



DUNGOG SHIRE COUNCIL

ANNUAL REPORT

2013-2014

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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.

Firstly, may I thank our General Manager and his staff, both indoors and outdoors, for their enthusiastic commitment to the welfare and progress of our communities. I know it is not an easy task when resources are limited and the needs and demands substantial.

I take this opportunity to update last year's report and the matters mentioned therein.

Land Development

Council released Stage IV of the Melbee residential sub-division to the market in early March 2013 and since then sales have been very good and has seen construction and completion of quite a few houses. May I welcome these new residents to our community and all those elsewhere in the shire that will come with the 81 applications for new dwellings being received in 2013-14.

As mentioned in the General Manager's Report, Council has acquired several portions of land over the past financial year. I am aware that there are a few members of the community that question some of these purchases but Council has taken the view that when strategic properties become available at a reasonable price, their addition to the community's land bank should be considered.

Please bear in mind that these acquisitions are about the future and placing our towns and villages in the position that when land is required for whatever future use, the right parcel of land in the right location is available.

I take this opportunity to thank Hunter Water for the funding provided to assist with the widening of Mill Lane in Dungog to enable wider and safer access for pedestrians and vehicles.

Local Environment Plan 2014

The new Local Environment Plan (LEP 2014) came into operation on 1 June 2014. Originally labelled LEP2013, the process which involved the State Government Department of Planning took longer than envisaged.

As mentioned in last year's report both Hunter Water and the NSW Government have provided funding for a Rural Lands Strategy. The initial work is underway and will involve substantial community consultation and input over the coming year. This study is fundamental to the future of the shire and the future development and character of our shire. When the opportunity is presented, please become involved.

Review of Local Government

On 25 October 2013, the Independent Local Government Review Panel presented its report to the Minister. The Panel made 65 recommendations and concluded that wide-ranging and concerted action is essential to make NSW Local Government sustainable and fit-for-purpose.

For those in the community who care for the future of local government, I believe this is an essential first step in understanding the current process. The full text is available on the NSW Local Government website.

The General Manager's overview has already commented on this Council's reliance on outside funding and with the current contraction of this funding, Council's ability to provide the service levels that it wants and is expected to provide will be even more strained

On the bright side, many of our community organisations and groups have progressed with their programs. Our Progress Associations and the Dungog and District Chamber of Commerce all deserve our support and appreciation.

I also take this opportunity to thank our retiring local State Member, the Hon George Souris, MP for his support of this shire and its community

Harold Johnston
MAYOR

GENERAL MANAGERS OVERVIEW

Thank you for taking the time to read this report. Reporting to the community upon outcomes achieved during the 2013/2014 financial year by the Council and what has influenced the opportunities and activities of the Council during the past year. It is also a time for reflection as regards what role does Council play in our community and do people really have an understanding as regards local government and how it interacts with their lives on a daily basis.

The NSW Government has previously committed to a process to conduct a review of local government which culminated in the release of final reports from the Local Government Acts Taskforce and the NSW Local Government Independent Review Panel. The Governments response to the Independent Review panels recommendations was released in September 2014.

The fostering of relationships and working with neighbouring Councils on projects is an important component of the Councils operations, as a member through the Mid North Coast Weight of Loads Group Council derives benefit from the protection of Councils road infrastructure from over-loaded heavy vehicles. Through Hunter Councils the ongoing advocacy for the region as a whole to both the Federal & State Governments there are regional benefits that are being derived that our community may indirectly benefit from.

The works that are being funded through the Hunter Infrastructure & Investment Fund on Clarence Town Road (MR301) are improving the safety of the travelling motorists, the works to date have been undertaken by Councils workforce and their workmanship is certainly receiving many positive comments within our community.

Road reconstruction works have not only been occurring on MR301, with works on other elements of the Regional road network including Bingleburra Road and also Gresford Road (Torryburn Bends). With investment in the local road network in particular Limeburners Creek road and Paterson River Road.

The acquisition of land within the Dungog area known as Abbots flat which comprises a 1Km frontage to the Williams river is a strategic purchase that will enable the Council in conjunction with the community to masterplan this site into the future to enable the broader community to experience both active and passive recreational pursuits.

Development activity in terms of sub-division development and dwelling construction continues across the Shire with a 47% increase in the number of development applications lodged with Council, with 81 applications for new dwellings being received in 2013/2014.

Council continues to be actively involved in environmental programs at both local and regional levels in terms of waste management, on site sewage management, noxious weeds and with Councils environmental compliance officer our responsiveness to concerns raised by members of the public has been much more pro-active.

Whilst there are many positives as regards Councils activities in the past 12 months the most emerging threat to Local Government is the action of the Commonwealth Government as regards the freeze on the indexation of the financial assistance grant(FAG) allocations to local government until 2018. Council is reliant upon Government grants to support the delivery of services to our community any contraction in this source of funding has significant consequences for rural communities that have limited alternative revenue sources.

Our peak industry bodies (Local Government NSW (LGNSW) and Australian Local Government Association (ALGA)) have been advocating on behalf of our communities at this point in time the Commonwealth Government has not contemplated withdrawing from their policy position in respect of this matter.

The Governments position in respect of financial assistance grants, underpins one of the key issues that the Independent Review Panel of Local Government highlighted in terms of financial

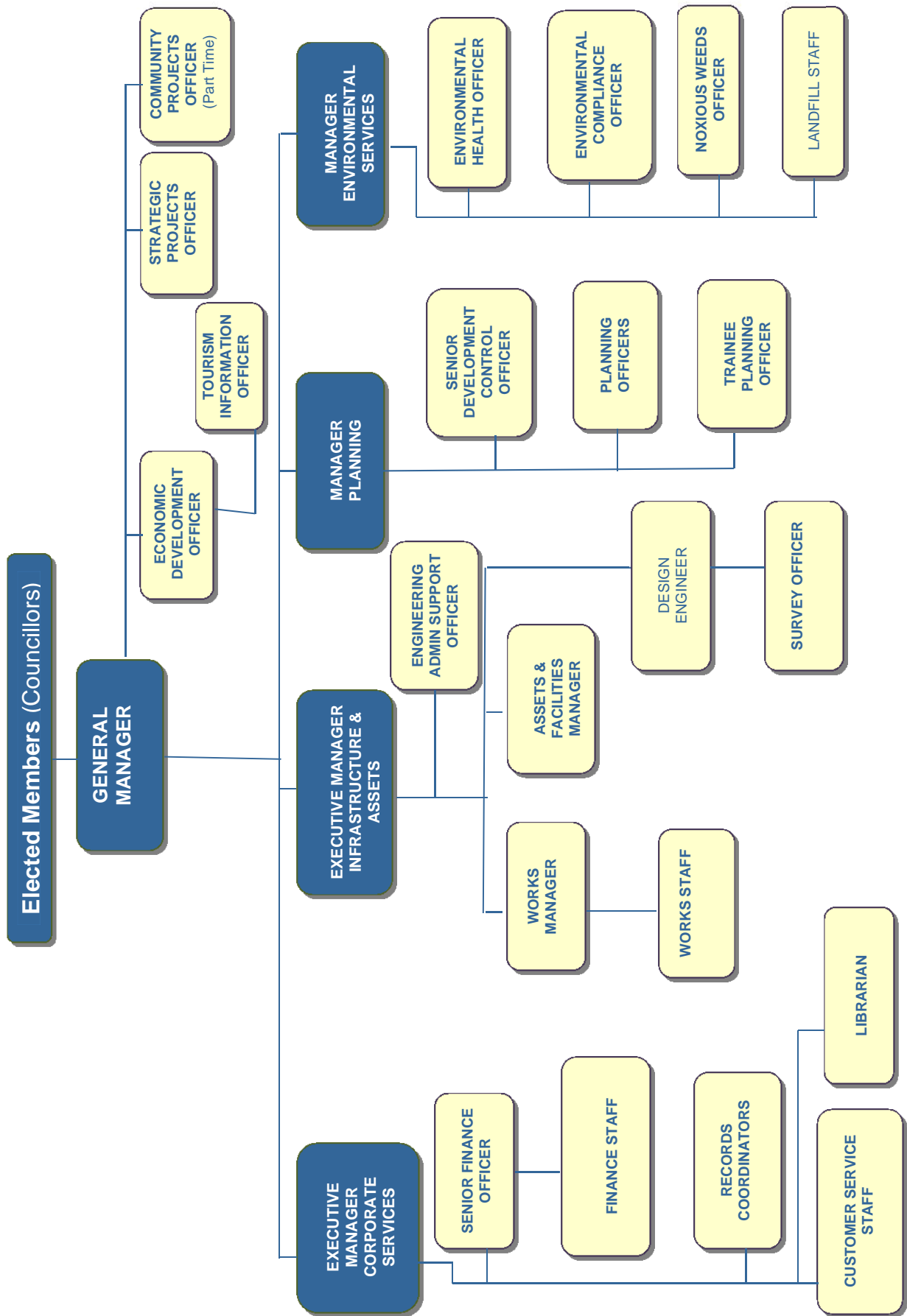
sustainability as there is less certainty as regards this external funding source into the future. Councils with reliance upon external grant funding to fund basic services are at risk and Dungog Shire Council is one of many that will fit this category.

