



**Bellingen Shire
COUNCIL**

Annual Report 2016-17

**Part A – Report on Progress Against the Delivery Program and Operational Plan
Part B – Statutory and Other Information**



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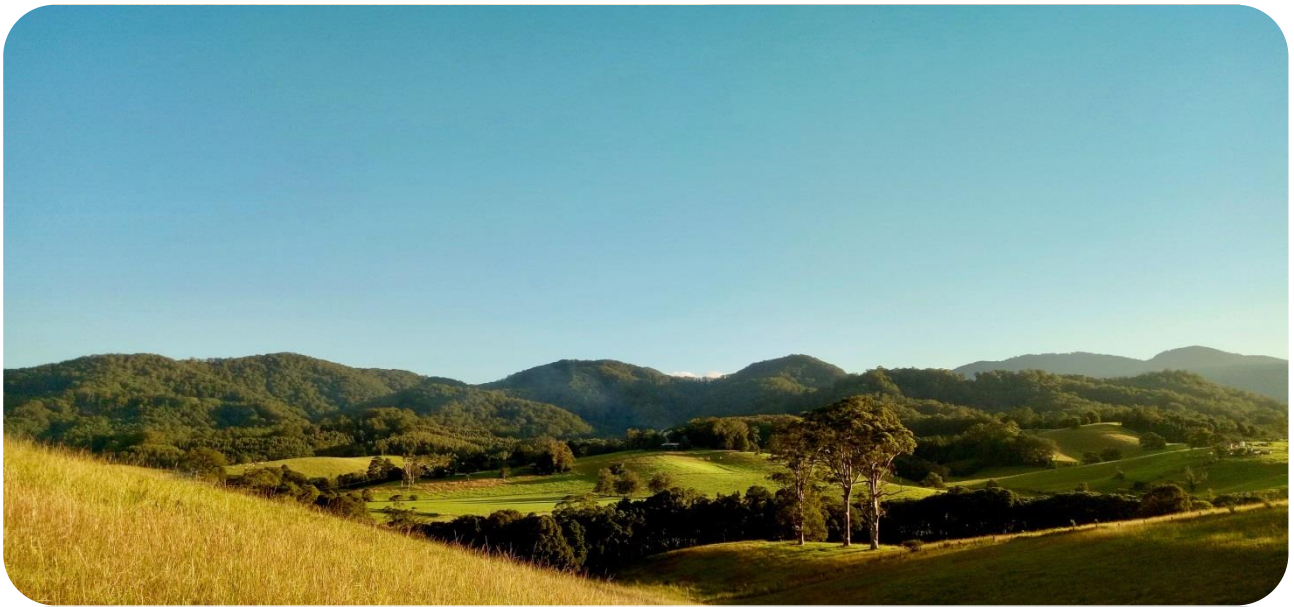
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Bellingen Shire COUNCIL



Foreword to the 2016 – 2017 Annual Report



Introduction

Bellingen Shire Council is proud to present its Annual Report for 2016/17. It has been developed to share our progress over the past financial year and provide a summary of the achievements we have made in working towards our Community Strategic Plan and Delivery Program. The document has been prepared in accordance with the requirements of the NSW Local Government Act 1993 and provides an overview of Council's operations and financial position.



Cr. Dominic King
Mayor

Local Government Election

As an outcome of the 2017 Local Government election, we welcomed our new Mayor, Cr Dominic King who was a sitting councillor for the previous term. The election also saw the election of three new councillors in Cr Jennie Fenton, Cr Steve Jenkins and Cr Toni Wright-Turner along with the return of sitting councillors Cr Garry Carter, Cr Desmae Harrison and Cr Steve Klipin. The first few months of this council's term saw a focus on induction activities through a comprehensive councillor induction program.

Local Government Reform and Financial Sustainability

Council along with other local government authorities across the State participated in the NSW Government's reform process over the past five years and over the past three years in the Fit for the Future process. This involved a significant investment in time and resources which resulted in the Bellingen Shire Council being assessed as "Fit" for Future under this program on 16 December 2017. This is as a result of the continued implementation of actions in our Improvement Plan which are focused on sustainability, infrastructure and service management and efficiency.

In particular, our financial result is testament to the work that has been completed around our sustainability. Council has seen a steady improvement in our operating result over the past few years due to a number of initiatives that Council has undertaken including, in more recent years, those commitments in its Fit for the Future (FFF) submissions.

Councils overall operating result has improved from a deficit of \$9M in 2014 to a surplus of \$0.3M in 2017, a net improvement of \$9.3M. This is the first surplus the council has recorded in over a decade.

Significant achievements impacting the improvement in results have included:

- Special Rate Variation 2015
- Revaluation of Roads, Bridges, Footpaths and Drainage
- Derecognition of Rural Fire Service assets Review of fees and charges
- Achievement of Fit for the Future expenditure reduction commitments
- Staffing initiatives including monitoring staff overtime and leave liabilities, reduction in Workers compensation Increase in Roads and Maritime Services state road works
- Shift in operational works to capital works
- Energy efficiency initiatives
- 2018 Financial Assistance Grant early payment



Infrastructure and Asset Management

Ageing infrastructure continued to dominate Council resources as it moves into a significant asset renewal program commencing with the renewal of its aging sealed roads. In addition the Council has continued the implementation of its risk based maintenance management system which is improving the Councils response to, and planning of its, maintenance tasks. The Council is nearing the completion of a full review of its infrastructure asset management plans which will further inform the Councils future long term financial planning. On the Bridge front the Council has completed the full structural assessment of its Timber bridges which will result in the Council developing a Prioritised Timber Bridge Renewal Program for its remaining 85 timber bridges, which will in turn guide future investment.



Liz Jeremy
General Manager

Community Engagement

Council undertook a full review of its Integrated Planning and Reporting suite of documents which includes the Community Vision, Delivery Program and Operational Plan and Resourcing Strategy, with a focus on the services that Council provides to the community.

This review involved a range of engagement activities with our community to gain your views on the Vision moving forward, helping to set our objectives for the coming years.

Engaging with our community is important to us and in addition to the engagement mentioned above, we have also had a major focus on community engagement generally over the past year. Along with our traditional methods of engagement, which include public meetings, exhibition of documents, advertising, media releases, website, surveys and attendance at chamber meetings as well as involvement with our valued volunteers on our committees, we have introduced a number of new initiatives to our engagement toolkit. These new initiatives include the launch of our online engagement tool "Create", focused drop in sessions, pop up shops, as well as social media for tourism and events. In the next year we will be focusing on adding to this toolkit even further with a range of initiatives including a trial of a deliberative democracy initiative and extension of our social media presence.

Advocacy and Regional Collaboration

Council has been an active member and participant in the Mid North Coast Region of Councils (MIDROC) whose focus for a number of years has been both collaboration and advocacy. To that end, our Council actively sought regional partnerships and alliances which have delivered economic benefit, service improvement and efficiency gains. Partnerships are currently in place for waste management, library services, internal audit, asset management, procurement of a corporate IT system as well as service reviews.

In addition, council has been a strong advocate in relation to local government reform and within that addressing funding arrangements for local government and establishing Joint Organisations of Councils.

Over the past year Council has advocated for a number of key issues that are important to our community and local government, not the least of which was NBN (National Broadband Network). Through a concerted and targeted advocacy and engagement effort, council was able to secure a change in the technology mix being provided to our community and specifically provision of Fibre to the Kerb for Bellingen and Dorrigo as opposed to the original NBN plan to roll out Fibre to the Node.

Significant Achievements

In the context of Council's Annual Report, it is gratifying to be able to reflect on Council's many significant achievements throughout the 2016/17 reporting period. A brief snapshot is as follows:



- Council continued to progress a range of projects and initiatives with key stakeholders within the context of the Pacific Highway bypass of the seaboard town of Urunga. These actions seek to provide a focus for Urunga around improved amenity, fostering development potential, supporting our tourism and aquaculture industry, as well as actively assisting Urunga to transition to a non-highway town. The delivery of the Future Towns Program in Urunga is a prime example of this. Council undertook extensive community consultation with the Urunga community to select key projects to be funded under this program. Council continues to work with the Urunga Mylestom Chamber of Commerce to oversee the implementation of the seven key projects.
- Continued progression of grant funding applications for the Urunga Tidal Swimming Project
- Commencement of a feasibility study around a proposed Indoor Sports Stadium
- Development and implementation of the Bellingen Main Street Plan Master Plan which will result in the redevelopment of the Oak, Church and Bridge Street intersections along Hyde Street (Waterfall Way). This significant project will transform the Bellingen Town Centre improving accessibility and amenity for all residents and visitors to Bellingen.
- Continued implementation of the Bellingen Shire Economic Development and Tourism Plan 2015-2020.
- Creation of the Waterfall Way Television Commercial as an action from the Economic Development and Tourism Plan 2015-2020, to attract visitors from the Northern Inland and New England market. Council facilitated a partnership between Armidale, Nambucca and Coffs Harbour to develop a television commercial to promote the Waterfall Way as a touring route and tourist attraction in its own right.
- Council worked with CyclifeHQ to develop eight bike touring routes across the Shire to cater to the increasing demand of bike tourists visiting the Shire. CyclelifeHQ provides a search engine where anyone in the world can explore various bike tourism options across the Bellingen Shire
- Assisted over 30 community groups through the Community Support Funds with activities and events that support the broader community, as well as the introduction of an ongoing Placemaking grant funding opportunity to the value of \$10,000 to stimulate creative Placemaking across the Shire.
- Continued implementation of the Gleniffer Master Plan including the commencement of the development of the Gleniffer Reserves Plan of Management for the four reserves at Gleniffer.
- In pursuit of ongoing business improvement, Council conducted an audit of its Work Health and Safety system, as well as a thorough review of Council's risk register
- A focus on key work activities and processes, activities such as safety, overtime etc. has seen a consistent reduction in recruitment costs and the time it takes to appoint to a vacant positions, reduction in workers compensation premium costs year on year (approximately 34% since 2013)
- Introduction of R U OK days to promote health and well-being of our staff
- Continuation of internal service reviews to identify and implement strategies for improved service and efficiencies
- Successful completion of Stage 2 Bellinger River Floodplain & Estuary Water Quality Improvement project consisting of nine effluent management improvement projects implemented on seven farms with feedback from the funding provider describing the project outcomes as excellent
- Water quality monitoring program for Bellinger & Kalang Rivers - A new Citizen Science program, Bellinger Riverwatch, launched May 2017, with Council a project partner. 25 community volunteers registered to undertake monthly water quality monitoring in the Bellinger & Kalang Rivers.
- Construction of the Community Recycling Centre at Raleigh Waste Management Centre completed



- Final stage (fifth) of the Jalligirr Biodiversity Alliance Project completed involving weed control and revegetation completed to rehabilitate degraded native vegetation and enhance biodiversity values across 77ha in the priority Bellinger Coastal corridor and Never Never Connections corridor
- As the Local Control Authority under the NSW Noxious Weeds Act 1993, Council completed 185 private property inspections covering an area of 5675 hectares, inspected 357 kilometres of high risk pathways (roads, rivers and creeks), completed one aerial inspection targeting Cat's Claw Creeper covering 350 properties, and implemented 232.575.hectares of weed control on public land
- Council resolved to fund 6 projects through the 2016-17 Environmental Levy Community Fund, with all projects to be completed by 31 December 2017.
- Development and adoption of a new Disability Inclusion Action Plan
- New neighbourhood minibus for Dorrigo Support Centre funded through user charges and a successful grant
- Disability Inclusion Action Plan following a community engagement process
- Boulder wall established at the Bellinger Youth Hub
- Library shared services agreement with Clarence Valley library extended for one year enabling the Bellinger Shire community access to 138,000 library resource items
- Successful change of hours of beach patrols including an extension of summer time patrols
- Dorrigo Support Centre was successfully re-accredited as a quality aged services provider by the Aged Care Quality Agency third party accreditation process
- Completion of a mosaic tribute to the late Uncle Tom Kelly in Maam Gaduying park funded as a recommendation of the Arts and Cultural Committee
- The resurfacing of 26 kilometres of rural sealed roads.
- The reconstruction of 2.5km of failed bitumen rural road
- The repair of 23 km of deformed road
- Gravel resheeting of 26km of unsealed roads
- Unsealed road formation renewal of 35km
- Construction of 700m of new shared pathway in Urunga including a foot bridge
- Completion of the 2015 NDRRA flood damage works worth approximately \$5M
- Commenced the renewal of three timber bridges – Reids Creek and Cooks Creek Bridges on the Kalang Road and the McFadyens Bridge, Gordonville.

It is important to take this opportunity to thank the Councillors and staff of Bellinger Shire Council for their work and service during the 2016/17 period. We look forward the challenges and opportunities in the year ahead.

Lastly it is of great importance that we acknowledge the outstanding contribution that is made by our community groups and volunteers who share their time and talents to make these achievements possible. This 2016/17 Annual Report provides an opportunity to reflect on what has been achieved as well as ongoing projects and services that are being delivered to our community each and every day.



Cr. Dominic King
Mayor



Liz Jeremy
General Manager

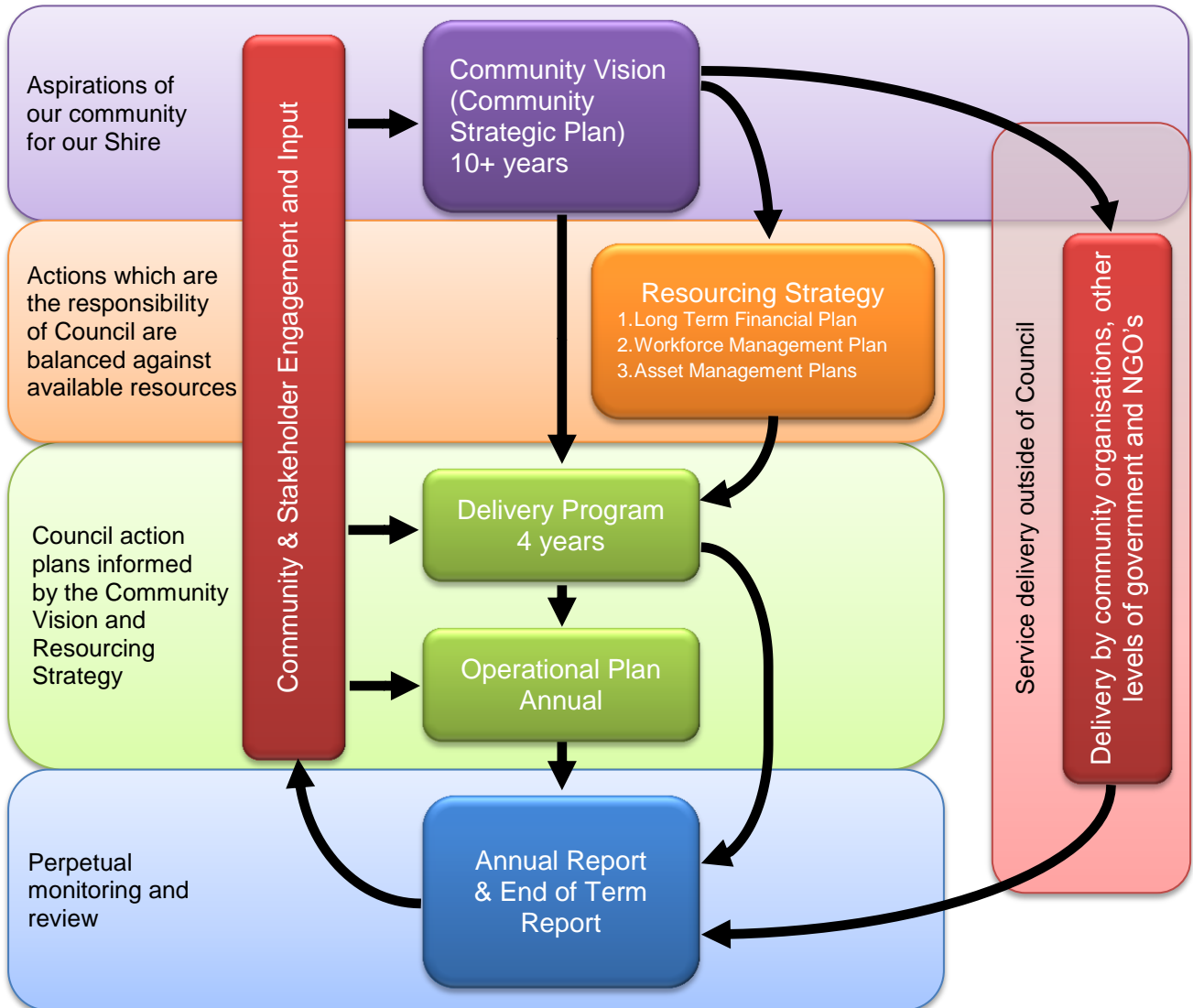


How to Read This Report

The Annual Report is a component of Council's Integrated Planning and Reporting (IP&R) framework and it outlines Council's achievements in implementing its Delivery Program and Operational Plan which are guided and operationalised by the Resourcing Strategy.

The IP&R framework was designed by the NSW Government and, since its introduction in 2009; all councils in NSW have transitioned to it.

The IP&R framework consists of a Community Strategic Plan, a Resourcing Strategy, a Delivery Program, an Operational Plan and Annual and End of Term reports. The relationship and purpose of each of these elements is represented by the following diagram:



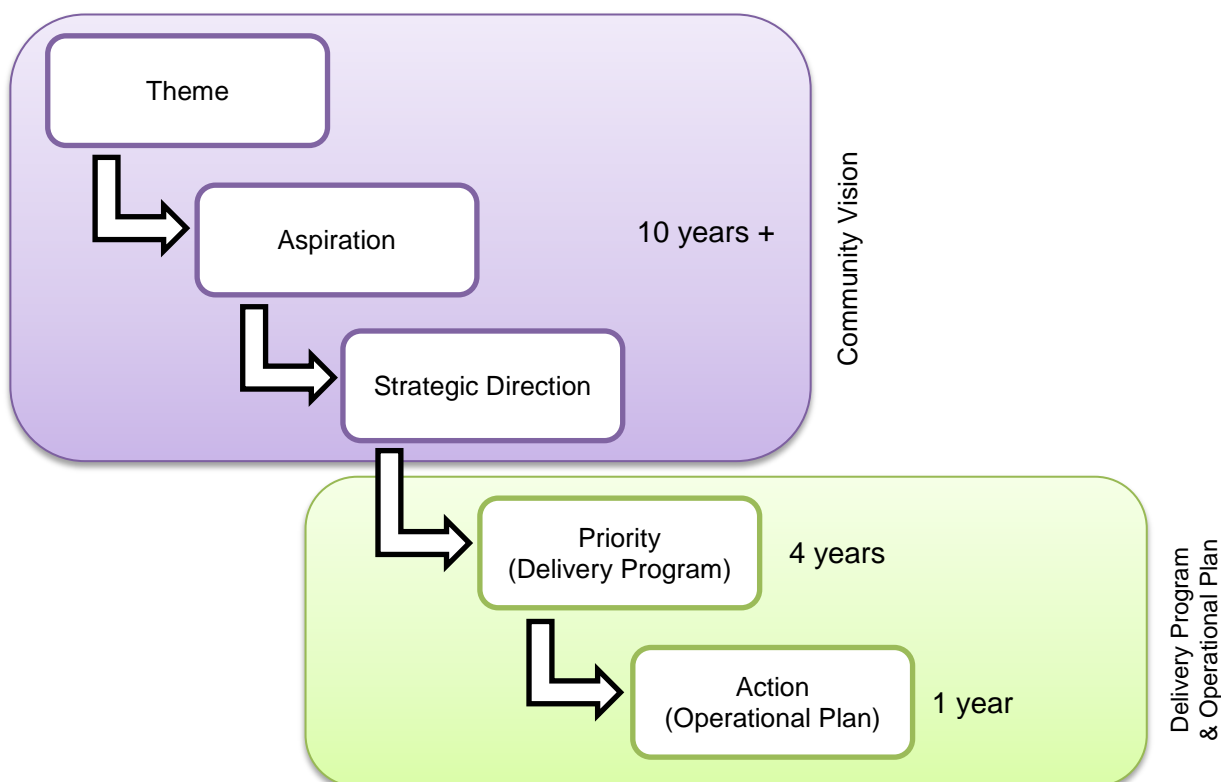
This Annual Report is divided into parts A through D. Parts A and B are provided as a combined document. Parts C and D are provided as separate documents but never the less constitute sections of the full Annual Report. The purpose and contents of the various parts are as follows:

Part A

The purpose of Part A is to report on progress against the Delivery Program and Operational Plan. It provides a detailed report on the achievements against each of the items in the Delivery Program



and Operational Plan, structured according to the layout of the IP&R suite of documents as shown in the diagram below.



The Themes, Aspirations and Strategic Directions flow from the Community Vision and indicate what the community's aspirations are for the future and some broad strategies on how they are to be achieved. The Delivery Program outlines what *Council* intends to deliver over a four year period commencing at 1 July following council elections, and the Operational Plan outlines what actions Council intends to take in the planning year to work towards the outcomes contained in the Delivery Program.

There are five themes contained in the Community Strategic Plan which relate to this Annual Report.

- Resilient Economy
- Community Wellbeing
- Places for People
- Living Environment
- Civic Leadership

Under these five themes there are twenty aspirations and sixty-seven strategic directions. Each priority in the Delivery Program relates to one of these strategic directions and each action in the Operational Plan relates to a priority in the Delivery Plan.



Part B

Part B contains various statutory and other information that Council is required by the Local Government Act 1993, other acts, regulations or policies to report.

Part C (separate document)

Part C contains the Financial Summary based on the full, audited financial statements of Council.

Part D (separate document)

Part D contains the full, audited Financial Statements of Council.





Part A - Report on Progress Against the Delivery Program and Operational Plan



Theme - Resilient Economy

We have meaningful work and vibrant businesses within our community

Our community has a diversity of businesses and new industries

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
RE.1.1.3	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	RE.1.1.3.1	Attend regular Chamber and Community meetings to ensure that the economic development and tourism portfolio is aware of the priorities and objectives of these organisations	Manager Economic & Business Development	Completed	Council aims to attend monthly chamber meetings of Dorrig, Bellingen and Urunga Mylestom Chamber of Commerce. The Economic and Business Development Manager attends meetings and reports to executive of each chamber on current council projects and opportunities that the Chambers might be interested in. This might include funding opportunities and business workshops. This year Council worked proactively with all three chambers on initiatives like the Back to Business Workshops and the Future Towns Program.

