



Coonamble Shire Council

**ANNUAL REPORT 2018 - 2019**



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*Coonamble Shire Council*

## **Section 1 Annual Report 2018 – 2019**

### **INTRODUCTION**

## Mayor's Message

It gives me pleasure to present to residents Council's Annual Report for the 2018 - 2019 year and I encourage you all to take the time to go through this report of Council's activities. There have been many achievements during this reporting period and I am very pleased to have been part of these exciting times.

During the year grant funding was abundant and we certainly took every opportunity on behalf of the communities within our Shire to make very good use of the funds offered. In particular the Stronger Country Communities Program and Drought Communities Program and, in September 2018, Council received advice that an additional \$1m would be made available under the Drought Communities Program Extended – this was wonderful news and most definitely well received by all.

Ongoing issues that I'd like to mention continue to be acquisition of the land from the Crown Lands on which to establish the bore baths facility and, of course, the Inland Rail project is still on the radar. Council continues to push for the local Police Station to be classified as "special remote" – Council's efforts in this regard have been ongoing for a number of years and, of course, at every opportunity we will continue to lobby.

We worked with the Clay Target Club to secure a new site for the Club's activities on part of "The Meglo", Council has also contributed substantial funds to various organisations to offset costs and help keep them operational.

Community Services staff organised several functions throughout the year. The one most talked about was the Seniors' Festival Annual Luncheon – over 150 guests enjoyed the event which was held at the Coonamble Bowling Club.

During the year our former General Manager, Mr Rick Warren, resigned and Mr Hein Basson was appointed to the role, commencing with Council on 3 June 2019. During Rick's departure and Hein's commencement, the interim General Manager was Mr Glenn Inglis, former Tamworth Regional Council General Manager.

My most sincere thanks and congratulations to the General Manager and staff, both indoor and outdoor, who do a great job. Council looks forward to working with them all during the next year.

My colleagues and I are very proud of our achievements during the year and will continue to work hard for our Shire during this next term.

Ahmad Karanouh  
**MAYOR**



## General Manager's Message

Council is required by law to produce an Annual Report which contains Council's achievements and activities for the past financial year. This report is for the 2018-2019 year and although I did not commence my role as General Manager until June 2019 and had no real part in what's been achieved during the reporting period, I am pleased to present Council's annual report to residents. I would like to congratulate the former General Manager, Mr Rick Warren and the Interim General Manager, Mr Glenn Inglis for their work during the year.

To accord with the Integrated Planning and Reporting Framework Council has in place appropriate plans to achieve its goals. The first is the Coonamble Shire Strategic Plan 2032 – a 10 year vision – covering community objectives in the areas of social, economic, environmental, infrastructure and leadership. The four (4) year Delivery Program follows and sets out principal activities Council will undertake across all areas of its operations. Annually, Council adopts an Operational Plan, which includes the budget for the current year. This plan sets out key projects to be undertaken during that year.

During the last reporting period, Coonamble Shire Council was extremely fortunate in attracting large sums of grant funding.

It successfully rolled out Round 1 of the Drought Communities Program, which included an upgrade to Gulargambone Youth Centre; assisted development of the Quambone Fuel Depot; upgrading of car parking areas at Coonamble Aerodrome and the Golf Club, new stables at Coonamble Showground and fencing of the Coonamble waste depot.

A further \$1m was allocated to Council under the Drought Communities Program Extended later in the year. This funding assisted the Coonamble Clay Target Club set up a new site on part of "The Meglo"; provided an upgrade to the Gulargambone and Quambone Halls and assisted the Coonamble Children's Services with playground equipment.

The Coonamble Caravan Park redevelopment was another major project, with Council allocating \$500,000 of its own funds for the first stage. The improvements to the park include a manager's residence/office and two (2) new cabins.

I commend management and staff on these achievements and look forward to being part of a proactive and visionary Council into the future.

Hein Basson  
**GENERAL MANAGER**







Coonamble Shire forms part of the Orana Region of central northern NSW and is located approximately 165 kilometres north of Dubbo and 575 kilometres north-west from Sydney.

The Shire is the traditional home of the Gamilaraay and Weilwan Aboriginal communities and spans 10,000 square kilometres from the edge of the Warrumbungle Mountains, across the Castlereagh Plains to the magnificent Macquarie Marshes.

As a commercial and social hub of the district, the main township of Coonamble has excellent facilities and services. With the vibrant villages of Gulargambone, Quambone and Combara and a connected farming community, the district population is approximately 4,000.

The future of Coonamble Shire is dependent on the strength of our local community. Whilst resilient, our economy is highly reliant on the performance of the agricultural sector.

“

#### Community Vision

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

”

# Council Offices and Facilities

## Council Chambers

Address 80 Castlereagh Street  
Opening Hours Office M-F: 8:30am – 5:00pm  
Cashier M-F: 9:30am – 4:30pm  
Phone (02) 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)  
Facebook Coonamble Shire Council

## Service NSW

Address 84 Castlereagh Street  
Opening Hours M-F: 9:00am – 12:30pm and 1:30pm – 4:00pm  
Phone (02) 6827 1900

## Library

Address Castlereagh Street  
Opening Hours M-W: 10:30am – 12:30pm and 1:30pm – 5:00pm  
Th-F: 10:30am – 5:00pm  
S: 10:00am – 1:00pm  
Phone (02) 6827 1925  
Fax 6822 1057  
Email [Coonamble.library@coonambleshire.nsw.gov.au](mailto:Coonamble.library@coonambleshire.nsw.gov.au)  
Facebook Coonamble Shire Library

## Visitor Information Centre

Address 84 Castlereagh Street  
Opening Hours M-F: 8:30am – 5:00pm  
Phone (02) 6827 1923  
Email [council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au)  
Website [www.visitcoonamble.com.au](http://www.visitcoonamble.com.au)  
Facebook Coonamble Visitor Information Centre

## Coonamble Museum Under the Bridge

Address Aberford Street  
Opening Hours M-W-F 10:00am – 12:00pm  
Phone (02) 6822 2873  
Email [Coonamble.museum@coonambleshire.nsw.gov.au](mailto:Coonamble.museum@coonambleshire.nsw.gov.au)

## Coonamble Swimming Pool

Address Aberford Street  
Opening Hours M-F 6:00am/7:00am – 8:30am and 1:00pm – 6:00pm  
S-S 1:00pm – 6:00pm  
Phone (02) 6822 1722  
Email [Coonamble.pool@coonambleshire.nsw.gov.au](mailto:Coonamble.pool@coonambleshire.nsw.gov.au)

## Gulargambone Swimming Pool

Address Munnell Street  
Opening Hours T-F 6:00am/7:00am and 1:00pm – 6:00pm  
S-S 1:00pm – 6:00pm  
Phone (02) 6825 1124



# Councillors



Ahmad Karanouh  
Mayor

Elected to Council in 2008. Served as Mayor 2013 - 2015. Re-elected to the position in September 2018.

Cr Paul Wheelhouse  
Deputy Mayor

Elected to Council in 2016. Served as Deputy Mayor in September 2018. Re-elected to the position in September 2019.



Cr John Walker



Cr Michael Webb



Cr Karen Churchill



Cr Bill Fisher



Cr Robert Thomas



# Council Overview



## Council Meetings

Ordinary meetings of Council are held on the second Wednesday of the month, excluding January, commencing at 10.00 a.m. Members of the public are invited to attend. 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) Country Council**

Crs Webb and Fisher

### **North Western Co-Operative Library Service**

Cr Churchill and General Manager (or nominee)

## Senior and Executive Staff

General Manager	Mr Hein Basson
Director of Engineering Services	Mrs Kookie Atkins
Director of Community Services	Ms Robyn Ryan
Director of Corporate and Urban Services	Mr Bruce Quarmby

# Organisation Structure

General Manager



Hein Basson

Mayor & Council Secretariat  
Governance  
Strategic Planning  
Economic Development  
Human Resources &  
Workforce Planning  
WHS & Risk Management &  
Emergency Management

Executive Assistant

Director of  
Engineering  
Services



Kookie Atkins

Roads & Bridges  
Plant Management  
Stores &  
Procurement  
Water & Sewer  
Project Engineering  
Quarry Operations  
Rural Industries  
Aerodrome  
Asset Management

Director of  
Community  
Services



Robyn Ryan

Community Services  
Grants  
Tourism  
Library Services  
Governance  
Youth Services  
Events  
Integrated Planning  
& Reporting  
Public Relations &  
Communications

Director of  
Corporate and  
Urban Services



Bruce Quarmby

Financial  
Management  
Customer Services  
Records Management  
IT  
Parks & Gardens  
Building & Housing

Manager Human  
Resources,  
Planning and  
Change

Human Resources  
Strategic Planning  
Payroll  
Training  
WHS  
Change Management

Manager Town  
Planning Building  
and Environmental  
Services

Health & Building  
Town Planning  
Environmental Services  
Regulatory Services

## Corporate Governance

### Coonamble Shire Strategic Plan 2032

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.

### 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 Council's resolutions, 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.



# Integrated Planning and Reporting

## 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.



*Coonamble Shire Council*

## **Section 2 Annual Report 2018 – 2019**

### **KEY ACHIEVEMENTS AND HIGHLIGHTS**

# Key Achievements



Council's Delivery Program outlines activities that Council will undertake in order to deliver its part of the Coonamble Shire Strategic Plan. At the beginning of each year, Council prepares an Operational Plan which outlines the actions Council will undertake to work towards achieving the outcomes in the four – year Delivery Plan. Council is required to report its performance in these activities to the community on a six-monthly basis.

In summary, the Delivery Program identifies one hundred and ninety five actions across the five themes; Our People, Our Infrastructure, Our Environment, Our Economy and Our Leadership. At the end of the 2018/19 year, **one hundred and seventy four** actions were completed. The following table provides a status breakdown.

