

Annual Operational Plan Quarterly Management Report



**COBAR SHIRE
COUNCIL**
outback nsw

Q2 2014/2015

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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	Provide secretarial services to the Cobar Interagency. Contribute reports, including an agency report to each Interagency Meeting held.	A Shepherd	50%	Due to a lack of interest, no interagency meetings were organised for this quarter. However, Council staff are participating in the Integrated Health Project being led by Medicare Local.
Murrin Bridge and Lake Cargelligo Interagency	Represent Cobar Shire Council at the Interagency.	A Shepherd	50%	Council staff (including the DON) are attending the bimonthly meetings of the Cobar Integration Project run by Medicare Local to improve the health outcomes of the over 65s. This is a good information sharing point for health services and fills that gap. Given the current strength of this group, and the continuing attendance by Council at the Cobar Domestic Violence Action Group meetings and a watching brief of the Mental Health Network, it is unlikely that Interagency meetings will be convened by Council in Q3 unless a specific action arises.

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.	N Kriz	0%	Not progressing at this stage due to limited resources. Exploring options to host youth activities primarily in 2015 school holidays and possibly expanding after school.

COUNCIL STRATEGY				
A greater range of youth activities are organised and co-ordinated				
DP Action	Action	Responsibility	Progress	Comment
To provide youth services and a facility that provide recreational, sporting and cultural activities and support services for the youth and the community of Cobar.	Hold regular youth activities at the centre and enter and maintain partnerships to aid and enhance the provision of Youth Services.	N Kriz	25%	The Centre provides the venue for Bluelight discos. Playgroup 0-5 years operates Tuesday and Thursday. The Centre organises Friday Night Games Night as well as a "drop in" service. 9 Tuesday Playgroups were held this quarter - 100 participants 9 Thursday playgroups - 53 participants

				<p>4 Games Nights - 140 participants.</p> <p>The Cobar Youth and Fitness Centre has formed and is maintaining partnership with Barnardos, PCYC Bluelight, Yarrabin Outreach, Far West Family Day Care Services, Home Care, local school and local sporting bodies to enhance the local youth and community activities and services provided through the Centre</p>
<p>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.</p>	<p>Undertake activities under Family and Community Services grant.</p>	<p>N Kriz</p>	<p>50%</p>	<p>Social inclusion grant provides for the Friday Games Night and Tuesday Playgroup activities. Numbers have been good, over 40 children per games night we will take a break in the Christmas holiday period. Games night will re-commence in 2015. Playgroup will have a break till school returns.</p>
<p>Organise Youth Week Activities</p>	<p>Co-ordinate and consult with the youth of Cobar and Cobar Youth Council on the proposed activities for Youth Week and seek grant funding.</p>	<p>N Kriz</p>	<p>80%</p>	<p>Cobar Youth Council has applied for a CASP Grant and Intent Grant for the Little Big Day Out Event scheduled for 7 February 2015. Application for funding for Youth Week has been submitted. An application under the Youth Opportunities Program is also being considered.</p>
<p>Provide school holiday activities for children aged 5-14 years at Cobar Shire & TAFE Library</p>	<p>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.</p>	<p>J Siermans</p>	<p>50%</p>	<p>Holiday craft sessions not offered in Q2.</p>

COUNCIL STRATEGY				
1.2.3 Increased educational opportunities provided locally				
DP Action	Action	Responsibility	Progress	Comment
Work with organisations to increase the quality and diversity of educational opportunities available locally	To be involved in the Cobar Interagency and Schools Business Community Partnership Governing Committee to increase educational diversification and opportunities.	G Woodman	0%	Appropriate liaison with the Cobar Interagency and ORANA Education, Skills Industries and Communities Governing Committee.
Provide educational opportunities at Cobar Shire & TAFE Library	Library staff provide basic instruction in the use of computers and the internet to small groups of adults.	J Siermans	50%	Basic computer instruction was offered in Q2. 3 attendances.

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

COUNCIL STRATEGY				
1.3.1 Increase the supply of childcare and preschool places and options				
DP Action	Action	Responsibility	Progress	Comment
Administer and coordinate Children Services (FDC,	Administration of CCB & CCR for all eligible families in accordance with	K Lennon	100%	CCB and CCR administered each week as

COOSH, IHC)	Federal Legislation.			per Government regulations.
Administer and coordinate Children Services (FDC, COOSH, IHC)	Enroll and support families and children for Children Services.	K Lennon	100%	All children and families enrolled and supported as per policy.
Administer and coordinate Children Services (FDC, COOSH, IHC)	Maintain and update policies, procedures, quality improvement plans and family information packages for FDC and COOSH to comply with changes to National Regulations and Quality Framework concepts and new information.	K Lennon	90%	All forms up to date and QIP reviewed.
Administer and coordinate Children Services (FDC, COOSH, IHC)	Monitor Implementation of National In Home Care Standards.	K Lennon	80%	10 In Home Care Educator support and monitor visits conducted.
Administer and coordinate Children Services (FDC, COOSH, IHC)	Provide craft and activity packs to In Home Care Educators four (4) times per year.	K Lennon	50%	60 Christmas craft packs developed, packed and sent.
Administer and coordinate Children Services (FDC, COOSH, IHC)	Provide interesting and stimulating excursions and events for children and educators with Far West FDC and COOSH.	K Lennon	25%	Christmas party for FDC well attended by Educators and families. Educators did a Halloween excursion with the children.
Administer and coordinate Children Services (FDC, COOSH, IHC)	Recruit and support Family Day Care Educators.	K Lennon	25%	No new Educators for FDC this quarter.
Administer and coordinate Children Services (FDC, COOSH, IHC)	Support Implementation of "Early Years Learning Framework" and the "My Time Our Place" into educator	K Lennon	75%	As the year drew to a close we saw many educators improving at this.

	curriculum.				
Administer and coordinate Children Services (FDC, COOSH, IHC)	Write and distribute quarterly newsletters to Families and Educators.	K Lennon	50%		Christmas newsletter written and emailed.
Investigate the provision of vacation care in Cobar	Investigate the options and implement if appropriate a Vacation Care Program.	K Lennon	0%		No suitable venue available. Committed to investigating and progressing if possible, a program for 2015/2016.
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%		Attempts undertaken to increase the number of educators across the region.

COUNCIL STRATEGY					
1.3.3 Increase the knowledge of the community on the range of services available in Cobar Shire and how to access them					
DP Action	Action	Responsibility	Progress	Comment	
Have information readily available to the community and new residents	Have an easy to access and navigate Council website that is relevant and a useful resource for residents and visitors.	G Woodman	50%	Council website continually updated. Community and Business Directory Listing Update forms have been sent to all listed for updating. Finalisation of both Directories should be completed in Q3.	
Have a relevant and updated Community Services Directory readily available.	Update the Community Services Directory and have it easily available online and distribute it through New Resident Packs.	A Shepherd	50%	The Community Services Directory is regularly updated and provided both on line and as part of the New Resident Packs. An update is currently underway. No new Resident nights proposed for Q3.	

COUNCIL STRATEGY

1.3.4 Have family orientated activities to encourage families to socialise in the community

DP Action	Action	Responsibility	Progress	Comment
Plan, organise and promote festivals, celebrations and activities in the Shire	Manage the successful conduct of the Festival of the Miner's Ghost through the Festival of the Miner's Ghost Organising Committee.	J Martin	50%	The 2014 Festival of the Miner's Ghost was held from Friday 24th to Sunday 26th October. The feed back from the Cobarr community was extremely positive; whilst the weather on the Saturday was unusually warm the activities in Drummond Park were well attended. The CSA fireworks were outstanding.
Plan, organise and promote festivals, celebrations and activities in the Shire	Organise Australia Day celebrations and Senior Citizen's Week events.	J Martin	50%	At the public meeting held on Wednesday 19th November 2014 the Australia Day program of events was discussed and as a result of that meeting the program was printed and distributed in the Cobarr Shire community. In late December 2014 the Australia Day Council informed Cobarr Shire that television presenter, model and author Susie Eleman would be Cobarr's 2015 Australia Day Ambassador.

COMMUNITY OUTCOME

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

COUNCIL STRATEGY				
1.4.1 Support volunteer organisations by encouraging volunteerism across all age groups and supporting organisations with professional assistance, advice and services				
DP Action	Action	Responsibility	Progress	Comment
Provision of information on grant availability and assistance in accessing grants to community groups	Distribute information on available grants to community organisations through the Community Services Database.	A Shepherd	50%	Information distributed through the email lists in a timely fashion as it becomes available. Groups also offered assistance in putting grant applications together. Currently working with the Nymagee Progress Association to implement their hall kitchen grant and the grant for the tennis court upgrade.
Facilitate capacity building of community groups	Seek grant funding to run workshops to build capacity of community organisations to improve governance.	A Shepherd	25%	No grant funding sourced. Working with Outback Arts to bring a social media course to Cobar for community groups in Q3-4.

COUNCIL STRATEGY				
1.4.2 Business supports local events, organisations and activities				
DP Action	Action	Responsibility	Progress	Comment
Work with local organisations to build on current activities	Assist sporting, community and business groups to promote major events.	J Martin	50%	Council's MTPR liaises with all local clubs and community groups and helps them promote their activities. There were no major sporting events in this quarter.

COUNCIL STRATEGY				
1.4.3 Develop initiatives to maximise the benefits and minimise the negative impact of shift work and FIFO/DIDO on the community				
DP Action	Action	Responsibility	Progress	Comment
Work with local businesses 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%	Continue to attend information and briefing sessions from Peak on their proposed roster changes to 7 and 7 and make use of any information collated as part of this project. As of Q3 all mines will be operating on a 7 and 7 roster.

