



5 April 2017

NOTICE OF EXTRAORDINARY COUNCIL MEETING

Your attendance is respectfully requested on **Tuesday 11th April, 2017** for an **EXTRAORDINARY MEETING** commencing at **2.00pm**, at the Cabonne Council Chambers, Bank Street, Molong to consider the undermentioned business.

PLEASE NOTE - There will be a councillor workshop held before the Extraordinary Council meeting commencing at 10am to discuss the following items: -

1. Mullion Creek Hall
2. Canowindra Medical Facility
3. Orana House Submission
4. DA 2016/141/1
5. Related Parties Disclosure
6. Presentation of Draft Budget

Yours faithfully

Stephen J Harding

ACTING GENERAL MANAGER

ORDER OF BUSINESS

- 1) Open Ordinary Meeting
- 2) Consideration of Acting General Manager's Report
 - a) Integrated Planning & Reporting 2017/18
 - b) Councillor Resignations
 - c) Council Workshop



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.

TABLE OF CONTENTS

ITEM 1	APPLICATIONS FOR LEAVE OF ABSENCE	2
ITEM 2	DECLARATIONS OF INTEREST	2
ITEM 3	DECLARATIONS FOR POLITICAL DONATIONS.....	3
ITEM 4	INTEGRATED PLANNING & REPORTING - 2017/18	3
ITEM 5	COUNCILLOR RESIGNATIONS	4
ITEM 6	COUNCIL WORKSHOP	5

ANNEXURE ITEMS

ANNEXURE 4.1	DRAFT OPERATIONAL PLAN 2017/18.....	6
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ITEM 1 - APPLICATIONS FOR LEAVE OF ABSENCE

REPORT IN BRIEF

Reason For Report	To allow tendering of apologies for Councillors not present.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.g - Code of Meeting Practice adopted and implemented.
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\COUNCIL - COUNCILLORS LEAVE OF ABSENCE - 831796

RECOMMENDATION

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

ACTING GENERAL MANAGER'S REPORT

A call for apologies is to be made.

ITEM 2 - DECLARATIONS OF INTEREST

REPORT IN BRIEF

Reason For Report	To allow an opportunity for Councillors to declare an interest in any items to be determined at this meeting.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.g - Code of Meeting Practice adopted and implemented.
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\COUNCIL - COUNCILLORS AND STAFF DECLARATION OF INTEREST - 2017 - 831797

RECOMMENDATION

THAT the Declarations of Interest be noted.

ACTING GENERAL MANAGER'S REPORT

A call for Declarations of Interest.

ITEM 3 - DECLARATIONS FOR POLITICAL DONATIONS

REPORT IN BRIEF

Reason For Report	To allow an opportunity for Councillors to declare any Political Donations received.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.g - Code of Meeting Practice adopted and implemented.
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\COUNCIL - COUNCILLORS DECLARATION OF POLITICAL DONATIONS - 831798

RECOMMENDATION

THAT any Political Donations be noted.

ACTING GENERAL MANAGER'S REPORT

A call for declarations of any Political Donations.

ITEM 4 - INTEGRATED PLANNING & REPORTING - 2017/18

REPORT IN BRIEF

Reason For Report	To present the Draft Operational Plan for consideration
Policy Implications	Consistent with Council's Delivery Program
Budget Implications	Will be addressed in the 2017/18 Budget
IPR Linkage	4.5.5.j - Provide, maintain and develop financial services and systems to accepted standards - satisfying regulatory and customer requirements
Annexures	1. DRAFT Operational Plan 2017/18 ↓
File Number	\\OFFICIAL RECORDS LIBRARY\CORPORATE MANAGEMENT\PLANNING\INTEGRATED PLANNING AND REPORTING 2017-2018 - 832656

RECOMMENDATION

THAT Council adopt the draft Operational Plan 2017/18 – Part 1 The Activities.

ACTING GENERAL MANAGER'S REPORT

To enable councillors to provide early input into the 2017/18 Activities section of the Operational Plan a preliminary copy is attached for Council's information.

The Operational 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 (note due to the merger proposal the program extended to cover the 2017/18 year and the Operational Plan is based on the original Delivery Program where possible). By providing a preliminary copy it is hoped that specific projects identified by Council as being required to be included in the Operational Plan can be included in the 2017/18 draft Budget when it is presented to Council.

