

# Annual Operational Plan Quarterly Management Report



**COBAR SHIRE**  
**COUNCIL**  
outback nsw

Q2 2013/2014

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# 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	Contribute reports, including an agency report, to each Interagency meeting held.	A Shepherd	50%	Agency report provided to November meeting covering a wide variety of topics and organised speakers from Kubby House, Cobar Public School and Cobar Primary Health Care Centre.
Cobar Interagency	Provide secretarial services to the Cobar Interagency	A Shepherd	50%	An Interagency was held in November where we invited three guest speakers, to discuss: <ul style="list-style-type: none"> <li>* the changes in school funding,</li> <li>* the issues of child care including the changes in regulation requirements, capacity in Cobar etc, and</li> <li>* the health services provided at CPHCC.</li> </ul> Follow up included a meeting of children's services and a letter sent to Mr Coulton regarding current child care capacity in Cobar and issues impacting on the ability of local service providers to meet the changes in regulations. Next meeting scheduled for March 2014.

Murrin Bridge and Lake Cargelligo Interagency	Represent Cobar Shire Council at the Interagency.	A Shepherd	50%	Unable to attend meetings this quarter, however organised and attended a meeting with Mark Coulton, MPREC and the community regarding the new RJSP arrangements and other concerns within the village. Have also written to the RMS seeking funding to upgrade roads within the village. Continue to seek and discuss job opportunities and partnerships between the village, Council and other organisations (such as road work projects and weed initiatives and training).
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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

COUNCIL STRATEGY				
1.2.1	Implement the actions outlined in the Youth Development Plan			
DP Action	Action	Responsibility	Progress	Comment
Engage the services of a Youth Development Officer	Employ a Youth Development Officer.	D Parisi	0%	Not progressing at this stage due to limited resourcing. Grants are being sought.

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

<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
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.	Enter and maintain partnerships to aid and enhance the provision of Youth Services.	D Parisi	50%	The Cobar Youth and Fitness Centre has formed and is maintaining partnerships with Barnardos, PCYC Blue Light, Yarrabin Outreach, Far West Family Day Care Services, COOSH, local schools and local sporting bodies to enhance the local youth and community activities and services provided through the Centre.
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.	D Parisi	50%	The Centre provides the venue for Blue Light discos. Playgroup 0-5yrs operates each Tuesday and Thursday. The Centre also organised Friday Night Games night and movies in the park this quarter
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.	Maintain and support staff to provide services to the youth of Cobar.	D Parisi	50%	Youth Services is a minor component of the role of Manager. The Manager manages the staff and the facility. The Manager also coordinates activities and users of the Centre. There has been 1 resignation, advertising in local paper and Council's website for new staff member to be undertaken in Q3.
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.	D Parisi	50%	The grant subsidy is funding two social inclusion programs. Tuesday morning playgroup (0-5yrs) and Friday Games night for upper primary and high school age.

Organise Youth Week Activities	Co-ordinate and consult with the youth of Cobar and Cobar Youth Council on the proposed activities for Youth Week.	D Parisi	25%	Scheduled for Q3.
Organise Youth Week Activities	Prepare submission for funding and report of Youth Week activities.	D Parisi	25%	Scheduled for Q3.
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 Christmas craft and other fun activities for small groups of children with a charge applied to recover cost of materials.	J Siemens	100%	6 Christmas craft sessions were offered in Q2. 50 attendances for paper, yummy food and other craft activities.
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 Siemens	50%	Holiday activity sessions will be offered in Q3 (January).

<b>COUNCIL STRATEGY</b>				
<b>1.2.3 Increased educational opportunities provided locally</b>				
<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
Work with organisations to increase the quality and diversity of educational opportunities available locally	To be involved in the Cobar Interagency and Schools Business Community Partnership Governing Committee to increase educational diversification and opportunities.	G Woodman	50%	Appropriate liaison with the Cobar Interagency and ORANA Education, Skills Industries and Communities Governing Committee.
Provide educational opportunities at Cobar Shire & TAFE Library	Library staffs provide basic instruction in the use of computers and the internet to small groups of adults.	J Siemens	50%	Basic computer instruction offered every Thursday during school terms in Q2. 3 attendances.

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

<b>COUNCIL STRATEGY</b>				
<b>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</b>				
<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
Cobar Shire and TAFE library staff support parents via library services and outreach	Library staffs liaise with local parent groups to develop appropriate library services and develop the early literacy of local parents.	J Siemens	50%	Liaised via e-mail notification of events and resources.

Cobar Shire and TAFE library staff support parents via library services and outreach	With story time sessions, Library staff provide activities for children aged 6 months to 5 years, and model early literacy for parents.	J Siemens	50%	Pre-school storytime, rhyme & craft sessions offered every Wednesday in Q2. 59 attendances.
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<b>COUNCIL STRATEGY</b>				
<b>1.3.2</b>	<b>Increase the supply of childcare and preschool places and options</b>			
<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
Administer and co-ordinate Family Day Care	Administration of CCB & CCR for all eligible families enrolled in FDC.	K Lennon	50%	We administer CCB and CCR each week according to government rules, policy and legislation.
Administer and co-ordinate Family Day Care	Conduct home visits to FDC educators to provide support, training and monitoring.	K Lennon	50%	All Family Day Care educators are on a calendar of visits to ensure they are monitored appropriately.
Administer and co-ordinate Family Day Care	Conduct regular educator meetings and Parent information nights.	K Lennon	50%	Three educator meetings have been held this quarter.
Administer and co-ordinate Family Day Care	Enrol and support families and children for Family Day care.	K Lennon	50%	All families who enrol with our service are processed and supported as per our policy.
Administer and co-ordinate Family Day Care	Maintain and update policies and procedures for FDC to keep abreast of changes to National Regulations and Quality Framework concepts and new information.	K Lennon	100%	All policies have been reviewed, updated and sent to educators and families for feedback, then ratified by Council and are now in use by the service.
Administer and co-ordinate Family Day Care	Provide interesting and stimulating excursions and events for children and educators with Far West FDC.	K Lennon	50%	The children participated in a Halloween event as well as the Christmas party.



Administer and coordinate Family Day Care	Recruit and support Family Day Care Educators.	K Lennon	50%	In this quarter 0 new educators started.
Administer and coordinate Family Day Care	Supervise and monitor Educators.	K Lennon	50%	All Family Day Care Educators are on a calendar of visits to ensure they are monitored appropriately.
Administer and coordinate Family Day Care	Support Educators working towards qualifications ready for 2014.	K Lennon	50%	There are 5 educators currently working on qualification's and staff are doing whatever we can to support this.
Administer and coordinate Family Day Care	Support Implementation of "Early Years Learning Framework" into educator curriculum.	K Lennon	50%	This is an ongoing aim and all stakeholders are working together to ensure this happens.
Administer and coordinate Family Day Care	To provide phone contact and support to all families and educators whilst care is occurring.	K Lennon	50%	Staff are always available when care is occurring.
Administer and coordinate Family Day Care	Update & maintain educator manuals and family information packages.	K Lennon	100%	All manuals and information packages have been updated and are in use.
Administer and coordinate Family Day Care	Write and distribute quarterly newsletters to Families and Educators.	K Lennon	50%	Newsletters are sent out via email and post as needed.
Administer and coordinate In-Home Care	Administration of CCB and CCR for all eligible families enrolled in IHC.	K Lennon	50%	We administer CCB and CCR each week according to government rules, policy and legislation.
Administer and coordinate In-Home Care	Conduct home visits to IHC locations for support and monitoring purposes.	K Lennon	25%	Visits commenced.
Administer and coordinate In-Home Care	Enrol and support families and children for In Home Care Services.	K Lennon	50%	All families who enrol with our service are processed and supported as per our policy.
Administer and coordinate In-	Monitor implementation of National IHC	K Lennon	25%	Policies and procedures are being reviewed to ensure they comply and will then be forwarded to

Home Care	standards.			educators.
Administer and coordinate In-Home Care	Monitor implementation of National IHC standards.	K Lennon	25%	Policies and procedures are being reviewed to ensure they comply and will then be forwarded to educators.
Administer and coordinate In-Home Care	Provide craft and activity packs to IHC educators 4 times per year.	K Lennon	50%	Christmas packs made and sent to educators.
Administer and coordinate In-Home Care	Provide educator meetings and training to isolated IHC educators.	K Lennon	25%	Staff workload and weather conditions have prevented these.
Administer and coordinate In-Home Care	Recruit and support In Home Care educators.	K Lennon	50%	Although this is traditionally the quietest period for new Educators we have registered 5 new educators for both Far West In Home Care and NSW In Home Care.
Administer and coordinate In-Home Care	Supervise and monitor IHC educators.	K Lennon	40%	During this quarter 5 In Home onsite visits have been conducted.
Administer and coordinate In-Home Care	Support implementation of Early Years Learning Framework into educator curriculum.	K Lennon	50%	This is an ongoing aim and all stakeholders are working together to ensure this happens.
Administer and coordinate In-Home Care	Update and maintain educator manuals and family information packages.	K Lennon	100%	All manuals and information packages have been updated and are in use.
Administer the After School Care Program	Administration of CCB & CCR for all eligible families enrolled COOSH.	K Lennon	50%	CCB and CCR are processed each week according to Government rules, policy and laws.
Administer the After School Care Program	Enrol and support families & children to maintain enrolments of 30 per session.	K Lennon	50%	Numbers remained steady for the 2nd Quarter.
Administer the After School Care	Maintain and update policies and procedures to support implementation of	K Lennon	50%	All policies have been reviewed, feedback sought

Program	"My Time Our Place" COOSH Framework document & COOSH national Quality Framework.			from parents and then ratified by Council.
Administer the After School Care Program	Provide interesting and stimulating craft, activities & excursions for children with COOSH.	K Lennon	50%	Each week a program of activities is planned and implemented for the children at COOSH.
Administer the After School Care Program	Recruit and support 3 COOSH educators.	K Lennon	50%	We are currently operating with 2 Educators for COOSH and other staffs are covering when needed. Advertising has begun for staff for 2014.
Administer the After School Care Program	Update & maintain family information packages.	K Lennon	100%	Completed and new packages in use.
Administer the After School Care Program	Write and distribute newsletters to families.	K Lennon	50%	Newsletters are sent out via email and post as needed.
Facilitate the expansion of child care positions	Investigate alternative options under current regulations and funding agreements to increase the available child care options.	K Lennon	25%	Held a meeting in December to discuss options with all service providers in Cobar and a rep from the Interagency group wrote a report to the local member on ideas and options generated at this meeting.
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.	G Woodman	25%	Written to Mark Coulton MP regarding the current state of child care in Cobar and issues affecting services regarding the changes in legislation from 1 January 2014.

