



# Coonamble Shire Council Annual Report 2015-16



# CONTENTS

## Part A

### Section 1: Introduction

|                                      |    |
|--------------------------------------|----|
| Mayor's Message .....                | 3  |
| General Manager's message.....       | 4  |
| Council offices and facilities ..... | 5  |
| Councillors .....                    | 6  |
| Council meetings .....               | 7  |
| Council delegates .....              | 7  |
| Senior & executive staff.....        | 7  |
| Community vision .....               | 8  |
| Coonamble Shire.....                 | 8  |
| Organisation structure .....         | 9  |
| Corporate governance.....            | 10 |

|   |    |
|---|----|
| Section 2: Key achievements / highlights..... | 12 |
|---|----|

|  |    |
|--|----|
| Section 3: Statutory disclosures ..... | 20 |
|--|----|

### Section 4: Reporting on Delivery Program

|                         |    |
|-------------------------|----|
| Our People .....        | 33 |
| Our Infrastructure..... | 40 |
| Our Economy.....        | 49 |
| Our Environment.....    | 56 |
| Our Leadership .....    | 58 |

## Part B: Financial Reporting (Annual Report 2015-2016 Part B –Financial Statements)

## Part C: End of Term Report (Annual Report 2015-2016 Part C – End of Term Report)

## MAYOR'S MESSAGE

Having been elected Mayor in September 2015 I am happy to be able to present Council's Annual Report to residents and ratepayers for the 2015/2016 year. As Mayor, I am proud of Council's achievements during the year, which was a time of challenge and change, the biggest of which was being deemed "fit for the future" and able to continue as a stand alone council.

Council was successful with two applications for funding submitted under the Drought Communities Funding Program. The community facilities fencing project of \$190,480 which covers fencing at the showground, sportsground and swimming pool complex and the Combara Hall amenities upgrade of \$60,000 – these two projects are well in hand.

The contract for the second stage of the Coonamble levee upgrade was awarded to the local company, Batterline Earthmoving Pty. Ltd. – this work is now in progress. The first stage of the upgrade was carried out by the same company. In total, expenditure of the whole project is in the vicinity of \$5.3 million. Council also engaged consultants to carry out flood studies for West Coonamble, Gulargambone and Quambone – the information will now form the foundation to build risk management studies and, eventually, management plans.

During the year Council decided to offer for sale three blocks of 2ha each which form part of the Yatton Estate – expressions of interest were invited for

the land, which is zoned R5 Large Lot Residential under the Coonamble Local Environmental Plan 2011. Council decided to offer this land for sale to provide prime housing allotments for people seeking that lifestyle.

Completion of the new Amenities Block at Coonamble Caravan Park was another project that has been on Council's 'bucket list' for some time. The Quambone Park was improved by the inclusion of playground equipment and shade, improvements were undertaken at the Coonamble pool and trees planted around the sportsground and a skate park constructed at the Highway Park in Gulargambone.

Council continued to support, both financially and in-kind, sporting and other organisations within the Shire – some with 'on off' assistance and others as an annual contribution.

In closing, I thank councillors, management and staff for their assistance and support in the challenges we faced throughout the year.



MICHAEL WEBB

Mayor

## **GENERAL MANAGER'S MESSAGE**

Council's Delivery Program and its 2015/16 Operational Plan form the nucleus for Council's performance during the year. The annual report provides an opportunity to let our residents know how we have gone about implementing and achieving those goals.

This Council's commitment is to provide adequate services to the community in the most cost effective and efficient manner possible and this has again been paramount in 2015/16.

Council continued to be faced with challenges throughout the year however we have been able to meet them and achieve a commendable result in the majority of actions in the operational plan.

The Community Strategic Plan 2026 is structured around five themes – Our People, Our Economy, Our Infrastructure, Our Environment and Our Leadership. As residents read this report, they will be able to identify that 174 specific actions from the 187 listed in the four year Delivery Plan were completed during the year. This is a commendable result overall.

Council continues to support the community in lobbying for a 'gas free environment' for the Shire; recreational facilities were upgraded; the Coonamble landfill site extension was finalised; \$450,000 external funding was secured to

facilitate community safety and wellbeing programs; technology at the Coonamble Library was significantly upgraded.

Significant road works were also achieved during the year – in particular, streets in Coonamble and Gulargambone along with the Carinda Road and culverts on the Pilliga Road. The extension of the Hooper Drive industrial development was also completed during the year.

I thank Councillors and staff for their support during the year and hope that residents will take the time to read through Council's annual report to gain better understanding of Council's role and its endeavours to serve the community in accordance with better practice management.



**RICK WARREN**

General Manager

## COUNCIL OFFICES & FACILITIES

### ***Council Chambers***

80 Castlereagh Street, Coonamble  
Open 8.30 a.m. – 5.00 p.m. Monday – Friday  
Cashier: 9.30 a.m. to 4.00 p.m. daily  
Phone 6827 1900      Fax 6822 1626  
Email: [council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au)  
Website: [www.coonambleshire.nsw.gov.au](http://www.coonambleshire.nsw.gov.au)

### ***Library***

Castlereagh Street, Coonamble  
Phone 6827 1925      Fax 6822 1057  
Email: [Coonamble.Library@coonambleshire.nsw.gov.au](mailto:Coonamble.Library@coonambleshire.nsw.gov.au)  
Facebook: Coonamble Shire Library

### ***Visitors Information Centre***

84 Castlereagh Street, Coonamble  
Phone 6827 1981

### ***Roads & Maritime Service***

Coonamble Rural Transaction Centre  
26 Castlereagh Street, Coonamble  
Phone 6822 1487

### ***Riverside Caravan Park***

Castlereagh Highway, Coonamble  
Phone 6822 1926

## COUNCILLORS



***Mayor Michael Webb***

Elected to Council in March 2004. Served as Deputy Mayor from March 2004 – September 2008. Re-elected to the position September 2009 and September 2015.



**Cr Danny Keady**  
**Deputy Mayor**

Elected to Council in September 2012. Elected to the position of Deputy Mayor 2015. Has farming and grazing business & actively involved with many community groups.



**Cr Al Karanouh**

Elected to Council in September 2008. Elected as Mayor in September 2013 and 2014. Local businessman who operates the Global Village Restaurant and Al's Diner in Coonamble. Active member of the business sector.



**Cr Tom Cullen**

Elected to Council 1986, served as Mayor 2012 and 1995. Elected Deputy Mayor 1988-1995. Farming & grazing interests in the district. Active member of the grain growing industry



**Cr Don Schieb**

Elected to Council in September 2008. Well known stock & station agent actively involved in the livestock and rural industry. Proactive in the business sector. Deputy Mayor September 2008 – September 2009.



**Cr Bill Burnheim**

Elected to Council in September 2012. Has business interests in farming and is actively involved in the grain industry. Member of the Coonamble Theatrical Group



**Cr John Walker**

Elected to Council in September 2012. Resides within the Coonamble township. Committed to local organisations, especially Coonamble RSL Sub-Branch and RSL Club. Is a Vietnam Veteran.

## **COUNCIL MEETINGS**

Ordinary meetings of Council are held on the second Wednesday of the month, excluding January, commencing at 9.00 a.m. Members of the public are invited to attend. A Public Question Time has been set aside from 9.30 a.m. - 10.00 a.m. for interested persons to address Council.

Council's October meeting is held in the village of Quambone and the meeting for March is held at Gulargambone.

Correspondence to be considered by Council must be lodged at least ten days prior to the meeting to be included on the agenda. Only matters classified as 'urgent business' by the General Manager received after that time are included. Other issues are carried over until the following month.

## **COUNCIL DELEGATES**

**Castlereagh Macquarie (Weeds) County Council:**  
Councillors Michael Webb and Don Schieb

**North Western Co-operative Library Service:**  
Councillor Michael Webb

**Orana Regional Organisation of Councils (OROC):**  
Mayor and General Manager

## **SENIOR & EXECUTIVE STAFF**

|   |                  |
|---|------------------|
| General Manager:                        | Mr Rick Warren   |
| Director of Engineering Services:       | Mr Peter Chudek  |
| Director of Community Services:         | Ms Lianne Davids |
| Director of Corporate & Urban Services: | Mr Bruce Quarmby |

## COMMUNITY VISION

“Coonamble Shire is a connected, respectful and diverse community, working together in a healthy natural environment that supports our vibrant local economy”



## COONAMBLE SHIRE

Coonamble Shire has an area of 9,955 square kilometres and is located on the traditional Indigenous land of the Wailwan and Gamilaroi people. Coonamble Shire is part of the Orana Region of Central Northern NSW and is bounded by the Shires of Walgett to the north, Warrumbungle in the east, Gilgandra to the south and Warren in the west.

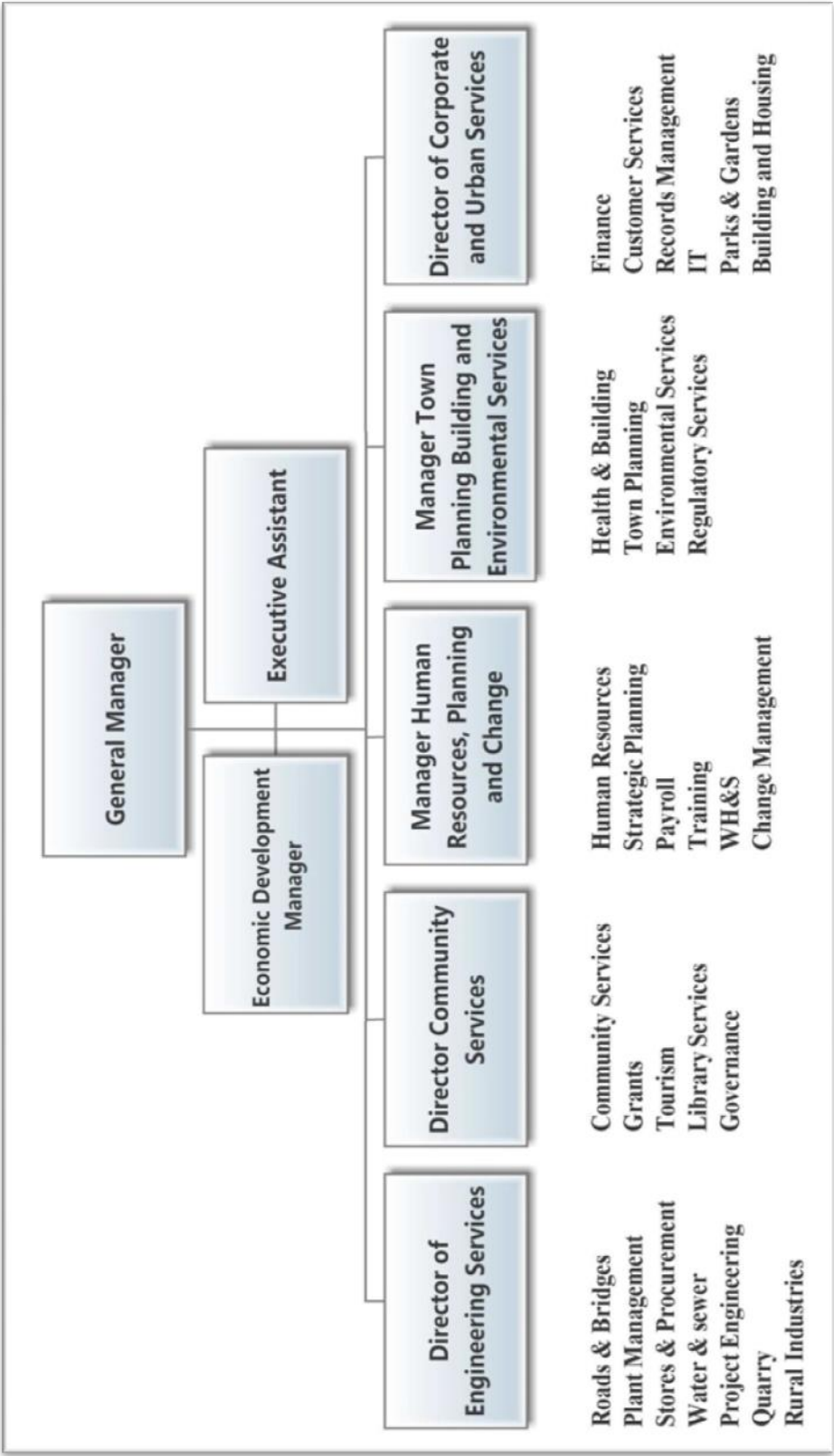
Coonamble is situated on the Castlereagh River which runs through the town dividing east from west. Water from the Great Artesian Basin is pumped into reservoirs throughout the town for domestic use. Residents of rural properties account for approximately one third of the district population. The majority of the Shire's agricultural resources are devoted to dry and broadacre farming and grazing.

