

Annual Operational Plan Quarterly Management Report



COBAR SHIRE
COUNCIL
outback nsw

Q2 2015/2016

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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	Determine effectiveness and appropriateness of Cobar Interagency and undertake secretarial services as required.	A Shepherd	10%	The Cobar Interagency is currently not meeting as there are several sub groups that are effectively operating. These include the Cobar Mental Health network, the Cobar Domestic Violence Action Group (which Council sits on), the Cobar Community Services Forum (as part of the Integrated Care Project) which Council actively participates in and the SPERG group run by Cobar Public School (which Council attends).
Murrin Bridge and Lake Cargelligo Interagency	Represent Cobar Shire Council at the Interagency.	A Shepherd	50%	No meetings were attended for the quarter, but a watching brief maintained. As a result, Council worked with the RMS to supply information for RMS to apply for funding under an Aboriginal communities grant for road maintenance works within Murrin Bridge. Information was supplied, scoping and quoting four projects: forming up and resealing with a high quality seal the entrance way, river road and the main street. A fourth proposal was put forward to undertake potholing around the village.

COMMUNITY OUTCOME

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

DP Action	Action	Responsibility	Progress	Comment
Undertake School Holiday Activities through the Cobar Youth and Fitness Centre	Seek funding to undertake school holiday activities.	N Kriz	50%	December school holidays has seen a hip hop, art and Drumming workshop (with 60 attendees). Youth Centre has had games days - pool comps running daily. Manager will look into grants to fund next school holidays. We have had over 1,246 visitors this quarter in games room and 2,400 skate park users.

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

DP Action	Action	Responsibility	Progress	Comment
To provide youth services and a facility that provide recreational, sporting and cultural activities and support services for the youth and the community of Cobar.	Hold regular youth activities at the centre and enter and maintain partnerships to aid and enhance the provision of Youth Services.	N Kriz	50%	Sports competitions completed this quarter include: squalleyball , soccer and netball. We have held Friday night games and playgroups. December was quiet as the floors were redone in the Stadium and Squash Courts.

COUNCIL STRATEGY

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

DP Action	Action	Responsibility	Progress	Comment
To provide youth services and a facility that provide recreational, sporting and cultural activities and support services for the youth and the community of Cobar.	Undertake activities under Family and Community Services grant.	N Kriz	50%	Games night and playgroup went into recess from 18th December. Youth Centre has run a dance, drumming and art workshop funded by drought relief, Carewest and WSPA with 60 children attending. Walking Group for seniors has started again - working with Community Health (10 attendees). Table tennis on a Wednesday morning has approximately 10 ladies attending.
Organise Youth Week Activities	Youth Week activities to be organised in conjunction with Cobar Youth Council.	N Kriz	50%	Cobar Youth Council and the CYFC Manager have scheduled a meeting to talk about combining Youth Week with the Little Big Day Out in the park one week earlier. Cobar Youth Council is planning to have a fun festival in the park with a skate park with demonstrations and DJ's. In Youth Week there will be pool comps, cooking, disco, craft and games.
Provide school holiday activities for children aged 5-14 years at Cobar Shire & TAFE Library	Library staff, community members and/or volunteers plan and provide craft and other fun activities for small groups of children with a charge applied to recover cost of materials.	J Siermans	50%	Drawing workshops were hosted in October. 30 attendances for the 2-day workshops.

COUNCIL STRATEGY				
1.2.3 Increased educational opportunities provided locally				
DP Action	Action	Responsibility	Progress	Comment
Work with organisations to increase the quality and diversity of educational opportunities available locally	To be involved in Schools Business Community Partnership Governing Committee to increase educational diversification and opportunities.	G Woodman	0%	No attendances for this quarter.
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 during school terms in Q2. 2 attendances. Next quarter will offer mobile technology skill sessions.

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

COUNCIL STRATEGY				
1.3.1 Parents are supported in their role to raise their children and services are available to assist them to build their parenting skills				
DP Action	Action	Responsibility	Progress	Comment
Cobar Shire and TAFE library staff support parents via library services and outreach	Hold story time sessions, Library staff provide activities for children aged 6 months to 5 years and model early literacy for parents.	J Siermans	50%	Pre-school storytime, rhyme & craft sessions were offered every Wednesday in Q2. 159 attendances.

COUNCIL STRATEGY

1.3.2 Increase the supply of childcare and preschool places and options

DP Action	Action	Responsibility	Progress	Comment
Administer and coordinate Children Services (FDC, COOSH, IHC)	Administration of CCB & CCR for all eligible families in accordance with Federal Legislation.	K Lennon	100%	We administered CCB and CCR in accordance with Federal Legislation each week of the quarter.
Administer and coordinate Children Services (FDC, COOSH, IHC)	Enroll and support families and children for Children Services.	K Lennon	50%	15 new families have been enrolled this quarter, for FDC, IHC and COOSH services.
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	75%	All policies are up to date. COOSH enrollment information updated to include vacation care service information.
Administer and coordinate Children Services (FDC, COOSH, IHC)	Monitor Implementation of National In Home Care Standards.	K Lennon	75%	Admin staff have been following up on the completion of the IHC Educator manuals to ensure standards compliance.
Administer and coordinate Children Services (FDC, COOSH, IHC)	Provide craft and activity packs to In Home Care Educators four (4) times per year.	K Lennon	50%	Christmas craft has been sent to all Educators.
Administer and coordinate Children Services (FDC, COOSH, IHC)	Provide interesting and stimulating excursions and events for children and educators with Far West FDC and COOSH.	K Lennon	50%	An Excursion 'Trick or Treating' for Halloween was conducted for FDC.

COUNCIL STRATEGY

1.3.2 Increase the supply of childcare and preschool places and options

DP Action	Action	Responsibility	Progress	Comment
Administer and coordinate Children Services (FDC, COOSH, IHC)	Recruit and support Family Day Care Educators.	K Lennon	50%	One new FDC Educator began in 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 curriculum.	K Lennon	50%	There is ongoing work in this area.
Administer and coordinate Children Services (FDC, COOSH, IHC)	Write and distribute quarterly newsletters to Families and Educators.	K Lennon	50%	Newsletters written and sent out as needed.
Investigate the provision of vacation care in Cobar	Investigate the options and implement if appropriate a Vacation Care Program.	K Lennon	50%	We operated vacation care in the Sept/Oct school holidays with 30 children attending over the 2 weeks.
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	50%	This is ongoing. Further attempts to increase the number of educators across the region will be pursued.

COUNCIL STRATEGY				
1.3.3	Increase the knowledge of the community on the range of services available in Cobarr 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 and monitored. Community Services Directory updated in Q2, with the Business Directory to be completed in early 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%	Community Services Directory updated. Held discussion with the Integrated Care team to combine their directory with ours and have one directory available on line that is up to date.

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 Festival of the Miner's Ghost committee held a meeting to review the 2015 festival on the 19th November 2015. The meeting agreed that the 2015 festival was a great success, one of the best that has been held. There are a few activities being researched for the 2016 FOMG.

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	Organise Australia Day celebrations and Senior Citizen's Week events.	J Martin	50%	The Australia Day committee held a meeting at the Cobar Bowling & Golf Club on Thursday 19th November 2015. The meeting resolved that the 2016 Australia Day activities be held on Australia Day at the Cobar Memorial Swimming Pool and Council's Manager Tourism and Public Relations commence putting the program of activities together. In early December 2015 the Australia Day Council informed Cobar Shire Council that Mr Andrew Heslop would be Cobar's Australia Day ambassador. Council's MTPR has applied to the Department of Aging for a grant to conduct 2016 Senior's Week activities.

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

COUNCIL STRATEGY				
1.4.1	Support volunteer organisations by encouraging volunteerism across all age groups and supporting organisations with professional assistance, advice and services			
DP Action	Action	Responsibility	Progress	Comment
Provision of information on grant availability and assistance in accessing grants to community groups	Distribute information on available grants to community organisations through the Community Services Database.	A Shepherd	50%	Council regularly sends out grant information to community and sporting groups, schools, progress associations and other groups as information comes in. Council actively encourages groups to apply for grants and willingly sits down with groups to develop their grant proposals. On 16 December Council organised for Mark Horton from NSW Sport and Recreation to run a free grant writing workshop for the community. Council also assisted several organisations to submit volunteer grant applications.
Facilitate capacity building of community groups	Seek grant funding to run workshops to build capacity of community organisations to improve governance.	A Shepherd	50%	Sport and Recreation Grant Writing Workshop held on 16 December 2015. Offered to all community groups. Excellent attendance with around 20 participants.

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 Manager Tourism & Public Relations liaises with local clubs and community groups to assist them promote their activities and events within Cobar Shire and the wider region. In this quarter MTPR assisted with the promotion of the business association's Christmas Parade.

COUNCIL STRATEGY				
1.4.3	Develop initiatives to maximise the benefits and minimise the negative impact of shift work and FIFO/DIDO on the community			
DP Action	Action	Responsibility	Progress	Comment
Work with local business and government agencies to identify where changes can be made or initiatives developed to reduce the negative impacts	Liaise with local business and government agencies to help identify and initiate changes to reduce the negative impacts of shift changes to mining rosters, absentee workers and mining closures to reduce the community impact.	A Shepherd	50%	Council continues to monitor the effects of changing rosters, employment in the mining industry and residential living within the Cobar mining community.

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 activities undertaken 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 continues to work with government agencies and other groups to build and promote the Indigenous Nursery Project at Fort Bourke.

COUNCIL STRATEGY				
1.4.5	Support arts and cultural organisations, activities and facilities			
DP Action	Action	Responsibility	Progress	Comment
Support Outback Arts and cultural activities in the Shire	Provide annual funding and support to Outback Arts, Regional Arts Development Officer and the Local Arts Council.	G Woodman	100%	Funding provided in Q1, Council's representative on the Outback Arts Committee is Council's Special Projects Officer, Angela Shepherd with Councillor Marsha Isbester as the alternative. No action required in Q2.

COUNCIL STRATEGY				
1.4.5	Support arts and cultural organisations, activities and facilities			
DP Action	Action	Responsibility	Progress	Comment
Facilitation of cultural workshops and activities	Complete the cataloguing and conservation project for the collection at the Great Cobar Heritage Centre.	J Martin	50%	The curator at the Great Cobar Heritage Centre is continually reviewing the condition of the museum objects which are on display and in storage. The curator is currently looking at objects in the collection that relate to WW1 and researching their origins and developing new displays.
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 council adopted collection policy which is managed and strictly adhered to by the curator.

COMMUNITY OUTCOME	
1.5	A healthy and active community

COUNCIL STRATEGY				
1.5.1	Provide appropriate health care options and services both within the Shire and the region			
DP Action	Action	Responsibility	Progress	Comment
Lobby NSW Government and Federal Government to ensure high quality health care services, including those offered out of Cobar Hospital and aged care are available in Cobar Shire or are easily accessible where it is not possible to have them provided locally	Participate in the Cobar Health Council.	G Woodman	50%	Participation undertaken as required.
Lobby NSW Government and Federal Government to ensure high quality health care services, including those offered out of Cobar Hospital and aged care are available in Cobar Shire or are easily accessible where it is not possible to have them provided locally	Participation in the Cobar Hospital Services and Facilities Upgrade Committee.	G Woodman	50%	Relevant liaison with local health district in relation to MPHS proposal and attendance of Cobar Health Council. Department Representatives and Community consultation held in December to progress the MPS Proposal. Agreement reached to co-locate the Hospital and Aged Care Services to the Lilliane Brady Village site. Planning and design work now underway.

COUNCIL STRATEGY				
1.5.2	Support for the Cobar Primary Health Care Centre model to ensure that it remains viable			
DP Action	Action	Responsibility	Progress	Comment
When appropriate, assist financially and lobby to support the CPHCC model to ensure good access to local medical practitioners and to increase the level of allied health care services provided locally	Participation in the Cobar Integration Project, CHAMP and other health initiatives to help identify and improve the level of allied health care services provided locally.	G Woodman	25%	Council are constantly looking to improve Allied Health Service provisions. At the December Council Meeting \$22,500 was committed to the CPHCC Project to convert the garage at 24 Harcourt Street into consulting rooms. Project to commence in Q3.