We have innovative and alternative local trading systems

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
RE.1.2.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	RE.1.2.1.1	Work with Coffs Harbour City Council in delivery of the six degrees program to encourage innovation and entrepreneurship in business	Manager Economic & Business Development	Completed	Council worked with Coffs Harbour City Council to support entrepreneurship and innovation. The program was well patronised by Bellingen Shire businesses. The Six Degrees programme offered insights around new business development, intellectual property, pitching to investors and provided opportunities to network.
RE.1.2.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	RE.1.2.1.2	Collaborate with regional business and councils to promote investment opportunities within the Shire	Manager Economic & Business Development	Completed	Council worked with Nambucca Shire Council and Coffs Harbour City Council on the development of a digital campaign to attract sea changers and tree changers the mid north coast. Bellingen Shire Council was successful in securing funding of \$38,000 from NSW Department of Premier and Cabinet to support this campaign. Council is also working at a regional level on a Food Value Chain initiative. This project aims to develop appropriate branding around the region's food industry and look at strategies for collaboration between growers, retailers, tourism industry and freight services. This programme will feed in to the annual mid north coast food forum held in October.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
RE.1.2.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	RE.1.2.1.3	Develop Social media platforms to enhance e-commerce opportunities	Manager Economic & Business Development	Completed	Council has developed a dedicated tourism Facebook page to promote tourism in the Shire. Council supported the development of I Love Bello Shire website which is now operational and offers a state of the art digital platform to promote the Bellingen Shire. Similarly, BSC works closely with the Coffs Coast in developing content and posts for the Coffs Coast social media platforms. Council also commissioned a search engine for bike tourism in Bellingen Shire which will go live early in August 2017. Council is in the process of supporting a Food Value Chain initiative where a range of social media and digital platforms will be created to support member of the cooperative.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
RE.1.2.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	RE.1.2.1.4	Work with the Events Hub Committee to support the creative industries across the Shire and enhance the sustainability of festivals and events	Manager Economic & Business Development	Completed	Council manages the Events Hub website on behalf of the Events Hub Committee. The Events Hub continues to support events in the Shire through providing office space, administrative support and selling tickets through the Waterfall Way Visitor Centre. The Events Hub also conducts post event meetings with organisers to assess how the event was managed and its impact on infrastructure, services and local residents.

Businesses within our shire are ethical and sustainable

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
RE.1.3.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	RE.1.3.1.1	Across all engagement with business, promote consideration of environmental, cultural and professional values	Manager Economic & Business Development	Completed	Council is guided by the Bellingen Shire Community Vision 2030. The Economic Development Unit manages multiple projects with a strong focus on environmental, cultural and professional values. For example, Council is working to address visitor impacts at The Promised Land through the Gleniffer Master Plan which has a strong focus on environmental management and community values. Council strongly support our Creative Industries which are integral to our cultural values. This year, Council introduced a Creative Placemaking Program and supported Urunga Artspace through temporary rent relief. Council also recognises the importance of fresh locally grown food and is working with neighbouring councils to establish a food value chain project.

We have the public infrastructure to appropriately support business activity

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
RE.1.4.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	RE.1.4.1.1	Consider future programs and requests regarding public infrastructure requirements	Manager Asset Management & Design	Completed	Information collected from customer requests and infrastructure condition assessments has been utilised together with whole of life analysis to provide input into the annual budget and the 10 year capital renewal program.

We are a disaster resilient community

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
RE.1.5.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	RE.1.5.1.1	Consider and respond to requests for improving disaster management practices for community infrastructure	Manager Asset Management & Design	Completed	The implementation of RECOVER software has assisted in the capture of defects resulting from flood events, this has significantly improved the efficiency and accuracy of claims lodged under the NDRRA funding model.
RE.1.5.2	Review Business Continuity Plan annually for correctness and currency	RE.1.5.1.2	Review of Business Continuity Plan and report to the Executive Leadership Team	Governance and Corporate Planning Officer	Completed	All Business Continuity Plan report recommendations allocated to stakeholders.

Our families are able to support themselves locally

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
RE.1.6.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	RE.1.6.1.1	Work to support key industries across the Shire to grow and sustain jobs and self-employment opportunities	Manager Economic & Business Development	Completed	Council invests time and resources in supporting industries that are recognised as key economic drivers in the local economy. From a tourism perspective, Council has worked with Coffs Harbour City Council on the implementation of the Coffs Coast Strategic Tourism Plan. Council supports the Mid North Coast Food Forum and is working on a Food Value Chain initiative with neighbouring councils. Council supports our Creative Industries in a number of ways. This year Council developed a new Creative Placemaking Program to invigorate our town centres utilising arts. Council is also working with Nambucca and Coffs Council on a digital campaign to attract investment into the Mid North Coast. The Economic Development Unit works closely with the three chambers of commerce to support their members and the retail industry.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
RE.1.6.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	RE.1.6.1.2	Implement 2016-17 actions from Economic Development & Tourism Plan	Manager Economic & Business Development	Completed	At an operational level Council works to implement strategies of the Bellingen Shire Council Economic Development and Tourism Plan 2015-2020. Council undertakes an annual review of the Plan to ensure actions and strategies are current. Over the last twelve months, Council has focused on sourcing a range of grants to implement strategies in the Plan. This has included tourism funding for the interpretive signage at The Promised Land, funding for the Urunga Tidal Pool Project, and marketing funding to boost the digital tree/sea change campaign and funding to implement Plans of Management of Dangar Falls.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
RE.1.6.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	RE.1.6.1.3	Implement key objectives of the Small Business Friendly Council Program	Manager Economic & Business Development	Completed	Council reports to the Small Business Friendly Council program twice a year on strategies the organisation has adopted to reduce red tape and improve our service for small businesses. This includes payment of small business suppliers within a 14 day time frame and monitoring commercial developments to ensure they are being processed as efficiently as possible. Council has also developed a local preference procurement policy to ensure our local suppliers are supported in the Council procurement and tendering process. This policy is under review in 2017/2018

We have balanced sustainable tourism

Our Shire has a wide range of experiences for visitors

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
RE.2.1.1	Implement the 5 year Economic Tourism Development Plan	RE.2.1.1.1	Investigate funding opportunities to enhance product development	Manager Economic & Business Development	Completed	Council has worked on a number of levels to capitalise on available funding opportunities. Council's Grants Officer identifies suitable Council projects and grants that can be accessed to fund these initiatives. Council holds grant writing workshops and sends out a grants email newsletter to stakeholders identifying grants that are open. Council has been monitoring and working closely with the State Government to identify relevant funding programs through the Restart NSW Funding Stream. Council has submitted funding applications to progress initiatives like the Urunga Tidal Pool, The Promised Land, and Dangar Falls. Council also sourced funding through Destination NSW to support the new Waterfall Way television commercial.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
RE.2.1.1	Implement the 5 year Economic Tourism Development Plan	RE.2.1.1.2	Work with existing tour, attraction accommodation and event operators to promote sustainability and enhancement of their products	Manager Economic & Business Development	Completed	Council works actively with Destination Coffs Coast on the Industry Development and Engagement Committee to improve tourism product quality and professional development of tourism operators. Similarly, Council works with Destination North Coast to promote the North Coast as a tourist destination and to assist Councils across fifteen local government areas in their destination management planning. Council works closely with the three Chambers in the Shire to assist in supporting tourism businesses and initiatives. For example, Council is working with Urunga Mylestom Chamber of Commerce and RMS in developing new Urunga marker signage for the Pacific Highway.

Our regional tourism assets are enhanced

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
RE.2.2.1	Develop and strengthen effective local and regional partnerships	RE.2.2.1.1	Work collaboratively with regional partners to ensure tourism promotion is in alignment with Shire capacity and community ideals	Manager Economic & Business Development	Completed	Bellingen Shire Council works closely with neighbouring Shires to promote and manage tourism in the Shire and across the Mid North Coast. This has involved working with Nambucca, Armidale and Coffs Councils on the new Waterfall Way television commercial. Council has representatives on the Destination Coffs Coast Committee. This interaction has helped to align our tourism branding and product development. For example, the Coffs Coast now has its primary focus on branding the region around nature based tourism. Forming strong partnerships with neighbouring Council's has ensured that Bellingen Shire Council is a key decision maker in the way tourism is promoted and managed in the region. Bellingen Council's moratorium on promotion of The Promised Land has been effective due to the strong relationships we hold with these other councils.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
RE.2.2.1	Develop and strengthen effective local and regional partnerships	RE.2.2.1.2	Implement the strategies from the Gleniffer Master Plan	Manager Economic & Business Development	Completed	Council has a representative on the Gleniffer Stewardship Group which works with Council in implementing the strategies of the Gleniffer Master Plan. This year, regulatory signage and increased ranger patrols were put in place to reduce illegal camping. Bush regeneration works were undertaken at Arthur Keough Reserve and design concepts were commissioned for the interpretive signage at the four reserves. Council also worked with the NSW Soil Conservation Service to finalise details around instream works at Arthur Keough Reserve. Council is also working with Forestry Corporation to ensure there is a holistic approach in managing tourism at the Gleniffer Reserves and adjoining state forest.

Our tourism providers strive for sustainable operations

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
RE.2.3.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	RE.2.3.1.1	Increase activities and promotion of the Events Hub	Manager Economic & Business Development	Completed	Council continues to promote the Events Hub and the services it provides for our creative industries. The Hub is increasingly being utilised as a meeting space and resource by our events and festivals sector. Council supports the Hub by engaging a work for the dole placement who works in the Hub to support the festivals and events sector.

We have a sustainable local farming sector that provides us with healthy, fresh food

Local food growing, sharing and education initiatives are supported and developed

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
RE.3.1.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	RE.3.1.1.1	Consider and respond to formal stakeholder proposals regarding local food growing initiatives	Invasive Plants Officer	Completed	The 2017 Environmental Levy Community Fund funded two applications relating to local food growing in the form of edible street gardens and a local bush tucker growth and education program in conjunction with Bellingen primary school. No further proposals received, however the Sustainable Environment and Waste team continue to look for funding opportunities within this area.

Alternative farming systems are employed with examples including cooperative farming and land share

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
RE.3.2.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	RE.3.2.1.1	Consider and respond to formal stakeholder proposals regarding alternative farming systems	Invasive Plants Officer	Completed	The River and Biodiversity Officer has worked closely with dairy farmers to look at alternate stock lane ways and farming systems with the primary focus on reducing run off into the water ways. Dairy farmers have expressed interest in working on other projects but currently there are no funding opportunities within this area. Further funding opportunities will be sought on an ongoing basis.

Agriculture is a valued part of our economy

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
RE.3.4.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	RE.3.4.1.1	Consider and respond to formal stakeholder proposals regarding agricultural initiatives	Invasive Plants Officer	Completed	No formal requests have been received; however the Sustainable Environment and Waste team continue to look for funding opportunities within this area.

Theme - Community Wellbeing

Our children, youth and seniors are valued, involved and supported

Youth and seniors programs and activities are in place and actively supported

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CW.1.1.1	Develop and implement a Community Support Policy and Procedures which enables Council to improve governance around donations and support	CW.1.1.1.01	The learning, economic, social and recreational aspirations of all residents are supported , including the provision of high- quality libraries through provision of a range of programs through libraries that support community learning and capacity building across all life stages, including: Literary programs, story - times, reading clubs, IT training programs, Makerspace; Volunteering and Social activities and events	Manager Community Wellbeing	Completed	The three libraries have continued to support learning, social and recreational aspirations as well as capacity building in the community, through their general free print and electronic materials programs. This included weekly story time sessions for children, quarterly tech-time for anyone with an electronic device, Library lovers day, Library week, National Simultaneous story time, children's book week, author talks and NIADOC week. The libraries are also the venue for Community initiatives such as seed saving, boomerang bag making, the high school agricultural produce sale and the co-working group.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CW.1.1.1	Develop and implement a Community Support Policy and Procedures which enables Council to improve governance around donations and support	CW.1.1.1.02	Support the Aged services Interagency and facilitate programs, activities and initiatives that support positive outcomes for the sector and seniors in our communities	Community Wellbeing Planning Officer	Completed	The Aged Care Services Interagency has been co-facilitated and supported by Bellingren Shire Council. Activities supported by the network include the continued promotion of the Aged Care Services Wallet Card, coordination of a senior's week event, organising guest speakers to better inform the network, and facilitating an Emergency Planning Workshop in partnership with the SES and the Red Cross. Contact has continued with a range of seniors groups from around the Shire, including Combined Pensioners Superannuants Association, CWA groups and other seniors groups. Dorrigo Support centre continues to provide social support for seniors in Dorrigo.
CW.1.1.2	Continue the provision of the Dorrigo Support Centre and develop and implement a Vision for the Support Centre	CW.1.1.2.01	Implement the actions identified to achieve the vision for Dorrigo Support Centre	Manager Community Wellbeing	Completed	The Dorrigo Support Centre has continued to provide both social support and centre based activities, plus limited domestic assistance for aged people living on the Dorrigo plateau, and funded assistance as required for a specific client living with disabilities. Over 9,000 hours of service were provided. The purchase of a replacement Neighbourhood bus enabled a more comfortable ride, and greater numbers of seniors to attend social support bus outings.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CW.1.1.3	Implement the Vision for the Youth Centre	CW.1.1.3.01	Assist in the implementation of the Vision where appropriate. Support Coordinator in achievement of youth programs and services at the Youth Hub	Manager Community Wellbeing	Completed	The Youth hub has continued to be supported in the achievement of its vision of provision of a venue and programs and services. Reports are presented twice yearly on progress. The Hub had over 2,200 attendees, was used 6 days/week for more than 150 events/month with 62 different user types.

Strong partnerships between schools and our community are in place to allow for intergenerational and cultural learning

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CW.1.2.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	CW.1.2.1.01	Provide education and access to technology and online information resources	Manager Community Wellbeing	Completed	Technology access continued to be provided. eLibrary lent over 5500 eBooks, nearly 2000 eAudio books and over 3500 eMagazines in 2016-17. Computer access usage remained consistent at about 17,000 hours.
CW.1.2.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	CW.1.2.1.02	Opportunities for intergenerational contact and learning are facilitated or supported	Manager Community Wellbeing	Completed	Council has continued to facilitate opportunities for intergenerational learning through a variety of venues and programs such as the Dorrigo seniors Christmas function, and NAIDOC awareness days.

Students have a variety of mechanisms such as a support centre and local scholarships

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CW.1.3.1	Implement the Youth Centre Vision	CW.1.3.1.01	Assist in the implementation of the Vision where appropriate. Support Coordinator in achievement of youth programs and services at the Youth Hub.	Manager Community Wellbeing	Completed	The Youth hub has continued to be supported in the achievement of its vision of provision of a venue and programs and services.

Opportunities exist to share the experience and wisdom of seniors

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CW.1.4.1	Implement the Social Plan	CW.1.4.1.01	Review current Social Plan and commence work on Community Wellbeing plan	Manager Community Wellbeing	Completed	There has been ongoing action to implement some of the incomplete actions that required allocation of budget resources from the social plan 2010-15. The Disability Inclusion Action Plan was completed and adopted by Council on 21 June 2017 as one segment of plans for Community Wellbeing generally.
CW.1.4.2	Continue the provision of the Dorrigo Support Centre and develop and implement a Vision for the Support Centre	CW.1.4.2.01	Dorrigo Support Centre continue provision of service and adapt to aged care service changes	Manager Community Wellbeing	Completed	Service provision has continued with a monthly program of social support and centre based activities. Service continues to adapt to meet changes in service needs, reporting and fees required by the Commonwealth funding body Dept. Social Services (Health). Over 7,000 hours of service provided.

We are a learning and creative community

The benefits and understanding of lifelong learning are promoted

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CW.2.1.1	Provide internet access to the community in selected public places	CW.2.1.1.01	Provide public internet facilities at the 3 libraries	Manager Community Wellbeing	Completed	Internet access continued to be provided through both public access computers within each library, and Wi-Fi login available adjacent to each library. Total Wi-Fi log ins over the year is in excess of 25,800 which equates to approximately 2 logins for every member of the Shire population.

There are opportunities for lifelong learning including regaining and retaining traditional skills

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CW.2.2.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	CW.2.2.1.01	The library will manage the collection to a size, age and condition which is fit for purpose and meets customer's information, learning and recreational needs.	Manager Community Wellbeing	Completed	The libraries provide a place and resources for lifelong learning on many interest levels. Both print and electronic resources (including hear a book) are available and used for recreation, information and learning interests. Public computer access is available to facilitate opportunities to access broader information through internet searches.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CW.2.2.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	CW.2.2.1.02	Continue to support and facilitate opportunities for lifelong learning	Community Wellbeing Planning Officer	Completed	Opportunities have continued to be supported or facilitated by Bellingen Shire Council for lifelong learning. In addition to the comments above, the Bellingen Shire Council libraries, Dorrigo Support Centre and Youth Hub all support lifelong learning activities for different demographics in different areas of the Shire.

Our community is motivated to participate in lifelong learning activities

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CW.2.3.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	CW.2.3.1.01	Continue to promote banner poles opportunities to community groups and support and approve applications	Community Wellbeing Planning Officer	Completed	The Banner poles in Bellingen have continued to be used by a range of groups to promote their activities and events. In addition the four sets of flags to promote Children's Week, NAIDOC Week, Youth Week and Seniors Week have been erected. The Discovery App and the town promotional flags continued to be displayed at other times. In addition, the Banner Poles in Urunga have been used to promote Urunga.

A diversity of cultural and artistic activities are available across the Shire

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CW.2.4.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	CW.2.4.1.01	Continue to provide opportunities for community groups to promote their events and activities through Council channels including the website , the newsletter and the Mayoral Column	Community Wellbeing Planning Officer	Completed	Opportunities for community groups and services to promote their activities, events and initiatives through Council's channels such as Council's website, newsletters, mayoral columns, banner poles and dissemination through community network such as the Shire interagency network list, have continued to be provided.
CW.2.4.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	CW.2.4.1.02	Continue to support the Arts and cultural committee and promote the Public Art plan implementation	Manager Community Wellbeing	Completed	The Arts and Cultural Advisory Committee has not been re - established whilst Council reviews its approach to engagement. Liaison continued with previous committee members for general information. Public Art plan continues to be promoted to those proposing artworks for the Shire and to those seeking funding. Murals at Dorrigo Dramatic club and mosaic at Maam Gaduying Park Bellingen completed.

We value, honour and actively acknowledge our Gumbaynggirr culture and heritage

We actively engage with and include the perspectives and knowledge of aboriginal people

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CW.3.1.1	Meet at least twice a year with local Gumbaynggirr elders to discuss Council activities and obtain their input as stakeholders	CW.3.1.1.01	Regular meetings and communication with Gumbaynggirr community and Elders to engage with Aboriginal perspectives	Community Wellbeing Planning Officer	Completed	Communication has continued with members of the Gumbaynggirr community to engage their perspective in different aspects of the work undertaken by Bellingen Shire Council. This consultation has included meetings with Local Aboriginal Land Council representatives, acknowledged community Elders and the Aboriginal community of the Bellingen Shire.

Opportunities exist to learn about our aboriginal language, history and culture

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CW.3.2.1	Expand the catalogue of Aboriginal resources in all three libraries	CW.3.2.1.01	Promote the catalogue of Aboriginal Resources	Manager Community Wellbeing	Completed	The library service has resources that can assist in learning about Aboriginal language history and culture and the catalogue of materials promoted through NAIDOC week and on line.

We have regular aboriginal events, activities and storytelling in an appropriate cultural space

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CW.3.3.1	Meet at least twice a year with local Gumbaynggirr elders to facilitate and/or promote Aboriginal events, activities and story telling	CW.3.3.1.01	Aboriginal events, activities or story telling facilitated or supported	Manager Community Wellbeing	Completed	Aboriginal events activities or story telling facilitated or supported as opportunities arise

Gumbaynggirr place and language is acknowledged through signage and other mechanisms

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CW.3.4.1	Develop a policy and/or guidelines in relation to the acknowledgement of Gumbaynggirr place and language	CW.3.4.1.01	Draft guidelines re acknowledgement of Aboriginal place and signage and seek community feedback	Manager Community Wellbeing	Completed	Consultation with the Aboriginal community indicates that the acknowledgement of Gumbaynggirr place and signage is not always appropriate particularly in culturally sensitive sites. NSW Geographical Names Board guidelines therefore suggest that proposals for place naming and signage should come from the Aboriginal community. Council follows the NSW Geographic Names Board guidelines. The naming of roads is within Council's authority and where opportunities arise, road names and signage can be given Aboriginal names in consultation with the Aboriginal community. An example in 2016/17 is the renaming of the old Pacific Highway as Giinagay Way

We are connected, safe and healthy with a strong sense of community

Community groups actively communicate and collaborate

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CW.4.1.1	Ready access to relevant stakeholders for community engagement purposes	CW.4.1.1.01	Maintain a list of contacts/networks for community engagement and provide community spaces for community engagement meetings	Manager Community Wellbeing	Completed	Community directories are available on Council's website and lists of contacts for different areas of interest are held through either the Create community engagement portal or through specific reference lists in each area. Council venues such as halls, youth hub, senior's centres, and libraries continue to provide spaces for community engagement and are promoted on Council's website and through local Section 355 Committee members.
CW.4.1.1	Ready access to relevant stakeholders for community engagement purposes	CW.4.1.1.02	Continue to provide opportunities for community groups to promote their events and activities through Council channels including the website, the newsletter and the Mayoral Column	Community Wellbeing Planning Officer	Completed	There have been 16 opportunities for community groups to promote their events and activities through Council channels including the website, the newsletter and the Mayoral column.

There is connection between and across our communities

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CW.4.2.1	Ready access to relevant stakeholders for community engagement purposes	CW.4.2.1.01	Continue to support the local and regional interagency meetings	Community Wellbeing Planning Officer	Completed	Facilitating, networking and attending meetings in the local and regional area continues to be an important role of Council. Through this networking Council has been able to support a range of events and initiatives both financially and by encouraging groups to use Council promotional tools. These events and initiatives have included street stalls, a Walkathon, Men's Health Week, Harmony Day, Seniors Week, NAIDOC Week, affordable housing initiatives, drug and alcohol prevention and education strategies, the review of the Disability Inclusion Action Plan and health promotion strategies.
CW.4.2.1	Ready access to relevant stakeholders for community engagement purposes	CW.4.2.1.02	Continue to provide opportunities for community groups to promote their events and activities through Council channels including the website, the newsletter and then Mayoral Column	Community Wellbeing Planning Officer	Completed	Opportunities have continued for community groups to promote their events and activities through Council channels including the website, the newsletter and the Mayoral column.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CW.4.2.1	Ready access to relevant stakeholders for community engagement purposes	CW.4.2.1.03	Continue to implement strategies identified in the Bellingen Shire Access and Inclusion Plan as funding permits.	Manager Community Wellbeing	Completed	Implementation of the strategies in the 2014-17 plan has occurred where funding has permitted. A revised plan to meet new NSW government legislative requirements was adopted by Council in June 2017 and will be implemented on an ongoing basis as funds permit. From the old plan 17 strategies were completed, 34 strategies were transferred to the new plan and 16 strategies were no longer considered priorities or actions for Council to complete.