Population (Local Government Area) 2014

|        |      |
|--------|------|
| Male   | 2189 |
| Female | 2103 |
| Total  | 4292 |



# ORGANISATION STRUCTURE



# **CORPORATE GOVERNANCE**

## **Policy Framework**

The key documents relating to Council's governance framework are the Code of Conduct and Code of Meeting Practice. Council also operates in line with numerous policies to ensure a consistent and transparent approach is maintained.

## **Decision Making**

Seven elected Councillors make decisions on behalf of the community at Council meetings. The General Manager is then responsible for ensuring implementation and delivery of the Councils' decision, whilst also making day-to-day decisions on operational matters.

## **External Controls**

Many of Council's functions are set by the NSW Local Government Act 1993. Various other Acts direct Council's activity, including compliance with Federal and State Government legislation, NSW Ombudsman, Division of Local Government, Independent Commission Against Corruption, and WorkCover.

## **Integrated Planning and Reporting Framework**

The Integrated Planning and Reporting (IPR) framework is intended to help improve community participation in decision making, reduce duplication, build networks and partnerships and strengthen Council's strategic focus.

### **Coonamble Shire Strategic Plan 2026**

The Community Strategic Plan is the first in the hierarchy of plans Council must prepare under the Integrated Planning and Reporting Framework. It must be a 10 year (minimum) plan with high level community objectives across the areas of Social, Economic, Environment, Infrastructure and Civic Leadership.

While Council has a custodial role in initiating, preparing and maintaining the Community Strategic Plan on behalf of the local government area, it is not wholly responsible for its implementation. Other partners, such as State government agencies and community groups may also be engaged in delivering the long-term objectives of the plan.

## Delivery Program

Council's Delivery Program is the program of works and services that will be delivered by Council during the elected term. It is directly linked to the objectives and strategies within the Coonamble Shire Community Strategic Plan.

## Resourcing Plans

The Delivery Program is linked to resourcing plans consisting of the Long Term Financial Plan, Workforce Plan and the Asset Management Plan. These plans outline how Council will achieve the objectives of the Delivery Program in terms of money, people and physical assets.

## Operational Plan

The Operational Plan identifies the specific actions which will be undertaken to achieve the Delivery Program each year.

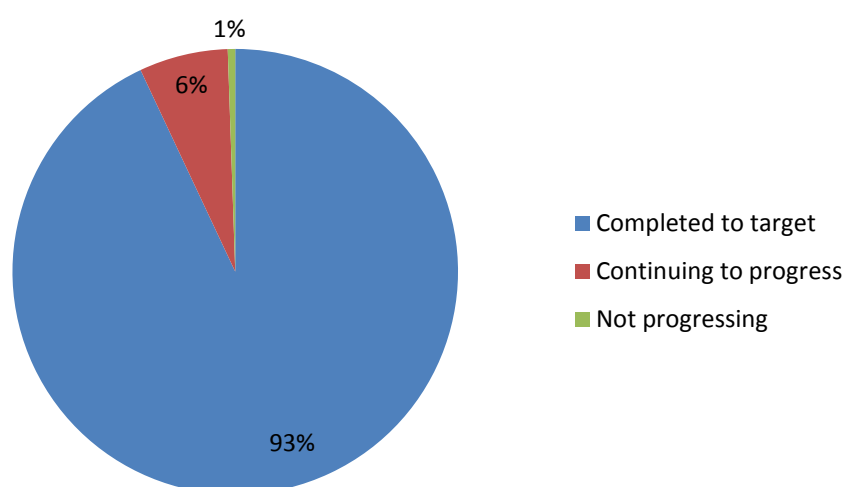


## Section 2:

### KEY HIGHLIGHTS/ ACHIEVEMENTS

In summary, the Delivery Program identifies one hundred and eighty six actions across the five themes; Our People, Our Infrastructure, Our Environment, Our Economy and Our Leadership. At the end of the 2015/16 year one hundred and seventy three actions were completed. The following table provides a status breakdown.

|                        | <i>Our People</i> | <i>Our Infrastructure</i> | <i>Our Economy</i> | <i>Our Environment</i> | <i>Our Leadership</i> | <i>Total</i> |
|------------------------|-------------------|---------------------------|--------------------|------------------------|-----------------------|--------------|
| Completed to target    | 39                | 58                        | 39                 | 10                     | 27                    | 173          |
| Continuing to progress | 2                 | 3                         | 6                  | 1                      | 0                     | 12           |
| Not progressing        | 0                 | 1                         | 0                  | 0                      | 0                     | 1            |
| <b>Total</b>           | <b>41</b>         | <b>62</b>                 | <b>45</b>          | <b>11</b>              | <b>27</b>             | <b>186</b>   |



Twelve actions are continuing to progress and one action did not progress. Reasons for not meeting original timeframes include weather delays, staff diverted to other projects, unsuccessful grant applications or project re-prioritisation.

## TOURISM DEVELOPMENT

Visitor Information Centre (VIC) attendance increased from 1,065 visitors (July-June 2015) to 1,359 visitors during July-June 2016, representing a 27.6% increase.

Council continued the partnership with Outback Arts to encourage local artists to use the VIC as an exhibition space. The VIC has also continued to host community volunteers whose contribution has been vital to the ongoing success of the service.

Tourism industry partnerships continued with Inland NSW Tourism and the Great Inland Way Committee. Council continues to be actively involved in collaborative destination planning through bi-monthly regional workshops focussed on progressing the Regional Destination Management Plan.

Tourism staff provided training and product development assistance to a number of local businesses during the year.

A number of tourism signs were replaced during the year and new signage installed, including Nick Name Hall of Fame signage.



**Quambone Park Signage**

Crown Lands grant funding was obtained for the redevelopment of the Caravan Park amenities in the previous financial year however the amenities were completed and opened in late 2015.

The 'Coonamble Visitor Information Centre's Facebook page continued to connect with our community, promote events and improve communication with local groups, visitors and members of the public. Other sources of tourism promotion in the Shire include the distribution of a quarterly tourism e-Newsletter and events flyer as well as print advertising in the Western Magazine, GO55's Newspaper, Caravanning Australia Magazine and Dubbo Visitor Guide.

## LIBRARY SERVICES

The Coonamble Library has two satellite branches located at Gulargambone and Quambone. As part of the North Western Library Cooperative stock is rotated quarterly throughout our region.

A number of external groups and organisations utilise the library for a variety of recreational, social and business purposes. The study room is used by a number of mature aged students, distance education students and tutors as a quiet place with access to wifi and internet and as an exam base.

The increased numbers of visitors to the Coonamble Library often results in overcrowding and thanks to a grant from the NSW State Library improvements are underway. The “Creating Spaces” project will see the current library static shelving replaced with mobile shelving. This will enable flexibility of the library space, increasing opportunities for community activities.

The Library is building its Indigenous Collection and is grateful to receive contributions from the Indigenous Literacy Foundation each year. The Foundation is a national charity that aims to address children’s literacy levels in Indigenous regions.

Council is proud to provide responsive and flexible Library services. 2015/16 highlights include:

### Early literacy

- Installation of four touchscreen computers for under ten year old children. The educational and fun software focusses on literacy, social and motor skill development.
- Pre School Storytime contributes to children’s social and interpersonal skills.
- Over 70 children attended the annual Simultaneous Storytime.

### Seniors

- Words on Wheels fortnightly deliveries to local housebound patrons and residents of Koonambil Aged Care Facility.
- Senior’s Week was celebrated with a luncheon and screening of The Best Exotic Marigold Hotel and The Second Best Exotic Marigold Hotel.

## Adults

- Re-development of study / meeting room.
- Significant increase in talking book stock, Adult Fiction and Adult Non Fiction.
- Successful grant that will involve installation of mobile shelving, allowing a more flexible use of space.
- Installation of free wifi at Gulargambone Library

## Community Events

- Harmony Day pre school visits.
- The International Day of People with a Disability was celebrated with a movie and morning tea.
- Council, in conjunction with Outback Arts, hosted the Shire's Waste 2 Art Competition.
- Redevelopment of outdoor space providing further opportunity for community events and activities.



## Children and young people

- After school activities included Homework Help and fortnightly Movies @ the Library. Council's Community Development Worker is located in the Library and regularly engages children and young people in constructive activities.
- The Library provided a school holiday program involving a number of free activities during each school holiday period. Big screen movies, jewellery making, Aboriginal culture sessions, art and craft activities and excursions were all well attended.
- Summer Reading Club was held again this summer holiday with just over 25 participants. This program aims to encourage children to continue their reading throughout the long school holiday break.
- A significant upgrade of library equipment and resources has resulted in an increase of young people visiting the library after school.



## **COMMUNITY SERVICES**

During 2015/16 Council focussed on engaging young people in diversionary activities and providing opportunities for community participation and self-development.

The Coonamble Shire Youth Council continued to operate throughout the year in partnership with Coonamble High School and Gulargambone Central School. The Youth Council successfully drove the Youth Week program with a number of activities hosted throughout April 2016.

Expanded youth programs at Gulargambone and Quambone continued to provide after school activity for children and young people. Successful grant funding during the year enabled additional recreational activities at Gulargambone together with transport for the Shire's young people to attend events. After school activities were also provided by the Coonamble Library service.

Council hosted the 2016 Australia Day event and collaborated on a number of other events with local organisations such as the Warraggul Wellbeing Event, NAIDOC Day, White Ribbon and community fun days.

In response to the impact of isolation on mental health, and limited opportunities for women to connect, the Gulargambone Women's Group was created. Supported by Council, this group provides an avenue for positive community connection and personal development.

Community safety continued as a priority for Council's Community Services team. As the backbone organisation for the Coonamble Alcohol and Drug Initiative (CADI) staff were involved in guiding and assisting local action groups to address community drug and alcohol impacts.

Under the CADI banner, Council was successful in attracting grant funding to investigate drug related crime. The Safe Coonamble project will work with community members to co-design a solution in response to theft of prescription drugs, and other items, by family members of victims.

Council is also actively participating in the NSW Department of Community Services pilot project to improve service delivery in Coonamble. The Integrated Service Delivery project team is working to develop a model of community service delivery that better suits community need.



