



**DUNGOG SHIRE COUNCIL**

# **ANNUAL REPORT**

**2012 - 2013**

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# MAYORAL MESSAGE

It is with great pleasure that I report on the activities and achievements of your council over the past year.

## **Land Development**

Council released Stage IV of the Melbee residential sub-division to the market in early March 2013 following completion of works at the site, whilst the initial uptake has been slow the level of enquiry in recent months has been positive.

Council acquired land in Dowling Street adjacent to Mill Lane, this will provide Council the opportunity to widen Mill Lane to a safer two way street and improve pedestrian safety. Council is investigating other opportunities for the vacant site to improve local community amenity.

Discussions are continuing as regards further land acquisitions with various parties as Council looks to acquire strategic lands to assist in the provision of community assets into the future.

## **Council Funding**

As I have mentioned before, rates and charges make up about 40% of Council's income, with the remaining 60% coming from other sources. This percentage, of course, changes depending on the amount of external funding Council receives. Council finances are therefore sensitive to outside funding sources, particularly Roads to Recovery and Federal Assistance Grants. This funding source is potentially threatened because local government is not recognized in the Australian Constitution and there have been two High Court challenges to the legality of this funding stream.

Council had been pro-actively supporting the Australian Local Government Association in regards to their campaign for conduct of a Constitutional referendum whilst the Labor Government had given their commitment to the holding of the Referendum at the next election (2013) it was disappointing to note that once the election was called there was insufficient time for a Referendum to be conducted.

Whilst the incoming Federal Government recognizes the situation they have advised that they have no plans for a Referendum and they will continue to provide funding under the current arrangements. It should be noted that there is a further case to be heard in the High Court in early 2014 that could result in the Government having to review the legislative framework in the near future.

## **Local Environment Plan 2013**

The new Local Environment Plan (LEP 2013) has been a work in progress for several years now and was re-exhibited in 2013 for further public comment it is envisaged that Council should complete this process before the end of 2013 and provide the Local Environment Plan to the Minister for Planning for his approval.

During the exhibition of the Upper Hunter Land Strategy by the State Government Council continued to express concern as regards the future of rural lands within our Shire. Council had previously developed a land use strategy for the Shire and this document highlighted the need for a more detailed review of rural lands for the Shire. Council has been actively lobbying both Hunter Water and the NSW Government for funding support to undertake this project with Hunter Water making a financial commitment in late June 2013 to support the project.

## **Review of Local Government**

At the time of writing this report, The Independent Review Panel on the future and sustainability of local government in New South Wales has not released its final report. This report will be of substantial interest to all local government areas in the State and will help guide the restructure of local government in the decades ahead.

Council has participated throughout the process and has made submissions in response to the papers released by the Independent Review Panel.

### **Local Government NSW (LGNSW)**

Local Government NSW was established in March 2013 and is the amalgamation of the Shires Association of NSW and the NSW Local Government Association. The amalgamation reflects the need for one voice to lobby and advocate on behalf of our communities into the future.

The first conference of the united group of councils, called LGNSW is to be held in September 2013 and it will be the largest gathering of Councils in NSW and will result in the election of the new Board to guide the future direction of the industry body.

### **Roads**

The special grant of \$20 million from the State Government, with the assistance of our local State member, George Souris MP continues to see the upgrading of the road between Dungog and Raymond Terrace. The community can expect to see substantial road construction in progress through Clarence Town early in the New Year (2014). Council has a substantial program of road upgrades for the coming year, but as always, Council continues to be constrained by available resources.

### **Our Community**

Again I take this opportunity to congratulate and thank all the volunteers and groups who participate in activities and make things happen in our communities. To thank everyone on an individual basis here is not possible. There are, however, new events and initiatives that should be recognized including Planet Dungog, the continued upgrade of the James Theatre and the refurbishment of the Clarence Town Wetlands. Thanks also to the service clubs throughout the Shire. Finally, I also thank our General Manager and all of his staff who do the very best for their community.

*Harold Johnston*

MAYOR

# GENERAL MANAGERS OVERVIEW

The year 2012/2013 should be viewed as the stepping stone for Local Government in New South Wales. For Dungog Shire Council it is the first year of the Integrated Planning and Reporting framework implementation being put into effect and whilst there is more work to be completed the process to date has been a journey undertaken in consultation with our communities.

The Local Government elections in September 2012 resulted in four new Councillors being elected to Council and the composition of the elected Council now includes three female Councillors which is equal to the most female members the Council has had representing the community since the 1999 – 2004 term.

Elected life does bring challenges to the people that stand to represent their community however many of those individuals that have previously put their hand up will also tell you that it can also be rewarding as regards the outcomes that can be achieved on behalf of your community.

Local Government is facing an era of change as the reports in relation to Destination 2036 are being finalised by the various parties. The independent review of local government will see that panel as well as the Local Government Acts taskforce providing reports to the Minister for Local Government during October 2013.

In conjunction with these reviews we are also to witness the arrival of new Planning Framework in the near future as the NSW Government finalises the legislative framework in relation to the replacement of the Environmental Planning & Assessment Act 1979. This process alone has undergone significant consultation and at this point in time there are still a number of concerns in relation to the proposed legislation and the impact that such will have on local Councils and our communities.

Each of these reviews has required a significant degree of work behind the scenes by Council officers and elected officials as well as input from various members of our communities. The NSW Government has previously advised that there will be no forced amalgamations and whilst the review panel has drafted their early reports encapsulating amalgamation options the Minister has recently reinforced the Governments view of no forced amalgamations.

The funding of local government is always a fundamental issue and in rural Councils the challenge relates to the capability of the Council to raise adequate revenues from local sources such as rates to meet the service level expectations of our communities. Whilst the population of the Dungog Shire is growing the ability to fund the renewal of infrastructure is escalating at a rate that exceeds the revenue growth secured from rate income.

Council is very much reliant upon external funding sources from State and Federal government grants however such funding in recent years has not kept pace with the inflationary pressures that apply to many of the materials utilised in the road & bridge construction and maintenance process.

In recent years the Council has managed to secure external funding to enable upgrade works to be undertaken on Clarence Town Road (MR301) with funds secured from the Hunter Infrastructure Fund for these works and in early 2014 the road works through and south of Clarence Town will escalate.

In recent years the Federal Governments Local Roads to Recovery program has resulted in Council applying such funds to the Regional road network which was formerly the responsibility of the State Government. The decisions to redirect funding from the local road network to the regional road network have not been taken lightly by the Council. Whilst these funds of approximately \$400,000 annually may seem a lot of money to an individual the cost to rehabilitate a 1Km length of a regional sealed road equates up to \$800,000 per Km dependent upon the location within the Shire.

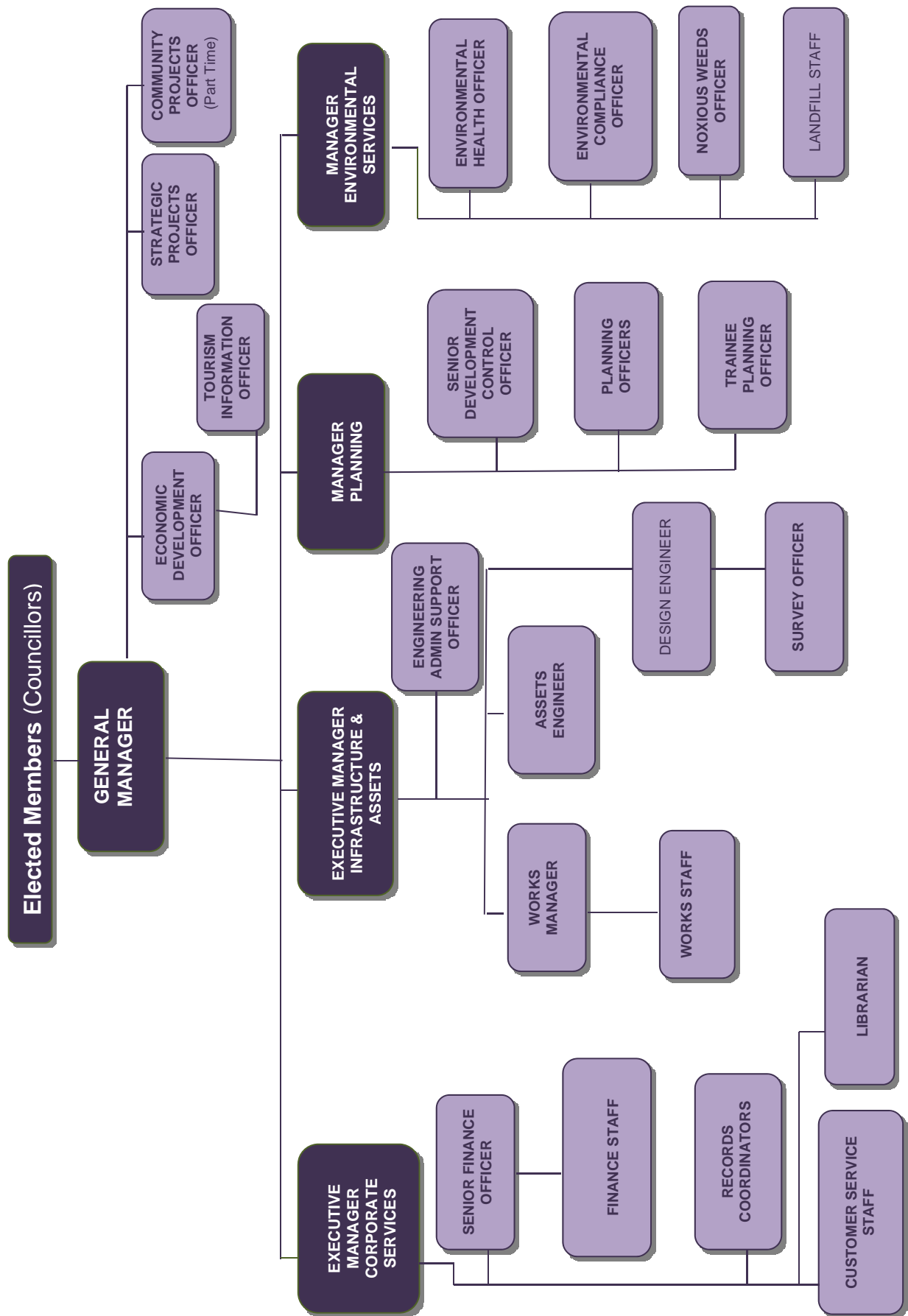
Throughout the year the Council has supported many community events either through direct involvement in activities such as Australia Day, White Ribbon Day, Youth Week, Seniors week and indirectly through sponsorship provision to Dungog Shire Events Inc. where this organisation has supported many organisations in the conduct of their events including the Gresford Billycart Derby Committee, Paterson Community New Years Eve Committee, AGOG and Pedalfest to name but a few.

Events and activities in our communities are very much about supporting one another for a specific purpose and behind each event or volunteer organisation there is a group of dedicated individuals committed to a cause. Many such individuals do not look for accolades or recognition of any kind however an appreciative thank you is extended to you one and all for your efforts in making our community what it is.

Finally a thank you to the staff of Dungog Shire Council for all of their efforts, there have been many achievements throughout the year and a number of letters of thanks received from members of our community who have expressed their gratitude to Council in relation to works undertaken or assistance provided.

*Craig Deasey PSM*  
GENERAL MANAGER

# ORGANISATIONAL STRUCTURE



# DELIVERY PROGRAM IMPLEMENTATION – GENERAL MANAGERS COMMENTARY

The following section reflects the Council's progress in terms of implementing the Delivery Program.

The Council's Operational Plan is developed out of the Delivery Program and the status is reported as at 30 June 2013, which follows this commentary on the seven themes of the Community Strategic Plan.

Key factors that have influenced the Council's capability to meet performance expectations revolve around resourcing both staff and financial.

## 1. Environment

Council was without a Manager of Environmental Services for four months of the 2012/13 year, coupled with the loss of the trainee Environmental Health Officer in September 2012. With the recruitment finalised in late October 2012 the new Manager did not fill the trainee position within Council. Accordingly certain initiatives have been delayed in respect of their implementation.

Despite these issues there were ongoing projects in relation to noxious weeds control with a joint Coolatai Grass destruction program undertaken with Singleton Shire Council. Funding was secured under the Environmental Trust to enable the remediation of an underground petroleum storage system that was classified as a high risk to the local waterways these works will commence in the 2013/2014 financial year.

Council has continued to work with HCCRCMA in respect of projects across the Shire and has continued to provide office accommodation for the Community Support Officer.

Council continues to be involved in Regional Waste Management Strategies and we are looking to focus more on projects that encourage the diversion of waste. Of concern however has been the increase in illegal dumping incidents across the Shire.

## 2. Local Economy

Officers of Council have been working closely with the Dungog Shire Chamber of Commerce, Hunter Regional Tourism and the Hunter Business Enterprise Centre.

During the year Council released to market 14 blocks in Council's residential Melbee estate, whilst sales have been slow despite a lot of early interest it is a reflection of the local economy. With a degree of uncertainty in some of the regional employment markets and limited employment markets in the Dungog LGA it has been the rural residential market in the southern parts of the Shire where more real estate activity has occurred.

The Mumford & Sons concert in October 2012 provided a short boost to the local economy in Dungog, however the Dungog Film Festival was not conducted in the 2012/2013 year which did have a negative impact on accommodation providers.

The local economy has also witnessed the cessation of further dairy operations in the Shire over the past 12 months and with market prices fluctuating in the beef cattle market the returns have been very low.

Council has witnessed activity as regards the construction of the Tomago to Stroud Transgrid Transmission line across the Shire, the relocation of Sheltons Bus Service to Common road and the establishment of a base for Active Tree Services.



Hunter Water has continued their investment in the water and sewerage infrastructure of the Shire with upgrades to sewer mains in Dungog, completion of the Clarence Town Sewerage Scheme and work at Chichester Dam.

### **3. Community and Culture**

A new resident's pack has been developed during the year and we have witnessed growth in the southern parts of the Shire.

The Friends of the James Theatre secured Arts funding to enable improvements to this facility to continue with works in excess of \$100,000 undertaken. The volunteers have committed significant man hours undertaking a range of tasks at the James Theatre.

Council in partnership with Dungog Shire Community Centre have conducted several events across the Shire in the past 12 months for our youth. In some respects attendances have been quite low which highlights one of the common issues being availability of transport.

Council hosts the Dungog Shire Health Forum on a quarterly basis and has also attended sessions on the Medicare Local Service. Whilst the local doctor situation has stabilised in Dungog it is evident that the provision of outreach services to the smaller communities is something that needs further support.

Sponsorship of Dungog Shire Events Inc has been maintained and a number of community organisations have accessed funding to support the conduct of their events.

Dungog was also host to the Mumford and Sons Gentlemen of the Road stopover tour in October 2012. The event attracted over 12,000 visitors and provided an opportunity for some local organisations to financially benefit. Whilst there were positive media and economic benefits from hosting the event the impact on staff resources was significant.

### **4. Rural and Urban Development**

With a total staff complement of 3.2 Equivalent Full time employees within the Planning and Development section we have witnessed a growth in development activity and at the same time have continued to progress the development of the Standard Instrument Local Environmental Plan.

A review of building setbacks within the Council's Shire Wide Development Control Plan has occurred with modifications being made by Council.

There is an ongoing process of refinement and improvement as regards Council's documentation. There has been a series of awareness programs undertaken in relation to pool safety, shop awnings and Fire Safety requirements.

Council staff have also maintained a close eye on the trends arising from the development of the White Paper on Planning Reform.

### **5. Recreation and Open Space**

It is evident that the sporting grounds of the Shire are under pressure as regards usage patterns and whilst Council's Section 94 Plan identifies further sportsgrounds for development, the cost will be significant.

Council has continued discussions with both State Forests and National Parks as regards access and issues of anti-social behaviour within campgrounds. Council has also maintained a dialogue with the Local Area Police Command in relation to such and there have been increased patrols as a consequence.

Council has continued to provide support to the Friends of the Dungog Common as they pursue trusteeship of this site for its future management.

## **6. Infrastructure and Services**

It is within this category that the majority of Council's funding is allocated as it covers a diverse range of elements.

During 2012/13 Council was listed on two natural disaster declarations and the impact of storm events and flooding has upon community infrastructure is significant.

More importantly some of the Council's key strategic documents need enhancement in the area of asset management. Obviously the road network has a significant infrastructure backlog and with limited funding sources available there is sustained pressure as regards priorities.

Council has continued to focus improvements on the Regional Road network as they are the main trafficked routes in the Shire. In essence \$3.4 Mil was expended on capital works on the Regional Roads network.

From a local network perspective Council has incurred a major failure at Cross Keys Causeway resulting in the site being closed to local traffic and also a failure at Woerdens Bridge resulting in a temporary structure being installed.

Renewal works were undertaken on Limeburners Creek Road and were also commenced on Paterson River Road. Council's maintenance allocations were over expended on the rural sealed and unsealed roads networks.

Council has participated in a number of forums over the past year and attended Community Safety Precinct meetings with the NSW Police, bushfire liaison meetings, lobbied for increased police presence in the Shire and the return of a local police officer to Clarence Town.

Council has made contributions to the NSW Transport Masterplan and the retention of rail services into Newcastle. We have supported initiatives run by Hunter New England Health Service and also lobbied for the retention of a mental health worker for the Shire.

Further funding has been secured to enable the next stage of the Clarence Town Flood Plain Management Plan. The development of the Plan will help guide Council as regards future funding priorities to address the impacts of localised flooding in Clarence Town.

## **7. Council Governance and Finance**

Council elections were conducted in September 2012 with four new Councillors being elected to Council. The elections were conducted by the State Electoral Commission.

Induction sessions were held with the new Council and additional training / information sessions have been held. Workshops have been arranged on a regular basis to provide Councillors with an insight into matters that were likely to come to their attention.

Workshop sessions on the Integrated Planning and Reporting process were facilitated by the Centre for Local Government Studies at the University of Technology as Council revisited the Community Strategic Plan and associated documents.

Sessions were also conducted on the Council's budget process to highlight how the budgets have been developed.

From a staffing perspective the Council is operating with a full time staff complement of less than 70, as a consequence there are a number of organisational gaps which give rise to conflicts as regards work priorities and service delivery expectations.

There are serious concerns as regards the Council's Administration Building and Council rejected tenders for renovation to the building that would have brought the building up to a standard. The cost estimate of \$1.5 Mil was in excess of budget provisions. The building issue is not going away and will need consideration in the near future.

Despite the adoption of deficit cash budgets in recent years, the inability to fill key engineering positions has given rise to savings in the wages budget. Council has continued to allocate funds to restricted assets to fund future projects however the funding transfers are minimal in comparison to the infrastructure backlog.

Council has continued to advocate on behalf of the community in respect of a number of matters including road funding, funding for strategic agricultural lands studies, planning reform, rail services, accessibility issues, ambulance service staffing levels, policing, police accommodation, mental health services, dialysis services and representations to the Local Government Independent Review Panel and the Local Government Acts Taskforce.

## **Conclusion**

The report on the 2012/13 Operational Plan which follows highlights the Council's progress in more detail. There are a number of strategies assigned to each theme of the Community Strategic Plan which are also aligned to the Council's Delivery Program.

