

Annual Operational Plan Quarterly Management Report



**COBAR SHIRE
COUNCIL**
outback nsw

Q4 2015/2016

Table of Contents

Key Activity: Community..... 3

Key Activity: Economy.....33

Key Activity: Governance.....44

Key Activity: Infrastructure69

Key Activity: Environment89

Key Activity: Community

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	Determine effectiveness and appropriateness of Cobar Interagency and undertake secretarial services as required.	A Shepherd	100%	Attended meetings of the Community Services Forum, where the Cobar Primary Health Care Centre is the Secretariat. Issues discussed included problems with the current system of assessing older people requiring care (RAS and ACAS), hospital in the home, tele-monitoring trials, new service provision, gaps in service provision and the development and dissemination of a Community Services Directory.
Murrin Bridge and Lake Cargelligo Interagency	Represent Cobar Shire Council at the Interagency.	A Shepherd	100%	No meetings were attended for the quarter, but a watching brief maintained. Council was successful in obtaining two roads grants for Murrin Bridge late in Q4 and the Interagency has been notified. Council will undertake these works in 2016/2017.

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	Seek funding to undertake school holiday activities.	N Kriz	100%	Sourcing funding for school holiday activities has been limited this quarter but we are under way with plans for the next holidays with StomCo attending and Barnardos running circus skills workshop early Q1.
To provide youth services and a facility that provide 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	100%	Sports competitions have ended this quarter with presentation evenings held and trophies given out. We have held Friday night games and playgroups. We have also been open for drop in, with pool competitions running which has been popular for the older kids. The cooler weather has kept numbers down this quarter.

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 provide 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	100%	Games night and playgroup have recommenced with over 40 children attending Friday night games nights. Play group is going well averaging 12 children each week.
Organise Youth Week Activities	Youth Week activities to be organised in conjunction with Cobar Youth Council.	N Kriz	100%	Cobar Youth Council are holding monthly meetings and planning events, they have been given a nomination to apply to be on the NSW Youth Council. Planning for Youth week will happen in Q1 2016/2017. Youth Council are currently planning a 2016 Colour Run and are in discussions on other possible events.
Provide school holiday activities for children aged 5-14 years at Cobar Shire & TAFE Library	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 Siemans	100%	Craft sessions and drawing workshops were offered in Q4. 89 attendances recorded.

COUNCIL STRATEGY

1.2.3 Increased educational opportunities provided locally

DP Action	Action	Responsibility	Progress	Comment
Work with organisations to increase the quality and diversity of educational opportunities available locally	To be involved in Schools Business Community Partnership Governing Committee to increase educational diversification and opportunities.	P Vlatko	0%	The Schools Business Community Partnership Governing Committee did not meet in Q4.
Provide educational opportunities at Cobar Shire & TAFE Library	Library staff provide basic instruction in the use of computers and the internet to small groups of adults.	J Siermans	100%	Offered mobile technology skill sessions in Q4. 1 attendance recorded.

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

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			
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 Siemans	100%	Pre-school storytime, rhyme & craft sessions were offered every available Wednesday in Q4. 189 attendances recorded.

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)	Administration of CCB & CCR for all eligible families in accordance with Federal Legislation.	K Lennon	100%	We administered CCB and CCR in accordance with Federal Legislation each week of the quarter.
Administer and coordinate Children Services (FDC, COOSH, IHC)	Enroll and support families and children for Children Services.	K Lennon	100%	12 new families have been enrolled this quarter, for FDC, IHC and COOSH services.

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)	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	100%	All policies and paperwork requirements are up to date.
Administer and coordinate Children Services (FDC, COOSH, IHC)	Monitor Implementation of National In Home Care Standards.	K Lennon	100%	Admin staff have been following up on the completion of the IHC Educator manuals to ensure standards compliance. 40 In Home Care visits conducted to monitor 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	100%	No craft and activity packs were sent to In Home Care Educators in Q4.
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	100%	An Excursion to the Cobar Show was conducted for FDC. COOSH conducted 10 different excursions during vacation care.
Administer and coordinate Children Services (FDC, COOSH, IHC)	Recruit and support Family Day Care Educators.	K Lennon	100%	One FDC Educators returned from maternity leave this quarter. 1 FDC educator left to pursue other work.

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)	Support Implementation of "Early Years Learning Framework" and the "My Time Our Place" into educator curriculum.	K Lennon	80%	There is ongoing work in this area.
Administer and coordinate Children Services (FDC, COOSH, IHC)	Write and distribute quarterly newsletters to Families and Educators.	K Lennon	100%	Newsletters written and sent out as needed.
Investigate the provision of vacation care in Cobar	Investigate the options and implement if appropriate a Vacation Care Program.	K Lennon	100%	The Vacation Care Program ran in the April school holidays with 41 children attending and will commence again in the June School Holidays with vacancies filling fast.
Facilitate the availability of child care and preschool places and options.	Lobby to have an increase in availability of child care and preschool places to meet demand in Cobar.	P Vlatko	80%	This is ongoing. Further attempts to increase the number of educators across the region will be pursued.

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 information readily available to the community and new residents	Have an easy to access and navigate Council website that is relevant and a useful resource for residents and visitors.	P Vlatko	100%	Council Website continually updated and monitored. The Business Directory has been continually been updated in Q4.
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	100%	Staff actively updates the Community Services Directory. Held discussion with the Integrated Care team to combine their directory with ours - their directory will be uploaded to Council's Website in Q1 of 2016/2017.

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	100%	The Festival of the Miner's Ghost was successfully held in Q2. The 2016 Festival of the Miner's Ghost is currently being organised, with two Committee Meetings held in Q4.
Plan, organise and promote festivals, celebrations and activities in the Shire	Organise Australia Day celebrations and Senior Citizen's Week events.	J Martin	100%	Australia Day Celebrations and Senior Citizens Week events have been completed for 2015/2016. Planning for 2016/2017 will occur in late Q4, early Q1.

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	100%	Council regularly sends out grant information (as it becomes available) to community and sporting groups, schools, progress associations and other groups. Council actively encourages groups to apply for grants and willingly sits down with groups to develop their grant proposals. Council assisted the Nymagee Progress Association in accessing \$3,000 to restore the Honour Board this quarter.
Facilitate capacity building of community groups	Seek grant funding to run workshops to build capacity of community organisations to improve governance.	A Shepherd	100%	Volunteering NSW (Central West branch) to come to Cobar in May and held two workshops - one on how to increase the volunteer base for individual clubs and the other on risk management (of volunteers and organisations). 18 people attended these workshops from about 15 organisations. Those attending are now in contact with Volunteering NSW and can continue to access their services.

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.	J Martin	100%	Council's Manager of Tourism and Public Relations liaises with local clubs and community groups to assist them promote their activities and events within Cobar Shire and the wider region. In this quarter MTPR assisted the Cobar Show Society in bringing 2WEB radio Station to the 2016 Cobar Show.

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	100%	Council continues to monitor the effects of changing rosters, employment in the mining industry and residential living within the Cobar mining community. The impact of a change to 7 and 7 rosters and a decline in the mining industry continue to be felt across the Shire. In response, Council initiated the development of an Economic Strategy that will be undertaken in 2016/2017.

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	0%	No activities undertaken in Q4.
Improved coordination of the activities and planning of Council, Cobar Community Working Party, Cobar and Murrin Bridge Local Aboriginal Lands Councils and Mount Grenfell Board	Liaison Group established at officer level to improve the coordination of activities and planning.	P Vlatko	0%	No action in Q4. Council continues to work with government agencies and other groups to build and promote the Indigenous Nursery Project at Fort Bourke.

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.	P Vlatko	100%	This was completed in Q2.

COUNCIL STRATEGY				
1.4.5	Support arts and cultural organisations, activities and facilities			
DP Action	Action	Responsibility	Progress	Comment
Facilitation of cultural workshops and activities	Complete the cataloguing and conservation project for the collection at the Great Cobar Heritage Centre.	J Martin	75%	The Curator at the Great Cobar Heritage Centre is continually reviewing the condition of the museum objects which are on display and in storage. The Curator is currently looking at objects in the collection that relate to WW1 and researching their origins and developing new displays. The GCHC has recently received a donation from the WB Clark Geo Science Centre, which is in Sydney, of seven pieces of mining machinery that was used at the Occidental Mine in the 1930s.
Facilitation of cultural workshops and activities	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	75%	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
Lobby NSW Government and Federal Government to ensure high quality health care services, including those offered out of Cobar Hospital and aged care are available in Cobar Shire or are easily accessible where it is not possible to have them provided locally	Participate in the Cobar Health Council.	P Vlatko	100%	Participation undertaken as required.
Lobby NSW Government and Federal Government to ensure high quality health care services, including those offered out of Cobar Hospital and aged care are available in Cobar Shire or are easily accessible where it is not possible to have them provided locally	Participation in the Cobar Hospital Services and Facilities Upgrade Committee.	P Vlatko	90%	Relevant liaison with local health district in relation to MPS proposal and attendance of Cobar Health Council. Department Representatives and Community consultation held in December to progress the MPS Proposal. Agreement reached to co-locate the Hospital and Aged Care Services to the Lilliane Brady Village site. Planning and design work now underway.

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	85%	Council are constantly looking to improve Allied Health Service provisions. The CPHCC Project to convert the garage at 24 Harcourt Street into consulting rooms commenced in Q4.

