

# Cabonne Council

# Annual Report

## 2016/2017



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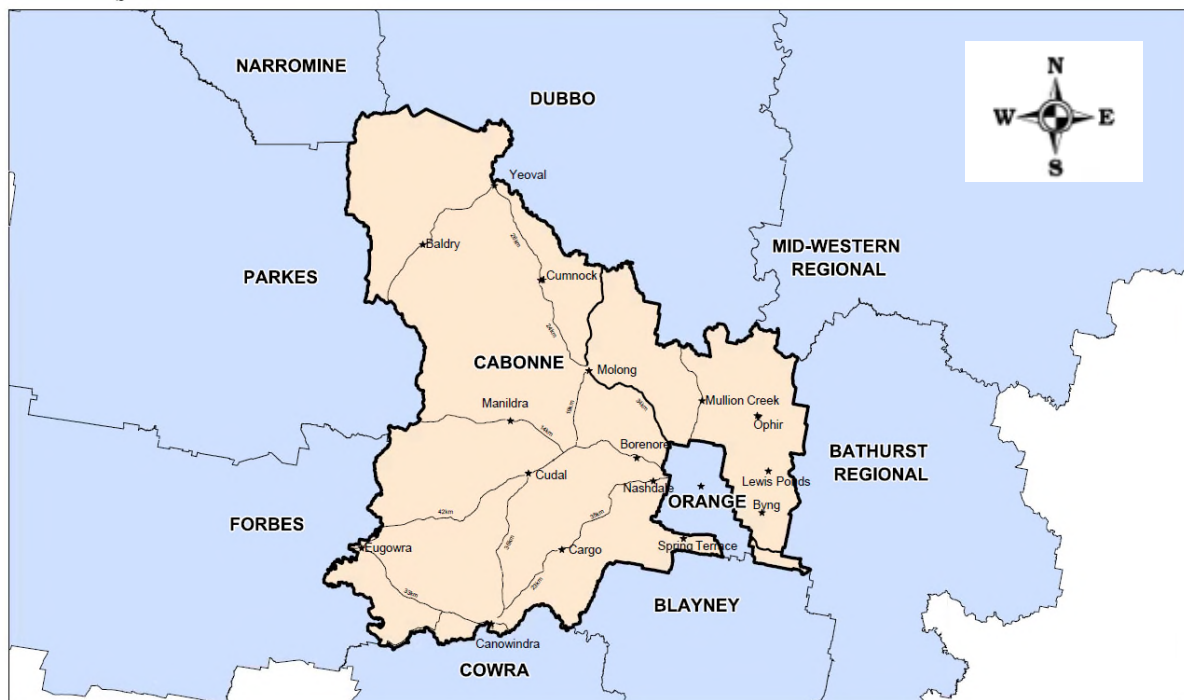


## About the Annual Report

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

With its future now assured, Cabonne Council is looking forward with great enthusiasm and optimism to an exciting period of continued growth.

Despite operating under strict merger proposal guidelines for much of the past year, Council delivered an impressive list of projects and achievements in 2016/17.

Road construction and upgrades were the centrepiece of Cabonne's record \$67 million Budget, with an unprecedented \$32m being spent on roads and transport.



The \$2.25m Gumble Road upgrade and \$1.89m Hanover Creek Bridge construction were just two of a long list of projects, which also included:

- \$1m of rehabilitation works at Reedy Creek for the RMS;
- 2.2km of culvert widening, overlay and stabilising on Packham Drive;
- 5.2km of rehabilitation works on two sections of Cargo Road;
- \$2.4m resealing program on State, regional and local roads;
- Sealing the remaining gravel section of Canobolas Road to the summit of Mt Canobolas;
- Widening Pinnacle Road, and
- Resealing the lower section of Bank Street in Molong's CBD.

Away from roads, other significant projects included:

- Starting construction on the \$23.5m pipeline to provide potable water to Yeoval and Cumnock;
- Stage 1 of the \$1m multi-purpose synthetic sports field at Molong;
- Preparing for the construction of a \$600,000 fossil storage and research centre at the Age of Fishes Museum at Canowindra;
- Providing \$63,000 in Community Assistance Program grants;
- Distributing almost \$60,000 for tourism events in our towns and villages;
- Donating \$20,000 to the Canowindra community to help buy an ultrasound machine for the Canowindra hospital;
- Hosting the NSW Masters Road Race Cycling Championship at Molong; and
- Winning the award for the Best Individual Contribution to Workplace Health and Safety at the NSW Government SafeWork Awards.

