearly demonstrates that a budget decision made far away can have a significant and far reaching impact on small rural councils like ours.

There were some significant achievements made by Council's finance branch in the 2014/2015 financial year, including:

- The implementation of Civica Authority across the whole of Council;
- Completion of Council's 2014/15 financial statements within the required State Government deadline;
- Undertaking work on many of the Cobbora Transition Fund Projects ;
- Once again passing of a balanced budget and Delivery Program for the next four years, despite the tough operating environment that Council faces;
- Completion of all other IP&R requirements, including the re-casting of Council's Long Term Financial Plan, Delivery Program and Operational Plan. Council's Long Term Financial Plan was also included as one of 7 "best practice plans" in the recently released IP&R Manual, with all other best practice plans being from well off Sydney Councils such as Mosman, Waverley, and Warringah.
- Council's debt recovery performance also continued to improve in the 2014/15 financial year with Council's rates outstanding ratio decreasing from 13.30% in 2013/14 to 8.44% In 2014/15. This figure now meets the State Government benchmark for rural councils of <10% which is a significant improvement.
- Furthermore there were no WH&S incidents or loss time to injuries in Financial Services during the 2014/15 financial year.

5.6 Communications and IT

Communications, Information Technology (IT) and Geographical Information Systems (Mapping) services are provided by this division as a corporate service to all other divisions of council and the wider community.

To enable all staff access to information technology across a shire that is geographically spread requires a resilient IT network that is accessible. The WSC IT Network comprises of a private cloud structure with a central server and data storage environment located in the communications room of the Coonabarabran office. All sites across the shire link to the Coonabarabran Communications Room via a private internet datalink. The Coolah administration office communications room is the site for a backup datacentre.



Challenges of poor mobile phone coverage and small bandwidth for public internet connections may impact on staff accessibility to information technology. To manage this, the Coolah and Coonabarabran offices have a private 20/20mb fast datalink, with a private point to point Wi-Fi network, linking the majority of Council sites within these two towns with a fast internet service. This includes the Depots, Family Services and Community Care. Remaining sites in Coonabarabran, Dunedoo, Mendooran, Binnaway and Baradine remain on the public ADSL infrastructure until telecommunication facilities are improved.

Security for the WSC IT Network incorporates three components – firewall, internet browsing/email security, and USB/external plug-in devices via onsite security hardware. The security software installed onsite supports the WSC IT Network as a stand alone, resilient and cost-effective IT system that supports the Business Continuity Plan.

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

5.7 Geographical Information Systems – Mapping

Geographical Information Systems, or mapping, provides a corporate service to improve efficiencies for staff and provide map information to the community as requested.



Following the GIS strategy, a single source of truth database is being developed in conjunction with enquiry software. IntraMaps enables all staff with a WSC Network login to view and annotate mapping information across the whole shire.



The GIS Officer trains staff on the use of the program, and is working across all divisions of Council to source and collate data into the SQL server database located at Coonabarabran.

Data has been sourced from the existing ArcGIS database, which had previously only been utilised by Technical Services staff within Council, property and rates database, the LEP, Land and Property Information cadastre and other state government agency information where available.

The GIS Officer has been able to prepare map layers by request on specific projects such as the Pedestrian Access Mobility Plan, and is working alongside staff from other divisions to capture data to support the WSC Asset Management Plan. Local roads across the shire have now been mapped with accurate data points, with town streets, footpaths and trees partially completed.

GIS also oversees the Comprehensive Property Addressing System (CPAS), which requires local government to comply with state government policy on providing an accurate rural roadside and town street addressing database. The CPAS database is utilised by government agencies, Emergency Services and utility services such as Telstra, and the state government has identified that the current database needs to be updated to improve addressing accuracy.

5.8 Communications

External communications has focussed on the use of the WSC website, all local papers across the shire, local community radio stations WCR FM (Coonabarabran) and Three Rivers FM (Dunedoo/Coolah), ABC Western Plains and Central West Radio and a quarterly community newsletter.

All editions of the *Coonabarabran Times*, *Dunedoo Diary* and *Coolah Diary* each feature a story on a WSC service together with a Notice advert. All editions of the *Mendooran Pride* and the *Binnaway Bush Telegraph* feature Notice advert information and a story if space allows.

The majority of administration and PA staff have been trained in uploading and editing content on the WSC website. This enables each division of council to ensure information is kept up to date and is applicable to the services provided to the community.

A staff working group is contributing towards redesigning the WSC and Warrumbungle Region website, together with the introduction of social media through a Twitter feed and Facebook.



5.9 Children's and Community Services

5.9.1 Community Care

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

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

In 2014/15 financial year Warrumbungle Community Care provided the following services:

- 10,006 meals
- 5,535 hours of social support
- 1,763 hours of home maintenance
- 222 hours of respite
- 15,304 community transport trips

5.9.2 Connect 5

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



In November 2014, there were 65 children attending Connect Five play sessions. Of these 65 children, 17 (26%) were babies aged 0-2 years and 19 (29%) toddlers (2-3 years). There were a further 29 (45%) children of preschool age – 11 were 3-4 year olds, 11 were 4-5 year olds and seven (7) had achieved their fifth birthday. Attendance increased dramatically in the first half of 2015.

In a survey conducted at the end of 2014 the social aspect of play sessions was mentioned by nearly everyone who returned a survey. Getting together with other parents, meeting new people and just the opportunity to get out of the house with the children were mentioned as things most enjoyed about the Service. Parents also mentioned that they enjoy seeing their children interact with other children, meet new children and form new friendships. Other things that people enjoy about the Service include:

- Access to the toy library.
- The advice received from staff and the regular handouts with parenting ideas and tips about child development.
- Appreciation for new skills being developed in children – things like language and confidence, and for the stimulation that babies experience.

Connect Five is a Licensed Service and that also provides Occasional Care for those who wish to attend an appointment, school, shopping or something else. Some parents also wish to give their child the opportunity to experience a childcare setting on their own for a short period in preparation for starting pre-school. In 2014/15 Occasional Care was used in Coonabarabran, Binnaway and Baradine, where mothers took the opportunity to attend the gym. Although this is a very small part of the Service it is greatly valued by those who use it, particularly in places where there is no childcare service.

The Mobile Pre-school class run by Yuluwirri Kids, Monkey Room, continued to be run under the Connect Five Children's Services Licence in 2014/15. Attendance levels at the Monkey Room were over 95% in 2014/15.

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

5.9.3 Yuluwirri Kids

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

The Centre operates three (3) classrooms:

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

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

Over the course of the year this means that Yuluwirri Kids offers 14,350 places per annum. This equates to 325 places a week, 49 weeks a year of Long Day Care and 40 weeks a year of Preschool.



5.9.4 Castlereagh Family Day Care

Castlereagh Family Day Care provides education and care to over 91 families and 122 children and is the only Family Day Care service located within the three Shires it services, being Warrumbungle Shire (covering the towns of Coonabarabran, Coolah, Baradine, Binnaway, Mendooran and Dunedoo), Coonamble Shire (Coonamble and Gulargambone) and Gilgandra Shire. Castlereagh Family Day Care is an established service and has been operating for 23 years.

Castlereagh Family Day Care currently has 14 Educators in our scheme. Two (2) Educators are based in Coonabarabran with one (1) currently on maternity leave expected to recommence in 2015/16. A further three (3) Educators are based in Coolah, two (2) Educators in Coonamble, four (4) Educators in Gilgandra, one (1) Educator in Mendooran and one (1) Educator in Gulargambone.

Educators child care places fill quickly once established and most have families waiting for care. Some Educators also care for children older than 13 as per special circumstances. With the demand for Family Day Care, we are constantly trying to recruit new Educators to meet the growing needs of our communities.

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

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

5.9.5 Coonabarabran After School and Vacation Care

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

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

5.9.6 Youth Services

The Youth Development Program continues to actively engage and empower the youth of our Shire through a variety of programs and initiatives, and through the ongoing support of agencies, organisations and community groups.

A major event during the year was National Youth Week which provides the opportunity to celebrate young people’s contribution to our Shire.



5.9.7 Library Services

Macquarie Regional Library provides library services in Warrumbungle Shire. Library services are provided in each of our local towns – Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran. In 2014-15 Macquarie Regional Library provided the following services in Warrumbungle Shire:

Workload	2014/15
Number of registered users	43,336
Proportion of the population who are registered users	65%
Number of items issued	341,144
Number of reference / subject enquiries	28,793
Number of items catalogued	16,368
Number of hours the internet is used	31,798
Wi-Fi Hotspot Log-Ins	55,848
Online database access	57,272



The number of registered users as a proportion of the total population is a very significant statistic for Macquarie Regional Library. Across New South Wales (NSW), at the end of the 2013-14 year, 3,599,088 people were members of their local libraries. This was around 48% of the population of NSW. The Macquarie Regional Library membership rate of 65% is therefore significantly higher than the NSW rate.

In addition to regular borrowing and utilisation of the internet and other library facilities, local libraries offer a number of other activities in our local communities. In 2014-15 these included:

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

In 2014/15, Warrumbungle Shire Council and Macquarie Regional Library were successful in receiving almost \$200,000 funding through the Public Library Infrastructure Grants Program. The grants are being used to revitalise Dunedoo Library.

5.9.8 Community Development Coordinators

Warrumbungle Shire Council provides funding for the employment of Community Development Coordinators in each of the Shires' towns. The Community Development Coordinators are employed by the local Progress Associations or Development Groups. The role of the Community Development Coordinator in Coonabarabran is currently filled by Council's Manager Economic Development and Tourism.