<b>COUNCIL STRATEGY</b>				
<b>1.3.3</b>	<b>Increase the knowledge of the community on the range of services available in Cobar Shire and how to access them</b>			
<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
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.	G Woodman	50%	Website continually updated and arrangements in train for upgrade.
Have information readily available to the community and new residents	Update all sections of Council's webpage, including Our Town and Shire.	G Woodman	50%	Website updated regularly.
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.	G Woodman	50%	Appropriate updating of Community Services Directory.

<b>COUNCIL STRATEGY</b>				
<b>1.3.4</b>	<b>Have family orientated activities to encourage families to socialise in the community</b>			
<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
Plan, organise and promote festivals, celebrations and activities in the Shire	Manage the successful conduct of the Festival of the Miner's Ghost through the Festival of the Miner's Ghost Organising Committee.	J Martin	50%	The 2013 Festival of the Miners Ghost was held over a two week period from Saturday 19th to Sunday 27th October. Whilst most events were well supported and enjoyed by the community, it was resolved at the wrap up meeting on the 26th November 2013 that the two weeks was too long and that the 2014 FOMG be held over four days, commencing on Thursday 23rd October.

Plan, organise and promote festivals, celebrations and activities in the Shire	Organise Australia Day celebrations and Senior Citizen's Week events.	J Martin	50%	The Department of Ageing & Disability rejected Cobar Shire Council's grant application for \$1,000, instead granted \$500 for the 2014 Seniors Week activities. The 2014 Australia Day program of events has been finalised and all activities will be held at the Cobar Memorial Swimming Pool. Cobar's 2014 Australia Day ambassador is actor Justin Melvey.
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COMMUNITY OUTCOME	
1.4	A generous, engaged and participative community with a strong community spirit

COUNCIL STRATEGY				
1.4.1	Support volunteer organisations by encouraging volunteerism across all age groups and supporting organisations with professional assistance, advice and services			
DP Action	Action	Responsibility	Progress	Comment
Provision of information on grant availability and assistance in accessing grants to community groups	Distribute information on available grants to community organisations through the Community Services Database.	A Shepherd	50%	Cobar Junior Rugby League and Nymagee Progress Association both successful with their Community Building Partnerships applications that Council assisted them to compile and submit. Grants information regularly disbursed to organisations on the community services directory database.
Facilitate capacity building of community groups	Seek grant funding to run workshops to build capacity of community organisations to improve governance.	A Shepherd	50%	Few opportunities available, however approached Outback Arts for assistance in providing a grant writing course or one to assist community organisations to develop and maintain their own websites. Not available at this stage, will continue to progress.

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

<b>COUNCIL STRATEGY</b>				
<b>1.4.3</b>	<b>Develop initiatives to maximise the benefits and minimise the negative impact of shift work and FIFO/DIDO on the community</b>			
<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
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.	A Shepherd	50%	Continued discussions and a watching brief on proposed changes to mining rosters. Held discussions at the Business Association and with mines through community consultation meetings.

**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'.**

<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
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.	G Woodman	25%	Cultural Plan will only be developed if grant funding available. Working Party not currently active. Liaison with MBLALC and local member at Murrin Bridge to ensure continuity of services.
Improved co-ordination 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 co-ordination of activities and planning.	G Woodman	5%	Liaison group yet to be established. However Manex Officers are being proactive with liaison and the addressing of issues.

**COUNCIL STRATEGY****1.4.5 Support arts and cultural organisations, activities and facilities**

<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
Support Outback Arts and cultural activities in the Shire	Provide annual funding to the Regional Arts Development Officer.	G Woodman	100%	Funding provided in accordance with Annual Operational Plan Budget.
Facilitation of cultural workshops and activities	Arrange and update exhibitions and displays annually at the Great Cobar Heritage Centre and promote exhibitions.	J Martin	50%	The curator at the Great Cobar Heritage Centre is refreshing a number of the displays.
Facilitation of cultural workshops and activities	Complete the cataloguing and conservation project for the collection at the Great Cobar Heritage Centre.	J Martin	50%	The curator at the Great Cobar Heritage Centre is continually working on updating the collection's catalogue and reviewing the condition of the objects which are both on display and in storage.
Facilitation of cultural workshops and activities	Receive objects at the Great Cobar Heritage Centre that are relevant to Cobar's history and are compliant with the Collections Policy.	J Martin	50%	The Great Cobar Heritage Centre has a Cobar Shire Council adopted collection policy which is managed and strictly adhered to by the curator.
Investigation into the need for additional cultural facilities in the Shire	Identify possible grant funding sources to fund the development of a Cultural Plan for the Shire and undertake consultation with the community to identify the priority projects in developing an appropriate Cultural Plan.	A Shepherd	0%	No grant funding opportunities identified.



**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**

<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
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	Monitoring of levels of aged care provided at the Lilliane Brady Village.	G Woodman	50%	Appropriate levels of occupancy maintained with high standards.
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.	G Woodman	50%	No action to date in regard to the Cobar Hospital Services and Facilities Committee. Appropriate attendances of Cobar Health Council. Liaison with health district in relation to incorporation of Lilliane Brady Village into MPS.

**COUNCIL STRATEGY****1.5.2 Support for the Cobar Primary Health Care Centre model to ensure that it remains viable**

<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
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	Coordination of financial support for the CPHCC.	G Woodman	100%	
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 Interagency to help identify and improve the level of allied health care services provided locally.	G Woodman	50%	Appropriate participation arranged for the Cobar Interagency.

## 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	Develop a gym equipment replacement program.	D Parisi	50%	A gym equipment replacement program is being developed for the Centre with the budget available.
Increase the use of the Cobar Youth and Fitness Centre	Develop, implement and review Marketing and Action Plan for the Cobar Youth and Fitness Centre with the focus on new user groups.	D Parisi	0%	Draft has been submitted to Director of Corporate and Community Services and is on hold pending cost reduction review.
Increase the use of the Cobar Youth and Fitness Centre	Maintain existing gym equipment.	D Parisi	50%	The gymnasium equipment is inspected each day and repairs and maintenance are undertaken when required.
Increase the use of the Cobar Youth and Fitness Centre	Run local sporting competitions at the Centre.	D Parisi	50%	Mixed Soccer, Mixed Netball and Mixed Squalleyball continued with finals played this quarter. New competitions will be advertised in Q3. Fitness Classes continue with 10 classes per week averaging 15 participants each class. Walking group 1 per week with an average 5 participants, Table Tennis 1 morning a week with an average 7 participants. Wheelchair Basketball 1 per week with an average 7 participants, Mums and Bubs Netball 5 sessions this quarter with an average 12 participants.
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.	T Wark	50%	Supervise the correct operation and maintenance of all pool infrastructure and promoting the facility.
Contract management of the Cobar Memorial Swimming Pool	Supervision of pool operations ensuring safety and convenience for all patrons is paramount.	T Wark	50%	Supervision of pool operations ensuring safety for all patrons was undertaken.

Maintain the skate park to a high standard	Facilitate the Skate Park Facility Steering Committee.	T Wark	0%	No Skate Park Facility Steering Committee meetings were held in this quarter.
Maintain all Council parks and reserves, including plants, trees and public facilities	Appropriate signage erected to indicate prohibited activities in parks and reserves.	T Wark	0%	No signage was erected in this quarter.
Maintain all Council parks and reserves, including plants, trees and public facilities	Carry out regular patrols of parks & reserves.	T Wark	50%	Regular patrols undertaken.
Maintain all Council parks and reserves, including plants, trees and public facilities	Inspect and rectify defects of physical assets such as irrigation systems within 3 working days.	T Wark	50%	All Council irrigation systems were maintained to ensure that the systems were continuing to operate efficiently and effectively. There were very minimal breakdowns as a result of this.
Maintain all Council parks and reserves, including plants, trees and public facilities	Inspect and rectify defects of physical assets such as playgrounds and park furniture within 3 working days.	T Wark	50%	All inspection and rectification works on physical assets such as playgrounds and park furniture have been completed within 3 working days.
Maintain all Council parks and reserves, including plants, trees and public facilities	Maintenance of sporting ground and associated facilities.	T Wark	50%	All maintenance works on sporting grounds and associated facilities was completed. This saw these facilities always presented in a very good condition for sporting events.
Maintain all Council parks and reserves, including plants, trees and public facilities	Provision of a regular gardening and turf maintenance service.	T Wark	50%	Council has maintained a regular garden and turf maintenance service on all required areas within the Shire. This saw all designated garden beds and turf areas kept tidy and asthetically pleasing for the community to enjoy.
Maintain all Council parks and reserves, including plants, trees and public facilities	Tree pruning and husbandry of trees.	T Wark	50%	All Council trees are maintained in a safe and healthy condition.

## COUNCIL STRATEGY

### 1.5.4 Provide adequate infrastructure to care for older residents locally

DP Action	Action	Responsibility	Progress	Comment
Provide appropriate services for residents at the Lilliane Brady Village	Develop annual budget to ensure adequate resources to enable appropriate services are maintained.	S Huon	50%	<p>2013/2014 Budget developed. Quarter 2 running on budget with 44% of budget expended &amp; 63% of income received. Occupancy rate for Quarter 2 was 98.69 % for Hostel and 99.22% for Nursing Home. Occupancy is currently 100%.</p> <ul style="list-style-type: none"> <li>•Comprehensive assessment and documentation of residents' care needs were completed as per facility protocol on the 2 new residents entering facility in Q2 to enable ACFI claims to be maximised.</li> </ul>
Provide appropriate services for residents at the Lilliane Brady Village	Develop, implement and review systems to ensure services are provided according to the needs of residents.	S Huon	50%	<p>Audits completed in Quarter 2 include infection control, food services, resident accident &amp; incidents, environmental safety, employee incident/accident, medication management, equipment maintenance, scheduled &amp; preventative maintenance. Infection rates remain low, incidents for residents follow normal trends for facility; there were only 2 staff incidents of a minor nature with no lost time, 1 incident for a visitor with no injury. Preventative &amp; scheduled maintenance of equipment is managed in line with policy and procedures. Food services are delivered as per policy maintaining the food safety program in compliance with the food standards.</p> <ul style="list-style-type: none"> <li>•Seven post admission surveys were distributed to residents 3 months post admission, 6 were returned with one resident raising issues that were managed as per policy.</li> </ul>
Provide appropriate services for residents at the Lilliane Brady	Ensure adequate and appropriately skilled and qualified staffs to ensure all services	S Huon	50%	<p>Staffing levels have been maintained in line with the master roster. Positions filled this quarter –RN x1 (PPT), Recreational Officer x1</p>

