

## **REPORT BY RESPONSIBLE ACCOUNTING OFFICER**

### **DUBBO REGIONAL COUNCIL**

#### **Quarterly Budget Review Statement - Quarter Ending 30 June 2017**

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005.

It is my opinion that the Quarterly Budget Review Statement for Dubbo Regional Council for the Quarter Ended 30 June 2017 indicates that Council's projected financial position as at 30 June 2017 will be satisfactory, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:



Name:

Craig Giffin  
Responsible Accounting Officer

Date:

8 August 2017

# CASH & INVESTMENTS

## DUBBO REGIONAL COUNCIL

### Quarterly Budget Review Statement - Quarter Ending 30 June 2017

#### **Comment on Cash and Investments Position**

There have been no major impacts during the quarter that have impacted on Council's original budgeted cash and investments position.

#### **Statements:**

##### **Investments**

Restricted funds have been invested in accordance with Council's investment policies.

##### **Cash**

A reconciliation of cash with bank statements has been undertaken, with the latest reconciliation being prepared on 3 July 2017.

##### **Reconciliation**

The YTD total Cash and Investments has been reconciled with funds invested and cash at bank

Signed:

Name:



Craig Giffin  
Responsible Accounting Officer

Date:

8 August 2017

## CONSULTANCY AND LEGAL EXPENSES

<b>DUBBO REGIONAL COUNCIL</b>		
<b>Quarterly Budget Review Statement - Quarter Ending 30 June 2017</b>		
<b>Expense</b>	<b>Expenditure YTD</b>	<b>Budgeted (Y/N)</b>
Legal Expenses	\$572,669.42	Y
Consultant Services (Quarterly Details provided on Engaged Consultants Report)	\$550,410.20	Y

## CONTRACT LISTING

### DUBBO REGIONAL COUNCIL

#### Quarterly Budget Review Statement - Quarter Ending 30 June 2017

<b>Contractor</b>	<b>Details and Purpose</b>	<b>Contract Value</b>	<b>Commencement Date</b>	<b>Duration</b>	<b>Budgeted (Y/N)</b>
Warrumbungle Shire Council	Shoulder Widening Mendooran Road	208,423	31/05/2017	1 Month	Y
Boral Construction Materials Group Ltd	Asphalt Mitchell Highway/Capstan Drive	764,350	07/04/2017	6 Months	Y
Barnson Pty Ltd	Playmates Cottage design (additional)	50,000	13/04/2017	3 Months	Y
Hartwigs Trucks Pty Ltd	Supply one Fuso Canter 815 Dual Cab Tipping Truck	80,072	18/04/2017	3 Months	Y
Outcomex Pty Ltd	Supply and install Cisco Unified Communications	377,845	18/04/2017	28 Weeks	Y
NSW Public Works Dept of Finance & Services	Extended Contract Management Erskine St SPS upgrade	52,896	26/04/2017	5 Months	Y
Conplant Pty Ltd	Supply one Ammann ASC150DT3 Smooth Drum Roller	142,000	01/05/2017	10 Weeks	Y
Facility Design Group Pty Ltd	Wellington Pool - Master Plan Development	50,900	03/05/2017	14 Months	Y
NSW Public Works Dept of Finance & Services	Nanima Pond Relining Proposal	54,000	04/05/2017	8 Months	Y
Water Infrastructure Services Pty Ltd	Reservoir Retification Work	200,830	04/05/2017	20 Weeks	Y
Stanaway Pty Ltd T/as David Payne Constructions	South Dubbo Weir - Variation 16 - Upstream washout, tree removal	80,570	09/05/2017	6 Months	Y
JM Forklifts Pty Ltd	Supply one TCM FD50T9 Forklift	69,000	11/05/2017	2 Months	Y
Yoff Pty Ltd T/as Dubbo Terrazzo & Concrete Industries	Airport asphalt Pad and road construction	309,740	13/05/2017	8 Weeks	Y
Statewide Pool Services Pty Ltd	Geurie Pool Resurfacing	120,000	23/05/2017	7 Weeks	Y
VFG Skateparks	Construction Vic Skate Park	77,057	24/05/2017	7 Months	Y
Weiley Electrical Pty Ltd	Electrical Switch Board Upgrade WTP	429,640	31/05/2017	5 Months	Y
Maas Civil Pty Ltd	Keswick Trunk Drainage Rock excavation	81,950	02/06/2017	7 Months	Y

## CONTRACT LISTING

<b>DUBBO REGIONAL COUNCIL</b>					
<b>Quarterly Budget Review Statement - Quarter Ending 30 June 2017</b>					
<b>Contractor</b>	<b>Details and Purpose</b>	<b>Contract Value</b>	<b>Commencement Date</b>	<b>Duration</b>	<b>Budgeted (Y/N)</b>
Glenn Healey Constructions	DRLM - Fixing of the rubber matting	64,350	13/06/2017	4 Weeks	Y
Business Sense Solutions	Preparation of grant application - electronic meter reading	84,400	14/06/2017	28 Weeks	Y
Evoqua Water Technologies Pty Ltd	Supply & Install new Chlorine Equipment	58,903	15/06/2017	6 Weeks	Y
Aqseptence Group Pty Ltd	Supply Inlet Band Screen Dubbo STP	85,414	20/06/2017	10 Weeks	Y
Servco Australia Dubbo Pty Ltd T/as Dubbo City Toyota	Supply one Toyota Landcruiser 200 Series GXL Wagon	67,332	22/06/2017	2 Weeks	Y
Proway Livestock Equipment	Variation - connect lanes & raised catwalk	53,390	26/06/2017	2 Months	Y
Australian Prestressing Structures Pty Ltd	Construct and replace roof and access on Geurie Village Bald Hill Water Reservoir	193,074	22/05/2017	15 Weeks	Y
Water Infrastructure Pty Ltd	Construction of Water Reservoir compliance modification works in Wellington, Geurie & Mumbil	185,401	22/05/2017	26 Weeks	Y
Interflow Pty Ltd	Rehabilitation of sewer mains and junctions	341,500	19/06/2017	16 Weeks	Y
ADB Safegate Australia Pty Ltd	Upgrade Aeronautical ground lighting at Dubbo City Regional Airport	1,643,878	26/06/2017	6 Months	Y
J R Richards and Sons	2017 kerbside bulky rubbish collection and 2018 kerbside green waste collection	223,450	26/06/2017	9 Months	Y
Maas Civil Pty Ltd	Keswick Stage 4 Release 3B subdivision construction	761,602	19/06/2017	16 Weeks	Y

**Note:** Contracts listed are those entered into during the quarter and have yet to be fully performed.

## VANDALISM COST REPORT FOR JUNE 2017

Division – vandalism costs	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Parks and Landcare	\$37,048.90	\$26,742.68	\$49,120.65	\$84,396.83	\$46,972.98	\$46,388.97	\$44,899.77
Technical Services	\$30,077.95	\$23,522.30	\$15,495.97	\$14,318.54	\$14,596.59	\$15,930.62	\$13,624.97
Corporate Development	\$6,757.00	\$8,156.10	\$3,342.27	\$617.50	\$983.16	\$1,563.64	NIL
Community Services	\$4,536.01	\$7,957.00	\$1,889.63	\$1,262	\$786.82	\$216.62	\$2,300.59
Organisational Services	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Environmental Services	N/A	\$1,091.91	\$600	\$1,694	\$801	\$2,000	\$1,010
Wellington	N/A	N/A	N/A	N/A	N/A	N/A	\$19,362.55
<b>Total</b>	<b>\$78,419.86</b>	<b>\$67,469.99</b>	<b>\$70,448.52</b>	<b>\$102,288.87</b>	<b>\$64,140.55</b>	<b>\$66,099.85</b>	<b>\$81,197.88</b>
Rewards approved	Nil	Nil	Nil	1 (\$2,500)	Nil	Nil	Nil

## Consultants Engaged between 1/04/2017 - 30/06/2017

Date	Supplier Name	Details/Order Description	Division	Value
10/04/2017	Geolyse Pty Ltd	Consultancy Services - Survey and Concept Design Saleyard Access	Corporate Development	\$8,150.00
13/04/2017	Barnson Pty Ltd	Playmates Cottage Design	Community Services	\$50,000.00
20/04/2017	University of Technology Sydney	Development of Divisional Structures and Briefing paper on New Organisational Design	Corporate Services	\$21,000.00
26/04/2017	Tourism and Hospitality Services	Economic Development - Freedom Campers Study	Corporate Development	\$35,000.00
3/05/2017	Gretchen Mary Armitage T/as Business Sense Solutions	Provision of Consultancy services - Grant Application Smart Cities Funding	Technical Services	\$38,700.00
3/05/2017	Moir Landscape Architecture Pty Ltd	P&L Theresa Maliphant Park Master Plan	Parks and Landcare	\$2,000.00
3/05/2017	Moir Landscape Architecture Pty Ltd	P&L Concept Plan for Guerie Pool and Park	Parks and Landcare	\$4,000.00
3/05/2017	Moir Landscape Architecture Pty Ltd	P&L Cameron Park Master Plan	Parks and Landcare	\$13,000.00
3/05/2017	Moir Landscape Architecture Pty Ltd	P&L Kennard Park Concept Plan	Parks and Landcare	\$2,000.00
12/05/2017	Barnson Pty Ltd	P&L Geotec services - Guerie Multi Court	Parks and Landcare	\$7,200.00
17/05/2017	Barnson Pty Ltd	P&L Cameron Park Suspension Bridge	Parks and Landcare	\$7,200.00
17/05/2017	Geolyse Pty Ltd	Dubbo City Holiday Park - Design Services for Infrastructure Upgrade	Corporate Development	\$46,265.00
15/06/2017	Geolyse Pty Ltd	Consultancy Services - Survey and Concept Design Saleyard Access	Corporate Development	\$8,150.00

----- End of Report -----

**DUBBO REGIONAL COUNCIL**  
**SUMMARISED STATEMENT OF RESTRICTED ASSETS**  
**AS AT 30 JUNE 2017**

PURPOSE OF INTERNALLY RESTRICTED ASSET	FUNCTION	BALANCE AS AT 01/07/2016	TRANSFERS TO 2016/2017	TRANSFERS FROM 2016/2017	BALANCE AS AT 30/06/2017
<b>General</b>					
Footpaths & Cycleways	1.07	456,208	327,226	216,589	566,845
Traffic Management	1.10	71,461	54,339	0	125,800
Street Lighting	1.11	427,025	34,436	0	461,461
Road Network - State Roads	1.201	774,229	538,119	0	1,312,348
Road Network - Urban Roads	1.202	1,425,193	5,016,104	1,010,177	5,431,120
Road Network - Rural Roads	1.203	4,117,213	1,819,424	1,358,778	4,577,859
Other Waste Management Services	2.07	3,718,052	64,426	20,300	3,762,178
Stormwater	4.01	13,553	0	0	13,553
Fire Services	4.02	531,992	1,350	51,685	481,657
Emergency Management	4.03	143,162	0	49,385	93,777
Livestock Markets	5.01	4,890,511	0	1,707,866	3,182,645
Dubbo City Regional Airport	5.02	763,662	301,993	0	1,065,655
City Development	5.03	113,962	74,754	0	188,716
Property Development	5.04	4,797,977	0	2,149,870	2,648,107
Dubbo City Holiday Park	5.05	521,041	0	89,794	431,247
City Marketing & Communications	5.06	305,028	102,053	214,346	192,735
Showground	5.07	196,176	6,337	130,418	72,095
Wellington Caves Complex	5.09	399,587	12,500	369,191	42,896
Environment & Health Services	6.01	30,199	0	0	30,199
Building & Development Services	6.02	621,431	42,190	65,638	597,983
Environmental Sustainability Services	6.04	15,000	0	0	15,000
City Strategy	6.09	262,387	399,219	11,591	650,015
Ranger Services	6.10	15,439	0	0	15,439
Animal Shelter	6.11	367,950	95,000	0	462,950
Cemeteries	7.07	621,323	25,000	22,329	623,994
Recreation Services	7.08	227,102	25,525	164,563	88,064
Library Services	7.10	71,335	92,693	0	164,028
Old Dubbo Gaol	7.11	106,836	138,976	0	245,812
Social Services	7.14	289,706	25,009	62,784	251,931
Rainbow Cottage	7.16	239,154	2,791	42,283	199,662
Family Day Care	7.17	270,315	19,465	13,492	276,288
Cultural Services	7.18	24,314	46,755	0	71,069
Regional Theatre & Covention Centre	7.20	489,074	55,172	0	544,246
Western Plains Cultural Centre	7.21	885,426	199,367	77,607	1,007,186
Human Environment Services	8.01	84,090	39,114	0	123,204
Horticultural Services	9.01	396,035	525,954	157,288	764,701
Landcare Services	9.02	206,776	207,824	71,754	342,846
Parks & Landcare Business Support Services	9.04	78,443	25,645	0	104,088
Sporting Facilities	9.05	1,091,291	361,314	140,308	1,312,297
Recreation Planning & Programs	9.07	123,084	87,059	0	210,143
Dubbo Aquatic Leisure Centre	9.08	112,139	276,502	10,451	378,190
Corporate Development/Strategic Management	10.02	98,068	36,650	0	134,718
Fleet Management Services	10.03	11,793,823	0	952,342	10,841,481
Financial Accounting Services	10.05	1,106	0	1	1,105
Human Resource Services	10.06	231,846	143,245	0	375,091
Information Management Services	10.07	2,127,720	20,000	385,845	1,761,875
Governance & Risk Services	10.08	622,066	0	68,243	553,823
Civic Administration Building	10.09	1,257,818	45,000	2,155	1,300,663
Technical Support Services	10.10	712,167	145,386	31,492	826,061
Business Support Services (Technical)	10.11	6,381	0	0	6,381
Depot Services	10.12	937,546	108,177	44,978	1,000,745
Rates & General Revenue	10.13	12,546,736	11,893,627	2,601,781	21,838,582
Employment Overheads	10.14	364,776	76,558	0	441,334
Corporate Overhead	10.15	1,653,884	632,516	0	2,286,400
Works Services Operations	10.16	395,207	394,451	253,120	536,538
Governance	11.01	174,549	312,000	57,000	429,549
<b>Total</b>		<b>63,218,574</b>	<b>24,851,245</b>	<b>12,605,444</b>	<b>75,464,375</b>
<b>Balance Internal Borrowing Account</b>		<b>(2,887,925)</b>	<b>319,651</b>	<b>0</b>	<b>(2,568,274)</b>
<b>TOTAL GENERAL FUND</b>		<b>60,330,649</b>	<b>25,170,896</b>	<b>12,605,444</b>	<b>72,896,101</b>