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	100%	Cobar Youth and Fitness Centre has finalised the indoor soccer, squalleyball and basketball competitions. The Centre has other outside users such as Community Health, Family Day Care, Barnardos and schools. The drop in centre has had approximately 2,000 users over the quarter.
Increase the use of the Cobar Youth and Fitness Centre	Maintain and upgrade gym equipment and seek ways to secure additional services to deal with the demand (where space permits).	N Kriz	100%	Cobar Youth and Fitness Centre Gym have been maintained to a good standard. We have had over 450 users this quarter. Difficulties have been seen in maintaining the equipment as it ages.

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	Run local sporting competitions at the Centre and the Skate Park.	N Kriz	100%	Summer competition has been completed with presentation night and trophies awarded. Skate park planned activities have now been reduced due to the cold weather. We have had over 2,750 users this quarter.
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	100%	Cobar Youth and Fitness Centre have strong community partnerships with Community Health doing a walking program, school sport, working with Care West and Barnardos in Q4 .We are also working with MPREC as part of the "Work for the Dole" program. We have school holiday programs at the start of Q1 and we have StormCo and Barnardos helping with activities.
Contract management of the Cobar Memorial Swimming Pool	Supervise the correct operation and maintenance of all pool infrastructure along with promoting the facility also facilitate the learn to swim campaign.	W Mills	100%	Contractor has operated the pool in accordance with the contract and submits monthly reports including detail of promotional activities.
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.	W Mills	100%	Contractor has operated the pool in accordance with the contract and submits monthly reports including detail of promotional activities.

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.	Appropriate signage erected to indicate prohibited activities in parks and reserves.	W Mills	100%	Signage review ongoing with the replacement of damaged and missing signage as required. Attender meetings that were held by sporting and other associated organisations within Cobar.
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.	W Mills	100%	Inspection of Council parks and reserves carried out daily and/or weekly subject to location and usage of area.
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	100%	Final designs being created by CQU university students. Committee representatives have met with local members to seek grant funding opportunities. Museum Curator has been working on story options and continuing to refine the list of names. A significant sponsorship drive is planned for Q1 of 2016/17.
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.	W Mills	100%	The ongoing repair and maintenance is carried out on the Council's assets when and as required and is subject to available resources.

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.	Maintenance of sporting ground and associated facilities.	W Mills	100%	Regularly inspections carried out on all sporting grounds with all necessary maintenance and repairs carried out subject to the availability of resources.
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.	W Mills	100%	Ongoing regular gardening and turf maintenance service provided for each park and reserve within the Shire.
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.	W Mills	100%	Tree pruning and husbandry of trees completed as required, and review of future requirements. Pruning and inspection of trees carried out on a continual basis.
Purchase and install a mobile ablutions block as per the Sport and Recreation Grant	Purchase and install a mobile ablutions block as per the Sport and Recreation Grant.	S Poulter	100%	Completed and in operation.

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	100%	Quarter 4 running on budget with 105% of budget expended and 106% of budgeted income received. Occupancy rate for Quarter 4 was 81.8% for Hostel with 4 rooms still vacant and 93% for Nursing Home with 1 bed currently vacant. Several respite bookings to top up income. Comprehensive assessments and documentation of residents care needs were completed as per facility protocol on all new residents entering facility to enable ACFI claims to be maximised. Engagement of ACFI funding specialists– Allied Care Group to assist with reviewing & assessing all current residents to ensure maximum funding is obtained. Eight current residents re submitted to Medicare for increased funding.
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	100%	Schedule audits completed in Quarter 4 include: Infection Control – infection rates remain low. Medication Administration, & Medication Management –incidents identified managed as per facility policy. Environmental Safety – no hazards were identified. Clinical Management, Medication Administration, & Medication Management – incidents identified managed as per facility policy. Resident Accident/ Incidents, Equipment Maintenance and Scheduled / Preventative Maintenance, Resident Post Admission and Food Monitoring Verification. Minor issues identified were addressed and managed as per facility policy and procedures.

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	Ensure adequate and appropriately skilled and qualified staffs to ensure all services are delivered in line with facility mission statement and policies.	S Huon	100%	Staffing levels have been maintained in line with the master roster. Positions filled as vacancies occur. All new staff complete the orientation program. All staff continues to participate in scheduled in-house training utilising the "Aged Care Channel" including WHS: Safe manual Handling, Dementia, Clinical Skills, Food Handlers food Safety Training.
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	100%	Both Hostel and Nursing Home were audited by the Australian Aged Care Quality Agency on the 1st July. Both facilities met expected outcomes assessed at the time with only minor issues identified and these were addressed at time of audit. Both Hostel and Nursing are fully accredited until August 2018 Comprehensive assessments were completed as per facility protocol on new residents to enable appropriate care. Resident care needs were regularly reviewed as per policy 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 and hearing services were provided to those residents that required them.

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	Monitoring levels of aged care services provided at the Lilliane Brady Village.	S Huon	100%	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.
Provide appropriate services for residents at the Lilliane Brady Village	Promote community awareness and encourage ongoing resident involvement in community events.	S Huon	100%	Community involvement included: - visitation by clergy, weekly exercise run by community volunteers, student visits from St John's Catholic School, Cobar Public School. Outings in the community attended by residents included Cobar Show, Cobar Preschool and Cobar 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. The men's group led by the pastoral care worker has continued to be well attended and enjoyed by the male residents of the facility.

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	Provide a transparent mechanism for concerns and complaints management from all stakeholders.	S Huon	100%	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 and includes family members, residents, staff and members of the community. Pol/RM17 Compulsory Reporting covers process for reporting & responding to physical & sexual abuse of residents. There was one reportable incident for the quarter that required no action. There was 1 complaint received for the quarter from a family member which was managed in line with our policy and resolved satisfactorily.
Undertake Lounge Extension Project	Complete Lounge Extension Project at LBV.	K Miller	100%	Works completed in Q4 2014/2015. Opened in Q1, residents have since started planting vegetation around the area.

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	100%	There were no Cobar Community Precinct Committee meetings held in Q4. There is one scheduled for early in Q1 2016/2017.
Work with police and licensed premises to promote a safe community	Provide secretariat services for the Cobar Liquor Accord.	P Vlatko	100%	Secretariat services have been provided for the Cobar Liquor Accord. Two (2) Meetings where held in the quarter.
Work with Police, Cobar Business Association And the Crime Prevention Committee to undertake a Community Safety Audit.	Provide secretariat services for the Cobar Crime Prevention Committee.	P Vlatko	50%	No further progression or meetings have occurred in Q4. It is expected that a new Safety Audit will be undertaken in Q1, 2016/2017.

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.	W Mills	100%	Work carried out immediately on covering up and/or removal of graffiti.
Implementation of actions outlined in the Cobar Crime Prevention Plan and Strategy	Undertake a Community Safety Audit.	P Vlatko	0%	Community Safety Audit scheduled for Q1 2016/2017.
Implementation of actions outlined in the Cobar Crime Prevention Plan and Strategy	Update the action list for the Crime Prevention Plan.	A Shepherd	100%	Plan and Strategy implemented. New documents to be prepared in 2016/2017.
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	25%	There have not been any activities under this group for the quarter.

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	S Poulter	100%	Local Activity applications processed in accordance with Legislative obligations.
Undertake regulatory obligations in relation to building and development	Carry out critical stage and other progress inspections required to ensure completed projects complies.	S Poulter	100%	All critical stage inspections and other progress inspections carried out to ensure completed projects complies.
Undertake regulatory obligations in relation to building and development	Complying Development applications assessed and approved in accordance with statutory standards requirements and Council Codes.	S Poulter	100%	No Complying Development Certificate applications were received during this reporting period.
Undertake regulatory obligations in relation to building and development	Develop an On-site Sewage Management Register for existing systems in priority areas.	S Poulter	100%	All approved on-site sewage management systems are included in an electronic register.
Undertake regulatory obligations in relation to building and development	Development Applications assessed and approved in accordance with statutory standards and requirements and Council Codes.	S Poulter	100%	All Development Applications were assessed and determined in accordance with statutory standards, requirements and Council Codes.
Undertake regulatory obligations in relation to building and development	Inspect all development when required by approval so as to ensure compliance.	S Poulter	100%	Mandatory Inspections were carried out on all approved developments when required to ensure compliance.

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	Process applications for Section 149 Certificates.	S Poulter	100%	All Section 149 applications are processed within 3 days.
Undertake regulatory obligations in relation to building and development	Provide approval and inspection services for the installation of sewage and drainage services.	S Poulter	100%	Approval and mandatory inspections are provided for the installation of sewage and drainage services.
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.	S Poulter	100%	Registration, approval and inspections are provided for applications to install and operate On-Site Sewage Management Systems.
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%	A Development Control Plan is not warranted at this point of time.
Implement and maintain an appropriate register for leases, licences and land	Maintain the Lease, Licence & Land Register.	H Holder	100%	The lease, licence and land registers are being maintained.

