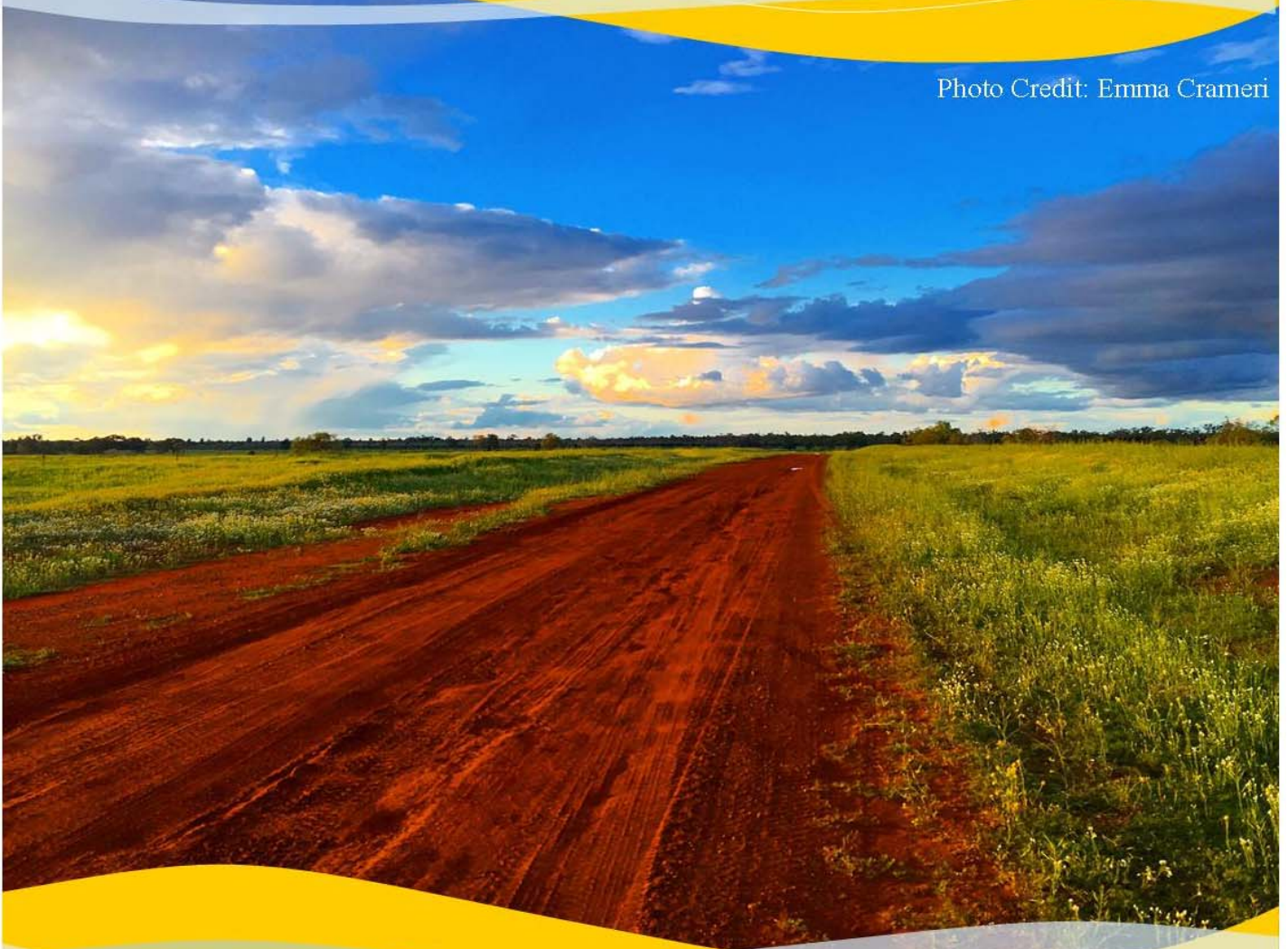


Annual Operational Plan Quarterly Management Report

Photo Credit: Emma Crameri



**COBAR SHIRE
COUNCIL**
outback nsw

Q2 2016/2017

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COMMUNITY OUTCOME

1.1 Strong coordination between government agencies, Council and NGOs to ensure efficient service delivery, avoid duplication of services and build the capacity of the community.

COUNCIL STRATEGY

1.1.1 Strong and participative interagencies

DP Action	Action	Responsibility	Progress	Comment
Cobar Interagency	Participate in Cobar Interagency Groups as required.	A Shepherd	50%	Council actively participated in the Community Services Forum and on the sub committee looking into establishing a trust fund for medical patients during the quarter. This Forum looks at promoting the medical services available in Cobar, identifying the gaps in service provision and identifying which services aren't being fully utilised to increase uptake. Council has undertaken monthly meetings with the Children's Services providers, including schools, to discuss common issues, particularly around increasing literacy levels in Cobar.
Murrin Bridge and Lake Cargelligo Interagency	Represent Cobar Shire Council at the Interagency.	A Shepherd	50%	No meetings were attended during this quarter, however a watching brief is maintained with input provided as required. In particular, the interagency is being kept updated in relation to timing of road works in Murrin Bridge, as funded by the RMS. These works are scheduled for February but are very much weather dependent. It is planned that information and consultation activities to be undertaken as part of the review of the CSP and other IP&R documents will be notified through the interagency in Q3.

COMMUNITY OUTCOME

1.2	Young people are able to reach their full potential, are encouraged to stay in the region and have a wide range of opportunities available to them locally
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COUNCIL STRATEGY**1.2.1 Implement the actions outlined in the Youth Development Plan**

DP Action	Action	Responsibility	Progress	Comment
Undertake School Holiday Activities through the Cobar Youth and Fitness Centre	Undertake school holiday activities.	N Kriz	50%	CYFC has held school holiday activities this quarter, This holiday period we have had dance, craft, pool competitions, table tennis, dancing workshops with the Lee Dancers and WSPAs. Numbers have been down due to the heat and the opening of the Pool.

COUNCIL STRATEGY**1.2.2 A greater range of youth activities are organised and co-ordinated**

DP Action	Action	Responsibility	Progress	Comment
To provide youth services and a facility that provides recreational, sporting and cultural activities and support services for the youth and the community of Cobar.	Hold regular youth activities at the centre and enter and maintain partnerships to aid and enhance the provision of Youth Services.	N Kriz	50%	This quarter the CYFC completed all competitions in November . We have held movie nights, discos, Friday night games nights, and held a number of Christmas parties.

COUNCIL STRATEGY				
1.2.2 A greater range of youth activities are organised and co-ordinated				
DP Action	Action	Responsibility	Progress	Comment
To provide youth services and a facility that provides recreational, sporting and cultural activities and support services for the youth and the community of Cobar.	Library staff, community members and/or volunteers plan and provide craft and other fun activities for small groups of children with a charge applied to recover cost of materials.	J Siermans	50%	Craft sessions and art workshops will be offered in Q3 (in the January school holidays).
To provide youth services and a facility that provides recreational, sporting and cultural activities and support services for the youth and the community of Cobar.	Undertake activities under Family and Community Services grant.	N Kriz	50%	Cobar Youth and Fitness Centre has held Friday night games with 300 children attending over the Quarter, we have also run Playgroup on Tuesdays with over 200 children attending over the Quarter. Carewest have been running exercise classes for the elderly and handicapped community. Barnardos have been running the "Feed them Up" program this quarter.
Organise Youth Week Activities	Youth Week activities to be organised in conjunction with Cobar Youth Council.	N Kriz	50%	Application for funding has been lodged and we have been successful in gaining funding. Cobar Youth Council will meet next quarter to organise events for Youth Week.

COUNCIL STRATEGY				
1.2.3 Increased educational opportunities provided locally				
DP Action	Action	Responsibility	Progress	Comment
Provide educational opportunities at Cobar Shire & TAFE Library	Library staff provide basic instruction in the use of technology to small groups of adults.	J Siermans	50%	Basic mobile technology instruction was offered on Thursday mornings in Q2. 1 adult attended.

COMMUNITY OUTCOME

1.3	Families are supported, social inclusion is valued and families who relocate to Cobar stay in Cobar
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COUNCIL STRATEGY

1.3.1	Parents are supported in their role to raise their children and services are available to assist them to build their parenting skills
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DP Action	Action	Responsibility	Progress	Comment
Cobar Shire and TAFE library staff support parents via library services and outreach	Hold story time sessions, Library staff provide activities for children aged 6 months to 5 years and model early literacy for parents.	J Siermans	50%	Pre-school storytime, rhyme and craft sessions were offered on Wednesday mornings in Q2. 163 children attended with parents/carers.

COUNCIL STRATEGY

1.3.2	Increase the supply of childcare and preschool places and options
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DP Action	Action	Responsibility	Progress	Comment
Administer and coordinate Children Services (FDC, COOSH, IHC)	Administration of CCB & CCR for all eligible families in accordance with Federal Legislation.	K Lennon	50%	CCB & CCR administered for the quarter for all services as per legislation.
Administer and coordinate Children Services (FDC, COOSH, IHC)	Maintain and update policies, procedures, quality improvement plans and family information packages for FDC and COOSH to comply with changes to National Regulations and Quality Framework concepts and new information.	K Lennon	50%	Policy review and update completed as required.

COUNCIL STRATEGY				
1.3.2	Increase the supply of childcare and preschool places and options			
DP Action	Action	Responsibility	Progress	Comment
Administer and coordinate Children Services (FDC, COOSH, IHC)	Monitor Implementation of National In Home Care Standards.	K Lennon	50%	National Standards sent to all new IHC Educators with Induction Manuals to start compliance.
Administer and coordinate Children Services (FDC, COOSH, IHC)	Provide craft and activity packs to In Home Care Educators four (4) times per year.	K Lennon	50%	54 Christmas packs created and sent to Educators.
Administer and coordinate Children Services (FDC, COOSH, IHC)	Provide interesting and stimulating excursions and events for children and educators with Far West FDC and COOSH.	K Lennon	50%	New venue and format for Christmas party was a great success. Visited the Ambulance Station, this excursion was held over 3 day period to fit everyone in.
Administer and coordinate Children Services (FDC, COOSH, IHC)	Recruit and support Family Day Care Educators.	K Lennon	50%	1 new Educator started this quarter in Cobar.
Administer and coordinate Children Services (FDC, COOSH, IHC)	Support Implementation of "Early Years Learning Framework" and the "My Time Our Place" into educator curriculum.	K Lennon	50%	Continuing the good work in this area.
Administer and coordinate Children Services (FDC, COOSH, IHC)	Write and distribute quarterly newsletters to Families and Educators.	K Lennon	50%	Newsletters sent as needed.
Provide COOSH and Vacation Care services.	Provide COOSH and Vacation Care services.	K Lennon	50%	Both services growing. October school holiday program conducted in the outside space and was well received.

COUNCIL STRATEGY				
1.3.3 Increase the knowledge of the community on the range of services available in Cobar Shire and how to access them				
DP Action	Action	Responsibility	Progress	Comment
Have a relevant and updated Community Services Directory readily available.	Update the Community Services Directory and have it easily available online and distribute it through New Resident Packs.	A Shepherd	50%	The database is updated as new information comes to hand. Staff search the paper for updates as well as contact the organisations themselves. Council has also been working with staff engaged through the Integrated Health Care program to ensure health service provider information is updated.

COUNCIL STRATEGY				
1.3.4 Have family orientated activities to encourage families to socialise in the community				
DP Action	Action	Responsibility	Progress	Comment
Plan, organise and promote festivals, celebrations and activities in the Shire	Manage the successful conduct of the Festival of the Miner's Ghost through the Festival of the Miner's Ghost Organising Committee.	J Martin	50%	The 2016 Festival of the Miner's Ghost was held on Friday 27th, Saturday 28th & Sunday 29th October. The events that were held included: A Night to Dismember, the Peaks of Colour Fun Run and Market Stalls.
Plan, organise and promote festivals, celebrations and activities in the Shire	Organise Australia Day celebrations and Senior Citizen's Week events.	J Martin	50%	Council organised advertising to encourage the community to nominate people for the 2017 Australia Day Awards. There were 51 nominations received for the awards. The awards and the 2017 winners are Citizen of the Year: Ben Broughton, Young Citizen of the Year: Owen Potter, Sports Person: Robert Thompson & Scott Brydon, Services to Sport: Ben Trudgett, Community Event: Peaks of Colour Fun Run, Services to the Community: Jo-Louise Brown and Kerrigundi Youth Sports Award: Makaila Gordon. The program of events was advertised on posters, Council's website and the local paper. The 2017 Cobar Australia Day Ambassador was Mr Clyde Campbell. The Department of Family and Community Services notified Council that they were providing a \$1,000 donation for 2017 Senior's Week activities.

