

LIVERPOOL PLAINS SHIRE COUNCIL

2008-09

ANNUAL REPORT



LIVERPOOL PLAINS
SHIRE COUNCIL



NEW CHILDRENS POOL & LIBRARY



INDEX

	Page No.
FOREWARD	2
YOUR COUNCIL REPRESENTATIVES FOR 2008/09	4
SECTION ONE - GENERAL REPORTING	
• ENGINEERING WORKS AND SERVICES	5
• ENVIRONMENTAL SERVICES	10
• COMMUNITY SERVICES	15
• ECONOMIC DEVELOPMENT	18
SECTION TWO - STATUTORY REPORTING	
• FINANCIAL STATEMENTS	19
• COMPARISON OF ACTUAL PERFORMANCE OF PRINCIPAL ACTIVITIES	19
• STATE OF THE ENVIRONMENT REPORT	42
• REPORT ON THE CONDITION OF PUBLIC WORKS	42
• PROGRAMS UNDERTAKEN DURING 2008/09 TO PROMOTE SERVICES AND ACCESS TO SERVICES FOR PEOPLE WITH DIVERSE CULTURAL AND LINGUISTIC BACKGROUNDS	45
• ACTIVITIES UNDERTAKEN TO DEVELOP AND PROMOTE SERVICES AND PROGRAMS THAT PROVIDE FOR THE NEEDS OF CHILDREN	46
• PROGRAMS UNDERTAKEN TO PROMOTE SERVICES AND ACCESS TO SERVICES FOR RESIDENTS AND OTHER USERS	46
• SUMMARY OF AMOUNTS INCURRED IN RELATION TO LEGAL PROCEEDINGS	46
• FEES, EXPENSES & FACILITIES PROVIDED TO THE MAYOR & COUNCILLORS	47
• PAYMENT OF EXPENSES AND PROVISION OF FACILITIES TO COUNCILLORS	47
• SENIOR STAFF EMPLOYED BY COUNCIL	48
• CONTRACTS IN EXCESS OF \$150,000	48
• SUMMARY OF WORKS ON PRIVATE LAND & SUBSIDIES	48
• GRANTS UNDER SECTION 356	48
• HUMAN RESOURCES ACTIVITIES	49
• EEO MANAGEMENT PLAN	50
• EXTERNAL BODIES EXERCISING FUNCTIONS	52
• COMPANIES IN WHICH A CONTROLLING INTEREST WAS HELD	52
• PARTNERSHIPS, CO-OPERATIVES OR JOINT VENTURES	52
• RATES & CHARGES WRITTEN OFF	53
• OVERSEAS VISITS FUNDED BY COUNCIL	53
• FREEDOM OF INFORMATION	53
• ADDITIONAL MATTERS	
- National Competition Policy	54
- Privacy & Personal Information Protection Act	55
- Stormwater Management Services	55
- Environmental Planning & Assessment Act 1979	55
APPENDICES	
Appendix "A"	2008/09 Financial Statements
Appendix "B"	State of Environment Report
Appendix "C"	Disability Action Plan, Social Plan & Cultural Plan
Appendix "D"	Policy - Payment of Expenses and Provision of Facilities to Councillors



Mayor's Foreword

I am very pleased to present the 2008/09 Annual Report for Liverpool Plains Shire Council. The year was the first in the life of the new Council elected in September 2008. Three new Councillors were elected being Councillors Fiona Simson, Paul Moules and Andrew Laurie with each showing great enthusiasm for their new role. I would also like to thank the three outgoing Councillors - Ros Marr, Earl Kelaher and Richard Anderson for their significant contributions over the previous four years.

The year saw a number of enforced changes on local government with the introduction of joint regional planning panels, joint returning officers for the election and long term integrated planning. The latter involving the new Council in developing a ten year community strategic plan as a first step in the integrated planning process. Completion of Council's asset management plan is essential for the integrated plan to have any useful meaning and this should occur in 2010.

The major achievements during the 2008/09 financial year include the commencement of the upgrade of the Royal Theatre, construction of the Currabubula amenities block, the opening of the Werris Creek Library and Shire Works Depot extension, the opening by the Minister for Sport, the Hon Kevin Green MP of the upgraded Henry Street oval, the new toddler's pool in Quirindi, the opening of the Second Fleet Memorial Garden, upgrade of the Quirindi to Wallabadah Road, the resheeting of gravel roads including the Windy Road, the sealing of Goran Lake Road, commencement of the upgrade of Single Street Werris Creek, the purchase of land for the new water tank, installation of telemetry and the purchase of new road plant to enhance efficiencies in road maintenance and construction.

Council received the following Awards for works, services and initiatives completed or achieved during 2008/09:

- Tr@ceR Weeds won the National Local Government Award - Environment Category for a shire under 15,000 population
- The Australian Railway Museum and Monument won a NSW Inland Tourism Award.
- Council and ARM Inc won the 2009 Australian Business Arts Foundation (NSW) Community Partnership category

Capital Works

The main works completed or in progress during the year include:

Works in Progress

Project or Initiative	Total Cost \$000
Gap Road Bridge Replacement	85
High School Bus Stop	22
Telemetry Installation - Werris Creek	83
Wallabadah Road - Upgrade	602



Mayor's Foreword (Continued)

Completed Works

Project or Initiative	Total Cost \$000
Royal Picture Theatre upgrade	45
Construct Toddlers pool	75
Construct shade sails/seating - Quirindi Pool	33
Second Fleet Park- signage and parking	25
Werris Creek Library	490
Culvert construction on shire roads	75
Goran Lake Road - seal	321
Gravel Resheeting	325
Warrah Ridge Road - reconstruct	603
Treloar - crossing upgrade	58
Coonabarabran Road - Plantation - reseal	58
Single Street Werris Creek upgrade	323
Drainage Works - Werris Creek	213
Footpath - Loder Street Quirindi	80
Footpath - Highway - Wallabadah	23
Main Road 130 - Rehabilitation	41
Currabubula Sportsground - amenities	101
Construction of shed Henry Street Oval Quirindi	32
Quirindi Airport - upgrade runway	108
Asset Management Software	36
Willow Tree RFS - storage shed	53
New and replacement plant purchases	2,544
Quirindi Works Depot upgrade	211
Werris Creek Road - water mains installation	160
Acquire land for new water reservoir	86
Quirindi water chlorination	60

Please take the time to read this document and provide Councillors with any feedback on how we can make the Liverpool Plains Shire a better place to live.

Ian Lobsey OAM
Mayor

26th November 2009





Your Council Representatives for 2008/2009



Left to right: Cr Col Stewart, Cr Paul Moules, Cr Bernie Perkins (Deputy Mayor), Cr Andrew Laurie, Cr Ian Lobsey OAM (Mayor), Cr Fiona Simson and Cr Colleen Wills.



Section 1

General Reporting

ENGINEERING WORKS AND SERVICES

A significant program of work was again undertaken by Council on roads, bridges and footpaths during the year at a cost of over \$2.9m in addition to its usual maintenance programs. Major upgrades took place on regional roads (\$1.35m), particularly on MR 126 Wallabadah Road which is the Nundle to Quirindi timber haulage route. Significant work was also undertaken on MR 130 Werris Creek Road with the completion of Stage One of the Single Street Werris Creek redevelopment, rehabilitation of the road pavement at the Old Dairy and replacement of chain wire fencing with guardrail in Currabubula.

Council undertook a \$324,000 gravel re-sheeting program on several rural gravel roads including 10.4 km of Windy Road and 6.0 km of Carinya Rd in addition to several short sections of other rural gravel roads. The culvert construction and repair program continued with new culverts constructed on Treloar Road, Callaghans Lane, Bundella Road at Darby's Gully and at the intersections of Mayfield and Wandobah Roads and Wandobah and South Wandobah Roads. A damaged timber bridge on Chillcott's Creek Road was also replaced by a major triple cell box culvert.

New kerb and gutter and rehabilitation projects were completed in Quirindi, Spring Ridge and Currabubula while the drainage augmentation project was completed in Single Street Werris Creek between Poole Street and North Street at a cost of \$135,000. A significant bitumen resealing program was completed on the sealed road network with a total of \$730,000 allocated for this important maintenance activity.

Water Supplies maintained normal storage levels with regular rainfall events throughout 2008/09 including several events topping up Quipolly Dam and groundwater aquifers in the villages of Wallabadah and Willow Tree. With the continued low availability of skilled water industry workers, further traineeships were offered with several new employees commencing study towards a Water Industry Certificate II in 08/09. Council participated in the review of Local Water Utilities by the NSW government with agreement to enter into a Memorandum of Understanding for resource sharing with Gunnadah Shire Council being negotiated.



Construction of Gap Road Bridge



Engineering Works and Services (Continued)

A summary of works in the principal activity areas follows:

Works Administration

To meet Council's obligations under the Occupational Health and Safety Act 2000 staff continued to receive training in many key and hazardous work areas such as Confined Spaces, Traffic Control, Chainsaw Operation and Chemical handling. The Occupational Health and Safety Committee held a number meetings and workplace inspections throughout the year.

Development of Council's comprehensive Asset Management System continued with the purchase of additional software modules to expand the systems capabilities. A further re-valuation of Water and Sewer assets was undertaken following the acquisition of additional data. Data acquisition continued for the re-valuations of Council's road assets however with the completion date extended to July 2010 work commenced on the development of Asset Management Plans for Water and Sewer and Building and Property Assets with the intention of these documents being ready for public exhibition in December 2009. A strategic review of Council's quarry operations was undertaken with 16 existing quarries identified as being superfluous to Council's needs or exhausted of suitable material. As a result of this review remediation strategies are being developed to reduce Council and environmental risk at these sites. Site specific Quarry Management Plans are also being developed for Council's remaining Quarry sites with completion expected by July 2010.

Works Depots and Plant Administration

A new Water Services shed was constructed to house plant and materials while renovation of the depot meals room was also completed.

Parks & Reserves

Parks and Reserve operations were undertaken and a high standard of presentation was achieved. Landscaping work was undertaken at the entry to the Quirindi Showground/Racecourse, new playground equipment was installed in Wallabadah and road side landscaping was completed in Station Street Quirindi between Dalley and Pryor Streets. New netting was placed at the Henry Street Oval cricket nets.

Public Cemeteries

Cemetery maintenance was completed including topdressing of the lawn cemeteries and turf care. A new storage shed was constructed at Werris Creek cemetery while a new Columbarium Wall and a concrete strip for memorial plaques was constructed at Quirindi cemetery.

Swimming Pools

Crack repairs were again completed at the Quirindi pool with further painting being undertaken on the main pool. A new toddlers pool was constructed at a cost of \$85,000 while additional seating and shade structures were constructed adjacent to the main pool. A new pool cleaner was also purchased at a cost of \$14,000. A shade cover was erected at Werris Creek pool and fencing repairs were also undertaken to improve security.

The total number of pool patrons through the gate was 9133 at the Werris Creek Pool and 20878 at the Quirindi Pool.



Engineering Works and Services (Continued)

Airport

The usage agreement with BAE Systems in Tamworth continues to be successful and allows the airport to operate at no expense to ratepayers. Operation and management of the airport met CASA standards.