	Our People	Our Infrastructure	Our Economy	Our Environment	Our Leadership	Total
Completed on target	46	61	29	9	29	174
Continuing to progress	5	7	1	0	2	15
Not Yet Commenced	3	2	0	0	0	5
Not progressing	0	1	0	0	0	1
<b>Total</b>	<b>54</b>	<b>71</b>	<b>30</b>	<b>9</b>	<b>31</b>	<b>195</b>

Action Status Snapshot as at 30 June 2019

Total Actions: 195

● Completed	174
● Progressing	15
● Not yet commenced	5
● Not progressing	1



## Stronger Country Communities Fund - \$1.6m

- Coonamble Netball Complex construction
- Funding secured for new visitor information centre – Coonamble
- Establishment of new Clay Target facility – Coonamble
- Installation of splash pad at Gulargambone Swimming Complex
- Construction of skate bowl for Coonamble – funding secured
- Installation of an outdoor learning and activity space at Coonamble Children's Services

## Drought Communities Programmes

- Enhancement and expansion of Coonamble Cemetery
- Upgrade of the Gulargambone Youth Centre
- Refurbishment of Combara, Quambone and Gulargambone Halls
- Purchased Brian Campbell's "School Bus" sculpture
- Installation of new running rail at Coonamble Racecourse
- Gulargambone Wacky Window public art project
- Development of a new facility for Coonamble Clay Target Club
- New security fence at Coonamble Children's Services
- New Storage Shed and kitchen for Coonamble Hack & Pony Club
- Upgrade to amenities at the Gulargambone Sportsground
- Construction of grandstands for sporting venues

## Office of Environment and Heritage

- Construction Stage 3 - Coonamble Levee

## Council Funds

- Upgrade of urban streets in Gulargambone and Coonamble
- Riverside Caravan Park redevelopment

# Library Services



## 2018 – 2019 Library Program and Service Delivery Highlights

- Special storytime event was hosted during Local Government Week with 65 children attending and 12 adults from the four early childhood centres.
- Library staff visited preschools around Coonamble for Pre School Storytime three times a fortnight which contributes to children's social and interpersonal skills.
- Over 30 children attended the annual Simultaneous Storytime, including 3 preschools and childcare centres.
- Hosted Summer Reading Club for preschools, primary schools and high school students.
- Promotion of library services at the Mental Health Community Wellbeing Day.
- Big Screen Movies at the Library every second Friday night and monthly during the winter - provided food and beverages and a safe space.
- Annual Easter Egg Hunt for under 5s with a fantastic turnout of kids, mums, nans and dads. Attended by over 50 people.
- Visited schools to celebrate Harmony Week "everyone belongs" read a book called Hello! The book described the special qualities and traditions such as language, clothing, and holidays.

The Coonamble Shire Library is a part of the North Western Library Cooperative, sharing resources and knowledge.

The Library has two satellite branches located in the villages of Gulargambone and Quambone. Council is proud to provide responsive and flexible Library services to the community.

## Creating Spaces Sensory Wall

Coonamble Library now hosts a new "Sensational Area" featuring tactile panels and sensory equipment.

Since the installation, visits by child care centres and preschools has increased with the children enjoying the textures, sounds and sights of all of the equipment.

Council's application for funding for this initiative was supported by a number of children's services, as well as local aged care facilities and long stay residents at the hospital.

Thank you to the NSW State Library for providing grant funding to create this amazing space.





## Library Services

### Technology and Internet Facilities

Council's libraries provide free internet access and computer facilities.

Coonamble Library is a hive of activity from 3.00pm to 5.00pm most afternoons with school children utilising the computers for gaming activities.

Four computers specifically designed for children aged 0-10 years are provided in the children's area.

A number of people studying their history and genealogy are using Coonamble Shire Library and the newly available databases on the North Western Regional Library website.

### Writers Workshop and Visit

The Library hosted an Evening Author Talk and Writers Workshop in conjunction with Coonamble Writers Group. Sixteen participants attended the Evening Author Talk with Bill "Swampy" Marsh who regaled all those with stories of his childhood and how he became a writer. There were anecdotes, songs and even magic tricks. The Writers Workshop was attended by ten budding authors each day, learning the ins and outs of writing a novel.

Author, Patsy Kemp visited the library and spoke of her life on the road as a drover's daughter and entertained the gathering with stories of her time in our district.

### Waste2Art Competition

In conjunction with Outback Arts, Council hosted the Shire's Waste2Art Competition attracting over 30 entries. The Curator's Award went to a Coonamble artist who entered for the first time this year.

Coonamble has been successful in its bid to host the Regional Exhibition and Competition in 2020 and we will work closely with local artists and Outback Arts Creative Centre to ensure a successful event.

### Community Access

A number of external groups and organisations utilise the library for a variety of recreational, social and business purposes.

The library also serves as a meeting place for Breakthru Disability Employment Service and their clients. They use the internet, watch DVDs and use the board games and colour in activities.

A speech pathologist, students and tutors utilise the library meeting room as a quiet place with access to wifi and internet as a study base. The room is also used to host a seniors craft group who meet weekly.

The Words on Wheels, housebound delivery service, offers fortnightly deliveries to local housebound patrons and residents of Koonambil Aged Care Facility.



# Tourism Development



## Visitor Information Centre Space

Council continues the partnership with Outback Arts to encourage local artists to utilise the space as an exhibition space. Photographers, ceramicists and painters were amongst some of the creatives that exhibited and promoted their wares throughout the year.

The space is also home to the newly acquired metal sculpture by local artist Brian Campbell. *The School Bus* was purchased by the Council in 2018, and is on permanent display in the VIC for the Coonamble community and visitors to admire. This acquisition was part of a strategic tourism initiative and to improve established community assets through the funding under the NSW Government Drought Communities Programme - Extended.

A range of quirky and creative merchandise was also developed to continue to build numbers and increase connection with the local community. The VIC also continued to host community volunteers.

## Online Presence

The visitor information centre's online presence continued to build through both Facebook and the Visit Coonamble website showcasing offerings across the Shire. These platforms also provide a way of connecting with community, promoting events and improving communication with local groups, visitors and members of the public.

The What's On calendar is the most visited page and acts as a great tool for visitors and locals.

## Statistics

Coonamble Visitor Information Centre (VIC) welcomed 986 visitors during the period July 2018 – June 2019.

Coonamble Museum Under the Bridge hosted 364 visitors during the reporting period.

Other channels of tourism promotion include event flyers, local and visitor radio, and local partnerships, prints advertising in the Western Magazine, GO55's Newspaper, Caravanning Australia Magazine, CMCA Wanderers Magazine and Dubbo and Great Western Plains Visitor Guide.

## Partnerships

Tourism industry partnerships sustained, and Council continues to be actively involved in collaborative destination planning through bi-monthly regional workshops focussed on progressing the Destination Management Plan.

During 2018/2019 Council provided significant support to local operators and event coordinators in planning and marketing their events and projects including the Coonamble Rodeo and Campdraft and Window Way 2828 arts project.

These projects have both significantly increased visitation to the Shire. Council has also supported various drought assistance events involving social occasions as well as business training.



## Museum Under the Bridge Exhibits

- Law & Order Room, including stories on Coonamble's Black Trackers.
- Old General Store filled with items that the Curator's husband's Grandmother owned dating back to 1930.
- The Explorer John Oxley.
- The start of Coonamble Times newspaper.
- Coonamble's Telephone Exchange up till its closing date in 1976.
- Sir Edward Hallstom's history.
- Migrants making their home in Coonamble.
- Coonamble Diggers who fought in all Wars.
- Neville Owens display as well as a cabinet full of Neville's assorted cameras.

## Museum Improvements

During the reporting period Council undertook a number of improvements to the Museum including:

- Installation of air-conditioning to the display area.
- Replacement of guttering at the rear of the facility.
- Installation of new verandah flooring.
- Construction and installation of a replica clothes line. The line was manufactured by the Coonamble Men's Shed.

## Comment from the Curator

To me our Museum is a welcoming place to visit to see the growing collection of documents, artifacts and displays as each year passes.

It also provides a wide range of educational material and programs for teachers and students of all ages and is an easily accessible source of information for schools, researchers and anyone who is interested in our towns' history.

The Museum has a strong Facebook presence with 10,940 followers.

The Museum allows me to tell and interpret my own stories on a very personal level, one that is easy for the visitor to connect with, and to date this has proven to be a successful approach.

Finally, I would like to thank Coonamble Shire Council for allowing me to operate the Museum for the 2018/2019 year in a way I feel befitting and proud of.

Angie Little  
Coonamble Museum Under the Bridge  
Curator





## Community Development

### Drought Communities Funding Programme – Extended

During the reporting period, Council consulted with the community and submitted six (6) grant applications under the Drought Communities Programme – Extended program for twenty community projects. Initiatives included:

- Development of a new facility for the Coonamble Clay Target Club.
- Refurbishment of the Combara, Gulargambone and Quambone halls.
- Installation of a transformer at the Quambone Sportsground.
- Purchase of the "School Bus" sculpture created by Brian Campbell.
- Erection of new security fence at Coonamble Children's Service.
- Upgrade to the Gulargambone sportsground amenities.
- Improvements to the Coonamble Greyhound Racing Club canteen area.
- Installation of a new running rail and kitchen at the Coonamble Racecourse and.
- Erection of a new storage shed at the Coonamble Sportsground.

### Activities and Events

- Coordinated a free visual merchandising workshop.
- Hosted the Seniors Week 'Splash of Red' Luncheon attracted over 150 seniors.
- Supported 'White Balloon Day' during Child Protection Week.
- Hosted the Volunteers Day event.
- Increased communication with community via social media, newsletters and website.