COUNCIL STRATEGY				
1.5.3	Increase the use of Council owned and other sporting and recreational facilities across the community			
DP Action	Action	Responsibility	Progress	Comment
Increase the use of the Cobar Youth and Fitness Centre	Increase utilisation of the Cobar Youth and Fitness Centre.	N Kriz	50%	Cobar Youth and Fitness centre underwent floor maintenance after the completion of our competitions in early December, and January has been busy with school holiday activities. Next Quarter will see commencement of competitions - such as netball, men's and female basketball, squalleyball, squash and a few competitions for Juniors .
Increase the use of the Cobar Youth and Fitness Centre	Maintain and upgrade gym equipment and seek ways to secure additional services to deal with the demand (where space permits).	N Kriz	50%	Cobar Youth and Fitness centre Gym has been utilized this quarter due to , the CYFC floor maintenance and the school Holidays. The next quarter will see the commencement of our competitions,- such as school groups, playgroup and other activities.

COUNCIL STRATEGY

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

DP Action	Action	Responsibility	Progress	Comment
Increase the use of the Cobar Youth and Fitness Centre	Run local sporting competitions at the Centre and the Skate Park.	N Kriz	50%	Competitions ended in December 2015. A new competition will be advertised in January and will commence in February 2016. It is expected that we will get squalleyball (6 or more teams), netball (8 teams) and soccer (6 teams). We are also going to advertise an expression of interest in squash social competition, junior basketball and senior basketball.
Increase the use of the Cobar Youth and Fitness Centre	Strengthen community partnerships with a view to offering more structured after school youth activities.	N Kriz	50%	New competitions will commence in Q3 increasing the usage for 2015/2016. We will also be introducing other sports to increase usage - junior basketball, squash and indoor netball.
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%	Contractor has operated the pool in accordance with the contract and submits monthly reports including detail of promotional activities.
Contract management of the Cobar Memorial Swimming Pool	Supervision of pool operations ensuring safety and convenience for all patrons are paramount and Pool Contract Management undertaken.	W Mills	50%	Contractor has operated the pool in accordance with the contract and submits monthly reports including detail of promotional activities.

COUNCIL STRATEGY				
1.5.3	Increase the use of Council owned and other sporting and recreational facilities across the community			
DP Action	Action	Responsibility	Progress	Comment
Maintain all Council parks and reserves, including plants, trees and public facilities, the Skate Park and the Miners Memorial.	Appropriate signage erected to indicate prohibited activities in parks and reserves.	W Mills	25%	Signage review ongoing with the replacement of damaged and missing signage as required.
Maintain all Council parks and reserves, including plants, trees and public facilities, the Skate Park and the Miners Memorial.	Carry out regular patrols of parks and reserves.	W Mills	50%	Inspection of Council parks and reserves carried out daily and/or weekly subject to location and usage of area.
Maintain all Council parks and reserves, including plants, trees and public facilities, the Skate Park and the Miners Memorial.	Complete the design and undertake the installation of the Miners Memorial in the Heritage Park.	A Shepherd	35%	Two CQU university students came to Cobar in Q2 to undertake structural and architectural drawings. The university funded their flights, Peak Gold Mines funded their accommodation and Council provided food and incidentals. There were good discussions had during and after the visit. The design process is still underway and will be finalised during Q3. A list of mining supply companies have been written to seeking grant funds for the project, with limited success. This will be pursued further in Q3, particularly once the designs have been finalised.
Maintain all Council parks and reserves, including plants, trees and public facilities, the Skate Park and the Miners Memorial.	Inspect and rectify defects of physical assets.	W Mills	50%	The ongoing repair and maintenance is carried out on the Council's assets when and as required.

COUNCIL STRATEGY				
1.5.3 Increase the use of Council owned and other sporting and recreational facilities across the community				
DP Action	Action	Responsibility	Progress	Comment
Maintain all Council parks and reserves, including plants, trees and public facilities, the Skate Park and the Miners Memorial.	Maintenance of sporting ground and associated facilities.	W Mills	50%	Regularly inspections carried out on all sporting grounds with all necessary maintenance and repairs carried out.
Maintain all Council parks and reserves, including plants, trees and public facilities, the Skate Park and the Miners Memorial.	Provision of a regular gardening and turf maintenance service.	W Mills	50%	Regular gardening and turf maintenance service provided for each park and reserve within the Shire.
Maintain all Council parks and reserves, including plants, trees and public facilities, the Skate Park and the Miners Memorial.	Tree pruning and husbandry of trees.	W Mills	70%	Tree pruning and husbandry of trees completed as required, and review of future requirements.
Purchase and install a mobile ablutions block as per the Sport and Recreation Grant	Purchase and install a mobile ablutions block as per the Sport and Recreation Grant.	S Poulter	100%	Purchased and installed. Project completed, with a ramp to be installed in Q3.

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%	<ul style="list-style-type: none"> •Quarter 2 running on budget with 56% of budget expended & 63% of income received. Occupancy rate for Quarter 2 was 97.8% for Hostel and 93.4% for Nursing Home. There is one vacancy in the hostel with potential resident trailing on respite. There are no applications currently wanting permanent placement at this time. •Comprehensive assessments and documentation of residents care needs were completed as per facility protocol on new residents entering facility in quarter 2 to enable ACFI claims to be maximised.
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%	<ul style="list-style-type: none"> •Schedule audits completed in Quarter 2 as per schedule with all identified gaps managed as per facility policy and procedures. Post admission surveys were distributed and returned with no issues being raised.
Provide appropriate services for residents at the Lilliane Brady Village	Ensure adequate and appropriately skilled and qualified staffs to ensure all services are delivered in line with facility mission statement and policies.	S Huon	50%	Staffing levels have been maintained in line with the master roster. Positions filled this quarter were RN x 2 permanent full time, AIN x1 (Cas). All new staff completed the orientation program. One resignation was received – full time registered nurse. All staff continues to participate in scheduled in-house training utilising the “Aged Care Channel”.

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	Maintain health and personal care of all residents according to their needs and maintain resident lifestyle, rights and choices.	S Huon	50%	The Australian Aged Care Quality Agency completed a full audit on both facilities in June 2015. Both facilities were compliant with all outcomes and accredited until August 2018. There were no visits from the Australian Aged Care Quality Agency during this quarter. Comprehensive assessments were completed as per facility protocol on new residents to enable appropriate care. Resident care needs 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.
Provide appropriate services for residents at the Lilliane Brady Village	Monitoring levels of aged care services provided at the Lilliane Brady Village.	S Huon	50%	Services provided in line with Aged Care Act and principles and monitored by The Australian Aged Care Quality Agency. Infrastructure managed by Cobarr Shire Council with regular maintenance as per maintenance program within budgetary allowances. Completion of additions to nursing home lounge area and completion of secure garden area achieved this quarter.

COUNCIL STRATEGY				
1.5.4 Provide adequate infrastructure to care for older residents locally				
DP Action	Action	Responsibility	Progress	Comment
Provide appropriate services for residents at the Lilliane Brady Village	Promote community awareness and encourage ongoing resident involvement in community events.	S Huon	50%	Community involvement included: - visitation by clergy, weekly exercise run by community volunteers, student visits from St John's Catholic School, Cobar High School student placements for VET and work experience programs. Outings in the community attended by residents included the Council Christmas party, shopping and visits to 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 2015 publicises upcoming events and shares activities with the wider community.
Provide appropriate services for residents at the Lilliane Brady Village	Provide a transparent mechanism for concerns and complaints management from all stakeholders.	S Huon	50%	POL/GM2 Comments, Suggestions & Complaints covers the protocol & procedures for complaint resolution & escalation process for Lilliane Brady Village. The facility maintains a register for all complaints. Investigation & resolutions including any actions required such as staff training, resources etc. are recorded family member s, residents or staff. Pol/RM17 Compulsory Reporting covers process 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	100%	Extensions on the lounge at the Lilliane Brady Village were completed in Q4 2014/2015. The Lounge has been getting a lot of use in the warmer months and has been greatly received by the residents and visitors to the Village.

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%	There were no Cobar Police Community Precinct Committee Meetings held in Q2. Attendance was not required.
Work with police and licensed premises to promote a safe community	Provide secretariat services for the Cobar Liquor Accord.	G Woodman	50%	Further to a resolution at the Annual General Liquor Accord Meeting held in late Q1 the Local Police Command has been reminding Committee Members that they must attend and participate in Meetings, attendance numbers have risen since then. At this meeting a new Board was elected for the 2015/2016 year. Two (2) Meetings were held in the quarter. The next Meeting is scheduled for early Q3.
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	25%	It is expected that a new Safety Audit will be undertaken in 2015/2016. No further progression or meetings have occurred in Q2.

COUNCIL STRATEGY				
1.6.2 Implementation of the Cobar Crime Prevention Plan and Strategy				
DP Action	Action	Responsibility	Progress	Comment
Removal of graffiti and recording of graffiti incidents	Supervise the removal of graffiti and ensure all evidence is taken and recorded appropriately.	W Mills	50%	Work carried out immediately on covering up and/or removal of graffiti.
Implementation of actions outlined in the Cobar Crime Prevention Plan and Strategy	Undertake a Community Safety Audit.	G Woodman	0%	Community Safety Audit scheduled for Q4.
Implementation of actions outlined in the Cobar Crime Prevention Plan and Strategy	Update the action list for the Crime Prevention Plan.	A Shepherd	45%	Plan and Strategy implemented. New documents to be prepared in Q4.
Work with the Cobar Domestic Violence Action Group to undertake local initiatives to reduce domestic violence in Cobar.	Input to monthly Domestic Violence Action Group Meetings and actively participate in local initiatives.	A Shepherd	25%	Council participated in the Reclaim the Night march and family evening, sold white ribbons for white ribbon day and attended the White Ribbon Day discussions and launch of the 100 Alice Stories project.

COUNCIL STRATEGY				
1.6.3 Encourage safe and sustainable development				
DP Action	Action	Responsibility	Progress	Comment
Undertake regulatory obligations in relation to building and development	Assess and determine all relevant applications as outlined under Section 68 of the Local Government Act 1993	S Poulter	50%	Local Activity applications processed in accordance with Legislative obligations.

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	Carry out critical stage and other progress inspections required to ensure completed projects complies.	S Poulter	50%	All critical stage inspections and other progress inspections carried out to ensure completed projects complies.
Undertake regulatory obligations in relation to building and development	Complying Development applications assessed and approved in accordance with statutory standards requirements and Council Codes.	S Poulter	50%	All Complying Development applications are assessed and approved in accordance with statutory standards, requirements and Council Codes.
Undertake regulatory obligations in relation to building and development	Develop an On-site Sewage Management Register for existing systems in priority areas.	S Poulter	100%	Completed and in use.
Undertake regulatory obligations in relation to building and development	Development Applications assessed and approved in accordance with statutory standards and requirements and Council Codes.	S Poulter	50%	All Development Applications are assessed and approved in accordance with statutory standards, requirements and Council Codes.
Undertake regulatory obligations in relation to building and development	Inspect all development when required by approval so as to ensure compliance.	S Poulter	50%	Mandatory Inspections are carried out on all approved developments when required to ensure compliance.
Undertake regulatory obligations in relation to building and development	Process applications for Section 149 Certificates.	S Poulter	45%	All Section 149 applications are processed within 3 days.

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	Provide approval and inspection services for the installation of sewage and drainage services.	S Poulter	50%	Approval and mandatory inspections are provided for the installation of sewage and drainage services.
Undertake regulatory obligations in relation to building and development	Provide registration, approval and inspection for applications to install and operate On-Site Sewage Management Systems.	S Poulter	50%	Registration, approval and inspections are provided for applications to install and operate On-Site Sewage Management Systems.
Implement the Cobar LEP and development control plans	Identify if Development Control Plans will be required to support Cobar LEP 2012 once the current NSW Planning Reforms are finalised.	S Poulter	0%	Due to resource issues, this project has not yet commenced, however preliminary research has begun and will assist when the project commences.
Implement and maintain an appropriate register for leases, licences and land	Maintain the Lease, Licence & Land Register.	H Holder	50%	The lease, licence and land register is 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%	The manual washing ,scrubbing and cleaning of the CBD is carried out at selection periods of the year and performed throughout the year as and when required.

