

CABONNE COUNCIL

ANNUAL REPORT 2017/2018



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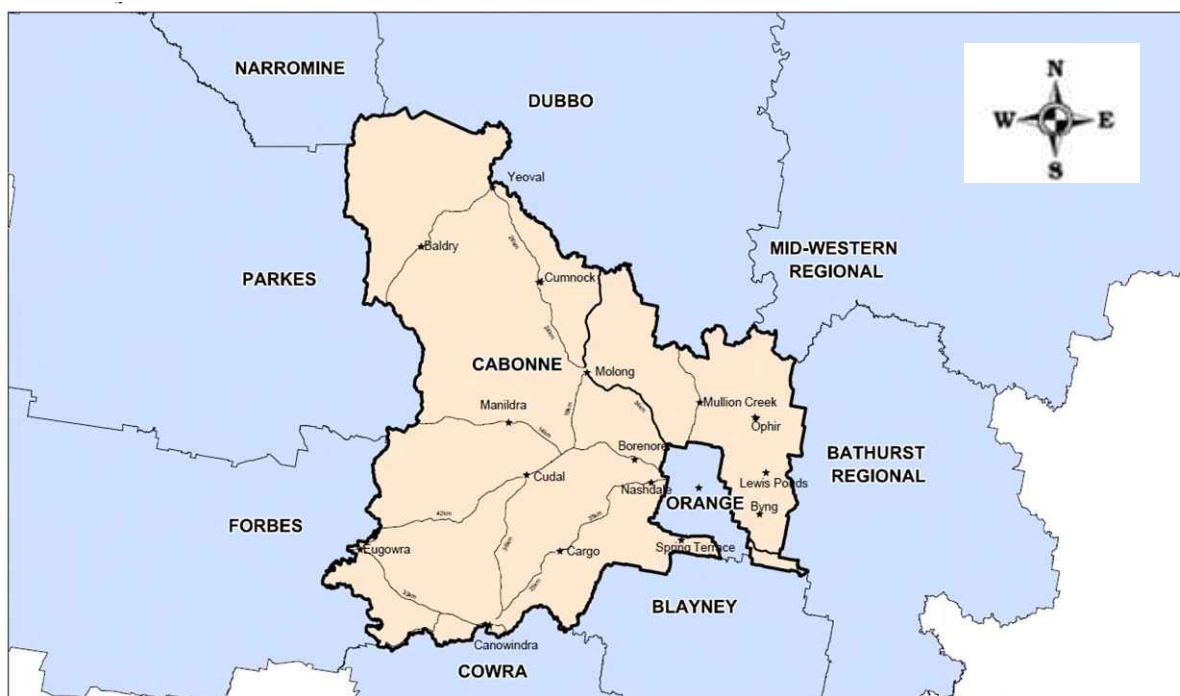


About the Annual Report

The Annual Report is one of the key points of accountability between a council and its community. The report focuses on council's implementation of the Delivery Program and Operational Plan, and the effectiveness of the principal activities undertaken in achieving the objectives in the Community Strategic Plan at which those activities are directed.

The Local Government Act 1993 requires that Council present the Annual Report to the Minister by 30 November each year. The report must be prepared in accordance with the Local Government Regulation and Integrated Planning & Reporting Guidelines.

Area Map



ACKNOWLEDGEMENT TO COUNTRY

In the spirit of reconciliation, Council acknowledges and pays respect to the Wiradjuri people, the traditional custodians of the land referred to as Cabonne.

Council also pays respect to the Elders both past and present of the Wiradjuri Nation and extend that respect to other Indigenous Australians who are present in the Cabonne area.

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MAYOR'S MESSAGE

Cabonne Shire is enjoying an exciting era of new infrastructure and growth.

Almost \$2M worth of Village Enhancement Program projects are being rolled out over the next year to make Cabonne a better place to live, work, play and invest.

A total of 79 projects are being undertaken in Canowindra, Cargo, Cudal, Cumnock, Eugowra, Manildra, Molong, Mullion Creek and Yeoval – all which were requested by residents. It's a ground-breaking investment in our Shire's future.



Funded entirely from Council's Budget, the Village Enhancement Program was initiated following an extensive consultation process during which we asked residents to tell us what they wanted.

In March, a new \$1.2M multi-purpose sports complex was officially opened at Molong, featuring a first class synthetic field for hockey, netball and tennis, and state-of-the-art floodlighting.

Cabonne Council built the \$1M first stage of the complex from its own funds, while the second stage was completed courtesy of a \$225,000 Federal Government grant that fulfilled an election promise by Federal Member for Calare Andrew Gee.

A new \$600,000 fossil storage and research facility has been completed at the Age of Fishes Museum at Canowindra courtesy of a \$300,000 NSW Government grant and \$300,000 from Council.

More than \$2M worth of projects will be undertaken in the coming year following funding from the NSW Government's Stronger Country Communities Fund.

These will deliver major improvements to sporting, showground and long-day care facilities, as well shared mobility access pathways in a once-in-a-generation injection of funds into our towns and villages.

All of these projects are being implemented without the needs for a special rate rise.

This emphasises Cabonne Council's strong financial position, which has helped us develop a Delivery Plan that will continue to provide even more infrastructure and services over the next three years to give residents a great mix of village and rural lifestyles with 21st century facilities.


Clr Kevin Beatty
Mayor

GENERAL MANAGER'S MESSAGE

The cornerstone of Cabonne Council's operations in 2017-18 was a continuation of its sound financial management and fiscal responsibility.

This has enabled the Council to deliver an unprecedented program of new infrastructure and upgrades to community assets.

The implementation of the Village Enhancement Program has delivered more than \$1.5M worth of projects to nine towns and villages that will make them better places to live in the future.

As part of the program, Council also set aside \$50,000 for general maintenance projects in each town and village and is undertaking major tree-planting programs. To help facilitate this, Council established its own tree nursery, taking the total value of the Village Enhancement Program to \$2M.

The Village Enhancement Program was a centrepiece of Council's 2017-18 Budget and was undertaken entirely from Council's own funds without the need for loans or grants, further emphasising Cabonne's strong financial position.

As in previous years, road construction and maintenance was the major component of the Budget, meeting the needs and expectation of residents and ratepayers.

Council also substantially completed the \$16.7M Molong to Cumnock and Yeoval pipeline to deliver potable water to those two villages.