COMMUNITY OUTCOME	
1.4	A generous, engaged and participative community with a strong community spirit

COUNCIL STRATEGY				
1.4.1	Support volunteer organisations by encouraging volunteerism across all age groups and supporting organisations with professional assistance, advice and services			
DP Action	Action	Responsibility	Progress	Comment
Provision of information on grant availability and assistance in accessing grants to community groups	Distribute information on available grants to community organisations through the Community Services Database.	A Shepherd	50%	Information is distributed as it becomes available. In particular we are working with the Girl Guides to identify opportunities for capital projects and with the Nymagee Progress Association for capital works projects within the village.

COUNCIL STRATEGY				
1.4.2	Business supports local events, organisations and activities			
DP Action	Action	Responsibility	Progress	Comment
Work with local organisations to build on current activities	Assist sporting, community and business groups to promote major events. Attract and develop events in the friends and relatives market.	J Martin	50%	Council's MTPR liaises with local clubs and community groups to assist them promote their activities and events within Cobar Shire and the wider region.

COUNCIL STRATEGY				
1.4.3	Develop initiatives to maximise the benefits and minimise the negative impact of shift work and FIFO/DIDO on the community			
DP Action	Action	Responsibility	Progress	Comment
Work with local business and government agencies to identify where changes can be made or initiatives developed to reduce the negative impacts	Liaise with local business and government agencies to help identify and initiate changes to reduce the negative impacts of shift changes to mining rosters, absentee workers and mining closures to reduce the community impact.	A Shepherd	50%	General Manager has met with all mine managers to discuss the issues each mine faces. Staff have attended the Peak Gold Mine information session for the quarter. The need to attract and retain residents is high on Council's priority list and will feature strongly in the Economic Development Plan when it is released in Q3.

COUNCIL STRATEGY				
1.4.4	Support Aboriginal people and organisations to increase the broader community's awareness and recognition of local Aboriginal cultural identity in Cobar and to assist in meeting the targets set out under the current government policy of 'Closing the Gap'.			
DP Action	Action	Responsibility	Progress	Comment
Undertake activities to increase awareness of Aboriginal culture in the Cobar Shire	Liaison with Aboriginal stakeholders to determine and undertake appropriate activities that increase awareness of Aboriginal culture.	P Vlatko	50%	Meeting held with Aboriginal groups in December 2016 and Council provided the Cobar LALC with their Business plan for information.

COUNCIL STRATEGY				
1.4.5	Support arts and cultural organisations, activities and facilities			
DP Action	Action	Responsibility	Progress	Comment
Support Outback Arts and cultural activities in the Shire	Provide annual funding and support to Outback Arts, Regional Arts Development Officer and the Local Arts Council.	A Shepherd	50%	Funding provided. Council attended the quarterly meeting held on 3 November. Touring programs were discussed, a greater focus on supporting all members and ensuring that events and activities were spread across the Outback Arts region was noted. The future

				of the RICDO program is still to be determined and the Board is still focused on seeking grant funding to obtain a permanent building for the administration staff and a gallery in Coonamble.
Provision of Curatorial services at the Great Cobar Heritage Centre.	Receive, document and store objects at the Great Cobar Heritage Centre that are relevant to Cobar's History and are compliant with the Collections Policy.	J Martin	50%	The Great Cobar Heritage Centre has a Council adopted Collection Policy which is managed and strictly adhered to by the Curator.

COMMUNITY OUTCOME	
1.5	A healthy and active community

COUNCIL STRATEGY				
1.5.1	Provide appropriate health care options and services both within the Shire and the region			
DP Action	Action	Responsibility	Progress	Comment
Develop the MPS model for Cobar in conjunction with the Local Health District.	Implementation and development of the MPS model.	P Vlatko	50%	Council met with the NSW Government project team to view and comment on design in December as well as the community were also presented with the design concept. The LHD also undertook community consultation on the design concept.

COUNCIL STRATEGY				
1.5.2	Support for the Cobar Primary Health Care Centre model to ensure that it remains viable			
DP Action	Action	Responsibility	Progress	Comment
When appropriate, assist financially and lobby to support the CPHCC model to ensure good access to local medical practitioners and to increase the level of allied health care services provided locally	Participation in the Cobar Integration Project, CHAMP and other health initiatives to help identify and improve the level of allied health care services provided locally.	P Vlatko	50%	Council provided Outback Division of GPs with a letter of support for a grant to facilitate an extension of the current building.

COUNCIL STRATEGY

1.5.3 Increase the use of Council owned and other sporting and recreational facilities across the community

DP Action	Action	Responsibility	Progress	Comment
Increase the use of the Cobar Youth and Fitness Centre	Increase utilisation of the Cobar Youth and Fitness Centre.	N Kriz	50%	Cobar Youth and Fitness Centre (CYFC) has run netball, mixed netball and soccer (mixed and junior) competitions over this quarter. Monday, Tuesday, Wednesday and Thursday night the Stadium is used. Squalleyball is held on Thursday nights in the squash courts. CYFC has introduced junior soccer on Thursday nights, with Friday nights holding games nights every second week using the stadium. Community groups are still using the CYFC such as Barnardos who have been running the "Feed Them Up" program, which has been competed this quarter. CareWest has been using the CYFC for exercise programs; Cobar High School has been doing school sport up until December school holidays.
Increase the use of the Cobar Youth and Fitness Centre	Strengthen community partnerships with a view to offering more structured after school youth activities.	N Kriz	50%	1,611 people used the games room this quarter and over 8,375 used the Cobar Youth and Fitness Centre. Once again we had partnerships with Barnardos, Carewest and Community Health, Cobar High School and Festival of the Miners Ghost activities this quarter. We are still working with the Community Services Order workers and MPREC work for the dole program to undertake painting and general repair work.
Contract management of the Cobar Memorial Swimming Pool	Supervision of pool operations ensuring safety and convenience for all patrons is paramount and Pool Contract Management undertaken.	D Sechtig	30%	Undertook a safety inspection and arranged work for the inspection and repair to the chlorine systems on both the main pool and the multi-function pool.
Maintain all Council parks and reserves, including plants, trees and public facilities, the Skate Park and the Miners Memorial.	Appropriate signage erected to indicate prohibited activities in parks and reserves.	P Sullivan	50%	General inspections of signage undertaken regularly. Weekly inspection of main street. All Alcohol Free Zone signage has been updated with new stickers and dates.

COUNCIL STRATEGY				
1.5.3 Increase the use of Council owned and other sporting and recreational facilities across the community				
DP Action	Action	Responsibility	Progress	Comment
Maintain all Council parks and reserves, including plants, trees and public facilities, the Skate Park and the Miners Memorial.	Carry out regular patrols of parks and reserves.	P Sullivan	50%	Weekly inspections of parks and reserves undertaken and monthly inspections on playgrounds completed monthly, with any damages reported. Vandalism at Ward Oval which included a smashed kitchen window and burnouts were reported on Oval 3, graffiti at Drummond Park toilets, photos taken and reported to appropriate personnel all issues rectified and Police requested to do additional patrols to cease further damage.
Maintain all Council parks and reserves, including plants, trees and public facilities, the Skate Park and the Miners Memorial.	Complete the design and undertake the installation of the Miners Memorial in the Heritage Park.	A Shepherd	50%	Construction drawings completed. One meeting of the Fundraising Committee has been held. This included a briefing to the Mayor and the General Manager on the project. The Schedule of Quantities is completed. During Q2 the committee commenced a fundraising activity by selling pavers. In addition, Peak Gold Mines donated a further \$30,000 towards the project and CSA Mine committed to providing \$10,000 once the project commences construction. Work has commenced on a grant application for the Building Better Regions Fund. Committee members met with local member Mark Coulton, MP who is supportive of the project and suggested that an application be made under the BBRF. Council will submit this grant application in Q3.
Maintain all Council parks and reserves, including plants, trees and public facilities, the Skate Park and the Miners Memorial.	Inspect and rectify defects of physical assets.	P Sullivan	50%	Inspections undertaken weekly. Constantly picking up rubbish in Drummond Park and Main Street. Setting up security cameras near Youth and Fitness Centre to protect Drummond Park Playground upgrade.
Maintain all Council parks and reserves, including plants, trees and public facilities, the Skate Park and the Miners Memorial.	Maintenance of sporting ground and associated facilities.	P Sullivan	50%	Daily inspections undertaken to ensure that no maintenance is required or any glass. Preparation work for summer sporting events was undertaken, this involved spraying of fields, line marking and checking boundary fences.

COUNCIL STRATEGY				
1.5.3 Increase the use of Council owned and other sporting and recreational facilities across the community				
DP Action	Action	Responsibility	Progress	Comment
Maintain all Council parks and reserves, including plants, trees and public facilities, the Skate Park and the Miners Memorial.	Provision of a regular gardening and turf maintenance service.	P Sullivan	50%	Upgraded the turf at Ward Oval, have placed gypsum and wetting agent to rebuild the soil and to add calcium for stronger leaf and root development. Gardening and turf maintenance service is provided daily. Toolbox meetings held daily to prioritise work areas. Fortnightly planning undertaken.
Maintain all Council parks and reserves, including plants, trees and public facilities, the Skate Park and the Miners Memorial.	Tree pruning and husbandry of trees.	P Sullivan	50%	Problem trees are highlighted and fitted in within our time frame and budget to be removed. Periodic pruning undertaken of street trees. Drummond Park has received half of the allocated new trees, however due to hot weather planting the remainder has been pushed back to early Q3. Continuous clean-up of fallen trees and branches has been occurring throughout Cobarr due to heavy winds and storms that have occurred in late Q2.

COUNCIL STRATEGY				
1.5.4 Provide adequate infrastructure to care for older residents locally				
DP Action	Action	Responsibility	Progress	Comment
Provide appropriate services for residents at the Lilliane Brady Village	Develop annual budget to ensure adequate resources to enable appropriate services are maintained.	S Huon	50%	Quarter 2 running on budget with 55% of budget expended & 52% of income received without December subsidy included. Occupancy rate for Quarter 2 was 79.40% for Hostel and 87% for Nursing Home. The low occupancy rate was due to a high discharge rate for the year - majority being deceased. There are 2 vacancies remaining in the hostel and 1 vacancy in the nursing home with 1 potential resident trialling the hostel on respite. There are no applicants currently wanting permanent placement at this time for other 2 vacancies, comprehensive assessment and documentation of residents care needs was completed as per facility protocol on new residents entering facility in quarter 2 to enable ACFI claims to be maximised.

COUNCIL STRATEGY				
1.5.4 Provide adequate infrastructure to care for older residents locally				
DP Action	Action	Responsibility	Progress	Comment
Provide appropriate services for residents at the Lilliane Brady Village	Develop, implement and review systems to ensure services are provided according to the needs of residents.	S Huon	50%	Scheduled audits completed in Quarter 2 as per annual schedule with all identified gaps managed as per facility policy and procedures Post admission surveys were distributed and returned with no issues being raised.
Provide appropriate services for residents at the Lilliane Brady Village	Ensure adequate and appropriately skilled and qualified staffs to ensure all services are delivered in line with facility mission statement and policies.	S Huon	50%	Staffing levels have been maintained in line with the master roster. Positions filled this quarter were CSE G1 x 3 (cas), RN x 2 (permanent part time), AIN x3 (Cas) and 1 trainee AIN. All new staff completed the orientation program. Five resignations were received – 2 x permanent part time registered nurse. All staff continues to participate in scheduled in-house training utilising the “Aged Care Channel”.
Provide appropriate services for residents at the Lilliane Brady Village	Maintain health and personal care of all residents according to their needs and maintain resident lifestyle, rights and choices.	S Huon	50%	Both Hostel and Nursing Home sections were assessed in July 2015 and accredited until August 2018. There were no visits from the Australian Aged Care Quality Agency during this quarter. Comprehensive assessments were completed as per facility protocol on new residents to enable appropriate care. Resident care needs are regularly reviewed as per policy (monthly for high care residents and 3 monthly for low care residents). Residents have a choice of GP and these GPs have visited the facility on a weekly basis (additionally if requested by nursing staff) to review resident medical management. Allied health services such as dietician, podiatry, speech pathology, physiotherapy and hearing services were provided to those residents that required them. Residents are assisted to attend specialist services as required such as Outback Eye Services in Bourke.
Provide appropriate services for residents at the Lilliane Brady Village	Monitoring levels of aged care services provided at the Lilliane Brady Village.	S Huon	50%	Services provided in line with Aged Care Act and Principles and monitored by The Australian Aged Care Quality Agency. Infrastructure managed by Cobar Shire Council with regular maintenance both preventative and requested as per maintenance program within budgetary allowances by employees and preferred qualified trades people.