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	Mechanically clean the streets in the urban area to provide suitable environment for the community.	W Mills	50%	Street sweeping program carried out within the area of the CBD daily with additional hand sweeping as required..
To provide the community with an aesthetically pleasing and clean urban environment	Regularly clean and maintain amenities building in accordance with frequency of use.	W Mills	50%	Cleaning of amenities carried out daily and maintenance carried out on public amenities as required.
To provide the community with an aesthetically pleasing and clean urban environment	Review the Street Sweeping Program and implement an improvement action plan.	W Mills	35%	Review of program ongoing, with necessary inspection of work performed on a regular basis.
Maintain Council Buildings to an appropriate standard to ensure that buildings are occupiable	Maintenance and repair of Council buildings undertaken with available resources.	S Poulter	50%	Maintenance works are being undertaken in line with the 2015-16 building asset works schedule. Some reactive works are also being undertaken when required.
Improve disability access to Council buildings and facilities to improve their accessibility by older people and people with a disability	Implement Disability Action Plan.	A Shepherd	0%	The writing of a Disability Action Plan is scheduled for Q4.
Improve disability access to Council buildings and facilities to improve their accessibility by older people and people with a disability	Install disability access to Council buildings as funding becomes available.	S Poulter	25%	Access is provided to buildings once appropriate funding is made available. Euabalong Library recently upgraded to provide mobility impaired access.

COUNCIL STRATEGY				
1.6.5	Provide protection from fire, natural disasters, public health and other threats to the community			
DP Action	Action	Responsibility	Progress	Comment
Have systems in place to allow a rapid response to a fire emergency within the Rural Fire District	Development, reporting and implementation of Rural Fire Service (RFS) facilities asset management plan and a minimum five (5) year rolling works program.	S Taylor	40%	A new rural fire building is being constructed in Cobar. The building contractor has delayed completing construction.
Have systems in place to allow a rapid response to a fire emergency within the Rural Fire District	Development, reporting and implementation of Rural Fire Service plant and equipment replacement program.	S Taylor	50%	Plant and equipment replacement program for Rural Fire Service has been developed in conjunction with Rural Fire Service.
Have systems in place to allow a rapid response to a fire emergency within the Rural Fire District	Have a response system, which will allow a response to an emergency within a reasonable timeframe.	S Taylor	50%	Council has systems in place to respond to emergencies.
Have systems in place to allow a rapid response to a fire emergency within the Rural Fire District	To have a rural community develop an approach to hazard management to minimise the threats of uncontrolled fire.	S Taylor	50%	In conjunction with the Rural Fire Service hazard reduction activities have been undertaken in minimise rural fire threats for urban communities.
Have systems in place to allow a rapid response to a fire emergency within the Rural Fire District	To maintain an organisation to provide the human and physical resources to assist with the control of rural fire threats.	S Taylor	50%	Plant, equipment and personal are prepared for assistance, if required, to control rural fire threats.

COUNCIL STRATEGY				
1.6.5	Provide protection from fire, natural disasters, public health and other threats to the community			
DP Action	Action	Responsibility	Progress	Comment
Have contingency plans in place to minimise the damage from threats from natural disasters	Assist RFS with Project Management for construction and commissioning of new RFS Headquarters in Cobar.	D Sechtig	50%	Progressing to lock up stage.
Have contingency plans in place to minimise the damage from threats from natural disasters	Develop Rural Addressing Program.	S Taylor	50%	Program planning is complete. Project implementation is due to commence in Q3.
Have contingency plans in place to minimise the damage from threats from natural disasters	To ensure reasonable strategic planning is made to establish local disaster management plans which consider the risks to local communities and have in place relevant disaster management plans which cover the reasonably foreseeable risks within the community.	S Taylor	50%	The local disaster management plan is currently being updated and is programmed to be completed in Q3.
Have contingency plans in place to minimise the damage from threats from natural disasters	To establish an effective and relevant Local Emergency Management Committee to co-ordinate Emergency services with the community.	S Taylor	50%	LEMC meetings held quarterly.
Preserve and enhance public health by regulating and inspecting all relevant premises	All food shops and licensed premises inspected as per Food Authority Partnership.	S Poulter	50%	Food shop inspections are being completed in line with the Food Authority Partnership.

COUNCIL STRATEGY				
1.6.5	Provide protection from fire, natural disasters, public health and other threats to the community			
DP Action	Action	Responsibility	Progress	Comment
Preserve and enhance public health by regulating and inspecting all relevant premises	Appropriate Public Health Education Campaign conducted.	S Poulter	0%	Due to current resource issues, a proactive education program has not yet commenced. Reactive complaint management in operation however.
Preserve and enhance public health by regulating and inspecting all relevant premises	Investigation of public health incidents.	S Poulter	50%	Complaints were received and actioned during this reporting quarter.
Preserve and enhance public health by regulating and inspecting all relevant premises	Prepare and provide appropriate reports and information for administration and budget.	S Poulter	50%	Information and reports are prepared and provided for administration and budget when sought
Preserve and enhance public health by regulating and inspecting all relevant premises	Public swimming pools inspected and water samples taken.	S Poulter	0%	Reactive pool inspections are undertaken when required.
Preserve and enhance public health by regulating and inspecting all relevant premises	Swimming pool safety barriers inspected.	S Poulter	0%	Inspections are undertaken only on request by customers.

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	50%	Discussions and ideas developed by the Economic Taskforce.

COUNCIL STRATEGY

2.1.2 Skills attraction initiatives

DP Action	Action	Responsibility	Progress	Comment
Work with relevant government organisations, including Regional Development Australia – Orana, and NSW Industry and Investment to attract skilled people to Cobar to work.	Work with Regional Development Australia – Orana Inc and Industry and Investment (I&I) on economic development issues within Cobar Shire.	A Shepherd	50%	Actively participated in the Love the Life We Live project and provided feedback into the first draft of the masterplan project. Chair of the RDA Orana was the keynote speaker at the 2015 Great Cobar Business Awards.

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%	An apprentice Boilermaker and an apprentice Plant Mechanic commenced employment in January 2016.
Implement the action plan outlined in the Economic Development Strategy.	Report on the implementation of the Economic Development Strategy and facilitate the Economic Taskforce.	A Shepherd	50%	A meeting of the Economic Taskforce was held on 10 December 2015. Topics addressed were new business opportunities for Cobar, a report on tourism in the Shire and an analysis of the economic conditions in Cobar in August 2015 compared to August 2015.
Promote economic development within Cobar Shire	Work with neighbouring councils to promote economic development across the region.	A Shepherd	25%	EDO meeting held in December but unable to attend. Participated in discussions leading to the meeting regarding developing training initiatives across the region, development of a training calendar and ideas for the role of economic development in the new Joint Organisation for OROC.

COUNCIL STRATEGY				
2.1.4	Encourage people to shop locally			
DP Action	Action	Responsibility	Progress	Comment
Administer the Cobar Quids program	Monitor, dispense and reconcile Cobar Quids and report the economic impact.	J Brown	50%	Council acts as the "bank" on behalf of the Cobar Business Association to issue and receive Cobar Quids. They are reconciled daily.
Be an active member of the Cobar Business Association	Strive to bring affordable, quality training and workshop opportunities to Cobar business operators through the activities of the Association.	A Shepherd	50%	Worked with Cobar TAFE to hold free excel workshops (intermediate and advanced) in December. Working with OROC EDO network to bring more opportunities to the region.
Be an active member of the Cobar Business Association	Undertake the secretarial role for the Association.	A Shepherd	50%	Monthly meetings held, attended and secretarial role undertaken. Progressed initiatives outlined in the planning document developed following the planning workshop in July.
Be an active member of the Cobar Business Association	Work with the Cobar Business Association to support local business initiatives such as the Great Cobar Business Awards, shop local promotions, other activities and undertake the secretarial role for the Association.	A Shepherd	50%	Ran the 2015 Christmas street parade and shopping extravaganza. The parade was the best to date and there was good participation in the community event. A shop local this Christmas promotion was undertaken in the lead up to Christmas, with all businesses paying in \$50 each to participate and the \$1250 being used as prize money. Very strong participation by shoppers in the promotion.

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%	Wound up the CEF project due to outcomes not being achieved. An audit of the project was undertaken and the appropriate processes for winding the project up undertaken with the bookkeepers and through ASIC.
Investigate the availability of industrial land in Cobar and investigate options for the development of a new industrial estate in Cobar	Investigate suitable locations and zoning issues.	S Poulter	0%	There is currently no interest from the community for a new industrial area in Cobar
Investigate the availability of industrial land in Cobar and investigate options for the development of a new industrial estate in Cobar	Undertake assessment of need for industrial land.	S Poulter	0%	Not warranted at this particular time.

COUNCIL STRATEGY				
2.1.6	Support mining and agricultural industries to keep them strong			
DP Action	Action	Responsibility	Progress	Comment
Undertake regulatory requirements in regards to the mining industry	Assist the mining industry with development proposals.	S Poulter	50%	All requests for development advice for development proposals attended to quickly
Facilitate provision of additional funding to improve the road network	Seek Regional Road funding at levels comparable to neighbouring shires.	S Taylor	50%	Representations have been made to the Minister for Roads for improved Regional Road funding.
Facilitate provision of additional funding to improve the road network	Submit applications for road improvements for appropriate funding providers.	S Taylor	50%	Three applications for Round 2 of Fixing Country Roads were submitted in Q2 for a section of the Wool Track ("Cottage" bends realignment and sealing), sealing formation of 11km of SR20 (Grain Road). Crest/ bend realignment, formation and sealing of 4km of SR26 (to Byrock Quarry).

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

COUNCIL STRATEGY				
2.2.1	Develop and implement a Tourism Attraction and Development Strategy			
DP Action	Action	Responsibility	Progress	Comment
Develop and implement the Tourism Attraction and Development Strategy	Implement Tourism Management Plan.	J Martin	50%	The Cobar Shire Tourism Activity Statement is a draft document that will be presented to council at the 2016 February meeting.

COUNCIL STRATEGY				
2.2.2	Develop a diverse range of interesting annual events and promote the activities that are on and the cultural experiences that are available in Cobar to locals and tourists			
DP Action	Action	Responsibility	Progress	Comment
Market Cobar as an attractive tourist destination	Attend consumer shows, travel and holiday expos to disseminate information on Cobar Shire.	J Martin	50%	Council's Manager of Tourism & Public Relations on behalf of the Kidman Way Promotional Committee has booked a display stand at the Victorian Caravan, Camping & Holiday expo which is in February 2016 and the New South Wales Caravan, Camping & Holiday expo which is in April 2016. MTPR will spend a number of days working on the stand at each of the expos.
Market Cobar as an attractive tourist destination	Direct mailing campaigns.	J Martin	50%	In this quarter there were 1,200 Cobar information packs sent out.
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 paid to enter the Great Cobar Heritage Centre and 2,855 people were seeking assistance and information. In this quarter the GCHC receipts were \$6,500 and the shop receipts were \$15,500. Total Revenue was \$22,000 which was about a 3% increase on the same period in 2014.

COUNCIL STRATEGY

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

DP Action	Action	Responsibility	Progress	Comment
Market Cobar as an attractive tourist destination	Meetings with tour and coach operators.	J Martin	50%	The Great Cobar Heritage Centre is a member of a number of coach tour specific websites that are used by tour operators when planning their itineraries. In this quarter the GCHC and Cobar hosted three coach tours.
Market Cobar as an attractive tourist destination	Participate in tourism based organisations, eg Kidman Way Promotional Committee, Outback NSW Tourism and Tourism NSW.	J Martin	50%	In this quarter the Council's Manager Tourism & Public Relations, worked on behalf of the Kidman Way Promotional Committee has booked a booth at the Victorian Caravan, Camping & Holiday Expo & the New South Wales Caravan, Camping & Holiday Expo. The Kidman Way Committee has commissioned Veritech P/L in Griffith to build and host the Kidman Way website. The Kidman Way Committee has elected to have Dobija printers in Griffith print the new advertising banners which will be used on the Kidman Way booths at the different trade expos. In this quarter, Inland NSW Tourism Organisation held two meetings in Cobar. The agenda included lengthy discussions on the best way to promote Outback NSW.
Market Cobar as an attractive tourist destination	Provide education packages to schools and universities.	J Martin	50%	The curator at the Great Cobar Heritage Centre has a number of education packages which are aimed at all age groups.

