

# CABONNE COUNCIL

ANNUAL REPORT 2018/2019



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## INTRODUCTION

### ABOUT THE ANNUAL REPORT

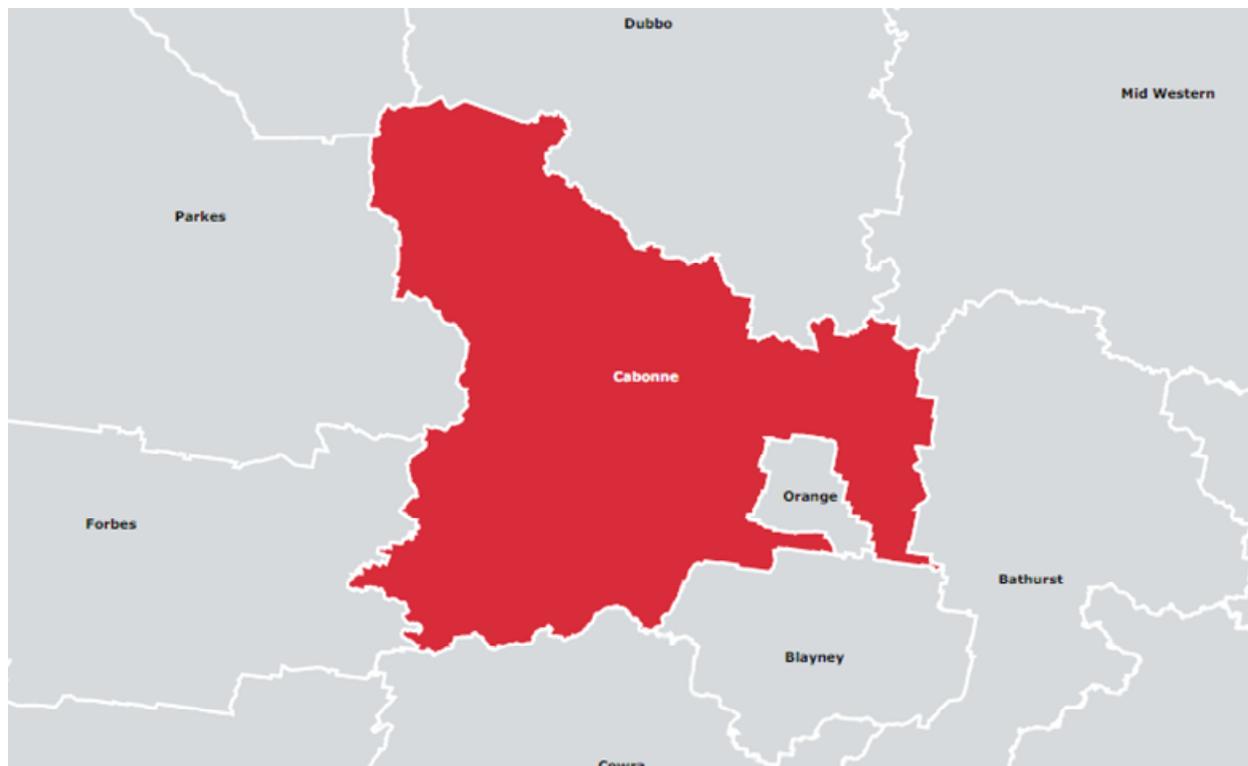
Cabonne Council is proud to present our Annual Report for 2018/19. This Annual Report is one of the key points of accountability between a council and its community. The report focuses on Council's implementation of the Delivery Program and Operational Plan, and the effectiveness off the principal activities 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 presented in accordance with the Local Government Regulation and Integrated Planning & Reporting Guidelines.

**Email** your feedback or questions to:  
[council@cabonne.nsw.gov.au](mailto:council@cabonne.nsw.gov.au)

**Write** to us:  
Cabonne Council  
99-101 Bank Street,  
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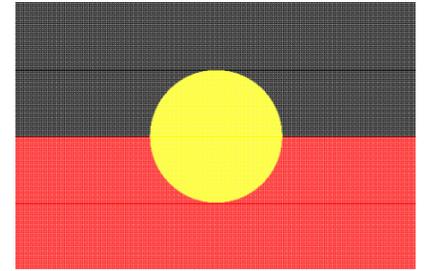
### CABONNE LGA MAP



## Acknowledgement of 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.



## The General Manager's Message

Balancing the community's needs and expectations with responsible financial management is the challenge that all councils strive to meet.