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



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 2014, 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

There has been a significant focus on the waste management activities of Council during 2013/2014 financial year, culminating in a community survey being forwarded to 3159 households as part of the community consultation process for a new local waste strategy.

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.

As part of the new regional waste strategy Council will be able to source assistance from the regional illegal dumping (RID) squad that is being funded by the Environment Protection Authority and Councils throughout the region.

The Hunter Water Corporations environmental initiative (Catchment Improvement Program (CIP)) as regards improving water quality in the drinking water catchment both Dungog and Port Stephens Council's will be supported in the undertaking of a septic tank inspection and rectification project with Hunter Water employing an officer to assist Councils and landowners in attending to failing systems.

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 were completed in early 2014.

The re-structure of the HCCRCMA as part of the establishment of the Local Land Services has resulted in the loss of the local project officer that supported numerous land-owners in the local area.

Activities in respect of Noxious weeds continued over the past 12 months with further grant funding secured to enable more treatment on roadside areas for Coolatai grass. The conduct of local field days and also attendance at the annual Tocal field day by Councils noxious weeds officer to promote community awareness and public education is a vital component of the officers annual activities. The use of field mapping software that enables the recording of weed inspections in the field and also treatments in the field will support regional weed initiatives into the future and will also support the officer in his reporting to the local weeds advisory committee.

2. Local Economy

Officers of Council have been working closely with the Dungog Shire Chamber of Commerce, Visitor Economy Hunter and the Hunter Business Enterprise Centre. Council has also continued participation in the Upper Hunter diversification strategy with neighbouring Councils.

With a degree of uncertainty in some of the regional employment markets particularly the resources sector it has been the rural residential market in the southern parts of the Shire where more real estate development activity has occurred.

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.

Within Dungog township the ongoing weakening of the local economy and the continued economic leakage to neighbouring markets resulted in the closure of Dungog Hardware in May 2014 with a loss of 7 jobs.

Work commenced during early 2014 on the provision of a feasibility study on low cost short-term visitor accommodation to guide Councils decision making as regards investment into the development of a future caravan park in Dungog, a report will be tabled to Council on the outcomes and recommendations when they become available.

3. Community and Culture

Council has continued to support cultural activities and events across the Shire, with continued funding to Dungog Shire Events Inc affording the development of new events that support the local economy. The rise of Planet Dungog in October 2013 resulted in another group of enthusiastic individuals to place their stamp on the Dungog cultural scene.

Officers of Council have also been involved in discussions with individuals that are establishing a corporate governance model to re-vitalise and build on the character of the James Theatre as a venue that can host further film festivals into the future. The establishment of the three village art festival was another community initiative co-ordinated by local residents from the Gresford area that was well supported by the local arts community.

The Friends of the James Theatre and the James Theatre Management Committee have continued to commit significant volunteer hours to improving the facility further and Council committed financially to a partial acquisition of land to resolve ongoing access issues to the rear of the venue.

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 with recent inquiries for the establishment of a pharmacy in Paterson and also another GP Service being established at Clarence Town.

Council continues to partner with various NGO's for access to a range of matters from youth services, the rural anti-violence network, Samaritans, and pre-school providers and also works closely with the local schools encouraging their attendance at Councils facilities.

Food inspections (56) and public health initiatives continued throughout 2013/2014, with resource kits distributed to local food shop premises during inspections. Councils environmental compliance officer continued to be very pro-active throughout 2013/2014 with the administration of Councils companion animals program and responding to complaints in a timely manner.

The environmental compliance officer commenced an education program coupled with letters to all properties that were identified as part of the Councils swimming pool barrier inspection program in response to the NSW Governments directive.

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 further growth in development activity and at the same time have worked to complete the Standard Instrument Local Environmental Plan which was gazetted on 1 June 2014.

Funding has been secured through Planning NSW and Hunter Water to enable the development of a rural lands strategy, with current demands on rural lands within the Shire the development of this

strategy is important to guide the future decision making of Council as regards protection of strategic agricultural lands.

There was a report to Council in December 2013 on the completion of the initial fire safety inspection program which identified that of the 12 establishments identified as high risk (licensed premises including accommodation) 11 of those premises required works. Officers have continued to work with property owners in respect of their attendance at addressing the outstanding compliance requirements.

During 2013/2014 there was a 47% increase in the number of development applications processed by Council with \$37.7Mil in value of development applications lodged of which \$32.2 Mil for dwellings (81 applications).

The NSW Governments effective withdrawal of the proposed new Planning framework has meant that the energies previously expended on this process by Council officers has been in vain.

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.

Council has made submissions to the Crown Lands Whitepaper expressing concerns as regards some of the options that are being explored could result in Council being assigned a much larger administrative burden should lands be vested to Council.

The acquisition of land by Council that has a 1Km frontage to the Williams river will provide the community the opportunity to be involved in the future master-planning of this site to explore the opportunities that can be generated on a site in close proximity to the Dungog CBD.

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.

From a road infrastructure perspective 2013/2014 has seen progression on the works program for MR301 that is funded by the Hunter Infrastructure & Investment Fund, these works have continued to improve access and road safety conditions within the Shire.

However the underlying issues from a Council perspective are more associated with the strategic elements of managing the infrastructure needs of the community. In particular the completion of the asset management plans is essential as regards the Councils ability to have a dialogue with the community as regards their service level expectations and the capacity to pay.

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 bridge/causeway network perspective Council has completed works at Cross Keys Causeway, however the Woerdens Road bridge still has a temporary structure installed as Council looks at alternative options for the placement of the new bridge to improve public safety.

Renewal works were undertaken on Limeburners Creek Road and 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, continued to lobby for increased police presence in the Shire and the return of a local police officer to Clarence Town.

Council has supported initiatives run by Hunter New England Health Service and also lobbied for the retention of a mental health worker for the Shire and for the Dungog Community Hospital to obtain a special Medicare exemption that enables the hospital to bulk bill for services

The Clarence Town Local catchment and Williams River Floodplain Flood risk Management Plan was completed and placed on public exhibition in early 2014. 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

From a compliance perspective Council completed the review of delegations and adopted the organisation structure within the first twelve months of office. During the year there were 3 code of conduct complaints of which 1 was referred for further independent investigation.

Councillors received training in respect of the running of effective meetings and the code of conduct. Monthly Councillor workshops were held on a range of matters to enhance the Councillors understanding of the issues that would be brought forward either through reports to Council or through presentations in the community.

Council has continued to adopt deficit cash budgets with a dependence upon savings throughout the operational year to reduce the annual deficit position. The inability to fill key staff positions has again resulted in wages savings however this is to the detriment of the efficiency of the organisation as regards meeting reporting deadlines or missing grant funding submission opportunities.

The development of a more informed resourcing strategy is dependent upon the completion of Councils asset management plans, the 10 year financial projections have limited scope for analysis until the true funding shortfall on asset renewals is known.

Additional resources have been committed to supporting this process however the underlying issue is the inability to recruit full time personnel into the engineering section of Council in respect of design and asset management.

Revised versions of Councils asset management plans have been developed and officers have been working with Councils auditors on the valuation process during 2014 the project was still incomplete at 30 June 2014.

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 2013/14 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 2014
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	Solar power to admin building and visitors information centre fully operational with associated power savings. No further initiatives due to change in WASIP grant usage guidelines.
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	<ol style="list-style-type: none"> REF template installed and ongoing licence re-affirmed. Template used in major projects Shower Head Exchange program partnership with Hunter Water in January and March. No further Regional programs in reporting period
1.3 Climate Change	1.3.1 Work with Hunter Councils to develop and implement regional strategy to address the impacts of climate change	Number of regional strategy recommendations implemented	Not addressed
	1.3.2 Establish a working group to review and implement the recommendations from the Climate change Adaption Plan	<ul style="list-style-type: none"> - Working group established. - Number of local recommendations implemented. 	<ul style="list-style-type: none"> - Working group not established - No recommendations implemented
	1.3.3 Promote Climate Change Adaptation programs to the community	<ul style="list-style-type: none"> - No of programs promoted in the community - Per capita waste, recycling and energy and water usage/annum 	Nil programs promoted

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 2014
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	Nil Kits provided
	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 new 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"> - Number of Projects facilitated in LGA. - Grant funding for CMA programs received within LGA 	1 major project- eradication of African Olive ongoing. MES chaired Steering group meeting in June. Local properties provided with assistance to eradicate Olive as part of Grant funding - \$200,000 over 4 years
2.3 Regional Weed Action Plan	2.3.1 Property Inspections for new weed incursions	Property Inspections / annum	86 inspections for the quarter
2.4 Improve information and links on Council web page	2.4.1 Review use of Councils website in relation to provision of land management and natural resource information	Outside use of Council web page for land management and Natural resource information	Web site contains Noxious weeds information that is easily accessible. Hunter Weeds Group website established and referenced on Council website. Contacts database used 4 times during reporting period to disseminate information regarding field days offered by NSW Local Land services
2.5 Public field days and information sessions	2.5.1 Facilitate and partner field days with the CMA and other relevant authorities	<ul style="list-style-type: none"> - Number of public information sessions provided with Council involvement - Number of attendees 	No public information sessions held during reporting period
2.6 Coal Seam Gas Alert Watch and education	2.6.1 Seek assistance from appropriate authorities to provide Councillors and community with education and information on coal seam gas.	Information and education have been provided for Dungog Councillors and communities.	Active representation by Councillor and staff on Gloucester CSG community Reference Group- information disseminated to community as required.