COUNCIL STRATEGY

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

DP Action	Action	Responsibility	Progress	Comment
Market Cobar as an attractive tourist destination	Regular media releases and exposure through national, state, regional and local radio, television and print media.	J Martin	50%	In this quarter Council's Manager of Tourism & Public Relations has produced extensive advertising for the 2015 Festival of the Miner's Ghost program of events. Advertising and media releases were produced through Prime TV in their central west and southern broadcast areas, 2DU, ZOOFM, 2WEB, local ABC radio and the Cobar Weekly. The FOMG program is also on the festival's face book page, council's website and a number of other websites that Cobar tourism subscribes too. In this quarter Council's MTPR produced media releases and advertising which was aimed at encouraging members of the local community to nominate people for Australia Day Awards. 2015 Australia Day award nominations resulted in one of the best responses the committee has had with 55 different people and events receiving a nomination.
Develop and implement new ideas to bring people to Cobar	Advertise the advantages of the area in conjunction with private sector operators.	J Martin	50%	Council's Manager Tourism & Public Relations provides opportunities for business owners and operators to advertise their businesses in a number of media forms which promote Cobar Shire. The most recent publication, website and face book page release is the 2015 - 2016 Kidman Way brochure.
Develop and implement new ideas to bring people to Cobar	Prepare bids to host relevant conferences.	J Martin	50%	Council's MTPR is liaising with the organising committee of the Mining History Committee who are meeting in Cobar in October 2016.

COUNCIL STRATEGY				
2.2.3 Diversify tourism activities and increase the utilisation of current attractions				
DP Action	Action	Responsibility	Progress	Comment
To encourage the development and utilisation of the Cobar Caravan Park.	Oversee the lease and assist the lease as required.	H Holder	50%	Discussions ongoing
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 has organised a number of new displays with objects and materials sourced from the museum collection which relate to WW1 and the ANZAC centenary commemoration.

COUNCIL STRATEGY				
2.2.4 Increase the range and degree of accommodation in the Shire				
DP Action	Action	Responsibility	Progress	Comment
Assist to identify potential new sites and facilitate the development of accommodation providers	Provide statutory planning advice to Councillors, developers, staff and the public.	S Poulter	50%	Planning advice is provided when requested to all members of the public and potential developers
Investigate the need to the develop the next stage of Pioneer Estate and undertake development if required	Estimate market and land availability for future Residential Land Development.	S Poulter	50%	Pioneer Estate Stage 3 has been reviewed in anticipation of future residential development needs.

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	0%	No actions undertaken to date.
Actively seek out business opportunities to enhance the operations at Cobar Airport	Providing Secretariat to the Airport Advisory Committee to the Cobar Regional Airport.	S Taylor	20%	The Airport Advisory Committee will meet in Q3.

Key Activity: Governance

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

COUNCIL STRATEGY				
3.1.1	Increase Council's income stream			
DP Action	Action	Responsibility	Progress	Comment
Reassess all rates, fees and charges	Sound revenue management plan in place including rate and debt recovery.	G Woodman	50%	Debt recovery program in place with action planning for additional available funding. Land Sales planned for Q4 for provision of unpaid rates. .
Undertake private works	Undertaken private works for property owners, mines, contractors and RMS.	S Taylor	50%	Private works for property owners and RMS are being undertaken as required.

COUNCIL STRATEGY				
3.1.1	Increase Council's income stream			
DP Action	Action	Responsibility	Progress	Comment
Increase grant funding received	Apply for grants to assist Council to undertake activities outlined in the Annual Operational Plan and to access additional grant opportunities as they become available.	G Woodman	50%	Applications for grants undertaken, with the following applications submitted in Q2: National Stronger Regions Fund - Replacement of the Water Treatment Plant; Building Resilience to Climate Change - Constructing three (3) water bores along the Wool Track; National Stronger Regions Fund - Expansion and Upgrade of the Youth and Fitness Centre; Water Security for Regions Regional Water and Waste Backlog - Replacement of the Water Treatment Plant; Community Building Partnership Grant - Construction of a new steel shade structure in Drummond Park to replace the existing shade sail; Seniors Week Grant - To undertake activities during Seniors Week; Youth Opportunities Grant - Various Youth Activities; RMS funding for Aboriginal Communities - To reconstruct and seal three roads within the community and to undertake potholing on the rest of the network; Liveable Communities Grant (FACS) - Establish a Wellness Centre in Cobar.
Regular monitoring and reporting of expenditure	Appropriate process in place to report to and consult Council on significant proposed variations of the Budget/Annual Operational Plan or Delivery Plan/Operational Plan.	G Woodman	50%	Regulation 202 matters and financial details reporting are provided to Council (as required). There were no matters reported in Q2.
Regular monitoring and reporting of expenditure	Major elements of the Budget or Delivery Plan/Operational Plan are achieved.	G Woodman	50%	Major elements of the Budget and Delivery Plan/ Annual Operational plan have been achieved in Q2.

COUNCIL STRATEGY				
3.1.1	Increase Council's income stream			
DP Action	Action	Responsibility	Progress	Comment
Undertake rating functions of Council	Recovery of outstanding rates.	J Brown	60%	Rates and charges arrears as at 30 June 2015 have been reduced from \$906,179.80 to \$302,363.37. Council has received 60% of the current years rates and arrears, Council will continue to follow up arrears as stated in our Rates Recovery Policy.
Undertake rating functions of Council	Undertake sale of land under Section 713.	J Brown	50%	Sale of land for unpaid rates is scheduled to be completed in Q4.
Effectively manage Council investments	Optimum investment of Council's surplus funds in accordance with Council's Investment Policy.	N Mitchell	50%	Policy and legislation adhered to, with a good average yield.
Seek efficiency through shared services	Investigate in conjunction with neighbouring Councils, LMWUA, OROC and Western Division of Councils of NSW areas of improved efficiencies due to resource sharing.	G Woodman	0%	No investigations undertaken in Q2.
Undertake the new requirements as per Services NSW Contract.	Undertake the new requirements as per Services NSW Contract.	K Miller	50%	All administration and financial services undertaken as per the agreement.

COUNCIL STRATEGY				
3.1.2	Implement a modern Section 94 Plan and Section 64 Plan to fund future infrastructure through developer contributions			
DP Action	Action	Responsibility	Progress	Comment
Manage income received from the Section 94 Plan and the Section 64 Plan	Appropriately report on contributions received and works programming required for project contained within the contributions plan and Council's Community Enhancement Program.	S Poulter	50%	Contributions made in response to Councils Contributions Plan are reported in accordance with Legislative provisions as well as any projects undertaken as specified in the Contributions Plan.
Develop a Section 64 Plan	Prepare a Section 64 Plan.	S Taylor	100%	Section 64 Plan completed in 2013/2014.

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	50%	No "equity partners" identified 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	50%	Formal discussions in relation to the new Multi-purpose Health Services underway. Meeting with Department and Community undertaken in December.

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	30%	Council participated in a Business Continuity exercise undertaken by State Wide to assist identifying areas to be included in the Business Continuity Plan. A report from the exercise has been received. A group has been established with surrounding Councils to tackle Risk Management issues, coordinated by State Wide.
Develop and implement a risk management strategy suitable for Council operations	Develop and implement a Corporate Risk Management Strategy.	M Maidens	0%	A Corporate Risk Management Register has been developed and needs to be updated. When resources become available, the register will be updated and the strategy developed.
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%	Further discussions and analysis on the very high risk matters will be ongoing.
Develop and implement a risk management strategy suitable for Council operations	Refine the Event Management Plan that will identify any risk or hazard to Council whilst planning any activities or events.	J Martin	50%	Council's Manager Tourism & Public Relations prepares risk assessments for Cobar Shire events.
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	50%	Hazards and risks reported as Staff become aware, hazards and risks repaired/ removed in a timely manner.

COUNCIL STRATEGY				
3.1.4	Minimise risk for Council and the community			
DP Action	Action	Responsibility	Progress	Comment
Develop and implement suitable internal audit processes for Council operations	Carry out Internal Audits.	K Miller	0%	The process of carrying out internal audits has been put on hold until 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%	Appropriate support provided to the WHS Committee with Toolbox talks and WHS statistical analysis undertaken.
WHS obligations are met and safe work practices are promoted and undertaken	Provide a safe working environment through advice, safety programs, audits and staff involvement.	M Maidens	30%	Council provides a safe working environment to the best of it's abilities. There has been a slight improvement in the safety culture at Council but there is still room for improvement. An audit schedule needs to be developed with timeframes for completion.
WHS obligations are met and safe work practices are promoted and undertaken	Reduce workplace incidents by providing return to work services, supporting the Health and Safety Committee, providing adequate training and appropriate procedures.	M Maidens	30%	Basic Return to Work services are provided to all areas of Council due to the workload of the Human Resources team. This is an area that could be improved with extra resources. WH&S training is provided as required to staff.
WHS obligations are met and safe work practices are promoted and undertaken	Refinement and implementation of Councils' WHS Management System in conjunction with WHS Committee and employees.	G Woodman	25%	Project Team has commenced consultation with Staff on draft Management Plan.

COUNCIL STRATEGY				
3.1.4	Minimise risk for Council and the community			
DP Action	Action	Responsibility	Progress	Comment
WHS obligations are met and safe work practices are promoted and undertaken	WHS Policy Development and Maintenance.	G Woodman	25%	Further work undertaken by the Committee and Engineering Support Manager, completion expected in Q3 2015/2016.
WHS obligations are met and safe work practices are promoted and undertaken	WHS reviews regularly conducted and recommendations acted upon.	S Poulter	50%	WHS reviews are regularly conducted and recommendations are acted upon.
Ensure that documentation and records management provide a framework for easy retrieval and reference	Compliance with Records Management obligations.	K Miller	50%	On balance retrieval is easy, in some areas non-compliance exists, records are generally maintained to a high standard, the Records Team have been working tirelessly to get all of the Minute books up to date.
Ensure that documentation and records management provide a framework for easy retrieval and reference	Effective records administration systems and protocols in place	K Miller	50%	On balance systems and protocols are effective. However the workload to achieve that is not allowing Records to be kept up to date.
Reduce workplace accidents and incidents	Coordinate development and train staff in Safe Work Method Statements (SWMS).	G Woodman	50%	Site specific inductions undertaken for new staff. Corporate Inductions programmed and held in Q2.
Reduce workplace accidents and incidents	Facilitate/coordinate regular WHS audits of the workplace and monitor implementation of audit recommendations.	M Maidens	30%	WHS audits of Council worksites have not been occurring on a regular basis. An audit schedule needs to be created to ensure these occur. Any recommendations that arise as part of the audit process are taken to the WH&S Committee and delegated to the relevant person for follow up and completion.

COUNCIL STRATEGY				
3.1.4	Minimise risk for Council and the community			
DP Action	Action	Responsibility	Progress	Comment
Reduce workplace accidents and incidents	Train all workers for their tasks and induct all workers into the workplace or job site.	M Maidens	35%	All new staff receives an induction during their first week of employment from their supervisor and human resources. Staffs are inducted into the relevant worksites they will be working at and they are provided with a copy of their job description which is discussed with their supervisor.

COUNCIL 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%	No training identified in Q2.
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.