Sound fiscal policies and actions formed the cornerstone of Cabonne Council's operations in 2018-19.

This was achieved whilst delivering an unprecedented period of new infrastructure projects across the Shire.

Council's \$2m Village Enhancement Program continued to be rolled out in nine towns and villages, while a range of major projects have been completed or are underway following more than \$2.4m in funding from the NSW Government's Stronger Country Communities Fund.

Further works were carried out across the Shire as the result of \$1m in funding from the Australian Government's Drought Communities Program.

Council continued to support its communities and the economies of its towns and villages through its Capital Assistance Program grants to community groups and its Events Assistance Program to boost tourism in the Shire.

Road construction and maintenance continued to be a major component of the Council's 2018-19 Budget, meeting the needs and expectation of residents and ratepayers living in a rural Local Government Area.

All facets of the 2018-19 Budget were required to relate to the Cabonne 2025 Community Strategic Plan and the 2018-2020 Delivery Program.

Regarded as Cabonne's "20:20 vision", the Delivery Program shapes Council's budgets until the end of the decade. It turns the goals in the Community Strategic Plan into actions and identifies the key activities Council will carry out during the current three-year term.

In doing so, Council is always looking at its own operations and organisational capabilities to achieve efficiencies and improvements that will continue to provide residents with the infrastructure, services and lifestyle options they want in a timely and fiscally responsible manner.

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.



Should you require any further information, please feel free to contact Council on (02) 6392 3200.



Brad Byrnes  
**General Manager**



*Molong Creek – Taken by Heather Nicholls*

## The Mayor's Message

Like much of Australia, Cabonne Shire is enduring one of the worst droughts on record with no immediate end in sight.

However, despite the challenge this has presented, the Council has embarked on an exciting era of new infrastructure and growth.

More than \$2m worth of Village Enhancement Program projects have been or are being rolled out across the Shire to make Cabonne a better place to live, work, play and invest.

A ground-breaking investment in our Shire's future, the program incorporates a total of 79 projects in Canowindra, Cargo, Cudal, Cumnock, Eugowra, Manildra, Molong, Mullion Creek and Yeoval.

The projects included upgrades to shopping precincts, sporting fields, playgrounds, swimming pools, cemeteries, town entrances and shared pathways.

Cabonne Council also received \$2.17m under the second round of the NSW Government's Stronger Country Communities Fund for eight major projects, which included:

• Cumnock Village Recreation Precinct Landscape Masterplan	\$496,222
• Cumnock Showground Pavilion Extension	\$446,250
• Cudal Community Children's Centre Expansion	\$228,819
• Canowindra Challenge Showground Upgrade (Stage 1)	\$222,004
• Cabonne Small Villages Shared Mobility Access Pathways	\$219,240
• Canowindra Shared Mobility Access Pathways	\$219,240
• Molong Early Learning Centre Expansion	\$214,888
• Molong Village Green Revitalisation	\$132,000

Most of this work has been completed or is near completion and will make a discernible difference to facilities enjoyed by Cabonne residents.

A new fossil storage and research facility has also been completed at the Age of Fishes Museum at Canowindra to house the world renowned and unique 360 million-year-old Canowindra fish fossil slabs. This purpose-built facility was constructed courtesy of a \$300,000 NSW Government grant and \$300,000 from Council.

Cabonne Council was also fortunate to receive \$1m in Drought Communities funding from the Federal Government to undertake a number of community infrastructure projects designed to stimulate business and employment, particularly for those who have suffered a downturn because of the drought.



We also look forward to undertaking two of our most exciting infrastructure projects in coming years after securing NSW Government funding assistance in 2018-19.

The Government and Cabonne Council will spend more than \$2.3m to complete a levee bank to help alleviate flooding in Eugowra.

After many years of lobbying by the Eugowra community and Council, the Government announced more than \$1.56m for the work. Council will spend a further \$800,000 to fill a one-kilometre gap in the Puzzle Flat Creek levee to help prevent floodwater entering the eastern section of Eugowra.

Council also secured a \$5m funding commitment from the Government to build a new library and community centre in Molong.



**Kevin Beatty**  
**Mayor**



## 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 Dubbo Regional Council, Narromine Shire Council and the Mid-Western Regional Council areas in the north, 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, Giralang Nature Reserve, Ophir Recreation Reserve, Borenore Caves, Tom’s Waterhole, Escort Rock, Mount Canobolas, Yuranigh’s Grace – Historic Site. Cabonne is also home to thriving orchards, vineyards and winery industries.



