



OBERON COUNCIL



**2011-2012
Annual
Report**

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COUNCIL

MAYOR/ COUNCILLORS



Mayor
Don Fitzpatrick



Deputy Mayor
John McMahon



Ian Doney



Neil Francis



Kerry Gibbons



Clive McCarthy



Bob O'Bernier



Keith Sullivan

(Note: One position vacant following the resignation of Zsuzsanna Handelsmann)

COUNCIL COMMITTEES

Aged Care Units Tenants Panel
Cemetery Headstone Maintenance Committee
Community Services Committee
Community Transport Committee
Conduct Committee
Economic Development Committee
Events and Tourism Marketing Committee
Finance Committee
Hazelgrove Public School Reserve Committee
Heritage Committee
Land Committee
Oberon Business Development Committee
Oberon Sports Facilities Committee
Performance Review Committee
Senior Citizens Liaison Committee
Seniors Welfare Committee
Timber Heritage Walk Committee
Works Committee

COUNCIL DELEGATES appointed to:

Arts Outwest
Audit Committee
Bicentennial Crossings Alliance
Blue Mountains, Lithgow and Oberon Tourism Inc
Central Tablelands Strategic Alliance Internal
CENTROC
Joint Regional Planning Panel
Lachlan Catchment Management Authority
Oberon Business Association
Oberon Correctional Centre Community
Consultative Committee
Oberon Liquor Accord
Oberon Plateau Tourism Association
Oberon Timber Complex Community Consultative
Committee
Rural Fire Service Chifley Zone Liaison
Committee
Rural Fire Service Operations and Planning
Committee
Sydney Catchment Management Authority
Traffic Advisory Local Committee
Upper Macquarie County Council
Western Crossings Committee

MANAGEMENT STRUCTURE



GENERAL MANAGER
Alan Cairney

- Economic Development
- Executive Administrative Support
- Human Resources
- Records
- Consultative Committee
- Community Strategic Plan
- Switchboard
- Customer Service System
- Economic Development
- Tourism and Promotion



DIRECTOR
Corporate Services
John Chapman

- Payroll
- Administration
- Governance
- Finance
- Information Services
- Geographic Information System
- Rates
- Creditors/Debtors
- Privacy
- Internal Audit
- Management Plan
- Financial Management and Control
- Government Information Public Access
- Asset Management



DIRECTOR
Engineering
Aruna Wickramasinghe

- Water
- Sewer
- Waste Management Centre
- Parks and Gardens
- Depot
- Plant (Workshop)
- Floodplain Management
- Maintenance (roads, bridges, kerb and guttering)
- Contract Management
- Design works
- Disaster Planning
- Asset Management
- Project Management
- Rural Works
- Cemeteries
- Drainage/Stormwater Private Work

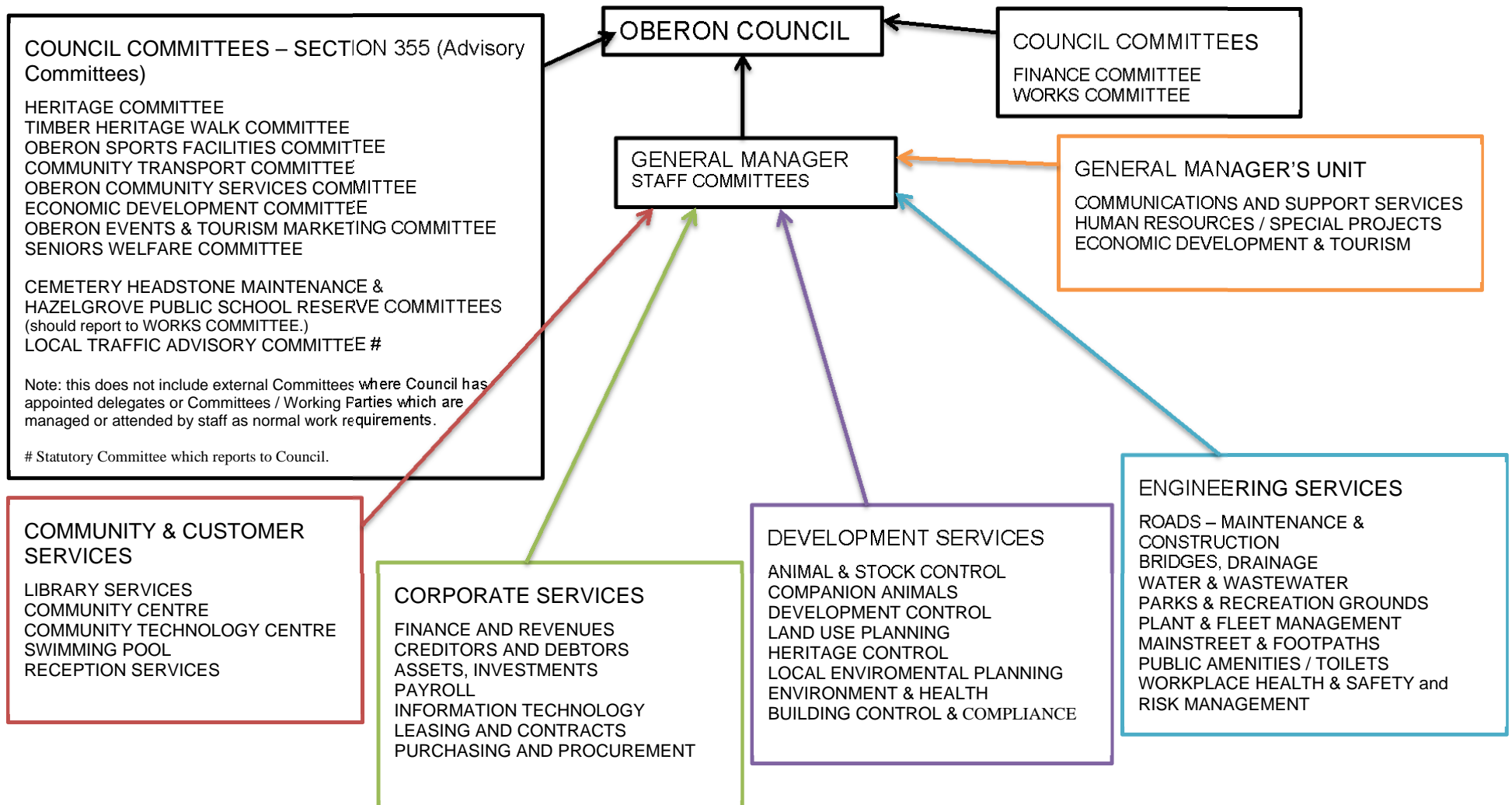


DIRECTOR
Development
Gary Wallace

- Building Control-Public and Council
- Health
- Environmental Planning Control
- Development Control and Applications
- Stock Impounding
- Heritage and Conservations
- Regulatory Functions
- Companion Animal Control
- Food/Health Environmental Inspections
- State of Environment Reporting
- Septic Tanks
- Strategic Land use Planning
- Land Use Planning
- Subdivision Planning
- Section 94 Contributions
- Plumbing and Drainage
- Environmental Management
- Contaminated Land Management
- Swimming Pool Complex
- Inspection of Council Building Assets
- Waste and Recycling Collection

CURRENT WORKFORCE – ORGANISATIONAL STRUCTURE

The Organisation Structure was last reviewed by Council in May 2011. The following represents the current structure in operation.



LOCAL GOVERNMENT AREA INFORMATION

The town of Oberon is 180 kilometres and less than three hours' drive from Sydney and situated on the western fall of the Great Dividing Range.

Oberon has one of the lowest unemployment rates in Australia. Because of this, there are many job opportunities.

The timber industry, with 820 full-time equivalent jobs, is the largest employer.

Population	5291	
Elevation Major Centres	Oberon	1100m
	Black Springs	1210m
	Burruga	930m
	Edith	1100m
	O'Connell	700m
	Porters Retreat	1150m
	Shooters Hill	1230m
Area Oberon Region	3,628 sq. km	
Distance from Sydney	By road	180km approx. 2.5 hours
Average Temperatures	Summer Maximum	21°C
	Winter Maximum	8°C
	Summer minimum	12°C
	Winter minimum	1°C
Rainfall	880mm per annum (Oberon area)	
Longitude	149°87.2' E	
Latitude	33°69.8'S	
Major Industries	<p>Prime lamb and beef cattle are the main rural industries</p> <p>Brussel sprouts, potatoes and peas are the main horticultural industries</p> <p>Timber is the major secondary industry, sourcing raw material from the large NSW state forests radiata pine plantations and those of private forest growers.</p>	

MAYORAL REPORT

I am pleased to provide the 2011/12 Oberon Council Annual Report. The report provides an overview of the Council's activities for the year and measures Council's performance against its objectives as set out in the Management Plan and Budget.

Council has seen a number of changes in management during the 2011/12 period. In January 2012 General Manager, Leanne Mash resigned from Council. During the time Leanne was employed at Council she showed great innovation, leadership and commitment and proved to be a great leader for the staff. Council engaged Alan McCormack to fill the role of Acting General Manager during the recruitment process. Council was pleased to appoint Alan Cairney to the role and Alan commenced in April 2012.

Director of Engineering Leigh Robins also tendered his resignation after 17 years service to the Oberon Community. Aruna Wickramasinghe was appointed as Council's new Director of Engineering during September 2011. Council also appointed Peta Heffernan to the newly created position of Community and Customer Services Manager.

During the 2011/12 year Council undertook extensive community consultation for the preparation of its first Community Strategic Plan (CSP). A community forum was held during April 2012 and this was attended by representatives from a broad cross section of the local government area. Following this community meetings were held in Oberon, Black Springs, O'Connell and Burruga seeking feedback on the draft CSP. This was an exciting process and Council is extremely pleased with the resulting document.

Functions were held throughout the year in celebration of Australia Day, Youth Week, Seniors Week and International Women's Day. Support was also provided to assist community organisations with activities including the Oberon Waste to Art Competition, Oberon and Villages Spring Garden's Festival and the Oberon and Villages Summer Festival. Council held an Official Opening of the Robert Hooper Community Centre in March 2012. The centre was official opened by Member for Bathurst Paul Toole and Mrs Helen Hooper and members of the Hooper family were guests of honour at the opening.

I would like to acknowledge the hard work of our volunteers and Section 355 Committee Members. Council reviewed its existing Section 355 Committee's during the year and took a decision to change the scope of a number of its Committees. The Library Committee was disbanded and a Community Services Committee formed to broaden the scope of this committee. The Promotions Committee and the Events Committee were disbanded and a Tourism and Events Marketing Committee was formed in its place. Council also formed an Economic Development Committee. Council continues to facilitate the Oberon Community Transport Scheme. I would like to extend Council's thanks to the volunteer drivers who make this service possible.

Council continues to work with the Central Western NSW Regional Organisation of Council's to progress projects on a regional basis. Water Security remains high on the agenda for Council.

Work continues on several long term projects including Aged Care Services for the Oberon Community and the development of a new Land Use Strategy and Local Environmental Plan.

Finally I would like to acknowledge the outstanding efforts of my fellow Councillors and Council Staff. Thank you for your support and dedication during the past twelve months.

Don Fitzpatrick
Mayor

GENERAL MANAGER'S REPORT

This Annual Report provides details of Council's activities in a number of areas and these details are generally the same for each Council in NSW. However there has been a transition to a new way of reporting and this has been phased in by the NSW Government over a 3 year period.

Oberon Council, like most NSW Councils, will be changing its reporting to our community from 2012/2013 to comply with the Integrated Planning and Reporting Framework established by the NSW State Government.

As mentioned in the Mayor's Report, we have implemented our first Community Strategic Plan for 2012/2013 and this involved significant community consultation in the last half of 2011-2012.

During the community engagement process and in developing our first Community Strategic Plan 6 Future Directions with a number of strategic outcomes have been identified:

OUR COMMUNITY
BASIC SERVICES
ECONOMIC PROSPERITY
RESPONSIVE and CARING
OPEN COMMUNICATION
NATURAL ENVIRONMENT

For more information please visit our website www.oberon.nsw.gov.au and search for our Community Strategic Plan. You can also subscribe to our regular monthly "News and Events".

For this Annual Report covering the financial year ending 30 June 2012 much work was undertaken to "get ready" for developing the Community Strategic Plan, which replaced the existing Management Plan.