To ensure Cabonne Council is in a position to deliver future services and infrastructure, the Council initiated a comprehensive community consultation process to develop its 2018-2020 Delivery Program.

The Delivery Program will shape Council's Budgets until the end of the decade. It turns the goals in Council's Community Strategic Plan into actions and identifies the key activities Council will carry out over its current three-year term.

This Annual Report covers Council's official reporting requirements under Section 428 of the Local Government Act and ensures that Council is satisfying its statutory obligations to relevant Government agencies.

The importance of this document in informing ratepayers, residents and other key stakeholders cannot be underestimated and I invite you to examine this report.




Stephen J Harding
General Manager

Cabonne Snapshot

Cabonne Council is located in the Central Tablelands of New South Wales, approximately 290 kilometres west of the Sydney CBD. The area is bounded by the Dubbo Regional Council, Narromine Shire Council and the Mid-Western Regional Council areas in the north, the Bathurst Regional Council area in the east, Orange City, Blayney Shire and Cowra Shire in the south, and Forbes Shire and Parkes Shire in the west.

Cabonne Country, “Australia’s Food Basket” is a rich rural council covering the towns of Borenore, Canowindra, Cargo, Cudal, Cumnock, Eugowra, Manildra, Molong, Mullion Creek, Nashdale, Yeoval and other localities. The area is home to the site of Australia’s first gold rush and is also famous for ballooning, food and wine, agriculture and mining.

Major features of the Council area include Lake Canobolas, Goobang National Park, Nangar National Park, Mount Canobolas State Conservation Area, Mullion Range State Conservation Area, Barton Nature Reserve, Freemantle Nature Reserve, Girralang Nature Reserve, Ophir Recreation Reserve, Borenore Caves, Tom's Waterhole, Escort Rock, Mount Canobolas, Yuranigh's Grave - Historic Site. Cabonne is also home to thriving orchard, vineyard and winery industries.

Population 13,481

Area 6,017 sq. km

Roads 2,052 km



Cudal - Australia Day Award Recipients

COUNCILLORS

	Clr Kevin Beatty (Mayor) M: 0439 506 596 kevin.beatty@cabonne.nsw.gov.au	Clr Anthony Durkin (Deputy Mayor) M: 0419 492 977 anthony.durkin@cabonne.nsw.gov.au	
	Clr Peter Batten M: 0418 292 053 peter.batten@cabonne.nsw.gov.au	Clr Ian Davison M: 0407 940 561 ian.davison@cabonne.nsw.gov.au	
	Clr Jamie Jones M: 0419 011 819 jamie.jones@cabonne.nsw.gov.au	Clr Paul Mullins M: 0448 231 180 paul.mullins@cabonne.nsw.gov.au	
	Clr Marlene Nash M: 0427 654 634 marlene.nash@cabonne.nsw.gov.au	Clr Cheryl Newsom M: 0411 211 065 cheryl.newsom@cabonne.nsw.gov.au	
	Clr Elizabeth Oldham M: 0407 623 393 libby.oldham@cabonne.nsw.gov.au	Clr Gregory Treavors M: 0400 145 102 greg.treavors@cabonne.nsw.gov.au	
	Clr Kevin Walker M: 0428 441 241 kevin.walker@cabonne.nsw.gov.au	Clr Jennifer Weaver H: 02 6344 1335 jenny.weaver@cabonne.nsw.gov.au	



STRUCTURE & FUNCTIONS OF COUNCIL

Basis of Constitution

Cabonne Council is constituted under the Local Government Act, 1993 as a body politic of the State.

Council carries out its functions according to the guiding principles stated in Section 8(A) of the Act.

Guiding Principles for Council

1. EXERCISE OF FUNCTIONS GENERALLY

The following general principles apply to the exercise of functions by councils:

- a) Councils should provide strong and effective representation, leadership, planning and decision-making.
- b) Councils should carry out functions in a way that provides the best possible value for residents and ratepayers.
- c) Councils should plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community.
- d) Councils should apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements.
- e) Councils should work co-operatively with other councils and the State government to achieve desired outcomes for the local community.
- f) Councils should manage lands and other assets so that current and future local community needs can be met in an affordable way.
- g) Councils should work with others to secure appropriate services for local community needs.
- h) Councils should act fairly, ethically and without bias in the interests of the local community.
- i) Councils should be responsible employers and provide a consultative and supportive working environment for staff.

2. DECISION-MAKING

The following principles apply to decision-making by councils (subject to any other applicable law):

- a) Councils should recognise diverse local community needs and interests.
- b) Councils should consider social justice principles.
- c) Councils should consider the long term and cumulative effects of actions on future generations.
- d) Councils should consider the principles of ecologically sustainable development.
- e) Council decision-making should be transparent and decision-makers are to be accountable for decisions and omissions.

3. COMMUNITY PARTICIPATION

Councils should actively engage with their local communities, through the use of the integrated planning and reporting framework and other measures.



Principal Activities of the Delivery Program

[Local Government Act 1993 – Section 428(1)]

The Delivery Program deals with the work Council can do to achieve the strategic outcomes of its Community Strategic Plan (CSP), where Council has a role.

Council's achievements in implementing the Delivery Program and the effectiveness of the principal activities undertaken in achieving the objectives at which those principal activities are directed are addressed in Council's Operational Plan.

Performance achieved in these areas are detailed in Council's Final Operational Plan 2017/2018, this document is available on Council's website www.cabonne.nsw.gov.au or by contacting Council's Public Officer.

Where actions have not been able to be completed in the 2017/2018 year, if appropriate, they have been transferred to the Operational Plan for 2018/2019.

Functions & Objectives

Council's functional areas and corresponding strategic objectives (Future Directions) as defined within the Community Strategic Plan are:

1. CONNECT CABONNE TO EACH OTHER AND THE WORLD

1. 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.
2. Everywhere in Cabonne has access to contemporary information and communication technology.
3. A range of transport options in to, out of and around Cabonne are affordable and available.
4. Transport infrastructure meets agricultural needs to get goods to and from market.
5. Access to major metropolitan markets enables the growth of tourism.

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.

2. BUILD BUSINESS AND GENERATE EMPLOYMENT

1. A strong and vibrant local business sector.
2. Coordinated tourism product and a thriving visitor industry in Cabonne.
3. Increased viable, sustainable and value adding businesses in Cabonne.
4. Jobs for Cabonne people in Cabonne.