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 street sweep the CBD to supplement the mechanical operations to ensure a clean and aesthetically pleasing environment.	W Mills	100%	The manual washing, scrubbing and cleaning of the CBD is carried out at selection periods of the year and performed throughout the year as and when required.
To provide the community with an aesthetically pleasing and clean urban environment	Mechanically clean the streets in the urban area to provide suitable environment for the community.	W Mills	100%	Street sweeping program carried out within the area of the CBD daily with additional hand sweeping as required.
To provide the community with an aesthetically pleasing and clean urban environment	Regularly clean and maintain amenities building in accordance with frequency of use.	W Mills	100%	Cleaning of amenities carried out daily and maintenance carried out on public amenities as required.
To provide the community with an aesthetically pleasing and clean urban environment	Review the Street Sweeping Program and implement an improvement action plan.	W Mills	100%	Continual review of street sweeping program ongoing, with review of programme and carrying out the necessary inspection of work preformed on a regular basis.
Maintain Council Buildings to an appropriate standard to ensure that buildings are occupiable	Maintenance and repair of Council buildings undertaken with available resources.	S Poulter	100%	Maintenance works were completed in line with respective budgets and the building asset works schedule. During this quarter works to the Cobar Museum balcony was commenced.

COUNCIL STRATEGY				
1.6.4	Provide and maintain safe and serviceable public facilities and infrastructure			
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	0%	The writing of a Disability Action Plan is scheduled for 2016/2017.
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.	S Poulter	100%	Access is provided to buildings once appropriate funding is made available.

COUNCIL STRATEGY				
1.6.5	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	Development, reporting and implementation of Rural Fire Service (RFS) facilities asset management plan and a minimum five (5) year rolling works program.	S Taylor	75%	Construction errors by the contractor have delayed completion of the Cobar Rural fire shed.

COUNCIL STRATEGY				
1.6.5	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	Development, reporting and implementation of Rural Fire Service plant and equipment replacement program.	S Taylor	100%	Plant and equipment replacement program for Rural Fire Service has been developed and implemented by the Rural Fire Service.
Have systems in place to allow a rapid response to a fire emergency within the Rural Fire District	Have a response system, which will allow a response to an emergency within a reasonable timeframe.	S Taylor	100%	Council has systems in place to respond to emergencies.
Have systems in place to allow a rapid response to a fire emergency within the Rural Fire District	To have a rural community develop an approach to hazard management to minimise the threats of uncontrolled fire.	S Taylor	100%	In conjunction with the Rural Fire Service hazard reduction activities have been undertaken in minimise rural fire threats for urban communities.
Have systems in place to allow a rapid response to a fire emergency within the Rural Fire District	To maintain an organisation to provide the human and physical resources to assist with the control of rural fire threats.	S Taylor	100%	Plant, equipment and personal are prepared for assistance, if required, to control rural fire threats.
Have contingency plans in place to minimise the damage from threats from natural disasters	Assist RFS with Project Management for construction and commissioning of new RFS Headquarters in Cobar.	D Sechtig	95%	Awaiting the completion of the builder's default list to finalise the new RFS Headquarters.

COUNCIL STRATEGY				
1.6.5	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	Develop Rural Addressing Program.	S Taylor	75%	Rural addressing markers have been returned to manufacturer due to a manufacturing error. Installation of markers will continue in Q1 2016/2017.
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	90%	The local disaster management plan is currently being updated and is programmed to be completed in Q1 2016/2017.
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	100%	LEMC meetings held quarterly.
Preserve and enhance public health by regulating and inspecting all relevant premises	All food shops and licensed premises inspected as per Food Authority Partnership.	S Poulter	90%	The completion of this task was unable to be achieved due to a higher than expected level of noncompliance. This lead to a delay in completing the remaining inspections due to the undertaking of relevant regulatory actions against non-compliant food business proprietors.

COUNCIL STRATEGY				
1.6.5	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	Appropriate Public Health Education Campaign conducted.	S Poulter	0%	Due to current resource issues, a proactive education program has not yet commenced. Reactive complaint management in operation however.
Preserve and enhance public health by regulating and inspecting all relevant premises	Investigation of public health incidents.	S Poulter	100%	No complaints were received during this reporting quarter.
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	100%	Information and reports are prepared and provided for administration and budget when sought.
Preserve and enhance public health by regulating and inspecting all relevant premises	Public swimming pools inspected and water samples taken.	S Poulter	0%	Reactive pool inspections are undertaken when required.
Preserve and enhance public health by regulating and inspecting all relevant premises	Swimming pool safety barriers inspected.	S Poulter	100%	Swimming Pool barrier inspections have been undertaken during this reporting period.

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	100%	Discussions and ideas developed by the Economic Taskforce.

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 Industry and Investment (I&I) on economic development issues within Cobar Shire.	A Shepherd	100%	RDA Orana attended a meeting of the Cobar Business Association to talk about their projects. Representatives of the Economic Taskforce were also invited. MPREC also presented their plans for developing businesses in Cobar. Worked with DPI on the Economic Study.

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.	Employ apprentices and trainees as vacancies arise on Council's staff organisational structure.	S Patterson	100%	An apprentice Boilermaker and a Plant Mechanic commenced employment in January 2016 with the scope in the current Organisational Chart for a second Plant Mechanic Apprentice should this be required. One of our Customer Service Officers have recently commenced a Traineeship to complete her Certificate III Business Administration.
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%	A meeting of the Economic Taskforce was held on 26 May 2016. A tourism report was presented and ideas for economic development of the Shire were discussed. An update on biohub style projects was provided; along with what is happening at the regional level and what grants have been applied for. Funding was negotiated during the quarter for an Economic Study for the Shire. Prices were sought and Seed Business Solutions engaged to undertake the project. The first meeting of the Steering Committee was held and the consultant was provided with a list of stakeholders to consult with and an initial SWOT analysis was undertaken.

COUNCIL STRATEGY				
2.1.3 Develop and implement an Economic Development Strategy				
DP Action	Action	Responsibility	Progress	Comment
Promote economic development within Cobar Shire	Work with neighbouring councils to promote economic development across the region.	A Shepherd	100%	Seed Business Solutions engaged to undertake a new Economic Development Strategy with funding from the Energise Enterprise Fund and Council. First Steering Committee meeting held. Project to be completed Q1 of 2016/2017. Participated in EDO network, attended, via phone, the meeting for the quarter.

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	100%	Council acts as the "bank" on behalf of the Cobar Business Association to issue and receive Cobar Quids. They are reconciled daily.
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	100%	Learnt that Council's grant applications to hold visual merchandising workshops and social media workshops were successful. These workshops have been arranged for Q1 in 2016/2017. A problem solving workshop has also been arranged through DPI.

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	Undertake the secretarial role for the Association.	A Shepherd	100%	Monthly meetings held, attended and secretarial role undertaken. Association been very busy and the 2016 Great Cobar Business Awards were launched.
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	100%	The 2016 Great Cobar Business Awards were launched, with all new categories. Organised for funding for a series of workshops to commence in July, aimed at increasing the customer base for businesses.

COUNCIL STRATEGY				
2.1.5	Diversify the business base of the Shire and strengthen local businesses			
DP Action	Action	Responsibility	Progress	Comment
Continued support for the Cobar Enterprise Facilitation project	Work with the Cobar Enterprise Facilitation group to progress the CEF project by sitting on the Board of Management and assisting with fundraising activities, particularly by working with government agencies and attracting government funding.	A Shepherd	100%	Wound up the CEF project due to outcomes not being achieved. An audit of the project was undertaken and the appropriate processes for winding the project up undertaken with the bookkeepers and through ASIC.

COUNCIL STRATEGY				
2.1.5	Diversify the business base of the Shire and strengthen local businesses			
DP Action	Action	Responsibility	Progress	Comment
Investigate the availability of industrial land in Cobar and investigate options for the development of a new industrial estate in Cobar	Investigate suitable locations and zoning issues.	S Poulter	0%	No investigation into the availability of industrial land in Cobar undertaken in Q4.
Investigate the availability of industrial land in Cobar and investigate options for the development of a new industrial estate in Cobar	Undertake assessment of need for industrial land.	S Poulter	0%	No current demand at this point in time.

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.	S Poulter	100%	All requests for development advice for development proposals attended to quickly.
Facilitate provision of additional funding to improve the road network	Seek Regional Road funding at levels comparable to neighbouring shires.	S Taylor	100%	Representations have been made to the Minister for Roads for improved Regional Road funding.

COUNCIL STRATEGY				
2.1.6	Support mining and agricultural industries to keep them strong			
DP Action	Action	Responsibility	Progress	Comment
Facilitate provision of additional funding to improve the road network	Submit applications for road improvements for appropriate funding providers.	S Taylor	100%	Advice has been received that funding has been approved for the Wilga Downs Road (SR2 26) seal extension project for 2016/2017.

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 Tourism Management Plan.	J Martin	80%	The Cobar Shire Tourism Activity Statement is a draft document that will be presented to Council in Q1 2016/2017.