# STRATEGIC TARGETS

## Natural Environment

**Strategy 1:** Ensure that appropriate agencies at all levels are involved in addressing issues surrounding climate change.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
1.1 Waste and Sustainability Improvement Program	1.1.1 Increase the use of alternative energy within Council Administration and Operations	Reduction of power usage by Council and Community facilities	Last ever WASIP Payment received- approx \$53,000. WASIP Guidelines have changed so that payment can only be spent on waste related projects. No further sustainability projects considered under WASIP.
1.2 Involvement and support for regionally based Climate Change Programs	1.2.1 Active member of HCCREMS	Number of Regional Programs actively supported by Council	<ul style="list-style-type: none"> <li>- Regional Roadside marker program supported.</li> <li>- REF template supported through training of key staff.</li> </ul>

**Strategy 2:** Raise public awareness of the responsibilities of landholders regarding management of land

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
2.1 Land and Natural Resource Management	2.1.1 Provide Rural Land Management resource information kits to property owners on land & natural resource management.	Number of Kits provided	No kits provided nor prepared and available
	2.1.2 Provide links to other authorities land management information through web links, brochures and CDs	Relevance and amount of information and number of links provided on Councils web	No links provided
2.2 Support Catchment Management Authority (CMA) programs through Council	2.2.1 Provide support for in- house CMA Community Support Officer	<ul style="list-style-type: none"> <li>- Number of Projects facilitated in LGA.</li> <li>- Grant funding for CMA programs received within LGA</li> </ul>	<ul style="list-style-type: none"> <li>- 10 local projects</li> <li>- 4 field days with 150 participants</li> <li>- \$290,000 in grant funding</li> </ul>
2.3 Regional Weed Action Plan	2.3.1 Property Inspections for new weed incursions	Property Inspections / annum	183 property inspections for year

**Strategy 3: Involve the community in maintaining and enhancing environmental health**

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
3.1 On Site Sewage Management	3.1.1 Provision of information in relation to OSMS through inspection program, phone enquires and on Councils website.	- Number of systems failing as a percentage. - Number of septic system inspections.	9%  50
3.2 Noxious Weeds	3.2.1 Provision of information in relation to weeds through inspection program, phone enquires and on Councils website.	Number of inspections	211
	3.2.2 Local Weeds Committee	Committee activity/ programs per annum	- 2 meetings held - Organisation of field day for October 2013 - Advertising campaign for Green Cestrum to be launched in 2013-14
	3.2.3 Field days on weed management	Number of Field Days	Total Field days attended as presenter over 3 days. 1 field day for GPG presented
3.3 Waste diversion and resource recovery	3.3.1 Waste diversion at the landfill and through Council waste diversion programs and recycling service	Meeting Office of Environment & Heritage waste reduction targets	Current targets being met. E waste and mobile phone drop off services added
3.4 Illegal Dumping	3.4.1 Promote reporting of illegal dumping to Council	Number of incidents recorded	16
	3.4.2 Support regional HCCREMS data base of illegal dumping sites	Number of fines issued	5
3.5 Waste Minimisation	3.5.1 Provide information to the community in relation to future waste service provision and waste diversion programs.	- Number of information sessions - Brochures/articles produced	Nil – preparation of waste strategy has been deferred by council resolution to enable consideration of Regional Waste Strategy preparation, local Government reform and the contents of the NSW Governments WARR Strategy
	3.5.2 Provide draft waste strategy for public submissions	Number of submissions	Deferred
3.6 Pilchers Reserve	3.6.1 Re-form Pilchers Reserve Committee to implement actions in POM.	- Committee reformed - Actions Implemented	No action
3.8 Noxious weeds	3.8.1 Develop email database of property owners, stock agents, Carriers and agencies to communicate Council Activities and weed management advice.	- No. of participants - No. of times group email system used	70 2

**Strategy 4:** Ensure that council's policies and processes adequately protect and enhance our natural environment and biodiversity

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
4.1 On Site Sewage Management	4.1.1 Ongoing inspection of onsite sewage management systems across the Shire.	<ul style="list-style-type: none"> <li>- No. of systems failing as a %.</li> <li>- No, of septic system inspections</li> <li>- New septic systems approved</li> </ul>	<p>9%</p> <p>50</p> <p>49</p>
4.2 Waste diversion	4.2.1 Provide kerbside collection of recyclables	Tonnes of recyclables collected	882 tonnes
	4.2.2 Implement waste Diversion Programs at the landfill	Tonnes of waste diverted	1937 tonnes
4.3 Roadside Environmental Management Strategy	4.3.1 Ensure impacts on natural biodiversity and ecology are considered in construction and maintenance within the road corridor.	Biodiversity retained within the roadside corridor	<ul style="list-style-type: none"> <li>- Training in roadside Marker scheme completed.</li> <li>- Installation of markers commenced</li> </ul>
4.4 Waste Collection Service	4.4.1 Provide waste collection service	<ul style="list-style-type: none"> <li>- Domestic waste Charge as compared to neighbouring Councils</li> <li>- Availability</li> </ul>	Waste Charge second lowest in Hunter. Service available to all residents. Waste contracts extended until 30/6/15
4.5 Landfill Operation	4.5.1 Provide economic and environmentally sustainable Landfill facility.	<ul style="list-style-type: none"> <li>- Landfill operating cost</li> <li>- % of waste to landfill</li> </ul>	<ul style="list-style-type: none"> <li>- Revenue received from landfill operations exceeded its operational costs.</li> <li>- Estimated that 52% of waste collected goes to landfill.</li> </ul>
4.6 Noxious Weed Program	4.6.1 Carry out inspections on private land and provide advice in relation to Noxious and Environmental Weeds.	No. of properties inspected	183
	4.6.2 Control weeds on public land and within Councils road corridor	Kilometres of roadside treated	180km
4.7 Development Control	4.7.1 Rural Amenity, Biodiversity and Natural Resource Management considered in all development.	<ul style="list-style-type: none"> <li>- Biodiversity and amenity maintained</li> <li>- No. of complaints</li> </ul>	<ul style="list-style-type: none"> <li>- No major environmental incidents or reduction in Biodiversity as a result of development.</li> <li>- 1 complaint re removal of roadside vegetation</li> </ul>
4.10 Illegal Dumping	4.10.1 Promote reporting of illegal dumping to Council	No. of incidents recorded	11
	4.10.2 Support regional HCCREMS data base of illegal dumping sites.	No. of fines issued	3

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
4.11 Waste Minimisation	4.11.1 Complete Waste Strategy	Waste Strategy Developed	Preparation of waste strategy has been deferred by council resolution to enable consideration of Regional Waste Strategy preparation, local Government reform and the contents of the NSW Governments WARR Strategy
	4.11.2 Complete new contracts for collection of waste and recyclables based on waste strategy.	Contracts completed and contractor engaged	Contracts extended until 30/6/15 by Council resolution to enable completion of Waste Strategy
	4.11.3 Waste Not DCP	Tonnes of building waste diverted from landfill	DCP adopted. Diversion rate of builders waste unknown

**Strategy 5:** Ensure that local waterways and riparian areas are clean and healthy

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
5.1 Erosion and Sediment Control Policy	5.1.1 Take effective measures to limit erosion associated with Council works within the road corridor and public spaces	Extent of erosion within Council road corridors	All Civic works executed have regard to sediment and erosion control
5.2 Grant Funding	5.2.1 Continue to source funding opportunities to improve Council causeways and crossings	\$ sourced.	Nil
	5.2.2 Partner CMA in local riparian projects	No. of projects completed	7 CMA projects completed
5.3 On-site sewage management system inspection and approval program	5.3.1 Inspect existing OSMS to ensure that they are not polluting local waterways	% of high fail OSMS.	9% failure rate
	5.3.2 Ensure new OSMS comply with recommended set backs from local waterways and rivers.		No encroachments identified during period

**Strategy 6:** Manage and reduce the impact of weeds and pest animals on the natural environment.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
6.1 Public Education	6.1.1 Field Days held to provide public education on local weed management.	No. of field days attended	<ul style="list-style-type: none"> <li>- 1 field day organised and presented.( GPG at Eccleston)</li> <li>- 3 days attendance at Tocal Field days.</li> <li>- 3 miscellaneous noxious weed related field days attended as participant</li> </ul>
	6.1.2 Support information stand at Tocal Field Days.		Attended
6.2 Noxious Weeds Property Inspection	6.2.1 Maintain an annual program of property inspections.	No. of properties inspected.	211
6.3 Noxious Weeds Management	6.3.1 Maintain an annual noxious weeds destruction program.	Kilometres of roadway treated	409 km

**Strategy 7:** Ensure that appropriate regulatory and enforcement agencies are proactive in addressing environmental issues

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
7.1 Involvement in HCCREMS	7.1.1 Advocacy role at a regional level with State and Federal Agencies	No. of programs with other government agencies	Nil
7.2 Referral	7.2.1 Referral of local issues and enquiries to appropriate regulatory authority	<ul style="list-style-type: none"> <li>- No. of referrals</li> <li>- No. of Complaints</li> </ul>	1 pollution incident to EPA 1 complaint
7.3 Underground Petroleum Storage Systems	7.3.1 Provide advice to local operators and ensure appropriate actions is taken by OEH	Level of understanding and local compliance	Grant received for Pilot program at Modern Motors. Arrangements made for joint inspection program with EPA of UPSS premises in early July 2013.

**Strategy 8:** Maintain a regional approach to the management of our natural environment

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
8.1 Hunter Central Rivers Catchment Management Authority (HRCMA)	8.1.1 Work with Hunter Councils to ensure regional consistency in the application of the HRCMA Catchment Action Plan	No. of regional programs in the LGA	10
8.2 Upper Hunter Regional Land Use Strategy	8.2.1 Participate in forums and provide comment on regional strategies	No. of forums participated in	Nil
	8.2.2 Consider land use Strategy in Development and biodiversity	Inclusion of regional Strategy outcomes in local planning	Ongoing



## 9. OTHER COUNCIL PROGRAMS AND ACTIVITIES SUPPORTING OUR NATURAL ENVIRONMENT

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
9.1 Community Education / Support	9.1.1 Continue to provide office accommodation and assistance to CMA Community Education Officer.	Office accommodation provided.	Ongoing
9.2 Healthy Rivers	9.2.1 Continue to provide financial support to Dungog High School for river watch program.	Restocking of equipment as required.	Ongoing based upon requests from the High School
9.3 National tree Day	9.3.1 Provide trees to local community Groups and Schools.	No. of trees planted /annum	250 trees provided
9.4 Clean Up Australia Day	9.4.1 Facilitate community group involvement.	- No. of Groups - Waste collected	3 groups 750 kg waste collected
9.5 Grant Funding	9.5.1 Apply for grants and carry out work on local projects.	- No. of grants - Amount of Grant money received	2 – Clarence Town Flood study and UPSS pilot Value \$260,000

# Local Economy

**Strategy 1:** Ensure that economic growth and expansion across the shire is supported by improvement of local public and private infrastructure

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
1.1 Telecommunications	1.1.1 Work with Countrytel to establish high speed broadband in the area.	Satisfaction with internet speed and reliability from the community.	Ongoing discussions with Countrytel about the development of high speed broadband for the area
1.2 Ongoing upgrade of Raymond Terrace/ Dungog Road.	1.2.1 Works Programme developed.	Delivery of the Clarence Town Upgrade Works Programme by June 2015	Works Programme has been developed. Pavement design parameters determined. Construction north of Clarence Town ongoing
	1.2.2 Work with Road and Maritime Service and Port Stephens Council to provide consistent pavement design		

**Strategy 2:** Ensure that appropriate public and private sector agencies and business work co-operatively to strengthen and expand the shire's economic base

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
2.1 Work with Dungog District Chamber of Commerce to apply for grant funding from Government departments and other agencies.	2.1.1 Encourage the development of a weddings and special events industry in the Shire.	\$ value of grant monies received.	\$4,900 from NSW Trade and Investment.
2.2 Economic Diversification	2.2.1 Participation in the Upper Hunter Economic Diversification Taskforce.	- Attendance at meetings - No. of projects involved.	- Three meetings attended - Upper Hunter Diversification Report completed November 2012. - Upper Hunter Labour Force launched June 2013.
2.3 Business Referral Advisory	2.3.1 Work with Hunter BEC and provide referrals to support business development.	No. of referrals per annum.	3 referrals – Economic Development & Tourism Coordinator Board Member of BEC.
2.4 New Business Startup	2.4.1 Maintain relationship with Hunter office of NSW Trade & Investment, RDA Hunter and other public organisations for project referral and funding initiatives.	- No. of referrals - No. of meetings.	- 2 referrals - 5 meetings (including 3 above)

**Strategy 3:** Promote the shire as a good location for the establishment of innovative, small scale, sustainable businesses

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
3.1 Industry Attraction.	3.1.1 Work with the Hunter Business and Enterprise Centre to facilitate support, training and mentoring for new small business start ups.	No. of small industry start ups in the Shire.	4 small business start ups in the Shire in the period.
3.2 Dungog Adult Education initiative.	3.2.1 Provide in-kind support for the Adult Education Initiative.	Attendance at meeting of Advisory Council.	4 meetings have been attended in the period.
3.3 Alternative Energy	3.3.1 Maintain relationship with renewable energy coordinators office	Briefings attended.	No briefings have been held in the period.

**Strategy 4:** Develop a unique brand and identity for the shire to promote local economic growth and development

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
4.1 Dungog Shire Promotion.	4.1.1 Promotion of Dungog Shire as a place to live, work and visit.	Availability of current materials.	Potential resident/business pack developed.
4.2 Destination Marketing	4.2.1 Update hardcopy and online collateral.	<ul style="list-style-type: none"> <li>- New brand and identity explored.</li> <li>- New material developed.</li> <li>- Web presence enhanced.</li> </ul>	<ul style="list-style-type: none"> <li>- Initial discussions held about new brand &amp; identity</li> <li>- Great Country Drives brochure has been designed and printed</li> </ul>
	4.2.2 Build on the concepts/ ideas that came from the community planning process.		

**Strategy 5:** Identify and develop local tourism opportunities

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
5.1 Work with existing, new and proposed businesses to develop new Tourism product.	5.1.1 Facilitate the development of new accommodation, visitor attractions and other support infrastructure.	No. of visitors to Dungog Shire.	<ul style="list-style-type: none"> <li>- 9,000 visitors the VIC in 2012 -2013</li> <li>- 2 major events held in the Shire in the period (the Vacy Village Country Carnival and the Mumford and Sons concert) both brought large numbers of visitors to the area</li> </ul>
	5.1.2 Work with event organisers to expand the attendance at their event.		
5.2 Events Register	5.2.1 Maintain an accurate and timely register of events occurring within the Shire.	Quarterly calendar produced.	Completed.
5.3 Promote tourism businesses	5.3.1 Facilitate representation of tourism related businesses on the Chamber of Commerce Committee	No. of tourism businesses on Dungog District Chamber of Commerce Committee.	There are three tourism related businesses on the DDCC Committee.
5.4 Land Use Planning	5.4.1 Undertake a review of land use planning framework including strategies, LEP and DCP to identify opportunities for tourism in consultation with tourism operators.	Development of DCP or Council Policy.	<ul style="list-style-type: none"> <li>- Reduction in restrictions on the provision of tourism accommodation still proposed in Draft Dungog LEP 2013.</li> <li>- Tourism chapter is to be developed as part of Dungog DCP review.</li> </ul>

**Strategy 6: Encourage a 'buy local - sell local' approach to goods and services**

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
6.1 Encourage a greater focus on local food production and sales.	6.1.1 Work with the organisers of the seasonal Dungog Farm Feast initiative.	No. of attendees at the Farm Feast events.	On-going association with Chillbillies and Fosterton Farm Bakery in staging Dungog Farm Feast, each of which is sold out (about 70 people). The Dungog Food Affair is planned for Dungog in November.
	6.1.2 Encourage more producers to be involved in the event.	No. of Dungog Shire businesses involved in Farm Feast.	Approximately ten Dungog Shire businesses have been involved in the events
	6.1.3 Work with members of the Hunter Food Network to promote fresh, quality food production in the Shire.	No. of Dungog Shire businesses involved in Hunter Food Network.	2 businesses on the Executive Committee of the Hunter Food Network, these being Tar10 and Bendolba Estate.
6.2 Local Business Development	6.2.1 Support the Dungog & District Chamber of Commerce to develop programmes which reward and encourage local purchasing.	No. of programmes and incentives.	1 Shop Local campaign planned for 2013
6.3 Fresh Food Trail	6.3.1 Reinvigorate fresh food trail utilising current technology (Apps, Social Media).	Trail developed.	Audit of where local produce can be purchased across the Shire undertaken

**7. OTHER COUNCIL PROGRAMS AND ACTIVITIES SUPPORTING OUR LOCAL ECONOMY**

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
7.1 Visitor Information Centre	7.1.1 Continue to provide financial support to enable VIC operations.	Budget approved.	Ongoing
7.2 Real Estate Development	7.2.1 Completion of next stage of the Melbee residential subdivision.	Melbee Stage completed and blocks released to market.	Completed development 4 blocks sold at 30 June 2013.
7.3 Dungog & District Chamber of Commerce	7.3.1 Ongoing attendance at Chamber meetings.	No. of meetings attended.	13 Committee meetings and 3 networking dinners
	7.3.2 Provision of support for projects and Annual Awards Dinner.	No. of projects supported.	The Weddings and Special Events and the Shop Local Campaign are the main initiatives supported in the period.
7.4 Local Area Promotion	7.4.1 Maintain media presence and attend trade shows, expo's and other events to promote local area.	<ul style="list-style-type: none"> <li>- Presence on Dungog Radio, Dungog Chronicle and other regional media.</li> <li>- No. of events attended/involved in.</li> </ul>	<ul style="list-style-type: none"> <li>- Positive media presence</li> <li>- Two expos/trade shows</li> <li>- Several stories in the Chronicle, community papers, and regional media, as well as interviews on Radio Dungog.</li> </ul>

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
7.5 Barrington Tops Promotion	7.5.1 Work with Gloucester Shire Council and local operators to promote Barrington Tops and identify opportunities for joint partnerships.	- No. of partnerships.	<ul style="list-style-type: none"> <li>- Four partnerships</li> <li>- Dungog and Gloucester Councils and the National Parks and Wildlife Service and volunteer guides at certain locations in the Barrington Tops National Park.</li> <li>- Maitland Council and Dungog Council in Steamfest.</li> <li>- Dungog and Gloucester Councils and local operators in Barrington Tops Tourism</li> <li>- Dungog Council, National Parks and Wildlife Service, the Forestry Corporation and others in the promotion of natural areas in the Shire</li> </ul>
7.6 Hunter Council's Central Coast Screen & Television Services	7.6.1 Continue to support organisation with location support.	<ul style="list-style-type: none"> <li>- No. of enquiries.</li> <li>- No. of film activities undertaken.</li> </ul>	A Masters project for the Australian Film and Television School. Participants have been referred to Screen Hunter and Central Coast to obtain the appropriate approvals for the shoot.
7.7 Tourism Hunter	7.7.1 Support the ongoing development of the Tourism Hunter product.	<ul style="list-style-type: none"> <li>- Funding provided.</li> <li>- No. of meetings attended.</li> </ul>	During the period demand building funding was received from Hunter Tourism for a project to improve the visitbarringtontops.com.au home page and also the Barrington Tops Facebook page
7.8 Regional Development Australia	7.8.1 Provide input into regional infrastructure priorities and support activities undertaken by RDA – Hunter.	<ul style="list-style-type: none"> <li>- Information supplied for Regional Plan.</li> <li>- Attendance at briefing sessions.</li> </ul>	<ul style="list-style-type: none"> <li>- Information supplied for Regional Plan.</li> <li>- Meeting held with RDA Hunter CEO</li> </ul>
7.9 Business Liaison	7.9.1 Develop business and tourism e-bulletins.	<ul style="list-style-type: none"> <li>- No. of bulletins produced.</li> <li>- Business awareness of Council's economic development activities.'</li> </ul>	<ul style="list-style-type: none"> <li>- Bulletins ad hoc</li> <li>- Business awareness high</li> </ul>

# Community and Culture

**Strategy 1:** Develop programs/initiatives to welcome and integrate new residents into the Shire.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
1.1 New residents pack	1.1.1 Update welcome pack for new residents	Regular renewal and website link.	Pack developed
1.2 Meet the Mayor program	1.2.1 Establish a yearly program	- Program held. - No. of people attending.	To be launched in Local Government Week

**Strategy 2:** Create options for community participation through volunteerism.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
2.1 Ongoing links and networks to existing community groups	2.1.1 Provide information, support and links to encourage and maintain participation.	Participation and feedback from community groups.	Ongoing.
2.4 Sec 355 Committee Pack	2.4.1 Finalise Sec 355 Management Committee Information Package.	Information package disseminated to Committees and information sessions held.	Matter near finalised with outstanding matters around risk and finance.