### Coonamble Drought Buster Dollars

In September 2018, Council stepped up to support the Coonamble Drought Buster Alliance (Coonamble Drought Buster Dollar campaign) through the production of promotional material and drought buster dollars, fund administration and secretarial services. As of 30 June 2019, \$95,850.00 worth of drought buster dollars was dispersed into the local economy and Council authorised \$81,350.00 worth of reimbursement cheques to the 52 participating local businesses.

A Drought Support and Wellbeing page has been created on Council's website providing information and contact details on the Drought Buster Dollar campaign, crisis support services, local support, government support, non-government support and information for youth affected by the drought.

### Grant Opportunities

Council is proactive in the promotion of grant opportunities and commenced the production of a Grant Opportunities List in September 2018.

This list is updated monthly with current grant information and is distributed through an ever-expanding database of individuals, businesses, groups, organisations and agencies across the Shire. This document is also available on the Grants and Communications page of Council's website and on Facebook.



# Tie Dye

**Wednesday 2 October**  
**10:30am - 12:30pm**  
**1:30pm - 3:30pm**  
**Coonamble Shire Library**  
**Youth Services**

## After School and Holiday Programs

Coonamble Shire Youth Services has delivered a full twelve months of successful holiday and after school programs in Coonamble, Gulargambone and Quambone (after school program).

During the reporting period the Gulargambone Youth Centre was closed for some time due to a significant facility upgrade.

Each holiday period, daily activities were offered to local youth that centered around having fun and experiencing new things not readily offered in the Shire or at home.

Typical activities offered include activities focusing on Indigenous culture; playing different types of sport, learning new skills, and spending time doing craft and taking youth out of the community to go on excursions.

The holiday programs attract a large number of attendees and Council works collaboratively with other agencies and service providers to deliver a comprehensive program.

Notable visitors to the community over the past year included Father Chris Riley and his Youth off the Street Drought Relief Convoy in 2018. Council also secured the services of The Walkabout Barber in January 2019.

This mobile barber service focuses on giving men and young boys the space to openly talk about trauma or any other issues impacting them or their lives.

Council secured funding for Youth Week 2018 events in the Shire. The activities were held in April and included inflatables, sports such as boxing and lawn bowls and a visit the sculptures in the Pilliga scrub.

## PCYC Visits

The PCYC Fun For Kids Tour came to Coonamble twice within the twelve month period with both visits were well supported by the community.

This event aims to support youths in drought affected areas by running free activities, hosting a BBQ and disco and generally just encouraging the kids to have fun.

The youth from the Gulargambone Youth Centre travelled to Coonamble to attend and the Coonamble Rotary Club supported both events by providing a free BBQ for the community on the day.

## Youth Council

Council's Youth Officer has been actively working towards the reestablishment of the Coonamble Shire Youth Council over the past months.

The Youth Council allows students and community members to actively participate in decision making that impact the Coonamble community and to learn the importance of governance and processes.

The framework to govern engagement and participation and the draft Terms of Reference has been developed.

A promotional campaign to encourage membership is being created to recruit Council members, with the first meeting scheduled to convene at the beginning of the school term in February 2020.

# 2018 – 2019 Training Report

## 2018 – 2019 Training Report

A2 - Accredited Certifier - Building Surveying Grade 2	1
Aboriginal Tourism Operators - Getting Started Workshop	1
Asbestos Awareness Workshop	1
Backflow Prevention & Cross Connection Awareness Training	1
Being a More Effective WHS Committee & Member	8
Biodiversity Offsets Scheme - Local Government Approvers Workshop	1
Bush Fire Awareness (Plant Contractor)	16
Certificate II in Horticulture	9
Certificate III in Civil Construction	7
Certificate III in Water Industry Treatment (Wastewater)	1
Chain of Responsibility Workshop	2
Chemical Application	1
Code of Conduct Training	17
Confined Spaces	4
CV - Vehicle Loading Crane	5
Design of Sprayed Seals - Certificate of Attainment	1
DG – Dogging	8
Digital Bootcamp	1
Diploma of Library and Information Services	1
First Aid - Provide First Aid (HLTAID003)	16
First Aid Refresher - Apply / Provide First Aid	1
Heavy Vehicle Driver Training - Upgrade to HR Licence	1
HRW Licence Renewals	3
Implement a Traffic Control Plan (Yellow Card)	32
Leadership Capacity Program: Coaching and Peer Support	16
Leadership Capacity Program: Emotional Intelligence, Negotiation and Working with Different People	11
Leadership Capacity Program: Leadership Reflection Workshop	14
Leadership Capacity Program: Leading Change, Adaptive Leadership and Dispute Resolution	13
Leadership Capacity Program: Performance Management and Difficult Conversations	15
Leadership Capacity Program: Time Management, Delegation and Project Management	15
Microsoft 70-243: Administering and Deploying SCCM 2012	1
NSW Power & Duties of a Local Government Engineer	1
Operation of Chemical Dosing Systems for Water Treatment Works	1
Planning for Bushfire Prone Areas	1
Plant Inductions	47
Plant Verification of Competencies	86
POEO Act Workshop	3
Pool Lifeguard Licence	7
Practical Application of Plant Assessor	4
Prepare a Work Zone Traffic Management Plan	4
Ranger / Parking Officer / Animal Control Annual Workshop	1
Return to Work Training for Supervisors	13
Service NSW Agency Staff Training	2
Tradesperson Certificate – Plumbing	1
Traffic Controller (Blue Card)	27
Understanding Sprayed Seals and Their Design	4
Unsealed Roads in Rural Environments	3
Water Treatment Operator Course - Part 1 Chemical Dosing Systems	1
Work Safely at Heights	4
Workplace Induction	20

Grand Total	454
Total Expenditure	\$333,290

*Coonamble Shire Council*

## **Section 3 Annual Report 2018 – 2019**

### **STATUTORY DISCLOSURES**



# 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 2018 - 2019.

## Local Government Act 1993

### Section 428(4) (a) - Council's Audited Financial Reports

See Section 5

### 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)

See Section 6 Part C

## Local Government (General) Regulation 2005

### Clause 132 - Rates and Charges Written Off

Rates and charges totalling \$109,029.78 were written off during the 2018/2019 financial year.

Pensioner Rebates	\$109,029.79
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Write off Interest under Hardship Policy	\$ NIL
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Council received a Government subsidy of 55% of Pensioner Write-offs during the year. The 2018/2019 subsidy amounted to \$61,580.03.

### Clause 217(1) (a) - Overseas Visits

No overseas trips were undertaken by Council representatives during the 2018/2019 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	\$10,414 per annum
Mayor	\$19,762 per annum (additional)

The total expenditure during the year was:

Councillors' Fees	\$ 69,687.04
Mayoral Fees	\$ 21,379.73
Delegates' Expenses	\$ 10,819.94
Travel/Sustenance	\$ 6,124.34
Training	\$ 1,807.95
<b>Total</b>	<b>\$109,819.00</b>

A review of Council's payment of expenses and the provision of facilities to the Mayor and Councillors Policy was adopted on 11 July 2018. 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:
  - Country Mayors' Association Conferences
  - Mayors Weekend Seminar
- (iv) Training undertaken by Councillors during 2018/2019:
  - Nil
- (v) No interstate visit was undertaken by Councillors during the 2018/2019 year.
- (vi) No overseas trips were undertaken by Council representatives during the 2018/2019 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 2018/2019 financial year:

<b>Awarded to</b>	<b>Goods/Services Provided</b>	<b>Actual 2018/ 2019 Excl GST</b>
Taylor Made Buildings, Dubbo	Residence/Office + 2xCabins at Coonamble Riverside Caravan Park	\$407,056.35
Komatsu Australia	Backhoe/Loader (\$140,480) Excavator (\$200,650) Wheeled Loader (\$313,525)	\$654,655.00
Westrac	Replacement of Wheeled Loader and 2xGraders	\$638,250.00
Tracserv Pty Ltd	Watercart	\$256,115.50
Screenmakers Australia	Mobile Scalper / Reclaimer Screen	\$335,000.00
Beau Corp Products Pty Ltd	Supply and installation of Splash Pad – Gulargambone Swimming Pool	\$223,780.00
Ballyboy (NSW) Pty Ltd t/a Castlereagh Concrete & Sheds	Construct Category 4B Fire Brigade Station for Coonamble Brigade Headquarters	\$582,830.00

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

Council costs in regard to legal proceedings for 2018/2019 amounted to \$106,327.71

**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 \$80,579 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.

#### **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**

- 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.
- 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 2018/2019 are as follows:

1. Policies and procedures – *All policies and procedures conform with EEO principles:*
  - Review of Council's policies and procedures including recruitment practices, forms, employee packs, position descriptions and updated to comply with EEO best practice and continued monitoring for compliance.
  - 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 has equal access to training and development opportunities relevant to their needs:*
  - Training and development policy and procedures reviewed.
  - 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.

#### **Clause 217 (1) (b) - General Manager - Remuneration**

Total remuneration of the general manager during the 2018/2019 year was \$599,767.00

- (i) Total value of the salary component of the package was \$253,773.00
- (ii) Total amount of any bonus, performance or other payments that do not form part of the salary component was Nil
- (iii) Total amount of termination payment was \$312,943.00
- (iv) Total amount of employer's contribution was \$21,169.00 and salary sacrifice was Nil to any superannuation scheme
- (v) Total amount of allowance in Lieu of Motor Vehicle was Nil
- (vi) Total amount payable by way of fringe benefits tax was \$11,882.00

#### **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 2018/2019.

#### **Clause 217 (1) (e1) – Coastal Protection Services**

As an inland rural shire, Council is not required to provide coastal protection services.