Village	are delivered in line with facility mission statement and policies.			(casual). 1x casual short term contract RN employed to back fill RN (PPT) on 6 weeks annual leave. All new staff completed the orientation program. One resignation was received – kitchen hand (PPT) due to ill health. 3 staff completed Cert III in Aged Care, 1 staff completed Degree in Nursing, 3 staff completed Dementia specific training through University of Tasmania, and 1 staff completed Cert IV Frontline Management. All staff participated in annual fire safety training and an evacuation exercise this quarter. All staff continues to participate in scheduled in-house training utilising the “Aged Care Channel”.
Provide appropriate services for residents at the Lilliane Brady Village	Maintain health and personal care of all residents according to their needs and maintain resident lifestyle, rights and choices.	S Huon	50%	Both Hostel and Nursing Home sections are accredited until August 2015 having met all 44 outcomes when audited by the Aged Care Standards & Accreditation Agency in June 2012. There have been no unscheduled visits during quarter 2. Comprehensive assessments were completed as per facility protocol on all residents to enable appropriate care. Resident care needs were regularly reviewed (monthly for high care residents and 3 monthly for low care residents) as per policy by nursing staff. 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 and hearing services were provided to those residents that required them. Several residents were assisted to access specialist medical services in Dubbo during quarter 2.
Provide appropriate services for residents at the Lilliane Brady Village	Promote community awareness and encourage ongoing resident involvement in community events.	S Huon	50%	Community involvement included: - visitation by clergy, weekly exercise run by community volunteers, CHS student VET placements & work experience, TAFE students completing Cert III in aged care work placement, weekly visits by St Johns school students. Publication of quarterly newsletter for residents, family & friends in December 2013 – next edition due in March. Outings in the community attended by residents included Fireworks over Open Cut during the Festival of the Miners Ghost, the Carols by

				<p>Candlelight in Drummond Park, CSC Seniors Christmas Luncheon in the Council Chambers. Residents in conjunction with Cobar Girl Guides judged the Community Christmas Light Competition. 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 resident &amp; family annual Christmas luncheon was attended by 122 people that was catered for by staff &amp; thoroughly enjoyed by all.</p>
<p>Provide appropriate services for residents at the Lilliane Brady Village</p>	<p>Provide a transparent mechanism for concerns and complaints management from all stakeholders.</p>	<p>S Huon</p>	<p>50%</p>	<p>POL/GM2 Comments, Suggestions &amp; Complaints covers the protocol &amp; procedures for complaint resolution &amp; escalation process for Lilliane Brady Village. The facility maintains a register for all complaints. Investigation &amp; resolutions including any actions required such as staff training, resources etc have been recorded. There were four complaints received for the quarter: 1 from a visitor, 0 residents and 3 from staff. The four complaints were followed up in line with policy &amp; procedures. Pol/RM17 Compulsory Reporting covers process for reporting &amp; responding to physical &amp; sexual abuse of residents. There were no reportable incidents for Q2.</p>

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

<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
Work with police and licensed premises to promote a safe community	Attendance and commitment to the Cobar Police Community Precinct Committee.	G Woodman	50%	Appropriate attendance undertaken.
Work with police and licensed premises to promote a safe community	Provide secretariat services for the Cobar Liquor Accord.	G Woodman	50%	Appropriate secretariat work undertaken.
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.	G Woodman	50%	Appropriate action taken on implementation of the Crime Prevention Strategy and Action Plan.



**COUNCIL STRATEGY****1.6.2 Implementation of the Cobar Crime Prevention Plan and Strategy**

<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
Removal of graffiti and recording of graffiti incidents	Supervise and liaise with Urban Supervisor the removal of graffiti and ensure all evidence is taken and recorded appropriately.	T Wark	50%	Council is very proactive in regards to the removal of graffiti and has consistently been eradicating the vandalism within a 4 hour period where possible. All evidence is taken and recorded on the relevant file by the Urban Supervisor.
Implementation of actions outlined in the Cobar Crime Prevention Plan and Strategy	Undertake a Community Safety Audit.	A Shepherd	0%	Scheduled for Q3.
Implementation of actions outlined in the Cobar Crime Prevention Plan and Strategy	Update the action list for the Crime Prevention Plan.	A Shepherd	50%	Actions being progressed. No funding sources identified in Q2.
Lobby for a full-time domestic violence case worker based in Cobar	Approach all agency and grant sources with a robust business case	A Shepherd	35%	Council sponsored a grant funded project for a Reclaim the Night and education awareness project. This included holding the Reclaim the Night march and community event, printing and dissemination of DV information cards to the community. Grant completed in Q2.

## COUNCIL STRATEGY

### 1.6.3 Encourage safe and sustainable development

DP Action	Action	Responsibility	Progress	Comment
Undertake regulatory obligations in relation to building and development	Assess and determine all relevant applications as outlined under Section 68 of the Local Government Act 1993	G Ryman	50%	Applications determined as required under Section 68 of the Local Government Act 1993.
Undertake regulatory obligations in relation to building and development	Carry out critical stage and other progress inspections required to ensure completed projects complies.	G Ryman	50%	Mandatory critical stage inspections undertaken as requested.
Undertake regulatory obligations in relation to building and development	Complying Development applications assessed and approved in accordance with statutory standards requirements and Council Codes.	G Ryman	50%	Applications generally determined in the statutory timeframes.
Undertake regulatory obligations in relation to building and development	Develop an On-site Sewerage Management Register for existing systems in priority areas.	G Ryman	25%	Database of properties within priority areas completed. Register complete for new systems and recent approvals relating to existing systems.
Undertake regulatory obligations in relation to building and development	Development Applications assessed and approved in accordance with statutory standards and requirements and Council Codes.	G Ryman	50%	Development Applications assessed and approved in accordance with standards and requirements.
Undertake regulatory obligations in relation to building and development	Inspect all development when required by approval so as to ensure compliance.	G Ryman	50%	Mandatory critical stage inspections undertaken as requested.
Undertake regulatory obligations in relation to building and development	Process applications for Section 149 Certificates.	G Ryman	50%	Certificates processed as received.

Undertake regulatory obligations in relation to building and development	Provide approval and inspection services for the installation of sewage and drainage services.	G Ryman	50%	Inspections carried out as required.
Undertake regulatory obligations in relation to building and development	Provide registration, approval and inspection for applications to install and operate On-Site Sewerage Management Systems.	G Ryman	50%	Applications for installation and operation of On-Site Sewerage Management Systems processed.
Implement the Cobar LEP and development control plans	Identify required Development Control Plans to support Cobar LEP 2012.	G Ryman	0%	Preparation of Development Control Plans not progressing due to limited resources and pending legislative changes. No action required to develop further planning controls for intensive agriculture or rural industry activities. Need for urban controls to be considered under the proposed new planning system for NSW.
Implement and maintain an appropriate register for leases, licences and land	Maintain the Lease, Licence & Land Register.	H Holder	50%	Lease, Licence and Land Register is being maintained.

**COUNCIL STRATEGY****1.6.4 Provide and maintain safe and serviceable public facilities and infrastructure**

<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
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.	T Wark	50%	Council completes manual street sweeping works daily to supplement the mechanical operations. This has ensured a clean and aesthetically pleasing environment in the urban area.
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.	T Wark	50%	The CBD area is mechanically cleaned five days a week to ensure a suitable environment is provided for the community.
To provide the community with an aesthetically pleasing and clean urban environment	Regularly clean and maintain amenities building in accordance with frequency of use.	T Wark	50%	Council has regularly cleaned and maintained amenity buildings in accordance with their frequency of use and provided a timely response to requests.
To provide the community with an aesthetically pleasing and clean urban environment	Review the Street Sweeping Program and implement an improvement action plan.	T Wark	30%	The Street Sweeping program has to be reviewed Q3.
To have systems in place for Cobar and village communities to maintain and control their public halls and the Nymagee Old School Community Centre	Development of Cobar Town Hall Cinema Improvement and Operational Action Plan.	G Ryman	0%	No budget allocation for improvements to facility. Facility currently leased to the Western Studio of Performing Arts for one year. Will continue to seek funding to undertake works in conjunction with users.
To have systems in place for Cobar and village communities to maintain and control their public halls and the Nymagee Old	Maintenance and repair in consultation with the local Management Committee for Euabalong Library and community hall.	G Ryman	10%	Draft licence agreement prepared for the management and occupation of village community facilities. Awaiting consultation with Committee.

School Community Centre				
To have systems in place for Cobar and village communities to maintain and control their public halls and the Nymagee Old School Community Centre	Maintenance and repair in consultation with the local Management Committee for Mount Hope Hall.	G Ryman	10%	Draft licence agreement prepared for the management and occupation of village community facilities. Will continue to seek funding to build accessible toilets within the hall.
To have systems in place for Cobar and village communities to maintain and control their public halls and the Nymagee Old School Community Centre	Maintenance and repair in consultation with the local Management Committee for Nymagee Hall.	G Ryman	30%	Draft licence agreement prepared for the management and occupation of village community facilities. Will continue to seek funding to undertake additional kitchen works. Council assisted the Nymagee Progress Association to apply for a Community Building Partnership grant to complete the kitchen. This grant was successful, works to be programmed.
To have systems in place for Cobar and village communities to maintain and control their public halls and the Nymagee Old School Community Centre	Supply electricity to the Nymagee Old School Community Centre.	G Ryman	30%	Licence agreement prepared for the management and occupation of village community facilities, waiting for Nymagee Progress Association to sign agreement.
Improve disability access to Council buildings and facilities to improve their accessibility by older people and people with a disability	Install disability access to Council buildings as funding becomes available.	G Ryman	50%	Grant funding currently being used to install accessible unisex toilet facility at Ward Oval as part of the Men's Shed expansion. Will continue to seek funding for accessible toilets at other Council facilities.

**COUNCIL STRATEGY****1.6.5 Provide protection from fire, natural disasters, public health and other threats to the community**

<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
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.	P Graf	0%	Limited resources available.
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.	P Graf	50%	Appropriate organisation and resources in place.
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.	P Graf	50%	Response and call-out system in place.
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.	P Graf	50%	Appropriate organisation and resources in place.
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.	P Graf	50%	Appropriate organisation and resources in place.
Have contingency plans in place to minimise the damage from threats from natural disasters	Develop Rural Addressing Program.	P Graf	30%	Rural addressing progressing with the property numbering system 70% complete. Pamphlet has been drafted and implementation of numbering in the field to be planned subject to funding.

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.	P Graf	15%	DISPLAN in place and regularly reviewed. EMPLAN being developed.
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.	P Graf	50%	Effective and relevant Local Emergency Management Committee in existence. Meets quarterly.
Preserve and enhance public health by regulating and inspecting all relevant premises	All food shops and licensed premises inspected.	S Poulter	25%	Inspections of food shops continuing. Obligations under the partnership with the NSW Food Authority on target.  All food service premises, including hotels, motels, retail food shops, cafes and restaurants inspected. Improvement Notices issued to several food service premises. Numerous serious food safety breaches detected. These include unsafe, contaminated food and utensils, inoperative refrigeration and poor hygiene. Vermin and rodent infestations.
Preserve and enhance public health by regulating and inspecting all relevant premises	Appropriate Public Health Education Campaign conducted.	S Poulter	0%	Limited resources available.
Preserve and enhance public health by regulating and inspecting all relevant premises	Investigation of public health incidents.	S Poulter	50%	No public health incidents reported.