Community consultation was a focus during the 2015/16 year with a number of activities aimed at gathering community views. Activities included surveys, street stalls, focus groups and open meetings in order to inform Council's Disability Inclusion Action Plan, Coonamble Shire Positive Ageing Strategy and Council's Operational Plan.

The NSW Local Government Awards is held annually in conjunction with Local Government Week. A variety of awards are presented to councils that have demonstrated outstanding work in various areas. In August 2015 Coonamble Shire Council received an RH Dougherty Award for Excellence in Communication for its Library Connections project. In addition, Council achieved a finalist award for "Best Small Council with the Most Outstanding Youth Week Program" category of the NSW Local Government Youth Week Awards.



## STAFF TRAINING 2015/2016

| COURSE NAME   | No. Attended |
|---|--------------|
| Advanced Grant Writing Seminar  | 4            |
| Bushfire Assessment Skills  | 1            |
| Certificate III in Information, Digital Media and Technology  | 1            |
| Certificate IV in Accounting  | 2            |
| Chemical Application  | 7            |
| Chemical Application Refresher  | 4            |
| Code of Conduct Training  | 7            |
| Complying Development Course  | 2            |
| Confined Spaces (Initial)   | 2            |
| Diploma of Building Surveying   | 1            |
| EEO & Dealing with Harassment, Discrimination & Workplace Bullying  | 44           |
| Emergency Management Overview   | 1            |
| First Aid Refresher - Apply First Aid   | 31           |
| Health & Safety Representative Course   | 3            |
| Heavy Vehicle Driver Training – Upgrade to HC licence   | 1            |
| Grader GPS – SITEC Training   | 1            |
| ICAC - Corruption Prevention Workshop   | 3            |
| Implement a Traffic Control Plan (Yellow Card)  | 10           |
| Incident Investigation Training   | 8            |
| Induction to Motor Registry Business Training   | 1            |
| Introduction to Return to Work Coordination   | 1            |
| LB - Front end loader/ Backhoe  | 14           |
| LE – Excavator  | 16           |
| LF- Forklift Truck  | 8            |
| LL - Front end loader   | 12           |
| LS - Front end loader of the skid steer type  | 14           |
| M3 Asset Inspection Training  | 1            |
| Manage a Local Government Project   | 1            |
| Manual Handling Training  | 18           |
| Mental Health First Aid   | 1            |
| NSW Revenue Professionals Training (Module 1) Introduction to Local Government and the Basics of Rating                           | 1            |
| NSW Revenue Professionals Training (Module 3) Rates Financial and Property Controls   | 1            |
| NSW Revenue Professionals Training (Module 4: Rates Financial & Property Controls 2)  | 1            |
| NSW Revenue Professionals Training (Module 7) Understanding Statutory Rating requirements & the Special Schedule 9 Working Papers | 1            |
| Plant Inductions  | 15           |
| Pool Lifeguard Licence  | 7            |
| Prepare a Work Zone Traffic Management Plan   | 4            |
| Recruitment for Non-HR Managers Course  | 13           |
| REFLECT Annual User Conference  | 2            |
| Remove Non Friable Asbestos   | 2            |

|   |                     |
|---|---------------------|
| Saleyards Induction                                       | 1                   |
| Service NSW Agency Staff Training                         | 4                   |
| Specification Writing                                     | 1                   |
| Suicide Prevention Workshop                               | 1                   |
| Surface Shot firers Course                                | 1                   |
| Tendering Requirements                                    | 1                   |
| Time Management Training Workshop                         | 7                   |
| Traffic Controller (Blue Card)                            | 22                  |
| Waterproofing Compliance and Inspection Course            | 1                   |
| Water Treatment Operators Course – Part 1 Chemical Dosing | 1                   |
| Wellness Webinar  | 1                   |
| Western Division Regional Ranger Workshop                 | 1                   |
| WHS General Construction Induction (White Card)           | 1                   |
| WHS / Risk Management (In-house)                          | 18                  |
| Workplace Inductions                                      | 17                  |
| Workplace Support Skills (Rural Mental Health)            | 1                   |
| <b>Grand Total</b>  | <b>346</b>          |
|   | <b>\$170,690.00</b> |

**TOTAL EXPENDITURE:**

---

## Section 3: Statutory Disclosures

---

The following matters are required to be reported by Council under Section 428(4), Section 406(3) of the Local Government Act 1993 and the Local Government (General) Regulation 2005 and are listed with the corresponding clause number. Figures given are for 2015/2016.

### **LOCAL GOVERNMENT ACT 1993**

**Section 428(4) (a)** Council's Audited Financial Reports – See Annual Report 2015-2016 Part B – Financial Statements

**Section 428 A** Report on the State of the Environment

This report is available on Council's website: [www.coonambleshire.nsw.gov.au](http://www.coonambleshire.nsw.gov.au)

### **LOCAL GOVERNMENT (GENERAL) REGULATION 2005**

**Clause 132** Rates and charges written off

Rates and charges totalling \$579.00 were written off during the 2015/2016 financial year.

|  |              |
|--|--------------|
| Pensioner Rebates                        | \$111,302.49 |
| Write off Interest under Hardship Policy | \$0.00       |

Council received a Government subsidy of 55% of Pensioner Write-offs during the year. The 2015/2016 subsidy amounted to \$61,135.00.

**Clause 217(1) (a)** Overseas Visits

No overseas trips were undertaken by Council representatives during the 2015/2016 year.

## **Clause 217(1) (a1) Councillor Expenses**

Fees for Councillors of the Coonamble Shire have been determined by Council within the limits approved by the Local Government Remuneration Tribunal as:

|            |                                 |
|------------|---------------------------------|
| Councillor | \$ 9,670 per annum              |
| Mayor      | \$16,445 per annum (additional) |

The total expenditure during the year was:

|                              |                      |
|------------------------------|----------------------|
| Councillors' Fees            | \$ 66,883.89         |
| Mayoral Fees                 | \$ 16,445.00         |
| Delegates' Expenses          | \$ 9,986.95          |
| Travel/Sustenance            | \$ 5,776.59          |
| Insurance – Members Accident | \$ 1,889.00          |
| Training                     | <u>\$ 2,400.00</u>   |
| Total                        | <u>\$ 103,381.43</u> |

A review of Council's payment of expenses and the provision of facilities to the Mayor and Councillors Policy was adopted on 8 July 2015 (Min #1532). A copy of this Policy is provided at **APPENDIX A**

## **Clause 217 (1) (a1)**

- (i) There is no dedicated office equipment made available to the Mayor or any individual councillor. Council does provide office facilities and access to Council communications equipment that may be used by councillors in carrying out their civic functions.
- (ii) No facilities were provided to Councillors of either a mobile telephone or land lines installed at Councillor homes.
- (iii) During the year Councillors attended several conferences and workshops – these included:
  - Local Government NSW Annual Conference
  - Orana Regional Organisation of Councils (OROC)

- (iv) Training undertaken by Councillors during 2015/2016:
  - Mayors' Weekend Seminar
- (v) No interstate visit was undertaken by Councillors during the 2015/2016 year.
- (vi) No overseas trips were undertaken by Council representatives during the 2015/2016 year.
- (vii) There was no expense paid to any person who accompanied any councillor in the performance of their civic function.
- (viii) No expenses were paid to any person for the provision of care for a child or, or an immediate family member of, a councillor to allow the councillor to perform their civic function.

#### **Clause 217 (1) (a2) Contracts Awarded by Council**

Council awarded the following contracts in excess of \$150,000 during the 2015/2016 financial year:

| <b><i>Awarded to</i></b>              | <b><i>Goods/Services Provided</i></b>   | <b><i>Actual Excl<br/>GST 2014/2015</i></b> |
|---------------------------------------|---|---|
| <i>Ausroads Stabilisers Pty Ltd</i>   | <i>Caterpillar RM500 Stabiliser</i>     | <i>\$214,775.00</i>                         |
| <i>Batterline Earthmoving Pty Ltd</i> | <i>Coonamble Levee Upgrade Stage II</i> | <i>\$2,281,245.50</i>                       |
| <i>Boral Limited</i>                  | <i>Delivery of Bitumen Emulsion</i>     | <i>\$293,032.25</i>                         |
| <i>WesTrac</i>                        | <i>3 x Caterpillar Truck / Trailers</i> | <i>\$913,140.00</i>                         |
| <i>Manheim Pty Ltd</i>                | <i>Iveco Stralis 450 Spreader</i>       | <i>\$178,360.36</i>                         |
| <i>Pickles Auctions</i>               | <i>Western Star 6 x 4 Prime Mover</i>   | <i>\$187,122.27</i>                         |

#### **Clause 217 (1) (a3) Summary of Legal Proceedings**

Council costs in regard to legal proceedings for 2015/2016 amounted to \$22,449.68.

#### **Clause 217 (1) (a4) Subsidised Private Works**

Council did not undertake any subsidised private works during the year.

**Clause 217 (1) (a5) Donations and Contributions under Section 356**

**A total of \$57,007.84 was donated or contributed by Council during the year.**

**Clause 217 (1) (a6) Delegations to External Bodies**

Council has delegated the following functions to the organisations listed below:

- (i) **Castlereagh-Macquarie County Council** undertakes noxious weed control across the Shire.
- (ii) **Quambone Resources Committee** promotes usage and manages facilities of Quambone community facilities, including Quambone Hall, Swimming Pool and Racecourse/Showground.
- (iii) **Gulargambone Memorial Hall Committee** promotes usage and ensures care, control and management of the Gulargambone Memorial Hall.
- (iv) **Mayor's Appeal Conn Family Committee** administers funds held on behalf of the Mayor's Appeal in 2005 to ensure all necessary support is made available to the Conn children.
- (v) **Combara Hall Committee** promotes usage of the Combara hall and manages the facility.
- (vi) **Coonamble Shire Youth Council** provides direction on youth affairs and co-ordinates/promotes events.

**Clause 217 (1) (a7) Companies in which Council held a Controlling Interest**

Council held no controlling interest in any Company.

**Clause 217 (1) (a8)** Partnerships, Cooperatives, Joint Ventures to which Council was a party

1. Coonamble Shire Council is a member of the *North Western Library Service*, a cooperative providing library services to the Shires of Bogan, Coonamble, Gilgandra and Warren. The quality of service is significantly enhanced by participation in the Joint Library Service.
2. Council is a member of the *Orana Regional Organisation of Councils (OROC)*.

### **Clause 217 (1) (a9) Equal Employment Opportunity (EEO)**

The purpose of Council's policy is to eliminate discrimination in employment and to promote opportunities for identified under-represented groups. Council's EEO Management Plan comprises four key strategies for an effective approach to EEO. Activities undertaken during 2015/2016 are as follows:

1. Policies and procedures – *All policies and procedures conform with EEO principles:*
  - Review of Council's policies and procedures
  - Review of position descriptions, recruitment advertising, performance appraisals and training procedure
  - Provision of equal access to opportunities for training and development.
2. Communication and awareness – All staff understand EEO principles and their responsibilities and rights in relation to EEO:
  - Updated information posted on staff notice boards
  - All aspects of EEO are covered in Coonamble Shire's new staff induction program
  - Responsibilities are conveyed to new Managers/Supervisors.
3. Training and development – *All staff have equal access to training and development opportunities relevant to their needs:*
  - Training and development policy and procedures completed
  - Staff responsible for approving training are made aware of EEO principles.
4. Implementation, evaluation and review – *EEO Management Plan is successfully implemented, effectively evaluated and periodically reviewed:*
  - Staff with specific responsibilities in relation to the implementation of the EEO Management Plan are identified and their responsibilities communicated to them
  - Implementation of EEO Management Plan monitored bi-annually. The revised EEO Policy & Management Plan was adopted on 13 March 2013.