**DUBBO REGIONAL COUNCIL**  
**SUMMARISED STATEMENT OF RESTRICTED ASSETS**  
**AS AT 30 JUNE 2017**

PURPOSE OF EXTERNALLY RESTRICTED ASSET	FUNCTION	BALANCE AS AT 01/07/2016	TRANSFERS TO 2016/2017	TRANSFERS FROM 2016/2017	BALANCE AS AT 30/06/2017
<b>Water Supply</b>					
Major Improvements	3.02	31,750,770	3,991,356	0	35,742,126
<b>Total Water Supply</b>		31,750,770	3,991,356	0	35,742,126
<b>Sewerage Services</b>					
Major Improvements	2.05	41,547,052	318,390	0	41,865,442
<b>Total Sewerage Services</b>		41,547,052	318,390	0	41,865,442
<b>General</b>					
Traffic Management	1.10	6,611	0	3,152	3,459
Urban Roads	1.202	400	447,798	0	448,198
Rural Roads	1.203	2,252,692	13,321	1,548,970	717,043
Domestic Waste Management Services	2.06	2,499,177	749,392	0	3,248,569
Other Waste Management Services	2.07	4,390,981	0	0	4,390,981
Stormwater	4.01	3,004,209	298,494	98,907	3,203,796
Fire Services	4.02	405,063	124,918	0	529,981
Emergency Management	4.03	5,213	0	0	5,213
Environment & Health Services	6.01	44,000	0	0	44,000
Environmental Sustainability Services	6.04	4,000	0	0	4,000
Western Plains Cultural Centre	7.21	8,629	0	0	8,629
Horticultural Services	9.01	3,168	10,000	3,168	10,000
Landcare Services	9.02	11,358	0	11,358	0
Financial Accounting Services	10.05	0	5,292	0	5,292
Section 94 Contributions - Urban Roads	S94 1.10	5,520,957	1,548,304	0	7,069,261
Section 94 Contributions - Car Parking	S94 C 1.10	84,847	8,298	0	93,145
Section 94 Contributions - Stormwater Drainage	S94 4.01	2,087,397	268,233	238,929	2,116,701
Section 94 Contributions - Open Space	S94 9.01	1,234,870	641,876	30,334	1,846,412
Section 94 Contributions - Roadworks	S94 W 1.202	114,384	3,000	117,384	0
Section 94 Contributions - Stormwater Drainage	S94 W 4.01	67,160	8,159	0	75,319
Section 94 Contributions - Emergency Services	S94 W 4.03	33,480	2,078	0	35,558
Section 94 Contributions - Sporting/Play Grounds	S94 W 9.01	34,477	1,226	0	35,703
Section 94 Contributions - Community Amenities	S94 WA 9.01	8,834	1,248	0	10,082
Section 94A Contributions - Transport & Communication	S94A 1.202	2,318	0	0	2,318
Section 94A Contributions - Economic Affairs	S94A 5.03	3,990	0	0	3,990
Section 94A Contributions - Recreation & Culture	S94A 7.08	3,990	0	0	3,990
Section 94A Contributions - Community Serv & Education	S94A 7.14	3,990	0	0	3,990
Section 94A Contributions - Public Order & Safety	S94A 8.01	3,990	0	0	3,990
Section 94A Contributions - Household & Comm Amenities	S94A 9.01	3,990	0	0	3,990
Grant Funds Carried Over	Various	19,629,214	18,688,194	18,687,710	19,629,698
<b>Total General</b>		41,473,389	22,819,831	20,739,912	43,553,308

**DUBBO REGIONAL COUNCIL  
SUMMARISED STATEMENT OF RESTRICTED ASSETS  
AS AT 30 JUNE 2017**

<b>SUMMARY OF GRANT FUNDS CARRIED OVER (AS ABOVE)</b>	<b>FUNCTION</b>	<b>BALANCE AS AT 01/07/2016</b>	<b>TRANSFERS TO 2016/2017</b>	<b>TRANSFERS FROM 2016/2017</b>	<b>BALANCE AS AT 30/06/2017</b>
Grant - Traffic Management	1.10	41,642	0	0	41,642
Grant - Urban Roads	1.202	325,541	673,477	10,879	988,139
Grant - Rural Roads	1.203	1,215,581	1,573,675	1,039,934	1,749,322
Grant - Domestic Waste Management Services	2.06	795,710	0	0	795,710
Grant - Other Waste Management Services	2.07	1,907,292	0	0	1,907,292
Grant - Stormwater	4.01	22,106	0	22,106	0
Grant - Fire Services	4.02	33,064	0	0	33,064
Grant - Emergency Management	4.03	2,220	0	0	2,220
Grant - Environment & Health Services	6.01	6,606	0	0	6,606
Grant - Building & Development Services	6.02	32,700	0	0	32,700
Grant - Environmental Sustainability Services	6.04	3,326	0	0	3,326
Grant - Ranger Services	6.10	28,200	0	0	28,200
Grant - Library Services	7.10	32,000	0	0	32,000
Grant - Old Dubbo Gaol	7.11	2,000	4,500	0	6,500
Grant - Social Services	7.14	166,609	1,485,124	135,189	1,516,544
Grant - Western Plains Cultural Centre	7.21	6,250	0	0	6,250
Grant - Horticultural Services	9.01	0	99,354	0	99,354
Grant - Landcare Services	9.02	31,250	16,000	0	47,250
Grant - Recreation Planning & Programs	9.07	24,911	0	13,211	11,700
Grant - Corporate Development/Strategic Management	10.02	10,459	0	0	10,459
Grant - Management Accounting Services	10.04	4,941,747	0	4,941,747	0
Grant - Rates & General Revenue	10.13	10,000,000	0	10,000,000	0
Grant - Transition Project Management	10.17	0	14,836,064	2,524,644	12,311,420
<b>Total Grant Funds Carried Over</b>		<b>19,629,214</b>	<b>18,688,194</b>	<b>18,687,710</b>	<b>19,629,698</b>

**Budget Review Statement - Quarter Ending 30 June 2017**  
**Clause 203 Local Government (General) Regulation 2005**

Function	Operating Revenue		Operating Expense		(Surplus) / Deficit from Operations		Capital Revenue				Capital Expense				Funds Transferred To / (From) Restricted Assets		Net Funds Available (to) / Required from Rates and General Revenue		
	Original	Revised	Original	Revised	Original	Revised	Expenses Not Involving Flows of Funds (Depr etc)		Loan Borrowings Assets Sold		Loan Repayment Principal		Assets Purchased		Original	Revised	Original	Revised	
							Original	Revised	Original	Revised	Original	Revised	Original	Revised					
<b>Transport</b>																			
1.07 Footpaths & Cycleways	-172,600	-324,923	724,520	992,003	551,920	667,080	-505,229	-493,273	0	0	0	0	903,579	429,917	-495,047	115,603	455,223	719,327	
1.10 Traffic Management	-1,166,490	-1,938,726	1,485,427	1,128,218	318,937	-810,508	-27,821	-27,825	0	0	182,100	182,100	100,000	0	361,765	1,623,830	934,981	967,597	
1.11 Street Lighting	-147,000	-195,000	1,038,551	1,123,953	891,551	928,953	0	0	0	0	0	0	0	0	519	34,955	892,070	963,908	
1.201 State Roads	-720,537	-8,513,292	671,205	7,689,841	-49,332	-823,451	0	0	0	0	0	0	0	0	2,105	540,224	-47,227	-283,227	
1.202 Urban Roads	-4,114,293	-11,630,447	5,685,481	8,720,952	1,571,188	-2,909,495	-2,415,077	-3,024,177	0	0	37,231	37,231	8,140,049	10,636,013	-2,269,339	3,359,472	5,064,052	8,099,044	
1.203 Rural Roads	-2,003,055	-7,944,591	5,904,808	10,616,451	3,901,753	2,671,860	-3,520,563	-6,941,229	0	0	0	0	5,109,666	7,553,477	-2,479,006	-160,919	3,011,850	3,123,189	
<b>TOTAL</b>	<b>-8,323,975</b>	<b>-30,546,979</b>	<b>15,509,992</b>	<b>30,271,418</b>	<b>7,186,017</b>	<b>-275,561</b>	<b>-6,468,690</b>	<b>-10,486,504</b>	<b>0</b>	<b>0</b>	<b>219,331</b>	<b>219,331</b>	<b>14,253,294</b>	<b>18,619,407</b>	<b>-4,879,003</b>	<b>5,513,165</b>	<b>10,310,949</b>	<b>13,589,838</b>	
<b>Sewerage Services</b>																			
2.05 Sewerage	-15,348,398	-20,548,850	12,735,497	14,306,348	-2,612,901	-6,242,502	-4,836,817	-5,380,112	-49,081	-56,230	1,659,978	1,818,937	11,760,437	9,541,517	-5,921,616	318,390	0	0	
<b>TOTAL</b>	<b>-15,348,398</b>	<b>-20,548,850</b>	<b>12,735,497</b>	<b>14,306,348</b>	<b>-2,612,901</b>	<b>-6,242,502</b>	<b>-4,836,817</b>	<b>-5,380,112</b>	<b>-49,081</b>	<b>-56,230</b>	<b>1,659,978</b>	<b>1,818,937</b>	<b>11,760,437</b>	<b>9,541,517</b>	<b>-5,921,616</b>	<b>318,390</b>	<b>0</b>	<b>0</b>	
<b>Waste Services</b>																			
2.06 Domestic Waste Management Services	-4,806,071	-5,880,882	5,424,226	5,271,556	618,155	-609,326	-197,239	-182,642	0	0	0	0	0	0	-420,916	791,968	0	0	
2.07 Other Waste Management Services	-5,136,134	-2,773,040	919,520	2,257,048	-4,216,614	-515,992	-210,884	-228,780	-100,300	-120,000	0	20,381	7,318,182	661,740	-2,790,384	182,651	0	0	
<b>TOTAL</b>	<b>-9,942,205</b>	<b>-8,653,922</b>	<b>6,343,746</b>	<b>7,528,604</b>	<b>-3,598,459</b>	<b>-1,125,318</b>	<b>-408,123</b>	<b>-411,422</b>	<b>-100,300</b>	<b>-120,000</b>	<b>0</b>	<b>20,381</b>	<b>7,318,182</b>	<b>661,740</b>	<b>-3,211,300</b>	<b>974,619</b>	<b>0</b>	<b>0</b>	
<b>Water</b>																			
3.02 Water Supply	-19,677,812	-24,780,210	15,895,564	17,055,329	-3,782,248	-7,724,881	-3,735,193	-4,135,650	-100,472	-129,491	851,294	851,294	8,474,583	7,147,372	-1,707,964	3,991,356	0	0	
<b>TOTAL</b>	<b>-19,677,812</b>	<b>-24,780,210</b>	<b>15,895,564</b>	<b>17,055,329</b>	<b>-3,782,248</b>	<b>-7,724,881</b>	<b>-3,735,193</b>	<b>-4,135,650</b>	<b>-100,472</b>	<b>-129,491</b>	<b>851,294</b>	<b>851,294</b>	<b>8,474,583</b>	<b>7,147,372</b>	<b>-1,707,964</b>	<b>3,991,356</b>	<b>0</b>	<b>0</b>	
<b>Community Protection</b>																			
4.01 Stormwater	-2,888,930	-4,306,199	2,369,051	2,223,511	-519,879	-2,082,688	-963,100	-869,407	0	0	247,120	247,120	4,470,238	3,122,776	-2,867,311	198,043	367,068	615,844	
4.02 Fire Services	-590,254	-893,095	1,586,226	2,139,750	995,972	1,246,655	-435,513	-665,166	0	0	0	0	360,000	499,785	-108	85,722	920,351	1,166,996	
4.03 Emergency Management	0	-4,368	105,033	161,137	105,033	156,769	0	-1,560	0	0	0	0	0	21,658	2,967	108,000	139,242	0	
<b>TOTAL</b>	<b>-3,479,184</b>	<b>-5,203,662</b>	<b>4,060,310</b>	<b>4,524,398</b>	<b>581,126</b>	<b>-679,264</b>	<b>-1,398,613</b>	<b>-1,536,133</b>	<b>0</b>	<b>0</b>	<b>247,120</b>	<b>247,120</b>	<b>4,830,238</b>	<b>3,644,219</b>	<b>-2,864,452</b>	<b>246,140</b>	<b>1,395,419</b>	<b>1,922,082</b>	
<b>City Development</b>																			
5.01 Livestock Markets	-5,645,964	-5,663,315	3,283,872	2,942,728	-2,362,092	-2,720,587	-1,057,888	-1,134,213	0	0	0	0	4,924,094	5,241,923	-1,791,114	-1,668,469	-287,000	-281,346	
5.02 Airport	-3,508,891	-4,150,570	2,788,353	2,996,873	-720,538	-1,153,697	-720,634	-728,379	0	0	0	0	978,581	1,098,560	147,591	468,516	-315,000	-315,000	
5.03 City Development	0	-251,935	855,012	1,161,495	855,012	909,560	0	0	0	0	0	0	0	0	32,950	6,523	887,962	916,083	
5.04 Property Development	-2,794,031	-3,871,851	213,330	258,097	-2,580,701	-3,613,754	-451,250	663,636	0	0	0	0	4,409,891	3,574,464	-1,562,120	-847,434	-237,000	-223,088	
5.05 Holiday Park	-1,590,527	-1,630,990	1,410,104	1,407,357	-180,423	-159,635	-179,446	-202,000	0	0	0	0	202,000	344,478	-61,942	-141,399	-200,000	-200,000	
5.06 City Marketing & Communications	-164,035	-215,093	1,283,156	1,807,689	1,119,121	1,592,596	-46,362	-60,225	0	0	0	0	0	24,549	60,963	-77,648	1,133,722	1,479,272	
5.07 Showground	-358,913	-375,825	1,079,712	1,280,035	720,799	904,210	-334,972	-416,966	0	0	0	0	137,000	344,689	-48,313	-254,545	474,514	577,388	
5.09 Wellington Caves Complex	0	-881,250	0	1,039,480	0	158,230	0	-93,202	0	0	0	9,500	0	468,038	0	-383,102	0	159,464	
<b>TOTAL</b>	<b>-14,062,361</b>	<b>-17,040,829</b>	<b>10,913,539</b>	<b>12,893,754</b>	<b>-3,148,822</b>	<b>-4,147,075</b>	<b>-2,770,741</b>	<b>-1,948,795</b>	<b>-52,820</b>	<b>0</b>	<b>0</b>	<b>9,500</b>	<b>10,651,566</b>	<b>11,096,701</b>	<b>-3,221,985</b>	<b>-2,897,558</b>	<b>1,457,198</b>	<b>2,112,773</b>	
<b>Built &amp; Natural Environment</b>																			
6.01 Environment & Health Services	-6,740	-88,307	402,349	495,948	395,609	407,641	0	0	0	0	0	0	0	0	38,074	89,074	433,683	496,715	
6.02 Building & Development Services	-1,354,400	-1,760,774	2,630,504	2,802,546	1,276,104	1,041,772	-793	-259	-793	-259	0	0	0	0	55,359	118,861	1,330,670	1,160,374	
6.04 Environmental Sustainability Services	0	-1,500	338,725	325,735	338,725	324,235	0	0	0	0	0	0	0	0	10,477	10,477	349,202	334,712	
6.05 Environmental Support	0	-797	-51,921	-51,124	-51,921	-51,921	0	0	0	0	0	0	0	0	51,921	51,921	0	0	
6.09 City Strategy	-86,000	-87,000	706,686	756,986	620,686	669,986	0	0	0	0	0	0	0	0	29,556	460,650	650,242	1,130,636	
6.10 Ranger Services	-80,050	-161,398	827,135	1,030,036	747,085	868,638	0	-3,968	0	0	0	0	0	6,300	29,670	776,755	900,640		
6.11 Animal Shelter	-73,200	-75,317	561,659	525,698	488,459	450,381	-45,890	-45,896	56,770	56,770	80,000	80,000	0	-8,992	71,008	570,347	532,263		
<b>TOTAL</b>	<b>-1,600,390</b>	<b>-2,175,093</b>	<b>5,415,137</b>	<b>5,885,825</b>	<b>3,814,747</b>	<b>3,710,732</b>	<b>-45,890</b>	<b>-49,864</b>	<b>-793</b>	<b>-259</b>	<b>56,770</b>	<b>56,770</b>	<b>80,000</b>	<b>6,300</b>	<b>206,065</b>	<b>831,661</b>	<b>4,110,899</b>	<b>4,555,340</b>	
<b>Community Services</b>																			
7.07 Cemeteries	-209,207	-413,870	369,610	590,513	160,403	176,643	-27,379	-39,520	0	0	0	0	85,000	34,188	-81,876	5,767	136,148	177,078	
7.08 Recreation Services	-20,044	-37,312	845,212	1,050,823	825,168	1,013,511	-103,575	-171,169	0	-261,851	0	0	6,600	198,186	477	-229,595	728,670	549,082	
7.10 Library Services	-149,897	-277,410	1,996,827	2,463,286	1,846,930	2,185,876	-68,863	-119,898	0	0	0	0	14,000	409,885	85,249	-282,138	1,877,316	2,193,725	
7.11 Old Dubbo Gaol	-554,093	-735,030	861,072	986,313	306,979	251,283	-73,667	-167,244	0	0	0	0	66,000	111,289	66,735	170,719	366,047	366,047	
7.14 Social Services	-99,997	-2,403,130	990,800	1,871,548	890,803	-531,582	-43,135	-61,500	0	0	0	0	35,346	505,169	-78,634	1,325,368	804,380	1,237,455	
7.16 Rainbow Cottage	-1,193,148	-1,168,868	1,254,752	1,267,755	61,604	98,887	-28,246	-31,271	0	0	0	0	45,000	6,678	22,417	26,481	100,775	100,775	
7.17 Family Day Care	-1,903,913	-1,870,330	2,046,808	1,984,516	142,895	114,186	-3,425	-1,629	0	0	0	0	0	0	17,445	44,358	156,915	156,915	
7.18 Cultural Services	-3,171	-6,548	218,142	235,924	214,971	229,376	0	0	0	0	0	0	0	0	499	49,254	215,470	278,630	
7.19 Community Support	-2,000	-2,174	-14,778	-16,604	-16,778	-16,778	0	0	0	0	0	0	0	0	16,778	16,778	0	0	
7.20 Regional Theatre & Convention Centre	-1,773,616	-1,468,661	4,435,875	4,064,113	2,662,259	2,595,452	-641,063	-558,253	0	0	425,318	425,381	160,500	14,389	-34,530	95,513	2,572,484	2,572,482	
7.21 WPC	-282,414	-316,218	2,230,222	2,253,184	1,947,808	1,936,966	-204,901	-222,694	0	0	273,328	273,426	31,950	280,190	128,154	52,384	2,176,339	2,320,272	
<b>TOTAL</b>	<b>-6,191,500</b>	<b>-8,699,551</b>	<b>15,234,542</b>	<b>16,753,371</b>	<b>9,043,042</b>	<b>8,053,820</b>	<b>-1,194,254</b>	<b>-1,373,178</b>	<b>0</b>	<b>-261,851</b>	<b>698,646</b>	<b>698,807</b>	<b>444,396</b>	<b>1,559,974</b>	<b>142,714</b>	<b>1,274,889</b>	<b>9,134,544</b>	<b>9,952,461</b>	
<b>Human Environment</b>																			

