



DUNGOG SHIRE COUNCIL
DUNGOG SHIRE COUNCIL

ANNUAL REPORT 2016-2017

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GENERAL INFORMATION

MESSAGE FROM THE MAYOR

It is my great pleasure to present to you Council's Annual Report, which sets out the challenges and achievements of your Council for the financial year ending 30 June 2017.

It has been a challenging year for the Community and Council alike. Much of the first part of the year was under a cloud of the State Government's merger proposal with the "will they won't they announce a merger partner for Dungog Shire Council" hanging over all of our heads. The 14 February 2017 announcement from the Government, that put an end to any more forced amalgamations, still left Dungog Shire residents in a state of flux, while we worked through the benefits versus costs of a voluntary merger with Port Stephens Council.

This process left a divided community and took its toll on Councillors and council staff alike. Five Councillors, including the Mayor, along with our long-serving General Manager, resigned and several council staff retired or resigned also. During all this upheaval, Council got on with business as best it could. Roads were still repaired and renewed, sportsgrounds were still mowed and development applications were still approved despite the difficulties of the situation. I am extremely proud of the council staff who continued doing an incredible job under these most difficult of circumstances.

The Assets and Infrastructure Department finished off the last of the rectification works caused by the April 2015 Superstorm and the storm in January 2016, \$10 million worth of work. This included six bridge replacements, completion of a jetty and boat ramp and associated works at Clarence Town, a new boat ramp at Tocal Reserve and plenty of road works and building repairs.

Among the many achievements of the Environmental Services Department includes the purchase of a soft plastics baler. We can now recycle previously unrecyclable plastic items, which are then used to make such products as garden furniture and veggie gardens. This adds to our already strong recyclables and waste diversion programs.

The Planning Department approved 16 new sub-divisions, 77 new dwellings and 97 other developments, all with the Planning Manager being involved with some complex issues on top of the day to day matters.

Out in the community groups such as Rotary, Lions and Lionesses, the CWA, Neighbourcare, Dungog Shire Community Centre, the SES, Red Cross, the Hospital Auxiliary, Sunshine Club, Meals on Wheels and Palliative Care volunteers and drivers, Council's 355 Committees and all the sports clubs and committees kept on keeping on. The RFS remained vigilant through an incredibly hot summer and potentially perilous fire season, and the many many events that take place in the Shire were well patronised and went from strength to strength. A new event, the Clarence Town Hoedown got off to a wet start, and showed promise to become another flagship event for the Dungog Shire.

Council and Councillors maintained and improved upon strong relationships with many of these key organisations in the shire. The Dungog Regional Tourism Board was formed to develop the Dungog region as a destination, to increase visitation to the region and to support and help tourism organisations, activities and opportunities in the Shire. This initiative was born out of Council's Tourism Committee and championed by Councillors, in partnership with Dungog District Chamber of Commerce.

None of these groups and event organisers could achieve what they achieve without the support of local businesses and without the dedication of the volunteers that give freely of their time and expertise to make the shire the wonderful, diverse and enriching place it is. Thank you to all the volunteers, without whom this shire could not function in any meaningful way.

Tracy Norman
MAYOR

GENERAL MANAGERS OVERVIEW

Thank you for taking the time to read this report. The Annual Report documents the performance of the Council over the past financial year. The most important role of the Annual Report is in ensuring the community is able to see what our financial and operational performance has been for the last financial year. It is also a valuable exercise for reviewing our achievements and to check the organisation is on track for the coming year. The Annual Report works in conjunction with our Delivery Program and Operational Plan where each year we engage with the community about our future plans and projects.

There have been a number of achievements in the 2016/17 period, some of which are noted below:

- \$1 Million dollars was secured for the Park Street, Gresford upgrade
- In excess of \$1.1 million spent on local bridge infrastructure projects
- In excess of \$2.36 million spent on the Maitland Road renewal (Main Rd 101)
- The Dungog Flood Risk Management Study & Plan was completed and placed on exhibition.
- A new weigh bridge was commissioned at the Dungog Waste facility.
- Over 1,979 tonnes of waste was diverted from the landfill, including scrap metal, paper, green waste, mattresses, oil and car batteries.
- 636 kilometres of roadsides were treated for weeds.

Council has also completed Open Space and Recreation projects in excess of \$668,000 this year. This includes Wharf Reserve and Bridge Reserve, Dungog swimming pool and numerous building improvements on facilities across the Shire.

Another important component of the Councils operations is fostering relationships and working with neighbouring Councils on projects. As a member of 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 Inc. the ongoing advocacy for the region as a whole to both the Federal & State Governments provide regional benefits that our community may indirectly benefit from.

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 I thank the Council staff for their efforts and many achievements. There have been a number of challenges in the last year and I thank them all for their patience, feedback and support.

Shaun Chandler
Acting General Manager

VISION AND MISSION

The **VISION** for Dungog Shire is:

"A vibrant, united community, with a sustainable economy. An area where rural character, community safety, and lifestyle are preserved."

The **MISSION STATEMENT** for Council is:

"To manage, enhance, and protect, the resources of the Shire, in consultation with the community."

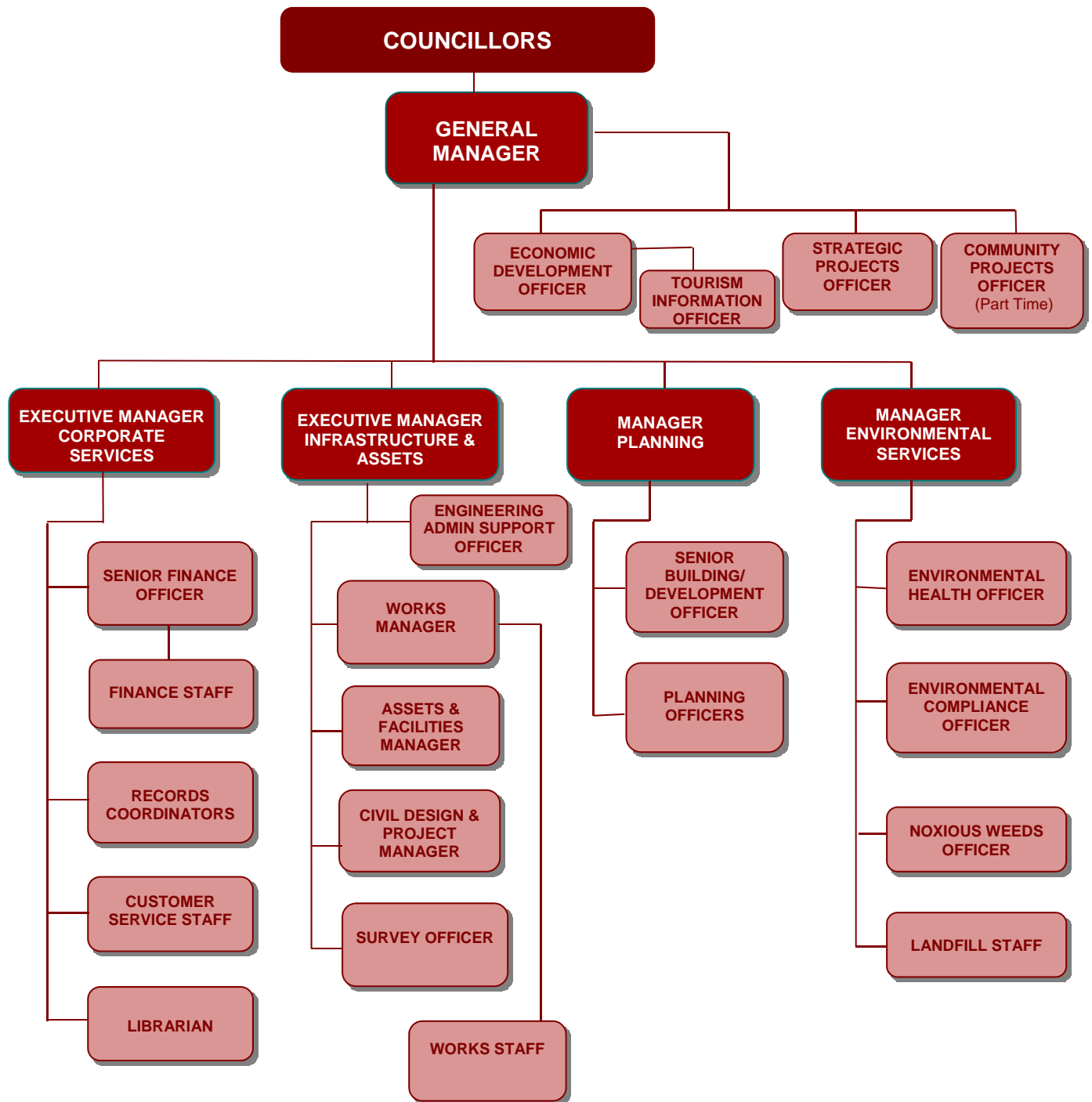
DUNGOG SHIRE COUNCIL LOGO



DUNGOG SHIRE MARKETING BRAND



ORGANISATIONAL STRUCTURE





REPORTING ON OUR PROGRESS

DELIVERY PROGRAM IMPLEMENTATION

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 2017.

The report on the 2016/17 Operational Plan which follows, highlights the Council's progress in 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.

The Council's End of Term report 2012-2017 (Section Two) provides an overview of the activities of Council as regards meeting the objectives of the Community Strategic Plan during this term of Council.