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

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
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.	10% 23
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	184
	3.2.2 Local Weeds Committee	Committee activity/ programs per annum	One meeting held during period. One educational message promoted in local media.
	3.2.3 Field days on weed management	Number of Field Days	No field days held during reporting period
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	On Target. New WARR targets published by OEH and are being considered as part of a regional Waste Strategy.
3.4 Illegal Dumping	3.4.1 Promote reporting of illegote dumping to Council	Number of incidents recorded	1
	3.4.2 Support regional HCCREMS database of illegal dumping sites	Number of fines issued	0
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	Community Survey forwarded to 3159 households as part of community Consultation process for new local Waste Strategy and results analysed. Hunter Council's Environment division engaged to assist in preparation of Local Waste Strategy.
	3.5.2 Provide draft waste strategy for public submissions	Number of submissions	Commenced preparation of Draft Strategy during reporting period
3.6 Pilchers Reserve	3.6.1 Re-form Pilchers Reserve Committee to implement Actions in POM.	- Committee reformed - Actions Implemented	No meetings of Committee held. Matter has been deferred pending review of state Government land Management policies.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
3.7 On-site Sewage Management	3.7.1 Reform OSMS committee to assist in development of OSMS strategy	- Committee reformed	Funding confirmed for completion of Development Assessment Framework (DAF) to support the review of the OSSM Strategy. Consultant appointed. Strategy expected to be reported to Council by end of 2014.
	3.7.2 Provide information to the community in relation to new OSMS Strategy	- Number of information sessions - Brochures/articles produced	Information sessions to be held in September 2014
	3.7.3 Provide draft OSMS strategy for public submissions	- Number of submissions	Draft Strategy to be available in October 2014
3.8 Noxious weeds	3.8.1 Maintain 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	117 4 usages for notification of events.

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 2014
4.1 On Site Sewage Management	4.1.1 Ongoing inspection of onsite sewage management systems across the Shire.	- No. of systems failing as a %.	10%
		- No. of septic system inspections	23
		- New septic systems approved	22
4.2 Waste diversion	4.2.1 Provide kerbside collection of recyclables	Tonnes of recyclables collected	984.66
	4.2.2 Implement waste Diversion Programs at the landfill	Tonnes of waste diverted	1708.14
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	Operations staff trained in use of REF template and roadside markers scheme. 2 REFS prepared by consultants assessed for major roadwork at Clarence Town Road.
4.4 Waste Collection Service	4.4.1 Provide waste collection service	- Domestic waste charge as compared to neighbouring Councils - Availability	\$197.80- Domestic waste \$100.20 – Recycling service. Total rate of \$298 is second lowest in the Hunter behind Muswellbrook at \$290. Highest rate in Hunter is \$525 with average being \$363. Service available to all properties on sealed roads or by arrangement

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
4.5 Landfill Operation	4.5.1 Provide economic and environmentally sustainable Landfill facility.	<ul style="list-style-type: none"> - Landfill operating cost - % of waste to landfill 	<p>120% of operating budget allocation spent due to additional costs of consolidation of fill plan. This was offset by achieving 133% of the income target for tipping fees.</p> <p>48% Diversion rate which is the second highest of all Hunter Councils. The NSW Government have set a target of 70% diversion from landfill by 2021-22 and initiatives to meet the target are being considered in the Local Waste Strategy.</p>
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	184
	4.6.2 Control weeds on public land and within Councils road corridor	Kilometres of roadside treated	507 km for 2013-2014
4.7 Development Control	4.7.1 Rural Amenity, Biodiversity and Natural Resource Management considered in all development.	<ul style="list-style-type: none"> - Biodiversity and amenity maintained - No. of complaints 	<p>15 DA referrals during period. No major environmental incidents or reduction in Biodiversity as a result of approved development. Flora and fauna reports and Sepp 34 reports given appropriate weight in Councils environmental assessment of applications</p> <p>Nil complaints</p>
4.8 On Site Sewage Management	4.8.1 Renew Council's On Site Sewage Management Strategy	New On Site Sewage Management Strategy adopted.	Review to be completed in first half of 2014-15
	4.8.2 Provide OSMS Development Control Plan	OSMS DCP Completed	Development Assessment Framework (DAF) to be prepared in conjunction with the Strategy (policy). Work has commenced through consultants as part of Hunter Water's SIRP. The new document will be in the form a policy and not a DCP.
	4.8.3 Work with Hunter Water and other State agencies to develop sustainable management of effluent disposal in village areas.	Number of failing systems in village areas	The Development Assessment Framework will provide acceptable solutions to OSSM in village areas. Work being done in conjunction with Hunter Water in drinking water catchment areas. Number of failing systems in villages unknown at this time.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
4.9 Clarence Town Sewer	4.9.1 Develop policies for the transfer to mains sewer in Clarence Town	Policies developed	Orders for sewer connection served to 130 properties in accordance with Policy. Time for Compliance with Orders expired on 31 st March 2014. 49 properties still not connected to sewer.
	4.9.2 Inspect all redundant septic systems in Clarence Town	<ul style="list-style-type: none"> - Number of septics converted for stormwater use - Number of septics made redundant 	Approx 85% of properties now connected however no applications received for conversion to rainwater. Redundant septic systems only inspected where complaint received.
4.10 Waste Minimisation	4.10.1 Complete Waste Strategy	Waste Strategy Developed	Waste strategy public consultation and preparation commenced with consultants Hunter Councils Env Division. Will be completed in first half of 2014-15.
	4.10.2 Complete new contracts for collection of waste and recyclables based on waste strategy.	Contracts completed and contractor engaged	Contracts will be completed by December 2014 after the local waste strategy has been adopted.
	4.10.3 Waste Not DCP	Tonnes of building waste diverted from landfill	Data not collected. Waste Not DCP adopted.
4.11 HCCREMS Roadside Marker Program	4.11.1 Include the Regional Roadside Marker Program into Councils Roadside Environmental Management Strategy.	Roadside markers in place	Roadside markers installed at river crossings only. Discussions held with Hunter Councils during reporting period regarding installation of all roadside markers
	4.11.2 Train outdoor staff in policy implementation	Staff trained	Staff have been trained by Hunter Councils Env Division and roadside marker handbooks provided
4.12 Erosion and Sediment Control Policy	4.12.1 Review Erosion and Sediment Control Policy	New Policy in place	Policy not reviewed
	4.12.2 Train Staff in policy implementation	Staff trained	As above
4.13 Development Control	4.13.1 Review environmental conditions	Conditions reviewed	Not reviewed
	4.13.2 Create a new suite of development conditions targeted to increase long term environmental health and sustainability	Conditions updated	Not reviewed

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 2014
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	Proper erosion control measures undertaken on capital works projects
5.2 Grant Funding	5.2.1 Continue to source funding opportunities to improve Council causeways and crossings	\$ sourced.	Three (3) causeways repaired during 2013/2014. Nil external funding forthcoming
	5.2.2 Partner CMA in local riparian projects	No. of projects completed	1 major project - African Olive project. Removal of African Olive on roadsides and active participation in Steering committee.
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%
	5.3.2 Ensure new OSMS comply with recommended set backs from local waterways and rivers.		Set backs enforced for new systems
5.4 Reduce Point Source pollution within the LGA Catchments	5.4.1 Facilitate and partner with Hunter Water Corporation in reducing pollution sources within the LGA catchments	Number of projects successfully completed.	2 projects developed but on ground inspection programs yet to commence. These are - Septic Tank Improvement project (SIRP). Council in partnership with HWC and Port Stephens Council. Dairy Improvement Project. (Council has consultancy role)
5.5 Lower Hunter Water Plan	5.5.1 Continue to contribute to the consultation process.	Councillors and appropriate staff have participated in consultative processes.	Lower Hunter water Plan released in March 2014. Recommendations reported to Councillors. No new initiatives pursued during reporting 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 2014
6.1 Public Education	6.1.1 Field Days held to provide public education on local weed management.	No. of field days attended	nil
	6.1.2 Support information stand at Tocal Field Days.		Weeds officer attended Tocal and provided information over 2 days in may 2014
6.2 Noxious Weeds Property Inspection	6.2.1 Maintain an annual program of property inspections.	No. of properties inspected.	186
6.3 Noxious Weeds Management	6.3.1 Maintain an annual noxious weeds destruction program.	Kilometres of roadway treated	507 km
6.4 Roadside Marker Program	6.4.1 Extend the roadside Marker Program to use in the management of weeds	Program implemented	Not implemented however discussions with Hunter Councils have been resurrected with a view to installing markers
	6.4.2 Develop a program for management of roadside weeds		Roadside weeds treated routinely. No formal program developed at this time
6.5 Regional Weed Action Plan	6.5.1 Implement strategies in the Regional Weed Action Plan.	Compliance with target actions in strategy	All Local actions for 2013-14 addressed and approved by regional Weeds Co-ordinator
6.6 Pest Animal Management	6.6.1 Provide links and information to the community on LHPA programs	Effective links and information provided to LHPA programs	Cross use of information sharing occurred on 4 occasions with NSW Local land services during period.