**BUDGET SUMMARY - Quarter Ending 30 June 2017**

	Original Estimate	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Revised Estimate	YTD Actuals
<b>Transport</b>								
1.07 Footpaths & Cycleways	455,223	360,974	-96,870	0	719,327	0	719,327	719,327
1.10 Traffic Management	934,981	32,616	0	0	967,597	0	967,597	967,597
1.11 Street Lighting	892,070	137,600	0	0	1,029,670	-65,762	963,908	963,908
1.201 State Roads	-47,227	-236,000	0	0	-283,227	0	-283,227	-508,120
1.202 Urban Roads	5,064,052	2,813,122	96,870	125,000	8,099,044	0	8,099,044	8,323,937
1.203 Rural Roads	3,011,850	236,339	0	-125,000	3,123,189	0	3,123,189	3,123,189
<b>TOTAL</b>	<b>10,310,949</b>	<b>3,344,651</b>	<b>0</b>	<b>0</b>	<b>13,655,600</b>	<b>-65,762</b>	<b>13,589,838</b>	<b>13,589,838</b>
<b>Sewerage Services</b>								
2.05 Sewerage	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Waste Services</b>								
2.06 Domestic Waste Management Services	0	0	0	0	0	0	0	0
2.07 Other Waste Management Services	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Water</b>								
3.02 Water Supply	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Community Protection</b>								
4.01 Stormwater	367,068	98,776	0	0	465,844	150,000	615,844	615,844
4.02 Fire Services	920,351	246,645	0	0	1,166,996	0	1,166,996	1,166,996
4.03 Emergency Management	108,000	31,242	0	0	139,242	0	139,242	139,242
<b>TOTAL</b>	<b>1,395,419</b>	<b>376,663</b>	<b>0</b>	<b>0</b>	<b>1,772,082</b>	<b>150,000</b>	<b>1,922,082</b>	<b>1,922,082</b>
<b>City Development</b>								
5.01 Livestock Markets	-287,000	5,654	0	0	-281,346	0	-281,346	-281,346
5.02 Airport	-315,000	0	0	0	-315,000	0	-315,000	-315,000
5.03 City Development	887,962	28,121	0	0	916,083	0	916,083	916,083
5.04 Property Development	-237,000	13,912	0	0	-223,088	0	-223,088	-223,088
5.05 Holiday Park	-200,000	0	0	0	-200,000	0	-200,000	-200,000
5.06 City Marketing & Communications	1,133,722	380,550	15,000	0	1,529,272	-50,000	1,479,272	1,479,272
5.07 Showground	474,514	67,919	0	0	542,433	34,955	577,388	577,388
5.09 Wellington Caves Complex	0	159,464	0	0	159,464	0	159,464	159,464
<b>TOTAL</b>	<b>1,457,198</b>	<b>655,620</b>	<b>15,000</b>	<b>0</b>	<b>2,127,818</b>	<b>-15,045</b>	<b>2,112,773</b>	<b>2,112,773</b>
<b>Built &amp; Natural Environment</b>								
6.01 Environment & Health Services	433,683	86,544	390	0	520,617	-23,902	496,715	496,715
6.02 Building & Development Services	1,330,670	65,140	0	-31,000	1,364,810	-204,436	1,160,374	1,160,374

### BUDGET SUMMARY - Quarter Ending 30 June 2017

	Original Estimate	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Revised Estimate	YTD Actuals
6.04 Environmental Sustainability Services	349,202	0	0	0	349,202	-14,490	334,712	334,712
6.05 Environmental Support	0	0	0	0	0	0	0	0
6.09 City Strategy	650,242	0	-951	-4,000	645,291	485,345	1,130,636	1,130,636
6.10 Ranger Services	776,755	135,983	561	0	913,299	-12,659	900,640	900,640
6.11 Animal Shelter	570,347	-1,226	0	0	569,121	-36,858	532,263	532,263
<b>TOTAL</b>	<b>4,110,899</b>	<b>286,441</b>	<b>0</b>	<b>-35,000</b>	<b>4,362,340</b>	<b>193,000</b>	<b>4,555,340</b>	<b>4,555,340</b>
<b>Community Services</b>								
7.07 Cemeteries	136,148	40,930	0	0	177,078	0	177,078	177,078
7.08 Recreation Services	728,670	-153,268	0	0	575,402	-26,320	549,082	549,082
7.10 Library Services	1,877,316	316,409	0	0	2,193,725	0	2,193,725	2,193,725
7.11 Old Dubbo Gaol	366,047	0	0	0	366,047	0	366,047	366,047
7.14 Social Services	804,380	381,202	-15,000	2,000	1,172,582	64,873	1,237,455	1,237,455
7.16 Rainbow Cottage	100,775	0	0	0	100,775	0	100,775	100,775
7.17 Family Day Care	156,915	0	0	0	156,915	0	156,915	156,915
7.18 Cultural Services	215,470	2,503	0	7,058	225,031	53,599	278,630	278,630
7.19 Community Support	0	0	0	0	0	0	0	0
7.20 Regional Theatre & Convention Centre	2,572,484	-2	0	0	2,572,482	0	2,572,482	2,572,482
7.21 WPCC	2,176,339	54,061	0	-9,058	2,221,342	98,930	2,320,272	2,320,272
<b>TOTAL</b>	<b>9,134,544</b>	<b>641,835</b>	<b>-15,000</b>	<b>0</b>	<b>9,761,379</b>	<b>191,082</b>	<b>9,952,461</b>	<b>9,952,461</b>
<b>Human Environment</b>								
8.01 Human Environment Services	228,954	9,967	0	0	238,921	-3,199	235,722	235,722
<b>TOTAL</b>	<b>228,954</b>	<b>9,967</b>	<b>0</b>	<b>0</b>	<b>238,921</b>	<b>-3,199</b>	<b>235,722</b>	<b>235,722</b>
<b>Parks and Landcare</b>								
9.01 Horticultural Services	3,308,733	897,337	0	0	4,206,070	0	4,206,070	4,206,070
9.02 Landcare Services	1,002,564	142,725	0	35,000	1,180,289	100,000	1,280,289	1,280,289
9.04 Parks & Landcare Business Support Services	0	0	0	0	0	0	0	0
9.05 Sporting Facilities	2,024,439	297,610	0	0	2,322,049	50,000	2,372,049	2,372,049
9.06 Parks & Landcare Operations	0	0	0	0	0	0	0	0
9.07 Recreation Planning & Programs	0	0	0	0	0	0	0	0
9.08 Aquatic Leisure Centres	725,526	335,994	0	0	1,061,520	0	1,061,520	1,061,520
<b>TOTAL</b>	<b>7,061,262</b>	<b>1,673,666</b>	<b>0</b>	<b>35,000</b>	<b>8,769,928</b>	<b>150,000</b>	<b>8,919,928</b>	<b>8,919,928</b>
<b>Corporate Services</b>								
10.01 Customer Services	0	0	0	0	0	0	0	0
10.02 Corporate Development/Strategic Management	0	0	0	0	0	0	0	0
10.03 Fleet Management Services	0	0	0	0	0	0	0	0
10.04 Management Accounting Services	0	0	0	0	0	0	0	0
10.05 Financial Accounting Services	0	0	0	0	0	0	0	0

**BUDGET SUMMARY - Quarter Ending 30 June 2017**

	Original Estimate	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Revised Estimate	YTD Actuals
10.06 Human Resource Services	0	0	0	0	0	0	0	0
10.07 Information Management Services	0	0	0	0	0	0	0	0
10.08 Governance & Risk Services	0	0	0	0	0	0	0	0
10.09 Civic Administration Building	0	254,306	0	0	254,306	0	254,306	254,306
10.10 Technical Support Services	0	0	0	0	0	-230,291	-230,291	-230,291
10.11 Business Support Services (Technical)	0	0	0	0	0	0	0	0
10.12 Depot Services	0	110,666	0	0	110,666	0	110,666	110,666
10.13 Rates & General Revenue	-33,699,225	-8,302,335	0	0	-42,001,560	-99,746	-42,101,306	-42,101,306
10.14 Employment Overhead Distribution	0	0	0	0	0	0	0	0
10.15 Corporate Overheads	0	948,520	0	0	948,520	-270,039	678,481	678,481
10.16 Works Services	0	0	0	0	0	0	0	0
10.17 Transition Project Management	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>-33,699,225</b>	<b>-6,988,843</b>	<b>0</b>	<b>0</b>	<b>-40,688,068</b>	<b>-600,076</b>	<b>-41,288,144</b>	<b>-41,288,144</b>
<b>Governance</b>								
11.01 Governance	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Wellington Branch</b>								
12.01 Wellington Branch	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL ALL FUNCTIONS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# OPERATIONAL PLAN

Function No. **1.07**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>TRANSPORT</b>	<b>Function:</b>	<b>Footpaths &amp; Cycleways</b>
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**Manager Responsible: Manager Civil Infrastructure & Solid Waste  
Mr S Clayton**

### Function Objectives:

- To minimise Council's liability with regard to pedestrian hazards by efficiently and effectively preserving and maintaining the footpath and cycleway asset.
- To promote and facilitate pedestrian and cyclist transport as alternatives to vehicular modes of transport.
- To integrate and facilitate the transport, recreation and safety needs of pedestrian and cyclist.
- To provide for the transport, recreation and safety needs of pedestrians and cyclists.

**NOTE:** *This Operational Plans Activity, Actions and Performance Targets, along with the KPI's, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.*

Activity	Action	Performance Targets/Service Level
Risk Management	Maintain Footpaths and Cycleways in accordance with the Defined Asset Management Policy (DAMP)	All footpath defect related claims successfully defended under the provisions of the DAMP
	<i>Maintenance service levels were suspended for the duration of the natural disaster event and remain suspended pending completion of all restoration works.</i>	<i>All claims have been successfully defended.</i>
Management Services – from other Functions	The corporate services pertaining to management, financial, technical, information technology functions are engaged.	Level of service adhere to terms of agreed brief(s).
	<i>Services were engaged.</i>	<i>Service level were adhered to.</i>
Management Services	Provision of management services for maintenance, construction and strategic planning activities.	Effective management of footpath and cycleway Assets.
	<i>Services were rendered.</i>	<i>This has been managed effectively.</i>
	3.1.13.1 Submit an annual application to Roads and Maritime Services for cycleway funding.	Submission by December annually.
	<i>Application not successful.</i>	<i>Applied in September.</i>
	3.1.13.2 Annually review the long term Strategic Cyclepath Network Development Plan with respect to assigned priorities and funding requirements.	Review completed by January annually.
	<i>Strategic Plan reviewed and identified need to incorporate Wellington in more detail.</i>	<i>Funding priorities have been incorporated in 4 year forward estimates.</i>
	3.1.16.2 Annually review the long term Strategic Footpath Network Development Plan with respect to assigned priorities and funding Requirements.	Review completed by January annually.
Footpath Maintenance	<i>Pedestrian Access and Mobility Plan reviewed and updated for Dubbo. Wellington requires further reviews.</i>	<i>Funding priorities have been incorporated in 4 year forward estimates.</i>
	Undertake regular inspections and maintenance programmes on paved footpaths network	One third of paved footpaths inspected annually.
Cycleway Maintenance	<i>Rolling inspections of one third of the Region ongoing each year.</i>	<i>Rolling inspections undertaken each year.</i>
	Undertake regular path and verge maintenance	Cycleways maintained in accordance with agreed brief(s).
Acquisition of Assets	<i>Maintenance programs were undertaken.</i>	<i>Cycleways have been maintained</i>
	3.1.16.1 Implement the Footpath Construction and Reconstruction Programmes.	The footpath network extension per year is increased to 1km by 2016/2017.
	<i>Preconstruction planning completed for Wingewarra Street and Brisbane Street projects.</i>	<i>Minor Road footpath stages 1 &amp; 2 extended network by 1km.</i>

# OPERATIONAL PLAN

Function No. **1.07**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>TRANSPORT</b>	<b>Function:</b>	<b>Footpaths &amp; Cycleways</b>
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**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-172,600	0	-113,611	-6,068	-292,279	-32,644	<b>1</b>	-324,923	-324,923
Expenditure	724,520	10,200	184,659	-196,007	723,372	268,631	<b>2</b>	992,003	992,003
<b>Operating Total</b>	<b>551,920</b>	<b>10,200</b>	<b>71,048</b>	<b>-202,075</b>	<b>431,093</b>	<b>235,987</b>		<b>667,080</b>	<b>667,080</b>
<b>Capital</b>									
Income	-505,229	0	0	0	-505,229	11,956	<b>3</b>	-493,273	-493,273
Expenditure	903,579	632,742	-546,519	88,774	1,078,576	-648,659	<b>4</b>	429,917	429,917
<b>Capital Total</b>	<b>398,350</b>	<b>632,742</b>	<b>-546,519</b>	<b>88,774</b>	<b>573,347</b>	<b>-636,703</b>		<b>-63,356</b>	<b>-63,356</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	<b>950,270</b>	<b>642,942</b>	<b>-475,471</b>	<b>-113,301</b>	<b>1,004,440</b>	<b>-400,716</b>		<b>603,724</b>	<b>603,724</b>
<b>Restricted Assets</b>									
	-495,047	-281,968	378,601	113,301	-285,113	400,716	<b>5</b>	115,603	115,603
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>455,223</b>	<b>360,974</b>	<b>-96,870</b>	<b>0</b>	<b>719,327</b>	<b>0</b>		<b>719,327</b>	<b>719,327</b>

Note	Details
<b>1</b>	Operating income increased by \$32,644 mainly due to an increase in Natural Disaster Funding \$99,844, Sundry Income (Hoarding Footpath Rental) \$19,348, and a decrease in a Grant for Capital Contributions of \$80,000 and a decrease in Footpath Use Rentals of \$6,380
<b>2</b>	Operating expenditure increased by \$268,631 mainly due to Cycleways \$107,885, Less Services Provided to Other Functions \$202,075. Decreases were in Footpaths \$21,185, Maintenance and Repair (Wellington) \$8,093, Depreciation \$11,955
<b>3</b>	Capital Income decreased by \$11,956 due to depreciation.
<b>4</b>	Capital Expenses decreased by \$648,659 mainly due to Cycleway Construction \$70,710, Cycleway Pre Construction \$5,050, Contribution to Assets \$80,000, Footpath and Cycleway Asset Renewals \$61,576 and Paved Footpath Reconstruction (Wellington) \$431,296
<b>5</b>	Transfer to Restricted Assets increased by \$400,716 to carry over Capital projects into the 2017/2018 year