I wish to commend General Manager Stephen Harding, his directors and Council's staff for their hard work in delivering an increasing range of services and facilities in 2016/17 while continuing to ensure Cabonne remains one of the most financially viable councils in the State.

A handwritten signature in black ink, reading 'I. F. Gosper'.

Cllr Ian Gosper

**Mayor**



## GENERAL MANAGER'S MESSAGE

Through sound and prudent economic management, Cabonne Council was able to deliver new infrastructure and community facilities in 2016/17 while maintaining a wide range of services.

Delivering an increasing number of services is a challenge facing all facets of Local Government.

However, balancing residents' needs and expectations with responsible financial management has become the cornerstone of Cabonne Council's operations over many years.

Fiscal responsibility was the central component of Cabonne Council's 2016/17 Operational Plan and Budget as Council worked hard to meet the majority of the community's needs.

As strongly indicated by community surveys and feedback, the major focus was on roads and bridges, with an unprecedented \$32 million of Council's record \$67m Budget being spent on roads.

However, all facets of the 2016/17 Budget were required to relate to the Community Strategic Plan – a long-term vision developed by the community to identify priorities and aspirations for the next 20 years.

This meant Council looked not only at the year in front of it, but the ongoing future of Cabonne to formulate a Long Term Financial Plan aimed at underpinning its financial sustainability.

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.

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



Stephen J Harding

**General Manager \***

*\*Stephen Harding was appointed to the position of General Manager on 14 June 2017.*



## 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**



**Banjo Paterson Park Yeoval**

## COUNCILLORS



**Mayor**  
Cllr Ian Gosper



**Deputy Mayor**  
Cllr Kevin Walker



Cllr Ian Davison



Cllr Geoff Dean



Cllr Marlene Nash



Cllr Grea Treavors



Cllr Anthony Durkin



Cllr Sharon Wilcox



Cllr Lachie MacSmith  
Resigned 28 March 2017



Cllr Michael Hayes  
Resigned 28 March 2017



Cllr Janelle Culverson  
Resigned 28 March 2017

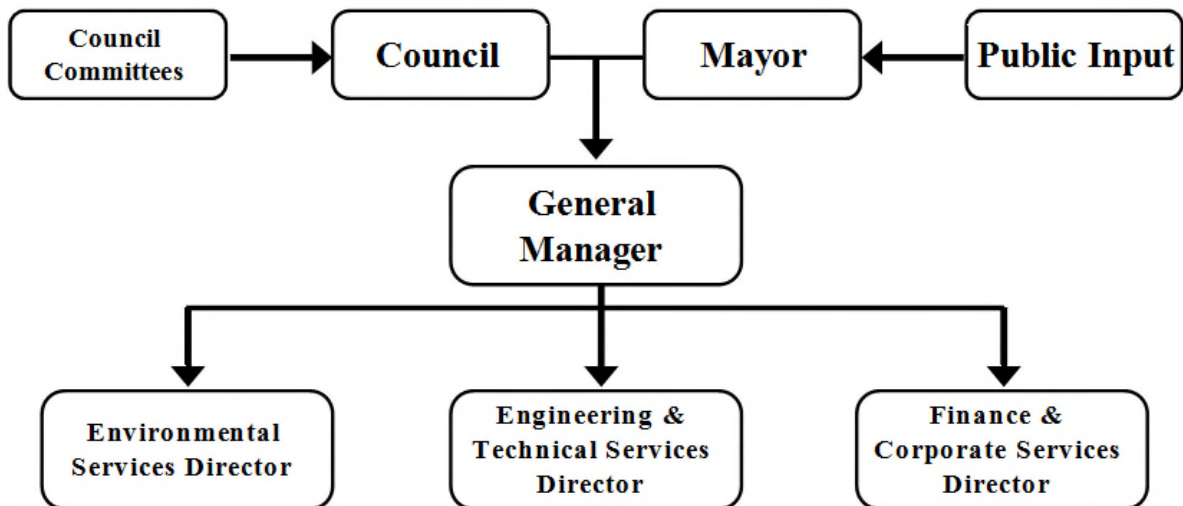


## STRUCTURE & FUNCTIONS OF COUNCIL

### 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

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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

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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.