#### **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 six (6) dog attacks during the year. Thirty 30 infringement notices were issued for animals in 2018/2019.
- (iii) Over the 2018/2019 year Council incurred \$180,919.00 carrying out companion animal management activities.
- (iv) A total of 454 animals were impounded during 2018/2019. 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. Community education programs carried out and strategies the council has in place to promote and assist the desexing of dogs and cats. During Local Government Week Council promoted responsible pet ownership; at the annual show Council promoted the amended guidelines regarding selling or giving away a cat or dog. Council provides subsidised desexing of pets for low income earners.
- (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 \$49,859.61 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 131,060.00. Fund money used on managing and controlling companion animals was Nil.

# 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 2018/2019, 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 2018/2019 was two (2).

- (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):*

No applications were received by Coonamble Shire Council during 2018/2019 and 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.*

One (1) applications were received by Coonamble Shire Council during 2018/2019 and refused wholly or partly.

**Hein Basson**  
General Manager

## Statistical Information – Access Applications (Schedule 2)

**Table A: Number of applications by type of applicant and outcome\***

	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	1	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	1	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* 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.

**Table B: Number of applications by type of application and outcome\***

	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	1	0	1	0	0	0	0
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* 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).



**Table C: Invalid applications**

Reason for invalidity	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>Total</b>	<b>0</b>

**Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 to Act**

	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
<b>Total</b>	<b>0</b>

\*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.

**Table E: Other public interest considerations against disclosure: matters listed in table to Section 14 of Act**

	Number of occasions when application not successful
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	1
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>Total</b>	<b>1</b>

**Table F: Timeliness**

	No of applications
Decided within the statutory timeframe (20 days plus any extensions)	2
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
<b>Total</b>	<b>2</b>

**Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)**

	Decision varied	Decision upheld
Internal review	1	0
Review by Information Commissioner*	0	0
Internal review following recommendation under section 93 of the Act	0	0
Review by ADT	0	0
<b>Total</b>	<b>1</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.

**Table H: Applications for review under Part 5 of the Act (type by applicant)**

	No of applications for review
Applications by access applicants	1
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0
<b>Total</b>	<b>1</b>

## Public Interest Disclosures

### Public Interest Disclosures Act 1994 – Section 31

#### Public Interest Disclosures Regulation 2011 cl 4

Council has not received any public interest disclosures during the year.

## Environmental Planning and Assessment Act 1979

### Section 93F - Planning Agreements

Council has not entered into any planning agreements.

## Swimming Pools Act 1992

### Swimming Pools Regulation 2018 cl 23

3 inspections resulted in issuance of a certificate of compliance and  
1 inspection resulted in issuance of a certificate of non-compliance.

## Environmental Upgrade Agreements

### Local Government Act 1993 Section 54P

Council did not enter into any agreements during 2018/2019.

## Carer's (Recognition) Act 2010

### Section 8 (2)

Managers are reminded of their obligations under this Act, and to include appropriate reference to carers when reviewing policies. The Rights of Carers are incorporated in Council's Disability Action Plan.

## Disability Inclusion Plan Action 2014

### Disability Inclusion Act Section 13

Council adopted the Disability Inclusion Action Plan in June 2017. The plan demonstrates Council's commitment to improving access and inclusion and identifies what Council can do to promote and achieve equality for residents and visitors to the Coonamble Shire LGA. During 2018/2019 Council replaces the hoist at the pool and installed disability parking at Coonamble Medical Centre.










*Coonamble Shire Council*

## **Section 4 Annual Report 2018 – 2019**



### **REPORTING ON DELIVERY PROGRAM**

## Theme 1: Our People






**Our community is connected across geographic, interest, cultural and social groups**  
**Leverage online technologies to improve virtual connections**

DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
P1.1.1 Continue to improve the quality of Coonamble Shire Website.	Ensure that all images of seniors, people with a disability and youth are positive and language is appropriate.	Completed 100%	Website continues to be monitored weekly to ensure content appropriateness.	
P1.1.1 Continue to improve the quality of Coonamble Shire Website.	Investigate technologies for live streaming Council meetings.	Completed 100%	Investigations have been completed with quotes provided to management for consideration	
P1.1.1 Continue to improve the quality of Coonamble Shire Website.	Maintain a Positive Ageing presence on the Council website that includes information on local initiatives, and links to key aged care websites.	Completed 100%	Council website hosts Positive Ageing page which is reviewed regularly.	
P1.1.1 Continue to improve the quality of Coonamble Shire Website.	Promote library as a community internet access point. Promote Town Wi-Fi hot spot.	Completed 100%	Promotion of these Council services is ongoing.	
P1.1.1 Continue to improve the quality of Coonamble Shire Website.	Review of website design and layout. Review links to community group sites to ensure information is current.	Completed 100%	Continual monitoring of website content and layout. Content amended as identified.	

### **Increase the representation of Aboriginal people in community roles including local Council**



DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
P1.2.1. Utilise Local Government Week to raise awareness of the role and function of Council	Conduct community awareness campaign during Local Government Week August 2018.	Completed 100%	Completed August 2018.	
P1.2.2. Provide appropriate opportunities for Aboriginal people to participate in Council's community planning	Regularly attend CWP, provide information and gain feedback. Utilise NAIDOC and other specific events for consultation activities.	Completed 100%	No CWP meetings during reporting period. Consultation opportunities utilised.	

**Leverage the skills and knowledge in our community to promote social interaction and facilitate knowledge sharing**




DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
P1.3.1. Support activities/projects that increase community participation and connection.	Ensure Disability Access specific award to be included in local business awards.	Completed 100%	Access Award presented at 2018 Coonamble Chamber of Commerce Business Awards.	
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.	Completed 100%	Active participation in activities and initiatives that assist in building social capital.	
P1.3.2. Maintain local business database. Distribute relevant information to local businesses.	Maintain website business database.	Completed 100%	Business Directory reviewed. Local business listing updated.	
P1.3.3. Provide Community Development Workers to facilitate community building.	Coordinate appropriate Community Development Worker recruitment, as required.	Completed 100%	Community Development staff positions maintained for period as operational need required.	
P1.3.4. Continue to consult residents with a focus on quality of life experience rather than sole satisfaction with Council services.	Prepare 2018/19 Community Survey.	Not Due To Start 0%		

**Develop and grow the community's sense of shared responsibility**




**Encourage an inclusive, active community where people look out for each other**





DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
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.	Not Due To Start 0%	During the reporting period no public development was undertaken.	
P2.1.2. Work with Police and communities to target crime "hot spots"	Participate in Community Policing meetings.	Completed 100%	Police and community meetings attended. Liaison with Police to retain policing numbers.	



DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
P2.1.3. Support activities that promote community involvement in neighbourhood safety.	Support Coonamble Alcohol and Drug Initiative Crime and Justice Action Group activities.	Completed 100%	Support and participation provided as requested.	
P2.1.4. Provide Crime Prevention information.	Maintain information on Council website.	Completed 100%	Crime prevention presence on Council website reviewed and maintained.	
P2.1.4. Provide Crime Prevention information.	Conduct home safety campaign during Seniors Week.	Not Due To Start 0%	Home Safety initiative scheduled for Seniors Week 2020.	


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



DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
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	Completed 100%	Active member of Coonamble Domestic Violence Collective Committee.	
P2.2.2. Work with community groups to develop local solutions to drug and alcohol related issues.	Support Coonamble Alcohol and Drug Initiative.	Completed 100%	CADI supported as requested.	
P2.2.3. Work with partners to develop strategies to minimise crime and anti-social behaviour in the community.	Ensure seniors interests are considered when reviewing the effectiveness of safety camera and alcohol free zones.	Completed 100%	Alcohol free zones extended. Installation of microwave links to allow for the placement of remote safety cameras completed.	
P2.2.3. Work with partners to develop strategies to minimise crime and anti-social behaviour in the community.	Ensure street lighting (particularly within the vicinity of aged accommodation facilities) meets the needs of seniors.	Completed 100%	Review completed. No additional works have been identified as being required to improve the standard.	

DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
P2.2.3. Work with partners to develop strategies to minimise crime and anti-social behaviour in the community.	Contribute to stakeholder initiatives where appropriate, support Coonamble Alcohol and Drug Initiatives (CADI).	Completed 100%	Council community service staff continues to support the CADI initiative.	
P2.2.4. Control straying animals.	Continue community education campaign. Continue de-sexing program. Utilise rescue programs to rehouse animals where appropriate.	Completed 100%	Education campaigns promoted and subsidised de-sexing and micro-chipping programs delivered, and animal rehoming continued.	
P2.2.5. Liaise with local Police and State Government to increase Police presence.	Work with the new Local Area Command to ensure Policing activity is adequate.	Completed 100%	Coonamble Police District has joined the Dubbo Local Area Command. Regular meetings held.	
P2.2.6. Provide Crime Prevention information	Maintain information on Council website.	Completed 100%	Crime prevention information published on Council's Website.	


### A range of services supports our community to lead healthy lifestyles

#### Support and promote healthy lifestyles



DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
P3.1.1. Advocate, support and raise awareness of programs that promote the physical, mental health and well-being of the community	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.	Completed 100%	Awareness raising through Library, School Holiday Programs and youth projects.	
P3.1.1. Advocate, support and raise awareness of programs that promote the physical, mental health and well-	Maintain and promote a healthy ageing and lifestyle resource library for seniors.	Completed 100%	Collection maintained and promoted to residents.	

DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
being of the community				
P3.1.2. Inspection of Food premises.	Carry out annual food premises inspections and food handling education program.	Progressing 30%	Food premises inspected in line with NSW Food Authority - Food Regulations Partnerships guidelines. Complaints investigated promptly.	
P3.1.3. Maintain and enhance age appropriate play areas that meet the needs of ages 0-5 and 6-12 years.	Maintain playground equipment for ages 0-5 years and 6-12 years.	Completed 100%	Regular monitoring and maintenance of playground equipment across the Shire.	




