



6 April 2016

### **NOTICE OF EXTRAORDINARY COUNCIL MEETING**

Your attendance is respectfully requested on **Tuesday 12 April, 2016** for an **EXTRAORDINARY MEETING** commencing at **2.00pm**, at the Cabonne Council Chambers, Bank Street, Molong to consider the undermentioned business.

Yours faithfully

A handwritten signature in black ink, appearing to read 'A.L. Hopkins', written in a cursive style.

Andrew L Hopkins

**GENERAL MANAGER**

### **ORDER OF BUSINESS**

- 1) Open Ordinary Meeting
- 2) Consideration of General Manager's Report
  - a) Integrated Planning & Reporting 2016/17
  - b) Cudal Community Children's Centre
  - c) Marketing Campaign to promote the 12 villages of Cabonne
  - d) Local Government Reform – Workshop
  - e) Age of Fishes – Workshop
  - f) Hanover Bridge



### **COUNCIL'S MISSION**

*“To be a progressive and innovative Council which maintains relevance through local governance to its community and diverse rural area by facilitating the provision of services to satisfy identified current and future needs.”*

### **COUNCIL'S VISION**

*Cabonne Council is committed to providing sustainable local government to our rural communities through consultation and sound financial management which will ensure equitable resource allocation.*

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**ITEM 1 - APPLICATIONS FOR LEAVE OF ABSENCE**

**REPORT IN BRIEF**

<b>Reason For Report</b>	To allow tendering of apologies for Councillors not present.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.1.g - Code of Meeting Practice adopted and implemented.
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\COUNCIL - COUNCILLORS LEAVE OF ABSENCE - 744305

**RECOMMENDATION**

THAT any apologies tendered be accepted and the necessary leave of absence be granted.

**GENERAL MANAGER'S REPORT**

A call for apologies is to be made.

Please note that guidelines have been issued under Section 23A of the Local Government Act titled "Council decision making during merger proposal periods". Council must consider the guidelines in relation to each decision they make during the proposal period, this matter is of an ongoing nature and it is considered it complies with the guidelines.

**ITEM 2 - DECLARATIONS OF INTEREST**

**REPORT IN BRIEF**

<b>Reason For Report</b>	To allow an opportunity for Councillors to declare an interest in any items to be determined at this meeting.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.1.g - Code of Meeting Practice adopted and implemented.
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\COUNCIL - COUNCILLORS AND STAFF DECLARATION OF INTEREST - 2016 - 744307

**RECOMMENDATION**

THAT the Declarations of Interest be noted.

**GENERAL MANAGER'S REPORT**

A call for Declarations of Interest.

Please note that guidelines have been issued under Section 23A of the Local Government Act titled "Council decision making during merger proposal periods". Council must consider the guidelines in relation to each decision they make during the proposal period, this matter is of an ongoing nature and it is considered it complies with the guidelines.

**ITEM 3 - DECLARATIONS FOR POLITICAL DONATIONS**

**REPORT IN BRIEF**

<b>Reason For Report</b>	To allow an opportunity for Councillors to declare any Political Donations received.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.1.g - Code of Meeting Practice adopted and implemented.
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\COUNCIL - COUNCILLORS DECLARATION OF POLITICAL DONATIONS - 744312

**RECOMMENDATION**

THAT any Political Donations be noted.

**GENERAL MANAGER'S REPORT**

A call for declarations of any Political Donations.

Please note that guidelines have been issued under Section 23A of the Local Government Act titled "Council decision making during merger proposal periods". Council must consider the guidelines in relation to each decision they make during the proposal period, this matter is of an ongoing nature and it is considered it complies with the guidelines.

**ITEM 4 - INTEGRATED PLANNING & REPORTING 2016/17**

**REPORT IN BRIEF**

<b>Reason For Report</b>	To present the draft Operational Plan for consideration
<b>Policy Implications</b>	Consistent with Council's Delivery Program
<b>Budget Implications</b>	Will be addressed in the 2016/17 Budget
<b>IPR Linkage</b>	4.5.5.j. Provide, maintain and develop financial services and systems to accepted standards - satisfying regulatory and customer requirements
<b>Annexures</b>	1. DRAFT Operational Plan 2016-2017
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\CORPORATE MANAGEMENT\PLANNING\INTEGRATED PLANNING AND REPORTING 2016 - 745983

**RECOMMENDATION**

THAT Council adopt the draft Operational Plan 2016/17 – Part 1 The Activities.

**GENERAL MANAGER'S REPORT**

To enable councillors to provide early input into the 2016/17 Activities section of the Operational Plan a preliminary copy is attached for Council's information.

The Plan outlines operational activities that have been listed to guide staff in ensuring that the outcomes of the 2013/14 to 2016/17 Delivery Program are achieved. By providing a preliminary copy it is hoped that specific projects identified by Council as being required to be included in the Plan can be included in the 2016/17 draft Budget when it is presented to Council.

Please note that guidelines have been issued under Section 23A of the Local Government Act titled "Council decision making during merger proposal periods". Council must consider the guidelines in relation to each decision they make during the proposal period.

The guidelines in relation to preparation of Operational Plans specify that during a proposal period they should be prepared as a sub plan of the Council's adopted Delivery Program and should not depart from it. This has been taken into account by staff preparing the Plan.

**ITEM 5 - CUDAL COMMUNITY CHILDREN'S CENTRE**

**REPORT IN BRIEF**

<b>Reason For Report</b>	Seeking Council commitment for building extension on to land currently occupied by old RFS shed.
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<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	\$12,000 referred to 2016/17 budget
<b>IPR Linkage</b>	3.1.1.d. Review financial sustainability of FDC, In Home (IH) and AS Care services
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\COUNCIL PROPERTIES\MAINTENANCE\BUILDINGS - 744908

### **RECOMMENDATION**

THAT Council consider committing the land currently occupied by the old Cudal RFS shed for expansion of the Cudal Community Children's Centre and consider funding for the shed removal of \$12,000 in the 2016/17 budget.

### **URBAN ASSETS COORDINATOR'S REPORT**

Council has received a request from the Cudal Community Children's Centre (CCCC) in regard to the old RFS shed sited at the front of the centre. The CCCC wish to expand onto the space occupied by the old shed when the RFS transfers to a new facility and the old shed is removed. The new facility is expected to be completed around the middle of 2016.

The CCCC is limited in regard to the space available for expansion by private property on one side and the Cudal community hall on the other side. The only space available is where the old RFS shed is currently sited.

The land is Council land classified as freehold and operational.

The old RFS shed is Council property and its demolition and removal is estimated at \$12,000. The building footprint is approximately 7 metres by 9 metres.

The CCCC provides a service to the Cudal and surrounding community and demand on its services is increasing.

Please note that guidelines have been issued under Section 23A of the Local Government Act titled "Council decision making during merger proposal periods". Council must consider the guidelines in relation to each decision they make during the proposal period, this matter involves a commitment to making the land available, however the land in question is already partly occupied by the CCCC and it is unlikely any other use could be approved for the site. No decision is being made in regard to funding as this is merely referring the matter for consideration in the 2016/17 budget.

### **ITEM 6 - MARKETING CAMPAIGN TO PROMOTE THE 12 VILLAGE AREAS OF CABONNE**

**REPORT IN BRIEF**

<b>Reason For Report</b>	Council to consider and approve the recommended Marketing Consultant to design and deliver the Villages Marketing and Promotion Campaign for 2016
<b>Policy Implications</b>	Complies with Council's Procurement Policy
<b>Budget Implications</b>	Additional vote of \$9,346 required
<b>IPR Linkage</b>	2.2.1.a. Promote strategies listed in the Tourism Plan
<b>Annexures</b>	Nil
<b>File Number</b>	\OFFICIAL RECORDS LIBRARY\ECONOMIC DEVELOPMENT\PROMOTION\ADVERTISING OR MARKETING - 744430

**RECOMMENDATION**

THAT Council:

1. Approve the appointment of Adloyalty to design and deliver a Marketing Campaign to promote the 12 Village areas of Cabonne;
2. Vote an additional \$9,346 to enable the campaign to proceed; and
3. Resolve that the expenditure is required and necessary to enable the campaign to proceed.