We have the programs, services and infrastructure to ensure a safe community

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CW.4.3.1	Where required resource emergency services (RFS, SES, etc.) to enable appropriate response	CW.4.3.1.01	Liaise with emergency service organisations and assess ability of Council to allocate available resources on a priority basis	Deputy General Manager Operations	Completed	Meetings with emergency services as required, including Bush Fire Management Committee & Local Emergency Management Committee meetings

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CW.4.3.2	Conduct operational planning, liaison and execution with emergency services. Attend 80% of LEMC Meetings. Council representative at all activations of District Emergency Operations Centre where requested by District Emergency Management Officer	CW.4.3.2.01	Liaise with all relevant emergency services. Attend District Emergency Operation Centre when requested. Attend formal LEMC meetings	Deputy General Manager Operations	Completed	All Local Emergency Management Committee meetings attended by Local Emergency Management Officer (LEMO) or Deputy LEMO. Biannual exercise of the new Emergency Management Plan scheduled for August 2017.
CW.4.3.2	Conduct operational planning, liaison and execution with emergency services. Attend 80% of LEMC Meetings. Council representative at all activations of District Emergency Operations Centre where requested by District Emergency Management Officer	CW.4.3.2.02	Conduct planning, liaison, support and coordination with emergency services organisations	Manager Community Wellbeing	Completed	Ongoing liaison, planning, support and coordination with emergency services organisations has occurred.
CW.4.3.3	Provide beach control activities at designated beaches	CW.4.3.3.01	Monitor the implementation of the lifeguard contract beach patrols at North Beach and Hungry Head and report to Council annually.	Manager Community Wellbeing	Completed	The implementation of extended lifeguard service during summer and reduced hours on weekdays during autumn and spring proved successful and it is proposed to continue this pattern of service for the next financial year and again review.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CW.4.3.4	Conduct enforcement activities as required by legislation and Council resolution	CW.4.3.4.01	Provide ranger service to enable Council to conduct enforcement activities as required by legislation and Council resolution	Team Leader Building & Regulation	Completed	<p>Ranger service is provided through the provision of one full time Ranger and a Shared Ranger position under an MOU for shared ranger service with Nambucca Shire Council.</p> <p>During the annual reporting period, 59 dogs were seized, 30 of these were impounded and of the latter, 7 were euthanised. The animals which were destroyed were ill, dangerous, surrendered at owner's request or temperamentally unsuitable for rehoming.</p> <p>For the same period 2015-16, 62 dogs were seized, 32 were impounded and 15 were destroyed; for the period 2014-15, 141 dogs were seized, 94 were impounded and 30 were destroyed.</p>

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CW.4.3.4	Conduct enforcement activities as required by legislation and Council resolution	CW.4.3.4.02	Implement local swimming pools register, inspection regime and community awareness program <ul style="list-style-type: none"> • Undertake inspections of private swimming pools • Undertake mandatory point of sale inspections 	Team Leader Building & Regulation	Completed	<p>Over the annual reporting period, swimming pool barrier inspections were conducted in accordance with Council's Swimming Pool Inspection Program. 58 private swimming pools were inspected, and 57 Certificates of Compliance were issued. The remaining pool was issued a Certificate of Non-compliance in accordance with the NSW Swimming Pools Act and a Direction to rectify was issued.</p> <p>The inspections comprised mainly point-of-sale inspections; a small number of inspections were conducted as a result of complaints received by Council regarding unauthorised swimming pools or inadequate pool fencing. All of these inspections required one or more follow-up inspections prior to the issue of the Compliance Certificate. A program to inspect pool barriers for properties with two or more dwellings was commenced in Q3; however, this was temporarily suspended due to resourcing shortfalls. It is anticipated that this program will be reinstated assuming successful recruitment of replacement resources.</p>

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CW.4.3.4	Conduct enforcement activities as required by legislation and Council resolution	CW.4.3.4.03	Regulate food risks to the public. Carry out inspections and regulatory compliance checks in compliance with Food Authority Standard. Respond to complaints relating to hygiene. Ensure food labelling requirements are met	Team Leader Building & Regulation	Completed	77 food premises inspections were conducted for 98% of food premises in 2016/17 FY. Scores on Doors scheme adopted by Council and will be implemented by end of Q1 2017/18. Seven food safety and/or hygiene complaints were received during the reporting period; 100% of complaints were investigated in the 2016/17 reporting period and action taken where required as per legislative requirements of the NSW Food Act 2003 and Food Regulation 2015 and the NSW Food Authority's Food Safety Standards. No notices or orders under the Food Act or Regulation were served during the annual reporting period
CW.4.3.4	Conduct enforcement activities as required by legislation and Council resolution	CW.4.3.4.04	Implement the footpath activities policy	Manager Land Use Services	Progressing	The Policy has progressed to the point of public exhibition and staged implementation will occur over the 2017/18 FY.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CW.4.3.4	Conduct enforcement activities as required by legislation and Council resolution	CW.4.3.4.05	Regulate premises as required by the Public Health Act	Team Leader Building & Regulation	Progressing	Public swimming pool public health inspection program was commenced in Q3 but has been temporarily suspended due to resourcing issues. Water quality monitoring is the focus of this inspection program. The program is expected to recommence assuming successful recruitment of H&B and Environmental Programs Officer positions in 2017/18 There is no legislated inspection frequency for other regulated premises as set down in the Public Health Act, however it is desirable to inspect each of these at least annually. The addition of a programs officer to the Building & Regulation Team will provide the resource to complete 100% of inspections for regulated premises in the 2017/18 reporting period.
CW.4.3.4	Conduct enforcement activities as required by legislation and Council resolution	CW.4.3.4.06	Ensure Councils regulatory signage is sufficient for enforcement activities throughout the shire	Team Leader Building & Regulation	Progressing	Shire-wide regulatory signage audit not conducted during the reporting period due to on-going resourcing shortfall in Ranger section. Where required, regulatory signage has been reviewed and replaced as necessary to allow regulatory staff to conduct regulatory activities. Full signage audit will be undertaken when sufficient resources become available.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CW.4.3.4	Conduct enforcement activities as required by legislation and Council resolution	CW.4.3.4.07	Represent Bellingen on Regional Environmental Health and Food Safety Forums	Team Leader Building & Regulation	Completed	Council has been represented at MNC Regional Food Group meetings and MNC Environmental Health Australia (NSW) meetings on a regular basis

Our community is diverse, tolerant and understanding

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CW.4.4.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	CW.4.4.1.01	Facilitate and promote Community Awareness of diversity through events such as Harmony Day, Seniors Week, NAIDOC week, Youth Week and Access and Inclusion activities	Community Wellbeing Planning Officer	Completed	Council continues to facilitate and support promotion of awareness days by partnering with and /or assisting community organisations in organising and participating in Harmony Day, NAIDOC week, Youth Week, Seniors Week and access and inclusion activities.

Theme - Places for People

We have a diversity of beautiful spaces that foster community happiness and wellbeing

We have a variety of passive recreation spaces including riversides, parks and reserves

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
PP.1.1.1	Review and implement the Open Spaces Asset Management Plan (OSAMP) including measures and targets	PP.1.1.1.1	Consider and respond to requests for passive and active recreation needs and update OSAMP as appropriate	Manager Asset Management & Design	Progressing	All customer requests and asset repairs have been assessed, priorities and addressed within the maintenance and capital funds available. The revised Open Spaces Asset Management Plan is programmed for completion in the 2017/18 financial year.
PP.1.1.1	Review and implement the Open Spaces Asset Management Plan (OSAMP) including measures and targets	PP.1.1.1.2	Progress funded capital projects identified in the Gleniffer Master Plan	Manager Economic & Business Development	Completed	Council continued to progress actions from the Gleniffer Reserves Master Plan in cooperation with the Gleniffer Stewardship Group. Preparation is underway for the Arthur Keough Reserve in-stream works. Designs are being developed for the interpretive signage. Bush regeneration and weed removal has taken place at Arthur Keough Reserve. Council continues to identify suitable grants to undertake additional projects.

We have a variety of active recreation spaces including playgrounds, sporting fields and multipurpose centres

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
PP.1.2.1	Review and implement the Open Spaces Asset Management Plan (OSAMP) including measures and targets	PP.1.2.1.2	Execute the maintenance function in relation to town parks and reserves to agreed service standards and within budget	Manager Asset Management & Design	Completed	Maintenance standards have been reviewed for the preparation of the 2017/18 budget, a review of operational land and public amenities has been completed. Playground inspections have identified capital improvements for the 2017/18 budget.

We have a variety of shared community spaces including meeting spaces accommodating public art, cultural and environmental amenity

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
PP.1.3.1	Review and implement Council's Building Asset management Plan (BAMP) including measures and targets.	PP.1.3.1.1	Consider and respond to requests for building asset management needs and update BAMP as appropriate	Manager Asset Management & Design	Progressing	All building asset repairs have been assessed, prioritised and addressed within the maintenance and capital funds available, Building condition assessments will be carried out in 2017/18 financial year and the revised Building Asset Management Plan is programmed for completion in the 2017/18 financial year

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
PP.1.3.1	Review and implement Council's Building Asset management Plan (BAMP) including measures and targets.	PP.1.3.1.2	Public art plan promoted and art integrated into public spaces where possible and funding available	Manager Community Wellbeing	Completed	Both permanent and temporary artworks have been created and displayed in public spaces in the Shire through Pop up shops in Dorrigo and Urunga, the ArtUrunga sculpture event and the installation of a mural at Dorrigo Dramatic club and a mosaic in Maam Gaduying Park Bellingen.

We have a mixture of affordable sustainable housing options for all in our community

There are affordable housing options for all through a diversity of mechanisms including increased public and community housing

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
PP.2.1.1	Execute the priorities and meet the targets contained within the Strategic Landuse Planning Program	PP.2.1.1.1	Review residential density provisions in Chapter 2 of Bellingen DCP 2010 upon completion of sewer modelling	Manager Land Use Services	Progressing	Data capture and sewer modelling completed, with model calibration underway.
PP.2.1.1	Execute the priorities and meet the targets contained within the Strategic Landuse Planning Program	PP.2.1.1.2	Undertake a review of existing Multiple Occupancy's (MO) to explore the feasibility of allowing Community Title Subdivision	Manager Land Use Services	Progressing	The successful engagement undertaken as part of the Rural Lands Planning Policy Review Process has provided Council with valuable information to consider in the development of a policy response for Multiple Occupancy developments. This will proceed throughout the 2017/18 FY.

Eco-village and community living developments for mixed ages are encouraged

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
PP.2.3.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	PP.2.3.1.1	Facilitate Planning Proposals where it is considered that they adhere to the strategic direction	Manager Land Use Services	Completed	Amendment Number 7 to Bellingen Local Environmental Plan 2010 was finalised in November 2016. This facilitated the development of land in association with a future aged care development in Bellingen and allowed for landowners with part Waterway zonings to benefit from the same opportunities to undertake boundary adjustments as other landholders in rural zones. No other Planning proposal requests were received for eco-village or community living developments in the 2016/17 FY.

Heritage buildings and sites are protected

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
PP.2.4.1	Review, complete and update the Heritage Inventory to reflect those items listed in BLEP 2010	PP.2.4.1.1	Finalise the review of the Draft Heritage Chapter in conjunction with the DCP review	Manager Land Use Services	Progressing	The Draft Chapter has been progressed to the point of public exhibition in Q1 of 2017/18.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
PP.2.4.1	Review, complete and update the Heritage Inventory to reflect those items listed in BLEP 2010	PP.2.4.1.2	Review Schedule 5 Environmental Heritage of BLEP 2010	Manager Land Use Services	Progressing	An additional strategic planning resource has now been secured however it was not possible to commence this project within the 2016/17 FY. Priorities for the 2017/18 FY will be set by Council the end of H2 in accordance with the 2017-2018 Delivery Plan.
PP.2.4.1	Review, complete and update the Heritage Inventory to reflect those items listed in BLEP 2010	PP.2.4.1.3	BLEP 2010 Heritage Map amended	Land Information Officer	Not Progressing	A list of routine administrative updates has been prepared, and is ready to form part of a planning proposal to amend Councils Heritage Map. It is considered that it would be preferable to await the review of the Heritage Schedule proposed as part of OP Item PP.2.4.1.2. This will allow Council to combine these routine administrative mapping amendments with any more substantive amendments that may be required in view of newly identified sites with heritage significance. This will ultimately minimise the administrative effort necessary to implement the full suite of changes to the Heritage schedule.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
PP.2.4.1	Review, complete and update the Heritage Inventory to reflect those items listed in BLEP 2010	PP.2.4.1.4	Oversee activities of Heritage Adviser; provide advice on development applications and to property owners/developers. Administer the Local Heritage Fund and coordinate the activities of the Bellingen Shire Local Heritage Advisory Committee. Liaise with the NSW Office of Environment & Heritage to coordinate and administer the Bellingen heritage program joint funding agreement	Manager Land Use Services	Completed	All requisite heritage functions have been implemented in accordance with the annual cycle of funding applications. This has included facilitating access to Councils Heritage Advisor for developers of properties with heritage significance, awarding funding as part of the 2016-17 Local Heritage Assistance Fund, applying for funding for the Heritage Advisor and 2017-18 Local Heritage Assistance Fund, and submitting requisite reports to the Office of Environment & Heritage.

We are connected and able to move around in a safe, accessible, affordable, healthy and environmentally friendly way

We have effective public and community transport linking townships in the Shire and linking to regional centres

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
PP.3.1.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified.	PP.3.1.1.1	Consider and respond to requests for public transport needs	Manager Asset Management & Design	Completed	All public transport requests have been discussed with the service providers, requests for infrastructure improvements, shelters and seating have been assessed taking into account utilisation and whole of life cost analysis, successful projects are incorporated into annual budgeted works.

We have a network of cycle ways, footpaths and walking trails supported by maps and signage

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
PP.3.3.1	Review, adopt and implement the Pedestrian Access Mobility Plan (including inter and intra village routes)	PP.3.3.1.1	Actively seek funding opportunities for pedestrian facilities and submit applications by due date	Manager Asset Management & Design	Completed	Awaiting grant funding advice for the shared path Stage 4 Urunga to Hungry Head, potential matching funds have been allocated in the 2017/18 budget. Stage 2 and 3 completed totalling approximately 1km of shared path.

Our local infrastructure supports electric vehicles and non-motorised forms of transport

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
PP.3.4.1	Review and implement Road Asset Management Plan including measures and targets	PP.3.4.1.1	Review and progressively improve RAMP to current industry best practice	Manager Asset Management & Design	Completed	The road and timber bridge networks have been assessed completing the condition and performance assessment process. The information gathered has informed the annual budget process, as well as enabling the revision of the Road Asset Management Plan which is programmed for completion in the 2017/18 financial year.
PP.3.4.1	Review and implement Road Asset Management Plan including measures and targets	PP.3.4.1.2	Develop the infrastructure capital works program and delivery planning	Manager Asset Management & Design	Completed	The Road Asset Management Plan has been reviewed and is in the process of being updated. The project is programmed to be completed in the 2017/18 financial Year. Asset condition data is being utilised to develop future asset renewal programs in line with the 10 year long-term financial plan.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
PP.3.4.1	Review and implement Road Asset Management Plan including measures and targets	PP.3.4.1.3	Execute the infrastructure capital works program	Manager, Works	Completed	<p>All capital works completed with exception of stage 2 of South Arm road this will be completed in the 2017/18 financial year.</p> <ol style="list-style-type: none"> 1. Heavy patching & resealing 2. Local roads 3. Gravel resheeting 4. Local shoulder re-sheeting 5. Formation renewals 6. Kerb gutter 7. Road construction North Bank road 8. Hickory street 9. South Arm road stage 1 10. Vernon place 11. Bellingen street 12. Yellow Rock road 13. Main street Bellingen started

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
PP.3.4.1	Review and implement Road Asset Management Plan including measures and targets	PP.3.4.1.4	Negotiate with RMS the details of the Old Pacific Highway asset handover to Council	Manager Asset Management & Design	Completed	Negotiations are continuing about the handover of assets and the financial contribution toward the restoration of defects. The NSW Roads & Maritime Services (RMS) has finalised the classification of the old Pacific Highway (Giinagay Way) to Regional Road. During the reporting period the RMS have not made a decision regarding Council's request not to transfer the Kalang River Bridge at Urunga to Council, nor has there been a result from discussions between Council and the RMS regarding the handover of assets and the affect this has on the Council financial performance ratios in the context of government policy.

We have a system of safe, well maintained roads including car calming infrastructure

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
PP.3.5.1	Review and implement the Road Asset Management Plan including measures and targets	PP.3.5.1.2	Establish and implement a road and bridge maintenance management system "Reflect"	Manager Asset Management & Design	Completed	The implementation of "Reflect" a Road and Bridge maintenance management system is complete and fully operational. All relevant staff have been trained, defect and accomplishment data is being collected and analysed.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
PP.3.5.1	Review and implement the Road Asset Management Plan including measures and targets	PP.3.5.1.3	Execute works utilising the maintenance management system	Manager, Works	Completed	Maintenance works completed using the Reflect Maintenance Management System minimising exposure to risk. Monthly accomplishments reported to Council.
PP.3.5.1	Review and implement the Road Asset Management Plan including measures and targets	PP.3.5.1.4	Execute RMCC contract requirements utilising IMS framework	Manager, Works	Completed	Following Work Orders completed 1. Sweedmans lane Rehabilitation 2. SO kerb construction Dorrigo Mt 3. Deerpark slip repair 4. Resealing program 5. Heavy patching program 6. RMAP completed Total Value of works \$3,684,390

We have the facilities and services needed to be a healthy and active community

Health care options and facilities are enhanced across the Shire including birthing, palliative and aged care support

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
PP.4.1.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	PP.4.1.1.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	Manager Community Wellbeing	Completed	No particular options identified. General advocacy undertaken with North Coast Area Health re protection of Bellingen Hospital during emergencies.

There is a holistic approach to health

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
PP.4.2.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	PP.4.2.1.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	Manager Community Wellbeing	Completed	This aspiration is predominantly the responsibility of Area Health and private practitioners in a range of physical or energy based therapies. Advocacy undertaken with North Coast Area health re protection of Bellingen hospital during emergencies. No particular other new opportunities have arisen. There continues to be a range of holistic health practitioners available within the Shire.

There is active participation in a range of sporting and recreational pursuits

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
PP.4.3.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	PP.4.3.1.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	Manager Community Wellbeing	Completed	There continues to be a range of sporting and recreational facilities provided for active community participation. This includes playing fields, swimming pools, playgrounds, reserves, halls, senior's centres, youth facilities, visitor information centres, patrolled beaches and a recreation centre. Support provided in maintaining, and where funds permit, improving these facilities.

Healthy lifestyles and practices are enhanced

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
PP.4.4.1	Implement the Open Space Management Plan and the Buildings Asset Management Plan	PP.4.4.1.1	All asset management plans are progressively reviewed and improved to ensure consistency with industry best practice	Manager Asset Management & Design	Completed	All Asset Management Plans have been reviewed and are in the process of being updated, the project is programmed to be completed in the 2017/18 financial Year. The asset Management Policy has been drafted and is on public exhibition and report back to Council in August 2017.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
PP.4.4.1	Implement the Open Space Management Plan and the Buildings Asset Management Plan	PP.4.4.1.2	Implement Action Plan 2 Dogs in Public Places and Plan 5 Provision of Facilities of the CAMP	Team Leader Building & Regulation	Progressing	CAMP Part 2 - Actions - Review of off-leash areas being conducted. Consultation with Crown Lands currently in progress regarding the use of parts of the Bellinger Heads State Park as off-leash areas for the Mylestom area. Subject to resolution of the issue with the Crown. CAMP Part 5. Bellinger Shire continues to utilise Nambucca Shire Council's Impounding Facility.

Theme - Living Environment

We have clean water which is protected and used sustainably

Our waterways are valued, protected and enhanced

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
LE.1.1.1	Implement the Bellinger & Kalang Rivers Estuary Action Plan (subject to Grant funding success)	LE.1.1.1.01	Continuation of Stage 2 Bellinger River Floodplain & Estuary Water Quality Improvement project	Invasive Plants Officer	Completed	Project successfully completed September 2016. Nine effluent management improvement projects implemented on seven farms. Feedback from funding provider described project outcomes as excellent.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
LE.1.1.1	Implement the Bellinger & Kalang Rivers Estuary Action Plan (subject to Grant funding success)	LE.1.1.1.02	Water quality monitoring program for Bellinger & Kalang Rivers and consider opportunities for grant funding providing this project is funded through the Environment Levy.	Invasive Plants Officer	Progressing	2015/16 water quality monitoring program completed July 2016 and report noted at Ordinary Council meeting 14 December 2016. Environmental Levy Funds allocated to enable Council to participate in the Integrated North Coast Bioregion Ecohealth Program, when funding is confirmed with state and local government and external stakeholders. Meeting with Office of Environment & Heritage to propose funding through its Environmental Trust and/or Estuary Management Program. Opportunities may come to fruition as grants open, however yet to be confirmed. A new Citizen Science program, Bellinger Riverwatch, launched May 2017, with Council a project partner, to be continued 2017-18.
LE.1.1.1	Implement the Bellinger & Kalang Rivers Estuary Action Plan (subject to Grant funding success)	LE.1.1.1.03	Consider and respond to formal stakeholder proposals regarding river & biodiversity initiatives	Invasive Plants Officer	Completed	Stakeholder proposals regarding river and biodiversity initiatives have been considered and responded to on an ongoing basis over the past twelve months. This is expected to continue under the 2017-18 Environmental Levy projects.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
LE.1.1.1	Implement the Bellinger & Kalang Rivers Estuary Action Plan (subject to Grant funding success)	LE.1.1.1.04	Implementation and monitoring of Council's on-site sewerage management program	Team Leader Building & Regulation	Completed	OSMS scheduled inspections are being carried out in accordance with OSMS risk rating and associated inspection frequency.
LE.1.1.1	Implement the Bellinger & Kalang Rivers Estuary Action Plan (subject to Grant funding success)	LE.1.1.1.05	Review Councils program of and requirement for periodic testing of public swimming holes	Team Leader Building & Regulation	Progressing	Water quality sampling is currently being conducted. Results are reported on Council's webpage by staff. Report to go to Council regarding the continuation of the water quality monitoring program in 2017/18.

We minimise our use of water

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
LE.1.2.1	Overall reduction in Council's own water usage	LE.1.2.1.01	Conduct review of councils water usage to identify opportunities for water consumption reduction	Manager Water & Sewer	Completed	Ongoing process to monitor water usage. Grant submitted for constant monitoring of domestic water meters which will allow customers to monitor their water usage and be notified within 24 hours of a leak being detected.

We use our water and wastewater using best management practices

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
LE.1.3.1	Review and implement the Sewer Asset Management Plan	LE.1.3.1.01	Review and execute SAMP to ensure that they are up-to-date, relevant, reflect best practice in local government asset management and is adopted by Council. Will include measures/KPI's and targets	Manager Water & Sewer	Progressing	The revised Sewer Asset Management Plan is programmed for completion in the 2017/18 financial year.
LE.1.3.1	Review and implement the Sewer Asset Management Plan	LE.1.3.1.02	Complete Sewer Capital Works program	Manager Water & Sewer	Progressing	Final design for the replacement of Pilot St sewer pump station complete. Construction will go to tender Q3 2017. Installation of new switch board at Hillside sewer pump station progressing. Installation due July 2017. Bellingren UV disinfection unit installed.
LE.1.3.2	Review and implement the Water Asset Management Plan	LE.1.3.2.01	Review WAMP and execute to ensure that they are up-to-date, relevant, reflect best practice in local government asset management and is adopted by Council. Will include measures/KPI's and targets	Manager Water & Sewer	Progressing	The revised Water Asset Management Plan is programmed for completion in the 2017/18 financial year.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
LE.1.3.2	Review and implement the Water Asset Management Plan	LE.1.3.2.02	Complete Water Capital Works Program	Manager Water & Sewer	Progressing	<p>Water mains renewal projects were complete for the following:</p> <ul style="list-style-type: none"> - Waterfall Way to Berry Street - Short Cut road to Urunga - Old Pacific Highway to Urunga <p>Ladder renewal at Marx Hill reservoirs complete.</p> <p>The construction of the new Bellingen Reservoir is progressing with delayed design being finalised and tendering process being progressed by NSW Public Works. Construction will commence late 2017/18.</p>
LE.1.3.3	Meet all legislative requirements for Water & Sewer (measure licence reporting & NSW Office of Water benchmarking report).	LE.1.3.3.01	Monitoring of all licence conditions	Manager Water & Sewer	Completed	Annual report to EPA submitted in January 2017. Ongoing monitoring continuing with all licence conditions being met.
LE.1.3.4	Implement the Strategic Business Plans for Water and Wastewater including specific measure and expectations against those measures	LE.1.3.4.01	Review Integrated Water Cycle Management Plan	Manager Water & Sewer	Not Progressing	Integrate Water Cycle Management Plan will be progressed after receiving notification of successful grant funding.
LE.1.3.5	Implement new Asset Management Software	LE.1.3.5.01	Review options for asset management software and report to Council	Manager Water & Sewer	Progressing	This item has been incorporated into the corporate IT system replacement project.