ITEM 5 - COUNCILLOR RESIGNATIONS

REPORT IN BRIEF

Reason For Report	Seeking council resolution to apply to the Minister that a by-election not be held following the resignation of Councillors MacSmith, Culverson and Hayes.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.a. Provide quality administrative support and governance to councillors and residents
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\ELECTIONS\LOCAL GOVERNMENT ELECTIONS 2017 - 832709

RECOMMENDATION

THAT:

1. Council seek Ministerial approval that the Councillor vacancies not be filled.
2. An appropriate acknowledgement of Councillor MacSmith, Culverson & Hayes' service to Cabonne Council be arranged.

ACTING GENERAL MANAGER'S REPORT

Council received resignations from Councillors Lachlan MacSmith, Janelle Culverson and Michael Hayes on 28 March 2017.

Under S294 of the Local Government Act a by-election is not required if a vacancy occurs within 18 months before the date specified for the next ordinary election. The next election is scheduled for 9 September 2017. Council must however formally advise the Minister of the vacancy and request that it not be filled.

ITEM 6 - COUNCIL WORKSHOP

REPORT IN BRIEF

Reason For Report	To provide an opportunity to move any motions as a result of the workshop held on Tuesday 11 April 2017.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.a - Provide quality administrative support and governance to councillors and residents
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\WORKSHOPS - 832850

RECOMMENDATION

THAT Council consider any recommendations from the workshop held on Tuesday 11 April 2017.

ACTING GENERAL MANAGER'S REPORT

Council conducted a workshop prior to the Extraordinary meeting on Tuesday 11 April 2017.

This item gives an opportunity to consider any recommendations from the workshop.



Draft Operational Plan

2017/2018

: 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	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
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	Operations Manager (Roads & Bridges)	Annual rural and urban road maintenance tasks completed	95% of program delivered within overall budget
1.1.1	Implement the Council's Road Maintenance and Renewal Program	1.1.1.b	Undertake service review of rural and urban road maintenance	Director of Finance & Corporate Services	Service review undertaken	Review completed by Qtr 2
1.1.2	Initiate and implement road safety programs	1.1.2.a	Implement Roads & Maritime Services road safety program	Coordinator Assets and Transport	Road Safety Program implemented	100% of program implemented
1.1.2	Initiate and implement road safety programs	1.1.2.b	Identify and apply for BlackSpot funding	Coordinator Assets and Transport	BlackSpot eligible locations identified and funding applied for	Apply for BlackSpot funding annually
					BlackSpot eligible locations identified and funding applied for	Review RMS data to identify BlackSpot locations by Qtr 1
1.1.2	Initiate and implement road safety programs	1.1.2.c	Implement street lighting program	Urban Services Coordinator	Street Lighting program implemented	100% of program implemented

Yearly Review | 2017-18

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
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)	Operations Manager (Roads & Bridges)	Roads & Maritime Services tender specification requirements met	100% of contract work completed
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	Maintenance Coordinator	Inspections and maintenance carried out	90% of bridge maintenance completed
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	Maintenance Coordinator	Inspections and maintenance carried out	100% of bridge maintenance completed
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	Construction Coordinator	Annual bridge construction works completed	90% of bridge construction completed
1.1.4	Provide and maintain bridge structures on Cabonne's local and regional roads network	1.1.4.d	Regional bridge construction undertaken	Construction Coordinator	Bridge widening works completed	100% of bridge construction completed
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	Maintenance Coordinator	All footpath and pathway program projects completed meet disability design standards	100% projects meet disability design standards
1.1.6	Implement the cycle and footpath maintenance renewal program	1.1.6.a	Footpath maintenance undertaken	Maintenance Coordinator	Inspections and maintenance carried out as required	90% maintenance program completed within overall budget
1.1.6	Implement the cycle and footpath maintenance renewal program	1.1.6.b	Pathways maintenance undertaken	Maintenance Coordinator	Inspections and maintenance carried out as required	90% maintenance program completed within overall budget

Yearly Review | 2017-18

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

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

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
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	General Manager	Evidence of lobbying activities	2 activities per year