COUNCIL STRATEGY				
3.1.5	Strong governance measures in place			
DP Action	Action	Responsibility	Progress	Comment
Strategic policy setting undertaken by the elected representatives	Feedback to Councillors on progress with resolutions and Councillor requests.	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 Cobar Shire Council Report Action Plan reviewed and further reported to Council and implementation plan re-instigated. Councillor round table discussions are also held after the Committee Meeting.
Strategic policy setting undertaken by the elected representatives	Mayor and Councillor requests are met within Council Policy.	G Woodman	50%	All Mayoral and Councillor requests have been answered in a timely manner.
Strategic policy setting undertaken by the elected representatives	Necessary advice and policy recommendations provided to Council.	G Woodman	50%	Policy and Code of Meeting Practice advice and recommendations provided to Council as required. Code of Meeting Practice reviewed and amended by Office of Local Government in early Q2. Councils Policy to be amended and distributed in early Q3.
Improve Dashboard Reporting Systems	Improved Dashboard Reporting to be compliant for the OLG (Fit for the Future).	K Miller	75%	Draft completed - difficulty in finding time to finalise.

COUNCIL STRATEGY				
3.1.6	Fit for the Future			
DP Action	Action	Responsibility	Progress	Comment
Fit for the Future	Continuing to liaise with Office of Local Government (OLG) to have Cobar's Fit for the Future Proposal approved and being implemented.	G Woodman	10%	All relevant Fit for the Future information has been provided to Councillors and Manex. Project Team consisting of Mayor, Deputy Mayor, Director of Corporate and Community Services, Special Projects Officer and the General Manager analysing any requirements on Councils behalf. Participation of the Mayor and GM in the Far West Initiative Advisory Committee and Far West Initiative Eight Council Sub Committee Meetings.
Fit for the Future	Maintain community engagement regarding Council's Fit for the Future obligations.	G Woodman	10%	DLG met with a range of community groups in December, as well as Council as part of their consultation process.
Conitnue to formulate the Far West Initiative in conjunction with other Councils and governments	Formulate and progress ideas in conjunction with other participants in the Far West Initiative to improve service delivery and coordination in Cobar Shire.	G Woodman	10%	Worked with the other 7 Councils to develop a consultancy brief to develop an appropriate model. Model has not been fully completed in Q2.

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 at Community groups and external committees as required. Attendance not required in Q2.
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 resolution discussion meetings are held with all Administration Centre Staff and Managing Staff from the Lilliane Brady Village, Library, Museum, Far West Family Day Care and Cobar Youth and Fitness Centre on the Tuesday proceeding the Ordinary Council Meeting. Staff are actively encouraged to participate at these meetings.
Engage with the various sectors of the community as required and to a level that adequately addresses the complexity of the issues.	Dissemination of information to the media and staff.	G Woodman	50%	Communication to the community arranged as required. Monthly Mayoral Report completed. Cobar Shire Council's Facebook page is regularly updated along with Council's Website. Positive feedback has been received in relation to dissemination of information. Public notices featured Weekly in the Local Newspaper and on Councils website.

COUNCIL STRATEGY				
3.2.2 Encourage more direct participation and interaction between Council and the community				
DP Action	Action	Responsibility	Progress	Comment
Provide up-to-date and relevant information to the public on Council's activities	Management oversight provided in relation to all information from appropriate staff to Council and the Community.	G Woodman	50%	Appropriate checks undertaken of public notices, media releases, Facebook posts and community newsletters.
Provide up-to-date and relevant information to the public on Council's activities	Prepare a Council newsletter and prepare electronic updates..	A Shepherd	50%	Regular updates on Council projects and activities have been provided through media stories, council's Facebook page and Council's webpage. No newsletter was prepared this quarter.
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) and Western Division Councils of NSW.
Maintain partnerships with community organisations, such as Business Groups, Council Committees and Council Alliances	Coordinate and support the Traffic Committee and Rural Roads Advisory Committee.	S Taylor	50%	Meetings held and attended as required.
Maintain partnerships with community organisations, such as Business Groups, Council Committees and Council Alliances	Participation in Lower Macquarie Water Utilities Alliance LMWUA	W Mills	50%	The participation in Lower Macquarie Water Utilities Alliance (LMWUA) technical committee meetings ongoing.

COUNCIL STRATEGY				
3.2.3	Increase the participation of youth in community leadership			
DP Action	Action	Responsibility	Progress	Comment
Provide administration and support to the Cobar Youth Council.	Provide administration and support the Cobar Youth Council and maintain contact with similar organisations in other local government areas so as to provide interaction.	N Kriz	50%	Cobar Youth and Fitness Centre Manager has been providing Cobar Youth Council with support, assisting with the planning of the Peaks of Colour Fun Run. Manager also attended the State Youth Conference in Eurobodalla Shire this Quarter with 3 Youth Council members. Youth Council has been meeting every month. Plans are now under way for the Little Big Day out in Drummond Park in April.
Provide administration and support to the Cobar Youth Council.	Provide administration and support to the Cobar Youth Council and maintain contact with similar organisations in other Local Government areas so as to provide interaction.	N Kriz	80%	Cobar Youth and Fitness Centre Manager has been assisting the Cobar Youth Council with monthly meeting – organising and taking the minutes. Manager has also assisted the Youth Council with the first Cobar Peaks of Colour Fun Run attracting over 400 participants, raising \$3,000. Youth Council has started to plan other events.

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

COUNCIL STRATEGY				
3.3.1	Good customer service provided by all Council Officers			
DP Action	Action	Responsibility	Progress	Comment
Focus on the provision of good customer service by all Council staff	Continually improve the customer service ethos of all Council Staff.	K Miller	10%	Customer Service Policy and Standard has been completed. Reporting will be commenced in Q3.
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	25%	Background data being gathered. All complaints dealt with in a timely manner.

COUNCIL STRATEGY				
3.3.2	Staff are valued, well trained and able to undertake their roles and functions			
DP Action	Action	Responsibility	Progress	Comment
Human Resources	Develop Staff and promote their inclusion in decision making through consultation and through measures such as the Staff Suggestion Program, regular team meetings and site visits by Manex.	M Maidens	50%	A staff suggestion program was implemented to give staff the opportunity to provide feedback, ideas and suggestions to Manex for consideration. A small number of suggestions have been received to date. Some areas of Council have regular team meetings but this could be improved and Manex site visits could be more regular.

COUNCIL STRATEGY				
3.3.2	Staff are valued, well trained and able to undertake their roles and functions			
DP Action	Action	Responsibility	Progress	Comment
Human Resources	Develop Staff Recognition and Reward Program.	M Maidens	50%	The Employee of the Month Award has been very successful to date. Nominations have been received from a variety of business functions. Positive comments were made in the Staff Attitude Survey regarding the Employee of the Month Award. An annual awards ceremony was held at the staff Christmas party, which was well received.
Human Resources	Employees paid accurately and on time.	M Maidens	50%	Councils Payroll Officer ensures that all staff are paid accurately and timely in accordance with the relevant Awards. Any issues arising with accuracy and timeliness have been a result of system failures.
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 for both internal and external customer provision. Q2 saw the implementation of Councils first Employee of the Year Awards, there were 4 category winners, which were announced at the Annual Christmas Party.
Human Resources	Implementation of an electronic performance appraisal system, with updated skills matrices and position descriptions.	M Maidens	30%	Implementation of an electronic performance appraisal system is yet to be developed. The current budget does not allow for the purchase of appropriate software. Position descriptions and skills matrices are being updated.

COUNCIL STRATEGY				
3.3.2	Staff are valued, well trained and able to undertake their roles and functions			
DP Action	Action	Responsibility	Progress	Comment
Human Resources	Implementation of the Employee Expectation Statement Action Plan.	M Maidens	30%	Staff are provided with relevant training and coaching to successfully undertake their roles within budget constraints. Managers and supervisors need to support the training needs of their teams.
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 Meeting held to disseminate Council Meeting resolution details. Instigation of Staff Attitude Survey Results Action Plan will continue to occur in Q3 with training needs being assessed.
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 going to be implemented in Q3 for the 2015 Staff Attitude Survey Results Action Plan.
Human Resources	Staff consultation by a continuing process through Consultative Committee.	M Maidens	30%	Consultative Committee meetings are held quarterly to discuss any proposed changes to employment conditions and policies. All members of staff are able to raise employment related issues with a member of the Consultative Committee.
Human Resources	To be an employer of choice including the development of an attraction and Retention Strategy, training plans, succession plans and traineeships.	M Maidens	50%	Training plans being developed. 2016 Employee appraisal process being altered for improved 2-way discussion.

COUNCIL STRATEGY

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

DP Action	Action	Responsibility	Progress	Comment
Human Resources	To build productivity, maintain industrial harmony and increase employee satisfaction.	M Maidens	30%	Overall the industrial harmony is sound. There have been minor issues, which have been dealt with in a professional and efficient manner. Employee satisfaction is slowly increasing with the implementation of a reward and recognition program and increased communication from management to staff.
Human Resources	Undertake biennial Staff Attitude Survey.	M Maidens	40%	The 2015 Staff Attitude Survey was distributed to all staff in August.
Human Resources	Undertake recruitment and assist successful on boarding of new employees, including attraction, Engagement and Retention Strategy to improve recruitment practices, Salary Administration and Performance Management Systems and corporate inductions.	M Maidens	50%	Vacant roles are filled in a timely manner with the best possible candidates to suit Council requirements. All appropriate mediums are used to attract candidates to Council as well as offering a number of employee benefits. There are areas for improvement in the Performance Management Systems at Council.
Good recruitment and selection processes that promote the philosophy of 'recruit for attitude, train for skills'	Ensure the organisational structure is appropriate to achieving the Budget or Delivery Program/Annual Operational Plan.	M Maidens	50%	The current organisational structure is in line with budget availability. Additional Human Resources could help achieve objectives set out in the Annual Operational Plan if the budget allowed for this. Vacant positions are being filled in a timely manner.

COUNCIL STRATEGY				
3.3.2	Staff are valued, well trained and able to undertake their roles and functions			
DP Action	Action	Responsibility	Progress	Comment
Good recruitment and selection processes that promote the philosophy of 'recruit for attitude, train for skills'	Provide appropriate accommodation for key positions.	S Poulter	50%	Accommodation is provided in line with the housing policy and award conditions.
Implement and manage an Employee Assistance Program for Council staff	Oversee and promote Council's Employee Assistance Programme.	M Maidens	50%	The Employee Assistance Program (EAP) is widely used by Council employees. Staff feel confident and comfortable to access this service confidentially. New staff receive an EAP brochure in their employment pack and the service is discussed at the Corporate Induction.
Learning and development	Educate staff with clear messages about Council's operations, culture and values, vision and strategic direction.	M Maidens	50%	All new staff attend a corporate induction, which is held quarterly to discuss Council's operations and policies, culture and values, vision and strategic direction. An annual induction day is held with all outdoor staff to cover Work, Health and Safety and any changes to Council policies throughout the year.
Maintain and actively use the City of Canterbury relationship	Identify opportunities for Council and community partnerships.	A Shepherd	25%	An exchange was held in Q2 with 11 City of Canterbury staff attending Cobar on 3-6 November. 10 Council staff and Councillor Abbott actively participated in a series of challenges - including development of a masterplan for Drummond Park, a marketing plan for the Cobar Youth and Fitness Centre and an appraisal of the Love the Life We Live website.

COUNCIL STRATEGY

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

DP Action	Action	Responsibility	Progress	Comment
Maintain and actively use the City of Canterbury relationship	Prepare a Council team to attend the annual Corporate Leadership Cup.	A Shepherd	100%	City of Canterbury staff came to Cobar 3-6 November. The Team included Janelle McIntosh (Coordinator), Andy Sammut (Director Corporate Services), Alex Karpousis - Finance and payroll Coordinator, Lyn Blain - Governance Officer (Specialty - Procurement), Kristen Hayden - Communication Officer, Jayant Prakash - Librarian, Lisa Ivcevic – Recreational Planner, Daniel Walters - Investigations Officer (Landscaper), Jessica Locock - Environmental Health Officer, Nuri Vurguntas - Environmental Health Officer, Colleen Barclay (Mentor) Road Safety Officer. Activities were held over two days and social activities held around that. Very successful with strong participation from both councils and good outcomes achieved.
Staff are provided with up-to-date and relevant tools to undertake their roles	Computer system support – Training of Users in New Software Products.	K Miller	50%	No new computer systems/ products have been rolled out in Q2. A gap analysis is currently being undertaken. A paperless Meeting Workshop will be held in late Q2, to determine the merit of Council having paperless Council Meetings.
Staff are provided with up-to-date and relevant tools to undertake their roles	Create operating procedures and guidelines for all user functions in all user suites.	K Miller	15%	This project is behind schedule due to lack of resources. Procedures for Rates Portfolio currently being prepared.
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	10%	Regular IT Committee Meetings are held and a gap analysis has been undertaken by an Independent Consultant. This will provide a pathway for further substantial improvement. No further development has occurred in Q2.