### **Clause 217 (1) (b) General Manager remuneration**

Total remuneration of the general manager during the 2015/2016 year: \$250,526.02.



**Clause 217 (1) (c)**                      Senior Staff – remuneration

Council's only designated "Senior Staff" position is that of the General Manager [as reported in 217 (1) (b)]

**Clause 217 (1) (e)**                      Stormwater Management Services

Council did not levy any charge for stormwater management services during 2015/2016.

**Clause 217 (1) (f)**                      Companion Animals Act and Regulation

- (i) Council has lodged pound data with the Office of Local Government as required at the end of the financial year.
- (ii) Council has lodged data with the Office of Local Government relating to nine (9) dog attacks during the year. Approximately 213 infringement notices were issued for animals in 2015/2016.
- (iii) Over the 2015/2016 year Council incurred \$144,159.83 carrying out companion animal management activities.
- (iv) A total of 388 animals were impounded during 2015/2016. Council endeavours to re-house animals where possible, as an alternative to euthanasia. The incidence of re-housing is dependent upon suitable animals being available and the demand at the time.
- (v) Council has adopted a companion animal management plan. A dedicated "off leash" area is identified within the plan and is located off Macdonald Park in Aberford Street, Coonamble.
- (vi) Council has implemented a policy for the keeping of domestic animals.
- (vii) Council received \$34,259.45 in registration/sundry fees for companion animals during the year. Council's net cost relating to the management of companion animals for the same period was \$109,900.38.

## GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009

Annual reporting requirements under Section 125 of the *Government Information (Public Access) Act 2009 (GIPA Act)* requires agencies to prepare and submit an annual report within four months of the end of the annual reporting period. Under paragraph 7 of the *Government Information Public Access Regulation 2009* the annual report must include the following:

- (a) *details of the review carried out by the agency under section 7 (3) of the Act during the reporting year and the details of any information made publicly available by the agency as a result of the review:*

A review was undertaken by the Principle Officer during 2015/2016, no additional information was made available as a result of the review.

- (b) *the total number of access applications received by the agency during the reporting year (including withdrawn applications, but not including invalid applications):*

The total number of access applications received by Coonamble Shire Council during 2015/2016 was **0**

- (c) *the total number of access applications received by the agency during the reporting year that the agency refused, either wholly or partly, because the application was, for the disclosure of information referred to in Schedule 1 to the Act (Information for which there is conclusive presumption of overriding public interest against disclosure):*

**Zero (0)** application was received by Coonamble Shire Council during 2015/2016 was refused wholly or partly.

- (d) *information, as set out in the form required by the tables in Schedule 2, relating to the access applications (if any) made to the agency during the reporting year.*

**RICK WARREN**

General Manager

## STATISTICAL INFORMATION ABOUT ACCESS APPLICATIONS (SCHEDULE 2)

| <b>Table A: Number of applications by type of applicant and outcome*</b> |                        |                        |                        |                      |                               |                                 |  |                       |
|--|------------------------|------------------------|------------------------|----------------------|-------------------------------|---------------------------------|--|-----------------------|
|  | Access granted in full | Access granted in part | Access refused in full | Information not held | Information already available | Refuse to deal with application | Refuse to confirm/deny whether information is held | Application withdrawn |
| Media  | 0                      | 0                      | 0                      | 0                    | 0                             | 0                               | 0  | 0                     |
| Members of Parliament  | 0                      | 0                      | 0                      | 0                    | 0                             | 0                               | 0  | 0                     |
| Private sector business  | 0                      | 0                      | 0                      | 0                    | 0                             | 0                               | 0  | 0                     |
| Not for profit organisations or community groups                         | 0                      | 0                      | 0                      | 0                    | 0                             | 0                               | 0  | 0                     |
| Members of the public (application by legal representative)              | 0                      | 0                      | 0                      | 0                    | 0                             | 0                               | 0  | 0                     |
| Members of the public (other)  | 0                      | 0                      | 0                      | 0                    | 0                             | 0                               | 0  | 0                     |

\* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

| <b>Table B: Number of applications by type of application and outcome*</b>             |                        |                        |                        |                      |                               |                                 |  |                       |
|--|------------------------|------------------------|------------------------|----------------------|-------------------------------|---------------------------------|--|-----------------------|
|  | Access granted in full | Access granted in part | Access refused in full | Information not held | Information already available | Refuse to deal with application | Refuse to confirm/deny whether information is held | Application withdrawn |
| Personal information applications*   | 0                      | 0                      | 0                      | 0                    | 0                             | 0                               | 0  | 0                     |
| Access applications (Other than personal information applications)                     | 0                      | 0                      | 0                      | 0                    | 0                             | 0                               | 0  | 0                     |
| Access applications that are partly personal information applications and partly other | 0                      | 0                      | 0                      | 0                    | 0                             | 0                               | 0  | 0                     |

\* **A personal information application** is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

| <b>Table C: Invalid applications</b>  |                    |
|---|--------------------|
| <b>Reason for invalidity</b>  | No of applications |
| Application does not comply with formal requirements (section 41 of the Act)  | 0                  |
| Application is for excluded information of the agency (section 43 of the Act) | 0                  |
| Application contravenes restraint order (section 110 of the Act)              | 0                  |
| Total Number of invalid applications received                                 | 0                  |
| Invalid applications that subsequently became valid applications              | 0                  |

| <b>Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 to Act</b> |                                      |
|--|--------------------------------------|
|  | Number of times consideration used * |
| Overriding secrecy laws  | 0                                    |
| Cabinet information  | 0                                    |
| Executive Council information  | 0                                    |
| Contempt   | 0                                    |
| Legal professional privilege   | 0                                    |

|   |   |
|---|---|
| Excluded information                                  | 0 |
| Documents affecting law enforcement and public safety | 0 |
| Transport safety                                      | 0 |
| Adoption  | 0 |
| Care and protection of children                       | 0 |
| Ministerial code of conduct                           | 0 |
| Aboriginal and environmental heritage                 | 0 |

\* More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

| <b>Table E: Other public interest considerations against disclosure: matters listed in table to Section 14 of Act</b> |   |
|---|---|
|   | Number of occasions when application not successful |
| Responsible and effective government  | 0   |
| Law enforcement and security  | 0   |
| Individual rights, judicial processes and natural justice   | 0   |
| Business interests of agencies and other persons  | 0   |
| Environment, culture, economy and general matters   | 0   |
| Secrecy provisions  | 0   |
| Exempt documents under interstate Freedom of Information Legislation  | 0   |

| <b>Table F: Timeliness</b>   |                    |
|--|--------------------|
|  | No of applications |
| Decided within the statutory timeframe (20 days plus any extensions) | 0                  |
| Decided after 35 days (by agreement with applicant)                  | 0                  |
| Not decided within time (deemed refusal)                             | 0                  |
| <b>Total</b>   | <b>0</b>           |

| <b>Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)</b> |                 |                 |          |
|---|-----------------|-----------------|----------|
|   | Decision varied | Decision upheld | Total    |
| Internal review   | 0               | 0               | 0        |
| Review by Information Commissioner*   | 0               | 0               | 0        |
| Internal review following recommendation under section 93 of the Act                                    | 0               | 0               | 0        |
| Review by ADT   | 0               | 0               | 0        |
| <b>Total</b>  | <b>0</b>        | <b>0</b>        | <b>0</b> |

- The Information Commissioner does not have the authority to vary decisions, but can make recommendations to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made by the Information Commissioner.

| <b>Table H: Applications for review under Part 5 of the Act (type by applicant)</b>                               |                               |
|---|-------------------------------|
|   | No of applications for review |
| Applications by access applicants   | 0                             |
| Applications by persons to whom information the subject of access application relates (see section 54 of the Act) | 0                             |

## **ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979**

### **Section 93F - Planning Agreements.**

Council has not entered into any planning agreements.



## Section 4: Reporting on Delivery Program

### Theme: Our People

#### P1 Our community is connected across geographic, interest, cultural and social groups

##### P1.1 Leverage online technologies to improve virtual connections

| DP Action  | Operational Plan Action   | Comment  |
|--|---|--|
| P1.1.1 Improve the quality of Coonamble Shire Website and include opportunities for community groups to share information. | Conduct review of website design and layout. review links to community group sites to ensure information is current | Website design reviewed and updated. Current template supports multiple devices, with a form available for the community to submit information.  |
| P1.1.2 Utilise internet technology to provide community information to specific demographic and interest groups.           | Promote Library as a community internet access point. Promote Town WiFi hot spot                                    | Library hotspot and Town Wi-Fi remain available to public in Coonamble , a Library Hotspot has also been installed and is now operational at the Gulargambone Library. Promotional material has been supplied to main street shops to promote Wi-Fi. |

##### P1.2 Increase the representation of Aboriginal people in community roles including local Council

| DP Action  | Operational Plan Action  | Comment  |
|--|--|--|
| P1.2.1. Utilise Local Government Week to raise awareness of the role and function of Council                   | Conduct community awareness campaign during Local Govt Week August 2015  | Local Government Week acknowledged through media coverage and street stall.  |
| P1.2.2. Provide appropriate opportunities for Aboriginal people to participate in Council's community planning | Regularly attend CWP's, provide information and gain feedback. Utilise NAIDOC and other specific events for consultation activities. | CWP's attended Coonamble and Gulargambone. Community consultation activities conducted during NAIDOC and Tenancy Information days. |

### P1.3 Leverage the skills and knowledge in our community to promote social interaction and facilitate knowledge sharing

| DP Action  | Operational Plan Action  | Comment   |
|--|--|---|
| P1.3.1. Support activities/projects that increase community participation and connection   | Collaborate with Government, non-Government organisations and community in facilitation of activities that build social capital. | Collaboration on community events and activities such as family fun days, health / recreation and leisure activities (eg: Gulargambone Women's Group, Tenancy Information Days, Coonamble Rodeo). |
| P1.3.2. Maintain local business database<br>Distribute relevant information to local businesses                                      | Maintain Website business database. Prepare and distribute Business Bulletin.  | Website updated as needed. Business Bulletin distributed when time permits.   |
| P1.3.3. Source, collate & distribute residents packs and Welcome to Coonamble bags   | Co ordinate organisations and groups for resources, collate packs for Welcome to Coonamble committee.                            | 50 packs compiled for 2016 welcome event in Coonamble. No Welcome held in Gulargambone in 2016.   |
| P1.3.4. Provide Community Development Workers to facilitate community building   | Coordinate appropriate recruitment   | Recruitment activities completed for Community Development positions and staff engaged where appropriate.   |
| P1.3.5. Continue to consult residents with a focus on quality of life experience rather than sole satisfaction with Council services | Conduct 2015/16 community survey.  | Survey conducted and collated with information contributing to Council's End of Term Report.  |

## P2 Develop and grow the community's sense of shared responsibility

### P2.1 Encourage an inclusive, active community where people look out for each other

| DP Action  | Operational Plan Action  | Comment  |
|--|--|--|
| P2.1.1. Utilise Safer by Design principles in public space planning  | Incorporate Safer by Design principles into any public space development including parks, walkways, car parks. | Planning includes consideration of Safer by Design principles.   |
| P2.1.2. Work with Police and communities to target crime "hot spots" | Participate in Community Policing meetings. Contribute to Community Safety Committee planning.                 | Participation in Police facilitated meetings. Active member of CADI Crime Action Group. Partner with Police in Safe Coonamble project. |

| DP Action  | Operational Plan Action   | Comment  |
|--|---|--|
| P2.1.3. Support activities that promote community involvement in neighbourhood safety (eg: Neighbourhood Watch). | Instigate formulation of NSW Police Eyewatch precinct.                        | CADI Crime Action Group investigation of Eyewatch program completed. |
| P2.1.4. Encourage safety audits for elderly residents  | Conduct home safety campaign focussed on elderly and/or vulnerable residents. | Home safety campaign conducted through Seniors Week, April 2016.     |