3. PROVIDE AND DEVELOP COMMUNITY FACILITIES

1. Pre-school, play group, child care and youth facilities are available across the Shire.
2. Health and aged care facilities meet local community needs.
3. Sporting, recreational, council and community facilities and services are maintained and developed.
4. Cabonne has the education services and facilities to be a contemporary learning community.

4. GROW CABONNE'S CULTURE AND COMMUNITY

1. A successful balance of village and rural living.
2. A network of viable, relevant and cultural facilities exists in Cabonne.
3. Beautiful towns and villages with historic assets cared for and preserved.
4. Community events build visitation, generate investment and strengthen community wellbeing.
5. A Council that is effective and efficient.

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.

5. MANAGE OUR NATURAL RESOURCES

1. All villages have a secure and quality water supply.
2. Flood mitigation processes are in place.
3. Sustainable solid and liquid waste management practices are in place across Cabonne.
4. Primary producers use best practice methods and systems that respect the environment.
5. All natural resources are managed sustainably in a planned way.
6. Risk management processes are in place for natural disaster events.
7. Alternative energy development is considered and utilised where appropriate.

Council's Values

In all we do, we will:

*Respect each other, our community and the environment we live
Have the courage and confidence to "have a go"
Balance today's decisions with the long term future in mind
Be friendly, approachable and work together
Strive to do our very best and take personal responsibility for our actions*

Effect that Council Functions have on the Public

Council's functions are directed towards meeting the needs and expectations of the public, which it serves, and to fulfil the legislative and regulatory requirements. In fulfilling these requirements, the council makes decisions that impact the public. These include determining:

- The rating structure and the amount of rates paid by property owners
- Fees and charges levied by the Council
- Development and building applications
- Policies and procedures in the provision of services

Meetings of the Council are open to members of the public and all are welcome to attend.

Council invites submissions from the public to some of its policies when they are reviewed e.g. Code of Meeting Policy and Payment of Expenses and Provision of Facilities for Mayor and Councillors Policy.

The opportunity for the public to address Council is also available by prior arrangement with the General Manager.

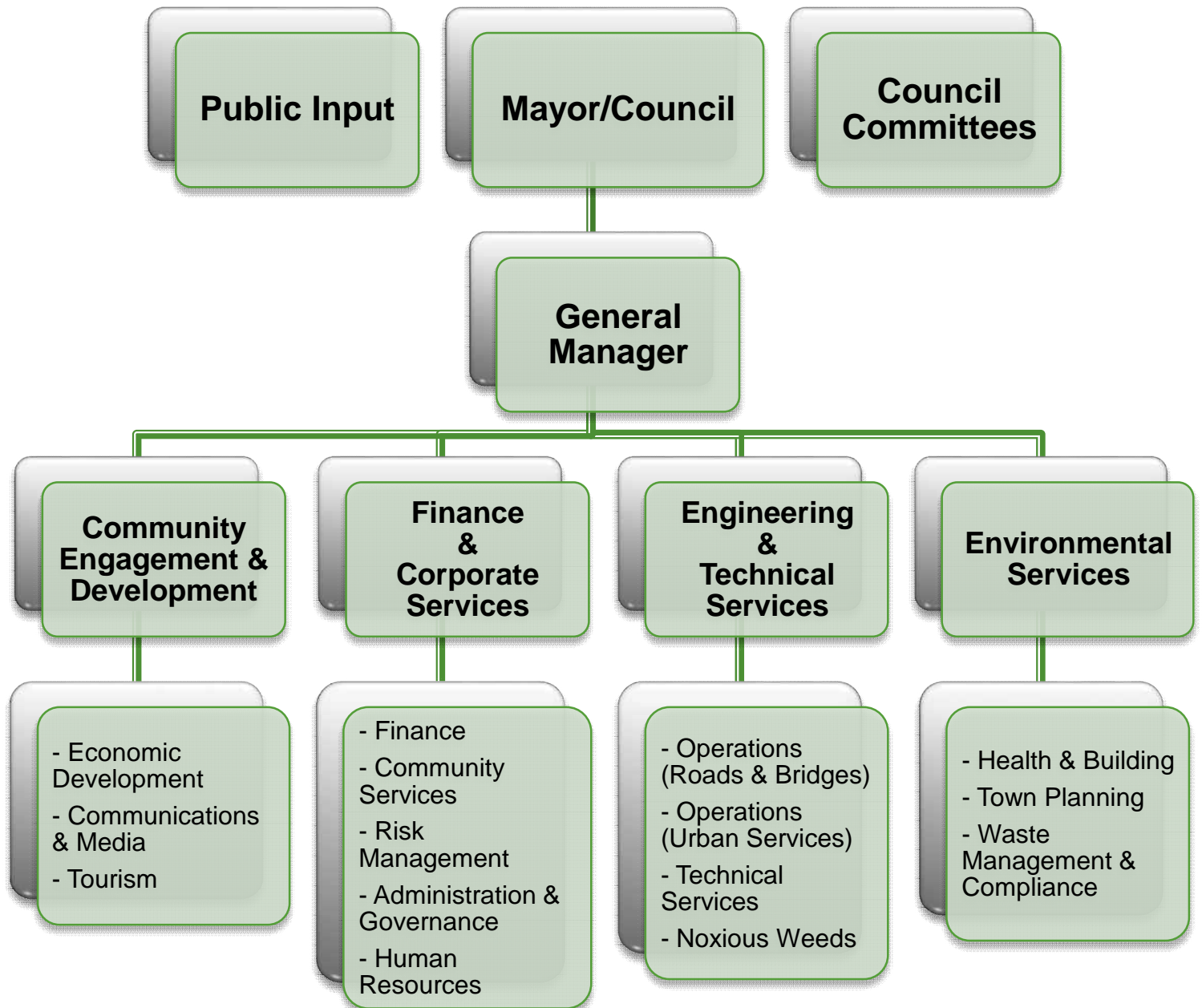
Council periodically holds informal meetings in towns and villages across the LGA to allow residents to raise matters of particular interest with councillors and senior staff.

Business papers, minutes of Council meetings and Integrated Planning and Reporting documentation are available on Council's website www.cabonne.nsw.gov.au.