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	75%	Council's Manager of Tourism and Public Relations on behalf of the Kidman Way Promotional Committee has attended the Victorian Caravan, Camping and Holiday Expo. 60,000 people attended the expo and 1,500 Kidman Way brochures were distributed. MTPR attended the NSW Caravan, Camping & Holiday Expo. 72,000 people attended the expo and 2,100 Kidman Way brochures were distributed. There was a great deal of interest in our region at both expos.
Market Cobar as an attractive tourist destination	Direct mailing campaigns.	J Martin	100%	In this quarter there were 2,000 Cobar information packs sent out. This includes Kidman Way brochures that are sent to Visitor information Centres.
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	100%	In this quarter: Museum entry – 1,660 people. Visitors looking for info – 6,500 people Museum revenue - \$16,000 Shop revenue - \$21,000

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	Meetings with tour and coach operators.	J Martin	100%	The Great Cobar Heritage Centre is a member of a number of coach tour specific websites that are used by tour operators when planning their itineraries. In this quarter the GCHC and Cobar hosted five coach tours.
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	100%	In this quarter Council's Manager Tourism & Public Relations, worked on behalf of the Kidman Way Promotional Committee attending major caravan shows.
Market Cobar as an attractive tourist destination	Provide education packages to schools and universities.	J Martin	100%	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	100%	Advertising has commenced for the 2016 Festival of the Miners Ghost, which is scheduled to occur in Q2 2016/2017.
Develop and implement new ideas to bring people to Cobar	Advertise the advantages of the area in conjunction with private sector operators.	J Martin	100%	Opportunities are available for business owners and operators to advertise their businesses in a number of media forms which promote Cobar Shire. The next promotion will occur in Q2 2016/2017 with the annual Festival of the Miners Ghost scheduled.

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
Develop and implement new ideas to bring people to Cobar	Prepare bids to host relevant conferences.	J Martin	75%	Currently liaising with the organising committee of the Mining History Committee who are meeting in Cobar in Q2 2016/2017.

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.	S Poulter	100%	Discussions ongoing with the Cobar Caravan Park lease holders.
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	100%	The Curator has organised a number of new displays with objects and materials sourced from the museum collection which relate to WW1 and the ANZAC centenary commemoration. In the coming months the newly donated mining machinery from the Occidental Mine, which was donated by the WB Clark Geo Science Centre will be placed on display in the outdoor section.

COUNCIL STRATEGY				
2.2.4	Increase the range and degree of accommodation in the Shire			
DP Action	Action	Responsibility	Progress	Comment
Assist to identify potential new sites and facilitate the development of accommodation providers	Provide statutory planning advice to Councillors, developers, staff and the public.	S Poulter	100%	Planning advice is provided when requested to all members of the public and potential developers
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.	S Poulter	100%	No further work was undertaken on this action item this reporting quarter. There is currently a lack of demand for new residential sites.

COMMUNITY OUTCOME

2.3	A strong business hub operating out of the Cobar airport
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COUNCIL STRATEGY

2.3.1	Develop a business case to attract businesses to Cobar Airport
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DP Action	Action	Responsibility	Progress	Comment
Actively seek out business opportunities to enhance the operations at Cobar Airport	Promote the airport to interested parties to establish business enterprise.	A De Silva	60%	Discussions were held with interested parties to establish business using airport facilities. Communicated with several entities with intention of promoting and attracting business to Cobar Airport. Some are under consideration some have been unsuccessful.

COUNCIL STRATEGY

2.3.1	Develop a business case to attract businesses to Cobar Airport
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DP Action	Action	Responsibility	Progress	Comment
Actively seek out business opportunities to enhance the operations at Cobar Airport	Providing Secretariat to the Airport Advisory Committee to the Cobar Regional Airport.	S Taylor	40%	The Airport Advisory Committee will meet in Q2 2016/2017.

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
Reassess all rates, fees and charges	Sound revenue management plan in place including rate and debt recovery.	P Vlatko	100%	Debt recovery program in place with action planning for additional available funding. Land Sales planned for Q4 for provision of unpaid rates.
Undertake private works	Undertaken private works for property owners, mines, contractors and RMS.	S Taylor	100%	Private works for property owners and RMS are being 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.	P Vlatko	100%	Applications for grants undertaken as required and as outlined in the Annual Operation Plan.
Regular monitoring and reporting of expenditure	Appropriate process in place to report to and consult Council on significant proposed variations of the Budget/Annual Operational Plan or Delivery Plan/Operational Plan.	P Vlatko	100%	Regulation 202 matters and financial details reporting are provided to Council (as required). There were no matters reported in Q4.

COUNCIL STRATEGY				
3.1.1	Increase Council's income stream			
DP Action	Action	Responsibility	Progress	Comment
Regular monitoring and reporting of expenditure	Major elements of the Budget or Delivery Plan/Operational Plan are achieved.	P Vlatko	100%	Major elements of the Budget and Delivery Plan/ Annual Operational plan have been achieved in Q4.
Undertake rating functions of Council	Recovery of outstanding rates.	J Brown	100%	Rates and charges arrears as at 30 June 2015 have been reduced from \$906,179.80 to \$241,566.08. We have received 89% 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	50%	Sale of land for unpaid rates is scheduled to be completed in 2016/2017.
Effectively manage Council investments	Optimum investment of Council's surplus funds in accordance with Council's Investment Policy.	N Mitchell	100%	Policy and legislation adhered to, with a good average yield of approximately 3%.
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 Q4.
Undertake the new requirements as per Services NSW Contract.	Undertake the new requirements as per Services NSW Contract.	K Miller	100%	All administration and financial services undertaken as per the agreement. The service is compliant, with no significant error rate.

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.	S Poulter	100%	Contributions made in response to Councils Contributions Plan were reported in accordance with Legislative provisions as well as any projects undertaken as specified in the Contributions Plan.
Develop a Section 64 Plan	Prepare a Section 64 Plan.	S Taylor	100%	Section 64 plan was completed in 2013/2014. A Section 64 plan is only required to be completed every 5 years. No action is required until 2018.

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	100%	No "equity partners" identified in Q4.
Investigate partnership options, and enact if advantageous for the Lilliane Brady Village	Undertake a Business and Management Review to determine most suitable way to manage & operate the facility.	K Miller	100%	The new Multi-Purpose Service is currently in the negotiation stages.

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 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	0%	Development of a Corporate Risk Management Strategy has not been completed due to lack of resources.
Develop and implement a risk management strategy suitable for Council operations	Manex will direct the attention and the resources of the organisation towards managing significant risks and hazards.	P Vlatko	100%	Further discussions and analysis on the very high risk matters will be ongoing.
Develop and implement a risk management strategy suitable for Council operations	Refine the Event Management Plan that will identify any risk or hazard to Council whilst planning any activities or events.	J Martin	100%	No Event Management Plans have been required for Q4.
Develop and implement a risk management strategy suitable for Council operations	Staff report hazards and risks to their immediate supervisor as soon as possible.	P Vlatko	100%	Hazards and risks reported as Staff become aware, hazards and risks repaired/ removed in a timely manner.

COUNCIL STRATEGY				
3.1.4	Minimise risk for Council and the community			
DP Action	Action	Responsibility	Progress	Comment
Develop and implement suitable internal audit processes for Council operations	Carry out Internal Audits.	K Miller	0%	The process of carrying out Internal Audits is on hold until the 2016/2017 financial year.
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	100%	Appropriate support provided to the WHS Committee with Toolbox talks and WHS statistical analysis undertaken.
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	100%	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 schedule needs to be developed with timeframes for completion.
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	100%	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.
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%	Project Team has commenced consultation with Staff on draft Management Plan.

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	WHS Policy Development and Maintenance.	P Vlatko	50%	Further work undertaken by the Committee and Engineering Support Manager, completion expected in Q4 2015/2016.
WHS obligations are met and safe work practices are promoted and undertaken	WHS reviews regularly conducted and recommendations acted upon.	S Poulter	100%	When requested by the HR Manager, WH&S audits are undertaken.
Ensure that documentation and records management provide a framework for easy retrieval and reference	Compliance with Records Management obligations.	K Miller	100%	On balance records are compliant to required standards.
Ensure that documentation and records management provide a framework for easy retrieval and reference	Effective records administration systems and protocols in place	K Miller	50%	On balance systems and protocols are effective. However the workload to achieve that is not allowing Records to be kept up to date.
Reduce workplace accidents and incidents	Coordinate development and train staff in Safe Work Method Statements (SWMS).	P Vlatko	100%	Site specific inductions undertaken for new staff.

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	100%	WHS audits of Council worksites have not been occurring on a regular basis. An audit schedule needs to be created to ensure these 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	100%	All new staff receive an induction during their first week of employment from their supervisor and human resources. Staff are induction 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 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	0%	No training identified in Q4.

COUNCIL STRATEGY				
3.1.5	Strong governance measures in place			
DP Action	Action	Responsibility	Progress	Comment
Strategic policy setting undertaken by the elected representatives	Assistance in the administrative management of Council Meetings.	P Vlatko	100%	Code of Meeting Practice advice provided as required. All administrative assistance provided to ensure meetings are undertaken appropriately.
Strategic policy setting undertaken by the elected representatives	Feedback to Councillors on progress with resolutions and Councillor requests.	P Vlatko	100%	Appropriate follow up undertaken of monthly status reports through MANEX and relevant Managers/ Supervisors. Office of Local Government Promoting Better Practice Review of Cobar Shire Council Report Action Plan reviewed and further reported to Council and implementation plan re-instigated.
Strategic policy setting undertaken by the elected representatives	Mayor and Councillor requests are met within Council Policy.	P Vlatko	100%	All Mayoral and Councillor requests have been answered in a timely manner.
Strategic policy setting undertaken by the elected representatives	Necessary advice and policy recommendations provided to Council.	P Vlatko	100%	Council's Corporate Credit Card Policy was reviewed and adopted by Council in Q4.
Improve Dashboard Reporting Systems	Improved Dashboard Reporting to be compliant for the OLG (Fit for the Future).	K Miller	75%	Dashboard Reporting improvements are currently on hold.