## Achievements in Implementing the Community Strategic Plan (CSP)

[Local Government Act 1993 – Section 428(2)]

The Annual Report in the year in which an ordinary election of councillors is to be held must also report as to the council's achievements in implementing the community strategic plan over the previous term of Council. Due to the proposed amalgamation of Cabonne Council the term of Council was 5 years.

Council's End of Term Report 2012-2017 is available on its website [www.cabonne.nsw.gov.au](http://www.cabonne.nsw.gov.au) or by contacting Council's Public Officer.

## 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 CSP strategic outcomes 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 2016/2017, 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 2016/2017 year, if appropriate, they have been transferred to the Operational Plan for 2017/2018.



Animals on Bikes Sculptures – Banjo Paterson Way

## 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**

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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 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.

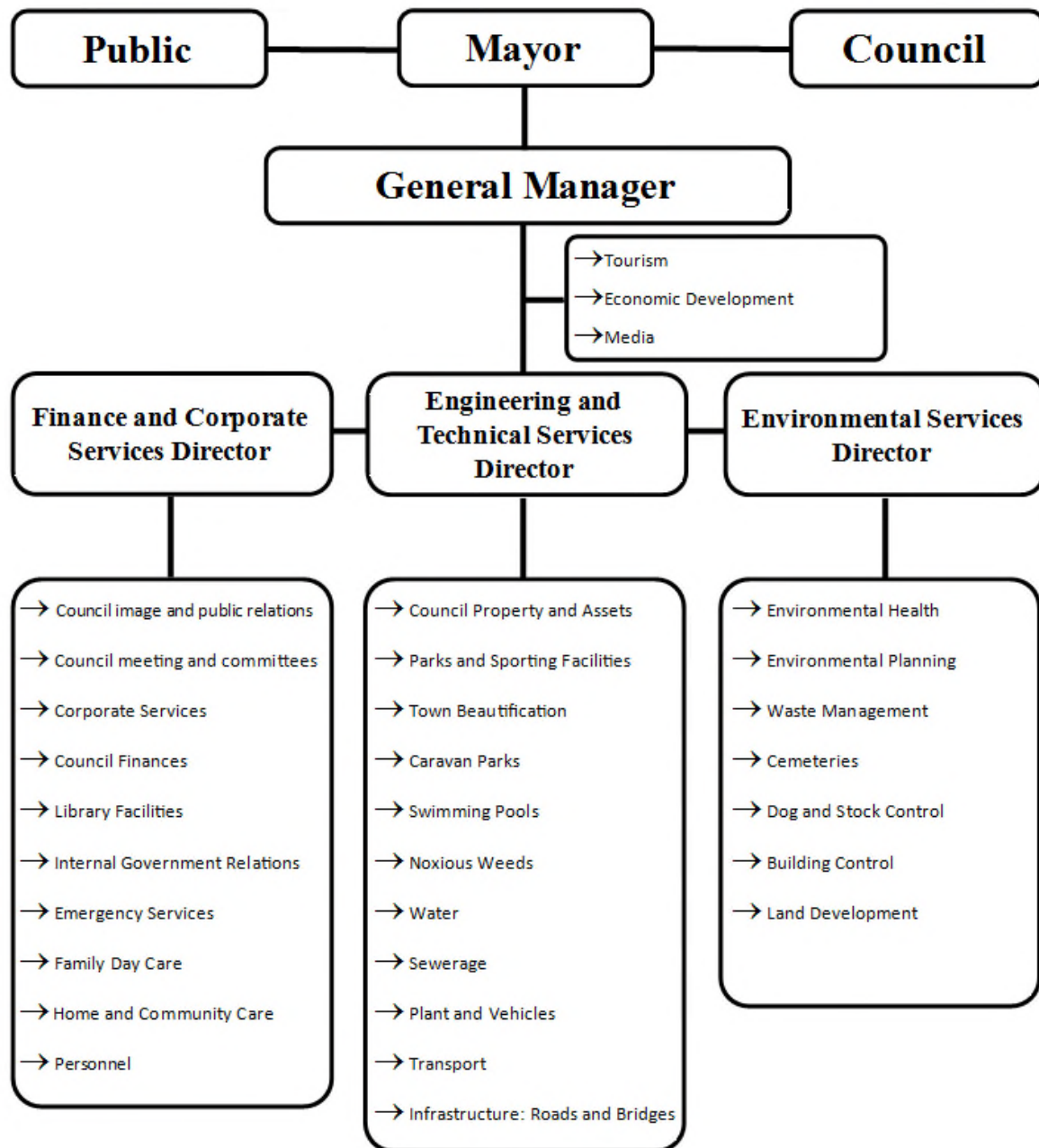
The opportunity for the public to address Council is also available by prior arrangement with the General Manager.