## P2.2 Develop and grow the community's sense of shared responsibility

| DP Action   | Operational Plan Action   | Comment  |
|---|---|--|
| P2.2.1. Work with partners to develop programs that assist women and children to escape from family violence and men to address family violence | Collaborate with Coonamble Domestic Violence Committee to raise awareness of Family Violence                                      | Member of DV Committee, White Ribbon campaign planning, active member of CADI Strong Families Action Group.  |
| P2.2.2. Work with community groups to lobby for the development of a domestic violence safe house   | Continue to lobby the development of appropriate housing for victims of Domestic Violence   | Support provided to Coonamble Domestic Violence committee.   |
| P2.2.3. Work with community groups to develop local solutions to drug and alcohol related issues  | Participate in Coonamble Alcohol and Drug Advisory Group initiatives.   | CADI meetings and workshops held. Activity as backbone organisation included media, newsletters, advocacy, group guidance and meeting facilitation.                    |
| P2.2.4. Work with partners to develop strategies to minimise crime and anti-social behaviour in the community                                   | Contribute to stakeholder initiatives where appropriate.  | Undertook backbone function for the Coonamble Alcohol and Drug Initiative. Active member of Crime Action Group. Worked with Coonamble Drug and Alcohol Advisory Group. |
| P2.2.5. Control straying animals  | Continue community education campaign. Introduce de-sexing program. Utilise rescue programs to rehouse animals where appropriate. | Companion animal audit, de-sexing program and community education program completed. Rescue programs utilised where appropriate.                                       |

| DP Action                                    | Operational Plan Action                 | Comment  |
|--|---|--|
| P2.2.6. Provide Crime Prevention information | Publish information on Council website. | Crime prevention information published on Council's Website. |

## P3 A range of services supports our community to lead healthy Lifestyles

### P3.1 Support and promote healthy lifestyles

| DP Action  | Operational Plan Action   | Comment  |
|--|---|--|
| P3.1.1. Advocate, support and raise awareness of programs that promote the physical and mental health and well-being of community members. | Promote Beyond Blue program through Youth Week. Promote Black Dog Institute through Coonamble & Gulargambone Libraries. Partner with local agencies in community development activities within Council's resources. | Youth Week promotion completed. Member of the working party and sponsor of the Warragaal Mental Health day.  |
| P3.1.2. Inspection of Food premises.   | Carry out annual food premises inspections and food handling education program.   | Annual food inspection and reporting completed.  |
| P3.1.3. Investigate and develop further age appropriate play areas that meet the needs of ages 0-5 and 6-12 years.                         | Source funding for the installation of integrated play spaces throughout the Shire.   | Council staff continue to monitor for funding opportunities to allow for instillation of appropriate play areas. Application were submitted throughout the year but Council was unsuccessful with these applications. It should be noted that funding was sought and obtained to allow for the installation of shade covering for some of Council recreational facilities. |

### P3.2 Improve access to medical and specialist services

| DP Action   | Operational Plan Action  | Comment   |
|---|--|---|
| P3.2.1. Maintain existing level of assistance to medical and dental facilities within the Shire | Provide subsidised accommodation for dental and medical practitioners. | Council continued to provide and maintain accommodation at a subsidised rate for medical practitioners. |

### P3.3 Support the production of local produce, including home-grown and domestic produce

| DP Action   | Operational Plan Action  | Comment  |
|---|--|--|
| P3.3.1. Ensure ongoing program of noxious weed and insect control through membership of Castlereagh – Macquarie County Council. | Attend Castlereagh Macquarie County Council meetings.<br>Provide financial contribution. | Financial contribution has been provided and Council representation on the Castlereagh - Macquarie County Council has been maintained. |
| P3.3.2. Provide quality assistance and advice to industry and community.  | Upgrade information available on Website   | Website information kept current.  |

### P3.4 Improve access to services for disengaged community members

| DP Action  | Operational Plan Action  | Comment  |
|--|--|--|
| P3.4.1. Support appropriate community development activities undertaken by a range of organisations and provide assistance with project development, governance, grant writing, community building and group facilitation. | Provide community assistance through Grants Officer. Assist local community service agencies with Community Development capacity building. | Grants information provided to community network, community capacity building activity through the CADI project, participation in Integrated Service Delivery model development. |

### P3.5 Increase the community's involvement in sporting activities

| DP Action  | Operational Plan Action  | Comment   |
|--|--|---|
| P3.5.1. Ensure parks and gardens and sportsgrounds are maintained to an acceptable standard. | Improve garden beds - Coonamble main street.<br>Replacement of trees with more appropriate species - Coonamble Sportsground perimeter. | Perimeter trees have been replaced with additional tree planting occurring to improve appearance of the facility. |

## P4 Our community respects and encourages the diversity of culture, ability and ages of our population

### P4.1 Increase opportunities for our community to celebrate together

| DP Action   | Operational Plan Action   | Comment   |
|---|---|---|
| P4.1.1. Support activities that promote cultural awareness and diversity in ability and age | Participation in Youth Week, Children's Week, Harmony Day, Senior's Week, International Day of People with a Disability & NAIDOC. | All events celebrated either in collaboration with local agencies/ community or as stand alone events in the Coonamble Library. |
| P4.1.2. Continue to facilitate Australia Day activities                                     | Host Annual Australia Day event   | Australia Day event hosted successfully.  |

### P4.2 Improve interaction across social cultural and age groups

| DP Action   | Operational Plan Action  | Comment   |
|---|--|---|
| P4.2.1. Provide strategic early intervention community development programs for children and young people.                                    | Facilitate Youth Council. Seek funding opportunities that align with Council's Child & Youth Development policy.   | Youth Council meetings conducted in accordance with Terms of Reference. Funding successful for youth related transport project and Go Gular sports project. |
| P4.2.2. Support strategies that focus on active ageing and ageing in place  | Facilitate or partner in a Senior's Week event/activity  | Seniors Week event conducted during April 2016.   |
| P4.2.3. Develop an Ageing Population Strategy for the Shire.  | Finalise Coonamble Shire Positive Ageing Strategy.   | Positive Ageing Strategy completed.   |
| P4.2.4. Work in collaboration with agencies and community groups to address existing and emerging issues specific to the Aboriginal community | Attend Community Working Party meetings. Work with CWP to advance local Aboriginal Community Action Plan. Work with other appropriate community groups as issues arise | Meetings attended and information presented.  |
| P4.2.5. Develop a Multicultural Services Program Plan (MSPP) and review annually  | Conduct annual review of Multicultural Services Program Plan   | MSPP actions reviewed and completed and plan to be updated with new/on-going actions inline with policy review Aug 16.                                      |
| P4.2.6. Develop a Disability Action Plan  | Finalise Disability Action Plan  | Disability Inclusion Plan progressed in collaboration with local NDIS preparation partnership group.  |

| DP Action   | Operational Plan Action   | Comment                                 |
|---|---|---|
| P4.2.7. Ensure Council consultation provides opportunities for participation for people from diverse backgrounds  | Monitor implementation and review Community Consultation Guidelines.                                    | Monitor and review completed.           |
| P4.2.8. Provide appropriate support to organisations that provide services to people with a disability and culturally and linguistically diverse (CALD) community members | Provide community development support to local organisations providing CALD services, where requested.  | No requests made this reporting period. |
| P4.2.9. Provide appropriate support to the development of an Aboriginal Cultural Centre (ACC).  | Provide appropriate support, through relevant departments, for the development of an ACC, if requested. | No assistance requested.                |

#### P4.3 Promote role models who demonstrate community respect

| DP Action  | Operational Plan Action  | Comment   |
|--|--|---|
| P4.3.1. Provide Aboriginal Cultural Awareness training to all staff and Councillors. | Provide Aboriginal Cultural Awareness training to all staff and Councillors. | 50% of staff trained in 2014/15 however additional training was postponed in 2015/16 due to budget constraints. |

#### P4.4 Promote more cultural events in the shire

| DP Action   | Operational Plan Action  | Comment  |
|---|--|--|
| P4.4.2. Assist Coonamble Shire events with marketing and promotion. | Provide promotion through e-newsletter & Website. Provide advice and guidance through Tourism staff. | Events, marketing and promotion assistance provided through tourism staff and via quarterly e-Newsletter and events, tourism websites and VIC Facebook page. |
| P4.4.1. Assist with Moorambilla event                               | Assist with Moorambilla event - NO ACTION REQUIRED   | Moorambilla program completed. No action required.   |

# Theme: Our Infrastructure

## I1 Strong community connections: Our community connections support and facilitate our access to each other and our local services

### I1.1 Maintain local road maintenance and construction

| DP Action  | Operational Plan Action  | Comment    |
|--|--|------------|
| I1.1.1. Continue to implement rolling plant replacement program  | Replace plant in accordance with Rolling Replacement Program.                          | Completed. |
| I1.1.2. Depot maintained and upgraded  | Maintain Depot to meet legislative requirements.                                       | Completed. |
| I1.1.3. Plant operated efficiently and economically  | Monitor Plant usage and costs.   | Completed. |
| I1.1.4. RMS RMCC Contract continued on Castlereagh Highway (HW 18)   | RMCC Maintenance Contract completed as directed by the RMS.                            | Completed. |
| I1.1.5. Routine maintenance, heavy patching and reseals continued under Regional Roads Block Grant contract    | Regular inspection and programming of heavy patching and resealing.                    | Completed. |
| I1.1.6. Reconstruction of sealed regional roads under Regional Roads Repair Program continued                  | Submit applications for REPAIR funding and complete successful grant projects.         | Completed. |
| I1.1.7. Continue local roads reconstruction under Roads to Recovery Program                                    | Complete rehabilitation and widening of SR86 (Carinda Road).                           | Completed. |
| I1.1.8. Continue local sealed roads routine maintenance, heavy patching & resealing                            | Regular inspection and allocation of resources in accordance with budget and schedule. | Completed. |
| I1.1.9. Continue local unsealed roads routine maintenance, grading, reforming, re-laying, causeway re-sheeting | Complete maintenance and improvement works as detailed in Roads Management Plan.       | Completed. |



| DP Action   | Operational Plan Action  | Comment    |
|---|--|------------|
| I1.1.10. Implement asset management inspection regime and maintenance defect register   | Monitor implementation of asset management inspection regime and maintenance defect register | Completed. |
| I1.1.11. Implement 3 yearly pavement investigation based on technically sound practices | Review test results for deflections and roughness.   | Completed. |

## I1.2 Minimise the effects of flooding on our infrastructure

| DP Action                                       | Operational Plan Action   | Comment           |
|---|---|-------------------|
| I1.2.1. Continue to invest in Levee management  | Maintain Levee and provide Council share of grants.                 | Completed.        |
| I1.2.2. Provide flood levee for East Coonamble  | Invite tenders for construction of Stage I of Levee reconstruction. | Stage 2 commenced |
| I1.2.3. Investigate flood levels West Coonamble | Complete Food Study   | Completed.        |