**Strategy 3:** Raise public awareness of local activities and events that provide a foundation for community building

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
3.1 Establish email networks, papers distributions and electronic alerts	3.1.1 Established networks to inform, distribute and gather appropriate information.	- Responses - Attendances	- Email Alerts distributed on regular basis - Website updated with appropriate information

**Strategy 4:** Develop and initiate opportunities for greater participation of young people in local community activities.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
4.1 Partnering with existing organisations to run youth appropriate programs.	4.1.1 Currently running three (3) regular programs in partnership for youth participation.	- Program/initiative held and participation by local youth. - No. of young people involved.	- Partnered with Youth Development Officer & DSCC to hold youth barbeques at Shire Skateparks. - Approximately 15 youth attended

**Strategy 5: Foster the cohesiveness of local community groups**

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
5.1 Working with local community groups to promote partnerships.	5.1.1 Encouraging local groups to work in partnership with Council and each other to achieve community goals.	No. of partnership projects undertaken.	Number meetings held with sporting organisations to improve existing facilities through external funding (ie Clarence Town Soccer Club)

**Strategy 6: Foster and support the cultural life of the Shire.**

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
6.1 Dungog Shire Council Youth Art Exhibition showcasing Shire wide youth art.	6.1.1 Conduct annual youth art exhibition.	No. of entries received.	Over 150 entries received but exhibition postponed due to venue availability
6.2 Works in partnership with existing cultural groups and creative industries to maintain, expand and establish cultural opportunities within Shire.	6.2.1 Provide information, funding, venues and links.	Ongoing partnerships with successful outcomes.	Ongoing

**Strategy 7: Enable information relevant to our local communities to be easily exchanged.**

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
7.1 Grant handbook developed and information sessions held on a regular basis.	7.1.1 Two (2) regular evenings/days held per year.	Attendance and support of event.	Information session held with number of sporting groups attending. Re facility funding updates
7.2 Network alerts.	7.2.1 System information about Council program and activities distributed through email.	Information distributed.	- Email alerts distributed regularly - Website updated with appropriate information

**Strategy 8: Ensure that there are locally available services and facilities to cater for people of all ages.**

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
8.1 Regular meetings to ensure services.	8.1.1 Established forums to ensure ongoing services for all ages.	Services maintained and continued.	Ongoing.
8.2 Regular reviews/ inspections of Council facilities.	8.2.1 Regular inspections of facilities to maintain and improve standard of facilities provided.	General improvement in facilities.	Ongoing

**Strategy 9:** Ensure that community health and safety issues are identified and addressed.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
9.1 Dungog Shire Health Forum held bi-monthly.	9.1.1 Council is the chair of Dungog Shire Health Forum to provide opportunities for health issues to be identified.	- Meeting attendances - Issues resolved.	- 5 meetings held with strong representations from service organisations - Ongoing concerns with Mental Health Worker position & number of Baby Health Clinics in Shire
9.2 Dungog Shire Access Committee	9.2.1 Coordination of the Access Committee and identification of hazards.	- Meeting attendances - Issues resolved.	Ongoing – meetings attended and issues discussed. Last couple of meetings cancelled due to insufficient numbers.
9.3 Provision of Cemetery Services	9.3.1 Administer Cemetery Services in Councils seven cemeteries	- No. of burials - No. of complaints	21 burials 9 complaints and 1 compliment
9.4 Food Safety	9.4.1 Carry out inspection of all food outlets	- No. of inspections - % of premises inspected - No. of complaints - No. of penalties and improvement notices issued	54 100% 2 Nil
9.5 Communication/ education	9.5.1 Educate staff in food outlets on food Hygiene	No. of retailer information sessions and programs	Nil
9.6 Regional Programs for Food Safety	9.6.1 Participation in Hunter Central Coast Regional Food Group and regional programs	- No. of regional programs implemented - No. of regional meetings attended	Nil 2
9.7 Regional partnerships	9.7.1 Provide food inspection services to other Councils	- No. of Food inspections carried out - No. of regional cooperative programs	30 inspections at Gloucester 1
9.8 Health and beauty premises	9.8.1 Carry out inspections of all hairdressing, beauty, skin penetration and, mortuary, premises.	- All premises inspected in relation to risk - No. of complaints - No. of penalties and improvement notices issued - No. of premises inspected	Nil Nil Nil Nil
9.9 Communication/ education	9.9.1 Educate staff in health premises outlets on appropriate hygiene practices	Number of information sessions and programs	Nil



**CONT'D**

<b>PROGRAM / ACTIVITY</b>	<b>OPERATIONAL PLAN ACTIONS</b>	<b>PERFORMANCE INDICATORS</b>	<b>STATUS AS AT 30 JUNE 2013</b>
9.10 Regional Programs	9.10.1 Participation in Hunter Region Health Education Committee	No. of regional programs implemented and regional meetings attended	Public Swimming pools and spas training for operators made available for attendance at Maitland. 3 meetings of HRHEC attended
9.11 Companion Animals	9.11.1 Administer Companion Animals Program	- No. of registrations annually  - No. of complaints - No. of Penalties issued - No. of Notices served under the Act	350 dogs and 23 cats registered during 2012-13. An extensive mail-out to 2500 owners of unregistered companion animals carried out in June. Register data shows that only 47% of identified dogs and 30% of identified cats are currently registered. 62 8 4
	9.11.2 Provide Companion Animal pound services	- No. of dogs impounded - No. of dogs euthanased	28 2
9.12 Provision Ranger Services	9.12.1 Compliance with Companion Animals, Australian Road Rules, Protection of the Environmental Operations Act	- No. of offences - No. of Notices / Penalties Issued - No. of Complaints	46 46 70
9.13 Stock Impounding	9.13.1 Compliance with Impounding Act.	No. of Complaints	6
	9.13.2 Remove stock from the road reserve	No. of stock impounded	Nil
9.14 Vehicle impounding	9.14.1 Compliance with Impounding Act	No. of vehicles impounded	2
	9.14.2 Impound abandoned vehicles on Council/ public land	No. of Complaints	4
9.15 Approval of activities under Sec 68 of the Local Govt Act	9.15.1 Inspection of Health premises	- No. of applications - No. of approvals	1 1
	9.15.2 Approval of Waste Water management Systems	- No. of applications - No. of approvals	33 33

**Strategy 10:** Foster the development of programs that assist community organisations to secure funding and other resources.

<b>PROGRAM / ACTIVITY</b>	<b>OPERATIONAL PLAN ACTIONS</b>	<b>PERFORMANCE INDICATORS</b>	<b>STATUS AS AT 30 JUNE 2013</b>
10.1 Grant evening and handbook	10.1.1 Maintain grant handbook for distribution.	Number of attendees.	No evenings held.
10.2 Work with existing organisations in securing funding for development of their organisations.	10.2.1 Hold regular workshops for grant information etc.	Successful grant applications.	Number of Sport & Recreation grants applied for and also Volunteer Equipment Grants

## 11. OTHER COUNCIL PROGRAMS AND ACTIVITIES SUPPORTING OUR COMMUNITY AND CULTURE

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
11.1 Dungog Events Inc	11.1.1 Continue to provide support to Dungog Events.	No. of meetings attended.	9
	11.1.2 Continue to financially support the organisation.	No. of events supported.	7
11.2 Arts Upper Hunter	11.2.1 Continue to financially support the organisation.	<ul style="list-style-type: none"> <li>- No. of meetings attended by Councillor delegate.</li> <li>- No. of events developed for the Dungog LGA.</li> </ul>	2 meetings attended  10 <sup>th</sup> Anniversary Exhibition January 2013.
11.3 Australia Day	11.3.1 Continue to promote and coordinate Australia Day activity	<ul style="list-style-type: none"> <li>- Event conducted</li> <li>- No. of nominees received.</li> </ul>	Successful event held. 9 nominees received.
11.4 Community Events	11.4.1 Continue to provide support to specific national days/weeks. <ul style="list-style-type: none"> <li>- Seniors Week</li> <li>- International Disability Day</li> <li>- NAIDOC Week</li> <li>- International Women's Day</li> <li>- Local Government Week</li> </ul>	<ul style="list-style-type: none"> <li>- Events conducted</li> <li>- Participation numbers</li> <li>- External funding source \$</li> </ul>	Due to local events coordinated by community organisations events such as Seniors Week & International Women's Day were sponsored by Council rather than organised. The funding for both events was \$500 per event secured by external applications

# Rural and Urban Development

**Strategy 1:** Ensure that there is adequate land supply to accommodate future expected population growth.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
1.1 Land Use Planning	1.1.1 Continue to progress the Standard Instrument Local Environmental Plan	Adoption of Council's SI LEP	Draft Dungog LEP placed back on exhibition during May 2013. Submissions are currently being reviewed.
	1.1.2 Process site specific LEP's consistent with the adopted Shire Wide Land Use Strategy.	Gazettal of individual LEP's to accommodate specific growth pressures within the LGA.	Site Specific LEPs such as Hanleys Creek rezoning continue to be processed in accordance with the relevant legislation

**Strategy 2:** Maintain a long term planning approach that caters for diversity and choice in rural and village living.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
2.1 Strategic Planning	2.1.1 Continue to lobby NSW Government to fund a Shire wide rural land use plan.	Funding commitment secured.	Commitment secured from Hunter Water. Submission lodged for Planning reform funding and meetings held with Minister during the year.
2.2 Consolidate and grow existing urban centres within the Shire.	2.2.1 Continue to review and prepare Local Approval Plans for Dungog, Clarence Town, Paterson, Vacy and Gresford.	Stability and/or increase in the population numbers and having stock within the towns and villages.	Review of LAPS deferred until Standard Instrument LEP has had a Section 68 report prepared. Areas earmarked in draft LEP for expansion around, or in proximity to existing villages

**Strategy 3:** Ensure the availability of land to facilitate commercial and industrial growth.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
3.1 Land Development	3.1.1 Continue to promote availability of Council owned industrial land.	No. of lots sold.	Ongoing web presence only.
3.2 Land Use Planning	3.2.1 Develop a system to monitor uptake and development of existing commercial and industrial land.	Monitoring system introduced.	A Manual system is being utilised at this stage

**Strategy 4:** Ensure that our land use planning for the Shire acknowledges the importance of our rural character and agricultural activities.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
4.1 Improvement in Council's policy framework to enable delivery of high quality development outcomes.	4.1.1 Reviewing Dungog DCP No. 1.	Adoption of a revised DCP which is consistent with the Standard Instrument LEP and industry best practice.	A review of the Building Setbacks chapter of the DCP has been undertaken. Preliminary reviews of other chapters are underway.
4.2 Processing of Development Applications to ensure the ongoing environmental sustainability of the LGA.	4.2.1 Assess Development Applications in accordance with Council's Planning Framework and Environmental Planning and Assessment legislative requirements.	<ul style="list-style-type: none"> <li>- New approved development does not compromise the viability of existing rural and agricultural activities.</li> <li>- Increase in the number of DA's processed within 40 days.</li> </ul>	No evidence that new approved development has impacted negatively on existing farming practices.
4.5 Upgrade of information systems	4.5.1 Upgrade of Council's mapping resources to include a rural capability layer and a biodiversity layer to inform future development.	Council's mapping layers enhanced to enable improved strategic planning and environmental assessment.	Ongoing.

**Strategy 5:** Ensure the heritage and streetscapes of our villages are preserved and enhanced.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
5.1 Identification and preservation of Heritage items.	5.1.1 Review and update Council's Heritage Strategy	Adoption of a revised Heritage Strategy.	Heritage Study completed and lodged with the Heritage Council by May 2013 deadline. Council to formally adopt the updated Strategy.
5.2 Local Heritage Fund	5.2.1 Obtaining funding from Heritage branch of Planning NSW.	Specific projects completed that preserve and enhance heritage buildings and places in the LGA.	Funding for 2012/2013 projects has been distributed.
5.3 Heritage Advisory Service	5.3.1 Provide specialist advice on both strategic and development related heritage matters.	Increase in community numbers using the Service and improvement in heritage related development outcomes.	Limited number of individuals utilising the service partially due to DA numbers being down. Significant assistance provided by Heritage Advisory in finalising the Heritage Strategy.

## 6. OTHER COUNCIL PROGRAMS AND ACTIVITIES SUPPORTING RURAL AND URBAN DEVELOPMENT

PROGRAM / ACTIVITY		OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
6.1	Review of Section 94 Plan	6.1.1 Consultant commissioned awaiting Works Program	Adoption of simplified and revised Section 94 Plan.	Awaiting completion of Asset Management Strategy and adopted Works Plan.
6.2	Improve and strengthen Council's relationship with the Development industry and other stakeholders.	6.2.1 Improve the accessibility and usability of information available in print, web or through the Development Advisory Panel.	Increased usage of the Development Advisory Panel and better quality applications being lodged.	A comprehensive suite of information is now available to potential applicants through Councils website and specific development proformas.  Limited number of DAPs held in the first half of 2013.
6.3	Develop and maintain an appropriate and contemporary manual of engineering standards.	6.3.1 Revise the engineering standards listed in Council's Policy Register to reflect contemporary standards and practices.	Review completed and new manual adopted.	Work has commenced on reviewing and updating Councils Roads Policy
6.4	Fire Safety Program	6.4.1 Complete risk evaluation of existing buildings relevant to land use.	Increase in number of buildings upgraded to meet fire safety standards.	Fire safety programme milestones achieved.
		6.4.2 Commence audit on high risk premises.	No. of complaints in respect of fire safety standards.	Limited complaints regarding fire safety matters. Audits to commence on High risk establishments as resources permit.
6.5	Pool Safety Program	6.5.1 Notified relevant stakeholders of the need for pool compliance certificate at point of sale	Decrease in the number of non-compliant pools.	No of Pool certificates being requested has increased due to general awareness
		6.5.2 General audit of pool applications to verify compliance.	Increased number of certificates issued for compliance for pools.	Auditing of pools as part of the program has not been undertaken as of this date
6.6	Update Council's Standard Conditions of Consent	6.6.1 Planning, Engineering and Building Officers will review, modify and augment the current list of Standard Conditions to reflect industry best practice.	Review completed and new conditions being utilised in the preparation of Development Consents.	Council staff have commenced utilising some updated conditions. Work is progressing on adopting a comprehensive suite of conditions to cover all development aspects.
6.7	Provision of 149 Certificates and Property Information.	6.7.1 Preparation of zoning certificates in accordance with legislative requirements.	- 149 Certificates issued in a timely manner with minimal returns. - Response times to general written property enquiries is reduced.	Service timeframes for 149 Certificates did drop during this period whilst the trainee planner became familiar with the process. - General enquiries continue to be responded to in an acceptable timeframe.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
6.8 Maintain and increase Council's Market Share of Contestable Building Activities.	6.8.1 Construction Certificates and Complying Development Certificates are issued within timeframes comparable with Private Certifiers.	Increase in the proportionate number of Construction Certificates and Complying Development Certificates being issued by Council.	The Majority of Construction certificates and CDC's continue to be issued by Council. Positive feedback is being received from the general public regarding Councils Building Services
	6.8.2 Greater promotions about Council's Building Services through the website.		
6.9 Investigation of Illegal and Unauthorised Development.	6.9.1 Identifications of non-compliant developments through a consents audit process.	<ul style="list-style-type: none"> <li>- Education programme developed to highlight to the public the need to obtain consent for certain types of development.</li> <li>- Regularisation of unauthorised Development, where possible.</li> <li>- Greater use of legal mechanisms to restrain environmentally harmful illegal development.</li> </ul>	<ul style="list-style-type: none"> <li>- Website Information and advertisements utilised to educate the public as to the types of activities which require formal consent.</li> <li>- A high proportion of sheds illegally occupied are now being identified, investigated and where possible regularised.</li> <li>- A number of Penalty Infringement Notices have been issued for development without consent as well as negotiating where possible the cessation of those illegal activities.</li> </ul>
	6.9.2 Investigations of complaints received from the public.		
6.10 Representation of Dungog Council in legal matters pertaining to Planning.	6.10.1 Preparation of Evidence for Court proceedings and acting as an expert witness on Council's behalf.	Legal disputes are dealt with in a manner consistent with Council's adopted planning provisions.	Councils legal advisors are utilised to assist in the negotiation process in an attempt to avoid costly legal proceedings through the Courts.
	6.10.2 Briefing, commissioning and directing Council's legal advisor.	Reduction in the number of matters progressing to litigation.	As at June 30 there are no matters currently being litigated by Council.

# Recreation and Open Space

**Strategy 1:** Ensure that local recreational and sporting facilities reflect the needs and interests of a growing community

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
1.1 Asset Management	1.1.1 Development and implementation of Council's Asset Management Plan	Asset Management Plan is developed within budgetary constraints	Asset Management Plan development ongoing.
1.2 Sporting Grounds	1.2.1 To support Council's Management Committees	Management Committees provide regular reports to Council	Where Management Committees are in place, reports are being received
	1.2.2 Maintain. Collaboration with alternate providers of infrastructure for recreational and sporting facilities.	Continued use of non-Council owned facilities is permitted.	Agreement for use of Dungog High School Oval has been determined
1.3 Plans of Management	1.3.1 Ensure Plans of Management are improved and maintained to reflect current issues and community needs	No. of Plans of Management implemented and reviewed.	Ongoing.

**Strategy 2:** Encourage and support a diversity of sporting and recreational activities throughout the Shire

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
2.1 Asset Maintenance	2.1.1 Maintain and promote the use of recreational and sports facilities.	Grounds facilities are maintained to a agreed standards.	Grounds are maintained to levels consistent with budgetary restrictions
2.2 Sporting diversity	2.2.1 Continue discussions with the Hunter Academy of Sport in relation to the promotion of various sporting activities	Establishment of sports development days for the schools.	Working with Active After Schools and Sport & Recreation to deliver both school development days & holiday clinics. 2 holiday clinics held this period and 3 Shire schools participating in AAS
2.3 Funding Programs	2.3.1 Conduct annual workshops in relation to sporting grant funding.	Annual Workshop held.	3 Presentations held directly with sporting organisations
2.4 Sporting Facility Maintenance	2.4.1 Continue to promote a partnership approach with local communities, sporting and recreational groups for the management and maintenance of local sporting facilities	Continued support from local groups and community involvement in S355 Committees.	Ongoing as required.
2.5 Equity of use	2.5.1 Council and its representatives manage access to its sporting and recreational facilities to ensure equity amongst users	Availability of grounds to meet user requirements	Users contacted for high use areas such as Bennett Park. S355 committees facilitating usage of other grounds

<b>PROGRAM / ACTIVITY</b>	<b>OPERATIONAL PLAN ACTIONS</b>	<b>PERFORMANCE INDICATORS</b>	<b>STATUS AS AT 30 JUNE 2013</b>
2.6 Pricing	2.6.1 Preview Council's fee structure to encourage community use of local sports and recreational facilities.	Consistent framework for fees applied Shire wide.	Work in progress staff to workshop with Council in second period.
2.8 New Section 94 Plan	2.8.1 Develop Section 94 Plan for developer contributions that is achievable and reflects the increased need for community facilities within individual districts generated by development	New Section 94 Plan is developed.	Awaiting completion of Asset Management Strategy and adopted Works Plan.