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 2014
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	Regional Waste Strategy participation.
7.2 Referral	7.2.1 Referral of local issues and enquiries to appropriate regulatory authority	- No. of referrals - No. of Complaints	Reporting mechanisms and contacts established but number of referrals has not been recorded.
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	Completion of Stages 1 and 2 of UPSS pilot program completed in Dowling street Dungog. Routine UPSS regulation is still the responsibility of OEH and no feedback has been received regarding local compliance during the reporting period.
7.4 Reporting Mechanisms	7.4.1 Improve reporting mechanisms to advise regulatory and enforcement agencies of possible environmental breaches.	Mechanisms established	Reporting mechanisms and contacts established but have not been reviewed.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
7.5 Communication and Co-ordination	7.5.1 Work closely with State agencies to improve communication and co-ordination regarding land management issues.	Number of projects/programs implemented	SIRP Program- Hunter Water Dairy improvement project- Hunter Water and LLS- ongoing programs
7.6 Underground Petroleum Storage Systems (UPSS)	7.6.1 Facilitate UPSS pilot program within the LGA	Number of redundant tanks removed from Council Road reserve	4 Redundant tanks removed at Modern Motors, Dowling street Dungog as part of Pilot program. Project is continuing

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 2014
8.1 Hunter Central Rivers Catchment Management Authority (HCRCMA)	8.1.1 Work with Hunter Councils to ensure regional consistency in the application of the HCRCMA Catchment Action Plan.	No. of regional programs in the LGA	African olive eradication project. No new projects.
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	Not done
8.3 Regional Land Mapping	8.3.1 Lobby State Government for the establishment of a centralised repository for regional land mapping.	Centralised GIS data repository established	HCCREMS are preparing a suite of maps including biodiversity values and updated vegetation maps that will be available to Council in 2015.
8.4 Coal wagon coverage	8.4.1 Seek support from HC for a regional approach to the coverage of coal wagons in transit.	Approach made to Hunter Councils.	Approach made

9. OTHER COUNCIL PROGRAMS AND ACTIVITIES SUPPORTING OUR NATURAL ENVIRONMENT

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
9.1 Community Education / Support	9.1.1 Continue to provide office accommodation and assistance to CMA Community Education Officer.	Office accommodation provided.	No longer required as position restructured with LLS.
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.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
9.3 National tree Day	9.3.1 Provide trees to local community Groups and Schools.	No. of trees planted /annum	300 trees provided for National Tree Day in July
9.4 Clean Up Australia Day	9.4.1 Facilitate community group involvement.	- No. of Groups - Waste collected	25 th February 2014. 2 community groups and 2 schools participated. 2 tonnes of 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	1 unsuccessful application – Upgrade of recycling centre at Landfill (\$114,000)

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 2014
1.1 Telecommunications	1.1.1 Work with Countrytell to establish high speed broadband in the area.	Satisfaction with internet speed and reliability from the community.	Underway. Also communicating with NBN Co about their plans for Dungog Shire
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	3 Project completed by end June. Design works commenced on other stages. Works scheduled to continue right through 2014/2015.
	1.2.2 Work with Road and Maritime Service and Port Stephens Council to provide consistent pavement design		
1.3 Rail services to Dungog	1.3.1 Work with appropriate community groups for the retention of direct rail services from Newcastle, as well as improving services	Effective representation is made for the retention of direct rail services	Underway. Regular liaison with Joan Dawson and Save our Rail

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 2014
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.	Nil Grant funding from Trade and Investment has dried up.
2.2 Economic Diversification	2.2.1 Participation in the Upper Hunter Economic Diversification Taskforce.	- Attendance at meetings - No. of projects involved.	8 meetings 1 Project Upper Hunter Workforce Plan launched 30 April 2014

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
2.3 Business Referral Advisory	2.3.1 Work with Hunter BEC and provide referrals to support business development.	No. of referrals per annum.	4 referrals
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.	4 Referrals 1 meeting with RDA Hunter as part of the Economic Development Managers series of regular meetings

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 2014
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 Bus in Dungog and Paterson June 2014
3.2 Dungog Adult Education initiative.	3.2.1 Provide in-kind support for the Adult Education Initiative.	Attendance at meeting of Advisory Council.	No meetings attended
3.3 Alternative Energy	3.3.1 Maintain relationship with renewable energy coordinators office	Briefings attended.	No briefings attended
3.4 Country Week	3.4.1 Investigate the potential to establish a stall in partnership with neighbouring Councils at Country Week.	Report to Council.	Cooperating with other Hunter Councils for a stall in at Regional and Rural Expo at Sydney Olympic Park 1-3 August 2014

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 2014
4.1 Dungog Shire Promotion.	4.1.1 Promotion of Dungog Shire as a place to live, work and visit.	Availability of current materials.	Completed and ongoing
4.2 Destination Marketing	4.2.1 Update hardcopy and online collateral.	New brand and identity explored.	Underway
	4.2.2 Review tourism strategies and analysis	Any changes acknowledged.	Destination Management Plan for Dungog Shire underway
	4.2.3 Review existing strategies and town and village plans	Link to individual village areas, Visitor Economy Hunter and tourism plans.	Underway
	4.2.4 Review and improve Council's web based tourism information regarding Dungog Shire.	Access to accurate and comprehensive web based tourism information about Dungog Shire.	Underway

Strategy 5: Identify and develop local tourism opportunities

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
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.	Underway
	5.1.2 Work with event organisers to expand attendance at events.		
5.2 Events Register	5.2.1 Maintain an accurate and timely register of events occurring within the Shire.	Quarterly calendar produced.	Underway Events also listed on the visitdungog website
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.	3 Dungog Country Antiques, Bower Retreat, and Hooke St B&B
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.	The Rural Lands Strategy will have a tourism component. These investigations will inform any future policy initiatives either through the LEP or a Chapter in Dungog DCP No.1

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 2014
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.	No event held
	6.1.2 Encourage more producers to be involved in the event.	No. of Dungog Shire businesses involved in the Hunter Food Network.	
	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 the Hunter Food Network.	2
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.	Buy Local Campaign conducted in 2013
6.3 Fresh Food Trail	6.3.1 Reinvigorate fresh food trail utilising current technology (Apps, Social Media).	Trail developed.	Underway

7. OTHER COUNCIL PROGRAMS AND ACTIVITIES SUPPORTING OUR LOCAL ECONOMY

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
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.	Sale proceeds received from 2 lots during period with a further 4 contracts executed in May/June with only 4 allotments available.
7.3 Dungog & District Chamber of Commerce	7.3.1 Ongoing attendance at Chamber meetings.	No. of meetings attended.	7 meetings
	7.3.2 Provision of support for projects and Annual Awards Dinner.	No. of projects supported.	2 projects Weddings Initiative Business Awards
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"> - Presence on Dungog Radio, Dungog Chronicle and other regional media. - No. of events attended/involved in. 	<p>Ongoing media profile</p> <p>No trade shows attended</p> <p>Media profile in Dungog Chronicle, Maitland Mercury, ABC 1233 and other regional media.</p>
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.	<ul style="list-style-type: none"> - No. of partnerships. 	<p>2</p> <p>Barrington Tops Tourism Partnership with NSW National Parks and Wildlife Service and Gloucester Visitors Information Centre</p>
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"> - No. of enquiries. - No. of film activities undertaken. 	<p>4 applications processed</p> <p>2 submissions made for Dungog Shire to be the location for film making</p>
7.7 Tourism Hunter	7.7.1 Support the ongoing development of the Tourism Hunter product.	<ul style="list-style-type: none"> - Funding provided. - No. of meetings attended. 	4 meetings attended
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"> - Information supplied for Regional Plan. - Attendance at briefing sessions. 	Information supplied as required.
7.9 Business Liaison	7.9.1 Develop business and tourism e-bulletins.	<ul style="list-style-type: none"> - No. of bulletins produced. - Business awareness of Council's economic development activities. 	<p>Regular tourism e-bulletin</p> <p>Copy provided to Dungog and District Chamber of Commerce for inclusion in their bulletins etc</p>

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 2014
1.1 New residents pack	1.1.1 Update welcome pack for new residents	Regular renewal and website link.	- Working with EDO - Ongoing updates
1.2 Meet the Mayor program	1.2.1 Establish a yearly program	- Program held. - No. of people attending.	Second to be held August 2014.

Strategy 2: Create options for community participation through volunteerism.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
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.	- Email networks, links to organisation meetings. - Ongoing
2.3 Volunteer Training	2.3.1 Seek funding to develop a volunteer Workplace Health and Safety Induction package that can be utilised by various organisations.	Volunteer accident and incident rates reduced.	Nil reported to Council.
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.	Yet to be finalised.

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 2014
3.1 Establish email networks, papers distributions and electronic alerts	3.1.1 Established networks to inform, distribute and gather appropriate information.	- Responses - Attendances	- On-going promotion of local events especially via Dungog Chronicle and community papers
3.2 Establish network trees for information to be distributed.	3.2.1 Establish and maintain network trees through existing networks.	Network trees established.	- Email groups established.