## I1.3 Public transport that facilitates access to services and communities for remote residents

| DP Action   | Operational Plan Action                                | Comment  |
|---|--|--|
| I1.3.1. Support projects that aim to reduce transport disadvantage.   | Seek Youth Week shuttle bus / transport assistance..   | Transport grant funding secured through Transport for NSW and expended during Youth Week 2016.   |
| I1.3.2. Maintain Certification of Aerodrome to CASA Regulations   | Maintain Airport and surrounds to acceptable standard. | Completed.   |
| I1.3.3. Rail upgrade – work with local industry to maintain pressure to ensure upgrade is completed as planned. | Completed  | Branch line upgrade completed July 2014. No inclusion of siding for passing. Worked with Graincorp to apply to Fixing Country Rail Program in 2016 for construction of passing lines and other rail improvement works. Funding status unknown. |
| I1.3.4. Rail loading – assist interested parties to build a loading site to further develop local industry.     | Refer potential operators to appropriate assistance.   | Provided relevant information to accompany Graincorp application to Fixing Country Rail Program.   |

| DP Action  | Operational Plan Action  | Comment  |
|--|--|--|
| I1.3.5. Inland rail – pursue Coonamble sub-corridor in government planning and investment. | Ongoing lobbying. Advocate when opportunities arise. Attend information briefings. | Attended briefing meetings and workshop March to June 2016. Circulated information to relevant stakeholders. |

## I2 Cultural expression and enjoyment : Our community benefits from access to appropriate facilities

### I2.1 Increase the exhibition and production of more cultural events in the Shire

| DP Action  | Operational Plan Action   | Comment  |
|--|---|--|
| I2.1.1. Ensure Showground & Pavilion are well managed.   | Coordinate effective usage through streamlined booking processes. Fees and charges reviewed to promote usage. | Fee structure was reviewed and simplified to promote use.  |
| I2.1.2. Encourage development of multi purpose community facilities to meet the needs of local communities and provide a focal point for community activity. Priority project: Rodeo Arena development project | Source funding for construction of indoor arena   | Rodeo Arena development project on hold.   |
| I2.1.3. Support development of diverse cultural and recreational opportunities for children and young people eg: Skate Park at Gulargambone.   | Support development of Gulargambone skate/BMX facility within identified resources.                           | Gulargambone Skate Park development completed.   |
| I2.1.4. Develop a Coonamble Shire Public Art Policy and Procedure.   | Work with stakeholders to develop a Public Art Policy & procedure - completed 2014/15. No action required.    | Completed 2014/15.   |
| I2.1.5. Continue to support regional arts development.   | Provision of agreed subsidy to Outback Arts.  | The Arts Council Contribution for 2015/2016 was remitted in May 2016. The contribution for 2016/2017 has been included in the new year budget. |

| DP Action  | Operational Plan Action  | Comment   |
|--|--|---|
| I2.1.6. Maintain/Improve parks to acceptable standards.                          | Contingent on grant funding, construct toilet blocks at Lions Park and Broom Park Coonamble. | No opportunities for grant funding arose through the year to fund the works. Council resolved to fund the installation of toilet block in Lions park at its June 2016 meeting. Works will be carried out in the 2016/17 operational year. |
| I2.1.7. Upgrade Showground to ensure reasonable standard of facility is provided | Review Showground User Plan. Identify sources of funding for upgrades                        | Grant funding sourced when available.   |
| I2.1.8. Ensure pools are well maintained   | Automated dosing system installed Gulargambone Pool. Coonamble Pool kiosk upgrade            | Works completed in accordance with budget allocations.  |

## I2.2 Maintain and improve the role of our community libraries

| DP Action   | Operational Plan Action   | Comment   |
|---|---|---|
| I2.2.1. Expand the role of Council libraries to support early language/literacy skills and life skills programs | Facilitate Story Time in Language project, Story Walk project and Home Work Help. Provide early learning technologies and incorporate into pre-school story time. | Story Time in Language and Story Walk projects completed. New infrastructure has provided early learning opportunities for children aged 0-8 years old. |
| I2.2.2. Provide high quality library services that are responsive to community need                             | Develop and facilitate annual patron survey.  | Annual Library Patron Survey completed.   |
| I2.2.3. Continue to develop the libraries as multi-purpose community spaces                                     | Encourage diverse community groups to utilise library space. Facilitate after school activities in response to community need                                     | Library continues to be used by visiting services, education providers and leisure groups. After school activity program operating 5 days per week.     |

## I2.3 Share access to local facilities to fully realise the potential of local infrastructure

| DP Action  | Operational Plan Action   | Comment  |
|--|---|--|
| I2.3.1. Continue to upgrade and maintain infrastructure that supports cultural recreational and leisure activities                               | Review Asset Management Plan – Building Maintenance. Carry out works in accordance with AMP.<br>Maintain cemeteries to acceptable standard. | Planned works have been completed in accordance with the AMP. Operational procedures have been reviewed in an attempt to improve the presentation of the facility. |
| I2.3.2. Investigate and maximise opportunities for Council buildings to be used for multipurpose community activity                              | Review usage of infrastructure. Identify opportunities to maximise usage  | Library continues to cater for senior citizen group activity and youth programs.   |
| I2.3.3. Manage Council's Local Heritage Fund. Oversee provision of Heritage Advisory Services provided to owners of properties across the Shire. | Administer program according to guidelines and local needs.   | Provided Heritage Grant information to local business as appropriate.  |
| I2.3.4. Continue to provide museum advisory support  | Source expertise as required.   | No active project during 2015/16.  |

## I3 Good health : Our community has safe and reliable access to our primary utilities

### I3.1 Deliver safe drinking water and sewerage services

| DP Action  | Operational Plan Action   | Comment    |
|--|---|------------|
| I3.1.1. Implement a mains replacement program based on Water Management Plan | Continue to progress mains replacement program                      | Completed. |
| I3.1.2. Install a new water treatment plant                                  | Finalise handover of water treatment plant                          | Completed. |
| I3.1.3. Investigate viability of iron removal from Gulargambone water supply | Report on viability of iron removal from Gulargambone water supply. | Completed. |

| DP Action  | Operational Plan Action   | Comment   |
|--|---|---|
| I3.1.4. Ensure water assets are well maintained                              | Maintenance of mains, services and essential infrastructure undertaken. | Completed.  |
| I3.1.5. Implement a mains relining program based on Sewerage Management Plan | Mains relining commenced  | Mains relining program reviewed and progressed.             |
| I3.1.6. Maintain sewer assets  | Monitor and repair pumps and equipment.                                 | Completed.  |
| I3.1.7. Treatment Plants maintained to Legislative requirements              | Regular monitoring of effluent quality.                                 | Completed.  |
| I3.1.8. Completion of Stormwater Management Plan                             | Develop draft Stormwater Management Plan.                               | Draft Stormwater Management Plan completed and implemented. |

### I3.2 Improve community access to services

| DP Action   | Operational Plan Action   | Comment   |
|---|---|---|
| I3.2.1. Liaise with RFS to provide operational and strategic fire protection in Coonamble | Attend Bush Fire Management Committee meetings, provide input.<br>Provide administration function for RFS cluster Councils. | All Meetings have been attended and Council continues to provide the administration function for the zone |
| I3.2.2. Continue sponsorship of SES to respond to disasters                               | Provide backup staff and equipment as required.   | Completed.  |
| I3.2.3. Manage town common  | Yards replaced. Management Plan and Operational Guidelines developed  | Yards replaced. Management Plan and Operational Guidelines progressing.                                   |

### I3.3 Minimise our hard waste production and promote recycling

| DP Action  | Operational Plan Action                         | Comment    |
|--|---|------------|
| I3.3.1. Develop a separate Waste Management Plan | Develop and implement Waste Management strategy | Completed. |

### **I3.4 Maintain all recreational facilities to ensure safety and promote use**

| <b>DP Action</b>   | <b>Operational Plan Action</b>                           | <b>Comment</b>  |
|--|--|---|
| I3.4.1 Maintain/Improve Parks to acceptable standards        | Continue works in accordance with Asset Management Plan. | Facilities have been maintained , with upgrades to the public toilet facilities carried out to Smith Park and McDonald Park.        |
| I3.4.2. Complete buildings maintenance & Improvement program | Schedule works for duration of Long Term Financial Plan. | Works have been scheduled for the current Long Term Financial plan and updated as part of the annual estimates preparation process. |

## **I4 Appropriate investment : Our community is looking to the future to improve and protect our access to resources**

### **I4.1 Attract investment in alternative energy production**

| <b>DP Action</b>  | <b>Operational Plan Action</b>   | <b>Comment</b>  |
|---|--|---|
| I4.1.1. Seek private and government investment in green power generation within the Shire | Investigate and produce internal report on green power options, including Bio Gas. | Report not produced. Projects underway with Environment Group and Neighbourhood Centre to quantify and define the nature of local involvement. Public Forum held April 2016. Follow up discussions with Essential Energy. Providing assistance to private company considering a small Solar PV Plant close to Coonamble Zone Substation. Support and investigations to continue in next financial year. |

### **I4.2 Ensure long term management and protection of our community assets**

| <b>DP Action</b>   | <b>Operational Plan Action</b>  | <b>Comment</b>               |
|--|---|------------------------------|
| I4.2.1. Prepare Asset Management Plans for major asset classes                                   | Major asset classes – Roads and Infrastructure AMPs prepared.             | Progressing – 50% completed. |
| I4.2.2. Refine existing Asset Management Plans   | Existing AMPs refined for roads, drainage, footpaths, water and sewerage. | Progressing – 30% completed. |
| I4.2.3. Review Asset Management Plans for the major asset groups including risk management plans | Annual review of all Asset Management Plans.                              | Completed.                   |

| DP Action   | Operational Plan Action   | Comment   |
|---|---|---|
| 14.2.4. Identify infrastructure expenditure by both: • Expenditure Category - asset group; for example, road pavement • Expenditure Type - operating, maintenance, capital renewal, upgrade   | Collect and review data.  | Councils Assets are reviewed in the process of completing the Quarterly Budget reviews. At end of year the Assets are reviewed as part of the Preparation of Financial Statements.                    |
| 14.2.5. Consider ongoing ownership costs of new capital works proposals in budget deliberations by identifying the renewal and capital upgrade/expansion components of all capital works projects, and providing for the ongoing operational and maintenance requirements | Undertake capital review of new and renewal projects.   | Capital works progress is reviewed against estimates in the preparation of the Quarterly Budget Review. At end of year Capital Works are reviewed as part of the Preparation of Financial Statements. |
| 14.2.6. Periodically collect data for all major infrastructure classes  | Utilise REFLECT and other data to collect information.  | Ongoing review of Asset Data systems and information provided from these.   |
| 14.2.7. Integrate Council's corporate asset register meeting both technical and financial reporting requirements  | Identify Asset Management options and assess suitability for technical and financial operations | Ongoing review of Asset information systems and data to ensure appropriate requirements are met. Council has participated in a successful grant for the purchase of Asset management software.        |
| 14.2.8 Continue to improve the information on the relationship between the service level and cost so that future community consultation will be well informed of the options and costs  | Collate and consolidate data for use during community consultation.                             | Currently reviewing the Asset information systems and data to ensure appropriate requirements are met.  |
| 14.2.9. Prepare long term cash flow predictions for asset maintenance, rehabilitation and replacement.  | Review and refine Long Term Financial Plan (LTFP).  | Asset management requirements and plans are considered as part of the preparation of the LTFP.  |

| DP Action   | Operational Plan Action  | Comment  |
|---|--|--|
| I4.2.10. Revalue assets at intervals in accordance with Australian Accounting Standards   | Revaluations undertaken in consultation with external auditor. | Asset revaluations are completed within required time frames.  |
| I4.2.11. Review Council's Asset Management Policy   | Review in accordance with Policy Review Schedule.              | Asset management policy reviewed as part of the annual estimates preparation.  |
| I4.2.12. Develop a funding model which addresses the need for sustainable renewal of infrastructure and which identifies all asset life cycle costs | Duplication - see I4.2.5.                                      | Currently reviewing the Asset information systems and data to ensure appropriate requirements are met.   |
| I4.2.13. Improve staff capacity in the usage of asset management systems  | Key staff undertake Asset Management training.                 | Key staff receive training support for asset management as identified. During 2015-16 staff have undertaken training and professional development on water & sewerage, roads and other infrastructure. |