**Strategy 3:** Ensure that appropriate access to public lands is maintained

<b>PROGRAM / ACTIVITY</b>	<b>OPERATIONAL PLAN ACTIONS</b>	<b>PERFORMANCE INDICATORS</b>	<b>STATUS AS AT 30 JUNE 2013</b>
3.1 Access to Public Lands	3.1.1 Liaise with appropriate agencies to ensure that recreational areas including national parks, forests and waterways are accessible and well cared for.	<ul style="list-style-type: none"> <li>- No. of TAC Meetings attended by key agencies.</li> <li>- No. of formal letters issued to Agencies in relation to complaints received by Council.</li> </ul>	2  Nil
3.2 Public Land usage	3.2.1 Advocate for local communities and visitors to ensure that regional parks, forests and waterways accommodate a diversity of uses and interests	No. of TAC meetings attended by key agencies.	2
	3.2.2 Advocate for improvements to tourist infrastructure in National Parks and Forest areas	<ul style="list-style-type: none"> <li>- Upgraded visitor amenities and infrastructure</li> <li>- Overall satisfaction of day and overnight visitors to these facilities</li> </ul>	Underway



#### 4. OTHER COUNCIL PROGRAMS AND ACTIVITIES SUPPORTING RECREATION AND OPEN SPACE

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
4.1 Promotion of camping/ caravanning	4.1.1 Provide facilities at Clarence Town and Dungog and promote other Parks and Camping areas throughout the Shire.	<ul style="list-style-type: none"> <li>- Occupancy rates</li> <li>- No. of visitors to the Shire.</li> </ul>	9,000 visited the VIC in 2012-2013 compared to 10,100 in 2011-2012.
4.2 Tourist Infrastructure	4.2.1 Continue to lobby National Parks & Wildlife and Forest NSW to upgrade visitor amenities, forest camping infrastructure and interpretative facilities.	<ul style="list-style-type: none"> <li>- No. of visitors to the areas managed by NPWS &amp; Forest NSW</li> <li>- Overall satisfaction of day and overnight visitors to the area.</li> </ul>	Above last year
4.3 Volunteer program	4.3.1 Support the Volunteer Guides Program with NPWS.	No. of volunteers involved in the program.	9
4.4 Park Playground Inspections	4.4.1 Inspected monthly.	% of Playgrounds Inspected on a Monthly basis.	All playgrounds inspected monthly.
4.5 Park Mowing	4.5.1 Mowing undertaken on a rolling programme.	All parks to be mowed once per month.	Parks are mowed based on seasonal conditions and usage
4.6 Sporting Ground Mowing	4.6.1 Mowing undertaken on a rolling programme.	All parks to be mowed twice per month.	Sporting grounds are mowed based on seasonal conditions and usage
4.7 Cemeteries Mowing	4.7.1 Mowing undertaken on a rolling programme.	General Cemeteries to be mowed quarterly. Lawn Cemetery to be mowed bi-month.	Mowing consistent with requirements but undertaken in conjunction with seasonal conditions.
4.8 Swimming Pools Contractor Management.	4.8.1 Monitoring of contractor performance and compliance with Public Health requirements.	<ul style="list-style-type: none"> <li>- No. of non-compliances with contract.</li> <li>- No. of complaints received direct by Council.</li> </ul>	<p>Nil non-compliances</p> <p>Nil complaints regarding pool management</p>
4.9 Weed Eradication	4.9.1 Spraying of Bindii and Clover weeds on sportsfields.	Annual spray programme undertaken.	Annual spraying programme has been undertaken

# Public Infrastructure & Services

**Strategy 1:** Improve the safety and functionality of our road network.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
1.1 Council Advocacy	1.1.1 Lobby State and Federal Governments for allocation of additional funding for local road upgrade and maintenance.	Achievement of additional funds.	Not aware of any direct Councillor activity in relation to this.
1.2 Support Australian Local Government Association Roads to Recovery project.	1.2.1 Letters to Federal Ministers and Local Member highlighting the importance of Roads to Recovery.	Roads to Recovery Program endorsed as an ongoing funding program by Federal Government.	Letter of support lodged in relation to Constitutional Recognition and Roads to Recovery
1.3 Road Asset Management Policy and Plans	1.3.1 Review and update Council's Road Asset Management Policy and Plans	Policies and Plans are reviewed	Ongoing
1.4 Unsealed Rural Road Network Review	1.4.1 Review the Unsealed Road Network to provide improved equity for residents	Unsealed Rural Road Network is reviewed and reported to Council	To be undertaken in 2013/2014
1.5 Funding	1.5.1 Continue to submit bids for funding through State and Federal Grants for the road network.	Bids are submitted.	Bids submitted for REPAIR, Blackspot and Road Toll Response Package programmes

**Strategy 2:** Ensure a local police presence throughout the Shire.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
2.1 Provide ongoing support to NSW Police Service through a range of networks.	2.1.1 Participate in Community Safety Precinct Committees.	- Attendance at quarterly meetings. - Crime Statistics.	Meetings attended by Community Project officer and Mayor.
	2.1.2 Support the Dungog & District Liquor Accord.	Attendance at meetings.	Two meetings conducted during the period.
	2.1.3 Major event notification to ensure awareness of Local Area Commands for potential increased resource demands.	- No. of alcohol related incidents. - Impact of event on local community.	No incidents reported
2.2 Lobbying for greater police presence in our Shire.	2.2.1 Ongoing communications to the Local Member and Minister for Police in relation to Police numbers.	Increased local Police numbers within the Shire.	Ongoing dialogue however no increase in physical numbers of permanent officers in the Shire.
2.3 Lobby State Govt to ensure that local Police are supported by the provision of local facilities.	2.3.1 Make representations to relevant Ministers on alternative housing solutions.	Improvements to Police residences undertaken.	Mayor has undertaken lobbying on this issue.
2.4 Foster community awareness to report incidents to Crimestoppers.	2.4.1 Support awareness through Mayoral Happenings and Council's website.	Local crime statistics reflect.	Ongoing promotion of Crimestoppers and Community Watch programs

**Strategy 3:** Ensure that our communities have local access to quality educational and health & social services and facilities.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
3.1 Post Secondary Education	3.1.1 Collaborate with appropriate agencies to explore local post secondary education opportunities and facilities.	No. of meetings held.	3
3.2 Health Services	3.2.1 Host quarterly Health Forums with HNEH and NGO's.	Health Forums conducted.	5 meetings held this period
3.4 Increase the awareness of what Health Services are available within the Shire.	3.4.1 Support development of suitable promotional material.	Promotional material disseminated through community.	Dungog Community Hospital has been distributing pamphlets. Pink pages local phone book information has been updated.
	3.4.2 Provide information through Council's website.		

**Strategy 4:** Improve the provision of transport services to communities within the Shire.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
4.1 Rail Services.	4.1.1 Lobby State Govt to ensure that local passenger rail services are maintained and improved.	General Public Access to rail services is retained.	Matter was the subject of Motions from Council.
	4.1.2 Lobby State Govt for improved accessibility at local stations.	Station upgrades are undertaken.	Upgrades have occurred at several stations with further works scheduled in 2013/2014.
4.2 Community Transport.	4.2.1 Continue to support Dungog and District Neighbourcare in relation to community transport needs.	Funding levels to Neighbourcare are maintained.	No requests from Neighbourcare for support received during the past 12 months
4.5 NSW Transport Masterplan.	4.5.1 Lobby for the development of appropriate transport interchange to accommodate for greater use of public transport.	Regional transport interchanges are developed.	Hunter Councils transport group has made submissions in relation to the NSW Transport Masterplan.

**Strategy 5:** Ensure that community assets and facilities and public infrastructure are maintained and improved to a reasonable standard.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
5.1 Asset Management	5.1.1 Development and implementation of Asset Management Plans.	Asset Management Plans are implemented.	Awaiting completion of Asset Management Strategy and adopted Works Plan.
	5.1.2 Development of new Sec 94 Contributions Plan	New Sec 94 Plan is implemented.	Awaiting completion of Asset Management Strategy and adopted works Plan
	5.1.3 Review of Plans of Management for community facilities.	Plans of Management are reported to Council.	Ongoing.
5.2 Asset Maintenance	5.2.1 Maintain facilities and assets within budgetary limitations.	No. of complaints received.	7 complaints received – mainly in public conveniences area
5.3 Funding	5.3.1 Continue to explore opportunities to submit grant applications for facility upgrades.	Value of grant funding received per annum \$.	Heritage Grant received for James Theatre \$68k. Community builders received for James Theatre \$15k.

**Strategy 6:** Ensure that the provision of public infrastructure and services reflect the needs of a growing and changing population.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
6.1 Emergency Services	6.1.1 Ongoing liaison with local RFS and SES volunteers to ensure that they are being adequately resourced.	Local organisations adequately equipped to meet required service levels.	Building maintenance issues with regards to the RFS are being resolved. SES septic tanks require investigation for upgrade
6.2 Sewerage Services	6.2.1 Continue to advocate for the provision of reticulated sewerage to the villages of Paterson/ Vacy / Gresford.	Recognition within the Hunter Water long term Capital Works Program.	Not recognised within the long term capital works program at present.
6.3 Aged Accommodation	6.3.1 Maintain Alison Court units to an acceptable standard.	No. of complaints less than 5 per annum.	Customer service requests are being received. Nil actual complaints
6.4 Bike Plan	6.4.1 Review and update Council's Bike Plan.	Bike Plan endorsed by Council and strategies implemented.	Bike Plan not reviewed – will be undertaken as resources allow

**Strategy 7:** Improve the availability of telecommunications infrastructure to our communities.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
7.1 Improved Broadband access within the Shire.	7.1.1 Implementation of Countrytell project within the Local Government Area.	Countrytell project established.	Development applications under consideration at 30 June 2013.
	7.1.2 Assist Countrytell with community engagement.	Community and business awareness.	Limited activity to date as Council has been waiting on Countrytell

<b>PROGRAM / ACTIVITY</b>	<b>OPERATIONAL PLAN ACTIONS</b>	<b>PERFORMANCE INDICATORS</b>	<b>STATUS AS AT 30 JUNE 2013</b>
7.2 Improved mobile phone coverage	7.2.1 Ongoing liaison with carriers in relation to enhanced mobile phone capability within the Shire.	Increased coverage achieved.	Liaison ongoing
7.3 Telecommunications	7.3.1 Provide community information regarding the rollout of Digital Television and termination of analogue signal.	Community awareness as a consequence of information dissemination.	Information disseminated through Happenings and Council's website.

## **8. OTHER COUNCIL PROGRAMS AND ACTIVITIES SUPPORTING PUBLIC INFRASTRUCTURE AND SERVICES**

<b>PROGRAM / ACTIVITY</b>	<b>OPERATIONAL PLAN ACTIONS</b>	<b>PERFORMANCE INDICATORS</b>	<b>STATUS AS AT 30 JUNE 2013</b>
8.1 Water/Sewer	8.1.1 Ongoing participation with the Hunter Water Community Consultative Committee	Attendance at meetings.	Mayor attends meetings as scheduled
8.2 Flood Plain Management Program	8.2.1 Provide accurate data in relation to asset management and development	No. of stages and Flood Plain Management Plans completed	Stage 2 and 3 of Clarence Town Flood Risk Management Plan has commenced. Will be completed by December 2013
8.3 Grant Funding	8.3.1 Apply for grant funding from OEH to carry out Flood Plain Management studies	- Amount of funding received - No. of Plans funded.	\$60,000 1
8.4 Unsealed Road Grading	8.4.1 Maintenance grading works as per Council's adopted programme.	% of programme completed.	70% of programme completed
8.5 Rural Local Sealed Roads Shoulder Grading	8.5.1 Shoulder grading undertaken for reseals as required.	Minimum 5% by length of Rural Local Sealed Roads are shoulder graded.	3% undertaken
8.6 Rural Regional Roads Shoulder Grading	8.6.1 Shoulder grading undertaken for reseals as required.	Minimum 7.5% by length of Rural Regional Sealed Roads are shoulder graded.	11% undertaken
8.7 Rural Local Sealed Roads – Roadside Slashing	8.7.1 Slashing undertaken on rolling programme.	All sealed Rural Local Roads slashed twice per annum.	70% complete
8.8 Rural Regional Roads – Roadside Slashing	8.8.1 Slashing undertaken on rolling programme.	All Regional Roads slashed three times per annum.	50% complete
8.9 Construction and Rehabilitation Works	8.9.1 Works undertaken as funding allows.	% of annual rehabilitation and construction funding spent.	30% complete
8.10 Rural Local Sealed Roads – Heavy Patching	8.10.1 Works undertaken on a needs and funding availability basis.	Area of Rural Local Sealed Roads heavy patched reported to Council.	10% of overall M&R budget spent on Heavy Patching – 800m <sup>2</sup> of Heavy Patching undertaken.

<b>PROGRAM / ACTIVITY</b>	<b>OPERATIONAL PLAN ACTIONS</b>	<b>PERFORMANCE INDICATORS</b>	<b>STATUS AS AT 30 JUNE 2013</b>
8.11 Regional Rural Roads – Heavy Patching	8.11.1 Works undertaken on a needs and funding availability basis.	Area of Rural Regional Roads heavy patched reported to Council.	40% of overall M&R budget spent on Heavy Patching – 4,300m <sup>2</sup> of Heavy Patching undertaken
8.12 Urban Local Sealed Roads – Heavy Patching	8.12.1 Works undertaken on a needs and funding availability basis.	Area of Urban Local Sealed Roads heavy patched reported to Council.	22% of overall M&R budget spent on Heavy Patching – 600m <sup>2</sup> of Heavy Patching undertaken.
8.13 Rural Local Sealed Roads - Resealing	8.13.1 Resealing undertaken as per Council's programme.	Minimum 3% by length of Rural Local Sealed Roads are Resealed.	Nil undertaken to end December
8.14 Regional Roads – Resealing	8.14.1 Resealing undertaken as per Council's programme.	Minimum 3% by length of Rural Regional Roads are resealed.	1% undertaken by length
8.15 Urban Local Sealed Roads – Resealing	8.15.1 Resealing undertaken as per Council's programme.	Minimum 3% by length of Rural Local Sealed Roads are resealed.	Nil undertaken to end December
8.16 Bridge inspections	8.16.1 Inspections carried out on a regular basis.	All bridges to be inspected once per annum.	Completed
8.17 Concrete Footpath Inspections	8.17.1 Inspections carried out on a regular basis.	Dowling Street High Pedestrian Section of footpath inspected every 3 months and the remaining network inspected once per annum.	Inspections undertaken as per programme
8.18 Public Toilet Inspection and Cleaning	8.18.1 Undertaken twice per week.	Maintenance schedule is met.	Maintenance schedule is being met
8.19 Street and Gutter Clean	8.19.1 Undertaken twice per week in Dungog.	Maintenance schedule is met.	Maintenance schedule is being met
8.20 Signage	8.20.1 Road safety signage and street/road indicator blades are replaced as required.	No. of non-compliant signs as identified through roadside audits.	Nil audits undertaken – roadside signage replaced as identified by CRM's or supervisor inspections
8.21 Guardrail	8.21.1 Guardmesh is replaced as funding allows – generally as part of rehabilitation works.	Length of guardmesh replaced.	Nil

# Council Governance & Finance

**Strategy 1:** Councillors are responsive, accessible and actively involved within local communities

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
1.1 Councillors representation	1.1.1 Councillors maintain relationship with key Management Committees.	Councillors attendance at meetings.	Ongoing. Councillors appointed following elections.
1.2 Councillors access information provided on website.	1.2.1 Web page information maintained.	Information is current.	Ongoing.
1.3 Councillors information sessions	1.3.1 Briefing sessions provided to Councillors on a regular basis.	A minimum of 8 information sessions held per annum.	Achieved.
1.4 Councillors Induction Program	1.4.1 Councillors Induction Booklet review undertaken.	Review undertaken.	New induction handbook produced and provided to newly elected Council.
	1.4.2 Program of workshops developed.	Councillors attendance.	Performance has improved with 80% attendance in 2012/2013
1.5 Mandatory Councillors training	1.5.1 Ensure information disseminated in a timely manner.	No. of Councillors that attend.	88% of Councillors attended mandatory session
1.6 Enhance opportunities for Councillors to participate in professional development activities.	1.6.1 Professional development opportunities identified.	<ul style="list-style-type: none"> <li>- No. of Councillors who undertake professional development activities.</li> <li>- Community satisfaction with Councillors performance.</li> </ul>	Three Councillors have attended additional sessions.

**Strategy 2:** Decision-making processes are open, transparent and inclusive

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
2.1 Governance – Meetings.	2.1.1 Review and adopt Council's Code of Meeting Practice after Council elections.	No. of items referred to Closed Session annually.	12 items reported.
2.2 Governance – Delegations	2.2.1 Review and adopt Council Delegations of Authority after Council elections.	Delegations reviewed by 31 August 2013.	Pending Local Government Legal delegations database.
2.3 Governance – Policy	2.3.1 Review and adopt Local Council Approvals Policies after Council elections.	Local Approvals Policies reviewed by 31 August 2013.	To be progressed
2.4 Governance – Public Access	2.4.1 Continue to fulfill Council's obligations under the Government Information (Public Access) Act.	Publications guide updated regularly.	<ul style="list-style-type: none"> <li>- Complete - Publication Guide updated.</li> <li>- GIPA annual report completed and included in Council's Annual Report</li> </ul>

**Strategy 3:** Council undertakes broad and effective communication and engagement with the communities across the Shire

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
3.1 Mayoral Happenings	3.1.1 Local Happenings are disseminated to media outlets on a weekly basis.	Happenings within Dungog Chronicle 90% of the time.	Only three omissions during the period.
3.2 Maintain relationship with the media	3.2.1 Media releases prepared on issues as they arise.	No. of press releases issued per annum.	12 media releases issued. Business papers supplied to all regional media outlets.
	3.2.2 Staff respond to media requests for interview/ feedback.	No. of media interviews undertaken.	79 media interviews undertaken throughout the year. This excludes EDTC Dungog radio sessions.
3.4 Social Media	3.4.1 Investigate and report on Council's capability to deliver online social media engagement activities.	Report to Council.	Review of social media options and possibilities underway will be reported to Council upon completion.
3.5 Aboriginal Liaison Committee	3.5.1 Consult with the four Land Councils and ascertain their requirements for ongoing engagement.	Report to Council.	Discussions held with KLALC however they have not come back to Council.

**Strategy 4:** Council's governance and organisational structure reflects the vision, priorities and directions outlined in the Community Strategic Plan

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
4.1 Governance – Corporate	4.1.1 Review of Councils organisational structure after Council elections.	Organisation structure adopted.	Report being finalised.
	4.1.2 Annual review of General Managers performance.	Performance review undertaken.	Performance review completed June 2013.