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 2017
1.1 Better Waste and Recycling Fund.	1.1.1 Improve recycling, community engagement and reduce waste generation.	Completion of projects contained in the action table approved by OEH.	Projects to value of \$64,400 have been approved for Year4 funding. These include processing of green waste, subsidised mattress and e-waste disposal and RID Squad membership. These are existing programs which have continued during the reporting period. During the period some funding was diverted for the planning of a baling shed and baling equipment.
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	No new involvement in Climate Change programs
	1.3.2 Establish a working group to review and implement the recommendations from the Climate change Adaption Plan.	- Working group established. - Number of local recommendations implemented.	Group not formed
	1.3.3 Promote Climate Change Adaptation programs to the community	No of programs promoted in the community	Nil

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 2017
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. Note that these kits were previously prepared by the catchment management authority (Now LLS) and have not been updated for many years. No kits are currently held by council however content requires updating
	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 website.	No Links provided.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2017
2.2 Support Local Land Services.	2.2.1 Participate and partner with LLS on local projects.	<ul style="list-style-type: none"> - Number of Projects facilitated in LGA of which Council is involved as partner or other capacity. - Grant funding for LLS programs received within LGA 	<ul style="list-style-type: none"> - Agreement entered into with LLS for Camphor Laurel control project. - \$7500 grant funding pledged for Camphor Laurel project. - Membership of Regional Weed Committee coordinated by LLS – MES attended 4 meetings and Weeds Officer 5 meetings of Technical Sub Group to date
2.3 Regional Weed Action Plan	2.3.1 Implement strategies in the Regional Weeds Action Plan	Compliant with target actions in Strategy.	All actions in 2016-17 WAP achieved.
	2.3.2 Property Inspections for new weed incursions	Property Inspections / annum	233 property inspections carried out. 636 km roadsides treated
	2.3.3 Provision of information in relation to weeds through inspection program, phone enquiries and on Council's website.	No. of properties inspected.	233 property inspections carried out.
	2.3.4 Local Weeds Committee	Committee activity/ programs per annum.	1 meeting held (26/10/16). Submission prepared in relation to Regional Weeds Strategy.
	2.3.5 Field days on weed management.	<ul style="list-style-type: none"> - No. of Field Days - No. of times group email system used. - No. of attendees. 	<ul style="list-style-type: none"> 1 2 usages- Promotion of weed ID event at Tocal in September 50 attendees
2.4 Improve information and links on Council web page	2.4.1 Continually review the use of Councils website in relation to provision of land management and natural resource information.	No. of information links and publications on Council's website that are up to date and relevant.	Web site contains Noxious weeds information that is easily accessible. Hunter Weeds Group website established and referenced on Council website. No method of measuring usage.
2.5 Public field days and information sessions	2.5.1 Facilitate and partner field days with the LLS and other relevant authorities	<ul style="list-style-type: none"> - No. of public information sessions provided with Council involvement - No. of attendees 	<ul style="list-style-type: none"> - Weed identification session at Tocal in September in conjunction with Maitland, port Stephens Councils, LLS and Hunter councils - 50 attendees

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2017
2.6 Coal Seam Gas Alert Watch and education	2.6.1 Participate in community consultation groups for CSG projects and provide information to the community as appropriate.	<ul style="list-style-type: none"> - No. of meetings attended. - No. of times information is disseminated to the public in relation to CSG impacts on Dungog Shire. 	<ul style="list-style-type: none"> - 2 meetings attended by Cr McKenzie during year. The final meeting of the Gloucester community consultation group was held in December - No Information disseminated by Council. 3 media releases by AGL relating to the discontinuation of the Gloucester project and availability of the Gloucester Legacy Fund

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

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2017
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.	<ul style="list-style-type: none"> - No. of systems failing as a percentage. - No. of septic system inspections. 	15% 185 - Council 420 - SIRP
	3.1.2 Ongoing inspection of onsite sewage management systems across the Shire.	<ul style="list-style-type: none"> - New septic systems approved. 	66
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	<ul style="list-style-type: none"> - Weighbridge commissioned on 1 September 2016. - OEH reduction targets not required to be met until 2021-22 with diversion target of 70%. Current diversion is approximately 42%. - At this time it is not envisaged that the target can be met with current practices.
3.4 Illegal Dumping	3.4.1 Promote reporting of illegal dumping to Council	<ul style="list-style-type: none"> - No. of incidents recorded - No. of RID squad meeting attended. - No. of fines issued 	19
3.5 Waste Minimisation	3.5.1 Provide information to the community in relation to future waste service provision and waste diversion programs.	<ul style="list-style-type: none"> - No. of information sessions - Brochures/articles produced 	<ul style="list-style-type: none"> - 2 fact sheets produced for website in conjunction with JR Richards waste education plan. –waste service and recycling - Waste education program for schools and community groups launched with visits to 2 schools and 1 preschool by JR Richards Waste Education officer. - Waste Facility facebook Page launched. - Community grants program launched for innovative waste projects

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2017
3.6 Pilchers Reserve	3.6.1 Re-form Pilchers Reserve Committee to implement Actions in POM.	- Committee reformed - Actions Implemented	- The committee has not been reformed due to uncertainty over future land management structure. - No actions implemented.

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 2017
4.2 Waste diversion	4.2.1 Provide kerbside collection of recyclables	Tonnes of recyclables collected	843.21 tonnes kerbside collection transported to Polytrade Gateshead for processing
	4.2.2 Implement waste Diversion Programs at the landfill	Tonnes of waste diverted	1979.5 tonnes- consisting of (843.21 tonnes comingled kerbside recyclables, 789.1 tonnes scrap metal, 62.92 tonnes paper, 4.78 tonnes oil, 225.57 tonnes Green waste, 7.17 tonnes mattresses, 41.86 tonnes co mingled recyclables, 2.4 tonnes Car batteries, 1.97 tonnes Gas Bottles, 0.52 tonnes soft plastics, 0.034 tonnes agricultural drums
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	Roadside markers installed at 133 significant roadside sites in 2015.
	4.3.2 Include the Regional Roadside Marker Program into Councils Roadside Environmental Management Strategy.	Roadside markers in place	Approx. 500 Markers in place at 133 significant locations
	4.3.3 Train outdoor staff in policy implementation	Staff trained	No formal training has occurred
4.4 Waste Collection Service	4.4.1 Provide waste collection service	Domestic waste charge as compared to neighbouring Councils	The Domestic waste/Recycling service charge for 2016/17 is \$386.90. The average rate for a similar service in the Hunter is \$440. Adjoining Councils are Maitland (\$461) and Port Stephens(\$345-lowest)

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2017
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 	<ul style="list-style-type: none"> - Landfill operation costs for 2016-17 were at 111% of budget target (Approx \$30,000) however this was offset by landfill income of 129% of the targeted budget (Approx \$30,000) - Additional and significant costs have been generated by the construction of the weighbridge which was a statutory requirement. Costs have been drawn from Restricted reserves - waste. - Waste diverted this year = 1979.5 tonnes - Waste to Landfill = 3548.22 tonnes - Diversion = 1979.5/5527.72 =36% - Waste to Landfill = 64%
4.8 On Site Sewage Management	4.8.3 Work with Hunter Water and other State agencies to develop sustainable management of effluent disposal in village areas.	Number of meetings held with HWC and other agencies to progress sewer service provision in village areas.	Nil
	4.8.4 Phase out the use of portable chemical toilets for residential premises	No. of outstanding residential properties	5 properties still utilise Chemical toilets. Paterson (2) and East Gresford (3). 7 properties removed during the period due to Clarence Town sewer connection.
4.9 Clarence Town Sewer	4.9.1 Enforce sewer connection in Clarence Town.	Number of premises not connected to available sewer services.	Orders served on outstanding properties in November to connect. At end of period there are 15 properties still not connected to sewer.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2017
4.10 Waste Minimisation	4.10.3 Promote new initiatives to increase local waste minimisation and recycling.	<ul style="list-style-type: none"> - Meet OEH recycling and resource recovery targets - Waste per capita to landfill - Waste diversion per capita - % of waste to landfill 	<ul style="list-style-type: none"> - See 3.3 - An average of 12.78kg of waste per household/week was deposited to landfill. - An average of 4.25 kg/ household /week of Recyclables were collected at the kerbside. - 64% of the total waste stream was sent to landfill, with 36% recovered during the period
	4.10.4 Actively participate in Producer Responsibility Programs as they are introduced.	<ul style="list-style-type: none"> - Tonnes of waste diverted. - No. of different recycling services available within LGA. 	<ul style="list-style-type: none"> - The product stewardship arrangements for E-waste still exists however the cost of collection by recyclers has been prohibitive. Consequently no ewaste was diverted during the period. - New national stewardship arrangements for Mattresses have been developed during the period and are to be explored. - Council partnership in local community initiative "boomerang bags" and "Plastics police" aimed at reducing use of plastic bags and to provide soft plastics recycling program. - Installation of shipping container at waste facility to store collected soft plastics occurred in September. - A twin chamber baler installed in purpose built shed in May saw baling of soft plastics and paper commence. - Recycling options are available for metals, gas bottles, car batteries, green waste, paper, mattresses, phones, household batteries, soft plastics, co-mingled recyclables, oil
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	No training
4.13 Development Control	4.13.1 Review environmental conditions	Conditions reviewed	Conditions not reviewed
	4.13.2 Create a new suite of development conditions targeted to increase long term environmental health and sustainability	Conditions updated	Contaminated Land conditions have been reviewed and a procedural review continues in consultation with Hunter Council's regional Contaminated land co-ordinator. A Model Contaminated Land Policy has been received from Hunter Councils for Council's consideration.
	4.13.3 Rural amenity, biodiversity and Natural Resource Management considered in all development.	No. of complaints.	No complaints received