State Roads

Council entered into a new contract with the RTA titled Road Maintenance Council Contract (RMCC) to undertake maintenance and project work on the Kamilaroi Highway from the New England Highway at Willow Tree to the Shire boundary with Gunnedah Shire. The work involves routine maintenance, undertaken to meet service levels specified in the contract, and ordered work which is only undertaken at RTA direction. Council met the RTA specification requirements for this contract work.

Regional Roads

Upgrade and sealing works were undertaken on MR 126 Wallabadah Road between Pollocks Lane and the Quirindi town boundary to continue the upgrade of the proposed log haul route. Work was also completed on MR130 at two (2) locations being, Single Street Werris Creek and near the "Old Dairy" north of Barnbrook Road to improve stormwater drainage and rehabilitate the road pavement.

Routine maintenance and reseals were also undertaken on these sections of the road network in addition to reseal work on MR129 Coonabarabran Road. On MR579 Gap Road replacement of an old single lane timber bridge with a new 2 lane concrete structure commenced with completion expected by October 2009.

Shire Roads

The reconstruction and sealing of Warrah Ridge Road SR6 across the Warrah Creek floodplain was undertaken and completed during the year at a cost of \$603,250, while the construction and sealing of the only remaining gravel section of Goran Lake Road SR8 near Spring Ridge was also completed.

The annual reseal and gravel re-sheeting programs was undertaken and completed as scheduled.

Routine maintenance of both bitumen and gravel roads was undertaken. Maintenance grading of the gravel road network was completed with all roads receiving at least one maintenance grade during the year. Extensive maintenance work was undertaken on Bridges Bridge and the Old Highway Bridge at a cost of \$36,000 while Floras Pond Bridge and Borambil Creek Bridge were demolished.

Urban Streets

The following improvement projects were undertaken in addition to routine urban maintenance of Council's town and village streets:



Engineering Works and Services (Continued)

- Hill Street Quirindi - construct new kerb and gutter and concrete bus stop including disabled access adjacent to Quirindi High School \$87,500
- Broughton Street Spring Ridge Darby St to Arnold St- reconstruct pavement and seal.
- Marlow Street Currabubula - reconstruct pavement and sea
- George Street Quirindi - Asphalt overlay centre lanes and reseal parking lanes
- Hill Street Quirindi - Construct centre concrete median at Thomas Street
- New England Highway Wallabadah and Willow Tree - Construct new concrete pedestrian kerb blisters
- New concrete footpaths were constructed in Coach Street Wallabadah, Loder Street and Tebutt Street Quirindi
- A comprehensive drainage study was completed in Werris Creek and Willow Tree with work commencing on survey and data acquisition for Quirindi.

Water Supplies

Investigation and approvals for the Quirindi - Werris Creek regional water supply main component commenced during the 2008/09 period with the obtaining of substantial grant funding allocated to increasing the storage capacity in Quipolly Dam. The design and approval process tender has been let to engineering firm GHD with progress to meeting the end of 2010 construction deadline progressing well. Council's proposal to operate an automated early warning system downstream of Quipolly Dam was accepted by the NSW government who supplied 50% funding to complete the system. Installation of the system commenced in 2008/09.

The calling of tenders to design and project manage construction of a 5 ML concrete storage reservoir on the eastern side of Quirindi was also completed with tenders for the construction following in the 2009/10 management plan. Construction is due for completion around July 2010. The 5 km link main to the new reservoir has also commenced the design phase during 2008/09 for completion prior to the construction of the new reservoir.

A continued focus on programmed reticulation upgrades of mains to cater for inadequate fire service capability as well as replacement of depreciated pipes and removal of water quality issues has resulted in further capital investment during 2008/09. Mains were replaced in:

- Dalley Street - further block of relocated and upsized pipe capacity
- Waterford St - removal of dead end main and increase flow capacity around Bell Park
- Milner Parade and Banyer Place - removal of dead ends with cul-de-sac flushing points.

Investment in Werris Creek has focused on the technical upgrade of the existing water treatment plant inputs to supply operators with better data to adjust the treatment process. Devices such as online turbidity sensors and automatic chlorine changeover devices have been installed during 2008/09. An operation boat has also been purchased to facilitate the testing and maintenance of Quipolly Dam.

Purchase of additional field test equipment to monitor water quality in village supplies was also carried out. The installation of water restriction signage on the approaches to all water supplied towns was completed in 2008/09 to enable the communication of conservation measures to all consumers.



Engineering Works and Services (Continued)

Sewerage Systems

Consolidation of the treatment process continued for the two sewerage schemes in the shire with most efforts aimed at compliance with the existing license requirements. Proactive mains cleaning to prevent blockages due to tree root intrusion was accelerated during 2008/09 with substantial reduction in surcharges occurring.

During 2008/09 Council entered into a joint tender with Gunnedah Shire Council to carry out trenchless sewer main rehabilitation works yielding significant savings to both councils. Approximately 3 km of aged sewer main was repaired in Quirindi and Werris Creek during this contract. This work followed substantial CCTV assessment of a large proportion of the pipe network.



Assembly of Gap Road Bridge components



ENVIRONMENTAL SERVICES

The Environmental Services Department is responsible to Council and the community for administering a wide range of programs. Primarily the role of the department is to administer various aspects of environmental legislation and the maintenance and improvement of Council's built assets.

LAND-USE PLANNING & DEVELOPMENT APPROVALS

- **Strategic**

Council's current activities in this area are aimed at converting the current Local Environmental Plans (4) into one modern comprehensive document. This document is then used to provide direction for growth and development of the Shire. The new Local Environmental Plan for the Shire will establish the vision for controlled future development of the Shire.

Council placed the Growth Management Study and Strategy on exhibition in December 2008, seeking public comment. This stage has been completed and the strategy had been endorsed by the NSW Department of Planning. Council expects the next major stage (exhibition of a draft comprehensive LEP) to take place in early 2010.

In summary achievements have included:

- Submission of the Growth Management Study and Strategy to the Department of Planning for endorsement to permit consultation with Government Departments
- Undertake Ecological Assessment of Urban/Rural Residential release areas
- Undertake work to guide the preparation of the draft comprehensive LEP in terms of the State Government provided model template

- **Development Control**

Through the system of development approvals, certification of developments and compliance inspections, all developments have been checked so that they comply with the various applicable Environmental Plans, the Building Code of Australia, Planning for Bushfire Protection requirements and other related legislation.

Council has also fulfilled its other statutory obligations by issuing various certificates under the Environmental Planning & Assessment Act 1979 such as s149 (Planning Certificates) and s149 (D) (Building Certificates).

Activities for the reporting period undertaken include:

- Approval of development valued at \$11,047,231 (2008/09)
- Council issued 311 section 149 zoning certificates (2008/09)



Environmental Services (Continued)

ENVIRONMENTAL MANAGEMENT

Council has fulfilled its role as a regulatory authority under the Protection of the Environment Operations Act and has undertaken investigations into complaints with regard to pollution incidents.

In the same way Council continues to take an active role in natural resource management across the Shire and provides assistance and support where necessary to local landcare groups, such as the Quirindi Community Nursery and Quirindi Creek Catchment Committee.

The management and protection of the Grassy Whitebox Woodland at Wallabadah and Currabubula is an ongoing project for Council. This is in addition to the riparian zone rehabilitation projects occurring within the boundaries of the shire. The most conspicuous projects this year have been within the Quirindi township area.

Council works co-operatively with the local primary schools and the local cub pack within the Shire by planting trees to celebrate National Tree Day. The Tidy Towns Committee continues to be active and enters the Annual Competition.

All works in this area are more comprehensively covered in the attached annual State of the Environment Report.

Riparian Zone Rehabilitation Works - Quirindi Creek near the Whittaker Street Bridge

Before:



After:





Environmental Services (Continued)

WASTE MANAGEMENT

Council provides a range of programs to assist the community to dispose of their waste in an environmentally acceptable manner. These include:

- Participation in drumMUSTER and Chemcollect programs
- Recycling drop-off centres at Council landfills
- Weekly domestic waste pick-up and recycling service to collection areas

All landfill sites are supervised when they are open to the public as a means of providing greater public awareness of the many issues facing this crucial service. This initiative has had a waste reduction benefit with greater volumes of recyclable items being collected and removed from the waste stream, thus limiting the consumption of landfill space.

Council entered into a contract with J R Richards for kerbside collection of general refuse and recycling co-mingles which will be by way of a 240L bin service for each service. This upgraded service will commence in October 2009. At the same time Quirindi Aboriginal corporation will increase its site management services and modernise its separation and resale activities.

PUBLIC HEALTH

This program aims to ensure public health and amenity is achieved by:

- Monitoring and regulating food shops as well as education to owners and food handlers
- Investigate public health complaints
- Inspection of all skin penetration premises annually to ensure compliance with relevant legislation

NOXIOUS WEEDS CONTROL

Council employs two (2) full-time Rangers.

The program includes:

- Enforcement of the Noxious Weeds Act by inspection of private lands
- Suppression of noxious weeds on public land under Council's control
- Undertake control works on Crown Land
- Undertake programs to control environmental weeds with the assistance of other funding bodies such as the CMA

RANGER SERVICES

Council administers the Companion Animals Act and employs two (2) full-time Rangers who undertake regular patrols across the Shire.

Dogs found not under effective control may be returned to owners where identification is possible, or impounded.



Environmental Services (Continued)

In addition, the Rangers respond to:

- Call-outs for stock straying on roads
- Abandoned vehicles
- Littering
- Pollution incidents
- Overgrown allotments

Yearly Statistics

Dogs Impounded	113
Dogs Rehomed	20
Dogs Euthanased	77
Dangerous Dog Orders	3
Nuisance Dog Orders	5
Stock Call-Outs	35
Stock Impounded	5

BUILDING MAINTENANCE & CONSTRUCTION

This program constructs new buildings and maintains Council's buildings in a state of good repair and condition.

Projects have included:

- Completion of new toilet block at Rose Lee Park
- Completion of new library at Werris Creek
- Construction of new amenities and staff offices at Quirindi Works Depot
- Commence construction of Currabubula Amenities Block by installing new on-site waste management system
- General maintenance to all Council owned building as well as emergency repairs due to vandalism or break-ins
- Assist community groups, such as:
 - Rodeo/Campdraft Committee - upgrade yards at Showground
 - Premier Lions Club - Premier Sportsground
 - Currabubula Hall Committee - refurbish floor at Currabubula Hall
 - Warrah Creek Hall - refurbish shower/toilets



EMERGENCY MANAGEMENT

This program provides resources and assistance to:

- NSW Rural Fire Service
- NSW Fire Brigade
- State Emergency Service
- Volunteer Rescue Association

Council is also responsible for the Local Emergency Management Committee and Local Rescue Committee. These Committees meet quarterly. A new Local Emergency Management Centre for Liverpool Plains Shire will be outfitted at the Quirindi Works Depot.

REGENESIS PROJECT

The \$2 million joint carbon sequestration project, Regenesis also saw agreements reached between Blacktown, Liverpool Plains and the NSW Government during the 2007/08 financial year. Regenesis proposes the planting of trees on both private and Council owned properties to sequester carbon from the atmosphere and produce carbon credits for future resale.