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	0%	Limited resources available.
Preserve and enhance public health by regulating and inspecting all relevant premises	Public swimming pools inspected and water samples taken.	S Poulter	0%	Limited resources available.



# Key Activity: Economy

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## 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.	G Woodman	35%	Economic Development Strategy Action Plan been developed. Continuous liaison with prospective businesses. Support provided to Cobar Enterprise Facilitation Committee, Executive Membership of Committee and liaison with industry bodies for funding. Arrangements in train for the commencement for the Economic Taskforce, first meeting set for February 2014.

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	50%	Continued to work with I&I regarding Round Two of the Resources for Regions program. Have been unable to source funding for an economic study of the Shire; however RDA undertook a regional data collection project. Worked with RDA on their projects, providing advice and seeking clarification.

COUNCIL STRATEGY				
2.1.3	Develop and implement an Economic Development Strategy			
DP Action	Action	Responsibility	Progress	Comment
Implement the action plan outlined in the Economic Development Strategy.	Report on the implementation of the Economic Development Strategy.	A Shepherd	50%	Economic Taskforce established and meetings to commence in Q3. First meeting set for 14 February 2014. One community representative (Peter Abbott) recruited, further will be sought following the establishment of the Terms of Reference.
Promote economic development within Cobar Shire	Work with neighbouring councils to promote economic development across the region.	A Shepherd	50%	Continued to work with neighbouring Councils on economic development issues. EDO network met in Dubbo on 2 December, followed by further meetings with RDA Orana on 3 December.

**COUNCIL STRATEGY****2.1.4 Encourage people to shop locally**

<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
Administer the Cobar Quids program	Monitor, dispense and reconcile Cobar Quids on a daily basis.	J Brown	50%	Cobar quids are dispensed, received and 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	50%	Ideas for training and workshops identified, however no funding available to progress. Currently progressing a Visual Merchandising workshop opportunity in conjunction with Coonamble and neighbouring councils in a bid to bring quality opportunities to Cobar at a lower cost (working as a region).
Be an active member of the Cobar Business Association	Undertake the secretarial role for the Association.	A Shepherd	50%	Continued to provide secretarial support for the Cobar Business Association, with all three meetings for the quarter attended, minutes distributed and actioned, and monthly newsletters developed.
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 and other activities.	A Shepherd	50%	Launched the Shop In Cobar First competition. Assisted in the organisation of the community Christmas party and late night shopping event on 28 November 2013 and the Christmas promotion competition in December 2013.

**COUNCIL STRATEGY****2.1.5 Diversify the business base of the Shire and strengthen local businesses**

<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
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	50%	In regular contact with Cobar's Enterprise Facilitator on the progress of the project and any issues he is facing. Also participate in Board meetings. Board has been developing and progressing a proposal to increase funding for the project through sponsorship and industry funding to again see the project sustainable into the future. Once this funding is secured the project will be revamped and relaunched. Working with the Facilitator on a promotions campaign.
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.	G Ryman	0%	Limited resources available.
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.	G Ryman	0%	Limited resources available. No identified demand for creation of additional industrial blocks during reporting period.

**COUNCIL STRATEGY****2.1.6 Support mining and agricultural industries to keep them strong**

<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
Undertake regulatory requirements in regards to the mining industry	Assess and process Part 4 Development Applications.	G Ryman	50%	Applications generally determined in the statutory time frames.
Facilitate provision of additional funding to improve the road network	Seek Regional Road funding at levels comparable to neighbouring shires.	P Graf	35%	Revised traffic counts have been provided to RMS to ensure adequate funding for Regional Roads.
Facilitate provision of additional funding to improve the road network	Submit applications for road improvements for appropriate funding providers.	P Graf	50%	Tilpa Road funding from RMS Repair Program received. Resources for Regions submission for road works not successful. R2R funding available for final year of current program.

**COMMUNITY OUTCOME**

<b>2.2</b>	<b>A strong and diverse tourist industry with a focus on customer service</b>
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**COUNCIL STRATEGY**

<b>2.2.1</b>	<b>Develop and implement a Tourism Attraction and Development Strategy</b>
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DP Action	Action	Responsibility	Progress	Comment
Develop and implement the Tourism Attraction and Development Strategy	Development of an appropriate Tourism Strategy through consultation with the Tourism Advisory Committee, Business and the community.	J Martin	50%	The local Tourism Management Plan is still a draft document. MTPR is working with the Inland NSW Tourism Organisation who are in the process of developing a regional plan.

**COUNCIL STRATEGY**

<b>2.2.2</b>	<b>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</b>
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DP Action	Action	Responsibility	Progress	Comment
Market Cobar as an attractive tourist destination	Attend consumer shows, travel and holiday expos in the identified target market areas of Australia and disseminate information on Cobar's heritage, natural features, cultural events and tourist attractions and facilities.	J Martin	50%	Council's MTPR working on behalf of the Kidman Way promotional Committee, in this quarter has registered to attend the South Australian, the New South Wales and the Victorian Caravan, Camping and Holiday Expos which will be held in early 2014.
Market Cobar as an attractive	Direct mailing campaigns.	J Martin	50%	Council's MTPR authorised 900 Cobar Shire and Kidman Way information packs to be sent out this

tourist destination				quarter.
Market Cobar as an attractive tourist destination	Manage the Visitor Information Centre, visitor numbers and revenue to the museum and souvenir shop at the Great Cobar Heritage Centre.	J Martin	50%	In this quarter there were 805 people who visited the GCHC display, 3,600 visitors looking for tourist information. GCHC entry revenue was \$7,640 and shop revenue was \$15,200.
Market Cobar as an attractive tourist destination	Meetings with tour and coach operators.	J Martin	50%	There were six coach groups visit the Great Cobar Heritage Centre in this quarter. The staffs at the GCHC have received ten coach bookings for 2014 in this quarter.
Market Cobar as an attractive tourist destination	Participate in tourism based organisations, eg Kidman Way Promotional Committee, Outback NSW Tourism and Tourism NSW.	J Martin	50%	Cobar Shire Council is the acting secretariat for the Kidman Way Promotional Committee 2013/2014. Councillor Peter Yench is the Chairperson. Council's Manager Tourism & Public Relations attended two phone meetings with the KWPC and one phone meeting with Inland NSW Tourism.
Market Cobar as an attractive tourist destination	Provide education packages to schools and universities.	J Martin	50%	The curator at the Great Cobar Heritage Centre has a number of education packages which are aimed at all age groups.
Market Cobar as an attractive tourist destination	Provide the Secretariat for the Kidman Way Promotional Committee.	J Martin	50%	The KWPC had two phone meetings in this quarter. Council's MTPR has on behalf of the KWPC called for quotes to design, print and deliver the 2014/2015 Kidman Way promotional brochure.
Market Cobar as an attractive tourist destination	Regular media releases and exposure through national, state, regional and local radio, television and print media.	J Martin	50%	In this quarter Council's MTPR organised Cobar and Festival of the Miners Ghost promotional packages on radio stations 2DU, ZOOFM, 2WEB, 2RG & ABC. The FOMG was advertised for eight weeks in the Cobar Weekly, also in the October issue of RM Williams magazine and it featured on eight different

				websites. The Great Cobar Heritage Centre shop was advertised in the Cobar Weekly for four weeks in December.
Develop and implement new ideas to bring people to Cobar	Advertise the advantages of the area in conjunction with private sector operators.	J Martin	50%	Council's MPTR provides opportunities for business owners and operators to advertise their businesses in a number of media forms which promote Cobar shire.
Develop and implement new ideas to bring people to Cobar	Prepare bids to host relevant conferences.	J Martin	50%	On the 13th February 2014 Cobar will host the Inland NSW Tourism forum.

<b>COUNCIL STRATEGY</b>				
<b>2.2.3</b>	<b>Diversify tourism activities and increase the utilisation of current attractions</b>			
<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
Identify, encourage and assist the development of existing and new tourist attractions and facilities	Cobar Caravan Park - provide appropriate financial advice and reports.	G Ryman	50%	Quarterly review of income and expenditure undertaken.
Identify, encourage and assist the development of existing and new tourist attractions and facilities	Regular review of lease agreement and performance with Caravan Park manager.	G Ryman	50%	Reviews undertaken as required by contract.
Work with existing operators and businesses to promote the benefits of tourism and expand the tourism business	Encourage businesses to be receptive to tourist activity and promote Cobar Shire.	J Martin	50%	Business owners and operators are encouraged to attend Tourism Advisory Committee Meetings which are held on a regular basis. Visitors are generally complimentary about their time spent in Cobar Shire.



Work with existing operators and businesses to promote the benefits of tourism and expand the tourism business	Promote attendance and participation in the Tourism Advisory Committee.	J Martin	50%	The Tourism Advisory Committee is a subcommittee of Council. The Chairperson is Mr John Dineen, Cobar Caravan Park. The Committee's role is to organise and promote tourism in Cobar Shire, facilitate the Australia Day program of events and the Festival of the Miners Ghost program of events. TAC meetings are advertised as "public meetings" so as to encourage as many people as possible from the community to become involved.
Install and maintain tourism signage	Entry to shire, entry to town and tourism signs are installed and maintained.	J Martin	50%	There are three town entry signs that require upgrading due to their dilapidated condition.

<b>COUNCIL STRATEGY</b>				
<b>2.2.4</b>	<b>Increase the range and degree of accommodation in the Shire</b>			
<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
Assist to identify potential new sites and facilitate the development of accommodation providers	Provide statutory planning advice to Councillors, developers, staff and the public.	G Ryman	50%	Advice provided on request.
Investigate the need to develop the next stage of Pioneer Estate and undertake development if required	Estimate market & land availability for future Residential Land Development.	G Ryman	30%	Land identified for future residential development. Demand for additional residential lots and funding sources for development not established. Availability of the land is being promoted on Council's website to private developers.

**COMMUNITY OUTCOME****2.3** A strong business hub operating out of the Cobar airport**COUNCIL STRATEGY****2.3.1** Develop a business case to attract businesses to Cobar Airport

<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
Actively seek out business opportunities to enhance the operations at Cobar Airport	Conduct feasibility study into the need for a Residential Park.	K Page	0%	Feasibility study to be undertaken.
Actively seek out business opportunities to enhance the operations at Cobar Airport	Conduct feasibility study into the need for Light Industrial Land.	K Page	0%	Resource limitations restricting progress.
Actively seek out business opportunities to enhance the operations at Cobar Airport	Readvertise in Airport related journals seeking interested parties to establish business enterprises.	K Page	5%	Negotiating with interested parties in relation to additional hangar development.