**Key Performance Indicators**

Workload	YTD			Efficiency	YTD			Effective.	YTD		
	Prev.	Est	YTD		Prev.	Est.	YTD		Prev.	Est	YTD
Length of paved footpath maintained	81.6km	81.6km	82.6km	cost/m2 to construct concrete footpath/cycleway	\$190/m2	\$190/m2	\$157/m2	No. of reported complaints/requests (CRM System)	102	120	102
Area of footpath/cyclepath to be constructed	2,550m2	8023m2	999.2m <sup>2</sup>	cost/m2 to reconstruct asphalt footpath	\$130/m2	\$140/m2	\$61.7/m <sup>2</sup>	No. of claims for footpath related injuries	6	4	7
Length of paved cyclepath maintained	25.5km	16.4km	25.5km								



<b>OPERATIONAL PLAN</b>
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Function No. **1.07**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>TRANSPORT</b>	<b>Function:</b>	<b>Footpaths &amp; Cycleways</b>
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**Key Projects****Capital Works Program**

Footpaths & Cycleways - Acquisition of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09006 - Paved Footpaths - Construction						
6570 - Sheraton Road - Rail Crossing <b>Project Complete</b>	67,613	0	38,482	0	0	106,095
6574 - Minore Road <b>Project Complete</b>	0	131,307	-42,712	-25,867	-27	62,701
01.09006 - Paved Footpaths - Construction Total	67,613	131,307	-4,230	-25,867	-27	168,796

Footpaths & Cycleways - Acquisition of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09008 - Cycleways Construction						
6536 - Troy Gully Reserve Cyclepath <b>Carry over to 2017/2018</b>	155,080	0	-80,080	0	-70,710	4,290
6549 - Wheelers Lane (Gilgai to Hennessy Drive) <b>Project Complete</b>	0	0	0	36,200	0	36,200
6550 - Hennessy Dri(Wheelers Ln to Keswick PS) <b>Project Complete</b>	0	0	0	36,450	0	36,450
6551 - Hennessy Dr (Keswick PS D/Way to S Lakes) <b>Project Complete</b>	0	0	0	39,425	0	39,425
6552 - Cycle Bridge (A) Wheelers Lane <b>Project Complete</b>	0	0	0	45,000	0	45,000
6553 - Cycle Bridge (B) Hennessy Drive <b>Project Complete</b>	0	0	0	45,000	0	45,000
01.09008 - Cycleways Construction Total	155,080	0	-80,080	202,075	-70,710	206,365

<b>OPERATIONAL PLAN</b>
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Function No. **1.07***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>TRANSPORT</b>	<b>Function:</b>	<b>Footpaths &amp; Cycleways</b>
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Footpaths & Cycleways - Acquisition of Assets 01.09010 - Cycleway & Footpath Preconstruction	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6521 - Bike Plan/PAMP	10,000	26,511	-26,511	0	-5,050	4,950
<b>Carry over to 2017/2018</b>						
01.09010 - Cycleway & Footpath Preconstruction Total	10,000	26,511	-26,511	0	-5,050	4,950

Footpaths & Cycleways - Acquisition of Assets 01.09012 - Contributed Assets - Footpaths	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6516 - Footpaths	80,000	0	0	0	-80,000	0
<b>Carry over to 2017/2018</b>						
01.09012 - Contributed Assets - Footpaths Total	80,000	0	0	0	-80,000	0

Footpaths & Cycleways - Asset Renewals 01.09004 - Paved Footpaths - Reconstruction	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6014 - Wingewarra St (Darling to Bourke)	75,000	0	12,434	-87,434	0	0
<b>Carry over to 2017/2018</b>						
6506 - Development Reconstruction	7,754	0	0	0	-2,459	5,295
<b>Project Complete</b>						
6543 - Brisbane St (Reakes to Cobra)	150,732	0	-90,732	0	-59,117	883
<b>Carry over to 2017/2018</b>						
6671 - Bultje Street (Bourke to Darling)	93,000	0	-93,000	0	0	0
<b>Carry over to 2017/2018</b>						
6672 - Cobra Street (Hampden to Fitzroy)	115,400	0	-115,400	0	0	0
<b>Carry over to 2017/2018</b>						
6673 - Gipps Street (Cobra to Wingewarra)	149,000	0	-149,000	0	0	0
<b>Carry over to 2017/2018</b>						
01.09004 - Paved Footpaths - Reconstruction Total	590,886	0	-435,698	-87,434	-61,576	6,178

<b>OPERATIONAL PLAN</b>
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Function No. **1.07***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>TRANSPORT</b>	<b>Function:</b>	<b>Footpaths &amp; Cycleways</b>
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Wellington - Capital Expenses 01.08020 - Asset Renewals	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6100 - Paved Footpaths Reconstruction <b>Carry over to 2017/2018</b>	0	474,924	0	0	-431,296	43,628
01.08020 - Asset Renewals Total	0	474,924	0	0	-431,296	43,628

**Operational Program**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.00011 - Footpaths Total	60,055	0	15,739	6,068	-21,185	60,677
01.00017 - Cycleway Total	64,826	0	885	0	175,851	241,562

# OPERATIONAL PLAN

Function No. **1.10**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>TRANSPORT</b>	<b>Function:</b>	<b>Traffic Management</b>
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**Manager Responsible: Manager Technical Support  
Mr Mark Stacey**

### Function Objectives:

To optimise traffic flow throughout road network to maximise community benefits  
 To minimise accident potential for all road users within the road network  
 To provide clear and safe traffic guidance throughout road network (line marking and signposting)  
 To plan the future road network based on the above 3 objectives  
 To raise the level of road safety in Dubbo

**NOTE:** *This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.*

Activity	Action	Performance Targets/Service Level
Traffic Management Services	3.1.2.1 Complete at least one Road Safety Audit on an urban or rural road per annum. <b>Not achieved.</b>	Audits completed June annually.  <b>The ability to meet this action is currently being reviewed due to the new network priorities following the council merger</b>
	3.1.3.1 Lobby the State and Federal Government agencies for the need for an additional flood free bridge across the Macquarie River at Dubbo.  <b>RMS completed study – Bridge Options Investigation Stakeholder and Community consultation undertaken. Shortlisted Bridge options reviewed. Preferred Bridge option identified State Government alignment made June 2017.</b>	Lobbying to occur when appropriate.  Delays to traffic in peak hours remain acceptable.  <b>Lobbying occurring as appropriate. Delays remain acceptable</b>
	3.1.14.1 Review the programme for the provision of public transport infrastructure and consult with the Dubbo Transport Working Group.  <b>The Dubbo Transport Working Group for this area has been disbanded by Transport of NSW.</b>	90% of urban area serviced by commuter bus routes.  <b>Council communicates directly with Public Transport provider.</b>
	3.1.14.3 Meet on an annual basis with private bus and taxi company representative(s) to review urban bus and taxi service provision, and public transport linkages generally.  <b>An annual meeting with private bus company representatives was held 23 November 2016.</b>	Contact to be made with Bus and Taxi Companies annually.  <b>Annual meeting with private bus company held 23 November 2016</b>
	3.1.9.2 Lobby for continuation of the Inland Rail Project.  <b>Letter sent in August 2015 from Mayor to Mark Coulton, Federal Member for Parkes for continuing support for the Inland Rail.</b>	Ongoing  <b>Progress will be ongoing. Dubbo is <u>not</u> on the Designated Inland Corridor as adopted by the Government. The adopted line is Parkes, Narromine, Gwabegar, and Narrabri.</b>
	3.1.10.1 Meet on an annual basis with Rail Corp representative(s) to review service provision timetables and to ensure service retained.  <b>No action to date.</b>	Retention of hub and spoke bus/rail transport facilities to and from Dubbo/Western NSW/Sydney  <b>Ongoing. At this stage this is being achieved.</b>
	3.1.10.3 Continue to support the Dubbo Zirconia Mines proposal to reopen the Dubbo – Toongi railway line and/or develop sections of Obley Road.  <b>Support is continuing and as when appropriate.</b>	Ongoing support until the DA consent granted.  <b>DA consent granted. Minister for Planning approved (with DA Consent Conditions) DZP on 28 May 2015.</b>

<b>OPERATIONAL PLAN</b>
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Function No. **1.10**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>TRANSPORT</b>	<b>Function:</b>	<b>Traffic Management</b>
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Activity	Action	Performance Targets/Service Level
	3.1.10.4 Lobby Australian Rail Transport Corporation (ARTC)/John Holland to install automated switching through the Dubbo urban area so as to minimise disruption to traffic on key level crossings.	Lobbying for automated switching through Dubbo is ongoing.
	<b>Railway triangle upgraded.</b>	<b>This has been achieved.</b>
	3.1.10.5 Support all opportunities for development of additional road freight terminal/truck interchange/truck stop facilities within the city as they arise.	Freight systems to and from Dubbo are rated as adequate.
	<b>This has been achieved as required and/or as appropriate.</b>	<b>This is being achieved as required.</b>
Traffic Improvements - Signs and Markings	Provision of minor traffic facilities and minor approved works from Traffic Committee.	All requests met subject to funding
	<b>This has been achieved as required or as appropriate</b>	<b>This has been achieved as required or as appropriate</b>
Traffic Improvements Investigation and Design	Provision of Technical Support Services for minor traffic investigations and provision of services to the Traffic Committee.	Appropriate reports submitted to Traffic Committee.
	<b>This has been achieved as required or as appropriate</b>	<b>This is being achieved as required or as appropriate</b>
Traffic Studies/Preconstruction (Section 94)	3.1.12.1 Undertake an on-street parking in the Central Business District (CBD).	Inventories completed.
	<b>Total CBD on and off street car parking inventory plan has been completed.</b>	<b>Inventory plan continually updated as required.</b>
Management Services From Other Functions	Management Services including:- Management, Financial, Technical, Information Technology and Corporate Overheads provided to Traffic, Road Safety and Parking Enforcement activities.	Level of service provided to Agreed Briefs.
	<b>Service continually rendered as appropriate or as required.</b>	<b>Service continually rendered as appropriate or as required.</b>
Parking Management and Enforcement	3.1.12.4 Monitor on-street truck parking in the urban area and target instances of repeated inappropriate truck parking on city street.	Monitor on a regular basis throughout the year.
	<b>Monitoring continuously as appropriate or as required/requested.</b>	<b>Monitoring continuously as appropriate or as required/requested.</b>
Minor Safety Improvements	Provision of minor road safety improvements on Council's road network.	Road safety improvements carried on with the approval of the Local Traffic Committee.
	<b>Gipps St disabled parking, Mountbatten line marking, Separation median boundary, North St pedestrian refuge.</b>	<b>Pedestrian refuges constructed in North St (Minore Rd intersection) and Torvean Ave (Baird Drive intersection). Plus improvements to St Andrews Drive/Cypress Point Drive roundabout intersection.</b>
Car Park Maintenance	Undertake regular maintenance.	No Council car park in unsatisfactory condition.
	<b>This was achieved as appropriate.</b>	<b>This was achieved as appropriate.</b>
Road Safety Programs	Undertake Community and Council education programs on road safety.	Projects completed in the defined time frames.
	<b>This was achieved as appropriate.</b>	<b>This was achieved as appropriate.</b>
Development of Road Safety Plans	3.1.1.1 Develop and implement an annual Road Safety Plan.	Completed by June annually.
	<b>Continuing in conjunction with 3.1.1.2 below.</b>	<b>This was achieved as appropriate.</b>

# OPERATIONAL PLAN

Function No. **1.10**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>TRANSPORT</b>	<b>Function:</b>	<b>Traffic Management</b>
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Activity	Action	Performance Targets/Service Level
Acquisition of Assets	3.1.1.2 Prepare an annual Road Safety Action Plan.	Completed by May annually.
	<i>The Roads and Maritime Services (RMS) advised of 50/50 continual funding for the Road Safety Officer's (RSO) position for next 3 years. Thus, 2014-2017 Road Safety Action Plan has been prepared and adopted by RMS.</i>	<i>2014-2017 Action Plan as submitted to RMS in May 2014 has been approved. 2016/2017 Component has been approved May 2016.</i>
	Undertake the approved Capital Works Programme as defined in the Key Projects Section of the Operational Plan.	Programme(s) implemented.
	<b>Achieved</b>	<b><i>This was achieved as required and/or as appropriate.</i></b>

### Financial Statement:

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-1,166,490	32,616	153,657	-246,869	-1,227,086	-711,640	<b>1</b>	-1,938,726	-1,938,726
Expenditure	1,485,427	0	-32,408	-63,853	1,389,166	-260,948	<b>2</b>	1,128,218	1,128,218
<b>Operating Total</b>	<b>318,937</b>	<b>32,616</b>	<b>121,249</b>	<b>-310,722</b>	<b>162,080</b>	<b>-972,588</b>		<b>-810,508</b>	<b>-810,508</b>
<b>Capital</b>									
Income	-27,821	0	0	0	-27,821	-4	<b>3</b>	-27,825	-27,825
Expenditure	282,100	0	-100,000	0	182,100	0	<b>4</b>	182,100	182,100
<b>Capital Total</b>	<b>254,279</b>	<b>0</b>	<b>-100,000</b>	<b>0</b>	<b>154,279</b>	<b>-4</b>		<b>154,275</b>	<b>154,275</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>	<b>573,216</b>	<b>32,616</b>	<b>21,249</b>	<b>-310,722</b>	<b>316,359</b>	<b>-972,592</b>		<b>-656,233</b>	<b>-656,233</b>
<b>Restricted Assets</b>	<b>361,765</b>	<b>0</b>	<b>-21,249</b>	<b>310,722</b>	<b>651,238</b>	<b>972,592</b>	<b>5</b>	<b>1,623,830</b>	<b>1,623,830</b>
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>	<b>934,981</b>	<b>32,616</b>	<b>0</b>	<b>0</b>	<b>967,597</b>	<b>0</b>		<b>967,597</b>	<b>967,597</b>

Note	Details
<b>1</b>	Operating Income increased by \$565,353 mainly due to additional funds received of \$668,429 in Section 94 contributions. There was a reduction in income for Contribution of RMS – Minor Safety Improvements \$20,000, Contributions by Developers – Car Parking \$13,660, Interest on External Contributions \$45,381, Interest on Developer Contribution – Car Parking \$2,843 and Road safety Grants and Subsidies \$20,589.
<b>2</b>	Operating Expenditure decreased by \$260,948 mainly due to Car Parking Maintenance \$11,640, Traffic Improvements \$79,199, Traffic Studies (Section 94) \$91,048, Parking Management \$14,733, Traffic Facility – Minor Safety Improvements \$31,402, Road Safety Programs \$11,133, Development of Safety Plans \$15,019
<b>3</b>	Capital Income – No significant variance
<b>4</b>	Capital Expenditure – No variance
<b>5</b>	Transfers to Restricted Assets increased by \$826,305 mainly due to additional Section 94 contributions to roads of \$775,963, Old Heyer Ford Carpark lease \$27,000, Section 94 Contributions Car Parking \$16,503. These funds will be utilised within this function in 2017/2018 and the future.