Yearly Review | 2017-18

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

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
1.3.1	Provide affordable medical, HACC and community transport services to Cabonne residents	1.3.1.a	Implement the Community Transport Program	Community Services Manager	Program implemented	> 1,500 trips provided Qtly
					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	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
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	Operations Manager (Roads & Bridges)	Construction program including renewals completed	90% of program completed within overall budget
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	Operations Manager (Roads & Bridges)	Construction program including repair and black spots completed	100% of program completed within overall budget
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.c	State Road ordered works undertaken	Maintenance Coordinator	Road Maintenance Contracts for Councils (RMCC) ordered works completed	100% of ordered works completed within budget

Yearly Review | 2017-18

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
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	Maintenance Coordinator	Road Maintenance Contracts for Councils (RMCC) ordered works completed	100% of ordered works completed within budget
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	Operations Manager (Roads & Bridges)	Roads to Recovery Program completed	90% of program completed within overall budget
1.4.2	Lobby for the retention and renewal of the rail infrastructure system	1.4.2.a	Undertake lobbying activities	Director of Engineering & Technical Services	Maintain membership of relevant committees and alliances	Attend 70% of available meetings

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

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
1.5.1	Support Centroc in lobbying for the improvement of tourism access	1.5.1.a	Support the Bells Line Expressway Action Group	Coordinator Assets and Transport	Level of support	Respond to correspondence within Policy Timeframes

: Build Business and Generate Employment

A strong and vibrant local business sector.

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
2.1.1	Implement Council's Economic Development Plan	2.1.1.a	Develop a new Economic Development Plan for Cabonne	Communications & Media Officer	Engage consultant	Engage Consultant by Qtr 1
					Present draft plan for community comment	Consultant to prepare draft plan by Qtr 2
					Council adopts new plan	Present draft to Council for adoption by Qtr 3
					Implement strategies	Implement 25% of strategies by Qtr 4
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	Communications & Media Officer	Meet with businesses and groups to develop strategy	Implement by Qtr 4
					Implement projects identified in Strategy on priority basis	Implement by Qtr 4

Coordinated tourism product and a thriving visitor industry in Cabonne.

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

Jobs for Cabonne people in Cabonne.

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
2.4.1	Support the development of and programs that increase jobs in Cabonne	2.4.1.a	Support local employment initiatives	Communications & Media Officer	Promote available job creation initiatives	100% of job creation initiatives promoted

Yearly Review | 2017-18

: Provide and Develop Community Facilities

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

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

Yearly Review | 2017-18

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
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	Community Services Manager	Provide feedback	Feedback provided to each school within 2 months
3.1.2	Provide and facilitate opportunities, facilities and events for young people	3.1.2.d	Hold Youth Week activities	Community Services Manager	Activities held and level of participation	1 major event held each year
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	Administration Manager	Award presented	At least 8 nominees available to select from each year
3.1.2	Provide and facilitate opportunities, facilities and events for young people	3.1.2.f	Youth services are promoted across Cabonne	Community Services Manager	Number of newsletters developed	Newsletters distributed at least 6 times per year
3.1.2	Provide and facilitate opportunities, facilities and events for young people	3.1.2.g	Provide transport to events for young people	Community Services Manager	Number of events transport provided for	Transport provided on at least 2 occasions

Health and aged care facilities meet local community needs.

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
3.2.1	Facilitate the provision of aged care facilities	3.2.1.a	Identify challenges and opportunities for aged care facilities /services	Community Services Manager	Reported to Council	Report to Council by Qtr 4

Yearly Review | 2017-18

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
3.2.1	Facilitate the provision of aged care facilities	3.2.1.b	Facilitate retirement and aged care projects and services	Community Services Manager	The level at which need in the community is met	Requests are dealt with as per policies and set time frames.
3.2.2	Facilitate the provision of aged care services	3.2.2.a	Promote HACC services within Cabonne	Community Services Manager	Number of services provided	1,100 meals provided per month
					Number of services provided	4 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	Community Services Manager	Review completed and reported to Council	Report to Council Qtr 3
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	Community Services Manager	Level of response to advocacy as identified	Non responses followed up within 3 months
3.2.3	Facilitate and advocate for the provision of Health & Medical services	3.2.3.c	Participate in Cabonne Health Council (CHC)	Director of Finance & Corporate Services	Attendance at meetings by the delegate	100% meetings attended
3.2.3	Facilitate and advocate for the provision of Health & Medical services	3.2.3.d	Participate in CENTROC Health Workforce Committee	Community Services Manager	Attendance at meetings by delegates	Attendance at 100% meetings held