Councillor Public Forum

Management Structure



FINANCE & CORPORATE SERVICES

Financial Reports

[Local Government Act 1993 – Section 428(4) (a)]

A copy of Cabonne Council's Consolidated General Purpose Financial Statements are available on Council's website www.cabonne.nsw.gov.au or by contacting Council's Public Officer.

Rates & Charges Written Off During the Year

[Local Government Act 1993 – Section 428, Local Government (General) Regulation 2005 – Clause 132]

Total rates and charges abandoned during 2017/18	\$4,737.00
Water/Sewer charges abandoned during 2017/18	\$9,425.00
TOTAL	\$14,162.00

Legal Expenses

[Local Government Act 1993 – Section 428, Local Government (General) Regulation 2005 – Clause 217(1) (a3)]

Debt Recovery – all debt recovery proceedings are either finalised or proceeding in accordance with Council's debt recovery procedures	\$14,281
Investment	Nil
Legal Advice (not proceeding in court)	\$23,439
TOTAL	\$37,720

Legal Proceedings	\$29,262
Public Liability Claims	Nil
Employment Advice	Nil
TOTAL	\$29,262

SUMMARY OF THE STATE OF PROGRESS OF EACH LEGAL PROCEEDING AND (IF IT HAS BEEN FINALISED) RESULT

[Local Government Act 1993 – Section 428, Local Government (General) Regulation 2005 – Clause 217(1) (a3)]

Council continue to be involved in legal cases in relation to outstanding monies owed by the land owner, water/sewer charges and also miscellaneous sundry debtor accounts. These matters are handled by Council's Debt Recovery Contractor, Outstanding Collections.

Council has been involved in joint court action against the State Government in relation to forced amalgamation. Costs in regards to this matter are finalised.

Councillors' Fees & Expenses

[Local Government Act 1993 – Section 428, Local Government (General) Regulation 2005 – Clause 217(1) (a1)]

Mayoral Allowance	25,320.18
Councillor Fees & Allowance	125,989.82
Office Equipment	0
Telephone Calls	243.39
Conferences & Seminars	20,590.01
Councillor Training	1,980.00
Travelling	40,349.28
Interstate Visits	3,306.55
Overseas Visits	0
Expenses of Spouses/Partners	4,040.08
Carers Expenses	0
Meals	8,185.27
Miscellaneous (stationery, uniform, name tags, internet and overheads)	42,703.51
Insurance	37,815.18
TOTAL	310,523.27

OVERSEAS VISITS FUNDED BY COUNCIL

[Local Government Act 1993 – Section 428, Local Government (General) Regulation 2005 – Clause 217(1) (a)]

During this period, Council did not fund any overseas visits.

POLICY ON THE PROVISION OF FACILITIES FOR USE BY COUNCILLORS AND THE PAYMENT OF COUNCILLOR EXPENSES

[Local Government Act 1993 – Section 428, Local Government (General) Regulation 2005 – Clause 217(1) (a)]

Council's policy on the provision of facilities and payment of expenses is available on Council's website or by contacting Council's Public Officer.



Molong - New Seating on Walkway

Councillors' Induction & Professional Development Activities

NAME OF MAYOR AND COUNCILLORS THAT COMPLETED COUNCIL'S INDUCTION PROGRAM

	Batton	Beatty	Davison	Durkin	Jones	Mullins	Nash	Newsom	Oldham	Treavors	Walker	Weaver
Councillor induction 'Elected Life' delivered by LGNSW held in Molong 19/9/2017	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
LGNSW 'Capable Councils' delivered by LGNSW held at Orange 19/10/2017	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
OLG 'Hit the Ground Running' delivered by OLG held at Blayney 2/11/2017	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓

NAME OF MAYOR AND COUNCILLORS THAT HAD A PROFESSIONAL DEVELOPMENT PLAN

	Batton	Beatty	Davison	Durkin	Jones	Mullins	Nash	Newsom	Oldham	Treavors	Walker	Weaver
Delivering Capabilities for Elected Members workshop delivered by LGNSW 6/6/2018	✓	✓	✓			✓		✓	✓	✓		✓

PERCENTAGE OF PROFESSIONAL DEVELOPMENT ACTIVITIES OFFERED TO THE MAYOR AND COUNCILLORS DURING THE YEAR THAT WERE COMPLETED AND COST ASSOCIATED

% of Professional Development Offered & Completed	Cost of Induction & Professional Development
100%	\$6,820

Senior Staff Remuneration

[Local Government Act 1993 – Section 428, Local Government (General) Regulation 2005 – Clause 217(1) (b)]

Cabonne Council employs one (1) position as “senior staff”, that being the General Manager, Stephen Harding. The total expenditure for 2017/2018 in respect of employment, including salary, package benefits, fringe benefits tax, superannuation and provision for leave entitlements was **\$250,291**.

Contracts Awarded

[Local Government Act 1993 – Section 428, Local Government (General) Regulation 2005 – Clause 217(1) (a2)]

During the 2017/2018 year Council awarded the following contracts greater than \$150,000. Details of each contract awarded are listed below.

Name	Goods or Services Supplied	Amount (Excl. GST)
Rees Electrical Pty Ltd	Supply and install lighting – Molong Multipurpose Sports Facility	\$244,530
TracServ Trucks	Supply Isuzu FVR 165-300 Truck fitted with West Trans Skip Loader	\$191,870.90
Leed Engineering	Construction of Molong to Cumnock Pipeline	\$7,228,961.82
Leed Engineering	Construction of Cumnock to Yeoval Pipeline	\$2,132,014.55
Renascent Regional Pty Ltd	Construction of Fossil Storage facility at the Age of Fishes Museum Canowindra	\$465,314
Paveline International	Supply Isuzu FXZ240/350 Automated road maintenance truck fitted with Paveline Autopatch body	\$384,692
Euro Civil Pty Ltd	Supply and installation of guardrail at the Mitchel Highway – North Molong	\$212,540
JCB Construction Equipment Australia	Supply 3 x Dynapac CA6000DBS Rollers	\$479,000
Downer EDI Works Pty Ltd	Supply, Delivery and Placement of Sprayed Bituminous Surfacing	Schedule of Rates
Bitupave Ltd t/as Boral Asphalt	Supply and delivery of bitumen emulsion	Schedule of Rates

Cultural & Linguistic Programs

Frontline administrative staff cater for all sections of the community, including those from diverse cultural and linguistic backgrounds. Council has benefited from employment of a culturally diverse workforce and aims to be sensitive to the needs of all residents. Contact numbers for interpreter services are held at each of Council's offices.