During the 2008/09 financial year the Regenesis partnership progressed to plan and plant 23 hectares of native trees and shrubs on the Council owned property "Fairfield". Regenesis also partnered with 2 private landowners to provide funds for planting of 3 hectares. All these grants from the Regenesis fund were made available after a rigorous process for approval.

Council hopes to enter into similar projects with Regenesis and private landowners in the 2009/10.



Regenesis Planting by Quirindi High School



COMMUNITY SERVICES

LIBRARY SERVICES

Council is a member of the Central Northern Regional Library, which is administered by Tamworth Regional Council. Members of the group are Tamworth Regional Council, Narrabri Shire, Uralla Shire, Walcha Shire and Liverpool Plains Shire. The withdrawal of Gunnedah Shire from the group has placed additional cost pressures on the remaining partners.

There are two branch libraries at Quirindi and Werris Creek and one public service outlet at Premer.

Opening hours are:

Quirindi	Monday to Friday Saturday	10 am - 5 pm 10 am - 12 pm
Werris Creek	Monday, Tuesday, Thursday, Friday Wednesday & Saturday	1 pm - 5 pm 10 am - 12 pm
Premer	Monday and Saturday	10 am - 12 pm

Undoubtedly the highlight of the year was the opening of the new Werris Creek Library. Now located in the main street, the new library provides greater access to the public including persons with disabilities. The new premises are light and vibrant yet blend into the traditional streetscape of Werris Creek. The new premises resulted in a substantial increase in patronage to the facility.

Residents are encouraged to use their local library and to avail themselves of the extended services available from the Regional Library network. Public access computer bookings continue to grow with showing the way forward for 21st Century libraries.





Inside the newly constructed Werris Creek Library

Community Services (Continued)

YOUTH AND CHILDREN'S SERVICES

Council has continued to provide a number of services for children and the youth of the Shire.

These services are similar to those conducted over previous years due to their success.

Council sponsors the Life Education Program which provides a subsidy to all primary school children in the Shire to enable them to attend the program

A community based Committee that administers the Youth Scholarship Program on Council's behalf has continued to provide funding to assist local youth. Projects undertaken include:

- HSC Youth Theatrical participation;
- NSW Youth Parliament participation
- NSW State Schools Constitutional Convention.

Council provides accommodation for the Beehive Playgroup at the Quirindi Pavilion and Eastside Childcare remained extremely popular.



Quirindi Recreation Centre

HOME AND COMMUNITY CARE



The Liverpool Plains HACC program assists clients who are frail and/or aged and people with disabilities to remain in their homes and within the general community for as long as is practical. HACC Centres are located in Hill Street Quirindi and North Street Werris Creek.

Community Services (Continued)

Undoubtedly the highlight of the year was the extension of services to Willow Tree with the opening of a facility in King George V Park. This has become popular with high patronage.

The Service is funded by the State and Federal Governments and sponsored locally by Council. Due to increases in funding and other small grants, the range of activities has increased over the past year. These new activities include craft days, extra transport services and exercise classes.

Further support is provided by:

- Oxley Community Transport Service,
- Gunnedah Oxley Community Options
- Home Care Service
- HACC Regional Team
- Commonwealth Carer Respite Tamworth
- Community Nurses from Hunter New England Health

Anyone who has a disability which makes independent living difficult can apply for HACC Services. That is, people with a functional disability or frail elderly people including those with dementia.

HACC Services are also available to carers. Carers are family members or friends who care for frail aged persons or those with a disability.

Services include:

- Shopping Access Bus
- Hydrotherapy Bus
- Tamworth Specialist Medical Bus
- Premier -Tamworth Bus
- Ladies RSL Club Luncheon Bus
- Men's Day Outings
- Carers' Meetings
- HACC Car
- Meals on Wheels
- Food Service
- Craft Day
- Monthly Carers' Meeting
- Social Support
- Seniors' Newsletter
- HACC Holiday
- Referral Service
- Shopping Service
- Transport
- Domestic Assistance (client shopping)
- Movement to Music Gentle Exercises
- Assessments
- Referral to Other Services



- Co-ordinator Seniors Week
- Tax Help

ECONOMIC DEVELOPMENT

The global economic downturn has had profound effects within the Liverpool Plains Shire. Primarily the banks decision to limit commercial borrowing has resulted in the cancellation of several projects.

Whilst agriculture remains the backbone of employment within the Liverpool Plains, mining and gas exploration have emerged as critical new employment sectors. Exploration licenses have been taken up by BHP Billiton near Caroona within the Shire boundaries, whilst Shenhua China's largest producer of coal is exploring near Breeza in Gunnedah Shire. Both these sites are geographically closer to Quirindi and Werris Creek than any other major population centre. Santos is also exploring for coal seam methane in the district, leading to employment outcomes on drilling rigs and ancillary support. The prospect of further mines in the Gunnedah basin has also resulted in teams of workers subcontracted to the ARTC utilising almost all available accommodation within the Shire. Whilst the economic activity is welcome, Council remains committed to the protection of the alluvial floodplains of the Shire.

McVicar Sawmill and Carlo's IGA opened to substantial public approval. The supermarket in particular has had a beneficial impact on resident shopping patterns.

Council continued its participation at Country Week which again proved effective in attracting new residents. The annual Sister City exchange with Blacktown saw a group of Aboriginal dancers performing on stage and students being billeted with Michell High School compatriots.

Liverpool Plains actively participated in the promotion of the Kamilaroi Highway and New England North West Tourism. Domestic tourism remains stagnant but Council's strategy of developing attractions in the towns and villages saw positive numbers.

The second fleet component at Wallabadah was opened amidst much critical acclaim from the public. The Australian Railway Monument and Rail Journeys Museum continues to win major awards both for the displays and for the effectiveness of the volunteers.

An independent Management Plan for recreational activity at Quipolly Dam was commissioned as well as a statement of environmental effects.

Second Fleet Gardens Wallabadah





Section 2

Statutory Reporting

Financial Statements [Section 428 (2) (a)]

See attached Appendix "A".

Comparison of Actual Performance of Principal Activities [Section 428 (2) (b)]

In terms of Section 428 (2) (b) of the Local Government Act, the following details the extent to which performance targets set by Council's 2008/09 Management Plan have been achieved during that period.

The Council reviewed the progress of the Plan at the conclusion of each quarter and noted any significant variations to the performance targets.

Each of the Principal Activities and sub activities in the Management Plan has detailed objectives and performance targets as indicated. Council's performance against these objectives was assessed in an annual context and a summary of these achievements follow.

PRINCIPAL ACTIVITY:
100.110 Rates and Charges

Responsible Officer: **Director Corporate Services**

OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
The maintenance of an equitable and accurate rating system.	Rate returns are lodged on a timely basis Supplementary lists are processed within 21 days of receipt S.603 certificates are processed within one week of receipt.	Completed within statutory timeframe. All lists processed within 21 days. All certificates processed within one week.
All annual and quarterly rate notices are issued within the prescribed times	All rate notices issued within prescribed timeframes.	Completed within statutory timeframe.
Rate revenue is maximised through effective recovery procedures.	Percentage of outstanding rates, charges and fees below group average in Local Government Annual Report on comparative information. Conduct an annual sale of land for unpaid rates if outstanding rate position meets LG Act provisions.	LPSC 7.4% compared to category 7.5% . Sale for September 2008 cancelled due to payment of outstanding rates or satisfactory arrangements being made.



PRINCIPAL ACTIVITY:
110.100 Unattached Income

Responsible Officer: **Director Corporate Services**

OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
<u>Grants Commission Return</u>		
Prepare the Local Government Grants Commission Return	Grants Commission Return completed by 30 th November, 2008.	Completed - lodged in November 2008 within statutory timeframe.
<u>Investments</u>		
Maximise interest on investments within acceptable levels of risk.	Annualized rate of return of 20 basis points above the annualized 30day Bank Bill Index. Monthly report submitted to Council. No adverse investment returns.	Returns for fourth quarter above 30 day BBSW. Three returns submitted for fourth quarter. No adverse returns to report apart from low interest rates.

PRINCIPAL ACTIVITY:
100.120 Governance

Responsible Officer: **General Manager**

OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
Councillors are consistently involved in transparent and open community consultation processes that are identified as having beneficial effect on community development.	Opportunities available for community participation through focus groups, working parties, public meetings and public exhibition of documents. Quarterly newsletters to residents each year. Weekly Update of council news published in the Advocate. Advertisements and media releases made on a regular basis Participation levels at Council, Committees and community level meetings. Attendance at professional development and training courses during the year.	Opportunities provided to community members through S355 committees, public meetings and council meetings. Documents exhibited and advertised for public comment. Newsletter sent Achieved - Weekly updates published in Advocate, Werris Creek Flyer, Bush Telegraph and website Achieved Councillors participate and contribute to discussion Courses available are shown in Elected Members Bulletin. Councillors attended training for meeting procedures, corporate governance and strategic planning

**PRINCIPAL ACTIVITY:****100.130 General Manager's Office****Responsible Officer:****General Manager**

OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
Strategic planning and management processes are recognised as being high quality and focused on achieving outcomes and measuring performance.	Council satisfied with Management Plan format. Council adopts revised Shire Wide Strategy by April 2009 Annual Report prepared and distributed by Dec 2008.	No dissatisfaction advised by Councillors Achieved Achieved
Contribution of staff to achieving corporate objectives is maximised.	Review all HRM policies and programs on a regular basis. Training plan implemented.	Ongoing throughout year Ongoing throughout year
Accurate and timely reporting systems that allow Council to assess efficiency and effectiveness of spending programs are routinely provided.	Management is satisfied with content and timeliness of financial reports. Council is satisfied with reporting format	MANEX to advise if not satisfied – revised Powerbudget implemented No dissatisfaction advised by Councillors
Management performance meets with Council approval in terms of effective implementation of Council priorities and policies.	Management Plan performance targets met and/or variations approved by Council	Refer to quarterly reports by GM
Management provides transparent reporting and minutes that facilitate Council's decision making. Decisions communicated to residents.	Council is satisfied with the reporting format and content provided by management. Business papers/minutes have error content less than 1%. Business papers are timely.	No dissatisfaction advised by Councillors Achieved Achieved

PRINCIPAL ACTIVITY:**100.140 Corporate Services****Responsible Officer:****Director Corporate Services**

OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
<u>Occupational Health & Safety</u> Provide a safe workplace for Council staff, contractors, visitors, customers and volunteers	No reportable incidents. Completion by the 30 th September 2008.	No reportable incidents. strategy reviewed and elements prioritized for completion.
<u>RTA Agency</u> High transaction and	RTA satisfied with Agency	Performance reported monthly.



OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
<p>service levels maintained at RTA Agency</p> <p>Increase level of service to the public.</p>	<p>performance.</p> <p>Surplus on agency operations of not less than 5% of annual agency retainer.</p> <p>Report findings and recommendation to the October 2008 meeting of Council.</p>	<p>Revised operation under a new pricing structure has resulted in a 20% profit for the year.</p> <p>Review undertaken in March 2009.</p>
<p><u>Shops and Offices</u></p> <p>100% occupancy of shops and offices at current market rentals</p>	<p>All commercially in demand properties tenanted.</p>	<p>All properties tenanted.</p> <p>Bogas service station still in decommissioning stage.</p>
<p><u>Housing</u></p> <p>Council owned dwellings are maintained at an appropriate standard</p>	<p>Housing strategy reviewed annually and reported to Council by 31st December each year.</p>	<p>Complete. Retention of McCarthy Place residence and proposed sale of Punyarra Street residence. First Fleet cottage being refurbished.</p>
<p><u>Customer Service</u></p> <p>Meet customer service expectations at the reception counter</p>	<p>Maximum queue delays of five minutes at customer service and reception counters.</p>	<p>No long delays.</p>
<p><u>Customer Action Request System</u></p> <p>Customer requests are actioned and responded to.</p>	<p>Report to Council on the number of requests for each functional area.</p>	<p>Customer action request system fully operational and reports to Council each month.</p>
<p><u>Internal Audit</u></p> <p>All potential or actual inadequacies in the organisation's systems, standards and controls addressed.</p>	<p>Staff are to submit monthly reports and reconciliations of ledger accounts to the Finance Manager for checking by the 14th of each month.</p> <p>Completion by 31st May 2009.</p>	<p>Complete - All reports submitted.</p> <p>Internal review commenced with Child Care Centre operations (weekly reporting).</p>
<p><u>Building Insurance</u></p> <p>Maintain Council's building insurance schedule and update insurance values annually.</p>	<p>All new structures/buildings added to insurance schedule upon completion of construction.</p> <p>Review and update of insurance values completed by 31st May 2009.</p> <p>Highly effective insurance cover in place on most competitive terms available.</p>	<p>All new buildings added to insurance schedule.</p> <p>Review completed with updated values for all buildings.</p> <p>Insurance cover in place.</p>
<p><u>Records Management</u></p> <p>Maintenance of an effective and efficient records management system</p>	<p>System files archived as necessary and recorded.</p> <p>System files regularly purged and disposals recorded and presented to General Manager.</p> <p>Electronic distribution of monthly Committee and Council business</p>	<p>System hard copy files removed ready for archiving.</p> <p>No disposals presented to GM.</p> <p>Committee and Council business papers distributed monthly.</p>



OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
Increase the efficiency and effectiveness of records management services to the organisation	<p>paper</p> <p>Timely distribution of all correspondence electronically.</p> <p>Review document management system by 31st March 2009.</p>	<p>All correspondence distributed daily.</p> <p>Complete – change to electronic recording of outgoing correspondence from the 1st May 2009.</p>
<u>Information Systems</u> Provide an effective information system	<p>Authority financial system operational 99% of time during business hours.</p> <p>LAN operational 99% of time during business hours.</p> <p>Backups performed daily and off-site storage of weekly backups</p> <p>Installation in Quirindi Recreation Centre by the 30th November 2008.</p>	<p>System operational 99.95%</p> <p>LAN fully operational 99.94%.</p> <p>Complete.</p> <p>Complete - Replication strategy now transferred to new depot facility.</p>
<u>Staff Training</u> Provide staff training in the use of information systems.	<p>Revised training plan developed by the 28th February 2009.</p> <p>Staff training undertaken.</p>	<p>Complete.</p> <p>Complete.</p>
<u>Water Billing and Rating</u> Provide effective and efficient water billing and rating services.	<p>Accounts are issued quarterly and within 30 days of reading.</p> <p>Number of justifiable complaints received.</p>	<p>June 2009 invoices issued in July 2009 due to problems with readings.</p> <p>Nil justifiable complaints.</p>
<u>Creditors</u> Pay creditors within acceptable terms	<p>Number of justifiable complaints received. Payments to be made by the 30th of each month.</p>	<p>Nil justifiable complaints.</p>
<u>Pricing Policy/Fees & Charges</u> Prepare Council's Pricing Policy in accordance with legislative requirements	<p>Submit a Pricing Policy to Council that meets legislative requirements.</p> <p>Incorporate Pricing Policy into Council's Management Plan.</p> <p>Draft Pricing Policy submitted to Council by 30th May 2009</p> <p>Pricing Policy incorporated into Council's Draft Management Plan by 15th May 2009</p>	<p>Complete.</p> <p>Complete.</p> <p>Complete.</p> <p>Complete.</p>
<u>ABS Return</u> Prepare the ABS annual collection of Local Government Finances Return	<p>Fees and Charges Schedule prepared, adopted and distributed by 30th June each year.</p>	<p>Complete.</p>



OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
	ABS Return completed by 29 th November, 2008.	Complete.
<u>Budget Preparation</u> Co-ordinate preparation of the annual budget.	First draft budget presented to MANEX by 28 th February 2009. Budgets incorporated into Council's Draft Management Plan by 30 th April, 2009. Final budget prepared and adopted by 30 th June, 2009.	Complete. Complete. Complete.
<u>Budget Reviews</u> Monitor and review Council's income and expenditure	Quarterly Financial Reviews submitted to Council within statutory timeframe.	Achieved.
<u>General Ledger</u> Maintain a structure in the General Ledger to provide adequate financial reporting	Actual result reflects anticipated budget result.	Complete with linkage to Power budget.
<u>Council Committee Auditing</u> Conduct regular financial reporting of Section 355 Management Committees and provide assistance.	Audited financial statements for Council Committees reported to Council by 30 th November, 2008.	Complete in accordance with DLG extension. Report submitted to December 2008 Council meeting.
<u>Asset Accounting</u> Account for Council's assets accurately and in accordance with legislation.	Accurate records kept of Council's assets. Information completed to legislative requirements. Completion by 31 st March 2009.	All Council assets recorded and valued. Assets entered into Assetic system. Road revaluations commenced. The DLG has advised valuation not required until 30 th June 2010.
<u>Plant Administration</u> Provide plant administration support.	Financial reports provided as annexure to the 30th October 2008 Financial Review.	Report to December 2008 meeting.
<u>Payroll/Human Resources Issues Reporting</u> Provision of monthly reports to Council regarding overtime, staff costs, workers compensation, accrued leave and sick leave.	Consultation undertaken. Reports on Human Resources Issues submitted to Council monthly. Templates for annual reviews	Completed each month. Achieved Complete.



OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
Provision of accurate and timely Payroll Services	distributed to General Manager/Directors by 28 th October 2008 for first round appraisal. Completion of annual appraisal by the 30 th April 2009. Employees paid fortnightly. No errors and omissions reported.	Complete by 30 th June Payments made every second Thursday. No errors to report.
<u>Fringe Benefits Tax</u> Monitor motor vehicle use to minimise Fringe Benefits Tax (FBT) Ensure compliance with FBT legislation.	Recommended changes to vehicles communicated to senior management. Adequate records maintained. No adverse report. FBT return lodged by 15 th May, 2009.	Ongoing. No adverse reports Complete.

PRINCIPAL ACTIVITY:**200.110 Tourism & Economic Development****Responsible Officer:****Director Economic & Community Development**

OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
Occupational Health & Safety Provide a safe workplace for Council staff, contractors, visitors, customers and volunteers	No reportable incidents	No incidents
Community recognition of activities undertaken in Tourism	At least five media releases on tourism activities	Achieved
Community recognition of activities undertaken in Economic Development	At least five media releases on economic development activities	Achieved
Council is effective in ensuring business focus groups commit to a consistent and agreed economic development strategy within an attainable Vision for the Shire and partner the Council in agreed actions that facilitate investment by new and existing businesses.	Continued relationship with ACC, DSRD, & NENWDB. Make appropriate Council facilities available. Four funding applications. Determine interest level of towns and villages.	Ongoing however ACC abolished Ongoing Achieved Ongoing meetings Willow Tree, Wallabadah, Premer, Spring Ridge, Quirindi, Werris Creek
Business Quirindi website.	Site updated every six months. Average of 15,000 hits to site per annum.	Ongoing 21,113 total



OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
Retiree Marketing	Distribution of information packages.	Ongoing
Sale of Residential Land	Design and cost "Terrible Billy" site- August- November 2008	Pending market improvement
Sale of Industrial and Residential Land	Lots sold as per Estimates.	Not achieved – market very flat
Develop Industrial Land	In keeping with Council policy.	In association with DES – land provided for in LEP Strategy
Tourism Development	Review every 6 months Review Tourism Plan by December 2008	Review completed 241,427 hits this year Plan adopted March 2009 Council Meeting
Australian Railway Monument	Grant application successful. Grant application successful	Asbestos issues delay application Awaiting outcome of the above
Heritage Interp. Signage	Research of appropriate photos and installation of signs by December 2008	Recently acquired photographs. Streetscape development delayed due to funding.
Willow Tree Sustainability Centre	For completion 2008-09	Grant unsuccessful design tender prepared and advertised.
Tourism Marketing	At least two new ideas developed and implemented – 4 meetings p.a. minimum Attend & contribute to NENW Tourism Marketing Committee. Annual familiarization by Tamworth volunteer staff Attend Kamilaroi Highway Meetings	Meetings ongoing Board member – meetings attended Spring 2009 Chairman of committee – meetings attended
Arts	In conjunction with Currabubula Art Show & Blackville Art Show. At least two new events held during the year	Currabubula March 2009 1 event only held



PRINCIPAL ACTIVITY:
300.190 Library Services

Responsible Officer: Director Economic & Community Development

OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
A high quality Library service is provided that meets the educational, recreational and information needs of the community.	<p>Council representation at meetings</p> <p>Submissions made</p> <p>Library opened</p> <p>Number of loans, computer usage and members increase compared to previous period</p> <p>Establish marketing program. Weekly article published in local paper.</p> <p>Develop a proposal to establish a Local Studies section at Quirindi.</p> <ul style="list-style-type: none"> ○ Research potential ○ Source funding ○ Launch concept ○ Establish collection ○ Collection launched 	<p>Representation at meetings</p> <p>Lobbying through association</p> <p>New library opened February 2009</p> <p>Service demand increasing longer operational hours Werris Creek</p> <p>News articles submitted to paper, increased activities at library</p> <p>Under evaluation</p>

PRINCIPAL ACTIVITY:
300.190 Aged and Disabled Services

Responsible Officer: Director Economic & Community Development

OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
Wide range of services delivered at a standard which meets client needs	<p>Lobby for funding to develop a permanent accommodation for the Quirindi HACC Centre</p> <p>Number of clients utilizing services and programs.</p> <p>Identify and access funding opportunities.</p> <p>Service maintained and no adverse comments from clients.</p> <p>Participation in Seniors Week Senior Citizens Week activities undertaken</p> <p>Positive feedback from</p>	<p>Ongoing.</p> <p>Client demand increasing</p> <p>Willow Tree Outreach commenced operation February 2009</p> <p>Ongoing. New provider discussed and at this stage remaining with Hunter New England Health</p> <p>No complaints</p> <p>Programs undertaken community enjoyed.</p>



	community. HACC Newsletter published in hard copy and on Councils web page.	Target met
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PRINCIPAL ACTIVITY:
300.200 Youth & Children Services

Responsible Officer: **Director Economic & Community Development**

OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
Young people have access to opportunities that enhance their social well being	<p>Council maintains active youth program.</p> <p>Participation in Youth Week. No in attendance.</p> <p>Develop and deliver programs to meet identified needs in consultation with appropriate youth agencies.</p> <p>Positive feedback regarding the benefits of Scholarships given to youth.</p> <p>Committee meets and provides Quarterly report to Council on activities</p>	<p>Ongoing- School holiday fun centre conducted Recreation Centre and Railway Institute operational</p> <p>Grant application made</p> <p>To be undertaken. This will be discussed during the writing of the Social Community Plan. Youth Forum conducted.</p> <p>Feedback positive</p> <p>Committee meets. New members recruited.</p>

PRINCIPAL ACTIVITY:
300.190 Cultural & Community Services

Responsible Officer: **Director Economic & Community Development**

OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
Enhanced participation by community in cultural activities	<p>Cultural Plan prepared by March 2009/10</p> <p>Community Australia Day functions held across shire.</p> <p>Aging Strategy finalized and adopted by Council by 30th June 2009</p>	<p>Plan preparation commenced. Plan finalised.</p> <p>Functions held very successful.</p> <p>Commenced as part of Cultural/Community Plan – not achieved</p>
Cultural and Social needs of the shire are identified, considered for service provision and met where funded.	Social Plan presented to Council by 31st October 2009. Capital works to be decided by the end of March so they can be included in management plan.	Commenced (see above comments). Focus group meetings held for each of the target groups.



OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
A range of medical services are locally available	<p>Council owns and maintains facilities suitable for GP practice.</p> <p>Premier Medical centre staffed by Community Nurse.</p> <p>Support Hunter New England Health in the development of a Health One Facility at Quirindi and a MPS at Werris Creek.</p>	<p>Ongoing</p> <p>Met</p> <p>Ongoing Council members of both committees</p>
Sports Council meets and represents the sporting interests of the shire	<p>Sports Council meets quarterly and reviews the sporting and recreational needs of the shire.</p> <p>Sports Council provides recommendations on priority projects to Council for funding by Department of Sport and Rec.</p> <p>At least one sport exchange with Blacktown City Council undertaken</p>	<p>Meetings held</p> <p>Funding advertised</p> <p>Not Achieved</p>
Quirindi Recreational Centre provides a range of activities.	<p>At least one sports council initiative undertaken.</p> <p>User survey conducted annually to gauge satisfaction of level of service.</p>	<p>Sports Council Awards Dinner to be held July 2009</p> <p>Will start organising new survey to go out. There is now one full time staff member.</p>

PRINCIPAL ACTIVITY:**300.200 Childcare Services****Responsible Officer: Director Economic & Community Development**

OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
Adequate accessible and affordable child care services are provided which meet community needs.	<p>Childcare Centre meets DOC's licensing requirements.</p> <p>Centre operates at capacity, reports presented on attendance and expenditure</p> <p>Childcare Centre access to government assistance programs</p> <p>Positive feedback</p> <p>Centre operates as a profit cost centre</p> <p>Make submissions to State and Federal Government for capital and recurrent funding for additional preschool places.</p> <p>Beehive available for rent for children's activities</p> <p>Report on the provision of Childcare services in the shire.</p>	<p>Application for renewal of licence made</p> <p>Reports presented</p> <p>Ongoing</p> <p>Feedback positive</p> <p>Achieved</p> <p>As required</p> <p>Centre available</p> <p>To be undertaken – not achieved</p>

**PRINCIPAL ACTIVITY:****300.110 Environmental Services Administration****Responsible Officer:****Director Environmental Services**

OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
Provide a safe workplace for Council staff, contractors, visitors, customers and volunteers	Systems in place to identify and mitigate risk No reportable incidents	Systems in place No incidents
Provide the community with a comprehensive local environmental plan that reflects the intent and adopted land use strategies and facilitates sustainable development and growth of the shire.	Strategy endorsed by DoP Strategy advertised for public comment Council considers submissions and adopts strategy Draft LEP submitted to DoP for s65 Cert Draft LEP advertised Council considers submissions and adopts draft LEP Draft LEP submitted for gazettal by DoP	In house meeting with senior staff on 9 February 2009, then with consultant and persons who made submissions. Amended Strategy with DoP Strategy adopted Delays due to new template and prioritisation of LEPs in State – due for completion 2010
Adopted planning strategies guide development of the Shire	DoP has endorsed Council Land use strategy Researched reports and recommendations presented to Council on major planning issues, impacting on the Shire.	Strategy being considered by DoP Ongoing
The corporation displays environmental best practice in delivering services	No incidents of non compliance	No incidents of non compliance

**PRINCIPAL ACTIVITY:****300.120 Public Health****Responsible Officer:****Director Environmental Services**

OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
Health problems caused by unclean food handling and premises are minimized.	100% of food premises have an annual inspection. Undertake a food handling seminar annually. Review undertaken.	Food shop inspections nearing completion Seminar undertaken Review undertaken and regional meetings attended
Maintenance of a healthy environment	Inspection program developed and implemented. Act implemented and regulatory staff familiar with requirements of Act, with the capacity to regulate. Disposal units installed at selected locations.	Program implemented Staff respond to reported incidents and assist DECC with investigations. Tenders for service of units determined
Timely response to Public Health Nuisances	75% of complaints responded to within 2 days. No. of complaints received.	Compliance achieved One

PRINCIPAL ACTIVITY:**300.130 Built Environment****Responsible Officer:****Director Environmental Services**

OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
Timely and Efficient processing of applications for Construction / Compliance and Occupation Certificates	Meet time constraints of EP&A Act for assessment and issuing of consents.	Time constraints met. DoP report completed
Buildings are safe and healthy.	Assessment of applications and conditions of approval meet regulatory requirements. 100% of places of Public Entertainment are inspected each year.	Compliance achieved Program implemented
Educate industry and the public regarding the built environment.	Conduct an annual trade information night. Use industry memo system to advice of changes to regulation or process. Provide user friendly brochures relevant to the building process.	To be arranged – not achieved Memos issued Ongoing
Urban Tree Preservation Order	TPO to protect trees in the urban landscape in place. 75% of applications processed	TPO in place Target not achieved



OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
	within 7 days.	

PRINCIPAL ACTIVITY:**300.140 Natural Resource Management****Responsible Officer:****Director Environmental Services**

OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
The quality of the environment and life of residents and visitors is enhanced by the provision of environmental control and education	SOE Report completed and submitted to DLG by 30 November, 2008 and includes recommendations in the corporate plans. Plan adopted and linked to corporate plans	Report prepared and sent Underway – deferred to 2009/10
Council position is put on regional natural resource issues.	Council's view is put to various regional forums/committees. Councillor and Staff participation as active representatives on regional committees. Active Council participation on Namoi CMA Local Government Liaison Committee. Council representation on Caroon Coal Consultative Committee, Werris Creek Coal Consultative Committee, Liverpool Plains Land Management Committee	Achieved Attendance at meetings and involvement in projects Achieved \$37,500 funding Council represented
Council supports local environmental groups	Council provides support.	Support provided as requested
Council undertakes environmental projects	Partner Sister City Blacktown in Climate Recovery Project Identify environmental conservation/ rehabilitation projects as funding opportunities arise. Identification of energy saving initiatives in Council activities. Council in partnership with Quirindi Catchment Committee undertakes Quirindi Creek rehabilitation project	Partnership and projects in place Green is the New Black Urban Sustainability Project underway Ongoing – part of Green is the new Black Program Project underway
Council is an active partner with the community in Natural Resource activities.	Take part in National Tree Day, Water Week and Clean Up Australia Day.	Participation where appropriate

**PRINCIPAL ACTIVITY:****300.140 Natural Resource Management****Responsible Officer: Director Environmental Services**

OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
Destruction of Noxious Weeds Remove and destroy all class 1, 2 and 5 noxious weeds	Report no outstanding infestations. Issue inspection Report to occupiers/Owner	Reports issued
Fully and continuously suppress and destroy all Class 3 noxious weeds	Weeds identified and control programs implemented	Ongoing
Carry out a control program for Class 4 noxious weeds according to the adopted LPSC Management Control plan	Contain and reduce infestations	Programs implemented
Maintain the health of staff and public who may come into contact with herbicides during the noxious weed spraying program	Report of no herbicide related illnesses	Nil Reports
Undertake biological or agricultural activities which supplement recognised chemical and mechanical activities for fully integrated approach to weed management systems	Maintain bio diversity in high conservation sites.	Ongoing programs
Inspection of Properties Inspect and report on non-complying occupiers and reinspect accordingly on a regular basis to ensure appropriate and effective weed control activities are undertaken in accordance with the provisions of the Noxious Weeds Act 1993	Inspect properties and issue reports Upon reinspection issue Section 18 Notice for non-compliance Implement legal proceedings for non compliance Inspect 550 properties	On going property inspections Ongoing One Ongoing
Community Education and Awareness Develop community awareness and identification skills for weeds including noxious, potentially damaging, new or unknown weeds	Community awareness and education program undertaken.	Participation at identified events
Environmental Weeds	Annual Report provided	Achieved

**PRINCIPAL ACTIVITY:****300.150 Waste Management****Responsible Officer: Director Environmental Services**

OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
Provision of accessible waste services to residents	<p>Provide a weekly garbage collection service to all owners/occupiers within the designated kerbside collection area, without breaches of any environmental legislation.</p> <p>Rural residents outside the designated collection area have access to disposal areas that provide opportunities for recycling and disposal of waste.</p> <p>Contract in place and operational for collection.</p> <p>Contract in place with Quirindi Aboriginal Corporation for processing of recyclables.</p> <p>Contractor meets contract requirements.</p> <p>75% complaints responded to within 2 days.</p> <p>No. of complaints received</p> <p>Annual household clean up day conducted in Quirindi, Werris Creek, Willow Tree and Currabubula.</p>	<p>Service provided</p> <p>Access provided where conditions met</p> <p>Contract in place.</p> <p>Contract in place</p> <p>Achieved</p> <p>Target met</p> <p>One</p> <p>Clean-up day conducted</p>
Service provided	<p>No justifiable adverse reports from DECC on landfill operations.</p> <p>Willow Tree Landfill Management Plan developed and DEC approval obtained</p> <p>Annual Reports on recycling and waste stream submitted to DLG and DEC.</p>	<p>Blackville DECC issues and Willow Tree DECC issues addressed and reported to Council.</p> <p>Deferred. DECC inspection completed Feb 09</p> <p>Reports submitted</p>
Quantity of waste to landfill is reduced	<p>Participate in waste minimization, reuse recycling programs conducted by NIRW.</p> <p>Domestic recycling is maintained at current levels and expanded where possible.</p> <p>Monitor waste volumes going to all Council landfills</p>	<p>Participate where appropriate</p> <p>Recycling rates constant</p> <p>Volumes monitored</p>
Provision of sustainable liquid waste disposal	Design septic waste treatment facility at the Quirindi Sewerage Treatment Works	Awaiting design from works



OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
	Develop Rehabilitation Plans for Quirindi Sanitary Depot –	Discussions with Regenesys Project ongoing