The Annual Report outlines how we achieved the performance targets in the Management Plan 2011/2012 and how we managed our finances during the year.

A significant challenge during the year was implementing changes to the management structure. Council had made decisions about the management structure in May 2011 and during the "realignment process" there was an immediate impact on Community Services related activities. This affected staffing arrangements at the Visitor Information Centre and the Oberon Library.

Other significant management issues were the appointment of Aruna Wickramasinghe as Director of Engineering Services replacing Leigh Robbins, who had been with Oberon Council for 17 years. Likewise Gary Wallace as Director of Development Services was only recently employed at the start of the financial year, replacing Ralph Tambasco another long serving employee.

Completing the Executive Management Team is John Chapman as Director of Corporate Services and Sharon Swannell as Executive Assistant. My experience during the last quarter of the financial year has left me with no doubt that this Team is committed to our community.

I am personally pleased with the achievements during the last financial year and in this Annual Report and look forward to continue working with the Elected Council, and our Community to achieve the strategic outcomes that we have identified in our first Community Strategic Plan.

Alan Cairney
General Manager

PRINCIPLE ACTIVITIES REPORT

“A comparison of the Council’s actual performance of its principal activities during that year (measured in accordance with the criteria set out in the relevant management plan) with the Council’s projected performance of those activities (as contained in the relevant management plan), together with a statement of the reasons for any difference between them.”

Service	Item/Objective/Target	Measure	Status		Comments
Water Supply	Monitor and reduce the number of complaints	Complaints last year Complaints this year	57 16	Target attained	
	Water Quality Compliance	Percentage of tests not complying with water quality guidelines			Data not readily available
	Volume of storm water harvested	Volume utilized	n/a	n/a	Project not commenced
	Cost of water mains replaced	Oberon Golf Club (80mtrs) Dillon Street (360mtrs) Bligh Street (270mtrs)	Complete Complete Complete	\$27,706 \$58,603 \$31,078	Total water main replacement budget \$150,000
	Dead End Flushing	Percentage dead ends flushed every six months	n/a	n/a	Data currently not collected
Waste Management	Ensure complaints received are minimised	Complaints last year Complaints this year	3 1	Target attained	
	Ensure that costs are being contained and to compare with published benchmarks and historical ratios.	Average cost of Oberon tip operation per cubic metres received	\$11.10		Cu metres received: 17,236 Cost: \$191,325
Wastewater (Sewerage)	Open sewer manholes Inspections each 10 years	Percentage of manholes inspected	n/a	n/a	Data not readily available
	Complete CCTV inspections of 10% of sewer mains	Percentage of mains inspected	Nil		Frequency to be reviewed in conjunction with Assets Management Plan

Service	Item/Objective/Target	Measure	Status		Comments
Roads & Bridges	Percentage of roads assessed as having a satisfactory potential life	Percentage last year Percentage now	n/a	n/a	Data not readily available
	Roads inspected as detailed in the Infrastructure and Asset Management Plan	Frequency of inspections		Compliant	
	Footpaths inspected as detailed in the Infrastructure and Asset Management Plan	Frequency of inspections		Compliant	
	Length of road completed – all projects and capital works	Urban Streets Reseals	Complete	\$42,160	Budget \$47,000
		Rural Road Reseals	Complete	\$29,951	Budget \$47,000
		Dangerous Intersections	In progress	\$5,746	Budget \$48,424
		Shooters Hill Road final seal	Complete	\$139,042	Budget \$200,000
		Isabella Road final seal	Complete	\$139,671	Budget \$100,000
		Arkstone Road Reconstruction	Not Commenced	\$16,305	Budget \$500,000
		Heavy Patching	Complete	\$213,393	Budget \$140,644
Rural Reseals (FAG)		Complete	\$21,900	Budget \$100,000	
Abercrombie Road		In progress	\$839,123	Budget \$800,000	
Edith Road curve widening		Complete	\$485,659	Budget \$465,000	
Carlwood Road		Complete	\$98,846	Budget \$70,366	
Gingkin Road		Not Commenced	\$721	Budget \$115,162	
Roads & Bridges	Hazelgrove Road	In progress	\$49,884	Budget \$93,011	
	Dog Rocks Road	In progress	\$160,282	Budget \$175,000	
	Gravel Resheeting	Complete	\$366,838	Budget \$378,922	
	Minimise complaints regarding road surface	Complaints last year Complaints this year	35		2011 data not readily available
	Additional funding sources	Details of additional funding sources will be provided	\$ 6,225		RTA State Roads Urgent Response income RTA State Roads Design Works income Section 94 Contributions RTA Grant Edith Rd Safety Improvements NSW Govt Special Grant Dog Rocks Rd
			\$35,128		
			\$15,985		
			\$465,000		
	\$175,000				
	Success of reclassification of roads	Provide progress report each quarter			No action this quarter
Drainage	Percentage of the network which is considered adequate	Percentage last year Percentage now	n/a	n/a	Data not readily available - compliant with Assets Management Plan
	Proportion of works completed – all projects and capital works	Stormwater Harvesting Project	Not commenced	\$53,841	Deferred pending application for future round of funding Budget \$79,858
		Glyndwr Ave Project Dudley Street Culvert	Complete	\$77,971	
Minimise complaints about inadequate drainage	Complaints last year Complaints this year	1		Data not readily available	

Service	Item/Objective/Target	Measure	Status		Comments
Health and Safety	Net cost of contribution to Emergency Services for Rural Fire Service per capita	Net cost per capita 2009-2010 Net cost per capita 2010-2011 Net cost per capita this year	\$34.57 \$37.27 \$43.29		Total cost \$182,912 Total cost \$197,179 Total cost \$229,045
	Minimise complaints received regarding inadequate local Rural Fire Service	Complaints last year Complaints this quarter			Not relevant to Council operations - responsibility of Rural Fire Service
	Food premises inspections	Number of food premises inspected (both routine and notified)	48 primary inspections plus additional re-inspections and critical complaint inspections		50 inspections required annually - requirement reached
	Minimise pollution	Number of pollution monitoring samples taken			Carried out by EPA
	Maximise dog registrations	Number of dogs registered will be reported each quarter	70 40	Total 2010-2011 Jul 11 - Jun 12	Registrations recorded as per legislation
	Animal control	Average time to respond to animal related complaints during period to show responsiveness of service			Varies, depending upon status of issue
Animal Control	Number of complaints received regarding an inadequate service	Complaints last year Complaints this year	0 0		
Noxious Weed Control	Net cost of contribution to Upper Macquarie County Council per capita	Net cost per capita 2009-2010 Net cost per capita 2010-2011 Anticipated net cost per capita this year	\$15.54 \$15.95 \$16.40		Total cost \$82,248 Total cost \$84,386 Total cost \$86,749
	Minimise Bidy Bush infestations	Bidy Bush spraying program progress			Bidy Bush control carried out on the following roadsides: Abercrombie Road, Sewells Creek Road, Chain of Ponds Road, Burruga Village, Arkstone Road, Burruga Road, O'Connell Road
	Number of complaints received regarding inadequate local service				Not relevant to Council operations - responsibility of Upper Macquarie County Council
Environmental Health	Percentage of premises inspected during period which comply with legislative requirements	Percentage last year Percentage now			Data not readily available

Service	Item/Objective/Target	Measure	Status		Comments
Emergency Services	Net cost of contribution to Board of Fire Commissioners for Oberon Town Fire Brigade	Net cost per capita 2009-2010	\$2.67		Total cost \$14,141
		Net cost per capita 2010-2011	\$2.91		Total cost \$15,378
		Net cost per capita this year	\$2.79		Total cost \$14,750
Emergency Services	Net cost of contribution to Emergency Services for Oberon and Burruga SES Facilities	Net cost per capita 2009-2010	\$3.78		Total cost \$19,988
		Net cost per capita 2010-2011	\$3.59		Total cost \$18,979
		Net cost per capita this year	\$3.66		Total cost \$19,349
Emergency Services	Percentage of rural properties with rural addresses	1. Percentage with addresses allocated	100%		Some private land, particularly private forests, not identifiable. Some rural address signs have been moved/removed by owners or stolen
		2. Estimated percentage with addresses physically attached to property	99%		
Main Street Security	Cameras operating correctly	Number of faults identified	Currently operating		See also Report to May 2012 Council Meeting
Town Improvement	Facilities that have been improved	The Common Development	\$40,765	Spent	Budgeted \$40,000
		Town Cycleways	\$52,474	Spent	Budgeted \$80,000 - work completed
		Street Tree Planting	\$8,542	Spent	Budgeted \$11,000
		Road Capital Works (Ross St)	\$ -	Not commenced	Budgeted \$60,000
		Parkes Street Rockwall	\$18,996	Spent	Budgeted \$25,000
		Oberon St Paving	\$ -	Not commenced	Budgeted \$40,000
		Stormwater Drainage	\$82,279	Spent	Budgeted \$139,858
		Carpark Improvements	\$ -	Not commenced	Budgeted \$10,000
		Footpaving	\$2,478	Spent	Budgeted \$6,589
		Street and Public Lighting	\$ -	Not commenced	Budgeted \$20,000
Town Improvement	Percentage of drainage, footpath, kerb and gutter and cycleway infrastructure that have been assessed as having a satisfactory potential life	Drainage	n/a	n/a	Data not readily available
		Footpaths	n/a	n/a	Data not readily available
		Kerb and Gutter	n/a	n/a	Data not readily available
		Cycleways	n/a	n/a	Data not readily available
Town Improvement	Proportion of works completed – all projects and capital works	Progress report on proportion of works completed	n/a	n/a	Data not readily available
Community Services and Amenities	Additional funding and assistance	Details of additional funding and assistances will be provided			\$70,000 grant from HACC for replacement Community Transport vehicle (no contribution required by Council) \$52,902 Community Building Partnership grant (50%) towards cost of Cunynghame Oval toilet block

Service	Item/Objective/Target	Measure	Status		Comments
Community Services and Amenities (Continued)	Financial assistance requests	Details will be provided	\$251	Paid	Bathurst Council Sister City Okhuma
			\$500	Paid	Bathurst Harness Racing Club
			\$150	Paid	Black Springs Public School presentation night
			\$1,000	Paid	BMLot Tourism Awards of Excellence
			\$150	Paid	Burruga Public School presentation night
			\$ 2,880	Paid	Burruga Public School speech therapy program
			\$500	Paid	Central Tablelands Industry Links Group
			\$100	Paid	Country Womens Association public speaking
			\$1,000	Approved	Evans Community Options
			\$3,002	Paid	Heritage Rail Group assistance (plant hire - \$14,000 budgeted)
			\$5,636	Paid	Highlands Steam and Vintage Fair
			\$500	Paid	Lifeline Central West
			\$3,261	Paid	Oberon Golf Club assistance (plant maint etc)
			\$898	Approved	Oberon Golf Club DA Fees
			\$150	Paid	Oberon High School presentation night
			\$500	Paid	Oberon Junior Rugby League presentation day
			\$113	Paid	Oberon Masonic Centre rates
			\$500	Paid	Oberon Mens Shed
			\$150	Paid	Oberon Public School presentation night
			\$359	Paid	Oberon RSL Sub Branch - DA Fees
			\$650	Paid	Oberon RSL War Memorial Rates
			\$1,379	Paid	Oberon Show Society Miss Showgirl Competition
			\$944	Paid	Oberon Showground Trust - Sewerage Charges
			\$150	Paid	Oberon Writers Group
			\$500	In Kind	O'Connell Picnic Day Committee
			\$150	Paid	O'Connell Public School presentation night
			\$5,000	Paid	Regional Living and Country Expo
\$150	Paid	St Joseph's Central School presentation night			
\$500	Paid	Telstra Childflight			
\$260	Paid	Western Region Academy of Sport			
\$500	Paid	Waste to Art Competition			
			\$31,783		TOTAL
	Minimise complaints about inadequate Community Facilities & Services	Number of complaints will be reported each quarter with brief descriptions of details	n/a	n/a	Data not readily available
Care Car	Net cost of service	Net cost 2009-2010	(\$2,681)		Costs absorbed by Community Transport Scheme
		Net cost 2010-2011	(\$1,803)		
		Anticipated net cost this year	\$0		
	Number of Care Car trips	Statistics will be provided	0	-	Service absorbed by Community Transport Scheme