COUNCIL STRATEGY				
3.1.6	Fit for the Future			
DP Action	Action	Responsibility	Progress	Comment
Fit for the Future	Continuing to liaise with Office of Local Government (OLG) to have Cobar's Fit for the Future Proposal approved and being implemented.	P Vlatko	100%	All relevant Fit for the Future information has been provided to Councillors and Manex. Project Team consisting of Mayor, Deputy Mayor, Director of Corporate and Community Services, Special Projects Officer and the General Manager analysing any requirements on Councils behalf. Participation of the Mayor and GM in the Far West Initiative Advisory Committee and Far West Initiative Eight Council Sub Committee Meetings.
Fit for the Future	Maintain community engagement regarding Council's Fit for the Future obligations.	P Vlatko	100%	No Community engagement was undertaken in Q4.
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	100%	Potential models for Local Government Reform in the Far West have been developed and discussed at the Far Western Council Initiative meeting in Wentworth in Q4.

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.	Appropriate attendance of General Manager at Community groups and external committees, as appropriate.	P Vlatko	100%	Attendance at Community groups and external committees undertaken as required.
Engage with the various sectors of the community as required and to a level that adequately addresses the complexity of the issues.	Appropriate information in relation to Council resolutions and deliberations provided to Directors and relevant staff.	P Vlatko	100%	Council resolution discussion meetings are held with all Administration Centre Staff and Managing Staff from the Lilliane Brady Village, Library, Museum, Far West Family Day Care and Cobar Youth and Fitness Centre on the Tuesday proceeding the Ordinary Council Meeting. Staff are actively encouraged to participate at these meetings.
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	100%	Communication to the community arranged as required. Monthly Mayoral Report completed. Cobar Shire Council's Facebook page is regularly updated along with Council's Website. Positive feedback has been received in relation to dissemination of information. Public notices featured Weekly in the local newspaper and on Councils Website.

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	Management oversight provided in relation to all information from appropriate staff to Council and the Community.	P Vlatko	100%	Appropriate checks undertaken of public notices, media releases, Facebook posts and community newsletters.
Provide up-to-date and relevant information to the public on Council's activities	Prepare a Council newsletter and prepare electronic updates..	A Shepherd	100%	A newsletter was produced to go out with the rates notices at the end of June. It was an opportunity to introduce the new GM, outline the budget and upcoming projects and to highlight the infrastructure projects undertaken during the year.
Maintain partnerships with community organisations, such as Business Groups, Council Committees and Council Alliances	Appropriate networking with the local government industry and professional organisations.	P Vlatko	100%	Participation at regional and state level for LGEA, IPWEA, LGMA, OROC (including GMAC and professional teams) and Western Division Councils of NSW.
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	100%	Meetings held and attended as required.
Maintain partnerships with community organisations, such as Business Groups, Council Committees and Council Alliances	Participation in Lower Macquarie Water Utilities Alliance LMWUA	W Mills	100%	The participation in Lower Macquarie Water Utilities Alliance (LMWUA) technical committee meetings ongoing.

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	100%	Cobar Youth and Fitness Centre Manager has been providing Cobar Youth Council with support, assisting with the planning of the next colour run, and other events that that could also happen in 2016/2017. Youth Council has been meeting every month.
Provide administration and support to the Cobar Youth Council.	Provide administration and support to the Cobar Youth Council and maintain contact with similar organisations in other Local Government areas so as to provide interaction.	N Kriz	100%	Cobar Youth and Fitness Centre Manager has been assisting the Cobar Youth Council with monthly meetings. The Youth Council has started planning the Colour Run to be held in conjunction with the 2016 Festival of the Miners Ghost. Cobar Youth Centre Manager is also networking with other local government areas and is looking at conference and training options for local groups. In Q4 we have had two Committee Members travel to Sydney for the Youth Week Conference.

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	Continually improve the customer service ethos of all Council Staff.	K Miller	100%	Customer Service Module to be rolled out in early Q1 2016/2017. Implementation has been pushed back due to available staffing resources.
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	80%	A Customer Relationship Management (CRM) system is being created in Spiceworks to enable staff to record and report on customer requests. Roll out and reporting will commence in Q1 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
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	100%	A staff suggestion program was implemented to give staff the opportunity to provide feedback, ideas and suggestions to Manex for consideration. A small number of suggestions have been received to date. Some areas of Council have regular team meetings but this could be improved and Manex site visits could be more regular.

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 Staff Recognition and Reward Program.	S Patterson	100%	The Employee of the Month Award has been very successful to date. Nominations have been received from a variety of business functions. Positive comments were made in the Staff Attitude Survey regarding the Employee of the Month Award. An annual awards ceremony was held at the staff Christmas party, which was well received.
Human Resources	Employees paid accurately and on time.	S Patterson	100%	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, but it is appreciated and should not go unnoticed.
Human Resources	General Manager demonstrated strong and effective leadership and management behaviours which transcend the organisation and are consistent with the "positive" culture being promoted and actively sought by the Council.	P Vlatko	100%	Staff Attitude Survey Results Action Plan finalised and implemented to improve the culture for both internal and external customer provision. The results of the survey will be reported to Council in Q4.

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	Implementation of an electronic performance appraisal system, with updated skills matrices and position descriptions.	S Patterson	50%	Implementation of an electronic performance appraisal system is yet to be developed. The current budget does not allow for the purchase of appropriate software. Position descriptions and skills matrices are being updated.
Human Resources	Implementation of the Employee Expectation Statement Action Plan.	S Patterson	50%	Staff are provided with relevant training and coaching to successfully undertake their roles within budget constraints. Managers and supervisors are supportive of the training needs of their teams.
Human Resources	Increase the level of personal interaction and information dissemination within Council.	P Vlatko	100%	Communication Strategy instigated. Monthly Administration Centre and Community Services Managers Meeting held to disseminate Council Meeting resolution details. Instigation of Staff Attitude Survey Results Action Plan will continue to occur in Q4.

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	Issues and concerns are able to be brought to the General Manager individually or in small groups in accordance with Council's grievance procedure.	P Vlatko	100%	Reasonable open door policy instigated. The 2015 Staff Attitude Survey Results Action Plan is being implemented.
Human Resources	Staff consultation by a continuing process through Consultative Committee.	S Patterson	100%	Consultative Committee meetings are held quarterly 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.
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	100%	Training plans being developed. 2016 Employee appraisal process being altered for improved 2-way discussion.
Human Resources	To build productivity, maintain industrial harmony and increase employee satisfaction.	S Patterson	100%	Overall the industrial harmony is sound. There have been minor issues, which have been dealt with in a professional and efficient manner. Employee satisfaction is slowly increasing with the implementation of a reward and recognition program and increased communication from management to staff.

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	Undertake biennial Staff Attitude Survey.	S Patterson	100%	The 2015 Staff Attitude Survey was distributed to all staff in August with results received in September.
Human Resources	Undertake recruitment and assist successful on boarding of new employees, including attraction, Engagement and Retention Strategy to improve recruitment practices, Salary Administration and Performance Management Systems and corporate inductions.	S Patterson	100%	Vacant roles are filled in a timely manner with the best possible candidates to suit Council requirements. All appropriate mediums are used to attract candidates to Council as well as offering a number of employee benefits. There are areas for improvement in the Performance Management Systems at Council.
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. Additional Human Resources could help achieve objectives set out in the Annual Operational Plan if the budget allowed for this. Vacant positions are being filled in a timely manner.
Good recruitment and selection processes that promote the philosophy of 'recruit for attitude, train for skills'	Provide appropriate accommodation for key positions.	S Poulter	100%	Accommodation is provided in line with the housing policy and award conditions.

COUNCIL STRATEGY				
3.3.2	Staff are valued, well trained and able to undertake their roles and functions			
DP Action	Action	Responsibility	Progress	Comment
Implement and manage an Employee Assistance Program for Council staff	Oversee and promote Council's Employee Assistance Programme.	S Patterson	100%	The Employee Assistance Program (EAP) is widely used by Council employees. Staff feel confident and comfortable to access this service confidentially. New staff receive an EAP brochure in their employment pack and the service is discussed at the Corporate Induction.
Learning and development	Educate staff with clear messages about Council's operations, culture and values, vision and strategic direction.	S Patterson	100%	All new staff attend a corporate induction, which is held quarterly to discuss Council's operations and policies, culture and values, vision and strategic direction. An annual induction day is held with all outdoor staff to cover Work, Health and Safety and any changes to Council policies throughout the year.
Maintain and actively use the City of Canterbury relationship	Identify opportunities for Council and community partnerships.	A Shepherd	100%	There has been no activity in this area for Q4 due to the amalgamation of the City of Canterbury and Bankstown.
Maintain and actively use the City of Canterbury relationship	Prepare a Council team to attend the annual Corporate Leadership Cup.	A Shepherd	100%	No Corporate Leadership Cup will be held in 2015/2016 due to Council amalgamations.