**Population**  
**13,680**



**Area**  
**6022.30 sq. km**



**Roads**  
**2,052km**



# ANNUAL REPORT 2018 – 2019



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## STRUCTURE AND FUNCTION OF COUNCIL

### BASIS OF CONSTITUTION

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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

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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 land 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 interest of the local community.
- i) Councils should be responsible employers and provide a consultative and supportive working environment for staff

## 2. DECISION- MAKING

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The following principles apply to decision-making by council (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

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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 and addressed in Council's Operational Plan.

Performance achieved in these areas are detailed in Council's Final Operational Plan 2018/2019, this document is available on Council's website [www.cabonne.nsw.gov.au](http://www.cabonne.nsw.gov.au) or by contacting Council's Public Officer.

Where actions have not been able to be completed in the 2018/2019 year, if appropriate, they have been transferred to the Operational Plan for 2019/2020.

## FUNCTIONS AND 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

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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 growth of tourism.

### ***Councils' 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 service to satisfy identified current and future needs.***

## 2. BUILDING BUSINESS AND GENERATE EMPLOYMENT

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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

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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

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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 visualisation, generate investment and strengthen community wellbeing,
5. A Council that is effective and efficient.

### ***Councils' Vision***

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

## 5. MANAGE OUR NATURAL RESOURCES

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1. All villages have a secure and quality water supply.
2. Flood mitigation processes are in place.
3. Sustainable solid and liquid trade 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.

### **Councils' 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*



## 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 Practice Policy and Payment of Expenses for Mayor and Councillors Policy.

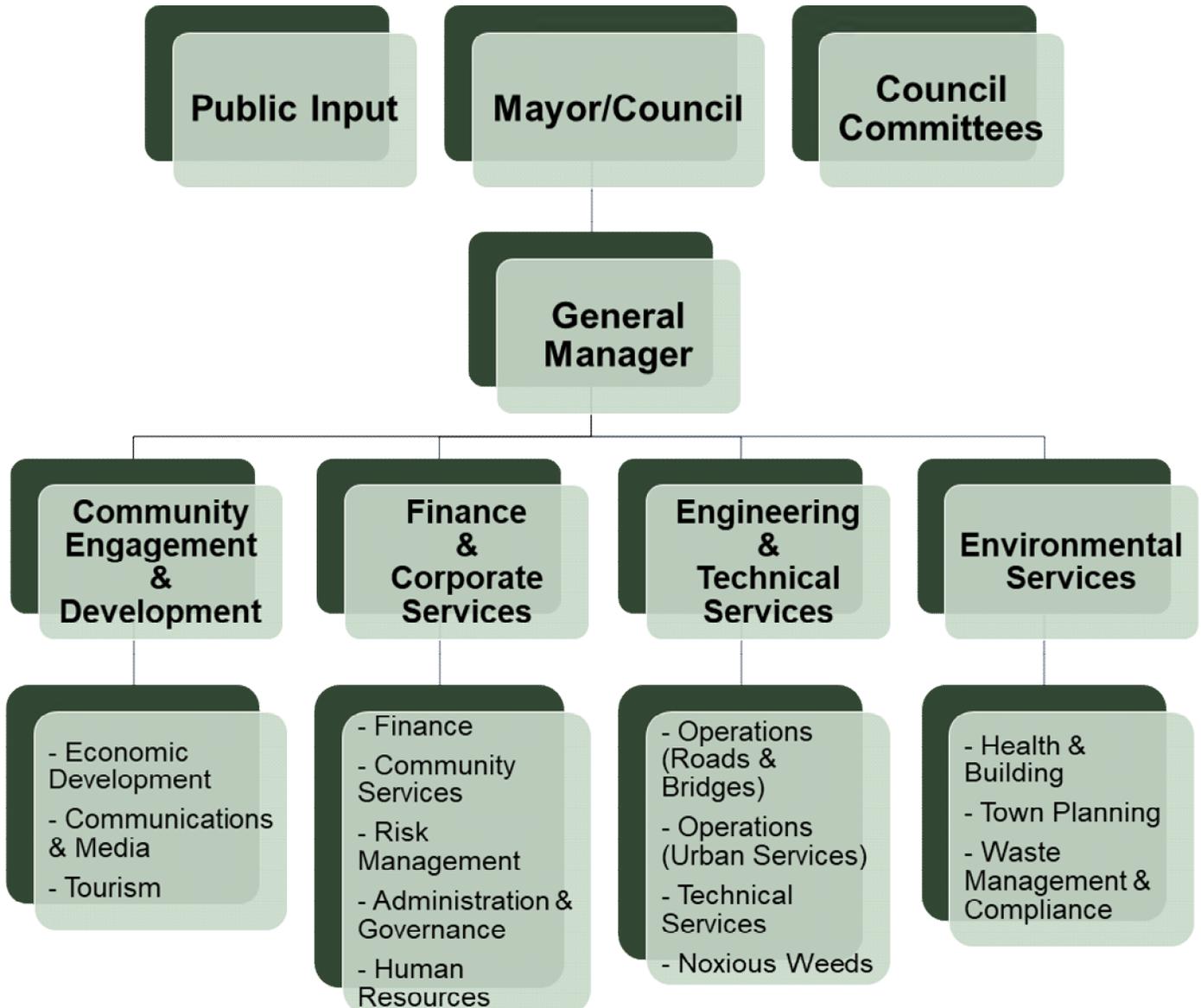
The opportunity for the public to address Council is also available by prior arrangement with the General Manager.