COUNCIL STRATEGY				
1.5.4 Provide adequate infrastructure to care for older residents locally				
DP Action	Action	Responsibility	Progress	Comment
Provide appropriate services for residents at the Lilliane Brady Village	Promote community awareness and encourage ongoing resident involvement in community events.	S Huon	50%	Community involvement included: - visitation by clergy, Cobar High School student placements for VET and work experience programs. Outings in the community attended by residents included the council Christmas party, shopping and visit to the library. The Lilliane Brady Village bus was used for transport. The in-house recreational activity program continues to be well attended with residents having input into the program. Music sessions by local musicians have been enjoyed immensely. Publication of the quarterly newsletter for residents, family and friends in December 2016 publicised upcoming events and shares activities with the wider community.
Provide appropriate services for residents at the Lilliane Brady Village	Provide a transparent mechanism for concerns and complaints management from all stakeholders.	S Huon	50%	POL/GM2 Comments, Suggestions & Complaints covers the protocol & procedures for complaint resolution & escalation process for Lilliane Brady Village. The facility maintains a register for all complaints. Investigation & resolutions including any actions required such as staff training, resources etc. are recorded by family members, residents or staff. Pol/RM17 Compulsory Reporting covers process for reporting and responding to physical and sexual abuse of residents. There no reportable incidents for the quarter.

COMMUNITY OUTCOME**1.6 A safe and clean community****COUNCIL STRATEGY****1.6.1 A more visible and engaged police presence**

DP Action	Action	Responsibility	Progress	Comment
Work with police and licensed premises to promote a safe community	Attendance and commitment to the Cobar Police Community Precinct Committee.	P Vlatko	50%	A Cobar Police Community Precinct Committee Meeting was held in early Q2 with members of the Local Area Command addressing Council on police matters. There is another meeting scheduled for early Q3. Police are generally happy with the level of reported crimes that are solved.
Work with police and licensed premises to promote a safe community	Provide secretariat services for the Cobar Liquor Accord.	P Vlatko	50%	Ongoing support provided. Regular quarterly meetings of the Liquor Accord have been held. The Plan B "Win a Swag" Promotion was run and endorsed by four of the local pubs/ clubs in effort to eradicate and raise awareness on drink driving and it has received positive feedback from patrons and the Licensees. Attendance levels at meetings has been a huge improvement on the same quarter last year, 6 other Licensees in the Shire have been invited to attend future meetings.
Work with Police, Cobar Business Association And the Crime Prevention Committee to undertake a Community Safety Audit.	Undertake a Community Safety Audit and implement the Crime Prevention Plan and Strategy.	A Shepherd	50%	A Community Safety Audit will not be undertaken this year as it is not a priority activity. However, the Crime Prevention Plan and Strategy are being updated. During Q2 meetings were held with local police and the Area Command from Bourke. Council also held a workshop with community groups to identify what they believe to be the priority crime issues and identify some solutions. A draft Plan will be provided to Council in Q3.

COUNCIL STRATEGY				
1.6.2 Implementation of the Cobar Crime Prevention Plan and Strategy				
DP Action	Action	Responsibility	Progress	Comment
Removal of graffiti and recording of graffiti incidents	Supervise the removal of graffiti and ensure all evidence is taken and recorded appropriately.	D Sechtig	50%	Undertaken and addressed as the issues are reported.
Work with the Cobar Domestic Violence Action Group to undertake local initiatives to reduce domestic violence in Cobar.	Input to monthly Domestic Violence Action Group Meetings and actively participate in local initiatives.	A Shepherd	50%	These meetings have been on hold with changes to the organisation in charge. A meeting with the NGO groups was held in September. Discussions have been held with CentaCare to see if they are able to hold these meetings again and they are interested - its a matter of finding time. All groups were included in discussions for the development of the new Crime Prevention Plan that Council is currently developing.

COUNCIL STRATEGY				
1.6.3 Encourage safe and sustainable development				
DP Action	Action	Responsibility	Progress	Comment
Undertake regulatory obligations in relation to building and development	Assess and determine all relevant applications as outlined under Section 68 of the Local Government Act 1993	G Ryman	50%	All applications lodged pursuant to Section 68 of the Local Government Act have been assessed efficiently and in accordance with the relevant Regulations.
Undertake regulatory obligations in relation to building and development	Carry out critical stage and other progress inspections required to ensure completed projects complies.	G Ryman	50%	All mandatory critical stage inspections and other required inspections, have been undertaken when requested by customers.

COUNCIL STRATEGY				
1.6.3 Encourage safe and sustainable development				
DP Action	Action	Responsibility	Progress	Comment
Undertake regulatory obligations in relation to building and development	Complying Development Applications assessed and approved in accordance with statutory standards requirements and Council Codes.	G Ryman	50%	No CDC Applications lodged during this quarter.
Undertake regulatory obligations in relation to building and development	Develop an On-site Sewage Management Register for existing systems in priority areas.	G Ryman	100%	Completed.
Undertake regulatory obligations in relation to building and development	Development Applications assessed and approved in accordance with statutory standards and requirements and Council Codes.	G Ryman	50%	Development Applications received during this reporting period have been assessed and determined pursuant to relevant assessment benchmarks.
Undertake regulatory obligations in relation to building and development	Inspect all development when required by approval so as to ensure compliance.	S Poulter	50%	Where requested by customers, development sites are inspected to evaluate compliance.
Undertake regulatory obligations in relation to building and development	Process applications for Section 149 Certificates.	G Ryman	50%	All s.149 certificates are processed expeditiously.
Undertake regulatory obligations in relation to building and development	Provide approval and inspection services for the installation of sewage and drainage services.	G Ryman	50%	Sewage and drainage systems have been approved and inspected during this reporting period.
Undertake regulatory obligations in relation to building and development	Provide registration, approval and inspection for applications to install and operate On-Site Sewage Management Systems.	G Ryman	50%	On-site sewage management systems are registered, approved and inspected.

COUNCIL STRATEGY				
1.6.3	Encourage safe and sustainable development			
DP Action	Action	Responsibility	Progress	Comment
Implement the Cobar LEP and development control plans	Identify if Development Control Plans will be required to support Cobar LEP 2012 once the current NSW Planning Reforms are finalised.	S Poulter	0%	Rates of development (approved and potential) does not warrant the development of a Development Control Plan.
Implement and maintain an appropriate register for leases, licences and land	Maintain the Lease, Licence & Land Register.	G Ryman	50%	A review of the lease and license register is currently underway and shall identify improvements needed for this register.

COUNCIL STRATEGY				
1.6.4	Provide and maintain safe and serviceable public facilities and infrastructure			
DP Action	Action	Responsibility	Progress	Comment
To provide the community with an aesthetically pleasing and clean urban environment	Manually and mechanically clean the streets in the urban area to provide suitable environment.	P Sullivan	50%	Street sweeping is undertaken on a daily basis, Toolbox Meetings occur daily on priority areas.
To provide the community with an aesthetically pleasing and clean urban environment	Regularly clean and maintain amenities building in accordance with frequency of use.	P Sullivan	50%	Daily inspections and cleaning of amenities buildings undertaken, fortnightly programming for cleaning and a rotational roster prepared to ensure appropriate service levels.
Maintain Council Buildings to an appropriate standard to ensure that buildings are occupiable	Maintenance and repair of Council buildings undertaken with available resources.	G Ryman	50%	Reactive and proactive maintenance/repair works are undertaken to Councils building assets. Condition assessments are currently being undertaken to Councils housing assets, which are identifying works needed to improve their condition.

COUNCIL STRATEGY				
1.6.3 Encourage safe and sustainable development				
DP Action	Action	Responsibility	Progress	Comment
Improve disability access to Council buildings and facilities to improve their accessibility by older people and people with a disability	Implement Disability Action Plan.	A Shepherd	50%	Staff attended a LGNSW workshop in Q2 to gain information to assist in writing the plan. Two consultations were held, one with service providers and another with interested community members. In addition, meetings to discuss the plan were held with executive management of Council and the development and importance of the plan were discussed with new Councillors during their training and induction. Councillors were invited to attend the community meeting. Writing of the plan will occur in Q3.
Improve disability access to Council buildings and facilities to improve their accessibility by older people and people with a disability	Install disability access to Council buildings as funding becomes available.	G Ryman	50%	Where development projects require accessibility measures to be installed, they are installed.

COUNCIL STRATEGY				
1.6.4 Provide protection from fire, natural disasters, public health and other threats to the community				
DP Action	Action	Responsibility	Progress	Comment
Have systems in place to allow a rapid response to a fire emergency within the Rural Fire District	Liaise with the RFS to ensure that systems are in place to allow for a rapid response to fire emergency within the rural fire district.	S Taylor	50%	Regular liaison with RFS is occurring.
Have contingency plans in place to minimise the damage from threats from natural disasters	Complete implementation of Rural Addressing Program.	S Taylor	30%	Rural addressing marker posts are being installed. Project delayed in Q2 due to extreme weather conditions.

COUNCIL STRATEGY				
1.6.4	Provide protection from fire, natural disasters, public health and other threats to the community			
DP Action	Action	Responsibility	Progress	Comment
Have contingency plans in place to minimise the damage from threats from natural disasters	To ensure reasonable strategic planning is made to establish local disaster management plans which consider the risks to local communities and have in place relevant disaster management plans which cover the reasonably foreseeable risks within the community.	S Taylor	50%	Cobar's Local Emergency Management Plan has been adopted by the Local Emergency Management Committee and will be submitted to the next Regional Emergency Management Committee for adoption.
Have contingency plans in place to minimise the damage from threats from natural disasters	To establish an effective and relevant Local Emergency Management Committee to co-ordinate Emergency services with the community.	S Taylor	50%	LEMC meets quarterly. A table top exercise in relation to a mines rescue day was held in Q2.
Preserve and enhance public health by regulating and inspecting all relevant premises	All food shops and licensed premises inspected as per Food Authority Partnership.	G Ryman	50%	Registered food shops in the Cobar LGA are being inspected routinely. All food premises need to be inspected at least once every financial year.
Preserve and enhance public health by regulating and inspecting all relevant premises	Implement the Environmental awareness project.	M Gunn	50%	Council is exploring ways to communicate environmental issues relevant to the Cobar community.
Preserve and enhance public health by regulating and inspecting all relevant premises	Investigation of public health incidents.	G Ryman	50%	Measures are determined and deployed where necessary to control, mitigate or remove hazards and risks related to fire, health or other threats.
Preserve and enhance public health by regulating and inspecting all relevant premises	Prepare and provide appropriate reports and information for administration and budget.	S Poulter	50%	Where requested, premises are inspected to evaluate compliance with the Public Health Act.

COUNCIL STRATEGY				
1.6.4	Provide protection from fire, natural disasters, public health and other threats to the community			
DP Action	Action	Responsibility	Progress	Comment
Preserve and enhance public health by regulating and inspecting all relevant premises	Public swimming pools inspected and water samples taken.	S Poulter	0%	Current resources do not allow this service to occur.
Preserve and enhance public health by regulating and inspecting all relevant premises	Swimming pool safety barriers inspected.	S Poulter	50%	Swimming pool barriers have been regularly inspected during this reporting period. Where defects are identified, rectification works are required.

Key Activity: Economy

COMMUNITY OUTCOME	
2.1	A vibrant shire that promotes and supports business growth and retention, development and investment

COUNCIL STRATEGY				
2.1.1	Provision of business services locally			
DP Action	Action	Responsibility	Progress	Comment
Facilitate business development in the Shire	Facilitate business opportunities within Cobar and promote the region.	P Vlatko	50%	Business breakfast to encourage input and involvement deferred to Q3. Revised Economic Task force to address options and actions towards the Economic Development Strategy.

COUNCIL STRATEGY				
2.1.2	Skills attraction initiatives			
DP Action	Action	Responsibility	Progress	Comment
Work with relevant government organisations, including Regional Development Australia – Orana, and NSW Industry and Investment to attract skilled people to Cobar to work.	Work with Regional Development Australia – Orana Inc and Department of Primary Industries (DPI) on economic development issues within Cobar Shire.	A Shepherd	50%	RDAO has been restructuring in Q2, with many changes being made. The new Executive Officer will make inroads into developing better partnerships with Councils again in Q3. Council has provided input into several different state government reviews of infrastructure required in the region. Council has provided input into the development of Planning's Far West Regional Plan and has been working with DPI on the Economic Strategy.