Our surroundings are quiet and clean

Noise pollution is managed

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
LE.2.1.1	Conduct enforcement activities as required by legislation and Council resolution	LE.2.1.1.01	Provide ranger service to enable Council to conduct enforcement activities as required by legislation and Council resolution	Team Leader Building & Regulation	Completed	<p>Ranger service is provided through the provision of one full time Ranger and a Shared Ranger position under an MOU for shared ranger service with Nambucca Shire Council.</p> <p>An educational approach to the management of Companion Animals, which has resulted in a significant reduction in impounding and euthanasia figures, further resulting in a significant reduction in costs for Council.</p> <p>During the annual reporting period, 59 dogs were seized, 30 of these were impounded and of the latter, 7 were euthanised. The animals which were destroyed were ill, dangerous, surrendered at owner's request or temperamentally unsuitable for rehoming.</p> <p>For the same period 2015-16, 62 dogs were seized, 32 were impounded and 15 were destroyed; for the period 2014-15, 141 dogs were seized, 94 were impounded and 30 were destroyed.</p>

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
LE.2.1.1	Conduct enforcement activities as required by legislation and Council resolution	LE.2.1.1.2	Report on noise enforcement actions in conjunction with other scheduled enforcement reporting	Team Leader Building & Regulation	Completed	During the annual reporting period, 25 noise complaints were received and actioned (other than barking dog complaints). These noise complaints were premises based, activity based or from animals other than dogs.

We reduce, reuse and recycle

The consumption of resources is minimised

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
LE.3.1.1	Reduce Council's own use of paper through printing and copying by 5% over 4 years	LE.3.1.1.01	Capture number and nature of paper documents created in Council	Manager Information & Technology Services	Completed	Tracking of paper document types and volumes is ongoing. Print volumes have varied throughout the year, with peak printing times including generation of annual report and other larger-size publications. Monitoring of paper use and looking at opportunities for process efficiencies continues.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
LE.3.1.1	Reduce Council's own use of paper through printing and copying by 5% over 4 years	LE.3.1.1.02	Monitor usage of paper in organisation	Manager Information & Technology Services	Completed	Tracking of paper document types and volumes is ongoing. Print volumes have varied throughout the year, with peak printing times including generation of annual report and other larger-size publications. Monitoring of paper use and looking at opportunities for process efficiencies continues.
LE.3.1.1	Reduce Council's own use of paper through printing and copying by 5% over 4 years	LE.3.1.1.03	Continuation of legacy document scanning	Manager Information & Technology Services	Completed	A variety of document types have been scanned during 2016-17 as part of the legacy scanning project. Content includes state archives for indefinite retention. Approximately 375 development application files from the 1980's were scanned during the first half of 2016. This equates to approximately 11,500 pages of newly digitised records.

We reduce, reuse and recycle our waste

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
LE.3.2.1	Provide an annual education initiative highlighting ways the community can reduce, reuse and recycle our waste	LE.3.2.1.01	Support the community in Clean-Up Australia Day campaign	Invasive Plants Officer	Completed	Clean up Australia day was held 5 March 2017. Council approved three applications from local volunteer groups for fee exemptions to allow material from Clean Up Australia Day to be disposed at the Raleigh Waste Management Centre. The Waste team continues to support Clean up Australia Day by providing information on recycling and rubbish separation to the community, along with media coverage.

Our community has access to convenient recycling facilities and services

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
LE.3.3.1	Implement the Business Model Review of Council's Waste & Resource Recovery Facilities	LE.3.3.1.01	Operate the Bowerhouse Reuse Centre	Invasive Plants Officer	Completed	The Bowerhouse reuse shop continues to be popular with residents and surrounding shires. Midwaste in conjunction with Council has been running highly popular workshops focusing on reusing materials, including sculpture and mosaics. There is an increasing trend in use of the reuse shop with a total of \$53,522 worth of items sold in the 2016/17 year.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
LE.3.3.1	Implement the Business Model Review of Council's Waste & Resource Recovery Facilities	LE.3.3.1.02	Provide high quality kerbside waste services and operate waste facilities at Raleigh, Dorrigo and Bellingen	Invasive Plants Officer	Completed	<p>Council continues to provide a high level of kerbside waste services. Quarterly performance reviews are completed with the waste collection contractor Handybin and Coffs Coast Waste Services to ensure a high quality of service is maintained. Also, improvement works completed in 2016-17 at all waste facilities has increased the level of service and landfill diversion.</p> <p>Council has facilitated upgrades at its waste facilities including the Community Recycling Centre at the Raleigh Waste Management Centre for problem wastes (high volume low toxicity) including paints, gas bottles, etc. and the upgrade of the Bellingen Transfer station to best practice and in the last financial year has spent over \$200,000 improving its waste facilities.</p> <p>The Bellingen community is currently the number 1 recycler in NSW with an average diversion rate from landfill of 80.1%. Council continues to look at opportunities to increase standards at all waste facilities.</p>

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
LE.3.3.1	Implement the Business Model Review of Council's Waste & Resource Recovery Facilities	LE.3.3.1.03	Contribute to the waste collection service contract negotiations	Invasive Plants Officer	Completed	Council resolved to adopt the recommendations of the Regional Waste Management Services - Coffs Coast Waste Services - Tenders for Collection and/or Processing of Waste at the Extraordinary Council meeting 30 March 2017. As Coffs Coast Waste Services, Council staff continue to work closely with Nambucca and Coffs Harbour Councils to finalise negotiations for the new waste collection and processing contract/s beginning in March 2018.
LE.3.3.1	Implement the Business Model Review of Council's Waste & Resource Recovery Facilities	LE.3.3.1.04	Community Recycling Centre at Raleigh Waste Management Centre	Invasive Plants Officer	Completed	Community Recycling Centre (CRC) construction completed and soft opening has occurred. Official opening of the CRC will occur in the 2017/18 year. The new EPA administered CRC reporting system is working well and scheduled collections are occurring on time.
LE.3.3.1	Implement the Business Model Review of Council's Waste & Resource Recovery Facilities	LE.3.3.1.5	Weighbridge at Raleigh Waste Management Centre	Invasive Plants Officer	Progressing	Development Application has been approved, and weighbridge construction Contractor appointed, Waste management staff are waiting to receive construction certificate so that works can begin.

We live sustainably and reduce our ecological footprint and contribution to climate change

Our community is informed and acts to reduce our ecological footprint

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
LE.4.1.1	Implement the Bellingen Climate Change Risk Adaption Strategy	LE.4.1.1.01	Implement high priority actions from Coastal Zone Management Plan to protect and enhance natural environment subject to funding.	Invasive Plants Officer	Progressing	After receiving clarifying comments from the Department of Industry - Lands & Forestry on the Draft Bellingen Coastal Zone Management Plan (CZMP), Council arranged for the CZMP to be reviewed and incorporated these final changes. The stakeholder approved final CZMP has been sent to the Minister for the Environment for certification under the NSW Coastal Protection Act 1979. Once the CZMP has been certified, progress can be made to confirm funding through the Office of Environment and Heritage coastal and estuaries grants program to address priority actions at Hungry Head.
LE.4.1.1	Implement the Bellingen Climate Change Risk Adaption Strategy	LE.4.1.1.02	Analyse estuary inundation data and prepare mapping to implement development control recommendations arising from estuary inundation study when formally adopted by Council	Manager Land Use Services	Progressing	A lack of resources and a series of higher priority projects have prevented any progress regarding this matter. This action will be addressed in the 2017/18 year.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
LE.4.1.1	Implement the Bellingin Climate Change Risk Adaption Strategy	LE.4.1.1.03	Development controls to restrict development having regard to risk are included in Council's Development Control Plan.	Manager Land Use Services	Not Progressing	Although an extra resource has been secured to undertake strategic planning projects within Council, this project remains low on the list of priorities (when compared to matters such as the review of the Growth Management Strategy) and a time frame for completion has not yet been determined.

Alternative forms of energy are embraced

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
LE.4.2.2	Implement actions from the Bellingin Emissions Reduction Program (BERP)	LE.4.2.2.01	Consult key internal stakeholders to contribute towards the internal energy efficiency program	Invasive Plants Officer	Completed	Council completed a tender process and awarded a successful tender in March 2017 for the supply and installation of solar photovoltaic (PV) systems at the Bellingin Council Administration building and Raleigh works depot. Ongoing consultation with internal stakeholders regarding the installation of solar PV systems will continue throughout the delivery of this project and for the next stage of solar PV installations at a number of small sites.

We protect and enhance our biodiversity

Our community understands the value of biodiversity

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
LE.5.1.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	LE.5.1.1.01	Commence preparation of Biodiversity Action Strategy for the Shire (subject to grant funding) and Environment Levy Funding	Invasive Plants Officer	Not Progressing	Funding to assist with the development of a Biodiversity strategy was sought from the NSW Environmental Trust, however this was unsuccessful. Funding from the Environment Levy allocated to the Pedestrian Access Mobility Plan in accordance with Council resolution in the matter. As a consequence the project could not progress.

Biodiversity is managed and protected for future generations

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
LE.5.2.1	Planning controls to improve our biodiversity and protect threatened species are developed and/or refined and adopted by Council as required	LE.5.2.1.01	Implement the Draft Comprehensive Koala Plan of Management - Bellingen Shire Council Coastal Area	Manager Land Use Services	Progressing	Key supporting elements of the Koala Management Strategy have been put in place and a budget has been allocated for potential koala projects in 2017/18. Although a series of potential projects to further the Strategy were developed in 2016/17, it is most desirable that the Council funding be used as part of Grant Applications where a joint contribution is made by other tiers of government. No such projects were successful in 2016/17.
LE.5.2.2	Complete the Dangar Falls Plan of Management and implement on ground upgrades of the Reserve	LE.5.2.2.01	Develop and deliver a community awareness campaign, implement 2 revegetation sites and report to Office of Environment and Heritage for Saving Our Species- Iconic Koala Project (dependant on successful grant application and Environment Levy Funding)	Invasive Plants Officer	Not Progressing	Environmental Levy funding was allocated to support grant applications to complete this project. One Environmental Trust Education grant expression of interest unsuccessful. Environmental Trust Rehabilitation & Restoration grant application in partnership with Jaliigirr Biodiversity Alliance, Bellinger Landcare and Office of Environment & Heritage pending announcement.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
LE.5.2.3	Implement the Bellingin Island Biodiversity Restoration Project	LE.5.2.3.01	Implement the Newry Island Foreshore Rehabilitation Stage One project, in partnership with Office of Environment and Heritage (stage one runs over 3 financial years)	Invasive Plants Officer	Completed	Part 1 completed and part 2 in progress - permits received, monitoring established, baseline assessment completed and construction commenced.
LE.5.2.4	Implement the Jaliigirr Biodiversity Alliance Project	LE.5.2.4.01	Implement Stage 5 of the Jaliigirr Biodiversity Alliance Project	Invasive Plants Officer	Completed	Final stage of the Jaliigirr project successfully completed May 2017. Weed control and revegetation completed to rehabilitate degraded native vegetation and enhance biodiversity values across 77ha in the priority Bellinger Coastal corridor and Never Never Connections corridor.
LE.5.2.4	Implement the Jaliigirr Biodiversity Alliance Project	LE.5.2.4.02	Maintain key weed control and bush regeneration sites to protect and enhance natural environment	Invasive Plants Officer	Completed	Bush regeneration implemented to maintain 9 past project sites, total 42ha. This is expected to continue under the 2017-18 Environmental Levy projects.

Threats to biodiversity are identified and mitigated

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
LE.5.3.1	Implement the North Coast Weeds Advisory Committee (NCWAC) Weeds Action Program (WAP)	LE.5.3.1.01	Implement annual objectives of the North Coast Weeds Action Plan	Invasive Plants Officer	Completed	All twelve (12) North Coast Weed Action Plan objectives completed. Achievements include: - 232.575 ha of weed control conducted on public land; 17 Section 64 Noxious Weed certificates completed; SUMMIT

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
						<p>mapping program installed which is Biosecurity Information System compliant (as required by funding body NSW DPI) and weed management staff trained in use. New weed incursion Sicklethorn (<i>Asparagus falcatus</i>) located in Bellingin Council reserve, all plants removed and site frequently monitored. Media releases completed for Banana Passionfruit weed alert; Tropical Soda Apple weed alert; and project works including control of Castor Oil at Jarrett Park, Bellingin. Presentations provided - at the Mid North Coast Weeds Forum; to students as part of the Bellingin High School Future program on key weed issues in the Bellingin Shire and a brief weed identification session with the students; also to Weed Officers from across the state attending the 2017 High Risks Weeds Study Tour. Identification and control presentations on vine and tree weeds as part of the weed identification workshop for Forestry Corporation of NSW staff.</p>

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
LE.5.3.2	Implement Council's responsibilities as the Local Control Authority under the NSW Noxious Weeds Act 1993s	LE.5.3.2.01	Conduct up to 400 annual inspections as the Local Control Authority under the NSW Noxious Weeds Act 1993	Invasive Plants Officer	Completed	Total of 185 private property inspections completed, covering an area of 5675 hectares. 357 km of high risk pathways (roads, rivers, and creeks) inspected. One aerial inspection completed targeting Cat's Claw Creeper with 350 properties inspected.

We work together to protect and enhance our environment

The guidance of the custodial people is recognised

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
LE.6.1.1	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	LE.6.1.1.01	Respond to Community requests as appropriate	Manager Community Wellbeing	Completed	Requests responded to as appropriate. Liaison with representative of Gumbaynggirr community on events such as NAIDOC week.

Our community is informed and educated on environmental issues, threats and opportunities

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
LE.6.2.1	Provide information to the community on environmental issues, threats and opportunities which are specific to our Shire through Quarterly meetings of the Environmental Sustainability Advisory Committee (ESAC)	LE.6.2.1.01	Provide financial support to community groups for environmental sustainability projects via the Environment Levy Community Fund (ELCF). Funding up to \$5,000 per project competitively assessed	Invasive Plants Officer	Completed	The 2016-17 Environmental Levy community fund received 16 applications. At the Ordinary Council Meeting 14 December 2016, Council resolved to fund 6 projects. Funding agreements for these 6 projects were executed in February 2107 with all projects to be completed by 31 December 2017. Council resolved at the Ordinary Council Meeting 28 June 2017 to allocate \$35,000 to the 2017-18 Environmental Levy community fund.
LE.6.2.1	Provide information to the community on environmental issues, threats and opportunities which are specific to our Shire through Quarterly meetings of the Environmental Sustainability Advisory Committee (ESAC)	LE.6.2.1.02	Build partnerships with the community through Quarterly meetings of the Environmental Sustainability Advisory Committee (ESAC)	Invasive Plants Officer	Progressing	Council's broader engagement is under review with advisory committees to form a part of this review.

The contribution of our community groups are fostered, supported and celebrated

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
LE.6.3.1	Continue recognition activities for community groups and individuals	LE.6.3.1.01	Delivery of Council's volunteer recognition program	Manager Economic & Business Development	Completed	Council hosted a volunteer celebration in May 2017 in conjunction with National Volunteer Week. Over 80 volunteers attended which is an increase of approximately 30% from the previous year.
LE.6.3.1	Continue recognition activities for community groups and individuals	LE.6.3.1.02	Undertake a survey seeking input from volunteers on their job satisfaction	Manager Economic & Business Development	Completed	Volunteer survey made available via email and online to encourage volunteers to complete the survey.
LE.6.3.1	Continue recognition activities for community groups and individuals	LE.6.3.1.3	Engagement of the Work for the Dole Program where candidates will predominantly work on community projects	Manager Economic & Business Development	Completed	Council has supported the Work for the Dole programme - engaging two individual work for the dole placements at the Events Hub and a group placement which assisted with maintenance of outdoor recreational grounds and facilities. Placements at the Events Hub assisted Council and the Creative Industries with administration functions. The placements were exposed to a range of experience relating to events and office management.

Theme - Civic Leadership

Council is an organisation that embraces business excellence

Financial sustainability is maintained through effective short and long term financial management

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.1.1.1	Council meets all of its regulatory requirements in relation to financial management and reporting. MEASURE: meet the requirements of the OP Items against this DP item for each year	CL.1.1.1.01	Complete Long-term financial plan within statutory timeframe	Chief Financial Officer	Completed	Long Term Financial Plan completed and adopted at the June Council meeting.
CL.1.1.1	Council meets all of its regulatory requirements in relation to financial management and reporting. MEASURE: meet the requirements of the OP Items against this DP item for each year	CL.1.1.1.02	Complete and lodge Financial Report/Statements with OLG within statutory timeframe	Chief Financial Officer	Completed	Financial Statements completed and lodged by statutory due date.
CL.1.1.1	Council meets all of its regulatory requirements in relation to financial management and reporting. MEASURE: meet the requirements of the OP Items against this DP item for each year	CL.1.1.1.03	Complete rates and instalment notices within statutory timeframes	Chief Financial Officer	Completed	All rates and instalment notices issued by statutory due dates.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.1.1.1	Council meets all of its regulatory requirements in relation to financial management and reporting. MEASURE: meet the requirements of the OP Items against this DP item for each year	CL.1.1.1.04	Complete payroll runs within timeframe	Chief Financial Officer	Completed	All payroll runs completed within agreed time frames.
CL.1.1.1	Council meets all of its regulatory requirements in relation to financial management and reporting. MEASURE: meet the requirements of the OP Items against this DP item for each year	CL.1.1.1.05	Complete quarterly budget reviews within statutory timeframes	Chief Financial Officer	Completed	September, December and March quarter budget review adopted within required statutory time frame.
CL.1.1.1	Council meets all of its regulatory requirements in relation to financial management and reporting. MEASURE: meet the requirements of the OP Items against this DP item for each year	CL.1.1.1.06	BAS - Lodged with the ATO within statutory timeframe	Chief Financial Officer	Completed	All statutory ATO returns have been lodged by the due date.
CL.1.1.1	Council meets all of its regulatory requirements in relation to financial management and reporting. MEASURE: meet the requirements of the OP Items against this DP item for each year	CL.1.1.1.07	Complete revenue policy within statutory timeframes	Chief Financial Officer	Completed	Revenue Policy completed and adopted at the June Council meeting.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.1.1.1	Council meets all of its regulatory requirements in relation to financial management and reporting. MEASURE: meet the requirements of the OP Items against this DP item for each year	CL.1.1.1.08	Complete Fees & Charges Schedule within statutory timeframes	Chief Financial Officer	Completed	Schedule of Fees and Charges completed and adopted in June.
CL.1.1.1	Council meets all of its regulatory requirements in relation to financial management and reporting. MEASURE: meet the requirements of the OP Items against this DP item for each year	CL.1.1.1.09	Complete statement of compliance and lodge with OLG within statutory timeframe	Chief Financial Officer	Completed	Statement of compliance audited and lodged by statutory due date.
CL.1.1.1	Council meets all of its regulatory requirements in relation to financial management and reporting. MEASURE: meet the requirements of the OP Items against this DP item for each year	CL.1.1.1.10	Complete and lodge pensioner concession subsidies with OLG within statutory timeframe	Chief Financial Officer	Completed	Pensioner concession claim audited and lodged by due date. Funds received.
CL.1.1.1	Council meets all of its regulatory requirements in relation to financial management and reporting. MEASURE: meet the requirements of the OP Items against this DP item for each year	CL.1.1.1.11	FBT return lodged with ATO within statutory timeframe	Chief Financial Officer	Completed	Fringe Benefit Tax return completed and lodged by statutory due date.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.1.1.1	Council meets all of its regulatory requirements in relation to financial management and reporting. MEASURE: meet the requirements of the OP Items against this DP item for each year	CL.1.1.1.12	Continue implementation of commitments in the FFF Plan	Chief Financial Officer	Completed	Special rate variation process completed and approved by IPART. Ongoing savings continue to be monitored through budget process. Progress of actions provided in report to June meeting of Council.
CL.1.1.1	Council meets all of its regulatory requirements in relation to financial management and reporting. MEASURE: meet the requirements of the OP Items against this DP item for each year	CL.1.1.1.13	Implement emailing of rates and water billing notices	Revenue Supervisor	Completed	Email delivery of rate and water usage accounts implemented during 2016. At present 17% of ratepayers are registered and actively utilising eNotices. 2 promotional periods were undertaken resulting in increased registrations.
CL.1.1.1	Council meets all of its regulatory requirements in relation to financial management and reporting. MEASURE: meet the requirements of the OP Items against this DP item for each year	CL.1.1.1.14	Continue review of non - rateable land	Chief Financial Officer	Not Progressing	Review pending adoption of new Local Government Act.
CL.1.1.1	Council meets all of its regulatory requirements in relation to financial management and reporting. MEASURE: meet the requirements of the OP Items against this DP item for each year	CL.1.1.1.15	Continue implementation of all "Blackadder / Morrison Lowe Review changes	Chief Financial Officer	Completed	Ongoing Process. Many items will be addressed with the new corporate system.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.1.1.1	Council meets all of its regulatory requirements in relation to financial management and reporting. MEASURE: meet the requirements of the OP Items against this DP item for each year	CL.1.1.1.16	Implementation of new corporate management system (IT)	Chief Financial Officer	Progressing	Tender process almost completed. <ul style="list-style-type: none"> • Procurement plan created. • Communication Strategy and Communication Plan created and implemented. • Tender documents created with tender's period closing August 2016. • Detailed product demonstrations completed. • Report presented to Council to hold detailed negotiations with preferred vendors. • Detailed negotiations completed in June 2017 to progress project in 2017/18.
CL.1.1.1	Council meets all of its regulatory requirements in relation to financial management and reporting. MEASURE: meet the requirements of the OP Items against this DP item for each year	CL.1.1.1.17	Maintain SRV governance arrangements	Chief Financial Officer	Completed	Ongoing. Regular reconciliation performed with achievements being reported in Councils Annual Report and funds isolated for approved SRV work only.
CL.1.1.1	Council meets all of its regulatory requirements in relation to financial management and reporting. MEASURE: meet the requirements of the OP Items against this DP item for each year	CL.1.1.1.18	Apply for Special Rate Variation in accordance with Long Term Financial Plan	Chief Financial Officer	Completed	Application submitted, with approval granted by IPART in May 2017.
CL.1.1.2	Council meets the requirements contained in the Financial Planning Policy	CL.1.1.2.1	Review need for Financial Planning Policy	Chief Financial Officer	Not Progressing	To manage with other priorities in 2017/18.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.1.1.3	Prepare and implement asset management plan for Plant according to standards of IIMM Asset Management Manual and IPWEA Plant Management Manual	CL.1.1.3.1	Manage assets - Plant Replacements conducted for FY according to Forecast produced in Civicview or variations as agreed with DGMO.	Manager Asset Management & Design	Completed	The 10 year plant replacement program has been reviewed taking into account operational needs and plant efficiency for inclusion in the 2017/18 budget. A review of all asset management plans has commenced and is anticipated to be completed in the first half of the 2017/18 Financial Year.
CL.1.1.4	Manage and review lease agreements for assets owned by Council which are leased to other entities in accordance with the lease agreements.	CL.1.1.4.01	Manage lease agreements of assets owned by Council which are leased to other entities in accordance with the lease agreements	Governance and Corporate Planning Officer	Completed	Commercial sites being professionally managed with leases reviewed for consistency.
CL.1.1.4	Manage and review lease agreements for assets owned by Council which are leased to other entities in accordance with the lease agreements.	CL.1.1.4.02	Revise asset management framework	Manager Asset Management & Design	Completed	Lease Agreements reviewed through the Governance Section