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](http://www.cabonne.nsw.gov.au).



## MANAGEMENT STRUCTURE



## STATUTORY REPORTING

### 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](http://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 & charges abandoned during 2018/19	\$6,145
Water/Sewer charges abandoned during 2018/19	\$8,897
<b>TOTAL</b>	<b>\$15,042</b>

### LEGAL EXPENSES

[Local Government Act 1993 – Section 128, Local Government (General) Regulation 2005 – Clause 217(1) (a3)]

Debt Recovery – all debt recovery proceedings are either finalised or proceedings in accordance with Council's debt recovery procedures	\$13,640
Investment	Nil
Legal Advice (not proceeding in court)	\$31,879
<b>TOTAL</b>	<b>\$45,519</b>

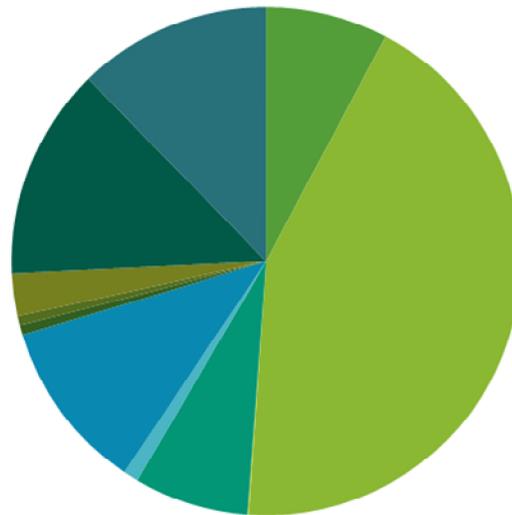
Legal Proceedings	Nil
Public Liability Claims	Nil
Employment Advice	Nil
<b>TOTAL</b>	<b>Nil</b>

## 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 landowner, water/sewer charges and also miscellaneous sundry debtor accounts. These matters are handled by Council’s Debt Recovery Contract or Outstanding collections.

## COUNCILLORS’ FEES & EXPENSES



■ Mayor Allowance - \$25,879.86	■ Councillor Fees & Allowance - \$143,990.75
■ Telephone Calls - \$265.94	■ Conferences & Seminars - \$24,213.75
■ Councillor Training - \$3,150.00	■ Travelling - \$36,282.80
■ Interstate Visits - \$2,058.70	■ Expenses of Spouses/Partners - \$2,027.34
■ Meals - \$8,920.78	■ Miscellaneous - \$44,761.92
■ Insurance - \$40,920.89	■ <b>Total \$332,472.73</b>

## 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

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[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.



*Opening of the Molong Ambulance Station*

# ANNUAL REPORT 2018 – 2019

## COUNCILLORS INDUCTION AND PROFESSIONAL DEVELOPMENT ACTIVITIES 2018/2019

	BATTEN	BEATTY	DAVISON	DURKIN	JONES	MULLINS	NASH	NEWSOM	OLDHAM	TREAVORS	WALKER	WEAVER	COST
LGNSW REGIONAL SUMMIT	✓	✓	✓		✓	✓		✓	✓	✓			NIL
EXECUTIVE CERTIFICATE FOR ELECTED MEMBERS								✓					\$4,670
CODE OF CONDUCT & CODE OF MEETING PRACTICE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$3,465
LGNSW STATE CONFERENCE 2018		✓				✓	✓		✓	✓			\$5,810
LGNSW TOURISM CONFERENCE							✓						\$770
ALGWA NATIONAL CONFERENCE 2019									✓				\$900
ALGWA (NSW) CONFERENCE 2019							✓		✓				\$2,090

Councillors adopted a Councillor Induction & Professional Development Policy and 2019 training plan in February 2019. The training plan identified Code of Conduct & Code of Meeting Practice as essential training due to the requirement to adopt the new Codes by July 2019. LGNSW delivered this training in-house to all councillors in May 2019.