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



## 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](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 and charges abandoned during 2016/17	\$1,700.45
Water/Sewer charges abandoned during 2016/17	\$3,506.08
<b>TOTAL</b>	<b>\$5,206.53</b>

### 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	\$19,747
Investment	\$3,275
Legal Advice (not proceeding in court)	\$41,802
<b>TOTAL</b>	<b>\$64,824</b>

Legal Proceedings	\$36,314
Public Liability Claims	Nil
Employment Advice	\$2,267
<b>TOTAL</b>	<b>\$38,581</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 may still be involved in further action in relation to the collapse of Lehman Brothers and its subsidiary companies, depending on third parties being involved, however it is hopeful that these proceedings have now been finalised.

Two Class 1 appeals were heard conjointly in the Land & Environment Court. Applicant's appeal in both matters was upheld by the court on 30 January 2017.



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 still to be finalised. It is possible that further action will take place.

## Councillors' Fees & Expenses

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

Mayoral Allowance	\$24,630
Councillor Fees & Allowance	\$115,497
Office Equipment	\$1,524
Telephone Calls	\$486
Conferences & Seminars	\$9,628
Councillor Training	Nil
Travelling	\$34,771
Interstate Visits	\$1,480
Overseas Visits	Nil
Expenses of Spouses/Partners	Nil
Carers Expenses	Nil
Meals	\$7,592
Miscellaneous (stationery, uniform, name tags, internet and overheads)	\$40,267
Insurance	\$37,815
<b>TOTAL</b>	<b>\$273,690</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

[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.

## 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 2016/2017 in respect of employment, including salary, package benefits, fringe benefits tax, superannuation and provision for leave entitlements was **\$294,517.03**.

The annual remuneration paid for the year ended 30 June 2016 was as follows.

Andrew Hopkins – General Manager to 12/8/16	\$28,137.82
Andrew Hopkins – Final	\$88,315.50
Stephen Harding – Acting General Manager 12/8/16 – 13/6/17	\$167,896.70
Stephen Harding – General Manager 14/6/17 – 30/6/17	\$10,167.01
<b>TOTAL</b>	<b>\$294,517.03</b>

## Contracts Awarded

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

During the 2016/2017 year Council awarded the following contracts greater than \$150,000. Details of each contract awarded is listed below.

Name	Goods or Services Supplied	Amount (excl. GST)
CBC Innovations Pty Ltd	Construct Quarry Shed	\$261,813.46
ADTC Civil Earthmoving Pty Ltd	Construction of Molong Multipurpose Sports Facility	\$520,487.36
Kerway Asphaltting Pty Ltd	Heavy Patching	\$676,500
Calvani Crushing	Gravel Crushing	\$633,000
Keegan Civil Pty Ltd	Gravel Resheeting	\$578,500
Leed Engineering & Construction Pty Ltd	Design Develop Construct – Ammerdown to Molong Dam Pipeline	\$1,844,000
Shumack Engineering Pty Ltd	Design & Construction of the Molong Limestone Quarry Shed	\$308,243
Volvo Commercial Vehicles – Mack	Supply & Delivery of one Prime Mover	\$246,500

Murray Constructions Pty Ltd	Design, Construction and Demolition Eurimbla Bridge	\$552,650
WesTrac Pty Ltd	Supply & Delivery of one Caterpillar Backhoe	\$167,000

## 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 2016/2017 fifteen residents became Australian citizens at various ceremonies organised by Council throughout the year.



**Citizenship Ceremony**

**From Left - Federal Member for Calare Andrew Gee, Tuyet Thi Ngoc Cashen, Andrew, Suzanne and Natalie Daugherty, Cabonne Mayor Ian Gosper, Noah Daugherty, Sreynet Van Cornewal and Member for Orange Philip Donato**

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

During 2016/2017 the Cabonne/Blayney Family Day Care Scheme has been serving the community through the provision of quality subsidised childcare in the homes of carers and has outreached to families through monthly playgroups, National Families Week, Children's Week, Christmas parties and events held throughout the year within the Cabonne and surrounding areas.