**Strategy 5:** Council undertakes prudent financial management to ensure its long-term viability

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
5.1 Finance – Budget	5.1.1 Continue to provide monthly works cost statement to Council.	Monthly report to Council.	Complete - all reports provided.
5.2 Finance – Debt Recovery	5.2.1 Continue to proactively manage debt recovery action.	Outstanding rates <7%	Outstanding rates 5.2%
5.3 Finance – Fleet Operations	5.3.1 Review Council's fleet operations to ensure returns on investment.	Positive return to Plant Reserve annually.	Returns in line with approved budget
5.4 Finance – Investments	5.4.1 Invest surplus funds in accordance with Council policy.	Investment returns equal 90 day BBSW.	Achieved – Investment return currently equal to or better than 90 day BBSW.



PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
5.6 Finance – Budget	5.6.1 Develop and model 10 year financial plans to guide deliberations on future funding decision for Council.	Models developed with robust scenarios.	Pending Asset Management Plans
	5.6.2 Determine a position in relation to seeking a special rate variation from IPART or introducing an infrastructure / environmental levy.	Position determined 28 February 2013	Cannot proceed without adequate Asset Management Plans and relevant 10 year financial plans

**Strategy 6:** Appropriate staff are attracted, retained and supported within a safe, caring and productive workplace

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
6.1 Corporate	6.1.1 Salary System meets Local Government Award requirements.	Nil disputes to IRC.	No disputes to IRC two local matters to be addressed by Committee.
6.2 Risk	6.2.1 Ongoing review of Councils Workplace, Health and Safety systems and processes.	Nil WHS prosecutions.	No WHS prosecutions, only one report for action from Workcover received.
6.3 Employee Relations	6.3.1 Maintain funding for Council's Employee Assistance Program.	Budget commitment.	Achieved
6.4 Policy Development	6.4.1 Development of a suitable range of Human Resource policies to assist staff.	Policies submitted to Council by 30 June 2013.	Ongoing has been delayed due to General managers leave.
6.5 Workforce Strategy	6.5.1 Implement strategic initiatives within Council's Workforce Strategy.	Six monthly report to Council.	Ongoing

**Strategy 7:** Council maintains a regional outlook and seeks opportunities for regional co-operation

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
7.1 Hunter Council Inc	7.1.1 Ongoing advocacy role at Board level.	Attendance at Board Meetings.	All Board meetings attended by Council.
	7.1.2 General Managers Advisory Committee	Attendance at GMAC.	10 of 11 meetings attended.
	7.1.3 Representation on professional network groups by staff with regional advocacy matters being reported through to GMAC		Staff have attended various meetings throughout the year in relation to risk management, building professionals, WHS, community planning, procurement and information technology groups.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
7.2 Hunter Council Limited	7.2.1 Ensure that the business activities of the company protect the interests of the shareholders.	Annual report to shareholders.	Presented to the Board of Hunter Councils Inc in December 2012.
7.3 Resource Sharing	7.3.1 Explore provision of and utilisation of services from neighbouring Council's.	No. of resource sharing initiatives Council involved in per annum.	Involved in four resource sharing initiatives throughout the year.

**Strategy 8:** Council will advocate for the communities by actively pursuing constructive relationships with other spheres of government

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
8.1 Governance – Advocacy	8.1.1 Attend regional State Cabinet meetings.	Annual meetings attended.	Meeting attended
	8.1.2 Attend regional State Action Plan meetings.	Annual meetings attended.	Meeting attended in Maitland
	8.1.3 Maintain regular contact with local State & Federal members and their support staff.	Regular contact maintained.	Contact maintained with both offices
	8.1.4 Follow established protocols when seeking meetings with various Ministers.	Request to local member and briefing paper supplied.	Delegations to Planning Minister
	8.1.5 Maintain relationship with Hunter Regional Director of Premiers & Cabinet	Six monthly meeting held.	Only the one meeting held in Dungog

## 9. OTHER COUNCIL PROGRAMS AND ACTIVITIES SUPPORTING COUNCIL GOVERNANCE AND FINANCE

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2013
9.1 Governance – Records Management	9.1.1 Safeguard Council's records and meet legislative responsibilities.	<ul style="list-style-type: none"> <li>- % of records held in complying storage.</li> <li>- Compliance with State Records Act.</li> </ul>	<ul style="list-style-type: none"> <li>- 60% held in complying storage</li> <li>- All paper based files undergoing review, documentation and destruction if applicable under State Records destruction schedules.</li> </ul>

<b>PROGRAM / ACTIVITY</b>	<b>OPERATIONAL PLAN ACTIONS</b>	<b>PERFORMANCE INDICATORS</b>	<b>STATUS AS AT 30 JUNE 2013</b>
9.2 Governance – Risk Management	9.2.1 Undertake annual Public Liability and WHS Audits		WHS audit completed
	9.2.2 Attend regional risk management meetings and disseminate information to relevant staff.	80% of meetings attended.	Complete
	9.2.3 Maintain Council's insurance portfolio.	Insurance renewed annually within timeframe	Complete
	9.2.4 Monitor Council's workers compensation claims.	Increase in Workers Compensation Premium less than 5% on previous year.	Achieved, however premium is based on several factors, the number of injury claims being the major factor for any increase upon which I have negligible impact.
	9.2.5 Monitor Council's Return to Work programmes.	No. of employees with greater than 5 days lost time per annum.	3 – includes 1 travel claim
	9.2.6 Lead the organisation in respect of new online risk register database.		Risk register database not completed as release of new RiskMap was delayed by Statewide and several issues encountered with software. Task has been included in the 2013-14 RAMP – Risk Management Action Plan.
	9.2.7 Development and review of business and continuity plan.	<ul style="list-style-type: none"> <li>- Business continuity plan developed.</li> <li>- Business continuity plan tested annually.</li> </ul>	<ul style="list-style-type: none"> <li>- Ongoing</li> <li>- Ongoing – access tested regularly.</li> </ul>
9.3 Corporate Support – Information Systems	9.3.1 Enhance Council's Information Systems so as to meet the current and future needs of the organisation	<ul style="list-style-type: none"> <li>- System upgrade undertaken</li> <li>- Organisation operates on current version of software for LG Application.</li> </ul>	<p>Complete</p> <p>Complete - next upgrade scheduled for November 2013.</p>
	9.3.2 Monitor Council's managed services provider to ensure system utages/downtime meets service agreement.	Downtime less than 1% of annual working hours.	Ongoing – discussions held with providers CEO regards performance and system capability/capacity, another meeting scheduled July 2013.
	9.3.3 Implement mobile computing modules to key users.	Mobile computing operational.	Complete – review of Council departments and processes to be undertaken prior to further roll out.
	9.3.4 Maintain an online presence.	Council's website accessible 99% of time.	Website 99% accessible to date
	9.3.5 Monitor information uploaded to Council's website.	Nil complaints in relation to copyright/privacy breaches.	Nil complaints to date

<b>PROGRAM / ACTIVITY</b>	<b>OPERATIONAL PLAN ACTIONS</b>	<b>PERFORMANCE INDICATORS</b>	<b>STATUS AS AT 30 JUNE 2013</b>
9.4 Corporate Support - Customer Services RMS Agency	9.4.1 Ensure RMS payments agency is operational during Council opening hours	Trained staff available to meet operational requirements	Complete
	9.4.2 Comply with RMS performance and statutory expectations.	Nil Deficiency/ Compliance reports.	Nil reports received to date

# PUBLIC BUILDINGS & UTILITIES

Site	Condition at End of 2012/2013	Estimate of Cost to Bring to Satisfactory Standard (Current \$ Value)	Estimate of Annual Cost to Maintain Standard (Current \$ Value)	Maintenance Program for 2012/2013
<b>Bandon Grove</b>				
Toilet Block – Brick	G	\$9,600	\$960	Routine
<b>Bendolba</b>				
Bendolba RFS		\$18,800	\$940	Routine
<b>Clarence Town</b>				
Bridge Reserve - Toilet Block – Brick	F	\$15,400	\$1,540	Routine
Caravan Park - Amenities – Durham Street	F	\$23,100	\$5,550	Routine
Clarence Town Park - Main Swimming Pool - Queen Street	G	\$24,500	\$1,225	Routine
Clarence Town Park - Rugby League & Public Amenities Block - Brick - Queen Street	G	\$35,700	\$3,530	Routine
Community Centre - Brick & Timber - Lowe St	F	\$89,000	\$4,450	Routine
Court House Museum & Shed - Weatherboard - Grey & Prince Streets	P	\$33,950	\$1,695	Routine
Reg Ford Sporting Complex - Brick Toilets - Netball/Soccer - Durham Street	G	\$20,800	\$2,080	Routine
Reg Ford Sporting Complex - Kiosk - Netball/Soccer - Durham Street	G	\$18,800	\$940	Routine
School of Arts - Toilet Block - Brick - Prince St	G	\$10,600	\$1,060	Routine
School of Arts - Weatherboard - Prince Street	F	\$102,900	\$5,145	Routine
Clarence Town Senior Citizens Centre - Prince St	G	\$41,800	\$2,090	Extension Added
Wharf Reserve - Concrete Toilet Block	F	\$7,400	\$1,480	Routine
Clarence Town Holiday Park Cabins	F	\$32,400	\$3,240	Routine
Clarence Town RFS		\$44,600	\$2,230	Routine
<b>Dungog</b>				
Administration Office - Brown Street	F	\$335,200	\$8,380	Routine
Alison Court Aged Units - Brown Street	G	\$258,200	\$12,910	Extensive
Amenities Brick Toilet Block – Brown Street	G	\$12,600	\$1,260	Routine
Bennett Park - Doug Walters Pavilion - Mackay Street	F	\$106,700	\$5,335	Routine
Bennett Park Kiosk	F	\$3,900	\$390	Routine
Bruyn Park - Brick Toilet Block - Mackay Street	F	\$4,000	\$800	Routine
DINS Building - Dowling Street	F	\$26,600	\$1,330	Routine
James Theatre A.C. Clad Community Centre - Brown Street	F	\$210,500	\$10,525	Routine
Library - Brick - Mackay Street	G	\$63,000	\$3,150	Routine
Museum Brick & Stone Building - Dowling St	F	\$84,400	\$4,220	Premises Painted
Saleyard Office Concrete Block - Short Street	F	\$23,600	\$590	Routine
Saleyard - Toilets - Concrete Block - Short St	F	\$22,400	\$560	Routine
Swimming Pool - Change Room - Brick - Lord & Chapman Streets	G	\$68,800	\$1,720	Routine
Swimming Pool - Kiosk, Entrance & Plant Room - Lord & Chapman Streets	G	\$48,800	\$1,145	Routine
Bennett Park Storage Shed – Lord Street	V/G	\$5,100	\$510	Routine

Site	Condition at End of 2012/2013	Estimate of Cost to Bring to Satisfactory Standard (Current \$ Value)	Estimate of Annual Cost to Maintain Standard (Current \$ Value)	Maintenance Program for 2012/2013
Showground - Arts Pavilion - Corrugated Iron Clad - Chapman Street	P	\$15,500	\$775	Routine
Showground - Caretaker's Cottage - Chapman St	P	\$53,400	\$1,335	Routine
Showground - Dairy Pavilion - Weatherboard - Chapman Street	P	\$22,000	\$400	Routine
Showground - Horse Stables - Timber - Chapman St	P	\$16,000	\$2,200	Routine
Showground - Kiosk & Bar - Timber - Chapman Street	G	\$7,200	\$360	Routine
Showground - Kiosk - Brick - Apex Club - Chapman St	V/G	\$10,000	\$500	Routine
Showground - Colourbond Storage Shed - Chapman St	V/G	\$1,340	\$1,340	Routine
Showground - Main Grandstand - Timber Constructed - Chapman Street	P	\$233,600	\$5,840	Extensive
Showground - Girl Guides Building - Weatherboard - Chapman Street	G	\$2,000	\$500	Routine
Showground - Poultry Pavilion - Corrugated Iron Clad - Chapman Street	G	\$20,400	\$510	Routine
Showground - Rodeo Shed - Colourbond - Chapman St	V/G	\$9,200	\$920	Routine
Showground - Secretary's Office - Weatherboard - Chapman Street	F	\$36,600	\$915	Routine
Showground - Small Store Shed	F	\$6,800	\$170	Routine
Showground - Toilet Block - Southern - Brick - Chapman Street	G	\$26,400	\$1,320	Routine
Showground - Weatherboard Judge's Box - Chapman St	F	\$3,000	\$250	Routine
Showground - Disabled Toilets	G	\$8,800	\$440	Routine
Showground - Produce & Exhibit	P	\$41,600	\$2,080	Routine
Showground - Storage Shed	P	\$5,400	\$540	Routine
Showground - Horse Pavilion	P	\$24,200	\$1,210	Routine
Showground - Jack Martin Bar	G	\$34,400	\$430	Routine
Showground - Gatehouse	P	\$1,800	\$45	Routine
Kiosk Netball Courts - Dungog	V/G	\$6,700	\$335	Routine
Visitor Information Centre - Dowling Street	V/G	\$12,500	\$625	Routine
Frank Robinson Park - Brick Toilet Block	F	\$23,200	\$2,320	Routine
Waste Depot - Landfill Office & Recycling Shed	G	\$20,400	Nil	Routine
House and Land - Abelard Street	G	\$48,200	\$1,205	Routine
Abelard Street - Sheds	G	\$7,600	\$190	Routine
Dungog Bushfire Control Centre	G	\$50,500	\$2,525	Routine
Bushfire Storage Containers	G	\$3,200	\$160	Routine
Dungog SES Building	G	\$32,700	\$3,270	Routine
Dungog SES - Equipment Building	G	\$21,800	\$2,180	Routine
Old ACF Site	F	\$26,000	\$1,300	Routine
<b>East Gresford</b>				
School of Arts Hall - Park St	G	\$2,000	\$200	Routine
School of Arts - Toilet Block - Brick - Park St	F	\$5,800	\$1,160	Routine
School of Arts Meeting Room	G	\$22,100	\$1,105	Routine
Gresford Sporting Complex - Dressing Sheds - Weatherboard - Paterson Road	F	\$6,200	\$500	Routine
Gresford Sporting Complex - Toilet Block/Storage - Brick	G	\$19,200	\$3,840	Routine
School of Arts - Supper Room and Pre-school - Timber - Park Street	G	\$54,500	\$2,725	Routine
Disabled Toilet - East Gresford - Orana Park	V/G	\$1,600	\$320	Routine
Gresford Rural Bushfire Shed	G	\$13,100	\$1,310	Routine

Site	Condition at End of 2012/2013	Estimate of Cost to Bring to Satisfactory Standard (Current \$ Value)	Estimate of Annual Cost to Maintain Standard (Current \$ Value)	Maintenance Program for 2012/2013
<b>Eccleston</b>				
Eccleston RFS	F	\$9,300	\$930	Routine
<b>Flat Tops</b>				
Flat Tops RFS	F	\$9,400	\$940	Routine
<b>Lostock</b>				
Lostock RFS	F	\$4,200	\$420	Routine
<b>Martins Creek</b>				
School of Arts A.C. Hall - Cory Street	G	\$52,100	\$2,605	Routine
Tennis Club House - Brick - Cory Street	G	\$10,500	\$525	Routine
Martins Creek RFS	G	\$13,500	\$1,350	Routine
<b>Mt George</b>				
Radio Station – Bunker	F	\$4,400	\$220	Routine
Radio Station – Mast	F	\$15,400	\$770	Routine
<b>Mt Richardson</b>				
Radio Base station	F	\$1,800	\$180	Routine
RFS Container	F	\$1,600	\$160	Routine
Base Station Mast	F	\$5,400	\$540	Routine
<b>Paterson</b>				
Court House Museum - King Street	V/G	\$222,200	\$11,110	Routine
John Tucker Park - Toilet Block - Brick	G	\$37,400	\$3,740	Routine
John Tucker Park – Hearse Shed	F	\$3,000	\$150	Routine
John Tucker Park – Elevated Dry Store	F	\$10,400	\$130	Routine
School of Arts Building - Brick – Duke Street	F	\$96,200	\$4,810	Routine
Sportsground - Kiosk Grandstand - Brick	G	\$20,500	\$1,025	Routine
Sportsground - Tennis Clubroom - Brick	F	\$5,900	\$295	Routine
Sportsground - Toilet Blocks - Timber 1	P	\$25,600	\$500	Routine
Sportsground – Toilet Blocks – Timber 2	P	\$16,000	\$320	Routine
Sportsground Shed (Boxing)	P	\$42,000	\$1,050	Routine
Reserve - Toilet Block - Brick - King Street	G	Nil	\$540	Routine
Paterson RFS	F	\$23,500	\$2,350	Routine
<b>Vacy</b>				
Toilet Block - Brick - Gresford Road	F	\$23,200	\$1,160	Routine
School of Arts – Weatherboard	P	\$48,300	\$2,415	Routine
Vacy RFS	G	\$23,200	\$2,320	Routine
<b>Wallarobba</b>				
Wallarobba RFS	F	\$13,600	\$1,360	Routine

Key: P – Poor F – Fair G – Good V/G – Very good

Maintenance work to Council's Public Buildings and Utilities has been restricted to only work of an urgent nature or where there is a risk management factor involved. As reported in previous Annual Reports the majority of Council Buildings are in the high age group factor requiring constant repair and routine maintenance.

Councils' 2012-2013 Operational Plan encompasses funding for the buildings based upon a priority ranking as determined by Council staff. Whilst funds are being programmed to at least maintain the buildings most affected, the liquidity position of Council does not allow for the significant funding of asset replacement reserves to enable renewal of the asset in the future.

## Urban Roads

Council funding for Urban Road maintenance is inadequate and will result in the continuing decline in the condition of the asset. The current level of funding allows for only minimal pavement rehabilitation works to be carried out. Pavements have a finite life and unless a program of pavement renewal (rehabilitation) is undertaken, the pavements will continue to fail.

There is 40 km of sealed urban pavement within the Shire which should be totally renewed over the next 40 years. Rehabilitation should therefore be undertaken at a rate of 1km/annum at an estimated cost (depending on the road width) of \$925,000/annum.

The timely application of bitumen reseals to roads assists the pavement in achieving its maximum design life. Ideally, a sealed road should be resealed at least once every 10 years.

In order to achieve resealing at a rate of once in 10 years, the annual resealing allocation, for Urban Roads, would need to be approximately \$395,000. However, due to the lack of funding for a significant rehabilitation programme, a large percentage of the network is significantly deteriorated and resealing works are not suitable treatments.

## Rural Sealed Roads

Council is responsible for the maintenance of 278 km of sealed rural road, the bulk of which were established in the 1930's. Much of the local road network has surpassed its design life.

Council's own resources to maintain its sealed rural road network are inadequate and do not provide for renewal of the asset.

In order to reseal the network at a rate of once every 10 years, the annual resealing allocation would need to be approximately \$1.10 million/yr.

**The only path to gradual improvement in the network is to reinstate sufficient funding to allow pavement rehabilitation on a 30 year cycle. The cost of this is:-**

$$\frac{278}{30} \times 485,000 = \$4.50 \text{ million/yr}$$

## Self Help Strategy

***To cease all upgrading and reconstruction on the rural road network and direct all the Council's Federal Assistance Grant (road component) and 80% of the Federal Roads to Recovery Funding to rehabilitation. This will only meet 34% of the necessary allocation and allow for pavement rehabilitation on a 90 year cycle. Whilst the boost from Roads to Recovery is welcome, extra funding is still required for this type of work.***

## Rural Unsealed Roads

Council undertakes the maintenance of 273 km of unsealed rural roads, which was funded in 2012/13 at a rate of \$1,460/km. In addition to these maintenance and repair funds, Council also allocated a further \$85,000 from Special Rate Variations for regravelling and drainage improvements. Natural Disaster Recovery funding was also received for some repairs to the Unsealed Road Network as a result of the February./March 2013 Storms and Floods.