<b>OPERATIONAL PLAN</b>
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Function No. **1.10**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>TRANSPORT</b>	<b>Function:</b>	<b>Traffic Management</b>
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**Key Performance Indicators:**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
Signs installed	321	410	371	Cost/sign to install	\$315.90	\$372	\$327.42	Number of complaints/ requests for Traffic Facilities	15	105	46
<b>Parking Enforcement Statistics</b>											
Time	254	1500	564								
Bus Zone	1	15	16								
Disable	5	75	31								
Footpath	0	5	0								
Loading Zone	14	45	29								
No Parking	1	25	19								
No Stopping	11	10	7								
Taxi Zone	0	10	3								
Across Driveway	0	10	5								
Double Park	0		0								
With Drawn	0	40	26								
Warnings	8		41								

**Key Projects****Capital Works Program**

Traffic Management - Asset Renewals	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09023 - Intersection Improvement Program						
6590 - AIPP Intersection Improvements	100,000	0	-100,000	0	0	0
<b>Funding not available in 2016/2017</b>						
01.09023 - Intersection Improvement Program Total	100,000	0	-100,000	0	0	0

<b>OPERATIONAL PLAN</b>
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Function No. **1.10***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>TRANSPORT</b>	<b>Function:</b>	<b>Traffic Management</b>
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**Operational Program**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.00031 - Traffic Management Services Total	356,683	0	0	0	-31	356,652
01.00033 - Traffic Improvements-Signs & Markings Total	96,010	0	15,944	0	-34,900	77,054
01.00035 - Traffic Improvements - Invest & Design Total	111,398	0	0	0	-44,299	67,099
01.00037 - Traffic Studies/Preconstruction (Sec 94) Total	104,280	0	0	0	-91,048	13,232
01.00044 - Parking Management & Enforcement Total	347,182	0	-70,000	-33,468	-14,733	228,981
01.00046 - Traffic Facility-Minor Safety Improvements Total	40,000	0	0	0	-31,402	8,598
01.00047 - Road Safety Programs Total	231,729	0	1,508	0	-11,133	222,104



<b>OPERATIONAL PLAN</b>
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Function No. **1.11**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>TRANSPORT</b>	<b>Function:</b>	<b>Street Lighting</b>
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**Manager Responsible: Manager Civil Infrastructure & Solid Waste  
Mr S Clayton**

**Function Objectives:**

- To provide a street lighting system to Australian Standards for public lighting for the benefit of users of the City's road network, parks and walkways.
- To ensure that in all developing areas of the City, street lighting infrastructure aesthetically compliments the streetscape as much as practicable.
- To provide a street lighting service to the City at the lowest possible cost to ratepayers.

**NOTE:** *This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.*

Activity	Action	Performance Targets/Service Level
Management Services	Provision of management services for the effective operation of the street lighting system.	Effective management of street lighting function.
	<i>Services were rendered.</i>	<i>Operation and maintenance of street lighting met the public lighting code.</i>
Management Services – from other functions	Ensure provision of management, financial, technical, information technology services and corporate overheads for the function.	Level of service adheres to terms of agreed brief(s).
	<i>Services were rendered.</i>	<i>Service level delivered as agreed.</i>
Provision of Street Lighting	3.1.15.2 Annually review street lighting service levels performance report provided by electricity provider.	Review undertaken December annually.
	<i>Essential Energy reports were reviewed quarterly</i>	<i>Review completed.</i>
Street Lighting Improvements	Provide additional lighting to meet standards.	100% of new street lighting complies with Dubbo ALIVE objectives.
	<i>No specific upgrading was undertaken.</i>	<i>This was generally achieved.</i>

<b>OPERATIONAL PLAN</b>
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Function No. 1.11

## Performance Review

Quarter ended: June

<b>Principal Activity:</b>	<b>TRANSPORT</b>	<b>Function:</b>	<b>Street Lighting</b>
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**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-147,000	-46,000	0	0	-193,000	-2,000	1	-195,000	-195,000
Expenditure	1,038,551	183,600	0	0	1,222,151	-98,198	2	1,123,953	1,123,953
<b>Operating Total</b>	<b>891,551</b>	<b>137,600</b>	<b>0</b>	<b>0</b>	<b>1,029,151</b>	<b>-100,198</b>		<b>928,953</b>	<b>928,953</b>
<b>Capital</b>									
Income	0	0	0	0	0	0	3	0	0
Expenditure	0	0	0	0	0	0	4	0	0
<b>Capital Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	891,551	137,600	0	0	1,029,151	-100,198		928,953	928,953
<b>Restricted Assets</b>									
	519	0	0	0	519	34,436	5	34,955	34,955
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>892,070</b>	<b>137,600</b>	<b>0</b>	<b>0</b>	<b>1,029,670</b>	<b>-65,762</b>		<b>963,908</b>	<b>963,908</b>

Note	Details
1	No significant variance to budget
2	Operation Expenditure reduced by \$98,198 mainly due to a decrease in Street Lighting improvements \$103,276, and an increase in charges of \$4,555 over the Local Government Area.
3	No Variance to budget
4	No Variance to budget
5	Transfers to Restricted Assets increase by \$34,436 and will be utilised in 2017/2018. Funds to the amount of \$65,762 are available to be allocated back to Rates and Other Council Revenue.

**Key Performance Indicators:**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
Number of Street Lights	5,425	5,500	5,441	Cost per light	\$138.67	\$180	\$118.36	No. of requests for improved lighting	Nil	3	3

**Key Projects****Operational Program**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.00066 - Provision Of Street Lighting Total	844,959	0	0	0	21,401	866,360
01.00068 - Street Lighting Improvements Total	118,719	0	0	0	-103,276	15,443

<b>OPERATIONAL PLAN</b>
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Function No. 1.201

## *Performance Review*

Quarter ended: June

<b>Principal Activity:</b>	<b>TRANSPORT</b>	<b>Function:</b>	<b>State Roads</b>
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**Manager Responsible: Manager Civil Infrastructure & Solid Waste  
Mr S Clayton**

**Function Objectives:**

To provide a road management service for the Roads and Traffic Authority on the urban sections of the Newell and Mitchell Highways and the full length of the Dubbo City section of the Golden Highway as per the terms of the RMS Maintenance Contract relating and for the other Projects as they arise.

**NOTE:** This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.

Activity	Action	Performance Targets/Service Level
Management Services	Ensure the provision of management, financial, technical, information technology services and contribute to and corporate overheads to this function.	Level of service to agreed brief(s) provided.
	<i>Services were rendered.</i>	<i>Service levels were provided.</i>
	Hold two consultative meetings with the RMS Regional Manager and senior staff each year.	Meetings held in December and May annually.
	<i>Three meetings held during the year.</i>	<i>Meeting held 13 July 2016, 24 November 2016 and 31 May 2017.</i>
	3.1.10.2 Pursue a commitment from the Roads and Maritime Services (RMS) to continue upgrading of aged and degraded highway infrastructure in the urban area.	Seek commitment by March annually.
	<i>Current upgrading projects included Fitzroy/Cobra Streets intersection, Victoria/Whylandra Streets intersection, 3<sup>rd</sup> river crossing, pavement rehabilitation of Whylandra Street, shoulder widening on Golden Highway.</i>	<i>Commitment updates were reviewed at 6 monthly meetings held with RMS Regional Manager.</i>
M & R State Highway 7	Undertake maintenance in accordance with Maintenance Contract.	Adherence to service levels in Maintenance Contract.
	<i>Road Maintenance Council contract remained active for the year.</i>	<i>Contract service levels were delivered.</i>
M & R - State Highway 27	Undertake maintenance in accordance with Maintenance Contract.	Adherence to service levels in Maintenance Contract.
	<i>Road Maintenance Council contract remained active for the year.</i>	<i>Contract service levels were delivered.</i>

<b>OPERATIONAL PLAN</b>
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Function No. **1.201**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>TRANSPORT</b>	<b>Function:</b>	<b>State Roads</b>
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Activity	Action	Performance Targets/Service Level
M & R - National Highway 17	Undertake maintenance in accordance with Maintenance Contract.	Adherence to services levels in Maintenance Contract.
	<i>Road Maintenance Council contract remained active for the year.</i>	<i>Contract service levels were delivered.</i>

**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-720,537	-2,861,200	-205,686	-3,048,799	-6,836,222	-1,677,070	1	-8,513,292	-8,513,292
Expenditure	671,205	2,625,200	205,686	2,510,497	6,012,588	1,677,253	2	7,689,841	7,689,841
<b>Operating Total</b>	<b>-49,332</b>	<b>-236,000</b>	<b>0</b>	<b>-538,302</b>	<b>-823,634</b>	<b>183</b>		<b>-823,451</b>	<b>-823,451</b>
<b>Capital</b>									
Income	0	0	0	0	0	0	3	0	0
Expenditure	0	0	0	0	0	0	4	0	0
<b>Capital Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	-49,332	-236,000	0	-538,302	-823,634	183		-823,451	-823,451
<b>Restricted Assets</b>									
	2,105	0	0	538,302	540,407	-183	5	540,224	540,224
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>-47,227</b>	<b>-236,000</b>	<b>0</b>	<b>0</b>	<b>-283,227</b>	<b>0</b>		<b>-283,227</b>	<b>-283,227</b>

Note	Details
1	Operating Income has increased by \$1,677,070 due to an increase in work orders in particular Highway 27
2	Operating Expense has increase by \$1,677,253 due to an increase in work order in particular Highway 27
3	No Variance to budget.
4	No variance to budget.
5	No significant variance to budget.

**Key Performance Indicators:**

Workload	Prev.			Est.			YTD			Effective.	Prev.			Est.			YTD		
	Prev.	Est.	YTD	Prev.	Est.	YTD	Prev.	Est.	YTD		Prev.	Est.	YTD	Prev.	Est.	YTD			
Length of National Highway (km)	5.36	5.36	5.36	Average maintenance ie. cost \$/lane km	\$113,194	\$39,171	\$35,793	No. of client and customer complaints	NIL	NIL	Nil								
National Lane length (km)	16.58	16.58	16.58																
Length of State Road (km)	46	46	46	Average maintenance ie costs \$/lane km	\$9,384	\$40,280	\$47,795	Compliance (%) with Maintenance Service Level targets	100%	100%	100%								
State Lane length (km)	100.62	100.62	100.62																

<b>OPERATIONAL PLAN</b>
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Function No. **1.202**

## *Performance Review*

Quarter ended: **June**

Principal Activity:	<b>TRANSPORT</b>	Function:	<b>Urban Roads</b>
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**Manager Responsible: Manager Civil Infrastructure & Solid Waste  
Mr Stephen Clayton**

**Function Objectives:**

To provide a safe, reliable and serviceable road network.

To minimise the whole of life cost of the road network asset.

To provide an aesthetically pleasing road environment.

**NOTE:** *This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.*

Activity	Action	Performance Targets/Service Level
Roadside Furniture Maintenance	Undertake regular maintenance and repair.	Street furniture is in a safe, presentable and functional condition.
	<b><i>Maintenance was undertaken as required and as resources permitted.</i></b>	<b><i>No reasonable criticism of furniture received.</i></b>
Road and Traffic Signs Maintenance	Undertake routine repair and replacement of signs and remarking of pavement markings.	Signs and line markings maintained to a visible and legible condition.
	<b><i>Maintenance was undertaken in accordance with resources availability.</i></b>	<b><i>Signs and line marking met minimum standards of legibility.</i></b>
Risk Management Program	3.1.8.4 Continue to implement Defined Asset Management Policy (DAMP) for roads and bridges and monitor compliance.	The effectiveness of the Defined Asset Management Policy (DAMP) is confirmed by periodic reviews.
	<b><i>Policy service levels were suspended for duration of flood damage restoration program.</i></b>	<b><i>No reasonable criticism received with respect to DAMP service levels.</i></b>
Other Roads - Urban General Maintenance	Undertake regular maintenance and minor improvement works.	Road network is maintained in a safe and trafficable condition.
	<b><i>Undertaken as necessary with respect to maintenance policy.</i></b>	<b><i>CRM reports indicated that road maintenance demand increased significantly due to flooding in September quarter.</i></b>
Minor Kerb Replacement	Repair localised kerb defects.	Kerb drainage is unobstructed and is in safe and sound condition.
	<b><i>Annual repair programme were implemented.</i></b>	<b><i>No reasonable criticism was received for obstructed or defective kerb drainage.</i></b>
Management Services - from other functions	Services including management, financial, technical, information technology and corporate overheads provided to this function.	Level of service to agreed brief(s) provided.
	<b><i>Services were provided.</i></b>	<b><i>Agreed service levels were achieved.</i></b>
Management Services	3.1.11.2 Integrate the elements of the "City Park" concept with road redevelopment projects as they occur.	Develop Concept plans for Stage 1 of Church Street Redevelopment.
	<b><i>Church Street is the next Park Street proposed. Approval obtained to commence consultation with community.</i></b>	<b><i>Concept plan developed and amended as per approval.</i></b>

<b>OPERATIONAL PLAN</b>
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Function No. **1.202***Performance Review*Quarter ended: **June**

Principal Activity:	<b>TRANSPORT</b>	Function:	<b>Urban Roads</b>
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Activity	Action	Performance Targets/Service Level
	3.1.4.1 Review and establish priorities for urban and rural road construction/reconstruction for input into the annual Business Plans.	Review by February annually.
	<b>Review has been completed.</b>	<b>Asset condition data has been updated in preparation for review.</b>
	3.1.8.5 Annually maintain the Road Network Asset Register.	Maintained by June annually.
	<b>Asset register is updated.</b>	<b>The five yearly network survey was completed in the last 36 months.</b>
	3.1.14.1 Review the Programme for the provision of public transport infrastructure and consult with the Dubbo Transport Working Group.	Review by December annually.
	<b>Council has consulted with bus company to develop program.</b>	<b>The 2016-2017 program has been finalised.</b>
	3.1.4.2 Review the Transport Asset Management Plan including the financial strategy to address known deficiencies with current road funding options.	By December annually prior to budget planning process.
	<b>The plan has been reviewed and updated.</b>	<b>Council has developed the next program of improvements.</b>
	3.1.8.2 Monitor increasing water table levels beneath roads and streets for potential increased salinity damage.	Review monthly following receipt of monitoring reports.
	<b>Bore levels have been marginally above the 10yr average at present. EC levels are normal.</b>	<b>Monitoring reports reviewed monthly or as reports are received.</b>
Verge Maintenance	3.1.17.2 Disseminate and discuss strategies with Roads and Maritime Services to identify potential joint future actions.	Meet six monthly with RMS managers to raise issues and actions.
	<b>Council meets with Roads and Maritime Services (RMS) staff six monthly.</b>	<b>Met with RMS on 13 July, 24 November and 31 May 2017.</b>
	3.1.11.1 - Implement phase up and phase down provisions as necessary for the maintenance service levels for roadside landscaping in respect of the City's entrances and major sub-arterials , including medians in particular.	Review by June annually. Roadsides maintained in neat and attractive condition.
	<b>Service levels were reviewed periodically and adjusted as appropriate.</b>	<b>Roadsides maintenance meeting agreed service levels.</b>
Street Tree Maintenance	Provide arboricultural maintenance of street trees.	Tree foliage does not obstruct signs, street lights or traffic thoroughfares.
	<b>Routine and reactive maintenance provided.</b>	<b>No reasonable criticism received.</b>
Roundabout Maintenance	3.1.11.1 - Implement phase up and phase down provisions as necessary for the maintenance service levels for roadside landscaping in respect of the City's entrances and major sub-arterials , including medians in particular.	Review by June annually. Roundabouts maintained in neat and attractive condition.
	<b>Service levels have had to be varied due to wet winter/spring.</b>	<b>Roundabouts maintained to agreed service levels.</b>