COUNCIL STRATEGY				
1.4.4 Support Aboriginal people and organisations to increase the broader community's awareness and recognition of local Aboriginal cultural identity in Cobar and to assist in meeting the targets set out under the current government policy of 'Closing the Gap'.				
DP Action	Action	Responsibility	Progress	Comment
Undertake activities to increase awareness of Aboriginal culture in the Cobar Shire	Liaison with Aboriginal stakeholders to determine and undertake appropriate activities that increase awareness of Aboriginal culture.	G Woodman	0%	No action in Q2.
Improved coordination of the activities and planning of Council, Cobar Community Working Party, Cobar and Murrin Bridge Local Aboriginal Lands Councils and Mount Grenfell Board	Liaison Group established at officer level to improve the coordination of activities and planning.	G Woodman	0%	No action in Q2.

COUNCIL STRATEGY

1.4.5 Support arts and cultural organisations, activities and facilities

DP Action	Action	Responsibility	Progress	Comment
Support Outback Arts and cultural activities in the Shire	Provide annual funding to the Regional Arts Development Officer.	G Woodman	100%	Funding provided in Q1 - no action required in Q2.
Facilitation of cultural workshops and activities	Arrange and update exhibitions and displays at the Great Cobar Heritage Centre and promote exhibitions.	J Martin	50%	The curator at the GCHC is continually refreshing museum displays and exhibitions. Time is a hindrance, with the curator only working 14 hours per week. Curator currently compiling a travelling exhibition for Anzac Day 2015 Centenary Celebrations. She is also writing a book and assisting a number of community groups.
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 GCHC is constantly working on cataloguing and conserving the artefacts in the museum collection. The task of keeping on top of cataloguing the collection is very difficult due to the curator's hours only being 14 hours per week.
Facilitation of cultural workshops and activities	Receive, document and store objects at the Great Cobar Heritage Centre that are relevant to Cobar's History and are compliant with the Collections Policy.	J Martin	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	Identify possible grant funding sources to fund the development of a	A Shepherd	0%	No grant funding sourced. This is not a

in the Shire	Cultural Plan for the Shire and undertake consultation with the community to identify the priority projects in developing an appropriate Cultural Plan.			current priority.
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COMMUNITY OUTCOME

1.5 A healthy and active community

COUNCIL STRATEGY

1.5.1 Provide appropriate health care options and services both within the Shire and the region

DP Action	Action	Responsibility	Progress	Comment
Lobby NSW Government and Federal Government to ensure high quality health care services, including those offered out of Cobar Hospital and aged care are available in Cobar Shire or are easily accessible where it is not possible to have them provided locally	Participation in the Cobar Hospital Services and Facilities Upgrade Committee.	G Woodman	50%	Relevant liaison with local health district in relation to MPHS proposal and attendance of Cobar Health Council.

COUNCIL STRATEGY				
1.5.2 Support for the Cobar Primary Health Care Centre model to ensure that it remains viable				
DP Action	Action	Responsibility	Progress	Comment
When appropriate, assist financially and lobby to support the CPHCC model to ensure good access to local medical practitioners and to increase the level of allied health care services provided locally	Coordination of financial support for the CPHCC.	G Woodman	100%	Completed in Q1.
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	0%	No interagency meetings held in Q2. Staff participating in the Integrated Care Project run by Medicare Local.

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	Develop, implement and review Marketing and Action Plan for the	N Kriz	25%	Review of the Marketing and Action Plan is set for Q3 as the new Manager has been

Centre	Cobar Youth and Fitness Centre with the focus on new user groups.			learning operational procedures.
Increase the use of the Cobar Youth and Fitness Centre	Encourage more community groups to use the centre an increase the use of the centre by the community.	N Kriz	60%	Networking with community groups this quarter. Brazilian Jujitsu is still running, junior soccer has commenced on Thursday nights, Wednesday table tennis, wheelchair basketball and men's basketball have been played this quarter.
Increase the use of the Cobar Youth and Fitness Centre	Maintain and upgrade gym equipment and seek ways to add additional demand led services where space permits.	N Kriz	25%	No upgrade to gym equipment and the attendance has decreased this quarter due to the opening of a privately owned fitness centre. Gym Usage is up with Cobar High School using the facilities more and the opening of the adjoining Skate Park. General membership is down. November attendees – 1475 (Gym – 367, Soccer – 228, Games – 216); December attendees – 1804 (Gym – 162, Skate Park – 1020); January – no figures recorded.
Increase the use of the Cobar Youth and Fitness Centre	Run local sporting competitions at the Centre and the Skate Park.	N Kriz	50%	All sporting competitions have finished for this quarter. Skate park has been closed and competitions will commence again in the New Year. New Skate park opened on 17 December 2014 in time for the school holidays. Very high usage till end of year, averaging 40 people at any time during day light hours. Official Opening scheduled for 14

					March with a range of demonstrations and events planned.
Contract management of the Cobar Memorial Swimming Pool	Supervise the correct operation and maintenance of all pool infrastructure along with promoting the facility also facilitate the learn to swim campaign.	W Mills	50%		Ensure the correct operation and maintenance of all pool infrastructure.
Contract management of the Cobar Memorial Swimming Pool	Supervision of pool operations ensuring safety and convenience for all patrons is paramount.	W Mills	45%		Supervision of the pool contractor to ensure safety and convenience.
Construction of a new Skate Park	Facilitate the construction of a new Skate Park with appropriate community consultation through the Skate Park Facility Steering Committee.	W Mills	100%		Works completed. Minor landscaping enhancements to be carried out next financial year.
Maintain all Council parks and reserves, including plants, trees and public facilities	Appropriate signage erected to indicate prohibited activities in parks and reserves.	W Mills	30%		We have installed some signs, with a review of remaining parks and reserves to be carried out.
Maintain all Council parks and reserves, including plants, trees and public facilities	Carry out regular patrols of parks & reserves.	W Mills	50%		Regular patrols on parks and reserves carried out.
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.	W Mills	50%		Repairs carried out as soon as practical after notification.
Maintain all Council parks and reserves, including	Maintenance of sporting ground and	W Mills	50%		Sports ground are regularly maintained. Nymagee Progress Association has a grant

plants, trees and public facilities	associated facilities.				to update the tennis courts. Council will manage this project in conjunction with road works in the area.
Maintain all Council parks and reserves, including plants, trees and public facilities	Provision of a regular gardening and turf maintenance service.	W Mills	50%		Parks and reserves are regularly maintained to meet the council's expectations.
Maintain all Council parks and reserves, including plants, trees and public facilities	Tree pruning and husbandry of trees.	W Mills	50%		Tree pruning and husbandry of trees has been carried out within the reserves and parks.

COUNCIL STRATEGY					
1.5.4	Provide adequate infrastructure to care for older residents locally				
DP Action	Action	Responsibility	Progress	Comment	
Provide appropriate services for residents at the Lilliane Brady Village	Develop annual budget to ensure adequate resources to enable appropriate services are maintained.	S Huon	50%	Quarter 2 running on budget with 49% of budget expended & 55% of income received. Occupancy rate for Quarter 2 was 95% for Hostel and 92.7% for Nursing Home. There are three vacancies – one in the hostel and two in the nursing home. There are no applications currently wanting permanent placement at this time. Comprehensive assessment and documentation of residents care needs were completed as per facility protocol on the 2 new residents entering facility in quarter 2 to	

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%	enable ACFI claims to be maximised. Schedule audits completed in Quarter 2 include infection control – infection rates remain low, environmental safety – no hazards were identified, equipment maintenance –all scheduled and preventative maintenance completed as per schedules, medication management –incidents identified managed as per facility policy, employee accident incidents – 6 incidents recorded in quarter – 3 resulted in workers compensation claims and lost time that was managed as per policy and with complete RTW following suitable duties. There is one additional ongoing claim being managed by a rehabilitation specialist. 1 Post admission survey was distributed and returned with no issues raised.
Provide appropriate services for residents at the Lilliane Brady Village	Ensure adequate and appropriately skilled and qualified staffs to ensure all services are delivered in line with facility mission statement and policies.	S Huon	50%	Staffing levels have been maintained in line with the master roster. Positions filled this quarter were RN x1 (casual agency for 3 months to cover leave), AIN x1 (Cas). All new staff completed the orientation program. One resignation were received – kitchen hand (PPT). All staff continues to participate in scheduled in-house training utilising the “Aged Care Channel”. Annual fire safety training was attended by majority of staff in December.
Provide appropriate services for residents at the Lilliane	Maintain health and personal care of all residents according to their needs	S Huon	50%	Both Hostel and Nursing Home sections are accredited until August 2015. There were no

<p>Brady Village</p>	<p>and maintain resident lifestyle, rights and choices.</p>		<p>visits from the Australian Aged Care Quality Agency during this quarter. Comprehensive assessments were completed as per facility protocol on new residents to enable appropriate care. Resident care needs were regularly reviewed as per policy (monthly for high care residents and 3 monthly for low care residents). Residents have a choice of GP and these GPs have visited the facility on a weekly basis (additionally if requested by nursing staff) to review resident medical management. Allied health services such as dietician, podiatry, speech pathology and hearing services were provided to those residents that required them.</p>
<p>Provide appropriate services for residents at the Lilliane Brady Village</p>	<p>Promote community awareness and encourage ongoing resident involvement in community events.</p>	<p>S Huon</p>	<p>Community involvement included: - visitation by clergy, weekly exercise run by community volunteers, student visits from St John's Catholic School, Cobarr High School student placements for VET and work experience programs. Outings in the community attended by residents included the Council Senior Citizens Christmas party, shopping and visits to the Library. The Lilliane Brady Village bus was used for transport. The in-house recreational activity program continues to be well attended with residents having input into the program. Music sessions by local musicians have been enjoyed immensely. Publication of the quarterly newsletter for residents, family & friends in December 2014 publicises upcoming events and shares activities with the wider</p>

Provide appropriate services for residents at the Lilliane Brady Village	Provide a transparent mechanism for concerns and complaints management from all stakeholders.	S Huon	50%	community. POL/GM2 Comments, Suggestions & Complaints covers the protocol & procedures for complaint resolution & escalation process for Lilliane Brady Village. The facility maintains a register for all complaints. Investigation & resolutions including any actions required such as staff training, resources etc. are recorded. There were nil complaints received for the quarter from family members, residents or staff. Poi/RM17 Compulsory Reporting covers processes for reporting & responding to physical & sexual abuse of residents. There no reportable incidents for the quarter.
Undertake Lounge Extension Project	Complete Lounge Extension Project at LBV.	K Miller	30%	Tender is being advertised in Q2. Tender will be assessed in Q2, works to be undertaken in Q3 and Q4.