Yearly Review | 2017-18

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

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
3.3.1	Maintain and manage public cemeteries	3.3.1.a	Maintain cemeteries in accordance with community requirements	Senior Environmental Services Officer	Cemeteries regularly maintained to satisfaction of community	75% favourable feedback
3.3.1	Maintain and manage public cemeteries	3.3.1.b	Develop a cemeteries Asset Management Plan	Senior Environmental Services Officer	Asset Management Plan drafted	Completed by Qtr 4
3.3.1	Maintain and manage public cemeteries	3.3.1.c	Complete annual cemeteries capital works program	Senior Environmental Services Officer	Program completed	85% of program completed
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	Administration Manager	Report to Council	Report presented by Qtr 3
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)	Administration Manager	CWL meetings attended	Delegates attend at least 1 meeting per year
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	Administration Manager	Library Tour conducted	Tour conducted by Qtr 3 yearly
3.3.3	Maintain existing sporting, recreational, cultural, council and community facilities, to the levels	3.3.3.a	Maintain pools to an operational and safe standard	Urban Services Coordinator	Operate Pools in accordance with the Operation and Maintenance Manual	Conduct annual audit of compliance on all Council Pools

Yearly Review | 2017-18

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
	defined in the Recreation Asset Management Plan					
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	Urban Services Coordinator	Maintain Sporting facilities in accordance with the Asset Management Plan	90% completion of AMP within budget
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	Urban Services Coordinator	Maintain parks and gardens in accordance with the Asset Management Plan	90% completion of AMP within budget
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	Urban Services Coordinator	Maintain playgrounds in accordance with the Asset Management Plan	90% completion of AMP within budget
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	Urban Services Coordinator	Carry out inspections and maintenance in accordance with the Asset Management Plan and Risk Management Plan	90% maintenance carried out as per AMP
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	Urban Services Coordinator	Annual Building Maintenance Program completed	90% of program delivered within budget

Yearly Review | 2017-18

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
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	Plant & Depot Coordinator	Annual Building Maintenance Program completed	90% of program delivered within budget
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	Urban Services Coordinator	Review undertaken and reported to Council	Reported to Council by Qtr 4
3.3.5	Meet the changing need of the community for new and upgraded sporting, recreational, council and community facilities	3.3.5.b	Develop a Village Enhancement Program	Communications & Media Officer	Village Enhancement Program developed	Adopted by Council by Qtr 2
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	Urban Services Coordinator	Complete budgeted maintenance works	Complete budgeted maintenance works
3.3.6	Meet the changing need of the community for new and upgrades to building facilities	3.3.6.b	Construct budgeted improvements	Operations Manager (Roads & Bridges)	Budgeted improvements constructed	90% of projects completed on budget and on schedule

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

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
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	Community Services Manager	Reported to Community Services Committee	Reported to Council in Qtr 3

: Grow Cabonne's Culture and Community

A successful balance of village and rural living.

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
4.1.1	Develop and implement the Land Use Plan, Development Control Plan and other relevant plans	4.1.1.a	Prepare comprehensive Development Control Plan (DCP)	Director of Environmental Services	DCP drafted	Completed by Qtr 4

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

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
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	Director of Environmental Services	Financial contribution is provided	Funding provided by Qtr 4
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	Communications & Media Officer	Promote through Council's Tourism publications	Included in 80% of Tourism Publications
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	Director of Environmental Services	Meeting and events attended	80% of meetings attended

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

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

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

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
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	Communications & Media Officer	Update manual to include accessibility requirements	Completed by Qtr 1
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	Communications & Media Officer	Number of enquiries responded to	100% of enquiries responded to
4.4.1	Facilitate the responsible management of events and provide funding support where appropriate	4.4.1.c	Provide assistance to community groups	Communications & Media Officer	Available programs promoted	100% of available programs promoted
					Number of enquiries responded to	100% of enquiries responded to
4.4.1	Facilitate the responsible management of events and provide funding support where appropriate	4.4.1.e	Facilitate Australia Day events annually	Administration Manager	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. Program prepared and distributed by Australia Day.
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	Administration Manager	Molong ANZAC Day program and wreaths for councillors prepared by due date	Program and all requested wreaths are arranged by due date
					Citizenship ceremonies are arranged as necessary	Ceremonies held on due dates 90% of the time

A Council that is effective and efficient.