Service	Item/Objective/Target	Measure	Status		Comments
Aged Care Units	Provide 12 self-care units that are well maintained and affordable for eligible tenants	Maintenance requests reported			
		Number on waiting list	0		
		Number of places	0		
	% of tenancy of self-care units	Occupancy rate	100%		
Community Centre	Provide a Community Centre that is well-maintained, accessible and functional	Assessment of: Condition		Good	Renovations and new extension undertaken
		Accessibility		Good	Compliant with AS1428
		Functionality		Good	
	Number of Community Centre bookings	Statistics will be provided	474	1 Jul - 30 June	Bookings for year
Hathaway Cottage	Maintain and repair building sufficiently to meet rental agreement conditions	Assessment of condition		Compliant	
Public Toilets	Provide public toilets that are well-maintained and accessible	Complaints last year	0		
		Complaints this year	1		
Cemeteries	Provide public cemeteries that are well-maintained and all gravesites identified	Complaints last year	0		Gravesite identification in progress
		Complaints this year	0		
Library	Provide a well-maintained independent Library that satisfies Public Library Requirements and is open at least 35 hrs a week. Support of other appropriate social and community activities that demonstrate social or economic net benefits.	Condition		Good	
		Accessibility		Good	
		Functionality		Good	
Swimming Pool	Provide a well-maintained recreational facility that includes two heated pools (training and 25m) that meets all health and safety standards, provides accredited swim school programs in high activity periods of the year. Support and provide for other appropriate aquatic, sporting and recreational activities that demonstrate social or economic net benefits.	Assessment of: Condition		Good	
		Accessibility		Good	
		Functionality		Good	

Service	Item/Objective/Target	Measure	Status		Comments
Parks and Gardens	Maintain parks and reserves to a satisfactory standard within adopted budget	Actual expenditure compared to adopted budget			Included in Quarterly Budget Review
	Hectares of parks maintained during the period	Statistics provided			Data not readily available
	Average cost per hectare for maintenance	Ratio will be reported to monitor that costs are being contained and to compare with published benchmarks and historical ratios			Data not readily available
	Minimise complaints about unsatisfactory parks and gardens conditions	Complaints last year Complaints this year	n/a 6		Data not readily available
Art and Cultural Activities	To provide a fair and equitable contribution to Arts out West. Support other community groups that demonstrate a community and/or economic net benefit.	Net cost per capita 2009-2010 Net cost per capita 2010-2011 Anticipated net cost per capita this year	\$0.48 \$0.49 \$0.49		Total cost \$2,540 Total cost \$2,586 Total cost \$2,610
	Additional funding and assistance	Details of additional funding and assistances will be provided	Nil		
Development Control	To provide for a strategic planning framework that achieves sustainable land use, maintains local distinctiveness, complies with legislation and ensures a responsible increase of the Oberon Local Government Area over the next 25 years. Satisfaction index: Meets community expectations, future aspirations and needs and complies with Department of Planning requirement	Community consultation and survey to measure satisfaction and Department of Planning endorsement			Will be undertaken upon endorsement for exhibition by the Department of Planning and Infrastructure. Exhibition of LUIS has proceeded to endorsement phase in June 2012. Approval of the document by the Department will drive the community expectations based upon the strategic documentation.
		Annual statistics and financial reporting			Annual statistics provided as required
	To provide for a system of assessment and enforcement that is swift and thorough, educative and, encourages quality development	Number of complaints	0		
		Number of appeals per application	0		
		Legal Costs	\$4,570	Paid	Revised budget \$10,000
	Development Applications	Number of applications lodged in period	118 82	Total 2010-2011 Total 2011-2012	
DA Determinations	Number of determinations for quarter.	113 69	Total 2010-2011 Total 2011-2012		

Service	Item/Objective/Target	Measure	Status		Comments
Development Control (Continued)	Average cost per application processed	Ratio will be reported each quarter to monitor that costs are being contained and to compare with published benchmarks and historical ratios			Reported through quarterly budget review
	Percentage of applications received and determined within 40 days under the EP&A Act	Percentage will be recorded each quarter to monitor that timelines are being contained and to compare with published benchmarks and historical ratios	100%		
Building Control	Achieve high standards of construction so as to enhance and maintain the natural and built environment.	Number of complaints	0		
		Number of appeals per application	0		
	Provide for a system of assessment and enforcement that is swift and thorough and educative.				
	Construction Certificates	Number of applications lodged in period	85 77	Total 2010-2011 Total 2011-2012	
		Number of certificates issued	41 51	Total 2010-2011 Total 2011-2012	
	Average cost per application processed	Ratio will be reported to monitor that costs are being contained and to compare with published benchmarks and historical ratios			Data not readily available
	Percentage of applications received and determined within 40 calendar days	Percentage will be reported each quarter to monitor that costs are being contained and to compare with published benchmarks and historical ratios			Statutory requirement to lodge return with Department. Currently compliant
	Proportion of work completed on projects (LEP etc)	Progress report on proportion of works completed will be provided against expenditure			Consultants engaged and acceleration funding approved for LEP upon endorsement of LUS
Heritage	Provide assistance to the level required in Heritage Grant Fund conditions to conserve significant heritage sites	Report on status of grant funding			Local heritage funding budgeted in 2011-12
	Number of successful applications for assistance from the Heritage Fund	Details of applications will be provided	0		

Service	Item/Objective/Target	Measure	Status		Comments
Land Development	Provide and perpetuate saleable stocks of appropriately serviced blocks of land to meet demand of unmet supply and facilitate the development of a broad based robust local economy.	Number of blocks that meet service levels	14 2.97	Lots remaining Ha remaining	Tasman St Residential Subdivision Albion St Industrial Subdivision
		Land Development Reserve Balance	\$ 13,089		
	Proportion of work completed on development projects	Progress report on proportion of works completed will be provided against expenditure			All works completed
	Rate of return (profit)	Calculate and report rate of return and profits on sales			
	Status of Business Plan	Report on progress of Business Plan			Not commenced
	Proportion of work completed on negotiations of acquisition of Crown Land	Progress report on negotiations completed will be provided			Acquisitions completed 2009
Economic Development	Provide an economic development function focused on tourism development to support development of this sector	Provide a report of activities, campaigns and programs and attendance rates			Data not readily available
	Number of additional funding sources	Details of additional funding applied for and outcomes generated			No funding or assistance provided
	Status of Economic Strategy (development and implementation of endorsed actions)	Report on progress of Economic Strategy			Economic Strategy not yet completed
	Net cost of service per capita	2009-2010 2010-2011 2011-2012	\$13.24 \$ 2.13 \$ 4.09		Net cost \$70,066 Net cost \$11,245 after \$25,000 grant for previous year Net cost \$21,666
Visitor Information Centre	Provide for a Visitor Information Centre and customer support that, not only meets minimum accreditation standards, but excels in promoting the area as an attractive place to live and visit so that Tourism continues to prosper.	Growth in visitation:			
		2009-2010 total 2010-2011 total 2011-2012 total	15,140 17,903 16,862	18% 6%	Increase Decrease
		Cost per visitor of service delivery.	\$14.21 \$17.25 \$11.83	per visitor per visitor per visitor	2009-2010 net cost \$215,174 2010-2011 net cost \$308,770 2011-2012 net cost \$199,409
	Number of: positive comments complaints	Number will be recorded each quarter	79 0		

Service	Item/Objective/Target	Measure	Status		Comments
Events/Tourism	Support and provide for events and promotional activities that demonstrate social or economic net benefits.	The net cost of service per capita cost will be reported	\$20.72		2010 net cost \$109,641
			\$ 7.74		2011 net cost \$40,931
			\$ 2.76		2012 net cost \$14,622
	Provide fair and equitable financial support to Blue Mountains Tourist Association	The net cost of service per capita cost will be reported	\$1.14	2009-2010	Net cost \$6,034
			\$1.17	2010-2011	Net cost \$6,187
			\$1.21	2011-2012	Net Cost \$6,391
Activities, festivals and events held	Provide a report on activities, festivals and events and attendance rates			2012 Oberon and Villages Spring Gardens Festival planning under way	
				2011 Canberra Home & Leisure Show	
				2012 Maitland Caravan & Camping Expo held Feb 2012 - 24,000 visitors - significant number of patrons visited Jenolan Caves/Oberon	
				Cool Events with Mushrooming and Mayfield Gardens Open Weekends	
				Rosehill Caravan and Camping Expo April 2012	
				2011-2012 Summer Festival completed	
Community Technology Centre	Provide a Community Technology Centre with up-to-date technological equipment and training/support that enhances IT skills of the community.	Net Cost of Service	\$99,002		2010
			\$54,497		2011 (admin contrib reviewed 2011-2012)
			\$18,235		2012
	Number of Visitors over the period			Included with monthly Visitor Information Centre statistics	
	Number of Complaints/Compliments Received			Included with Visitor Information Centre statistics	
Council Properties	Provide tenable and well maintained properties that suits tenants can deliver its services at defined service levels	Assessment of properties that they are <ul style="list-style-type: none"> • Tenable • Well Maintained 		Compliant	
				Compliant	
	Net cost of service				Reported in quarterly budget review
Private Works	Undertake private works for the purpose of profit that will assist in funding future Council principal activities	Profit Margin			Data to be collected
Governance	Provide best practice organisational leadership through strategic planning, accountable and ethical standards of practice.	Completed matters from the recommendation of the Central Tablelands Alliance Internal Audit Committee			Action plan established - required actions monitored and reported to Council
		Annual publication of Comparative Performance between Councils			Published by NSW Division of Local Government
		Governance costs as a % of total costs			Data to be collected

Service	Item/Objective/Target	Measure	Status		Comments
Corporate Support	Provide the necessary resources to ensure Council has the capacity to deliver best practice financial and administrative support and meets all legislative requirements.	Completed matters from the recommendation of the Central Tablelands Alliance Internal Audit Committee			Action plan established - required actions monitored and reported to Council
	Provide a fair and equitable contribution to CENTROC and Strategic Alliance projects that demonstrate a net governance /social/economic or environmental benefit	Corporate Indicators			Reported in Quarterly Budget Review Statement
Engineering Services Store/Depot Works Plant Quarries	Provide the necessary resources to ensure Council has the capacity to deliver a quality of technical support that will deliver services to defined service levels	Overall assessment of service delivery			Annual Report published which measures and reports on all effectiveness indicators
General Purpose Revenues	To fairly and equitably set rates and charges while maximizing permissible yield in accordance with the Local Government Act Satisfaction index: Meets community expectations, future aspirations and needs.	Community consultation and survey to measure satisfaction			Incorporated in Community Strategic Plan preparation
	Revenue policy complies with Division of Local Government requirements.	Annual Statement of Compliance			Annual Statement of Compliance completed and lodged with NSW Division of Local Government

PUBLIC WORKS

(In accordance with Section 428 (2) (d) Local Government Act, 1993)

“a report on the condition of the public works (including public buildings, public roads and water, sewerage and drainage works) under the control of the Council as at the end of that year, together with,

- (i) an estimate (at current values) of the amount of money required to bring the works up to a satisfactory standard, and*
- (ii) an estimate (at current values) of the annual expense of maintaining the works at that standard, and*
- (iii) the Council’s program of maintenance for that year in respect of the works.*

Please refer to Schedule 7 of Council’s Financial Statements for the year ended 30 June 2012 for details on the condition of public works and items (i) and (ii) above.

PUBLIC ROADS

Existing Road Network

Council controls and/or maintains a total of 962.4 kms of roads. The respective lengths and classifications are:

Local Urban Streets	33.0 km
Local Rural Sealed Roads	300.7 km
Local Rural Unsealed Roads	525.7 km

Regional Rural Sealed Roads 103.0 km

Council’s road improvement priorities are based on the following characteristics:

- importance of road in the road network
- pavement structure
- traffic volume
- road geometry
- width of road

Rural Roads

Maintenance Program

The planned routine maintenance and resealing or gravel re-sheeting of rural roads within the Oberon Council area is listed below. This includes local roads as well as Regional Roads. The objectives of the plan are:

- To maintain all major roads to an all-weather access standard.
- To give priority to reconstruction of bitumen roads over new construction work.
- To adopt modern road making techniques and ensure optimum use of resources.
- To grade all secondary gravel roads at least once per year.
- To provide a minimum access standard of a gravelled surface to all existing, dedicated and formed roads which access a property residence.
- To reseal bitumen roads at no more than twelve yearly intervals.