COMMUNITY OUTCOME

1.6 A safe and clean community

COUNCIL STRATEGY

1.6.1 A more visible and engaged police presence

DP Action

Action

Responsibility

Progress

Comment

Work with police and licensed premises to promote a safe community	Attendance and commitment to the Cobar Police Community Precinct Committee.	G Woodman	0%	No Precinct Committee Meetings held.
Work with police and licensed premises to promote a safe community	Provide secretariat services for the Cobar Liquor Accord.	G Woodman	50%	Positive attendance of members achieved over the quarter. It is expected in Q3 the Liquor Accord Rules will be redeveloped.
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	0%	It is expected that a new Safety Audit will be undertaken in Q3.

COUNCIL STRATEGY

1.6.2 Implementation of the Cobar Crime Prevention Plan and Strategy

DP Action	Action	Responsibility	Progress	Comment
Removal of graffiti and recording of graffiti incidents	Supervise and liaise with Urban Supervisor the removal of graffiti and ensure all evidence is taken and recorded appropriately.	W Mills	40%	We aim to remove graffiti within 48 hours.
Implementation of actions outlined in the Cobar Crime Prevention Plan and Strategy	Undertake a Community Safety Audit.	A Shepherd	0%	This is scheduled for 2015/2016.
Implementation of actions outlined in the Cobar Crime Prevention Plan and Strategy	Update the action list for the Crime Prevention Plan.	A Shepherd	50%	The action list is implemented as required.

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	0%	No funding sources have been identified. The Cobar Domestic Violence Action Group has undertaken an investigation on funding sources and keeps a watching brief. Council, as the lead agency, secured a grant to undertake activities around Reclaim the night, with a public march and family evening held at the Museum on 31 October.
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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.
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 are generally determined in the statutory timeframes.
Undertake regulatory obligations in relation to	Develop an On-site Sewage Management Register for existing	G Ryman	50%	Database of properties within priority areas completed. Register complete for new

DP Action	Action	Responsibility	Progress	Comment
building and development	systems in priority areas.			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 statutory standards and requirements and Council Codes.
Undertake regulatory obligations in relation to building and development	Inspect all development when required by approval so as to ensure compliance.	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 within 3 business days.
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 Sewage 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 if Development Control Plans will be required to support Cobar LEP 2012.	G Ryman	50%	Development Control Plans are generally not warranted to control most types of development within the Cobar LGA. However in order to approve advertising signage along highways, a DCP will need to be generated to allow the determination of Development Applications for these structures.

DP Action	Action	Responsibility	Progress	Comment
Implement and maintain an appropriate register for leases, licences and land	Maintain the Lease, Licence & Land Register.	H Holder	50%	All leases, licence, insurance and land registers being maintained.

COUNCIL STRATEGY

1.6.4 Provide and maintain safe and serviceable public facilities and infrastructure

DP Action	Action	Responsibility	Progress	Comment
To provide the community with an aesthetically pleasing and clean urban environment	Manually street sweep the CBD to supplement the mechanical operations to ensure a clean and aesthetically pleasing environment.	W Mills	50%	Carried out daily.
To provide the community with an aesthetically pleasing and clean urban environment	Mechanically clean the streets in the urban area to provide suitable environment for the community.	W Mills	50%	Carried out regularly, Program to be finalised in Q3.
To provide the community with an aesthetically pleasing and clean urban environment	Regularly clean and maintain amenities building in accordance with frequency of use.	W Mills	50%	We regularly clean and maintain amenities in accordance with frequency of use.
To provide the community with an aesthetically pleasing and clean urban environment	Review the Street Sweeping Program and implement an improvement action plan.	W Mills	25%	Ongoing review of program.
To have systems in place for Cobar and village communities to maintain and control their public halls and	Investigation of funding opportunities to undertake improvements at Cobar Town Hall Cinema.	G Ryman	20%	Maintenance ongoing in line with available resources.

the Nymagee Old 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 Euabalong Library and community hall.	G Ryman	10%	Works are being undertaken when resources are available.		
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	20%	Maintenance works are being undertaken irregularly when funds and resources become available. Works still outstanding. Priority is to find grant funds to complete new toilets.		
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	95%	Maintenance and repair works have been undertaken to Nymagee Hall. Some minor works remain outstanding and will be completed shortly. Progress Association has \$5,000 grant to complete Kitchen Project. Works to be undertaken in 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	Supply electricity to the Nymagee Old School Community Centre.	G Ryman	100%	Completed.		
Improve disability access to Council buildings and facilities to improve their	Install disability access to Council buildings as funding becomes available.	G Ryman	0%	These works would need to be subject of grant funding. Grant opportunities have become available during this reporting period		

accessibility by older people and people with a disability					however Council was unsuccessful in these applications. Council will continue to apply for funding when these opportunities present themselves again.
Improve disability access to Council buildings and facilities to improve their accessibility by older people and people with a disability	Prepare a Disability Action Plan.	A Shepherd	0%		This is scheduled for 2015/2016.

COUNCIL STRATEGY					
1.6.5 Provide protection from fire, natural disasters, public health and other threats to the community					
DP Action	Action	Responsibility	Progress	Comment	
Have systems in place to allow a rapid response to a fire emergency within the Rural Fire District	Development, reporting and implementation of Rural Fire Service (RFS) facilities asset management plan and a minimum five (5) year rolling works program.	P Graf	40%	RFS plan ongoing.	
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	25%	RFS plant and equipment replacement program ongoing.	
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 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%	Hazard management minimisation 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%	Organisation exists with council cooperating with the Rural Fire Authority.
Have contingency plans in place to minimise the damage from threats from natural disasters	Develop Rural Addressing Program.	P Graf	50%	Rural addressing ongoing. All properties now have an address. Funding being sought to undertake sign posting.
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	50%	Disaster management plan updated on a regular basis.
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	35%	Local Emergency Management Committee established and operating.
Preserve and enhance public health by regulating and inspecting all relevant premises	All food shops and licensed premises inspected.	S Poulter	40%	Inspections of food shops ongoing. Obligations under the partnership with the Food Authority on target. All food service premises, including hotels,

					motels, retail food shops, cafes and restaurants will be inspected. Improvement Notices are issued to food service premises that do not comply with the Food Act.
Preserve and enhance public health by regulating and inspecting all relevant premises	Appropriate Public Health Education Campaign conducted.	S Poulter	0%		Inadequate resources.
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	50%		Reports for administration and budget are provided when requested.
Preserve and enhance public health by regulating and inspecting all relevant premises	Public swimming pools inspected and water samples taken.	S Poulter	20%		Inspections are currently taking place re-actively.
Preserve and enhance public health by regulating and inspecting all relevant premises	Swimming pool safety barriers inspected.	S Poulter	35%		Swimming Pool Inspections Programme has commenced and inspections are undertaken when requested by pool owners. Limited resources are available to enact proactive inspection component of programme.

Key Activity: Economy

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

COUNCIL STRATEGY				
2.1.1 Provision of business services locally				
DP Action	Action	Responsibility	Progress	Comment
Facilitate business development in the Shire	Facilitate business opportunities within Cobar and promote the region.	G Woodman	45%	Any businesses opportunities arranged as required. More focus to be undertaken by the Economic Taskforce.

COUNCIL STRATEGY				
2.1.2 Skills attraction initiatives				
DP Action	Action	Responsibility	Progress	Comment
Work with relevant government organisations, including Regional Development Australia – Orana, and NSW Industry and Investment to attract skilled people to Cobar to work.	Work with Regional Development Australia – Orana Inc and Industry and Investment (I&I) on economic development issues within Cobar Shire.	A Shepherd	50%	Council participated in the Workforce Capacity Study and other initiatives with RDA Orana.

COUNCIL STRATEGY**2.1.3 Develop and implement an Economic Development Strategy**

DP Action	Action	Responsibility	Progress	Comment
Implement the action plan outlined in the Economic Development Strategy.	Employ apprentices and trainees as vacancies arise on Council's staff organisational structure.	M Maidens	50%	Both apprentices have successfully completed their apprenticeships with Council. One has left employment with Council; the other is retained on a casual basis for 3 months until May 2015. They will finish full time with Council in February 2015. There are no current plans to recruit new apprentices this year.
Implement the action plan outlined in the Economic Development Strategy.	Report on the implementation of the Economic Development Strategy.	A Shepherd	50%	The implementation of the Economic Development Strategy is reported as required.
Promote economic development within Cobar Shire	Work with neighbouring councils to promote economic development across the region.	A Shepherd	25%	Council continues to actively participate in the Economic Development Officers group through OROC. A meeting was attended in Dubbo in December with a teleconference held in October. Issues progressed by the group include the Orana Relocation Project aiming to bring people to our towns with a coordinated marketing campaign, the Workforce Planning and Development Strategy, training in REMPLAN, Destination Management Plan updates and updates from each of the towns and RDA Orana.