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

In 2014/15 the Community Development Coordinators had a highly successful year with a large amount of funding being sourced for programs, activities and infrastructure in our local towns.

5.9.9 Warrumbungle Shire Interagency

The Warrumbungle Shire Interagency was reinvigorated in 2014/15. The Warrumbungle Shire Interagency meets monthly throughout the year. The purpose of the Warrumbungle Shire Interagency is to provide a forum:

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

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

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

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

5.9.10 Community Activities and Events

In 2014/15 Council was pleased to be involved in the following community activities and events:

- Australia Day
- ANZAC Day
- Seniors Week
- National Volunteer Week
- National Youth Week
- Community Consultation Meetings
- Partnership activities with the Coonabarabran Local Aboriginal Land Council
- Coonabarabran Disability Information Group
- Children's Week
- NAIDOC Week
- Family Day Care Week
- School Holiday Program
- Health and Community Expo's
- Cobbora Transition Fund Projects

5.9.11 Westpac Instore

Under the terms of an Instore Banking Agreement with Westpac Banking Corporation, Council manages the Westpac Instore in Dunedoo. This agency is operated according to Westpac management schedules and the service continues to meet operational targets and the needs of the community. During the year Banking staff have achieved positive results in the Mystery Shop and Operational Performance Management Customer Measures. During this report period, Council has been advised that Westpac will be closing their network of Instores. As a result of Westpac's decision, the Dunedoo Instore is due to close in February 2016. Instore Staff provide support to Council through the provision of rates collection and front counter support to Council operations.

Stefan Murru
Director Corporate and Community Services

Part 6.0 Financial Review

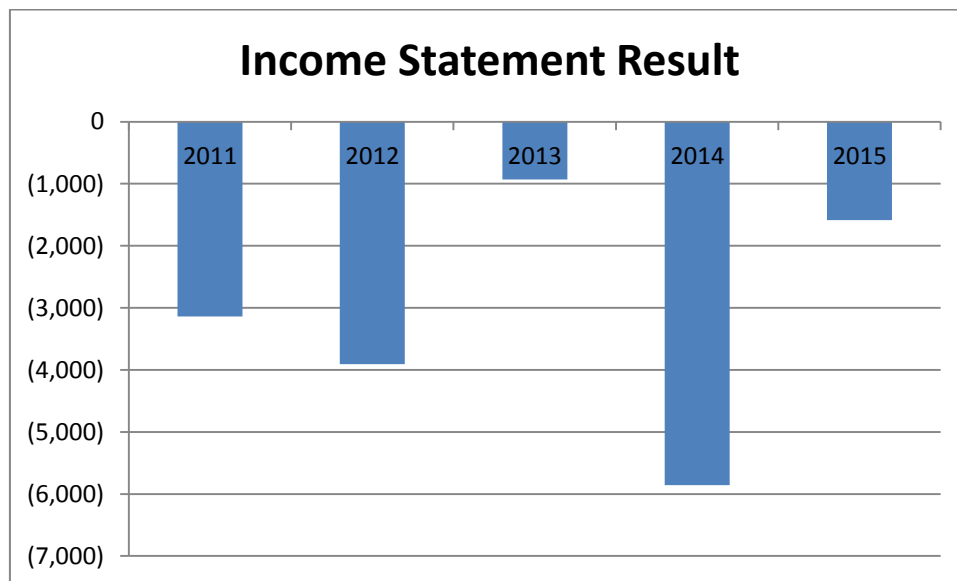
6.1 Introduction

The 2014/15 financial year saw Council make considerable progress in reducing its deficit. Council also completed over \$8million dollars worth of capital works on new assets such as bridges, roads, and cycleways. Although Council has made progress in reducing its deficit, the fact remains that there are external influences outside Council’s control that impact on Council’s financial position. These include:

- The fact that Warrumbungle Shire Council is a sparsely populated rural local government area (LGA) with a large transport infrastructure network and no corresponding economies of scale;
- An ageing and declining population;
- Cost shifting by other levels of government;
- Difficulties recruiting and retaining staff in a competitive market;
- Revenue constraints such as rate pegging; and
- Council’s reliance on grant funding.

Income Statement Result

Council posted an accrual deficit (including depreciation and other non-cash items) of \$1.588m. This is a significant improvement over prior years.



When compared to the original budgeted deficit of \$ 696k, this represents a \$892 variance over budget for the 2014/15 financial year. This is predominantly due to:

- Capital vs Operational expenses – \$154k of salaries budgeted to Capital projects was expensed. Basically we did more maintenance and less Capital work than expected.
- Non Cash Items - (such as Depreciation and Employee benefits (AASB119) which were \$416k over budget, as Council generally does not budget for a number of these items such as AASB 119 adjustments (\$116k) etc.
- Delayed revenue - (such as the Timor dam insurance claim and the extension of the CTF into 2016) which contributed \$453k to the variance.
- The remainder of the Variance is attributable to a collection of items such as receiving \$200k from an unbudgeted library Grant, doubtful debts, lower than expected Sewer User charges and last but not least lower interest revenues.

Cash Result (recurrent)

Details of Council's cash result against budget can be found in the table below:

Line Item	Budget	Actuals	Variance
Revenue	(44,773,352)	(45,690,411)	(917,059)
Expenditure	34,743,199	36,336,013	1,592,814
Capital	11,738,703	8,019,048	(3,719,655)
Loans	(2,879,816)	(3,705,832)	(826,016)
Movements in RA	1,167,698	5,154,977	3,987,279
Total	(3,569)	113,795	117,364

As can be seen from the table above, Council forecast a \$3k surplus however, the final result was a deficit of \$114k. Considering the fact that Council's total expenditure budget was in excess of \$45million, a \$114k variance against budget is immaterial (roughly 0.25% variance against budget). A breakdown of the result by fund can be found in the table below:

Line Item	Budget	Actuals	Variance
General	569,322	595,870	26,548
Water	(231,359)	(159,775)	71,584
Sewer	(341,532)	(322,300)	19,232
Total	(3,569)	113,795	117,364

Capital Expenditure

Council completed \$8.019m worth of capital works in the 2014/2015 financial year. Significant capital achievements in the 2014/2015 financial year include:

- Commencement of the works of the new Mow Creek Bridge (\$496K);
- Finalisation of Saltwater Creek Bridge (\$127K);
- Completion of \$684K worth of resealing;
- Completion of \$551k of re-sheeting;
- Replacement of \$1.612m worth of fleet equipment with \$950k being carried over into 2015/16;
- Completion of the majority of the MR55 Widening and Rehabilitation project (\$212K);
- Coolah Creek Road Rehabilitation (\$134k);
- Completion of the Newell Highway Cycleway (\$125k);
- Purchase of Quarry extension and house (\$483K);
- Cobbora Transition Fund Works (\$1,398m) various works;
- Civica implementation (\$50K).

Movements in Cash

Cash & Equivalents has increased substantially from the beginning of the year with an additional \$4.4m in term deposits, cash at bank and investments.

The additional cash can be attributed to:

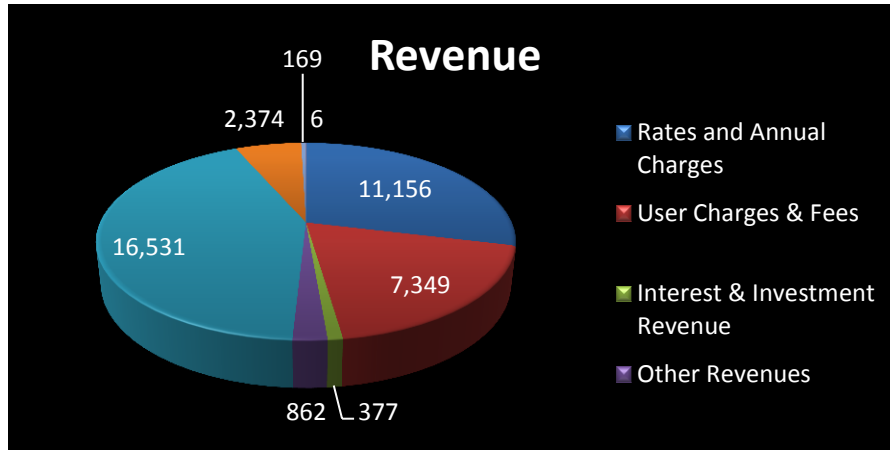
- Having received four FAG's allocations (vs two last year);
- Increased borrowings such as the LIRS2 drawdown;
- Lower than budgeted Capital expenditure.

A portion of the increase in cash is in externally restricted assets, with externally restricted assets now sitting at \$8.018m.

6.2 Revenue Breakdown

Council's \$38.824m revenue in the 2014/2015 financial year consists of rates and annual charges, user charges and fees, grants and contributions, interest and investment revenue, loan income and other revenue. A breakdown of Council's revenue by source is detailed in the chart below. Note: figures are in thousands.