PRINCIPAL ACTIVITY:
300.160 Emergency Services

Responsible Officer: **Director Environmental Services**

OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
Effective fire response capacity maintained by NSW Rural Fire Service	SLA in place and quarterly reviews conducted. Participate in Liverpool Ranges Zone Management Committee Respond to Emergency Support requests. Construct Big Jacks Creek brigade station subject to funding allocation	In place and review conducted Meetings attended Respond where requested Listed in budget 09/10
Effective fire response capacity maintained to urban areas of Quirindi and Werris Creek by NSW Fire Brigade.	Fire response capacity in place. Annual statutory financial contributions made to NSW Fire Brigade.	In place Contributions made
Effective emergency response capacity maintained by S.E.S.	SES satisfied with Council support. Operational capacity of unit available to respond to incidents. Shire Flood Plan adopted	No complaints or issues Capacity available Plan adopted
Effective emergency response capacity maintained by V.R.A.	Accommodation provided.	Accommodation provided
Local Emergency Management readiness maintained	Liverpool Plains Shire Council DISPlan reviewed annually. Regular attendance by combat agencies. LEMC Meetings held every 6 months. Attend Regional LEMC Meetings Conduct local disaster exercise.	Under review Meetings attended To be conducted



PRINCIPAL ACTIVITY:
300.170 *Ordinance Control*

Responsible Officer: **Director Environmental Services**

OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
Residents display a high level of understanding of and compliance with the legislation in regard to the keeping of Companion Animals which results in a high level of satisfaction among owners of animals and a low level of complaint from the community ,	85% of complaints responded to within 2 days No. of complaints. Increase in the number of dogs registered under the Companion Animals Act. Surveillance program developed and implemented. No. of Infringement Notices Issued. Press release Education information Plan reviewed	Target met Program implemented to have dogs registered Ongoing program Press releases ongoing Review undertaken
Nuisance minimized to the public and residents from straying stock	70% of complaints responded to within 4 hours during work hours Publicity campaign undertaken	Target met Press releases issued

PRINCIPAL ACTIVITY:
300.180 *Buildings*

Responsible Officer: **Director Environmental Services**

OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
Council managed buildings are maintained to a satisfactory standard.	Asset program in place	Program being developed
Building construction program finalised	Works completed within agreed time frame and budget	Works timing difficult given difficulty in obtaining tradespersons



PRINCIPAL ACTIVITY:
400.110 Works Administration

Responsible Officer:

Director Works

OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
Customer Service	Responsiveness < 10 days (written) Responsiveness < 3 days (telephone)	Majority of responses provided in the time required
Financial Management	No over expenditure of budget without approval	Budgets being monitored
Training & Employee Development	On first day of commencement 100% of workforce to be provided with training Annually	Inductions completed on day of commencement Staff training ongoing Completed
Teamwork, Communications & Employee Relations	Monthly Annually	Depot meeting held monthly and Office meeting generally held weekly Completed
Timely survey and design for Council works.	Plans available 6 weeks in advance of scheduled works.	Limited internal expertise and reduced availability of consultants are making this target difficult to achieve for every project. Alternate options such as resource sharing with nearby Councils, the use of consultants and staff exchange with Blacktown City Council have been utilised
Occupational Health & Safety.	Attend minimum 75% of meetings	Meetings being attended

PRINCIPAL ACTIVITY:
400.120 Works Depot

Responsible Officer:

Director Works

OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
Secure storage of Council resources.	No loss of resources from Depot.	No reported security breach during this review period
Occupational Health & Safety.	No accidents resulting from poor housekeeping or building and equipment maintenance. WorkCover requirements met.	Nil accidents Achieved
Economic viability.	External rates to be commercially competitive and reviewed bi-annually.	To be completed
Statutory compliance.	No breach of OH & S, WorkCover, RTA and EPA requirements.	Plant complies – RTA overload breaches on 3 June 2009



PRINCIPAL ACTIVITY:
400.130 Works Maintenance

Responsible Officer:

Director Works

OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
Safety	No injury accidents with road condition as primary cause.	Inspection undertaken as resources permit. No accidents reported
Customer Service	Responsiveness < 10 days (written) Responsiveness < 3 days (verbal) 18 hour response time and 7 day correction time to safety matters.	Most responses within required period Safety issues investigated promptly
Financial Management	Operating Expenditure <= Budget	Achieved
Ride Quality	Average NAASRA Roughness Measure < 180	Ongoing – compatibility issues between Rough-o-meter and current vehicles being resolved.
Community awareness	Weekly major works program advertised in local newspaper.	Achieved
Traffic Facilities	All signs and pavement markings legible and <30% of face area damaged.	Maintenance undertaken as requests received
Stormwater Drainage	Completion of Capital Works Plan	Completed
Footpaths	Annual inspection of all paved footpaths & production of costed defect register	Completed
Street Lighting	Main vehicular thoroughfares comply with Australian Standards. Identify street lighting variances to Australian Standard and cost to upgrade	In progress - quotations obtained from Country Energy for completion of programmed works
Private Works – Profit	Annual operations to make a minimum return of 10% pa on expenditure.	Achieved

PRINCIPAL ACTIVITY:
400.140 Engineering Plant

Responsible Officer:

Director Works

OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
Fleet Management.	By February 2009 Annual replacement of plant in accordance with program. By March 2009	Completed Completed Completed
Plant efficiency.	Plant usage is accurately monitored and availability meets predetermined levels for each item.	Completed - Usage records maintained



PRINCIPAL ACTIVITY:
400.150 Parks & Reserves

Responsible Officer:

Director Works

OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
Safety	Monthly inspections. No injury accidents due to poor maintenance	Completed - Safety inspections undertaken No injuries reported
Customer Service	Responsiveness < 10 days (written) Responsiveness < 3 days (verbal)	Most requests responded to within time requirements
Financial Management	Actual Net Position compared to budget <= 0	Achieved
Well developed Racecourse/Showground complex.	No reasonable complaint from user groups.	No complaints
Streetscapes	All Council litter bins cleared weekly. Regular sweeping. Trees do not obscure signs or inhibit parking Lawn areas <200mm height. Roadsides <600mm height. All bins, seats, etc. in a safe and presentable condition.	Completed Completed Completed Completed
Well presented parks, reserves, sports grounds, cemeteries and open spaces	No reasonable complaint from user groups	No justifiable complaints received

PRINCIPAL ACTIVITY:
400.160 Works Construction

Responsible Officer:

Director Works

OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
Safety	Weekly inspections. No injury accidents due to negligence at the worksite.	Weekly inspections undertaken No accidents due to negligence
Customer Service	Responsiveness < 10 days (written) Responsiveness < 3 days (verbal)	Most responses given within time requirements
Financial Management	Net Capital Expenditure <= Budget Allocation	Budget monitored – variations reported
Capital Works Project Delivery	Completion of all capital works in accordance with set timeframes. Program available for budget consideration.	Construction projects completed with the exception of William St, Russell St & Duke St Quirindi which were deferred to undertake additional grant funded projects such as Hill St bus stop and Pedestrian blisters in Willow Tree and Wallabadah. Construction program being monitored and reviewed
Quality	Statistically 100% of test results compliant with specifications.	No non compliance recorded



OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
Gravel Pits	Material available when required. No accidents. No prohibition / improvement notices issued. Annual operations to return a minimum of 10% profit. Extraction costs per tonne comparative to private enterprise	Achieved Mines Safety Management Plan prepared and Mine Management Business Plan being developed Achieved
Efficiency	Win tender and complete project under budget.	Achieved – eg Warrah Ridge Road and Gap Road Bridge replacement
Innovation	Number of new ideas implemented > 5.	Automated bitumen patching truck and bobcat pavement profiler, use of geogrid & geotextile in road construction, Use of crumbed rubber bitumen in reseals to reduce reflection cracking in reseal.

PRINCIPAL ACTIVITY:**400.170 Water Services****Responsible Officer:****Director Works**

Responsible Officer: _____

Director: _____

OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09	
Safe drinking water	>= 98% compliance.	Total Coliforms	90% last quarter (chlorination equipment, monitoring failures)
			93% for 2008/09 (chlorination equipment failures)
		E Coli	97% last quarter (2 incidents, both false initially with re-samples clear)
			99% for 2008/09 (relates to 4 th qtr incidents)
Reliable supply to all customers	No reasonable complaints in regard to unscheduled supply interruptions.	Achieved	
	No scheduled interruptions > 6 hours. Less than 2 hours	Achieved for 4 th qtr, 1 instance for 2008/09 Achieved	
Supply effectiveness	Maintain head > 12 m.	Being achieved – some connections in Spring Ridge just achieving standard due to long standing supply limitations.	
- head			
- fire fighting	One fully operational hydrant within 120m. of all connections.	Achieved	
- system capacity	No reasonable instances of capacity not meeting demand.	Being achieved	



OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
	Capital works carried out on time and within budget.	Being achieved – Quirindi 5ML Reservoir design progress on track during 4 th qtr. Dam EWS 2 week delay on supply items, commenced dam upgrade design during 4 th qtr. 2008/09 carry over projects included in current year projects for completion
Resource efficiency/water conservation	< 20% unaccounted for water. Median residential consumption that is steady or falling, allowing for seasonal variations.	Being achieved. Commenced data acquisition for water loss program during 4 th qtr in Quirindi, Werris Ck and Willow Tree supplies. Being achieved (steady)

PRINCIPAL ACTIVITY:
400.180 Sewer Services

Responsible Officer:

Director Works

OUTCOMES	PERFORMANCE TARGETS/ SERVICE LEVELS	STATUS REPORT 30.06.09
Safe, reliable transport of wastewater	Response time < 2hours.	Achieved Mains rehab identified from previous quarter CCTV inspection
System effectiveness	No surcharge due to mains or pump station failure. No odour complaints relating to treatment plant. Capital works carried out on time and within budget.	Achieved No complaints received Carry over projects being designed for inclusion in next quarter. 2008/09 carry over projects included in current year projects for completion
Environmental responsibility	Licence conditions complied with.	Being achieved – with exception of suspended solids in both STP effluent discharges.
System complies with statutory requirements and good practice	Operators qualified. No breach of statutory requirements. DPWS inspection reports satisfactory.	Nationally accredited water industry course being undertaken by trainees. Being achieved Achieved



State of the Environment Report (Section 428 (2) (c))

Council's State of the Environment Report is attached as Appendix "B".

Report on the Condition of Public Works [Section 428 (2) (d)]

Condition of Public Roads and Drainage

Item	Condition at end of 2008/09	Estimate of cost to bring to satisfactory standard [2008/09 Values]	Estimate of annual cost of maintaining satisfactory std. [2008/09 values]	Total Expenditure for 2008/09
Regional Roads	FAIR - Rehabilitation of some pavement failures on the poorer sections in the past year	\$5,605,000	\$2,636,000	\$1,113,701
Rural Roads Sealed	POOR - Numerous sections of sealed network badly in need of rehabilitation. Considerable effort was again made to gravel re-sheet sections of the unsealed road network and a determined program to improve drainage began. Quality gravel is proving difficult to obtain and the poor friable gravels compound the drainage problems.	\$5,745,000	\$1,694,000	\$2,798,800
Urban Streets	FAIR - Council's focus on bitumen reseal over the last few years is beginning to show dividends with reduced incidence of potholes and pavement failures in urban streets. There are a large number of streets that will not benefit from resealing and reconstruction is the only option in these areas.	\$2,250,000	\$605,000	\$210,900



REGIONAL ROADS

Capital works were undertaken on MR 126, Wallabadah Road from Pollocks Lane to Quirindi - upgrade and seal \$602,000. Rehabilitation of MR 130 Single Street Werris Creek at the "Old Dairy" was completed at a cost of \$375,000.