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	Computer system support – Training of Users in New Software Products.	K Miller	100%	No new computer systems/products have been rolled out in Q4.
Staff are provided with up-to-date and relevant tools to undertake their roles	Create operating procedures and guidelines for all user functions in all user suites.	K Miller	50%	Administration has been completed, which will soon be catalogued.
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	25%	Regular IT Committee Meetings are held and a gap analysis has been undertaken by an Independent Consultant. This will provide a pathway for further substantial improvement. No further development has occurred in Q4. This is an ongoing continuous improvement program.
Staff are provided with up-to-date and relevant tools to undertake their roles	Enhance all employees IT skills by making champions, in programs/ applications such as CivicView, Power Budget, MS Project, MS Office etc.	K Miller	25%	Civic View and Power Budget champions have been put in place.
Staff are provided with up-to-date and relevant tools to undertake their roles	Finalise the feasibility study for an electronic document management system.	K Miller	90%	Grant application was not successful. Council will need to reconsider their options in 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
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	100%	Action plan from the Plant and Equipment Utilisation Review is being implemented.
Staff are provided with up-to-date and relevant tools to undertake their roles	Implement the new IT Service Provider Contract.	K Miller	100%	IT Service Provider Contract completed in Q2 and works have been ongoing throughout Q4.
Staff are provided with up-to-date and relevant tools to undertake their roles	Implementation of Computer Support Strategic Plan.	K Miller	100%	A Computer Support Strategic Plan is run through the IT Committee and implemented when required.
Staff are provided with up-to-date and relevant tools to undertake their roles	Review and update 15 Year Plant Rolling Replacement Program.	A De Silva	100%	Reviewed and updated the 15 Year Plant Rolling Replacement Program. Implementation is in progress. Fleet asset data integrity is being established to make enlightened decisions for annual 10 year replacement program.

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 plant requirements; undertake asset management and maintenance of plant fleet.	A De Silva	70%	Introduced a maintenance data capturing system for new major plant maintenance activities using job cards. The implementation is being monitored by workshop supervisor and Leading Hand/maintenance. Discussions were held within fleet /plant team and agreed to trial fleet management system.
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%	Intranet for Cobar Shire Council is currently on hold as it is a low priority.
Staff are provided with up-to-date and relevant tools to undertake their roles	Roll out Customer Management System (Complaints System).	K Miller	75%	A Customer Relationship Management (CRM) system is being created in Spiceworks as a platform.
Staff are provided with up-to-date and relevant tools to undertake their roles	Roll out version 9 of CivicView.	K Miller	25%	Roll out of Version 9 is on hold until further analysis is completed regarding sustainability and if there is any function improvements that could be achieved.
Maintain and actively use the Public Libraries NSW Membership	Identify opportunities for information share and services development.	J Siermans	100%	Participated in information sharing activities via e-mail, and also attended the PLNSW Central West zone meeting and Books on Prescription and mental health training in Q4.

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	Completion of Annual Financial Statements.	K Miller	100%	Annual Financial Statements were completed on time in Q2.
Council updates the Integrated Planning and Reporting framework documents as required	Compliance with Integrated Planning and Reporting Requirements (IPRR) as outlined by the OLG.	P Vlatko	100%	Reporting for Delivery Program and Annual Operational Plan to occur and be finalised in Q4.
Council updates the Integrated Planning and Reporting framework documents as required	Develop and implement annual Works Programs, for capital and maintenance projects.	S Taylor	90%	Annual works program has been developed and is being implemented. Wet weather in June has delayed completion of several projects.
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	100%	10 Year Financial Plan was ready for public exhibition in April and was adopted by Council in Q4.
Council updates the Integrated Planning and Reporting framework documents as required	Implement and monitor the Action Plan for Council in the Cobar Shire Social Plan 2011-2016.	A Shepherd	100%	All relevant actions in this plan have been included in the AOP as separate actions. The Social Plan will not be updated.

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	Implementation of Council's Community Engagement Strategy.	A Shepherd	100%	The Engagement Strategy continues to be implemented. It was used as the basis for developing an engagement strategy for the Sewer Extension project.
Council updates the Integrated Planning and Reporting framework documents as required	Produce Quarterly Budget Review for Council.	K Miller	100%	Quarterly Budgets completed and adopted by Council.
Council updates the Integrated Planning and Reporting framework documents as required	Provision of information to Council on progress of the IP&R.	P Vlatko	100%	Delivery Program reporting and Annual Operational Plan and Budget quarterly reporting undertaken in accordance with the IP&R framework.
Council updates the Integrated Planning and Reporting framework documents as required	Renew the Revenue Policy 2015/2016.	K Miller	100%	The Revenue Policy 2016/2017 was adopted and placed on public exhibition in Q4.
Council updates the Integrated Planning and Reporting framework documents as required	Workforce Plan is maintained and implemented.	S Patterson	50%	Council's Organisational Structure has been re-developed on a more relevant (and user friendly) format in Visio, formerly in Publisher.

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	Works Program developed for Shire and Regional roads, drainage, signs and traffic facilities.	M Bell	100%	Works program developed for Shire and Regional Roads and program being implemented.
Service level provision planning undertaken as required	Review and amend the Corporate Asset Register including CivicView integration.	K Miller	80%	Amendments are yet to be checked.
Undertake legislative reporting requirements	Commencement of development of Cobar Shire Council Compliance Register.	S Poulter	0%	Due to current resource issues, this project has not yet commenced.
Undertake legislative reporting requirements	Implementation of OLG Best Practice Improvement Action Plan.	P Vlatko	90%	Renewed Action Plan being progressed. Council's Code of Meeting Practice was reviewed and updated in Q4.

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	100%	Contracts Register updated regularly when required.

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	Manage Engineering tenders and contracts in accordance with Councils policy.	S Taylor	100%	Tenders and contracts managed in accordance with Councils policy.
Leases and management agreements monitored, implemented and adhered to	Cinema Building, Dentist and doctors surgeries and commercial building agreements monitored and implemented.	H Holder	100%	All lease and management agreements are being monitored, implemented and adhered to.
Leases and management agreements monitored, implemented and adhered to	Swimming pool and airport agreements monitored and implemented.	A De Silva	90%	Cobar Aerodrome Operations Manual (AOM) - which is the guide for management and strategic actions was updated. Overall strategic plan encompassing airport facilities, business and services are to be developed in next financial year. Identified the expertise/ funds required for the project. New version of AOM was issued. Areas need to be updated in those manuals have being noted.
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	100%	All administration and financial services tasks have been completed for year to date including early close financials for Auditor General.

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
Facilitate the construction of the Albert Priest Channel Pipeline Augmentation Project	Facilitate the construction of the Albert Priest Channel Pipeline Augmentation Project.	P Vlatko	50%	Continued to promote the project through RDA Orana Infrastructure Master Plan and in discussions with Politicians and relevant Departments.

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.	W Mills	100%	Meetings attended where required and discussions held of Council's current volume allocation.

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.	W Mills	100%	Data, condition and location of existing raw water infrastructure is collected during repair and maintenance to be included in and assist with the upgrading of non-potable report.

COUNCIL STRATEGY				
4.1.4 Improved water infrastructure across the Shire				
DP Action	Action	Responsibility	Progress	Comment
Maintenance and repairs of water mains	Annual Maintenance schedule prepared.	W Mills	100%	Repair and replacement work on mains and valves are progressing with the installation of replacement valves providing greater control over the reticulation network. Valve replacement work north of Marshall Street nearing completion.
Maintenance and repairs of water mains	Implement the Water Supplies Asset Management Plan with 5 year rolling works program.	W Mills	100%	The review of the Water Supplies Asset Management Plan carried out on an ongoing basis.
Maintenance and repairs of water mains	Implement the Works Program, determined by the Water Main, Valve and Hydrant Audit.	W Mills	100%	The implementation of an ongoing water main, valve and hydrant review is carried out during necessary repairs and upgrade of the existing reticulation network.

COUNCIL STRATEGY				
4.1.4	Improved water infrastructure across the Shire			
DP Action	Action	Responsibility	Progress	Comment
Maintenance and repairs of water mains	Repairs carried out promptly on water reticulation system.	W Mills	100%	Maintenance and repairs to water supply reticulation on going and as required and conditional inspection of both the external and internal inspection carried out on repaired mains.
Water filtration system adequate and well maintained	Staff record meter readings daily.	W Mills	100%	Water meters read as required in accordance with the required time frame.
Water filtration system adequate and well maintained	Water tested and treated daily.	W Mills	100%	Ongoing as required in accordance with testing requirements.
Undertake Resources for Regions Water Filtration Plant Project	Undertake the actions outlined in the Project Management Plan for the Cobar Filtration Plant Replacement Program.	D Sechtig	25%	Water testing has confirmed that a redesign of the proposed future treatment process and design of the Cobar Water Treatment Plant documentation is in the process of being modified to be ready for a tender in Q2 2016/2017. Subject to additional funding being obtained. Second funding grant application has been submitted by Cobar Shire Council and advice on application decision is not expected until late Q1 2016/2017.

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	Provide technical advice and maintenance activities to the Cobar Water Board.	S Taylor	100%	Technical advice and maintenance activity provided to the Cobar Water Board as required.
Provide contract services to Cobar Water Board	Develop Cobar Water Board Asset Management Plan, Financial Plan and Strategic Business Plan.	S Taylor	100%	Completed in Q3. No further action required in Q4.

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.	D Sechtig	55%	Contract has been let and Contactor is due to start late in Q1 2016/2017 for an estimated construction period of 10 to 12 months.