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 2014
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.	- Working with DHS/ DSCC. - One event organised (Mental Health forum) - Approx 20 young people
4.2 Create stronger links with existing organisations eg. Menshed, CWA, Progress Associations, Chamber of Commerce, Show and Rodeo Associations, Art Societies.	4.2.1 Support/partner wider community based organisations to provide opportunities for local youth.	Links/initiatives developed and established.	Ongoing

Strategy 5: Foster the cohesiveness of local community groups

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
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.	Ongoing
5.2 Sports Council	5.2.1 Develop and establish Shire wide Sports Council.	Sports Council is established and operational.	Not achieved.

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

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
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.	Lack of suitable venue prevented event from progressing.
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.	4+ Dungog Arts Society Three Village Art Festival Dungog Festival Planet Dungog

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
6.3 Development of Dungog Shire Cultural Plan	6.3.1 Working in partnership with existing organisations.	Completed cultural plan.	Not achieved – not resourced.
	6.3.2 Secure funding to develop plan.		

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 2014
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.	Two grant evenings held with organisations.
7.2 Network alerts.	7.2.1 System information about Council program and activities distributed through email.	Information distributed.	1 In connection with the Small Biz Bus being in Dungog and Paterson in early May
7.3 Establish linked noticeboard for information dissemination.	7.3.1 Coordinate the establishment of the noticeboard.	Noticeboard established.	Not achieved.

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 2014
8.1 Regular meetings to ensure services.	8.1.1 Established forums to ensure ongoing services for all ages.	Services maintained and continued.	No community forums held due to resourcing issues.
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.	Maintenance budget allocation only.

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 2014
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.	- Five meetings held. - Ongoing issues include mental health worker and dialysis
9.2 Dungog Shire Access Committee	9.2.1 Coordination of the Access Committee and identification of hazards.	- Meeting attendances - Issues resolved.	One meeting held.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
9.3 Provision of Cemetery Services	9.3.1 Administer Cemetery Services in Councils seven cemeteries	- No. of burials - No. of complaints	4 1
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	56 100% 0 3 warning letters issued
9.5 Communication/ education	9.5.1 Educate staff in food outlets on food Hygiene	No. of retailer information sessions and programs	Nil sessions. Factsheets and other educational material distributed during inspections.
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	0 1
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	Food inspection program at Gloucester discontinued due to Gloucester obtaining EH skills.
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	7 premises registered and inspected 0 Complaints 0 penalties or notices 7
9.9 Communication/ education	9.9.1 Educate staff in health premises outlets on appropriate hygiene practices	Number of information sessions and programs	Nil sessions. Factsheets and other educational material distributed during inspections
9.10 Regional Programs	9.10.1 Participation in Hunter Region Health Education Committee	No. of regional programs implemented and regional meetings attended	Nil programs 1 meeting 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	758 Companion animals registered for 2013/14. 156 for 2013/14 28 infringements 6 Notices served
	9.11.2 Provide Companion Animal pound services	- No. of dogs impounded - No. of dogs euthanased	5 (includes 1 cat) Nil euthanased
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	2 2 6

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
9.13 Stock Impounding	9.13.1 Compliance with Impounding Act.	No. of Complaints	3
	9.13.2 Remove stock from the road reserve	No. of stock impounded	0
9.14 Vehicle impounding	9.14.1 Compliance with Impounding Act	No. of vehicles impounded	1
	9.14.2 Impound abandoned vehicles on Council/public land	No. of Complaints	1
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	0 0
	9.15.2 Approval of Waste Water Management Systems	- No. of applications - No. of approvals	22 22
9.16 Community commitment to representation on established committees.	9.16.1 Promote, support and encourage increase in community representation on Council Committees.	Increased community representation.	Continuing
9.17 Upgrade cemetery record keeping process	9.17.1 Transfer data from hard copy records to digital data base	Records kept on electronic data base	In development
	9.17.2 Develop GIS layers for all cemeteries	GIS Layer operational	Policy reviewed - no change. Resource kits updated and distributed during inspections
9.18 Develop new Food Inspection policy and Resources Information Kits	9.18.1 Renew regionally consistent food inspection policies and resource information kits	New policy and resources completed	3
9.19 Develop new Health Inspection policy and Resources Information Kits	9.19.1 Renew regionally consistent Health inspection policies and resource information kits	New policy and resources completed	Policy reviewed - no change. Resource kits updated and distributed during inspections
9.20 Companion Animals Plan	9.20.1 Review Companion Animals Plan	Plan completed	In development
	9.20.2 Review provision of lead free areas	Number of lead free areas in LGA	1 area
9.21 Provision of Ranger Services	9.21.1 Commence in house Ranger services.	In house Ranger services commenced.	Commenced June 2013
	9.21.2 Review & develop Ranger activities	Ranger activities developed.	Environmental Compliance Officer role incorporates ranger functions and other Compliance tasks such as Pool Barrier inspections. It is continually being reviewed
9.22 Stock Impounding	9.22.1 Provide Standard Operating Procedures for Council Staff in relation to impounding	SOPs developed number of staff trained	SOPs not developed

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
9.23 Clarence Town septic systems	9.23.1 Conversion of septic systems in Clarence town to stormwater use	Number of septic systems converted for stormwater use	Nil
9.24 Sec 68 approvals Policy	9.24.1 Develop approvals policy	Policy developed	Not considered necessary

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

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
10.1 Grant evening and handbook	10.1.1 Maintain grant handbook for distribution.	Number of attendees.	Two meetings 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.	1 1 successful application for the Dungog Festival and several unsuccessful grant applications for Planet Dungog
10.3 Maintain links on Council website for funding opportunities.	10.3.1 Research and provide information for website links.	Maintain website grant information.	Grant information added to website and included in Mayoral Happenings.

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

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
11.1 Dungog Events Inc	11.1.1 Continue to provide support to Dungog Events.	No. of meetings attended.	10 monthly meetings
	11.1.2 Continue to financially support the organisation.	No. of events supported.	5 events supported with insurance, equipment and traffic plans Tractor Trek, Vacy Village Country Carnival, Gresford Billy Cart Derby, Planet Dungog, Paterson New Years Eve A number of other events supported with garbage, witches hats etc Ice in Space
11.2 Arts Upper Hunter	11.2.1 Continue to financially support the organisation.	- No. of meetings attended by Councillor delegate. - No. of events developed for the Dungog LGA.	4 meetings attended.
11.3 Australia Day	11.3.1 Continue to promote and coordinate Australia Day activity	- Event conducted - No. of nominees received.	Successful event conducted with 7 nominees received.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
11.4 Community Events	11.4.1 Continue to provide support to specific national days/weeks. - Seniors Week - International Disability Day - NAIDOC Week - International Women's Day - Local Government Week	- Events conducted - Participation numbers - External funding source \$	Community events held in partnership with community organisations. - International Women's Day - Seniors Week - International Disability Day - Local Government Week in conjunction with Schools.

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 2014
1.1 Land Use Planning	1.1.1 Continue to progress the Standard Instrument Local Environmental Plan	Adoption of Council's SI LEP	Dungog LEP 2014 was gazetted and became operational on 1 st June 2014
	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.	Hanleys Creek rezoning was gazetted as part of Dungog LEP 2014

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 2014
2.1 Strategic Planning	2.1.1 Continue to lobby NSW Government to fund a Shire wide rural land use plan.	Funding commitment secured.	Funding commitment received
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 put on hold. Sufficient land zoned in Dungog LEP 2014 for expansion around, or in proximity to existing villages.
2.4 To facilitate aesthetically pleasing and environmentally sustainable development.	2.4.1 Prepare an urban design chapter of Dungog DCP No. 1.	- Adoption of urban design chapter which is consistent with Standard Instrument LEP. - Innovative design and building practice information is available on Council's website.	DCP review underway. Draft chapter prepared for residential development with emphasis placed on provisions to preserve existing neighbourhood character and improve overall urban design. Continual updating of information is undertaken in an attempt to encourage a higher standard of built product.

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 2014
3.1 Land Development	3.1.1 Continue to promote availability of Council owned industrial land.	No. of lots sold.	Nil.
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.	Manual system introduced at this stage. Use of authority reporting to monitor uptake to be developed.

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 2014
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.	Various chapters within the DCP have been reviewed. These chapters will be placed on public exhibition over the second half of 2014.
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"> - New approved development does not compromise the viability of existing rural and agricultural activities. - Increase in the no. of DA's processed within 40 days. 	No evidence that new development is adversely affecting existing rural/agricultural activity.
4.3 Facilitation of environmentally sensitive tourism development.	4.3.1 Prepare a tourism chapter within Council's Development Control Plan to ensure that tourism development is in keeping with the rural character of the area.	<ul style="list-style-type: none"> - Tourism chapter of Dungog DCP developed in consultation with community and local businesses. - Increase in the number of tourist related applications lodged with Council. 	Completion of Dungog Shire LEP. Rural Lands Strategy will guide this element.
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 2014
5.1 Identification and preservation of Heritage items.	5.1.1 Review and update Council's Heritage Strategy	Adoption of a revised Heritage Strategy.	Revised Dungog Heritage Strategy sent to Dept. of Planning in May 2014.
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 secured for 2014/2015 financial year. Applications have been called for and applications will be assessed by the Heritage Advisor and reported to Council.
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.	Development consultations continue to occur on the Heritage Advisors limited visits. She will assist in the preparation of a Planning proposal to update Dungog LEP 2014 to include recommended items from the newly adopted study.
5.4 To improve the appearance and presentation of urban areas within the LGA, fostering a sense of community pride.	5.4.1 Engage with local communities to identify projects, seek funding and work cooperatively towards beautification of local towns and villages.	Works undertaken that improve the amenity of towns and villages.	Ongoing.