Revenue Breakdown by Revenue Type (2014/15)

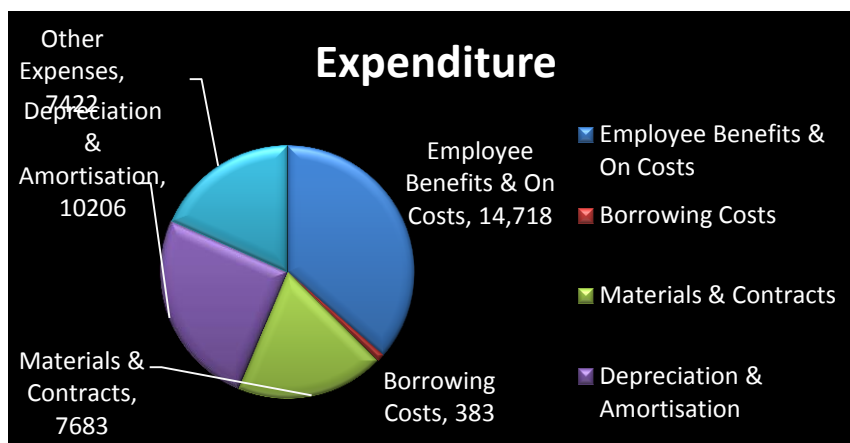


As can be seen from the chart above, Council only receives around 30% of its total revenue from rates and annual charges and is highly dependent on grant funding to finance its operations.

6.3 Expenditure Breakdown

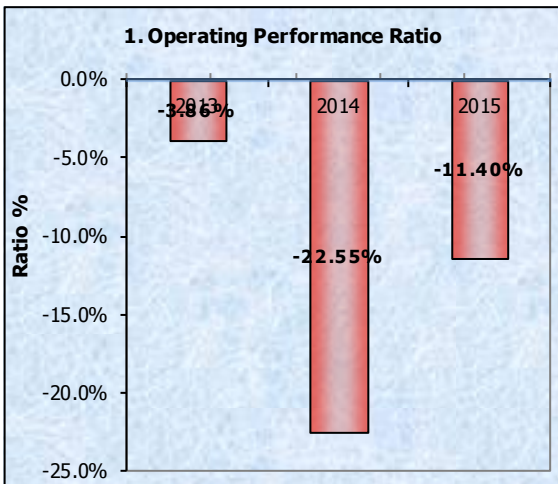
Council spent \$40.412m on the provision of services to the residents of the Shire in the 2014/2015 financial year. A breakdown of this expenditure by nature (excluding capital expenditure, but including depreciation expense) can be found below. Note: figures are in thousands.

Expenditure Breakdown by Expenditure Type (2014/15)



6.4 Ratios

The Office of Local Government requires Council to report a number of ratios compared to arbitrary benchmarks regardless of the Councils size or location. Whilst these benchmarks do not reflect the reality for Rural councils, the ratios provide an insight to Councils operations and financial position. These ratios can be found below. Council currently satisfies four of the six benchmarks.



Purpose of Operating Performance Ratio

This ratio measures Council's achievement of containing operating expenditure within operating revenue.

Commentary on 2014/15 Result

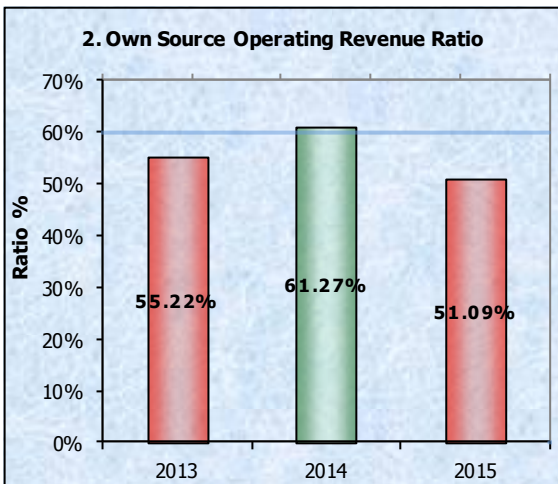
2014/15 Ratio -11.40%

This ratio has improved this financial year due to council receiving the full amount of its FAGs allocation. Council is still above the benchmark for this ratio, although this is mostly due to a high depreciation figure for Council's extensive asset base, and Council's reliance on capital grants monies which are not factored into the calculations for this ratio.

Benchmark: ——— Minimum >=0.00%

Source for Benchmark: Code of Accounting Practice and Financial Reporting #23

Ratio is within Benchmark
 Ratio is outside Benchmark



Purpose of Own Source Operating Revenue Ratio

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants & contributions.

Commentary on 2014/15 Result

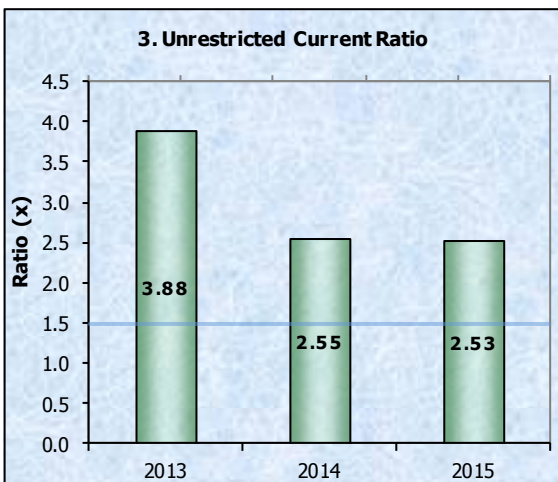
2014/15 Ratio 51.09%

This ratio has worsened since the previous financial year due to Council receiving the full amount of its FAGs grants this financial year. Council also received a larger than usual amount of grant funding in 2015/16 which also worsens its performance against this ratio. Council is aiming to achieve a 60% or higher performance against this benchmark as part of its Fit for the Future reforms.

Benchmark: ——— Minimum >=60.00%

Source for Benchmark: Code of Accounting Practice and Financial Reporting #23

Ratio is within Benchmark
 Ratio is outside Benchmark



Purpose of Unrestricted Current Ratio

To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.

Commentary on 2014/15 Result

2014/15 Ratio 2.53x

This ratio has remained constant year on year and is still above the required benchmark. Council has in recent years been placing an increasing emphasis on accurately tracking restricted assets, in order to effectively manage its cashflow.

Benchmark: ——— Minimum >=1.50

Source for Benchmark: Code of Accounting Practice and Financial Reporting #23

Ratio is within Benchmark
 Ratio is outside Benchmark



Purpose of Debt Service Cover Ratio

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments

Commentary on 2014/15 Result

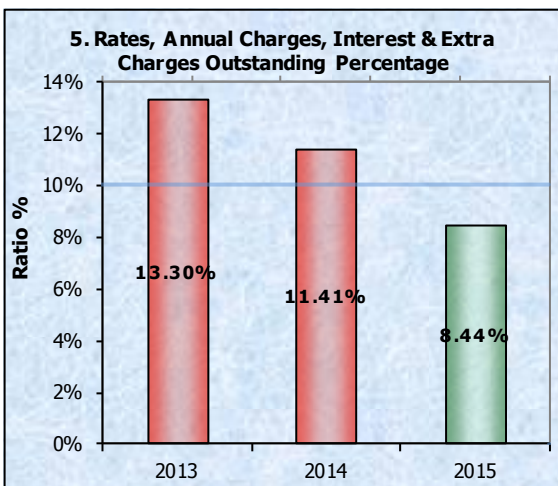
2014/15 Ratio 7.84x

This ratio has improved this financial year due to an improved operating performance in the 2014/15 financial year.

Benchmark: ——— Minimum ≥ 2.00

Source for Benchmark: Code of Accounting Practice and Financial Reporting #23

Ratio is within Benchmark
 Ratio is outside Benchmark



Purpose of Rates & Annual Charges Outstanding Ratio

To assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts.

Commentary on 2014/15 Result

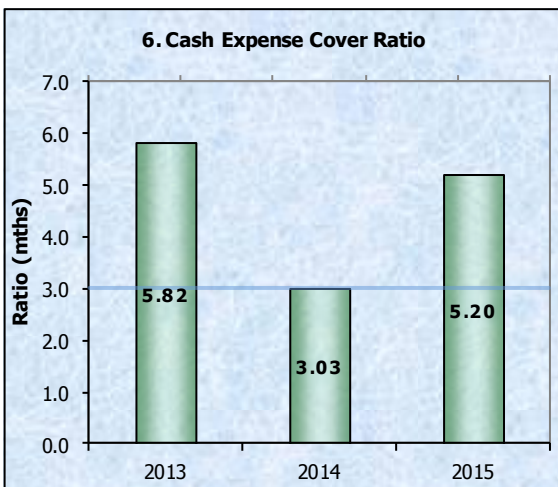
2014/15 Ratio 8.44%

Council's improved debt collection performance means that Council now meets the 10% rural council benchmark for this ratio. Council has improved its performance against this ratio from 15% in 2011 to 8.44% in 2014/15 which is a significant achievement.

Benchmark: ——— Maximum $< 10.00\%$

Source for Benchmark: Code of Accounting Practice and Financial Reporting #23

Ratio is within Benchmark
 Ratio is outside Benchmark



Purpose of Cash Expense Cover Ratio

This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow.

Commentary on 2014/15 Result

2014/15 Ratio 5.20 mths

This ratio suggests that Council would be able to continue paying for its immediate expenses for 5.21 months without additional cash inflows. The 2014/15 result for this ratio is an improvement over Council's performance in the 2013/14 financial year.

Benchmark: ——— Minimum ≥ 3.00

Source for Benchmark: Code of Accounting Practice and Financial Reporting #23

Ratio is within Benchmark
 Ratio is outside Benchmark

Part 7.0 Other Information

7.1 Contacting Council

Council's administration building is located at 14-22 John Street, Coonabarabran and is open weekdays from 8.30am to 4.30pm (excluding public holidays).

Council's office located at 59 Binnia Street, Coolah is also open weekdays from 8.30am to 4.30pm (excluding public holidays).