COUNCIL STRATEGY				
2.1.3 Develop and implement an Economic Development Strategy				
DP Action	Action	Responsibility	Progress	Comment
Implement the action plan outlined in the Economic Development Strategy.	Report on the implementation of the Economic Development Strategy and facilitate the Economic Taskforce.	A Shepherd	50%	Council received the draft Economic Strategy from the consultants in early December and this was distributed to the Economic Taskforce for consideration. It will go to Council in Q3 for consideration and for public consultation. Actions in the draft report are being considered by the Economic Taskforce for progression.
Promote economic development within Cobar Shire	Work with neighbouring councils to promote economic development across the region.	A Shepherd	50%	Met with regional EDOs in Dubbo in October to discuss tourism, Regional Platters, future of the EDO network, Love the Life We Live Campaign and for an RDAO update. From this meeting it was decided that the group will focus on the Love the Life We Live Campaign and the Regional Platters project for the next 12 months. In addition, the EDO meetings will be held in conjunction with either a regional tourism meeting or OROC.

COUNCIL STRATEGY				
2.1.4 Encourage people to shop locally				
DP Action	Action	Responsibility	Progress	Comment
Administer the Cobar Quids program	Monitor, dispense and reconcile Cobar Quids and report the economic impact.	J Brown	50%	Council acts as the "bank" for Cobar Quids on behalf of the Cobar Business Association. They were introduced to encourage local shopping. They are dispensed, cashed in and reconciled daily.

COUNCIL STRATEGY				
2.1.4	Encourage people to shop locally			
DP Action	Action	Responsibility	Progress	Comment
Be an active member of the Cobar Business Association	Strive to bring affordable, quality training and workshop opportunities to Cobar business operators through the activities of the Association.	A Shepherd	50%	No workshops were held in Q2, however consultations were undertaken with the Cobar Business Association on utilising the remaining funds obtained under the Energise Enterprise program.
Be an active member of the Cobar Business Association	Work with the Cobar Business Association to support local business initiatives such as the Great Cobar Business Awards, shop local promotions, other activities and undertake the secretarial role for the Association.	A Shepherd	50%	Council assisted the Business Association to run a very successful Christmas shopping and gala community night in late November. There was excellent community participation in the night. There is growing participation in the street parade (with Council winning their category) which is proving very popular and good turnout for the entertainment and shopping opportunities.

COUNCIL STRATEGY				
2.1.6	Support mining and agricultural industries to keep them strong			
DP Action	Action	Responsibility	Progress	Comment
Undertake regulatory requirements in regards to the mining industry	Assist the mining industry with development proposals.	G Ryman	50%	Council has assisted the mines with all development proposals considered expeditiously and comprehensively.
Facilitate provision of additional funding to improve the road network	Seek Regional Road funding at levels comparable to neighbouring shires.	S Taylor	30%	Political representations have been made to attempt to improve funding for regional roads.
Facilitate provision of additional funding to improve the road network	Submit applications for road improvements for appropriate funding providers.	S Taylor	20%	No funding applications were made during Q2 for road funding.

COMMUNITY OUTCOME	
2.2	A strong and diverse tourist industry with a focus on customer service

COUNCIL STRATEGY				
2.2.1	Develop and implement a Tourism Attraction and Development Strategy			
DP Action	Action	Responsibility	Progress	Comment
Develop and implement the Tourism Attraction and Development Strategy	Implement the Statement of Tourism activities.	J Martin	50%	The Tourism Activity statement is a draft document which will be discussed with the director of corporate and economic development.

COUNCIL STRATEGY				
2.2.2	Develop a diverse range of interesting annual events and promote the activities that are on and the cultural experiences that are available in Cobar to locals and tourists			
DP Action	Action	Responsibility	Progress	Comment
Market Cobar as an attractive tourist destination	Attend consumer shows, travel and holiday expos to disseminate information on Cobar Shire.	J Martin	50%	Council's MTPR, working with the Kidman Way Promotional Committee, attended the Sandown Caravan, Camping & Holiday Expo which was held from 5th - 10th October 2016. The expo was attended by 33,000 people and 2,000 Kidman Way brochures were distributed. The KWPC have booked a display stand at the Melbourne Caravan, Camping & Holiday Expo which will be held from 21st - 28th February 2017 and the Sydney Caravan, Camping & Holiday Expo which will be held from 24th - 30th April 2017.
Market Cobar as an attractive tourist destination	Direct mailing campaigns.	J Martin	50%	In this quarter there were approximately 3,500 brochures mailed out.

COUNCIL STRATEGY

2.2.2 Develop a diverse range of interesting annual events and promote the activities that are on and the cultural experiences that are available in Cobar to locals and tourists

DP Action	Action	Responsibility	Progress	Comment
Market Cobar as an attractive tourist destination	Manage the Visitor Information Centre, visitor numbers and revenue to the museum and souvenir shop at the Great Cobar Heritage Centre.	J Martin	50%	In this quarter there was 715 people visit the museum and 4,250 people who were seeking information. In the same quarter in 2015 there was 680 people visit the museum and 3,500 who were seeking information. This represents about a 19% increase. The cash receipts for museum entry in this quarter was \$7,000 and the shop receipts were \$21,500. The cash receipts for the museum in this quarter in 2015 was \$7,400 and the shop receipts \$15,500. The cash increase for this quarter is approximately 29%.
Market Cobar as an attractive tourist destination	Meetings with tour and coach operators.	J Martin	50%	In this quarter the Great Cobar Heritage Centre has renewed its membership with the Australian Coach & Group Tour Operators Organisation and the Coach Operators, Expanding Horizons website. In this quarter there were 5 coaches visit the GCHC.
Market Cobar as an attractive tourist destination	Participate in tourism based organisations, eg Kidman Way Promotional Committee, Outback NSW Tourism and Tourism NSW.	J Martin	50%	Council's Manager Tourism & Public Relations has a very active role in the Kidman Way Promotional Committee. Since the Tourism Manager left Carrathool Shire early this year, Council's MTPR has taken on the responsibilities that have been left by that vacancy. Council's MTPR has organised the annual Kidman Way meeting and social get together, held in Cobar on 4 - 5 December 2016. Minutes from that meeting have been distributed to all Kidman Way member councils.
Market Cobar as an attractive tourist destination	Provide education packages to schools and universities.	J Martin	50%	The Curator at the Great Cobar Heritage Centre has a number of education packages which are aimed at all age groups.

COUNCIL STRATEGY				
2.2.2	Develop a diverse range of interesting annual events and promote the activities that are on and the cultural experiences that are available in Cobar to locals and tourists			
DP Action	Action	Responsibility	Progress	Comment
Market Cobar as an attractive tourist destination	Regular media releases and exposure through national, state, regional and local radio, television and print media.	J Martin	50%	In this quarter MTPR has organised advertising and media releases for the 2016 Festival of the Miner's Ghost to radio stations 2WEB, 2DU, ZOOFM and ABC local. The MTPR has issued a number of media releases to the Cobar weekly re the visitor activity in Cobar Shire in this quarter. In November and December 2016 MTPR has produced advertising and media releases for Australia Day 2017 activities.
Develop and implement new ideas to bring people to Cobar	Advertise the advantages of the area in conjunction with private sector operators.	J Martin	50%	Council's Manager Tourism and Public Relations provides opportunities for business owners & operators to advertise their businesses in a number of media forms which promote Cobar Shire.

COUNCIL STRATEGY				
2.2.3	Diversify tourism activities and increase the utilisation of current attractions			
DP Action	Action	Responsibility	Progress	Comment
To encourage the development and utilisation of the Cobar Caravan Park.	Oversee the lease and assist the lease as required.	G Ryman	50%	Council is currently working with the operators of the Cobar Caravan Park to identify ways that can enhance this facility, in order to encourage more visitors.
Continually enhance and upgrade the exhibition space at the Great Cobar Heritage and Mining Centre and maximise available space	Continually enhance and upgrade the exhibition space at the Great Cobar Heritage and Mining Centre and maximise available space.	J Martin	50%	The museum curator is in the process of redesigning "Shopping in Cobar Display" and there have been two planning meetings with the environmental officer from the Peak Gold Mines re the updating of their display and information.

COUNCIL STRATEGY				
2.2.4	Increase the range and degree of accommodation in the Shire			
DP Action	Action	Responsibility	Progress	Comment
Investigate the need to the develop the next stage of Pioneer Estate and undertake development if required	Estimate market and land availability for future Residential Land Development.	G Ryman	0%	There is currently no demand for new residential development sites.

COMMUNITY OUTCOME	
2.3	A strong business hub operating out of the Cobar airport

COUNCIL STRATEGY				
2.3.1	Develop a business case to attract businesses to Cobar Airport			
DP Action	Action	Responsibility	Progress	Comment
Actively seek out business opportunities to enhance the operations at Cobar Airport and develop a Master Plan for the site.	Promote the airport to interested parties to establish business enterprise.	A DeSilva	50%	There is limited scope to promote the Airport. However, actions were taken in may ways to increase the use of the Airport. Aviation fuel prices are tied to our competitor (Bourke) and have since dropped by 10c per litre, this will hopefully see an increase in the aviation community stopping in Cobar.
Actively seek out business opportunities to enhance the operations at Cobar Airport and develop a Master Plan for the site.	Providing Secretariat to the Airport Advisory Committee to the Cobar Regional Airport.	A DeSilva	50%	Airport Advisory Committee will be reconvened in Q3, particularly with the successful grant application to fund an Airport Master Plan.

Key Activity: Governance

COMMUNITY OUTCOME	
3.1	A well-funded Council that is well managed and well governed

COUNCIL STRATEGY				
3.1.1	Increase Council's income stream			
DP Action	Action	Responsibility	Progress	Comment
Undertake private works	Undertaken private works for property owners, mines, contractors and RMS.	S Taylor	50%	Private works undertaken as required.
Increase grant funding received	Apply for grants to assist Council to undertake activities outlined in the Annual Operational Plan and to access additional grant opportunities as they become available.	A Shepherd	50%	Grant opportunities were applied for as they became available. In the quarter, Council applied for, and received, \$60,000 to undertake a master plan of the airport under the Building Resilience to Climate Change program, learnt that we were awarded \$5,000 to host crafterevents under the CASP program, secured \$7.5m under the Water Security Backlog program that will allow the replacement of the Water Treatment Plant to go ahead, applied for, unsuccessfully, \$780,000 to upgrade the Youth and Fitness Centre, applied for \$5,000 to the Cobar Kids Can initiative under Indent funding, applied for \$150,000 through the EPA to combat illegal dumping, applied for \$2,000 under the Anzac Community Grants scheme to provide a better display of WWI material at the Great Cobar Heritage Centre. In addition, staff started working on two projects under the Building Better Regions Fund that will open in Q3.

COUNCIL STRATEGY				
3.1.1	Increase Council's income stream			
DP Action	Action	Responsibility	Progress	Comment
Undertake rating functions of Council	Recovery of outstanding rates.	J Brown	50%	Rates and charges arrears as at 30 June 2016 have been reduced from \$979,781.57 to \$435,384.86. We have received 60% of the current years rates and arrears, Council will continue to follow up arrears as stated in our Rates Recovery Policy.
Undertake rating functions of Council	Undertake sale of land under Section 713.	J Brown	0%	Sale of land for unpaid rates is scheduled to be completed in Q4 of 2016/2017.
Effectively manage Council investments	Optimum investment of Council's surplus funds in accordance with Council's Investment Policy.	N Mitchell	50%	Council invests in term deposits at terms to facilitate cash flows, and at the best rates available which meet Council's Investment Policy.
Seek efficiency through shared services	Investigate in conjunction with neighbouring Councils, LMWUA, OROC and Western Division of Councils of NSW areas of improved efficiencies due to resource sharing.	P Vlatko	0%	No investigation undertaken in Q2. Further investigation may be undertaken in Q3 following the community consultations that occurred in relation to the Far West Initiative.
Undertake the new requirements as per Services NSW Contract.	Undertake the new requirements as per Services NSW Contract.	K Miller	50%	All Contract requirements have been completed successfully.