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

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
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.	Current and updated information is now available on Council's web site and this combined with more owners utilising qualified professionals to prepare their submissions has led to a better standard of application being submitted. Given the above there has been a decrease in the number of Development Advisory Panel meetings.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
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.	A Draft Council Roads Policy has been prepared and however it has not progressed further due to other work priorities. Engineering Standards continue to be reviewed.
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.	Risk Evaluation completed
	6.4.2 Commence audit on high risk premises.	No. of complaints in respect of fire safety standards.	Audit completed program of works developed for each premise and initial works undertaken.
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.	Ongoing
	6.5.2 General audit of pool applications to verify compliance.	Increased number of certificates issued for compliance for pools.	Ongoing
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.	Due to the gazettal of Dungog LEP 2014 149 certificates were delayed to enable the necessary changes to be made. Generally turn around times for 149s have been 3 to 5 days There has been a significant up surge in the volume of planning and property enquiries this has led to some delays in responding.
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.	There continues to be a high number of local construction certificates and CDCs being processed by Council.
	6.8.2 Greater promotions about Council's Building Services through the website.	-	Updated information continuously being placed councils web site.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
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"> - Education programme developed to highlight to the public the need to obtain consent for certain types of development. - Regularisation of unauthorised Development, where possible. - Greater use of legal mechanisms to restrain environmentally harmful illegal development. 	<p>Limited resources for targeted education programmes however Website Information and advertisements utilised to educate the public as to the types of activities which require formal consent.</p> <p>Council staff are methodically working through such matters and regularising activities where possible and appropriate.</p> <p>An increased number Penalty Infringement Notices have been issued for development without consent or development not in accordance with a consent. This is necessary as it acts as a deterrent.</p>
	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.	Council's legal advisors have been 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 the 30th June 2014 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 2014
1.1 Asset Management	1.1.1 Development and implementation of Council's Asset Management Plan	Asset Management Plan is developed within budgetary constraints	Final Draft expected to be available in July 2014
1.2 Sporting Grounds	1.2.1 To support Council's Management Committees	Management Committees provide regular reports to Council	Minutes of meetings being supplied to Council
	1.2.2 Maintain collaboration with alternate providers of infrastructure for recreational and sporting facilities.	Continued use of non-Council owned facilities is permitted.	Continued shared use of Barnes Oval with Dungog High School
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.	Not undertaken at this stage, resource implications.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
1.4 Infrastructure Planning	1.4.1 Undertake a capacity audit of existing sporting and recreational facilities.	Plan developed that will support future demands of open space.	Not undertaken at this stage, resource and funding constraints.

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 2014
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 facilities being maintained to agreed standards within budgetary constraints
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.	Ongoing. Discussions with Active After School.
2.3 Funding Programs	2.3.1 Conduct annual workshops in relation to sporting grant funding.	Annual Workshop held.	Workshop being coordinated for next quarter.
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.	Continuing to work with 355 Committees
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	Grounds available subject to weather and maintenance – use of grounds being shared where required.
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.	Fees reviewed as part of budget process. Further overall review required.
2.7 Accessibility	2.7.1 Review the availability of passive recreational facilities to ensure the needs of all population groups are addressed.	Report developed to guide Council's future decision making.	Not undertaken at this stage, resource and funding constraints.
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

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
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"> - No. of TAC Meetings attended by key agencies. - No. of formal letters issued to Agencies in relation to complaints received by Council. 	<p>3 meetings</p> <p>No letters issues</p>
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.	3 meetings including a meeting of key stakeholders for the low cost short term accommodation project
	3.2.2 Advocate for improvements to tourist infrastructure in National Parks and Forest areas	<ul style="list-style-type: none"> - Upgraded visitor amenities and infrastructure - Overall satisfaction of day and overnight visitors to these facilities 	Discussions held with Gresford Community Group about concerns raised about the deterioration of amenities and the natural environment in the Upper Allyn area

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

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
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"> - Occupancy rates - No. of visitors to the Shire. 	<ul style="list-style-type: none"> - Occupancy rates for Clarence Town Holiday Park are 17% and for cabins it is 25.9%. - 11087
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"> - No. of visitors to the areas managed by NPWS & Forest NSW - Overall satisfaction of day and overnight visitors to the area. 	<p>Visitation stable or increasing according to VIC figures</p> <p>Gresford Community Group concerned about anti social behaviour in Upper Allyn over Christmas New Year Period</p>
4.3 Volunteer program	4.3.1 Support the Volunteer Guides Program with NPWS.	No. of volunteers involved in the program.	8 volunteers
4.4 Park Playground Inspections	4.4.1 Inspected monthly.	% of Playgrounds Inspected on a Monthly basis.	Parks mowed as required by seasonal conditions

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
4.5 Park Mowing	4.5.1 Mowing undertaken on a rolling programme.	All parks to be mowed once per month.	Sportsgrounds mowed as required by seasonal conditions with the exception of those grounds that are maintained by the 355 Committees.
4.6 Sporting Ground Mowing	4.6.1 Mowing undertaken on a rolling programme.	All parks to be mowed twice per month.	Cemeteries mowed as required by seasonal conditions
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.	Parks mowed as required by seasonal conditions
4.8 Swimming Pools Contractor Management.	4.8.1 Monitoring of contractor performance and compliance with Public Health requirements.	- No. of non-compliances with contract. - No. of complaints received direct by Council.	Nil non-compliances observed Nil complaints received
4.9 Weed Eradication	4.9.1 Spraying of Bindii and Clover weeds on sportsfields.	Annual spray programme undertaken.	Annual weed spraying 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 2014
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.	Funding bids submitted and representations made to Roads Minister at regional cabinet meeting.
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 programme by Federal Government.	Ongoing.
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	Final Draft completed
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	Not undertaken at this stage, resourcing issue.
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, Black Spot, Roads to Recovery – Funding received for all three

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
1.6 Road Safety	1.6.1 Undertake road safety audits across the Shire.	% age of road network reviewed.	Not undertaken at this stage
1.7 Road Funding	1.7.1 Development of Route Access Strategy documents for the balance of Council's Regional Road Network.	<ul style="list-style-type: none"> - Route Access documents developed. - Priority projects are known by the community and Government. 	Not undertaken at this stage

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

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
2.1 Provide ongoing support to NSW Police Service through a range of networks.	2.1.1 Participate in Community Safety Precinct Committees.	<ul style="list-style-type: none"> - Attendance at quarterly meetings. - Crime Statistics. 	General Manager has been attending Port Stephens LAC in conjunction with Mayor, Mayor & Cr Booth attend lower Hunter.
	2.1.2 Support the Dungog & District Liquor Accord.	Attendance at meetings.	Two meetings attended plus regional meeting held by Port Stephens LAC and OLGR.
	2.1.3 Major event notification to ensure awareness of Local Area Commands for potential increased resource demands.	<ul style="list-style-type: none"> - No. of alcohol related incidents. - Impact of event on local community. 	
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.	Dialogue continues but status has not changed.
2.3 Lobby State Government 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.	Representations were made and also discussed with Minister at Cabinet meeting in Maitland.
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

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 2014
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.	None in the period
3.2 Health Services	3.2.1 Host quarterly Health Forums with HNEH and NGO's.	Health Forums conducted.	Five held 2013/14.
3.3 More GP Services within the Local Government Area.	3.3.1 Investigate options to increase the number of GP's practising within the Shire.	Options paper developed and attraction package considered.	Not undertaken pending outcome of review of rural classifications.
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 package and has been distributed to local GP's and Pharmacies.
	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 2014
4.1 Rail Services.	4.1.1 Lobby State Government to ensure that local passenger rail services are maintained and improved.	General Public Access to rail services is retained.	Awareness as regards timetable changes and impacts has been raised with local member.
	4.1.2 Lobby State Government for improved accessibility at local stations.	Station upgrades are undertaken.	Wallarobba upgrade completed, improvements scheduled at Dungog station.
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.	Neighbourcare has achieved additional funding for community transport services.
4.3 Alignment of rail service timetables.	4.3.1 Investigate the viability of alignment of rail service timetables with the needs of local workers and students.	Submission prepared by Council.	Ongoing.
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.	Council contributed to the submission made by Hunter Councils on the lower Hunter Transport strategy.