Council's community services section takes care to ensure that the special needs of clients from diverse cultural and linguistic backgrounds are taken into consideration in the provision of services.

Council conducts regular citizenship ceremonies in accordance with the Australian Citizenship Act 2007 and seeks to welcome participants as full Australian citizens recognising their cultural contributions to our Society.

Citizenship ceremonies are conducted when required and reflect the significance and dignity of the occasion. In 2017/2018 two residents became Australian citizens at ceremonies organised by Council throughout the year.



Citizenship Ceremony – August 2017



Citizenship Ceremony – August 2017

Activities to Develop & Promote Service & Programs that Provide for the Needs of Children

During 2017/2018 Cabonne / Blayney Family Day Care Service has provided the community with quality and affordable childcare in the homes of educators. The Service also involves families through monthly playgroups and participates in activities such as Children's Week and White Balloon Day.

The Service continues to support educators with regular support visits, training and monthly meetings with all educators and staff of the Service. The relationships with families and educators builds on the positive images within the community for high quality care and service.

Cabonne's After School Care Service has started a new playgroup at Mullion Creek to provide socialisation and development whilst creating a sense of community for children that are too young to begin preschool. Playgroup also allows for parents to develop links with the school and members of the community, especially if new to the area.

Access and Equity

During 2017/2018 Council has continued to improve access to Council's assets and villages. This has included projects that are in line with Council's Disability Inclusion Action Plan.

Council's Strategic Plan includes provisions for Council to continue to provide services through Community Transport and Home and Community Care. These services include meals on wheels, social activities, transport and home maintenance. All of these services are offered to those residents who are frail aged and/or have a disability to remain independent in their own homes, whilst ever it is safe to do so.

Carers (Recognition) Act 2010

[Carers (Recognition) Act 2010 – Section 8(2)]

Council understands that a carer's input is integral to ensuring both independence and quality of life to those utilising Council's services. Carer's are acknowledged as individuals and the relationship with those they are caring for is both respected and supported. This is taken into consideration with all carer interactions by Community Transport, Home and Community Care, and Children's Services.

Council's services are provided in a manner which is both sensitive and understanding to the role and needs of the carer. All staff providing services have an awareness of the Statement for Australian Carers, and this is taken into consideration when developing, implementing and reviewing services.

Council granted carer's leave to staff members on numerous occasions throughout the past year and has provided some flexibility for staff members with ongoing caring responsibilities.

Disability Inclusion Action Plan (DIAP)

[Disability Inclusion Act 2014 – Section 13(1)]

2017/2018 was the first year for the implementation of Council's Disability Inclusion Action Plan (DIAP). The aim of the DIAP is to ensure that local services, facilities and programs provided by Council are inclusive as they can be for all individuals.

Outcomes achieved through the DIAP include:

- Improved and new footpaths, including hand rails, for ease of access;
- The development of a new Council website which is designed to meet the Website Content Accessibility Guidelines (WCAG);
- Three aged care units have been built in Edward Street, Molong which comply with the requirements of State Environment Planning Policy – Housing for Seniors or People with a Disability;
- Council's communications use language and formats that promote inclusion;
- The Cabonne Daroo Business Awards has developed a new category which recognises businesses that foster disability inclusion.

Donations under Section 356

[Local Government Act 1993 – Section 428, Local Government (General) Regulation 2005 – Clause 217(1) (a5)]

During the year 2017/2018 Council donated a total of **\$26,628** in grants and assistance under Section 356, consistent with its Donations Policy.

Government Grant Funding

Financial Assistance Grants Program	\$4,758,338
Others	\$7,098,818
TOTAL	\$11,857,156



Local Government Week - Councillor Tour

Delegations to External Bodies

[Local Government Act 1993 – Section 428, Local Government (General) Regulation 2005 – Clause 217(1) (a6)]

Section 355 Committee	Work, Property or Undertaking
Acacia Lodge/Boree Lodge Management Committee	Molong & Cudal Community Housing
Age of Fishes Museum Canowindra Committee	Age of Fishes Museum
Amusu Theatre Inc.	Amusu Theatre
Canowindra Preschool Kindergarten	Canowindra Preschool Building
Canowindra Sports Trust	Canowindra Sports Complex
Cargo Community Centre Committee	Cargo Community Centre
Cudal Community Children's Centre Committee	(Preschool) Cudal Community Children's Centre
Cumnock & District Progress Association	Crossroads Building, Obley Street Cumnock
Cudal Memorial Pool Committee	Cudal Memorial Swimming Pool
Cumnock Community Centre Committee	Cumnock Community Centre
Cumnock Pool Committee	Cumnock Swimming Pool
Doctor for Cudal Committee	Doctor's Residence Cudal
Eugowra Community Children's Centre & Preschool Committee	Eugowra Community Centre & Preschool
Eugowra Medical Centre Committee	Doctor's Residence & Surgery – 47 Nanima Street Eugowra
Eugowra Memorial Pool Committee	Eugowra Memorial Swimming Pool
Eugowra Promotion & Progress Association	Eugowra Historical Museum & Bushranger Centre
Eugowra Self Care Units Committee	Eugowra Self Care Units
Manildra Memorial Hall Committee	Manildra Memorial Hall
Manildra Memorial Pool Committee	Manildra Memorial Swimming Pool

Manildra Sports Council	Manildra Sports Complex
Molong & District Health Watch Committee	Molong Doctors Surgery
Molong Town Beautification Committee	Beautification Projects in & around Molong
Moorbel Hall Committee	Moorbel Hall Canowindra
Yeoval Memorial Hall Management Committee	Yeoval Memorial Hall
Yeoval Pool Committee	Yeoval Swimming Pool
Yeoval Progress Association	O'Halloran's Cottage & Buckinbah Park



Eugowra Historical Museum & Bushranger Centre, Manildra Memorial Hall, Cargo Community Centre, Age of Fishes Museum Canowindra and Manildra Memorial Swimming Pool

Ventures, Syndicates or Other Bodies in which Council Holds a Controlling Interest

[Local Government Act 1993 – Section 428, Local Government (General) Regulation 2005 – Clause 217(1) (a7)]

Council had no controlling interest in any companies during the year.