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.	W Mills	100%	Investigation into the rebroadcast of 2WEB AM in FM for Cobar is ongoing. Council will consider options in February 2016. Council required to make application for radio license to allow for the rebroadcast of 2WEB AM by FM.
Lobby the government and business to increase the reliability of energy provision within the Shire	Monitor opportunities for increased reliability and other energies within the shire.	P Vlatko	100%	SEXI Program was unsuccessful in obtaining funding from the Federal Government. No new solar energy providers identified in Q4.

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	15%	Wet weather has delayed delivery of concrete culverts. Construction will begin in Q1 2016/2017.

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	Construction and maintenance works carried out on Regional and Shire Road Network in accordance with approved programs and standards.	M Bell	100%	Construction and maintenance works completed.
Road works undertaken according to priority, weather conditions and availability of resources	Inspections by Council staff on a monthly basis to identify maintenance works and report any urgent works to minimise public liability risk to Council.	M Bell	85%	REFLECT has been implemented for local and regional roads. Inspections using REFLECT to record information began in Q4.
Road works undertaken according to priority, weather conditions and availability of resources	Street maintenance and sign maintenance, including alcohol free zone signage.	M Bell	100%	Street signage maintained.
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	100%	Ordered works undertaken on behalf of RMS within the agreed budget. Progress on Nymagee Shoulder widening has been delayed due to RMS delays in design.
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	100%	Routine and supplementary works undertaken on State Roads in accordance with the RMS Contract.

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	Undertake the Street Sign Audit and implement the Action Plan.	W Mills	100%	Maintenance of town street signs is being undertaken.
Road works undertaken according to priority, weather conditions and availability of resources	Complete the Fixing Country Roads Project to realign the Kangaroo Springs bend and upgrade the pavement floodway.	S Taylor	100%	The construction of the Kangaroo Springs bend and upgrade of the floodway pavement was completed in Q3.
Undertake fair valuation of footpaths, roads, bridges, drainage and bulk earth works	In conjunction with Council's Asset Management Team and Auditor undertake revaluation of Council's major transport asset.	S Taylor	100%	Completed in Q1. A garbage disposal truck has been purchased at auction to be included in Council's Fleet.
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	100%	Gravel pits for regional and local road works have been won and crushed.
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	50%	Action planning for Licensing of quarries is being implemented.

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	Review and update the Quarry Safety Management Plan.	M Bell	100%	Mine Managers qualifications completed, SMP included in current PSP-C (Project Specific Plan - Construction). Plan has been submitted to Mines inspector - awaiting feedback.

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.	W Mills	100%	Maintenance program for footpaths and bike path is being implemented. Work is underway to replace damaged sections and to remove trip hazards when identified.
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	35%	Implementation of PAMP and Bike Plan is being undertaken as funding becomes available.
Provide and maintain a safe and adequate footpath and bike path network	Kerb & Gutter maintenance.	W Mills	100%	Regular inspections are carried out on kerb and guttering within the urban area and maintenance and replacement works are completed 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
Provide and maintain a safe and adequate footpath and bike path network	Obtain grant funding to install lighting in the Linsley St taxi rank.	W Mills	0%	No grant funding was available in Q4 for the lighting installation of the Linsley Street taxi rank.
Cobar airport maintained and available for RPT and general aviation to meet the needs of the Cobar community	Airport infrastructure meets the requirements of CASA and Air Services Australia.	A De Silva	100%	Airport infrastructure meets the requirements of CASA and Air Services Australia.
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 adopted plan at the Cobar Airport.	A De Silva	100%	Maintenance identified through serviceability inspections are carried out. Maintenance requirements due to RPT operations are carried out on an ongoing/ if required basis.
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 De Silva	55%	A major strategic activity such as Self Serving Bowser facilities, new hanger location areas is being implemented. The strategic planning process for airport was scheduled in Q3. Initial planning and process for developing strategic plan has been mapped. Intend to have a workshop later in 2016/2017.

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	Implement Resources for Regions Cobar Regional Airport Upgrade Project.	S Taylor	100%	Completed in Q2.
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.	S Taylor	100%	Ground services are being provided to a new RPT.
Cobar airport maintained and available for RPT and general aviation to meet the needs of the Cobar community	Review of the Airport Management and Strategic Plans.	A De Silva	75%	Cobar Aerodrome Operations Manual (AOM) - which is the guide for management and strategic actions was updated. Overall strategic plan encompassing airport facilities, business and services are to be developed in next financial year. Identified the expertise/ funds required for the project. New version of AOM was issued. Areas need to be updated in those manuals.
Cobar airport maintained and available for RPT and general aviation to meet the needs of the Cobar community	To have an operational plan to ensure that the airport is maintained to the standards set by the CASA and the associated regulations.	A De Silva	100%	Airport Operational Manual is being implemented. It is being regularly discussed with ARO. Serviceability inspections carried out and recorded as per CASA requirements.

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	Undertake regular maintenance program at the Cobar Airport, according to the adopted budget.	A De Silva	80%	Perimeter fence has been an issue and action was taken to secure the fence (unprotected areas at the front / adjacent to the terminal).
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 De Silva	100%	Periodical inspections were carried out and Windsocks were changed in Mt Hope and Euabalong. Weeding and other periodical maintenance requirements were carried out.
Landing strips at Nymagee, Euabalong and Mt hope adequately maintained	Undertake a Strategic Plan for the Nymagee Airstrip.	S Taylor	0%	Due to lack of resources no progression has occurred in Q4.

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 opportunities have arisen to lobby the NSW Government on the rail network.

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	Establish a Community Playground Committee.	A Shepherd	90%	A new 0-5 year old playground has been designed for Drummond Park, based on community input. Equipment has been purchased; the current delay is waiting for delivery of the new shade structure. Once it arrives, works will commence. The community has been kept informed on progress through Facebook and newspaper articles.

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.	W Mills	100%	Inspections and maintenance repairs are carried out regularly.

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	100%	Applied for funding through the Public Reserves Management Fund for a new shed to replace the Main Pavilion at Ward Oval.
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.	W Mills	0%	Action Plan and Financial Plan for improvements to the Cobar Cemetery will be developed in Q1 2016/2017.
Undertake Council's cemetery operations in an appropriate and dignified manner	Enquiries dealt with in a sympathetic manner.	W Mills	100%	Enquiries dealt with in a sympathetic manner at the front counter or on site as required.

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	Internment of deceased persons	W Mills	100%	Internment of deceased persons carried out as required with dignity and respect.
Undertake Council's cemetery operations in an appropriate and dignified manner	Keep stock of pre-dug graves in reserve.	W Mills	100%	The preparations of pre-dug graves are completed where possible and are subject to reserve requirements.
Undertake Council's cemetery operations in an appropriate and dignified manner	Provide assistance and supervision and materials etc to the Cemetery committee contractor.	W Mills	100%	Contractor now part time employee and supervision and assistance given by Urban Supervisor when and as required.
Undertake Council's cemetery operations in an appropriate and dignified manner	Provide strategic direction and management, through the Cobar Cemetery Management Plan in consultation with the Cobar Cemetery Committee and interested persons.	W Mills	100%	Review of management plan ongoing.
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	100%	Nymagee and Euabalong library services operated for five hours per week in Q4.

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	Participate in State and National events that promote literacy.	J Siermans	100%	No literacy events were promoted in Q4.
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	100%	890 items and 209 eBooks added to the collection in Q4. 912 items = value \$28,318 (at cost) removed in Q4. Total stock = 30,424 items and 3,221 eBooks. 7,110 items loaned in Q4 (includes 45 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	100%	10 computers provided for public access. 1,680 hours of computer use and 588 hours of wireless bookings for Q4.
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	100%	39 new members joined in Q4. Total membership = 2,149 members. 8,029 visits counted in Q4. 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 7 attendances, and hosted 2 Seniors Week events plus 2 home care group visits.

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 well trained, professional and highly motivated staff are responsive to serving the needs of the community.	J Siemans	100%	Library Manager received Books on Prescription and Mental Health training (funded by the PLNSW Central West Zone).
Maintain all Council land and buildings to an appropriate standard and use them appropriately.	Arrange contracts and construction work for capital works.	S Poulter	100%	Capital works projects were undertaken as per developed works schedule and related budget.
Maintain all Council land and buildings to an appropriate standard and use them appropriately.	Commercial building maintenance.	G Harbison	25%	Community facilities updated and maintained when funding is available.
Maintain all Council land and buildings to an appropriate standard and use them appropriately.	Development of Staff Housing Strategic Plan.	S Poulter	75%	Although the development of a staff housing strategic plan had commenced, no further work was undertaken during this reporting quarter due to the HR Manager and General Manager resigning.
Maintain all Council land and buildings to an appropriate standard and use them appropriately.	Maintenance of Buildings Asbestos Register.	S Poulter	100%	Development of Buildings Asbestos Register is ongoing at the same time as condition assessments.

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.	H Holder	100%	One (1) plan of management completed. Two (2) plans in draft.
Maintain all Council land and buildings to an appropriate standard and use them appropriately.	Provide staff and tradesmen to carry out approved maintenance in accordance with Council's policy and current lease arrangements	G Harbison	100%	All maintenance to Council buildings are undertaken by qualified staff/tradesmen.
Maintain all Council land and buildings to an appropriate standard and use them appropriately.	Provide staff and tradesmen to carry out house maintenance.	G Harbison	100%	Council assets are maintained in accordance with Council's budget.
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.	S Poulter	100%	Works undertaken when funding is made available. Museum balcony upgrade is currently being undertaken and is due to finish by the end of Q1 2016/2017.
Maintain all Council land and buildings to an appropriate standard and use them appropriately.	Review Buildings Asset Management Plan.	S Poulter	100%	Building asset management plan is in force.