COUNCIL STRATEGY				
3.1.2	Implement a modern Section 94 Plan and Section 64 Plan to fund future infrastructure through developer contributions			
DP Action	Action	Responsibility	Progress	Comment
Manage income received from the Section 94 Plan and the Section 64 Plan	Appropriately report on contributions received and works programming required for project contained within the contributions plan and Council's Community Enhancement Program.	G Ryman	50%	To date, no contributions have been received this financial year, however should contributions be received, they will be reported accordingly.

COUNCIL STRATEGY				
3.1.3	Investigate how to reduce the cost of Council's community facilities through partnerships with other organisations			
DP Action	Action	Responsibility	Progress	Comment
Investigate partnership options, and enact if advantageous for the Cobar Youth and Fitness Centre	Seek and initiate discussions with potential appropriate partners.	K Miller	0%	No partnership options have been identified for the Cobar Youth and Fitness Centre. Numerous grant funding applications have been submitted for the refurbishment and upgrade but have so far been unsuccessful.
Investigate partnership options, and enact if advantageous for the Lilliane Brady Village	Undertake a Business & Management Review to determine most suitable way to manage & operate the facility.	K Miller	50%	Multi Purpose Health Service formation well underway, a public meeting was held in early Q2.

COUNCIL STRATEGY				
3.1.4	Minimise risk for Council and the community			
DP Action	Action	Responsibility	Progress	Comment
Develop and implement a risk management strategy suitable for Council operations	Co-ordinate the development of Council's Business Continuity Plan and Disaster Recovery Plan.	S Patterson	50%	Council participated in a Business Continuity exercise undertaken by State Wide to assist in identifying areas to be included in the Business Continuity Plan. A report from the exercise has been received. A group has been established with surrounding Councils to tackle Risk Management issues, coordinated by State Wide.
Develop and implement a risk management strategy suitable for Council operations	Develop and implement a Corporate Risk Management Strategy.	S Patterson	50%	Development of a Corporate Risk Management Strategy has not been completed to date due to lack of resources. With the recent changes in the HR structure, and the creation of a designated WHS/Risk Officer, we hope to have a suitable risk management strategy developed by the end of Q4.
Develop and implement suitable internal audit processes for Council operations	Carry out Internal Audits.	K Miller	50%	Two Members were appointed to the Internal Audit Committee in early Q2. Paul Manns accepted the role of Chair and Michael Zannes has agreed to sit on the Committee, one more community member is required. The Committees charter is now being established for R2R.
WHS obligations are met and safe work practices are promoted and undertaken	Consult with WHS Committee to take a proactive stance in promoting a healthy and safe work environment.	P Vlatko	50%	Committee to review WHS Management System by next Q3.
WHS obligations are met and safe work practices are promoted and undertaken	Provide a safe working environment through advice, safety programs, audits and staff involvement.	S Patterson	50%	Council provides a safe working environment to the best of its abilities. There has been an improvement in the safety culture at Council but there is still room for improvement. An audit/inspection schedule is currently being developed with timeframes for completion. Council is also looking at developing and introducing eLearning inductions - corporate, safety, privacy, bullying and harassment etc, with the hope of rolling out these modules to all staff by end of Q3.

COUNCIL STRATEGY				
3.1.4	Minimise risk for Council and the community			
DP Action	Action	Responsibility	Progress	Comment
WHS obligations are met and safe work practices are promoted and undertaken	Reduce workplace incidents by providing return to work services, supporting the Health and Safety Committee, providing adequate training and appropriate procedures.	S Patterson	30%	Return to Work services are provided to all areas of Council by the Human Resources team, with back up provided by the payroll officer. WH&S training is provided as required to staff. Introduction of an electronic Risk and Injury Management system has been purchased and we will look to commence implementation in Q3.
WHS obligations are met and safe work practices are promoted and undertaken	Refinement and implementation of Councils' WHS Management System in conjunction with WHS Committee and employees.	P Vlatko	50%	Time has been allocated to focus staff on improving our record of injuries and lost time.
Ensure that documentation and records management provide a framework for easy retrieval and reference	Compliance with Records Management obligations.	K Miller	50%	Records are compliant to required standards. A casual has been employed to help with the backlog of Records Management.
Ensure that documentation and records management provide a framework for easy retrieval and reference	Effective records administration systems and protocols in place	K Miller	25%	Systems and protocols are effective. However the workload to achieve that is not allowing Records to be kept up to date. A casual has been employed in Q2 to help with the backlog.
Ensure that documentation and records management provide a framework for easy retrieval and reference	Investigate the feasibility of acquiring and implementing an Electronic Document Management System (EDMS)	K Miller	0%	Implementation of an Electronic Document Management System (EDMS) has been placed on hold. Further investigations will most likely occur in Q3.
Reduce workplace accidents and incidents	Coordinate development and train staff in Safe Work Method Statements (SWMS).	P Vlatko	50%	Manex reviewed the report on Councils current position and set targets for next review period.

COUNCIL STRATEGY				
3.1.4	Minimise risk for Council and the community			
DP Action	Action	Responsibility	Progress	Comment
Reduce workplace accidents and incidents	Facilitate/coordinate regular WHS audits of the workplace and monitor implementation of audit recommendations.	S Patterson	50%	A WHS audit schedule is almost finalised to ensure regular audits do occur. Any recommendations that arise as part of the audit process are taken to the WH&S Committee and delegated to the relevant person for follow up and completion.
Reduce workplace accidents and incidents	Train all workers for their tasks and induct all workers into the workplace or job site.	S Patterson	50%	All new staff receive an induction during their first week of employment from their supervisor. Staff are inducted into the relevant worksites they will be working at and they are provided with a copy of their job description which is discussed with their supervisor. Council's WHS Officer is developing eLearning inductions for all staff, both for on-boarding and annual review of certain processes/policies. The introduction of a Learning Management System will also improve the ability to request training and then our ability to schedule required training based on the needs (and hopefully wants) of our staff, we are hopeful that both of these new processes will be introduced by the end of 2017.

COUNCIL STRATEGY				
3.1.5	Strong governance measures in place			
DP Action	Action	Responsibility	Progress	Comment
Councillors are well trained and informed on their roles and responsibilities	Training provided to Councillors.	P Vlatko	40%	Undertook Councillors induction training following Council election. Legislation being introduced to improve training. Asset Management Training will be undertaken in early Q3.

COUNCIL STRATEGY				
3.1.5	Strong governance measures in place			
DP Action	Action	Responsibility	Progress	Comment
Strategic policy setting undertaken by the elected representatives	Feedback to Councillors on progress with resolutions and Councillor requests and Policy advice.	P Vlatko	50%	Introduction of Council workshops to improve communication.
Improve Dashboard Reporting Systems	Improved Dashboard Reporting to be compliant for the OLG (Fit for the Future).	K Miller	0%	No progression has occurred in relation to being complaint for Fit for the Future, this has been due to the restructure of the OLG.

COUNCIL STRATEGY				
3.1.6	Fit for the Future			
DP Action	Action	Responsibility	Progress	Comment
Fit for the Future	Maintain community engagement regarding Council's Fit for the Future obligations.	P Vlatko	50%	Community Public forums held in all townships in the Shire of Cobar by the State Government on Fit For The Future proposals.
Conitnue to formulate the Far West Initiative in conjunction with other Councils and governments	Formulate and progress ideas in conjunction with other participants in the Far West Initiative to improve service delivery and coordination in Cobar Shire.	P Vlatko	50%	Council provided a submission on the Far West Initiative proposal in December 2016.

COMMUNITY OUTCOME	
3.2	An engaged community that participates in decision making

COUNCIL STRATEGY				
3.2.1	Implementation of Council's Community Engagement Strategy			
DP Action	Action	Responsibility	Progress	Comment
Engage with the various sectors of the community as required and to a level that adequately addresses the complexity of the issues.	Dissemination of information to the media and staff.	P Vlatko	50%	Council reviewed the Strategy and its use of social media to address water quality has been increased as well as flyers and a number of public notices have been forwarded to the Weekly in relation to water.

COUNCIL STRATEGY				
3.2.2	Encourage more direct participation and interaction between Council and the community			
DP Action	Action	Responsibility	Progress	Comment
Provide up-to-date and relevant information to the public on Council's activities	Prepare a Council newsletter and prepare electronic updates..	A Shepherd	50%	An extensive information leaflet was distributed with the water rates that were mailed out in December. This leaflet was designed to provide information on the water supply network for Cobar, the projects being undertaken to improve this network and priority areas Council has identified to work on in the future. It also highlighted the issues Council was experiencing with water quality with the onset of summer and gave tips on what to do if residents experienced discoloured water.
Maintain partnerships with community organisations, such as Business Groups, Council Committees and Council Alliances	Coordinate and support the Traffic Committee and Rural Roads Advisory Committee.	S Taylor	50%	Rural Roads Advisory Committee has met each quarter. The issues discussed in Q2 were in relation to road closures, road conditions and flood damage. Traffic Committee meets as required.
Maintain partnerships with community organisations, such as Business Groups, Council Committees and Council Alliances	Participation in Lower Macquarie Water Utilities Alliance LMWUA	D Sechtig	10%	Actively address the collection of Council Asset information and work with the LMWUA for the creation of a set of standards for the Council.

COUNCIL STRATEGY				
3.2.3	Increase the participation of youth in community leadership			
DP Action	Action	Responsibility	Progress	Comment
Provide administration and support to the Cobar Youth Council.	Provide administration and support the Cobar Youth Council and maintain contact with similar organisations in other local government areas so as to provide interaction.	N Kriz	70%	Manager has been providing admin and support to Cobar Youth Council. Cobar Youth Council have attended a Council meeting- to update Council on what they have achieved. Youth Council have run the Colour Run again this quarter with approximately 400 runners. CYC ran the BBQ for the Golden Dash, helped with Halloween Disco. Youth Council and Manager attended Moree Youth Conference which was very helpful in gaining skills to plan projects.

COMMUNITY OUTCOME	
3.3	A well-functioning Council that focuses on strategic planning, provides good customer service and secures value-for-money goods and services

COUNCIL STRATEGY				
3.3.1	Good customer service provided by all Council Officers			
DP Action	Action	Responsibility	Progress	Comment
Focus on the provision of good customer service by all Council staff	Qualitative measures on response and processing times in relation to queries face to face, by phone, letter or email.	K Miller	50%	Customer Service Management System has been rolled out. Quantitative reporting will be provided in late Q3.

COUNCIL STRATEGY

3.3.2 Staff are valued, well trained and able to undertake their roles and functions

DP Action	Action	Responsibility	Progress	Comment
Human Resources	Develop and implement an attraction engagement and attraction strategy including a succession plan.	S Patterson	50%	March 2017 will see the introduction of an electronic performance review system, which will provide for better reporting capabilities and professional development plans. The updating of Council's Workforce Plan will also include a succession plan for identified critical roles throughout the Organisation.
Human Resources	Develop Staff and promote their inclusion in decision making through consultation and through measures such as the Staff Suggestion Program, regular team meetings and site visits by Manex.	S Patterson	50%	Some areas of Council have regular team meetings but this could be improved and Manex site visits could be implemented. The staff suggestion program needs to be promoted to encourage more feedback from staff, we haven't had any suggestions for quite some time. The Consultative Committee meetings schedule has been re-established this quarter and that Committee will now meet more regularly.
Human Resources	Develop Staff Recognition and Reward Program.	S Patterson	20%	The Employee of the Month Award has been very successful to date, although had fallen off the radar a little, so is currently being re-promoted, without much interest, no new nominations were received this quarter. We could do more to recognise and reward highly performing staff, although monetary rewards are not in scope or allowable within our current budget.

COUNCIL STRATEGY

3.3.2 Staff are valued, well trained and able to undertake their roles and functions

DP Action	Action	Responsibility	Progress	Comment
Human Resources	Employees paid accurately and on time.	S Patterson	50%	Council's Payroll Officer ensures that all staff are paid accurately and timely in accordance with the relevant Awards. This includes working on weekends and Public Holidays on occasion to ensure that employees are unaffected when a Public Holiday falls early in the week - this is not required, nor is it generally realised by the wider employee body. All raised payroll queries are addressed and rectified (if required) in the next available pay run.
Human Resources	Implementation of an electronic performance appraisal system, with updated skills matrices and position descriptions.	S Patterson	50%	We have commenced the implementation of Pulse's performance management module. A considerable amount of the data has been entered/uploaded and we are currently reviewing the behavioural questions for roll out of an electronic process in March 2017. During this new process, we expect the Supervisors/Managers of all positions to review the position descriptions and matrices for all their teams' members, with the eventual development of an online template to improve the format and consistency.
Human Resources	Staff consultation by a continuing process through Consultative Committee.	S Patterson	50%	Consultative Committee Meetings are held quarterly (or more regularly if required) to discuss any proposed changes to employment conditions and policies. All members of staff are able to raise employment related issues with a member of the Consultative Committee. The constitution was recently updated to include non-union representatives of the staffing body. Committee elections will be held at the February Committee Meeting.