RURAL SHIRE ROADS

Capital works expenditure for the year totaled \$982,000 with the rehabilitation of SR 6 Warrah Ridge Road, SR8 Goran lake Road and the construction of several new concrete culverts and causeways. Gravel re-sheeting was undertaken on numerous gravel roads including Windy Road and Carinya Road.

URBAN STREETS

Kerb and gutter was constructed in Hill Street Quirindi adjacent to Quirindi High School, and design work undertaken for new Kerb and Gutter in William Street. Broughton Street, Spring Ridge and Marlow Street, Currabubula were upgraded and bitumen sealed during the year. The storm water drainage study was completed in Werris Creek and Willow Tree while survey work and data acquisition for a similar project commenced in Quirindi. The total cost of these projects was \$252,000.

Condition of Bridges

Item	Condition at end of 2008/09	Estimate of cost to bring to satisfactory standard [2008/09 Values]	Estimate of annual cost to keep at satisfactory std. [2008/09 values]	Total Expenditure for 2008/09
Concrete/ Steel	Satisfactory	\$0	\$12,000	\$0
Timber	Satisfactory	\$1,430,000	\$72,000	\$49,500

Supplementary Notes:

Council's bridges overall are in fair to good condition.

Extensive maintenance work was undertaken on several of Council's timber bridges this year and work commenced on the replacement of the single lane timber bridge on Gap Road MR579. This work is expected for completion by October 2009. A narrow timber bridge on Chillcotts Creek Road was replaced by a triple cell box culvert in the 2008/2009 financial year.

**Condition of Water Supplies**

Item	Condition at end of 2008/09	Estimate of cost to bring to satisfactory standard [2008/09 Values]	Estimate of annual cost to keep at satisfactory std. [2008/09 values]	Total Expenditure for 2008/09
Quirindi Supply	Satisfactory	\$0	\$244,000	\$371,900
Werris Creek Supply	Fair	\$4,326,000	\$363,000	\$408,700
Villages Supplies	Satisfactory	\$0	\$167,700	\$173,400

Supplementary Notes:

Expenditure on Capital Works in 2008/09 was maintained at the previous years funding level to facilitate an acceleration of reticulation mains and pump station upgrades. Improvements in fire service and water quality standards also occurred in most supplies, with capital expenditure totaling \$586,000 in Quirindi, \$228,000 in Werris Creek and \$86,000 in the village supplies.

Condition of Sewerage System

Item	Condition at end of 2008/09	Estimate of cost to bring to satisfactory standard [2008/09 Values]	Estimate of annual cost to keep at satisfactory std. [2008/09 values]	Total Expenditure for 2008/09
Quirindi System	Satisfactory	\$0	\$224,600	\$1,000,300
Werris Creek System	Satisfactory	\$0	\$160,600	\$510,600

Supplementary Notes:

Operation of the sewerage systems during 2008/09 continued generally without problem. Several capital work upgrades were funded this year at the treatment plants and pump stations with \$245,000 allocated to Quirindi and \$77,000 to Werris Creek. This expenditure has improved operations and the standard of effluent treatment.

**Condition of Buildings**

Item	Condition at end of 2008/09	Estimate of cost to bring to satisfactory standard [2008/09 values]	Estimate of annual cost of maintaining satisfactory std. [2008/09 values]	Total Expenditure for 2008/09
Council Chambers Admin Centre	Satisfactory	\$Nil	\$3,000	\$15,633
Sportsground Pavilion	Satisfactory	\$Nil	\$2,500	\$1,251
Racecourse Complex	Satisfactory	\$Nil	\$10,000	\$38,770
Works Depot Quirindi	Satisfactory	\$Nil	\$8,000	\$6,802
Works Depot Werris Creek	Satisfactory	\$Nil	\$2,000	\$0
Quirindi Caravan Park Complex	Satisfactory	\$Nil	\$2,000	\$600
Quirindi Library	Satisfactory	\$Nil	\$2,000	\$6,084
Old Werris Creek Library	Poor	\$50,000	\$2,000	\$1,498
New Werris Creek Library	Excellent	\$Nil	\$1,000	-
Public Amenities	Good/Poor	\$100,000	\$15,000	\$6,434
Public Halls	Good/Satisfactory	\$30,000	\$22,000	\$33,710
Swimming Pool Quirindi	Satisfactory	\$Nil	\$10,000	\$6,290
Swimming Pool Werris Creek	Satisfactory	\$Nil	\$12,000	\$6,729
Residences (3)	Satisfactory	\$Nil	\$15,000	\$2,589
Royal Theatre Quirindi	Poor	\$500,000	\$30,000	\$0
Summerhill Lodge	Satisfactory	\$Nil	\$15,000	\$18,763

Programs Undertaken During 2008/09 to Promote Services and Access to Services for People with Diverse Cultural and Linguistic Backgrounds [Section 428 (2) (j)]

Persons of Aboriginal and Torres Strait Island descent constitute 9.5% of the total Shire population, whilst persons from non-English speaking backgrounds make up a further 1.03% of the population.

Council maintains regular contact with the various local Aboriginal Lands Councils on indigenous issues. The joint venture project with the Quirindi Aboriginal Corporation for the provision of waste management and recycling services in Quirindi, Werris Creek and Willow Tree continues to operate.

Council has prepared a Disability Action Plan, Social Plan and Cultural Plan (Appendix "C").



Activities Undertaken to Develop and Promote Services and Programs that Provide for the Needs of Children [Local Government (General) Regulation, 1993 (Clause 7A (1) (c))]

Council operates a 39 place Long Day Childcare Centre in East Street Quirindi. The Centre meets Department of Community Services' licensing requirements and is accredited.

Council provides a venue for Family Day Care to operate an outreach childcare service at the Quirindi Pavilion. The centre is also used to conduct a playgroup twice per week. Council advertises children's services and activities in its weekly newspaper column.

Council operates the Quirindi Recreation Centre and the following are provided - basketball court, squash courts, gymnasium and instructors for fitness classes.

Council participates in Youth Week activities and held several successful youth events in association with the local High School and the Recreation Centre.

A vacation play centre is operated during the Christmas school holiday break at Quirindi which continues to attract participants from across the shire. Council utilises a bus to bring participants from the outlying villages to enable access.

Council provides funds to the Youth Scholarship Committee, which is managed by local citizens, and its purpose is to support young people to undertake activities that enable personal development. Sponsorship during the period included sending several students on training courses.

Council has provided support to the Life Education Van by underwriting the cost for every primary school student in the Shire to attend a session on drug education.

Swimming pools are provided during the warmer months for children, including learn to swim classes, at both Werris Creek and Quirindi. The many parks in the shire provide play equipment and shade covers are being progressively installed.

Programs Undertaken to Promote Services and Access to Services for Residents and Other Users [Local Government (General) Regulation, 2005 (Section 217 (1) (d) (i))]

Council, in association with the Quirindi Advocate, Bush Telegraph and the Werris Creek Flyer, publishes a Weekly Update column which sets out activities being undertaken by Council and forthcoming events. This is also available on Council's website. A quarterly newsletter is also mailed to all residents.

Council's HACC Service publishes a monthly newsletter which is distributed to clients and placed at various public locations. Council's libraries also publish a weekly column on events in the Quirindi Advocate.

Summary of Amounts Incurred in Relation to Legal Proceedings during 2008/2009 [Section 428 (2) (e)]

Legal costs for 2008/2009 totalled \$69,319 and the following is a dissection by activity:

- Ongoing - A total of \$61,673 was incurred in relation to legal action against ratepayers for recovery of overdue rates
- Complete - \$6,238 - Land acquisition and sales of real estate
- Complete - \$636 - Legal advice on Weeds
- Complete - \$772 - Building compliance



Fees, Expenses and Facilities Provided to the Mayor and Councillors during 2008/2009 [Section 428 (2) (f)]

The following fees were expended during the year 2008/09:

Mayoral Fees	=	\$ 15,787
Deputy Mayor Fee	=	\$ 2,498
Councillors Fees	=	\$ 58,615

Policy in Relation to the Payment of Expenses and the Provision of Facilities to Councillors [Section 428 (2) (f)]

Council has adopted an amended "Payment of Expenses and Provision of Facilities to Councillors" policy in accordance with section 253 of the Local Government Act 1993. Council adopted the amended policy at its 22nd October 2008 Ordinary Meeting after having given 28 days notice for public submissions.

Council will promote the policy on the payment of expenses and the provision of facilities to councillors to the community by placing the policy on their websites and making it readily accessible.

Council shall review the policy on an annual basis and submit this policy to the Director-General of the Department of Local Government within 28 days of adoption by council, even if it is proposed to adopt an unchanged policy.

Council reimburses all reasonable travelling expenses of Councillors while on Council business in accordance with the "Payment of Expenses and the Provision of Facilities to Councillors" policy.

For details of expenses and facilities see Appendix "D".

The total cost associated with Councillor expenses for 2008/09 was \$44,053. This comprised of:

Delegates' expenses for attendance at conferences/meetings	\$ 24,218
Seminars and personal development	

Meals and sustenance associated with meetings	\$ 4,956
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Expense	Mayor	Councillors	Total
Mobile phone	\$2,633	NIL	\$2,633
Facsimile/Internet	\$942	NIL	\$942
Travel - meetings	\$5,012	\$5,956	\$10,968
Interstate travel	NIL	NIL	NIL
Child care	NIL	NIL	NIL
Spouse / Partner expenses (Shires Conference)	\$112	\$224	\$336
Computer (capital)	NIL	NIL	NIL

The Mayor and four Councillors attend the 2009 Shires Conference in Sydney.



Senior Staff Employed by Council During 2008/2009 [Section 428 (2) (g)]

At the 30th June, 2009, Council employed only one senior staff member in terms of the Local Government Act and that was the General Manager who is employed on a five year performance based contract.

The General Manager's total package of \$177,409 is made up of a salary component totalling \$154,713 with the remaining \$22,696 being made up as follows:

- Superannuation - \$13,937
- Motor Vehicle - \$7,759
- Non-cash benefits - \$1,000
- FBT from Non-cash benefits - Nil

Contracts in Excess of \$150,000 Awarded by Council during 2008/2009 [Section 428 (2) (h)]

In 2008/2009 Council awarded the following contract which exceeded \$150,000.

Contract awarded to GHD Pty Ltd for the design of the Quipolly Dam upgrade. The contract totalled \$533,780.

Schedule of Rates Contracts

During the year Council purchased Bitumen Sealing Services from Sami Pty Ltd under a Schedule of Rates Contract. These goods and services were purchased at the contracted rate and the total value of this contract will exceed \$150,000 over the life of the contract.

Summary of Resolutions Concerning Work Carried Out on Private Land and Any Subsidies Related to this Work [Section 428 (2) (k)]

Council undertook works on private land in 2008/2009 to the total of \$79,493.

Council's policy with regard to charging for these private rates is as follows:

Plant Hire Rates	Private Hire Rate
Additional Labour	Actual Cost + On Costs and Overheads
Stores and Materials	Cost + 7%

Grants Under Section 356 [Section 428 (2) (l)]

During 2008/2009, Council made grants totalling \$18,767 to individuals and local community groups.