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
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	Director of Finance & Corporate Services	Level of actioning of Council resolutions	<3 Red light indicators per month
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	Director of Finance & Corporate Services	Appropriate communications and representations are made on relevant issues	Representations followed up for no response within 3 months
					Number of invitations to State and Federal members to address Council meetings	Each local member invited to attend Council meetings annually
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	Director of Finance & Corporate Services	Level of attendance at Council meetings and Community Consultation meetings and other forums	11 Council meetings held per year
4.5.1	Provide ethical, open, accountable and transparent decision making processes	4.5.1.d	Maintain effective membership of Centroc, Strategic Alliance, Hawkesbury City Council, Weddin Shire Council and Cabonne Council Country-City Alliance, LGNSW and other forums	General Manager	Attendance at meetings	Attend >80% available meetings
					Level of matters brought forward by Cabonne at these forums	Attend 80% available meetings.
					Level of participation in programs	Attend >80% available meetings
4.5.1	Provide ethical, open, accountable and	4.5.1.e	Provide adequate training & professional development opportunities for councillors	General Manager	Level of training made available and level of take up	100% of LGNSW courses available for councillors promoted

Yearly Review | 2017-18

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
	transparent decision making processes					
4.5.1	Provide ethical, open, accountable and transparent decision making processes	4.5.1.f	Code of Conduct adhered to	General Manager	Code of Conduct complaints received dealt with in accordance with policy	100% compliance with policy
4.5.1	Provide ethical, open, accountable and transparent decision making processes	4.5.1.g	Code of Meeting Practice adhered to	General Manager	Code of Meeting Practice adopted and implemented	Policies reinforced to Councillors annually
4.5.1	Provide ethical, open, accountable and transparent decision making processes	4.5.1.h	Submit Public Interest Disclosure reports	Director of Finance & Corporate Services	Annual report submitted by October to Minister, NSW Ombudsman and Information Commissioner	100% of reports submitted by due dates
					Six monthly reports submitted in July and February to NSW Ombudsman	100% of reports submitted by due dates
4.5.1	Provide ethical, open, accountable and transparent decision making processes	4.5.1.i	Policy on payments of expenses and provision of facilities for Mayors and Councillors to be adopted within 12 months of new council term	Administration Manager	Policy advertised, adopted and Office Local Government (OLG) advised	Advertised, adopted and OLG advised by Qtr 4
4.5.1	Provide ethical, open, accountable and transparent decision making processes	4.5.1.j	Annual Report prepared	Administration Manager	Report posted on Council's website and OLG advised	Completed and OLG advised by end November

Yearly Review | 2017-18

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
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	Director of Finance & Corporate Services	Level of compliance with Customer Service policy response periods	100% compliance with policy
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	Director of Finance & Corporate Services	Number of customer requests effectively resolved	100% compliance with policy
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	General Manager	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
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	Communications & Media Officer	Implementation of Communication Strategy	Communication Strategy 100% implemented
					Hold community information meetings on relevant matters	100% of community information meetings on relevant matters held
					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

Yearly Review | 2017-18

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
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	Communications & Media Officer	Engage consultants	Engage consultants by Qtr 1
					Implement rebranding	Implemented by Qtr 3
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	Director of Environmental Services	Critical stage inspections carried out as required	Nil complaints received re timeliness
					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	Senior Environmental Services Officer	Promptness of response to complaints of non-compliance with the Act	Complaints responded to within Customer Service Guarantee (CSG) timeframes
4.5.3	Meeting the Council's statutory obligations for Development Control, Environmental Health and Animal Control	4.5.3.c	Administer statutory requirements (Companion Animals Act & Impounding Act) in accordance with community needs	Senior Environmental Services Officer	Programs monitored and compliance in regards to companion animals regulations enforced	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	Environmental monitoring of former gasworks site	Director of Environmental Services	Monitor groundwater bores twice yearly	Tested by Qtr 2 and Qtr 4