COUNCIL STRATEGY**3.3.2 Staff are valued, well trained and able to undertake their roles and functions**

DP Action	Action	Responsibility	Progress	Comment
Human Resources	To be an employer of choice including the development of an attraction and Retention Strategy, training plans, succession plans and traineeships.	S Patterson	50%	2016 Employee appraisal process was altered for an improved 2-way discussion. Introduction of electronic performance appraisals will again improve this process, providing reportable feedback on employee responses vs manager's responses to behavioural and skills based measures. Updating of our Workforce Plan will hopefully see the inclusion of succession plans for identified critical roles across the organisation. More robust training plans do need to be developed.
Human Resources	To build productivity, maintain industrial harmony and increase employee satisfaction.	S Patterson	50%	Overall the industrial harmony is sound. There have been employee relations issues, which have been dealt with in a professional and efficient manner. The organisational restructure that was undertaken across all departments was met with mixed feedback, however those who were initially not in agreement seem to be working well within the new structure. We had no documented industrial issues this quarter.
Human Resources	Undertake biennial Staff Attitude Survey.	S Patterson	100%	Staff Attitude Survey is undertaken biennially, the last survey was completed in 2015, therefore not required until Q1 2017/2018 (or perhaps Q4 2016/2017).

COUNCIL STRATEGY

3.3.2 Staff are valued, well trained and able to undertake their roles and functions

DP Action	Action	Responsibility	Progress	Comment
Good recruitment and selection processes that promote the philosophy of 'recruit for attitude, train for skills'	Ensure the organisational structure is appropriate to achieving the Budget or Delivery Program/Annual Operational Plan.	S Patterson	50%	The current organisational structure is in line with budget availability, our biggest issue is the availability of suitable staff at management level and above. Council has recently undergone an organisational restructure in all departments, which will hopefully see marked improvements in delivery against the AOP in all areas. Council struggles to attract suitably qualified and experienced candidates for management roles. We are hoping to roll out newly developed LMS software in 2017 to improve the requests process and then delivery of training needs across the organisation.
Implement and manage an Employee Assistance Program for Council staff	Oversee and promote Council's Employee Assistance Programme.	S Patterson	50%	The Employee Assistance Program (EAP) is widely used by Council employees. Staff feel confident and comfortable to access this service confidentially. Council has advised our current provider that we will be going to tender in the near future to secure a provider for the coming 2 years.
Staff are provided with up-to-date and relevant tools to undertake their roles	Effective Information Technology administration systems and protocols in place.	K Miller	50%	No IT Committee Meetings were held in Q2. Councillors and Manex have been given Tablets to help Council move towards a paperless reporting system. So far, positive feedback has been received.
Staff are provided with up-to-date and relevant tools to undertake their roles	Implement action plan for Plant and Equipment Utilisation Review Report.	S Taylor	50%	Plant and Equipment Utilisation Review Report has been implemented.
Staff are provided with up-to-date and relevant tools to undertake their roles	Implementation of Computer Support Strategic Plan.	K Miller	0%	A Computer Support Strategic Plan is run through the IT Committee and implemented when required. No action has been undertaken in Q2.

COUNCIL STRATEGY				
3.3.2	Staff are valued, well trained and able to undertake their roles and functions			
DP Action	Action	Responsibility	Progress	Comment
Staff are provided with up-to-date and relevant tools to undertake their roles	Review and update 15 Year Plant Rolling Replacement Program.	S Taylor	50%	Initial preparation for updating Plant Replacement Program underway and will be presented to Council in Q3.
Staff are provided with up-to-date and relevant tools to undertake their roles	Review plant requirements; undertake asset management and maintenance of plant fleet.	S Taylor	10%	Plant requirements are being reviewed and will be presented to Council in Q3 with the updated Plant Replacement Program.
Staff are provided with up-to-date and relevant tools to undertake their roles	Roll out and implement an Intranet for Cobar Shire Council.	K Miller	0%	The roll out and implementation of an Intranet for Cobar Shire Council has been placed on hold. With further investigations expected to be undertaken in Q4.
Staff are provided with up-to-date and relevant tools to undertake their roles	Roll out Customer Management System (Complaints System).	K Miller	50%	Customer Management System (Complaints System) has been implemented. Staff have undergone training and the system is currently in use. A review has been undertaken on the system to identify the response time and effectiveness of the system, a report will be provided in Q3.
Staff are provided with up-to-date and relevant tools to undertake their roles	Roll out version 9 of CivicView (or alternate program).	K Miller	10%	CivicView version 9 will be rolled out and tested in Q3.
Maintain and actively use the Public Libraries NSW Membership	Identify opportunities for information share and services development.	J Siermans	50%	Participated in information sharing activities via e-mail in Q2. Participated in the Central West Zone meeting via phone conference due to lack of accommodation in Orange.
Maintain and actively use the Public Libraries NSW Membership	Keep abreast of new opportunities for services development through Libraries.	J Siermans	50%	Participated in information sharing regarding services development initiatives via e-mail in Q2.

COUNCIL STRATEGY				
3.3.3 Council undertakes adequate strategic planning activities and meets all legislative reporting requirements				
DP Action	Action	Responsibility	Progress	Comment
Council updates the Integrated Planning and Reporting framework documents as required	Development and implementation of a minimum 10 Year Financial Plan for inclusion in the Resourcing Strategy to support the Cobar Shire 2025 Community Strategic Plan.	K Miller	50%	10 Year Financial Plan completed with AOP 2017/2018, to be rolled out in Q4.
Council updates the Integrated Planning and Reporting framework documents as required	Implementation of Council's Community Engagement Strategy.	A Shepherd	50%	The reviewed Community Engagement Strategy was adopted by Council at the October council meeting. This strategy included a plan specifically for the review of the integrated planning and reporting documents and the development of the Disability Inclusion Action Plan. In addition at that meeting, Councillors were encouraged to participate as much as possible in the community engagement activities that will be undertaken in the development of the Cobar 2030 Plan and associated documents. This Strategy will now be used to develop the new suite of IP&R documents over Q3 and Q4.
Council updates the Integrated Planning and Reporting framework documents as required	Workforce Management Strategy as part of the Resource Strategy is developed and maintained.	S Patterson	30%	Council's Workforce Plan is due for review in February 2017. Council is currently reviewing this in conjunction with other Council's in the region and looking at pooling resources and information sharing for an ideal template and improved content for usability throughout the organisation, rather than a stagnate document. Workshops have been attended to obtain additional resources to aid the updating of Council's current plan.
Council updates the Integrated Planning and Reporting framework documents as required	Works Program developed for Shire and Regional roads, drainage, signs and traffic facilities.	M Bell	5%	Works program almost finalised.

COUNCIL STRATEGY				
3.3.3	Council undertakes adequate strategic planning activities and meets all legislative reporting requirements			
DP Action	Action	Responsibility	Progress	Comment
Service level provision planning undertaken as required	Review and amend the Corporate Asset Register including CivicView integration.	K Miller	50%	The Corporate Asset Register has been reviewed and needs to be reconciled.
Undertake legislative reporting requirements	Implementation of OLG Best Practice Improvement Action Plan.	P Vlatko	10%	Working towards a review to commence in Q3.

COUNCIL STRATEGY				
3.3.4	Good procurement processes in place to ensure the most advantageous provision of goods and services to Council			
DP Action	Action	Responsibility	Progress	Comment
Good contract management and procurement practices are employed	Contracts Register updated.	S Taylor	50%	Contracts register is being regularly updated.
Leases and management agreements monitored, implemented and adhered to	Cinema Building, Dentist and doctors surgeries and commercial building agreements monitored and implemented.	M Gunn	50%	Building agreements (licences/leases) were monitored for compliance during this reporting period.
Leases and management agreements monitored, implemented and adhered to	Swimming pool and airport agreements monitored and implemented.	A DeSilva	50%	Airport agreements are being monitored.
Leases and management agreements monitored, implemented and adhered to	Swimming pool agreements monitored and implemented.	K Miller	50%	Swimming pool quarterly report submitted to Council from Contractor, good attendance numbers, increased in opening hours due to hotter weather and damage that has occurred to shade sails over small pool.

COUNCIL STRATEGY**3.3.4****Good procurement processes in place to ensure the most advantageous provision of goods and services to Council**

DP Action	Action	Responsibility	Progress	Comment
Provision of Cobar Water Board Administration and Financial Services	Undertake administration and financial services for the Cobar Water Board as per the Agreement.	K Miller	50%	Administration and financial services for the Cobar Water Board have been undertaken as per the agreement.

Key Activity: Infrastructure

COMMUNITY OUTCOME	
4.1	A clean and reliable water supply

COUNCIL STRATEGY				
4.1.1	Pipe the Albert Priest Channel			
DP Action	Action	Responsibility	Progress	Comment
Seek funding for improvements to the provision of water through the Albert Priest Channel Pipeline Augmentation Project	Seek funding for improvements to the provision of water through the Albert Priest Channel Pipeline Augmentation Project.	P Vlatko	50%	Working with Bogan Shire Council on the project.

COUNCIL STRATEGY				
4.1.2	Increase Cobar's water allocation			
DP Action	Action	Responsibility	Progress	Comment
Lobby the NSW Government to have Cobar's town water supply increased	Attend meetings with relevant Government personnel demonstrating the need for the town water licence to be increased.	D Sechtig	50%	Council has engaged a consultant via the LMWUA to address the water licencing levels and obtain detailed information for a submission to the state government for an increase in Council's allocations.

COUNCIL STRATEGY				
4.1.3 Improved water treatment systems for the provision of potable water to the villages				
DP Action	Action	Responsibility	Progress	Comment
Investigate options to improve the water quality and consistency of water supply in the villages of the Shire	Investigate and prepare a report on upgrading non-potable water.	D Sechtig	10%	Investigations of options on upgrading non-potable water supplies have been delayed due to lack of resources.

COUNCIL STRATEGY				
4.1.4 Improved water infrastructure across the Shire				
DP Action	Action	Responsibility	Progress	Comment
Maintenance and repairs of water mains and water filtration system	Implement the Water Supplies Asset Management Plan with 5 year rolling works program.	D Sechtig	50%	Work with the LMWUA to complete this document. Currently in discussions with consultants to supply a full network analysis of the Council's water systems.
Maintenance and repairs of water mains and water filtration system	Implement the Works Program, determined by the Water Main, Valve and Hydrant Audit.	D Sechtig	50%	Currently in discussions with consultants to supply a full network analysis of the Council's water system to determine which pipes need replacing, which are redundant and should be removed from the system and how to improve water flow around the network.
Undertake Resources for Regions Water Filtration Plant Project	Undertake the actions outlined in the Project Management Plan for the Cobar Filtration Plant Replacement Program.	S Taylor	10%	The tender for the replacement of the Cobar Water Treatment Plant has been advertised and is due to close in mid February.
Expand the raw water network	Extend the Raw Water Network to Dalton Park and other priority areas.	D Sechtig	15%	Undertake a meeting with the stakeholders involved and create an action plan for the site. Undertake a costing to the required works.

COUNCIL STRATEGY				
4.1.5	Provide contract services to Cobar Water Board			
DP Action	Action	Responsibility	Progress	Comment
Provide contract services to Cobar Water Board	Develop Cobar Water Board Asset Management Plan, Financial Plan and Strategic Business Plan.	S Taylor	100%	Cobar Water Board Asset Management Plan, Financial and Strategic Business Plan were adopted in 2015/2016 financial year.
Provide contract services to Cobar Water Board	Provide technical advice and maintenance activities to the Cobar Water Board.	S Taylor	50%	Technical advice is being provided to Cobar Water Board.

COUNCIL STRATEGY				
4.1.6	Undertake Resources for Regions Program for the twin pipeline replacement			
DP Action	Action	Responsibility	Progress	Comment
Undertake Resources for Regions program for pipeline replacement	Investigate design and construct the replacement of the Pipeline as per the project plan.	S Taylor	50%	The contract for the installation of a new 300 mm water pipeline from Nyngan Pump station for a distance of 30 km towards Cobar has been let to National Australian Pipelines. The contractor has commenced installation of the pipeline.