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 2014
5.1 Asset Management	5.1.1 Development and implementation of Asset Management Plans.	Asset Management Plans are implemented.	Draft plan implemented
	5.1.3 Review of Plans of Management for community facilities.	Plans of Management are reported to Council.	No reviews undertaken within last 12 months
5.2 Asset Maintenance	5.2.1 Maintain facilities and assets within budgetary limitations.	No. of complaints received.	8 complaints received for Public Toilets – predominantly due to vandalism or blockages
5.3 Funding	5.3.1 Continue to explore opportunities to submit grant applications for facility upgrades.	Value of grant funding received per annum \$.	All grant opportunities being submitted as they become available
5.4 Community Facilities	5.4.1 Review the locality and accessibility of public toilets within the Shire.	Report submitted to Council and Capital Works Program developed.	Review commenced

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 2014
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.	No issues from local organisations have been forthcoming as regards to adequacy of resources
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.	No Change in prior recommendation to Hunter Water.
6.3 Aged Accommodation	6.3.1 Maintain Alison Court units to an acceptable standard.	No. of complaints less than 5 per annum.	Number of complaints less than 5
6.4 Bike Plan	6.4.1 Review and update Council's Bike Plan.	Bike Plan endorsed by Council and strategies implemented.	Bike plan last reviewed July 2011. To be reviewed again in 2014/2015
6.5 Caravan Park	6.5.1 Undertake detailed business case development in relation to the establishment of a caravan park within Dungog.	Business case presented to the community.	Project underway AEC and TRC Tourism consultants on the project

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

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
7.1 Improved Broadband access within the Shire.	7.1.1 Implementation of Countrytell project within the Local Government Area.	Countrytell project established.	Last meeting held September 2013 ongoing issue in Dungog as regards aerial location. NBN rollout at Marshdale will overtake this project.
	7.1.2 Assist Countrytell with community engagement.	Community and business awareness.	
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.	Submission prepared for enquiry late 2013
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.	Website and Happenings used in 2013 to support project.

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

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
8.1 Water/Sewer	8.1.1 Ongoing participation with the Hunter Water Community Consultative Committee	Attendance at meetings.	Councillors are attending however no feedback is being provided to staff or elected Council.
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	Clarence Town Flood Risk Management Study and Plan adopted in June. 3 stages now completed. Placed on Public Exhibition.
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.	Approx \$60,000 for current stage. (Stage 3) received and completed. Grant funding for mitigation works contained in the Flood Risk Management Plan (Stage 4) lodged -\$66,000 but success unknown
8.4 Unsealed Road Grading	8.4.1 Maintenance grading works as per Council's adopted programme.	% of programme completed.	4.1% Rural Local Sealed Road shoulder grading by length
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.	5.7% Regional Sealed Road shoulder grading by length
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.	Slashing programme met
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.	Slashing programme met

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
8.8 Rural Regional Roads – Roadside Slashing	8.8.1 Slashing undertaken on rolling programme.	All Regional Roads slashed three times per annum.	60% of funding spent – percentage inflated by delay in Clarence Town Roadworks.
8.9 Construction and Rehabilitation Works	8.9.1 Works undertaken as funding allows.	% of annual rehabilitation and construction funding spent.	100% of programme 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.	2,542m ² of Rural Local Sealed Roads Heavy Patch undertaken
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.	4,514m ² of Regional Road Heavy Patch 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.	980m ² of Urban Heavy Patch 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.	2.9% Resealed by length
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% Resealed 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 reseals undertaken. Residual funding transferred to Restricted Asset for resealing works in 2014/2015.
8.16 Bridge inspections	8.16.1 Inspections carried out on a regular basis.	All bridges to be inspected once per annum.	All timber bridges visually inspected
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.	All scheduled inspections undertaken
8.18 Public Toilet Inspection and Cleaning	8.18.1 Undertaken twice per week.	Maintenance schedule is met.	Schedule being met
8.19 Street and Gutter Clean	8.19.1 Undertaken twice per week in Dungog.	Maintenance schedule is met.	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.	No audits undertaken, however, new and replacement blades being installed based on Supervisor inspections and Customer Requests
8.21 Guardrail	8.21.1 Guardmesh is replaced as funding allows – generally as part of rehabilitation works.	Length of guardmesh replaced.	Nil guardmesh replaced

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 2014
1.1 Councillors representation	1.1.1 Councillors maintain relationship with key Management Committees.	Councillors attendance at meetings.	Councillors are making a concerted effort in attendance at meetings and following up the provision of minutes to Council.
1.2 Councillors access information provided on website.	1.2.1 Web page information maintained.	Information is current.	Information is as current as resourcing allows.
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.	Target exceeded for the 12 month period
1.4 Councillors Induction Program	1.4.1 Councillors Induction Booklet review undertaken.	Review undertaken.	Ongoing as a consequence of legislative change.
	1.4.2 Program of workshops developed.	Councillors attendance.	Discussed at MANEX to ensure Councillors are being briefed on emerging matters or where there is an identified knowledge gap.
1.5 Mandatory Councillors training	1.5.1 Ensure information disseminated in a timely manner.	No. of Councillors that attend.	Training is not mandatory however professional development opportunities have been forwarded to Councillors should they wish to avail themselves of such.
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"> - No. of Councillors who undertake professional development activities. - Community satisfaction with Councillors performance. 	<p>4 Councillors attended Code of Conduct training at Gloucester.</p> <p>No community feedback as regards Councillors performance, only three code of conduct complaint 2013/ 2014.</p>

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

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
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.	13 items for the 2013/2014 year.
2.2 Governance – Delegations	2.2.1 Review and adopt Council Delegations of Authority after Council elections.	Delegations reviewed by 31 August 2013.	Delegations to General Manager adopted. New delegations database from Local Government Legal to support further rollout.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
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.	No Local Approvals Policy in place.
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.	Information Guides updated regularly and forwarded to Information Commissioner as per the Government Information (Public Access) Act.

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 2014
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.	Indicator met
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.	Media releases issued as required. No media monitoring service in place.
	3.2.2 Staff respond to media requests for interview/ feedback.	No. of media interviews undertaken.	Numerous interviews undertaken however with no media monitoring service in place numbers are difficult to ascertain.
3.3 Community Engagement Plan	3.3.1 Investigate feasibility of establishing Community Engagement Forums.	Report to Council.	
3.4 Social Media	3.4.1 Investigate and report on Council's capability to deliver online social media engagement activities.	Report to Council.	
3.5 Aboriginal Liaison Committee	3.5.1 Consult with the four Land Councils and ascertain their requirements for ongoing engagement.	Report to Council.	Ongoing difficulties as regards contact. Calls not being returned.

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 2014
4.1 Governance – Corporate	4.1.1 Review of Councils organisational structure after Council elections.	Organisation structure adopted.	Structure adopted by Council August 2013
	4.1.2 Annual review of General Managers performance.	Performance review undertaken.	Review undertaken

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 2014
5.1 Finance – Budget	5.1.1 Continue to provide monthly works cost statement to Council.	Monthly report to Council.	Target achieved.
5.2 Finance – Debt Recovery	5.2.1 Continue to proactively manage debt recovery action.	Outstanding rates <7%	Target achieved.
5.3 Finance – Fleet Operations	5.3.1 Review Council's fleet operations to ensure returns on investment.	Positive return to Plant Reserve annually.	Positive returns achieved
5.4 Finance – Investments	5.4.1 Invest surplus funds in accordance with Council policy.	Investment returns equal 90 day BBSW.	
5.5 Investments	5.5.1 Investigate the feasibility of outsourcing the management of Council's investment portfolio to a third party.	Report submitted following evaluation.	
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.	Awaiting finalisation of 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 2014	Council was unable to seek a special variation as the asset management plans are incomplete.

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 2014
6.1 Corporate	6.1.1 Salary System meets Local Government Award requirements.	Nil disputes to IRC.	No disputes two internal matters resolved during the year.
6.2 Risk	6.2.1 Ongoing review of Councils Workplace, Health and Safety systems and processes.	Nil WHS prosecutions.	Work is ongoing NIL WHS prosecutions.
6.3 Employee Relations	6.3.1 Maintain funding for Council's Employee Assistance Program.	Budget commitment.	Ongoing
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.	Discussions held EAP program reviewed with the WHS Committee
6.5 Workforce Strategy	6.5.1 Implement strategic initiatives within Council's Workforce Strategy.	Six monthly report to Council.	Not reported Manex minutes reflect elements.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
6.6 Council Staff Training	6.6.1 Outsourced Professional development seminar for liaising with the public	Monitor customer/community feedback and complaints.	Not achieved, no funding allocation for program.

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 2014
7.1 Hunter Council Inc	7.1.1 Ongoing advocacy role at Board level.	Attendance at Board Meetings.	Meetings attended 4 of 5
	7.1.2 General Managers Advisory Committee	Attendance at GMAC.	Meetings attended 9 of 11
	7.1.3 Representation on professional network groups by staff with regional advocacy matters being reported through to GMAC		Staff continue to attend various networks
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.	Reported to the Mayors at Hunter Councils Inc Board meeting,.
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.	Utilisation of Procurement, regional waste strategy, RID squad, records repository. Investigations underway for Engineering enterprise.

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 2014
8.1 Governance – Advocacy	8.1.1 Attend regional State Cabinet meetings.	Annual meetings attended.	Attended 1 meeting with 3 Clrs
	8.1.2 Attend regional State Action Plan meetings.	Annual meetings attended.	1 briefing held with Premiers & Cabinet
	8.1.3 Maintain regular contact with local State & Federal members and their support staff.	Regular contact maintained.	Contact being maintained
	8.1.4 Follow established protocols when seeking meetings with various Ministers.	Request to local member and briefing paper supplied.	Delegation to three Ministers at the State Cabinet session
	8.1.5 Maintain relationship with Hunter Regional Director of Premiers & Cabinet	Six monthly meeting held.	Attended only one face to face session, however regional director has attended several GMAC meetings.