COUNCIL STRATEGY				
2.1.4 Encourage people to shop locally				
DP Action	Action	Responsibility	Progress	Comment
Administer the Cobar Quids program	Monitor, dispense and reconcile Cobar Quids on a daily basis.	J Brown	50%	Cobar quids are dispensed and collected on behalf of the Cobar Business Association. They are reconciled at the close of business every day.
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	25%	No training initiatives were brought to Cobar this quarter due to a lack of funding, however we are working with the CEF Facilitator to undertake some training initiatives in Q3.
Be an active member of the Cobar Business Association	Undertake the secretarial role for the Association.	A Shepherd	50%	Three meetings attended for the quarter, minutes taken and distributed.
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%	The 2014 Gala Christmas parade and shopping promotion event was held 27 November with excellent attendance in the parade and with strong crowds attending. Local businesses were pleased with the outcome. Council supplied traffic control for the evening. The Association went on to win an Australia Day award for the community event of the year. It is likely that there is a slow down in activity from the Business Association for the next quarter as a result of the tragic loss of the Vice President in December.

COUNCIL STRATEGY					
2.1.5 Diversify the business base of the Shire and strengthen local businesses					
DP Action	Action	Responsibility	Progress	Comment	
Continued support for the Cobar Enterprise Facilitation project	Work with the Cobar Enterprise Facilitation group to progress the CEF project by sitting on the Board of Management and assisting with fundraising activities, particularly by working with government agencies and attracting government funding.	A Shepherd	50%	Monthly meeting held with the Enterprise Facilitator on how the project is tracking and any issues arising from it. Ad Hoc meetings with the Executive held as required. Serious consideration on the future of the project to be undertaken in Q3. Council undertook an audit of the project on behalf of the project in Q1.	
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	25%	Discussions have been taking place with the Department of Planning regarding zoning issues.	
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%	No demand at present.	

COUNCIL STRATEGY				
2.1.6 Support mining and agricultural industries to keep them strong				
DP Action	Action	Responsibility	Progress	Comment
Undertake regulatory requirements in regards to the mining industry	Assess and process Part 4 Development Applications.	S Poulter	50%	Applications are 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	50%	Ongoing, awaiting funding review.
Facilitate provision of additional funding to improve the road network	Submit applications for road improvements for appropriate funding providers.	P Graf	50%	Applications for road funding submitted on an ongoing basis.

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

COUNCIL STRATEGY				
2.2.1 Develop and implement a Tourism Attraction and Development Strategy				
DP Action	Action	Responsibility	Progress	Comment
Develop and implement the Tourism Attraction and	Development of an appropriate Tourism Management Plan or	J Martin	50%	The local Tourism Management Plan is a draft document that should be ready for

Development Strategy	Strategy through consultation with the Tourism Advisory Committee, Business Association, Economic Taskforce and the community.				comment in the next quarter.
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COUNCIL STRATEGY

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

DP Action	Action	Responsibility	Progress	Comment
Market Cobar as an attractive tourist destination	Attend consumer shows, travel and holiday expos 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%	There were no consumer expos in this period. Cobar Shire was advertised in the new Outback NSW information brochure and also the autumn edition of Caravanning Australia publication.
Market Cobar as an attractive tourist destination	Direct mailing campaigns.	J Martin	50%	Approximately 800 information packs were sent out this 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 700 people visited the museum at the GCHC, 3,300 people seeking touring information, there were 120 phone inquiries and 135 electronic requests for information. The revenue for this quarter was \$21,200.
Market Cobar as an attractive tourist destination	Meetings with tour and coach operators.	J Martin	50%	There has been three coach groups visit the GCHC 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%	Council's MTPR hosted two phone meetings in this quarter with members of the Kidman Way Promotional Committee re the publication of the new Kidman Way promotional brochure. In early December 2014 Cobar Shire hosted the Kidman Way Promotional Committee Annual General Meeting and at the conclusion of the AGM the secretariat of the organisation moved from Cobar Shire to Carrathool Shire.
Market Cobar as an attractive tourist destination	Provide education packages to schools and universities.	J Martin	50%	The curator at the GCHC 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%	Council's MTPR organised two phone meetings with other member councils of the Kidman Way Promotional Committee in this quarter. On the 1st December 2014 Cobar Shire hosted the Kidman Way Promotional Committee's AGM. At the conclusion of the AGM the organisations secretariat moved from Cobar Shire to Carrathool Shire.
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 has organised advertising for Cobar Shire and the Festival of the Miner's Ghost on radio stations 2DU, ZooFM, 2WEB Bourke, 2RG Griffith and ABC. The festival was advertised on a number of web sites including Cobar, Tourism NSW and Outback Now.
Develop and implement new ideas to bring people to	Advertise the advantages of the area in conjunction with private sector	J Martin	50%	Council's MTPR provides opportunities for business owners and operators to advertise

Cobar	operators.			their businesses in a number of media formats which promote Cobar Shire.
Develop and implement new ideas to bring people to Cobar	Prepare bids to host relevant conferences.	J Martin	50%	In this quarter there were no bids for functions or conferences.

COUNCIL STRATEGY				
2.2.3 Diversify tourism activities and increase the utilisation of current attractions				
DP Action	Action	Responsibility	Progress	Comment
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%	Meetings held with Caravan Park Managers to discuss lease and lease conditions if and when required.
Work with existing operators and businesses to promote the benefits of tourism and expand the tourism business	Form a formal committee rather than the present ad hoc committee which focuses on strategic tourism development (eventually events management will be recognised as a separate function).	J Martin	50%	Cobar Shire Council formed the Tourism Advisory Committee to manage events and local tourism promotional activities. It is difficult to get a large number of businesses to attend meetings. In the this quarter MTPR has meet with managers and operators of Cobar's motels, hotels, clubs, restaurants, service stations, cafes and a number of other small businesses about advertising in the 2015 Kidman Way brochure. Many of the

					smaller businesses have opted for the cheaper option and advertised in the "In Cobar Publication" not realising that the publication is only circulated locally. Cobar Shire is too small for the production of two tourist information brochures.
Continually enhance and upgrade the exhibition space at the Great Cobar Heritage and Mining Centre and maximise available space	Continually enhance and upgrade the exhibition space at the Great Cobar Heritage and Mining Centre and maximise available space.	J Martin	50%		The curator at the Great Cobar Heritage Centre is constantly reviewing the collection displays. The focus is currently on the 2015 Anzac Centenary Celebrations with a number of artefacts being presented to the Curator.

COUNCIL STRATEGY					
2.2.4 Increase the range and degree of accommodation in the Shire					
DP Action	Action	Responsibility	Progress	Comment	
Assist to identify potential new sites and facilitate the development of accommodation providers	Provide statutory planning advice to Councillors, developers, staff and the public.	G Ryman	50%	Advice provided on request.	
Investigate the need to the develop the next stage of Pioneer Estate and undertake development if required	Estimate market & land availability for future Residential Land Development.	G Ryman	0%	No demand. Reconsideration into the roadway access point of Stage 3 is in development.	

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

COUNCIL STRATEGY				
2.3.1 Develop a business case to attract businesses to Cobar Airport				
DP Action	Action	Responsibility	Progress	Comment
Actively seek out business opportunities to enhance the operations at Cobar Airport	Promote the airport to interested parties to establish business enterprise.	A De Silva	25%	Minimal promotion undertaken over the last 12 months other than trying to secure new RPT service.

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%	Debt recovery program in place with action planning for any additional available funding. Concern in relation to the Pensioners Rebate funding for 2015/2016 has been expressed to the NSW State Government. 1 major Rate Payer yet to pay rates and may not be collectable.	
Undertake private works	Undertaken private works for property owners, contractors and RMS.	P Graf	50%	Private works undertaken.	
Increase grant funding received	Apply for grants to assist Council to undertake activities outlined in the Annual Operational Plan.	G Woodman	50%	Major grant application will be arranged for further developments at Cobar Regional Airport in Q3.	
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%	Regulation 202 matters and financial details reporting are provided to Council. Concerns with income from airport operations, being	

	Budget/Annual Operational Plan or Delivery Plan/Operational Plan.			monitored.
Regular monitoring and reporting of expenditure	Major elements of the Budget or Delivery Plan/Operational Plan are achieved.	G Woodman	50%	Works Program completed for services and roads and being implemented. Programs for Resources for Regions projects developed. Resources for Regions Projects will slow until appointment of a new Project Manager.
Undertake rating functions of Council	Levy and issue rates.	J Brown	100%	Rates for the 2014/2015 financial were levied and issued on the 3 July 2014.
Undertake rating functions of Council	Process Pension Rebate Claims.	J Brown	100%	Pension rebates have been processed and the claim submitted on the 30 September 2014. Council received the 55% subsidy on the 19 December 2014.
Undertake rating functions of Council	Recovery of outstanding rates.	J Brown	55%	The outstanding rates have been reduced from \$529,025.86 as at the 30 June 2014 to \$288,999.93 at the end of December 2014. Council will continue to actively recover rate arrears.
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 period 1 July to 31 December 2014 Council's investments had earned \$83,645 interest from term deposits and an at call account. For the Quarter ended 31 December 2014, therefore, interest amounted to \$27,860. This is less than the

					first quarter due to falling investment rates in the short term market. 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.
Seek efficiency through shared services	Investigate in conjunction with neighbouring Councils, LMWUA, OROC and Western Division of Council's of NSW areas of improved efficiencies due to resource sharing.	G Woodman	25%		Shared services being investigated through OROC, with analysis expected in Q3, continual use of Regional Procurement and Local Government Procurement contracts.