**ACTING ECONOMIC DEVELOPMENT MANAGER'S REPORT**

Cabonne Council is committed to raising awareness and promoting the assets and attractions of the various villages of Cabonne. The marketing campaign objectives aim to increase the profile, community pride and awareness of the diversity of tourist attractions and the numerous assets in the twelve villages.

The Marketing campaign aligns with Cabonne's *Tourism Plan 2013 – 2022* objectives by aiming to double visitor numbers and dollars spent over the campaign's duration and well into the future. Additionally, the campaign compliments the *Central West Destination Plan* and will work to build upon the *Central West Unearth Campaign for 2016* that has a strong focus this year on heritage and culture.

To commence the marketing campaign Cabonne Council called for Request for Quotations (RFQ) from suitably qualified marketing consultants to design and deliver an effective 8 week Villages Marketing and Promotion campaign that utilises a variety of communication and marketing methods.

Advertisements were placed widely in regional and local newspapers including Central Western Daily, Molong Express, Canowindra Phoenix, and Canowindra Times, titled Request for Quotation, *To Prepare and Deliver a Marketing Campaign to Promote the Twelve Villages Areas of Cabonne*.

The RFQ was also lodged through the Tenderlink process Contact No. 734590, with a closing date 3 March 2016.



Cabonne's Promotions and Tourism Officer fielded over twenty telephone enquiries from various marketing consultants across the state and ACT. Cabonne Council received a total of 8 x RFQs by the closing date with 7 eligible for assessment.

To ensure best practice, transparency and to comply with the Procurement Policy an assessment panel of three members was formed to assess RFQs submissions. The panel consisted of WBC Executive Manager Donna Galvin, Acting Technical Services Manager Clive Cawthorne and Promotions and Tourism Officer Lynne Hawkes. An assessment guide was compiled covering the campaign's scope of works.

After careful assessment that panel recommends Council to consider the engagement of the local marketing consultancy firm from Canowindra, Adloyalty. The amount quoted was \$9,346 greater than the \$50,000 budget allocated by council.

Please note that guidelines have been issued under Section 23A of the Local Government Act titled "*Council decision making during merger proposal periods*". Council must consider the guidelines in relation to each decision they make during the proposal period.

The guidelines require that where funds are not in the current budget the decision must be made in open council and resolve why the expenditure is required and necessary.

## **ITEM 7 - LOCAL GOVERNMENT REFORM - WORKSHOP**

### **REPORT IN BRIEF**

<b>Reason For Report</b>	To provide an opportunity to make any resolutions following the workshop on Local Government Reform.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.1.a. Provide quality administrative support and governance to councillors and residents
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\AMALGAMATIONS\BLAYNEY SHIRE, CABONNE AND ORANGE CITY COUNCILS PROPOSED MERGER 2016 - 745023

### **RECOMMENDATION**

THAT Council:

1. Note the workshop; and

2. Make any resolutions necessary as a result of the workshop.

## **GENERAL MANAGER'S REPORT**

Prior to the Extraordinary meeting, a workshop will be held on Local Government Reform.

This purpose of this report item is to provide an opportunity to make any resolutions necessary as a result of the workshop.

Please note that guidelines have been issued under Section 23A of the Local government Act titled "Council decision making during merger proposal periods". Council must consider the guidelines in relation to each decision they make during the proposal period.

Any proposed resolution(s) arising from the workshop will need to take into account the requirements of the guidelines.

## **ITEM 8 - AGE OF FISHES - WORKSHOP**

### **REPORT IN BRIEF**

<b>Reason For Report</b>	To provide an opportunity to make any resolutions following the workshop on the Age of Fishes.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.2.1.d. Encourage collection, display and preservation of local history
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\RECREATION AND CULTURAL SERVICES\MUSEUM AND GALLERIES MANAGEMENT\CANOWINDRA AGE OF FISHES MUSEUM - 745025

### **RECOMMENDATION**

THAT Council:

1. Note the workshop; and
2. Make any resolutions necessary as a result of the workshop.

## **GENERAL MANAGER'S REPORT**

Prior to the Extraordinary meeting, a workshop will be held on the Age of Fishes.

This purpose of this report item is to provide an opportunity to make any resolutions necessary as a result of the workshop.

Please note that guidelines have been issued under Section 23A of the Local government Act titled "Council decision making during merger proposal periods". Council must consider the guidelines in relation to each decision they make during the proposal period.

Any proposed resolution(s) arising from the workshop will need to take into account the requirements of the guidelines.

## **ITEM 9 - HANOVER BRIDGE**

### **REPORT IN BRIEF**

<b>Reason For Report</b>	For council to affix the seal to easement agreement
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	1.1.4.b. Regional road bridge maintenance undertaken
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\ROADS and BRIDGES\ACQUISITION\YEOVAL - POWER LINE EASEMENT LOT 13 DP1211127 LOT 1 DP723461 BANJO PATERSON WAY - HUNTER - 746061

### **RECOMMENDATION**

THAT Council authorise the affixing of the Common Seal to the easement agreement with Essential Energy for a power pole relocation at Hanover Creek Bridge.

### **ACTING TECHNICAL SERVICES MANAGER'S REPORT**

Council has received a request to grant an easement to Essential Energy for the relocation of a power pole at Hanover Creek Bridge.

Council will be required to sign the agreement under seal as the consumer and the owner of the property that Council leases the land from will be required to sign a similar agreement.

Please note that guidelines have been issued under Section 23A of the Local Government Act titled "Council decision making during merger proposal periods". Council must consider the guidelines in relation to each decision they make during the proposal period. This nominated capital works is in the current budget.





# Draft Operational Plan

2016/2017

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## Connect Cabonne to each other and the world

*A safe, efficient, quality and well maintained urban and rural transport system for vehicles and pedestrians on Cabonne's local, regional and state road networks.*

DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
1.1.1	Implement the Council's Road Maintenance and Renewal Program	1.1.1.a	Complete the annual rural and urban roads maintenance program	Annual rural and urban road maintenance tasks completed	95% of program delivered within overall budget	Director of Engineering & Technical Services
1.1.2	Initiate and implement road safety programs	1.1.2.a	Implement Roads & Maritime Services road safety program	Road Safety Program implemented	100% of program implemented	Director of Engineering & Technical Services
1.1.2	Initiate and implement road safety programs	1.1.2.b	Identify and apply for BlackSpot funding	BlackSpot eligible locations identified and funding applied for	Review RMS data to identify BlackSpot locations by Qtr 1	Director of Engineering & Technical Services
				BlackSpot eligible locations identified and funding applied for	Apply for BlackSpot funding annually	
1.1.2	Initiate and implement road safety programs	1.1.2.c	Implement street lighting program	Street Lighting program implemented	100% of program implemented	Director of Engineering & Technical Services
1.1.3	Remain a core service provider to the RMS on state main roads	1.1.3.a	Apply for Road Maintenance Contracts for Council (RMCC)	Roads & Maritime Services tender specification requirements met	100% of contract work completed	Director of Engineering & Technical