Typical levels of service that this level of funding provided include:

- Maintenance Grading - once every 2.1 years (average).
- Gravelling - Due to funding limitations, regravelling of the network is only undertaken on a patching basis - no full length gravelling is able to be undertaken.



Council is experiencing increased pressure as a result of land development to extend the length of maintained unsealed roads. This is coupled by a community that is increasingly demanding a better level of service in this area.

### Local Bridges

Council is currently responsible for 111 bridges on Local Roads (2,257.4m) and 18 bridges on Regional Roads (547.2m) giving a total of 129 bridges with a total length of 2,804.6m.

There are forty 40 timber or partial timber structures on the Local Road Network totally 972m in length. These bridges vary from 6m single span bridges to 6 span structures exceeding 60m in length.

Typically these timber structures were built in the early 1930's, were usually single lane and were designed for the traffic conditions of the day.

The combined factors of structure age, increasing traffic volumes, increasing legal traffic loads, diminishing reserves of large section timbers and inadequate maintenance funds are seeing the condition of Council's bridge asset in general decline.

Bridges are critical components within any road network. A failed or substandard bridge can have dramatic effects upon the cost and efficiency of transport services within a community.

Unfortunately, Council can only afford to maintain its bridge asset at a rate of approximately \$22.00/m<sup>2</sup> (deck area) per annum, where typically major timber bridge repairs cost in the order of \$1000 - \$1400/m<sup>2</sup> of deck area.

There is also a number of bridges owned by other authorities which currently have load limits imposed on them.

Asset Group	Condition for Period	Estimate of Cost to Bring to a Satisfactory Standard (current \$ value)	Estimate of Annual Cost to Maintain Standard (current \$ value)	Maintenance Program Expenditure	Renewal/ Capital Expenditure
	1/7/12 - 30/6/13			1/7/12 - 30/6/13	1/7/12 - 30/6/13
Regional Roads (including Bridges and Kerb and Gutter)	Unsatisfactory	\$7.54 million	\$558,000	\$1,282,946	\$941,842
Urban Roads (including Bridges, Footpaths, Kerb and Gutter)	Unsatisfactory	\$5.04 million	\$160,000	\$357,173	\$175,536
Rural Sealed Roads (including Causeways, Footpaths, Kerb and Gutter)	Unsatisfactory	\$21.4 million	\$915,000	\$1,317,473	\$512,337
Rural Unsealed Roads (including Bridges and Causeways)	Unsatisfactory	\$6.3 million	\$190,000	\$832,034	Nil
<b>Summary</b>	<b>Unsatisfactory</b>	<b>\$40.28 million</b>	<b>\$1.823 million</b>	<b>\$3.790 million</b>	<b>\$1.630 million</b>

# STORMWATER DRAINAGE ASSETS

Council manages six towns and villages. An Asset Collection Program was completed in 2007/08 as the foundation to the establishment of the Stormwater Management Plan. The Stormwater Management Plan will progress as funds allow.

The condition assessment has estimated the remaining life of drainage assets for 2012/13 (excluding current improvements or extensions) as follows:

	Deemed Cost 1 July 2012	Written Down Value Costs	Depreciation Expense
Clarence Town	\$508,625	\$299,677	\$4,756
Dungog	\$1,906,520	\$676,343	\$28,897
Gresford	\$81,353	\$33,407	\$809
Paterson	\$102,889	\$38,279	\$1,023
<b>TOTAL</b>	<b>\$2,599,387</b>	<b>\$1,047,706</b>	<b>\$35,485</b>

Council's maintenance expenditure for 2012/13 financial year which was used for clearing blockages and minor repair works was \$16,208. This is significantly less than the \$34,700 per annum required to maintain the system to a satisfactory standard.

The majority of deficiencies within Councils network relate to inadequate capacity and age. Many Sub-Catchments have significantly deteriorated assets. Hydraulic studies will be required for all major Sub-Catchments.

Sub-Catchment	Condition at end 2012/13	Estimate of Cost to Raise to Strategy Standard	Estimate of Cost to Maintain Strategy Standard	Maintenance Program 2012/13
<b>URBAN AREA: DUNGOG</b>				
Fosterton 3	Satisfactory	1,000	400	Nil
Fosterton 2	Unsatisfactory	21,000	400	Nil
Fosterton 1	Unsatisfactory	11,000	400	Nil
Station	Unsatisfactory	42,000	1,000	Nil
Myles	Unsatisfactory	100,000	1,000	Nil
Lord	Satisfactory	100,000	1,000	Nil
Showground	Unsatisfactory	900,000	4,000	Nil
Hooke	Satisfactory	600,000	4,000	Nil
Jones	Satisfactory	42,000	1,000	Nil
Chapman	Unsatisfactory	42,000	600	Nil
Comhl	Unsatisfactory	21,000	200	Nil
Common	Satisfactory	32,000	400	Nil
Dowling	Satisfactory	Nil	200	Nil
Industrial	Satisfactory	Nil	200	Nil
Melbee	Satisfactory	Nil	200	Nil
Drovers	Unsatisfactory	30,000	400	Nil

Sub-Catchment	Condition at end 2012/13	Estimate of Cost to Raise to Strategy Standard	Estimate of Cost to Maintain Strategy Standard	Maintenance Program 2012/13
<b>URBAN AREA: MARTINS CREEK</b>				
Station	Satisfactory	10,000	400	Nil
Osmond Creek	Satisfactory	20,000	800	Nil
Newcastle City	Satisfactory	20,000	800	Nil
Martins Creek	Unsatisfactory	40,000	800	Nil
<b>URBAN AREA: PATERSON</b>				
King	Unsatisfactory	20,000	1,000	Nil
Duke	Unsatisfactory	20,000	600	Nil
Main	Unsatisfactory	60,000	600	Nil
William	Unsatisfactory	20,000	600	Nil
<b>URBAN AREA: GRESFORD</b>				
Short	Unsatisfactory	15,000	400	Nil
Durham	Unsatisfactory	15,000	2,000	Nil
Orana	Unsatisfactory	10,000	2,000	Nil
Park	Satisfactory	Nil	400	Nil
<b>URBAN AREA: CLARENCE TOWN</b>				
Hiller	Unsatisfactory	30,000	400	Nil
Town	Unsatisfactory	40,000	1,000	Nil
Queen	Unsatisfactory	500,000	5,000	Nil
Lowe	Unsatisfactory	100,000	1,000	Nil
Bridge	Satisfactory	10,000	400	Nil
King	Satisfactory	20,000	400	Nil
Hart	Satisfactory	4,000	100	Nil
<b>URBAN AREA: VACY</b>				
Vacy North	Satisfactory	Nil	400	Nil
Vacy South	Satisfactory	Nil	200	Nil

## LEGAL PROCEEDINGS

During the reporting period, Council incurred Legal Expenses of \$44,107.

### Legal Costs – Legal Actions Defended

Council's other legal costs incurred during the financial year are detailed below to reflect the total legal costs incurred. These costs are grouped into four (4) categories to assist the community in understanding where the Council's funds are allocated:

Legal Costs – Corporate - \$27,999. A majority of these costs are recoverable from defaulting ratepayers.

Legal Costs – Engineering - Nil

Legal Costs – Planning legal expenses general - \$15,204

Legal Costs - Enforcement of Local Government Regulation - \$904

## MAYORAL & COUNCILLOR EXPENSES

In addition to the Mayoral Fee of \$13,010 and Councillors Fees of \$69,660 expenditure in relation to the provision of facilities and Councillors expenses amounted to \$58,789. This figure includes:

• Council Elections	\$ 45,219
• Code of Conduct Investigations	Nil
• Provision of dedicated office equipment allocated to Councillors	Nil
• Conference and Seminar Expenses	\$ 2,043
• Training & skill development	\$ 1,528
• Interstate travel by Councillors	Nil
• Overseas visits by Councillors	Nil
• Expenses of any spouse, partner accompanying a Councillor	Nil
• Expenses involved in the provision of Childcare	Nil
• Mobile Phone and Internet Costs	\$ 168
• Travelling	\$ 4,938
• Meals & Sustenance	\$ 2,909
• Delegates Expenses	\$ 1,984
Total	\$ 58,789

Council's Policy for the payment of expenses and provision of facilities was reviewed on 20 November 2012 and includes the following:

1. Council will pay to or on behalf of its Councillors reasonable allowances towards their necessary out of pocket expenses for conveyance, sustenance, travelling and accommodation for:
  - (a) Meetings of Council, or the meetings of any Committee of the Council;
  - (b) Upon inspections within the area, provided such inspections are undertaken in compliance with resolutions of the Council;
  - (c) Upon business of the Council outside the area in compliance with a resolution of the Council;
  - (d) To and from the periodical conference of the Shires Association of New South Wales or of the Australian Council of Local Government Associations or of any district associations of Councils or to and from any meeting of any regional council or of any regional development committee; and

- (e) In such cases as may be prescribed, to and from the periodical conferences or meetings of such other associations or organisations as may be prescribed.
2. A Council vehicle will be made available for the use of Councillors wherever possible. However should a Council vehicle not be available and Councillors are required to provide their own private transport for authorised Council business, then Councillors will be paid an allowance for travelling at the following rates based on the allowance under the Local Government State Award. As at 1 July 2012:
    - Under 2.5L \$0.65 per kilometre
    - 2.5L & over \$0.75 per kilometre
  3. Where an elected member lives outside the Council area, Council will pay an allowance for travelling based on the aforementioned mileage allowance from the Council boundary to the Council related activity along the most direct route from the Councillor's place of residence.
  4. Council will provide the following facilities and services for the use of the Mayor for Council related activities:
    - (a) an office at the Council Administration building;
    - (b) secretarial and administrative support;
    - (c) stationery and office supplies, including fax, email, laptop and mobile phone etc.

## SENIOR STAFF

During 2012/2013 one officer of Council was classified as Senior Staff pursuant to Section 332(2) of the Local Government Act, being the General Manager.

The total amount payable in respect of the employment of senior staff for the period (including the salary component, employer and employee superannuation, performance payments, provision of vehicle and fringe benefits tax) was \$175,162.

## MAJOR CONTRACTS

Name	Payment Approved by Council	No. of Jobs	Contract Period (Years)	Nature of Goods or Services
Burns Earthmoving Pty Ltd	\$687,170	Various	One	Plant Hire
Civilbuild Pty Ltd	\$235,268	Various	One	Bridge Construction
SRS Roads	\$607,776	Various	One	Bitumen
Quarry Products	\$584,152	Various	N/A	Road Base & Aggregate
J R Richards & Son	\$528,807	Various	Six	Waste & Recycling Collection
Reliance Petroleum	\$254,591	One	N/A	Fuel
Downer EDI Works Pty Ltd	\$207,459	One	One	Emulsion
Presland Bros	\$175,944	Various	One	Plant Hire
Woodburys Haulage & Earthmoving	\$821,491	One	One	Rehabilitation of Duke & King Streets Paterson
Labourco Council Services Pty Ltd	\$183,329	Various	One	Provision Temporary Labour Service
Elbourne Plant Hire	\$234,601	Various	One	Plant Hire
Evolution Traffic Control	\$268,190	Various	One	Provision of Temporary Labour – Traffic Control
Civica Pty Ltd	\$243,125	Various	Five	Provision of Information Technology Managed Services
Hitachi Construction Machinery (Aust) Pty Ltd	\$371,370	One	N/A	Purchase of New Grader and Parts
Accurate Asphalt & Road Repairs Pty Ltd	\$411,367	Various	N/A	Road Repairs
Cardiff Toyota	\$184,518	One	N/A	Purchase New Plant

## BUSHFIRE PROGRAMS

Due to consistent rainfall during 2012/13, no hazard reduction burns were undertaken by the Rural Fire Service. There were however 257 fire permits issued for hazard reduction works on private lands.

Council actively undertakes slashing of roadside verges throughout the Shire on the sealed road network, aside from maintaining various sporting grounds and reserves across the Shire.

## PEOPLE WITH DIVERSE CULTURAL & LINGUISTIC BACKGROUNDS

### Ethnic Population

The demographics for Dungog Shire show that 90% of the people were born in Australia, with another 3.8% born in another English speaking country. The most common country where people were born was United Kingdom followed by New Zealand and Germany.

### Residents of Dungog LGA who were born overseas

2001	2006	2011
380 (4.8% of LGA Population)	269 (3.6% of LGA Population)	266 (3.2% of LGA Population)

Source: 2001, 2006 and 2011 Census

There are no services based in Dungog LGA specifically for people from culturally and linguistically diverse backgrounds; however, there are a wide range of specialist outreach services within the Shire. There are no concentrations of ethnic person or NESB housing within the LGA. There are no perceived barriers to accessing Council's services from this target group.

### Aboriginal/Torres Strait Islander Population

Dungog Local Government Area has a comparatively small population of persons who identify as being of Aboriginal or Torres Strait Island origin. The population of indigenous persons has increased significantly since the 1991 Census. There are no concentrations of Aboriginal population in any particular locality in the LGA.

### Aboriginal and Torres Strait Islander Population

2001	2006	2011
157 (1.98% of LGA Population)	174 (2.2% of LGA Population)	266 (3.2% of LGA Population)

Despite the small and scattered nature of the Shire's non English-speaking and Aboriginal/Torres Strait Islander population Council has identified specific issues requiring strategies for people in these population groups. The strategies are outlined in the relevant sections of Council's Community/Social Plan, 2009 - 2014. Of the total population in the Dungog LGA 3.2% were indigenous persons compared with 2.5% indigenous persons in Australia.

## WORK CARRIED OUT ON PRIVATE LAND

During the period 1st July 2012 to 30th June 2013, all private works were undertaken in accordance with Section 67 of the Local Government Act 1993. Council did not resolve to subsidise any works.

## SECTION 356 CONTRIBUTIONS

Donations and Expenditure under Section 356 amounted to \$12,298 and was made up as follows:

Donations & Contributions		\$
	- Hunter Valley Research Foundation	1,818
	- Gresford & District Agricultural Society	250
	- Dungog Arts Society	500
	- Dungog High School Citizenship Award	75
	- Anzac Day	210
	- Dungog Gresford Hoof & Hook	100
	- Arts Upper Hunter	6,703
	- Australia Day	2,093
	- Variety Special Children's Christmas Party	200
	- Gresford Community Group Youth Hall	249
	- Newcastle Land Rover Club	100
	<b>Total</b>	<b>12,298</b>

## HUMAN RESOURCE ACTIVITIES

### Staff Training

Training was provided in accordance with Council policy stated hereunder:

1. Training is a means by which employees can become more efficient and effective in the performance of their work, which directly assists in the delivery of services to the community within the Shire of Dungog.
2. Training is considered part of an employee's normal duties and responsibilities and access to such will be in line with the Equal Employment Opportunity policy.
3. Training will be participative and tailored to meet the needs of Councillors, individuals and groups within the organisation.
4. Training will address both the personal development and skills acquisition elements of employees' growth.
5. Training is enjoyable and will lead to demonstrable changes in personal and organisational behaviour if the concepts are followed up by both employees and supervisors in the workplace.
6. Training and development of employees, including those who may subsequently leave Council's employ, will be regarded as being one of service to Local Government generally. These benefits will be reciprocal if Council employs from other Councils or other businesses who have been engaged in staff training programs.
7. The success of the organisation depends on having well trained and skilled Councillors and employees in order that Council may deliver the best and most efficient services to the community.



During the 2012/2013 year staff participated in a diverse range of job related training programs. Council's staff were provided with training courses which include:

Computer Software (Authority Modules and Trim), RMS Training, Traffic Control, Planning workshops, Fair Value & Asset Revaluation, Surveying and Public Health, GIPA workshops, Consultative Committee Training, Heavy Vehicle Driver Training, Fire Safety and Swimming Pools.

A review of Council's Salary System commenced in February 2012 outcomes of the review have resulted in the development of a new salary structure, positions have been evaluated against a specific criteria with all position descriptions being updated during the process. Staff were transitioned over to the new structure throughout 2012/2013.

## EEO MANAGEMENT PLAN

The purpose of Council's EEO Policy is:

- (i) to eliminate discrimination or harassment in employment on the grounds of race, sex, marital status, physical impairment, intellectual impairment and sexuality, and compulsory age retirement. These grounds are specified in the NSW Anti-Discrimination Act which binds Councils.
- (ii) to promote Equal Employment Opportunity for women, members of non-English speaking backgrounds, Aboriginal and Torres Strait Islanders, and people with disabilities.

No problems of an EEO related nature arose during the 2012/2013 year. Council provides structured training to staff on a regular cycle to reinforce awareness of Council's Policy.

## EXTERNAL BODIES WHICH EXERCISED FUNCTIONS DELEGATED BY COUNCIL

During the year, Council delegated the following functions to external bodies:

Function	Body
Enforcement of relevant legislation concerning the overloading of vehicles on Regional Roads and local roads within the Shire.	Mid North Weight of Loads Group
Care, control and management of the James Theatre Community Centre.	James Theatre Community Centre Committee
Care, control and management of the Clarence Town Community Centre.	Clarence Town Community Centre Committee
Care, control and management of the Clarence Town School of Arts Hall.	Clarence Town School of Arts Committee
Care, control and management of the Gresford School of Arts Hall.	Gresford School of Arts Committee
Care, control and management of the Paterson School of Arts Hall.	Paterson School of Arts Committee
Care, control and management of the Vacy School of Arts Hall.	Vacy School of Arts Committee
Care, control and management of the Martins Creek School of Arts Hall.	Martins Creek School of Arts Committee
Care, control and management of the Showground reserve.	Dungog Showground & Recreation Reserve Management Committee
Care, control and management of the Paterson Sportsground.	Paterson Sportsground Committee
Care, control and management of the Gresford Sporting Complex.	Gresford Sporting Complex Committee
Care, control and management of the Vacy Sportsground	Vacy Sportsground Committee
Care, control and management of Aged Persons Units.	Alison Court Management Committee
Care, control and management of Pilchers Reserve	Pilchers Reserve Committee

## COMPANIES IN WHICH COUNCIL HELD A CONTROLLING INTEREST

Council did not hold a controlling interest in any company during 2012/13.

## JOINT VENTURES

During the year Council was involved in the following:

- Newcastle Regional Library Advisory Committee for assistance in the provision of library services within the Shire.
- Hunter and Central Coast Noxious Plants Advisory Committee for assistance in the control of noxious plants.
- Waste Management Association of Australia – Hunter Branch for assistance in issues dealing with waste operation, treatment and disposal.
- Hunter and Central Coast Regional Environmental Management Strategy Committee.
- Hunter Councils Inc. Council has an interest in Hunter Councils Inc along with other Hunter Member Councils. The activities of this organisation are not controlled by any one Council. Hunter Councils Inc was established to improve the quality and efficiency of Local Government services throughout the Hunter Region.
- Hunter Councils Ltd. Council has an interest in Hunter Councils Ltd and is a Shareholder. The activities of Hunter Councils Ltd involve the establishment and running of a records repository at Thornton and the establishment of Local Government Legal.
- Arts Upper Hunter
- Mid North Weight of Loads Group - Enforcement of relevant legislation concerning the overloading of vehicles on Regional Roads and local roads within the Shire.

## RATES & CHARGES WRITTEN OFF

Rates and Charges written off for the year amounted to \$177,759.52 and comprised the following:

- Mandatory Pensioner Rebates under Section 575 of the Local Government Act 1993: \$176,966.12 (55% reimbursed to Council by the State Government).
- Postponed Rates and Charges written off under Section 595 of the Local Government Act 1993: \$264.12
- Abandonments – small debts                      \$529.28

## OVERSEAS VISITS UNDERTAKEN

No overseas visits were undertaken during the year by Councillors and others representing the Council.