COUNCIL STRATEGY

3.1.2 Implement a modern Section 94 Plan and Section 64 Plan to fund future infrastructure through developer contributions

DP Action	Action	Responsibility	Progress	Comment
Manage income received from the Section 94 Plan and the Section 64 Plan	Appropriately report on contributions received and works programming required for project contained within the contributions plan and Council's Community Enhancement Program.	G Ryman	100%	All contributions received by Council are reported in accordance with Legislative provisions detailed in the Environmental Planning and Assessment Regulation 2000.
Develop a Section 64 Plan	Prepare a Section 64 Plan.	P Graf	100%	Section 64 plan completed.

COUNCIL STRATEGY

3.1.3 Investigate how to reduce the cost of Council's community facilities through partnerships with other organisations

DP Action	Action	Responsibility	Progress	Comment
Investigate partnership options, and enact if advantageous for the Cobar Youth and Fitness Centre	Seek and initiate discussions with potential appropriate partners.	K Miller	0%	No partnership opportunities have been available in Q2.
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	10%	No partnership opportunities have become available. Waiting on MPHS Proposals.

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.	M Maidens	25%	Council's Business Continuity Plan and Disaster Recovery Plan are currently being developed and are in draft form.
Develop and implement a risk management strategy suitable for Council operations	Develop and implement a Corporate Risk Management Strategy.	M Maidens	15%	A draft risk register is currently being developed. Once it is completed and endorsed by Council's Senior Management team, this will form the basis of a Corporate Risk Management Strategy.
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	50%	Council's Risk Register has been completed with an action plan developed for the reduction in risk levels for the identified very high risk matters. Further analysis of the very

					high risk matters will be undertaken in Q3.
Develop and implement a risk management strategy suitable for Council operations	Refine the Event Management Plan that will identify any risk or hazard to Council whilst planning any activities or events.	J Martin	50%		Council's MTPR is preparing risk assessments for the 2015 Australia Day activities at the Cobar memorial swimming pool. A Risk Management Plan has been completed for the Little Big Day Out.
Develop and implement a risk management strategy suitable for Council operations	Staff report hazards and risks to their immediate supervisor as soon as possible.	G Woodman	95%		Risk Register completed and Action Plan developed to reduce High Risk Areas.
Develop and implement suitable internal audit processes for Council operations	Carry out Internal Audits.	K Miller	0%		Luka Group have been reappointed and the task will recommence in Q3.
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%		Updated workplace health and safety policy has been finalised and will be reported in Q3.
WHS obligations are met and safe work practices are promoted and undertaken	Provide a safe working environment through advice, safety programs, audits and staff involvement.	M Maidens	50%		Training, information and advice is proved on work health and safety matters to all staff as required. A corporate WHS Management System is currently being investigated.
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	5%		Project Team to redevelop action plan in Q3.
WHS obligations are met and safe work practices are promoted and undertaken	Reduce workplace incidents by providing return to work services, supporting the Health and Safety	M Maidens	50%		Return to work services are provided through Council and Lilliane Brady Village. WH&S Committee meeting scheduled for 26

promoted and undertaken	Committee, providing adequate training and appropriate procedures.			February 2015
WHS obligations are met and safe work practices are promoted and undertaken	WHS Policy Development and Maintenance.	G Woodman	10%	A refocus of the project team to be arranged in Q3. Following the engagement of a new Engineering Support Manager.
WHS obligations are met and safe work practices are promoted and undertaken	WHS reviews regularly conducted and recommendations acted upon.	G Woodman	50%	WHS committee undertaken audit of relevant areas in accordance with schedule.
Ensure that documentation and records management provide a framework for easy retrieval and reference	Compliance with Records Management obligations.	K Miller	50%	Compliance with Records Management obligations ongoing.
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%	Effective protocol and actions are in place on a day to day to basis.
Reduce workplace accidents and incidents	Coordinate development and train staff in Safe Work Method Statements (SWMS).	G Woodman	50%	Site specific inductions undertaken for new staff. Corporate Inductions programed as required.
Reduce workplace accidents and incidents	Facilitate/coordinate regular WHS audits of the workplace and monitor implementation of audit recommendations.	M Maidens	50%	A program of safety inspections is set out and monitored by Council's Health and Safety Committee. The StateCover WHS self-audit has been completed for this year. The results have been received with room for improvement in a number of areas.
Reduce workplace accidents and incidents	Train all workers for their tasks and induct all workers into the workplace	M Maidens	50%	Organisation development program commenced in accordance with the staff attitude survey results action plan.

	or job site.				Inductions for new staff are completed on their first day of employment.
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COUNCIL STRATEGY					
3.1.5 Strong governance measures in place					
DP Action	Action	Responsibility	Progress	Comment	
Councillors are well trained and informed on their roles and responsibilities	Training provided to Councillors.	G Woodman	50%	Councillors are made aware of any available training.	
Strategic policy setting undertaken by the elected representatives	Assistance in the administrative management of Council meetings.	G Woodman	50%	Code of Meeting Practice advice provided as required. All administrative assistance provided to ensure meetings are undertaken appropriately.	
Strategic policy setting undertaken by the elected representatives	Feedback to Councillors on progress with resolutions and Councillor requests.	G Woodman	50%	Appropriate follow up undertaken of monthly status reports through MANEX and relevant managers/supervisors. Office of Local Government Promoting Better Practice Review of Cobarr Shire Council Report Action Plan reviewed and further reported to Council and implementation plan re-instigated.	
Strategic policy setting undertaken by the elected representatives	Mayor and Councillor requests are met within Council policy.	G Woodman	50%	All Mayor and Councillor requests have been answered in a timely manner.	
Strategic policy setting undertaken by the elected representatives	Necessary advice and policy recommendations provided to	G Woodman	50%	Policy and Code of Meeting Practice advice provided to Council as required.	

representatives	Council.			
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COMMUNITY OUTCOME
3.2 An engaged community that participates in decision making

COUNCIL STRATEGY				
3.2.1 Implementation of Council's Community Engagement Strategy				
DP Action	Action	Responsibility	Progress	Comment
Engage with the various sectors of the community as required and to a level that adequately addresses the complexity of the issues.	Appropriate attendance of General Manager at Community groups and external committees, as appropriate.	G Woodman	50%	Attendance and liaison undertaken as required.
Engage with the various sectors of the community as required and to a level that adequately addresses the complexity of the issues.	Appropriate information in relation to Council resolutions and deliberations provided to Directors and relevant staff.	G Woodman	50%	Council meeting resolutions staff meeting for Administration Centre and Community Services Managers held monthly. Communication of Council resolutions via status report undertaken monthly and likewise for Manex meetings. Status Reports of Advisory Committees being monitored and followed up by relevant Directors.
Engage with the various sectors of the community as required and to a level that adequately addresses the	Council's media presence.	G Woodman	50%	Positive media releases and contacts undertaken.

complexity of the issues.				
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%	Communication to the community arranged as required.

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%	Appropriate checks undertaken of public notices, media releases and community newsletters.
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	0%	No newsletter arranged for Q2. The Cobar Shire Library and the Museum have developed Facebook pages which are regularly monitored and updated.
Maintain partnerships with community organisations, such as Business Groups, Council Committees and Council Alliances	Appropriate networking with the local government industry and professional organisations.	G Woodman	50%	Participation at regional and state level for LGEA, IPWEA, LGMA, OROC (including GMAC and professional teams), Western Division Councils of NSW.
Maintain partnerships with community organisations, such as Business Groups,	Coordinate and support the Traffic Committee and Rural Roads	P Graf	50%	Ongoing coordination and support of the Rural Roads Advisory Committee and Traffic

Council Committees and Council Alliances	Advisory Committee.			Committee.
Maintain partnerships with community organisations, such as Business Groups, Council Committees and Council Alliances	Participation in Lower Macquarie Water Utilities Alliance LMWUA	W Mills	50%	Regular participation in the LMWUA.

COUNCIL STRATEGY				
3.2.3	Increase the participation of youth in community leadership			
DP Action	Action	Responsibility	Progress	Comment
Provide administration and support to the Cobarr Youth Council.	Provide administration and support the Cobarr Youth Council and maintain contact with similar organisations in other local government areas so as to provide interaction.	N Kriz	70%	Attended 3 meetings this quarter with Youth Council members. New members planning events such as Australia Day, Little Big Day Out and skate park opening.

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

COUNCIL STRATEGY				
3.3.1 Good customer service provided by all Council Officers				
DP Action	Action	Responsibility	Progress	Comment
Focus on the provision of good customer service by all Council staff	Development, reporting and implementation of a Customer Services Policy & Standard.	K Miller	50%	Policy complete. Customer Services Policy and Standard now in implementation phase.
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%	Not commenced.