# Theme: Our Economy

## EC1 Support: We support our local economy without compromising on quality

### EC1.1 Re-establish and maintain a robust, well patronised Coonamble main street

| DP Action  | Operational Plan Action  | Comment  |
|--|--|--|
| EC1.1.1. Continue to plan and implement Coonamble main street beautification and revitalisation projects | Remodel/upgrade of two garden beds in Coonamble main street  | Garden Beds remodelled as per Council resolution. Additional works beds nominated by Council for replacement.  |
| EC1.1.2. Maintain main street and business area public spaces to a high standard                         | Address feral pest issues.   | Pest control program implemented in Coonamble main street.   |
| EC1.1.3. Identify opportunities for new tourism product  | Develop new tourism product strategy   | Development of value-add tourism product identified.   |
| EC1.1.4. Provide training and support to tourism related businesses in the Shire                         | Provide tourism development assistance to local businesses/committees if requested. Assist with Tourism Award applications and grants, if requested. | Assistance provided to various groups in Coonamble and 2828 Gulargambone.  |
| EC1.1.5. Develop existing visitor markets  | Participate in appropriate development of existing visitor market initiatives in line with the Regional Destination Plan                             | Active member of Inland NSW's Regional Tourism Committee, participation in Dubbo and Great Western Plains regional initiative to develop existing visitor markets. |
| EC1.1.6. Develop new visitor markets in line with Inland RTO   | Participate in appropriate visitor market initiatives outlined in the Regional Destination Plan.   | Active participation in Inland NSW's bi-monthly meetings to progress Great Western Plains regional initiatives.  |
| EC1.1.7. Participate in Inland Tourism and Great Inland Way initiatives                                  | Maintain membership of the Great Inland Way and Inland Tourism NSW.  | Memberships maintained. Participation in bi-monthly Inland NSW and quarterly Great Inland Way meetings.  |
| EC1.1.8. Tourism Information on Coonamble Shire be displayed at regional and interstate visitor centres  | Distribute Coonamble Shire brochures throughout region. VIC.displays/attendance at selected consumer shows.  | Distribution of Shire brochures throughout NSW regions and interstate. Attendance at selected events for promotion and merchandise sales.                          |

## EC 1.2 Reinvigorate the main street precinct in Gulargambone

| DP Action   | Operational Plan Action   | Comment   |
|---|---|---|
| EC1.2.1. Lobby for funding for main street beautification   | Apply for funding when opportunities arise.   | Council staff continue to monitor funding sources for opportunities to improve Gulargambone main street .               |
| EC1.2.2. Maintain main street and business area public spaces to a high standard                        | Liaise with local businesses regarding street appearance.   | Discussions held with local businesses , survey to be drafted and distributed for feedback.                             |
| EC1.2.3. Identify opportunities for new tourism product   | Produce strategy for development of identified new tourism products.  | Recommendations for development of current tourism product produced.  |
| EC1.2.4. Provide training and support to tourism related businesses in the Shire                        | Provide web maintenance training to local businesses/ committees.<br>Assist with Tourism Award applications and grants. | Accommodation provider training needs survey undertaken, website design/ management and social media training provided. |
| EC1.2.5. Develop existing visitor markets   | Contribute to regional destination planning   | Active participation in Inland NSW's bi-monthly meetings to progress Great Western Plains regional initiatives.         |
| EC1.2.6. Develop new visitor markets in line with Inland RTO  | Participate in appropriate visitor market initiatives outlined in the Regional Destination Plan.                        | Active member of Regional Destination Plan initiatives.   |
| EC1.2.7. Participate in Inland Tourism and Great Inland Way initiatives                                 | Maintain membership of the Great Inland Way and Inland Tourism NSW.   | Membership maintained.  |
| EC1.2.8. Tourism Information on Coonamble Shire be displayed at regional and interstate visitor centres | Shire brochures at regional VICs. Displays/attendance at select consumer shows.   | Brochures widely distributed as required.   |

## EC2 Growth & diversity : Our growing regional economy is Diverse

### EC2.1 Identify and attract industry programs that will draw new industry to the Shire

| DP Action   | Operational Plan Action  | Comment  |
|---|--|--|
| EC2.1.1. Promote the Shire as a location for business development and investment  | Review Development and Investment Strategy. Develop Country Week promotional package. Ensure up to date socio-economic data is readily available in a range of formats to potential investors and residents. | Funding was received through the Energise Enterprise Program for Council to undertake an Economic Development Activation Plan. REMPLAN provides regular updates to socio-economic data that is readily available to the public via Council's website.  |
| EC2.1.2. Support business initiatives that develop economic growth  | Provide information and referral service to established businesses. Assist Chamber of Commerce with annual Buy Local campaign.   | The annual Buy Local campaign was highly successful with 79 businesses participating and \$15,000 in Chamber Cash distributed. Advice and referral was provided to more than 30 businesses this financial year. New businesses opened included Mink n Me, RSL Bistro, Delta Agribusiness and Steve Walker Tarps. |
| EC2.1.3. Market Industrial subdivision lots   | Market lots through Real Estate Agents   | No additional advertising was undertaken. Delta Agribusiness completed construction of their premises in Hooper Drive.   |
| EC2.1.4. Encourage skills attraction and development activities. Support Coonamble Employment Circle to improve local skills base | Participate in Coonamble Employment Circle and support appropriate initiatives that contribute to skill development.   | Initial seed funding has been received for Driver Mentoring activities. The Employment Circle is working with Uniting Care Burnside, Dubbo to progress this project. Funding to deliver Home Energy Assessor Training has been secured.  |
| EC2.1.5. Pursue improvements to physical infrastructure that supports business and enterprise development                         | Pursue external funding opportunities that contribute to infrastructure improvements.  | Funding approved for Combara Community Amenities and Coonamble Community Facilities Fencing. Further proposals under the Drought Communities Program are underway. Assistance provided to the Coonamble Racecourse Reserve Trust for funding application to secure a permanent water supply.                     |
| EC2.1.6. Support and assist proponents of new agricultural, horticultural and aquaculture enterprises.                            | Provide interested parties with referrals and linkages to various sources of assistance.   | Advice and referral provided on an ongoing basis to those proposing to purchase, establish or expand businesses in Coonamble Shire. Support is also provided via online promotion of local business.   |
| EC2.1.7. Support projects that enhance and promote local natural resources to encourage business and tourism.                     | Prepare investment prospectus and marketing plan for Artesian/Eco Spa project.   | Marketing process progressed to advertisement of Expression of Interest stage.   |

| DP Action  | Operational Plan Action | Comment                                      |
|--|-------------------------|--|
| EC2.1.8. Develop Business Plan and Development Application in support of the establishment of an Artesian Baths facility in Coonamble. | Business Plan completed | Business Plan and DA were completed in 2010. |

## EC2.2 Promote rural entrepreneurial ventures

| DP Action  | Operational Plan Action   | Comment  |
|--|---|--|
| EC2.2.1. Ensure Quarry operation is financially viable.                          | Maintain plant and equipment in good condition. Review plant and operations.  | Completed.   |
| EC2.2.2. Maintain Quarry quality certification                                   | Test all products as per QA documentation.  | Completed.   |
| EC2.2.3. Ensure Quarry is maintained to Department of Mines' standard.           | Ensure that all plant and equipment pass Inspectors' Audits.  | Completed.   |
| EC2.2.4. Ensure proper pricing of product.                                       | Monitor Quarry production costs and income.   | Completed.   |
| EC2.2.5. Provide information and referrals to business start-ups and expansions. | Provide appropriate referrals to BEC, NSW I & I, AusInd   | Total of 19 referrals provided to NSW Department of Industry and Business Enterprise Centre.   |
| EC2.2.6. Promote and process applications to the Business Assistance Fund.       | Facilitate Business Assistance Program in line with Council policy/ funding   | Business Assistance Fund has been replaced by policy to refer any direct requests to Council for consideration under its Development Fund. 2 referrals were made this year.      |
| EC2.2.7. Prepare a business prospectus for potential investors.                  | Review Business Prospectus  | Economic Profile is available for most inquiries. Specific information is compiled for specific industry sectors on request. Development of Shire Business Prospectus postponed. |
| EC2.2.8. Maintain Sale Yard QA Certification.                                    | Operate Saleyard in accordance with Quality Assurance Manual.   | Completed.   |
| EC2.2.9. Ensure saleyard operation is sustainable.                               | Develop Asset Management Plan for saleyard infrastructure. Prepare long term financial plan for sustainable operation | Development of plans progressing.  |

| DP Action  | Operational Plan Action  | Comment                                   |
|--|--|---|
| EC2.2.10. Coonamble Saleyards – support physical improvements and better marketing | Business & Marketing Plan implemented through Saleyards Sub-committee in partnership with Coonamble Associated Agents. | Implementation of strategies progressing. |

## EC3 Local education : Our educational opportunities include support for our local economy

### EC3.1 Leading organisations provide cadetships and graduate employment opportunities

| DP Action  | Operational Plan Action   | Comment  |
|--|---|--|
| EC3.1.1. Continue to provide the School to Work program, offering options for work experience and Traineeship/ Apprenticeship employment with Council. | Provide opportunities for School to Work placements throughout the organisation | Offered five School to Work Traineeship positions. Two positions filled for IT and Construction with participation sustained throughout 2015/2016. |

### EC3.2 Provide broad opportunities for social education and personal wellbeing

| DP Action  | Operational Plan Action  | Comment  |
|--|--|--|
| EC3.2.1. Support social enterprise opportunities that allow young people to transition from school/TAFE to employment. | Provide advice and referral through Community and Economic Development staff | Advice provided through the Community Services and Economic Development departments. |

#### EC3.4 Provide education that addresses the needs of the local population

| DP Action  | Operational Plan Action  | Comment  |
|--|--|--|
| EC3.4.1. Facilitate partnerships and linkages with government, business and community to develop and improve the education and skill base of young people. | Participate in Coonamble Connected Communities (School) initiatives.                   | Participated in cultural, mental health and fund raising activities conducted during 2015/16.                                      |
| EC3.4.2. Assist with Education Fund Scholarship.   | Provide agreed funding to Coonamble and District Education Foundation.                 | The 2015/2016 Contribution to the Coonamble and District Education Foundation was completed in May 2016.                           |
| EC3.4.3. Support appropriate alternative education programs.   | Facilitate Waste to Art education and competition.                                     | Waste to Art competition facilitated successfully.   |
| EC3.4.4. Promote Shire libraries as venues for innovative educational support.   | Encourage Schools and alternative education providers to creatively use Library space. | Library utilised by preschools, school groups and tutoring services.   |
| EC3.4.5. Encourage and support initiatives to build the local skill base and increase employment participation.  | Support Employment Expo, within resources  | Employment Circle members failed to set a date for Employment Expo 2016 due to high staff turnover in participating organisations. |