Corporations, Partnerships, Trusts, Joint Ventures, Syndicates or Other Bodies in which Council Participated

[Local Government Act 1993 – Section 428, Local Government (General) Regulation 2005 – Clause 217(1) (a8)]

Council participated in the following.

- StateWide Insurance Group – bulk purchase of Public Liability, Professional Indemnity, Motor Vehicle and Fidelity Guarantee Insurance.
- Central West Regional Organisation of Councils (CENTROC).
- Central West Libraries – comprising Cabonne, Orange, Blayney, Forbes and Cowra council.
- Southern Phone Company – Shareholder.
- Central Tablelands Water (CTW) – Joint Venture.
- Various Section 355 committees.
- Central NSW Joint Organisations of Councils.

Business Activities

CATEGORY 1 – BUSINESSES

Cabonne Council Combined Sewerage Supply

For financial information refer to Council's Special Purpose Financial Statements, available on Council's website www.cabonne.nsw.gov.au.

CATEGORY 2 – BUSINESSES

Cabonne Council Combined Water Supply

For financial information refer to Council's Special Purpose Financial Statements, available on Council's website www.cabonne.nsw.gov.au.

Special Variation Expenditure required to do so by the Instrument made by the Minister

[Local Government Act 1993 – Section 508(2) and Section 508A]

There was no requirement to report on this matter.

Report on Capital Works Projects

[Office of Local Government Guidelines]

No projects were undertaken that fall within the Capital Expenditure guidelines issued under Section 23A of the Local Government Act, 1993.

Public Interest Disclosures

[Public Interest Disclosure Act 1994 – Section 31, Public Interest Disclosure Regulation 2011 Clause 4]

STATISTICAL INFORMATION ON PIDS

	July 2017 – June 2018
Number of public officials who made PIDs	0
Number of PIDs received	0
Number of PIDs finalised	0

COMMENTARY ON PID OBLIGATIONS

Council reviewed and re-adopted its Public Interest Disclosure (Internal Reporting) Policy at its July 2018 Council meeting.

Staff awareness obligations regarding Public Interest Disclosures have been made as follows: Policy briefing from senior managers, training to new staff during inductions and messages in staff newsletters and on bulletin boards.



Government Information (Public Access) Act

[Government Information (Public Access) Act 2009 – Section 125(1), Regulation 2009 Clause 7 Schedule 2]

The *Government Information (Public Access) Act 2009* (GIPA Act) was established to provide an open and transparent process for giving the public access to information from New South Wales (NSW) public sector agencies and to encourage the proactive public release of government information.

The Information and Privacy Commission NSW (IPC) provides support by helping government agencies with their responsibilities under the GIPA Act and helping the public in accessing government information.

The IPC's goal is to ensure that the purpose of the law is achieved by:

- Promoting and educating the community and public sector agencies alike about rights and roles in accessing information
- Reviewing public sector agency decisions, investigating and resolving complaints and monitoring agency performance
- Assisting public sector agencies and the community to understand and use the law
- Providing feedback about the law and advice about developments and technology relevant to the law.

The GIPA Act replaced the *Freedom of Information Act 1989 (NSW)* on 1 July 2010.

The law facilitates access to information by:

- Making it necessary for agencies to make certain information publicly available
- Authorising agencies to proactively release other information to the community
- Authorising agencies to release their information in response to informal access requests
- Giving the public a legally enforceable right to access government information through making an access application, unless there is an overriding public interest against doing so.

Council currently makes much of its information publicly available on its website. Council will endeavor to proactively release any newly created documents that should be made available in the public as well as:

- Any information formally requested, not requiring third party consultation, where the applicant has indicated that they will be requesting regular updates;
- Media releases;
- Any information considered to be of public interest (not already required to be released) consistent with Council's proactive release program.

Council will only require formal GIPA applications as a last resort where there would appear an overriding public interest against disclosure.

In the 2017/2018 year Council received three (3) formal access applications.

Any GIPA enquiries or other document access should be addressed to Council's Right to Information Officers, Cabonne Council, Bank Street or PO Box 17, MOLONG NSW 2866. Telephone (02) 6392 3200 or email council@cabonne.nsw.gov.au.

The tables on the following pages set out the information relating to the access applications made to Council during the 2017/2018 year. The information is provided in the format required by the Government Information (Public Access) Regulation.



For more information about GIPA visit www.ipc.nsw.gov.au or phone 1800 472 679.



Manildra Anzac Day

GIPA ACCESS APPLICATION TABLES

CLAUSE 7A: DETAILS OF THE REVIEW CARRIED OUT BY THE AGENCY UNDER SECTION 7 (3) OF THE ACT DURING THE REPORTING YEAR AND THE DETAILS OF ANY INFORMATION MADE PUBLICLY AVAILABLE BY THE AGENCY AS A RESULT OF THE REVIEW

Reviews carried out by the agency	Information made publicly available by the agency
Yes	No

CLAUSE 7B: THE TOTAL NUMBER OF ACCESS APPLICATIONS RECEIVED BY THE AGENCY DURING THE REPORTING YEAR (INCLUDING WITHDRAWN APPLICATIONS BUT NOT INCLUDING INVALID APPLICATIONS)

Total number of application received
2

CLAUSE 7C: THE TOTAL NUMBER OF ACCESS APPLICATIONS RECEIVED BY THE AGENCY DURING THE REPORTING YEAR THAT THE AGENCY REFUSED EITHER WHOLLY OR PARTLY, BECAUSE THE APPLICATION WAS FOR THE DISCLOSURE OF INFORMATION REFERED TO IN SCHEDULE 1 TO THE ACT (INFORMATION FOR WHICH THERE IS CONCLUSIVE PRESUMPTION OF OVERRIDING PUBLIC INTEREST AGAINST DISCLOSURE)

Number of Application Refused	Wholly	Partly	Total
	1	0	1
% of Total	100%	0%	

SCHEDULE 2 STATISTICAL INFORMATION ABOUT ACCESS APPLICATIONS TO BE INCLUDED IN ANNUAL REPORT

TABLE A: NUMBER OF APPLICATIONS BY TYPE OF APPLICANT AND OUTCOME*

	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/Deny whether information is held	Application Withdrawn	Total	% of Total
Media	0	0	0	0	0	0	0	0	0	0%
Members of Parliament	0	0	0	0	0	0	0	0	0	0%
Private sector business	1	0	1	0	0	0	0	0	2	67%
Not for profit organisations or community groups	0	0	0	0	0	0	0	0	0	0%
Members of the public (by legal representative)	0	0	0	0	0	0	0	0	0	0%
Members of the public (other)	1	0	0	0	0	0	0	0	1	33%
Total	2	0	1	0	0	0	0	0	3	
% of Total	67%	0%	33%	0%	0%	0%	0%	0%		