COUNCIL STRATEGY				
3.3.2 Staff are valued, well trained and able to undertake their roles and functions				
DP Action	Action	Responsibility	Progress	Comment
Human Resources	Develop Staff and promote their inclusion in decision making through consultation.	M Maidens	50%	Consultative Committee is scheduled to meet 10 February 2015 and any changes will be discussed. Most staff are not involved in decision making.
Human Resources	Development of Cobar Shire Council Confidentiality Agreement.	M Maidens	40%	All new starters have a clause in their letters of offer regarding confidentiality.
Human Resources	Employees paid appropriately.	M Maidens	50%	All employees are paid in accordance with

					state industrial awards. During the performance reviews in Q3, skill evaluations will be completed and any salary adjustments if required, will be then implemented. Skill evaluations are also completed during recruitment.
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%		Staff Attitude Survey Results Action Plan finalised and implemented to improve the culture and both internal and external customer service provision.
Human Resources	Human Resources Management Strategies, objectives, protocols and outcomes aligned with Council strategic initiatives, objectives and applicable legislation.	M Maidens	100%		Council's Workforce Plan is contained within Council's Resource Strategy that underpins the Operational Plan and Delivery Program.
Human Resources	Implementation of the Employee Expectation Statement Action Plan.	M Maidens	50%		Current Employee Expectation Statement Action Plan is being adhered too. Senior Management have also developed the Staff Attitude Survey Results Action Plan, part of which is working on improving staff expectations. Internal customer service action plan has been developed and is being implemented.
Human Resources	Increase the level of personal interaction and information dissemination within Council.	G Woodman	50%		Communication strategy instigated. Monthly administration centre and community services managers held to disseminate council meeting resolution details. Instigation

				of the finalised Staff Attitude Survey Results Action Plan expected to see improvements in culture and customer service internally and externally at Council.
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 instigated. Plan finalised and now being implemented for the Staff Attitude Survey Results Action Plan.
Human Resources	Staff consultation by a continuing process through Consultative Committee.	M Maidens	50%	Active Consultation Committee is established. The committee's constitution is currently under review. Quarterly meetings are held.
Human Resources	To be an employer of choice including the development of an attraction and Retention Strategy, training plans, succession plans and traineeships.	M Maidens	25%	Attraction and Retention Strategy is being developed. Training plan is developed and training needs of the organisation will be identified during the annual Performance Reviews. Currently Council does not have the funding to put traineeships in place.
Human Resources	To build productivity, maintain industrial harmony and increase employee satisfaction.	M Maidens	50%	No industrial action has been undertaken. Employee satisfaction continues to be very low.
Human Resources	Undertake recruitment and assist successful on boarding of new employees, including attraction, Engagement and Retention Strategy to improve recruitment practices, Salary Administration and Performance Management Systems	M Maidens	50%	Recruitment services are provided to all departments and sections of Council. Vacant positions are filled as required and as soon as possible.

	and corporate inductions.				
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.	M Maidens	50%	Council's organisational structure has been adopted by Council. Recruitment activity is being undertaken to fill vacancies.	
Good recruitment and selection processes that promote the philosophy of 'recruit for attitude, train for skills'	Provide appropriate accommodation for key positions.	S Poulter	50%	All Council positions that require housing have appropriate housing provided.	
Implement and manage an Employee Assistance Program for Council staff	Manage Council's Employee Assistance Programme.	M Maidens	50%	Employees are aware of the EAP and accessing the services. There has been an increase in the use of the services. Council's EAP provider was present at the September 2014 Outdoor Employees Induction day.	
Learning and development	Educate staff with clear messages about Council's operations, culture and values, vision and strategic direction.	M Maidens	50%	During Council's inductions and training, messages about Council's operations, culture and values, vision and strategic direction are given.	
Maintain and actively use the City of Canterbury relationship	Identify opportunities for Council and community partnerships.	A Shepherd	50%	A number of initiatives were discussed between Council staff during the November Corporate Leadership Cup event in November. These will be progressed 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%	A team of five consisting of Stephen Poulter (Acting Director of Environment and Planning Services), Michelle Maidens (Human Resource Manager), Sam Smith (Customer	

<p>Maintain and actively use the City of Canterbury relationship</p>	<p>Prepare for and undertake staff exchanges.</p>	<p>A Shepherd</p>	<p>50%</p>	<p>Service Officer at the Museum), Sam McBride (apprentice mechanic workshop) and Adrienne Pierini (Trainee Civil Engineer) successfully competed in the competition in November, achieving a third place. This was an excellent effort from our young team who were assisted by mentor Angela Shepherd. The General Manager also attended and liaised with the other General Managers.</p>
<p>Staff are provided with up-to-date and relevant tools to undertake their roles</p>	<p>Computer system support – Training of Users in New Software Products.</p>	<p>K Miller</p>	<p>50%</p>	<p>City of Canterbury staff and Mayor Robson attended Cobar on 30 October to 1 November. Those in attendance were: Brian Robson; GM - Jim Montague; Janelle McIntosh - Strategic Adviser, two Corporate Leadership Cup Mentors - Paul Choueiri, Environmental Health Officer and Colleen Barclay, Road Safety Officer. In addition, two Corporate Leadership Cup participants - Stephen Johnston, Landscape Horticulturalist and David Amos, Engineering Assistant were in attendance. This provided an opportunity to undertake leadership training with the CLC team, for the Mayors and General Managers to discuss issues of importance, including the Fit for the Future initiative and the way forward. A ceremonial tree was planted in Drummond Park.</p> <p>No new products brought in Q2; email signature block has been uniformed and is currently being rolled out throughout the organisation. Completion expected by early</p>

					Q3.
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%	IT Tender Expression of Interest has been advertised, IT Tender information has gone to Council, final decision on new IT Contractor to be decided in Q3 at the completion of the current Contract. An IT Committee has been formed.	
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%	Action plan ongoing.	
Staff are provided with up-to-date and relevant tools to undertake their roles	Implementation of Computer Support Strategic Plan.	K Miller	10%	Meetings undertaken on decision of what Services need to be provided and improved. Awaiting on new IT Contractor before further progression can occur.	
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.	M Maidens	50%	Organisational development program commenced in accordance with the staff attitude survey results action plan.	
Staff are provided with up-to-date and relevant tools to undertake their roles	Review and update 15 Year Plant Rolling Replacement Program.	A De Silva	20%	15 year plant replacement program ongoing. Annual review due 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.	A De Silva	40%	Plant requirements reviewed and fleet maintained.	
Maintain and actively use the Public Libraries NSW Membership	Identify opportunities for information share and services development.	J Siermans	50%	Staff knowledge was updated via attendance of the annual library conference. Information is shared between all NSW libraries via e-mail, face-to-face meetings, and	

			conferences.
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COUNCIL STRATEGY

3.3.3 Council undertakes adequate strategic planning activities and meets all legislative reporting requirements

DP Action	Action	Responsibility	Progress	Comment
Council updates the Integrated Planning and Reporting framework documents as required	Completion of Annual Financial Statements.	K Miller	100%	Annual Financial Statements have been completed and distributed to relevant government bodies.
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%	Reporting for Delivery Program and Annual Operational Plan 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	40%	Works program partially developed.
Council updates the Integrated Planning and Reporting framework documents as required	Develop Works Programs for Shire and Regional roads, drainage, signs and traffic facilities.	A De Silva	40%	Ongoing. As additional grant funds become available, new projects are added eg. Fixing Country Road and Resources for Regions.
Council updates the Integrated Planning and Reporting framework	Development and implementation of a minimum 10 Year Financial Plan for inclusion in the Resourcing	K Miller	100%	Completed for 2015/2016.

DP Action	Action	Responsibility	Progress	Comment
documents as required	Strategy to support the Cobar Shire 2025 Community Strategic Plan.			
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%	Action plan implemented as required.
Council updates the Integrated Planning and Reporting framework documents as required	Implementation of Council's Community Engagement Strategy.	A Shepherd	50%	The Community Engagement Strategy is implemented as required.
Council updates the Integrated Planning and Reporting framework documents as required	Produce Quarterly Budget Review for Council.	K Miller	50%	Q1 and Q2 Budget Reviews completed.
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%	Delivery Program reporting and Annual Operational Plan quarterly reporting undertaken.
Council updates the Integrated Planning and Reporting framework documents as required	Renew the Revenue Policy 2015/2016.	K Miller	0%	Not due until June 2015, not currently progressing.
Council updates the Integrated Planning and Reporting framework documents as required	Workforce Management Strategy, as part of Resourcing Strategy, developed and maintained.	M Maidens	100%	Completed.

DP Action	Action	Responsibility	Progress	Comment
Service level provision planning undertaken as required	Review and amendment of the Corporate Asset Register including CivicView integration.	K Miller	50%	Still requires training, final Report still to be developed.
Undertake legislative reporting requirements	Commencement of development of Cobar Shire Council Compliance Register.	S Poulter	25%	Limited resources to expedite this process further.
Undertake legislative reporting requirements	Implementation of Best Practice Improvement Action Plan.	G Woodman	50%	Action Plan being progressed.

COUNCIL STRATEGY

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

DP Action	Action	Responsibility	Progress	Comment
Good contract management and procurement practices are employed	Contracts Register updated and in place.	A De Silva	50%	Contracts register in place and continually updated.
Good contract management and procurement practices are employed	Manage Engineering tenders and contracts in accordance with Councils policy.	P Graf	50%	Engineering tenders and contracts managed in accordance with Councils policy.
Leases and management agreements monitored, implemented and adhered to	Cinema Building, Dentist and doctors surgeries and commercial building agreements monitored and implemented.	H Holder	50%	All agreements are being monitored and implemented.
Leases and management agreements monitored,	Swimming pool, dentist and doctor surgeries, caravan park and airport	H Holder	50%	All agreements are being monitored and

implemented and adhered to	agreements monitored and implemented.			implemented.
Provision of Cobar Water Board Administration and Financial Services	Undertake administration and financial services for the Cobar Water Board as per the Agreement.	K Miller	50%	Ongoing task, reports completed as required.

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%	Stage 1 - Water Security for Regions Program - Storage Facility at Nyngan progressing with design works commenced in Q2. With location determination to be undertaken in Q3.

COUNCIL STRATEGY				
4.1.2	Increase Cobar's water allocation			
DP Action	Action	Responsibility	Progress	Comment
Lobby the NSW Government to have Cobar's town water supply increased	Attend meetings with relevant Government personnel demonstrating the need for the town water licence to be increased.	W Mills	50%	Required meetings attended.

COUNCIL STRATEGY			
4.1.3 Improved water treatment systems for the provision of potable water to the villages			
DP Action	Action	Responsibility	Progress
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.	W Mills	20%
			Comment Ongoing investigation of villages being undertaken.