# OPERATIONAL PLAN

Function No. **1.202**

## Performance Review

Quarter ended: **June**

Principal Activity:	<b>TRANSPORT</b>	Function:	<b>Urban Roads</b>
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Activity	Action	Performance Targets/Service Level
CBD Maintenance	Undertake regular minor maintenance of road furniture, cleaning of the footpaths and maintenance of garden beds within the beautification sections of the CBD.	Beautification sections of the CBD are kept in a clean and attractive condition. Roundabouts are maintained to a presentable standard.
	<b><i>CBD maintained on a daily schedule.</i></b>	<b><i>Regular attention given to furniture, paving and soft landscaping.</i></b>
Street Cleaning Operations	Undertake cyclic sweeping of the CBD/Urban and selected areas.	CBD and neighbourhood centres to project a clean and presentable appearance.
	<b><i>CBD streets were swept nightly.</i></b>	<b><i>Presentation of CBD was always to a high standard. Neighbourhood Centres treated cyclically.</i></b>
Pavement Management System	3.1.4.4 - Annually maintain the Road Network Asset Register and undertake a comprehensive qualitative Update every five (5) years.	New assets updated on register annually.
	<b><i>The schedule for Asset Register maintenance was met.</i></b>	<b><i>Register updated.</i></b>
Acquisition of Assets	3.1.14.2 Implement the Public Transport Infrastructure Improvement programme.	Programme implemented.
	<b><i>Programme was implemented through the year.</i></b>	<b><i>Programme completed.</i></b>
	3.1.8.1 Annually review and implement Resealing Programme for rural and urban roads.	To be reviewed and implemented by June annually.
	<b><i>Programme was reviewed and implemented.</i></b>	<b><i>Programme completed.</i></b>
An attractive and well maintained Central Business District	CBD Beautification Project.	Complete CBD beautification project within grant funding budget and timeline.
	<b><i>The beautification of Nanima Street was carried out.</i></b>	<b><i>The Nanima Street Beautification was completed within budget.</i></b>
	Continue to maintain the CBD within Council's maintenance and renewal budget.	Weekly street sweeping program Litter removal, hedge trimming, irrigation maintenance, plant/shrub replacement.
	<b><i>CBD was provided with a daily maintenance treatment.</i></b>	<b><i>All CBD presentation procedures were implemented on a cyclical basis.</i></b>

### Financial Statement:

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-4,114,293	-1,115,834	-828,963	1,118,910	-4,940,180	-6,690,267	<b>1</b>	-11,630,447	-11,630,447
Expenditure	5,685,481	2,288,956	192,253	568,221	8,734,911	-13,959	<b>2</b>	8,720,952	8,720,952
<b>Operating Total</b>	<b>1,571,188</b>	<b>1,173,122</b>	<b>-636,710</b>	<b>1,687,131</b>	<b>3,794,731</b>	<b>-6,704,226</b>		<b>-2,909,495</b>	<b>-2,909,495</b>
<b>Capital</b>									
Income	-2,415,077	0	0	0	-2,415,077	-609,100	<b>3</b>	-3,024,177	-3,024,177
Expenditure	8,177,280	3,391,641	733,580	-6,242,178	6,060,323	4,612,921	<b>4</b>	10,673,244	10,673,244
<b>Capital Total</b>	<b>5,762,203</b>	<b>3,391,641</b>	<b>733,580</b>	<b>-6,242,178</b>	<b>3,645,246</b>	<b>4,003,821</b>		<b>7,649,067</b>	<b>7,649,067</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>	<b>7,333,391</b>	<b>4,564,763</b>	<b>96,870</b>	<b>-4,555,047</b>	<b>7,439,977</b>	<b>-2,700,405</b>		<b>4,739,572</b>	<b>4,739,572</b>
<b>Restricted Assets</b>	<b>-2,269,339</b>	<b>-1,751,641</b>	<b>0</b>	<b>4,680,047</b>	<b>659,067</b>	<b>2,700,405</b>	<b>5</b>	<b>3,359,472</b>	<b>3,359,472</b>
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>	<b>5,064,052</b>	<b>2,813,122</b>	<b>96,870</b>	<b>125,000</b>	<b>8,099,044</b>	<b>0</b>		<b>8,099,044</b>	<b>8,099,044</b>

## OPERATIONAL PLAN

Function No. **1.202**

### *Performance Review*

Quarter ended: **June**

Principal Activity:	TRANSPORT	Function:	Urban Roads
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Note	Details
1	Operating Income increased by \$6,690,267 mainly due to Roads (Value of non-cash contributed assets) \$5,778,198, Roads to Recovery \$1,251,160, Grant – CBD Beautification \$191,441, Traffic Facilities Urban \$36,986 and a reduction in the Restart Program \$210,002, Grant – Nanima \$127,000 and Section 67 Revenue (Private Works) \$96,004, Contributions and Donations RMS Erskine St Trees \$50,000 and VPA AlKane – Boundary Road \$234,600
2	Operating Expenditure - No significant variation
3	Capital Income increased by \$609,100 due to depreciation in Urban Roads
4	Capital Expenditure increased by \$4,612,921 mainly due to Contribution to Assets (Value of non-cash contributed assets) \$5,778,198 and a reduction in Urban Road Construction \$262,012, Urban Road Resealing \$194,250, K&G Construction \$451,836, Renewal Road Construction \$156,362
5	Transfer from Restricted Assets reduced by \$2,700,405 mainly due to increased expenditure and deferred projects to 2016/2017 which include Urban Roads Macquarie St West \$221,033, Capstan Drive \$251,355, Boundary Rd Design \$39,756, Urban Reseals \$194,250, Brisbane St K&G \$230,803, Urban Sealed Reconstruction \$225,778, Grant – Traffic Facilities (RMS) \$82,587 Boundary Rd Ext \$188,517, Wingewarra St \$120,000, Urban Maintenance \$139,281 and a Grant – Roads to Recovery \$846,145

#### Key Performance Indicators:

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
Road pavement Length Maintained	324km	271km	324km	cost/m2 to reconstruct Road Pavement	\$130	\$134	\$120	No. of request/ Complaints	337	300	313
Total length of kerb & gutter	401km	402km	401km	cost/m to reconstruct Kerb & Gutter	\$310	\$320	N/A				
Horticultural area - Gardens	28,920m2	30,000m2	28,920m2	Average gardens maintenance costs	\$6.31/m2	\$6.96/m2	\$7.04/m2				
Medians & Verges	21ha	21ha	21ha	Annual slashing cost	\$8,847/ha	\$8,961	\$8,890/ha				

#### Key Projects

##### Capital Works Program

Urban Roads - Acquisition of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09039 - Urban Road Construction						
6650 - Boundary Rd Extens.-Transport Strategy	1,900,000	901,004	238,517	-2,968,273	-31,492	39,756
<b>Carry over to 2017/2018</b>						
01.09039 - Urban Road Construction Total	1,900,000	901,004	238,517	-2,968,273	-31,492	39,756

Urban Roads - Acquisition of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09043 - Preconstruction						
6617 - Technical Support Charge-Preconstruction	180,000	-77,803	-52,586	-8,053	-41,558	0
6669 - Church Street Redevelopment	0	0	4,100	6,423	132	10,655
<b>Project Complete</b>						



<b>OPERATIONAL PLAN</b>
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Function No. **1.202***Performance Review*Quarter ended: **June**

Principal Activity:	<b>TRANSPORT</b>	Function:	<b>Urban Roads</b>
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Urban Roads - Acquisition of Assets 01.09043 - Preconstruction	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6719 - Brisbane St K&G (Cobra to Reakes) <b>Project Complete</b>	0	16,697	8,255	0	-5,746	19,206
6720 - Wingewarra St K&G (Darling to Gipps) <b>Carry over to 2017/2018</b>	0	12,936	4,311	0	16,135	33,382
6722 - Boundary Road & Margaret Cres Intersect. <b>Carry over to 2017/2018</b>	0	2,170	13,330	0	-7,750	7,750
6724 - Boundary Road Extension <b>Carry over to 2017/2018</b>	0	27,480	6,866	974	5,251	40,571
Urban Roads - Acquisition of Assets 01.09043 - Preconstruction	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6726 - Talbragar Street Reconstruction <b>Project Complete</b>	0	12,480	3,531	480	0	16,491
6727 - Purvis Lane Freightway Upgrade <b>Carry over to 2017/2018</b>	0	0	55,500	0	2,090	57,590
6728 - Macquarie St K&G (Cobra to Mitchell) <b>Carry over to 2017/2018</b>	0	6,040	12,193	176	695	19,104
<b>01.09043 - Preconstruction Total</b>	<b>180,000</b>	<b>0</b>	<b>55,500</b>	<b>0</b>	<b>-30,751</b>	<b>204,749</b>

Urban Roads - Acquisition of Assets 01.09045 - Contributed Assets - Roads	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6625 - Roads	2,000,000	0	0	0	10,060,300	12,060,300
<b>01.09045 - Contributed Assets - Roads Total</b>	<b>2,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,060,300</b>	<b>12,060,300</b>

<b>OPERATIONAL PLAN</b>
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Function No. **1.202***Performance Review*Quarter ended: **June**

Principal Activity:	<b>TRANSPORT</b>	Function:	<b>Urban Roads</b>
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Urban Roads - Acquisition of Assets 01.09053 - Public Transport Infrastructure Program	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6688 - Whylandra St Bus Shelter (2014/2015) <b>Project Complete</b>	0	25,362	0	0	-14,483	10,879
01.09053 - Public Transport Infrastructure Program Total	0	25,362	0	0	-14,483	10,879

Urban Roads - Asset Renewals - Asset Maintenance 01.09041 - Urban Road Construction & Reconstruct	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6615 - Purvis Lane Upgrading <b>Carry over to 2017/2018</b>	0	0	174,500	0	-174,500	0
6656 - St Georges Terr (Murrayfield/Pine Knoll) <b>Carry over to 2017/2018</b>	190,000	0	0	-190,000	0	0
Urban Roads - Asset Renewals - Asset Maintenance 01.09041 - Urban Road Construction & Reconstruct	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6660 - Gipps Lane <b>Project completed</b>	142,213	0	-142,213	0	0	0
6661 - Gipps St Shoulder - Macleay / Erskine <b>Project completed</b>	0	156,244	-55,492	0	-44,173	56,579
6664 - Brisbane St - Cobra to Reakes <b>Carry over to 2017/2018</b>	300,000	0	0	-300,000	3,087	3,087
6673 - Wheelers Lane Level Crossing <b>Project completed</b>	1,188,517	-450,000	-238,517	-50,000	-46,426	403,574
6674 - Boundary Road & Margaret Cres Intersecti <b>Carry over to 2017/2018</b>	182,600	0	0	-182,600	0	0
01.09041 - Urban Road Construction & Reconstruct Total	2,003,330	-293,756	-261,722	-722,600	-262,012	463,240

<b>OPERATIONAL PLAN</b>
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Function No. **1.202***Performance Review*Quarter ended: **June**

Principal Activity:	<b>TRANSPORT</b>	Function:	<b>Urban Roads</b>
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Urban Roads - Asset Renewals - Asset Maintenance 01.09042 - Urban Road - Construction & Reconstruction Backlog	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6672 - Fitzroy/Myall St Intersection <b>Project completed</b>	179,512	0	134,105	0	-28,233	285,384
6673 - Talbragar Street <b>Carry over to 2017/2018</b>	771,383	0	0	-771,383	4,142	4,142
01.09042 - Urban Road - Construction & Reconstruction Backlog Total	950,895	0	134,105	-771,383	-24,091	289,526

Urban Roads - Asset Renewals - Asset Maintenance 01.09044 - Urban Roads - Resealing	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6730 - Annual Reseal Program <b>Carry over to 2017/2018</b>	607,224	0	0	0	-194,250	412,974
01.09044 - Urban Roads - Resealing Total	607,224	0	0	0	-194,250	412,974

Urban Roads - Asset Renewals - Asset Maintenance 01.09055 - K&G Construct	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6671 - Wingewarra St - Darling to Bourke <b>Carry over to 2017/2018</b>	120,000	0	0	-120,000	0	0
6672 - Brisbane St (Mitchell to Reakes) <b>Carry over to 2017/2018</b>	250,000	0	0	-19,109	-230,803	88
6675 - Macquarie St (Cobra to Mitchell) <b>Carry over to 2017/2018</b>	128,600	0	74,400	19,109	-221,033	1,076
01.09055 - K&G Construct Total	498,600	0	74,400	-120,000	-451,836	1,164

<b>OPERATIONAL PLAN</b>
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Function No. **1.202***Performance Review*Quarter ended: **June**

Principal Activity:	<b>TRANSPORT</b>	Function:	<b>Urban Roads</b>
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Wellington - Capital Expenses 01.08019 - Renewal - Road Construction	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6500 - Urban Roads Reconstruction <b>Carry over to 2017/2018</b>	0	1,206,308	0	-706,308	-225,778	274,222
6501 - CBD/Main Street Beautification <b>Carry over to 2017/2018</b>	0	960,834	492,780	-953,614	191,441	691,441
6502 - Reseals <b>Project completed</b>	0	340,880	0	0	-54,428	286,452
6503 - K & G Reconstruction <b>Carry over to 2017/2018</b>	0	251,009	0	0	-67,597	183,412
01.08019 - Renewal - Road Construction Total	0	2,759,031	492,780	-1,659,922	-156,362	1,435,527

**Operational Program**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.00126 - Other Roads - Urban - General Maint. Total	1,833,362	1,880,908	192,213	425,000	-472,582	3,858,901

<b>OPERATIONAL PLAN</b>
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Function No. 1.203

## Performance Review

Quarter ended: June

<b>Principal Activity:</b>	<b>TRANSPORT</b>	<b>Function:</b>	<b>Rural Roads</b>
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**Manager Responsible: Manager Civil Infrastructure & Solid Waste  
Mr Stephen Clayton**

**Function Objectives:**

To provide a safe, reliable and serviceable road network.

To preserve and protect the road network asset's integrity.

**NOTE:** This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.

Activity	Action	Performance Targets/Service Level
Rural Bridges – General Maintenance	Undertake regular maintenance.	Structures are maintained in sound, safe and trafficable condition.
	<i>Maintenance was carried out on regular cycles.</i>	<i>This was achieved.</i>
Sundry Contributions	3.1.8.3 - Analyse Weight of Loads Group breach report on a monthly basis.	Weight of Loads inspector to maintain a weekly presence in the Dubbo City LGA (Intercept benchmark to be established after 12 months operation).
	<i>Data from the North West Weight of Loads Group was analysed at each committee meeting 3 times per year.</i>	<i>Weekly presence of inspector is being maintained in the LGA. Current benchmark is 220 intercepts. Intercepts in 2016/2017 were 1126.</i>
Rural Drains Maint - Sealed Roads	Undertake regular maintenance.	Drainage structures in sound and safe condition. Clear waterway area to all structures.
	<i>Maintenance was provided.</i>	<i>Structures are generally in a clear and operable condition.</i>
Rural Sealed Surfaces - General Maintenance	Undertake regular maintenance.	Sealed Road network is maintained in a safe and trafficable condition.
	<i>Maintenance was provided.</i>	<i>Network condition has been affected by rain damage during winter/spring and a restoration programme has commenced.</i>
Rural Roads & Traffic Sign Maintenance	Undertake routine repair and replacement of signs and remarking of pavement markings.	Signs and line markings maintained to a visible and legible condition.
	<i>Routine maintenance and repair undertaken as required.</i>	<i>All signs and markings in a reasonable state of legibility.</i>
Roadside Furniture Maintenance	Undertake regular maintenance.	Furnishings are in a sound and safe condition.
	<i>Maintenance was carried out as necessary.</i>	<i>This was achieved.</i>
Risk Management Programs	3.1.5.2 Continue to implement the Defined Asset Management Policy (DAMP) for roads and bridges and monitor compliance.	The overall condition of the road network, as reflected in customer complaints, does not deteriorate.
	<i>Policy service levels were suspended during flood damage restoration program until completion in 2017/18.</i>	<i>The overall condition of the network was significantly impacted by rain events in this financial year. Restoration is ongoing.</i>
Management Services - from other functions	Services including management, financial, technical, information technology and corporate overheads provided to this function.	Level of service to agreed brief(s) provided.
	<i>Services were provided.</i>	<i>This was provided.</i>

<b>OPERATIONAL PLAN</b>
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Function No. 1.203