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DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
						Services
1.1.4	Provide and maintain bridge structures on Cabonne's local and regional roads network	1.1.4.a	Local road bridge maintenance undertaken	Inspections and maintenance carried out	90% of bridge maintenance completed	Director of Engineering & Technical Services
1.1.4	Provide and maintain bridge structures on Cabonne's local and regional roads network	1.1.4.b	Regional road bridge maintenance undertaken	Inspections and maintenance carried out	100% of bridge maintenance completed	Director of Engineering & Technical Services
1.1.4	Provide and maintain bridge structures on Cabonne's local and regional roads network	1.1.4.c	Local road bridge construction undertaken	Annual bridge construction works completed	90% of bridge construction completed	Director of Engineering & Technical Services
1.1.4	Provide and maintain bridge structures on Cabonne's local and regional roads network	1.1.4.d	Regional bridge construction undertaken	Bridge widening works completed	100% of bridge construction completed	Director of Engineering & Technical Services
1.1.5	Ensure accessibility for all members of the community	1.1.5.a	Construct new footpaths and pathways to meet disability design standards	All footpath and pathway program projects completed meet disability design standards	100% projects meet disability design standards	Director of Engineering & Technical Services
1.1.6	Implement the cycle and footpath maintenance renewal program	1.1.6.a	Footpath maintenance undertaken	Inspections and maintenance carried out as required	90% maintenance program completed within overall budget	Director of Engineering & Technical Services
1.1.6	Implement the cycle and footpath maintenance renewal program	1.1.6.b	Pathways maintenance undertaken	Inspections and maintenance carried out as required	90% maintenance program completed within overall budget	Director of Engineering & Technical

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DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
1.1.6	Implement the cycle and footpath maintenance renewal program	1.1.6.c	Kerb and Gutter maintenance undertaken	Inspections and maintenance carried out as required	90% maintenance program completed within overall budget	Director of Engineering & Technical Services
1.1.6	Implement the cycle and footpath maintenance renewal program	1.1.6.d	Undertake Pathway Program	Paths replaced in accordance with approved program	90% Pathway program completed within overall budget	Director of Engineering & Technical Services
1.1.6	Implement the cycle and footpath maintenance renewal program	1.1.6.e	Undertake Footpath Program	Constructed new footpaths	90% Footpath program completed within overall budget	Director of Engineering & Technical Services
1.1.6	Implement the cycle and footpath maintenance renewal program	1.1.6.f	Undertake Kerb and Gutter Program	Constructed new Kerb and Gutter	90% Kerb & Gutter program completed within overall budget	Director of Engineering & Technical Services

*Everywhere in Cabonne has access to contemporary information and communication technology.*

DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
1.2.1	Lobby Government and Telecommunication service providers for improved infrastructure and services	1.2.1.a	To lobby for appropriate telecommunication infrastructure for Cabonne localities	Evidence of lobbying activities	2 activities per year	General Manager



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*A range of transport options in to, out of and around Cabonne are affordable and available.*

DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
1.3.1	Provide affordable medical, HACC and community transport services to Cabonne residents	1.3.1.a	Implement the Community Transport Program	Program implemented	> 1,500 trips provided Qtly	Director of Finance & Corporate Services
				Program implemented	All areas covered	
				Program implemented	100% of target groups serviced	

*Transport infrastructure meets agricultural needs to get goods to and from market.*

DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
1.4.1	Design and maintain roads to provide safe and efficient transport of goods and services locally and also State and regional routes	1.4.1.a	Construction of local roads	Construction program including renewals completed	90% of program completed within overall budget	Director of Engineering & Technical Services
1.4.1	Design and maintain roads to provide safe and efficient transport of goods and services locally and also State and regional routes	1.4.1.b	Construction of Regional Roads	Construction program including repair and black spots completed	100% of program completed within overall budget	Director of Engineering & Technical Services
1.4.1	Design and maintain roads to provide safe and efficient transport of goods and services locally and also State	1.4.1.c	State Road ordered works undertaken	Road Maintenance Contracts for Councils (RMCC) ordered works completed	100% of ordered works completed within budget	Director of Engineering & Technical Services

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DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
	and regional routes					
1.4.1	Design and maintain roads to provide safe and efficient transport of goods and services locally and also State and regional routes	1.4.1.d	State Road Ordered Works specific projects undertaken	Road Maintenance Contracts for Councils (RMCC) ordered works completed	100% of ordered works completed within budget	Director of Engineering & Technical Services
1.4.1	Design and maintain roads to provide safe and efficient transport of goods and services locally and also State and regional routes	1.4.1.e	Roads to Recovery Federal Local Roads program undertaken	Roads to Recovery Program completed	90% of program completed within overall budget	Director of Engineering & Technical Services
1.4.2	Lobby for the retention and renewal of the rail infrastructure system	1.4.2.a	Undertake lobbying activities	Maintain membership of relevant committees and alliances	Attend 70% of available meetings	Director of Engineering & Technical Services

*Transport infrastructure meets agricultural needs to get goods to and from market.*

DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
1.5.1	Support Centroc in lobbying for the improvement of tourism access	1.5.1.a	Support the Bells Line Expressway Action Group	Level of support	Respond to correspondence within Policy Timeframes	Director of Engineering & Technical Services

## Build Business and Generate Employment

*A strong and vibrant local business sector.*

DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
2.1.1	Implement Council's Economic Development Plan	2.1.1.a	Develop a current Economic Development Plan for Cabonne	Engage consultant Implement strategies	Engage Consultant by 3rd Qtr Implement Strategies by 4th Qtr	General Manager
2.1.1	Implement Council's Economic Development Plan	2.1.1.b	Implement CBD promotional activities and works in consultation with businesses and progress associations	Meet with businesses and groups to develop strategy Implement projects identified in Strategy on priority basis	Implement by 1st Qtr Implement by 3rd Qtr	General Manager

*Coordinated tourism product and a thriving visitor industry in Cabonne.*

DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
2.2.1	Promote Council's Tourism Plan	2.2.1.a	Promote strategies listed in the Tourism Plan	Number of and type of strategies promoted Number of Cabonne Country website visits Work with regional & State tourism groups Align Cabonne Tourism Plan with Central West Destination	90% of strategies promoted 10% increase by 4th Qtr 80% of meetings committed to, attended Contribute to Destination	General Manager

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DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
				Management Plan where relevant.	Management plan from a Cabonne perspective.	
				Implement Tourism Plan marketing strategy in conjunction with CTAC	90% of Tourism Plan Marketing Strategy implemented by 4th Qtr	

*Increased viable, sustainable and value adding businesses in Cabonne.*

DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
2.3.1	Implement Council's Economic Development Plan	2.3.1.a	Review the Business Development Assistance.	New guidelines developed	New Guidelines developed by 1st Qtr	General Manager
				New guidelines adopted by Council	Adopted by Council by 2nd Qtr	

*Jobs for Cabonne people in Cabonne.*

DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
2.4.1	Support the development of and programs that increase jobs in Cabonne	2.4.1.a	Support local employment initiatives	Promote available job creation initiatives	100% of job creation initiatives promoted	General Manager

## Provide and Develop Community Facilities

*Pre school, play group, child care and youth facilities are available across Cabonne.*

DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
3.1.1	Facilitate the provision of children's services	3.1.1.a	Recruit, train and monitor educators for Family Day Care	Recruitment of Educators	Educator level maintained at >30	Director of Finance & Corporate Services
				Retention of educators	Turnover of educators < 20%	
3.1.1	Facilitate the provision of children's services	3.1.1.b	Implement the Family Day Care Program	Program implemented and reported to Council 2nd and 4th quarters	Program implemented and reported to Council 2nd and 4th quarters	Director of Finance & Corporate Services
3.1.1	Facilitate the provision of children's services	3.1.1.c	Review alternatives for After School (AS) Hours care	Review opportunities	Reported to Council at 4th Qtr meetings	Director of Finance & Corporate Services
3.1.1	Facilitate the provision of children's services	3.1.1.d	Review financial sustainability of FDC, IH and AS Care services	Review complete	Reported to Council at 1st Qtr meetings	Director of Finance & Corporate Services
3.1.2	Provide and facilitate opportunities, facilities and events for young people	3.1.2.a	Operate Youth of the Month (YOM) awards	Number of YOM nominations and award presentations	Nomination presented to Council at least 8 months in year	Director of Finance & Corporate Services
3.1.2	Provide and facilitate opportunities, facilities	3.1.2.b	Organise for young people to address Council annually	Young people address Council	Young people address Council once yearly	Director of Finance &