# SERVICES & PROGRAMS THAT PROVIDE FOR THE NEEDS OF CHILDREN

## 1. COMMUNITY PLAN TARGET GROUP – CHILDREN & FAMILIES

Children and families are an important part of the Dungog Local Government Area. There are 2368 individual families with 54.2% of these with children, reflecting a 3.5% decline from the 2006 census for families with children. Most families in our LGA are two-parent families (41.6%) with 28.9% of these households receiving a weekly income of less than \$600. There are 1563 children aged between 0-14 years in our LGA, 18.8% of the population. The provision of services for children and families is reasonable however the gaps in service provision for these target groups are addressed in the Action Plan. The following objectives for children are set out in the Community Strategic Plan:

- Advocate for improvements in provision of services according to identified needs.
- Provide ongoing liaison and professional support to agencies providing services to children
- Provide and maintain safe play areas in all catchment areas
- To promote and assist in the expansion of educational facilities for pre-school aged children
- To ensure that provision is made for socially and economically disadvantaged children
- Support the development of Family Day care, Vacation Care and Out of Hours Child Care.
- A Child Care facility with extended operating hours is in operation in Dungog.

## 2. PROVISION OF SAFE PLAY EQUIPMENT

Throughout 2012/2013 monthly maintenance checks were carried out on all playground equipment in the Shire.

## 3. ASSISTANCE TO PRE-SCHOOLS

Council owns and maintains the premises occupied by Clarence Town and Gresford Pre-schools. Council has undertaken extensive discussions with Clarence Town Pre-school in regards to future needs as the population increases.

## 4. PROVISION OF BABY HEALTH FACILITIES

Council-owned premises at Paterson are provided free of charge for the provision of baby health facilities. Unfortunately baby health clinics will no longer be operating in Paterson in 2014.

## 5. SUPPORT TO DUNGOG FAMILY DAY CARE SCHEME

Council is supportive of Family Day Care as one form of formal child care available in the Shire. There is one long day care facility located in the Dungog township.

Council has maintained a liaison with the Shire's Family Day Care Scheme as a collection point for information packs for prospective carers and users of the service.

## 6. FAMILIES NSW

Families NSW continues to provide services within the Shire. Both non-Government organisations and service providers work in partnership with local schools holding workshops, celebrate National weeks and providing supported playgroups throughout the Shire.

## 7. AFTER SCHOOL HOURS CARE

After School Hours Care was previously established and managed by Dungog Shire Community Centre in various areas throughout the LGA. Due to insufficient numbers After School Hours Care in Dungog and Clarence Town were discontinued and the Vacy and Paterson programmes were taken over by independent operators.

# SERVICES FOR RESIDENTS & OTHER USERS

Service	Promotional Activity Undertaken	Suggested Future Activities
<b>Public Order &amp; Safety</b>		
Fire Protection	<ul style="list-style-type: none"> <li>Promotional material distributed to local schools and groups.</li> <li>Training modules provided to Brigade members.</li> <li>Provide advice including requirements for annual fire safety certification to operators of venues providing public entertainment.</li> </ul>	<ul style="list-style-type: none"> <li>Activities undertaken in accordance with Councils Fire Safety Project Plan 2012/2014.</li> <li>Preliminary inspections and advice to be given to high risk operators.</li> </ul>
Animal Control	<ul style="list-style-type: none"> <li>Information on proper care and control of animals is supplied as required or at owner's request.</li> <li>Advertise Council's Ranger and pound service and provide information on requirements of the Companion Animals Act through the local press.</li> <li>Local Government Companion Animals link provided on website.</li> <li>Companion Animals brochure provided with rates notice.</li> <li>Companion Animals information updated on website</li> <li>Mail-out to owners of approx 3000 unregistered dogs and cats carried out to boost registration rate</li> </ul>	<ul style="list-style-type: none"> <li>Review of Companion Animals Management Plan.</li> <li>Public microchip day.</li> <li>Participate in Regional initiatives as they arise.</li> </ul>
Enforcement of Local Government Regulations	<ul style="list-style-type: none"> <li>Awareness of regulations is provided as requests are reviewed.</li> <li>Maintain registers of approvals/orders required by Local Government Act.</li> </ul>	Ongoing.
Swimming Pool Safety Barriers	<ul style="list-style-type: none"> <li>Compilation of local swimming pool register</li> <li>Design of safety barrier inspection program.</li> </ul>	Swimming Pool Safety Barrier Inspection Program commenced.
Emergency Services	<ul style="list-style-type: none"> <li>Development of Emergency Risk Management Plan completed.</li> <li>Standardisation of DISPLAN continued.</li> </ul>	Review of Emergency Management Plans and Evacuation Centres to be undertaken
<b>Health</b>		
Administration & Inspections	<ul style="list-style-type: none"> <li>Carry out regular inspections of hairdressing, beauty and skin penetration premises and provide information.</li> <li>Public Swimming Pools and Spa Registration and requirements (Public Health Act) provided to owners.</li> </ul>	Ongoing.
Food Control	<ul style="list-style-type: none"> <li>Carry out regular inspections at a frequency based on potential risk and provide advice and educational materials at that time.</li> <li>Food Standards link provided on Council website.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing inspections.</li> </ul>
Insect/Vermin Control	<ul style="list-style-type: none"> <li>Promotional information displayed in Council's Administration Building.</li> </ul>	Ongoing.
Noxious Plants	<ul style="list-style-type: none"> <li>Posters and literature on public display in Administration Building.</li> <li>Noxious Weeds Officer submits articles to Landcare for publication.</li> <li>Attend local field days.</li> <li>Noxious weed information available on Council's website.</li> <li>Bi Monthly meeting of Weeds advisory Committee</li> <li>Property inspections and enforcement of noxious weeds Act.</li> <li>Regional eradication program for Coolatai and giant Parramatta grass</li> </ul>	<ul style="list-style-type: none"> <li>General brochure on noxious weeds for distribution in the Shire to raise community awareness.</li> <li>Articles in local Town &amp; Country Magazine.</li> <li>Field day on biological control of Giant Parramatta grass, Green Cestrum and African olive.</li> <li>Partnership program with CMA for the eradication of African olive</li> </ul>
Health Centres	<ul style="list-style-type: none"> <li>Promotion carried out by Area Health Service.</li> </ul>	Ongoing.

Service	Promotional Activity Undertaken	Suggested Future Activities
<b>Health Continued</b>		
On-site Wastewater Management Systems	<ul style="list-style-type: none"> <li>Carry out regular inspections of septic systems.</li> <li>Provide advice and information at time of inspection and in response to inquiries.</li> <li>Provide links and information on Council's website.</li> </ul>	<ul style="list-style-type: none"> <li>Partner with Hunter Water and Ports Stephens Council to deliver the Williams Catchment Septic Inspection and Rectification Project. (SIRP)</li> <li>Review Council's On site Sewage Management Strategy.</li> </ul>
<b>Community Services &amp; Education</b>		
Planning for Community Services	<ul style="list-style-type: none"> <li>Comprehensive advertising throughout the Shire to encourage residents to participate in public consultations, letter box drops, letters to community organisations and advertising in local media.</li> </ul>	Currently holding community consultation engagement forums
Community Builders	<ul style="list-style-type: none"> <li>Advertising the Scheme in the local media, through direct correspondence to organisations and through community meetings.</li> <li>Assisting groups with developing applications, interpreting guidelines and establishing projects through grant information evenings.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to promote Community Builders through various community groups.</li> <li>Regular grant evenings provided annually.</li> </ul>
<b>Housing &amp; Community Amenities</b>		
Housing	<ul style="list-style-type: none"> <li>Vacancies in Council's aged units promoted.</li> </ul>	Ongoing.
Planning & Development	<ul style="list-style-type: none"> <li>Public consultation on planning issues.</li> <li>Address public gatherings on planning issues.</li> <li>Provision of Public Exhibition Documents to respective Ward Councillors.</li> <li>Public exhibition of proposed development in accordance with Council policy</li> <li>Preparation of Local Environmental Plans including Transition Zone Amendment &amp; Lifestyle Rezoning Applications.</li> <li>Preparation &amp; Revision of Local Area Plans.</li> <li>Ongoing liaison with community on planning issues including Tillegra Dam.</li> <li>Preparation &amp; Revision of Development Control Plans</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing as required.</li> <li>Important amendments made to Draft Dungog SI LEP 2013 and Draft Plan re-exhibited in May-June. adoption of Plan in early 2014</li> <li>Council to commence a Rural Lands Study for all of the Dungog Shire.</li> <li>A number of DCP chapters have been reviewed. An updated and relevant DCP will need to be compiled and exhibited to the General Public for input.</li> </ul>
Domestic Waste & Waste Management Collection	<ul style="list-style-type: none"> <li>Advertised recycling services available at the Landfill Materials Recycling Centre in the local press and through signage.</li> <li>Advertise Drum muster depot through press.</li> <li>Advertise oil collection program.</li> <li>Promote kerbside recycling collection service through press pamphlet drop and bin stickers.</li> <li>Annual bulk waste , scrap metal and green waste pick up advertised and high rate of participation</li> <li>E-waste drop off at landfill commenced</li> </ul>	<ul style="list-style-type: none"> <li>Promote waste diversion program and recycling facility.</li> <li>Increase waste diversion programs in the commercial and non-rateable sector.</li> <li>Participate in the delivery of a Regional Waste Management Strategy.</li> <li>Subsidised mattress disposal program</li> <li>Provision of facilities for recycling in Dungog Main Street and parks.</li> <li>Promotion of recycling at special events</li> </ul>
Street Cleaning	<ul style="list-style-type: none"> <li>Public Action Request System.</li> <li>No complaints received.</li> </ul>	<ul style="list-style-type: none"> <li>Act as required.</li> <li>No complaints received.</li> </ul>
Sanitary Services	<ul style="list-style-type: none"> <li>Provide information and facilitate connection to sewer in Clarence Town.</li> </ul>	<ul style="list-style-type: none"> <li>Promotion of septic tank installations by community education.</li> </ul>
Public Cemeteries	<ul style="list-style-type: none"> <li>Review of Maintenance schedule with formalisation of agreements with contractors.</li> <li>Drainage improvements to Clarence town cemetery.</li> <li>Maintain accurate records for public information.</li> </ul>	<ul style="list-style-type: none"> <li>Provision of consistent signage to all cemeteries.</li> </ul>

Service	Promotional Activity Undertaken	Suggested Future Activities
<b>Housing and Community Amenities Continued</b>		
Public Conveniences	<ul style="list-style-type: none"> <li>• Provision of adequate signage.</li> <li>• Improvement ongoing.</li> </ul>	<ul style="list-style-type: none"> <li>• Include in Shire Signage Strategy.</li> <li>• Continued improvement</li> <li>• Apply for grant funding for renewals</li> </ul>
Environmental Protection	<ul style="list-style-type: none"> <li>• Ongoing liaison with Landcare Groups.</li> <li>• Carry out septic system inspections and provide advice and written information.</li> <li>• Distribute water saving device information. Distribute newsletter on septic inspection program and best management practices for septic system to all owners.</li> <li>• Participation in Clean Up Australia &amp; National Tree Day Programs.</li> <li>• Public display of environmental material.</li> <li>• Liaison with Landcare groups and CMA to support community projects on public land.</li> <li>• Initiation of illegal dumping surveillance project</li> </ul>	<ul style="list-style-type: none"> <li>• All programs are ongoing.</li> <li>• Council houses Catchment Management Authority Community Support Officer. CSO role to provide information to the public and facilitate Natural Resource Management Projects.</li> <li>• Participation in showerhead exchange program.</li> <li>• Illegal dumping surveillance</li> </ul>
<b>Recreation &amp; Culture</b>		
Public Libraries	<ul style="list-style-type: none"> <li>• Book Week promotion</li> <li>• School holiday educational program implemented.</li> <li>• Australian Simultaneous Storytime.</li> <li>• Children's Storytime and Craft</li> </ul>	Ongoing.
Community Buildings	<ul style="list-style-type: none"> <li>• Council's community buildings are managed by Committees of Council. These are responsible for the publicity regarding fees and charges and booking procedures in their respective communities.</li> <li>• Contact people for the various buildings are available from Council.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing.</li> <li>• Maintenance of up to date records of contact people.</li> <li>• Prepare plans of management to provide focus and direction.</li> </ul>
Swimming Pools	<ul style="list-style-type: none"> <li>• Public advertisement of fees and charges and pool opening/closing times.</li> <li>• Improvements undertaken at both pools utilising RLCIP funding including signage.</li> </ul>	Ongoing.
Parks & Gardens (including Sportsgrounds)	<ul style="list-style-type: none"> <li>• Signage of parks, gardens and recreational facilities</li> <li>• Encourage community participation in management of parks and reserves</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing.</li> <li>• To comply with the adopted policy of Council for all signage in remote areas.</li> <li>• Development of Shire brochure.</li> </ul>
Capital Assistance Program	<ul style="list-style-type: none"> <li>• Public advertisement and letters to community sporting organisations regarding availability of the Program.</li> <li>• Assisting groups with developing applications, interpreting guidelines and establishing projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Repeat for future rounds of the Program.</li> <li>• Information evenings.</li> <li>• Follow up successful projects.</li> </ul>

Service	Promotional Activity Undertaken	Suggested Future Activities
<b>Mining, Manufacturing &amp; Construction</b>		
Building Control	<ul style="list-style-type: none"> <li>• Council planning team has reviewed statement of environmental effects associated with various forms of development. Changes have been made to simplify and separate the forms into individual development types to provide a more relevant and target request for information. This replaces council previous generic form which created some confusion. Extracts from council documents and images have been used to direct applicants to the correct information. Documents are available hardcopy and on the council website.</li> <li>• Council staff have taken a leadership role in the regional building professional group supported by Hunter Councils. Greater networking a resource sharing has proven assist Dungog Council in the effective implementation of legislative change, in the areas of swimming pool legislation, BASIX and fire safety programs for commercial buildings.</li> <li>• Council staff reviewed assessment forms and established electronic records of assessment for Development Applications &amp; Construction Certificates for all development types. Consistency and transparency resulting from the use of the templates have proven to provide a more efficient assessment of application.</li> </ul>	<ul style="list-style-type: none"> <li>• The Development and Building Officer to hold an information session to enable developers, trades people and owner builders to better understand Councils processes..</li> <li>• Establish a corporate image for council documentation associated with development control.</li> </ul>
<b>Transport &amp; Communication</b>		
Local Roads	<ul style="list-style-type: none"> <li>• Provision/upgrading of local road signage.</li> <li>• Ongoing implementation of the Rural Addressing system.</li> </ul>	Ongoing prioritisation of needs.
Bridges	<ul style="list-style-type: none"> <li>• Provision/upgrading of signage on local bridges.</li> </ul>	Ongoing.
Traffic Facilities & Safety	<ul style="list-style-type: none"> <li>• Quarterly releases - road safety issues.</li> <li>• Kids &amp; Cobwebs Bike Ride held.</li> <li>• Pedalfest</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing.</li> <li>• Expand Pedalfest in future years.</li> </ul>
<b>Economic Affairs</b>		
Caravan Parks & Camping Areas	<ul style="list-style-type: none"> <li>• Improved tracking of enquiries at the Dungog Shire Visitor Information Centre</li> <li>• On-going maintenance of the facilities at the Dungog Caravan Park including on-going repairs to the toilet and shower areas</li> <li>• Sewer connection at the Williams Rive Holiday Park</li> </ul>	<p>Establishing an alcohol free zone at the Dungog Caravan park and other areas in the Shire</p> <p>Looking at the feasibility of upgrading the cabins at the Williams River Holiday Park</p> <ul style="list-style-type: none"> <li>• Undertaking a study to assess the provision of low cost short term accommodation in the Shire</li> </ul>
Tourism & Area Promotion	<ul style="list-style-type: none"> <li>• Expansion of existing events in the Shire such as the Gresford Billy Cart Derby and working with groups staging new events including the Planet Dungog Music Festival</li> <li>• Launch of new Great Country Drives promotional material</li> <li>• Improved distribution of events information including working with the Dungog Shire Events Inc, Dungog Chronicle, Dungog and District Chamber of Commerce, Radio Dungog, local community papers and others.</li> <li>• On-going promotion of Dungog Shire within the film industry as a location for filming in conjunction with Screen Hunter and Central Coast</li> </ul>	<ul style="list-style-type: none"> <li>• On-going improvements to the design and content of the <a href="http://visitdungog.com.au">visitdungog.com.au</a> and <a href="http://visitbarringtontops.com.au">visitbarringtontops.com.au</a> websites</li> <li>• Capitalising on the history of the development of the Barrington Tops, and the Thunderbolt and Dorothea Mackellar connections in conjunction with local historical societies and museums</li> </ul>



Service	Promotional Activity Undertaken	Suggested Future Activities
<b>Economic Affairs Continued</b>		
Industrial Development and Employment Promotion	<ul style="list-style-type: none"> <li>• Development and distribution of a package of information for new and prospective residents, businesses and investors</li> <li>• On-going partnership with the Hunter Region Business Enterprise Centre in business advice and peer support services, as well as the Hunter Business Chamber, Hunter Business Enterprise Centre and others</li> </ul>	<ul style="list-style-type: none"> <li>• On-going marketing and/or selling commercial land for development of new or existing businesses</li> <li>• Support the establishment of business networking or other events in partnership with the Dungog and District Chamber of Commerce</li> </ul>
Real Estate Development	<ul style="list-style-type: none"> <li>• Melbee Subdivision (Stage 4) currently being developed.</li> </ul>	<ul style="list-style-type: none"> <li>• Finalise land negotiations for Part 2 Melbee IV subdivision.</li> <li>• Investigate opportunities for real estate and other development associated with the introduction of the new LEP.</li> </ul>
General Community Promotion Activities	<ul style="list-style-type: none"> <li>• Sponsorship of National Weeks or Days.</li> <li>• Local Government Week.</li> <li>• Senior Citizens Week.</li> <li>• Promotion of Australia day activities.</li> <li>• Citizenship ceremonies.</li> <li>• Youth Week</li> <li>• National Tree Day</li> <li>• Clean Up Australia Day</li> <li>• International Day for People with a Disability</li> <li>• International Women's Day</li> <li>• White Ribbon Day</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing.</li> <li>• Target areas of need &amp; education programs</li> <li>• Education programs in schools</li> <li>• Community awareness &amp; promotion of service providers/organisations within LGA.</li> </ul>
Corporate Promotion of Council	<ul style="list-style-type: none"> <li>• Sponsorship of Local Government Week as a community education exercise.</li> <li>• Promotion of Councils as efficient and effective in order to satisfy community needs and expectations.</li> <li>• Participate in Hunter Councils Customer Service Group.</li> <li>• Review Council's correspondence and file tracking systems.</li> <li>• Ongoing development of Council's website.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing.</li> <li>• Implement improved customer service initiatives as resources allow.</li> <li>• Development of alliance with Dungog High School on promotions of careers in Local Government.</li> <li>• Improved online access to Council data.</li> </ul>

# ACCESS & EQUITY STRATEGIES

## All Target Groups

In line with NSW Government's Social Justice Directions Statement, the four key principles of Equity, Access, Participation and Rights under-pin the development and implementation of the Dungog Shire's Community Social Plan.

The plan is based on these principles and include action plans for the seven mandatory target groups as determined by the State Government which are Children, Youth, Older people, Women, People with Disabilities, Indigenous people and People from Culturally and Linguistically Diverse Backgrounds.