We attract, develop and retain highly skilled staff

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.1.2.1	Implement the agreed priorities (identified in the OP) from the Workforce Management Plan	CL.1.2.1.01	Meet Council's workforce supply needs	Organisational Development Advisor, Talent Acquisition & Development	Completed	The recruitment function at Council has continued to be managed entirely in-house throughout the year. There were a number of critical positions filled including the recruitment of several roles within the Engineering team and the Senior Accountant role within the Finance team. Council continues to host a trainee position along with a number University work experience students. The average time to hire was 4.1 weeks throughout the reporting period.
CL.1.2.1	Implement the agreed priorities (identified in the OP) from the Workforce Management Plan	CL.1.2.1.02	Develop workforce capability	Organisational Development Advisor, Talent Acquisition & Development	Completed	<p>Council has continued its commitment to staff learning by providing in-house training on Code of Conduct and First Aid.</p> <p>This training has been supplemented by other external training opportunities along with the online learning portal. Staff have been afforded opportunities to attend conferences/seminars to support professional development.</p> <p>A focus on leadership development will continue in the coming financial year.</p>

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.1.2.1	Implement the agreed priorities (identified in the OP) from the Workforce Management Plan	CL.1.2.1.03	Maintain effective employee engagement and productive employee relations environment	Organisational Development Advisor, Talent Acquisition & Development	Completed	Council continues to afford all staff with formal employee feedback and consultation processes. The Staff Consultative Committee and Work Health and Safety Committees provide opportunity for consultation on development and review of internal policy and procedures. These meetings are in addition to regular feedback provided by Supervisors/Managers via meetings, toolbox talks, Staff Circulars and the intranet. With the introduction of the revised Local Government NSW (State) Award 2017 which came into effect on 1st July 2017 a review and update of relevant policies will need to be undertaken to ensure compliance.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.1.2.1	Implement the agreed priorities (identified in the OP) from the Workforce Management Plan	CL.1.2.1.04	Address workforce implications arising from industry reform and/or organisational review processes	Organisational Development Advisor, Talent Acquisition & Development	Completed	<p>Shared servicing continues to be reviewed by Council to allow further opportunity for shared resourcing and knowledge. Council has continued to participate in the LG Professionals Operational Effectiveness Survey and the LGNSW Benchmarking Survey which will assist in planning future strategic priorities and ensure that we are undertaking best practice techniques.</p> <p>Further to the requirements under the Local Government Act following the election of a new Council, a review of Council's structure will be undertaken in the new year.</p>

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.1.2.3	Improve Council's WHS performance against agreed measures	CL.1.2.3.01	Complete annual update of WHS Corporate plan and implement priority actions	Coordinator: Employee Safety and Wellbeing	Completed	<p>The Health and Safety Committee have successfully promoted safety and wellbeing throughout the organisation during this financial year. The adoption of a Standard Operating Procedure (SOP) template along with the creation of small focus groups working collaboratively has assisted Council in creating clearly defined processes for our workers. The committee have approved the following two SOP's, Working Alone/Isolation and Sun Protection. Council continues to perform well with injury management. Council's Workers Compensation Premiums continue to trend downward with a reduction of approximately 34% over the last five years. Further to this Council received \$70,000 rebate this year from StateCover. This rebate is due in part to our claims performance and safety incentive schemes. Council's lost time injury frequency rate is also well below comparable NSW Councils.</p>

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.1.2.3	Improve Council's WHS performance against agreed measures	CL.1.2.3.02	Implement actions from the 2014-2018 Equity and Diversity Plan	Coordinator: Employee Safety and Wellbeing	Completed	Bellingen Shire Council is committed to supporting activities that celebrate Aboriginal culture and heritage. The community that Council serves is diverse and multicultural. Council continues to share information and understands issues that are important to both staff and the local community. Council has and will continue to support work placements for youth. As an example Council has implemented a traineeship program in the Customer and Business Services area. Council has also hosted a number of University work placement students. Council continues to be on track to achieve the goals outlined in the Workplace Equity and Diversity Plan 2014-2018.

High quality community services and cost effective solutions are delivered

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.1.3.1	Achieve 80% first contact resolution for Phone and Counter based Customer Service with available human resources and budget allocation	CL.1.3.1.01	Implement the Customer Service Charter service standards in responding to customer enquiries through personal contact, correspondence and phone calls	Team Leader Customer & Business Services	Completed	<p>First contact resolution (FCR) finished strongly for the year achieving the 80% target. An improvement in the recording of customer contacts throughout the year has ensured accurate and consistent monthly FCR results with a total of 23,428 contacts recorded of which 18,784 were resolved on first contact by Customer & Business Services.</p> <p>Mystery customer results continue to exceed target with an overall yearly result of 96%. Customer service delivery/expectations are discussed regularly at team meetings.</p>

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.1.3.1	Achieve 80% first contact resolution for Phone and Counter based Customer Service with available human resources and budget allocation	CL.1.3.1.02	Deliver high quality customer interactions by resolving customer enquiries/concerns on first contact	Team Leader Customer & Business Services	Completed	<p>First contact resolution (FCR) finished strongly for the year achieving the 80% target. An improvement in the recording of customer contacts throughout the year has ensured accurate and consistent monthly FCR results with a total of 23,428 contacts recorded of which 18,784 were resolved on first contact by Customer & Business Services.</p> <p>Mystery customer results continue to exceed target with an overall yearly result of 96%. Customer service delivery/expectations are discussed regularly at team meetings.</p>
CL.1.3.1	Achieve 80% first contact resolution for Phone and Counter based Customer Service with available human resources and budget allocation	CL.1.3.1.03	Satisfy customer service needs on every contact through the delivery of consistent service standards to all customers	Team Leader Customer & Business Services	Completed	<p>13 compliments and 1 customer service survey with an excellent survey result have been received for service provided.</p> <p>Mystery customer results exceeding target supports quality service delivery to external customers.</p>
CL.1.3.1	Achieve 80% first contact resolution for Phone and Counter based Customer Service with available human resources and budget allocation	CL.1.3.1.04	Monitor, review and evaluate complaints and compliments on a monthly basis and report on customer service performance to Executive Leadership Team (ELT)	Team Leader Customer & Business Services	Completed	<p>Complaints and compliments are monitored and reported monthly to the Executive Leadership Team.</p>

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.1.3.1	Achieve 80% first contact resolution for Phone and Counter based Customer Service with available human resources and budget allocation	CL.1.3.1.05	Provide administrative and business support by Customer & Business Services to various departments within Council in a professional, accurate and efficient manner to ensure a high level of service delivery to the community from the whole of Council	Team Leader Customer & Business Services	Completed	Operational and administrative support remains at a consistently high level. Process changes have been implemented to improve issue times, particularly with drainage diagrams which frees up other Council department resources. The legislative requirement for issue of certificates is "as soon as practicable" however Council attempts to issue certificates within 5-10 business days. Although all certificates have been issued within 10 business days, results are recorded with the aim of issuing certificates within 5 days. 149 certificates - total 508; 448 issued <5 days (88%). Drainage diagrams - total 181; 163 issued < 5 days (90%). Outstanding notices - total 71; 70 issued < 5 days (99%). 603 Certificates - total 369; 368 issued < 5 days (100%). Service Requests created 1,168.

Best practice, sustainability principles, accountability and good governance are incorporated in all that we do

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.1.4.1	Identify and respond to changes in National, State, regional and local Landuse planning principles, statutes and guides	CL.1.4.1.01	Council's Strategic land use planning program is updated biannually or as necessary to reflect emerging trends, community aspirations and to respond to legislative requirements and/or Council resolution	Manager Land Use Services	Completed	Matters addressed over 2016/17 include policy changes within the NSW Planning System, comment on and implementation of relevant matters in the North Coast Regional Plan, significant work in progressing the amended Shire wide DCP to public exhibition, preliminary public consultation regarding a Rural Lands Planning Policy Review and preparatory work for the Growth Management Strategy review.
CL.1.4.1	Identify and respond to changes in National, State, regional and local Landuse planning principles, statutes and guides	CL.1.4.1.02	Facilitate North Bellingen Urban Release Area	Manager Land Use Services	Progressing	The North Bellingen Urban Release Area requires the insertion of a new chapter into Councils' Development Control Plan. For resourcing efficiency, this has been incorporated with other amendments to the DCP and will be exhibited concurrently with those amendments.
CL.1.4.1	Identify and respond to changes in National, State, regional and local Landuse planning principles, statutes and guides	CL.1.4.1.03	Review Council's Development Control Plan	Manager Land Use Services	Progressing	The draft DCP has progressed to the point where it can be publicly exhibited and, potentially adopted, within Q1 of 2017/18.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.1.4.1	Identify and respond to changes in National, State, regional and local Landuse planning principles, statutes and guides	CL.1.4.1.4	Review Council's Growth Management Strategy	Manager Land Use Services	Progressing	Progress with the Growth Management Strategy (GMS) through 2016/17 has been affected by a lack of resourcing within the strategic planning section of Land Use Services. An appropriate resource has now been appointed within Council and a plan for completion of the GMS review has been developed. Stage 1 of the review will involve the exhibition of a Discussion Paper which is scheduled for Q2 of the 2017/18 year.
CL.1.4.2	Council's Planning and development assessment services provides advice and planning assistance and process Development Applications and other relevant applications	CL.1.4.2.01	Provide advice in relation to statutory planning and development assessment	Manager Land Use Services	Completed	Councils' Land Use Services Team continues to provide a high level of advice and assistance regarding development matters.
CL.1.4.2	Council's Planning and development assessment services provides advice and planning assistance and process Development Applications and other relevant applications	CL.1.4.2.02	Assess and determine development applications against current statutory and policy requirements. Ensure assessments are in accordance with Section 79c of the Environmental Planning & Assessment (EP&A) Act 1979.	Team Leader Building & Regulation	Completed	Development applications being assessed in accordance with s 79C of the EP&A Act 1979, and in accordance with all other statutory and policy requirements. Council receives a detailed monthly report documenting DA determinations.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.1.4.2	Council's Planning and development assessment services provides advice and planning assistance and process Development Applications and other relevant applications	CL.1.4.2.03	Regulatory compliance is undertaken in accordance with statutory legislation and the public interest.	Manager Land Use Services	Completed	Council regulatory officers have undertaken compliance activities as required, and in observance of the Council's Compliance and Enforcement Policy. Council has had no reviews undertaken by the NSW Ombudsman that have resulted in a review of compliance procedures.
CL.1.4.2	Council's Planning and development assessment services provides advice and planning assistance and process Development Applications and other relevant applications	CL.1.4.2.04	Processing of Construction, Building and Occupation Certificates. Ongoing administration and assessment.	Team Leader Building & Regulation	Completed	During the annual reporting period, council issued 101 Construction Certificates, 93 Occupation Certificates and 16 Building Certificates.
CL.1.4.2	Council's Planning and development assessment services provides advice and planning assistance and process Development Applications and other relevant applications	CL.1.4.2.05	Assessment and processing of complying development applications. Processing of all applications as submitted.	Team Leader Building & Regulation	Completed	All Complying Development Certificate applications received by Council in the reporting period were processed. The average approval time was 14.88 days.
CL.1.4.2	Council's Planning and development assessment services provides advice and planning assistance and process Development Applications and other relevant applications	CL.1.4.2.06	Administration of Councils property address system	Land Information Officer	Completed	All appropriate Development Applications for construction of buildings and subdivisions are being issued with address, with 59 addressing being issued.
CL.1.4.2	Council's Planning and development assessment services provides advice and planning assistance and process Development Applications and other relevant applications	CL.1.4.2.07	Process LG Act water meter connection application	Land Information Officer	Completed	70% of applications (9 of 13) being determined within the 10 working days.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.1.4.2	Council's Planning and development assessment services provides advice and planning assistance and process Development Applications and other relevant applications	CL.1.4.2.08	Implement Councils road naming responsibilities	Land Information Officer	Completed	Three applications for road naming received with 1 name process being completed (Shephards Road). Other two names still being processed with final reports to be submitted to Council once public exhibition has been completed.
CL.1.4.2	Council's Planning and development assessment services provides advice and planning assistance and process Development Applications and other relevant applications	CL.1.4.2.09	Migrate BLEP 2010 maps to new Department of Planning and Environmental map standards	Land Information Officer	Not Progressing	Migration delayed, awaiting outcome of Corporate IT System replacement project.
CL.1.4.2	Council's Planning and development assessment services provides advice and planning assistance and process Development Applications and other relevant applications	CL.1.4.2.10	Development of browser based GIS viewer	Land Information Officer	Progressing	Proof of Concept created, awaiting outcome of new corporate IT system replacement project.
CL.1.4.3	Ensure an audit report is conducted annually	CL.1.4.3.01	Manage asset revaluation process with other relevant managers/staff (All asset classes to be revalued on a 5 year rolling basis)	Chief Financial Officer	Progressing	Revaluation of water and sewer assets commenced. Draft reports received by asset valuer July 2017. Process to be completed in August 2017.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.1.4.3	Ensure an audit report is conducted annually	CL.1.4.3.02	Manage external audit contract	Chief Financial Officer	Completed	Ongoing. Auditor General has taken over the audit function of NSW Council's from 31 October 2016 onwards. Auditor General has engaged our previous auditor Forsyth's for the 2016/17 year. Interim audit completed in May 2017.
CL.1.4.3	Ensure an audit report is conducted annually	CL.1.4.3.03	Ensure external audit is conducted within statutory timeframes	Chief Financial Officer	Completed	2015/16 Financial year audit completed within statutory due date. Interim audit conducted in May 2017.
CL.1.4.3	Ensure an audit report is conducted annually	CL.1.4.3.04	Undertake secretariat duties for Audit committee according to meeting schedule as required	Manager Governance & Engagement	Completed	Meetings scheduled and all agendas distributed as per schedule. All minutes distributed where meeting occurred.
CL.1.4.3	Ensure an audit report is conducted annually	CL.1.4.3.05	Review Internal Audit Plan	Manager Governance & Engagement	Progressing	Preparation of Internal Audit Plan postponed as adoption of New Delivery Program will not occur until end of FY, and review of risks arising from new Delivery Program and Operational Plan necessary for preparation of new Internal Audit Plan. To be presented to Audit Committee in Q1 of 17-18.
CL.1.4.3	Ensure an audit report is conducted annually	CL.1.4.3.06	Conduct Internal Audits according to Internal Audit Plan	Manager Governance & Engagement	Completed	Internal Audit conducted.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.1.4.3	Ensure an audit report is conducted annually	CL.1.4.3.07	Complete actions arising from internal and external audits	Manager Governance & Engagement	Progressing	8 actions relating to External Audit, of which 62.5% are completed. 73 actions relating to Internal Audit, of which 26% are completed. As new actions are added with each audit, this list is dynamic and all actions are not expected to be completed at any one point in time.
CL.1.4.4	Achieve a governance health check rating of at least 3 in all items using LGMA/ICAC document (www.icac.nsw.gov.au/documents/doc_download/1300-governance-health-check)	CL.1.4.4.01	Conduct Governance Health check using LGNSW tool in preparation for next Delivery Program	Manager Governance & Engagement	Completed	Governance Health Check completed. Council has improved results in Conflicts of Interest, Risk Management, Internal Controls and Audit, Legislative Compliance, Delegations of Authority and Registers of Information.
CL.1.4.4	Achieve a governance health check rating of at least 3 in all items using LGMA/ICAC document (www.icac.nsw.gov.au/documents/doc_download/1300-governance-health-check)	CL.1.4.4.02	Work on projects originating from Information Management Strategy, as budget and resource permits	Manager Information & Technology Services	Completed	Information Management and Information Technology Strategy documents continue to be kept up to date with developments on project work. Project work includes corporate system review, internet and network link upgrades, and IT service review in conjunction with neighbouring councils.

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CL.1.4.4	Achieve a governance health check rating of at least 3 in all items using LGMA/ICAC document (www.icac.nsw.gov.au/documents/doc_download/1300-governance-health-check)	CL.1.4.4.03	Ongoing use of Info Council for Business Paper generation	Manager Information & Technology Services	Completed	InfoCouncil continues to be used for generating Council agendas and minutes, and tracking actions arising from meetings. It is intended to continue using InfoCouncil for Council meeting agendas and minutes in 2017-18.
CL.1.4.4	Achieve a governance health check rating of at least 3 in all items using LGMA/ICAC document (www.icac.nsw.gov.au/documents/doc_download/1300-governance-health-check)	CL.1.4.4.04	Complete the preparation of the end-of-term report	Manager Governance & Engagement	Completed	End of Term Report completed, presented to outgoing Council at last ordinary meeting, and incoming Council as an attachment to the Annual Report.
CL.1.4.4	Achieve a governance health check rating of at least 3 in all items using LGMA/ICAC document (www.icac.nsw.gov.au/documents/doc_download/1300-governance-health-check)	CL.1.4.4.05	Co-ordinate preparation of Annual Report	Manager Governance & Engagement	Completed	Annual Report completed and presented to Council in accordance with all statutory requirements.
CL.1.4.4	Achieve a governance health check rating of at least 3 in all items using LGMA/ICAC document (www.icac.nsw.gov.au/documents/doc_download/1300-governance-health-check)	CL.1.4.4.06	Project manage preparation of IP&R documents in preparation for next 4 year cycle	Manager Governance & Engagement	Progressing	New Community Vision, Delivery Program, Operational Plan, Long-term Financial Plan completed. Asset Management Policy and plans underway. Workforce Management Plan underway.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.1.4.4	Achieve a governance health check rating of at least 3 in all items using LGMA/ICAC document (www.icac.nsw.gov.au/documents/doc_download/1300-governance-health-check)	CL.1.4.4.07	Prepare the four year workforce management plan in accordance with the Integrated Planning and Reporting requirements	Organisational Development Advisor, Talent Acquisition & Development	Progressing	The workforce management plan has been developed and will be progressively implemented. Reporting occurs within the annual report.
CL.1.4.4	Achieve a governance health check rating of at least 3 in all items using LGMA/ICAC document (www.icac.nsw.gov.au/documents/doc_download/1300-governance-health-check)	CL.1.4.4.08	Prepare the delivery program and operational plan in accordance with the Integrated Planning and Reporting requirements	Manager Governance & Engagement	Completed	New Delivery Plan and Operational plan completed and positive feedback on format received.
CL.1.4.4	Achieve a governance health check rating of at least 3 in all items using LGMA/ICAC document (www.icac.nsw.gov.au/documents/doc_download/1300-governance-health-check)	CL.1.4.4.09	Oversee development and implementation of Enterprise Risk Management Framework according to risk management action plan	Manager Governance & Engagement	Completed	Enterprise Risk Management Action plan progressing to plan.

Our community is informed and engaged with a strong sense of civic leadership

The community is engaged in decision making and implementation

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.2.1.1	Review all S355 Committees for Council for compliance with guidelines and operational effectiveness	CL.2.1.1.01	Ongoing training in guidelines, monitor compliance, address issues of non-compliance, update guidelines	Manager Community Wellbeing	Completed	Community Management Committees under s355 of the Local Government Act have been supported by guidance from a Council officer and guidelines for operation of the committees. Training has been made available to assist committee members with their roles. The guidelines have been reviewed and will be subject to further review by committee representatives prior to submission to Council for approval.

Civic leadership is recognised, supported and rewarded

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.2.2.1	Recognise Civic Leadership within our community through annual awards and ceremonies	CL.2.2.1.01	Support the Australia Day S355 Committee in the recognition of appropriate civic leaders through Australia Day awards	Communication and Community Engagement Officer	Completed	Extensive administrative assistance in the form of Agendas/Minutes, correspondence, preparation of certificates, bookings etc. provided to the Australia Day Committee prior to the event. The 2018 event will be held in Urunga and preparation will commence around September 2017.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.2.2.1	Recognise Civic Leadership within our community through annual awards and ceremonies	CL.2.2.1.02	Provide community engagement support for Awareness Days	Communication and Community Engagement Officer	Completed	Print, online media and photographic support provided as required for awareness events. Awareness events Jan - June 2017 include Australia Day, Library Lovers Day, Clean up Australia Day, Harmony Day, Volunteers Month, National Reconciliation Week, World Environment Day.

We are proactive in supporting, through representation and celebration, the needs and desires of the community

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.2.3.1	The Delivery Program supports the aspirations of the community as identified through the Community Vision	CL.2.3.1.01	Report to Council on at least a 6 monthly basis on progress against the operational plan.	Governance and Corporate Planning Officer	Completed	All IP&R reporting timeframes achieved.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.2.3.2	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	CL.2.3.2.01	Attend a wide cross section of community meetings to understand various objectives and ideals. Review local newspapers to understand current issues in the community	Manager Economic & Business Development	Completed	Council works closely with three Chambers of Commerce in the Shire and other community groups. Council attends most monthly chamber meetings and supports various committees. For example, Council has worked with a local NBN action group with the aim to secure the best NBN technology for the Shire. Council also works with the Co-operative Working Group - a home based business group. Council also provides information on grants to community groups and works with various community committees like the Gleniffer Stewardship Group and the Dorrigo Saleyard Committee.
CL.2.3.2	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	CL.2.3.2.02	Work with the three local Chambers to promote economic development and to understand challenges and opportunities	Manager Economic & Business Development	Completed	Over the last twelve months Council has worked proactively with the three Chambers of Commerce. Council delivered Back to Business Events across the Shire in partnerships with each Chamber. Council has also delivered grant writing workshops in each town to up-skill business and community members in effective grant writing. Other projects include: Food Value Chain Workshops - an initiative to develop a regional food brand and develop priorities around fresh local food.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.2.3.2	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	CL.2.3.2.03	Plan and prepare for Sept 2016 election	Manager Governance & Engagement	Completed	Election completed.
CL.2.3.2	Represent the aspirations of the community as expressed in the Community Vision as opportunities are identified	CL.2.3.2.04	Plan for and execute induction program for elected councillors including any requirements for continuing professional development contained in legislation	Manager Governance & Engagement	Completed	Detailed and comprehensive councillor induction program planned, prepared and delivered.