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 2017
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 due to implementation of control measures.	All civil works executed having regard to sediment and erosion control. Nil complaints received
5.2 Grant Funding	5.2.1 Continue to source funding opportunities to improve Council causeways and crossings	\$ sourced.	<ul style="list-style-type: none"> - Discussions held with Hunter LLS to provide supporting information for Regional Grant application for upgrade of causeways for fish movement on the Paterson river. Council listed as partner in this project. Project has not commenced. - Two (2) bridges replaced. One (1) through an NDRRA Claim for January 2016 and the other through Council's normal Bridge Replacement Program.
	5.2.2 Partner LLS in local riparian projects	No. of projects completed	Camphor Laurel and invasive backyard species project commenced with LLS grant of \$7500 received. Partnership with Port Stephens council, LLS and Landcare in 20 million trees project entered into aimed at planting koala food trees in key habitat areas.
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	Number of inspections carried out in the HWC catchment area.	480 inspections completed under the SIRP project
	5.3.2 Ensure new OSMS comply with recommended set backs from local waterways and rivers.	Number of new OSMS approved which do not comply with setback requirements from waterways.	Nil. Set backs enforced for new systems. Hazzard mapping prepared in conjunction with the preparation of the DAF which take into account setbacks of new OSSM systems to waterways.
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 through the implementation of the Septic Tank Improvement and Rectification Project.	The Septic Tank Improvement and Rectification Project is on track.	<ul style="list-style-type: none"> - Septic tank Inspection and Rectification program – 480 inspections for period. - 4 steering committee meetings attended this year and project extended for 12 months until June 2018.

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 2017
6.1 Public Education	6.1.2 Support information stand at Tocal Field Days.	Tocal field day noxious weeds stand supported.	Tocal field days attended by weeds officer for 2 days as exhibitor
6.4 Roadside Marker Program	6.4.1 Extend the roadside Marker Program to use in the management of weeds. Develop a program for management of roadside weeds.	Program implemented	All posts installed
6.6 Pest Animal Management	6.6.1 Provide links and information to the community on LLS programs	Effective links and information provided to LLS programs	No links provided

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 2017
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	Attendance at 4 HCCREMS directors forums
7.2 Referral	7.2.1 Referral of local issues and enquiries to appropriate regulatory authority	- No. of referrals - No. of Complaints	- 3 (asbestos (Safework), Food-Food Authority and noise related issue from martins Creek quarry-EPA) - 3
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	Responded to 1 complaint relating to local UPSS. Ongoing action with Operator. Meeting held with Natural Resources Commission where feedback was provided regarding the administration of UPSS pilot Grant program 2012-2014. UPSS workshop attended with MES presenting a paper on experiences of Dungog Council with the UPSS pilot program. EPA Responsibility for UPSS extended until 31/8/19.
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. No notifications during period
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	No projects for period

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 2017
8.1 Local Land Services (LLS)	8.1.1 Work with Hunter Councils to ensure regional consistency in the application of the LLS Catchment Action Plan.	No. of regional programs in the LGA	<ul style="list-style-type: none"> - African Olive eradication project was completed in June 2016 however some treatments of private property under the project continued. - Partnership with Hunter Councils to deliver weeds ID and Control public event in Sept- aimed at promoting Roadside Biodiversity - Camphor Laurel control project commenced with inspections of roadsides by weeds officer. - Partnership in 20 million trees application- aimed at planting koala food trees on private property
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	Nil
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	Not Established

9. OTHER COUNCIL PROGRAMS AND ACTIVITIES SUPPORTING OUR NATURAL ENVIRONMENT

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 JUNE 2017
9.1 Healthy Rivers	9.1.1 Continue to provide financial support to Dungog High School for river watch program.	Restocking of equipment as required.	No approaches made from High school during period
9.2 National tree Day	9.2.1 Provide trees to local community Groups and Schools.	No. of trees planted /annum	250 trees provided by Council in July
9.3 Clean Up Australia Day	9.3.1 Facilitate community group involvement.	<ul style="list-style-type: none"> - No. of Groups - Waste collected 	Clean up Australia Day 5 th March - 2 community groups participated. One 4wd group deferred clean-up of forestry area in Clarence Town due to bad weather.
9.4 Environmental Grants	9.4.1 Apply for grants and carry out work on local projects.	<ul style="list-style-type: none"> - No. of grants - Amount of Grant money received 	<ul style="list-style-type: none"> - LLS – Camphor Laurel- \$7500 - Dungog Flood Risk management Study- \$140K - Voluntary acquisition of Flood affected properties-\$186K received. - Installation of weighbridge at Landfill-\$69K

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 2017
1.1 Telecommunications	1.1.1 Work with NBN Co and other providers to establish high speed broadband in the area.	Satisfaction with internet speed and reliability from the community.	Countrytel project stalled. Regular communications with nbnco about developments across the Shire in 2017. There has been a delay in the rollout in some parts of Dungog due to a change in the technology from fixed wireless to fixed line. This will increase the fixed line footprint and ensure the best solution possible is provided to the community. Timings are currently being worked out. The nbnco has made presentations to Council and the Chamber of Commerce.
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 and general improvement in services.	Underway. Regular liaison with staff at Dungog Station about a range of issues including line closures etc. Regular communication with "Save our Rail" via email updates and personal communication.

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 2017
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.	<ul style="list-style-type: none"> - \$5,000 from NSW Department of Industry to facilitate participation by Council and the Chamber in the Regional Living Expo in Sydney in August 2016 - \$5,000 from NSW Dept of Industry to stage an Expo during Back to Business Week in March 2017 - Offer of \$50,000 from the NSW Department of Industry for Dungog's participation in the Future Towns program
2.2 Economic Diversification	2.2.1 Participation in the Upper Hunter Economic Diversification Taskforce.	<ul style="list-style-type: none"> - Attendance at meetings - No. of projects involved. 	<ul style="list-style-type: none"> - 6 meetings - 1 Project - On-going participation in the Upper Hunter Workforce Plan Planning Group
2.3 Business Referral and Advisory Service	2.3.1 Work with Hunter BEC, Newcastle Business Centre to provide referrals to support business development.	No. of referrals per annum.	3 referrals

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 June 2017
2.4 New Business Startup	2.4.1 Maintain relationship with Hunter office of NSW Trade & Investment, RDA Hunter and other public organisations for project referral and funding initiatives.	- No. of referrals - No. of meetings.	- 2 referrals - 1 meetings and a number of telephone conversations

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 2017
3.1 Industry Attraction.	3.1.1 Work with the Hunter Business Enterprise Centre to facilitate support, training and mentoring for new small business start ups.	No. of small industry start ups in the Shire.	1 (Tin Shed Brewery)
3.2 Dungog Adult Education initiative.	3.2.1 Provide in-kind support for the Dungog Community College.	Briefings/meetings attended.	No meetings held.
3.3 Alternative Energy	3.3.1 Maintain relationship with renewable energy coordinators office	Briefings attended.	No briefings held.
3.4 Country Week & other promotional expos	3.4.1 Investigate the potential to establish a stall in partnership with neighbouring Councils at Country Week.	Report to Council.	Attended Regional Living Expo in August 2016 at Sydney Showground. A partnership with Dungog District Chamber of Commerce (rather than other neighbouring Councils)

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 2017
4.1 Dungog Shire Promotion.	4.1.1 Promotion of Dungog Shire as a place to live, work and visit.	Availability of current promotional materials.	Regular update of materials and content in the Dungog Shire New and Prospective Residents, Businesses and Investors Pack and website
4.2 Destination Marketing	4.2.1 Update hardcopy and online collateral.	New brand and identity explored.	Ongoing. Re-development of the visitdungog website complete and visitdungog Facebook and Instagram pages extremely active
	4.2.2 Review tourism strategies and analysis	Any changes acknowledged.	Implementation of the action plan in the Visitor Strategy/ Destination Management Plan for Dungog Shire
	4.2.3 Review existing strategies and town and village plans	Link to individual village areas and tourism plans.	Ongoing
	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.	On-going improvement in the new visitdungog.com.au website and on-going working with Dungog District Chamber of Commerce to provide better web-based information about events across Dungog Shire

Strategy 5: Identify and develop local tourism opportunities

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 June 2017
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.	Latest information from Destination NSW says that there were 204,000 total visitors (overnight and domestic daytrip) to Dungog Shire (four year annual average to the year ending September 2014). Visitor numbers have generally increased since March 2012.
	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.	Event calendar produced.	Regular updates. Hardcopy produced and events also listed on the visitdungog.com.au website and visitdungog Facebook page
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 Dungog Common. Other businesses e.g. Country Elegance and Tin Shed Brewery target both locals and visitors
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. However Dungog LEP 2014 provisions have made it less restrictive for tourism developments to establish in rural zones. Despite this there has not been a significant interest during this reporting period.
5.5 Events Policy	5.5.1 Develop an events policy for the Shire addressing protocols for major events.	Policy developed.	Underway.

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 2017
6.1 Encourage a greater focus on local food production and sales.	6.1.1 Work with the organisers of food related events.	No. of attendees at the food related events.	No event held in the current year. However, local food was the focus of the Dungog Festival in October 2016, and the weekly Growers Stall in Dungog and the monthly Fresh Food initiative at Vacy are both going extremely well.
6.2 Local Business Development	6.2.1 Support the Dungog & District Chamber of Commerce to develop programmes which reward and encourage local purchasing.	No. of programmes and incentives.	1 – 2016 Christmas Decoration campaign.
6.3 Fresh Food Trail	6.3.1 Reinvigorate fresh food trail utilising current technology (Apps, Social Media).	Trail developed.	Great Country Drives includes information about food producers in the area.