COUNCIL STRATEGY			
4.1.4 Improved water infrastructure across the Shire			
DP Action	Action	Responsibility	Progress
Maintenance and repairs of water mains	Annual Maintenance schedule prepared.	W Mills	25%
Maintenance and repairs of water mains	Implement the Water Supplies Asset Management Plan with 5 year rolling works program.	W Mills	50%
Maintenance and repairs of water mains	Implement the Works Program, determined by the Water Main, Valve and Hydrant Audit.	A De Silva	25%
Maintenance and repairs of water mains	Repairs carried out promptly on water reticulation system.	W Mills	50%
Water filtration system adequate and well	Staff record meter readings daily.	W Mills	50%
			Comment Maintenance schedule being prepared. Ongoing. Water main valve and hydrant audit works ongoing. All burst mains and services rectified within 48 hours. Staff record meter readings daily.

maintained					
Water filtration system adequate and well maintained	Water tested and treated daily.	W Mills	50%	Water tested and treated daily and we comply with statutory requirements.	
Undertake Resources for Regions Water Filtration Plant Project	Undertake the actions outlined in the Project Management Plan for the Cobar Filtration Plant Replacement Program.	P Graf	50%	Cobar filtration plant replacement ongoing with Resources for Regions funding. Geotechnical and site survey work due to be completed in Q3. Design underway.	

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	30%	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 to SEXI proposal undertaken and liaison with solar energy providers undertaken as required.

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

COUNCIL STRATEGY				
4.3.1 Seek ways to expand the sealed road network and improve and maintain the unsealed road network				
DP Action	Action	Responsibility	Progress	Comment
Road works undertaken according to priority, weather conditions and availability of resources	Construction and maintenance works carried out on Regional and Shire Road Network in accordance with approved programs and standards.	A De Silva	35%	Construction and maintenance works on regional and shire roads ongoing. Awaiting outcome of grant proposal for Whitbarrow Way and Acres Billabong.
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.	A De Silva	35%	Regular inspections are being undertaken by DES with a view to implement a competent maintenance management system. Audit of road network scheduled for Q3 and Q4.
Road works undertaken according to priority, weather conditions and availability of resources	Street maintenance and sign maintenance.	A De Silva	40%	Street and sign maintenance ongoing.
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	40%	Ordered works on behalf of RMS being undertaken. Council continues to lobby for additional funds in particular to complete widening works on the 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%	Works undertaken in accordance with RMS contract.
Road works undertaken according to priority, weather conditions and availability of resources	Undertake the Street Sign Audit and implement the Action Plan.	A De Silva	15%	Ongoing.
Undertake fair valuation of footpaths, roads, bridges, drainage and bulk earth works	In conjunction with Council's Asset Management Team and Auditor undertake revaluation of Council's major transport asset.	P Graf	20%	Revaluation of councils transport assets ongoing.
Oversee quarrying activities and ensure an adequate supply of good quality gravel for use on the road network	Establishment and use of reserve for the rehabilitation and restoration of disused gravel pits and quarries.	M Bell	5%	Ongoing. Reserve in place and funds will be used beyond Q2.
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	5%	Minimal work done.
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	10%	Ongoing.

COUNCIL STRATEGY

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

DP Action	Action	Responsibility	Progress	Comment
Provide and maintain a safe and adequate footpath and bike path network	Develop and implement a Footpath and Bike Path Maintenance Works Program.	A De Silva	45%	Footpath and bike path maintenance ongoing.
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	20%	PAMP being implemented on an ongoing basis.
Provide and maintain a safe and adequate footpath and bike path network	Kerb & Gutter maintenance.	A De Silva	40%	Ongoing.
Provide and maintain a safe and adequate footpath and bike path network	Obtain grant funding to install lighting in the Linsley St taxi rank.	A De Silva	0%	No funding opportunities identified in Q2.
Cobar airport maintained and available for RPT and general aviation to meet the needs of the Cobar community	Airport infrastructure meets the requirements of CASA and Air Services Australia.	A De Silva	50%	Resources for Regions Project to bring airport infrastructure up to CASA standards including lighting almost completed. Will then apply for a concessional licence to allow larger aircraft to land at Cobar Regional Airport.
Cobar airport maintained and available for RPT and general aviation to meet the	Conduct regular and statutory maintenance program in accordance with adopted plan at the Cobar	A De Silva	50%	Maintenance ongoing.

needs of the Cobar community	Airport.				
Cobar airport maintained and available for RPT and general aviation to meet the needs of the Cobar community	Develop and implement the Action Plan for the Cobar Aerodrome Strategic Plan.	A De Silva	45%	Action plan ongoing.	
Cobar airport maintained and available for RPT and general aviation to meet the needs of the Cobar community	Implement Resources for Regions Cobar Regional Airport Upgrade Project.	P Graf	50%	Airport design completed, work under way. Construction of runways due for completion mid-February. Taxi ways and apron by the end of February. Opening of works scheduled for 6 March 2015.	
Cobar airport maintained and available for RPT and general aviation to meet the needs of the Cobar community	Provision of services to key stakeholders such as airlines and Charters.	A De Silva	50%	Ongoing provisions of services to airport users. Council continues to lobby for the return of an RPT Service.	
Cobar airport maintained and available for RPT and general aviation to meet the needs of the Cobar community	Review of the Airport Management and Strategic Plans.	A De Silva	40%	Review of airport management and strategic plans on ongoing basis.	
Cobar airport maintained and available for RPT and general aviation to meet the needs of the Cobar community	To have an operational plan to ensure that the airport is maintained to the standards set by the CASA and the associated regulations.	A De Silva	40%	Operational plan in place to meet CASA standards. Ongoing.	
Cobar airport maintained and	Undertake regular maintenance	A De Silva	50%	Regular maintenance program ongoing and	

available for RPT and general aviation to meet the needs of the Cobar community	program at the Cobar Airport, according to the adopted budget.			resources for regions projects will be the major activity.
Landing strips at Nymagee, Euabalong and Mt hope adequately maintained	To maintain runways in a state that is acceptable for dry weather operation. To ensure that the airstrips comply with the minimum standards for operation.	A De Silva	50%	Runways maintained for dry weather operations. Grant funded works completed at Nymagee Airstrip including marker replacement, new windsock installation. Grant fully acquitted. Project came in under budget.

COUNCIL STRATEGY				
4.3.3 Maintain the rail network in the Shire to maximise the benefits to the community and to provide an alternative to road freight.				
DP Action	Action	Responsibility	Progress	Comment
Lobby the NSW Government to ensure that the rail network is well maintained, safe, affordable and well used, particularly for freight movements to reduce the impact of road movements on the community.	Continually lobby NSW Government to maintain rail network.	P Graf	5%	Lobbying NSW Government 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	Aim for gradual upgrade of playground equipment to meet Australian Standards.	W Mills	50%	Regular inspections are carried out to ensure the playground equipment is satisfactory maintained with a view to upgrade as funds available. Every reasonable attempt is being made to ensure that equipment in place is maintained to meet the standards applicable at the time it was installed.
Provide and maintain safe and adequate playground facilities	Inspection of playground facilities ensuring safety and convenience for all users.	W Mills	50%	Ongoing inspections of playground facilities undertaken.

COUNCIL STRATEGY				
4.4.2 Increase the range of community facilities and maintain those that we have to an appropriate standard				
DP Action	Action	Responsibility	Progress	Comment
Implement the Ward Oval Masterplan	Work with government agencies to attract funding for the project.	A Shepherd	50%	Sport and Recreation and other grant opportunities are explored as they become available. Construction of the pavilion is not a Council priority at this stage.
Undertake Council's cemetery operations in an appropriate and dignified	Develop appropriate Improvement Action Plan and Financial Plan that will increase the Improvements to the Cemetery and to increase Fees as	W Mills	30%	Security lighting and surveillance has been designed. Quotations obtained for solar lighting.

manner	required on a regular basis.				
Undertake Council's cemetery operations in an appropriate and dignified manner	Enquiries dealt with in a sympathetic manner.	W Mills	50%	All enquiries are being handled in a caring and sympathetic manner.	
Undertake Council's cemetery operations in an appropriate and dignified manner	Interment of deceased persons	W Mills	50%	Interment carried out with dignity and respect.	
Undertake Council's cemetery operations in an appropriate and dignified manner	Keep stock of pre-dug graves in reserve.	W Mills	25%	Stock of pre dug graves maintained within limits of staffing availability.	
Undertake Council's cemetery operations in an appropriate and dignified manner	Provide assistance and supervision and materials etc to the Cemetery committee contractor.	W Mills	100%	No longer current.	
Undertake Council's cemetery operations in an appropriate and dignified manner	Provide strategic direction and management, through the Cobar Cemetery Management Plan in consultation with the Cobar Cemetery Committee and interested persons.	W Mills	50%	Information and direction provided to management.	
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 Siermans	50%	Nymagee and Euabalong library services operated for five hours per week in Q2.	
To provide quality and readily accessible library services to	Participate in State and National	J Siermans	50%	Am facilitating local participation in the national literacy programme Summer	

Cobar and villages	events that promote literacy.			Reading Club Q2 - Q3. Kids are being encouraged to read through the summer holiday with small reading rewards and local prizes (donated by Peak Gold Mine).
To provide quality and readily accessible library services to Cobar and villages	The Library acquires, processes, maintains, and lends library materials that are up to date and appropriate.	J Siermans	50%	700 physical items and 285 ebooks added to the collection in Q2. 523 items = value \$12,069 (at cost) removed in Q2. 6,594 items loaned in Q2. This total includes 23 ebook loans.
To provide quality and readily accessible library services to Cobar and villages	The Library provides public access to the internet service where possible.	J Siermans	50%	9 computers provided for public access. 1,534 hours of computer use for Q2. 338 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 Siermans	50%	Monthly new book list, events calendar and information on library ebooks e-mailed to press and community groups. Library Facebook utilised to promote Library events and activities. 53 new members joined in Q2. Total membership = 1,785 members. 7,590 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 Siermans	0%	No training provided in Q2.
Maintain all Council land and buildings to an appropriate standard and use them appropriately.	Arrange contracts and construction work for capital works.	S Poultier	15%	Works taking place in line with capital budget.