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

TABLE B: NUMBER OF APPLICATIONS BY TYPE OF APPLICATION AND OUTCOME*

	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/Deny whether information is held	Application Withdrawn	Total	% of Total
Personal Information Applications*	0	0	1	0	0	0	0	0	1	33%
Access applications (other than personal information applications)	2	0	0	0	0	0	0	0	2	67%
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0	0	0%
Total	2	0	1	0	0	0	0	0	3	
% of Total	67%	0%	33%	0%	0%	0%	0%	0%		

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

TABLE C: INVALID APPLICATIONS

Reason for Invalidity	No of Applications	% of Total
Applications does not comply with formal requirements (section 41 of the Act)	0	0%
Application is for excluded information of the Agency (section 43 of the Act)	0	0%
Application contravenes restraint order (section 110 of the Act)	0	0%
Total number of invalid applications received	0	0%
Invalid applications the subsequently became valid applications	0	0%

TABLE D: CONCLUSIVE PRESUMPTION OF OVERRIDING PUBLIC INTEREST AGAINST DISCLOSURE: MATTERS LISTED IN SCHEDULE 1 OF THE ACT

	No of items consideration used*	% of Total
Overriding secrecy laws	0	0%
Cabinet information	0	0%
Executive Council information	0	0%
Contempt	0	0%
Legal professional privilege	0	0%
Excluded information	0	0%
Documents affecting law enforcement and public safety	0	0%
Transport safety	0	0%
Adoption	0	0%
Care and protection of children	0	0%
Ministerial code of conduct	0	0%
Aboriginal and environmental heritage	0	0%
Total	0	0%

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

TABLE E: OTHER PUBLIC INTEREST CONSIDERATIONS AGAINST DISCLOSURE: MATTERS LISTED IN TABLE TO SECTION 14 OF THE ACT

	No of items consideration used*	% of Total
Responsible and effective government	0	0%
Law enforcement and security	0	0%
Individual rights, judicial processes and natural justice	0	0%
Business interests of agencies or other persons	2	100%
Environment, culture, economy and general matters	0	0%
Secrecy provisions	0	0%
Exempt documents under interstate Freedom of Information legislation	0	0%
Total	2	

TABLE F: TIMELINESS

	No of applications	% of Total
Decided within the statutory timeframe (20 days plus any extensions)	3	100%
Decided after 35 days (by agreement with applicant)	0	0%
Not decided within time (deemed refusal)	0	0%
Total	3	

TABLE G: NUMBER OF APPLICATIONS REVIEWED UNDER PART 5 OF THE ACT (BY TYPE OF REVIEW AND OUTCOME)

	Decision varied	Decision upheld	Total	% of Total
Internal Review	0	1	1	100%
Review by Information Commissioner*	0	0	0	0%
Internal Review following recommendation under Section 93 of the Act	0	0	0	0%
Review by NCAT	0	0	0	0%
Total	0	1	1	
% of Total	0%	100%		

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

TABLE H: APPLICATIONS FOR REVIEW UNDER PART 5 OF THE ACT (BY TYPE OF APPLICANT)

	No of applications for review	% of Total
Applications by access applicants	1	100%
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0	0%
Total	1	

TABLE I: APPLICATIONS TRANSFERRED TO OTHER AGENCIES

	No of applications transferred	% of Total
Agency-initiated transfers	0	0%
Applicant-initiated transfers	0	0%
Total	0	

Customer Service

Council strives to provide continued excellent service to the Cabonne residents and communities.

Council utilises an electronic document management system call MAGIQ as a means to assist in monitoring customer service.

Service requests are received in person, over the phone or by completing the *Online Contact Form* on Council's website www.cabonne.nsw.gov.au. The actions are allocated to a staff member for action and are addressed within set timeframes.

Council has an Information Support Officer who monitors outstanding actions including customer service requests.

Complaint Handling

Consistent with Council's Complaints Handling Policy, Council have enhanced its website to include a separate form for reporting complaints. This was implemented to help the community to understand what a complaint is, according to council policy, and allow Council to monitor complaints more accurately.

Internal processes have advanced to better track and ensure a response to complaints. Whilst the new website and processes are not in complete use as of yet, based on the enhanced systems to date, the dealing of complaints in the 2017/2018 year indicated the following:

	2016/17	2017/18
Complaints Received	76	29
Complaints Acknowledged on time (as per policy*)	68	21
Complaints Finalised on time (as per policy*)	33	27

This dramatic reduction in complaints from the previous financial year can be attributed to the new processes by which council monitors complaints. Largely, this has meant that other types of correspondence, particularly service requests and requests for information, have not been recorded as complaints as they have been in the past.

Council will be pursuing feedback from complainants on 'resolved' complaints in the coming year.

* - Consistent with our guarantees of service the council guarantees to:

- Acknowledge complaints or provide an interim reply within one week, in the case of letters or facsimiles, and two days in the case of email messages received at council@cabonne.nsw.gov.au,
- Provide a substantive response within two weeks in the case of simple matters and within four weeks in the case of complaints requiring more complex inquiries, and
- Keep the complainant informed if a final reply cannot be provided within the time allowed.

Equal Employment Opportunity (EEO) Management Plan

[Local Government Act 1993 – Section 428, Local Government (General) Regulation 2005 – Clause 217(1) (a9)]

The statements of activities that have been completed in the EEO Management plan are:

- Ensuring that all employees and councillors are aware of their responsibilities regarding EEO
- Position Descriptions have been reviewed for accountabilities to EEO principles as a core competency
- All advertisements are checked by the Human Resources Coordinator prior to going to press to ensure compliance to EEO principles and free from bias
- All interview panel members are reminded of their responsibilities under EEO prior to interviews, ensuring that all questions are relevant to the positions and based on the position specification
- Ensuring that all appointments are made on merit
- Induction sessions are held, and all new employees are made aware of Council's Anti-Discrimination & EEO and Bullying & Harassment policies
- All staff members are required to complete online training courses for discrimination & EEO, bullying & workplace violence and sexual harassment.