# 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 recovery, debt recovery, economic development/business opportunities and grant funding initiatives.	G Woodman	50%	Rate and debt recovery a high priority. Appropriate reporting undertaken for a proposed Economic Development Strategy Taskforce. Skate park grant application successful and Resources for Regions application for water treatment plant replacement successful.
Undertake private works	Undertaken private works for property owners, contractors and RMS.	P Graf	50%	Private works undertaken (in particular for the RMS) this quarter.
Increase grant funding received	Apply for grants to assist Council to undertake activities outlined in the Annual Operational Plan.	G Woodman	50%	Appropriate grant applications completed - Resources for Regions Round 2b and arrangements for finalisation of funding agreement for Resources for Regions Round 2 successful project - Cobar Water Treatment Plant Replacement.
Regular monitoring and reporting of expenditure	Appropriate process in place to report to and consult Council on significant proposed variations of the	G Woodman	50%	At present no major negative variation to Budget/Delivery Plan/ Operational Plan. An increase in the FAGS grant has been received, and Council

	Budget/Management Plan or Delivery Plan/Operational Plan.			have been successful in receiving a \$7.8m Resources for Regions grant for a new water treatment plant and \$200,000 (plus \$95,000 sponsorship) RDAF Round 3 grant to develop a new skate park.
Regular monitoring and reporting of expenditure	Major elements of the Budget or Delivery Plan/Operational Plan are achieved.	G Woodman	50%	No major elements of budget or Annual Operational Plan behind.
Undertake rating functions of Council	Levy and issue rates.	J Brown	100%	The rates were levied on 1 July 2013 and issued on 8 July 2013.
Undertake rating functions of Council	Process Pension Rebate Claims.	J Brown	100%	Council has received the pensioner concession subsidy for 2013-2014.
Undertake rating functions of Council	Recovery of outstanding rates.	J Brown	50%	The total rate arrears at 30 June 2013 of \$657,011.76 has been reduced to \$201,863.23. The percentage of total rates outstanding is 42.39%.
Effectively manage Council investments	Optimum investment of Council's surplus funds in accordance with Council's Investment Policy.	N Mitchell	50%	Council's funds have been invested in accordance with Sec. 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2005 and Council's Investment Policy. For the quarter ended 30 December 2013, Council's investments had earned \$68,941 interest. A monthly investment report including investment details and balances as at month end and income earned for the month is included in Council's monthly Business Paper.

<b>COUNCIL STRATEGY</b>				
<b>3.1.2</b>	<b>Implement a modern Section 94 Plan and Section 64 Plan to fund future infrastructure through developer contributions</b>			
<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
Manage income received from the Section 94 Plan and the Section 64 Plan	Appropriately report on contributions received and works programming required for project contained within the contributions plan and Council's Community Enhancement Program.	G Ryman	50%	Database of contributions received and sources of contributions established.
Develop a Section 64 Plan	Prepare a Section 64 Plan.	P Graf	100%	

<b>COUNCIL STRATEGY</b>				
<b>3.1.3</b>	<b>Investigate how to reduce the cost of Council's community facilities through partnerships with other organisations</b>			
<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
Investigate partnership options, and enact if advantageous for the Cobar Youth and Fitness Centre	Seek and initiate discussions with potential appropriate partners.	K Miller	0%	No opportunities have presented. A competing gym is again rumoured.
Investigate partnership options, and enact if advantageous for the Lilliane Brady Village	Undertake a Business & Management Review to determine most suitable way to manage & operate the facility.	K Miller	0%	No further options considered. MPS is currently being reviewed by NSW Health.

## 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.	K Walsh	30%	Regional Risk Management Meeting attended on 10 October 2013. Risk factors for risk register developed and reviewed by Manex. Discussions commenced RE: development of Business Continuity Plan and Disaster Recovery Plan.
Develop and implement a risk management strategy suitable for Council operations	Create an Event Management Plan that will identify any risk or hazard to Council whilst planning any activities or events.	J Martin	50%	Council's MTPR completed a number of individual risk assessments for the Festival of the Miners Ghost. A risk assessment for 2014 Australia Day activities will be completed.
Develop and implement a risk management strategy suitable for Council operations	Develop and implement a Corporate Risk Management Strategy.	K Walsh	15%	A draft risk register has been completed, reviewed and endorsed by Manex. Further work is required to risk assess it and document controls currently in place. Work has not yet commenced on a Corporate Risk Management Strategy 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.	G Woodman	20%	Risk Register to draft stage and with Council's insurer for comment.
Develop and implement a risk management strategy suitable for Council operations	Review insurance levels annually.	K Miller	0%	Due Q3.
Develop and implement a risk management strategy suitable	Staff report hazards and risks to their immediate supervisor as soon as possible.	G Woodman	50%	Simple risks communication systems being developed and implemented.

for Council operations				
Develop and implement suitable internal audit processes for Council operations	Carry out Internal Audits.	K Miller	50%	Being conducted by Luka Group.
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.	G Woodman	50%	Appropriate support provided to WHS Committee and Project team developing new WHS Manual.
WHS obligations are met and safe work practices are promoted and undertaken	Develop, implement and maintain a Risk Management Strategy suitable for Council's operations.	K Walsh	40%	A draft risk register has been reviewed by Manex and risk assessed. Current controls are to be documented and further assessed. Proposed further controls are to be identified.
WHS obligations are met and safe work practices are promoted and undertaken	Provide support to Council's Health and Safety Committee.	K Walsh	50%	Secretarial support and expertise is provided to the Health and Safety Committee. Health and Safety Committee meeting held 25 November 2013.
WHS obligations are met and safe work practices are promoted and undertaken	Re-development of Councils' WHS Management System in conjunction with WHS Committee and employees.	G Woodman	15%	Consultant engaged to complete WHS Manual.
WHS obligations are met and safe work practices are promoted and undertaken	WHS Policy Development and Maintenance.	G Woodman	15%	WHS Manual being developed.
WHS obligations are met and safe work practices are promoted and undertaken	WHS reviews regularly conducted and recommendations acted upon.	G Woodman	50%	Appropriate WHS auditing undertaken to a developed schedule.
Administer Council's accident/injury/public liability claims management competently	Effective control of work flow interfaced with risk reporting.	K Walsh	40%	Risk reporting takes place in the form of incident reports from employees, risk assessments, an annual Statewide Risk Management Action Plan that is endorsed by Council's Senior Management Team. Risk factors for risk

				register identified and risk assessed.
Ensure that documentation and records management provide a framework for easy retrieval and reference	Compliance with Records Management obligations.	K Miller	50%	Records management is on balance compliant.
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%	Systems and protocols in place.
Reduce workplace accidents and incidents	Coordinate development and train staff in Safe Work Method Statements (SWMS).	G Woodman	50%	Contractor and Outdoor Staff Induction Day undertaken that includes appropriate SWMS's.
Reduce workplace accidents and incidents	Facilitate/co-ordinate regular WHS audits of the workplace and monitor implementation of audit recommendations.	K Walsh	50%	A program of safety inspections has been developed which is monitored by Council's Health and Safety Committee. The StateCover WHS self-audit has been completed. The Health and Safety Committee met 25 November 2013 and considered the audit and inspections reports.
Reduce workplace accidents and incidents	Train all workers for their tasks and induct all workers into the workplace or job site.	G Woodman	50%	Both Corporate and Workplace Inductions undertaken. Contractors and Outdoor Staff Induction undertaken in previous quarter.



**COUNCIL STRATEGY****3.1.5 Strong governance measures in place**

<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
Councillors are well trained and informed on their roles and responsibilities	Training provided to Councillors.	G Woodman	50%	Arrangements in place for financial training, to be undertaken in February 2014.
Strategic policy setting undertaken by the elected representatives	Assistance in the administrative management of Council meetings.	G Woodman	50%	Appropriate advice in relation to Code of Meeting Practice undertaken. Code of Meeting Practice updated.
Strategic policy setting undertaken by the elected representatives	Feedback to Councillors on progress with resolutions and Councillor requests.	G Woodman	50%	Appropriate Policy Provision and renewal undertaken - Code of Meeting Practice, Liquid Trade Waste, Donations, Equal Employment Opportunity, Mayor and Councillor Expenses and Compliance and Enforcement.
Strategic policy setting undertaken by the elected representatives	Mayor and Councillor requests are met within Council policy.	G Woodman	50%	Mayor and Councillor requests appropriately undertaken with monitoring system in place.
Strategic policy setting undertaken by the elected representatives	Necessary advice and policy recommendations provided to Council in relation.	G Woodman	50%	Appropriate advice and recommendation's provided to Council.

**COMMUNITY OUTCOME****3.2** An engaged community that participates in decision making**COUNCIL STRATEGY****3.2.1** Implementation of Council's Community Engagement Strategy

<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
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.	G Woodman	50%	Appropriate action undertaken in accordance with Strategy.
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.	G Woodman	50%	Appropriate Council Resolution Status Report monitored, followed up and reported to Council.
Engage with the various sectors of the community as required and to a level that adequately addresses the complexity of the issues.	Council's media presence.	G Woodman	50%	Positive liaison with the media in relation to Council and community activities.
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.	G Woodman	50%	Appropriate provision of information and media releases.

## 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.	G Woodman	50%	Communication strategies implemented to both Council Staff and the Community through liaison with the media.
Provide up-to-date and relevant information to the public on Council's activities	Prepare a quarterly Council newsletter to go out with the rates notices.	G Woodman	50%	Newsletter arranged on behalf of Cobar Water Board in Q1. Council Newsletter sent out with water notices in December.
Maintain partnerships with community organisations, such as Arts Council, Business Association, Cancer Council, sporting groups etc	Appropriate networking with the local government industry and professional organisations.	G Woodman	50%	Continued Membership of the IPWEA and the LGEA Boards. Membership of the LGMA Working Party for staff sharing attendance of GMAC, OROC and LMWUA Board Meetings. Commitment to the OROC Human Resources and Learning and Development Professional Team as a sponsoring GM.
Increase the participation of youth in community leadership	Maintain contact with similar organisations in other local government areas so as to provide interaction.	D Parisi	25%	Limited access with organisations in the other local government areas due to time/travel/budget constraints. Networking was done with other organisations while at the Youth Conference in Dubbo.
Increase the participation of youth in community leadership	Provide administration and support to the Cobar Youth Council.	D Parisi	50%	Attended 3 Youth Council meetings. No Klub 812 events were held this quarter due to not having a suitable venue. Supported 3 Youth Councillors at a Youth Conference in Dubbo for 3 days.