### Improve access to medical and specialist services

DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
P3.2.1. Continue to advocate for appropriate medical services.	Assist in the provision of accommodation for medical and dental practitioners.	Completed 100%	Ongoing provision of accommodation for practitioners.	


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

DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
3.3.1. 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 Community Services Unit. Assist local community service agencies with Community Development capacity building.	Completed 100%	Services supported.	
P3.3.2. Build community capacity around inclusion of people from all cultural, social and ability groups.	Review seating provision in Coonamble main street.	Completed 100%	Review completed. No additional seating is required at this time.	





DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
P3.3.2. Build community capacity around inclusion of people from all cultural, social and ability groups.	Source funding for additional accessible public toilets.	Progressing 50%	Funding has been obtained for a new public toilet in the Coonamble CBD precinct. Commencement of the project has delayed to allow Council the opportunity to develop a master plan for the Coonamble Shire.	
P3.3.2. Build community capacity around inclusion of people from all cultural, social and ability groups.	Supporting ageing and disability services in the changing climate of the National disability Insurance Scheme.	Completed 100%	Services and networks maintained during the reporting period.	
P3.3.2. Build community capacity around inclusion of people from all cultural, social and ability groups.	Activities and events managed by Council are accessible by all groups.	Completed 100%	Event audits undertaken regularly to improve accessibility and inclusion.	


#### Increase the community's involvement in sporting activities

DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
P3.4.1. Ensure parks and gardens and sportsgrounds are maintained to an acceptable standard.	Improve irrigation system at Coonamble Sportsground and Smith Park to ensure ground coverage.	Progressing 75%	No 3 bore has been connected to the sports ground. As the reservoir at the sports ground is no longer a viable option for water storage additional tanks are planned to be installed at the facility during the 2019/20 year utilising grant funding.	

### Increase capacity for organisations to attract and retain volunteers


DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
P3.5.1. Provide volunteer related information to local organisations.	Acknowledge local volunteers.	Completed 100%	Volunteers recognised, including Council volunteers, at luncheon during national volunteers week. Volunteers have also been included for acknowledgement in Council's Long Serving Staff Policy.	
P3.5.1. Provide volunteer related information to local organisations.	Provide links, grants information and supporting information to community and sporting organisations.	Completed 100%	Grant opportunities information shared disseminated.	





### P3.6 Improve access to rehabilitation support for people with drug and alcohol addictions

DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
P3.6.1 Work with relevant organisations to improve community member access to appropriate drug and alcohol rehabilitation.	Continue to support the Coonamble Drug and Alcohol Initiative in developing innovative approaches to accessing drug and alcohol rehabilitation.	Completed 100%	Ongoing support provided to agencies delivering drug and alcohol initiatives.	

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

#### Increase opportunities for our community to celebrate together

DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
P4.1.1. Support activities that promote cultural awareness and diversity in ability and age.	Support intergenerational programs that promote the benefits of age and maturity.	Completed 100%	Regular housebound book delivery service and seniors craft activities maintained. School holiday programs delivered to encourage intergenerational participation.	

DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
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.	Completed 100%	Facilitated events, either through Library or in collaboration with other services and organisations.	
P4.1.2. Continue to facilitate Australia Day activities.	Host Annual Australia Day event.	Completed 100%	Australia Day event completed.	
P4.1.3 Facilitate and support appropriate child and youth activities	Provide after school activities at Quambone.	Completed 100%	Delivery of Quambone After School Program maintained during reporting period.	
P4.1.3. Facilitate and support appropriate child and youth activities	Provide after school and holiday activities at Coonamble and Gulargambone.	Completed 100%	School Holiday and After School Programs delivered and maintained.	

#### Improve interaction across social cultural and age groups

DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
P4.2.1. Provide strategic early intervention community development programs for children, young people and vulnerable community members.	Facilitate Youth Council. Seek funding opportunities that align with Council's Child & Youth Development policy.	Progressing 20%	No Youth Council meeting conducted.	
P4.2.2. Carry out actions contained in Coonamble Shire Positive Aging Strategy	Review Accessible Parking spaces at key Council recreational facilities.	Progressing 90%	Council recreational areas are compliant. The installation of the designated disabled parking space that was delayed prior to the 30/06/2019 has been rescheduled to be carried out prior to the 31/12/2019.	




DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
P4.2.2. Carry out actions contained in Coonamble Shire Positive Aging Strategy	Review Council's current communications mechanisms to ensure compliance with accessibility standards.	Completed 100%	Communications mechanisms have been reviewed. Monthly newsletter compiled by the Community Services Department continues to be distributed to Shire residents. Increased utilisation of Council's social media platforms will continue as this also serves as means for further engaging the community with Council.	
P4.2.4. Implementation principles of multiculturalism across Council business.	Conduct annual review of Multicultural Services Program Plan.	Completed 100%	MSPP review undertaken and recommendations made. Two events held to increase staff awareness in regards to multiculturalism, with high levels of participation. Communication methods and tools refreshed for front-line staff providing services to the public to include options for addressing language barriers.	
P4.2.5. Ensure Council consultation provides opportunities for participation for people from diverse backgrounds.	Monitor implementation and review Community Consultation Guidelines.	Completed 100%	Guidelines monitored regularly and implemented as required.	
P4.2.6. Provide appropriate support to organisations that provide services to people with a disability and cultural and linguistically diverse (CALD) community members.	Provide community development support to local organisation providing CALD services, where requested.	Completed 100%	Support provided as requested.	



### Promote role models who demonstrate community respect

DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
P4.3.1. Provide Aboriginal Cultural Awareness training to all staff and Councillors.	Provide Aboriginal Cultural Awareness training to all staff and Councillors as required.	Completed 100%	No training undertaken or required for 2018/19.	


### Promote more cultural events in the shire




DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
P4.4.1. Assist Coonamble Shire events with marketing and promotion.	Provide promotion through e-newsletter, website and Facebook page. Provide advice and guidance through tourism staff.	Completed 100%	Advice and information provided to local event organisers as requested.	
P4.4.2. Provide opportunities for access to arts related activities.	Facilitate Waste to Art education and competition.	Completed 100%	Coonamble will host the 2020 Regional Waste2Art program.	
P4.4.2. Provide opportunities for access to arts related activities.	Participate in Sister City, Campbelltown Council's Fisher's Ghost event.	Completed 100%	Council continued event support.	

## Theme 2: Our Infrastructure



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

**Maintain local road maintenance and construction**




DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
I1.1.1. Continue to implement rolling plant replacement program	Replace plant in accordance with Rolling Replacement Program.	Completed 100%	Rolling replacement program.	
I1.1.2. Depot maintained and upgraded	Maintain Depot to meet legislative requirements.	Completed 100%	Improvement is an ongoing process.	
I1.1.3. Plant operated efficiently and economically	Monitor Plant usage and costs.	Completed 100%	Plant utilisation monitored on an ongoing basis.	
I1.1.4. RMS RMCC Contract continued on Castlereagh Highway (HW 18)	RMCC Maintenance Contract completed as directed by the RMS.	Completed 100%	All works orders completed to RMS satisfaction.	
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 100%	Works program in place inspections carried out on a continual basis.	
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 100%	Applications submitted for next round.	
I1.1.7. Continue local roads reconstruction under Roads to Recovery Program	Rehabilitation and reseal of Council identified priority roads.	Completed 100%	Program 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 100%	Maintenance carried out within budget constraints.	

DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
11.1.9. Continue local unsealed roads routine maintenance, grading, reforming, re-lining, causeway re-sheeting.	Complete maintenance and improvement works as detailed in Roads Management Plan.	Completed 100%	Maintenance and improvements carried out within budget constraints.	
11.1.10. Implement asset management inspection regime and maintenance defect register.	Monitor implementation of asset management inspection regime and maintenance defect register.	Completed 100%	In place for major roads continuing rollout across network.	
11.1.11. Continue to implement 3 yearly pavement investigation based on technically sound practices	Review test results for deflections and roughness.	Completed 100%	Project completed. A data utilised for future works programs.	

#### Minimise the effects of flooding on our infrastructure

DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
11.2.1. Continue to invest in Levee management	Maintain Levee and provide Council share of grants.	Completed 100%	Funding secured.	
11.2.2. Provide flood levee for East Coonamble	Deliver Stage 3 Levee reconstruction project.	Completed 100%	Works completed.	

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

DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
11.3.1. Support projects that aim to reduce transport disadvantage.	Seek transport assistance for youth activities.	Completed 100%	Additional transport funding secured for young people to access activities and events.	
11.3.2. Maintain Certification of Aerodrome to CASA Regulations	Maintain Airport and surrounds to acceptable standard.	Completed 100%	Certification maintained, ground maintenance standards not met.	
11.3.3. Inland Rail - lobby for rail line to be via Coonamble township.	Attend information briefings.	Completed 100%	Attendance at information sessions and ongoing discussion with Inland Rail representatives regarding route selection.	





DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
			Inland Rail Forum hosted by Council.	

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




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



DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
I2.1.1. Ensure Showground & Pavilion are well managed and assets maintained.	Review Showground Management Plan. Implement replacement program for facility seating. Install two portable grandstands.	Completed 100%	Review of Management Plan has been completed. Grant funding has been utilised to allow the purchase of two portable grandstands which are now being utilised at the Coonamble Showground.	
I2.1.2. Encourage development of multipurpose community facilities to meet the needs of local communities.	Support development of facilities within Council budget and priorities.	Completed 100%	Council support is ongoing to various organisations, including Outback Arts and Coonamble Amateur Theatrical Society.	
I2.1.3. Support development of diverse cultural and recreational opportunities for children and young people.	Continue to source funding for development of recreational spaces for children and young people.	Completed 100%	Funding sources have been monitored and applications have been submitted when opportunities have been identified.	
I2.1.4. Continue to support regional arts development.	Support operations of Outback Arts.	Completed 100%	Council is a financial member of the 2018/2019 Regional Arts Development Program.	
I2.1.5. Maintain/Improve parks to acceptable standards.	Source funding for "all abilities" play equipment to improve playgrounds throughout the Shire.	Completed 100%	Funding Sources have been monitored, no opportunities have been identified.	
I2.1.5. Maintain/Improve parks to acceptable standards.	Develop maintenance plan for parks.	Completed 100%	Asset maintenance plan developed as part of the 2019/20 Operational plan process. Future works will be carried out in line with Council adopted operational budget.	







DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
I2.1.6. Maintain Showground to ensure reasonable standard of facility is provided.	Installation of irrigation system to Pavilion grassed area - grant funded.	Not Due To Start 0%	Project brief has been developed. No opportunity was identified for Council to submit an application.	
I2.1.7. Ensure pools are well maintained.	Replace pool mats.	Progressing 95%	Updated quotes have been obtained for the supply and installation of pool mats. An order has been placed and the mats are expected to be delivered and installed in the first quarter of the 2019/20 financial year.	
I2.1.7. Ensure pools are well maintained.	Asset Management Plan developed for Coonamble, Gulargambone & Quambone Pools.	Completed 100%	Council Recreational facilities and Buildings plans have been reviewed as part of the 2019/20 Operational Plan process. These facilities are covered by these plans.	
I2.1.8. Ensure pools are well maintained	Upgrade fascia at Gulargambone Pool.	Completed 100%	Upgrade works completed prior to the 2018/2019 swimming season.	

#### Maintain and improve the role of our community libraries

DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
I2.2.1. Provide high quality library services that are responsive to community need.	Facilitate after school activities in response to community need.	Completed 100%	Council has an ongoing commitment to the delivery of after school activities and holiday programs across the Shire.	
I2.2.1. Provide high quality library services that are responsive to community need.	Facilitate Tech Savvy Seniors program.	Completed 100%	New funding streamed secured for 2020 to replace the obsolete Tech Savvy Seniors Program.	
I2.2.1. Provide high quality library services that are responsive to community need.	Maintain a level of large and audio books sufficient to meet community demand.	Completed 100%	Large print and audio book levels monitored and maintained.	








DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
I2.2.1. Provide high quality library services that are responsive to community need.	Support early language/literacy skills and life skills programs.	Completed 100%	Early learning information technologies maintained. Pre-school visits and story time delivered by the Librarian regularly.	
I2.2.1. Provide high quality library services that are responsive to community need.	Develop and facilitate annual patron survey.	Not Due To Start 0%	Survey scheduled for 2020.	

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


DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
I2.3.1. Continue to upgrade and maintain infrastructure that supports cultural recreational and leisure activities	Audit Shire signage at Key venues. Investigate installation of Tactile Guidance Surface Indicators.	Completed 100%	Annual Review of signage at Council swimming pools has been completed. Tactile signage for the amenities has been ordered and will be installed as part of the planned refurbishment of these facilities.	
I2.3.1. Continue to upgrade and maintain infrastructure that supports cultural recreational and leisure activities	Improve toilet and change room facilities at pools. Grant funded.	Progressing 65%	SCCF secured. The short delivery timeframe and contractor commitment for the DCP - Extended has delayed this project. Works will be carried out in the 2019/20 financial year.	
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.	Completed 100%	Asset Management Plan has been reviewed and maintenance work carried out.	
I2.3.2. Investigate and maximise opportunities for Council buildings to be used for multipurpose community activity	Monitor and review use of Council buildings.	Completed 100%	Continued ongoing monitoring and review of the utilisation of Council buildings.	
I2.3.3. Manage Council's Local Heritage Fund.	Assist with grant applications by individuals and organisations.	Completed 100%	Provision of heritage grant funding opportunities made available to the	






DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
Oversee provision of Heritage Advisory Services.			public.	

**Good health: Our community has safe and reliable access to our primary utilities**  
**Deliver safe drinking water and sewerage services**


DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
I3.1.1. Implement a mains replacement program based on Water Management Plan	Continue to progress mains replacement program	Completed 100%	Budgeted mains replacement projects completed for Coonamble and Gulargambone.	
I3.1.2. Investigate viability of iron removal from Gulargambone water supply.	Produce report together with recommendations.	Completed 100%	Council is not able to fund iron removal at this time.	
I3.1.3. Ensure water assets are well maintained	Maintenance of mains, services and essential infrastructure undertaken.	Completed 100%	Service reliable, failures have quick response times.	
I3.1.4. Implement a mains relining program based on Sewerage Management Plan	Mains relining commenced.	Completed 100%	Mains relining program complete.	
I3.1.5. Maintain sewer assets	Monitor and repair pumps and equipment.	Completed 100%	Water assets operating efficiently.	
I3.1.6. Treatment Plants maintained to Legislative requirements.	Regular monitoring of effluent quality.	Completed 100%	Legislative requirements met.	
I3.1.7. Completion of Stormwater Management Plan.	Develop draft Stormwater Management Plan.	Not Progressing 0%	Budget constraints restricting progression.	

**Improve community access to services**

DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
I3.2.1. Liaise with RFS to provide operational and strategic fire	Attend Bush Fire Management Committee meetings, provide input. Provide administration	Completed 100%	Bush Fire Management Committee meetings attended. Council continuing to provide	

DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
protection in Coonamble	function for RFS cluster Councils.		ongoing administration function for the Zone.	
I3.2.2. Continue sponsorship of SES to respond to disasters	Meet legislative requirements under SES Act.	Completed 100%	SES housed and operational, new building approved.	
I3.2.3. Manage town common	Management Plan and Operational Guidelines developed.	Progressing 70%	Town Common managed in accordance with Act, and current Management Plan and guidelines. Common remains closed.	
I3.2.4. Implement recommendations contained in the Coonamble Shire Pedestrian Access and Mobility Plan (PAMP)	New and refurbished Council facilities are designed and constructed to meet access standards.	Completed 100%	No new facilities constructed.	
I3.2.4. Implement recommendations contained in the Coonamble Shire Pedestrian Access and Mobility Plan (PAMP)	Prioritise PAMP recommendations and prepare a three year budget and plan for completing actions.	Completed 100%	Three year plan to be developed following finalisation of the revaluation of Council's footpath assets.	
I3.2.4. Implement recommendations contained in the Coonamble Shire Pedestrian Access and Mobility Plan (PAMP)	Routinely inspect paving for defects or trip hazards.	Completed 100%	Regular inspections undertaken and complaints actioned.	

#### Minimise our hard waste production and promote recycling

DP Action	Operational Plan Action	Status	Annual Comment	Traffic Lights
I3.3.1. Implementation Waste Management strategy recommendations	Investigate annual waste collection service (including assistance for senior community members).	Completed 100%	Hard waste production monitored and opportunities for recycling investigated.	







## Maintain all public facilities to ensure safety and promote use

DP Action	Operational Plan Action	Status / progress	Annual Comment	Traffic Lights
I3.4.1. Maintain/Improve Parks to acceptable standards	Review kerbside maintenance - review current program and identify priority sites for additional mowing/trimming.	Completed 100%	Kerbside maintenance program reviewed. Identified priority areas will continue to be maintained in accordance within Council's adopted operational budget.	
I3.4.1. Maintain/Improve Parks to acceptable standards	Continue works in accordance with Asset Management Plan.	Completed 100%	Works have been completed in line with Asset Management Plan. Planned grant funded upgrades to the public toilet facilities are scheduled to be carried out during the 2019/20 financial year.	
I3.4.2. Complete buildings maintenance & Improvement program	Schedule works for duration of Long Term Financial Plan so as to meet key KPIs and service levels set by Council.	Completed 100%	Long Term Financial Plan reviewed with works scheduled for the duration of the Long Term Financial Plan so as to meet key KPI's as set by Council. Long Term Financial plan will be further reviewed following the completion of the 2018/2019 financial statements.	
I3.4.3. Maintain cemeteries to acceptable standards	Improvement to cemetery facility; improved maintenance.	Completed 100%	All planned upgrades to the irrigation system at the cemetery have been completed.	

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

**Ensure long term management and protection of our community assets**

DP Action	Operational Plan Action	Status / progress	Annual Comment	Traffic Lights
14.1.1. Prepare Asset Management Plans for major asset classes.	Complete preliminary preparation of asset base data.	Completed 100%	Asset Management Plans current and implemented.	
14.1.2. Refine existing Asset Management Plans.	Monitor and review asset registers.	Progressing 90%	Current plans under review with a view of improvement integrity analysis progressing.	
14.1.3. Review Asset Management Plans for the major asset groups including risk management plans.	Annual review of all Asset Management Plans.	Progressing 90%	Current plans under review with a view of improvement integrity analysis progressing.	
14.1.4. Identify infrastructure expenditure • Expenditure Category - asset group; road pavement • Expenditure Type - operating, maintenance, capital renewal, upgrade.	Collect and review data.	Completed 100%	Ongoing collection, review and classification of asset data.	
14.1.5. 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.	Ensure budget is set so as to achieve key KPIs aligned to Council's Delivery Program.	Completed 100%	Completed - Costs considered as part of Council's 2019/20 Operational Plan process.	