7. OTHER COUNCIL PROGRAMS AND ACTIVITIES SUPPORTING OUR LOCAL ECONOMY

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 June 2017
7.1 Visitor Economy Action Plan	7.1.1 Implement the Dungog Visitor Economy Action Plan.	% of Action Plan recommendations implemented.	Plan implementation underway.
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.	Existing Melbee 4 lots sold, stage two is delayed due to ongoing issues with Lands Dept in respect of Rens Street.
7.3 Dungog & District Chamber of Commerce	7.3.1 Ongoing attendance at Chamber meetings.	No. of meetings attended.	8 Committee meetings plus other meetings to discuss Chamber projects etc
	7.3.2 Provision of support for projects and Annual Awards Dinner.	No. of projects supported.	4 projects – Christmas Decoration project, Group Tours Promotion, 2017 Business Expo and 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. 	<ul style="list-style-type: none"> - Ongoing media profile - 1 Country Living Expo attended Media profile in Dungog Chronicle, Maitland Mercury, ABC 1233, local community papers. Dungog Radio and other regional media.
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. 	3 (Mid North Coast Council, NSW Forestry Corporation and NSW National Parks and Wildlife Service)
7.6 Hunter Council's Screen Hunter	7.6.1 Continue to work with Screen Hunter on film related activities.	<ul style="list-style-type: none"> - No. of enquiries. - No. of film activities undertaken. 	<ul style="list-style-type: none"> - 3 enquiries - 2 film activities (Secret Daughter and Devil Woman)
7.7 Tourism Hunter	7.7.1 Continue to work with Visitor Economy Hunter on projects and promotion.	<ul style="list-style-type: none"> - Funding provided. - No. of meetings attended. 	No funding provided and no 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 submitted earlier in year for input into strategic plan process. RDA Hunter briefed Mayors & GM's
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. 	Copy provided to Dungog and District Chamber of Commerce for inclusion in their bulletins etc 6 Chamber business dinners attended and in addition the Chamber's Business Awards dinner

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 2017
1.1 New residents pack	1.1.1 Update welcome pack for new residents	Regular renewal and website link.	Regular update of materials and content in the Dungog Shire New and Prospective Residents, Businesses and Investors Pack and website
1.2 Meet the Mayor program	1.2.1 Establish a yearly program	- Program held. - No. of people attending.	Held in Local Government Week Aug 2016

Strategy 2: Create options for community participation through volunteerism.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 June 2017
2.1 Ongoing links and networks to existing community groups	2.1.1 Provide information, support and links to encourage and maintain participation.	Participation and feedback from community groups.	Ongoing - Email networks established and used for communication
2.2 Volunteer Resource Centre	2.2.1 Investigate the establishment of a Volunteer Resource Centre (web based register) with key volunteer groups.	Volunteer participation rates increased.	This was to be removed in the new operational plan 01/07/2017 as this was not supported or able to be maintained, consultations with Chamber of Commerce to look at as part of their network
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.	- This package is still being developed as there is no specific funding available. - One onsite induction for this period for volunteers
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.	Ongoing - Information package still in draft

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 2017
3.1 Establish email networks, papers distributions and electronic alerts	3.1.1 Established networks to inform, distribute and gather appropriate information.	- Responses - Attendances	- Attendance positive. For example 4,000 people at the Paterson New Years Eve Festival. - On-going promotion of local events esp via local media, visitdungog.com.au website and visitdungog Facebook page
3.2 Establish network trees for information to be distributed.	3.2.1 Establish and maintain network trees through existing networks.	Network trees established.	Established and being used to distribute information such as grant opportunities

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 2017
4.1 Partnering with existing organisations to run youth appropriate programs.	4.1.1 Currently running three (3) regular programs in partnership for youth participation.	- Program/initiative held and participation by local youth. - No. of young people involved.	Partnered with DSCC supporting two programs this period, 1 school based with Year 11 participation, 1 external program with approx. 12-15 participants.
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 2017
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.	Strong links established with 3 partnership projects this period.
5.2 Sports Council	5.2.1 Develop and establish Shire wide Sports Council.	Sports Council is established and operational.	Ongoing.

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

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 June 2017
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.	Postponed this period.
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.	6+ including Dungog Arts Society Clarence Town Museum Dungog Festival Paterson Historical Society and Museum Dungog Shire Events Arts Upper Hunter
6.3 Development of Dungog Shire Cultural Plan	6.3.1 Working in partnership with existing organisations.	Completed cultural plan.	Not progressing.
	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 2017
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.	Organisation specific grant evenings held this period x 3
7.2 Network alerts.	7.2.1 System information about Council program and activities distributed through email.	Information distributed.	Information disseminated includes visits by the Small Biz Bus and the Biz Connect Advisor from the Newcastle Business Centre
7.3 Establish linked noticeboard for information dissemination.	7.3.1 Coordinate the establishment of the noticeboard.	Noticeboard established.	Latest News section of Council's website used as a noticeboard for information dissemination

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 2017
8.1 Regular meetings to ensure services.	8.1.1 Established forums to ensure ongoing services for all ages.	Services maintained and continued.	Attendance of network meetings (x 4 meetings this period)
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.	A number of facilities including pools, parks, SOA buildings etc, have had improvements as per the Loan Borrowing schedule and Buildings AMP during 2016/2017. Projects currently 67% complete.

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 2017
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.	1 meeting held this period
9.2 Dungog Shire Access Committee	9.2.1 Coordination of the Access Committee and identification of hazards.	- Meeting attendances - Issues resolved.	Insufficient attendees to conduct a meeting on 2 separate occasions. 1 meeting held this period to support the DIAP submission
9.3 Provision of Cemetery Services	9.3.1 Administer Cemetery Services in Councils seven cemeteries	- No. of burials - No. of complaints	- 17 - 2 complaints
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	- 57 - 100% - 9 - 0
9.5 Communication/ education	9.5.1 Educate staff in food outlets on food Hygiene	No. of retailer information sessions and programs	Nil

PROGRAM / ACTIVITY		OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 June 2017
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 - 3
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	- 1 inspection - 0 - 0 - 1
9.9	Communication/ education	9.9.1 Educate staff in health premises outlets on appropriate hygiene practices	Number of information sessions and programs	Nil
9.10	Regional Programs	9.10.1 Participation in Hunter Region Health Education Committee	No. of regional programs implemented and regional meetings attended	- 4 meetings of Regional Waste taskforce - 4 meetings of Regional Waste Educators Group - 2 meetings of Hunter Region Health Education Committee
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	- 334 companion animals registered (268 dogs,66cats) - 145 complaints - 14 infringement issued - 10
		9.11.2 Provide Companion Animal pound services	- No. of dogs impounded - No. of dogs euthanased	- 18 dogs, 7 cats - 3
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	- 27 (Note: relates to Non-Companion Animals or stock issues - refer to 9.11.1 and 9.14.1) - 6 - 29
9.13	Stock Impounding	9.13.1 Compliance with Impounding Act.	No. of Complaints	12
		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	5
		9.14.2 Impound abandoned vehicles on Council/public land	No. of Complaints	5
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	- 66 - 66

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 June 2017
9.16 Swimming Pools and Spas Safety Barrier Inspection Program	9.16.1 Implement Councils Program	- No. of inspections carried out. - No. of Compliance Certificates issued. - No. of certificates of non-compliance issued.	109 inspections (58 Certificates of Compliance issued)
9.17 Public Swimming Pools and Spas	9.17.1 Compliance with Public Health Act.	Number of premises registered.	24 public swimming pools and spas registered
9.18 Community commitment to representation on established committees.	9.18.1 Promote, support and encourage increase in community representation on Council Committees.	Increased community representation.	Established committees - Dungog Flood committee - 1 community member. Weeds advisory - 5 community members
9.19 Upgrade cemetery record keeping process	9.19.1 Transfer data from hard copy records to digital data base	Records kept on electronic data base	Completed
	9.19.2 Develop GIS layers for all cemeteries	GIS Layer operational	Not completed
9.20 Develop new Food Inspection policy and Resources Information Kits	9.20.1 Renew regionally consistent food inspection policies and resource information kits	New policy and resources completed	Policy reviewed - no change. Resource kits updated and distributed during inspections
9.21 Develop new Health Inspection policy and Resources Information Kits	9.21.1 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
9.22 Companion Animals Plan	9.22.1 Review Companion Animals Plan	Plan completed	Incomplete
	9.22.2 Review provision of lead free areas	Number of lead free areas in LGA	1
9.24 Stock Impounding	9.24.1 Provide Standard Operating Procedures for Council Staff in relation to impounding	SOPs developed number of staff trained	SOPS not developed
9.25 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

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 2017
10.1 Grant evening and handbook	10.1.1 Maintain grant handbook for distribution.	Number of attendees.	Organisation specific grant evenings held this period x 3
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 successful application for the Clarence Town River Country Hoedown - Working with 2 local organisations. - Email distribution system utilised
10.3 Maintain links on Council website for funding opportunities.	10.3.1 Research and provide information for website links.	Maintain website grant information.	Information listed on Latest news website as it becomes available.