Council can be contacted by telephone on 6849 2000 (Coonabarabran office) or 6378 5000 (Coolah office) or from calls within the shire on 1300 795 099.

Council may also be contacted by facsimile on 6842 1337 or by email at info@warrumbungle.nsw.gov.au

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

Visit our website www.warrumbungle.nsw.gov.au

7.2 Ordinary Meetings

Ordinary meetings of Council are typically held each third Thursday of every month, commencing 10.00 am. Council meetings are convened alternatively at the Coonabarabran and Coolah Chambers. Monthly meetings of Council are advertised and attendance by members of the public is encouraged.

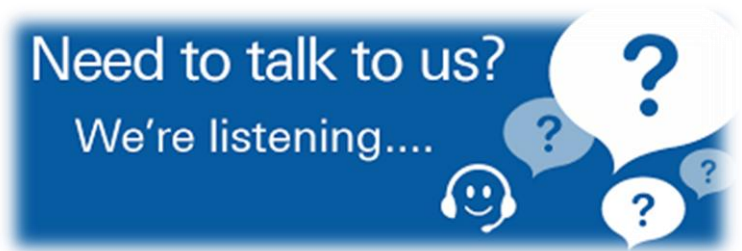
Special meetings are held for consideration of specific issues as required. Both ordinary and special meetings (with the exception of matters which are considered to be of a confidential nature) are open to the public and public attendance at these meetings is invited.

At the commencement of the monthly meeting, time is provided for an open forum to allow community members to address Council and senior staff on issues of concern.

The opportunity to speak at these public forums is advertised regularly and participants are advised that they may speak for 5 minutes. In November 2014 Council adopted a Council Meeting Public Forum Policy which requires interested speakers to register with Council by 4.00pm on the Tuesday prior to the monthly meeting and must complete an Agreement Form on the day of the Address.

Councillors are encouraged to ask questions at the time of the forum presentation and the Mayor accepts written information that may be provided at that time for distribution to each Councillor.

Business papers are available each Monday preceding the monthly meeting from either the Coolah or Coonabarabran administration offices, or alternatively downloaded from Council's website www.warrumbungle.nsw.gov.au



7.3 Operational and Delivery Plan

In the 2011/12 financial year, Council was for the first time required to operate under the Office of Local Governments (OLG) new reporting framework for NSW local government known as the Integrated Planning and Reporting (IP & R) Framework. This new reporting framework replaced the former Management Plan and Social Plan with an integrated framework that includes a Community Strategic Plan, a Delivery Program, an Operational Plan and a Resourcing Strategy.

The IP & R framework recognises that communities do not exist in isolation, and neither should Council's individual plans. The framework encourages councils to draw their various plans together, to understand how they interact and to get the maximum leverage from their efforts by planning holistically for the future.

The IP & R framework also opens the way for councils and their communities to have important discussions about funding priorities, service levels and preserving local identity and to plan in partnership for a more sustainable future.



7.3.1 Delivery Program

The Delivery Program is the document where the community's strategic goals are systematically translated into actions. The Delivery Program details the principal activities to be undertaken by the Council to implement the strategies established by the Community Strategic Plan within the resources available under the Resourcing Strategy.

The Delivery Program is a statement of commitment to the community from each newly elected council. In preparing the Delivery Program, Council is accounting for its stewardship of the community's long-term goals, outlining what it intends to do towards achieving these goals during its term of office and what its priorities will be.

The Program is designed as the single point of reference for all principal activities undertaken by Council during its term of office and details all projects and deliverables to be achieved over the following four years (2015/16-2018/19).

The Delivery Program also provides detailed service levels that Council is to meet in this 4 year timeframe.



7.3.2 Operational Plan

Supporting the Delivery Program is an annual Operational Plan which details projects and deliverables to be undertaken in the following year to achieve the commitments made in the Delivery Program.

The Operational Plan is in effect Council's budget for the following year (2015/16) and also includes Council's Statement of Fees and Charges for the 2015/16 financial year.

7.3.3 Statement of Revenue Policy Requirements

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

- a detailed estimate of Council's income and expenditure,
- each ordinary rate and each special rate proposed to be levied, each charge proposed to be levied,
- the types of fees proposed to be charged by Council
- Council's proposed pricing methodology for determining the prices of goods and the approved fees
- the amounts of any proposed borrowings (other than internal borrowing), the sources
- from which they are proposed to be borrowed and the means by which they are proposed to be secured.

In accordance with s535 and 496 of the Act, a rate or charge must be made by resolution of Council. The proposed rates and charges are as per Council's Statement of Revenue Policy in Council's Operational Plan.

Any submissions from members of the public will be provided to Council prior to the meeting and Councillors comments and feedback is sought for any changes to be made to the draft Delivery Program and Operational Plan. Council must consider community feedback and formally adopt the combined Delivery Program and Operational Plan.

7.3.4 Key Features - Operational Plan and Delivery Program

Features of Council's Budget and Delivery Program include:

- A surplus unrestricted cash budget of \$19k in the 2015/16 financial year;
- A combined unrestricted cash deficit of \$259k over the four years of the Delivery Program, although Council's cash at bank will decrease by \$1.577m over the four years as restricted assets are used to catch up on Council's asset backlog;
- An accrual surplus of \$13.005m in 2015/16 predominately due to the receipt of substantial capital grant monies;
- An ambitious capital program over the four years of \$54.92m;
- Effective utilisation of LIRS funding to complete capital works (replacement of the remaining timber bridges over the following two financial years).

Despite the challenges that Council faces, Council's four year Delivery Program will achieve the following:

- Construction of five (5) bridges on local roads to replace old timber bridges (\$4.598m);
- Resealing of approximately 113 km of sealed roads (\$5.016m);
- Re-sheeting of approximately 132 km of unsealed roads (\$3.497m);
- Construction of the new RFS Fire Control Centre in Coonabarabran estimated cost of \$3.05m;
- Completion of approximately 25km of pavement re-construction and pavement widening at a cost of \$4.876m on Regional Roads;
- Completion of approximately 7.19km of pavement re-construction at a cost of \$1.515m on local roads;
- Construction of 28.56km of water and sewer mains at a total cost of \$2.746m;
- Construction and rehabilitation of reservoirs and treatment plants at a total cost of \$2.009m including replacement of water treatment clarifier in Baradine (\$850k);
- Plant replacement of \$10.090m;
- Refurbishment of Mendooran Hall, Goolhi Hall, Coonabarabran Hall and Binnaway Hall as well as construction of disabled access at Coolah and in Baradine (\$383k);



- Expansion of Coonabarabran Native Grove Cemetery (\$50k);
- Construction of 2.8 km of new footpaths at a cost of \$370k and rehabilitation of 3.9km of existing footpaths at a cost of \$505k within towns across the Shire;
- Construction of 0.5 km of new K&G at a cost of \$90k and rehabilitation of 1.21km of existing K&G at a cost of \$190k within towns across the Shire;
- Construction and rehabilitation of culverts and drainage at a cost of \$93k;
- Construction of cycle ways (\$146k);
- Development of flood management plan (\$166k);
- General rehabilitation of town streets including improving street lights, replacing bins, gardens construction of cycle ways and planting of trees;
- Improvements to local ovals, parks and swimming pools (\$554k);
- Raising of Timor Dam wall (\$600k);
- Construction of shire entrance signs and creation of tourism trail brochure (\$50k).

The capital deliverables above are in addition to Council's normal operations which include:

- Transport services including the management, and maintenance of over 2,600 km of local and regional roads, 97 bridges, an extensive network of culverts and other drainage assets, kerbs and gutters, footpaths, and quarries;
- Aged care, child care and youth development services, including Warrumbungle Community Care, Yuluwirri Kids, Castlereagh Family Day Care and Connect Five supported play groups;
- The management, and maintenance of a range of buildings and structures from town halls, playgrounds, community facilities, and meeting rooms, to aerodromes all of which provide valuable services to the community;
- Promotion of economic development and tourism within the Shire;
- Provision of water, sewerage and waste services to the residents of the Shire;
- Town planning, regulatory services, town beautification and environmental management;
- Emergency services;
- Library services;
- Road safety programs;
- Management of Public Cemeteries;
- Provision of ovals, and other sport and recreation facilities including pools and parks;
- Health, environmental and emergency bush fire services.



7.4 Integrated Planning and Reporting

As part of the NSW Government Integrated Planning and Reporting (IP&R) guidelines, Warrumbungle Shire Council has republished the following;

- a 20 year Community Strategic Plan; with an associated Community Engagement Strategy
- a Resourcing Strategy that includes a Long Term Financial Plan (10 years), a Workforce Management Plan (4 years) and an Asset Management Plan (10 years);
- a 4 year Delivery Program and
- a 1 year Operational Plan.



The new framework recognises that communities do not exist in isolation, and neither should Council's individual plans. The framework encourages councils to draw their various plans together, to understand how they interact and to get the maximum leverage from their efforts by planning holistically for the future.

The new framework also opens the way for councils and their communities to have important discussions about funding priorities, service levels and preserving local identity and to plan in partnership for a more sustainable future.

Councils IP&R plans and strategies are all available on Council's website www.warrumbungle.nsw.gov.au

7.5 Community Strategic Plan

Warrumbungle Shire Council had a current Community Strategic Plan (CSP) *'Plan to be There' 2012-2032* however following the election of the new Council in September 2012, and given the freshness of the community consultation it was agreed by Council to undertake a desktop review and make amendments to the existing plan. The reviewed CSP was placed on public exhibition for 28 days as per legislative requirements and then endorsed by Council June 2013. The revised CSP is available on Council's website.