Human Resources Activities Undertaken by Council during 2008/09 [Section 428 (2) (m)]

Training undertaken during the period included:

Course	No Attending
Crystal Reporting	1
Civica Training	4
Superannuation/Payroll Module	1
Financial Statements	1
Industrial Relations Seminar	3
Recruitment & Retention Seminar	1
Rates Conference	1
Payroll Taxation	2
IT Conference	1
OH&S Exhibition	1
Chemical Handling	1
OH&S Mock Trial Presentation	1
Records Fundamentals	1
Record Management Seminar	2
RTA Culvert Inventory Workshop	2
RMCC Reflect Usage	1
CivilCad	2
EAPRMW	1
RTA Red Card	10
MR Driver Training	3
First Aid Training	7
RTA Blue Card	10
Grader Induction	4
RTA Yellow Card	14
Paveline Induction	3
RTW for Supervisors	3
HC Training	1
Driver Ability Assessment	1
Dogman's Training	5
HC Licence	3
OH&S Training	2
Certificate III - Apprentice Mechanic	1
Certificate IV - Heavy Machinery	1
New Mower Induction	3
Pool Supervisor Training	3
Cardiac Reviver Training	1
Lifeguard Update	1
KASA Pumps & Pipelines	2
Oxwater Conference	2
WIOA Conference	3
Dam Surveillance	2
Housing Code	3
OH&S Greencard	2
Diploma Town Planning	1
Communication Workshop	1
Certificate IV - Building Inspections	1
Food Surveillance	1
Chainsaw Training	2
CMA Weeds Tr@cer Program	1



Annual Rangers Conference	1
Sharps	2
Library Training	2
State Library Seminar	1
Food Service	2
HACC Forum	4

Activities Undertaken During 2008/09 to Implement Council's Equal Employment Opportunity Management Plan [Section 428 (2) (n)]

The Equal Employment Opportunity Management Committee comprises staff from across the organisation.

Key Equal Employment Strategies are:

- Identify, develop and publicise training and development opportunities.
- Encourage participation in training courses and education support schemes which allow staff to reach their full potential.
- Review staff training and education policies to ensure that course participation encompasses merit and EEO.
- Review and monitor conditions of service to ensure that they conform to EEO principles and demonstrate fair practice.
- Consult with relevant employer groups, unions and staff through meetings related to EEO
- Ensure formal guidelines for appointment, promotion and internal transfers which encompass EEO guidelines are followed
- Ongoing review of job and performance appraisals to ensure they are non-discriminatory and conform with EEO principles
- Ensure grievance mechanisms are available to all staff
- Conduct Annual EEO surveys of all staff - An employee survey was undertaken in February 2009.

The surveys returned by staff revealed the following;

- 46 surveys (80 last year) were returned representing some 35% of staff establishment (64% last year). 26 were male while 20 were female.
- The proportion of persons who returned surveys aged between 15 and 30 years of age was 17% (15% last year), 31 and 50 years of age was 56% (56% last year), 51 plus 27% (29 % last year). These figures are almost identical to last year and indicate a static workforce in terms of age.
- Of the 46 persons returning surveys there were 36 permanent full time staff, 1 temporary full time, 7 permanent part time staff and 2 casuals.



- Just over half of the respondents had some level of staff supervision and this is similar to last year.
- 43% believed they had no chance of promotion or regrading (52% last year).
- 78% had not been paid any acting higher grade pay in the last 12 months (73% last year)
- 80% had obtained additional qualifications since leaving school (76% last year).
- 57% indicated that in the previous 12 months they had attended a staff development or training course (71% last year).
- 13% are currently enrolled in further education (16% last year).
- 43% indicated they had skills in an area in which they did not work (25% last year)
- 93% of employees were born in Australia (99% last year). There was two Aboriginal or Torres Strait Islanders that responded to the survey (5 last year).
- With respect to disabilities, (previous year in brackets), 6% had problems with sight (6%), 11% had hearing problems (8%), 26% had back problems (8%), 9% had problems with limbs (6%) and 17% were on some form of long term medication (19%).
- 21% of the disabilities were caused at work (11% last year)
- 26% of respondents had either seen or experienced harassment in the workplace in the last 12 months. This is compared to 6% last year. This has gone against the trend of recent years and training needs to be implemented as soon as possible. Half the people doing the harassing were supervisors and the other half other employees. The main forms of harassment were picking on (7 times) and threatening (4 times)
- 6% stated that they believed that they had been disadvantaged with regards to promotion on non work related issues (4% last year).
- 63% were very happy or happy with their job (76% last year) while 9% were unhappy or very unhappy (5% last year)
- 85% said they liked working for council (82% last year). 13% were unsure (15% last year) while 2% did not like working for council (3% last year).
- 91% described their morale as medium or high (88% last year)
- 91% said they were happy with the balance between work and home (88% last year)

Overall the number of returned surveys was disappointing compared to the previous years and this has skewed the results somewhat - those that had a gripe responded while many others didn't return the survey at all.



External Bodies Exercising Functions Delegated by Council During 2008/2009 [Section 428 (2) (o)]

Nineteen (19) external bodies were delegated functions by Council during 2008/2009:

Body	Function
Mid North Weight of Loads	Control of Weight of Loads on Roads
Blackville Hall Committee	Management of Public Hall
Home & Community Care Committee	The provision of meal, transport and respite services for the aged and disabled
Recreation Centre Committee	Management of Council's Recreation Centre
Sports Council	Advisory body providing support in the development of sport and recreational facilities
Central Northern Libraries	The provision of library services
Tourism & Promotion Committee	Assisting with the strategic planning of regional tourism
Australia Day Committee	Organisation of Australia Day Celebrations
Currabubula Hall & Reserve Committee	Management of Public Hall and reserve
Liverpool Plains Economic Development Committee	Advisory body providing support and advice in economic development
Sister City Committee	Management of Council's relations with its Sister City - Blacktown
Summerhill Lodge Management Committee	Management of residential units for low income earners
Wallabadah Hall Committee	Management of Public Hall
Warrah Creek Hall Committee	Management of Public Hall
Werris Creek Horse & Rider Club	Management of recreational facility
Werris Creek Precinct Committee	Advisory body to Council for works and services in Werris Creek
Werris Creek Sporting Complex	Management of recreational facility
Werris Creek Railway Institute	Management of Public Hall
Willow Tree Harvesting for the Future Committee	Advisory body to Council for works and services in Willow Tree

Companies in Which Council Held a Controlling Interest During 2008/2009 [Section 428 (2) (p)]

Nil.

Partnerships, Co-operatives or Other Joint Ventures to which the Council was a Party During 2008/2009 [Section 428 (2) (q)]



Nil.

Amount of Rates and Charges Written Off During the Year (Local Government [Rates and Charges] Regulation 1993) [Section 428 (2) (r)]

Pensioner rates abandoned under S.575 LGA 1993	\$304,910
Ordinary rates abandoned	3,959
Water, Sewer and Waste Management charges abandoned	\$3,057
Total	\$311,926

Notes

It is compulsory that Council write off rates in accordance with section 575 of the local Government Act, 1993.

Other ordinary rates and charges are written off in accordance with Council's Economic Development Incentives policy.

Overseas Visits Funded by Council [General Regulation 7A(a)]

No overseas visits funded by Council were taken by Council members or staff during 2008/2009.

Freedom of Information (Annual Statistical Reporting)

In accordance with the provisions of the Freedom of Information Act, 1989, Council has completed its annual statistics for the period 1st July, 2008 to 30th June, 2009. Details of those statistics are listed below.

SECTION A Numbers of new FOI requests

FOI Requests	Personal	Other	Total
A1 New (including transferred in)	1	0	1
A2 Brought forward	0	0	0
A3 Total to be processed	1	0	1
A4 Completed	1	0	1
A5 Transferred out	0	0	0
A6 Withdrawn	0	0	0
A7 Total processed	1	0	1
A8 Unfinished	0	0	0

SECTION B What happened to completed requests?

Result of FOI Request	Personal	Other
B1 Granted in full	1	0
B2 Refused	0	0
B3 Deferred	0	0
B4 Completed	1	0

SECTION H Costs and Fees of requests processed during the period

	Personal	Other
H1 All completed requests	\$30	0

**SECTION J Days to Process - Number of completed requests**

Elapsed Time	Personal	Other
J1 0 - 21 days	1	0
J2 22 - 35 days	0	0
J3 Over 35 days	0	0
J4 Total	1	0

SECTION K Processing Time - Number of completed requests

Processing Hours	Personal	Other
K1 0 - 10 hours	1	0
K2 11 - 20 hours	0	0
K3 21 - 40 hours	0	0
K4 Over 40 hours		
K5 Total	1	0

As indicated in the statistics, no applications were received by Council during the period.

The introduction of FOI requirements has had an impact on Council's activities, policies and procedures as staff and Council are now required to be much more aware of the requirements. In this regard, a Public Officer has been designated being responsible for the co-ordination of FOI matters. Council's designated Public Officer is the Director - Corporate Services, Mr. Mike Urquhart. As a consequence of the FOI provisions, Council has amended/introduced policies and procedures in an endeavour to ensure compliance with the legislation.

There were no instances in the period in which there have been any enquiries under the Freedom of Information Act by the Ombudsman or any appeals under that Act to the District Court or the Supreme Court.

Additional Matters [Section 428 (r)]**National Competition Policy**

A key component of the Government's economic reform has been the application of National Competition Policy to the public sector.

Under National Competition Policy, the principle of competitive neutrality is applied to certain significant business activities of Council in order that their operational costs and charges are brought more into line with those applying in the commercial sector (the level playing field concept).

Under competitive neutrality, Council businesses are classified as either category 1 (revenue in excess of \$2m) or category 2 (revenue less than \$2m).

Council has no category 1 businesses, with the following businesses having revenues of less than \$2m and defined as category 2 businesses under National Competition Policy:

- 1) *Water Services*
- 2) *Sewer Services*



The Department of Local Government's July 1999 guidelines "Pricing and Costing for Council Businesses: A Guide to Competitive Neutrality" outline the process for identifying and allocating costs to activities and provide a standard of disclosure requirements. These disclosures are reflected in Council's pricing and financial reporting systems and include taxation equivalents, Council subsidies, rate of return on investments in business units and dividends paid.

Council has adopted a Competitive Neutrality Complaints Policy which provides background to competitive neutrality procedures for lodging competitive neutrality complaints and other relevant information required for a complainant to effectively deal with this issue.

No competitive neutrality complaints were received during the 2008/2009 period.

(See the attached financial statements for Councils Category 2 businesses Appendix "A")

Privacy and Personal Information Protection Act 1998 (PPIA)

The PPIPA came into force on 1st July, 2000 and has a substantial effect on what information is collected by Council and how that information is used.

Council is committed to the information protection principles contained in the Act and has adopted a Privacy Management Plan to assist with the administration of privacy issues.

Stormwater Management Services

Council did not levy an annual Stormwater Management charge in 2008/2009 and no provision was made for this charge in the Management Plan.

Environmental Planning & Assessment Act 1979 (Section 93 G (5))

Council, during the period, had no planning agreements in force.