Dungog Shire's age profile reflects significant growth in certain target groups including the 50+ years age group. There is a decrease in primary school aged children highlighting the major change in growth of young families in the Shire with a noticeable decline in the 25 to 44 years (20.7% of population) indicating the need for that age group to leave the shire for affordable housing and employment opportunities.

Council's Community Project Officer provides support to the providers of services of the mandatory target groups through regular attendance of meetings, assistance with grant applications, provision of council services, planning and development consultations. The continual change of the resident population requires Council and service providers to maintain an ongoing relationship.

## Children 0-14 Years

### *Playgrounds*

Council has carried out ongoing safety inspections of children's playground, with repairs and maintenance issues addressed as required. Playgrounds are in all catchment areas and have been maintained in a mown and tidy condition.

Council endeavours to adhere to sun smart practices with the installation of sun shades over existing playgrounds. Maintenance of playground sun shades has become an issue with the recent increase of vandalism; this vandalism has hindered the installation of shelters for other existing playgrounds.

### *Family Day Care*

Council has identified in the 2009-2014 Community Strategic Plan the need to develop an effective Scheme in the LGA. The acquisition of sufficient carers is still a large barrier to expanding the service as the demand for places has increased. Dungog Shire Community Centre is a collection point for information for people wishing to become a carer or user of the service.

### *Early Childhood Health*

With the recent change of health's direction and the new structure of Hunter New England Health, Council's Community Project Officer has maintained ongoing liaison with the Community Health staff regarding provision and access of early childhood services within the Shire. Council has continued to make premises available free of charge for a baby health clinic in Paterson and provision for the Clarence Town clinic in the Community Centre. Unfortunately these clinics will no longer operate in the smaller townships in 2014 as they are being centralised to Dungog Hospital. A strategic aim of the Community plan is to ensure the continuation of current health services and Council provides an opportunity for Community consultation regarding health services through the Dungog Shire Health Forum.

## *Pre-Schools*

Within our LGA we have 4 preschools and 4 playgroups. Council has continued to provide premises for pre-schools at Clarence Town and East Gresford.

Clarence Town and Paterson have had significant increases in population over the last ten year period reflecting the need to expand existing places in the local Preschools. Clarence Town increased their operating days to 5 and Paterson has secured additional funding to maintain their 2 year old placements. Professional support has also been provided to the Committees of Shire Preschools on an ongoing basis.

## **Young People 14-25 Years**

### *Adolescent and Family Counselling*

Dungog Shire Community Centre (DINS) provides youth and family counselling service operating two days per week, located within the Centre, Dungog.

### *Activities for Young People*

Council has continued co-coordinating Youth Week activities within the Shire with a Youth Art Expo and Art and Photography related workshops.

Clarence Town, Dungog and Gresford have skatepark facilities in their local area. Currently Paterson is investigating funding options to construct a skate park.

Entertainment and recreation options for Youth are identified issues in Councils Community Strategic Plan, with Council providing ongoing support and consultation. A monthly Youth Interagency is held with various youth based services being actively involved to address issues and options available for young people in the Shire.

### *Support to Dungog and District Youth Service*

Dungog Shire Youth Support Service is based at the Dungog Shire Community Centre working in partnership with Council, Government Agencies and Local not for profit organisations. Gresford Youth Centre is currently operating under the auspice of Gresford Community Group.

## **Older People**

The older people (65+) of our LGA comprise 17.6% of the Shires population highlighting the need for increasing community support for these people to stay at home or accessing appropriate hostel and nursing home.

Dungog LGA provides a large network of aged care and health services addressing a range of needs. Council coordinates the Dungog Shire Health Forum which provides an opportunity for the community to liaise with Hunter New England Health to lobby for health services or access to health services within our Shire.

### *Accommodation*

Dungog Council maintains 20 single self care units located within walking distance of the shopping centre. Dungog Community has built a Retirement Living facility with 63 beds ranging from self care, high care, dementia and respite. Investigations have taken place to provide self care accommodation outside of Dungog township by Dungog & District Retirement Living Inc who have undertaken discussions in the communities of Clarence Town and Gresford. The community of Gresford had formed a committee to investigate future options, whereas the Clarence Town Community has not progressed the matter further. One of the major hurdles is accessing suitable land in proximity to services.

## People with Disabilities

There are a significant number of people (491 - ABS Census) within our LGA who have some form of disability, with a growing number of children within this group. A key issue in Council's Social plan is acceptance of people with a disability within the community and access within the community.

There are a number of service providers within the LGA including Dungog and District Neighbourcare Inc who provide a wide range of programs to support people with a disability to live independently. A Local Disability Support Officer is now located in Dungog monthly and Dungog Shire Disability also meets quarterly.

Council has an Access Committee that involves members of the community and Council. Council's Community Project Officer attends the Dungog and District Community Care Forum, the Dungog Shire Disability Support group annual meetings and the establishment of disability accommodation committee.

## People from Culturally and Linguistically Diverse Backgrounds

A history of ethnic settlement has been included in Council's revised Community Profile, however no other access and equity strategies in Council's Community Strategic Plan specifically targeting people from culturally and linguistically diverse backgrounds have been implemented at this stage.

## People Identifying As Being of Aboriginal or Torres Strait Islander Origin

Council's revised Community Profile includes a Koori history of the Dungog Shire, as well as expanded demographic data on characteristics of the Koori community.

## Women

There are a few specific services available for women in the Dungog LGA. Those services that are available are provided through the Dungog Shire Community Centre and the Youth Family Counsellor, with general services through Dungog Hospital. The demographics of the Community Strategic Plan indicate that women and men are within equal proportions in most age groups of the LGA. However women still need to leave the area in search of work, further education and some services. Council has identified the lack of local work opportunities, availability of childcare and access to services for women in the Community Strategic Plan.

## Men

A break down of population statistics for each gender and age group has been included in Council's Profile along with occupation by age and gender. No specific strategies are outlined in Community Strategic Plan for men at this stage.

## Active and Passive Recreation

Council has continued to maintain the areas under its control for active and passive recreation, with improvements carried out as resources allow as per its Parks and Reserves Improvement Program. Management Committees with community and Council representation are in place for all active and some passive recreation areas, and are supported as required. Plans of Management for Bridge and Wharf Reserves were developed. Plans of Management for a number of Council Halls have been developed in Draft format.

Council has again facilitated applications to the Department of Sport and Recreation Capital Assistance Program.

## **Community Buildings**

Council has continued to ensure that all Shire communities have access to at least one community hall or building through ongoing maintenance and through improvements as resources allow. Management Committees with Council and community representation are in place for all buildings.

## **Health and Welfare**

### *Expressed Community Need*

Through the auspice of the Dungog Shire Health Forum Council has continued to maintain an active approach to addressing health issues in the Shire.

### *Professional Support to Service Providers*

During the reporting period Council has acted as an independent member on interviewing panels for a number of health and welfare related positions and has provided information/assistance in relation to grant applications.

### *Liaison with Service Providers*

Council has endeavoured to maintain an ongoing liaison with providers of health and welfare services in the Dungog Shire through the Dungog Health Forum and ongoing interaction with staff from Dungog Information and Neighbourhood Service. Support to various service providers has also been provided on specific issues as requested.

### *Community Profile*

An overview of issues relating to health and welfare has been included in Council's Community Profile.

### *Community Builders Programme*

Council has supported the 2012/2013 round of the programme, and has assisted in the development of applications which address expressed community needs in health and welfare.

## **Heritage**

### *Heritage Conservation*

Council has continued to provide premises for the storage and display of historical collections in Dungog, Paterson and Clarence Town, and has continued to provide resources and office space for a visiting Heritage Officer. Council received a grant for the review of the Dungog Heritage Study and an updated draft was finalised in May 2013 and sent to the NSW Heritage Office as required under the terms of the funding arrangement. This draft document will be placed on exhibition for public input in the near future for Council to consider submissions prior to the revised strategies adoption.

### *Community Profile*

A historical overview of towns, villages and localities in the Dungog Shire has been included in Council's Community Profile, as well as a section specifically devoted to Shire heritage activities.

## **Environment**

Council assists in the preservation of the Shire's natural environment through the provision of services including: sanitary (chemical toilets), waste management, Ranger and Companion Animal services, inspection of on-site sewage management systems and public and commercial premises, and the enforcement of legislation which regulates the environment and public health.

Council staff also prepare an annual State of the Environment Report and liaise with other Council's and State authorities in relation to natural resource management and environmental protection issues.

Environmental issues and potential impacts are also considered when assessing all proposed development in accordance with the requirements of Council's Local Environmental Plan and relevant planning legislation and instruments.

During 2012-13, a sharper focus was placed on environmental compliance through the recruitment of an Environmental Compliance Officer.

### **Economic Development**

A number of local initiatives have been undertaken including working with the Dungog and District Chamber of Commerce on a shop local campaign and on a project to promote weddings, special celebrations and other events in the area. This latter initiative has the advantage of involving a range of businesses from accommodation providers to restaurants and cafes, hair and beauty, cake makers, gardeners and landscapers, photographers, musicians and celebrants.

### **Tourism**

The tourism sector has performed well with continued good visitor numbers to the Information Centre in Dungog and an overall increase in the number of people attending the various festivals held throughout the year. Camping and caravanning have seen a resurgence in popularity and the number of visitors to the National Park and State Forest areas has returned to levels not seen for many years. Day visitation to the area, especially from the Lower Hunter and the Central Coast has been positive.

### **Employment**

In the Dungog LGA the most recent statistics indicate that the industry of employment is still dominated by the agriculture, forestry and fishing category accounting for 13.4% of 3459 persons employed. This represented a reduction of 4.4% of total employed persons in the previous 10 years.

The principle observations from an analysis of the business count data with the LGA are:

- Businesses based within the LGA comprise predominantly small operations with 1-4 employees
- There is a moderate share of medium-size firms (5-19 employees) particularly in:
  - Agriculture, forestry and fishing
  - Retail trade
  - Accommodation, cafés and restaurants
  - Transport and storage
  - Property and business services
- The small number of large business operations is concentrated in:
  - Accommodation, cafés and restaurants
  - Property and business services
  - Education
  - Health and community services

# NATIONAL COMPETITION POLICY

## Category 1 Business Activities

Council has no identified Category 1 business activities.

## Progress Category 2 Business Activities

Council has an interest in Hunter Councils Incorporated which is a Category 2 business. The activities of this organisation are not controlled by Council.

## Complaints Management

Council's Complaint Handling System and Policies were reviewed in 2008/2009 with Council adopting the following policies to assist with corporate governance and transparency.

- Complaints/Action Requests Policy
- Competitive Neutrality Complaints Policy

Council's Protected Disclosures Policy was reviewed in 2013 with the revised policy adopted by Council on 22 January 2013.

The Complaints Handling System is publicised through Council's Operational Plan and the Annual Report.

## Complaints Received and Outcomes

No complaints were received regarding competitive neutrality requiring action by Council or its officers.

# STORMWATER MANAGEMENT SERVICES

Council's Management Plan for Stormwater Services highlighted the preparation of the Asset Management Plan including a full asset listing, condition monitoring and valuation. The Plan would then describe a future needs and replacement program.

Total Stormwater Charges levied in 2012/13	\$40,723
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# COMPANION ANIMALS ACT & REGULATION

Dungog Shire Council provides Companion Animal Services that include active administration, education and monitoring components. During 2012-13, a full time officer was employed to address companion animal issues along with Environmental Compliance. This officer replaced the previous one day per week Ranger service provided by Port Stephens Council.

Pound data information is lodged annually with the Division of Local Government and dog attack data is updated as required on the Companion Animals Web page.

A commercially operated kennel is also accessed on a fee for service basis to provide pound services.

In the 2012/2013 period approximately \$13,000 was expended on Councils Companion Animal program, with an additional \$25,000 spent on contract Rangers provided by Port Stephens Council at a rate of one day per week. Expenditure is directed to fees from private impounding facilities, administration and related programs such as the provision of educational material and a barking dog collar and dog trap hiring service.

Revenues from Companion Animals fees of around \$6000 were all expended in the companion animal area.

There is currently only one off leash area in the Shire. Council promotes its Companion Animal program and offers unclaimed pound animals through the local press. During the reporting period, out of the 31 animals seized, 25 were reunited with owners, 5 were rehomed and only 1 (3%) was required to be euthanased.

Council has adopted a Companion Animals Management Plan that details strategies in relation to companion animals in this area and includes programs for improved education, desexing and provision of off leash areas in the Shire.



# PPIPA (PRIVACY & PERSONAL INFORMATION PROTECTION ACT 1998)

Council Privacy Management Plan was reviewed in 2013 with the revised policy adopted by Council on 16 April 2013.

Council as part of Hunter Councils has co-operatively worked on developing a consistent approach between member Councils in regards to accessibility of information and identification of public registers.

For the reporting period 1st July 2012 to 30th June 2013, the number of applications received and processed by Council were as follows:-

Section 13 Application	Nil
Section 14 Application	Nil
Section 15 Application	Nil
Requests for Internal Review	Nil

## SPECIAL RATE VARIATION EXPENDITURE 2012/2013

The Minister for Local Government granted Council a special rate variation in 2008/2009 for costs associated with renewal and maintenance works on road infrastructure and NSW Rural Fire Service contributions. Below are details of the total income received, expenditure per program and outcomes to date.

### Infrastructure Renewal and Maintenance

Roadside Hazards – Income received to date \$185,000. – Works have been undertaken in the following areas with \$3,645 expended to date:-

2009	2012	2013
Chichester Dam Road Main Creek Road Monkerai Road	Dungog Streets East Seaham Road	Nil

Rural Unsealed Roads Drainage – Income received to date \$150,000. Works have been undertaken in the following areas with \$117,976 expended to date:-

2009	2010	2011	2012	2013
Allyn River Road Cabbage Tree Road Common Road Flat Tops Road James Road Paterson River Road Salisbury Gap Road Sugarloaf Road	Allyn River Road Common Road Torryburn Road Wangat Trig Road	James Road	Alison School Road Chichester Road Clements Road Dog Trap Creek Road Hanleys Creek Road Main Creek Road Skimmings Gap Road	Hanleys Creek Road, Merchants Road, Myall Creek Road

Rural Roads Shoulder Widening and Edge Treatment – Income received to date \$140,000. Works have been undertaken in the following areas with \$120,970 expended to date:-

2009	2010	2012	2013
Black Rock Road Bower Bird Close Cemetery Road (Dungog) Fosterton Road Glen William Road Grace Avenue Limeburners Creek Road Marshdale Road Martins Creek Road Paterson River Road Salisbury Road Station Street Webbers Creek Road Woerdens Road	Fishers Hill Road Fosterton Road Sugarloaf Road Torryburn Road	Alison Road Allyn River Road Hanleys Creek Road Limeburners Creek Road Salisbury Road Wallarobba /Brookfield Road	Allyn River Road, Marshdale Road

Urban Sealed Roads Rehabilitation – Income received to date \$248,030. Works have been undertaken in the following areas with \$143,223 expended to date:-

2009	2011	2012	2013
Dungog, Short Street – widening and kerb and gutter Clarence Town Road – widening and kerb & gutter	Lord Street (includes guardrail)	Durham Road, Gresford Dungog Streets	Nil

NSW RFS Contribution – Income received to date \$195,000 with \$195,000 expended.

All unexpended funds have been transferred to an internally restricted reserve to carry over to the next financial year.

## GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009

In accordance with Section 125 (1) of the Government Information (Public Access) Act 2009 (GIPA Act), each agency must, within 4 months after the end of each reporting year, prepare an annual report on the agency's obligations under this Act for submission to the Minister responsible for the agency. A copy of the report is to also be provided to the Information Commissioner.

Under paragraph 7 of the Government Information (Public Access) Regulation 2009 the annual report must include the following:

### **Clause 7(a)**

***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 result of the review.***

Dungog Shire Council has reviewed its program for the release of information under the Government Information (Public Access) Act 2009 and found information that should in the public interest be available to the public without imposing unreasonable additional cost to Council is already available via the Council web site.

Council staff engaged in public contact have received GIPA training and are encouraged to regularly visit the Office of the Information Commissioner web site to access “knowledge updates” and information sheets. Council’s website is reviewed during the year to add material for open access and Council’s informal application form was modified to improve the level of understanding by applicants and to ease interpretation by staff and therefore speed up the release of information and ensure that information was specific to the applicants needs.

Unfortunately, Council’s records management system does not integrate with the web platform and Council does not have the IT resources and skills to achieve this. The cost to provide public access to this information is prohibitive and such action does not appear to be warranted given the current level of enquiries under the GIPA Act. Council’s Customer Service staff can satisfactorily respond to enquiries on an individual basis. This situation will continue to be monitored on an annual basis.

**Clause 7(b)**

***The total number of access applications received by the agency during the reporting year (including withdrawn applications but not including invalid applications).***

Dungog Shire Council received 1 access application during the reporting year 1 July 2012 to 30 June 2013.

**Clause 7(c)**

***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 of the Act (information for which there is conclusive presumption of overriding public interest against disclosure).***

Dungog Shire Council refused 0 access application during the reporting year 1 July 2012 to 30 June 2013.

**Clause 7(d) Schedule 2 Statistical information about access applications to be included in annual report**

<b>Table A: Number of Applications by type of applicant and outcome*</b>								
	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
Media	-	-	-	-	-	-	-	-
Members of Parliament	-	-	-	-	-	-	-	-
Private Sector business	-	-	-	-	-	-	-	-
Not for profit organisations or community groups	-	-	-	-	-	-	-	-
Members of the public (application by legal representative)	-	-	-	-	-	-	-	-
Members of the public (other)	1	-	-	-	-	-	-	-

\* 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.

<b>Table B: Number of Applications by type of applicant and outcome</b>								
	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
Personal information applications*	1	-	-	-	-	-	-	-
Access applications (other than personal information applications)	-	-	-	-	-	-	-	-
Access applications that are partly personal information applications and partly other	-	-	-	-	-	-	-	-

\*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).

<b>Table C: Invalid applications</b>	
Reason for invalidity	No of applications
Application does not comply with formal requirements (Section 41 of the Act)	-
Application is for excluded information of the agency (Section 43 of the Act)	-
Application contravenes restraint order (Section 110 of the Act)	-
Total number of invalid applications received	0
Invalid applications that subsequently became valid applications	0
<b>Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 to Act</b>	
	No of times considerations used*
Overriding secrecy laws	-
Cabinet information	-
Executive Council information	-
Contempt	-
Legal professional privilege	-
Excluded information	-
Documents affecting law enforcement and public safety	-
Transport safety	-
Adoption	-
Care and protection of children	-
Ministerial code of conduct	-
Aboriginal and environmental heritage	-

\*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.

<b>Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of Act</b>	
	<b>No of occasions when application not successful</b>
Responsible and effective government	-
Law enforcement and security	-
Individual rights, judicial processes and natural justice	-
Business interests of agencies and other persons	-
Environment, culture, economy and general matters	-
Secrecy provisions	-
Exempt documents under interstate Freedom of Information legislation	-

<b>Table F: Timeliness</b>	
	<b>No of applications</b>
Decided within the statutory timeframe (20 days plus any extensions)	1
Decided after 35 days (by agreement with applicant)	-
Not decided within time (deemed refusal)	-
Total	1

<b>Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)</b>			
	<b>Decision varied</b>	<b>Decision upheld</b>	<b>Total</b>
Internal review	-	-	-
Review of Information Commissioner*	-	-	-
Internal review following recommendation under section 93 of Act	-	-	-
Review of ADT	-	-	-
Total	0	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.

<b>Table H: Applications for review under Part 5 of the Act (by type of applicant)</b>	
	<b>Number of applications for review</b>
Applications by access applicants	-
Applications by person to whom information the subject of access application relates (see section 54 of the Act)	-