COUNCIL STRATEGY

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

DP Action	Action	Responsibility	Progress	Comment
Staff are provided with up-to-date and relevant tools to undertake their roles	Enhance all employees IT skills by making champions, in programs/ applications such as CivicView, Power Budget, MS Project, MS Office etc.	K Miller	25%	Power Budget champion has been appointed, but not completely rolled out. 18 Employees attended an Intermediate Excel Course run through TAFE and 12 Employees attended and Advanced Excel Course in Q2.
Staff are provided with up-to-date and relevant tools to undertake their roles	Finalise the feasibility study for an electronic document management system.	K Miller	25%	Two products have been reviewed so far.
Staff are provided with up-to-date and relevant tools to undertake their roles	Implement action plan for Plant and Equipment Utilisation Review Report.	S Taylor	50%	Action plan from the Plant and Equipment Utilisation Review is being implemented.
Staff are provided with up-to-date and relevant tools to undertake their roles	Implement the new IT Service Provider Contract.	K Miller	100%	Contract has been awarded to Leading Edge Futureshop after Council consideration and adoption. Contract has been signed and will start in late Q2.
Staff are provided with up-to-date and relevant tools to undertake their roles	Implementation of Computer Support Strategic Plan.	K Miller	50%	In relation to the Computer Support Strategic Plan background data is currently being gathered. Most urgent items being rolled out.
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	70%	Reviewed and updated the 15 Year Plant Rolling Replacement Program. Implementation is in progress.

COUNCIL STRATEGY

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

DP Action	Action	Responsibility	Progress	Comment
Staff are provided with up-to-date and relevant tools to undertake their roles	Review plant requirements; undertake asset management and maintenance of plant fleet.	A De Silva	50%	Introduced a maintenance data capturing system for new major plant maintenance activities using job cards. The implementation is being monitored by workshop supervisor and Leading Hand/maintenance.
Staff are provided with up-to-date and relevant tools to undertake their roles	Roll out and implement an Intranet for Cobar Shire Council.	K Miller	0%	No action has occurred in Q2.
Staff are provided with up-to-date and relevant tools to undertake their roles	Roll out Customer Management System (Complaints System).	K Miller	0%	Background work completed. System Roll out scheduled for Q4.
Staff are provided with up-to-date and relevant tools to undertake their roles	Roll out version 9 of CivicView.	K Miller	25%	Investigation done awaiting CivicView to complete testing. Concern about CivicViews sustainability so looking at other potential products.
Maintain and actively use the Public Libraries NSW Membership	Identify opportunities for information share and services development.	J Siermans	50%	Participated in information sharing activities via e-mail, as well as attendance at the Public Libraries conference and PLNSW Central West zone meeting in Q2.

COUNCIL STRATEGY				
3.3.3	Council undertakes adequate strategic planning activities and meets all legislative reporting requirements			
DP Action	Action	Responsibility	Progress	Comment
Council updates the Integrated Planning and Reporting framework documents as required	Completion of Annual Financial Statements.	K Miller	100%	Annual Financial Statements have been completed, with a positive review on Council's position, which has been advised by Council's Auditors.
Council updates the Integrated Planning and Reporting framework documents as required	Compliance with Integrated Planning and Reporting Requirements (IPRR) as outlined by the OLG.	G Woodman	25%	Timetable for 2016/2017 IP&R created and distributed in Q2. Reporting for Delivery Program and Annual Operational Plan to occur and be finalised in Q4.
Council updates the Integrated Planning and Reporting framework documents as required	Develop and implement annual Works Programs, for capital and maintenance projects.	S Taylor	50%	Annual works program has been developed and is being implemented.
Council updates the Integrated Planning and Reporting framework documents as required	Development and implementation of a minimum 10 Year Financial Plan for inclusion in the Resourcing Strategy to support the Cobar Shire 2025 Community Strategic Plan.	K Miller	100%	10 Year Financial Plan adopted with the Budget suite of documents in early Q1.
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%	All relevant actions in this plan have been included in the AOP as separate actions. The Social Plan will not be updated.

COUNCIL STRATEGY				
3.3.3	Council undertakes adequate strategic planning activities and meets all legislative reporting requirements			
DP Action	Action	Responsibility	Progress	Comment
Council updates the Integrated Planning and Reporting framework documents as required	Implementation of Council's Community Engagement Strategy.	A Shepherd	50%	The Engagement Strategy continues to be implemented. It was used as the basis for developing an engagement strategy for the Sewer Extension project that will be implemented over the coming 12 months.
Council updates the Integrated Planning and Reporting framework documents as required	Produce Quarterly Budget Review for Council.	K Miller	50%	Q1 and Q2 Quarterly Budgets completed and adopted by Council.
Council updates the Integrated Planning and Reporting framework documents as required	Provision of information to Council on progress of the IP&R.	G Woodman	50%	Delivery Program reporting and Annual Operational Plan and Budget quarterly reporting undertaken in accordance with the IP&R framework.
Council updates the Integrated Planning and Reporting framework documents as required	Renew the Revenue Policy 2015/2016.	K Miller	100%	The Revenue Policy was adopted in early Q1 with the Budget suite of documents.
Council updates the Integrated Planning and Reporting framework documents as required	Workforce Plan is maintained and implemented.	M Maidens	30%	Organisational structure updated to reflect current status. Action plan implemented.

COUNCIL STRATEGY				
3.3.3	Council undertakes adequate strategic planning activities and meets all legislative reporting requirements			
DP Action	Action	Responsibility	Progress	Comment
Council updates the Integrated Planning and Reporting framework documents as required	Works Program developed for Shire and Regional roads, drainage, signs and traffic facilities.	M Bell	50%	Works program developed for Shire and Regional Roads and program being implemented.
Service level provision planning undertaken as required	Review and amend the Corporate Asset Register including CivicView integration.	K Miller	50%	Still some minor points that need to be sorted out before the integration of the Asset Management Plan into Civicview. We are still having some balancing issues.
Undertake legislative reporting requirements	Commencement of development of Cobar Shire Council Compliance Register.	S Poulter	0%	Due to current resource issues, this project has not yet commenced.
Undertake legislative reporting requirements	Implementation of OLG Best Practice Improvement Action Plan.	G Woodman	50%	Renewed Action Plan being progressed. Code of Meeting Practice reviewed and updated by OLG, Policy to be amended in early Q3.

COUNCIL STRATEGY				
3.3.4	Good procurement processes in place to ensure the most advantageous provision of goods and services to Council			
DP Action	Action	Responsibility	Progress	Comment
Good contract management and procurement practices are employed	Contracts Register updated.	S Taylor	50%	Contracts Register updated regularly when required,

COUNCIL STRATEGY				
3.3.4	Good procurement processes in place to ensure the most advantageous provision of goods and services to Council			
DP Action	Action	Responsibility	Progress	Comment
Good contract management and procurement practices are employed	Manage Engineering tenders and contracts in accordance with Councils policy.	S Taylor	50%	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 lease and management agreements are being monitored, implemented and adhered to.
Leases and management agreements monitored, implemented and adhered to	Swimming pool and airport agreements monitored and implemented.	A De Silva	50%	All agreements are being monitored and 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%	All administration and financial services undertaken as per the agreement.

Key Activity: Infrastructure

COMMUNITY OUTCOME

4.1 A clean and reliable water supply

COUNCIL STRATEGY

4.1.1 Pipe the Albert Priest Channel

DP Action	Action	Responsibility	Progress	Comment
Facilitate the construction of the Albert Priest Channel Pipeline Augmentation Project	Facilitate the construction of the Albert Priest Channel Pipeline Augmentation Project.	G Woodman	10%	Continued to promote the project through RDA Orana Infrastructure Master Plan and in discussions with Politicians and relevant Departments.

COUNCIL STRATEGY

4.1.2 Increase Cobar's water allocation

DP Action	Action	Responsibility	Progress	Comment
Lobby the NSW Government to have Cobar's town water supply increased	Attend meetings with relevant Government personnel demonstrating the need for the town water licence to be increased.	W Mills	30%	Meetings attended where required and discussions held of Council's current volume allocation.

COUNCIL STRATEGY				
4.1.3 Improved water treatment systems for the provision of potable water to the villages				
DP Action	Action	Responsibility	Progress	Comment
Investigate options to improve the water quality and consistency of water supply in the villages of the Shire	Investigate and prepare a report on upgrading non-potable water.	W Mills	35%	Data, condition and location of existing raw water infrastructure is collected during repair and maintenance to be included in and assist with the upgrading of non-potable report.

COUNCIL STRATEGY				
4.1.4 Improved water infrastructure across the Shire				
DP Action	Action	Responsibility	Progress	Comment
Maintenance and repairs of water mains	Annual Maintenance schedule prepared.	W Mills	40%	Repair and replacement work on mains and valves are progressing with the installation of replacement valves providing greater control over the reticulation network.
Maintenance and repairs of water mains	Implement the Water Supplies Asset Management Plan with 5 year rolling works program.	W Mills	40%	The review of the Water Supplies Asset Management Plan carried out on an ongoing basis.
Maintenance and repairs of water mains	Implement the Works Program, determined by the Water Main, Valve and Hydrant Audit.	W Mills	50%	The implementation of an ongoing water main, valve and hydrant review is carried out during necessary repairs and upgrade of the existing reticulation network.

COUNCIL STRATEGY				
4.1.4	Improved water infrastructure across the Shire			
DP Action	Action	Responsibility	Progress	Comment
Maintenance and repairs of water mains	Repairs carried out promptly on water reticulation system.	W Mills	50%	Maintenance and repairs to water supply reticulation on going and as required
Water filtration system adequate and well maintained	Staff record meter readings daily.	W Mills	50%	Water meters read as required in accordance with the required time frame.
Water filtration system adequate and well maintained	Water tested and treated daily.	W Mills	50%	Ongoing as required in accordance with testing requirements
Undertake Resources for Regions Water Filtration Plant Project	Undertake the actions outlined in the Project Management Plan for the Cobar Filtration Plant Replacement Program.	D Sechtig	15%	Water testing has confirmed that a redesign of the proposed future treatment process and design of the Cobar Water Treatment Plant documentation is in the process of being modified to be ready for a tender in Q4 subject to additional funding being obtained.

COUNCIL STRATEGY				
4.1.5	Provide contract services to Cobar Water Board			
DP Action	Action	Responsibility	Progress	Comment
Provide contract services to Cobar Water Board	Provide technical advice and maintenance activities to the Cobar Water Board.	S Taylor	50%	Technical advice and maintenance activity provided to the Cobar Water Board as required.
Provide contract services to Cobar Water Board	Develop Cobar Water Board Asset Management Plan, Financial Plan and Strategic Business Plan.	S Taylor	100%	Asset Management Plan, Financial Plan and Strategic Business Plan have been adopted by Cobar Water Board.

COUNCIL STRATEGY				
4.1.6	Undertake Resources for Regions Program for the twin pipeline replacement			
DP Action	Action	Responsibility	Progress	Comment
Undertake Resources for Regions program for pipeline replacement	Investigate design and construct the replacement of the Pipeline as per the project plan.	D Sechtig	30%	Design completed, project at tender stage.

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

COUNCIL STRATEGY				
4.2.1	Improved access to telecommunications, radio, TV and broadband services			
DP Action	Action	Responsibility	Progress	Comment
Lobby the government for improved communications networks	Maintenance of radio base stations and licences.	W Mills	50%	Investigation into the rebroadcast of 2WEB AM in FM for Cobar is ongoing. Council will consider options in February 2016.
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	Complete the Fixing Country Roads Project to install culverts at acres Billabong floodway on RR7518.	S Taylor	10%	Design 90% complete. Box culverts to be ordered in Q3.