## *Performance Review*

Quarter ended: June

<b>Principal Activity:</b>	<b>TRANSPORT</b>	<b>Function:</b>	<b>Rural Roads</b>
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Activity	Action	Performance Targets/Service Level
Management Services	Provision of Management Services for maintenance, construction and strategic planning activities.	Management team objectives being met.
	<b>Services were provided.</b>	<b>Objectives were met.</b>
M & R - Regional Roads	Undertake regular maintenance programs.	Road network is maintained in a safe and trafficable condition.
	<b>Maintenance programs were affected by flood damage but is back to normal.</b>	<b>Condition of road was affected by wet Spring and restoration programme is continuing.</b>
	Make application for Regional Road REPAIR Grant Funding.	Application submitted by December annually.
	<b>Application for projects submitted.</b>	<b>Application was submitted.</b>
Railway Level Crossing Improvements	3.1.7.1 Conduct a biennial review and establish the priorities within the Railway Level Crossing Programme.	March 2016
	<b>Safety Management Plans are to be developed for all level crossings in 2017/18.</b>	<b>Adherence to requirements of Road-Rail Interface Agreements has created new milestone dates for priorities.</b>
Asset Management Program	3.1.4.1 - Review and establish priorities for urban and rural construction/reconstruction for input into the annual Business Plans. <b>Review was undertaken.</b>	Review by February annually. <b>Review was completed.</b>
	3.1.4.2 - Review the Transport Asset Management Plan including the financial strategy to address known deficiencies with current road funding options. <b>Plan has been developed under the Superior Asset Management Project and progress monitored.</b>	Review by December annually. <b>Project is generally on track.</b>
	3.1.8.5 Annually maintain the Road Network Asset Register. <b>Asset inventory has been updated.</b>	Maintained by June annually. <b>Asset register was updated.</b>
Rural Drains Maintenance - Unsealed	Undertake regular maintenance. <b>Drains were maintained as resources permitted.</b>	Drainage structures in sound and safe condition with clear waterway areas. <b>Condition of network has been adversely affected by local flooding.</b>
Rural Unsealed Surfaces - General Maint.	Undertake regular maintenance <b>Maintenance was undertaken on a priority basis.</b>	Road network is maintained in a safe and trafficable condition. <b>No reasonable criticism was received regarding road conditions.</b>
Pavement Management System	3.1.4.4 Annually maintain the Road Network Asset Register and undertake a comprehensive qualitative update every five (5) years. <b>Survey of network last conducted in 2014.</b>	Road condition survey completed by November annually. <b>Next Condition Survey is due in 2018.</b>
Acquisition of Assets	3.1.5.1 (3.1.8.1) Annually review and implement Resealing Programme for Rural Roads. <b>Resealing programme has been completed.</b>	Bitumen seal age does not exceed 14 years by 2018. <b>Programme has been completed.</b>

## OPERATIONAL PLAN

Function No. **1.203**

### Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>TRANSPORT</b>	<b>Function:</b>	<b>Rural Roads</b>
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Activity	Action	Performance Targets/Service Level
	3.1.10.7 Incorporate progressive upgrading of designated and proposed B Double and road train routes in annual rolling programme of road reconstruction	June 2016
	<i>Work commenced on the design of the Purvis Lane upgrading.</i>	<i>Road construction set to commence in 2017/2018 and be completed in 2018/2019.</i>

#### Financial Statement:

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-2,003,055	-6,503,595	-381,876	39,790	-8,848,736	904,145	<b>1</b>	-7,944,591	-7,944,591
Expenditure	5,904,808	4,396,290	81,999	444,037	10,827,134	-210,683	<b>2</b>	10,616,451	10,616,451
<b>Operating Total</b>	<b>3,901,753</b>	<b>-2,107,305</b>	<b>-299,877</b>	<b>483,827</b>	<b>1,978,398</b>	<b>693,462</b>		<b>2,671,860</b>	<b>2,671,860</b>
<b>Capital</b>									
Income	-3,520,563	-3,379,471	0	0	-6,900,034	-41,195	<b>3</b>	-6,941,229	-6,941,229
Expenditure	5,109,666	7,855,009	-907,425	-1,923,525	10,133,725	-2,580,248	<b>4</b>	7,553,477	7,553,477
<b>Capital Total</b>	<b>1,589,103</b>	<b>4,475,538</b>	<b>-907,425</b>	<b>-1,923,525</b>	<b>3,233,691</b>	<b>-2,621,443</b>		<b>612,248</b>	<b>612,248</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	5,490,856	2,368,233	-1,207,302	-1,439,698	5,212,089	-1,927,981		3,284,108	3,284,108
<b>Restricted Assets</b>									
	-2,479,006	-2,131,894	1,207,302	1,314,698	-2,088,900	1,927,981	<b>5</b>	-160,919	-160,919
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>3,011,850</b>	<b>236,339</b>	<b>0</b>	<b>-125,000</b>	<b>3,123,189</b>	<b>0</b>		<b>3,123,189</b>	<b>3,123,189</b>

Note	Details
<b>1</b>	Operating Revenue decreased by \$904,145 mainly due to less Contributions Infrastructure \$292,769 (VPA – Alkane Obley Road) and Grants and Subsidies \$2,256,516 (Roads to Recovery – pre-payments, Repair Program and Roads and Maritime). There were increases in funding for Preservation Regional Roads \$200,000, Unsealed Flood Damage \$1,176,026, Roads and Maritime Services Regional Road \$200,000 (Muronbung Road), Traffic Facilities Improvements \$15,014 and Local Road Improvements (3x3) \$53,000.
<b>2</b>	Operating Expenditure decreased by \$210,683 mainly due reduction in Rural Sealed Drains \$17,449, Signs Maintenance \$30,352, Unsealed Drains Maintenance \$51,508, Operations Maintenance \$56,421 and Regional Roads Preservation \$194,245. There were increases in expenditure on Unsealed General Maintenance \$94,358 and Sealed Maintenance \$72,289 as a result of flood repairs undertaken.
<b>3</b>	Capital Income increased by \$41,195 due to Depreciation \$33,186 and Profit of Sale of Assets of \$8,009.
<b>4</b>	Capital Expenditure reduced by \$2,580,248 mainly due to works in Extension Sealed Road Network \$598,874, Major Construction and Reconstruction \$1,422,006, Resealing Program \$262,143 and Rural Road construction \$471,538 not completed and are carried over to 2017/2018 for completion. There were increases in Rural Road Construction Preconstruction \$59,208 and Renewals Road Construction \$109,929.
<b>5</b>	Transfer from Restricted Asset reduced by \$1,927,981 as a result of works being carried over for completion in 2017/2018 Financial Year.

# OPERATIONAL PLAN

Function No. **1.203**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>TRANSPORT</b>	<b>Function:</b>	<b>Rural Roads</b>
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### Key Performance Indicators:

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
Sealed road pavement length to maintain	482.02km	485km	482.02km	cost/m2 to reconstruct road pavement (avg)	\$65	\$50	N/A	No. of complaints and requests	81	190	268
Unsealed road pavement length to maintain	441.62km	429km	441.62km	Average cost/km to maintain sealed network	\$1,318	\$1,363	\$1,567				
Regional Road length (km)	62.12km	62.12km	62.12km	Average cost/km to maintain unsealed network	\$2,024	\$2,318	\$2,292				
Area of sealed road pavement to be reconstructed/constructed	25,080m2	50,000m2	Nil	Average cost/km to maintain regional roads	\$1,139	\$7,163	\$4,036				

### Key Projects

#### Capital Works Program

Rural Roads - Proceeds from Sale of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09730 - Sale of Assets						
8088 - Profit/Loss on Sale of Assets	0	0	0	0	-8,009	-8,009
01.09730 - Sale of Assets Total	0	0	0	0	-8,009	-8,009

Rural Roads - Acquisition of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09078 - Extension Sealed Road Network						
6678 - Village Sealing - Wongarbron - Railway St <b>Project carried over to 2017/2018</b>	125,000	0	302,000	0	-415,651	11,349
6679 - Village Sealing - Eumungerie <b>Deferred to 2017/2018</b>	125,000	0	-125,000	0	0	0
6680 - Village Sealing - Ballimore <b>Deferred to 2017/2018</b>	125,000	0	-125,000	0	0	0
6681 - Torwood Road <b>Deferred to 2017/2018 pending planning approval for adjacent private subdivision</b>	487,388	0	-487,388	0	0	0
6682 - Village Sealing-Barbijal St Brocklehurst <b>Project carried over to 2017/2018</b>	125,000	0	28,933	0	-49,408	104,525



<b>OPERATIONAL PLAN</b>
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Function No. **1.203**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>TRANSPORT</b>	<b>Function:</b>	<b>Rural Roads</b>
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Rural Roads - Acquisition of Assets 01.09078 - Extension Sealed Road Network	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6683 - Village Sealing -Wongarbon - Derribong St <b>Project carried over to 2017/2018</b>	0	0	150,000	0	-150,000	0
6695 - Pinedale Road Sealing <b>Deferred to 2017/2018 pending planning approval for adjacent private subdivision</b>	719,914	0	-719,914	0	0	0
6699 - Old Mendooran Road (R2R additional) <b>Project deferred to 2017/2018</b>	719,169	0	0	-719,169	11,220	11,220
6703 - Wambianna Street <b>Project completed</b>	0	0	0	0	4,965	4,965
<b>01.09078 - Extension Sealed Road Network Total</b>	<b>2,426,471</b>	<b>0</b>	<b>-976,369</b>	<b>-719,169</b>	<b>-598,874</b>	<b>132,059</b>

Rural Roads - Acquisition of Assets 01.09079 - Rural Roads - Land Acquisition	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6699 - Cooreena Rd Realignment (Crown Land) <b>Project completed</b>	0	0	0	151,000	5,176	156,176
<b>01.09079 - Rural Roads - Land Acquisition Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>151,000</b>	<b>5,176</b>	<b>156,176</b>

Rural Roads - Asset Renewals - Asset Maintenance 01.09072 - Rural Road-Major Construction & Reconstruction	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6675 - Westella Road <b>Project carried over to 2017/2018</b>	451,200	0	0	-451,200	0	0
6687 - Barbijal Street Brocklehurst <b>Project carried over to 2017/2018</b>	0	0	48,599	0	-15,599	33,000
6695 - Benelong Road <b>Project carried over to 2017/2018</b>	367,426	0	0	0	-367,426	0
6705 - Mendooran Road (Seg 745) <b>Project carried over to 2017/2018</b>	246,000	306,969	0	0	-335,104	217,865
6724 - Troy Rail Deviation <b>Project completed</b>	0	8,509	0	8,734	0	17,243

<b>OPERATIONAL PLAN</b>
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Function No. **1.203***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>TRANSPORT</b>	<b>Function:</b>	<b>Rural Roads</b>
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Rural Roads - Asset Renewals - Asset Maintenance 01.09072 - Rural Road-Major Construction & Reconstruction	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6729 - Troy Rail Deviation-RMS Funded Troy Brdg <b>Project completed</b>	0	409	0	15,444	0	15,853
6739 - Troy Rail Land Transfer <b>Project carried over to 2017/2018</b>	0	137,721	0	-24,178	-112,100	1,443
6740 - Bungle/Mitch Hwy Intersect.Shoulder Wide <b>Project carried over to 2017/2018</b>	0	241,367	0	0	-177,721	63,646
6742 - Burraway St / Mogriguy Rd Curve <b>Project carried over to 2017/2018</b>	0	531,367	0	58,081	6,355	595,803
6743 - Ballimore Road Water Filling Access <b>Project completed</b>	0	0	0	0	185	185
6744 - Westella Road Water Filling Access <b>Project completed</b>	0	13,349	0	91	0	13,440
6746 - Burraway Street Water Filling Access <b>Project completed</b>	0	4,075	0	0	0	4,075
6747 - Coreena Road Water Filling Access <b>Project completed</b>	0	5,547	0	0	0	5,547
6749 - Federation Street Water Filling Access <b>Project completed</b>	0	1,810	0	0	0	1,810
6750 - Eulomogo Road Water Filling Access <b>Project completed</b>	0	3,574	0	1,245	82	4,901
6751 - Oakdene Road Pavement Rehabilitation <b>Project carried over to 2017/2018</b>	489,000	0	0	-489,000	0	0
6755 - Whitewood Road <b>Project carried over to 2017/2018</b>	424,800	0	0	0	-421,806	2,994
6756 - Weonga Road Crossing <b>Project completed</b>	0	0	0	0	378	378
6760 - Ponto Falls Road <b>Project completed</b>	0	0	0	0	750	750
01.09072 - Rural Road-Major Construction & Reconstruction Total	1,978,426	1,254,697	48,599	-880,783	-1,422,006	978,933

<b>OPERATIONAL PLAN</b>
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Function No. **1.203***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>TRANSPORT</b>	<b>Function:</b>	<b>Rural Roads</b>
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Rural Roads - Asset Renewals - Asset Maintenance 01.09074 - Rural Road Construction - Preconstruction	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
4504 - Old Mendooran Road Straight & Curve <b>Project completed</b>	0	5,400	61,600	-5,051	17,275	79,224
6670 - Technical Support Charge - Rural Roads <b>Project completed</b>	125,000	-23,280	-98,858	0	0	2,862
6687 - Benelong Road Improvement <b>Project carried over to 2017/2018</b>	0	5,000	29,000	932	29,218	64,150
6706 - Railway St Wongarbron Sealing <b>Project completed</b>	0	6,760	21,240	2,043	457	30,500
6707 - Derribong St Wongarbron Sealing <b>Project completed</b>	0	6,120	7,363	2,076	0	15,559
6708 - Balladoran - Emu Street Sealing <b>Project completed</b>	0	0	0	0	12,258	12,258
01.09074 - Rural Road Construction - Preconstruction Total	125,000	0	20,345	0	59,208	204,553

Rural Roads - Asset Renewals - Asset Maintenance 01.09077 - Rural Roads - Resealing	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6695 - Annual Reseal Program <b>Project carried over to 2017/2018</b>	579,769	0	0	0	-262,143	317,626
01.09077 - Rural Roads - Resealing Total	579,769	0	0	0	-262,143	317,626

Wellington - Capital Expenses 01.08017 - Renewal - Road Construction	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6501 - Rural Roads - Sealed - Reconstruction <b>Project carried over to 2017/2018</b>	0	623,573	0	-323,573	247,269	547,269
6503 - Rural Roads - Unsealed - Reconstruction <b>Project carried over to 2017/2018</b>	0	669,252	0	0	-63,906	605,346

<b>OPERATIONAL PLAN</b>
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Function No. **1.203***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>TRANSPORT</b>	<b>Function:</b>	<b>Rural Roads</b>
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Wellington - Capital Expenses 01.08017 - Renewal - Road Construction	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6504 - Regional Roads Maint. & Traffic & 3X3 <b>Project carried over to 2017/2018</b>	0	1,199,000	0	-151,000	157,957	1,205,957
6505 - Regional Roads - Renewals <b>Project carried over to 2017/2018</b>	0	3,608,487	0	0	-231,391	3,377,096
<b>01.08017 - Renewal - Road Construction Total</b>	0	6,100,312	0	-474,573	109,929	5,735,668

Wellington - Capital Expenses 01.08018 - Road Construction	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6502 - Rural Roads - Construction <b>Project carried over to 2017/2018</b>	0	500,000	0	0	-471,538	28,462
<b>01.08018 - Road Construction Total</b>	0	500,000	0	0	-471,538	28,462

**Operational Program**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.00173 - Rural Road & Traffic Signs Maintenance Total	64,440	0	0	0	-30,352	34,088
01.00193 - Rural - Unsealed Surfaces - General Maint. Total	918,212	0	0	0	94,358	1,012,570
01.00165 - Sundry Contributions Total	48,010	0	2,997	0	-1,067	49,940
01.00169 - Rural Sealed Surfaces - General Total	573,195	0	1,165	205,825	72,289	852,474
01.00185 - M&R - Regional Roads Total	445,000	0	0	0	-194,245	250,755
01.00186 - Railway Level Crossing Improvements Total	0	30,000	0	0	-11,563	18,437

# OPERATIONAL PLAN

Function No. **2.05**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>SEWERAGE SERVICES</b>	<b>Function:</b>	<b>Sewerage</b>
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**Manager Responsible: Manager Water Supply/Sewerage  
Mr Stephen Carter**

### Function Objectives:

To provide an environmentally responsible sewerage service which maintains the health of the Dubbo community, is cost-effective, customer focused and caters for the sustainable growth of the City.