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DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
	and events for young people					Corporate Services
3.1.2	Provide and facilitate opportunities, facilities and events for young people	3.1.2.c	Feedback provided on matters raised by young people with Council	Provide feedback	Feedback provided to each school within 2 months	Director of Finance & Corporate Services
3.1.2	Provide and facilitate opportunities, facilities and events for young people	3.1.2.d	Hold Youth Week activities	Activities held and level of participation	1 major event held each year	Director of Finance & Corporate Services
3.1.2	Provide and facilitate opportunities, facilities and events for young people	3.1.2.e	Operate a Youth Ambassador of the Year award	Award presented	At least 8 nominees available to select from each year	Director of Finance & Corporate Services
3.1.2	Provide and facilitate opportunities, facilities and events for young people	3.1.2.f	Youth services are promoted across Cabonne	Number of newsletters developed	Newsletters distributed at least 6 times per year	Director of Finance & Corporate Services
3.1.2	Provide and facilitate opportunities, facilities and events for young people	3.1.2.g	Provide transport to events for young people	Number of events transport provided for	Transport provided on at least 2 occasions	Director of Finance & Corporate Services

*Health and aged care facilities meet local community needs.*

DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
3.2.1	Facilitate the provision	3.2.1.a	Identify challenges and opportunities for aged care	Reported to Council	Report to Council by 4th	Director of Finance &

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DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
	of aged care facilities		facilities /services		Qtr	Corporate Services
3.2.1	Facilitate the provision of aged care facilities	3.2.1.b	Facilitate retirement and aged care projects and services	The level at which need in the community is met	Requests are dealt with as per policies and set time frames.	Director of Finance & Corporate Services
3.2.2	Facilitate the provision of aged care services	3.2.2.a	Promote HACC services within Cabonne	Number of services provided	1,100 meals provided per month	Director of Finance & Corporate Services
				Number of services provided	5 social support group activities per month	
3.2.3	Facilitate and advocate for the provision of Health & Medical services	3.2.3.a	Undertake review of Health services	Review completed and reported to Council	Report to Council 3rd Qtr	Director of Finance & Corporate Services
3.2.3	Facilitate and advocate for the provision of Health & Medical services	3.2.3.b	Advocate on behalf of health services in Cabonne as identified	Level of response to advocacy as identified	Non responses followed up within 3 months	Director of Finance & Corporate Services
3.2.3	Facilitate and advocate for the provision of Health & Medical services	3.2.3.c	Participate in Cabonne Health Council (CHC)	Attendance at meetings by the delegate	100% meetings attended	Director of Finance & Corporate Services
3.2.3	Facilitate and advocate for the provision of Health & Medical services	3.2.3.d	Participate in CENTROC Health Workforce Committee	Attendance at meetings by delegates	Attendance at 100% meetings held	Director of Finance & Corporate Services

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*Sporting, recreational, council and community facilities and services are maintained and developed.*

DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
3.3.1	Maintain and manage public cemeteries	3.3.1.a	Maintain cemeteries in accordance with community requirements	Cemeteries regularly maintained to satisfaction of community	75% favourable feedback	Director of Environmental Services
3.3.1	Maintain and manage public cemeteries	3.3.1.b	Develop a cemeteries Asset Management Plan	Asset Management Plan implemented	Completed by 4th Qtr	Director of Environmental Services
3.3.1	Maintain and manage public cemeteries	3.3.1.c	Complete annual cemeteries capital works program	Program completed	85% of program completed	Director of Environmental Services
3.3.2	Facilitate the provision of library services to Cabonne residents through participation in Central West Libraries	3.3.2.a	Review level of usage of libraries	Report to Council	Report presented by 3rd Qtr	Director of Finance & Corporate Services
3.3.2	Facilitate the provision of library services to Cabonne residents through participation in Central West Libraries	3.3.2.b	Participate in decision making processes and initiatives of Central West Libraries (CWL)	CWL meetings attended	Delegates attend at least 1 meeting per year	Director of Finance & Corporate Services
3.3.2	Facilitate the provision of library services to Cabonne residents through participation in Central West Libraries	3.3.2.c	Undertake Annual Libraries tour	Library Tour conducted	Tour conducted by Qtr 3 yearly	Director of Finance & Corporate Services
3.3.3	Maintain existing sporting, recreational,	3.3.3.a	Maintain pools to an operational and safe standard	Operate Pools in accordance with the Operation and	Conduct annual audit of compliance on all	Director of Engineering &



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DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
	cultural, council and community facilities, to the levels defined in the Recreation Asset Management Plan			Maintenance Manual	Council Pools	Technical Services
3.3.3	Maintain existing sporting, recreational, cultural, council and community facilities, to the levels defined in the Recreation Asset Management Plan	3.3.3.b	Maintain sporting facilities to safe operational standards	Maintain Sporting facilities in accordance with the Asset Management Plan	90% completion of AMP within budget	Director of Engineering & Technical Services
3.3.3	Maintain existing sporting, recreational, cultural, council and community facilities, to the levels defined in the Recreation Asset Management Plan	3.3.3.c	Maintain parks and gardens to safe operational standards	Maintain parks and gardens in accordance with the Asset Management Plan	90% completion of AMP within budget	Director of Engineering & Technical Services
3.3.3	Maintain existing sporting, recreational, cultural, council and community facilities, to the levels defined in the Recreation Asset Management Plan	3.3.3.d	Maintain playgrounds to safe operational standards	Maintain playgrounds in accordance with the Asset Management Plan	90% completion of AMP within budget	Director of Engineering & Technical Services
3.3.3	Maintain existing sporting, recreational, cultural, council and community facilities, to the levels defined in the Recreation Asset Management Plan	3.3.3.e	Maintain the council's properties to safe operational standards	Carry out inspections and maintenance in accordance with the Asset Management Plan and Risk Management Plan	90% maintenance carried out as per AMP	Director of Engineering & Technical Services

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DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
	Recreation Asset Management Plan					
3.3.4	Maintain existing building facilities to the levels defined in the Building Asset Management Plan	3.3.4.a	Maintain Council administration buildings	Annual Building Maintenance Program completed	90% of program delivered within budget	Director of Engineering & Technical Services
3.3.4	Maintain existing building facilities to the levels defined in the Building Asset Management Plan	3.3.4.b	Maintain Council depots and workshops	Annual Building Maintenance Program completed	90% of program delivered within budget	Director of Engineering & Technical Services
3.3.5	Meet the changing need of the community for new and upgraded sporting, recreational, council and community facilities	3.3.5.a	Review community need for new and upgraded facilities	Review undertaken and reported to Council	Reported to Council by Qtr 4	Director of Engineering & Technical Services
3.3.6	Meet the changing need of the community for new and upgrades to building facilities	3.3.6.a	Maintain sporting, recreational, council and community facilities	Complete budgeted maintenance works	Complete budgeted maintenance works	Director of Engineering & Technical Services
3.3.6	Meet the changing need of the community for new and upgrades to building facilities	3.3.6.b	Construct budgeted improvements	Budgeted improvements constructed	90% of projects completed on budget and on schedule	Director of Engineering & Technical Services

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*Cabonne has the education services and facilities to be a contemporary learning community.*

DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
3.4.1	Advocate for education and learning facilities in Cabonne	3.4.1.a	Monitor challenges and opportunities for education services provided in Cabonne	Reported to Community Services Committee	Reported to Council in 3rd Qtr	Director of Finance & Corporate Services