7.6 Competitive Neutrality Pricing

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

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



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

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

- Warrumbungle Water
- Warrumbungle Sewerage
- Warrumbungle Quarry

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

7.6.1 Competitive Neutrality Complaints

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

7.7 Comparison of Stormwater Management

No annual charge has been levied by Council for stormwater management services.

7.8 Special Variation Expenditure

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

7.9 Statement of Revenue Policy Requirements

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

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



7.10 Privacy Statement

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

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

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

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

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

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



Access to personal information held by Council may be obtained by contacting Council's Privacy Officer, Mr Stefan Murru.

Council's Privacy Management Plan outlines policies and practices to ensure compliance with the requirements of the Act. A copy of the Privacy Management Plan can be accessed on Council's website. Council also incorporates appropriate information in Council's Staff Induction Manuals.

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

7.11 Committees

External Committees

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

Committee	Member
Audit and Risk Management	Mayor Peter Shinton
Castlereagh Bushfire Management	Mayor Peter Shinton General Manager Steve Loane
Castlereagh Macquarie County Council	Mayor Peter Shinton Councillor Murray Coe Councillor Denis Todd (alternate)
Castlereagh Zone Liaison	Mayor Peter Shinton General Manager Steve Loane
Central Ranges Natural Gas and Telecommunications Association	Mayor Peter Shinton General Manager Steve Loane
Central West Catchment Liaison	Director Development Services Leeanne Ryan
Inland Rail	Councillor Denis Todd
Liverpool Range Wind Farm Community Consultation	Director Development Services Leeanne Ryan
Local Emergency Management	Director Technical Services Kevin Tighe
Local Traffic	Mayor Peter Shinton
Macquarie Regional Library	Councillor Anne-Louise Capel Councillor Chris Sullivan
Newell Highway Task Force	Mayor Peter Shinton Councillor Denis Todd
North West Weight of Loads	Councillor Denis Todd
Orana Arts Incorporated	Councillor Anne-Louise Capel
Orana Regional Organisation of Councils	Mayor Peter Shinton General Manager Steve Loane
Regional Consultative	General Manager Steve Loane
The Association of Mining Related Councils	Mayor Peter Shinton General Manager Steve Loane
Warrumbungle Shire Liquor Accord	Councillor Victor Schmidt



Internal Committees

Committee	Member
Administration Building Project	Mayor Peter Shinton Councillor Murray Coe Councillor Ron Sullivan
Finance and Projects	Councillor Ron Sullivan Councillor Fred Clancy Councillor Peter Shinton Councillor Murray Coe
General Manager's Review	Mayor Peter Shinton Councillor Murray Coe Councillor Ron Sullivan Councillor Victor Schmidt
Plant Advisory	Councillor Gary Andrews Councillor Murray Coe Councillor Ron Sullivan Councillor Fred Clancy
Technical Service Works	Mayor Peter Shinton Councillor Murray Coe Councillor Fred Clancy Councillor Ron Sullivan
Waste Facilities Advisory	Councillor Anne-Louise Capel Councillor Fred Clancy Councillor Chris Sullivan Councillor Denis Todd
Warrumbungle Shire Council Reserve Trust	General Manager Steve Loane Director Corporate and Community Services Stefan Murru Manager Urban Services Manager and Property and Risk

Community Committees

These committees are made up either in part or in full of community members and are set out below.

Committee	Member
Baradine Floodplain Management Advisory	Councillor Gary Andrews Councillor Denis Todd
Baradine Memorial Hall	Councillor Denis Todd
Medical Services Advisory	Councillor Anne-Louise Capel Councillor Fred Clancy Councillor Chris Sullivan Councillor Denis Todd
Robertson Oval	Councillor Murray Coe Councillor Chris Sullivan
Warrumbungle Mayor's Bushfire Appeal Advisory	Mayor Peter Shinton
Warrumbungle Pedestrian and Mobility Access Advisory	Councillor Fred Clancy
Warrumbungle Social Services Advisory	Mayor Peter Shinton
Warrumbungle Tourism and Economic Development Advisory	Councillor Fred Clancy Councillor Victor Schmidt
Warrumbungle Youth Council	Councillor Victor Schmidt Councillor Ron Sullivan
Warrumbungle Yuluwirri Kids Advisory	Councillor Victor Schmidt
Warrumbungle Cobbora Transition Fund	Mayor Peter Shinton Councillor Murray Coe Councillor Chris Sullivan Councillor Anne-Louise Capel
Warrumbungle Aerodromes Advisory	Councillor Denis Todd Councillor Gary Andrews

7.12 Auditor

Forsyths Chartered Accountants
Armidale 2350

7.13 Solicitor

Clarke and Cunningham
Coonabarabran 2357

Or specialist legal advisers as required.

7.14 Media

Council news and information is regularly reported in the local media and Council notices are published in the Coonabarabran Times, Coolah District Diary, Dunedoo District Diary, Mendooran Pride and Binnaway Bush

Telegraph. Radio announcements and social media also support the engagement of residents. ABC, WIN and Prime 7 are also contacted with media stories where appropriate.



7.15 Multicultural

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

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

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

7.16 Indigenous



Sculptures in the Scrub

Warrumbungle Shire encompasses three Aboriginal language areas; the largest being the Gamilaraay, in the northern half of the Shire; Wiradjuri in the south west (Mendooran, Dunedoo area) and to a smaller extent at the very south the Wallay peoples. There are active Local Aboriginal Lands Councils in Baradine and Coonabarabran.

The Aboriginal population is predominately distributed in the northern half of the Shire and in total represents 9% of the Shires population. 3% of the Aboriginal population in the shire is aged 65 years and over, 7% aged between 24 and 64 years of age, 15% are aged between 15 and 24 years of age and 19% are aged 14 years or younger. (ABS Census, 2011).

Council provides an annual financial contribution to support NAIDOC week celebrations. Reconciliation Week was celebrated; and support provided to local organisers of community events. Council maintains communication and liaison with Aboriginal service providers, Elders Group and the local Lands Council.

7.17 GIPA

Council received three (3) GIPA applications during the year, all of which were granted full access.

7.18 Elected Member Allowance

Council's adopted policy for the Payment of Expenses and Provision of Facilities to Elected Members is attached to the end of this report as Attachment 1. The purpose of this Policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by the Councillors.

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

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

Council delegates attended the following conferences and civic functions:

- Annual Local Government NSW Conference - Attendees: Mayor Shinton, Councillor Schmidt, Councillor Coe and the General Manager
- National Roads Congress: Attendees Mayor Shinton, Councillors Todd and Clancy, General Manager
- Mining Related Council: Attendees Mayor Shinton, General Manager
- Orana Region of Councils (OROC) Attendees: Mayor Shinton, General Manager
- Australian Citizenship Ceremony Attendees: Mayor Shinton and General Manager
- Australia Day Celebrations Attendees: Mayor Shinton, Councillors, General Manager and Council senior staff
- NAIDOC Celebrations Attendee: Mayor Shinton, General Manager and Council senior staff
- School Prefects Luncheon Attendees: Mayor Shinton, Councillors Clancy, R Sullivan, Capel, General Manager and senior staff.

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

7.19 Overseas Travel

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



7.20 Contracts

Council has awarded the following contracts during the financial year that are required to be reported.

Employment contracts and contracts valued at less than \$150,000.00 are not required to be detailed.

This Register of Contracts details all contracts valued at \$150,000 or more, for projects, goods and services, or the sale, purchase or lease of real property.

Year	Contractor	Description	End Period	Value \$
2014	Coona Fuel and Gas	Delivery Bulk Fuel to Depots	Annual Renewal	1,000,000
2013/16	Tamworth Regional Council	Agreement for managed services – support and maintenance IT end user support	30 June 2016	273,879
2015	Tracserv Pty Ltd	Purchase Isuzu Tipping Truck, Isuzu Long Tipping Truck and a 300 Cab Chassis Truck		220,448
2015	Bridging Australia	Worrigal Creek Bridge		1,271,688
2015	Murray Constructions	Kenebri Bridge		481,750
2014/15	Newbolt	Cartage costs for products for quarry	30 June 2015	188,691
2014/15	BMR Quarries	Crushing product at quarry	30 June 2015	465,616
2014/15	Boral Concrete	Supply products for roads	30 June 2015	252,573
2014/15	Holcom	Pre aggregate for quarry	30 June 2015	262,214
2014/15	Statecover	Workers compensation insurance	Annual Renewal	550,310
2015	Energy Australia	Power Supply	Ongoing	133,202
2014/15	Essential Energy	Street lighting power	Ongoing	44,333
2014/15	Telstra	Telephones, mobiles, Ipads	August 2016	201,535
2014/15	Boral	Quarry lease and royalties	2021	Min. 80,000
2014/15	Simon Ravden Lawyers	Debt collection	Ongoing	160,307
2014/15	Stabilised Pavements	Road construction lime stabilisation	Annual Renewal	306,268
2014/15	Vocus	Data link	March 2016	214,189



7.21 Private Works

No subsidised private work was carried out by Council during the period 1 July 2013 to 30 June 2014.