## 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. The total expenditure for 2018/19 in respect of employment, including salary, package benefits, fringe benefits tax, superannuation and provision for leave entitlements was **\$574,809.66**.

Stephen Harding – 01/07/2018 to 14/12/2018	\$431,705.51
Heather Nicholls – Acting – 15/12/18 to 17/05/19	\$100,346.73
Bradley Brynes – 19/04/2019 to 30/06/2019	\$42,757.42
<b>TOTAL</b>	<b>\$574,809.66</b>

## CONTRACTS AWARDED

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

During the 2018/2019 year Council awarded the following contracts greater than \$150,000. Details of each contract are listed below.

Contractor Name	Goods or Services Supplied	Amount (Excl. GST)
Pitt & Sherry	Inspection and Condition Assessment of Bridges	\$375,375.00
Ted Wilson & Sons	Design and Construction of Thistle Street Sewer Pump Station	\$347,165.45
Kerway Asphalt Pty Ltd	Supply Heavy Patching Services in Cabonne Council	\$215,645.45
P & R Earthmoving	Hiring of Excavator (21-24 tonne) to undertake civil works throughout the Cabonne LGA	Schedule of Rates
Benington Pty Ltd	Supply and installation of Culverts, Footpaths, Kerb & Guttering in the Cabonne LGA	Schedule of Rates
GR Spurr Concreting Pty Ltd	Supply and installation of Culverts, Footpaths, Kerb & Guttering in the Cabonne LGA	Schedule of Rates

L-DON Sporting Areas Pty Ltd	Supply and installation of Culverts, Footpaths, Kerb & Guttering in the Cabonne LGA	Schedule of Rates
PA & CL McKenzie Builders	Supply and installation of Culverts, Footpaths, Kerb & Guttering in the Cabonne LGA	Schedule of Rates
Westrac Pty Ltd	Supply and Delivery of 2 x Caterpillar 938K Loaders	\$562,000.00
Westrac Pty Ltd	Supply and Delivery of 1 x Caterpillar 963 Crawler Loader	\$506,680.09
Inland Digital	Supply, Installation and Maintenance of Printer Fleet	\$177,065.40
TCM Civil Pty Ltd	Construction of Water Reticulation System	\$1,032,000.00
Dib Group	Supply and Delivery of Bulk Fuel	Schedule of Rates
GBS Distributions	Supply and Delivery of Bulk Fuel	Schedule of Rates
Liberty Oil Australia	Supply and Delivery of Bulk Fuel	Schedule of Rates
Ocwen Energy	Supply and Delivery of Bulk Fuel	Schedule of Rates
Oilsplus Holdings Australia	Supply and Delivery of Bulk Fuel	Schedule of Rates
Park Pty Ltd	Supply and Delivery of Bulk Fuel	Schedule of Rates

## CULTURAL & LINGUISTIC PROGRAMS

Frontline administration 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 of 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 2018/2019 eight (8) residents became Australian citizens at ceremonies organised by Council throughout the year.

## ACTIVITIES TO DEVELOP & PROMOTE SERVICE & PROGRAMS THAT PROVIDE FOR THE NEEDS OF CHILDREN.

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During 2018/2019 Cabonne / Blayney Family Day Care has provided the community with quality and affordable childcare, for children aged from birth to 12 years in the homes of educators. The service also offers in-home care where the educator provides care in the family's home. The service involves families through monthly playgroups which also involves the residents from local aged care facilities attending.

Cabonne / Blayney Family Day Care participates in activities throughout the year, such as Children's Week, NAIDOC Week, Harmony Day, Red Nose Day, Community Reading Day and White Balloon Day.

The service continues to support educators with regular support visits, training and monthly meetings with all educators 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 has established a new vacation care service at Millthorpe. This need was identified through community consultation that due to its location there was no local holiday care for children, without travelling to Orange.