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

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 June 2017
11.1 Dungog Shire Events Inc	11.1.1 Continue to provide support to Dungog Shire Events.	No. of meetings attended.	10 monthly meetings. Ongoing.
	11.1.2 Continue to financially support the organisation.	No. of events supported.	11+ Events (Dungog Dash and Dawdle, Hunter Polo Challenge, Paterson Car Boot Sale, Vacy Village Country Carnival, Paterson Classic Car Show, Clarence Town River Country Hoedown, Dungog Festival, Dungog Show, Paterson Christmas Carols, Paterson New Years Eve Festival, and Gresford Billy Cart Derby)
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.	Councillor Booth in attendance at meetings as convened.
11.3 Australia Day	11.3.1 Continue to promote and coordinate Australia Day activity	- Event conducted - No. of nominees received.	Event conducted by Council 355 Committee in January 2017. 19 Nominations received.
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 \$	- Council sponsored Senior Week event, NAIDOC week and International Women's Day - LGW and IDPWD will both be held next period

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 2017
1.1 Land Use Planning	1.1.1 Continue to progress the Standard Instrument Local Environmental Plan	Adoption of Council's Standard Instrument Local Environmental Plan.	Dungog LEP 2014 has been operational for a number of years. An LEP updating the details of all Environmental Heritage Items has been gazetted. A number of site amendments have already been gazetted with a general housekeeping LEP under construction.
	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.	
1.2 Land Use Strategy	1.2.1 Investigate the potential benefits of preparing a land release strategy for Rural Residential Lands.	Options paper developed and reported to Council.	No work undertaken to date. This work will be undertaken once Rural Lands Strategy is finalised. Council has resolved to defer further work on the Strategy until a decision is made on the Merger of Dungog Council
1.3 Urban consolidation and expansion.	1.3.1 Work with appropriate agencies to identify potential lands for future expansion of urban areas within the Shire.	5 year review of Dungog Standard Instrument LEP. Due 2018-2019.	Rural Lands study will inform a review of the shire wide land use strategy. This will flow on to a review of the Dungog LEP in 2019.

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 2017
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.	Existing LAPs will be reviewed as part of DCP No 1 overhaul. Sufficient land zoned in Dungog LEP 2014 for expansion around, or in proximity to existing villages.
2.3 Strategic Planning	2.3.1 Undertake a Shire Wide Rural Land Use Plan to determine the appropriateness of existing rural planning provisions in regional context. a	Preparation of a Draft Rural Land Use Plan.	A Draft Brief has been prepared in consultation with the Dept of Planning and other government agencies. This process has been deferred pending the Council elections and a Merger decision.
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.	A Draft chapter which looks to include most forms of residential development has been formulated. The project was held pending the merger decision but some issues are pressing so incremental changes will be rolled out over the coming months. Councils Building Officer ensures useful industry updates are available.

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 2017
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.
3.3 Develop an understanding of the availability and suitability of commercial and industrial sites within the Shire and the preferred types of development.	3.3.1 Conduct a study to identify potential lands for future commercial and industrial growth within the Shire.	Additional areas identified and earmarked for future industrial and commercial activity/zoning.	No work has been completed on this project due to current resourcing levels. No immediate market pressure to do so.
	3.3.2 Conduct a review of all Council's operational land holdings with a view to it informing a development prospectus.	Draft prospectus prepared and available to development community.	Ongoing

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 2017
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.	Updated chapters of Dungog DCP No.1 have been drafted. These have been withheld pending any merger decision however there is utility in progressing the chapters to provide better guidance to development in the interim.
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 of any detrimental impacts on rural and agricultural productivity from new development.
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. 	Ongoing liaison with businesses and event organisers interested in submitting a development application and working closely with Planning Department on these enquiries
4.4 Policy Development	4.4.1 Develop a Council policy that identifies and acknowledges local areas of scenic significance.	Scenic preservation Policy developed in consultation with the community	Ongoing

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 June 2017
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	Nothing available at this stage.

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 2017
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.	Due to budgetary constraints no funding was sought for local heritage projects this year as grants are issued on a proportionate basis.
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.	During this period our specialist Heritage Advisor resigned from the role. It was determined not to seek a replacement until a merger decision was made. When required Council has sought guidance from Heritage Advisors operating in other LGAs.
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.	<ul style="list-style-type: none"> - Park Street Gresford currently being reconstructed which will include blister and garden works; - Dowling / Hooke Street intersection blister and garden works are scheduled for late 2017/early 2018. - Funding received for upgrade of Maitland Road in Paterson with works scheduled for early 2018
5.5 Increased local heritage awareness of indigenous Australians in Dungog Shire.	5.5.1 Seek grant funding to engage with local indigenous people and the relevant Land Councils for information on their history within the Dungog Shire.	Greater understanding and documentation of the role of indigenous Australians in the history of the Dungog LGA.	<ul style="list-style-type: none"> - Land Council committee currently in recess - A community group has organised a workshop this period

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

PROGRAM / ACTIVITY		OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 June 2017
6.1	Review of Section 94 Plan	6.1.1 Consultant commissioned awaiting Works Program	Adoption of simplified and revised Section 94 Plan.	Awaiting the provision of a detailed works programme and costing to enable preparation and exhibition of the 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.	Council continues to promote the Development Advisory Panel. This service tends to be utilised by planning consultants and their clients for larger or problematic projects. Planning staff are dealing with many enquiries through interviews as a result the standard of DA's being lodged has improved.
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 was prepared for comment however it has not progressed further due to more significant work priorities for the Development Engineer.
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.	High risk premises have commenced their fire upgrade programmes on a staged programme. This project has stalled to some degree due to the increased number of compliance issues having to be dealt with by staff.
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.	Individual conditions have been updated and some issue specific conditions included in the standard conditions such as those for development of contaminated land. However a comprehensive review has not been completed due to other work priorities and also the potential merger.
6.7	Provision of 149 Certificates and Property Information.	6.7.1 Preparation of zoning certificates in accordance with legislative requirements.	<ul style="list-style-type: none"> - 149 Certificates issued in a timely manner with minimal returns. - Response times to general written property enquiries is reduced. 	<p>Council has processed a large number of 149s over this reporting period with minimal returns. There has been a reduction in the number of urgent applications lodged as the turn around times for standard applications have improved. Minimal complaints received.</p> <p>Response times for property enquiries have remained constant. The customer service staff continue to handle straight forward requests and they have potential to handle more with additional targeted training.</p>

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 June 2017
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 proportion of construction certificates and CDCs being processed by Council in the LGA. Limited number of Private Certifiers operating consistently in the LGA. Councils certification services are recognised as being efficient and cost effective.
	6.8.2 Greater promotions about Council's Building Services through the website.		
6.9 Investigation of Illegal and Unauthorised Development.	6.9.1 Identifications of non-compliant developments through a consents audit process.	<ul style="list-style-type: none"> - 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. Website Information periodically updated.</p> <p>Council continues to receive a High number of complaints re: unauthorised developments. Priority given to developments that have the potential for major environmental consequences. With the current resources Council cannot effectively regulate development a compliance officer is required if council is serious about tackling this issue.</p> <p>Negotiation is always Councils preferred option however penalty infringement notices and orders have been issued to rectify or restrain some developments.</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.	<p>During this period a 6 week hearing was held in the L & E Court for the Martins Creek Quarry matter. The Planning Manager was in attendance everyday and this placed a huge impost on the remaining staff.</p> <p>Where possible disputes and unauthorised developments have been settled/regularised. Council only utilises litigation when there is no other effective option.</p>
	6.10.2 Briefing, commissioning and directing Council's legal advisor.	Reduction in the number of matters progressing to litigation.	

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 2017
1.1 Asset Management	1.1.1 Implementation and review of Council's Asset Management Plan	Asset Management Plan is implemented and reviewed within budgetary constraints	Asset Management Plan developed for Buildings
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.	Nil to date.
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
	1.4.2 Facilitate discussions with YMCA and NSW PCYC as regards requirements for infrastructure development.	Options report submitted to Council.	Not undertaken

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 2017
2.1 Asset Maintenance	2.1.1 Maintain and promote the use of recreational and sports facilities.	Grounds facilities are maintained to 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.	Sports development days now established within the shire 1 held this period during school holidays
2.3 Funding Programs	2.3.1 Conduct annual workshops in relation to sporting grant funding.	Annual Workshop held.	Workshop to be held next period

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 June 2017
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 Review 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
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.	Current Plan extended. Works to be focused on this area for 2017/2018. Awaiting the provision of a detailed works programme and costing to enable preparation and exhibition of the plan.

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

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 June 2017
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>Several meetings held as part of the development of the Dungog Shire Tourism Strategy and in October 2016 Mike Hill from Forests NSW addressed the Chamber of Commerce Dinner meeting</p> <p>No complaints received</p>

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 June 2017
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.	Nil
	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 	Current plans are for the upgrading of camping areas at Old Camp just north of Upper Allyn. Worked with Dr Cameron Archer, Chair, Dungog Regional Tourism on a grant application to the NSW Government for upgrading of camping facilities etc in the Chichester State Forest and other public lands

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

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 June 2017
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. 	9,563 persons - annual in person visitation to the VIC (2015-16)
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. 	A spike in visitors at the counter in the VIC in October at 1,096 in association with the Dungog Festival. Lowest month was August when there were 543 visitors at the VIC.
4.3 Volunteer program	4.3.1 Support the Volunteer Guides Program with NPWS.	No. of volunteers involved in the program.	8 volunteers actively involved in the program
4.4 Park Playground Inspections	4.4.1 Inspected monthly.	% of Playgrounds Inspected on a Monthly basis.	100% of Council owned or managed playgrounds have been inspected on a monthly basis
4.5 Park Mowing	4.5.1 Mowing undertaken on a rolling programme.	All parks to be mowed as seasonally required.	Parks mowed as required by seasonal conditions
4.6 Sporting Ground Mowing	4.6.1 Mowing undertaken on a rolling programme.	All parks to be mowed as seasonally required..	Sportsgrounds mowed as required by seasonal conditions with the exception of those grounds that are maintained by the 355 Committees.
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.	Cemeteries mowed as required by seasonal conditions

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 June 2017
4.8 Swimming Pools Contractor Management.	4.8.1 Monitoring of contractor performance and compliance with Public Health requirements.	<ul style="list-style-type: none"> - No. of non-compliances with contract. - No. of complaints received direct by Council. 	<p>Nil non-compliances observed</p> <p>Nil complaints received</p>
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 2017
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.	Additional \$1Mil secured for Gresford main street upgrade from Federal Government
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.	Councils position on R2R known by Federal member.
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	Adopted by Council.
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	Funding allocated. Review to be undertaken as resources allow.
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, Safer Roads, Bridges Renewal, Hunter Infrastructure & Investment Fund, Roads to Recovery, Fixing Country Roads
1.6 Road Safety	1.6.1 Undertake road safety audits across the Shire.	% age of road network reviewed.	- Regional Road Network - 10.5% - Local Road Network - Nil
1.7 Road Funding	1.7.1 Development of Route Access Strategy documents for the balance of Council's Regional Road Network.	- Route Access documents developed. - Priority projects are known by the community and Government.	MR 101 has been focal point along with advocacy continuing to complete MR301 upgrades. Lack of resources has limited staffs ability to complete route access strategy documents.