The Scheme has focussed on improving the quality of the service through regular monthly support visits, training, and meetings for all educators and staff. The Family Day Care scheme encourages the use of their building at Molong by other organisations. Early Intervention, community playgroups and the local mothers group currently utilise the building and resources. This relationship with other early childhood and health professionals strengthens the service's quality and builds positive relationships between organisations within the community.

## Access & Equity

During 2016/2017 Council continued to improve physical access to Council assets and provide equitable service to all people in the Cabonne LGA. Significant works to improve access for people with disabilities has been included in Council's budget with \$45,000 being provided for improving access to capital facilities in the coming year. A highlight of the year was the completion of a regional Disability Inclusion Action Plan in conjunction with Orange and Blayney councils.



Council's Strategic Plan includes provisions for Council to provide a range of community transport and home and community care services for older people. Services provided have included Meals on Wheels / food services, individualised and group activities and trips, and minor home maintenance services for people who are frail aged or have functional disabilities.

The needs of numerous disparate groups within the community are addressed in the Community Strategic Plan and flow down through the Delivery Program and Operational Plan. These groups include:



- Children
- Young people
- People with disabilities
- Older people
- Women
- Aboriginal and Torres Strait Islander people
- People from culturally and linguistically diverse backgrounds

Giving particular consideration to these groups will help to ensure that all members of the community receive a fair go in planning future services or facilities and that the council meets the requirement to ensure the Community Strategic Plan is founded on social justice principles.

## Carers (Recognition) Act 2010

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

Council's services were provided in a manner sensitive to the needs of carers with their requirements taken into consideration by Council's Community Transport, Home and Community Care (HACC) and childcare 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.

## Donations under Section 356

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

During the year 2016/2017 Council donated a total of **\$29,913** in grants and assistance under Section 356, consistent with its Donations Policy.

## Government Grant Funding

Financial Assistance Grants Program	\$6,761,820
Others	\$8,586,180
<b>TOTAL</b>	<b>\$15,348,000</b>



Molong Multi-Purpose Sports Facility

## 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.
- Wellington Blayney Cabonne (WBC) Strategic Alliance.
- Central Tablelands Water (CTW) – Joint Venture.
- Various Section 355 committees.

## **Business Activities**

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

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### **CATEGORY 2 – BUSINESSES**

#### **Cabonne Council Combined Water Supply**

#### **Cabonne Council Agricultural Limestone Quarry**

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**

[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 2016 – June 2017
Number of public officials who made PIDs	1
Number of PIDs received	1
Of PIDs received, number primarily about:	
○ Corrupt Conduct	
○ Maladministration	1
○ Serious and substantial waste	
○ Government Information contravention	
○ Local government pecuniary interest contravention	
Number of PIDs finalised	1

### COMMENTARY ON PID OBLIGATIONS

Council adopted a Public Interest Disclosure (Internal Reporting) Policy at its November 2011 Council meeting and reviewed this on 25 August 2015.

Staff awareness obligations regarding Public Interest Disclosures have been made as follows: Policy briefing from senior managers, training provided by the Ombudsman, training provided by Council, 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.