COUNCIL STRATEGY				
4.3.1	Seek ways to expand the sealed road network and improve and maintain the unsealed road network			
DP Action	Action	Responsibility	Progress	Comment
Road works undertaken according to priority, weather conditions and availability of resources	Construction and maintenance works carried out on Regional and Shire Road Network in accordance with approved programs and standards.	M Bell	40%	Construction and maintenance works progressing.
Road works undertaken according to priority, weather conditions and availability of resources	Inspections by Council staff on a monthly basis to identify maintenance works and report any urgent works to minimise public liability risk to Council.	M Bell	50%	Awaiting the programming of REFLECT for local roads. Roll out of REFLECT for local roads will be undertaken in Q3.
Road works undertaken according to priority, weather conditions and availability of resources	Street maintenance and sign maintenance, including alcohol free zone signage.	M Bell	50%	Street signage maintained.
Road works undertaken according to priority, weather conditions and availability of resources	Undertake ordered works on behalf of RMS within the agreed budget.	M Bell	35%	Ordered works undertaken on behalf of RMS within the agreed budget.
Road works undertaken according to priority, weather conditions and availability of resources	Undertake routine and supplementary works on State Roads in accordance with the RMS Contract.	M Bell	50%	Routine and supplementary works undertaken on State Roads in accordance with the RMS Contract.

COUNCIL STRATEGY				
4.3.1 Seek ways to expand the sealed road network and improve and maintain the unsealed road network				
DP Action	Action	Responsibility	Progress	Comment
Road works undertaken according to priority, weather conditions and availability of resources	Undertake the Street Sign Audit and implement the Action Plan.	M Bell	50%	Maintenance of town street signs is being undertaken.
Road works undertaken according to priority, weather conditions and availability of resources	Complete the Fixing Country Roads Project to realign the Kangaroo Springs bend and upgrade the pavement floodway.	S Taylor	35%	Formation for new road alignment has been cleared. Construction work will begin in Q3.
Undertake fair valuation of footpaths, roads, bridges, drainage and bulk earth works	In conjunction with Council's Asset Management Team and Auditor undertake revaluation of Council's major transport asset.	S Taylor	100%	Audit undertaken.
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	60%	Pits for regional roads have been won and are being crushed.
Oversee quarrying activities and ensure an adequate supply of good quality gravel for use on the road network	Licences for all existing and new quarries progressively obtained.	S Taylor	25%	Action planning for Licensing of quarries is being developed.
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	10%	Mine Managers qualifications completed, still need SMP.

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.	M Bell	50%	Maintenance program for footpaths and bike path is being implemented.
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	30%	Implementation of PAMP and Bike Path Plan is being undertaken as funding becomes available.
Provide and maintain a safe and adequate footpath and bike path network	Kerb & Gutter maintenance.	W Mills	35%	Regular inspections are carried out on kerb and guttering within the urban area and maintenance and replacement works are completed as required.
Provide and maintain a safe and adequate footpath and bike path network	Obtain grant funding to install lighting in the Linsley St taxi rank.	W Mills	0%	No investigation and review has been carried out on lighting within this area.
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%	CASA requirements are being met on an ongoing basis, this has been occurring through the implementation of the Aerodrome Operational Manual.
Cobar airport maintained and available for RPT and general aviation to meet the needs of the Cobar community	Conduct regular and statutory maintenance program in accordance with adopted plan at the Cobar Airport.	A De Silva	50%	Maintenance based on serviceability inspections that are carried out. Maintenance requirements due to RPT operations are carried out on an ongoing basis.

COUNCIL STRATEGY

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

DP Action	Action	Responsibility	Progress	Comment
Cobar airport maintained and available for RPT and general aviation to meet the needs of the Cobar community	Develop and implement the Action Plan for the Cobar Aerodrome Strategic Plan.	A De Silva	50%	A major strategic activity such as Self Serving Bowser facilities, new hanger location areas is being implemented. The strategic planning process for airport is scheduled in Q3.
Cobar airport maintained and available for RPT and general aviation to meet the needs of the Cobar community	Implement Resources for Regions Cobar Regional Airport Upgrade Project.	S Taylor	100%	The Cobar Regional Airport upgrade project is completed.
Cobar airport maintained and available for RPT and general aviation to meet the needs of the Cobar community	Provision of services to key stakeholders such as airlines and Charters.	S Taylor	50%	Ground services are being provided to a new RPT.
Cobar airport maintained and available for RPT and general aviation to meet the needs of the Cobar community	Review of the Airport Management and Strategic Plans.	A De Silva	25%	Cobar Aerodrome Operations Manual (AOM) - which is the guide for management and strategic actions was updated. Overall strategic plan encompassing airport facilities, business and services are to be developed in next financial year. Identified the expertise/ funds required for the project.

COUNCIL STRATEGY

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

DP Action	Action	Responsibility	Progress	Comment
Cobar airport maintained and available for RPT and general aviation to meet the needs of the Cobar community	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	50%	Airport Operational manual is being implemented. It is being regularly discussed with ARO. Serviceability inspections carried out and recorded as per CASA requirements.
Cobar airport maintained and available for RPT and general aviation to meet the needs of the Cobar community	Undertake regular maintenance program at the Cobar Airport, according to the adopted budget.	A De Silva	50%	Compulsory maintenance and inspection regimes are being identified and communicated. Monitoring for the purpose of standardising the practices are being carried out.
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	60%	Periodical inspections were carried out and Windsocks were changed in Mt Hope and Euabalong.
Landing strips at Nymagee, Euabalong and Mt hope adequately maintained	Undertake a Strategic Plan for the Nymagee Airstrip.	S Taylor	0%	Due to lack of resourcing no progression has occurred in Q2.

COUNCIL STRATEGY				
4.3.3	Maintain the rail network in the Shire to maximise the benefits to the community and to provide an alternative to road freight.			
DP Action	Action	Responsibility	Progress	Comment
Lobby the NSW Government to ensure that the rail network is well maintained, safe, affordable and well used, particularly for freight movements to reduce the impact of road movements on the community.	Continually lobby NSW Government to maintain rail network.	S Taylor	50%	No opportunities have arisen to lobby the NSW Government on the rail network.

COMMUNITY OUTCOME	
4.4	Good quality and affordable community facilities and infrastructure

COUNCIL STRATEGY				
4.4.1	Develop well designed and expanded playgrounds catering for all age groups			
DP Action	Action	Responsibility	Progress	Comment
Provide and maintain safe and adequate playground facilities	Establish a Community Playground Committee.	A Shepherd	25%	Following community consultation in Q1, Council worked with City of Canterbury staff to formulate a plan for the new playground, using Council budget funds and grant funds. Council formed a small internal team and all elements of the new 0-5 year old playground were ordered in Q2 with works to commence in February 2016.

COUNCIL STRATEGY				
4.4.1	Develop well designed and expanded playgrounds catering for all age groups			
DP Action	Action	Responsibility	Progress	Comment
Provide and maintain safe and adequate playground facilities	Inspection of playground facilities ensuring safety and convenience for all users with the aim for gradual upgrade of playground equipment to meet Australian Standards.	W Mills	50%	Inspections carried are carried out regularly, and all maintenance and repairs are carried out as required.

COUNCIL STRATEGY				
4.4.2	Increase the range of community facilities and maintain those that we have to an appropriate standard			
DP Action	Action	Responsibility	Progress	Comment
Implement the Ward Oval Masterplan	Work with government agencies to attract funding for the project.	A Shepherd	30%	Worked with NSW Sport and Rec and MPREC as well as individual sporting associations to seek grant funds for individual elements within the plan, such as revamping the main pavillion, improving the long jump area, painting the buildings at Ward Oval.
Undertake Council's cemetery operations in an appropriate and dignified manner	Develop appropriate Improvement Action Plan and Financial Plan that will increase the Improvements to the Cemetery.	W Mills	30%	Action Plan and Financial Plan for improvements to the Cobar Cemetery will be developed in Q3.
Undertake Council's cemetery operations in an appropriate and dignified manner	Enquiries dealt with in a sympathetic manner.	W Mills	50%	Enquiries dealt with in a sympathetic manner at the front counter or on site as required.

COUNCIL STRATEGY

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

DP Action	Action	Responsibility	Progress	Comment
Undertake Council's cemetery operations in an appropriate and dignified manner	Internment of deceased persons	W Mills	50%	Internment of deceased persons carried out as required with dignity and respect.
Undertake Council's cemetery operations in an appropriate and dignified manner	Keep stock of pre-dug graves in reserve.	W Mills	50%	The preparation of pre-dug graves are completed where possible and are subject to reserve requirements.
Undertake Council's cemetery operations in an appropriate and dignified manner	Provide assistance and supervision and materials etc to the Cemetery committee contractor.	W Mills	100%	Contractor now an employee of Council
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	30%	Review of management plan ongoing.
To provide quality and readily accessible library services to Cobar and villages	Offer high quality and relevant library services for five (5) hours per week at both Nymagee and Euabalong.	J Siermans	50%	Nymagee and Euabalong library services operated for five hours per week in Q2.
To provide quality and readily accessible library services to Cobar and villages	Participate in State and National events that promote literacy.	J Siermans	50%	Local participation in Summer reading club has been facilitated in Q2. 11 young readers have returned reading logs thus far.

COUNCIL STRATEGY

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

DP Action	Action	Responsibility	Progress	Comment
To provide quality and readily accessible library services to Cobar and villages	The Library acquires, processes, maintains, and lends library materials that are up to date and appropriate.	J Siermans	50%	845 items and 1,922 eBooks added to the collection in Q2. The library has entered into an eBook consortia agreement with Inverell and Big Sky libraries. All eBooks owned by the libraries are available to all library customers. 441 items = value \$15,926 (at cost) removed in Q2. Total stock = 30,255 items and 2,947 eBooks. 6,331 items loaned in Q2 (includes 47 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. 1,350 hours of computer use and 350 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%	64 new members joined in Q2. Total membership = 2,038 members. 7,402 visits counted in Q2. Monthly new book list and events calendar e-mailed to stakeholders, press, and community groups. Library resources and services promoted via Facebook. Bookaholics meetings had 12 attendances, hosted 2 home care group visits, had 11 entries in the Miner's Ghost colouring in competition, 266 visits for the annual Santa photos, and 19 entries in the adults Xmas colouring in competition.

COUNCIL STRATEGY				
4.4.2 Increase the range of community facilities and maintain those that we have to an appropriate standard				
DP Action	Action	Responsibility	Progress	Comment
To provide quality and readily accessible library services to Cobar and villages	To ensure that well trained, professional and highly motivated staff are responsive to serving the needs of the community.	J Siermans	50%	No training offered 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 Poulter	50%	Capitol works projects currently being undertaken as per developed works schedule and related budget.
Maintain all Council land and buildings to an appropriate standard and use them appropriately.	Commercial building maintenance.	G Harbison	50%	Preventative and reactive maintenance works were undertaken as required during this reporting period.
Maintain all Council land and buildings to an appropriate standard and use them appropriately.	Development of Staff Housing Strategic Plan.	S Poulter	50%	Development of Cobar Shire Council Staff Housing Strategic Plan has commenced and is ongoing.
Maintain all Council land and buildings to an appropriate standard and use them appropriately.	Maintenance of Buildings Asbestos Register.	S Poulter	50%	Development of Buildings Asbestos Register has commenced and is ongoing at the same time as condition assessments.
Maintain all Council land and buildings to an appropriate standard and use them appropriately.	Prepare Plans of Management for Council's controlled Land.	H Holder	25%	One (1) plan of management completed. Two (2) plans in draft.