**COMMUNITY OUTCOME**

<b>3.3</b>	<b>A well-functioning Council that focuses on strategic planning, provides good customer service and secures value-for-money goods and services</b>
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**COUNCIL STRATEGY**

<b>3.3.1</b>	<b>Good customer service provided by all Council Officers</b>
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DP Action	Action	Responsibility	Progress	Comment
Focus on the provision of good customer service by all Council staff	Development, reporting and implementation of a Customer Services Policy & Standard.	K Miller	50%	Policy complete. Reporting ad hoc.
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	0%	Low priority.

**COUNCIL STRATEGY**

<b>3.3.2</b>	<b>Staff are valued, well trained and able to undertake their roles and functions</b>
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DP Action	Action	Responsibility	Progress	Comment
Human Resources	Co-ordinate a biennial staff attitude or culture survey.	K Walsh	100%	Survey data collated and reported to Manex.
Human Resources	Employees paid appropriately.	K Walsh	50%	All employees are paid in accordance with state industrial awards. Skills evaluations will be completed in Q3 and salary adjustments, if

				required, will be implemented.
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.	G Woodman	50%	Appropriate leadership and management behaviours demonstrated with a positive "Can Do" culture being developed.
Human Resources	Human Resources Management Strategies, objectives, protocols and outcomes aligned with Council strategic initiatives, objectives and applicable legislation.	K Walsh	100%	Council's Workforce Plan is contained within Council's Resource Strategy that underpins the Operational Plan and Delivery Programme. HR Management Plan adopted by Manex.
Human Resources	Implementation of the Employee Expectation Statement Action Plan.	K Walsh	0%	Employee Expectation Statement Action Plan to be actioned by Manex.
Human Resources	Increase the level of personal interaction and information dissemination within Council.	G Woodman	50%	Council meeting information provided to Administration Centre staff monthly.
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.	G Woodman	50%	Reasonable open door policy implemented.
Human Resources	Staff consultation by a continuing process through Consultative Committee.	K Walsh	50%	Consultative Committee established. The committee's constitution is currently under review. Meeting held 29 July 2013. No meetings were held in Q2 due to no agenda items submitted.
Maintain and actively use the Public Libraries NSW	Identify opportunities for information share and services development.	J Siemens	50%	Participated in information sharing activities via e-mail in Q2. Attended the central-west zone meeting

Membership				of PLNSW in Dubbo.
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.	K Walsh	50%	Council's organisational structure has been adopted by Council. Quarterly budget and operational plan reviews are undertaken.
Good recruitment and selection processes that promote the philosophy of 'recruit for attitude, train for skills'	Implement Staff Attraction and Retention Strategy.	K Walsh	15%	Staff Attraction and Retention Strategy is in draft form. It is currently being reviewed by Council's Senior Management team.
Good recruitment and selection processes that promote the philosophy of 'recruit for attitude, train for skills'	Maintain an up-to-date Organisation Chart in accordance with Council's organisation structure.	K Walsh	25%	Council's organisation chart not updated for Manex monthly during Q2, as required, due to lack of resources.
Good recruitment and selection processes that promote the philosophy of 'recruit for attitude, train for skills'	Provide appropriate accommodation for key positions.	G Ryman	50%	All Council positions that require housing have appropriate housing provided.
Good recruitment and selection processes that promote the philosophy of 'recruit for attitude, train for skills'	Provide recruitment services to all departments and sections of Council and fill vacant positions within ten weeks of approval to recruit.	K Walsh	50%	Vacant positions are filled as required.
Implement and manage an Employee Assistance Program for Council staff	Manage Council's Employee Assistance Programme.	K Walsh	50%	Employees are aware of the EAP and accessing the services.
Learning and development	Co-ordinate annual staff appraisals. Performance Review Processes are in place.	K Walsh	20%	Scheduled for Q3. Paperwork for annual reviews distributed. Workshop/training delivered to all supervisors.

Learning and development	Develop a Performance Management System.	K Walsh	0%	Work has not yet commenced on a Performance Management System, however the industrial awards and Council's policies and onboarding procedures are being followed.
Learning and development	Develop and implement Corporate Training Plan.	K Walsh	70%	List of requested training has been reviewed by departmental directors. Corporate training plan to be finalised.
Learning and development	Educate staff with clear messages about Council's operations, culture and values, vision and strategic direction.	K Walsh	50%	Council's inductions and training include messages about Council's operations, culture and values, vision and strategic direction. These are communicated at every available opportunity. Flyers are on display in all Council workplaces communicating these messages.
Workers Compensation/injury management	Provide a workers compensation and injury management service to all departments and sections of Council.	K Walsh	50%	WorkCover approved Return to Work Coordinators oversee workers compensation, injury management and the return to work of injured workers.
Industrial Relations	Organisation chart updated and reported to management monthly.	K Walsh	25%	Organisational chart updated but not reported to Manex due to time constraints and lack of resources.
Industrial Relations	Provide advice to management on industrial matters, and negotiate matters with staff and industrial bodies.	K Walsh	50%	Industrial matters managed satisfactorily. Union involved in resolving issues.
Industrial Relations	Review and implement Equal Opportunity Management Plan.	K Walsh	55%	EEO Policy adopted by Council. EEO management plan under review.
Workplace Health and Safety	Coordinate an audit program to assist the organisation to meet its obligations to the Work Health and Safety Act.	K Walsh	50%	WHS self-audit complete. Safety inspections program established and monitored by Health and Safety Committee.

Workplace Health and Safety	Implement and monitor safety programs to ensure the organisation meets its legislative requirements.	K Walsh	15%	Sections of Council are meeting these obligations very well, such as RMS, Children's Services and Aged Care Services. A corporate WHS Management System is being developed.
Workplace Health and Safety	Provide work health and safety services to staff.	K Walsh	40%	Training, information and advice provided on work health and safety matters to all staff as required. Training records updated.
Maintain and actively use the City of Canterbury relationship	Identify opportunities for Council and community partnerships.	A Shepherd	50%	Contact maintained with key City of Canterbury personnel. MANEX currently putting together a list of possible exchange projects to be undertaken in Q3.
Maintain and actively use the City of Canterbury relationship	Prepare a Council team to attend the annual Corporate Leadership Cup.	A Shepherd	100%	Took a team of five to the Corporate Leadership Cup held in Randwick on 14-15 October, along with a mentor and the GM. The team consisted of Janette Booth (EA to the GM), Alison Pearson (Tech/Admin Contracts), Bryan Kellond (Water Filtration Plant Operator), Janna Henare (Nurse, Lilliane Brady Village) and Kingsley Page (Works Manager). Mentored by Angela Shepherd (Special Projects Officer).
Maintain and actively use the City of Canterbury relationship	Prepare for, and undertake staff exchanges.	A Shepherd	50%	No staff exchanges in Q2, however attendance at the Corporate Leadership Cup undertaken. Arrangements in train to identify opportunities for a City of Canterbury visit in March 2014.
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	50%	No new products required.



Staff are provided with up-to-date and relevant tools to undertake their roles	Develop and review policies relating to HR matters.	K Walsh	50%	Human Resources policies are reviewed and amended on an ad hoc basis. Secondary Employment policy reviewed, finalised and distributed. Gathering Information policy developed, approved and distributed. Surveillance Policy not progressed due to concerns being raised by the United Services Union not addressed. Loss of Licence Policy developed, adopted and distributed.
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%	New Cloud plan considered. Not yet actioned.
Staff are provided with up-to-date and relevant tools to undertake their roles	Efficient and effective day to day operations and work scheduling for the Engineering Department.	P Graf	50%	Scheduling for Engineering Department undertaken.
Staff are provided with up-to-date and relevant tools to undertake their roles	Establish a fleet management system for the Depot.	K Page	50%	Fleet managed in accordance with management system.
Staff are provided with up-to-date and relevant tools to undertake their roles	Implement action plan for Plant and Equipment Utilisation Review Report.	P Graf	40%	Ongoing.
Staff are provided with up-to-date and relevant tools to undertake their roles	IT system kept in working and easy to manage condition.	K Miller	25%	IT system kept working.
Staff are provided with up-to-date and relevant tools to undertake their roles	Preparation of Computer Support Strategic Plan.	K Miller	25%	New Cloud plan considered. Not yet actioned.

Staff are provided with up-to-date and relevant tools to undertake their roles	Provide coaching and encouragement through the probation period and ongoing support.	G Woodman	50%	Appropriate coaching and liaison undertaken from Manager level upwards.
Staff are provided with up-to-date and relevant tools to undertake their roles	Review and update 15 Year Plant Rolling Replacement Program.	K Page	5%	Program to be updated Q3.
Staff are provided with up-to-date and relevant tools to undertake their roles	Review plant requirements; undertake asset management and maintenance of plant fleet.	K Page	25%	Asset management and maintenance of fleet undertaken. Review of plant requirements to be undertaken in Q3.

<b>COUNCIL STRATEGY</b>				
<b>3.3.3</b>	<b>Council undertakes adequate strategic planning activities and meets all legislative reporting requirements</b>			
<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
Council updates the Integrated Planning and Reporting framework documents as required	Completion of Annual Financial Statements.	K Miller	100%	2012/2013 completed on an unqualified basis.
Council updates the Integrated Planning and Reporting framework documents as required	Compliance with Integrated Planning and Reporting Requirements (IPRR) as outlined by the DLG.	G Woodman	50%	Appropriate Quarterly Reviews undertaken. Asset Management Plan renewal in the next two quarters. Six monthly review currently being undertaken.
Council updates the Integrated Planning and Reporting framework documents as required	Develop and implement annual Works Programs, for capital and maintenance projects.	P Graf	25%	Capital programs developed, maintenance project plan to be developed.
Council updates the Integrated Planning and Reporting framework documents as required	Develop Asset Management programs for Shire and Regional roads, drainage, signs and	K Page	5%	Initial planning undertaken.

required	traffic facilities.			
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	0%	Needs to be redone or updated.
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	50%	Appropriate actions included in this years AOP and other projects viewed for inclusion in the CEP and when grant funding becomes available.
Council updates the Integrated Planning and Reporting framework documents as required	Implementation of Council's Community Engagement Strategy.	A Shepherd	50%	Community engagement undertaken as required.
Council updates the Integrated Planning and Reporting framework documents as required	Produce Annual Estimates.	K Miller	50%	Estimates prepared in Q3.
Council updates the Integrated Planning and Reporting framework documents as required	Produce Internal Management Reports (fortnightly budget comparison reports).	K Miller	50%	BCRs produced fortnightly.
Council updates the Integrated Planning and Reporting framework documents as required	Produce Quarterly Budget Review for Council.	K Miller	50%	Q1 and Q2 prepared.
Council updates the Integrated Planning and Reporting framework documents as required	Provision of information to Council on progress of the IP&R.	G Woodman	50%	Appropriate quarterly reporting arrangements in train.
Council updates the Integrated Planning and Reporting framework documents as required	Workforce Management Strategy, as part of Resourcing Strategy, developed and maintained.	K Walsh	50%	Workforce Plan has been reviewed, amended and adopted by Council as part of Resourcing Strategy.