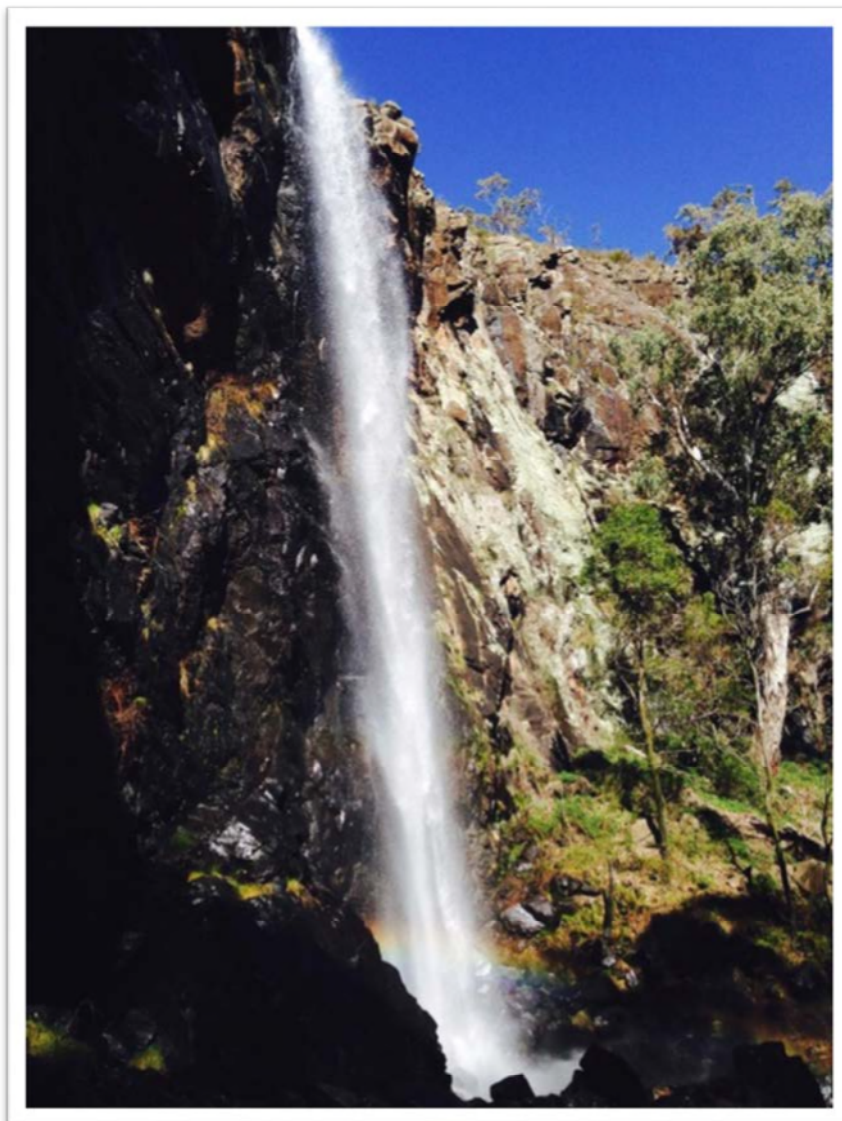
In the 2016/2017 year Council received two (2) formal access applications.

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](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 2016/2017 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.



**Federal Falls - Mount Canobolas**



## GIPA ACCESS APPLICATION TABLES

Government Information (Public Access) Act – Annual Report for Agency Cabonne Council

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 applications 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 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
% of Total	0%	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	0	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	0%
Members of the public (by legal representative)	0	0	0	0	0	0	0	0	0	0%
Members of the public (other)	2	0	0	0	0	0	0	0	2	100%
Total	2	0	0	0	0	0	0	0	2	
% of Total	100%	0%	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.



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*	1	0	0	0	0	0	0	0	1	50%
Access applications (other than personal information applications)	1	0	0	0	0	0	0	0	1	50%
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0	0	0%
Total	2	0	0	0	0	0	0	0	2	
% 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).

Table C: Invalid applications

Reason 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%
Application contravenes restraint order (section 110 of the Act)	0	0%
Total number of invalid applications received	0	0%
Invalid applications that subsequently became valid 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%
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

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%
Total	0	

Table F: Timeliness

	Number of applications*	% of Total
Decided within the statutory timeframe (20 days plus any extensions)	2	100%
Decided after 35 days (by agreement with applicant)	0	0%
Not decided within time (deemed refusal)	0	0%
Total	2	

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 Commissioner*	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.

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 applicants	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%
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](http://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 Online Contact Form to include additional categories:

- Compliment
- Complaint
- Feedback
- Service Request

Internal processes have advanced to better track and ensure a response to complaints. Whilst not yet fully capturing all complaints and their dealing/resolution, based on enhanced systems to date the dealing of complaints in the 2016/2017 year indicated the following:

Complaints Received – June 2016 to July 2017	76
Complaints Acknowledged on time (as per policy*)	68
Complaints Finalised on time (*)	33

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

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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**

[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.

## **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 2016/2017 the Cabonne Consultative Committee met on 4 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 2016/2017. 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 2016/2017 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 8 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, carpenter, corporate services, plumbing, health and building surveyor.

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



**Cabonne Council's trainees 2017 Katelyn Watts, Hayden Watts and Heidi Thornberry**

## ENVIRONMENTAL SERVICES

### State of the Environment Report

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

Cabonne is included in a regional State of the Environment Report which is a collaborative project facilitated through a partnership between local government and Central Tablelands Local Land Services.

The Regional 2016/2017 State of the Environment Report has been prepared and is available as a separate document accessible through Council's website [www.cabonne.nsw.gov.au](http://www.cabonne.nsw.gov.au).