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.	W Mills	100%	Maintenance carried out as required, with regular weekly inspections carried out on both Newey and Old Res areas. Environment funding received to develop and implement an education campaign on water quality at the Newey. Discussions commenced with schools.

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.	W Mills	100%	Ongoing review of overland flow path inspected and all found obstructions removed subject to the availability of resources.
Provide, maintain and operate a sewer network and disposal system and treatment works	Annual Maintenance schedule prepared.	W Mills	100%	Review of network has continued with necessary repairs being carried out as required.
Provide, maintain and operate a sewer network and disposal system and treatment works	Ensure EPA licence completed annually and at minimal cost.	W Mills	100%	All testing and/or requirements are met and completed as required.

COUNCIL STRATEGY				
4.4.4	Maintain and expand where necessary, the stormwater and sewer networks			
DP Action	Action	Responsibility	Progress	Comment
Provide, maintain and operate a sewer network and disposal system and treatment works	Implement a detection program for illegal Stormwater connections into Sewerage Scheme.	W Mills	100%	Review and implementation of sewer program and inspections carried out on properties as required.
Provide, maintain and operate a sewer network and disposal system and treatment works	Implement Liquid Trade Waste policy and program.	W Mills	100%	Review of current policy to be carried out with necessary requirements and required plant discharge conditions and standards that are required to be complied with are noted.
Provide, maintain and operate a sewer network and disposal system and treatment works	Implement the Resources for Regions Sewer Upgrade and expansion project.	S Taylor	80%	Refurbishment of the Ward Oval Pump Station will commence in Q1 2016/2017.
Provide, maintain and operate a sewer network and disposal system and treatment works	Implement the Sewerage Services Asset Management Plan with 5 year rolling works program.	W Mills	100%	Ongoing review and implementation of services and asset management plan carried out throughout the year. Review of assets associated with Water & Wastewater slowed due to resources.
Provide, maintain and operate a sewer network and disposal system and treatment works	Implement the Works Program, determined by the Sewer System Audit.	W Mills	100%	Ongoing inspections carried out at time of repair and installation of new connections.

COUNCIL STRATEGY				
4.4.4	Maintain and expand where necessary, the stormwater and sewer networks			
DP Action	Action	Responsibility	Progress	Comment
Provide, maintain and operate a sewer network and disposal system and treatment works	Repairs carried out on the sewerage reticulation network.	W Mills	100%	Ongoing maintenance carried out on sewer network, with all necessary repairs carried out as required with blockages cleared as quickly as possible following notification of problem.
Provide, maintain and operate a sewer network and disposal system and treatment works	Undertake monthly EPA effluent sampling.	W Mills	100%	Monthly EPA effluent sampling undertaken in accordance testing requirements.

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.	W Mills	100%	Regular and required maintenance carried out on Council's parks, footpaths, street, nature strips within Cobar and Villages of the Shire as required.

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	0%	SEXI Program was unsuccessful in obtaining funding from the Federal Government. No new solar energy providers were identified in Q4.
Encourage solar energy use and the efficient use of energy by residents and businesses	Apply for funding to undertake energy efficiency programs within Council buildings when available.	H Holder	0%	There has been no funding available to apply for in Q4.

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, Euabalong, Euabalong West & Murrin Bridge for Consultation.	S Poulter	75%	Draft waste management strategy has halted due to the impending introduction of the container deposit scheme.
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	100%	Weekly routes are undertaken for the collection of domestic waste in Cobar.
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	100%	A trade waste collection service is available to all customers on a fee for service.
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	100%	Routes for servicing of street bins in the CBD are done on a regular basis.

COUNCIL STRATEGY				
5.1.2	Develop community leadership on becoming leaders in resource use, reuse and recycling			
DP Action	Action	Responsibility	Progress	Comment
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	100%	Regular patrols undertaken to identify instances of illegal dumping and waste depositing from vehicles.
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	100%	Cobar waste depot is operating in accordance with relevant environmental legislation.
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	100%	Waste facilities are provided in Nymagee, Canbelego, Euabalong, Euabalong West and Mount Hope.
Encourage efficient water use by Shire residents	Promote efficient water use by Shire residents.	W Mills	100%	The ongoing promotion of efficient use of water by the residents has shown results within Cobar with little improvement of water usage within the villages noticed.

COMMUNITY OUTCOME	
5.2	Well managed public and private land

COUNCIL STRATEGY				
5.2.1	Develop a grazing industry that is based on managed, not feral, stock to improve pasture management			
DP Action	Action	Responsibility	Progress	Comment
Provide support to industry bodies for improved grazing management practices	Maintain an awareness of government land management incentives and programs.	H Holder	0%	No known land management incentives and programs to raise awareness of in Q4.

COUNCIL STRATEGY				
5.2.2	Have a planting program for Cobar and villages and encourage the schools and businesses to participate			
DP Action	Action	Responsibility	Progress	Comment
Develop and instigate a planting program	Apply for funding to undertake planting activities.	W Mills	100%	Funding applied for where applicable. Selected planting was carried out in Euabalong Cemetery. A review of large trees was carried out identifying large trees that require attention. Urban Supervisor is continually reviewing large tree growth within Cobar.
Develop and instigate a planting program	Develop and implement a Street Tree Policy.	W Mills	100%	Tree Preservation Policy updated and adopted.
Develop and instigate a planting program	Prepare a program for planting in the whole Shire utilising correct plant material.	W Mills	100%	Ongoing with the procedure and selection by Urban Supervisor on the types of plants used within the Shire to be encouraged.

COUNCIL STRATEGY

5.2.3 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	100%	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	100%	Promotional material and information provided to companion animal owners.
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	100%	Roaming companion animals are impounded and appropriate enforcement action is undertaken. Registration status is checked and enforced. During this period 36 dogs have been seized; 2 of which have been returned to owners, 3 where re homed, 20 released after registration and 19 to ROAR (Rescue). 9 dogs where surrendered and 1 euthanised (not suitable for re-homing).
Provide ranger services to control animals in public places and to manage the common areas and crown land	Impound straying stock.	G Harbison	100%	Straying stock is impounded or removed for public safety on major roads/highways.

COUNCIL STRATEGY				
5.2.3	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	Maintain pound yards.	G Harbison	100%	Pound yards are maintained every day when pets 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	100%	Seized companion animals (dogs & cats) are kept in a fenced 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	100%	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	100%	Council provides micro-chipping for companion animals. Companion animals should be registered over the age of 6 months.
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	100%	All stock on Common land is registered.

COUNCIL STRATEGY

5.2.4 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	An increase in the number of weed awareness program run (eg weed warriors).	M Gunn	100%	With the success of the Newey Field Day plans are in place to run more of these projects with the local schools in regard to Noxious Weeds and Water Quality.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Attend toolbox meetings and provide education material.	M Gunn	100%	Continual informal and formal tool box meetings held, information given to Council's outdoor staff about any new weed incursions.
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	95%	Continual inspections, monitoring and controlling of weeds under the WAP funding guidelines. 3,478km of roadsides have been inspected, no water courses have been inspected this financial year due to the wet weather the last few weeks.
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	100%	A BIS program has been purchased and inspections will be completed using the device and app, this app has been developed in conjunction with Global GBM to comply with the new DPI regulations for the WAP funding.

COUNCIL STRATEGY				
5.2.4	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 an introductory weeds information pack for new property owners.	M Gunn	100%	3 new landholder packs have been sent this Quarter. Continual revision on new owners and packs continually updated with current weed information.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Implement a regional communications strategy.	M Gunn	100%	Weed infestations are being monitored and appropriate spraying works are being undertaken on public areas as required and all appropriate reporting is being undertaken.
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	100%	Continual mapping, photo point and reinspection program occur under the WAP funding guidelines.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Improve/Update knowledge of Weeds Inspector.	M Gunn	100%	No actions undertaken during Q4, researching training options for Noxious Weed Officer.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Increased participation of community groups.	M Gunn	100%	Funding has been sourced for control of African Boxthorn and Council will run an information field day whilst work is occurring. This will increase participation of community groups.

COUNCIL STRATEGY				
5.2.4	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	On Ground Spraying Programs prioritised to give the greatest benefit.	M Gunn	100%	Roadsides and other high risk pathways are continually been monitored for variety of weeds and recently Parthenium weed was found on the Mulya Road, it was mapped, hand pulled and reported to the relevant authorities.
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	100%	At this time 67 private property inspections have been conducted, with information given on any declared weeds found.
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	100%	Recently Parthenium weed was located on the Mulya Road. This new weed incursion was mapped, sprayed with recommended chemicals and reported to the relevant authorities. Continual monitoring and inspecting for any new weed incursions in the shire area.
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	100%	5 Council public properties and 5 state public properties have been inspected this year completing the targets for the financial year.

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.	P Vlatko	0%	No action taken in Q4.

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	100%	All complaints regarding air pollution are communicated to the relevant mine management when advised.