Council is proactive in representing the needs of our community

Strong partnerships exist with all levels of government, peak bodies and the community

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.3.1.1	Review all S355 Committees for Council for compliance with guidelines and operational effectiveness	CL.3.1.1.01	Update Guidelines and templates for Committees and provide training in such. Monitor compliance & address issues of non-compliance.	Manager Community Wellbeing	Completed	Guidelines continue to be reviewed and updated, being an ongoing process adapting to changes.
CL.3.1.2	Maintain membership and active involvement in MIDROC, GMAC and relevant subgroups	CL.3.1.2.01	Continue discussions with those councils slated for North Coast Joint Organisation	General Manager	Completed	Midroc councils have agreed to the formation of a joint organisation. Advocacy has been undertaken to the NSW Government regarding funding for the Joint Organisation. The Joint Organisation is to develop a strategic plan, including shared servicing and alliancing.

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.3.1.2	Maintain membership and active involvement in MIDROC, GMAC and relevant subgroups	CL.3.1.2.02	Continue to participate in the shared service and alliance partnership with neighbouring councils	General Manager	Completed	Midroc councils have agreed to the formation of a joint organisation. Advocacy has been undertaken to the NSW Government regarding funding for the Joint Organisation. The Joint Organisation is to develop a strategic plan, including shared servicing and alliancing.

We are consultative

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.3.2.1	Execute the Community Engagement Policy and Strategy	CL.3.2.1.01	Provide support to staff in utilising and executing the community engagement strategy	Communication and Community Engagement Officer	Completed	Support and assistance provided to staff in implementing the engagement strategy. The introduction of the 'Create' community engagement hub has provided a central point for information and engagement opportunities on Council projects. Assistance is being given to key staff in the use of this platform.

The principles of social justice underpin our activities and decision making processes

DP Code	DP Action	OP Code	OP Action	Responsibility	Action Status	Comment
CL.3.3.1	Implement the Social Plan	CL.3.3.1.01	Review current Social Plan and commence work on Community Wellbeing plan	Manager Community Wellbeing	Completed	There has been on-going action to implement some of the incomplete actions that required allocation of budget resources from the Social Plan 2010-15. The Disability inclusion Action Plan was completed and adopted by Council on 21 June 2017 as one segment of a Community Wellbeing Plan.



Part B - Statutory and Other Information



Community Engagement Activities

Council regularly engages with the community on diverse issues that may influence or affect the community and uses meaningful tools to ensure that the community is informed, has opportunities to contribute to the policy making process and is educated about matters that may impact their lives.

In line with Council's Community Engagement Framework the following methods were utilised to share information and seek feedback as well as promote the services and projects of Council.

- Regular paid advertising in local newspapers
- Media Releases sent with over 90% printed in local media or online.
- Community updates regarding local infrastructure including letterbox drops to affected residents and stakeholders
- Fortnightly Mayoral columns for Bellingen Shire Courier Sun newspaper
- Regular Mayoral Radio Interviews
- 4 Quarterly Community Newsletters
- "Create" Project newsletters

Community Surveys via Survey Monkey:

- Customer Service Survey – ongoing
- Surveys for 8 projects via 'Create' website (see below)

Workshops & Forums/Community Meetings

- Community Information Sessions – How to become a Councillor – July 2016
- Year 10 Futures Program – Environmental Team School Visit – December 2016
- Special Rate Variation Drop-in Sessions (3) – January 2017
- 2027 Community Vision: Focus Group Meetings x 6 and School Workshops x 2 - Feb/March 2017
- Back to Business Week – Councillor/Business Networking Workshops x 3
- Weed Management Forum (partnered with Coffs Harbour City Council and Nambucca Council) – February 2017
- Rural Planning Policy Review – Public Meetings x 2 – May 2017
- Information Sessions Community Grants x 6 – May 2017
- Yarning About Urunga Project – 3 day Public Consultations – May 2017
- Bike Tourism Opportunities in the Bellingen Shire – Workshops x 3 – June 2017
- Monthly meetings with Chambers of Commerce

Community Celebration Activities:

- NAIDOC Week Celebration – July 2016
- Local Government Week – Open Day at Dorrigo Wastewater Treatment Plant – August 2016
- International Day of People with Disability – Ian Cooper Awards – December 2016
- Children's Book Week – August 2016
- Mental Health Month – October 2016 which included information based street stalls in Bellingen, Dorrigo and Urunga, a Health and Wellbeing information insert in the Don Dorrigo Gazette and support for a Mental Health and Wellbeing Day for Carers.
- Citizenship Ceremonies were held in the Council Chambers for new citizens and their families and guests in November 2016, January and April 2017.
- Australia Day Awards and Community Celebrations – January 2017
- Library Lovers Day – Take a book on a Blind Date – February 2017



- National Youth Week – April 2017 – Film screening and youth day skate trip
- Seniors Week Festival – March 2017 which included an event for 120 seniors from around the Shire with entertainment, guest speakers and health and wellbeing demonstrations
- Anzac Day Recognition with Library display and educational presentation – April 2017
- National Volunteer Week High Tea – May 2017

Create Community Engagement Hub

On 30 January 2017 Council launched its online public engagement platform “Create”.

Intended to supplement existing engagement activities, this tool has enabled Council to have a one-stop-shop to distribute information, conduct surveys, add images and videos as well as gathering feedback on its current projects and services. During the period February to June 2017 the following 12 projects were published.

- The Community Vision
- The Bellingen Shire Disability Inclusion Action Plan
- Draft Integrated Planning & Reporting Documents
- Atherton Drive Masterplan
- Yarning About Urunga
- Liquid Trade Waste Policy
- Low Pressure Sewer Policy
- Contaminated Lands Policy
- Bellingen Island Flying-Fox Camp Management Plan
- Community Grant Workshops
- Bellingen Town Centre Beautification
- Rural Lands Policy

There were around 3,100 page visits, with 217 community members registering to use the site.

Special Variations in General Income

**Local Government Act 1993 - Section 508(2) and 508A
1 July 2016 to 30 June 2017.**

Special Rate Variation 2014-2015

The ordinary rates include an 11.8% Road Levy which was approved by the Minister in June 2014. The Levy applies to all rateable land within the Shire.

The 2014/15 SRV generated approximately \$0.56M in additional revenue in 2014/15, and \$6.42M over 10 years. The increase is funding, and servicing a loan of \$4.85M for Council’s capital works program to address transport infrastructure backlog, and additional maintenance on the road network. The \$6.42M SRV funds are allocated in the following way:

- \$0.75M to meet the balance of interest on a loan, which Council successfully received an interest rate subsidy under the Local Government Infrastructure Renewals Scheme.



- \$4.85M to repay principle of the loan.
- \$0.82M additional expenditure on capital works program.

Table 1 - 2016-2017 Capital Works

	2016/17 Actual	SRV Contribution
Bridge Renewal Projects		
	Total	773,594
Road Renewal Projects		
	Total	857,251
Heavy Patching & Reseal Projects		
	Total	746,720
Gravel Road Formation Renewal Projects		
	Total	442,911
Gravel Road Resheeting		
	Total	387,382
Shoulder Grading		
	Total	43,630
Total Capital Works Delivered in 2016/17 FY	3,251,487	
Total Capital Works funded by SRV 2016/17		2,742,212
Maintenance Funded by SRV (\$200K from SRV)		200,000
Special Rate variation Income 2016/17		583,420

Bellingen Shire Council
Environmental Levy Projects 2016-2017

Introduction

Bellingen Shire Council applied to the Minister for Local Government in May 2005 for a special variation to General Income for environmental projects. On 30 June 2005 Council received notice that an increase of 4% was approved on an on-going basis. In 2016-17 this equated to a fund of \$234,000 for environmental projects.

As identified in the *Shire of Bellingen 2030 Community Vision*, the environment levy supports the implementation of projects to achieve the strategic directions, outcomes and aspirations for the future from our local community. The key focus areas are as follows;

- Invasive plant management;
- Biodiversity management;
- Coastal and river ecosystem management;
- Sustainable food production;
- Climate change adaptation and mitigation.

The projects listed below delivered actions identified in the North Coast Weeds Action Program, NSW Invasive Species Plan, Dangar Falls Plan of Management, Estuary



Management Plan, Kalang River Health Plan and Bellinger River Health Plan, Bellingen Emission Reduction Plan (BERP), the Bellingen Coastal Zone Management Plan (CZMP), the comprehensive Koala Plan of Management, Bellingen Shire Council Coastal Area, and Dairy Effluent Infrastructure and Management Assessment and Planning Project.

Projects 2016-2017

Community Fund – Key Focus Area: All

The BSC Environmental Levy (EL) community fund is available for community groups working on public land and sustainability projects through a competitive process, to gain additional funds to complete projects. This fund has supported over 22 community groups over recent years. Projects are capped at \$5,000.

The funds allocated to this program were \$18,000 for the 2016/17 financial year. However, there is \$40,000 remaining in the environment levy reserve fund, and therefore the total is now \$58,000.

The fund was opened for applications in mid-September 2016, with a total of six projects funded totalling \$29,490.

Weeds Action Program 2015-2020 – Key Focus Area: Invasive Plant Management.

Council as part of the NSW North Coast Weeds Advisory Committee applied to the Department of Primary Industries administered Weeds Action Program 1520 for funds to implement the NSW Invasive Species Plan.

In order for Council to meet the key goals of this Plan and implement the 12 weed action program objectives, including invasive plant control and 400 local control authority weed inspections, an allocation to the weeds operational budget was made.

In the 2016-17 year a total of 261 private property noxious weeds inspections were carried out over an area of 6003 hectares; and 393 hectares of weed control were implemented.

The total project value was \$162,379 with the Department of Primary Industries providing \$51,379, Council general funds providing \$48,000 and a contribution from the BSC EL of \$63,000.

Saving Our Species – Iconic Koala project - Key Focus Area: Biodiversity Management.

Saving our Species (SOS) is a new conservation program that aims to maximise the number of threatened species that can be secured in the wild in NSW for 100 years.

Through SOS, threatened species have been allocated to one of six management streams depending on their distribution, ecology, security, and what is known about them. One of the management streams is for iconic species including the koala. The objectives of the NSW Recovery Plan for the Koala (Department of Environment and Climate Change 2008) are to reverse the decline of the koala in NSW due to the impacts of habitat loss, fire, dogs, cars, disease, drought and heat, ensure adequate protection, management and restoration of koala habitat and to maintain healthy breeding populations of koalas throughout their current range.

In December 2015, the Office of Environment & Heritage (OEH) invited Bellingen Shire Council (BSC) to submit a proposal for funding priorities in accordance with the SOS toolbox. BSC's submission included the following actions:

1. Baseline mapping of Preferred Koala Habitat for Dorrigo Plateau and monitoring the change in extent of mapped koala habitat for the Bellingen Coastal area and Dorrigo Plateau.
2. Community awareness campaign to raise awareness of local koala habitat, impacts of dog attacks and importance of responsible dog ownership.
3. Koala habitat rehabilitation within linkage areas (two revegetation sites).

The funds allocated to this project were \$20,000 to contribute towards the \$231,500 grant funds applied for. Unfortunately, this grant application was not successful; therefore this allocation has been carried forward to the 2017/18 year.

The Jaliigirr Biodiversity Alliance, Dangar Falls Biodiversity, Bellingen Island and Rock Fillets Project Maintenance – Key Focus Area: Invasive Plant Management, Biodiversity Management and Coastal & River Ecosystem Management.

In the 2011/12 financial year Council was successful in applying for a \$300,000 grant over six years. The Jaliigirr Biodiversity Alliance Project has been implemented at strategic sites on public and private land over the past four years. This project aims to improve the biodiversity (including koala habitat) of the Shire through weed control and planting of native seedlings in priority vegetation corridors.

As part of this grant funded project, Council is required to maintain the project sites for a five year period. These sites include;

1. Bellinger Heads State Park – endangered ecological communities extending from Urunga lagoon to Hungry Head.
2. Hammond St & Old Caravan Park – North Bellingen
3. Ringwood Creek – North Bellingen
4. Baker St – Fernmount

In 2014 river bank stabilisation structures called Rock Fillets were constructed in the Bellinger River adjacent to Mylestom Drive in Mylestom and Repton to protect the banks from erosion and encourage mangrove regeneration. Weed control and revegetation was also implemented along the river banks and requires regular maintenance to further boost the river health benefits of this project.

In 2013, best practice river bank stabilisation works were implemented to protect Bellingen Island and its Lowland Subtropical Rainforest, which is an Endangered Ecological Community. The project included structural protection works and native seedlings were also planted to stabilise the riverbank to the west of the Island. Council is committed to maintaining the revegetation component for five years.

Following work already undertaken and reported to the committee at Dangar Falls Reserve, it is important to maintain the site including weed removal and revegetation. It has already been reported that the minimal investment has resulted in an excellent response from the Antarctic Beech and Port Jackson Pine Groves forest (considerable conservation significance) and a portion of this funding will be allocated to continue to protect and enhance this natural environment through ongoing weed control and bush regeneration.

\$35,000 was allocated to this program for the 2016/17 financial year.

Integrated North Coast Bioregion Ecohealth Program - Key Focus Area: Biodiversity Management and Coastal & River Ecosystem Management.

Improving and monitoring ecosystem health is a key priority identified in Council's Estuary Management Plan, Kalang River Health Plan & the Bellinger River Health Plan.



Council also has implemented a large number of on ground river health improvement projects over the past 4 years, on both private and public land adjacent the Bellinger and Kalang Rivers.

The priority is now to implement Ecosystem health monitoring. The Ecosystem Health Monitoring Program (Ecohealth) is a comprehensive estuarine and freshwater monitoring program that measures how healthy our rivers and estuaries are for the plants and animals that live in them. It includes a number of physical, chemical and biological indicators to determine the health of waterways. The combination of indicators that identify short-term (water chemistry), intermediate-term (zooplankton, macro invertebrates), and long-term responses (fish, geomorphology and riparian vegetation) provides a robust program for quantifying, reporting and communicating waterway health, and prioritising management actions.

This project will aim to understand the ecosystem health condition of the rivers in a local and regional context, and implement a 24 month water quality monitoring project.

The Ecohealth program commenced in the northern rivers region; (from the Tweed River catchment in the north, to the Hastings-Camden Haven in the south), in 2009 in the Bellinger river catchment. It has since been completed in the Richmond, Clarence, Coffs, Port Macquarie and Macleay catchments, with Nambucca also commencing this year. To date, these Ecohealth projects have been undertaken as a catchment-by-catchment approach but has not maximised the potential of the program to report at river, catchment and regional scales for council, agency and State of Environment reporting requirements. (Excerpts from the proposal by the University of New England Aquatic Ecology and Restoration Research Group, 2016).

Preliminary costings by UNE demonstrate that an integrated approach would save each council at least 15%. It is likely that this approach would be favourably considered by OEH with the potential to attract matching funding which would increase these savings to 30%.

\$9,000 was allocated to this program for the 2016/17 financial year, this will be added to funds carried forward from 2015/16 Bellinger and Kalang River Improvement Projects, giving a total fund of \$44,000. This project has been carried forward to the 2017/18 year.

River & Biodiversity Community support and assistance - Key Focus Area: Biodiversity Management and Coastal & River Ecosystem Management.

The River and Biodiversity Project Officer role includes a service to consider and respond to formal community and stakeholder enquiries, proposals and funding opportunities regarding river and biodiversity initiatives. The project value is \$19,000 per year allowing for up to seven hours per week of Project Officer time.

\$19,000 was allocated to this program for the 2016/17 financial year.

Sustainability & Climate Change Projects – Key Focus Area: Climate Change Adaption & Mitigation.

Council has adopted the Coastal Zone Management Plan (CZMP), Bellinger Emission Reduction Plan (BERP) and the Bellinger Climate Change Risk Adaption Strategy.

The BERP target was reviewed in the 2015/16 financial year. There is a requirement to fund actions from the plan to achieve Council's greenhouse gas emission reduction target. This funding will focus on sustainability and energy efficiency actions and awareness campaigns,



engaging Planet Footprint to measure and report our GHG emissions and preparing Council and the community for climate change mitigation.

Further funding will be allocated to implementing on ground environmental monitoring projects, as part of the Coastal Zone Management Plan (CZMP). The objective is to measure and manage the risk from storm events, and climate change on coastal erosion and inundation to Council assets and the natural environment.

Council's intention is, where appropriate, to utilise this funding allocation and apply for external sustainability and climate change management grants on an ongoing basis to match, and therefore maximise the funds, that may become available throughout the 2016/17 financial year.

\$30,000 was allocated to this program for the 2016/17 financial year.

Improvement works to Bellingen Island Reserve - Key Focus Area: Biodiversity Management.

The Bellingen Island Reserve and the flying fox colony residing there has become an iconic site which attracts large numbers of tourists and animal lovers alike. This project will see an improvement to interpretative signage in order to educate and protect the species and maintain the unique biodiversity within the Bellingen Shire.

The funds allocated to this program were \$5,000 for 2016/17 year.

Administration Expenses

The Bellingen Shire Council Environmental Levy administration expenses budget will be used to pay for the required media and advertisements to promote and inform the community on projects outlined in this document.

The funds allocated to this program were \$5,000 for the 2016/17 financial year.

Table 2 – Environmental Levy Projects Summary

Project	Funding
Environmental Levy Community Fund	\$18,000
PAMP implementation	\$30,000
Weeds Action Program	\$63,000
Saving Our Species – Iconic Koala Project	\$20,000
The Jaliigirr Biodiversity, Dangar Falls, Rock Fillets and Bellingen Island Project Maintenance	\$35,000
North Coast Bioregion Ecohealth Program	\$9,000
River & Biodiversity Community support and assistance	\$19,000
Sustainability & Climate Change Projects	\$30,000
Improvement Works to Bellingen Island Reserve	\$5,000



Project	Funding
Administration expenses	\$5,000
TOTAL	\$234,000

Overseas Visits

Local Government Act 1993 - Section 428 (4) (b)
Local Government (General) Regulation 2005 - Section 217 (1) (a1)
1 July 2016 to 30 June 2017.

There were no overseas visits undertaken by Councillors, Council Staff or other persons representing the Council during the period 1 July 2016 to 30 June 2017.

Elected Members' Expenses

Local Government Act 1993 - Section 428 (4) (b)
Local Government (General) Regulation 2005 - Section 217 (1) (a1)
1 July 2016 to 30 June 2017.

The total fees paid to the Mayor and Councillors in 2016-17 was \$99,812 compared to \$96,084 in 2015-16.

Table 3 - Councillor Support and Expenses

Expenses	2015-16 \$	2016-17 \$
Councillor support and provision of facilities (including provision of dedicated office equipment allocated to councillors and telephone calls made by councillors)	11,739	10,345
Attendance at conferences and seminars	8,181	11,144
Training of councillors and provision of skill development	4,025	5,748
Interstate visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses	0	4,515
Overseas visits by councillors while representing the council, including the cost of transport, the cost of accommodation and other out of pocket travelling expenses	0	0
Expenses of any spouse, partner or other person who accompanied a councillor in the performance of his or her civic functions	0	0
Expenses involved in the provision of care for a child or an immediate family member of a councillor	0	0
Fees paid to Mayor and Councillors	96,084	99,812
Motor Vehicle Allowances	14,797	9,777
Mayoral vehicle operational costs and depreciation	16,103	9,588
Insurance costs for Councillors and Officers liability	30,759	31,313
Total costs for the year	181,688	182,242



Major Contracts (Greater than \$150,000) Awarded

Local Government Act 1993 - Section 428 (4) (b)

Local Government (General) Regulation 2005 - Section 217 (1) (a2)

1 July 2016 to 30 June 2017.

Table 4 – Major Contracts Awarded

Goods or services	Estimated Annual Value \$,000	Total Contract Value \$,000	Suppliers
NDRRA 2015 Flood Restoration Phase 1 Concept design and geotechnical work		400,000	Regional Geotech Solutions Pty Ltd
NDRRA 2015 Flood Restoration Cooks Bridge		703,532	Greens Construction & Management Pty Ltd
NDRRA 2015 Flood Restoration McFadyens Bridge		922,295	Greens Construction & Management Pty Ltd
NDRRA 2015 Flood Restoration Leans Creek Bridge		469,632	Bellwether Pty Ltd
NDRRA 2015 Flood Restoration Richardsons Bridge		255,285	Bellwether Pty Ltd
NDRRA 2015 Flood Restoration Landslip Package 1 Design and Construct		811,060	Geo Stabilise Pty Ltd
NDRRA 2015 Flood Restoration Landslip Package 2 Design and Construct		767,238	Geo Stabilise Pty Ltd
Bulk Fuel	228,800	457,600	Park Fuels
Fixed Voice and Mobile Phone Services	110,000	220,000	Telstra - 24 month contract awarded through LGP115
Replacement of Bellingen STP UV System		300,000	Via LGP Vendor Panel
Bitumen Emulsion	100,000	300,000	Downer EDI



Goods or services	Estimated Annual Value \$,000	Total Contract Value \$,000	Suppliers
Electricity for Large Sites	100,000	200,000	ERM Power
Truck and Passenger Tyres	70,000	204,000	Bridgestone, Tyres 4U, Valley Tyres through RPI panel contract
Collection Sorting and Removal of Ferrous and Non-Ferrous Scrap		208,000 (as income)	Matthews Metal through RPI contract

Legal Proceedings

Local Government Act 1993 - Section 428 (4) (b)

Local Government (General) Regulation 2005 - Section 217 (1) (a3)

1 July 2016 to 30 June 2017

Council was not formally involved in any legal proceedings in the 2016/17 financial year, other than undertakings regarding recovering rates which are reported in the financial statements.

Table 5 – Legal Proceedings

Matter	Issue	Status/Result	Expenses	Received
Nil	Nil	Nil	Nil	Nil

Works Subsidised On Private Land

Local Government Act 1993 - Section 428 (4) (b)

Local Government Act 1993 - Section 67 (3)

Local Government (General) Regulation 2005 - Section 217 (1) (a4)

1 July 2016 to 30 June 2017.

No resolutions were made during this period concerning work subsidised by Council and carried out on private land.



Donations and Contributions

Local Government Act 1993 - Section 428 (4) (b)
 Local Government (General) Regulation 2005 - Section 217 (1) (a5)
 Local Government Act 1993 – Section 356
 1 July 2016 to 30 June 2017.