### Planning Agreements

[Environmental Planning and Assessment Act 1979 - Section 93G (5)]

Council did not enter into any planning agreements during 2016/2017.

### 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]

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LODGMET OF POUND DATA COLLECTION RETURNS WITH THE OFFICE OF LOCAL GOVERNMENT (OLG) [16.2(a)]

A return of Council seizures of cats and dogs for 2016/2017 was completed and returned to the Office of Local Government by 30 September 2017.

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LODGEMENT OF DATA RELATING TO DOG ATTACKS WITH THE OLG [16.2(b)]

There was one (1) dog attack registered with the OLG in the 2016/2017 financial year.

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AMOUNT OF FUNDING SPENT ON COMPANION ANIMAL MANAGEMENT AND ACTIVITIES [16.2(c)]

The amount of \$205,900 was spent on companion animal management and activities in the 2016/2017 financial year.

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COMPANION ANIMAL COMMUNITY EDUCATION PROGRAMS CARRIED OUT [16.2(d)]

Cabonne Council held a free micro chipping day in Molong.

Vaccination vouchers are available at Canowindra & Molong, as is free microchipping.

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



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#### STRATEGIES COUNCIL HAS IN PLACE TO PROMOTE AND ASSIST THE DE-SEXING OF DOGS AND CATS [16.2(d)]

Cabonne Council continued to run a voucher system that aimed to encourage desexing of companion animals. This system was targeted towards low income earners and vouchers were to the value of the following:

- Female dog \$100
- Male dog \$50
- Female cat \$50
- Male cat \$25

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#### STRATEGIES IN PLACE TO COMPLY WITH THE REQUIREMENT UNDER SECTION 64 (COMPANION ANIMALS ACT) TO SEEK ALTERNATIVES TO EUTHANASIA FOR UNCLAIMED ANIMALS [16.2(e)]

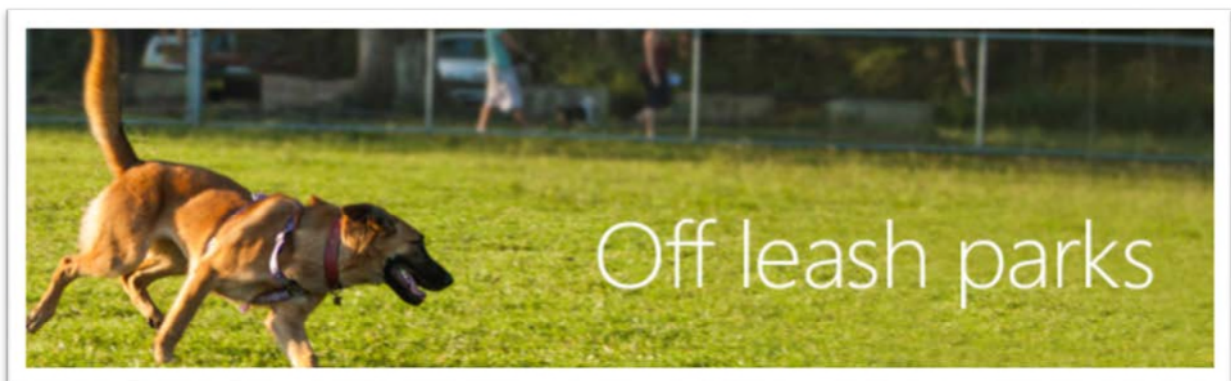
Council delivers unclaimed animals to various pet rescue groups to be re-homed. Cabonne Council works with the RSPCA and the following rescue groups:

- 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.)

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#### OFF LEASH AREAS PROVIDED IN COUNCIL AREA [16.2(f)]

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



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#### DETAILED INFORMATION ON THE USE OF COMPANION ANIMALS FUND MONEY FOR MANAGEMENT AND CONTROL OF COMPANION ANIMALS IN THE AREA [16.5]

The amount of \$5,684 companion animal fund money was received for the 2016/2017 year and went towards the Ranger's salary, animal shelter maintenance, animal education and operating costs.

## 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	\$74,192
Balance of Stormwater Management Reserve	\$168,754

Council undertook the following stormwater management works in 2016/2017.

Cudal Health Centre	\$35,618
Manildra – Whitton Street	\$2,949

### 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 2016/2017 year that required a resolution from Council to waive or reduce the fees charged under this section.



Connolly's Store - Bank Street, Molong