Service level provision planning undertaken as required	Review and amendment of the Corporate Asset Register including CivicView integration.	K Miller	25%	Commenced. Not due for completion until 30.6.2014
Undertake legislative reporting requirements	Implementation of Best Practice Improvement Action Plan.	G Woodman	50%	DLG Best Practice Review complete and final report received. Council Manex Officers now implementing action plan.

<b>COUNCIL STRATEGY</b>				
<b>3.3.4</b>	<b>Good procurement processes in place to ensure the most advantageous provision of goods and services to Council</b>			
<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
Good contract management and procurement practices are employed	Contracts Register updated.	G Woodman	50%	Contracts Register continually updated.
Good contract management and procurement practices are employed	Manage Engineering tenders and contracts in accordance with Councils policy.	P Graf	50%	All tenders managed in accordance with Council Policy.
Leases and management agreements monitored, implemented and adhered to	Swimming pool, dentist and doctors surgeries, caravan park, and airport agreements monitored and implemented.	H Holder	50%	All agreements are monitored and implemented.

# 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.	G Woodman	25%	Appropriate liaison through Bogan Shire Council for the completion of a business case study for the option of water security being the priority. Liaison with the Minister for Primary Industries for State Government funding.

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.	T Wark	50%	No meetings were attended with relevant Government personnel demonstrating the need for the town water licence to be increased within this quarter.

**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 in the villages.	T Wark	25%	Investigations into the possible upgrading of non potable water to potable water in the villages is ongoing with various options being explored and costed.

**COUNCIL STRATEGY****4.1.4 Improved water infrastructure across the Shire**

<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
Maintenance and repairs of water mains	Annual Maintenance schedule prepared.	T Wark	50%	An annual maintenance schedule has been prepared for the maintenance and repairs of water mains.
Maintenance and repairs of water mains	Implement the Water Supplies Asset Management Plan with 5 year rolling works program.	T Wark	50%	Council has implemented the Water Supplies Asset Management Plan that encompasses an updated 5 year rolling works program.
Maintenance and repairs of water mains	Repairs carried out promptly on water reticulation system.	T Wark	50%	All water reticulation repairs are carried out promptly.
Water filtration system adequate and well maintained	Staff record meter readings daily.	T Wark	50%	Staff record meter readings daily for data entry purposes.
Water filtration system adequate and well maintained	Water tested and treated daily.	T Wark	50%	Potable water from the Filtration Plant is tested and correctly treated each day. Performance reports are forwarded to the Department of Health.
Water bores drilled in the villages where appropriate	Drill water bores at Euabalong.	T Wark	100%	The water bores were drilled at Euabalong and Euabalong West in 2012 - 2013.

**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.	P Graf	50%	Radio base stations and licences maintained.
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.	G Woodman	50%	Support for the SEXI proposal and liaison with interested solar energy providers undertaken. Attendance of SEXI workshop in December 2013.



**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**

<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
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.	K Page	50%	Construction and maintenance work carried out in accordance with approved program. Formalised Works program to be developed.
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.	K Page	50%	Supervisors undertaking monthly and urgent inspections.
Road works undertaken according to priority, weather conditions and availability of resources	Street maintenance and sign maintenance.	K Page	50%	Street maintenance and sign maintenance progressing.
Road works undertaken according to priority, weather conditions and availability of resources	Undertake a street sign audit.	K Page	0%	Resource limitations restricting progress.
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	20%	Works orders issued for Heavy Patching and proposals submitted for re-sealing. Upcoming work Lillyvale Rest Area and shoulder widening on Kidman Way South.

Road works undertaken according to priority, weather conditions and availability of resources	Undertake routine and supplementary works on State Roads in accordance with the RMS Contract.	M Bell	50%	Routine and supplementary works progressing as expected.
Oversee quarrying activities and ensure an adequate supply of good quality gravel for use on the road network.	Establishment of reserve for the rehabilitation and restoration of disused gravel pits and quarries.	M Bell	0%	Reserve established and rehabilitation and restoration plan to be developed in Q3.
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	0%	Review and update of Quarry Safety Management Plan to commence in Q3.
Oversee quarrying activities and ensure an adequate supply of good quality gravel for use on the road network.	Use consent for all existing and new quarries progressively obtained.	M Bell	0%	Use consent for all quarry sites to be obtained.

## 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	Conduct footpath condition audit.	T Wark	25%	Council has commenced a complete footpath condition audit. The recently developed PAMP will be used as a reference document. A complete 5 year works program will be developed at the conclusion of this audit.
Provide and maintain a safe and adequate footpath and bike path network	Footpath Maintenance.	K Page	50%	Footpaths are being maintained.
Provide and maintain a safe and adequate footpath and bike path network	Implement the Pedestrian Access Mobility Plan (PAMP) and Bike Plan for Cobar.	M Bell	10%	Contract Manager and Services Manager to implement works program following finalisation of the PAMP. Bike plan to be commenced.
Provide and maintain a safe and adequate footpath and bike path network	Kerb & Gutter maintenance.	K Page	50%	Required Kerb and Gutter maintenance undertaken.
Provide and maintain a safe and adequate footpath and bike path network	Obtain grant funding to install lighting in the Linsley St taxi rank.	K Page	0%	No action to date.
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.	K Page	25%	Currently meeting licence requirements. Resources for the Region application to upgrade a lighting system and runway pavement at final stage of consideration.
Cobar Airport maintained and available for RPT and general	Conduct regular and statutory maintenance program	K Page	50%	Regular and statutory maintenance in accordance with the plan. Independant audit of Airport operations was

aviation to meet the needs of the Cobar community	in accordance with adopted plan.			completed in Q2.
Cobar Airport maintained and available for RPT and general aviation to meet the needs of the Cobar community	Consult with key stakeholders such as Brindabella Airlines.	K Page	10%	Consultation with airlines ongoing.
Cobar Airport maintained and available for RPT and general aviation to meet the needs of the Cobar community	Implement the action Plan for the Cobar Aerodrome Strategic Plan.	K Page	0%	No action to date.
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.	K Page	0%	Review to be undertaken Q3.
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.	K Page	50%	Airport maintained to meet licencing requirements within budget restraints.
Cobar Airport maintained and available for RPT and general aviation to meet the needs of the Cobar community	Undertake regular maintenance program, according to the adopted budget.	K Page	50%	Maintenance program undertaken.
Landing strips at Nymagee, Euabalong and Mt Hope adequately maintained	To maintain runways as a grass surface in a state that is acceptable for dry weather operation. To ensure that the airstrips comply with the minimum standards for operation.	K Page	50%	Maintenance mowing and weed control undertaken to maintain servicability of airstrips. Council has applied for a Remote Airstrip grant to replace the gable markers at Nymagee airstrip.

**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 in 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.	P Graf	25%	Ongoing.

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	Financial Management to ensure gradual upgrade of equipment to meet Australian Standards.	T Wark	50%	There has been an ongoing program to gradually upgrade equipment to meet Australian Standards. This has seen Council receive minimal complaints in regards to the condition of the playground facilities.
Provide and maintain safe and adequate playground facilities	Inspection of playground facilities ensuring safety and convenience for all users.	T Wark	50%	Council has inspected all playground facilities to ensure safety and convenience for all prospective users. This resulted in no accidents or incidents reported at any playground facilities in this quarter.

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	Suitable investigation, design, tender letting and project supervision.	P Graf	0%	Funding not available.
Implement the Ward Oval	Work with government agencies to attract	A Shepherd	50%	No funding sources found. Construction of accessible toilets in the Mens Shed extension

Masterplan	funding for the project.			commenced.
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 and to increase Fees as required on a regular basis.	T Wark	30%	Council has undertaken cemetery operations in an appropriate and dignified manner. Council has commenced the creation of an improved Action Plan for the site. In conjunction with this Plan a Financial Plan will be developed.
Undertake Council's cemetery operations in an appropriate and dignified manner	Enquiries dealt with in a sympathetic manner.	T Wark	50%	All enquiries were dealt with in a sympathetic manner and requests were actioned within 10 working days.
Undertake Council's cemetery operations in an appropriate and dignified manner	Internment of deceased persons	T Wark	50%	All internments of deceased persons have been completed in accordance with the relevant regulations.
Undertake Council's cemetery operations in an appropriate and dignified manner	Keep stock of pre-dug graves in reserve.	T Wark	50%	Council is currently maintaining an appropriate number of pre - dug graves.
Undertake Council's cemetery operations in an appropriate and dignified manner	Provide assistance and supervision and materials etc to the Cemetery committee contractor.	T Wark	50%	Assistance, supervision and materials have been provided to the Cemetery Committee contractor.
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.	T Wark	50%	Council has provided strategic direction and management, through the Cobar Cemetery Management Plan in consultation with the Cobar Cemetery Committee and interested persons. This has seen the cemetery continually presented in a good condition.
To provide quality and readily accessible library services to Cobar and villages	Offer high quality and relevant library services for five hours per week at both Nymagee and Euabalong.	J Siemens	50%	Nymagee and Euabalong library services operated for five hours per week in Q2.

To provide quality and readily accessible library services to Cobar and villages	Participate in State and National events that promote literacy.	J Siemens	50%	Facilitated local participation in National literacy event Summer Reading Club. Children will be rewarded for reading through the summer break.
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 Siemens	50%	406 items added to the collection in Q2. Additions total low due to time spent adjusting to new Library software. 245 items = value \$4,730 (at cost) removed in Q2. 6,195 items loaned in Q2.
To provide quality and readily accessible library services to Cobar and villages	The Library provides public access to the internet service where possible.	J Siemens	50%	9 computers provided for public access. 1,584 hours of computer use for Q2. Internet was often inaccessible due to a major technical issue with the library server. Library server problem was resolved at the end of November. 182 hours of wireless bookings for Q2.
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 Siemens	50%	Monthly new book list and events calendar e-mailed to press and community groups. Information on library collections, services and resources published in Council newsletter. 42 new members joined in Q2. Total membership = 2,716 members. 7,344 visits counted in Q2.
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 Siemens	50%	No new training provided in Q2 due to lack of time and financial resources. Library staff started operation of library software Libero version 6.
Maintain all Council land and buildings to an appropriate standard and use them appropriately.	Arrange contracts and construction work for capital works.	G Ryman	50%	Only capital funds available in budget are for housing upgrades. Essential works only being undertaken.