## Grow Cabonne's Culture and Community

*A successful balance of village and rural living.*

DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
4.1.1	Develop and implement the Land Use Plan, Development Control Plan and other relevant plans	4.1.1.a	Review and revise Development Control Plan (DCP)	DCP adopted by Council	Completed by Qtr 2	Director of Environmental Services

*A network of viable, relevant and cultural facilities exists in Cabonne.*

DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
4.2.1	Provide financial support and buildings for cultural facilities and activities in Cabonne	4.2.1.a	Maintain current level of support to museums in Cabonne	Financial contribution is provided	Funding provided by Qtr 4	Director of Environmental Services
4.2.1	Provide financial support and buildings for cultural facilities and activities in Cabonne	4.2.1.b	Promote visitation and tourism activity within Cabonne through accessing and showcasing local museums	Promote through Council's Tourism publications	Included in 80% of Tourism Publications	Director of Environmental Services
4.2.1	Provide financial support and buildings for cultural facilities and activities in Cabonne	4.2.1.c	Participate in Regional Museum program and sustainable collections program	Meeting and events attended	80% of meetings attended	Director of Environmental Services

*Beautiful towns and villages with historic assets cared for and preserved.*

DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
4.3.1	Manage Council's urban maintenance and improvement programs	4.3.1.a	Operate Community Assistance Program (CAP)	CAP budget allocated	90% of budget allocated	General Manager
4.3.1	Manage Council's urban maintenance and improvement programs	4.3.1.b	Undertake street & gutter cleaning and town entrance mowing	Continual process, as required	90% completion of AMP and within budget	Director of Engineering & Technical Services
4.3.1	Manage Council's urban maintenance and improvement programs	4.3.1.c	Complete annual tree maintenance and hazard removal program	Annual tree maintenance and hazard removal program completed	90% completion of AMP and within budget	Director of Engineering & Technical Services
4.3.1	Manage Council's urban maintenance and improvement programs	4.3.1.d	Ensure Council owned development complies with Heritage conservation	Level of development compliance with Heritage Conservation Guidelines	100% compliance	Director of Engineering & Technical Services
4.3.2	Continue to implement the Heritage Program	4.3.2.a	Ensure the council's LEP reflects items of local heritage significance together with maintenance of appropriate property records.	Relevant heritage items included in LEP	Include at least 10 items per year	Director of Environmental Services
4.3.2	Continue to implement the Heritage Program	4.3.2.b	Heritage advisory service provided	Heritage Advisor attends the council	11 times per annum	Director of Environmental Services
				Funding secured to facilitate heritage advisory service	Funding secured	
4.3.2	Continue to implement	4.3.2.c	Heritage Grants Program	Funding secured to facilitate annual heritage grants	Funding secured	Director of Environmental

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DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
	the Heritage Program		facilitated	program		Services

*Community events build visitation, generate investment and strengthen community well being.*

DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
4.4.1	Facilitate the responsible management of events and provide funding support where appropriate	4.4.1.a	Update the procedure manual for Planning a Public Event in Cabonne Country to include accessibility requirements	Update manual to include accessibility requirements	Completed by 1st Qtr	General Manager
4.4.1	Facilitate the responsible management of events and provide funding support where appropriate	4.4.1.b	Implement funding opportunities through the Events Assistance Program	Number of enquiries responded to	100% of enquiries responded to	General Manager
4.4.1	Facilitate the responsible management of events and provide funding support where appropriate	4.4.1.c	Provide assistance to community groups	Available programs promoted  Number of enquiries responded to	100% of available programs promoted  100% of enquiries responded to	General Manager
4.4.1	Facilitate the responsible management of events and provide funding support where appropriate	4.4.1.e	Facilitate Australia Day events annually	1. Australia Day Ambassador arranged; 2. Australia Day awards process managed; and 3. Program for all Shire events compiled.	1. Ambassador appointed 2. Nominations submitted to Council for determination by October meeting 2.	Director of Finance & Corporate Services

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DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
4.4.1	Facilitate the responsible management of events and provide funding support where appropriate	4.4.1.f	Facilitate the council's administrative aspects of ANZAC Day events and citizenship ceremonies	Molong ANZAC Day program and wreaths for councillors prepared by due date  Citizenship ceremonies are arranged as necessary	Program prepared and distributed by Australia Day.  Program and all requested wreaths are arranged by due date  Ceremonies held on due dates 90% of the time	Director of Finance & Corporate Services

*A Council that is effective and efficient.*

DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
4.5.1	Provide ethical, open, accountable and transparent decision making processes	4.5.1.a	Provide quality administrative support and governance to councillors and residents	Level of actioning of Council resolutions	<3 Red light indicators per month	Director of Finance & Corporate Services
4.5.1	Provide ethical, open, accountable and transparent decision making processes	4.5.1.b	Maintain strong relationships and liaise effectively with all relevant Government agencies and other councils	Appropriate communications and representations are made on relevant issues  Number of invitations to State and Federal members to address Council meetings	Representations followed up for no response within 3 months  Each local member invited to attend Council meetings annually	Director of Finance & Corporate Services
4.5.1	Provide ethical, open, accountable and transparent decision making processes	4.5.1.c	Provide appropriate mechanisms for democracy and participation for Cabonne residents	Level of attendance at Council meetings and Community Consultation meetings and other forums	11 Council meetings held per year	Director of Finance & Corporate Services

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DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
4.5.1	Provide ethical, open, accountable and transparent decision making processes	4.5.1.d	Maintain effective membership of Centroc, WBC Strategic Alliance, Hawkesbury City Council, Weddin Shire Council and Cabonne Council Country-City Alliance, LGNSW and other forums	Attendance at meetings  Level of matters brought forward by Cabonne at these forums  Level of participation in programs	Attend >80% available meetings  Attend 80% available meetings.  Attend >80% available meetings	General Manager
4.5.1	Provide ethical, open, accountable and transparent decision making processes	4.5.1.e	Provide adequate training & professional development opportunities for councillors	Level of training made available and level of take up	100% of LGNSW courses available for councillors promoted	General Manager
4.5.1	Provide ethical, open, accountable and transparent decision making processes	4.5.1.f	Code of Conduct adhered to	Code of Conduct complaints received dealt with in accordance with policy	100% compliance with policy	General Manager
4.5.1	Provide ethical, open, accountable and transparent decision making processes	4.5.1.g	Code of Meeting Practice adhered to	Code of Meeting Practice adopted and implemented	Policies reinforced to Councillors annually	General Manager
4.5.1	Provide ethical, open, accountable and transparent decision making processes	4.5.1.h	Submit Public Interest Disclosure reports	Annual report submitted by October to Minister, NSW Ombudsman and Information Commissioner  Six monthly reports submitted in July and February to NSW Ombudsman	100% of reports submitted by due dates  100% of reports submitted by due dates	Director of Finance & Corporate Services
4.5.1	Provide ethical, open,	4.5.1.i	Policy on payments of	Policy advertised, adopted and	Advertised, adopted and	Director of



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DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
	accountable and transparent decision making processes		expenses and provision of facilities for Mayors and Councillors to be adopted by 29 November	Office Local Government (OLG) advised	OLG advised by end November	Finance & Corporate Services
4.5.1	Provide ethical, open, accountable and transparent decision making processes	4.5.1.j	Annual Report prepared	Report posted on Council's website and OLG advised	Completed and OLG advised by end November	Director of Finance & Corporate Services
4.5.2	Make it easy to do business with Council and deliver good customer service	4.5.2.a	Ensure effective use of customer service software	Level of compliance with Customer Service policy response periods	100% compliance with policy	Director of Finance & Corporate Services
4.5.2	Make it easy to do business with Council and deliver good customer service	4.5.2.b	Operate Customer request program system	Number of customer requests effectively resolved	100% compliance with policy	Director of Finance & Corporate Services
4.5.2	Make it easy to do business with Council and deliver good customer service	4.5.2.c	Engage with community to determine future needs & objectives	Councillors as delegates assess community feedback relating to the Cabonne Community Plan 2025 through attendance at Progress Association meetings	Council maintains delegate membership to 100% of available Associations	General Manager
4.5.2	Make it easy to do business with Council and deliver good customer service	4.5.2.d	Provide effective communications and information systems for residents	Implementation of Communication Strategy  Hold community information meetings on relevant matters	Communication Strategy 100% implemented  100% of community information meetings on relevant matters held	General Manager