Human Resource Activities, Development Appraisal System & Training Programs

The Local Government (State) Award 2017 provides for each council to establish and properly maintain a consultative committee which provides a forum for consultation between Council and its employees. The committee comprises representatives from Council, management, human resources, office and field staff.

During 2017/2018 the Cabonne Consultative Committee met on four occasions to discuss matters relating to human resource activities and conditions of employment.

Council has an online development appraisal system in place where all staff are reviewed annually. As a result of the review the tasks required in the position are assessed along with the staff member's skills, behaviours, knowledge and ability to undertake the job. Goals are determined for the following 12 months and training requirements identified for each staff member.

External training arrangements were undertaken by staff during 2017/2018. In addition, in-house training was also provided to staff whose positions were of a nature which enabled on-the-job instruction.

Council continued to dedicate a significant amount of the training budget to Workplace Health and Safety, traffic control and other regulatory training and related programs during the 2017/2018 financial year.

The major areas for training included traffic control, working near overhead power lines, team leadership, chainsaw operation, confined spaces, first aid, chemical applications, managing change and procurement. Council has also implemented an online learning program for all staff that covers core organisational topics like code of conduct, bullying and harassment, privacy, workplace health and safety, alcohol and other drugs and equal employment opportunity.

A total of 6 staff members continue to study for qualifications with assistance from Council, with qualifications ranging from Certificate III to Advanced Diploma level.

A number of professional development activities, seminars, and workshops were also attended by both indoor and outdoor staff to ensure they were kept up to date with current trends and changes in their areas of expertise.

Council continues to support apprenticeships and traineeships and currently hosts 8 fulltime trainees, apprentices and cadets in positions of heavy vehicle mechanic, horticulture, corporate services, plumbing and administration.

Council also supports a work experience program for local school students, coordinated through the school's Careers Advisor.



Cabonne Staff Participating in Blood Donation at the Mobile Blood Bank Molong

ENVIRONMENTAL SERVICES

Planning Agreements

[Environmental Planning and Assessment Act 1979 - Section 7.5]

Council did not enter into any planning agreements during 2017/2018.

Swimming Pool Inspections

[Swimming Pools Act 1992 & Swimming Pools Regulation 2008 cl18BC]

Inspections of tourist and visitor accommodation	0
Inspections of premises with more than 2 dwellings	0
Inspections that resulted in issuance a certificate of compliance under Section 22D of the Act	6
Inspections that resulted in issuance a certificate of non-compliance under clause 18BA of the Regulation	12

Companion Animals Management & Guidelines on the Exercise of Functions under the Companion Animals Act

[Local Government (General) Regulation 2005 - Clause 217(1)(f) & Guidelines on the Exercise of functions under the Companion Animals Act]

LODGMET OF POUND DATA COLLECTION RETURNS WITH THE OFFICE OF LOCAL GOVERNMENT (OLG)

A return of Council seizures of cats and dogs for 2017/2018 was completed and returned to the Office of Local Government by 30 September 2018.

LODGEMENT OF DATA RELATING TO DOG ATTACKS WITH THE OLG

There was one (1) dog attack registered with the OLG in the 2017/2018 financial year.

AMOUNT OF FUNDING SPENT ON COMPANION ANIMAL MANAGEMENT AND ACTIVITIES

The amount of \$190,326 was spent on companion animal management and activities in the 2017/2018 financial year.

COMPANION ANIMAL COMMUNITY EDUCATION PROGRAMS CARRIED OUT

Cabonne Council held free micro chipping days in Molong and Canowindra.

Vaccination vouchers are available for use at Canowindra, Molong & Orange Vet Clinics for Cabonne Shire Residents.

Council's ranger continues to promote community wide responsible pet ownership.

STRATEGIES COUNCIL HAS IN PLACE TO PROMOTE AND ASSIST THE DE-SEXING OF DOGS AND CATS

Cabonne Council runs a bi-annual de-sexing voucher program. This program is available to all residents within the Local Government Area.

STRATEGIES IN PLACE TO COMPLY WITH THE REQUIREMENT UNDER SECTION 64 (COMPANION ANIMALS ACT) TO SEEK ALTERNATIVES TO EUTHANASIA FOR UNCLAIMED ANIMALS

Council delivers unclaimed animals to various pet rescue groups to be re-homed. Cabonne Council works with the RSPCA and the following rescue groups:

- Lost Pet Coordinator (Central West)
- Lost & Found Pets in Cowra & Surrounding Areas
- Australian Working Dog Rescue
- Golden Oldies Rescue (Mudgee)
- Hahndorf Animal Rescue (S.A.)
- RSPCA Orange
- AWL Australian Welfare League (Central West Branch)

OFF LEASH AREAS PROVIDED IN COUNCIL AREA

An off leash area is provided at Rotary Park, Molong.

DETAILED INFORMATION ON THE USE OF COMPANION ANIMALS FUND MONEY FOR MANAGEMENT AND CONTROL OF COMPANION ANIMALS IN THE AREA

The amount of \$11,753 Companion Animal Commission fund money was received for the 2017/2018 year and went towards the Ranger's salary, animal shelter maintenance, animal education and operating costs.



Eugowra – New Garden Beds

ENGINEERING & TECHNICAL SERVICES

Stormwater Management Services

[Local Government (General) Regulation 2005 - Clause 217(1) (e)]

Council's Stormwater Management Services are detailed below.

Stormwater Management Levy	\$73,588
Balance of Stormwater Management Reserve	\$242,513

Council did not undertake any stormwater management works in 2017/2018.

Private Works Carried Out Under S67 of the Local Government Act

[Local Government Act 1993 - Section 67 (3), Local Government (General) Regulation 2005-Clause 217(1) (a4)]

The Local Government (General) Regulation 2005 states that a council must include in its Annual Report details or a summary (as required by section 67 (3) of the Act) of resolutions made during that year concerning work carried out on private land and details or a summary of such work if the cost of the work has been fully or partly subsidised by the council, together with a statement of the total amount by which the council has subsidised any such work during that year.

There were no works carried out during the 2017/2018 year that required a resolution from Council to waive or reduce the fees charged under this section.



Manildra Swimming Pool – New Garden Beds