Vacation care has allowed parents a safe and secure place to leave their children whilst they are at work. It also provides socialisation and stimulation for the children attending. This service has proved successful and will be a permanent ongoing service.



*Australia Day 2019 Citizenship Ceremony*

## ACCESS AND EQUITY

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During the 2018/19 Council has continued to improve access to Council's assets and villages.

Council's Strategic Plan includes provision 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

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Council understands that a carers input is integral to ensuring that 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.

During 2018/2019 Council has granted carer's leave to staff members on numerous occasions and has provided flexibility for staff members with ongoing caring responsibilities.



*Intergenerational Playgroup*

## DISABILITY INCLUSION ACTION PLAN (DIAP)

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The aim of the DIAP is to ensure that local services, facilities and programs provided by Council are as inclusive as they can be for all individuals.

Outcomes achieved through the DIAP include:

- Improved and new footpaths, including widening, handrails and ramps for ease of access;
- Fortnightly and monthly bus trips from small villages to allow community members who may otherwise be isolated from access to Orange;
- Cabonne Daroo Business awards has a category specifically for recognising businesses that foster disability inclusion;
- Council's communications use language and formats that promote inclusion;

## DONATIONS MADE UNDER SECTION 356

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

During 2018/2019 Council donated a total of \$30,507 in grants and assistance under Section 356, consistent with its Donations Policy.

## GOVERNMENT GRANT FUNDING

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- Financial Assistance Grants Program \$5,049,758
- Others - \$15,706,000
- Total - \$20,755,758

## DELEGATIONS TO EXTERNAL BODIES

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

<b>Section 355 Committee</b>	<b>Work, Property or Undertaking</b>
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 Community Complex
Cargo Community Centre Committee	Cargo Community Centre
Cudal Community Children's Centre Committee	Cudal Community Children's Centre (Pre-School)
Cumnock & District Progress Association	Crossroads Building, Obley Street Cumnock
Cudal Homes for Age Person Committee	Boree Lodge
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 Heath Watch Committee	Molong Doctors Surgery
Molong Town Beautification Committee	Beautification Projects in & around Molong
Moorbel Hall Committee	Moorbel Hall Canowindra
Orana House Trust Committee	Orana House 32 Ferguson Street Canowindra

Yeoval Memorial Hall Management Committee	Yeoval Memorial Hall
Yeoval Pool Committee	Yeoval Swimming Pool
Yeoval Progress Association	O'Halloran's Cottage & Buckinbah Park

## VENTRUES, 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.
- Southern Phone Company – Shareholder
- Central Tablelands Water (CTW) – Joint Venture
- Various Section 355 Committees.
- Central NSW Joint Organisations of Council

## BUSINESS ACTIVITIES

### CATEGORY ONE – 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](http://www.cabonne.nsw.gov.au).

### CATEGORY TWO – 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](http://www.cabonne.nsw.gov.au).

## SPECIAL VARIATION EXPENDITURE REQUIRED TO DO SO BY THE INSTRUMENT MADE BY THE MINISTER

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

There was no requirement to report on this matter.

## REPORT ON CAPITAL WORKS PROJECTS

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[Office of Local Government Guidelines]

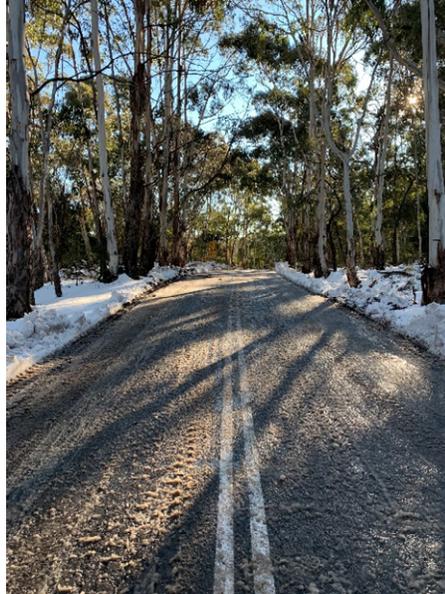
No Projects were undertaken that fall within the Capital Expenditure guidelines issued under Section 23 A of the Local Government Act 1993.

## PUBLIC INTEREST DISCLOSURES

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

<b>STATISTICAL INFORMATION ON PIDS</b>	<b>July 2018 – June 2019</b>
Number of public officials who made PIDs	3
Number of PIDs received	3
Number of PIDs finalised	3



*Clearing of access roads to Mt Canobolas*

## COMMENTARY OBLIGATIONS

## ON PID

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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

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[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 the 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 information 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 endeavour to proactively release any newly created documents that should be made available to 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 a 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 to be an overriding public interest against disclosure.