Local Unsealed

2011-2012 Maintenance Program

In 2011-2012 the following works occurred and corresponding amounts spent on the maintenance of local unsealed roads:

Gravel Re-sheeting	\$ 366,838
Other Maintenance	\$ 510,731
	<u>\$ 877,569</u>

The current maintenance program for local unsealed rural roads is generally met by grants, rates or contributions.

Local Sealed

2011-2012 Maintenance Program

In 2011-2012 the following works occurred and corresponding amounts spent on the maintenance of local sealed roads:

Reseals	\$ 51,851
Other Maintenance	\$ 394,675
	<u>\$ 446,526</u>

The current maintenance program for local sealed rural roads is generally met by grants, rates or contributions.

Regional Roads

Condition

2011-2012 Maintenance Program

In 2011-2012 \$259,728 was spent on the maintenance of regional roads. The current maintenance program for regional roads is generally met by a grant from the Roads and Traffic Authority.

Urban Roads

Maintenance Program

The routine maintenance of urban roads, including kerb and gutter works and resealing, that is required within the village of Oberon is listed below. The objectives of the plan are:

- To fully service all necessary town streets to provide a quality residential environment.
- To provide all streets within the developed areas with concrete kerb and gutter.
- To provide all streets with a concrete footpath on at least one side.

2011-2012 Maintenance Program

In 2011-2012 the following was spent on the maintenance of urban roads:

Reseals	\$ 42,160
Other Maintenance	\$ 131,132
	<u>\$ 173,292</u>

The current maintenance program for urban roads is generally met by grants, rates or contributions.

WATER ASSET NETWORK

Existing Water Scheme

The town's water supply to residential, commercial and industrial areas is carried in a reticulation system supplied by two (2) reservoirs and 39 kilometres of pipeline. Water is supplied by the Fish River Water Supply from the Oberon dam, and treated using a micro-filtration process at the Oberon Water Treatment Plant.

The following is a dissection of the 39,349 metres of water main into size and material:

Pipe Length by Diameter

100mm	29,980 m
150mm	4,579 m
250mm	4,551 m
450mm	239 m

Pipe Length by Material

Material	Length
AC	10,248 m
PVC	29,101 m

Council's aim is to provide an adequate supply of drinking quality water to the residents of Oberon and to supply sufficient water to meet the requirements of the industries in Oberon. The objectives of the plan are:

- To provide reticulation to ensure a supply with a minimum of fifteen metre head pressure.
- To encourage the conservation and efficient use of water.
- To provide water which consistently meets the National Health and Medical Research Centre quality guidelines.
- To constantly plan and monitor water supply levels to ensure that supplies are adequate well into the future.
- To replace asbestos cement pipelines in accordance with Council's Mains Replacement Program.
- To sample and analyse town water supply on a weekly basis.

2011-2012 Maintenance Program

In 2011-2012 the following was spent on the maintenance of the water system assets.

Reservoirs	\$ 0
Pipes	\$10,860
Meters	\$32,504
Treatment Plant	<u>\$ 818</u>
	<u>\$44,182</u>

SEWERAGE ASSET NETWORK

Existing Sewerage System

The town of Oberon is serviced by a sewerage system that includes:-

- One (1) Treatment Works which was built in 1964 and augmented in 1989.
- Two Pump Stations. The original was built in 1964 and updated at the same time as the Treatment Works. A small package Pump Station was installed on the Duckmaloi Rd in 1994.
- The sewerage scheme is serviced by 39,781 metres of pipeline, which approximately 70% was laid by the Public Works Department in 1964, and consists of the following assets:

Pipe Length by Diameter

150mm	32,782 m
225mm	4,208 m
300mm	1,401 m
75mm (RM)	1,390 m

Pipe Length by Material

UPVC	9,753 m
VC	30,028 m
Manholes	693

Council's aim is to provide for the collection and treatment of sewage and wastewater within the town of Oberon, with the following objectives:

- To ensure that treated wastewater effluent discharges consistently conform to EPA quality guidelines.

To ensure that each residential tenement in the town has access to sewerage reticulation

2011-2012 Maintenance Program

In 2011-2012 the following was spent on the maintenance of the sewerage system assets.

Treatment Works	\$ 13,639
Pipes	\$ 32,642
Pump Station	<u>\$ 2,554</u>
	<u>\$ 48,835</u>

DRAINAGE

Existing Stormwater System

The existing stormwater system in the township of Oberon includes a network of 20,595m of pipes and 650 pits 91 headwalls and 27 stormwater outlets.

2011-2012 Maintenance Program

In 2011-2012 the following was spent on the maintenance of the drainage network \$30,314.

PUBLIC BUILDINGS

Existing Public Buildings

Council has the following buildings under its control:

Council Chambers

Bushfire Sheds

Fire Station

Dog Pound

SES Building

Aged Units

Hathaway Cottages

Dentist Building

Public Toilets

Library

Community Centre

Swimming Pool Complex

Parks Amenities

Depot Complex

Caravan Park

Tennis Courts and Indoor Sports Centre

Sewer and Water Buildings

TV Relay Station

Information/CTC

Oberon Leagues Club

(In accordance with Section 428 (2) (c) Local Government Act, 1993 and Clauses 218-216 Local Government General Regulation)

SUPPLEMENTARY REPORT AS TO THE STATE OF THE ENVIRONMENT

See separate document titled - Regional State of the Environment Report Central West Catchment Management Authority 2010 – 2011 Supplementary Report.

Reporting on the State of the Environment for local Councils
in the Central and Western area of NSW
Bathurst, Blayney, Bourke, Brewarrina, Cabonne,
Coonamble, Dubbo, Gilgandra, Lachlan, Mid-Western,
Narromine, Oberon, Orange, Warren, Warrumbungle,
Weddin and Wellington.

This Regional State of the Environment (Regional SOE) Report is the result of a collaborative relationship between the participating catchment Councils and the Central West Catchment Management Authority (CMA).

LEGAL PROCEEDINGS

(In accordance with Section 428 (2) (e) Local Government Act, 1993)

“a summary of the amounts incurred by the Council during that year in relation to legal proceedings taken by or against the Council (including amounts, costs and expenses paid or received by way of out of court settlements, other than those the terms of which are not to be disclosed) and a summary of the state of progress of each legal proceeding and (if it has been finalised) the result.

Legal Matter		Amounts Paid or Received	State of Progress
Planning & Regulatory	Planning & Development Matters	4,570.00	Completed
	Land Sales/Purchases	2,939.14	Completed
	Animal Control	1,530.00	Completed
Engineering	General	290.00	Completed
	Road Matters	14,138.03	Completed
	Leases	118.09	Completed
	Stormwater Harvesting Scheme	248.40	Completed
	Agreements	1,001.00	Completed
Administrative	Leases	1,924.94	Completed
	Public Liability	1,884.70	Completed
	General	1,780.50	Completed
Total		30,424.80	

MAYORAL AND COUNCILLOR FEES

(In accordance with Section 428 (2) (f) Local Government Act, 1993)

“the total amount of money expended during the year on mayoral fees and Councillor fees, the Council’s policy on the provision of facilities for use by Councillors and the payment of Councillors’ expenses, together with a statement of the total amount of money expended during that year on the provision of such facilities and the payment of such expenses.”

Type	Total Amount Expended 2011-2012
Mayoral Fees	\$21,544.20
Councillor Fees	\$ 80,178.60
Mayoral and Councillor Expenses	\$ 23,473.50
Total	\$125,196.30

PAYMENT OF EXPENSES AND PROVISIONS OF FACILITIES TO THE MAYOR, DEPUTY MAYOR AND OTHER COUNCILLORS

1. Intent of Policy

To ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by Councillors. The policy also ensures that the facilities provided to assist Councillors to carry out their civic duties are reasonable, non-discriminatory and used in an equitable manner to enable the full participation by Councillors from all walks of life. The overriding principle of this policy is that the provisions made are acceptable to, and meet the expectations of the local community.

2. Scope of Policy

This policy, as the title suggests, applies to the Mayor, Deputy Mayor and other Councillors and will comply with relevant statutory requirements and other NSW Government policy provisions and be consistent with Council’s Code of Conduct.

Mayors and councillors can only be reimbursed for expenses and provided with facilities in accordance with this policy.

Relevant Statutory Requirements specific to this policy:

Sections 12,23A, 252, 253 & 254 of the Local Government Act and Clauses 217 & 403 of the Local Government (General) Regulation 2005.

Other NSW Government policy provisions:

Department of Local Government Guidelines, Circulars to Councils and Model Code of Conduct for Local Councils in NSW.

3. Guidelines

I. Governance

Making and adoption of the Policy

Council will adopt a policy each year even if the policy is the same as its existing policy. Public notice will be given of its intention and 28 days will be allowed for public submissions. Council will consider any submissions received and make any appropriate changes to the policy. Notice of amendment is not required if the amendment is not substantial, however public notice of adoption is.

Within 28 days of adopting or amending the policy, the policy and details of submissions will be forwarded to the Director-General of the Department of Local Government.

Reporting Requirements

As required, Council will report separately in its Annual Report on:

- o the total cost of expenses and the provision of facilities for the Mayor and all Councillors, as well as:

Expenses

- o the cost of phone calls including mobiles, home located landlines, facsimile and internet services
- o spouse/partner/accompanying person expenses
- o conference and seminar expenses
- o training and skill development expenses
- o interstate travel expenses
- o overseas travel expenses
- o carer and other related expenses.

Provision of facilities

- o The cost of the provision, including rental, of dedicated office equipment allocated to Councillors on a personal basis such as laptop computers, mobile phones, telephones and facsimile machines and internet installed in the Councillors' homes. This item does not include the costs of using this equipment, such as calls.

Council's Annual Report must also incorporate a copy of this policy.

Council will place this policy on its website ensuring that it is readily accessible.

Approval Arrangements

Approval for discretionary trips and attendance at conferences, and the like, should, where possible, be approved by a full meeting of the Council. If this is not possible then the approval should be given jointly by the Mayor and the General Manager. If the Mayor requires approval to travel outside of Council meetings, it should be given jointly by the Deputy Mayor and the General Manager.

II. Payment of Expenses

1. General Provisions

Payment of expenses generally

The details and range of expenses paid and facilities provided to councillors will be clearly and specifically stated. **There will be no general allowances.**

Expenses reasonably incurred by Councillors are outside provisions made under the annual fee determinations and, as such, any reimbursement of expenses and the facilities which may be provided under this policy shall be provided without reduction of these fees.

Reimbursement of costs and expenses to Councillors will only be made upon the production of appropriate receipts and tax invoices, and the completion of the required claim forms. Expenses and costs incurred must be in accordance with the requirements of the Council's Expenses Policy.

Councillors may request payment in advance in anticipation of expenses to be incurred in attending conferences, seminars and training away from home. Councillors may also request an advance payment for the cost of any other service or facility covered by this policy. However, Councillors must fully reconcile all expenses against the cost of the advance when they return within 30 days. No allowance type payment should be payable in any circumstance.

Establishment of monetary limits and standards

Monetary limits prescribed in this Policy set out the maximum amount payable in respect of any facility or expense. Any additional cost incurred by a Councillor in excess of any limit set shall be considered a personal expense that is the responsibility of the Councillor. All monetary amounts stated are exclusive of GST. Council will set monetary limits to all expense provisions in this policy and where practicable and where appropriate, standards for the provision of equipment and facilities provided to Councillors. These limits and standards are summarised in Tables 1 & 2 at the end of this policy.

2. Spouse and partner expenses

Council will meet:

- Reasonable costs of spouses, partners or an accompanying person in attending official Council functions within the Local Government Area that are of a formal or ceremonial nature where the Councillor's spouse, partner or accompanying person would reasonably be expected to attend. Examples include, but are not limited to, Australia Day Award Ceremonies, Citizenship Ceremonies, Civic Receptions and Charitable functions for charities formally supported by Council.
- Limited expenses associated with the attendance of the Councillor's spouse, partner or accompanying person at the Annual Local Government Association Conference. These expenses are limited to the cost of the spouse, partner or accompanying person's registration and official conference dinner.