COMMUNITY OUTCOME	
4.2	Good communications networks with services equal to the metropolitan areas

COUNCIL STRATEGY				
4.2.1 Improved access to telecommunications, radio, TV and broadband services				
DP Action	Action	Responsibility	Progress	Comment
Lobby the government for improved communications networks	Maintenance of radio base stations and licences.	D Sechtig	50%	Radio licences have been renewed and base stations maintained.
Lobby the government for improved communications networks	Work with NBN to provide information and disseminate information to achieve optimal broadband coverage within Cobar Shire.	G Ryman	50%	Council officers have been working the NBN Co. and its relevant sub-controllers to ensure that the rollout of NBN in Cobar is undertaken with limited impact to residents.

COMMUNITY OUTCOME	
4.3 Good transport networks that increase the accessibility of Cobar and markets	

COUNCIL STRATEGY				
4.3.1 Seek ways to expand the sealed road network and improve and maintain the unsealed road network				
DP Action	Action	Responsibility	Progress	Comment
Road works undertaken according to priority, weather conditions and availability of resources	Complete the Fixing Country Roads Project to install culverts at acres Billabong floodway on RR7518.	S Taylor	10%	Review of Environmental Effects is 90% completed. Continuing wet weather is delaying progress of works.
Road works undertaken according to priority, weather conditions and availability of resources	Construction and maintenance works carried out on Regional and Shire Road Network in accordance with approved programs and standards.	M Bell	50%	Rain had a negative impact on works in Q1 and parts of Q2. Work has progressed reasonably since then.

COUNCIL STRATEGY				
4.3.1 Seek ways to expand the sealed road network and improve and maintain the unsealed road network				
DP Action	Action	Responsibility	Progress	Comment
Road works undertaken according to priority, weather conditions and availability of resources	Inspections by Council staff on a routine basis to identify maintenance works and report any urgent works to minimise public liability risk to Council.	M Bell	50%	Local roads are being inspected to set work priorities. Councils electronic maintenance program "Reflect" is still not fully operational on local roads.
Road works undertaken according to priority, weather conditions and availability of resources	Street maintenance and sign maintenance, including alcohol free zone signage.	M Bell	50%	Street signage and maintenance undertaken as required.
Road works undertaken according to priority, weather conditions and availability of resources	Undertake ordered works on behalf of RMS within the agreed budget.	M Bell	50%	Ordered works undertaken on behalf of RMS within the agreed budget. Progress on Nymagee Shoulder widening was not completed prior to Christmas due to rain. Progressing satisfactorily in Q2.
Road works undertaken according to priority, weather conditions and availability of resources	Undertake routine and supplementary works on State Roads in accordance with the RMS Contract.	M Bell	50%	Routine and supplementary works undertaken on State Roads in accordance with the RMS Contract.
Road works undertaken according to priority, weather conditions and availability of resources	Complete the Fixing Country Roads Project to form up and seal sections of Wilga Downs Road.	S Taylor	15%	Design for the seal extension on Wilga Downs Road will be undertaken during Q3.
Undertake fair valuation of water and sewer assets	In conjunction with Council's Asset Management Team and Auditor undertake revaluation of Council's water and sewer assets.	S Taylor	10%	Council is working with the Lower Macquarie Water Users Alliance to jointly engage a consultant to undertake a revaluation of Council's water and sewer assets.
Oversee quarrying activities and ensure an adequate supply of good quality gravel for use on the road network	Establishment and use of reserve for the rehabilitation and restoration of disused gravel pits and quarries.	M Bell	10%	Gravel winning has been undertaken on 3 pit areas. No pit has been selected for restoration at this stage.

COUNCIL STRATEGY				
4.3.1 Seek ways to expand the sealed road network and improve and maintain the unsealed road network				
DP Action	Action	Responsibility	Progress	Comment
Oversee quarrying activities and ensure an adequate supply of good quality gravel for use on the road network	Licences for all existing and new quarries progressively obtained.	S Taylor	20%	A contractor has been engaged to commence obtaining new licences for the existing quarries.
Oversee quarrying activities and ensure an adequate supply of good quality gravel for use on the road network	Review and update the Quarry Safety Management Plan.	M Bell	70%	Quarry Safety Management has been incorporated into Councils quality system document - CSMP (Council System Management Plan) - still awaiting feedback from Mines Inspector regarding suitability.

COUNCIL STRATEGY				
4.3.2 Provide and maintain safe and serviceable transport infrastructure including roads, footpaths, bike paths and airport				
DP Action	Action	Responsibility	Progress	Comment
Provide and maintain a safe and adequate footpath and bike path network	Develop and implement a Footpath and Bike Path Maintenance Works Program.	P Sullivan	50%	Footpath and Bike Path Maintenance Works Program (PAMP) has been undertaken.
Provide and maintain a safe and adequate footpath and bike path network	Implement the Pedestrian Access Mobility Plan (PAMP) and Bike Plan for Cobar.	M Bell	10%	No change since last reporting period.
Provide and maintain a safe and adequate footpath and bike path network	Kerb & Gutter maintenance.	P Sullivan	50%	Application for funding for PAMP improvement submitted. Kerb and gutter maintenance undertaken as required.

COUNCIL STRATEGY

4.3.2 Provide and maintain safe and serviceable transport infrastructure including roads, footpaths, bike paths and airport

DP Action	Action	Responsibility	Progress	Comment
Cobar airport maintained and available for RPT and general aviation to meet the needs of the Cobar community	Conduct regular and statutory maintenance program in accordance with Airport Operational Plan.	A DeSilva	50%	Periodical inspections are being carried out. Daily serviceability inspections (4 days per week) are undertaken. Annual independent Airport Consultant visit was carried out in Q2.
Cobar airport maintained and available for RPT and general aviation to meet the needs of the Cobar community	Develop and implement the Action Plan for the Cobar Aerodrome Strategic Plan.	A DeSilva	50%	Master Plan related discussions were held with Director Engineering. Successfully applied for a grant for Masterplan. Working on initial arrangements.
Cobar airport maintained and available for RPT and general aviation to meet the needs of the Cobar community	Provision of services to key stakeholders such as airlines and Charters.	A DeSilva	50%	Services are being provided to RPT and Charters as required.
Landing strips at Nymagee, Euabalong and Mt hope adequately maintained	To maintain runways in a state that is acceptable for dry weather operation. To ensure that the airstrips comply with the minimum standards for operation.	A DeSilva	50%	Cobar runways have been maintained in good condition for dry operation. Airstrips are maintained appropriately as required for emergency air strips. Periodical inspections are carried out and weed spraying are ordered as necessary.

COUNCIL STRATEGY				
4.3.3	Maintain the rail network in the Shire to maximise the benefits to the community and to provide an alternative to road freight.			
DP Action	Action	Responsibility	Progress	Comment
Lobby the NSW Government to ensure that the rail network is well maintained, safe, affordable and well used, particularly for freight movements to reduce the impact of road movements on the community.	Continually lobby NSW Government to maintain rail network.	S Taylor	0%	No action has taken place during Q2.

COMMUNITY OUTCOME	
4.4	Good quality and affordable community facilities and infrastructure

COUNCIL STRATEGY				
4.4.1	Develop well designed and expanded playgrounds catering for all age groups			
DP Action	Action	Responsibility	Progress	Comment
Provide and maintain safe and adequate playground facilities	Inspection of playground facilities ensuring safety and convenience for all users with the aim for gradual upgrade of playground equipment to meet Australian Standards.	P Sullivan	50%	Drummond Park playground Stage 1 upgrade finished. Security camera installation to occur. The design proposal for Stage 2 will be submitted in Q3.

COUNCIL STRATEGY				
4.4.1	Develop well designed and expanded playgrounds catering for all age groups			
DP Action	Action	Responsibility	Progress	Comment
Provide and maintain safe and adequate playground facilities	Install new playground equipment in Drummond Park.	A Shepherd	50%	The 0-5 year old section was completed despite continuous rain interruptions and opened in late September. An official opening was held on 18 November. This was also an opportunity to consult with the community on the Stage 2 concept design for an Adventure Playground. An initial draft design was provided to the community for input and feedback. Consultations were also undertaken at the Festival of the Miners Ghost market stall. Further design ideas and feedback were collected during a visit from a group of Home School students and parents on 25 November. Costing and further design work based on this feedback will be undertaken in Q3. In addition, another budget allocation will be sought to complete the project. Additional shade is required for Stage 1. Lighting and video surveillance is also being investigated.

COUNCIL STRATEGY				
4.4.2	Increase the range of community facilities and maintain those that we have to an appropriate standard			
DP Action	Action	Responsibility	Progress	Comment
Implement the Ward Oval Masterplan	Work with government agencies to attract funding for the project.	A Shepherd	0%	This is not a Council priority at present. There have been no grant opportunities to implement aspects of the masterplan in Q2.

COUNCIL STRATEGY

4.4.2 Increase the range of community facilities and maintain those that we have to an appropriate standard

DP Action	Action	Responsibility	Progress	Comment
Undertake Council's cemetery operations in an appropriate and dignified manner	Develop appropriate Improvement Action Plan and Financial Plan that will increase the Improvements to the Cemetery.	D Sechtig	5%	Undertake a meeting with the stakeholder involved and create an action plan for the site and obtain costings on the required works.
Undertake Council's cemetery operations in an appropriate and dignified manner	Keep stock of pre-dug graves in reserve.	D Sechtig	10%	Work with staff concerned to obtain this requirement.
To provide quality and readily accessible library services to Cobar and villages	Offer high quality and relevant library services for five (5) hours per week at both Nymagee and Euabalong.	J Siermans	50%	Nymagee and Euabalong library services operated for five hours per week in Q2.
To provide quality and readily accessible library services to Cobar and villages	Participate in State and National events that promote literacy.	J Siermans	50%	Local participation in Summer reading club was facilitated in Q2. Statewide participation in this long-running program has shown significant reduction in participation. Significant investment of staff time would be required to promote the program more intensively.
To provide quality and readily accessible library services to Cobar and villages	The Library acquires, processes, maintains, and lends library materials that are up to date and appropriate.	J Siermans	50%	709 items and 179 eBooks added to the collection in Q2. 917 items = value \$25,624 (at cost) removed in Q2. Total stock = 30,338 items and 3,588 eBooks. 5,683 items loaned in Q2 (includes 81 eBook loans).
To provide quality and readily accessible library services to Cobar and villages	The Library provides public access to the internet service where possible.	J Siermans	50%	10 computers provided for public access. 1,130 hours of computer use and 390 hours of wireless bookings for Q2.

COUNCIL STRATEGY				
4.4.2 Increase the range of community facilities and maintain those that we have to an appropriate standard				
DP Action	Action	Responsibility	Progress	Comment
To provide quality and readily accessible library services to Cobar and villages	To ensure that the Library service is utilised by Cobar residents of all ages and community groups.	J Siermans	50%	42 new members joined in Q2. Total membership = 1,716 members. Inactive memberships were culled. 6,869 visits counted in Q2. Monthly new book list and events calendar e-mailed to stakeholders, press, and community groups. Library resources and services promoted via Facebook. Bookaholics meetings had 9 attendances, hosted 3 home care group visits, had a kids colouring in competition for the Festival of the Miner's Ghost and an adults colouring in competition for Christmas.
To provide quality and readily accessible library services to Cobar and villages	To ensure that well trained, professional and highly motivated staff are responsive to serving the needs of the community.	J Siermans	50%	No new training provided in Q2 due to lack of time and financial resources.
Maintain all Council land and buildings to an appropriate standard and use them appropriately.	Commercial building maintenance.	G Harbison	50%	Assessments of building is now occurring. Community facilities updated and maintained when funding is available.
Maintain all Council land and buildings to an appropriate standard and use them appropriately.	Design and installation of an upgraded kitchen at the Cobar Youth and Fitness Centre.	G Ryman	0%	An upgraded kitchen is not proposed in the Cobar Youth and Fitness Centre at this point in time. Works to make the building water-tight are taking priority.
Maintain all Council land and buildings to an appropriate standard and use them appropriately.	Maintenance of Buildings Asbestos Register.	S Poulter	50%	As buildings are inspected for condition assessment, the relevant asbestos register is also amended identifying locations of asbestos in buildings, where relevant.