In the 2018/2019 year Council received one (1) formal access application.

Any GIPA enquiries or other document access should be addressed to Council's Right to Information Officers, Cabonne Council, Bank Street or PO Box17, Molong NSW 2866. Telephone (02) 6392 3200 or email [council@cabonne.nsw.gov.au](mailto: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 2018/2019 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](http://www.ipc.nsw.gov.au) or phone 1800 472 679.



## GIPA ACCESS APPLICATION TABLES

Clause 8A: 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
No	No

Clause 8B: 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 applications received
1

Clause 8C: The total number of access applications received by the agency during the reporting year that the agency refused either wholly or partly, because the application was for the disclosure of information referred to in Schedule 1 to the Act (information for which there is conclusive presumption of overriding public interest against disclosure)

Number of Applications refused	Wholly	Partly	Total
	0	0	0

# ANNUAL REPORT 2018 - 2019

% of total	0%	0%	0%
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Schedule 2 Statistical information about access applications to be included in annual report.



*Molong Library*

# ANNUAL REPORT 2018 - 2019

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

	Access granted in full	Access granted in part	Access refused in full	Information no held	Refused to deal with application	Refused to confirm/Deny whether information is held	Application withdrawn	Total	% of Total
Media	0	0	0	0	0	0	0	0	0%
Members of Parliament	0	0	0	0	0	0	0	0	0%
Private Sector business	0	0	0	0	0	0	0	0	0%
Not for profit organisations or community groups	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%
Members of the public (other)	1	0	0	0	0	0	0	1	100%
Total	1	0	0	0	0	0	0	1	
% of total	100%	0%	0%	0%	0%	0%	0%		

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

# ANNUAL REPORT 2018 - 2019

**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	Refused to deal with application	Refused to confirm/deny whether information is held	Application withdrawn	Total	% of total
Personal information applications	1	0	0	0	0	0	0	1	100%
Access applications (other than personal information applications)	0	0	0	0	0	0	0	0	0%
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0	0%
Total	1	0	0	0	0	0	0	1	
% of total	100%	0%	0%	0%	0%	0%	0%	0%	

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

# ANNUAL REPORT 2018 – 2019

**Table C: Invalid applications**

Reasons for invalidity	No of applications	% of Total
Application 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%
Applications contravenes restraint order (section 110 of the Act)	0	0%
Total number of invalid applications received	0	0%
Invalid applications that subsequently became invalid applications	0	0%

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

	Number of times 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%
Privilege generally – Sch 1 (5A)	0	0%
Information provided to High Risk Offenders Assessment Committee	0	0%
Total	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

# ANNUAL REPORT 2018 – 2019

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

	Number of times 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 and other persons	0	0%
Environment, culture, economy and general matters	0	0%
Secrecy provisions	0	0%
Exempt documents under interstate Freedom of Information legislation	0	0%

**Table F: Timeliness**

	Number of Applications*	% of Total
Decided within the statutory timeframe (20 days plus any extensions)	1	100%
Decided after 35 days (by agreement with applicant)	0	0%
Not decided within time (deemed refusal)	0	0%
Total	1	

**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	0	0	0%
Review by information commissions*	0	0	0	0%
Internal review following recommendation under section 93 of Act	0	0	0	0%
Review by NCAT	0	0	0	0%
Total	0	0	0	
% of Total	0%	0%		

\*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.

# ANNUAL REPORT 2018 – 2019

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

	Number of applications for review	% of Total
Applications by access applications	0	0%
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0	0%
Total	0	

**Table I: Applications transferred to other agencies.**

	Number of applications transferred	% of Total
Agency-Initiated Transfers	0	0%
Application – 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 called MAGIQ as a means to assist in monitoring customer service.

Service requests can be received in person, over the phone or by completing the *Contact Us* form on Council's website [www.cabonne.nsw.gov.au](http://www.cabonne.nsw.gov.au). The tasks are allocated to a staff member for action and are addressed within set policy timeframes.

Council has a Corporate Services Officer who monitors outstanding actions including customer service requests.