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DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
				Distribute Council media releases as required	100% distribution of Council media releases	
				Prepare and distribute Council quarterly Community Newsletters	100% preparation and distribution of Council quarterly Community Newsletters	
4.5.2	Make it easy to do business with Council and deliver good customer service	4.5.2.e	Undertake Council rebranding exercise to reflect Cabonne's image - logo, website, stationery, social media, signage, uniforms, vehicle badging	Engage consultants	Engage consultants by 1st Qtr	General Manager
				Implement rebranding	Implemented by 3rd Qtr	
4.5.3	Meeting the Council's statutory obligations for Development Control, Environmental Health and Animal Control	4.5.3.a	Assess and determine development applications, construction certificate applications and Onsite Sewerage Management Systems (OSMS) to meet agreed service levels	Critical stage inspections carried out as required	Nil complaints received re timeliness	Director of Environmental Services
				Development Applications, Construction Certificate applications and OSMS applications determined within agreed service levels	80% of applications determined within agreed service levels	
4.5.3	Meeting the Council's statutory obligations for Development Control, Environmental Health and Animal Control	4.5.3.b	Ensure environment monitoring in accordance with the Protection of Environment Operations Act 1997	Promptness of response to complaints of non-compliance with the Act	Complaints responded to within Customer Service Guarantee (CSG) timeframes	Director of Environmental Services
4.5.3	Meeting the Council's statutory obligations for Development Control, Environmental Health	4.5.3.c	Administer statutory requirements (Companion Animals Act & Impounding Act) in accordance with community	Programs monitored and compliance in regards to companion animals regulations enforced	100% of complaints responded to within CSG timeframes	Director of Environmental Services

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DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
	and Animal Control		needs	Animals registered in accordance with the Act	100% of complaints responded to within CSG timeframes	
				Public complaints of domestic animal problems attended to	100% of complaints responded to within CSG timeframes	
				Stock impounded	100% of complaints responded to within CSG timeframes	
4.5.3	Meeting the Council's statutory obligations for Development Control, Environmental Health and Animal Control	4.5.3.d	Manage contaminated lands at Gasworks site Molong	Groundwater management plan amended	Amended by Qtr 4	Director of Environmental Services
4.5.3	Meeting the Council's statutory obligations for Development Control, Environmental Health and Animal Control	4.5.3.e	Provide public information regarding companion animal requirements	Public provided with information regarding companion animal requirements	Annual Media release promoting responsible pet ownership by Qtr4	Director of Environmental Services
4.5.3	Meeting the Council's statutory obligations for Development Control, Environmental Health and Animal Control	4.5.3.f	Participate in relevant reference groups and meetings	Level of participation and attendance at meetings	Attend 80% of meetings	Director of Environmental Services
4.5.3	Meeting the Council's statutory obligations for Development Control, Environmental Health and Animal Control	4.5.3.g	Promptly investigate inappropriate and unapproved building works	Reported breaches investigated within agreed service levels	100% of reports investigated	Director of Environmental Services

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DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
4.5.3	Meeting the Council's statutory obligations for Development Control, Environmental Health and Animal Control	4.5.3.h	Ensure implementation of government regulations relating to swimming pools	Compliance achieved	100% compliance	Director of Environmental Services
4.5.3	Meeting the Council's statutory obligations for Development Control, Environmental Health and Animal Control	4.5.3.i	Ensure annual inspection and licensing of registered food outlets	Inspections finalised	All food premises inspected at least once per Qtr	Director of Environmental Services
4.5.4	Manage the present and long term financial sustainability of Cabonne Council	4.5.4.a	Maintain a high level of rate collection	Level of rate of collection at end Qtr 4	A level of rate collection = > 90%	Director of Finance & Corporate Services
4.5.4	Manage the present and long term financial sustainability of Cabonne Council	4.5.4.b	Maximise secure income through investments	Level of interest income generated	Outperform monthly 90 day bank bill swap (BBS) rate	Director of Finance & Corporate Services
4.5.4	Manage the present and long term financial sustainability of Cabonne Council	4.5.4.c	Ensure long term viability of Wellington/Blayney/Cabonne (WBC) Strategic Alliance	The level of attendance at meetings Communication of activities to Council	100% of meetings attended Monthly reports to Council	General Manager
4.5.4	Manage the present and long term financial sustainability of Cabonne Council	4.5.4.d	Level of reserves and provisions monitored	Report to Council	Reported to Council quarterly	Director of Finance & Corporate Services
4.5.5	Ensure the continuity of Council's operations	4.5.5.a	Maintain a Enterprise Risk Management Program	Council activity related risk assessments completed and	Ensure all Risk Assessments are	Director of Finance &

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DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
	and minimise risk		covering all relevant Council activities	entered into the Official Records Library	recorded into ORL within 4 weeks of completion	Corporate Services
4.5.5	Ensure the continuity of Council's operations and minimise risk	4.5.5.b	Monitor a Business Continuity Plan to ensure the council is able to be fully operational within a designated timeframe	Disaster Recovery and Business Continuity Plan tested each 3rd quarter  Disaster recovery and business continuity plan reviewed by 2nd quarter	Result of test reported to Council by 4th Qtr  Outcome of review reported to Council by 3rd quarter	Director of Finance & Corporate Services
4.5.5	Ensure the continuity of Council's operations and minimise risk	4.5.5.c	Comply with internal audit requirements	Review and monitor the Internal Audit Process	3 meetings per year held	Director of Finance & Corporate Services
4.5.5	Ensure the continuity of Council's operations and minimise risk	4.5.5.d	Improve Work Health and Safety	Number of reported incidents  Number of Workers Compensation claims	All incidents reported within set timeframes  Workers Comp Claims < 15 per year	Director of Finance & Corporate Services
4.5.5	Ensure the continuity of Council's operations and minimise risk	4.5.5.e	Conduct StateCover WHS audit	Audit result is > 75%  Number of reviewed safe work method statements (SWMS)	Each audit element is > 60%  > 50 SWMS reviewed per year	Director of Finance & Corporate Services
4.5.5	Ensure the continuity of Council's operations and minimise risk	4.5.5.f	Integrate risk management into all areas of Council's activities	Develop Council's Risk Management procedures  Number of Public Liability claims and cost  Number of Motor Vehicle	> 5 procedures developed by Qtr 4  Claims Loss ratio < 40%  Claims Loss ratio < 40%	Director of Finance & Corporate Services

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DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
				claims and cost		
				Number of Property claims and cost	Claims Loss ratio < 40%	
				Number of other policy type claims and cost	Claims Loss ratio < 40%	
4.5.5	Ensure the continuity of Council's operations and minimise risk	4.5.5.g	Develop annual Risk Management Action Plan (RMAP)	Complete the council's Risk Management Action Plan's (RMAP) annual objectives	RMAP verification result as > 70%,	Director of Finance & Corporate Services
4.5.5	Ensure the continuity of Council's operations and minimise risk	4.5.5.h	Provide a records management system which meets statutory and organisational demands	Manage contract for archive disposal project	Contract measurables achieved	Director of Finance & Corporate Services
4.5.5	Ensure the continuity of Council's operations and minimise risk	4.5.5.i	Provide effective information systems for all of Council	Maintain IT systems	IT System not be down > 4 working hours in one day due to Council controlled factors	Director of Finance & Corporate Services
4.5.5	Ensure the continuity of Council's operations and minimise risk	4.5.5.j	Provide, maintain and develop financial services and systems to accepted standards - satisfying regulatory and customer requirements	Statutory reporting completed on time	Report to OLG by 7 Nov each year	Director of Finance & Corporate Services
				Long Term Financial Plan completed by Qtr4	Plan completed by Qtr 4	
				Degree of budget control and level of overexpenditure	Overexpenditure of 10% reported to GM within 10 days	
				Business Activity Statement reported to Australian Taxation	Completed by 21st of each month	