Reasonable expenses for the spouse, partner or accompanying person of a Mayor, or a Councillor when they are representing the Mayor, when they are called on to attend an official function of Council or carry out an official ceremonial duty while accompanying the Mayor outside the Council's area but within the state. Examples include charitable functions to which the Mayor has been invited and award ceremonies where the Mayor is invited to represent the Council.

These expenses will be confined specifically to the ticket, meal and/or the direct cost of attending the function. Peripheral expenses incurred by spouses, partners or accompanying persons such as grooming, special clothing and transport are not considered reimbursable expenses. Each Councillor is entitled to a maximum of \$200 per year of term for these types of expenses.

3. Incidental expenses

Reasonable out of pocket or incidental expenses associated with attending conferences, seminars or training courses that Councillors incur will be reimbursed upon the presentation of official receipts and the completion of necessary claim forms.

Incidental expenses could reasonably include telephone or facsimile calls, refreshments, internet charges, laundry and dry cleaning, newspapers, taxi fares and parking fees. In addition, the cost of meals not included in the registration fees for conferences or similar functions may be reimbursed after reconciliation and such expenses shall not exceed:

- \$50.00 per day excluding meals or
- \$100.00 per day including meals

Councillors are required to account for payments in advance or seek reimbursement within 30 days of the expenditure being incurred.

4. Specific Expenses for Mayors and Councillors

a. Conferences and Seminars

Attendance

The conferences to which this policy applies shall general be confined to:

- Local Government and Shires Association of NSW, Local Government Women's Association and Australian Local Government Association Conferences.
- Special 'one-off' conferences called or sponsored by, or for, the Local Government and Shires Association, Local Government Women's Association, Local Government Managers Australia and Australian Local Government Association on important issues.
- Annual conferences of Local Government Managers Australia and the major professions in Local Government.
- Australian Sister Cities Conference.
- Regional Organisation of Councils Conferences.
- Conferences which further the development efforts of the Council and of Councillors, or which relate to or impact upon the Council's functions.
- Meetings or conferences of organisations or bodies to which a Councillor has been elected, or appointed as a delegate or member of the Council, or the Local Government and Shires Association, Local Government Women's Association or Australian Local Government Association.

Approval

The Mayor and Councillors may request or be nominated to attend these conferences. Approval for attendance should, where possible, be approved by a full meeting of the Council. If this is not possible then the approval should be given jointly by the Mayor and the General Manager. If the Mayor requires approval then approval should be granted jointly by the Deputy Mayor and the General Manager.

Costs

Council will arrange and pay conference registration fees charged by the conference organisers including the costs of related official lunches and dinners, and associated tours where they are relevant to the business and interests of the Council.

Accommodation

Where possible, accommodation is to be booked at the conference venue. In all other cases Council will ensure that reasonable and appropriate accommodation is provided to Councillors and in this regard a standard equivalent to 4 stars, where available is considered appropriate. Preference will be given to venues providing Government rates.

Use of Council Vehicle

All reasonable travel costs for Councillors whilst on official Council business will be met by Council and will be in accordance with the following standards –

- Councillors may request the use of a Council motor vehicle for official business use and where a number of Councillors are attending the same function; every attempt is to be made to share motor vehicles.
- A minimum of 48 hours notice is required for access to a vehicle for overnight use and 7 days notice for longer periods.
- Only where a Council vehicle is not available is a Councillor permitted to use their private vehicle.

b. Local Travel Arrangements and Expenses

- Councillor's travelling expenses will be paid only from the Councillor's normal place of abode within the Oberon Council area.
- Private Vehicle – If the Mayor or a Councillor is required to use his/her private vehicle on official business, reimbursement will be equivalent to the rate specified in the NSW Local Government Award. This allowance takes into account the use, maintenance and depreciation of the vehicle.

The driver is personally responsible for all traffic or parking fines incurred while travelling in private or council vehicles on council business

- Public Transport – Councillors travelling by taxi or other means of public transport for official business shall be reimbursed for actual expenses incurred subject to substantiation within 30 days of the costs being incurred.

Official Council Business includes, but is not limited, to attendance at the following-

- o Ordinary Meetings
- o Special Meetings
- o Committee Meetings – whether a member of that committee or not
- o Any other Council endorsed meeting or function, or for any representations on behalf of the Council.

The mayor is entitled to a maximum of \$1,000 per year of term for these types of expenses and Councillors \$500 per year of term for these types of expenses.

c. Travel Outside the LGA – Interstate.

Prior approval for travel outside the LGA, including interstate travel, will be required. The application for approval should include full details of the travel, including itinerary, costs and reasons for the travel.

The mayor is entitled to a maximum of \$2,000 per year of term for these types of expenses and Councillors \$1,000 per year of term for these types of expenses

d. Travel Outside the LGA – Overseas

Overseas travel must be approved by a meeting of the full Council prior to a Councillor undertaking the trip. Travel must be approved on an individual trip basis. Council will not allow the retrospective re-imburement of overseas travel expenses unless prior authorisation of the travel has been obtained.

Travel proposals should be included in the Council business papers. The use of a Mayoral Minute to obtain Council approval for travel is not appropriate, as it is not consistent with principles of openness and transparency.

Council will scrutinise the value and need for Councillors to undertake overseas travel. Council will avoid international visits unless direct and tangible benefits can be established for the Council and the local community.

Proposals for overseas travel should be in writing and should include the nomination of the Councillors to undertake the trip, the purpose of the trip and expected benefits, the duration, itinerary and approximate total costs of each proposed visit should also be provided.

After returning from overseas, Councillors, or an accompanying member of Council staff, should provide a detailed written report to Council on the aspects of the trip relevant to Council business and/or the local community.

Details of overseas travel must also be included in Council's Annual Report. Council is also required to report on the benefits on any proposed overseas sister city relationships.

The mayor is entitled to a maximum of \$3,000 per year of term for these types of expenses and Councillors \$2,000 per year of term for these types of expenses

e. Telephone & Internet Costs and Expenses

Council will reimburse Councillors for the cost of mobile, landline, and facsimile calls and Internet use for official Council business. All costs are subject to substantiation. A combined monthly monetary limit of \$100.00 per Councillor will apply.

f. Insurance Expenses and Obligations

Councillors are to receive the benefit of insurance coverage affected by Council for:

- Public Liability - Liability to a third party arising out of a Councillor's exercise of their functions. Councillors subject to any limitations or conditions of the policy of insurance effected by Council.

- Councillor's Liability - Liability to a third party in the form of damages, compensation, interest and costs and defence costs arising from an error, mis-statement, misleading statement, conduct, omission, neglect or breach of duty by a Councillor.
- Personal Accident - Personal injury while engaged in or on any Council activity, worldwide covering bodily injury caused by accidental, violent, external and visible means up to a sub-limit for death determined by the Council and also covering permanent disablement, temporary total disability and temporary partial disability. The cover does not include medical expenses, as medical expenses cannot be included due to the provisions set down in the Health Act. The Council shall determine the distribution of any benefits arising from such insurance to the Mayor or Councillor or his/her beneficiaries.

- Statutory Liability – Liability for fines or penalties arising out of an inadvertent breach of the law by a Councillor when exercising the functions of Council.

Council shall pay the insurance policy excess in respect of any claim made against a Councillor arising from Council business where any claim is accepted by Council's insurers, whether defended or not.

g. Legal Expenses and Obligations

In accordance with the provisions in the Departmental Circular to Councils 05/08: *Legal assistance for Councillors and Council employees*,

- i. Council may disburse money only if the disbursement is authorised by the Local Government Act 1993, either expressly or because it is supplemental or incidental to or consequential upon the exercise of its functions.

- ii. In the particular circumstances outlined below, Council shall, if requested reimburse the reasonable legal expenses to a maximum of \$200,000 per year of term for these types of expenses :

- a) a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act (section 731 refers); or
 - b) a Councillor defending an action in defamation provided the statements complained of were made in good faith in the course of exercising a function under the Act; or
 - c) a Councillor for proceedings before the Local Government Pecuniary Interest and Disciplinary Tribunal or an investigative body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the Tribunal or investigative body makes a finding substantially favourable to the Councillor.
- iii. Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act should be distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. An example of the latter is expenses arising from an investigation as to whether a Councillor acted corruptly by using knowledge of a proposed rezoning for private gain. This latter type of expense will not form part of this policy adopted under section 252 of the Act.
 - iv. Council may obtain insurance cover against the risk of having to meet the costs of or to reimburse a Councillor provided that the costs or reimbursements are ones that the Council is authorised to meet.
 - v. Council will not meet the costs of an action in defamation taken by a Councillor or Council employee as plaintiff in any circumstances.
 - vi. Council will not meet the costs of a Councillor or Council employee seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.

Where doubt arises in relation to any of these points, Council will seek its own legal advice.

h. Training, Educational and Professional Development Expenses

Councillors are encouraged to undertake an active learning process and skills development in addition to attending seminars and conferences related to Council functions.

Council will include in its annual budget a specific allocation for Councillors' training, educational and professional development expenses.

These expenses would support and encourage an active learning process and skills development in addition to attending seminars and conferences related to Council functions. It is essential where Council is paying these expenses that the training or educational course is directly related to the Councillor's civic functions and responsibilities and is pre-approved.

This initiative also supports NSW Government policy. The Minister for Local Government is keen to encourage Councillors to undertake relevant training and skills development to ensure they carry out their functions as effectively as possible.

The mayor is entitled to a maximum of \$1000 per year of term for these types of expenses and Councillors \$500 per year of term for these types of expenses

i. Care and Other Related Expenses

Council will meet reasonable costs of facilitating access to council premises, functions and activities where, by reason of disability, care-giver role or other special need, a councillor would not otherwise have equity of access with other councillors. Such support will allow the fullest participation reasonable possible

The total amount paid will not exceed \$500 per year of term.

j. Additional Mayoral Expenses

There are no additional Mayoral Expenses provisions

III. Provision of Facilities

1. General Provisions

a. Provision of Facilities Generally

The facilities, equipment and services made available under this policy are considered appropriate to support the Mayor and Councillors in undertaking their role as elected members of Council.

Council facilities, equipment and services are not to be used to produce election material or for any other political purposes.

b. Private Use of Equipment and Facilities

Councillors should not generally obtain private benefit from the provision of equipment and facilities, nor from travel bonus or any other such loyalty schemes. However, it is acknowledged that incidental use of Council equipment and facilities may occur from time to time. Such incidental private use is not subject to a compensatory payment.

2. Provision of equipment and facilities for Councillors

a. Postage

All outgoing mail is to be included as part of Council's daily mail collection by Australia Post and such needs to be delivered to Council's Records Section.

b. Meals

Councillors will be provided with a meal and beverage in conjunction with Council and Committee meetings and meetings with Parliamentary representatives, visiting dignitaries and other delegations.

c. Refreshments

Beverage service in the Councillors' Meal Room.

d. Insignia of Office

Name badge and nameplate on election to office or when the design varies.

e. Hardware

Either a laptop or personal computer and a modem will be provided, if requested, to enable internet access and emailing and processing of correspondence and access to Council business papers, minutes, policies and other Council records. Councillors should request these of the Director of Corporate Services.

All equipment shall always remain in the possession of the Councillor during his/her term of office, and shall remain the property of the Council.

Councillors will be given the option to purchase lap-top computers at the depreciated book value at the end of the term of each elected member.

f. Electoral Rolls

The most recent electoral roll will be provided to each Councillor.

3. Provision of Additional Equipment and facilities for Mayors

a. Office

A furnished office located at the Council Chambers/Office building. This office will incorporate a telephone.

b. Hardware

Laptop, printer and facsimile machine for the Mayor's home.

c. Administrative Assistance

Administrative assistance will be provided associated with any Council functions, meetings, publications and the like.

d. Credit Card Facilities

A Council Credit Card with a financial limit of \$5,000 will be allocated to the Mayor. This Credit Card is for the purpose of payments of approved expenses in accordance with this policy.

IV. Other Matters

Acquisition and returning of facilities and equipment by Councillors

Councillors are to return all Council owned equipment in good working order and condition to the location nominated by the Director of Corporate Services upon ceasing to be an elected member of the Council, unless the option to purchase lap-top computers in accordance with this policy has been taken.