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

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 June 2017
2.1 Provide ongoing support to NSW Police Service through a range of networks.	2.1.1 Participate in Community Safety Precinct Committees.	- Attendance at quarterly meetings. - Crime Statistics.	No adverse publicity about events held in the Shire however, feedback received at the VIC about anti-social behaviour in the Upper Allyn over Christmas 2016
	2.1.3 Major event notification to ensure awareness of Local Area Commands for potential increased resource demands.	- No. of alcohol related incidents. - Impact of event on local community.	Not aware of any alcohol related incidents reported to Police.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 June 2017
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.	Clarence Town policing is an ongoing issue
2.4 Foster community awareness to report incidents to Crimestoppers.	2.4.1 Support awareness through Mayoral Happenings and Council's website.	Local crime statistics reflect.	Has not happened since the cessation of Happenings

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 2017
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 held in this period
3.2 Health Services	3.2.1 Host quarterly Health Forums with HNEH and NGO's.	Health Forums conducted.	1 forum held this period
3.3 More GP Services within the Local Government Area	3.3.1 Investigate options to increase the number of GP's practicing within the Shire.	Options paper developed and attraction package considered.	Ongoing support of various submissions
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.	Ongoing
	3.4.2 Provide information through Council's website.		When made available & current

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 2017
4.1 Rail Services.	4.1.1 Lobby State Govt to ensure that local passenger rail services are maintained and improved.	General Public Access to rail services is retained.	General public has access however timetable does not suit many people, opportunity to increase or alter service arrangements at present time not a priority of Transport NSW.
	4.1.2 Lobby State Government for improved accessibility at local stations.	Station upgrades are undertaken.	
4.2 Community Transport.	4.2.1 Continue to support Dungog and District Neighbourcare in relation to community transport needs.	Funding levels to Neighbourcare are maintained.	No requests for additional support from Neighbourcare received during past twelve months.
4.4 Local and Regional Transport needs.	4.4.1 Conduct a study to determine local and regional transport needs of communities across the Shire.	A Transport Services Strategy for the Shire is developed.	Ongoing

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 2017
5.1 Asset Management	5.1.1 Implementation and review of Asset Management Plans.	Asset Management Plans are implemented and reviewed.	Developed and implementation commenced by way of budget inputs
	5.1.2 Development of new Sec 94 Contributions Plan	New Sec 94 Plan is implemented.	Current Plan extended. Works to be focused on this area for 2017/2018.
	5.1.3 Review of Plans of Management for community facilities.	Plans of Management are reported to Council.	Alison Court plans of management reviewed.
5.2 Asset Maintenance	5.2.1 Maintain facilities and assets within budgetary limitations.	No. of complaints received.	<ul style="list-style-type: none"> - 10 toilet complaint received in 6 month period - 22 other building related CRM's during 6 month period predominantly Alison Court Tenancy matters (20)
5.3 Funding	5.3.1 Continue to explore opportunities to submit grant applications for facility upgrades.	Value of grant funding received per annum \$.	Community Building Partnership funding received for Coronation Park. Boating NOW grant funding received for Bridge & Wharf Reserves at Clarence Town now fully expended.
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.	No formal review undertaken

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 2017
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.	Meeting to be scheduled with new Hunter Water CEO.
6.3 Aged Accommodation	6.3.1 Maintain Alison Court units to an acceptable standard.	No. of complaints less than 5 per annum.	<ul style="list-style-type: none"> - Alison Court devastated by April Storm Event. 12 Units refurbished - 2 others repaired. 6 units remain uninhabitable. - 85 CRM's received during 4 year period. Predominantly basic tenancy requests for repairs (ie not complaints)
6.4 Bike Plan	6.4.1 Review and update Council's Bike Plan.	Bike Plan endorsed by Council and strategies implemented.	Bike plan last reviewed July 2011.

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 June 2017
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 complete.
6.7 Infrastructure & Services Gap Analysis.	6.7.1 Undertake a gap analysis in consultation with the community and current service providers.	- Consultation undertaken - Gap analysis is reported to Council.	Currently being looked at with Council input
6.8 Beautification of village main streets within the Shire.	6.8.1 Develop and/or review village main street plans.	Plans are developed for each main street area.	Rolling programme of works included in 10 year budget

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

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 June 2017
7.1 Improved Broadband access within the Shire.	7.1.1 Implementation of NBN Co project within the Local Government Area.	Countrytell project established.	Project stalled
	7.1.2 Assist NBN Co with community engagement.	Community and business awareness.	Project stalled
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.	On-going
7.3 Telecommunications	7.3.1 Provide assistance to agencies involved in local rollout of the National Broadband Network.	Council officers aware of requirements to enable effective implementation within the Shire.	Briefing notes received on status of NBN roll-out

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

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 June 2017
8.1 Water/Sewer	8.1.1 Ongoing participation with the Hunter Water Community Consultative Committee	Attendance at meetings.	Mayor attends on behalf of 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	Dungog Floodplain Management Risk Study and Plan commenced in February 2016 with contract awarded to Royal Haskoning. 12/17 Milestones completed and on target to complete project by September 2017. Community information session held 16/12/17

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 June 2017
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.	- \$117,983 approved for Dungog FRMS and Plan with \$100,746 received to date. Total project value is \$176,975 - Also non-contributing partner in Paterson River Flood study-completed during period and adopted by Council.
8.4 Unsealed Road Grading	8.4.1 Maintenance grading works as per Council's adopted programme.	% of programme completed.	Annual Program completed.
8.5 Rural Local Sealed Roads Shoulder Grading	8.5.1 Shoulder grading undertaken for reseals as required.	Minimum 5% by length of Rural Local Sealed Roads are shoulder graded.	10% of Rural Local Sealed Roads shoulder graded in past 6 months
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.	3.6% of Rural Regional Sealed Roads shoulder graded in past 6 months
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 being met
8.8 Rural Regional Roads – Roadside Slashing	8.8.1 Slashing undertaken on rolling programme.	All Regional Roads slashed three times per annum.	Slashing programme being met
8.9 Construction and Rehabilitation Works	8.9.1 Works undertaken as funding allows.	% of annual rehabilitation and construction funding spent.	Ongoing issues in this area due to delays from Natural Disaster events. Two projects not completed. Works are scheduled to be up to date by the end of 2018
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.	4,180m ² Heavy Patched
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.	4,360m ² Heavy Patched
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.	280m ² Heavy Patched
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.	69,926m ² resealed which equates to 11.7km or 4.1% 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.	39,546m ² resealed which equates to 5.2km or 4.2% by length
8.15 Urban Local Sealed Roads – Resealing	8.15.1 Resealing undertaken as per Council's programme	Minimum 3% by length of Urban Local Sealed Roads are resealed.	4,540m ² resealed which equates to 0.5km or 1.2% by length
8.16 Bridge inspections	8.16.1 Inspections carried out on a regular basis.	All bridges to be inspected once per annum.	Annual inspections undertaken

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 June 2017
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 is 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.	New and replacement blades 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.	1500m replaced or installed as part of roadworks, road rehabilitation and bridge construction

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 2017
1.1 Councillors representation	1.1.1 Councillors maintain relationship with key Management Committees.	Councillors attendance at meetings.	Councillors attend meetings when available.
1.2 Councillors access information provided on website.	1.2.1 Web page information maintained.	Information is current.	Information is current.
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.	Will not be achieved.
1.4 Councillors Induction Program	1.4.1 Councillors Induction Booklet review undertaken.	Review undertaken. Councillors attendance.	No change to the elected Council as the election will not happen until September 2017.
	1.4.2 Program of workshops developed.		
1.5 Mandatory Councillors training	1.5.1 Ensure information disseminated in a timely manner.	No. of Councillors that attend.	Not in place as new Council not determined.
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. 	LGNSW circulars provided to Councillors to enable them the opportunity to partake in training if desired. No requests have been received. The Council did not attend LGNSW conference in October.

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

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 June 2017
2.1 Governance – Meetings.	2.1.1 Review and adopt Council's Code of Meeting Practice after Council elections.	No. of items referred to Closed Session annually.	12 items referred to Closed Council Sessions
2.4 Governance – Public Access	2.4.1 Continue to fulfil Council's obligations under the Government Information (Public Access) Act.	Publications guide updated regularly.	Publication Guide updated.