Yearly Review | 2017-18

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
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	Senior Environmental Services Officer	Public provided with information regarding companion animal requirements	Annual Media release promoting responsible pet ownership by Qtr4
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, consultative committees and meetings	Director of Environmental Services	Level of participation and attendance at meetings	Attend 80% of meetings
					Participate in Cadia Community Consultative Committee and East Guyong Community Consultative Committee	80% of meetings attended
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	Senior Health & Building Surveyor	Reported breaches investigated within agreed service levels	100% of reports investigated
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	Senior Health & Building Surveyor	Compliance achieved	100% compliance
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	Senior Health & Building Surveyor	Inspections finalised	All food premises inspected at least once per Qtr

Yearly Review | 2017-18

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
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	Finance Manager	Level of rate of collection at end Qtr 4	A level of rate collection = > 90%
4.5.4	Manage the present and long term financial sustainability of Cabonne Council	4.5.4.b	Maximise secure income through investments	Finance Manager	Level of interest income generated	Outperform monthly 90 day bank bill swap (BBS) rate
4.5.4	Manage the present and long term financial sustainability of Cabonne Council	4.5.4.c	Ensure long term viability of Strategic Alliance	General Manager	The level of attendance at meetings	100% of meetings attended
					Communication of activities to Council	Reports to Council following meetings
4.5.4	Manage the present and long term financial sustainability of Cabonne Council	4.5.4.d	Level of reserves and provisions monitored	Finance Manager	Report to Council	Reported to Council quarterly
4.5.5	Ensure the continuity of Council's operations and minimise risk	4.5.5.a	Maintain a Enterprise Risk Management Program covering all relevant Council activities	Risk Management Coordinator	Council related Risk Management activities including use of the Risk Register are updated	Identified Risk Management activities and Risk Register entries are updated, reviewed and monitored monthly
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	Risk Management Coordinator	Disaster Recovery and Business Continuity Plan tested each 3rd quarter	Result of test reported to Council by Qtr 4

Yearly Review | 2017-18

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
			fully operational within a designated timeframe		Disaster recovery and business continuity plan reviewed by Qtr 2	Outcome of review reported to Council by Qtr 3
4.5.5	Ensure the continuity of Council's operations and minimise risk	4.5.5.c	Comply with internal audit requirements	Director of Finance & Corporate Services	Review and monitor the Internal Audit Process	3 meetings per year held
4.5.5	Ensure the continuity of Council's operations and minimise risk	4.5.5.d	Improve Work Health and Safety	Risk Management Coordinator	Number of reported incidents	All incidents reported within set timeframes
					Number of Workers Compensation claims	Workers Comp Claims < 15 per year
4.5.5	Ensure the continuity of Council's operations and minimise risk	4.5.5.e	Conduct StateCover WHS audit	Risk Management Coordinator	Audit result is > 75%	Each audit element is > 60%
					Number of reviewed safe work method statements (SWMS)	> 50 SWMS reviewed per year
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	Risk Management Coordinator	Develop Council's Risk Management procedures	> 5 procedures developed by Qtr 4
					Number of Public Liability claims and cost	Claims Loss ratio < 40%
					Number of Motor Vehicle claims and cost	Claims Loss ratio < 40%
					Number of Property claims and cost	Claims Loss ratio < 40%

Yearly Review | 2017-18

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
					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)	Risk Management Coordinator	Complete the council's Risk Management Action Plan's (RMAP) annual objectives	RMAP verification result as > 70%,
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	Administration Manager	Manage contract for archive disposal project	Contract measurables achieved
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	Finance Manager	Maintain IT systems	IT System not be down > 4 working hours in one day due to Council controlled factors
					Reestablishment of Technology Working group	At least 4 meetings per year
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	Finance Manager	Common terminology developed between engineering and finance for capital and maintenance definitions	Definitions developed by Qtr 3
					Statutory reporting completed on time	Report to OLG by 7 Nov each year
					Long Term Financial Plan completed by Qtr4	Plan completed by Qtr 4