Table 1

Facility	Mayor	Deputy Mayor	Councillors	Standard (if practicable)
	Facilities Available/Not Available for Council business use			
Postage	Available	Available	Available	Daily Mail
Meals and Refreshments	Available	Available	Available	Food and Beverage plus service
Insignia of Office	Available	Available	Available	Name badge and nameplate on election
Laptop or PC	Available	Available	Available	New with internet access
Electoral roll	Available	Available	Available	Most recent
Office	Available	Not Available	Not Available	Furnished with phone
Administration assistance	Available	Not Available	Not Available	Relevant to function
Corporate Credit Card	Available	Not Available	Not Available	\$5,000 limit within the guidelines of this policy.

Table 2

Expense	Mayor	Deputy Mayor	Councillors	Monetary Limit
	Facilities Available/Not Available for Council business use			
	General Provisions			
1.Spouse & Partner Expenses	Available	Available	Available	\$200 pa
2.Incidental (e.g. Taxi Fares etc.)	Available	Available	Available	\$50/day excluding meals \$100/day including meals
	Specific Provisions			
1.Conferences and Seminars	Available	Available	Available	Mayor \$2,000 pa Councillors \$500 pa
2.Local travel and accommodation arrangements and expenses	Available	Available	Available	Mayor \$1,000 pa Councillors \$500 each pa
4. Travel and accommodation - Overseas	Available	Available	Available	Mayor \$3,000 pa Councillors \$2,000 each pa
5. Telephone & Internet	Available	Available	Available	\$100 per month combined
6. Insurance	Available	Available	Available	Benefit of insurance coverage thresholds
7. Legal	Available	Available	Available	\$200,000pa

8. Training education and Professional Development	Available	Available	Available	Mayor \$1,000 pa Councillors \$500 pa
9. Care and other	Available	Available	Available	\$500 pa
10. Additional Mayoral Expenses	Not available	N/A	N/A	N/A

(In accordance with Section 428 (2) (r) Local Government Act, 1993 and Clauses 217(1) (a) Local Government General Regulation)

OVERSEAS VISITS

“details (including the purpose) of overseas visits undertaken during the year by Councillors, Council staff or other persons while representing the Council (including visits sponsored by other organisations)”

Type	Number of Overseas Visits	Purpose
Councillors	Nil	
Staff	Nil	
Other	Nil	

COUNCILLOR FACILITIES AND EXPENSES

(In accordance with Section 428(2) (f) Local Government Act, 1993 and Clauses 217 (1) (a1) (I – viii)

Type	Clause	Amount
Provision of dedicated office equipment allocated to Councillors	Cl 217(1)(a1)(i)	1,960
Telephone calls made by Councillors	Cl 217(1)(a1)(ii)	487
Attendance of Councillors at conferences and seminars	Cl 217(1)(a1)(iii)	4,747
Training of Councillors and provision of skill development	Cl 217(1)(a1)(iv)	4,544
Interstate visits by Councillors, including transport, accommodation and other out of pocket travelling expenses	Cl 217(1)(a1)(v)	210
Overseas visits by Councillors, including transport, accommodation and other out of pocket travelling expenses	Cl 217(1)(a1)(vi)	0
Expenses of any spouse, partner or other person who accompanied a Councillor	Cl 217(1)(a1)(vii)	0
Expenses involved in the provision of care for a child or an immediate family member of a Councillor	Cl 217(1)(a1)(viii)	0
Total amount of money expended on the provisions of Councillor facilities and the payment of Councillor expenses	Cl 217(1)(a1)	\$11,948

SENIOR STAFF RENUMERATION

(In accordance with Section 428 (2) (g) Local Government Act, 1993 and Clause 217(1) (b) (i-v) Local Government Regulation)

“ a statement of the number of senior staff employed by the Council during that year, together with a statement of the total amount of money payable in respect of the employment of senior staff, including money payable for salary, for the provision of fringe benefits and for all other on-costs connected with their employment”

Council employed only one "Senior Staff" person according to the meaning of the Local Government Act 1993, being the General Manager. The total remuneration package for the General Manager for 2011-2012 was \$169,226 and includes;

- (i) The total value of the salary component of the package
- (ii) the total amount of any bonus payments, performance payments or other payments made to the member that do not form part of the salary component of his package,
- (iii) the total amount payable by the Council by way of the employer's contribution or salary sacrifice to any superannuation scheme to which the member may be a contributor
- (iv) the total value of any non-cash benefits for which the member may elect under the package,
- (v) the total amount payable by the Council by way of fringe benefits tax for any such non-cash benefits

The total package includes the sums payable to the former General Manager for the period to 27 January 2012, the Acting General Manager from 23 January 2012 to 30 March 2012 and the current General Manager from 2 April 2012.

CONTRACTS

“details of each contract awarded by the Council during that year (whether as a result of tender or otherwise) other than:

- (i) employment contracts (that is, contracts of service but not contracts for services), and*
- (ii) contracts for less than \$100,000 or such other amount as may be prescribed by the regulations, including the name of the contractor, the nature of the goods or services supplied by the contractor and the total amount payable to the contractor under the contract.*

Name of Contractor	Nature of Goods or Services Supplied	Total Paid
Fulton Hogan Industries Pty Ltd	Road Sealing	\$1,152,616
Bathurst Traffic Services	Traffic Control	\$ 204,708
Macquarie Civil Services Pty Ltd	Civil Engineering	\$ 164,780
Geolyse Pty Ltd	Environmental & Civil Engineering	\$ 131,642
Earth Plant Hire Pty Ltd	Plant Hire	\$ 128,381
Tom Besant Earthmoving	Plant Hire	\$ 125,276
Stabilised Pavements	Stabilisation Works	\$ 122,593
Oberon Sand & Gravel	Plant Hire	\$ 113,718
Coates Hire	Plant Hire	\$ 110,823
Denrith Pty Ltd	Plant Hire	\$ 104,544

BUSHFIRE HAZARD REDUCTION REPORT

(In accordance with Section 428 (2) (i1) Local Government Act, 1993)

“ a report on the bush fire hazard reduction activities of Council during that year including activities carried out under a bush fire management plan approved under the Rural Fires Act 1997”

During the reporting period hazard reduction burns were completed by the Rural Fire Service of New South Wales.

A number of road shoulders have been sprayed and slashed to limit the shoulder growth and reduce the potential fire hazard. This spraying has been completed on O'Connell Rd, Duckmaloi Rd, and on most regional and sealed local roads throughout the LGA.

ACCESS TO SERVICES FOR DIVERSE CULTURAL AND LINGUISTIC COMMUNITY MEMBERS

(In accordance with Section 428 (2) (j) Local Government Act, 1993)

“details of programs undertaken by the Council during the year to promote services and access to services for people with diverse cultural and linguistic backgrounds in a manner that is consistent with the principles of multiculturalism”

Oberon Council's Social and Community Plan identifies Culturally and Linguistically diverse people as a target group. Consultation with various targeted community groups was conducted to ascertain their issues, priorities and strategies.

ACTIVITIES FOR CHILDREN

“Details of the activities undertaken by the Council during the year to develop and promote services and programs that provide for the needs of Children”

LIBRARY

- School class visits for Book Week
- Story time/Craft weekly for pre-schoolers and their carers
- School holiday activities each holidays for 5-12 year olds - games, craft and activities
- Organised visits with activities for playgroups and school class and bulk loans on project topics for schools
- Support MS Read-a-thon entrants and Premiers Reading Challenge entrants
- Children's section complete with books, games, Lego and toys
- Youth section complete with books, magazines, computer, and pamphlets,
- Assistance with homework and assignments
- Access to various on-line databases

SWIMMING POOL

- Swimming Lessons held throughout pool season for all ages and abilities
- Pool play sessions for toddlers
- Party bookings – for birthday parties and Christmas parties
- Stroke Correction held for children who are not yet at squad level but no longer require lessons

- Squad Training held for children who are good swimmers, to assist with training, skills, speed and endurance as well as dome stroke correction where needed
- Recreational Swimming
- Inflatable Sea monster was placed up to the children To play on every Sunday/
- End of season party involving games competitions, prizes and a BBQ – family orientated
- Hosted swimming carnivals for St Josephs, Oberon Public and Oberon High Schools
- Courses in Bronze Medallion and Austswim (swimming and water safety) which were attended by students from Oberon High School and Senior First Aid Course
- School swimming lessons for St Josephs, Oberon Public, Black Springs and Hampton Schools with extra squad sessions for student from Oberon Public School
- School sports/training bookings
- Picnic days for Oberon High School and Oberon Public School
- CPR/Keep Watch Initiative weekend

YOUTH WEEK GRANT

Funding was received again for Youth Week 2012. The event was facilitated by Council's Community Liaison Officer and Executive Assistant. Council received \$1,230 from NSW Commission for Children and Young People and these funds were matched dollar for dollar by Council.

Oberon's Youth Week Event for 2012 was a "Family Fun Day" and was held on Friday 20 April at the Oberon Common.

Approximately 200 people participated throughout the day. 350 sausage sandwiches, 300 drinks, 400 ice creams were consumed and 200 balloons were handed out to the youth. The activities consisted of Bungee Run, Mechanical Surfboard Riding and Jumping Castle which were enjoyed by everyone who seemed to have a good time. Reports from those who attended was very positive and some even commented that it was the best community event Oberon has had in a long time. Many of Council staff volunteered their time along with the General Manager who commenced employment with Council three weeks prior to the event. Several family members of staff assisted all day to make it the success it was.

ACCESS AND EQUITY

(In accordance with Section 428 (2) (r) Local Government Act, 1993 and Clause 217 (1) (d)(i) Local Government General Regulation)

"a report (in the form required by the Department) on the Council's performance in relation to access and equity activities to meet residents' needs outlined in the Council's management plan relating to the year and undertaken by the Council during the year"

The following activities were included in Council's Management Plan. They were taken from the Social Community Plan 2010-2012. A continuity schedule of progress for the year is provided.

SOCIAL COMMUNITY PLAN CONTINUITY SCHEDULE including access and equity activities

1 JUNE 2009-2010			
Need	Target Groups	Strategy	Progress
Appropriate accommodation for the elderly and disabled (Respite Care)	Older People People with Disabilities	<p>Council has in the past participated in Service Plans for the Oberon Health Service. It is very disappointing that these approaches appear to have fallen on deaf ears, however Council will continue to be a crucial part in endeavors to;</p> <ul style="list-style-type: none"> ❖ Obtain 8 more high-level aged care beds ❖ keep people in their own homes by securing more In-Home support packages <p>Action Plan</p> <ol style="list-style-type: none"> 1. Council representatives to attend Health Council meetings 2. Regular feedback is given to Council on progress of Health Council. 3. Council to provide Health Council with any information on avenues of support 4. Council to actively assist in preparing and supporting submissions 5. Research Respite Avenues to determine if Council can assist either by lobbying for additional services or by coordinating information in an accessible database for the community. 	Council is continuing to make progress towards the provision of an aged care facility.