Community Support and Community Event Sponsorship Funds

Council's commitments with respect to Donations and Contributions are detailed as follows:

Table 6 - Community Event Sponsorship Fund – Round 1

Organisation	Event	Contribution (\$)
Screenwave	Screenwave International Film Festival	\$3,000
Urunga Mylestom Chamber of Commerce	Sculpture in the Park 2017	\$1,500
Arts Council of the Dorrigo	Dorrigo Folk & Bluegrass Festival	\$4,000
Bellingen Community Arts Council Inc.	Bellingen Music Festival	\$2,000
Bellingen Uniting Church	Heart & Soul Spiritual Art Exhibition	\$2,675
	Total	\$11,675

Table 7 - Community Support Fund – Round 1

Organisation	Activity	Contribution (\$)
Bellingen Big Band	Tuition costs	\$500
2bbb	New accessible pathway	\$1,572
Arts Council of the Dorrigo	Creative Mountain Arts Exhibition	\$1,320
Dorrigo Dramatic Club	Rates remission	\$1,453
Dorrigo Girl Guides	Rates remission	\$589
Dorrigo Visual Arts Group	Dorrigo Agricultural Show – Fine Arts Display	\$850
Mylestom Combined Pensioners & Superannuants Association	Annual hall hire costs	\$650
Camp Creative Inc.	Youth Scholarships	\$693
Bellingen Community Arts Council	Sunday Bites audio equipment	\$390
Bellingen Men's Shed	New hand tools	\$2,500
Bellingen Youth Orchestra	Schools Proms Program	\$5,000



Organisation	Activity	Contribution (\$)
Dorrigo Preschool	Purchase of curtains	\$4,000
Total		\$19,517

Table 8 - Community Event Sponsorship Fund – Round 2

Organisation	Event	Contribution (\$)
The Grub Club	Sgt Matthew Locke Charity Match	\$2,000
Arts Mid North Coast/Screenwave	Rec Ya Shorts Youth Film Festival	\$4,465
Bellingher River Agricultural Society	EJ Mantova Art Exhibition	\$1,000
Total		\$7,465

Table 9 - Community Support Fund – Round 2

Organisation	Activity	Contribution (\$)
Bellingher CWA	Rates Remission	\$500
Arts Council of the Dorrigo	Music Scholarships	\$2,700
Dorrigo CWA	Rates Remission	\$500
Bellingher Community Arts Council	Printing for event brochures	\$950
Bellingher Community Arts Council	Youth Arts Prize entry certificates	\$206
Bellingher River RSL Sub Branch	Restoration of Soldiers window	\$3,000
Arts Council of the Dorrigo – CMA Committee	Youth Workshops	\$450
Urunga CWA	Smoke detectors	\$198
Arts Council of the Dorrigo – Visual Arts Committee	Artistic Workshops	\$600
Lifetime Connect	Connecting Kids Program	\$2,260
Dundurrabin School	School event awards/presentation	\$50
Dorrigo High School	School event awards/presentation	\$50
Orama Public School	School event awards/presentation	\$50
Bellingher High School	School event awards/presentation	\$30
Urunga Public School	School event awards/presentation	\$50
Total		\$11,594



The total actual amount contributed or otherwise granted by Council under Section 356 of the Act for 2016-17 was \$50,751.

Functions Delegated by Council

Local Government Act 1993 - Section 428 (4) (b)

Local Government (General) Regulation 2005 - Section 217 (1) (a6)

1 July 2016 to 30 June 2017.

External bodies that exercised functions delegated by Council during the period were:

Table 10 – Functions delegated by Council

Body	Function
EXTERNAL BODIES	
Clarence Regional Library Committee	Library Service
NSW Rural Fire Service	Rural Fire Services
COMMUNITY COMMITTEES (SECTION 355 NSW LGA 1993)	
Audit Committee	Monitor, review and advise Council on matters of accountability and internal control
Australia Day Committee	Australia Day Activities
Bellingen Citizens Centre Management Committee	Care, Control and Management of the Centre
Bellingen Island Reserve Management Committee	Care, Control and Management of the Reserve
Bellingen Memorial Hall Committee	Care, Control and Management of the Hall
Bellingen Shire Visitor Information Centre	Care, Control and Management of the Centre
Bellingen Shire Youth Centre	Care, Control and Management of the Bellingen Shire Youth Hub
Bellingen/Connell Park Management Committee	Care, Control and Management of the Parks
Bellinger Valley Historical Society Committee	Care, Control and Management of the Bellingen and Urunga Museums
Brierfield Hall Management Committee	Care, Control and Management of the Hall
Burdett Park Management Committee	Care, Control and Management of the Park
Deervale Hall and Recreation Reserve Management Committee	Care, Control and Management of the Hall and Reserve
Dorrigo Public Hall Management Committee	Care, Control and Management of the Centre
Dorrigo Recreation Grounds Management Committee	Care, Control and Management of the Reserve



Body	Function
Dorrigo Saleyards Management Committee	Care, Control and Management of the Saleyards
Hickory House and Neighbourhood Bus Committee	Care, Control and Management of the Centre
Megan Hall and Recreation Reserve Management Committee	Care, Control and Management of the Hall and Reserve
Mylestom Hall Management Committee	Care, Control and Management of the Hall
North Bellingen Children's Centre Committee	Care, Control and Management of the Centre
North Dorrigo Recreation Reserve Management Committee	Care, Control and Management of the Reserve
Raleigh Hall and Recreation Reserve Management Committee	Care, Control and Management of the Hall and Reserve
Thora Community Hall Management Committee	Care, Control and Management of the Hall
Urunga Literary Institute and Senior Citizens Centre Management Committee	Care, Control and Management of the Centre and the Literary Institute Hall
Urunga Recreation Reserve Management Committee	Care, Control and Management of the Reserve

Corporations, Partnerships, Joint Ventures or Other Bodies in which Council Held a Controlling Interest

Local Government Act 1993 - Section 428 (4) (b)

Local Government (General) Regulation 2005 - Section 217 (1) (a7)

1 July 2016 to 30 June 2017.

Council did not participate in any corporations, partnerships, joint ventures or other bodies in which it held a controlling interest.

Corporations, Partnerships, Joint Ventures or Other Bodies in Which the Council Participated

Local Government Act 1993 - Section 428 (4) (b)

Local Government (General) Regulation 2005 - Section 217 (1) (a8)

1 July 2016 to 30 June 2017.

Southern Phone Company Limited

Council is a shareholder in the company, a local government-owned telecommunications provider. There are 41 councils that hold two shares each in the unlisted Public Company, purchased for \$1 each. The company is a national full-service telecommunications provider offering fixed line, mobile and internet services to customers in all states of Australia.

In November 2002 Council resolved to make application to the Southern Phone Company for two shares at \$1 each, being one A Class share and one share in the B to ZZ class.



Council's liability is limited to the value of its shares. Should the venture fail there can be no call on shareholders for funds.

Arts Mid North Coast

Arts Mid North Coast is a regional non-profit, incorporated organisation and is the peak body for Arts and Cultural Development across the Mid North Coast region. Arts Mid North Coast works within the following seven Local Government Areas: Midcoast, Port Macquarie-Hastings, Kempsey, Nambucca, Bellingen and Coffs Harbour.

The organisation has been in existence for over ten years and is part of a state network of 13 Regional Arts Boards that provide the framework for Arts and Cultural Development across regional and rural NSW. Each Council contributes financially to the running of the organisation, and has a representative member on the Board.

The Executive Officer works across all seven Local Government Areas, and aims to engage with all relevant sectors of the regional community to promote, facilitate and advocate for excellence in arts and cultural development across the Mid North Coast region, by assisting with grant applications, project plans, implementation and support to Cultural Development in the areas through strengthening local cultural groups.

Mid North Weight of Loads Group

Council is a member of the group of Councils which enforces vehicle weight limits to reduce damage to council classified roads and thereby decreasing road maintenance costs.

Regional Procurement Initiative

Council is a participating member with other Councils in the Regional Procurement Initiative. Regional Procurement Initiative, a division of Hunter Councils Inc. was established in response to a need for a collaborative approach to regional tendering and contracting. It is the purpose of the Regional Procurement Initiative to reduce the administrative impost on member councils caused by their respective annual or bi-annual tender processes. It is estimated the Regional Procurement Initiative members contribute upwards of \$200 million to the economy through their tenders and contracts.

Statewide Mutual Limited

Statewide Mutual is a NSW Local Government mutual which commenced operation on 31 December 1993 with a membership of 96 Councils. It provides cover to Member Councils on:

1. Assets under a Property Mutual,
2. Liability under a Mutual Liability Scheme, and
3. Fidelity Guarantee.

The Scheme is not insurance. Rather it is a "self-insurance mutual" which is backed by reinsurance placed through the local and London markets.

As at 2015, membership consisted of 137 General purpose Councils, County Councils and associated entities.



StateCover

StateCover Mutual Limited has been operating since 2001 as a Specialised Workers Compensation insurer of NSW Local Government organisations. As at June 2013 StateCover insured 90% of eligible Councils with a combined workforce of approximately 30,000.

StateCover is a not for profit organisation providing Workers Compensation and Work Health and Safety services to its insured members.

Coffs Coast Waste Services

Since July 2004 the Bellingen Shire Council has worked collaboratively with Coffs Harbour Council and Nambucca Shire Council to deliver high quality waste management services to its residents. This partnership is called the Coffs Coast Waste Services.

The project involves the full recovery and treatment of waste from the three Council areas including collection, recycling and disposal. Putrescible waste from the region is collected and processed at a waste processing facility at Englands Road, Coffs Harbour. The strategy, although maintaining each Council as a separate entity, enables a consistent, sustainable and economical approach to waste management in the area.

This contract for joint waste services was retendered in early 2017 and as the current contract expires in March 2018.

In accordance with the signed agreement Coffs Harbour City Council administers the contract on behalf of the Councils.

Mid North Coast Regional Organisation of Councils (MIDROC)

Council is a member of the Mid North Coast Regional Organisation of Councils and has continued to actively participate in the strategic alliance between Kempsey, Nambucca, Bellingen and Coffs Harbour Councils, which was formed with the objective of achieving cost savings and/or improved service delivery of identified functions within the participating organisations.

During 2016 Taree and Gloucester councils, which were members of Midroc, were amalgamated with Great Lakes Council to form Mid Coast Council. Mid Coast Council has elected to become a member of the Hunter Region of Councils.

MIDROC actively advocates for its member councils and initiates projects and programs in accordance with its strategic plan. There are a number of professional staff sub-groups actively working together to achieve both direct and indirect benefits. These benefits range from the sharing of information, networking, shared tenders and benchmarking.



Information Relating to Workforce Management Plan

Overview

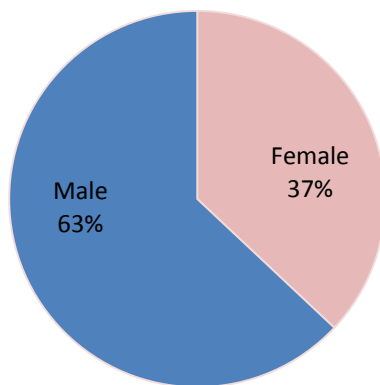
Council has continued to build on employee related activities in the Workforce Management Plan. The Workforce Management Plan contains strategies designed to attract, develop and retain a workforce that is capable of meeting the aspirations and goals of our community and keep pace with changing expectations. The priorities for Council's human resources and organisational development activities are driven by this plan.

In addition, there has been a review of the Workforce Management Plan to ensure that on-going review and assessment of Council's needs and options relating to resource levels and alignment of functions continues. This review of the overall workforce management plan along with internal service reviews ensure that outcomes, service levels, and regulatory obligations are fulfilled. These reviews form part of Council's commitment to maintain and/or improve our productivity and efficiency levels.

Staff Employment Statistics as at end June 2017

Council has 149 approved positions in the organisational structure as at 30 June 2017.

Gender balance



As at the reporting date, Council employed 56 females and 95 males.

These figures include casuals but exclude day labour.

Figure 1 – Gender Balance

Analysis of indoor and outdoor positions

As at the reporting date, there were 79 (53%) outdoor and 70 (47%) indoor positions. These figures exclude casuals and day labour. Indoor staff are employed on a 35 hour week, and outdoor staff are employed on a 38 hour week under the Local Government (State) Award, 2017.

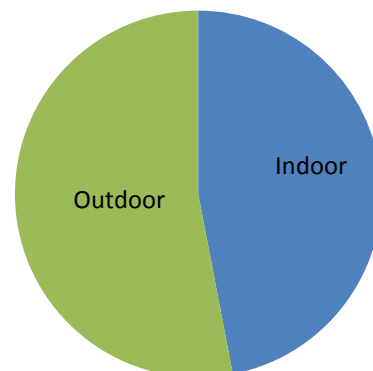


Figure 2 - Indoor vs Outdoor positions



Functional distribution of positions

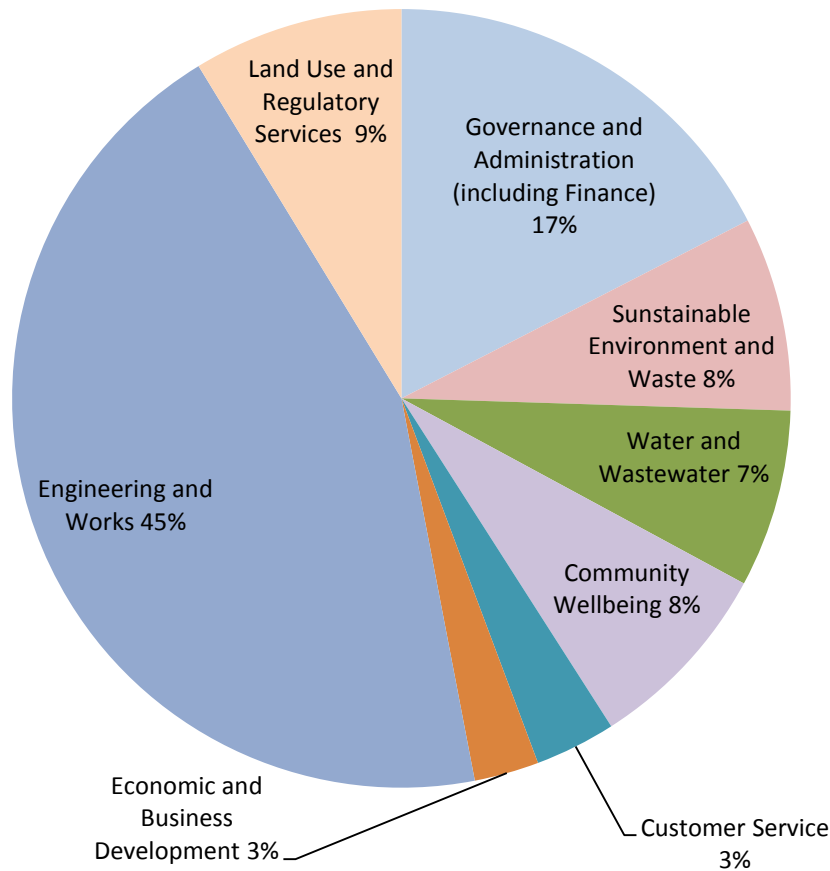


Figure 3 - Positions by function

83% of positions are directly involved in providing services or support to our community including:

- Water and sewer services
- Building and maintenance of roads, bridges and culverts
- Town and open space maintenance
- Aged and disability support
- Library staff
- Youth Centre management
- Visitor Information Services
- Engineers and Planners
- Health and Building Surveyors
- Waste Management
- Front office customer service staff

Governance and Administration functions (17%) are primarily related to fulfilling Council's regulatory and legislative requirements and all elements associated with corporate governance, financial and fiscal affairs. This includes the management and reporting of Council's finances, payment of creditors, collection of rates, information technology, records



management services, corporate governance, procurement, human resource management and workplace health and safety.

Age Distribution*

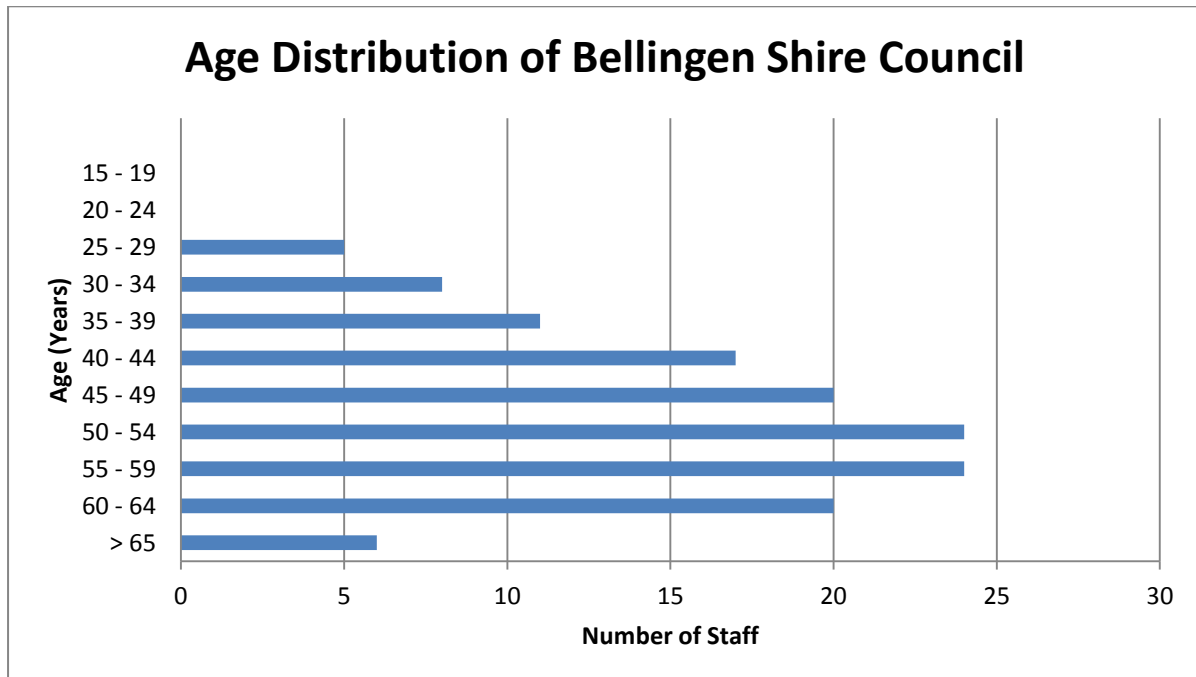


Figure 4 - Age distribution of employees

* Excludes casuals and labour hire

Over the next several decades, Australia's ageing population will have a range of implications for employers, including; size of the working-age population, demand for skilled labour and health of the working population.

These demographic changes present significant long-term implications for the economy, our local community and our organisation. Over the coming years, a substantial proportion of key workers with critical skills and experience will be lost, along with the associated corporate and cultural knowledge, as the so-called 'baby boomer' generation moves to retirement. Local government must find ways to retain these skills and experience while at the same time attract new workers and establish itself as an attractive career option for young workers.

A number of initiatives assist the organisation in dealing with the challenges of an ageing workforce. These include the on-going access to transition to retirement plans, recognition of key skills held by workers and ensuring knowledge transfer, review of work/task design to minimise injury/strain risks and maintaining employee health management education programs. Council has also been actively managing leave accruals and has implemented strategies to encourage staff to utilise their leave to improve their health and wellbeing, particularly for Council's aging workforce.

In addition, Council is on track to meet targets within the Equity and Diversity Plan for 2014 - 18. The plan includes strategies to increase the employment of youth from within the local community. Council continues to offer trainee, student work experience and university work



placement programs and is working towards strengthening our partnership with local high schools and other education centres to promote careers in Local Government.

Recruitment and Selection

During the year 30 positions were advertised with 27 filled, or in the final stages of recruitment, as at 30 June 2017. A total of 617 applications were processed during reporting period.

The top five sources of applicants for vacant positions were:

- Google (Search Engine)
- Bellingin Shire Council
- Direct (Search Engine)
- Indeed
- Facebook

Again this year Council has noticed a further shift in where applicants are viewing Council job advertisements. Seek is no longer the main source of new applicants with Google Search topping the list. The Bellingin Shire Council Careers page is ranked just after Google with applicants either visiting the website directly or after receiving a 'job alert' from Council when vacant positions are advertised. Council is also reviewing options of utilising social media platforms such as Facebook and LinkedIn to source candidates.

Council is continuing to manage all recruitment processes in-house and the use of online recruitment processes enabled hiring to 27 positions whilst achieving an average "time to hire" (i.e. from application closing date to job offer) of 4.3 weeks.

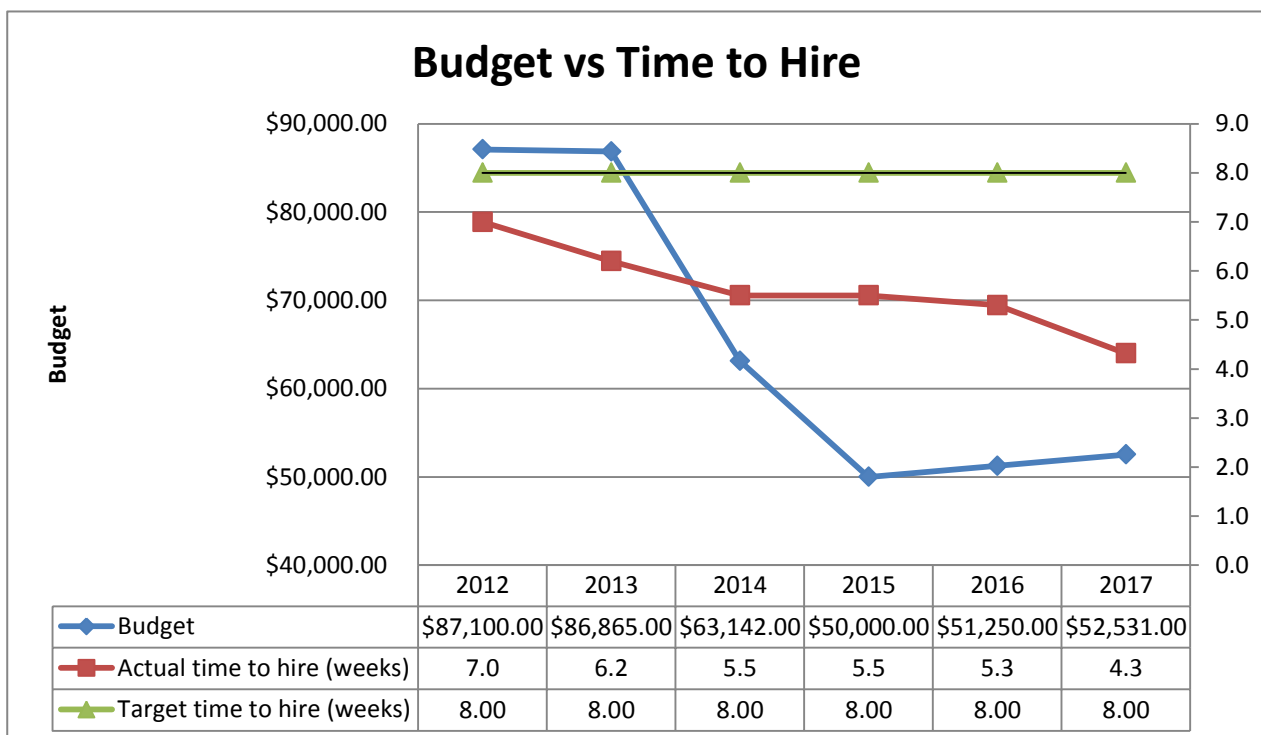


Figure 5 - Budget vs. time to hire

Time to hire excludes recruitment to vacancies that were subject to extraordinary circumstances or requirements outside of our control.



Workplace Health and Safety

Bellingen Shire Council has seen a significant improvement with the implementation of the Standard Operating Procedure (SOP) as part of safety management. The WHS Committee and Health and Safety Representatives (HSR's) have been instrumental in the development of the following SOP's; Sun Protection, Working in Isolation/Working Alone and Incident Reporting.

Bellingen Shire Council commissioned an external audit of its Chain of Responsibility which resulted in a number of recommendations for improvement supported by the Executive. Chain of Responsibility is about promoting measures to mitigate heavy vehicle road accidents and infrastructure damage and imposes significant responsibilities and legal obligations on all those involved in transport operations. A Standard Operating Procedure (SOP) for Chain of Responsibility has been developed in consultation with the WHS MIDROC group. The purpose of this SOP is to provide a consistent approach to the management of Chain of Responsibility under Heavy Vehicle National Law and Road Transport legislation.

The Council Audit Committee commissioned an internal audit of the Work Health and Safety Management System with a number of action items identified. The action items have been passed to the appropriate Council officers for review and action throughout the next year.