Maintain all Council land and buildings to an appropriate standard and use them appropriately.	Commercial building and surgery maintenance.	G Harbison	50%	Structures maintained. Air-conditioners serviced.
Maintain all Council land and buildings to an appropriate standard and use them appropriately.	Development of Buildings Asbestos Register.	G Ryman	10%	Register template completed. Inspections of individual buildings commenced.
Maintain all Council land and buildings to an appropriate standard and use them appropriately.	Development of Cobar Shire Council Staff Housing Strategic Plan.	G Ryman	0%	Due to limited resources this project has not yet commenced.
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	25%	Some plans are in draft format.
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	50%	Maintenance carried out as required.
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	50%	Maintenance carried out as required on Council's buildings.
Maintain all Council land and buildings to an appropriate standard and use them	Review Buildings Asset Management Plan.	G Ryman	0%	Limited resources available to undertake condition reports required to update Plan.

appropriately.				
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<b>COUNCIL STRATEGY</b>				
<b>4.4.3</b>	<b>Improve recreational facilities at the water reserves</b>			
<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
Maintain and improve recreational facilities that are available at the Newey and Old Reservoir reserves	Ensure a high standard is maintained at the Newey and Old Reservoir reserves.	T Wark	50%	Council has ensured a high standard is maintained at the Newey and the Old Reservoir reserves. This has seen the numbers of people using these reserves continue in this quarter.

## 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.	T Wark	50%	Council has completed all maintenance works on the CBD and older areas of town. This ensured that when there were overflow events, damage and clean up works required were minimal.
Maintain suitable stormwater network including kerb and guttering	Maintenance of overland flow areas to prevent build up of obstructions, which could lead to 'backwater' effect.	T Wark	50%	Council has maintained the stormwater and sewer networks including the kerb and guttering. Expansion works where required and within allocated budget have also been completed.
Provide, maintain and operate a sewer network and disposal system and treatment works	Annual Maintenance schedule prepared.	T Wark	30%	An annual maintenance schedule has been prepared. This should ensure Council continues to provide, maintain and operate the sewer network, disposal system and treatment works effectively and efficiently
Provide, maintain and operate a sewer network and disposal system and treatment works	Ensure EPA licence completed annually and at minimal cost.	T Wark	100%	
Provide, maintain and operate a sewer network and disposal system and treatment works	Implement a detection program for illegal Stormwater connections into Sewerage Scheme.	T Wark	50%	Council has an ongoing detection program for illegal stormwater connections into the Sewerage Scheme which has dramatically reduced the stormwater infiltration rate.
Provide, maintain and operate a sewer network and disposal	Implement Liquid Trade Waste policy and program.	T Wark	25%	Council has formally adopted a Liquid Trade Waste Policy with the implementation and licensing of

system and treatment works				premises ongoing.
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.	T Wark	50%	Implementation of the Sewerage Services Asset Management Plan has commenced encompassing the 5 year rolling works program.
Provide, maintain and operate a sewer network and disposal system and treatment works	Investigate possible extension of Sewerage Reticulation into the East Cobar Area.	T Wark	50%	The investigation into the possible extension of the Sewerage Reticulation into the East Cobar area is ongoing with a range of options being considered. Submission made to Resources for Regions to undertake this project.
Provide, maintain and operate a sewer network and disposal system and treatment works	Repairs carried out on the sewerage reticulation network within (6) hours.	T Wark	50%	Council has provided, maintained and operated the sewer network, disposal system and treatment works. All required repairs were completed within a 6hr time period.
Provide, maintain and operate a sewer network and disposal system and treatment works	Undertake monthly EPA effluent sampling.	T Wark	50%	Council has undertaken all monthly EPA effluent sampling to satisfy all requirements within relevant EPA licences.

<b>COUNCIL STRATEGY</b>				
<b>4.4.5</b>	<b>Maintain and service villages</b>			
<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
Maintain and improve village facilities and services	Regularly maintain parks, streets and footpaths in all villages.	T Wark	50%	Council has maintained all parks, streets and footpaths within the shire to an appropriate hierarchy standard.

# 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 alternative energy industry in Cobar.	G Woodman	50%	Support provided for the SEXI Proposal. Monitoring undertaken for alternate energy proposals - including attendance of workshop in December 2013.
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.	H Holder	50%	Funding applied for to install 4 x solar hot water systems in Council facilities.
Encourage solar energy use and the efficient use of energy by residents and businesses	Continue information sessions about the OEH Save Power Program.	H Holder	0%	No funding available for this action to occur.
Encourage solar energy use and the efficient use of energy by residents and businesses	Implement projects that have received funding.	H Holder	0%	No funding received this quarter.

**COUNCIL STRATEGY****5.1.2****Develop community leadership on becoming leaders in resource use, reuse and recycling**

<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
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	0%	Limited resources available.
Undertake kerbside garbage collection and recycling in Cobar and kerbside garbage collection in the relevant villages	Provide a once weekly domestic waste collection and transportation service for residents located within the waste collection area of Cobar.	S Poulter	50%	Domestic waste collected weekly and transported to Depot for 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	50%	Trade waste collection service provided and utilised.
Undertake kerbside garbage collection and recycling in Cobar and kerbside garbage collection in the relevant villages	Provide service to empty street bins in central business district twice weekly and other street bins and parks once weekly.	S Poulter	50%	All street and park bins emptied regularly.
Maintain the town and village tips to a high standard	Carry out surveillance of waste depot and access roads to minimise the spread of waste from vehicles and surrounding areas so as to detect unauthorised waste disposal and undertake appropriate enforcement action.	S Poulter	50%	Regular patrols being maintained.

Maintain the town and village tips to a high standard	Prepare Landfill Management Plan.	S Poulter	0%	No staff resources available.
Maintain the town and village tips to a high standard	Provide for the management of the Cobar Waste Disposal Depot so as to comply with statutory obligations.	S Poulter	50%	Depot being maintained in accordance with legislation.
Maintain the town and village tips to a high standard	Provide waste disposal facilities for Nymagee & Canbelego and depots at Euabalong & Euabalong West.	S Poulter	50%	Waste services being provided.
Encourage efficient water use by Shire residents	Prepare an advertising campaign promoting efficient water use by Shire residents with the assistance of SaveWater.	T Wark	100%	Completed last quarter.

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 knowledge of incentives and programs to assist industry bodies and individual graziers

**COUNCIL STRATEGY****5.2.2 Have a planting program for Cobar and villages and encourage the schools and businesses to participate**

<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
Develop and instigate a planting program	Apply for funding to undertake planting activities.	T Wark	50%	No funding opportunities were available within this quarter.
Develop and instigate a planting program	Develop and implement a Street Tree Policy.	T Wark	25%	A Street Tree Policy is currently being developed with the assistance of Council's Land Management Officer.
Develop and instigate a planting program	Prepare a program for planting in the whole Shire utilising correct plant material for the correct application/location.	T Wark	50%	Council has developed and instigated a planting program resulting in the establishment of a greenhouse operated by Council staff. This greenhouse is stocked with appropriate plant material ready for use in the correct location as required.



## 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	50%	Regular patrols of the Common undertaken.
Provide ranger services to control animals in public places and to manage the common areas and crown land	Implement provisions of the <i>Companion Animals Act</i> and promote community awareness and responsibilities of dog and cat ownership.	G Harbison	50%	Dog and cat database kept up-to-date. Promotion of responsible dog and cat ownership undertaken. Signs on noticeboards promoting the need to have all puppies microchipped prior to sale.
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	25%	Dogs and cats impounded. Appropriate enforcement action undertaken. 38 dogs seized, 11 of which were euthanised, 21 released, 1 re-homed and 2 sent to the RSPCA in Dubbo. 7 feral cats seized and euthanised.
Provide ranger services to control animals in public places and to manage the common areas and crown land	Impound straying stock.	G Harbison	50%	No stock impounded.
Provide ranger services to control animals in public places and to manage the common areas and crown land	Maintain pound yards.	G Harbison	50%	Pound yards maintained and utilised.
Provide ranger services to control animals in public places and to	Operate and maintain a pound for the	G Harbison	50%	Council maintains the pound and dogs and other

manage the common areas and crown land	keeping of seized dogs and cats.			animals regularly seized and impounded.
Provide ranger services to control animals in public places and to manage the common areas and crown land	Provide services for the euthanasia of dogs and cats that have been seized or surrendered.	G Harbison	50%	14 dog's euthanaised and 7 cats.
Provide ranger services to control animals in public places and to manage the common areas and crown land	Provide services for the registration and micro-chipping of dogs and cats.	G Harbison	50%	Services provided and regular micro-chipping of cats and dogs undertaken.
Provide ranger services to control animals in public places and to manage the common areas and crown land	Register all stock on Common.	G Harbison	50%	All stock over six months of age on the Common registered.

<b>COUNCIL STRATEGY</b>				
<b>5.2.4</b>	<b>Long term management of noxious weeds</b>			
<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
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).	H Holder	0%	No contact with school during this quarter.
Monitor noxious weed infestations, provide advice, undertake spraying on public	Continue Implementation of Regional Inspection Plan.	H Holder	50%	During Quarter 2 the following actions were undertaken:- - 2830km of roads

areas and complete appropriate reports				- 33km of waterways - 2 TSR's - 47 Private Inspections.
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.	H Holder	50%	Relevant information being sent to the Regional Project Officer as required.
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.	H Holder	25%	The introductory weeds information pack for new property owners is continuing to be sent to new property owners identified quarterly. As at 31 December, eight (8) new landholders have been sent information packs.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Implement a regional communications strategy.	H Holder	50%	No action undertaken this quarter.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Improve/Update knowledge of Weeds Inspector.	H Holder	50%	Appropriate training attended as required and available.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Increased participation of community groups.	H Holder	50%	Database of volunteer groups and contact with these groups being maintained

Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Invasive Species on public lands are managed effectively.	H Holder	75%	no actions undertaken this quarter
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Invasive weeds effectively managed on private lands.	H Holder	40%	A total of 52 private property inspections have been completed to date.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Management Programs prioritised to give the greatest benefit.	H Holder	50%	Spraying along some roadsides has been undertaken, ensuring appropriate chemical usage and timing.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Monitoring Program implemented	H Holder	50%	Monitoring being undertaken as required.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Promote use of hygienic practices within Council and increase their weed identification skills.	H Holder	0%	Activities are planned for later in the year.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate	Prompt containment or eradication and ongoing monitoring of new incursions.	H Holder	50%	As required prompt containment or eradication will occur if new weed incursions are found. Monitoring of sites is continuing.

reports				
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Provide effective and targeted on-ground weed control.	H Holder	50%	Continued spread of biological agents as required.

<b>COUNCIL STRATEGY</b>				
<b>5.2.5</b>	<b>Vibrant and well run national parks that are accessible and well used</b>			
<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
Lobby the NSW government to ensure the local national parks are vibrant and well run and that they are accessible and well used	Monitoring of services provided for local national parks.	G Woodman	0%	No action taken this quarter.

**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**

<b>DP Action</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Comment</b>
Monitoring and regulation of activities to minimise air pollution	Respond to mining related air pollution complaints.	G Ryman	50%	None received to date.