DP Action	Operational Plan Action	Status / progress	Annual Comment	Traffic Lights
14.1.6. Collect data for all major infrastructure classes	Co-ordinate inspection data provided by various departments and update asset register.	Completed 100%	Data has been collected with the Asset Register currently been updated as part of the end of financial year process.	
14.1.7. Integrate Council's corporate asset registers meeting both technical and financial reporting requirements.	Identify Asset Management options and assess suitability for technical and financial operations.	Progressing 70%	Review of Council's asset management systems is ongoing. Implementation of the Assets Register module with Practical Plus has commenced with plant and equipment being implemented in time for the preparation of the 2018/2019 financial statements. Remaining Asset classes are planned to implemented following the completion of the 2018/2019 financial statements.	
14.1.8 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.	Completed 100%	Ongoing collection and analyse of data to be utilised in community consultation.	
14.1.9. Prepare long term cash flow predictions for asset maintenance, rehabilitation and replacement.	Review and refine Long Term Financial Plan (LTFP).	Completed 100%	LTFP was reviewed in conjunction with the preparation of the 2019/20 Operational Plan. A further review will be carried out following the completion of 2018/2019 financial statements.	
14.1.10. Revalue assets at intervals in accordance with Australian Accounting Standards.	Revaluations undertaken in consultation with external auditor.	Completed 100%	Accounting standards no longer mandate intervals for revaluation of Council Assets. Council has completed the revaluation of its transport Infrastructure assets as planned.	

DP Action	Operational Plan Action	Status / progress	Annual Comment	Traffic Lights
14.1.11. Review Council's Asset Management Policy.	Monitor in accordance with Policy Review Schedule.	Completed 100%	Asset Management plans reviewed as part of the 2019-2020 Operational plan preparation process.	
14.1.12. Improve staff capacity in the usage of asset management systems.	Key Staff undertake Asset Management training, as needed.	Completed 100%	Training and PD activities undertaken as identified in plant and fleet management and infrastructure such as roads and water and sewerage networks including asset management software.	
14.1.13. Ensure Quarry operation is financially viable.	Maintain plant and equipment in good condition. Review plant and operations.	Completed 100%	ISO certification met and maintained.	
14.1.14. Maintain Quarry quality certification.	Test all products as per QA documentation.	Completed 100%	ISO certification met and maintained.	
14.1.15. Ensure Quarry is maintained to Department of Mines' standard.	Ensure that all plant and equipment pass inspector's Audit.	Completed 100%	Annual cycle of registrations.	
14.1.16. Maintain Saleyard QA Certification	Operate Saleyard in accordance with Quality Assurance Manual.	Completed 100%	Saleyard infrastructure upgraded to improve safety and livestock management at the facility.	
14.1.17. Review viability of Saleyards.	Develop Asset Management Plan for Saleyard infrastructure. Prepare long term financial plan for sustainable operation.	Progressing 35%	Long term sustainability of Coonamble Saleyards to be reviewed by Council.	



## Theme 3: Our Economy

**Support: We support our local economy without compromising on quality**

**Re-establish and maintain a robust, well patronised Coonamble and Gulargambone main streets**


DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
EC1.1.1. Continue to plan and implement Coonamble main street beautification and revitalisation projects.	Maintain and improve main street gardens and trees.	Completed 100%	Street traffic islands that were commenced in June 2019 will be completed in the 1st quarter of the 2019/20 financial year.	
EC1.1.2. Maintain main street and business area public spaces to a high standard	Provide regular street cleaning services.	Completed 100%	Regular street cleaning activity undertaken.	
EC1.1.3. Lobby for Gulargambone main street beautification funding.	Pursue funding opportunities for Gulargambone main street beautification.	Progressing 50%	Stronger Country Communities Fund Round 2 funding secured for improvements to Lions Park Gulargambone. Meeting held with Lions Club representatives.	
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.	Completed 100%	No assistance was requested for tourism award applications. Community events, activities and tourism product development supported.	
EC1.1.6. Provide information and referrals to business start-ups and expansions.	Provide appropriate referrals to BEC, NSW Industry & Investment, Regional Development Australia, AusIndustry.	Completed 100%	Referrals made to industry assistance and to RDA Orana.	
EC1.1.7. 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.	Completed 100%	Reprint and distribution of Coonamble Shire visitor guides throughout NSW regions and interstate. No consumer shows attended during the reporting period.	



## Reinvigorate the main street precinct in Gulargambone

DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
EC1.2.1. Lobby for funding for main street beautification	Apply for funding when opportunities arise.	Completed 100%	Funding secured under the Drought Communities Programme - Extended for the Gulargambone streetscape art project - Wacky Windows..	
EC1.2.2. Maintain main street and business area public spaces to a high standard	Liaise with local businesses regarding street appearance.	Completed 100%	Ongoing consultation. Service Levels maintained for the cleaning of the streets.	
EC1.2.3. Identify opportunities for new tourism product	Seek suitable grant funding for identified products.	Completed 100%	Regular discussions with Gulargambone Co-operative and community to evaluate possible tourism product opportunities. Grant funding secured for art project.	
EC1.2.4. Provide training and support to tourism related businesses in the Shire	Assist with Tourism Award applications and grants where appropriate.	Completed 100%	No requests for assistance received during the reporting period. Successful grant application for art project.	
EC1.2.5. Develop existing visitor markets	Contribute to regional destination planning	Completed 100%	Active participation in regional destination planning.	
EC1.2.6. Develop new visitor markets in line with Inland RTO	Participate in appropriate visitor market initiatives outlined in the Regional Destination Plan.	Completed 100%	Participated in the "Great Western Plains" marketing initiative, brochure and Web presence. Continued support for Coonamble Rodeo and Campdraft.	
EC1.2.7. Participate in Inland Tourism and Great Inland Way initiatives	Maintain membership of the Great Inland Way and Regional Tourism Organisation, if applicable.	Completed 100%	Memberships maintained. Current member of Great Inland Way Marketing Group. Gulargambone Visitor Information Centre remains accredited.	
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.	Completed 100%	Brochures widely distributed.	

## Growth & diversity: Our growing regional economy is diverse


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

DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
EC2.1.1. Promote the Shire as a location for business development and investment	Market Industrial subdivisions lots.	Completed 100%	Marketed with Local Agents and by Council. One lot sold during the reporting period.	
EC2.1.1. Promote the Shire as a location for business development and investment	Provide information on Shire data to potential investors and business.	Completed 100%	Data provided to project proponents and to applicants seeking funding opportunities. Council maintain a subscription to REMPLAN Economic Modelling software and provided data as requested..	
EC2.1.2. Support business initiatives that develop economic growth	Pursue external funding opportunities that contribute to infrastructure improvements.	Completed 100%	Successful road funding applications, and grant funds awarded to Council for the development of facilities within shire. 11 projects funded under the NSW Government Stronger Country Communities Fund (Round Two) - \$1.6m and a further \$1m in Drought Communities Programme funding	
EC2.1.2. Support business initiatives that develop economic growth	Provide information and referral service to established businesses.	Completed 100%	Numerous applications for funding submitted and assistance provided to other organisations. During the reporting period Council continued to administer the Coonamble Drought Buster Dollar program to support local business.	
EC2.1.3. Encourage skills attraction and development activities.	Support appropriate initiatives that contribute to skill development.	Completed 100%	Training needs assessed and training where possible scheduled. Community grant writing, visual merchandising, and Tendering workshops hosted during the reporting period.	




DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
EC2.1.4. Support and assist proponents of new agricultural, horticultural and aquaculture enterprises.	Provide interested parties with referrals and linkages to various sources of assistance.	Completed 100%	Due to drought conditions lobbying for rural assistance programs continued. Appropriate referral and assistance provided. Development of a drought relief information page on website and actively support the Drought Busters Alliance. Lobbied to secure Rural Financial Counselling Service	
EC2.1.5. Support projects that enhance and promote local natural resources to encourage business and tourism.	Support development of key sites within the Shire in line with Regional Destination Management Plan and Council resources.	Completed 100%	Support provided to event organisers and tourism product development initiatives progressed. Funding secured for the Coonamble Riverside Caravan Park entrance and Gulargambone Wacky Windows art project. Identified proposed site for Coonamble Bore Bath facility, provided in-kind and cash support to various community events, promoted events via social media and reviewed the visit Coonamble website.	

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

##### Leading organisations provide cadetships and graduate employment opportunities



DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
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	Completed 100%	School based traineeship employment sustained and one mature age traineeship position created and recruited for.	

### Provide education that addresses the needs of the local population

DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
EC3.2.1. 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.	Completed 100%	Ongoing relationship with Connected Communities project workers and Coonamble Together Partnership.	
EC3.2.2. Assist with Education Fund Scholarship.	Provide agreed funding to Coonamble and District Education Foundation.	Completed 100%	Funding provided for the current year.	
EC3.2.3. Support appropriate alternative education programs.	Promote Libraries as a space for tutors and home school activity.	Completed 100%	Homework help available as requested at Coonamble Library. The Library utilised by several tutors, home schoolers and distance education students.	

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

#### Provide appropriate and accessible education for our community

DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
EC4.1.1. Support partnerships that support and develop life learning opportunities.	Pursue opportunities for staff learning exchanges with Sister City, Campbelltown City Council, and other networks.	Completed 100%	Review undertaken and no staff exchanges conducted for 18/19. Staff are utilising local government networks and resource sharing as required.	
EC4.1.1. Support partnerships that support and develop life learning opportunities.	Continue library programs involving learning opportunities for pre-school children and seniors.	Completed 100%	Library programs expanded to include early learning technologies (hardware, software and infrastructure) and regular pre-school visitation. Coonamble Senior Citizens group utilising the library for weekly recreational activity. Learning opportunities have been expanded through the installation of a sensory wall play space and the expansion of the	



DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
			"Kid's Corner" computer area.	

#### Identify local employment opportunities and promote these across the community

DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
EC4.2.1. Continue to facilitate School to Work program.	Identified traineeship /apprenticeship opportunities filled as resources are available.	Completed 100%	Traineeship / apprenticeship opportunities reviewed and one traineeship position created and recruited for. One Work Crew project commenced - Revamp of Billy Green Park with Clontarf students.	
EC4.2.2. Continue to recruit using EEO best practice principles.	Recruitment practices reviewed annually for EEO best practice.	Completed 100%	All recruitment activities in this period undertaken in line with EEO principals.	
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.	Completed 100%	All vacancies advertised locally using Council website, local media, community and job agency networks.	