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DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
				Office		
				Fringe Benefits Tax reported to Australian Taxation Office	Completed by 21st May each financial year	
				Quarterly budget review (QBR) reported to Council	Ensure QBR reported to Council within 2 months of each quarter	
4.5.5	Ensure the continuity of Council's operations and minimise risk	4.5.5.k	Provide external advice regarding Council's financial situation	Annual address to Council by external auditors	Address Council by December Council Meeting	Director of Finance & Corporate Services
4.5.5	Ensure the continuity of Council's operations and minimise risk	4.5.5.l	Directorates implement risk management plans	Number of new and reviewed risk and WHS procedures	> 15 procedures developed or reviewed each year	Director of Finance & Corporate Services
4.5.6	Develop, maintain and retain a balance and skilled workforce	4.5.6.a	Review structure and adequacy of staffing levels	Review Workforce Plan	Review completed by Qtr 4	General Manager
4.5.6	Develop, maintain and retain a balance and skilled workforce	4.5.6.b	Skill requirements of all Council staff reviewed annually and targeted training plan developed/actioned	**Training plan developed and implemented annually	Training plan developed and adopted by 30 June	Director of Finance & Corporate Services
				Staff Development Appraisals are conducted	Appraisals completed by 31 May	
4.5.6	Develop, maintain and retain a balance and skilled workforce	4.5.6.c	Provide regular opportunities for management to meet and discuss contemporary issues	Networking opportunities made available	>6 Coordination Taskforce meetings per year	General Manager
				Networking opportunities made available	>20 management meetings held per year	

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DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
4.5.6	Develop, maintain and retain a balance and skilled workforce	4.5.6.d	Provide effective communication and information systems for staff	Opportunities for communication with staff	Staff meetings held monthly	Director of Finance & Corporate Services



## Manage our Natural Resources

*All villages have a secure and quality water supply.*

DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
5.1.1	Manage secure water supply schemes	5.1.1.a	Implement and amend Best Practice for Water Supply within Cabonne water operations	Best Practice for Water Supply implemented and amended Best Practice for Water Supply implemented and amended	Water quality to meet standards 100% of time Maintenance according to AMP 90% of time	Director of Engineering & Technical Services
5.1.1	Manage secure water supply schemes	5.1.1.b	Implement drinking water management system	Drinking water guidelines complied with.	Water quality to meet standards 100% of time	Director of Engineering & Technical Services
5.1.1	Manage secure water supply schemes	5.1.1.c	Maintain water infrastructure assets	In accordance with the AMP	90% completion of AMP in within budget	Director of Engineering & Technical Services
5.1.2	Investigate provision of potable water to Molong, Cumnock and Yeoval	5.1.2.a	Construct new Cabonne Water projects	Approved annual projects completed by Qtr 4	90% completion of AMP and within budget	Director of Engineering & Technical Services
5.1.3	Promote responsible water use across the community	5.1.3.a	Cabonne Water responsible use promoted	Participation in water resource management activities CENTROC water utility alliance and undertake water wise education program	Attend 75% of meetings	Director of Engineering & Technical Services

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*Flood mitigation processes are in place.*

DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
5.2.1	Provide systems for stormwater and pollution management & control	5.2.1.a	Environmental Protection Operations undertaken	Works required to comply with Protection of the Environment Operations Act 1997 (POEO Act) and supporting legislation undertaken	Nil breach incidents	Director of Engineering & Technical Services
5.2.1	Provide systems for stormwater and pollution management & control	5.2.1.b	Undertake creek and river operations	Creek and river environs clearing completed	90% completion of AMP and within budget	Director of Engineering & Technical Services
5.2.2	Implement Flood Risk Management Plans	5.2.2.a	Implement Eugowra Floodplain Management Plan	Progressively implement plan and obtain state and/or Federal funding	100% of new developments comply with DCP16	Director of Engineering & Technical Services
5.2.2	Implement Flood Risk Management Plans	5.2.2.b	Implement Molong Floodplain Management Plan	Progressively implement plan and obtain state and/or federal funding	Applicable grant applications lodged	Director of Engineering & Technical Services
				Progressively implement plan and obtain state and/or federal funding	100% of new developments comply with DCP10	
5.2.2	Implement Flood Risk Management Plans	5.2.2.c	Action voluntary purchase applications	Voluntary purchase applications actioned	100% applications processed	Director of Engineering & Technical Services

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*Sustainable solid and liquid waste management practices are in place across Cabonne.*

DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
5.3.1	Provide a solid waste management and recycling service to the communities	5.3.1.a	Manage the contract for the operation of a kerbside pickup service for residential properties	Services delivered with minimal complaints	Annual review of contractor compliance undertaken	Director of Environmental Services
5.3.1	Provide a solid waste management and recycling service to the communities	5.3.1.b	Manage the operation of the Cabonne landfills to maximise environmental controls	Management in accordance with Best Practice standards and Council's Quadro reports  Management in accordance with Best Practice standards and Council's Quadro reports	80% of general maintenance of working tips completed  Yeoval Tip rehabilitated by Qtr 3	Director of Environmental Services
5.3.1	Provide a solid waste management and recycling service to the communities	5.3.1.c	Provide facilities to encourage maximum recycling and reuse of all waste streams	Services delivered with minimal complaints	100% of complaints responded to within CSG timeframes	Director of Environmental Services
5.3.1	Provide a solid waste management and recycling service to the communities	5.3.1.d	Conduct an effective community engagement and education program to develop an understanding of the council's waste management strategy and the role of each stakeholder in achieving desired outcomes	Increased awareness of waste strategy expectations	Participate in Netwaste programs	Director of Environmental Services
5.3.1	Provide a solid waste management and recycling service to the communities	5.3.1.e	Implement waste management strategy and revise as necessary	Report on implementation of strategy	Reported to Council by Qtr3	Director of Environmental Services

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DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
5.3.1	Provide a solid waste management and recycling service to the communities	5.3.1.f	Investigate illegal dumping activity	Investigation and enforcement as appropriate	Quarterly review	Director of Environmental Services
5.3.1	Provide a solid waste management and recycling service to the communities	5.3.1.g	Liaise with schools, businesses and community groups with regard to effective waste management practices	Liaison undertaken	Participation in Netwaste programs and Clean Up Australia project	Director of Environmental Services
5.3.1	Provide a solid waste management and recycling service to the communities	5.3.1.h	Identify and participate in appropriate waste reduction campaigns	Participation in appropriate campaigns	Participation in Netwaste programs	Director of Environmental Services
5.3.1	Provide a solid waste management and recycling service to the communities	5.3.1.i	Undertake regular inspections of Onsite Sewerage Management Systems in accordance with licence requirements	Inspections finalised within agreed service levels	Agreed service level met 90% of the time	Director of Environmental Services
5.3.2	Develop long term strategic plan for the development, operation and closure of sites	5.3.2.a	Undertake liquid trade waste operations	Operate in accordance with best practice and Liquid Trade Waste guidelines	75% of high risk trade waste business is compliant	Director of Engineering & Technical Services
5.3.3	To provide and maintain environmentally sustainable, high quality sewerage facilities	5.3.3.a	Undertake Cabonne Sewer Operations	Operated in accordance with relevant standards and best practices  Maintained in accordance to AMP  Operated in accordance with	75% compliance with EPA Licence requirements  90% of time maintenance is according to AMP  Operation according to	Director of Engineering & Technical Services