Key activities throughout the year include;

- HSR Training
- Chain of Responsibility Audit
- Dedicated Safety Boards at all BSC workplaces
- Fire and Evacuation Training
- First Aid Training
- Corporate Tool Box meetings for; Extreme Heat, Falls and Working at Heights, Load Restraint and Chain of Responsibility, Global Harmonisation System and Hand Hygiene.

Wellbeing activities included; mental wellness at work with the promotion of R U Ok? Day to be carried out later in the year. The Employee Assistance Program Services continues to be promoted to support workers on a wide range of issues.

Proactive management of Bellingen Shire Council's workers compensation claims throughout 2016/17 has seen a significant reduction in premium costs. The annual premium costs have reduced by approximately 34% over the last five years. The lost time injury frequency rate is also well below comparable NSW Councils.

General Manager and Senior Staff Remuneration

Local Government Act 1993 - Section 428 (4) (b)

Local Government (General) Regulation 2005 - Section 217 (1) (b) and (c)
1 July 2016 to 30 June 2017.

Senior Staff Salaries

There are three positions within Council designated as Senior Staff as at 30 June 2017. These include the General Manager, Deputy General Manager, Operations and Deputy General Manager, Corporate and Community. The total remuneration package of \$246,944



payable to the General Manager included salary, FBT costs associated with the provision of a Council owned motor vehicle and superannuation costs.

The combined total remuneration package cost of \$408,079 payable to the two Deputy General Managers included salary, leave, FBT costs associated with the provision of a Council owned motor vehicle under leaseback arrangement and superannuation costs.

Stormwater Management Services

Local Government Act 1993 - Section 428 (4) (b)
Local Government (General) Regulation 2005 - Section 217 (1) (e)
1 July 2016 to 30 June 2017.

Council did not levy a stormwater management levy during the reporting year.

Coastal Protection Services

Local Government Act 1993 - Section 428 (4) (b)
Local Government (General) Regulation 2005 - Section 217 (1) (e1)
1 July 2016 to 30 June 2017.

Council did not levy an annual coastal protection charge during the reporting year.

Companion Animals Act - Compliance

Local Government Act 1993 - Section 428 (4) (b)
Companion Animals Act 1998
Local Government (General) Regulation 2005 Clause 217 (1) (f)
Guidelines on the exercise of functions under the Companion Animals Act, October 2012

Companion Animals Act - Compliance Pound Data

- Fifty nine dogs were seized, surrendered or found roaming free during the 2016/2017 year. Twenty nine of these dogs were returned to their owners prior to being impounded and thirty of these dogs were transferred to Council's animal shelter. Two dogs remained in the shelter from the previous year and 2 dogs remained in the shelter at the end of the year.
- Sixteen cats were seized and sixteen cats were transferred to the animal shelter. Twelve of these cats were feral and had been trapped and were euthanised.
- Newly implemented processes and one on one education has seen a significant increase in compliance and a decrease in the number of dogs that have been impounded. Euthanasia rates have decreased by 50% per year over the past three years – see table 11.



Table 11 – Ranger services - Pound activities - Dogs

Financial Year - Dogs	Seized	Impounded	Euthanised
2014 - 2015	141	94	30
2015 – 2016	62	32	15
2016 –2017	59	30	7

Statement on activities relating to enforcement and ensuring compliance with Companion Animals Act and Regulation

- Council’s Customer and Business Services Team in conjunction with Ranger Services interrogate the Companion Animals Register on a monthly basis and send notices to owners of all unregistered dogs in the Shire. Three notices are sent with intervals of 14 days, 7 days and a final notice after 7 days. If after the final notice the animal is still not registered a Penalty Infringement Notice (PIN) is issued for non-compliance. If after 3 months the animal has still not been registered the processes starts again.
- A barking dog process has been implemented to deal with dog noise.
- Regular patrols are conducted and one on one education and warnings are issued to offenders in the first instance. PIN’s are issued for subsequent breaches and for serial offenders Nuisance Orders are issued.
- One Nuisance Cat Order, four Menacing Dog Orders and two Nuisance Dog Orders were issued.

Companion Animals Income

Table 12 – Companion Animals Act – Income breakdown

Income Source	\$
Registration commissions	16,261.20
Impounding fees, charges	1,439.00
Fines	12,595.00
Total Income	30,295.20

This represents a 53% increase over the previous year total income. While there has been an increase in all areas of revenue this increase is mainly due to the process now used to follow up on unregistered companion animals.

Dog Attack data

Thirteen dog attacks were investigated and notification provided to the Office of Local Government

Table 13 – Companion Animal Management Activity

Companion animals – Activity 2016/17 FY		
	Dogs	Cats
IN		
Seized	45	2
Abandoned/stray	6	13



Companion animals – Activity 2016/17 FY		
Surrendered	8	1
		OUT
Returned to owner	29	0
Sold		1
Released to owner	18	2
Released to organisation for rehoming	4	0
Escaped pound	1	0
		Euthanised
Dangerous dog	1	NA
Owner request	1	0
Illness/disease/injury	1	0
Unable to rehome	4	0
Feral/infant	0	12
Unsuitable for rehoming	0	1
		In pound at end of year
	2	0

Companion Animal Community Education Programs

Council undertakes one-on-one compliance education with owners who have been found to be in breach of the Companion Animals Act.

Strategies to promote and assist the de-sexing of dogs and cats

Council participates in the Responsible Pet ownership Program (RPOP) which promotes the desexing of Companion Animals (i.e. dogs and cats). The RPOP relies on grant funding from the Office of Local Government (OLG); such funding is matched by Council. The RPOP provides subsidised rates for desexing of Companion Animals to Bellingen Shire residents.

Additionally, Council ensures that all rehomed Companion Animals are desexed prior to their adoption.

Particulars of Any Environmental Upgrade Agreement Entered Into

Local Government Act 1993 - Section 406
Local Government Act 1993 - Section 54P (1)
1 July 2016 to 30 June 2017.

Council has not entered into any arrangements during the period 1 July 2016 to 30 June 2017.



Report on Capital Works Projects

Local Government Act 1993 – Section 23A Division of Local Government Capital Expenditure Guidelines 2010

Councils capital projects for infrastructure facilities, including renovations and extensions have not exceeded 10% of Councils annual rate revenue during the period 1 July 2016 to 30 June 2017.

Rates and Charges Written Off

Local Government Act 1993 - Section 428 (4) (b) Local Government (General) Regulation 2005 - Clause 132 1 July 2016 to 30 June 2017.

The total value of rates and charges written off for the year 2016 /2017 was \$ 250,363.14 as follows:

Table 14 – Rates and Charges Written Off

		2014/2015	2015/2016	2016/2017
		\$	\$	\$
PENSION REBATES				
General Rates-Residential	A100	225,163.34	103,414.61	101,766.66
General Rates-Farmland	A101	10,126.55	4,922.36	4,387.63
General Rates-Business	A102	1,352.99	583.21	591.81
Water Annual Charges	A110	94,920.03	44,247.56	43,672.50
Water Usage Charges	A115	-	-	34,720.81
Sewer Annual Charges	A120	75,126.59	34,893.07	101,766.66
DWM Charges	A130	112,186.15	51,914.56	52,280.77
		518,875.65	239,975.37	237,420.17
RATES-Residential	A100	1,186.57	4,681.32	2,160.61
RATES-Business	A102	-	-	-
DWM	A130	-	0.01	-
Non DWM	A135	787.10	700.00	0.37
WATER-ANNUAL CHARGES	A110	-	--	0.14
WATER-USAGE CHARGES	A115	6,201.51	6,979.71	9,879.94
SEWER-ANNUAL CHARGES	A120	-	-	0.53
SEWER-USAGE CHARGES	A123	-	-	-
LIQUID TRADE WASTE ANNUAL CHARGES	A145	-	-	-
LIQUID TRADE WASTE USAGE CHARGES	A146	-	-	-



		2014/2015	2015/2016	2016/2017
		\$	\$	\$
INTEREST-RATES	A150	983.60	1,199.80	620.90
INTEREST-WATER	A156	57.67	65.21	280.48
LEGAL FEES/COSTS	A155	951.60	1,116.21	-
		10,168.05	14,742.26	12,942.97
		529,043.70	254,717.6	250,363.14

Planning Agreements

Environmental Planning and Assessment Act 1979 - Section 93G (5)
1 July 2016 to 30 June 2017.

Council did not enter into any planning agreements during 2016/17.

Public's Right to Access Government Information

Government Information (Public Access) Act 2009 – Section 125
Government Information (Public Access) Regulation 2009 – Clause 7
Government Information (Public Access) Regulation 2009 – Schedule 2
1 July 2016 to 30 June 2017.

The Government Information (Public Access) Act 2009 (GIPA Act) came into effect on 1 July 2010 and replaced the Freedom of Information Act (FOI) and Section 12 of the NSW Local Government Act 1993.

The aim of the GIPA Act is to provide an open, accountable, fair and effective government. This means that all government agencies in NSW are required to make more information freely available and more processes and documents of Government will be available following an application process.

In 2016/17 four (4) formal valid applications for access to information were received, and one (1) formal but invalid application.

Review of Proactive Release Program - Clause 7(a)

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

Council's program for the proactive release of information involves updating Council's Agency Information Guide and Privacy Management Procedures and Plan to ensure that staff are provided with clear guidance as to what information should and should not be proactively released.

During the reporting period, we reviewed this program by analysis of the types of requests made to Council and what proportion could be answered through open access means.



Clause 7(a): Details of the review carried out by the agency under section 7 (3) of the Act during the reporting year and the details of any information made publicly available by the agency as a result of the review

Table 15 – Reviews Carried out

Reviews carried out by the agency	Information made publicly available by the agency
Yes	Yes

As a result of this review, we released the following information proactively through Councils interactive community engagement portal “Create”:

Bellingen Island Flying-fox Camp Management Plan Animals

- Island Integrated Reserves Plan of Management 2012
- Draft Bellingen Island Flying-fox Camp Management Plan

Bellingen Town Centre Beautification Planning

- Works Commencing Monday September 25th
- 76-SK-Bellingen Playground Concept
- 76-L13 Playground Drawing
- 76-L107 Church Street NW Soft Landscape Plan Issue 5
- 76-L06 Church Street Soft Landscape Plan-Issue 5
- 76-L09 Bridge Street Soft Landscape Plan-Issue 5
- 76-L08 Oak Street Soft Landscape Plan-Issue 5
- Traffic Control Plan Court House Demo Works
- Oak Street Daytime Traffic, Parking and Pedestrian Arrangements 07/08/2017 - 11/08/2017
- Oak Street After Hours Traffic, Parking and Pedestrian Arrangements 07/08/2017 - 11/08/2017
- Oak Street Parking Restrictions 07/08/2017 - 11/08/2017
- Final Tree Selection for Bellingen Town Centre
- Oak Street Parking Restrictions - 27/07/17 - 11/08/17
- Playground Concept Diagram
- Playground Concept Drawings
- Parking Restrictions in Oak Street 13/7/17 - 29/07/17
- Section 1B - Oak/Hyde Street Intersection - Kerb & Footpath Demolition
- Section 1a - Oak/Hyde Street Intersection - Kerb & Footpath Demolition
- List of Proposed Tree Species for Bellingen Town Centre Beautification
- Briefing Note on the options considered in removing camphor laurel trees in Church Street Bellingin
- Bellingin Main Street Plan - Landscape Design April 2017
- Adopted Bellingin Main Street Plan - May 2015
- Main Street Upgrade Design
- Bellingin Main Street Plan 2015 - Church Street Intersection Upgrade
- Bellingin Main Street Plan - Artists Impression
- Mayor Dominic King talking with 2BBB's Leo Bradney-George - 14-03-17
- Church Street - Arborists Recommendations 2010
- Church Street North Street Revitalisation 2010
- Church Street North Revitalisation 2010 - Artists Impression
- Bellingin CBD Study - Pam Fletcher 2002
- Master Plan 0027/26



- Active-transport-scoring-sheet Bellingen Town Centre
- Bellingen Main St Plan J Mongard
- Bellingen Main Street Plan submission
- Bellingen Shire Council – Main Street Pedestrian Improvements Stage 1
- Bellingen Shire Council – Main Street Pedestrian Improvements Stage 2
- Bellingen Shire Council – Main Street Pedestrian Improvements Stage 3
- Bellingen Shire Council – Main Street Pedestrian Improvements Stage 4
- Bellingen Main Street Plan - Order Of Costs_RevD_190815
- Concept Plan - Bellingen 40kph Pedestrian Zone
- Concept Plan - Hyde & Bridge Street including crossings
- Concept Plan - Hyde & Church Streets
- Concept Plan - Hyde & Oak Street
- Hyde Street Bellingen - Active Transport Project
- PAMP & Bike Plan Council Meeting
- Detail of Replacement Tree Submitted for Approval
- Works Management Plan - Church St Bellingen Tree Removal 2011
- File Note from Development Planner confirming compliance with Cond's 3, 4, & 10.
- Confirmation from Director EH&P all relevant conditions complied with
- Photo showing replacement tree and infrastructure reinstatement 8 November 2012
- O'Meara Woods & Associates Structural Engineers Report.
- 76-L10 Typical Gateway Plan Soft Landscape Schedule Details-Issue 5)
- Comments from Senior Health & Building Surveyor.
- Consultation pursuant to Condition 2 - Have Your Say - New Trees for Church Street
- Heritage Advisor Comments on Church Street Revitalisation Project
- RMS Main St Funding
- Traffic Control Plan - Water Reticulation Upgrade - Oak Street-Hyde Street Intersection
- Notification to Businesses & Residents - Church and Hyde Street Works

Rural Lands Policy Land Use Planning

- FAQ - Blueberry Regulation in the Bellingen Shire
- FAQ - Multiple Occupancy Regulation in the Bellingen Shire
- FAQ - E4 Environmental Living Zone in the Bellingen Shire
- Attachment 1: Location of E4 Zones
- Attachment 2: Extract from 2007 Council Report Justifying E4 Zones
- Attachment 3: Location of Existing Multiple Occupancies
- Attachment 4: Blueberry Industry FAQ
- Attachment 5: Soil & Water Management Practices for Blueberry Growing
- Attachment 6: Definitions relevant to agriculture

Atherton Drive Masterplan Urunga Town Planning

- Atherton Drive Redevelopment and Management Options
- Bellingen Coast Regional Crown Reserve Plan of Management (including Bellinger Heads State Park Operational Plan)
- Urunga Boathouse HAZMAT and Structural integrity Report
- Atherton Drive Master Plan Community Engagement Plan
- Atherton Drive Precinct Site Analysis
- Atherton Drive Precinct Redevelopment and Management Options for Community Input
- Atherton Drive FAQs Aug 2017 Final



Low Pressure Sewer Policy

- Low Pressure Sewer Home Owner's Manual
- Low Pressure Sewer Component Specifications
- Low Pressure Sewer Installation Specifications
- Low Pressure Sewer Agreement

The Bellingen Shire Disability Inclusion Action Plan Community Wellbeing Disability

Bellingen Shire Disability Inclusion Action Plan 2017-2021 - Adopted

- File Access & Inclusion Plan 2014-2017

The Community Vision IP&R Draft Disability Inclusion Action Plan 2017-21

Uncontaminated Lands Policy Land Use

- Draft Contaminated Lands Policy
- File Draft Contaminated Land Policy Guidelines

Number of Access Applications Received - Clause 7(b)

During the reporting period, our agency received four formal and valid access applications (including withdrawn applications but not invalid applications).

Clause 7(b): The total number of access applications received by the agency during the reporting year (including withdrawn applications but not including invalid applications).

Table 16 – Number of Applications Received

Total number of applications received
4

Number of Refused applications for Schedule 1 Information - Clause 7(c)

During the reporting period, Council did not refuse any applications.

Clause 7C: The total number of access applications received by the agency during the reporting year that the agency refused either wholly or partly, because the application was for the disclosure of information referred to in Schedule 1 to the Act (information for which there is conclusive presumption of overriding public interest against disclosure)

Table 17 – Applications Refused

Number of Applications Refused	Wholly	Partly	Total
	0	0	0
% of Total	0%	0%	



Table 18 - Statistical information about access applications - Clause 7(d) and Schedule 2

GIPA Regulation 2009 – Schedule 2 Table A: Number of applications by type of applicant and outcome*										
	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/ Deny whether information is held	Application Withdrawn	Total	% of Total
Media	0	0	0	0	0	0	0	0	0	0%
Members of Parliament	0	0	0	0	0	0	0	0	0	0%
Private sector business	0	0	0	0	0	0	0	0	0	0%
Not for profit organisations or community groups	0	0	0	0	0	0	0	0	0	0%
Members of the public (by legal representative)	0	0	0	0	0	0	0	0	0	0%
Members of the public (other)	2	1	0	0	0	0	0	0	3	100%
Total	2	1	0	0	0	0	0	0	3	
% of Total	67%	33%	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 19 - Number of applications by type of application and outcome

GIPA Regulation 2009 – Schedule 2 Table B: Number of applications by type of application and outcome*										
	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/Deny whether information is held	Application Withdrawn	Total	% of Total
Personal information applications*	0	0	0	0	0	0	0	0	0	0%
Access applications (other than personal information applications)	2	1	0	0	0	0	0	0	3	100%
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0	0	0%
Total	2	1	0	0	0	0	0	0	3	
% of Total	67%	33%	0%	0%	0%	0%	0%	0%		

* A **personal information application** is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Table 20 – Invalid Applications

Table C: Invalid applications		
Reason for invalidity	No of applications	% of Total
Application does not comply with formal requirements (section 41 of the Act)	3	100%
Application is for excluded information of the agency (section 43 of the Act)	0	0%
Application contravenes restraint order (section 110 of the Act)	0	0%
Total number of invalid applications received	3	100%
Invalid applications that subsequently became valid applications	2	67%

Table 21 – Conclusive presumption of overriding public interest against disclosure

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of Act		
	Number of times consideration used*	% of Total
Overriding secrecy laws	0	0%
Cabinet information	0	0%
Executive Council information	0	0%
Contempt	0	0%
Legal professional privilege	0	0%
Excluded information	0	0%
Documents affecting law enforcement and public safety	0	0%
Transport safety	0	0%
Adoption	0	0%
Care and protection of children	0	0%
Ministerial code of conduct	0	0%
Aboriginal and environmental heritage	0	0%
Total	0	



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

Table 22 – Other public interest considerations against disclosure

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of Act		
	Number of times consideration used*	% of Total
Responsible and effective government	0	0%
Law enforcement and security	0	0%
Individual rights, judicial processes and natural justice	1	100%
Business interests of agencies and other persons	0	0%
Environment, culture, economy and general matters	0	0%
Secrecy provisions	0	0%
Exempt documents under interstate Freedom of Information legislation	0	0%
Total	1	

Table 23 – Timeliness

Table F: Timeliness		
	Number of applications*	% of Total
Decided within the statutory timeframe (20 days plus any extensions)	3	100%
Decided after 35 days (by agreement with applicant)	0	0%
Not decided within time (deemed refusal)	0	0%
Total	3	

Table 24 – Number of applications reviewed

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



Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

Internal review following recommendation under section 93 of Act	0	0	0	0%
Review by NCAT	0	0	0	0%
Total	0	0	0	
% of Total	0%	0%		

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

Table 25 – Applications for review

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review	% of Total
Applications by access applicants	0	0%
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0	0%
Total	0	

Table 26 – Applications transferred to other agencies

Table I: Applications transferred to other agencies.

	Number of applications transferred	% of Total
Agency-Initiated Transfers	0	0%
Applicant - Initiated Transfers	0	0%
Total	0	



Complaint and Compliment Reporting

Bellingen Shire Council Complaints Handling Policy and Procedures
1 July 2016 to 30 June 2017

Table 27 – Complaints and Compliments

2016-2017	Complaints	Compliments
Q1	7	10
Q2	6	15
Q3	7	13
Q4	6	11
Total	26	49

Code of Conduct Reporting

Local Government Act 1993 – Sections 440 and 440AA
Local Government (General) Regulation 2005 Clause 193
Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW
1 October 2016 to 30 September 2017

Table 28 – Code of Conduct Complaints

Number of Complaints and Associated Costs Model Code Procedures Reference: 12.1	
1 a) the total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September	3
b) The number of code of conduct complaints referred to a conduct reviewer	3
c) the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage and the outcome of those complaints	1
<i>No further action pursuant to clause 6.10(a) of the Procedures</i>	
d) the number of code of conduct complaints investigated by a conduct reviewer	2
e) The number of code of conduct complaints investigated by a conduct review committee	0
f) without identifying particular matters, the outcome of code of conduct complaints investigated by a conduct reviewer or conduct review committee under these procedures	n/a
g) the number of matters reviewed by the Division and, without identifying particular matters, the outcome of the reviews	nil
e) The total cost of dealing with code of conduct complaints made about councillors and the general manager including staff costs	\$5,707



Public Interest Disclosures Reporting

Public Interest Disclosures Act 1994 – Section 31

Public Interest Disclosures Regulation 2011 Clause 4

Council Policy – Public Interest Disclosures - Internal Reporting Policy

Organisations are required under the Public Interest Disclosures Act 1994 (PID Act) to collect and report on information about public interest disclosures (PIDs).

The Public Interest Disclosures Regulation 2011 outlines what information public authorities are to record and include in both the six month report to the NSW Ombudsman and the public authority's annual report:

Table 29 – Public Interest Disclosures

Statistical information on PIDs	Made by public officials performing their day to day functions	Under a statutory or other obligation	All other PIDs
Number of public officials who made PIDs	0	0	0
Number of PIDs received	0	0	0
Of PIDs received, number primarily about:			
Corrupt conduct	0	0	0
Maladministration	0	0	0
Serious and substantial waste	0	0	0
Government information contravention	0	0	0
Local government pecuniary interest contravention	0	0	0
Number of PIDs finalised	1	0	0

Note: The number of PIDs finalised only refers to PIDs that have been received since the commencement of the relevant period.

Commentary on PID Obligations

Council has established an internal reporting policy. The policy was adopted by Council on 24 September 2014 and is available on Council's IT network.



Council's General Manager has taken action to make staff aware of their obligations through provision of relevant information on Council's Intranet, both as a reminder on the "News" section and as a static page containing:

- a policy extract,
- a link to Council's internal reporting policy,
- a link to Council's Public Interest Disclosures Guidelines and Procedures, and
- a link to the NSW Ombudsman's PID e-News

Posters encouraging internal reporting and hardcopies of Council's Public Interest Disclosures Guidelines and Procedures have also been placed at all of Council's principal work locations.

Compliance with the Carers (Recognition) Act 2010

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

Council has actively acknowledged and recognised the role of carers in the Bellingen Shire community through its services provided in the Dorrigo Support Centre and through participating in broader area programs to support carers such as a Carers Wellbeing Day during (October) and Mental Health Month. The NSW Carers Charter is displayed at the Dorrigo Support Centre and staff are aware of and practice its principles. In addition the Support Centre is a provider of services to carers under the Carers Together program. All carers and indeed clients are treated with the respect and dignity as defined by the Universal Declaration of Human Rights.

Recovery & Threat Abatement Plans

Fisheries Management Act 1994 - Section 220ZT & 220ZM 1 July 2016 to 30 June 2017.

Council was not identified in any Recovery & Threat Abatement Plan by the Department of Industry, Skills and Regional Development during this period.