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

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
9.1 Governance – Records Management	9.1.1 Safeguard Council's records and meet legislative responsibilities.	<ul style="list-style-type: none"> - % of records held in complying storage. - Compliance with State Records Act. 	<p>60% held in complying storage</p> <p>Ongoing</p>
9.2 Governance – Risk Management	9.2.1 Undertake annual Public Liability and WHS Audits	Audits undertaken.	Complete
	9.2.2 Attend regional risk management meetings and disseminate information to relevant staff.	80% of meetings attended.	Ongoing - > 80% attended
	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.	4 Workers compensation claims.
	9.2.5 Monitor Council's Return to Work programmes.	No. of employees with greater than 5 days lost time per annum.	2 employees.
	9.2.6 Lead the organisation in respect of new online risk register database.		Ongoing
	9.2.7 Development and review of business and continuity plan.	<ul style="list-style-type: none"> - Business continuity plan developed. - Business continuity plan tested annually. 	<p>Ongoing</p> <p>Ongoing</p>
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"> - System upgrade undertaken - Organisation operates on current version of software for LG Application. 	<p>Office 2010 upgrade complete, Windows operating system and PC upgrade ongoing.</p> <p>Upgrade to current version (V6.9) scheduled to commence April 2014.</p>
	9.3.2 Monitor Council's managed services provider to ensure system outages/ downtime meets service agreement.	Downtime less than 1% of annual working hours.	Migration to cloud based system completed and downtime has been substantially improved. New environment is currently faster and more stable.
	9.3.3 Implement mobile computing modules to key users.	Mobile computing operational.	Managed Service environment provides access to all staff with a valid login. Smartphones provided to appropriate staff to further enhance the mobile option and accessibility.
	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.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2014
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	1 new staff member completed RMS training.
	9.4.2 Comply with RMS performance and statutory expectations.	Nil Deficiency/ Compliance reports.	Nil reports received to date

LEGAL PROCEEDINGS (CI 217 (1a3))

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 - \$9,005. A majority of these costs are recoverable from defaulting ratepayers.

Legal Costs – Engineering - \$1,170

Legal Costs – Planning legal expenses general - \$37,183

Legal Costs - Enforcement of Local Government Regulation - \$985

MAYORAL & COUNCILLOR EXPENSES (CI 217 (1a1))

In addition to the Mayoral Fee of \$13,340 and Councillors Fees of \$71,370 expenditure in relation to the provision of facilities and Councillors expenses amounted to \$25,760. This figure includes:

• Council Elections	0
• Code of Conduct Investigations	\$ 1,925
• Provision of dedicated office equipment allocated to Councillors	Nil
• Conference and Seminar Expenses	\$ 5,249
• Training & skill development	\$ 6,854
• 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	\$ 137
• Travelling	\$ 6,109
• Meals & Sustenance	\$ 1,568
• Delegates Expenses	\$ 3,918
Total	\$ 25,760

Council's Policy for the payment of expenses and provision of facilities was reviewed on 19 November 2013 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 2013:
 - Under 2.5L \$0.67 per kilometre
 - 2.5L & over \$0.76 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 (CI 217 (1b))

During 2013/2014 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, provision of vehicle and fringe benefits tax) was \$181,295.

Salary component:	\$153,071
Superannuation:	\$15,372
Vehicle:	\$11,032
Membership Contributions:	\$1,820

MAJOR CONTRACTS (CI 217 (1a2))

Name	Payment Approved by Council	No. of Jobs	Contract Period (Years)	Nature of Goods or Services
Burns Earthmoving Pty Ltd	\$627,062	Various	One	Plant Hire
Daimler Trucks Newcastle	\$209,699	One	N/A	Purchase New Plant
SRS Roads	\$609,469	Various	One	Bitumen
Quarry Products	\$780,736	Various	N/A	Road Base & Aggregate
J R Richards & Son	\$575,649	Various	Six	Waste & Recycling Collection
Reliance Petroleum	\$292,100	One	N/A	Fuel
Downer EDI Works Pty Ltd	\$143,691	One	One	Emulsion
Presland Bros	\$186,250	Various	One	Plant Hire
GCM Enviro Pty Ltd	\$187,000	One	N/Z	Purchase New Plant
Labourco Council Services Pty Ltd	\$137,304	Various	One	Provision Temporary Labour Service
Elbourne Plant Hire	\$46,047	Various	One	Plant Hire
Guardian Traffic Services	\$366,914	Various	One	Provision of Temporary Labour – Traffic Control
Civica Pty Ltd	\$211,343	Various	Five	Provision of Information Technology Managed Services
Lumino Pty Ltd	\$108,350	One	N/A	Purchase New Plant
Accurate Asphalt & Road Repairs Pty Ltd	\$348,878	Various	N/A	Road Repairs
Cardiff Toyota	\$97,706	One	N/A	Purchase New Plant

WORK CARRIED OUT ON PRIVATE LAND (CI 217 (1a4))

During the period 1st July 2013 to 30th June 2014, 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 (CI 217 (1a5))

Donations and Expenditure under Section 356 amounted to \$14,889 and was made up as follows:

Donations & Contributions

	\$
- Hunter Valley Research Foundation	2,000
- 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	6,809
- Australia Day	1,942
- Variety Special Children's Christmas Party	250
- Gresford Community Group Youth Hall	268
- Bandon Grove School of Arts Hall	432
- Relay for Life	796
- Clarence Town Tennis Club DA Fees	1202
- Clarence Town & District Historical Society DA Fees	55
Total	14,889

EEO MANAGEMENT PLAN (CI 217 (1a9))

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 2013/2014 year. Council provides structured training to staff on a regular cycle to reinforce awareness of Council's Policy.

All staff attended Bullying and Harassment Training following the development of a new policy in relation to Bullying and Harassment.

EXTERNAL BODIES WHICH EXERCISED FUNCTIONS

DELEGATED BY COUNCIL

(CI 217 (1a6))

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 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
Management of Aged Persons Units.	Alison Court Management Committee

COMPANIES IN WHICH COUNCIL HELD A CONTROLLING INTEREST

(CI 217 (1a7))

Council did not hold a controlling interest in any company during 2013/14.

JOINT VENTURES (Cl 217 (1a8))

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 provision of legal services to the local government industry through 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 (cl 132)

Rates and Charges written off for the year amounted to \$176,386.29 and comprised the following:

- Mandatory Pensioner Rebates under Section 575 of the Local Government Act 1993: \$175,784.75 (55% reimbursed to Council by the State Government).
- Postponed Rates and Charges written off under Section 595 of the Local Government Act 1993: \$276.26
- Abandonments – small debts \$325.28

OVERSEAS VISITS UNDERTAKEN (Cl 217 (1a))

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

STORMWATER MANAGEMENT SERVICES (CI 217 (1e))

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 2013/14 \$40,850

COMPANION ANIMALS ACT & REGULATION (CI 217 (1f))

Dungog Shire Council provides Companion Animal Services that include active administration, education and monitoring components.

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 accessed on a fee for service basis to provide pound services.

In the 2013/2014 period approximately \$34,590 was expended on Council's Companion Animal program. 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.

Revenue from Companion Animals fees of around \$40,789 were received and this income was a substantial increase over previous years due to the employment of a full time Compliance Officer who initiated a program of registration reminder mail outs. All income was used and expended in the Companion Animal function.

There is currently only one off leash area in the Shire. Council promotes its Companion Animal program in local media and offers unclaimed pound animals for sale to the public as well as contacting animal welfare organisations as a rehoming option. During the period, Council adopted a policy for the rehoming of animals from the pound which sets the guidelines relating to sale prices, rehoming appropriateness criteria and the requirement for desexing before rehoming.

During the reporting period, out of the 41 Companion animals seized, 23 were reunited with owners (56%), 12 (29%) were rehomed with Animal Welfare Organisations, 4 (10%) were rehomed privately and only 2 (5%) were required to be euthanased. (1 cat and 1 dog).

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. This Plan is due for review.

SPECIAL RATE VARIATION EXPENDITURE 2013/2014

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 \$222,000. – Works have been undertaken in the following areas with \$184,740 expended to date:-

2009	2012	2013	2014
Chichester Dam Road Main Creek Road Monkerai Road	Dungog Streets East Seaham Road	Nil	Main Road 101, 128, 7764

Rural Unsealed Roads Drainage – Income received to date \$180,000. Works have been undertaken in the following areas with \$137,431 expended to date:-

2009	2010	2011	2012	2013	2014
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	Osmonds Road Parkes Creek Road Wattle Tree Road

Rural Roads Shoulder Widening and Edge Treatment – Income received to date \$168,000. Works have been undertaken in the following areas with \$155,668 expended to date:-

2009	2010	2012	2013	2014
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	Marshdale Road Parishs Road Paterson River Road

Urban Sealed Roads Rehabilitation – Income received to date \$297,636. Works have been undertaken in the following areas with \$143,223 expended to date:-

2009	2011	2012	2013	2014
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	Nil

NSW RFS Contribution – Income received to date \$234,000 with \$234,000 expended.

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