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DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
				relevant standards and best practices	Operations Plan 100% of time	
5.3.3	To provide and maintain environmentally sustainable, high quality sewerage facilities	5.3.3.b	Maintain Cabonne sewer infrastructure assets	Maintain in accordance to AMP	90% completion of AMP in within budget	Director of Engineering & Technical Services
5.3.3	To provide and maintain environmentally sustainable, high quality sewerage facilities	5.3.3.c	Undertake Cabonne sewer projects	Complete sewer projects	90 % completion of AMP in within budget	Director of Engineering & Technical Services
5.3.4	Ensure adequate sewage treatment and effluent management schemes in Cabonne	5.3.4.b	Undertake Cabonne Sewer Project purchases	Complete Cabonne Sewer projects	Completion of 90% of Works program on budget and on schedule	Director of Engineering & Technical Services
5.3.4	Ensure adequate sewage treatment and effluent management schemes in Cabonne	5.3.4.c	Implement effluent reuse schemes	Implement new schemes	90% schemes completed	Director of Engineering & Technical Services
5.3.4	Ensure adequate sewage treatment and effluent management schemes in Cabonne	5.3.4.d	Operate effluent reuse schemes	Should operate in accordance with relevant standards and best practices	100% compliance with operating licence	Director of Engineering & Technical Services

*Primary producers use best practice methods and systems that respect the environment.*

DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
5.4.1	Maintain an effective campaign of noxious	5.4.1.a	Undertake Weeds destruction	Implementation of Council's	Complete 90% notified weeds destruction	Director of Engineering &

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DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
	weed control		operations	Noxious Weeds policy	projects	Technical Services
5.4.1	Maintain an effective campaign of noxious weed control	5.4.1.b	Undertake Weeds asset purchases	New Weeds assets purchased	Complete 90% notified weeds asset projects	Director of Engineering & Technical Services
5.4.1	Maintain an effective campaign of noxious weed control	5.4.1.c	Maintain invasive species operations	Implementation of Council's Noxious Weeds policy	Complete 90% of invasive species operation projects	Director of Engineering & Technical Services
5.4.1	Maintain an effective campaign of noxious weed control	5.4.1.d	Undertake Weeds Private Works	Private Works undertaken	Complete 100% private works undertaken	Director of Engineering & Technical Services
5.4.1	Maintain an effective campaign of noxious weed control	5.4.1.e	Maintain Macquarie Valley Weeds Operations	Macquarie Valley Weeds Operations maintained	Complete 90% Macquarie Valley Weeds operations projects	Director of Engineering & Technical Services

*All natural resources are managed sustainably in a planned way.*

DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
5.5.1	Participate in Environmental sustainability programs	5.5.1.a	Support community education programs in environmental stewardship and management	Complete State of Environmental Report  Participate in Cadia Community Consultative Committee and East Guyong Community Consultative	Regional SoE report completed by Qtr 4  80 % of meetings attended	Director of Environmental Services

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DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
				Committee		
5.5.1	Participate in Environmental sustainability programs	5.5.1.b	Participate In Local Land Services (LLS) Local Government reference group discussions and initiatives	Meetings attended	100% of meetings attended	Director of Environmental Services
5.5.1	Participate in Environmental sustainability programs	5.5.1.c	Maintain a detailed knowledge and understanding of issues related to mining	Participate in Association of Mining Related Councils meetings	80 % of meetings attended	Director of Environmental Services
				Participate in Cadia annual environmental review	100 % of meetings attended	
5.5.1	Participate in Environmental sustainability programs	5.5.1.d	Provide input into the statutory process for proposed State significant development applications	Input provided	100% of the time	Director of Environmental Services
5.5.1	Participate in Environmental sustainability programs	5.5.1.e	Endeavour to influence the State Government framework for mining activity (e.g. Mining SEPP, CCCs, etc.)	Participate in Association of Mining Related Councils lobbying activities	80 % of meetings attended	Director of Environmental Services
5.5.2	Operate Council's Limestone Quarry in an environmental responsible and financially sustainable manner.	5.5.2.a	Maximise return on the council's Limestone Quarry asset	Financial return	Production level – a minimum of 70,000T of material per financial year	Director of Engineering & Technical Services
				Maximised alternative products and production measures	Production level – a minimum of 70,000T of material per financial year	
5.5.2	Operate Council's	5.5.2.b	Operate Limestone Quarry in	Number of breaches	Nil breaches of mine	Director of

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DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
	Limestone Quarry in an environmental responsible and financially sustainable manner.		accordance with Mine Safety regulations		safety regulations	Engineering & Technical Services
5.5.3	Operate gravel pits in an environmental responsible and financially sustainable manner	5.5.3.a	Ensure guidelines and approval conditions complied with	Level of compliance	100% level of compliance achieved	Director of Engineering & Technical Services
5.5.3	Operate gravel pits in an environmental responsible and financially sustainable manner	5.5.3.b	Renew gravel pit lease agreements	Lease agreements renewed	100% leases renewed	Director of Engineering & Technical Services
5.5.3	Operate gravel pits in an environmental responsible and financially sustainable manner	5.5.3.c	Operate gravel pits in accordance with Mine Safety regulations	Number of breaches	Nil incidents	Director of Engineering & Technical Services

*Risk management processes are in place for natural disaster events.*

DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
5.6.1	Support the appropriate emergency management lead agency in the planning and management of	5.6.1.a	Review of Emergency Plan (EMPLAN)	Review completed and Plan adopted	Review completed by Qtr 4	Director of Engineering & Technical Services



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DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
	emergency events					
5.6.1	Support the appropriate emergency management lead agency in the planning and management of emergency events	5.6.1.b	Implement Emergency Risk Management (ERM) Plan	ERM Implemented	Complete and adopt ERM by Qtr 4	Director of Engineering & Technical Services
5.6.1	Support the appropriate emergency management lead agency in the planning and management of emergency events	5.6.1.c	Review Standard Operating Procedure (SOPs)	SOPs reviewed and updated as required	Review and update SOPs by Qtr 4	Director of Engineering & Technical Services
5.6.1	Support the appropriate emergency management lead agency in the planning and management of emergency events	5.6.1.d	Support education of community by Emergency Services	Support provided for requests from emergency services for support for community education	Support provided 100% of time	Director of Engineering & Technical Services
5.6.1	Support the appropriate emergency management lead agency in the planning and management of emergency events	5.6.1.e	Conduct Local Emergency Management Committee (LEMC) as required	Meetings convened	100% of meetings convened and attended	Director of Engineering & Technical Services
5.6.2	Support the management of the local emergency services	5.6.2.a	Actively maintain support of the Canobolas Rural Fire Zone management	Meetings attended as required	75% of meetings attended	Director of Engineering & Technical Services

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DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
5.6.2	Support the management of the local emergency services	5.6.2.b	Actively maintain support of the State Emergency Services	Meetings attended as required	75% of meetings attended	Director of Engineering & Technical Services

*Alternative energy development is considered and utilised where appropriate.*

DP Action Code	DP Action	Task Code	Operational Task	Performance Measure	Target	Executive Responsible
5.7.1	Encourage the development and use of alternative energy	5.7.1.a	Implement outcomes of CENTROC's Sustainability Group	Energy Efficient and Sustainable Group outcomes implemented	Viable initiatives implemented	General Manager
5.7.2	Review the energy efficiency of Council's operations	5.7.2.a	Report on sustainability initiatives	Report to Council by 4th Qtr	Reported by due date	Director of Engineering & Technical Services