Yearly Review | 2017-18

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
					Degree of budget control and level of overexpenditure	Overexpenditure of 10% reported to GM within 10 days
					Business Activity Statement reported to Australian Taxation Office	Completed by 21st of each month
					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	Director of Finance & Corporate Services	Annual address to Council by external auditors	Address Council by December Council Meeting
4.5.5	Ensure the continuity of Council's operations and minimise risk	4.5.5.l	Directorates implement risk management plans	Risk Management Coordinator	Number of new and reviewed risk and WHS procedures	> 15 procedures developed or reviewed each year
4.5.6	Develop, maintain and retain a balance and skilled workforce	4.5.6.a	Review structure and adequacy of staffing levels	General Manager	Develop new Workforce Plan	To be adopted by Council by Qtr 4
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	HR Coordinator	Training plan developed and implemented annually	Training plan developed and adopted by 30 June
					Staff Development Appraisals are conducted	Appraisals completed by 30 Nov

Yearly Review | 2017-18

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
					Workforce Plan completed	Plan completed by April 2018
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	General Manager	Networking opportunities made available	>20 management meetings held per year
					Networking opportunities made available	>4 Coordination Taskforce meetings per year
4.5.6	Develop, maintain and retain a balance and skilled workforce	4.5.6.d	Provide effective communication and information systems for staff	Director of Finance & Corporate Services	Opportunities for communication with staff	Staff meetings held monthly

Yearly Review | 2017-18

: Manage our Natural Resources

All villages have a secure and quality water supply.

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

Flood mitigation processes are in place.

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

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

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
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	Senior Environmental Services Officer	Services delivered with minimal complaints	Annual review of contractor compliance undertaken
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	Senior Environmental Services Officer	Management in accordance with Best Practice standards and Council's Environmental Management Plans (EMPS)	80% of general maintenance of working tips completed
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	Senior Environmental Services Officer	Services delivered with minimal complaints	100% of complaints responded to within CSG timeframes
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	Senior Environmental Services Officer	Report on implementation of strategy	Reported to Council by Qtr3
5.3.1	Provide a solid waste management and recycling service to the communities	5.3.1.f	Investigate & monitor illegal dumping activity	Senior Environmental Services Officer	Investigation and enforcement as appropriate	Quarterly review
5.3.1	Provide a solid waste management and recycling service to the communities	5.3.1.h	Increase education & awareness of waste issues	Senior Environmental Services Officer	Increase community awareness	Participation in Netwaste and other waste reduction programs
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	Senior Health & Building Surveyor	Inspections finalised within agreed service levels	Agreed service level met 90% of the time

Yearly Review | 2017-18

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
			Systems in accordance with licence requirements			
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	Director of Engineering & Technical Services	Operate in accordance with best practice and Liquid Trade Waste guidelines	75% of high risk trade waste business is compliant
5.3.3	To provide and maintain environmentally sustainable, high quality sewerage facilities	5.3.3.a	Undertake Cabonne Sewer Operations	Director of Engineering & Technical Services	Operated in accordance with relevant standards and best practices	75% compliance with EPA Licence requirements
					Maintained in accordance to AMP	90% of time maintenance is according to AMP
					Operated in accordance with relevant standards and best practices	Operation according to 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	Director of Engineering & Technical Services	Maintain in accordance to AMP	90% completion of AMP in within budget
5.3.3	To provide and maintain environmentally sustainable, high quality sewerage facilities	5.3.3.c	Undertake Cabonne sewer projects	Director of Engineering & Technical Services	Complete sewer projects	90 % completion of AMP in within budget
5.3.4	Ensure adequate sewage treatment and effluent management schemes in Cabonne	5.3.4.b	Undertake Cabonne Sewer Project purchases	Director of Engineering & Technical Services	Complete Cabonne Sewer projects	Completion of 90% of Works program on budget and on schedule

Yearly Review | 2017-18

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
5.3.4	Ensure adequate sewage treatment and effluent management schemes in Cabonne	5.3.4.c	Implement effluent reuse schemes	Director of Engineering & Technical Services	Implement new schemes	90% schemes completed
5.3.4	Ensure adequate sewage treatment and effluent management schemes in Cabonne	5.3.4.d	Operate effluent reuse schemes	Director of Engineering & Technical Services	Should operate in accordance with relevant standards and best practices	100% compliance with operating licence