COUNCIL STRATEGY				
4.4.2 Increase the range of community facilities and maintain those that we have to an appropriate standard				
DP Action	Action	Responsibility	Progress	Comment
Maintain all Council land and buildings to an appropriate standard and use them appropriately.	Provide staff and tradesmen to carry out approved maintenance in accordance with Council's policy and current lease arrangements	G Harbison	50%	All maintenance to Council buildings are undertaken by qualified staff/tradesmen.
Maintain all Council land and buildings to an appropriate standard and use them appropriately.	Provide staff and tradesmen to carry out house maintenance.	G Harbison	50%	Council assets are maintained as required.
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	50%	Works undertaken when funding is made available. Museum balcony upgrade scheduled to commence March/April.
Maintain all Council land and buildings to an appropriate standard and use them appropriately.	Review Buildings Asset Management Plan.	S Poulter	25%	Work is commencing on developing a new policy.

COUNCIL STRATEGY				
4.4.3	Improve recreational facilities at the water reserves			
DP Action	Action	Responsibility	Progress	Comment
Maintain and improve recreational facilities that are available at the Newey and Old Res reserves	Continue to work with the Newey Improvement Committee and implement identified actions where appropriate.	W Mills	50%	Maintenance carried out as required, with regular weekly inspections carried out on both Newey and Old Res areas. Environment funding received to develop and implement an education campaign on water quality at the Newey.

COUNCIL STRATEGY				
4.4.4	Maintain and expand where necessary, the stormwater and sewer networks			
DP Action	Action	Responsibility	Progress	Comment
Maintain suitable stormwater network including kerb and guttering	Maintenance of CBD and older areas of town, where overland flow is the only means of runoff, annually, including removal of obstructions.	W Mills	50%	Ongoing review of overland flow path inspected and all found obstructions removed.
Provide, maintain and operate a sewer network and disposal system and treatment works	Annual Maintenance schedule prepared.	W Mills	50%	Review of network has continued with necessary repairs being carried out as required.
Provide, maintain and operate a sewer network and disposal system and treatment works	Ensure EPA licence completed annually and at minimal cost.	W Mills	50%	All testing and/or requirements are met and completed as required.

COUNCIL STRATEGY				
4.4.4	Maintain and expand where necessary, the stormwater and sewer networks			
DP Action	Action	Responsibility	Progress	Comment
Provide, maintain and operate a sewer network and disposal system and treatment works	Implement a detection program for illegal Stormwater connections into Sewerage Scheme.	W Mills	40%	Review and implementation of sewer program and inspections carried out on properties as required.
Provide, maintain and operate a sewer network and disposal system and treatment works	Implement Liquid Trade Waste policy and program.	W Mills	35%	Review of current policy to be carried out with necessary requirements and required plant discharge conditions and standards that are required to be complied with are noted.
Provide, maintain and operate a sewer network and disposal system and treatment works	Implement the Resources for Regions Sewer Upgrade and expansion project.	S Taylor	50%	Planning and design work is being undertaken for the Sewer Upgrade Project. Tenders for the Ward Oval Pump Station refurbishment will be sought in Q3.
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	50%	Ongoing review and implementation of services and asset management plan carried out throughout the year.
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 inspections carried out at time of repair and installation of new connections.
Provide, maintain and operate a sewer network and disposal system and treatment works	Repairs carried out on the sewerage reticulation network.	W Mills	50%	Repairs carried out as required with blockages cleared as needed.

COUNCIL STRATEGY				
4.4.4 Maintain and expand where necessary, the stormwater and sewer networks				
DP Action	Action	Responsibility	Progress	Comment
Provide, maintain and operate a sewer network and disposal system and treatment works	Undertake monthly EPA effluent sampling.	W Mills	50%	Monthly EPA effluent sampling undertaken in accordance testing requirements.

COUNCIL STRATEGY				
4.4.5 Maintain and service villages				
DP Action	Action	Responsibility	Progress	Comment
Maintain and improve village facilities and services	Regularly maintain parks, streets and footpaths in all villages.	W Mills	50%	Required maintenance on footpaths, street, footpaths, nature strips carried out within Cobar and Villages a required.

Key Activity: Environment

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

COUNCIL STRATEGY				
5.1.1	Develop an alternative energy industry in Cobar			
DP Action	Action	Responsibility	Progress	Comment
Lobby business and government to encourage the development of an alternative energy industry in Cobar	Monitor opportunities for development of an alternate energy industry in Cobar.	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 when available.	H Holder	50%	There has been no funding available to apply for.

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%	Draft waste management strategy is progressing
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%	Weekly routes are undertaken for the collection of domestic waste in Cobar.
Undertake kerbside garbage collection and recycling in Cobar and kerbside garbage collection in the relevant villages	Provide a trade waste collection service to all customers on a fee for service.	S Poulter	50%	A trade waste collection service is available to all customers on a fee for service.
Undertake kerbside garbage collection and recycling in Cobar and kerbside garbage collection in the relevant villages	Provide service to empty street bins in central business district twice weekly and other street bins and parks once weekly.	S Poulter	50%	Routes for servicing of street bins in the CBD are done on a regular basis.

COUNCIL STRATEGY				
5.1.2	Develop community leadership on becoming leaders in resource use, reuse and recycling			
DP Action	Action	Responsibility	Progress	Comment
Maintain the town and village tips to an acceptable standard	Carry out surveillance of waste depot and access roads to minimise the spread of waste from vehicles and surrounding areas so as to detect unauthorised waste disposal and undertake appropriate enforcement action.	S Poulter	50%	Surveillance and monitoring of the Waste Depot and known illegal dumping hot spots is undertaken on a regular basis. New electronic gates installed at the Cobar Facility.
Maintain the town and village tips to an acceptable standard	Provide for the management of the Cobar Waste Disposal Depot so as to comply with statutory obligations.	S Poulter	50%	Cobar waste depot is operating in accordance with relevant environmental legislation.
Maintain the town and village tips to an acceptable standard	Provide waste disposal facilities for Nymagee & Canbelego and depots at Euabalong & Euabalong West.	S Poulter	50%	Waste disposal facilities are provided in Nymagee & Canbelego and depots at Euabalong & Euabalong West.
Encourage efficient water use by Shire residents	Promote efficient water use by Shire residents.	W Mills	40%	The ongoing promotion of efficient use of water by the residents has shown results within Cobar with little improvement of water usage within the villages noticed.

COMMUNITY OUTCOME	
5.2	Well managed public and private land

COUNCIL STRATEGY				
5.2.1	Develop a grazing industry that is based on managed, not feral, stock to improve pasture management			
DP Action	Action	Responsibility	Progress	Comment
Provide support to industry bodies for improved grazing management practices	Maintain an awareness of government land management incentives and programs.	H Holder	50%	No known land management incentives and programs to raise awareness of.

COUNCIL STRATEGY				
5.2.2	Have a planting program for Cobar and villages and encourage the schools and businesses to participate			
DP Action	Action	Responsibility	Progress	Comment
Develop and instigate a planting program	Apply for funding to undertake planting activities.	W Mills	25%	Funding applied for where applicable. Selected planting was carried out in Euabalong cemetery. A review of large trees were carried out identifying large trees that require attention.
Develop and instigate a planting program	Develop and implement a Street Tree Policy.	W Mills	50%	Tree Preservation Policy updated and adopted.
Develop and instigate a planting program	Prepare a program for planting in the whole Shire utilising correct plant material.	W Mills	30%	Ongoing with the procedure and selection of plants used within the Shire to be encouraged.

COUNCIL STRATEGY				
5.2.3	Manage the crown land and commons			
DP Action	Action	Responsibility	Progress	Comment
Provide ranger services to control animals in public places and to manage the common areas and crown land	Carry out monthly patrols of the Common.	G Harbison	50%	Regular patrols are undertaken on the Common.
Provide ranger services to control animals in public places and to manage the common areas and crown land	Implement provisions of the Companion Animals Act and promote community awareness and responsibilities of dog and cat ownership.	G Harbison	50%	Promotional material and information provided to companion animal owners.
Provide ranger services to control animals in public places and to manage the common areas and crown land	Impound dogs and cats found on a public place & surrendered animals and undertake appropriate enforcement action.	G Harbison	50%	Roaming companion animals are impounded and appropriate enforcement action is undertaken.
Provide ranger services to control animals in public places and to manage the common areas and crown land	Impound straying stock.	G Harbison	50%	Straying stock is impounded.
Provide ranger services to control animals in public places and to manage the common areas and crown land	Maintain pound yards.	G Harbison	50%	Pound yards are maintained every day.

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	Operate and maintain a pound for the keeping of seized dogs and cats.	G Harbison	50%	Seized companion animals (dogs & cats) are kept in a fenced compound.
Provide ranger services to control animals in public places and to manage the common areas and crown land	Provide services for the euthanasia of dogs and cats that have been seized or surrendered.	G Harbison	50%	Euthanasia services are offered to companion animal owners when required.
Provide ranger services to control animals in public places and to manage the common areas and crown land	Provide services for the registration and micro-chipping of dogs and cats.	G Harbison	50%	Council provides micro-chipping for companion animals.
Provide ranger services to control animals in public places and to manage the common areas and crown land	Register all stock on Common.	G Harbison	50%	All stock on Common land is registered.

COUNCIL STRATEGY

5.2.4 Long term management of noxious weeds

DP Action	Action	Responsibility	Progress	Comment
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	An increase in the number of weed awareness program run (eg weed warriors).	M Gunn	50%	Funding awarded, weed information program to run starting March-April
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Attend toolbox meetings and provide education material.	M Gunn	50%	Continual informal and formal tool box meetings held, information given to Council's outdoor staff about any new weed incursions.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Continue Implementation of Regional Inspection Plan to meet inspection targets of roadsides, TSR's, water courses etc.	M Gunn	50%	Continual inspections, monitoring and controlling of weeds under the WAP funding guidelines. 2218km inspected
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Develop a centralised data set of weed distribution and abundance information.	M Gunn	50%	Continual mapping and collecting data of weed distributions throughout the shire, soon to be uploaded to DPI website.

COUNCIL STRATEGY				
5.2.4	Long term management of noxious weeds			
DP Action	Action	Responsibility	Progress	Comment
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Develop an introductory weeds information pack for new property owners.	M Gunn	50%	5 new landholder packs have been sent. Continual revision on new owners and packs continually updated with current weed information.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Implement a regional communications strategy.	M Gunn	50%	Weed infestations are being monitored and appropriate spraying works are being undertaken on public areas as required and all appropriate reporting is being undertaken.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Implementation of the Mapping, Photo Point and Re-inspection Program.	M Gunn	50%	Continual mapping, photo point and reinspection program occur under the WAP funding guidelines.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Improve/Update knowledge of Weeds Inspector.	M Gunn	50%	No actions undertaken during quarter 2.

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	Increased participation of community groups.	M Gunn	50%	Funding being sourced to run another community awareness day for Devil Rope Pear in conjunction with Western Local Land Services
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	On Ground Spraying Programs prioritised to give the greatest benefit.	M Gunn	50%	Roadsides and other high risk pathways are continually been monitored for variety of weeds and will be sprayed when conditions permit. Weather has been very hot and dry, waiting for more rain to start spraying again.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Private property inspections to manage invasive weeds effectively.	M Gunn	30%	At this time 20 private property inspections have been conducted. Inspections will recommence after summer.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Prompt containment or eradication and ongoing monitoring of new incursions of invasive weeds.	M Gunn	50%	Continual monitoring and inspecting for any new weed incursions in the shire area.
Monitor noxious weed infestations, provide advice, undertake spraying on public areas and complete appropriate reports	Public property inspections to manage Invasive Weeds effectively.	M Gunn	15%	No public property inspections have been conducted this financial year, weather is dry, will wait for different season to return to inspection duties

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 taken in Q2.

COMMUNITY OUTCOME	
5.3	Clean air in the community

COUNCIL STRATEGY				
5.3.1	Manage the externalities of mining and other industries operating close to towns and villages to minimise air pollution			
DP Action	Action	Responsibility	Progress	Comment
Communicate any complaints or concerns or air pollution to the mines and or relevant state regulatory authority	Communicate any complaints or concerns or air pollution to the mines and or relevant state regulatory authority.	S Poulter	50%	All complaints regarding air pollution are communicated to the relevant mine management when advised.