Need	Target Groups	Strategy	Progress
Multi-Purpose Community Centre (<i>passive activities</i>)	<p>Children</p> <p>Young People</p> <p>Women</p> <p>Older People</p> <p>People with Disabilities</p> <p>Culturally and Linguistically Diverse</p>	<p>Investigate expanding existing buildings and sites into a <i>distinctive</i> Community Centre for passive activities – <i>capitalising on existing</i> building and staff structures to meet the following needs;</p> <ul style="list-style-type: none"> ❖ Meetings ❖ Special Interest Groups ❖ Music Lessons ❖ Service Providers Outreach ❖ Exhibitions ❖ Productions ❖ Child-Care (during school holidays) ❖ Parents room ❖ Adult education ❖ Arts and Culture ❖ Social Programs <p>Recommended Sites;</p> <ol style="list-style-type: none"> 1. Library/Community Centre/Old Dentist Building 2. Schools <p>Action Plan</p> <ol style="list-style-type: none"> 1. Conduct a specific needs assessment for a Multi-Purpose Centre by extensive specific consultation with the community (e.g. meetings, surveys, forums, essay/submission competitions) to determine what service delivery is required. 	<p>Work was completed in 2011-2012 on renovations and extensions to the existing Community Centre.</p>

Need	Target Groups	Strategy	Progress
Multi-Purpose Recreation Centre (<i>active activities</i>)	Children Young People Women People with Disabilities	<p>Investigate expanding existing centres into a <i>distinctive Sport and Recreation Centre</i> for active activities – <i>capitalising on existing</i> buildings and expanding professional services (youth and recreation officers)) to meet the following needs of the following</p> <ul style="list-style-type: none"> ❖ Organised sports for the youth ❖ Extending the swimming season ❖ Drug and Alcohol education and counselling embedded in programs <p>Recommended Sites;</p> <p>1.Swimming Pool Complex/Tennis Courts and High School</p> <p>Action Plan</p> <ol style="list-style-type: none"> 1. Conduct a specific Needs Assessment for a Multi-Purpose Centre by extensive specific consultation with the community (e.g. meetings, interviews, surveys, forums, essay/submission competitions) to determine what service delivery is expected by the community with particular focus on target groups. 	<p>Work was completed in 2011-2012 on extensions to and resurfacing of the existing Indoor Tennis Centre to provide a multi-purpose indoor sporting facility.</p> <p>Council's 2013-2016 Delivery Program provides for investigations and design for the construction of an appropriate shelter to facilitate extension of the swimming season.</p>

Need	Target Groups	Strategy	Progress
Child-Care	Children Women	<p>Facilitate Directors and Children's Services meetings to;</p> <ul style="list-style-type: none"> ❖ Encourage networking between services ❖ Create an awareness in the community of what is available ❖ Promotion of quality services ❖ Investigate expansion of service – locations and availability <p>Financial Assistance (Interest Free Loans) made available for people to set up as accredited Child-Care Places.</p> <p>Action Plan</p> <ol style="list-style-type: none"> 1. Contact all Children's services and arrange a special child-care meeting in conjunction with Inter-Agency Meetings - Councillor Representative to attend. 2. Encourage regular attendance at Interagency meetings with the potential to fully explore Child-Care in Oberon 3. Council to investigate availability of Interest Free Loans for accredited Child Carers 4. Council to assist with provision of planning and regulatory information for accredited Child Carers 	No Progress

Need	Target Groups	Strategy	Progress
Communication and knowledge of existing services	All	<p>Council to coordinate a comprehensive database of available community services and activities.</p> <p>Action Plan</p> <ol style="list-style-type: none"> 1. Compile a list of current services, a story about what they deliver and contacts. 2. Publish the list (similar to Local Telephone Directory) 3. Promote, educate and encourage participation in Inter-Agency meetings _ Councillor and Staff representative 4. Develop a Neighbourhood Centre concept where the information is kept up to date and people have a one stop shop of where they can find things out or know that someone will – will also encourage people to use services. 5. Continue with Community Notice Boards 6. Investigate Council newsletters 	In conjunction with a realignment of staff structure Council proceeded with the appointment of a Customer and Community Services Manager to assist in facilitating this process.
<p>Policing</p> <p><i>(Road Safety, Drugs and Alcohol, Domestic Violence, Sexual Abuse, Unruly behaviours, bullying)</i></p>	<p>Young People</p> <p>Women</p>	<p>Organise a community forum/ information sessions in Oberon in conjunction with Police, Community Leaders and Citizens to develop a local “Crime Prevention” or “Well-Being Plan” that focuses on the responsibilities of all members of community to provide a place of safety and respect.</p> <p>Action Plan</p> <ol style="list-style-type: none"> 1. Liaise with all stakeholders to decide on timing, location, format and agreed outcomes 2. Conduct Forum/Information Sessions with an emphasis on prevention. 3. Develop Local Policing (Crime Prevention) Plan 	On-going

Need	Target Groups	Strategy	Progress
Public Transport	Women Older People People with Disabilities Culturally and Linguistically Diverse	Council to investigate avenues for more public transport for <ul style="list-style-type: none"> ❖ Appointments ❖ Shopping ❖ Moving around Oberon Recommendations Expand Care Car Service Taxi Vouchers Action Plan <ol style="list-style-type: none"> 1. Investigate Taxi Voucher system for people moving around Oberon. 2. Investigate demand for Care Car Expansion – liaise with stakeholders to determine optimal level of service 3. See additional funding sources for an expanded service if required. 	HACC funding has been provided for a fully funded Community Transport program for people deemed eligible.
Disabled Parking	People with Disabilities	Provide more appropriate and accessible facilities Action Plan <ol style="list-style-type: none"> 1. Arrange a day where Councillors and staff can try and get around town in a wheel chair to see what difficulties they encounter. 2. Council staff to meet with a variety of stakeholders to reach agreement on the necessary level of services and to address inadequacies (e.g. access points over kerbs and locations, signage of toilets, public toilets) 3. Program agreed priorities into Town Improvement Capital Works Programs 	Ongoing.
Recognition of the Aboriginal Community In Oberon	Aboriginal and Torres Strait Islander	Action Plan <ol style="list-style-type: none"> 1. Initiate further discussions with local Aboriginal and Torres Strait Islander people and Councillors to establish how Council can achieve recognition of their local community. 	Ongoing.

Need	Target Groups	Strategy	Progress
Access to culturally linguistically diverse information	Culturally and Linguistically Diverse	<p>Action Plan</p> <ol style="list-style-type: none"> 1. Ensure Council staff are aware of the Migrant Support Service (also known as Community Settlement Scheme) at the Bathurst Information and Neighbourhood Centre (BINC) 2. Council to promote all the sources of information in any newsletters, information centres and publications 	A range of culturally and linguistically diverse publications and information is available in the Oberon Council Library.
Men's Health	Men	<p>Oberon Health Council has a current focus on Men's Health</p> <p>Action Plan</p> <ol style="list-style-type: none"> 1. Invite a member of the Health Council to speak at a Council meeting on the initiatives they propose so that Council has an understanding and can provide support where required. (e.g. promotion, participation) 	Ongoing.
Better Co-operation between Oberon Council and villages	Newly Incorporated Area Burruga/ Black Springs	<p>Action Plan</p> <ol style="list-style-type: none"> 1. Introduce a new target groups for next year's Community Planning Consultation sessions to replace Burruga/Mt David to be named Villages and Rural (conduct session or sessions in different rural locations each year) 2. Ongoing Councillor attendance at locality meetings throughout the year including (e.g. O'Connell, Burruga, Black Springs etc.) 	<p>Information sessions around the Draft Land Use Study were conducted in the villages of Burruga, O'Connell and Black Springs.</p> <p>Councillors also attended various school presentation nights.</p>
Rural Infrastructure	Newly Incorporated Area and Proposed New Target Group Villages and Rural	<p>Roads, Rubbish Tips, Cemeteries and Recreation Areas</p> <p>Action Plan</p> <ol style="list-style-type: none"> 1. Consult widely with all rural areas for their specific issues/needs 2. Develop a comprehensive rural infrastructure management plan 	On-going.

Need	Target Groups	Strategy	Progress
Need to balance environment requirements and economic developments	Business	<p>Action Plan</p> <p>Oberon Council must have a well-developed long term land management plans</p> <ol style="list-style-type: none"> 1. Urgent priority is given to the development of a Local Environment Plan with emphasis on quality (good long term planning) that gets the balance right. 2. Extensive Community Consultation and input 3. Zoning 4. Council to actively object to state directives – lobby for local input 	Council is undergoing consultation for a new Local Environmental Plan.
Economic development in business and industry needs Councils help and support	Business	<p>Action Plan</p> <ol style="list-style-type: none"> 1. Council to develop an economic development function of Council to support and attract business 	Council continues to provide an Economic Development function, facilitated by the Executive Management Team.
Strategic Planning	Councillors	<p>Elected members time can be taken up with day-to-day issues so they have no time to deal with strategic issues</p> <p>Action Plan</p> <ol style="list-style-type: none"> 1. Raise awareness of elected members as to lack of strategic planning 2. Allocate resources (time, money and commitment) for strategic planning - Discussion sessions and training 3. Develop sound strategic policy (clear direction) so that day-to-day issues can be carried out by Council staff. 4. Continuously improve communication to Council members by staff 	Implementation of the Integrated Planning legislation progressed with the adoption of the Community Strategic Plan.
Information for Councillors	Councillors	<p>Action Plan</p> <ol style="list-style-type: none"> 1. Make available more information sessions for Councillors on the following, <ul style="list-style-type: none"> ❖ Strategic Management ❖ Asset Management ❖ Reading and Understanding Financial Reports ❖ Legislation 	On-going

Need	Target Groups	Strategy	Progress
Leadership	Councillors	<p>Action Plan</p> <ol style="list-style-type: none"> 1. Listen to Public – Community Social Planning will be an annual engagement of the community seeking their needs and priorities 2. Set goals/objectives with meaningful performance measures. 3. Monitor performance measures 	On-going through the Community Strategic Plan.

SECTION 67 RESOLUTIONS TO CARRY OUT WORK ON PRIVATE LAND

(In accordance with Section 428 (2) (k) Local Government Act)

“details or a summary (as required by section 67 (3) of resolutions made during that year under section 67 concerning work carried out on private land and details or a summary of such work if the cost of the work has been fully or partly subsidised by the Council, together with a statement of the total amount by which the Council has subsidised any such work during that year”

Council did not enter into any arrangements to carry out any fully or partly subsidised private work during the year ended 30 June 2012.

MISCELLANEOUS STATEMENTS REQUIRED UNDER LOCAL GOVERNMENT ACT

(In accordance with Section 428 (2) (l, o, p, q) Local Government Act)

2011-2012	
Total amount contributed or otherwise granted under section 356	\$38,876
External bodies (such as county Councils) that during that year exercised functions delegated by the Council	\$86,749
Companies in which the Council (whether alone or in conjunction with other Councils) held a controlling interest during the year	Nil
Partnerships, co-operatives or other joint ventures (including public-private partnerships) to which the Council was a party during that year	Nil

HUMAN RESOURCES AND EQUAL EMPLOYMENT OPPORTUNITY ACTIVITIES

(In accordance with Section 428 (2) (m)(n) Local Government Act)

“a statement of the human resource activities (such as training programs) undertaken by the Council during that year”

“a statement of the activities undertaken by the Council during that year to implement its equal employment opportunity management plan”

Activities relating to human resources and equal employment opportunity for the year are summarised as follows.

Job Evaluation and Design

- Commencement of Job Evaluation review of all positions within Council and a review of the current Council's current salary structure.

Recruitment and Selection

- Recruitment and Selection of Permanent full-time: Asset Accountant, Library Officer, Manager Community and Customer Services, Plant Operators, Relief Water/Waste Water Operators.
- Commencement of review of all Position Descriptions in terms of Equal Employment Opportunities

Training and Development

- Attendance at various Conferences/Short Courses including State Library Conference, Water Industry Engineers and Operators Conference, CIVICA User Groups, FBT Workshops, Revenue Professionals Annual Conference, Property Officers Conference, PA and Executive Annual Conference,
- Formal Training: Graduate Diploma in Local Government, Diploma in Civil Construction, Certificate IV in Library and Information Services, Certificate IV in Tourism, Certificate II in Water Industry Operations,
- Tickets: Various works staff employees received training in Workplace Inductions, and operations of machinery.

Performance Management and Review

- Ongoing annual performance management of existing employees and three monthly probationary reviews.
- Performance Management of employees as required

Termination

- Employee terminations addressed in a timely manner and in accordance with Award and legal requirements.
- Exit interviews offered to all terminated employees

Work Health and Safety

- Commencement of Job Demand Analysis for vacant positions
- On going Injury and Return to Work programs
- On-going Workers Compensation and return to work management.