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

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
5.4.1	Maintain an effective campaign of noxious weed control	5.4.1.a	Undertake Weeds destruction operations	Chief Weeds Officer	Implementation of Council's Noxious Weeds policy	Complete 90% notified weeds destruction projects
5.4.1	Maintain an effective campaign of noxious weed control	5.4.1.b	Undertake Weeds asset purchases	Chief Weeds Officer	New Weeds assets purchased	Complete 90% notified weeds asset projects
5.4.1	Maintain an effective campaign of noxious weed control	5.4.1.c	Maintain invasive species operations	Chief Weeds Officer	Implementation of Council's Noxious Weeds policy	Complete 90% of invasive species operation projects
5.4.1	Maintain an effective campaign of noxious weed control	5.4.1.d	Undertake Weeds Private Works	Chief Weeds Officer	Private Works undertaken	Complete 100% private works undertaken

Yearly Review | 2017-18

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
5.4.1	Maintain an effective campaign of noxious weed control	5.4.1.e	Maintain Macquarie Valley Weeds Operations	Director of Engineering & Technical Services	Macquarie Valley Weeds Operations maintained	Complete 90% Macquarie Valley Weeds operations projects

All natural resources are managed sustainably in a planned way.

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
5.5.1	Participate in Environmental sustainability programs	5.5.1.a	Support community education programs in environmental stewardship and management	Director of Environmental Services	Complete State of Environmental Report	Regional SoE report completed by Qtr 4
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	Director of Environmental Services	Meetings attended	80% of meetings attended
5.5.1	Participate in Environmental sustainability programs	5.5.1.c	Maintain a detailed knowledge and understanding of issues related to mining	Director of Environmental Services	Participate in Association of Mining Related Councils meetings	80 % of meetings attended
					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	Director of Environmental Services	Input provided	100% of the time

Yearly Review | 2017-18

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
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.)	Director of Environmental Services	Participate in Association of Mining Related Councils lobbying activities	80 % of meetings attended
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	Director of Engineering & Technical Services	Financial return	Production level – a minimum of 70,000T of material per financial year
					Maximised alternative products and production measures	Production level – a minimum of 70,000T of material per financial year
5.5.2	Operate Council's Limestone Quarry in an environmental responsible and financially sustainable manner.	5.5.2.b	Operate Limestone Quarry in accordance with Mine Safety regulations	Director of Engineering & Technical Services	Number of breaches	Nil breaches of mine safety regulations
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	Operations Manager (Roads & Bridges)	Level of compliance	100% level of compliance achieved
5.5.3	Operate gravel pits in an environmental responsible and financially sustainable manner	5.5.3.b	Renew gravel pit lease agreements	Operations Manager (Roads & Bridges)	Lease agreements renewed	100% leases renewed
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	Operations Manager (Roads & Bridges)	Number of breaches	Nil incidents

Risk management processes are in place for natural disaster events.

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
5.6.1	Support the appropriate emergency management lead agency in the planning and management of emergency events	5.6.1.a	Review of Emergency Plan (EMPLAN)	Director of Engineering & Technical Services	Review completed and Plan adopted	Review completed by Qtr 4
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	Director of Engineering & Technical Services	ERM Implemented	Complete and adopt ERM by Qtr 4
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)	Operations Manager (Roads & Bridges)	SOPs reviewed and updated as required	Review and update SOPs by Qtr 4
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	Director of Engineering & Technical Services	Support provided for requests from emergency services for support for community education	Support provided 100% of time
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	Director of Engineering & Technical Services	Meetings convened	100% of meetings convened and attended
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	Director of Engineering & Technical Services	Meetings attended as required	75% of meetings attended

Yearly Review | 2017-18

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

Alternative energy development is considered and utilised where appropriate.

DP Action Code	DP Action	Action Code	Action	Responsible Officer Position	Performance Measure	Performance Measure Target
5.7.1	Encourage the development and use of alternative energy	5.7.1.a	Implement outcomes of CENTROC's Sustainability Group	Coordinator Assets and Transport	Energy Efficient and Sustainable Group outcomes implemented	Viable initiatives implemented
5.7.2	Review the energy efficiency of Council's operations	5.7.2.a	Report on sustainability initiatives	Coordinator Assets and Transport	Report to Council by 4th Qtr	Reported by due date