#### EC4 Local employment : Our community members are ainfully employed in appropriate and satisfying jobs

##### EC4.1 Provide appropriate and accessible education for our community

| DP Action  | Operational Plan Action   | Comment  |
|--|---|--|
| EC4.1.1. Facilitate partnerships that support and develop life long learning opportunities | Provide expanded library programs involving learning opportunities for pre-school children and Seniors.<br>Pursue opportunities for staff learning exchanges with Sister City, Campbelltown City Council, and other networks. | Library programs expanded to include early learning technologies (hardware, software and infrastructure) and regular pre- school visitation. Coonamble Senior Citizens group utilising Library for weekly recreational activity. |

## EC4.2 Identify local employment opportunities and promote these across the community

| DP Action  | Operational Plan Action   | Comment   |
|--|---|---|
| EC4.2.1. Continue to facilitate School to Work program.                | Identified traineeship /apprenticeship opportunities filled as resources are available. Complete School to Work Program (Work Crew) construction project. | School-based traineeships recruitment conducted and two positions maintained. Consultation activities undertaken with Coonamble and Gulargambone schools on possible Work Crew projects. Project identified: Upgrading seating at Coonamble Pool. Project commenced in June 2016. |
| EC4.2.2. Continue to recruit using EEO best practice principles.       | Recruitment practices reviewed for EEO best practice.   | Reviewed June 2016 - Recruitment practices and policies continue to comply with EEO best practice.  |
| EC4.2.3. Promote job opportunities on line and through local agencies. | Advertise employment opportunities locally and on website. Update employment information package and review annually.                                     | All positions vacant advertised locally on website, through employment agencies and relevant community groups. Employment information packages reviewed and updated as needed.  |

# Theme: Our Environment

## EN 1 Local produce : Our community benefits from an environment that ably supports local fresh food needs of our community

### EN1.1 Promote local food production through appropriate policies

| DP Action  | Operational Plan Action   | Comment  |
|--|---|--|
| EN1.1. Provide quality planning and customer services to potential developers / residents. | Utilise results of community survey to review quality of customer service provided to potential developers/ residents | Quality customer service and web based information provided. |

### EN1.2 Support local food production and consumption

| DP Action   | Operational Plan Action   | Comment                                       |
|---|---|---|
| EN2.1. Promote and support opportunities for value-adding of local produce. | Provide business information and referral service.<br>Promote local initiatives on Council Website. | Information and referral provided on request. |

## EN2 Environmentally sustainable investment : Our community enjoys an environment that is not compromised by new industries and investments

### EN2.1 Plan land use strategically and sensitively

| DP Action  | Operational Plan Action  | Comment   |
|--|--|---|
| EN2.1.1. Develop a strategy to attract new investment/industry, review annually. | Review Zoning to identify barriers to investment opportunities.                      | No further opportunity for zoning review.                     |
| EN2.1.2. Develop Land Use Strategy.  | Seek approval by Department of Planning - completed 2014/15.<br>No action required.  | Completed 2014/15.  |
| EN2.1.3. Continue to review Local Environmental Plan.                            | DCP reviewed in accordance with Legislation - completed 2014/15. No action required. | Completed 2014/15.  |
| EN2.1.4. Ensure compliance with NSW Building Certification.                      | Assess applications in accordance with Legislation.                                  | Timely assessment of Applications. Legislation complied with. |



| DP Action   | Operational Plan Action  | Comment   |
|---|--|---|
| EN2.1.5. Provide quality over the counter, telephone and email advice to customers. | Respond to enquiries, provide pro-active information on Website. | All information available via counter service, telephone and email. |
| EN2.1.6. Approvals completed within time frame required.                            | Monitor approval timeframe.                                      | Approvals completed within Regulation timeframes.                   |

## EN2.2 Promote ecologically and environmentally sustainable development

| DP Action  | Operational Plan Action                             | Comment  |
|--|---|--|
| EN2.2.1. Enforcement of environmental regulations. | Improve staff capacity and environmental knowledge. | Ongoing environmental training provided to relevant staff. |

## EN3 Good environmental management: Our community values knowledge sharing and promotion of best practice environmental management

### EN3.1 Share knowledge and facilitate knowledge sharing amongst those working on the land

| DP Action  | Operational Plan Action   | Comment  |
|--|---|--|
| EN3.1.1. Ensure appropriate opportunities for those working on the land to participate in Council consultation regarding decisions that affect them. | Ensure methods for reaching people working on the land are incorporated into consultation strategies. | Community Consultation design procedure includes considering people working on the land. |

### EN3.2 Ensure the health of our river system

| DP Action  | Operational Plan Action  | Comment   |
|--|--|---|
| EN3.2.1. Enforcement of environmental regulations. | Regular inspection of creeks and river. Source grant funding to combat littering. Increase litter patrols to identify source of dumped litter. | Fines for littering and dumping issued to offenders. Public awareness campaign to encourage better use of waste facilities. |

# Theme: Our Leadership

## L1 A community that is supported by active, respected leaders

### L1.1 Encourage broader involvement in community activities

| DP Action   | Operational Plan Action   | Comment  |
|---|---|--|
| L1.1.1. Continue to support Coonamble Shire Youth Council as a link between young people and their Council. | Facilitate Youth Council meetings (2 per term)  | Youth Council meetings conducted according to Terms of Reference.  |
| L1.1.2. Promote genuine opportunities for people to participate in decisions that affect them.              | Utilise broad methods of community consultation, including "in place" strategies.                     | All community consultation included in place methods (eg: Coonamble Show, community fun days, school activities, street stalls).     |
| L1.1.3. Co-ordinate local involvement in regional business awards.  | Coordinate Regional Business Awards 2014.   | Business Awards to be held every second year. Planning underway and sponsorship in place for 2016 Awards.                            |
| L1.1.4. Encourage children and young people to be involved in the planning and design of community spaces   | Utilise child and youth friendly consultation methods to ensure genuine opportunities for engagement. | Community space planning included child and youth friendly engagement methods (eg: Wired out West project, Gulargambone Skate Park). |

### L1.2 Promote opportunities for leaders to learn the features of good leadership

| DP Action   | Operational Plan Action  | Comment   |
|---|--|---|
| L1.2.1. Utilise Local Government Week to raise awareness of the role and function of Council. | Conduct community awareness campaign during Local Govt Week August 2015  | Local Government Week activity conducted during August 2015.  |
| L1.2.2. Encourage staff to develop leadership skills  | Coaching and mentoring program for junior staff continued with new staff. Leadership and Professional Practice training program for senior staff continued with new staff. | New and junior staff assessed and programs implemented where appropriate in 2015/16. Professional practice and leadership training undertaken with senior staff as required in areas of time management, recruitment and corruption prevention. |

### L1.3 Support leadership succession planning

| DP Action   | Operational Plan Action  | Comment  |
|---|--|--|
| L1.3.1. Continue to work in partnership with key services in the Shire, assisting with governance and leadership development. | Provide advice and support with governance and leadership development to key services in the Shire, where requested. | Co-ordination and facilitation of CADI Leader's Group. Member of NDIS Partnership Group. |
| L1.3.2. Take measures to publicize the positive contribution young people make to the Shire.                                  | Produce positive media/ promotion of youth activities, events and achievements, prior/ during or after the event.    | Media submitted for Youth Council, Youth Week and Library programs.                      |

### L1.4 Encourage and promote a high level of leadership in the community

| DP Action   | Operational Plan Action  | Comment  |
|---|--|--|
| L1.4.1. Lobby against forced Local Government amalgamations.    | Lobby as opportunities arise   | Lobbying action carried out.   |
| L1.4.2. Develop a Business Continuity Plan.                     | Monitor Business Continuity Plan   | Completed.   |
| L1.4.3. Provide high quality customer service to the community. | Conduct annual review of front line customer service.  | Ongoing review of customer service provided by Council.  |
| L1.4.4. Develop I.T. Resources Plan                             | Monitor IT Resources Plan  | IT Resources plan monitored with upgrades to system and processes carried out to improve efficiency.   |
| L1.4.5. Governance is open and transparent.                     | Conduct all business in compliance with Local Government Act & Regulations.                              | All business carried out in accordance with Local Government Act & Regulations.  |
| L1.4.6. Review Council policies.                                | Monitor Policy Review Schedule.  | Policy Review Schedule completed.  |
| L1.4.7. Maintain consultation process with workforce.           | Facilitate Consultative Committee and WH&S Committee meetings. Staff communication strategy implemented. | Consultative and WH&S Committee meetings held regularly. Staff communication strategy implemented for internal policy documents.   |
| L1.4.8. Ensure compliance with legislation for WH&S.            | Conduct all business in compliance with WHS Act 2011 & Regulations. Adhere to WHS Management Plan.       | Further development and consultation activities related to WHS Management Plan undertaken. Continued monitoring of compliance with WHS Act 2011 & Regulations and rectification actions implemented when required. |

| DP Action   | Operational Plan Action   | Comment  |
|---|---|--|
| L1.4.9. Review recruitment & retention strategies.                            | Monitor recruitment and retention strategies                                    | Recruitment and retention strategies individualised for each position as required / vacant and evaluation of current strategies completed. |
| L1.4.10. Ensure compliance with legislation for Equal Employment Opportunity. | Monitor compliance  | Recruitment activities complied with legislative requirements.   |
| L1.4.11. Maintain long term financial viability.                              | Develop annual sustainable budget.<br>Incorporate into Long Term Financial Plan | 2016/17 budget completed.  |
| L1.4.12. Continue to progress workforce planning.                             | Monitor Workforce Plan  | Workforce Plan monitored during reporting period.  |
| L1.4.13. Progressively address training needs and upgrade Training Plans      | Continue to develop staff training plans  | Staff training plans continued to be developed. Annual training plan developed for 2015.   |
| L1.4.14. Formalise exit interviews process.                                   | Carry out exit interviews   | Exit interviews provided to staff leaving Council in 2015/16.  |
| L1.4.15. Conduct 2 yearly, Shire wide community survey.                       | Develop and conduct survey.   | End of Term community survey completed.  |

## L2 A community that supports active, respected leaders

### L2.1 Increase Aboriginal representation on Council

| DP Action  | Operational Plan Action   | Comment  |
|--|---|--|
| L2.1.1. Promote awareness of the role and function of Council to Aboriginal people | Attend and present relevant information to Community Working Party.<br>Utilise relevant functions/activities as opportunity to relate the role and function of council. | Community Working Party meetings attended where possible. Relevant Council information tabled. |

## L2.2 Increase representation to community leader roles

| DP Action   | Operational Plan Action  | Comment  |
|---|--|--|
| L2.2.1. Continue to develop the leadership capacity of staff. | Staff coaching, mentoring and leadership training program continued. | No new initiatives identified, however current activities continued - school to work mentoring, leadership / professional development activities conducted and staff placements. |

## L2.3 Acknowledge the importance of community leader roles

| DP Action  | Operational Plan Action   | Comment  |
|--|---|--|
| L2.3.1. Continue to facilitate Australia Day celebrations.                         | Facilitate annual Australia Day event   | Australia Day breakfast and awards ceremony successfully facilitated . |
| L2.3.2. Council staff acknowledge Aboriginal Country at official Council meetings. | Acknowledgment of Country made by Council staff at official Council meetings. | Appropriate Acknowledgement made.                                      |