Workforce Plan

- Development of Workforce Plan and associated operational and delivery plans

Other HR initiatives

- Attendance at HR Centroc Meetings,
- Proactive in developing a HR Civica User Group
- Proactive involvement in Work Experience students from Local High Schools
- Proactive involvement in Disability employment programs
- Proactive in development of Workplace strategies to develop a strong culture of participation and involvement.
- Proactive involvement in Consultative Committee

Oberon Council remained committed to the principles of its current equal employment opportunity plan. The Equal Employment Opportunity (EEO) plan identifies objections Council wishes to achieve in key areas to ensure that it is adhering to EEO principles including: Recruitment and selection of staff, position advertisements, Interview’s and conditions of employment, Anti-discrimination, Harassment and Exit Interviews

NATIONAL COMPETITION POLICY

(In accordance with Section 428 (2) (r) Local Government Act and Clause 217(1) (d) Local Government General Regulation)

- (ii) a list of category 1 business activities of the Council, and*
- (iii) a list of the Category 2 business activities of the Council and*
- (iv) a statement of expenses, revenues and assets in relation to each Category 1 business activity, and*
- (v) a summary of the progress of the Council in implementing the principles of competitive neutrality, and*
- (vi) a statement regarding the establishment of a complaints handling mechanism for competitive neutrality complaints, and as to the manner in which the Council publicises and makes the mechanism known to the public, and*
- (vii) a comparison of the actual performance of each Category 1 business activity of the Council (measured in accordance with the criteria set out in the relevant management plan) with its projected performance (outlined in the management plan relating to the year concerned), together with a statement of the reasons for any difference between them*
- (ix) a summary of competitive neutrality complaints that have been made against the Council during the year (including details of the number of complaints received and the subject matter or nature of the complaints) and a statement as to the outcome of those complaints (including details as to the number of complaints disposed of during the year and the number still outstanding at the end of the year*

Category 1 business activities	Category 2 business activities
Nil	Water Supply
	Sewerage Services

Under the Competition Principles Agreement, the NSW Government is responsible for applying national competition policy principles, such as competitive neutrality, to local government.

In implementing the principles of competitive neutrality, Council is mindful of the expectation that when it competes in the market place, it should do so on a basis that does not use its public sector position to gain an unfair advantage over a private sector competitor. Having considered this, it is difficult to conceive of a private sector competitor for water supply or sewerage services in a small rural town. Nevertheless, these two activities are conducted as separate business entities as far as practicable.

There are no subsidies made to these activities from the general fund of the Council.

No competitive neutrality complaints were made against the Council during the 2010-2011 year.

Competitive Neutrality complaints

Clause 10 of Oberon Council's Handling Complaints Policy, adopted 10 June, 2008 (reviewed 15 November 2011) provides that:

"People wishing to make complaints about competitive neutrality should do so in writing, addressed to the General Manager.

1. All competitive neutrality complaints shall be referred to the Public Officer
2. The Public Officer shall inform the General Manager of the receipt of any such complaint and shall acknowledge receipt of the complaint in writing (7 days).
3. The Public Officer shall properly investigate all such complaints.
4. All members of Council's staff shall co-operate with the Public Officer in the investigation of any competitive neutrality complaint and shall provide such information as the Public Officer shall require.
5. Council shall provide the Public Officer with the resources required to assist in the investigation of such complaints.
6. A record of every complaint and all action taken in relation to it shall be kept in Council's records system.
7. After investigating the complaint, the Public Officer shall recommend appropriate action to the General Manager which may include, but is not limited to:
 - Providing more information to the complainant to enable a more accurate understanding of competition policy;
 - Investigating/reviewing Council's business activity if a legitimate complaint is made;
 - Changing Council's business practice where a complaint is justified.
8. The General Manager shall review the recommendation and may either accept the recommendation or institute some other course of action.
9. Within 30 days of Council receiving the competitive neutrality complaint, the complainant shall be notified of:
 - The result of the complaint; and
 - The alternative avenues of redress that are available, including Department of Local Government, Ombudsman and Independent Commission Against Corruption. "

Government Information Public Access Act (2009) (GIPA)

There were no requests under the GIPA legislation received during the year. No major issues have arisen during this year in connection with compliance with FOI requirements and there have not been any investigations under the Act by the Ombudsman or any applications for review under the Act to the Administrative Decisions Tribunal or the Supreme Court.

Council's Annual Report for the year ended 30 June 2012 submitted to the New South Wales Office of the Information Commissioner in accordance with Section 125 of the GIPA Act 2009 is provided as follows:

Our agency's program for the proactive release of information involves compliance with the relevant legislation.

During the reporting period, we reviewed this program by ensuring the each Director is aware of their obligations relating to provision of information in accordance with the relevant legislation.

As a result of this review, we released the following information proactively: Release of information, at this stage, involves compliance with relevant legislation only – work will shortly commence on guidelines and procedures relating to the release and availability of information proactively.

During the reporting period, our agency received a total of 0 formal access applications (including withdrawn applications but not invalid applications).

During the reporting period, our agency refused a total of 0 formal access applications because the information requested was information referred to in Schedule 1 to the GIPA Act.

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
Media	0	0	0	0	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	0	0	0	0	0	0	0	0
Not for profit organisations or community groups	0	0	0	0	0	0	0	0
Members of the public (application by legal representative)	0	0	0	0	0	0	0	0
Members of the public (other)	0	0	0	0	0	0	0	0

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

Table B: Number of applications by type of application and outcome								
	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Personal information applications *	0	0	0	0	0	0	0	0
Access applications (other than personal information applications)	0	0	0	0	0	0	0	0
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0

*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).

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

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
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	0
Excluded information	0
Documents affecting law enforcement and public safety	0

Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

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

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of the Act	
	Number of occasions when application not successful
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	0
Business interests of agencies and other persons	0
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

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

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

*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
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

PRIVACY AND PERSONAL INFORMATION PROTECTION ACT (1998)

(In accordance with Section 33 (3) Privacy and Personal Information Protection Act 1998)

The annual report of each public sector agency must include:

- (a) a statement of the action taken by the agency in complying with the requirements of this Act, and*
- (b) statistical details of any review conducted by or on behalf of the agency under Part 5.*

Council has implemented a privacy management plan in accordance with the Section 33 of this Act. Procedures for the application of the Privacy and Personal Information Protection Act to Council's Public Registers have been adopted.

The Privacy and Personal Information Protection Act, 1998 provides a review mechanism and remedies for a person if the person believes Council has breached their privacy, or might breach their privacy in the future. Statistical details of any review conducted by or on behalf of the agency are required to be included in the annual report.

No requests for internal reviews were received during the year.

ENVIRONMENTAL PLANNING AND ASSESSMENT ACT, 1979

(In accordance with Section 93G (5) of the Environmental Planning and Assessment Act, 1979)

A planning authority that has entered into one or more planning agreements must, while any such planning agreements remain in force, include in its annual report particulars of compliance with and the effect of the planning agreements during the year to which the report relates.

Oberon Council did not enter into any planning agreements in 2011-2012 and does not have any remaining in force.

STATEMENT OF ACTIVITIES RELATING TO ENFORCING AND ENSURING COMPLIANCE WITH THE COMPANION ANIMALS ACT AND REGULATION

(In accordance with cl 217(1) (f))

detailed statement, prepared in accordance with such guidelines as may be issued by the Director-General from time to time, of the Council's activities during the year in relation to enforcing, and ensuring compliance with, the provisions of the Companion Animals Act 1998 and the regulations under that Act.

Council's Animal Control Service consists of two part-time Animal Control Officers who work, on average, 8 to 15 hours per week. This is a compromised service that is currently just meeting the needs of the community. The Animal Control Officers main duties are to impound straying companion animals, release impounded animals to their owners after appropriate fees, (including microchipping and registration) have been paid, release impounded animals to the Dogs, Horses, and Cats Animals Charity for re-homing, clean the Council's Animal Shelter and Boarding Kennels, feed impounded and boarded animals, undertake patrols for straying dogs and investigate companion animal complaints.

Council has provided additional resources to allow the Animal Control Officers to undertake other companion animal management issues such as:

- Promote de-sexing of companion animals.
- Promote and enforce identification and registration of companion animals.
- Promoting the health and social benefits of owning companion animals.
- Plan a comprehensive campaign involving all stakeholders to identify education priorities and appropriate action.

Previously, the Department of Local Government's review into the operations of Council recommended to Council that additional resources need to be allocated to Companion Animal management. This has been done to allow Animal Control duties to be undertaken for up to 15 hours per week. This is an improvement on previous budget year's allocation (apart from 2010).

There are expectations of the general public and the Department of Local Government in this highly emotive area of Animal Control and the current budget allows these to be addressed in a limited way using the available resources.

In fact, there is now more emphasis on the development of non-regulatory approaches to Companion Animal Management, such as public education. The new Animal Control service, whilst still not ideal represents a significant improvement to animal control and management in accordance with the Oberon Local Companion Animals Management Plan.

During the year (2011-2012), 45 dogs and 9 cats over six months old were registered compared to 70 dogs and 14 cats last year (2010-2011)

Council's Animal Control Officers also respond to a variety of complaints regarding companion and stray animals, such as barking dogs, dog attacks, dangerous dogs, straying animals and cat complaints.

FINANCIAL REPORTS

*(a) a copy of the Council's audited financial reports
"the amount of rates and charges written off during the year"*

Rates and Charges Written Off

The total amount of rates and charges written off for the 2011-2012 financial year was \$2,831.

Audited Financial Reports

See separate document titled - Oberon Council General Purpose Financial Report for the year ended 30 June 2012

COUNCIL CONTACTS

Council Buildings and Facilities

Council Chambers/Administration Centre

137-139 Oberon Street	Phone	(02) 6329 8100
PO Box 84	Fax	(02) 6329 8142
Oberon NSW 2787	Email	council@oberon.nsw.gov.au
	Website	www.oberon.nsw.gov.au

Bob Hooper Community Centre

9 Fleming Street	Phone	(02) 6329 8100
Oberon NSW 2787	Fax	(02) 6329 8142

Fire Control Centre

12 North Street	Phone	(02) 6336 0493
Oberon NSW 2787	Mobile	0429 20 7224
	Fax	(02) 6336 0151

Oberon Library

74A Dart Street	Phone	(02) 6329 8220
Oberon NSW 2787	Fax	(02) 6329 8223

Oberon Swimming Pool

15 Cunynghame Street	Phone	(02) 6329 8250
Oberon NSW 2787		

Visitor Information Centre / Community Technology Centre

Corner Ross Street & Edith Road	Phone	(02) 6329 8210 or 6329 8212
Oberon NSW 2787	Fax	(02) 6329 8213

Works Depot

21-41 Albion Street	Phone	(02) 6329 8200
Oberon NSW 2787	Fax	
	Workshop:	(02) 6329 8206
	Store:	(02) 6336 0080

COUNCILLOR CONTACT DETAILS

Former Councillors (did not nominate for election September 2012)

Mr Don Fitzpatrick (Mayor) Phone (02) 6336 1240
PO Box 190
Oberon NSW 2787

Mr Bob O'Bernier Phone (02) 6336 0067
PO Box 293
Oberon NSW 2787

Mr Keith Sullivan Phone (02) 6331 6884
PO Box 444
Oberon NSW 2787

Current Councillors (elected September 2012):

Mr Ian Doney Phone (02) 6337 5793
2071 O'Connell Road Email: john.mcmahon@oberon.nsw.gov.au
O'CONNELL NSW 2795

Ms Jill Evans Phone (02) 6336 1254
47 Jenolan Street Email: jill.evans@oberon.nsw.gov.au
Oberon NSW 2787

Mr Neil Francis Phone (02) 6337 0316
520 Emden Vale Road Email: neil.francis@oberon.nsw.gov.au
Burruga NSW 2795

Mr Kerry Gibbons (Deputy Mayor) Phone (02) 6336 0830
PO Box 425 Email: kerry.gibbons@oberon.nsw.gov.au
Oberon NSW 2787

Ms Sam Lord Phone (02) 6336 0202
53 Ross Street Email: sam.lord@oberon.nsw.gov.au
Oberon NSW 2787

Mr Clive McCarthy Phone (02) 6336 1019
"Jassic Park" Email: clive.mccarthy@oberon.nsw.gov.au
23 Fox Lane
Oberon NSW 2787

Mr John McMahon (Mayor and formerly Deputy Mayor) Phone (02) 6336 1487
17 Jenolan Street Email: john.mcmahon@oberon.nsw.gov.au
Oberon NSW 2787

Mr John Morgan Phone (02) 6337 5010
1480 Carlwood Road Email: john.morgan@oberon.nsw.gov.au
O'Connell NSW 2787

Ms Kathy Sajowitz Phone (02) 6336 0742
69 Dudley Street Email: kathy.sajowitz@oberon.nsw.gov.au
Oberon NSW 2787