7.22 Contributions and Donations

Organisation	Amount \$
2WCR FM 99.5	520
Art Unlimited Dunedoo Lions Club	500
Baradine Golf Club	500
Baradine Central School	492
Baradine PA & H Association	500
Baradine Preschool Incorporated	500
Baradine Progress Association	100
Baradine School Band	250
Binnaway Central School	70
Binnaway Jockey Club	1,000
Binnaway Lions Club	500
Binnaway Mends Shed - DA Fees	580
Binnaway Rail Heritage Group	500
Binnaway Showground Committee	500
Binnaway Small Bore Rifle Club	500
Bowen Oval Committee - DA Fees	1,382
Coolah & District Historical Society	500
Coolah Central School	70
Coolah District Development Group Incorporated	860
Coolah Historical Society - DA Fees	784
Coolah Sacred Heart Primary	70
Coolah VHF & Community Radio Group	520
Coolah Volunteer Rescue Squad	500
Coonabarabran DPS and Family History Group Incorporated - DA Costs	871
Coonabarabran Aero Club	500
Coonabarabran DPS and Family History Group Incorporated	929
Coonabarabran Garden Club	68
Coonabarabran High School	70
Coonabarabran High School P&C Association	1,000
Coonabarabran Jockey Club	1,000
Coonabarabran Junior Rugby League & Netball Association	1,500
Coonabarabran Netball Association	500
Coonabarabran Public School	70
Coonabarabran Rotary Club	500
Dunedoo Amateur Swimming Club Incorporated	500
Dunedoo Central School	70
Dunedoo PAH & I Association Incorporated	500
Dunedoo Preschool Kindergarten	500
Dunedoo Rugby League Football Club	500
Dunedoo TAFE	70
Dunedoo Touch Football Club Incorporated	500
Keep Australia Beautiful (NSW)	470
Mendooran & District Development Group	500
Mendooran Archers Incorporated	500
Mendooran Bowling Club Limited	500
Mendooran Central School	70
Mendooran Merrygoen Amateur Swimming Club	500

Organisation	Amount \$
Mendooran PA & H Association Incorporated	500
Mendooran Polocrosse Club Incorporated	500
Mendooran Poultry Club Incorporated	500
Mendooran Preschool Incorporated	500
Mendooran Turf Club	1,000
Mendooran Volunteer Rescue Squad	1,000
Neilrex Community Hall	500
Neilrex Tennis Club	700
New England Institute of TAFE	70
Northern Inland Academy Sport	360
Northwest Equestrian Expo	1,000
Orbital Swing Band	1,000
Premer Public School	70
St Johns School	70
St Lawrence Central School	70
St Michaels Primary School	570
Talbragar Broadcasters Incorporated	520
Talbragar Broadcasters Incorporated Resolution 341/1314	7,923
Warrumbungle Arts Expo	1,000
Warrumbungle Arts Expo (Hall Hire)	268
Rates Donations	14,354



7.23 External Bodies

Council is required to provide a statement of external bodies that have exercised functions delegated by Council.

During the period in review the following bodies exercised delegated functions on behalf of Council.

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

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

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

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

Council is also represented on the following Regional Committees:

- | | |
|-------------------------------------|---|
| North West Weight of Loads Group | Warrumbungle Shire Liquor Accord |
| Orana Arts Incorporated Committee | Inland Rail Committee |
| Central West Local Land Services | Orana Regional Organisation of Councils |
| Newell Highway Task Force | Association of Mining Related Councils |
| Audit and Risk Management Committee | |



7.24 Companies

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

7.25 Partnerships, Cooperatives, Joint Ventures

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



Council also coordinates the Castlereagh Family Day Care Scheme which services Warrumbungle, Coonamble and Gilgandra local government areas, and Connect Five Children's Services which services Warrumbungle and Gilgandra Local Government Areas.

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

7.26 Compliance With Planning Agreements

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

7.27 Agency Information Guide

Council reviewed and endorsed its Agency Information Guide in May 2014.

A copy of Council's current 2014 Agency Information Guide can be obtained from the Customer Service Desk at the Administration building at 14-22 John Street, Coonabarabran 2357 or can be accessed via council's website www.warrumbungle.nsw.gov.au .

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



Appendix 1.0 Payment of Expenses Policy

PAYMENT OF EXPENSES AND PROVISION OF FACILITIES TO MAYORS AND COUNCILLORS

(Pursuant to Sections 12, 23A, 252, 253 and 254 of the Local Government Act and Clauses 217 and 403 of the Local Government (General) Regulation 2005)

Part 1 - INTRODUCTION

Title and Commencement of the Policy

This Policy shall be cited as the Policy for the Payment of Expenses and Provision of Facilities to Councillors and is effective from 20 November 2014 and replaces the previous policy titled Policy for the Payment of Expenses and Provision of Facilities to Councillors adopted by Council on 21 November 2013.

Purpose of the Policy

The purpose of this Policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by the Councillors. The Policy also ensures that the facilities provided to assist and support the Councillors to carry out their civic functions are reasonable.

Objectives and Coverage of the Policy

The objectives of this Policy are to:

- Provide a guide to councillors expenses and facilities
- Outline the process for paying expenses so that they can be properly recorded, reported and audited
- Comply with the guidelines issued by the Office of Local Government.

In this Policy, unless otherwise stated, the expression “Councillor” refers to all Councillors of Warrumbungle Shire Council including the Mayor and Deputy Mayor.

Basis of this Policy

The relevant legislative provisions for this policy are set out below. In this legislation the expression “year” means the period from 1 July to the following 30 June.

Local Government Act 1993

• 252 Payment of expenses and provision of facilities

- (1) *Within 5 months after the end of each year, a council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.*
- (2) *The policy may provide for fees payable under this Division to be reduced by an amount representing the private benefit to the mayor or a councillor of a facility provided by the council to the mayor or councillor.*
- (3) *A council must not pay any expenses incurred or to be incurred by, or provide any facilities to, the mayor, the deputy mayor (if there is one) or a councillor otherwise than in accordance with a policy under this section.*
- (4) *A council may from time to time amend a policy under this section.*
- (5) *A policy under this section must comply with the provisions of this Act, the regulations and any relevant guidelines issued under section 23A.*

- **253 Requirements before policy concerning expenses and facilities can be adopted or amended**
 - (1) *A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.*
 - (2) *Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.*
 - (3) *Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.*
 - (4) *Within 28 days after adopting a policy or making an amendment to a policy for which public notice is required to be given under this section, a council is to forward to the Director-General:*
 - (a) *a copy of the policy or amendment together with details of all submissions received in accordance with subsection (1), and*
 - (b) *a statement setting out, for each submission, the council's response to the submission and the reasons for the council's response, and*
 - (c) *a copy of the notice given under subsection (1).*
 - (5) *A council must comply with this section when proposing to adopt a policy each year in accordance with section 252 (1) even if the council proposes to adopt a policy that is the same as its existing policy.*

Part 2 - PAYMENT OF EXPENSES

Allowances and expenses

Council does not provide general expense allowances to Councillors. Councillors are entitled to the expenses set out in this policy provided that they satisfy the stated requirements.

This Policy is intended to cover most situations where a Councillor reasonably incurs expenses in discharging the functions of civic office.

The payment of expenses and reimbursement of expenses under this Policy shall only be in respect of costs directly associated with discharging the functions of civic office.

2.1 Establishment of Monetary Limits and Standards

This policy identifies and publishes monetary limits and standards applicable to the payment of various expenses to Councillors. This allows members of the public to know the expected cost of providing services to Councillors and to make comment during the public consultation phase of making or amending the policy. It also avoids the situation where Councillors incur expenditure that is unforeseen or considered unreasonable by other Councillors and the public.

Monetary limits prescribed in this Policy set out the maximum amount payable in respect of any expense or facility.

Where a Councillor incurs expenses in the course of discharging their civic office responsibilities, such expenses will be reimbursed. Typical examples of such expenses include:

- Course fees
- Fares / parking / tolls
- Accommodation
- Meals
- Incidentals, including telephone or facsimile charges, internet charges, laundry and dry cleaning etc. while attending conferences, seminars etc.

Wherever possible, every effort should be made to minimise the extent of such expenses to a reasonable level. Furthermore, in the majority of cases course/conference fees and accommodation will be pre-booked, negating the need for out of pocket expenses to be incurred.

For accommodation or meals that Council has not prepaid, and for incidental expenses, Council will reimburse expenses incurred while at attachment conference, seminars or official functions to the limits of the allowances set out in the Australian Tax Office's Taxation Determination TD 2014/19 or such determinations or policies of the Australian Tax Office that supersede it.

The limits will be applied as follows:

- Where Councillors' meals are not prepaid by Council or are not included in the seminar, conference, event or briefing fee, the monetary limits per day for meals are those set out under 'Food and Drink' in Table 3 paragraph 11 of TD 2014/19 (see Appendix A attached) or such determination or policies of the Australian Tax Office that supersede it. (As at July 2014 – Meal Allowance (per day) Breakfast \$32.55; Lunch \$46.10; Dinner \$64.60)
- Where Councillors incur incidental expenses, such as phone call and similar expenses, the monetary limits per day for those expenses are the rates set out under 'Incidentals' in Table 3 of paragraph 11 of TD 2014/19 or such determinations or policies of the Australian Tax Office that supersede it. (As at July 2014 – Incidental Expenses (per day) \$26.75)
- Where Councillors' accommodation expenses are not prepaid by Council or are not included in the seminar, conference, event or briefing fee, the monetary limits per day for those expenses are those set out under 'Accommodation' in Tables 3 and 4 (see Appendix A attached) of paragraph 11 of TD 2014/19 or such determinations or policies of the Australian Tax Office that supersede it.

With the approval of the Mayor and General Manager, a Councillor may expend more than the individual monetary limits per day for meals and incidental expenses, provided that the overall monetary limit per day in that case will be the sum of all of the monetary limits per day for meals and incidental expenses.