## COMPLAINT HANDLING

Consistent with Council's Complaints Handling Policy, in the last 12 months, Council has 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 and it has been found that there has been a dramatic reduction in complaints received. The dealing of complaints in the 2018/2019 year indicated the following:

	2017/18	2018/19
Complaints Received	29	13
Complaints Acknowledged on Time (as per policy*)	21	13
Complaints Finalised on Time (as per policy*)	27	10

This reduction in complaints from the previous financial year can be attributed to the new processes by which council monitors complaints. These measures were introduced late in the last financial year (17/18), meaning that old methods had been used for part of that year.

This is the first entire year that has used the new methods for capturing data. 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.

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\* - 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](mailto: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

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[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 Manager 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 RESOURCES ACTIVITIES, DEVELOPMENT APPRASIAL SYSTEMS & TRAINING PROGRAMS

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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 2018/2019 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 2018/2019. In addition, in house training was also provided to staff whose positions were of a nature which enabled on-the-job instruction.

Council continues to dedicate a significant amount of the training budget to Workplace Health and Safety, traffic control and other regulatory training and related programs.

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 opportunity.

A total of 4 staff members continue to study for qualification 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, civil construction and administration.

Council also supports a work experience program for local school students, coordinated through the schools' careers advisors.

## RURAL MANAGEMENT CHALLENGE 2018

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The Rural Management Challenge is a professional development opportunity for staff within council. Over two days, teams of four come together to compete against other councils in their region in tasks which resemble real world scenarios, testing their knowledge of local government and expanding their skills to bring back to and implement in their workplace.

In September 2018, Cabonne Council assembled its first team to compete in the Rural Management Challenge, drawing on skills from throughout council with staff members from various departments. Chris Eldred, Jeeva Sangaralingam, Emma Tadros, Kiara Webb, as well as their mentor, Luke Taberner, competed in Orange against five other councils and were successful in coming away with first place in the regional heat.

The team was then asked to attend the Rural Management Challenge final in Sydney in February 2019. The challenge final is a great opportunity for networking as well as expanding on local government skills, and while the winning title was obtained by Armidale Regional Council, Cabonne Council's team came away having an enriching experience and eager to be involved in future challenges.



## PLANNING AGREEMENTS

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[Environmental Planning and Assessment Act 1979 – Section 7.5]

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

## 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	7
Inspections that resulted in issuance a certificate of non-compliance under clause 18BA of the Regulation	14

## 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 Companions Animals Act]

### Lodgement of pound data collection returns with the Office of Local Government (OLG)

A return of Council seizures of cats and dogs for 2018/2019 was completed and returned to the Office of Local Government by 1 October 2019.

### Lodgement of data relating to dog attacks with the OLG

There were zero (0) dog attacks registered with the OLG in the 2018/2019 financial year.

### Amount of funding spent on companion animals' management and activities

The amount of \$181,784 was spent on companion animal management and activities in the 2018/2019 financial year.

### Companion animals 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 tri-annual de-sexing voucher program. This program is available to all residents within the Local Government Area and is due to be offered again in the 2019/2020 financial year.

**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

**Off leash areas provided in Council area**

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

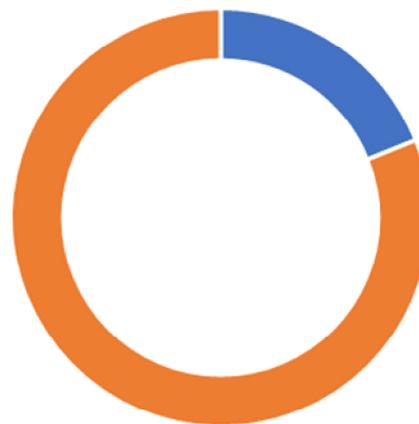
**Detailed information on the use of companion animals fund money for management and control of companion animal in the area.**

The amount of \$7,629 Companion Animal Commission fund money was received for the 2018/2019 year and went towards the Ranger's salary, animal shelter maintenance, animal education and operating costs.

## STORMWATER MANAGEMENT SERVICES

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

In 2018/19 Council undertook stormwater drainage works (pipes and pit) from Gaskill Street to Hacks Lane in Canowindra (80 metres) \$183,259.87.



- Stormwater Management Levy \$73,915.00
- Balance of Stormwater Management Reserve \$316,428.00

## PRIVATE WORKS CARRIED OUT UNDER S67 OF THE LOCAL GOVERNMENT AREA

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[Local Government Act 1993 – Section 67 (3), Local Government (General) Regulation 2005 – clause 217 (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 2018/2019 year that required a resolution from Council to waive or reduce the fees charged under this section.



*Cabonne Council Supporting Movember*



*Cabonne Council Supporting McGrath Foundation*