Maintain all Council land and buildings to an appropriate standard and use them appropriately.	Commercial building and surgery maintenance.	G Harbison	50%	Structures maintained. Airconditioners serviced.
Maintain all Council land and buildings to an appropriate standard and use them appropriately.	Development of Buildings Asbestos Register.	S Poulter	25%	Initial investigation work has been undertaken with respect to developing an asbestos register. Limited resources available to expedite this process.
Maintain all Council land and buildings to an appropriate standard and use them appropriately.	Development of Cobar Shire Council Staff Housing Strategic Plan.	S Poulter	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	50%	One Plan of Management completed.
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 appropriately.	Refurbishment and preventative maintenance of the Cobar Youth and Fitness Centre and the Great Cobar Heritage Centre.	S Poulter	40%	Heritage Centre repair works to front balcony needs urgent work and is being investigated to develop a scope of remedial works. Funding for this has been allocated in the

					2015/16 capital budget. Youthie upgrade work can only be undertaken with grant funding. The last two grant applications for this works has been unsuccessful. Council is still hopeful of success with our National Stronger Regions Fund application.
Maintain all Council land and buildings to an appropriate standard and use them appropriately.	Review BuildingsAsset Management Plan.	S Poulter	25%		A review of the current plan is taking place.

COUNCIL STRATEGY

4.4.3	Improve recreational facilities at the water reserves				
DP Action	Action	Responsibility	Progress	Comment	
Maintain and improve recreational facilities that are available at the Newey and Old Res reserves	Ensure a high standard is maintained at the Newey and Old Res reserves.	W Mills	50%	Standard has been maintained.	

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	Maintenance of CBD and older areas of town, where overland flow is the	W Mills	50%	We have maintained the overland flow areas.	

guttering	only means of runoff, annually.				
Provide, maintain and operate a sewer network and disposal system and treatment works	Annual Maintenance schedule prepared.	W Mills	25%		Regular maintenance carried out as and when required.
Provide, maintain and operate a sewer network and disposal system and treatment works	Ensure EPA licence completed annually and at minimal cost.	W Mills	50%		Testing and required sampling carried out on a monthly basis.
Provide, maintain and operate a sewer network and disposal system and treatment works	Implement a detection program for illegal Stormwater connections into Sewerage Scheme.	W Mills	5%		Program to be developed.
Provide, maintain and operate a sewer network and disposal system and treatment works	Implement Liquid Trade Waste policy and program.	W Mills	10%		Under review in conjunction with overall waste management policy.
Provide, maintain and operate a sewer network and disposal system and treatment works	Implement the Sewerage Services Asset Management Plan with 5 year rolling works program.	W Mills	20%		Work progressing on the 5 year rolling works program.
Provide, maintain and operate a sewer network and disposal system and treatment works	Implement the Works Program, determined by the Sewer System Audit.	W Mills	40%		Ongoing
Provide, maintain and operate a sewer network and disposal system and	Repairs carried out on the sewerage reticulation network.	W Mills	50%		Repairs and maintenance carried out as required.

treatment works					
Provide, maintain and operate a sewer network and disposal system and treatment works	Subject to funding implement the Resources for Regions Sewer Upgrade and expansion project.	P Graf	10%	Sewerage upgrade expansion project commenced in Q1.	
Provide, maintain and operate a sewer network and disposal system and treatment works	Undertake monthly EPA effluent sampling.	W Mills	50%	Testing is carried out on a monthly basis.	

COUNCIL STRATEGY					
4.4.5	Maintain and service villages				
DP Action	Action	Responsibility	Progress	Comment	
Maintain and improve village facilities and services	Regularly maintain parks, streets and footpaths in all villages.	W Mills	50%	Regular maintenance carried out.	

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 increased reliability and for other energy providers to service the Shire.	G Woodman	50%	Support for SEXI program provided. Liaison undertaken as required with any solar energy providers.
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	0%	No funding available.

COUNCIL STRATEGY				
5.1.2	Develop community leadership on becoming leaders in resource use, reuse and recycling			
DP Action	Action	Responsibility	Progress	Comment

Undertake kerbside garbage collection and recycling in Cobar and kerbside garbage collection in the relevant villages	Prepare Waste Services Strategy that includes Cobar Recycling, Euabalong, Euabalong West & Murrin Bridge for Consultation.	S Poulter	50%	Waste strategy is currently under development.
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 Waste Depot from 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	40%	Trade waste collection service is provided and utilised. Waste Management Strategy currently under development.
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 an acceptable standard	Carry out surveillance of waste depot and access roads to minimise the spread of waste from vehicles and surrounding areas so as to detect unauthorised waste disposal and undertake appropriate enforcement action.	S Poulter	25%	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.
Maintain the town and village tips to an acceptable standard	Provide for the management of the Cobar Waste Disposal Depot so as	S Poulter	50%	Depot being maintained in accordance with legislation.

standard	to comply with statutory obligations.			
Maintain the town and village tips to an acceptable standard	Provide waste disposal facilities for Nymagee & Canbelego and depots at Euabalong & Euabalong West.	S Poulter	100%	Provide waste disposal facilities for Nymagee & Canbelego and depots at Euabalong & Euabalong West
Encourage efficient water use by Shire residents	Promote efficient water use by Shire residents.	W Mills	50%	Ongoing promotion of efficient water throughout the year.

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	50%	No knowledge or awareness of government land management incentives or programs.

COUNCIL STRATEGY

5.2.2 Have a planting program for Cobarr and villages and encourage the schools and businesses to participate

DP Action	Action	Responsibility	Progress	Comment

Develop and instigate a planting program	Apply for funding to undertake planting activities.	W Mills	10%	Greenhouse established. Plant propagation under way.
Develop and instigate a planting program	Develop and implement a Street Tree Policy.	W Mills	10%	Currently being reviewed.
Develop and instigate a planting program	Prepare a program for planting in the whole Shire utilising correct plant material for the correct application/location.	W Mills	10%	Some planting in the Cobar reserves.

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 Companion Animals Act 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	Impound dogs and cats found on a public place & surrendered animals and undertake appropriate	G Harbison	50%	27 Dogs and 0 cats impounded. Appropriate enforcement action undertaken.

land	enforcement action.				
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 manage the common areas and crown land	Operate and maintain a pound for the keeping of seized dogs and cats.	G Harbison	50%	Council maintains the pound and dogs and other 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%	Unwanted and unclaimed animals humanely euthanized. 9 Dogs and 0 cats euthanized in the quarter.	
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	Register all stock on Common.	G Harbison	50%	All stock over six months of age on the Common is registered.	

places and to manage the common areas and crown land				
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COUNCIL STRATEGY				
5.2.4 Long term management of noxious weeds				
DP Action	Action	Responsibility	Progress	Comment
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	An increase in the number of weed awareness program run (eg weed warriors).	H Holder	50%	Contact is maintained with the three schools (2x primary; 1 x high school) however there has been little interest in running an education program.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Attend toolbox meetings and provide education material.	H Holder	0%	No toolbox meeting undertaken in Quarter 2.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Continue Implementation of Regional Inspection Plan to meet inspection targets of roadsides, TSR's, water courses etc.	H Holder	20%	The Inspections program is ongoing and during quarter 2 the following were achieved:- Roads – 1,480km. There is concern regarding the ongoing funding and focus of the Weeds Program by the NSW Government. This will become clearer in Q3.
Monitor noxious weed	Develop a centralised data set of	H Holder	50%	Data being collected and maintained.

infestations, provide advice, undertake spraying on public areas and complete appropriate reports	weed distribution and abundance information.				
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	50%	Introductory weeds information pack has been developed. Four new property owners identified in Quarter 2.	
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Implement a regional communications strategy.	H Holder	50%	No media activities undertaken during Quarter 2.	
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Implementation of the Mapping, Photo Point and Re-inspection Program.	H Holder	50%	Re-inspection program is ongoing and all mapping and photo points are undertaken when required.	
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Improve/Update knowledge of Weeds Inspector.	H Holder	0%	No training undertaken during Quarter 2.	
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Increased participation of community groups.	H Holder	50%	Contact with community groups is being maintained.	

Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	On Ground Spraying Programs prioritised to give the greatest benefit.	H Holder	50%	On ground weed spraying is an ongoing program with priority weeds and areas being targeted. Two small contracts from the State Government were previously accepted; one has been completed and the other is ongoing. An additional small contract from the State Government has been accepted to remove African Boxthorn surrounding the Sewerage Treatment Works and works are due to be completed in early-mid 2015.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Private property inspections to manage invasive weeds effectively.	H Holder	10%	A total of 9 private property inspections completed during Quarter 2.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Prompt containment or eradication and ongoing monitoring of new incursions of invasive weeds.	H Holder	50%	Monitoring of sites continuing. No new weed incursions found.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Public property inspections to manage Invasive Weeds effectively.	H Holder	0%	No public property inspections undertaken during Quarter 2.

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

COMMUNITY OUTCOME	
5.3	Clean air in the community

COUNCIL STRATEGY				
5.3.1	Manage the externalities of mining and other industries operating close to towns and villages to minimise air pollution			
DP Action	Action	Responsibility	Progress	Comment
Monitoring and regulation of activities to minimise air pollution	Respond to mining related air pollution complaints.	G Ryman	0%	EPA is the relevant regulatory authority in this regard.