On completion of a discretionary trip or attendance, Councillors should provide a written report to Council on the aspects of the attendance that are relevant to Council's business and/or the local community. A report is not required for the annual conference of the Local Government and Shires Associations.

Where applicable the standard of any equipment, facility or service to be provided shall be to the maximum standard prescribed in this Policy.

2.2 Requirement for receipts

Council will not reimburse any expenses unless a receipt or tax invoice is produced and the necessary claim forms completed.

2.3 Payment of Reimbursed claims

Councillors are to submit all claims for reimbursement, including all travel expenses, to the General Manager or delegate in a form and manner acceptable to the General Manager in the circumstances to enable full assessment of the claim on a monthly basis and these will be paid with their monthly allowance. Tax invoices and receipts are to be supplied to support claims. All payments to Councillors will be via direct deposit to their nominated bank account. Councillors are to seek reimbursement for their expenses within three (3) months of the expense being incurred.

Should a determination be made that a claim should not be paid, the General Manager shall explain such decision to the Councillor and should the Councillor still believe that the claim should be paid, in part or in full, it shall be considered that a dispute exists.

In the event of a dispute at any time regarding this Policy, the parties to the dispute shall provide a written report on the nature of the dispute. The General Manager shall submit such reports to the next meeting of Council to have the dispute determined by a resolution of Council having regard to this Policy, the Act and any other relevant law. The decision of Council shall be binding on all of the parties.

2.4 Accommodation and meal expenses

Councillors shall be accommodated in the hotel where the conference, seminar, or training course is being held or the nearest hotel to it that is of a similar standard, or as authorised by the host organiser where the conference is not located within the Sydney metropolitan area. Accommodation shall be provided at the rate of a double room.

Such attendance to be confirmed by Council with reimbursement of costs and expenses to be made upon the production of appropriate receipts and/or tax invoices and completion of the required claim forms.

Alternatively, accommodation can be booked by Council order form and allowance for incidental expenses as provided under clause (2.5).

2.5 Incidental Expenses

Incidental expenses such as public transport fares, parking fees, phone/fax expenses and expenses incurred as the result of the purchase of refreshments during meetings related to council business or meals not included in the registration fees for conferences or similar functions, will be reimbursed by Council on production by the Councillor of the relevant receipts together with an approved claim form in accordance with Table 3 of paragraph 11 of TD 2014/19 (see clause 2.1).

Council will not meet any expenses for alcohol, cigarettes or personal requirements. Council will not fully fund any activity where the Councillor is not in attendance for at least 90% of the specified activity. Other than in the most exceptional circumstances, where Councillor's expenses have been met by Council but the Councillor does not attend at least 90% of the activity, that Councillor will be required to show cause why they should not reimburse Council for any costs incurred.

2.6 Payment of expenses for spouses, partners and accompanying persons

In this clause accompanying person means a person who has a close personal relationship with a Councillor and/or provides carer support to the Councillor.

Where the attendee is accompanied at a conference or seminar by his or her spouse or partner or accompanying person, the attendee will be required to meet all costs associated with their spouse or partner or accompanying person's travel expenses, additional accommodation expenses, tours and attendance unless otherwise resolved by Council.

Council will meet the reasonable costs of spouses and partners or an accompanying person for attendance at official council functions that are of a formal and ceremonial nature. Examples would be Australia Day award ceremonies, citizenship ceremonies and civic receptions. Such functions would be those that a Councillor's or General Manager's spouse, partner or accompanying person could be reasonably expected to attend.

By resolution of Council, costs and expenses incurred by the Mayor, Councillors (or General Manager or nominee) for other events or functions on behalf of their spouse, partner or accompanying person shall be reimbursed if the cost or expense relates specifically to the ticket, meal, travel and accommodation and/or direct cost of attending the function.

2.7 Payments in advance

Councillors may request payment in advance in anticipation of expenses to be incurred in attending conferences, seminars and training away from home or for the cost of service associated with a civic duty. Councillors must fully reconcile all expenses against the cost of the advance.

Within one (1) week of incurring the cost and/or returning home the Councillor shall submit the details to the General Manager for verification and pay back to Council any unspent money. The level of the supporting documentation is to be commensurate with the nature of the expenditure. The maximum value of a cash advance is \$563.20.

2.8 Approval arrangements

Approval for discretionary trips and attendance at conferences and the like should be where possible, approved by a full meeting of the Council. If this is not possible then the approval should be given jointly by the Mayor and the General Manager. If the Mayor requires approval to travel outside of council meetings it should be given jointly by the Deputy Mayor or another Councillor and the General Manager.

2.9 Attendance at seminars and conferences

Council has allocated \$30,000 to fund attendance at conferences, investigatory delegations and similar events. However, Council may agree to allocate additional funds in specific cases where it decides that there is a benefit to council from the attendance.

The following seminars, conferences and meetings are endorsed for attendance by council representatives:

- Annual conference of the Local Government NSW (Three (3) Councillors and General Manager)
- Roads Congress (Two (2) Councillors and General Manager)
- OROC meetings
- Country Mayor's Association meetings
- Mining Related Councils (Mayor and General Manager)

After returning from the conference, Councillors or a member of council staff accompanying the councillor/s, should provide a written report to council on the aspects of the conference relevant to council business and/or the local community.

No written report is required for the Annual Conferences of the Local Government and Shires Association.

Requests for attendance at other conferences or seminars should be lodged in writing outlining the benefits for Council.

Council will meet the costs of conference / seminar registration fees including the costs of related official lunches and dinners and associated tours where they are relevant to the business and interests of the Council. Council will also meet the reasonable cost of transportation and accommodation associated with attendance at the conference and Council shall meet the cost of breakfast, lunch and dinner for Councillors where any of the meals are not provided as part of the conference, seminar or training course.

2.10 Registration fees

Registration fees for attendance at Council approved conferences and seminars will be paid by Council. These fees will include the costs of related official lunches and dinners and associated tours where they are relevant to the business and interests of the council.

2.11 Travel Expenses

Council will meet all reasonable costs of transportation to and from conferences and seminars when they are not included in the conference fees. Councillors are entitled to use Taxis provided that the cost of a single trip does not exceed \$100 (including GST) unless approval is granted by the General Manager in exceptional circumstances.

All travel by councillors should be undertaken by utilising the most direct route and the most practicable and economical mode of transport subject to any personal medical considerations.

Travel arrangements can include the use of a private vehicle, public transport, taxis, or travel using a council vehicle. Costs associated with parking fees and road tolls will be refunded on production of a receipt. The driver is personally responsible for all traffic or parking fines incurred while travelling in private or council vehicles on council business.

Claims for travelling expenses under this Policy shall include details of:

- Date and place of departure
- Date and place of arrival
- Distance travelled
- Fares and parking fees paid
- Amount claimed as travelling allowances
- Total amount of claim

Travel in a Councillor's own vehicle to Council and Committee meetings, formal or social functions or activities or other meetings involving the community whilst representing Council where attendance is approved by the Mayor and/or General Manager is to be paid at the per kilometre rate payable for claims by staff in the Local Government (State) Award.

Where the approved meeting, function or activity is within the Warrumbungle Shire Council boundary, reimbursement shall be on the basis of the distance from the Councillor's principal place of residence (if it is within the Warrumbungle Shire Council boundary) to the venue or, if the Councillor resides outside the Warrumbungle Shire Council boundary, from the Warrumbungle Shire Council boundary to the venue.

Where the Councillor uses his/her own vehicle to travel to an approved function that is outside the Warrumbungle Shire Council boundary then council's reimbursement will be based on the total distance travelled from residence to venue and return if the Councillor resides within the Warrumbungle Shire Council boundary. If the Councillor does not reside within the Warrumbungle Shire Council boundary, then Council will reimburse the distance either:

- a) from the Councillor's residence to the venue, or
- b) from the Warrumbungle Shire Council boundary closest to the Councillor's residence to the venue, whichever is the lesser.

Claims for the above expenses require the submission of a claim form signed by the claimant detailing date, distance and reason for journey(s) with such claims to be submitted monthly.

Travel associated with authorised conferences, seminars and meetings may be undertaken by Council vehicle (where available) subject to prior approval by the General Manager, with fuel expenses etc. to be met by Council.

Council will meet the cost of return economy air travel or equivalent payment for attendance at authorised conferences/seminars.

Elected members using private vehicles will be paid the kilometre rate to a maximum payment, which is not to exceed economy class air fares to and from the particular destination.

All travel by Councillors that involves an overnight stay of one or two nights must be authorised in advance by the Mayor and General Manager (or in the event that the Mayor requires approval to travel outside of council meetings approval should be given jointly by the deputy mayor or another councillor and the general Manager.)

All travel by Councillors that involves an overnight stay of more than two nights must be authorised in advance by the Council.

Where travel for Council business or approved activities outside of the local government area is to be undertaken – arrangements for both travel and accommodation must be made through the General Manager and will be by the most practical method.

Prior approval of travel should generally be required for interstate travel. The application for approval should include full details of the travel, including itinerary, costs and reasons for the travel.

Overseas travel on behalf of council must be approved by a meeting of the full council prior to a councillor undertaking the trip.

2.12 Attendance at dinners and other non-council functions

The costs of attendance by Councillors at dinners and other non-council functions which provide briefings to councillors from key members of the community, politicians and business will only be met by Council when the function is relevant to the council's interests and authorised by Council in advance.