## Theme 4: Our Environment


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

Promote ecologically and environmentally sustainable land use and development

DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
EN1.1.1. Enforcement of environmental regulations.	Improve staff capacity and environmental knowledge.	Completed 100%	Appropriate workshops undertaken to improve environmental knowledge.	
EN1.1.2. Continue to review Local Environmental Plan.	DCP reviewed in accordance with Legislation.	Completed 100%	DCP reflects legislative requirements.	
EN1.1.3. Ensure compliance with NSW Building Certification.	Assess applications in accordance with Legislation.	Completed 100%	Applications assessed in accordance with Legislation and Regulation.	
EN1.1.4. Provide quality over the counter, telephone and email advice to customers.	Provide building "adaptability" guidelines for ageing in place to residents who are renovating or building homes.	Completed 100%	Information provided at time of enquiry.	
EN1.1.4. Provide quality over the counter, telephone and email advice to customers.	Respond to enquiries, provide pro-active information on website.	Completed 100%	Web content maintained and enquiries responded to within appropriate timeframe.	
EN1.1.5. Approvals completed within time frame required.	Continue to work within best practice guidelines.	Completed 100%	All practices are managed within the guidelines.	
EN1.1.6. Ensure ongoing program of noxious weed and insect control through membership of Castlereagh - Macquarie County Council.	Council representative to attend Castlereagh Macquarie County Council meetings. Provide financial contribution.	Completed 100%	The 2018/19 financial contribution has been provided with Council Representatives continuing to attend Macquarie County Council meetings as required.	


### Knowledge sharing

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

DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
EN2.1.1. Ensure appropriate opportunities for those working on the land to participate in Council consultation regarding decisions that affects them.	Continue to ensure methods for reaching people working on the land are incorporated into consultation strategies.	Completed 100%	Communications mediums implemented. Council utilises Facebook, website, phone calls and newsletters to facilitate consultation with people on the land. Drought and well-being page developed on Council website.	

### Protection of our waterways

Ensure the health of our river system

DP Action	Operational Plan Action	Status	Annual Comment	Traffic Lights
EN3.1.1. 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.	Completed 100%	Regular patrols undertaken of litter prone areas and waterways. Literature on litter control provided at Council's Administration office	


## Theme 5: Our Leadership

**A community that is supported by active, respected leaders**


**Encourage broader involvement in community activities**

DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
L1.1.1. Continue to support Coonamble Shire Youth Council as a link between young people and their Council.	Facilitate Youth Council meetings.	Progressing 15%	Due to the resignation of the Youth Officer, no progress on the re-establishment of the Youth Council has made.	
L1.1.2. Promote genuine opportunities for people to participate in decisions that affects them.	Develop and utilise an Access and Inclusion Reference Group when developing Council plans.	Completed 100%	Community consultation undertaken during development of key community plans.	
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.	Completed 100%	After school and holiday programs implemented after consultation with youth. Mayoral sessions held in Gulargambone and Quambone. Council utilised various mediums to encourage community participation in consultation processes including: Facebook, website, newsletter, media, surveys and face to face. Council continued to facilitate public question time at Council meetings.	
L1.1.3. Encourage local involvement in regional business awards.	Assist in Regional Business Awards.	Completed 100%	Council supported the Coonamble Business Awards in 2018 - non participation in the Regional 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.	Completed 100%	Age appropriate methods implemented. Consultation for School Holiday Program ideas was undertaken with children and youth at the Coonamble Show. Gulargambone young people consulted prior to the refurbishment of the Youth Centre.	

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

DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
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.	Completed 100%	Leadership Capacity Program completed with participation from the majority of senior and supervisory staff. Informal mentoring of new and junior staff as required.	

### Support leadership succession planning





DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
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.	Completed 100%	Council continue to work with local groups and organisations to build capacity. Support provided to the Coonamble Women's Shed, Coonamble Together Partnership Group, Coonamble and Gulargambone Interagency, Youth Interagency and the Domestic Violence Collective. Grant opportunities promoted to community groups and organisations, community development assistance provided to	
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.	Completed 100%	Council continues to develop mediums to highlight youth related activities and achievements. Positive media produced for library holiday program activities. Promotion of youth activities for school program and after school activities and community events a through media releases, Coonamble Times, radio interviews, posters, school newsletters, Facebook, website and newsletter.	



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


DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
L1.4.1. Lobby against forced Local Government amalgamations.	Lobby as opportunities arise.	Completed 100%	Council resolved not to join the regional joint organisation of Councils.	
L1.4.2. Develop a Business Continuity Plan.	Monitor and review Business Continuity Plan.	Progressing 30%	Preliminary Desktop Business Continuity Plan review completed, more detailed review is yet to be completed.	
L1.4.3. Provide high quality customer service to the community.	Audit Council library equipment and resources in terms of height and reach accessibility.	Completed 100%	Ongoing monitoring and modification as required.	
L1.4.3. Provide high quality customer service to the community.	Facilitate Disability Awareness Training for staff.	Completed 100%	Due to budget constraints training has been allocated for the 19/20 financial year.	
L1.4.3. Provide high quality customer service to the community.	Monitor IT Resources Plan.	Completed 100%	IT resources plan has been reviewed as part of the 2019/20 operational plan preparation process. Council IT staff will continue to monitor the plan to ensure that Council's ongoing IT needs are adequately resourced.	
L1.4.3. Provide high quality customer service to the community.	Conduct annual review of front line customer service and make recommendations for improvement.	Completed 100%	Ongoing monitoring and review of front line customer service, minimal complaints have been received. Improvements to customer service where identified have been implemented.	
L1.4.4. Governance is open and transparent.	Conduct all business in compliance with Local Government Act & Regulations.	Completed 100%	IP&R suite of documents prepared and completed in accordance with regulatory requirements. Budget balanced and LTFP reviewed.	
L1.4.5. Review Council policies.	Monitor Policy Review Schedule.	Completed 100%	Policies reviewed according to schedule.	

DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
L1.4.6. Maintain consultation process with workforce.	Facilitate Consultative Committee and WH&S Committee meetings. Staff communication strategy reviewed annually.	Completed 100%	Regular Consultative Committee and WHS Committee meetings held and staff newsletters distributed quarterly.	
L1.4.7. Ensure compliance with legislation for WH&S.	Conduct all business in compliance with WHS Act 2011 & Regulations.  Adhere to WHS Management Plan.	Completed 100%	Continued monitoring of compliance with WHS obligations. New employees inducted appropriately and compliance training completed as required.	
L1.4.8. Review recruitment & retention strategies.	Monitor recruitment and retention strategies	Completed 100%	Comprehensive review undertaken of all recruitment and retention strategies to date. Recommendations to be incorporated into on-going activities.	
L1.4.9. Ensure compliance with legislation for Equal Employment Opportunity.	Monitor compliance.	Completed 100%	Annual review undertaken to ensure compliance with EEO best practice and recommendations made.	
L1.4.10. Maintain long term financial viability.	Review Long Term Financial Plan.	Completed 100%	LTFP was reviewed in conjunction with the preparation of the 2019/20 Operational Plan. A further review will be carried out following the completion of 2018/2019 financial statements.	
L1.4.11. Continue to progress workforce planning.	Continue to conduct and respond to staff disability inclusion survey.	Completed 100%	Staff Disability Inclusion Survey conducted and responses collated. Recommendations made for incorporation into Council activities.	
L1.4.11. Continue to progress workforce planning.	Develop Council's Workforce Management Strategy for retaining older workers and people with a disability.	Completed 100%	Council continues to comply with the underlying principles of EEO and anti-discrimination in its recruitment and selection process.	


DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
L1.4.11. Continue to progress workforce planning.	Review recruitment processes, forms and language for accessibility.	Completed 100%	Review undertaken and minor changes made where required to improve language used.	
L1.4.11. Continue to progress workforce planning.	Monitor and review Workforce Plan.	Completed 100%	Review completed and workforce planning activities to be incorporated into strategic planning.	
L1.4.12. Progressively address training needs and upgrade Training Plans	Continue to develop annual staff training plans.	Completed 100%	Annual training plans for individuals completed and Council's 19/20 training and professional development plan developed and resourced.	
L1.4.13. Continue with employee exit interviews process.	Carry out exit interviews	Completed 100%	Exit interviews offered to staff upon ceasing employment.	

### A community that supports active, respected leaders


#### Increase Aboriginal representation on Council

DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
L2.1.1. Promote awareness of the role and function of Council to Aboriginal people	Attend and present relevant information to Community Working Party.  Utilise relevant events/activities as opportunity to relate the role and function of Council.	Completed 100%	No meetings held during reporting period. Council supported and participated in the Coonamble NAIDOC event.	

#### Increase representation to community leader roles

DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
L2.2.1. Continue to develop the leadership capacity of staff.	Staff coaching, mentoring and leadership training program continued.	Completed 100%	Leadership Capacity Program completed with participation from the majority of senior and supervisory staff. Coaching and mentoring of trainees and work experience students conducted informally.	

### Acknowledge the importance of community leader roles

DP Action	Operational Plan Action	Status / Progress	Annual Comment	Traffic Lights
L2.3.1. Continue to facilitate Australia Day celebrations.	Facilitate annual Australia Day event.	Completed 100%	Council hosted the 2019 Australia Day event in Coonamble - attracting over 200 guests. Funding is provided to the Gulargambone community to host their Australia Day celebration.	
L2.3.2. Council staff acknowledges Aboriginal Country at official Council meetings.	Acknowledgment of Country made by Council staff at official Council meetings.	Completed 100%	Appropriate Acknowledgement made.	