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 2017
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.	Mayoral happenings has not continued.
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.	Press releases issued as matters arise. Media interviews undertaken in relation to LG Reform, Blue Green Algae, Brig-O-Johnston bridge.
	3.2.2 Staff respond to media requests for interview/ feedback.	No. of media interviews undertaken.	
3.4 ICT Strategy	3.4.1 Investigate and report on Council's capability and future requirements to enable effective and efficient delivery of Council services.	Report to General Manager.	Ongoing merger proposals impacted relevance of completing this activity.
3.5 Aboriginal Liaison Committee	3.5.1 Consult with the four Land Councils and ascertain their requirements for ongoing engagement.	Report to Council.	Currently in recess due to the unavailability of land councils

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 2017
4.1 Governance – Corporate	4.1.2 Annual review of General Managers performance.	Performance review undertaken.	No 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 2017
5.1 Finance – Budget	5.1.1 Continue to provide monthly works cost statement to Council.	Monthly report to Council.	Ongoing – reports provided on a monthly basis
5.2 Finance – Debt Recovery	5.2.1 Continue to proactively manage debt recovery action.	Outstanding rates <7%	Ongoing – outstanding rates under 7% at year end.
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.	Ongoing – Investment return currently equal to or better than 90 day BBSW.
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.	Complete - 10 year financial plan developed on available data.

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 2017
6.1 Corporate	6.1.1 Salary System meets Local Government Award requirements.	Nil disputes to IRC.	Nil
6.2 Risk	6.2.1 Ongoing review of Councils Workplace, Health and Safety systems and processes.	Nil WHS prosecutions.	Nil prosecutions
6.3 Employee Relations	6.3.1 Maintain funding for Council's Employee Assistance Program.	Budget commitment.	Continuing
6.5 Workforce Strategy	6.5.1 Implement strategic initiatives within Council's Workforce Strategy.	Six monthly report to Council.	Refer to staffing level report Feb 2017.
6.6 Council Staff Training	6.6.1 Outsourced Professional development seminar for liaising with the public	Monitor customer/community feedback and complaints.	Feedback monitored.

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 2017
7.1 Hunter Council Inc	7.1.1 Ongoing advocacy role at Board level.	Attendance at Board Meetings.	Mayor attending
	7.1.2 General Managers Advisory Committee	Attendance at GMAC.	General Manager attended 5 of 6 meetings
	7.1.3 Representation on professional network groups by staff with regional advocacy matters being reported through to GMAC		Staff attending professional networks as required.
7.2 Strategic Services Australia	7.2.1 Ensure that the business activities of the company protect the interests of the shareholders.	Annual report to shareholders.	Annual presentation submitted September 2016 to Mayors.
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.	<ul style="list-style-type: none"> - SIRP project continues until June 2018 and utilises a shared inspectorial resource with PSC that is funded by HWC. - Paterson River Flood Study is a partnership with Maitland and Port Stephens councils where the flood engineering expertise of these Councils is benefiting Dungog. - Continued participation in Regional Illegal Dumping Squad as an associate member. Attendance at 4 steering committee meetings.

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 2017
8.1 Governance – Advocacy	8.1.1 Attend regional State Cabinet meetings.	Annual meetings attended.	Nil conducted in the Hunter
	8.1.2 Attend regional State Action Plan meetings.	Annual meetings attended.	Nil conducted
	8.1.3 Maintain regular contact with local State & Federal members and their support staff.	Regular contact maintained.	Regular contact is maintained face to face meetings with Federal member Dec 2016, State Member Jan 2017.
	8.1.4 Follow established protocols when seeking meetings with various Ministers.	Request to local member and briefing paper supplied.	Developed as required
	8.1.5 Maintain relationship with Hunter Regional Director of Premiers & Cabinet	Six monthly meeting held.	Last contact in September 2016.

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

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 June 2017
9.1 Governance – Records Management	9.1.1 Safeguard Council's records and meet legislative responsibilities.	- % of records held in complying storage. - Compliance with State Records Act.	60% held in complying storage Ongoing
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.	Complete
	9.2.3 Maintain Council's insurance portfolio.	Insurance renewed annually within timeframe	Complete
	9.2.4 Monitor Council's workers compensation claims.	Monthly reporting of incidents and claims.	Complete, however method of calculation altered for 2017.
	9.2.5 Monitor Council's Return to Work programmes.	Oversee Council's Return to Work programmes and report on no. of employees with greater than 5 days lost time per annum.	0 employees with greater than 5 days lost time.
	9.2.6 Lead the organisation in respect of new online risk register database.	Online risk register database is reviewed and implemented.	Ongoing
	9.2.7 Development and review of business and continuity plan.	- Business continuity plan developed. - Business continuity plan tested annually	Ongoing Complete

PROGRAM / ACTIVITY	OPERATIONAL PLAN ACTIONS	PERFORMANCE INDICATORS	STATUS AS AT 30 June 2017
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.	– System upgrade undertaken. – Organisation operates on current supported version of software for LG Application.	Microsoft Office upgrade on hold subject to Merger proclamation. Authority upgrade also on hold subject to Merger proclamation
	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 full cloud based system complete.
	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. Tablets implemented for engineering staff
	9.3.4 Maintain an online presence.	Council's website accessible 99% of time.	Website accessible 99% of time. New host arrangement put in place.
	9.3.5 Monitor information uploaded to Council's website.	Nil complaints in relation to copyright/ privacy breaches.	Nil complaints received
9.4 Corporate Support - Customer Services RMS Agency	9.4.1 Ensure RMS payments agency is operational during Council opening hours	Trained staff available to meet operational requirements	Complete
	9.4.2 Comply with RMS performance and statutory expectations.	Nil Deficiency/ Compliance reports.	Nil reports received to date.



STATUTORY REPORTING REQUIREMENTS

LEGAL PROCEEDINGS

Legal Costs – Legal Advice

Planning Department - \$19,774
 Environmental Services Department - \$472
 Corporate Services Department - \$17,617

Court Matters

	Costs	Case	State of Progress
Council ats Holz	\$22,115.00	Land & Environment Court Proceedings	Closed
Council v Barrington Tops Development	\$8,372.00	Owner contesting validity of Infringement Notice	Closed
Council v Hunter Industrial Rental Equipment Pty Ltd, Buttai Gravel and EPA.	\$632,688.00	Class 4 Proceedings Martins Creek Quarries.	Ongoing

Rates Recovery

	Costs	Case
Council v Various Parties	\$250.00	Legal costs incurred in relation to defaulting rates debtors.

MAYORAL & COUNCILLOR EXPENSES

In addition to the Mayoral Fee of \$13,862 and Councillors Fees of \$73,733 expenditure in relation to the provision of facilities and Councillors expenses amounted to \$15,878. This figure includes:

• Council Elections	Nil
• Code of Conduct Investigations	\$ 1,485
• Provision of dedicated office equipment allocated to Councillors	Nil
• Conference and Seminar Expenses	\$ 1,782
• Training & skill development	\$ Nil
• 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	\$ 267
• Travelling	\$ 2,870
• Meals & Sustenance	\$ 3,862
• Delegates Expenses	\$ 4,057
Total	\$ 14,323

Council's Policy for the payment of expenses and provision of facilities was reviewed on 20 December 2016 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 2015:
- Under 2.5L \$0.68 per kilometre
 - 2.5L & over \$0.78 per kilometre
3. Where an elected member lives outside the Council area, Council will pay an allowance for travelling based on the aforementioned mileage allowance from the Council boundary to the Council related activity along the most direct route from the Councillor's place of residence.
4. Council will provide the following facilities and services for the use of the Mayor for Council related activities:
- (a) an office at the Council Administration building;
 - (b) secretarial and administrative support;
 - (c) stationery and office supplies, including fax, email, laptop and mobile phone etc.

SENIOR STAFF

During 2016/2017 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 \$232,050.

Salary component:	\$182,000
Superannuation:	\$35,000
Vehicle:	\$13,515
Membership Contributions:	\$1,535

MAJOR CONTRACTS

Name	Payment Approved by Council	No. of Jobs	Contract Period (Years)	Nature of Goods or Services
Accurate Asphalt & Roads Repairs Pty Ltd	\$322,718	Various	NA	Supply, Delivery & Placement of Road Pavement
Australian Construction Group	\$448,665	Various	NA	Design & Construction Black Camp Road & Sandy Creek Road Bridges
Bridgebuild & Civil Pty Ltd	\$429,990	Various	One	Bridge Construction
Burns Earthmoving Pty Ltd	\$865,096	Various	One	Plant Hire
Civica Pty Ltd	\$259,108	Various	Five	Provision of Information Technology Managed Services
Civil Bridge & Wharf Pty Ltd	\$316,029	Various	One	Bridge Construction
CivilBuild Pty Ltd	\$232,623	Various	One	Bridge Construction
Colas NSW Pty Ltd	\$1,237,207	Various	NA	Bitumen
Donnelly Services Pty Ltd	\$383,392	Various	NA	Provision of Temporary Labour - Traffic Control
Dungog Ready Mixed Concrete	\$197,572	Various	NA	Supply & Delivery of Ready Mix Concrete
EarthTech Pty Ltd	\$961,327	One	NA	Civil Construction due to flood damage
Edser Plant & Civil Pty Ltd	\$263,415	Various	One	Plant Hire
Eire Constructions Pty Ltd	\$271,703	One	One	East Gresford Water Main Relocation
Irwin Fencing Pty Ltd	\$213,780	Various	NA	Supply and Install Barriers/Guard rail
Fulton Hogan Industries Pty Ltd	\$357,858	Various	NA	Supply and Delivery of Bitumen
GP Mechanical Services	\$156,433	Various	One	Plant Hire
Guardian Traffic Services	\$252,559	Various	NA	Provision of Temporary Labour - Traffic Control
GW & GJ Trappel Pty Ltd	\$300,037	Various	One	Plant Hire
Hastings Co-operative Limited	\$175,263	Various	NA	Supply and Delivery of Bulk Fuels
Highway Ford	\$247,157	Various	NA	Purchase of New Plant
Holcim Australia Pty Ltd	\$350,850	Various	NA	Supply & Delivery of Concrete Pipes
Hunter Quarries	\$380,288	Various	NA	Road Base & Aggregate
JR & E G Richards Pty Ltd	\$722,334	Various	Six	Waste & Recycling Collection
Labour Co-operative Limited	\$312,589	Various	NA	Provision of Temporary Labour - Traffic Control
Porter Equipment Australia Pty Ltd	\$220,230	One	NA	Plant Purchase
Quarry Products Newcastle Pty Ltd	\$537,560	Various	NA	Road Base & Aggregate

WORK CARRIED OUT ON PRIVATE LAND

During the period 1st July 2016 to 30th June 2017, all private works were undertaken in accordance with Section 67 of the Local Government Act 1993. Council did not resolve to subsidise any works.