No payment shall be made by Council for attendance by a councillor at any political fundraising event, for any donation to a political party or candidate's electoral fund, or for some other private benefit. Any expenses to be incurred that would be directed towards such events and activities will not be approved for payment.

2.13 Gifts

Where it is appropriate for councillors **to give** a gift or benefit, these gifts and benefits will be of token value and in accordance with council's Code of Conduct.

2.14 Training and Educational expenses

Council will only meet the costs of training or attendance at an educational course that is directly related to the Councillor's civic functions and responsibilities and is approved by Council prior to undertaking such training or attendance. Council has allocated \$5,000 to fund relevant training and educational courses and attendances at briefings.

2.15 Telephone and internet expenses

Except as otherwise set out in this policy, Council will not reimburse Councillors for telephone expenses incurred in using their private/mobile phones for Council business. Phones are available for Councillors' use at the Coolah and Coonabarabran offices of Council.

2.16 Mobile telephone

Council shall meet the cost of a mobile telephone for the Mayor, for which Council shall pay rental and 100% of metered calls charged against that service, to a limit of \$205 per month for Council business calls and \$20 per month for incidental personal calls, provided that the number is available to be given out for general public information.

2.17 iPads

Council shall meet the cost of providing and maintaining a mobile iPad device costs of communication via computer OR provision of an iPad with internet connectivity.

2.18 Insurance Provisions

Council will maintain adequate insurance against public liability and professional indemnity for matters arising out of Councillors' performance of their civic duties and/or exercise of their council functions.

Council shall pay the insurance policy excess in respect of any claim made against a Councillor arising from Council business where any claim is accepted by Council's insurers, whether defended or not.

2.19 Legal Expenses and Obligations

Council shall, if requested, indemnify or reimburse the reasonable legal expenses to a maximum of \$200,000 of:

- a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act; or
- a Councillor defending an action in defamation provided the statements complained of were made in good faith in the course of exercising a function under the Act, provided that the outcome of the legal proceedings is favourable to the councillor; or
- a Councillor for proceedings before the Local Government Pecuniary Interest and Disciplinary Tribunal or an investigative body provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter before investigative or review body has proceeded past any initial assessment phase to a formal investigation or review. In the case of a conduct complaint made against a councillor, legal costs will only be made available where a matter has been referred by the General Manager to a conduct reviewer/conduct review committee to make formal enquiries into that matter in accordance with the procedures in the Code of Conduct. In the case of a pecuniary interest or misbehaviour matter legal costs will only be made available where a formal investigation has been commenced by the Division of Local Government. Legal costs must only be provided where the investigative or review body makes a finding that is not substantially unfavourable to the councillor. This can include circumstances in which a matter does not proceed to a finding.

Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act shall be distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly by using knowledge of a proposed rezoning for private gain is not covered by this provision.

Council shall not meet the costs for any legal assistance in respect of legal proceedings initiated by a Councillor in any circumstances.

Council must not meet the legal costs of a councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.

Council shall not meet the costs of any enquiry, investigation or hearing initiated at the request of, or to any legal proceedings taken by, Council itself.

2.20 Special requirements of Councillors – Care and Other Related Expenses

Council shall meet reasonable expenses associated with any special requirements of a Councillor, such as disability and access needs, in order to discharge the functions of civic office.

Council will meet reasonable costs of facilitating access to council premises, functions and activities where, by reason of disability, care-giver role or other special need, a councillor would not otherwise have equity of access with other councillors. Such support will allow the fullest participation reasonably possible. Council will reimburse the reasonable cost of care arrangements, including childcare expenses and the care of elderly, disabled and/or sick immediate family members of councillors to allow councillors to undertake their council business obligations.

The total amount paid to a Councillor under this provision shall not exceed \$800 per year of term.

Part 3 – PROVISION OF FACILITIES

Councillors shall not generally obtain private benefit from the provision of equipment and facilities. However, incidental personal use of Council equipment and facilities may occur from time to time without requiring reimbursement of the cost by a Councillor. No entitlement under this Policy shall be treated as being a private benefit that requires a reduction in the Mayoral fee or the Councillors fee.

Unless otherwise authorised in this Policy, if a Councillor does obtain a private benefit for the use of a facility provided by Council the Councillor shall be invoiced for the amount of the private benefit with repayment to be in accordance with Council's normal terms. The value of the private benefit shall be determined by Council in non-confidential session of a Council meeting.

Equipment, facilities and services provided under this Policy shall not be used to produce election material or for any other political purposes.

3.1 Mayoral Expenses, Facilities, Equipment and Services

The Mayor will be entitled to receive the following benefits:-

- a) Provision of a Council vehicle for appropriate use by the Mayor to carry out his duties as Mayor. Council to meet all costs associated with the provision of the vehicle. The Mayor will have no right of private use of this vehicle with the exception that he may use the vehicle for limited private use travel within the Shire only when attending different functions on the same day.
- b) Secretarial services relating to the discharge of his/her civic functions, including use of official stationery, writing pads, pens, diaries, folders and postage of official correspondence.
- c) Administrative assistance associated with civic functions, meetings and the like.
- d) Office refreshments
- e) Supply of Name Badges, Business Cards, Diaries and Attaché Case.

3.2 Elected Members – Facilities, Equipment and Services

The Councillors including the Deputy Mayor are entitled to receive the following benefits:-

- a) Use of Council Chambers, telephone and limited hospitality facilities (tea and coffee) for Council business or functions or community consultation.
- b) Secretarial services relating to the discharge of his/her civic functions, including use of official stationery where authorised by Mayor or General Manager.
- c) Postage of official correspondence dealing with Council business.
- d) Access to facsimile and photocopying facilities for Council related business.
- e) Transport to official functions when deputising for the Mayor (ie) Use of Mayoral vehicle if required.
- f) Supply of Name Badges and Note Books.

3.3 Bluetts Handbook

Provide all Councillors with a copy after their election.

3.4 Policies

Provide all Councillors with a full and up to date copy of policies and manuals.

Part 4 – OTHER MATTERS

4.1 Acquisition and return of equipment and facilities by Councillors

At the completion of their term of office, during extended leave of absence or cessation of civic duties, Councillors are to return equipment and other facilities to the General Manager.

At the cessation of their duties, the option to purchase at a fair market price or written down value of equipment previously allocated to Councillors will be subject to determination by Council.

4.2 Status of the Policy

This Policy replaces the previous version of the Policy adopted by Council on 21 November 2013 Minute No. 168/1314.

The Policy shall only be amended at a subsequent meeting of Council, subject to compliance with the Act.

Place	Accommodation \$	Food and Drink \$	Incidentals \$	Total \$
Adelaide	209.00	143.25	26.75	379.00
Brisbane	257.00	143.25	26.75	427.00
Canberra	246.00	143.25	26.75	416.00
Darwin	287.00	143.25	26.75	457.00
Hobart	195.00	143.25	26.75	365.00
Melbourne	265.00	143.25	26.75	435.00
Perth	299.00	143.25	26.75	469.00
Sydney	265.00	143.25	26.75	435.00
Country	190.00 or relevant amount in table 4 if higher	143.25	26.75	variable – see table 4 if applicable

Country centre	\$	Country centre	\$
Albany (WA)	179	Jabiru (NT)	192
Alice Springs (NT)	150	Kalgoorlie (WA)	159
Bordertown (SA)	135	Karratha (WA)	347
Bourke (NSW)	165	Katherine (NT)	134
Bright (VIC)	152	Kingaroy (QLD)	134
Broome (WA)	233	Kununurra (WA)	202
Bunbury (WA)	155	Mackay (QLD)	161
Burnie (TAS)	149	Maitland (NSW)	152
Cairns (QLD)	140	Mount Isa (QLD)	160
Carnarvon (WA)	151	Mudgee (NSW)	135
Castlemaine (VIC)	133	Newcastle (NSW)	152
Chinchilla (QLD)	143	Newman (WA)	195
Christmas Island (WA)	150	Norfolk Island (NSW)	329
Cocos (Keeling) Islands (WA)	285	Northam (WA)	163
Colac (VIC)	138	Orange (NSW)	149
Dalby (QLD)	144	Port Hedland (WA)	295
Dampier (WA)	175	Port Pirie (SA)	140
Derby (WA)	190	Queanbeyan (NSW)	133
Devonport (TAS)	135	Roma (QLD)	139
Emerald (QLD)	156	Thursday Island (QLD)	200
Exmouth (WA)	255	Wagga Wagga (NSW)	141
Geraldton (WA)	175	Weipa (QLD)	138
Gladstone (QLD)	187	Whyalla (SA)	145
Gold Coast (QLD)	149	Wilpena-Pound (SA)	167
Gosford (NSW)	140	Wollongong (NSW)	136
Halls Creek (WA)	199	Wonthaggi (VIC)	138
Hervey Bay (QLD)	157	Yulara (NT)	244
Horn Island (QLD)	180		

POLICY DOCUMENT CONTROL:

Policy		Resolution	Date
Payment of Expenses Policy	Endorsed	233	16 June 2005
Payment of Expenses Policy	Amendment	49	18 August 2005
Payment of Expenses Policy	Amendment	393	18 May 2006
Payment of Expenses Policy	New Policy endorsed	199	17 December 2009
Payment of Expenses Policy	Revised Version	123	21 October 2010
Payment of Expenses Policy	Revised Version	181/1112	24 November 2011
Payment of Expenses Policy	Revised Version – 4	235/1213	21 February 2013
Payment of Expenses Policy	Revised Version – 5	168/1314	21 November 2013
Payment of Expenses Policy	Revised Version – 6	160/1415	20 November 2014