COUNCIL STRATEGY				
4.4.2 Increase the range of community facilities and maintain those that we have to an appropriate standard				
DP Action	Action	Responsibility	Progress	Comment
Maintain all Council land and buildings to an appropriate standard and use them appropriately.	Prepare Plans of Management for Council's controlled Land.	M Gunn	50%	Where justified plans of management will be developed. Council's priority area for this year is the Newey Recreational Reserve.
Maintain all Council land and buildings to an appropriate standard and use them appropriately.	Refurbishment and preventative maintenance of the Cobar Youth and Fitness Centre and the Great Cobar Heritage Centre.	G Ryman	50%	The balcony refurbishment works were completed in Q1. Works on the Youthie have been identified and designs are being prepared for installation of accessible toilets and wheelchair storage in conjunction with an upgrade to roofing drainage to reduce leaks to the building.
Maintain all Council land and buildings to an appropriate standard and use them appropriately.	Review Buildings Asset Management Plan.	G Ryman	50%	The building asset management plan is due for a review/amendment this financial year. Work has commenced on the format of the plan.

COUNCIL STRATEGY				
4.4.3 Improve recreational facilities at the water reserves				
DP Action	Action	Responsibility	Progress	Comment
Maintain and improve recreational facilities that are available at the Newey and Old Res reserves	Continue to work with the Newey Improvement Committee and implement identified actions where appropriate.	D Sechtig	5%	Identify stakeholders concerned with the site and engage them in discussions as to their requirements.

COUNCIL STRATEGY				
4.4.4	Maintain and expand where necessary, the stormwater and sewer networks			
DP Action	Action	Responsibility	Progress	Comment
Maintain suitable stormwater network including kerb and guttering	Maintenance of CBD and older areas of town, where overland flow is the only means of runoff, annually, including removal of obstructions.	D Sechtig	10%	Introduction of a works program after the required information has been received.
Provide, maintain and operate a sewer network and disposal system and treatment works	Ensure EPA licence completed annually and at minimal cost.	D Sechtig	25%	Work with staff involved to complete the required reporting and the return of the EPA licence application in a timely manner.
Provide, maintain and operate a sewer network and disposal system and treatment works	Implement Liquid Trade Waste policy and program.	D Sechtig	10%	Engage a trade waste office to undertake trade waste inspections and build a reference policy for the treatment and control of trade waste. Undertake discussions with other councils to utilize their trade waste officer on a part time basis.
Provide, maintain and operate a sewer network and disposal system and treatment works	Implement the Resources for Regions Sewer Upgrade and Expansion Program.	S Taylor	50%	Ward Oval Pump Station refurbishment has been completed. Options for the effluent treatment improvements are being assessed.
Provide, maintain and operate a sewer network and disposal system and treatment works	Implement the Sewerage Services Asset Management Plan with 5 year rolling plant works.	D Sechtig	25%	Engage a consultant to help with the creation of this plan. Undertake projects e.g. pump station inspections and assets inspections to obtain a conditional report and clearly identify where operational and maintenance work is required.

COUNCIL STRATEGY				
4.4.5	Maintain and service villages			
DP Action	Action	Responsibility	Progress	Comment
Maintain and improve village facilities and services	Regularly maintain parks, streets and footpaths in all villages.	D Sechtig	50%	Actions undertaken by the Councils Urban Services staff.

Key Activity: Environment

COMMUNITY OUTCOME	
5.1	Ability to adapt to climate change and benefit from climate change initiatives

COUNCIL STRATEGY				
5.1.1	Develop an alternative energy industry in Cobar			
DP Action	Action	Responsibility	Progress	Comment
Lobby business and government to encourage the development of an alternative energy industry in Cobar	Monitor opportunities for development of an alternate energy industry in Cobar.	P Vlatko	50%	BIOHUB project being supported to provide energy as a by product.

COUNCIL STRATEGY				
5.1.2	Develop community leadership on becoming leaders in resource use, reuse and recycling			
DP Action	Action	Responsibility	Progress	Comment
Undertake kerbside garbage collection and recycling in Cobar and kerbside garbage collection in the relevant villages	Prepare Waste Services Strategy that includes Cobar recycling for consultation.	S Poulter	25%	Due to the State Government's announcement of a container deposit scheme, Council will not continue to develop recycling strategies, until the likely impact to municipal recycling schemes is known. During this quarter, the State Government has revealed that reimbursement of 'existing' recycling schemes will take place, but not future schemes.

COUNCIL STRATEGY				
5.1.2	Develop community leadership on becoming leaders in resource use, reuse and recycling			
DP Action	Action	Responsibility	Progress	Comment
Undertake kerbside garbage collection and recycling in Cobar and kerbside garbage collection in the relevant villages	Provide a once weekly domestic waste collection and transportation service for residents located within the waste collection area of Cobar.	S Poulter	50%	Kerbside garbage collection services are provided in Cobar. Recycling services are not provided and kerbside collections are not provided in villages.
Undertake kerbside garbage collection and recycling in Cobar and kerbside garbage collection in the relevant villages	Provide a trade waste collection service to all customers on a fee for service.	S Poulter	50%	Trade waste services have continued during this reporting period.
Undertake kerbside garbage collection and recycling in Cobar and kerbside garbage collection in the relevant villages	Provide service to empty street bins in central business district twice weekly and other street bins and parks once weekly.	S Poulter	50%	Street and park bins are collected as required.
Maintain the town and village tips to an acceptable standard	Carry out surveillance of waste depot and access roads to minimise the spread of waste from vehicles and surrounding areas so as to detect unauthorised waste disposal and undertake appropriate enforcement action.	S Poulter	50%	Council officers have been undertaking proactive patrols of roadways and publicly accessible land to identify and investigate instances of illegal dumping. All instances have been logged on the EPA's RidOnline system. RidOnline signs installed near hotspots during this quarter.
Maintain the town and village tips to an acceptable standard	Provide for the management of the Cobar Waste Disposal Depot so as to comply with statutory obligations.	S Poulter	50%	Cobar's waste management facility is being managed in accordance with Legislation and relevant landfill guidelines.
Maintain the town and village tips to an acceptable standard	Provide waste disposal facilities for Nymagee & Canbelego and depots at Euabalong & Euabalong West.	S Poulter	50%	Waste facilities are provided at Nymagee, Canbelego, Mount Hope, Euabalong and Euabalong West.

COUNCIL STRATEGY				
5.1.2	Develop community leadership on becoming leaders in resource use, reuse and recycling			
DP Action	Action	Responsibility	Progress	Comment
Encourage efficient water use by Shire residents	Promote efficient water use by Shire residents.	D Sechtig	15%	Create a community standard and undertake the promotion of water saving devices. Work with the General Manager, senior staff and Councillors on water restrictions in times of high demand.

COMMUNITY OUTCOME	
5.2	Well managed public and private land

COUNCIL STRATEGY				
5.2.1	Manage the crown land and commons			
DP Action	Action	Responsibility	Progress	Comment
Provide ranger services to control animals in public places and to manage the common areas and crown land	Carry out monthly patrols of the Common.	G Harbison	50%	Regular patrols are undertaken on the Common. Majority of cattle have been removed from the Common.
Provide ranger services to control animals in public places and to manage the common areas and crown land	Implement provisions of the Companion Animals Act and promote community awareness and responsibilities of dog and cat ownership.	G Harbison	50%	Promotional material and information provided to companion animal owners.

COUNCIL STRATEGY				
5.2.1	Manage the crown land and commons			
DP Action	Action	Responsibility	Progress	Comment
Provide ranger services to control animals in public places and to manage the common areas and crown land	Impound dogs and cats found on a public place & surrendered animals and undertake appropriate enforcement action.	G Harbison	50%	Roaming companion animals are impounded and appropriate enforcement action is undertaken. Registration status is checked and enforced. All unclaimed and unwanted animals are being taken to ROAR (Rural Outback Animals Respite/Rescue) for rehoming.
Provide ranger services to control animals in public places and to manage the common areas and crown land	Impound straying stock.	G Harbison	50%	Straying stock is impounded or removed for public safety on major roads/highways.
Provide ranger services to control animals in public places and to manage the common areas and crown land	Maintain pound yards.	G Harbison	50%	Pound yards are maintained every day when animals are impounded.
Provide ranger services to control animals in public places and to manage the common areas and crown land	Operate and maintain a pound for the keeping of seized dogs and cats.	G Harbison	50%	Seized companion animals (dogs & cats) are kept in a fenced and maintained compound.
Provide ranger services to control animals in public places and to manage the common areas and crown land	Provide services for the euthanasia of dogs and cats that have been seized or surrendered.	G Harbison	50%	Euthanasia services are offered to companion animal owners when and if required.
Provide ranger services to control animals in public places and to manage the common areas and crown land	Provide services for the registration and micro-chipping of dogs and cats.	G Harbison	50%	Council provides micro-chipping for companion animals. Companion animals must be registered over the age of 6 months.

COUNCIL STRATEGY				
5.2.1 Manage the crown land and commons				
DP Action	Action	Responsibility	Progress	Comment
Provide ranger services to control animals in public places and to manage the common areas and crown land	Register all stock on Common.	G Harbison	50%	All stock on Common land is registered.

COUNCIL STRATEGY				
5.2.2 Long term management of noxious weeds				
DP Action	Action	Responsibility	Progress	Comment
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Actively participate in the Western Regional Weeds Committee (RWC).	M Gunn	50%	Continual progression with Western Regional Weed Committee.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	An increase in the number of weed awareness program run (eg weed warriors).	M Gunn	50%	No grant applications have opened this quarter.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Attend toolbox meetings and provide education material.	M Gunn	50%	Informal toolbox meetings held during field work.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Continue Implementation of Regional Inspection Plan to meet inspection targets of roadsides, TSR's, water courses etc.	M Gunn	50%	Updated regional inspection program during MVWAC meetings, 1872km of roads and 70km of waterways have been inspected this quarter.

COUNCIL STRATEGY				
5.2.2	Long term management of noxious weeds			
DP Action	Action	Responsibility	Progress	Comment
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Develop a centralised data set of weed distribution and abundance information.	M Gunn	50%	Continual collection of data set of weed distribution and abundance using KONECT and uploading to DPI central data base. Still ironing out some bugs in the program but have achieved monthly upload of information to the DPI.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Develop an introductory weeds information pack for new property owners.	M Gunn	50%	6 new property owners packs have been sent this quarter, information pack is updated when new information and material is available.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Implement a regional communications strategy.	M Gunn	50%	Regional communication strategy is being reviewed and prepared in conjunction with MVWAC and Western Regional Committee.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Implementation of the Mapping, Photo Point and Re-inspection Program.	M Gunn	50%	Continual implementation and collection of data using the KONECT program, achieving the monthly uploads to DPI to fulfil funding requirements.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Improve/Update knowledge of Weeds Inspector.	M Gunn	25%	Next quarter training has been arranged to continue updating Noxious Weed Inspectors knowledge.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Increased participation of community groups.	M Gunn	50%	Continual participation of community groups, currently working with local primary school and high school.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	On Ground Spraying Programs prioritised to give the greatest benefit.	M Gunn	25%	Have sprayed infestations of St John's Wort and some Coolatai Grass, limited amount of spraying due to wet weather and now dry hot weather.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Private property inspections to manage invasive weeds effectively.	M Gunn	25%	28 private property inspections have occurred this quarter. Inspections quota is behind this quarter due to weather conditions.

COUNCIL STRATEGY				
5.2.2	Long term management of noxious weeds			
DP Action	Action	Responsibility	Progress	Comment
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Prompt containment or eradication and ongoing monitoring of new incursions of invasive weeds.	M Gunn	50%	Continual inspections to monitor any new incursions of invasive weeds, some St John's Wort and Coolatai grass been found and sprayed and will be continually monitored.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Public property inspections to manage Invasive Weeds effectively.	M Gunn	25%	Targets have been met for the year of public property inspections.

COUNCIL STRATEGY				
5.2.5	Vibrant and well run national parks that are accessible and well used			
DP Action	Action	Responsibility	Progress	Comment
Lobby the NSW government to ensure the local national parks are vibrant and	Monitoring of services provided for local national parks.	M Gunn	0%	No monitoring of local national parks undertaken in Q2.

COMMUNITY OUTCOME	
5.3	Clean air in the community

COUNCIL STRATEGY				
5.3.1	Manage the externalities of mining and other industries operating close to towns and villages to minimise air pollution			
DP Action	Action	Responsibility	Progress	Comment
Communicate any complaints or concerns or air pollution to the mines and or relevant state regulatory authority	Communicate any complaints or concerns or air pollution to the mines and or relevant state regulatory authority.	S Poulter	50%	All complaints received in relation to mines are raised with the mines, and where required, to other State Authorities (Office of Water, EPA, DRE). No complaints were received during this reporting period.