SECTION 356 CONTRIBUTIONS

Donations and Expenditure under Section 356 amounted to \$10,930 and was made up as follows:

Donations & Contributions		\$
- National Tree Day		43
- Gresford & District Agricultural Society		500
- Dungog Arts Society		500
- Dungog High School Citizenship Award		75
- Anzac Day		20
- Arts Upper Hunter		7,191
- Australia Day		1,686
- Variety Special Children's Christmas Party		250
- Gresford Community Group Youth Hall		386
- Cowra Council		279
Total		10,930

EEO MANAGEMENT PLAN

The purpose of Council's EEO Policy is:

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

No problems of an EEO related nature arose during the 2016/2017 year. Council provides structured training to staff on a regular cycle to reinforce awareness of Council's Policy.

COMPANIES IN WHICH COUNCIL HELD A CONTROLLING INTEREST

Council did not hold a controlling interest in any company during 2016/17.

EXTERNAL BODIES WHICH EXERCISED FUNCTIONS DELEGATED BY COUNCIL

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

Function	Body
Enforcement of relevant legislation concerning the overloading of vehicles on Regional Roads and local roads within the Shire.	Mid North Weight of Loads Group
Care, control and management of the James Theatre Community Centre.	James Theatre Community Centre Committee
Care, control and management of the Clarence Town 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

PUBLIC INTEREST DISCLOSURES

Council is committed to the objectives of the Public Interest Disclosure Act 1994 (The Act) and encourages the disclosure of any instances of corrupt conduct, maladministration, serious and substantial waste and government information contravention.

In accordance with The Act, Council's 'Protected Disclosures Policy' established guidelines for the reporting and management of Protected Disclosures. For the reporting period ending 30 June 2017, Dungog Shire Council received no protected disclosures.

CORPORATIONS, PARTNERSHIPS, TRUSTS, JOINT VENTURES IN WHICH COUNCIL PARTICIPATED

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.
- Strategic Services Australia. Council has an interest in Strategic Services Australia and is a Shareholder. The activities of Strategic Services Australia involve the establishment and running of a records repository at Thornton, the provision of legal services to the local government industry through Local Government Legal, procurement through Regional Procurement, training through the Local Government Training Institute. The office of SSA Ltd is situated at 12 Bonville Avenue, Thornton.
- 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.
- Southern Phone Company Limited – Council is one of 41 Councils that hold a share entitlement.
- Statewide Insurance Mutual – Provision of various insurances
- Statecover Insurance Mutual – Provision of Workers Compensation Insurance.

RATES & CHARGES WRITTEN OFF

Rates and Charges written off for the year amounted to \$184,577.25 and comprised the following:

- Mandatory Pensioner Rebates under Section 575 of the Local Government Act 1993: \$180,322.13 (55% reimbursed to Council by the State Government).
- Postponed Rates and Charges written off under Section 595 of the Local Government Act 1993: \$216.49
- Abandonments – small debts \$370.08
- Voluntary Conservation Agreements: \$3,668.55

OVERSEAS VISITS UNDERTAKEN

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

STORMWATER MANAGEMENT SERVICES

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

Total Stormwater Charges levied in 2015/16 \$41,083

COMPANION ANIMALS ACT & REGULATION

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 2016/2017 \$33,617 was expended on Council's Companion Animal program. Expenditure consists of fees to the private impounding facilities, administration and related programs such as the provision of educational material and investigation of complaints.

Revenue from Companion Animals fees of \$7,793 was received. 334 new Companion animals registrations were received.

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 reporting period, out of the 25 Companion animals seized, 8 were reunited with owners (32%), 6 (24%) were rehomed with an Animal Welfare Organisations, 8 (32%) were rehomed privately and 3 (12%) were required to be euthanased.

145 Companion animals related complaints were received during the period.

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. Whilst this Plan is due for review, this has not occurred due to lack of resources.

GOVERNMENT INFORMATION PUBLIC ACCESS ACT

Obligations under the GIPA Act

1. Review of proactive release program – Clause 7(a)

Under section 7 of the GIPA Act, agencies must review their programs for the release of government information to identify the kinds of information that can be made publicly available. This review must be undertaken at least once every 12 months.

Our agency's program for the proactive release of information involves identifying information that should in the public interest be available to the public without imposing unreasonable additional cost to Council and making it available for inspection or via Council's website where possible.

During the reporting period, we again reviewed this program by undertaking a review of Council's Information Guide to ascertain if there were additional documents that could be added to the Open Access Information list.

2. Number of access applications received – Clause 7(b)

During the reporting period, our agency received a total of 7 formal access applications (including withdrawn applications but not invalid applications).

3. Number of refused applications for Schedule 1 information – Clause 7(c)

During the reporting period, our agency refused no access applications either wholly or in part because the information requested was information referred to in Schedule 1 to the GIPA Act. Of those applications, none were refused in full but 2 were refused in part.

4. Statistical information about access applications – Clause 7(d) and Schedule 2

Table A: Number of applications by type of applicant and outcome*										
	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn	Total	% of total
Media	0	0	0	0	0	0	0	0	0	0%
Members of Parliament	0	0	0	0	0	0	0	0	0	0%
Private sector business	0	0	0	0	0	0	0	0	0	0%
Not for profit organisations or community groups	0	0	0	0	0	0	0	0	0	0%
Members of the public (by legal representative)	1	2	0	0	0	0	0	0	3	38%
Members of the public (other)	1	3	0	1	0	0	0	0	5	63%
Total	2	5	0	1	0	0	0	0	8	
% of Total	25%	63%	0%	13%	0%	0%	0%	0%		

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

Table B: Number of applications by type of application and outcome

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn	Total	% of total
Personal information applications*	0	2	0	0	0	0	0	0	2	25%
Access applications (other than personal information applications)	2	3	0	1	0	0	0	0	6	75%
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0	0	0%
Total	2	5	0	1	0	0	0	0	8	
% of Total	25%	63%	0%	13%	0%	0%	0%	0%		

*A **personal information application** is an access application for personal information (as defined in Clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).
PLEASE NOTE: The total number of decisions in Table B should be the same as Table A.

Table C: Invalid applications

Reason for invalidity	Number of applications	% of Total
Application does not comply with formal requirements (section 41 of the Act)	1	100%
Application is for excluded information of the agency (section 43 of the Act)	0	0%
Application contravenes restraint order (section 110 of the Act)	0	0%
Total number of invalid applications received	1	100%
Invalid applications that subsequently became valid applications	1	100%

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

	Number of times consideration used*	
Overriding secrecy laws	0	0%
Cabinet information	0	0%
Executive Council information	0	0%
Contempt	0	0%
Legal professional privilege	1	50%
Excluded information	0	0%
Documents affecting law enforcement and public safety	1	50%
Transport safety	0	0%
Adoption	0	0%
Care and protection of children	0	0%
Ministerial code of conduct	0	0%
Aboriginal and environmental heritage	0	0%
Total	2	

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

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

	Number of occasions when application not successful	% of Total
Responsible and effective government	2	29%
Law enforcement and security	0	0%
Individual rights, judicial processes and natural justice	5	71%
Business interests of agencies and other persons	0	0%
Environment, culture, economy and general matters	0	0%
Secrecy provisions	0	0%
Exempt documents under interstate Freedom of Information legislation	0	0%
Total	7	

Table F: Timeliness

	Number of applications	% of Total
Decided within the statutory timeframe (20 days plus any extensions)	7	100%
Decided after 35 days (by agreement with applicant)	0	0%
Not decided within time (deemed refusal)	0	0%
Total	7	

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)				
	Decision varied	Decision upheld	Total	% of Total
Internal review	0	0	0	0%
Review by Information Commissioner*	0	0	0	0%
Internal review following recommendation under section 93 of Act	0	1	1	100%
Review by ADT	0	0	0	0%
Total	0	1	1	
% of Total	0%	100%		

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

Table H: Applications for review under Part 5 of the Act (by type of applicant)		
	Number of applications for review	% of Total
Applications by access applicants	0	0%
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0	0%
Total	0	

Table I: Applications transferred to other agencies		
	Number of applications transferred	% of Total
Agency Initiated Transfers	0	0%
Applicant Initiated Transfers	0	0%
Total	0	



FINANCIAL INFORMATION