**NOTE: This Operational Plans Activity, Actions and Performance Targets, along with the KPI's, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.**

Activity	Action	Performance Targets/Service Level
Private Works	Undertake installation services at request of consumers.	Recover full cost of work.
	<b><i>Sewerage connections undertaken at request of customers.</i></b>	<b><i>Customer charged full cost of connection work plus 10%.</i></b>
Treatment and Disposal of Sewerage Operation	3.3.2.2 Ensure that sewage treatment and effluent disposal continues to support the principles of ecological and sustainable development.	Compliance with principles of economic and ecologically sustainable development.
	<b><i>Sewage treatment and disposal continues to comply with ecological sustainable development.</i></b>	<b><i>Sewage treatment and disposal continues to comply with ecological sustainable development.</i></b>
Treatment & Disposal of Sewerage Maintenance	Maintain buildings, civil, mechanical and electrical assets used to treat.	Sewage treatment and disposal facilities continues to meet rated specifications except for power failures.
	<b><i>Building civil, mechanical and electrical assets are maintained</i></b>	<b><i>Facilities continue to meet original design specifications.</i></b>
Client Services Operations	3.3.4.1 Continue to pursue non-compliant trade waste dischargers.	96% of premises identified as requiring trade waste licensing have current approvals in place.
	<b><i>Council continues to pursue non-compliant trade waste dischargers.</i></b>	<b><i>All identified trade waste discharges have current approvals.</i></b>
Sewer Reticulation Maintenance	Maintain sewerage pipes, manholes and vents.	Continued satisfactory operation of reticulation.
	<b><i>Maintenance was undertaken</i></b>	<b><i>172 chokes recorded</i></b>
Pumping Stations - Operations	Operate and maintain pumping stations.	No unscheduled shutdown of pump stations other than power failures.
	<b><i>Sewerage assets are being maintained.</i></b>	<b><i>No shutdown of pump stations have occurred</i></b>
Pumping Stations - Maintenance	Maintain pumping stations.	Maintain building and pumping equipment in a satisfactory condition.
	<b><i>Pumping stations are operated and maintained.</i></b>	<b><i>Maintenance requirements undertaken</i></b>
Property/Cottage Maintenance	Maintain property and cottages.	Ensure properties and cottages are maintained in a satisfactory condition.
	<b><i>Property and cottages were maintained</i></b>	<b><i>Buildings were satisfactorily maintained</i></b>
Management Services - from other functions	Services including management, financial, technical, information technology and corporate overheads provided to this function.	Level of service to agreed brief(s) provided.
	<b><i>Services were provided</i></b>	<b><i>Levels of service were met</i></b>

<b>OPERATIONAL PLAN</b>
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Function No. **2.05**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>SEWERAGE SERVICES</b>	<b>Function:</b>	<b>Sewerage</b>
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Activity	Action	Performance Targets/Service Level
Management Services	3.3.1.4 Review Council's Section 64 Contributions Policy for Water Supply and Sewerage Services.	Review by June 2018.
	<i>Guidelines have been published and City Strategy Services to commence development of new policy.</i>	<i>Completion date June 2018.</i>
Infrastructure Services	Develop and adopt infrastructure standards.	Comply with infrastructure standards.
	<i>Infrastructure standards are being developed.</i>	<i>Existing standards are being complied with.</i>
Community Service Obligations	Supply sewerage services to Council owned facilities free of charge.	Sewerage services provide free of charge to Council facilities.
	<i>Sewerage supplied free of charge to Council facilities.</i>	<i>Sewerage supplied free of charge to Council facilities.</i>
Asset Management	3.3.1.1 Review and update 20 year programme of augmentation works required to continue to service customers.	Due by March annually.
	<i>Review undertaken periodically.</i>	<i>Review undertaken.</i>
	3.3.1.3 Record the number of sewer chokes and breaks in the sewerage system each year.	Data updated by June annually.
	<i>Number of chokes are being recorded.</i>	<i>Data is updated by June annually.</i>
Acquisition of Assets	3.3.1.2 Implement the approved annual programme of sewerage augmentation works.	Programme implemented.
	<i>Capital work program implemented.</i>	<i>Capital work program implemented.</i>
Councils infrastructure maintained and improved to meet the needs of our community	Water and Sewer infrastructure maintained in accordance with Asset Management Plans.	Maintenance of water and sewer infrastructure in accordance with adopted budget and 30 year financial plan.
	<i>Capital work program supplemented</i>	<i>Capital work program supplemented</i>

**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-15,348,398	-1,981,031	-600,221	-467,948	-18,397,598	-2,151,252	1	-20,548,850	-20,548,850
Expenditure	12,735,497	2,165,018	515,735	-380,028	15,036,222	-729,874	2	14,306,348	14,306,348
<b>Operating Total</b>	<b>-2,612,901</b>	<b>183,987</b>	<b>-84,486</b>	<b>-847,976</b>	<b>-3,361,376</b>	<b>-2,881,126</b>		<b>-6,242,502</b>	<b>-6,242,502</b>
<b>Capital</b>									
Income	-4,885,898	-779,761	-3,026	-26,123	-5,694,808	258,466	3	-5,436,342	-5,436,342
Expenditure	13,420,415	1,300,700	1,304,794	-2,450,568	13,575,341	-2,214,887	4	11,360,454	11,360,454
<b>Capital Total</b>	<b>8,534,517</b>	<b>520,939</b>	<b>1,301,768</b>	<b>-2,476,691</b>	<b>7,880,533</b>	<b>-1,956,421</b>		<b>5,924,112</b>	<b>5,924,112</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>	<b>5,921,616</b>	<b>704,926</b>	<b>1,217,282</b>	<b>-3,324,667</b>	<b>4,519,157</b>	<b>-4,837,547</b>		<b>-318,390</b>	<b>-318,390</b>
<b>Restricted Assets</b>	<b>-5,921,616</b>	<b>-704,926</b>	<b>-1,217,282</b>	<b>3,324,667</b>	<b>-4,519,157</b>	<b>4,837,547</b>	5	<b>318,390</b>	<b>318,390</b>
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>

<b>OPERATIONAL PLAN</b>
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Function No. **2.05**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>SEWERAGE SERVICES</b>	<b>Function:</b>	<b>Sewerage</b>
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Note	Details
<b>1</b>	Operating income increased by \$2,055,306 mainly due to an increase for Section 64 contributions \$848,858, Contributions by Developers – Infrastructure \$401,365, Contributions – Nanima Village STP Program \$72,223, Trade Waste Charges \$180,247, Interest on Investments \$38,367, Sewerage Charges non – residential \$650,116 and a decrease in Rates Revenue \$106,510
<b>2</b>	Operating expenditure decreased by \$729,873 mainly due to Treatment and Disposal Operations (Greengrove Production and Treatment Wages/Plant) \$475,695, Client Services Operations \$124,850, Sewer Reticulation \$52,524, Pumping Stations \$114,465, Infrastructure Services \$56,948, Depreciation \$200,592, Asset Management Systems \$70,816. There were increases in costs for Treatment & Disposal of sewerage \$101,434, Pumping Stations Maintenance \$28,162, Management Services \$47,886, Interest on Loans \$75,256, Pump Stations maintenance \$27,122, Sewer Mains Expenses \$59,296 and Treatment Works Expenses (Wellington) \$73,763.
<b>3</b>	Capital income decreased by \$258,466 due to a decrease in Depreciation \$228,457, Loss on Sale of Assets \$8,009, and the sale of light vehicle \$22,000
<b>4</b>	Capital expenditure reduced by \$2,214,887 mainly due to Acquisition of Assets \$98,999, Plant and Equipment Purchases \$108,875, Other Structures \$180,798, Augmentation – Erskine Street Pump Station carry over \$2,030,622, Asset replacement \$198,172, Asset Renewals (Wellington) \$532,396 however the assets increased with the purchase of William Farrer \$436,463 in accordance with council recommendation, Contribution to Assets \$401,365
<b>5</b>	Transfer to Restricted Assets increased by \$4,741,600 mainly due to additional income and a reduction in operating expenses and carry over projects in Augmentation. The funds are retained within this function for use in future projects.

**Key Performance Indicators:**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
Sewage collection, treatment & disposal in megalitres	2,661ML	3,210ML	3880.4ML	Operating Expenses per ML treated	\$3,778	\$3968/ML	\$3,684 /ML	% of treated effluent disposed to land	52%	100%	61.5%
	01.07.16 to 30.06.17			Operating expense per connection	\$812.91	\$850	\$832.41		01.07.16 to 30.06.17		
No. of chokes in sewer mains per year	126	312	172	Management costs as proportion of total operating costs.	19.82%	20.05%	17.85%	% of chokes rectified within 3 hours	100%	100%	100%
Average Sewage collection per connection	185.71KL	235KL	177KL	Trade Waste Dischargers with current approval	338	340	340				
Sewerage connections	15,044	15,162	15,044								
Effluent recycling by irrigation, evaporation or discharge to river	3044MI	2,700MI	3786.4.MI								

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Function No. **2.05**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>SEWERAGE SERVICES</b>	<b>Function:</b>	<b>Sewerage</b>
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**Key Projects****Capital Works Program**

Sewerage - Proceeds from Sale of Assets 03.08004 - Plant & Equipment - Sales	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
4035 - Utility Sewer Operator (141) <b>Project Completed</b>	0	0	0	-19,832	0	-19,832
4045 - Utility Sewer (142) <b>Carried over to 2017/2018</b>	-22,000	0	0	0	22,000	0
4049 - Utility (113) <b>Project Completed</b>	-14,081	0	-3,026	0	0	-17,107
5174 - Utility (135) <b>Project Completed</b>	-13,000	0	0	-6,291	0	-19,291
<b>03.08004 - Plant &amp; Equipment - Sales Total</b>	<b>-49,081</b>	<b>0</b>	<b>-3,026</b>	<b>-26,123</b>	<b>22,000</b>	<b>-56,230</b>

Sewerage - Acquisition of Assets 03.08051 - Pumps & Equipment	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
5057 - Telemetry Equipment <b>Carried over to 2017/2018</b>	20,000	0	0	0	-19,972	28
5120 - Telemetry RTU Upgrades <b>Carried over to 2017/2018</b>	25,000	0	0	0	-19,027	5,973
5135 - CCTV Camera <b>Carried over to 2017/2018</b>	60,000	0	0	0	-60,000	0
<b>03.08051 - Pumps &amp; Equipment Total</b>	<b>105,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-98,999</b>	<b>6,001</b>

Sewerage - Acquisition of Assets 03.08053 - Plant & Equipment Purchases	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
5109 - Utility Sewer Operator (141) <b>Project Completed</b>	0	0	30,944	0	0	30,944
5130 - Utility (142) <b>Carried over to 2017/2018</b>	35,438	0	0	0	-35,438	0
5137 - Utility (113) <b>Carried over to 2017/2018</b>	33,437	0	0	0	-33,437	0
5173 - Ford Ranger (135) <b>Project Completed</b>	32,380	0	1,360	0	0	33,740
5180 - Detroit Generator (995) <b>Project Completed</b>	0	69,085	15,735	0	0	84,820



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### *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>SEWERAGE SERVICES</b>	<b>Function:</b>	<b>Sewerage</b>
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Sewerage - Acquisition of Assets 03.08053 - Plant & Equipment Purchases	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
5201 - John Deere Tractor (386) <b>Carried over to 2017/2018</b>	140,000	0	0	0	-140,000	0
5215 - Cummins 220KVA Generator (991) <b>Project Completed</b>	0	55,510	13,590	0	0	69,100
5227 - Erskine St PS - Himoina Generator (996) <b>Project Completed</b>	0	0	0	0	100,000	100,000
5233 - 4WD Tractor (395) <b>Project Completed</b>	0	0	135,295	0	0	135,295
<b>03.08053 - Plant &amp; Equipment Purchases Total</b>	<b>241,255</b>	<b>124,595</b>	<b>196,924</b>	<b>0</b>	<b>-108,875</b>	<b>453,899</b>

Sewerage - Acquisition of Assets 03.08055 - Other Structures	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
5120 - Dubbo STP Boundary Fencing <b>Carried over to 2017/2018</b>	150,000	0	0	0	-80,798	69,202
5135 - Delroy Park Sewerage Pump Station <b>Deferred pending further investigation</b>	20,000	0	0	0	-20,000	0
5141 - Delroy park Sewerage Pump Station PC <b>Deferred pending further investigation</b>	20,000	0	0	0	-20,000	0
5143 - Dissolved Air Float.Sept. Receival Stat. <b>Carried over to 2017/2018</b>	60,000	0	0	0	-60,000	0
<b>03.08055 - Other Structures Total</b>	<b>250,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-180,798</b>	<b>69,202</b>

Sewerage - Acquisition of Assets 03.08056 - New House Services	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
5100 - Pressure Sewer Systems <b>Project Completed</b>	0	8,136	62	16,771	1,962	26,931
<b>03.08056 - New House Services Total</b>	<b>0</b>	<b>8,136</b>	<b>62</b>	<b>16,771</b>	<b>1,962</b>	<b>26,931</b>

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## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>SEWERAGE SERVICES</b>	<b>Function:</b>	<b>Sewerage</b>
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Sewerage - Acquisition of Assets 03.08057 - Land & Buildings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
5163 - Bungaribee Homestead Major Repairs <b>Project Completed</b>	0	0	120	0	257	377
5164 - 18 William Farrer <b>Project Completed</b>	0	0	0	0	436,463	436,463
<b>03.08057 - Land &amp; Buildings Total</b>	<b>0</b>	<b>0</b>	<b>120</b>	<b>0</b>	<b>436,720</b>	<b>436,840</b>

Sewerage - Acquisition of Assets 03.08059 - Contributed Assets - Sewer	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
5123 - Sewer Mains <b>Project Completed</b>	250,000	0	0	0	401,365	651,365
<b>03.08059 - Contributed Assets - Sewer Total</b>	<b>250,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>401,365</b>	<b>651,365</b>

Sewerage - Acquisition of Assets 03.08071 - Augmentation	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
5369 - Erskine St PS - Rising Main (PC) <b>Project Completed</b>	0	0	2,450	0	0	2,450
5383 - Erskine Street PS - Upgrade RM (S) <b>Carried over to 2017/2018</b>	0	44,109	105,891	709	23,940	174,649
5386 - Erskine Street PS - Upgrade RM (C) <b>Carried over to 2017/2018</b>	6,319,590	0	0	0	-2,080,734	4,238,856
5595 - DSTP - Inlet Odour Control Works (PC) <b>Project Completed</b>	20,000	0	0	0	-20,000	0
5740 - Troy Junction Bird Hide (PC) <b>Carried over to 2017/2018</b>	50,000	0	0	0	-32,000	18,000
5823 - Dubbo STP Major Upgrade (C) <b>Project Completed</b>	0	33,992	174,630	100,402	7,987	317,011
5833 - First Flush RM to S/W Detention Pond 2 <b>Project Completed</b>	0	0	0	0	126	126
5910 - Cootha SPS - Upgrade (PC) <b>Carried over to 2017/2018</b>	0	0	54,800	125,200	-109,250	70,750

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## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>SEWERAGE SERVICES</b>	<b>Function:</b>	<b>Sewerage</b>
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Sewerage - Acquisition of Assets 03.08071 - Augmentation	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
5911 - Cootha SPS - Upgrade (C) <b>Carried over to 2017/2018</b>	2,103,552	0	0	-2,103,552	78,395	78,395
5914 - Cootha SPS - RM (C) <b>Deferred to 2018/2019</b>	447,744	0	0	-447,744	0	0
5916 - Cootha SPS - Overflow (2ML) (PC) <b>Carried over to 2017/2018</b>	43,296	0	0	-43,296	0	0
5945 - Camp Road SPS RM4.6km DN150 PC <b>Project Completed</b>	0	0	0	35	986	1,021
5946 - Camp Rd SPS RM (4.6km DN150)(C) <b>Carried over to 2017/2018</b>	0	186,577	313,423	60,486	116,132	676,618
5947 - Camp Rd SPS Rm (4.6km DN150) (S) <b>Carried over to 2017/2018</b>	0	2,562	15,438	0	-1,039	16,961
5979 - Delroy Park PS - Rising Main (PC) <b>Deferred for future investigation</b>	75,000	0	0	0	-75,000	0
5988 - Upgrade Sewer R (incl all components) PC <b>Carried over to 2017/2018</b>	0	8,000	17,000	5,064	58,027	88,091
5999 - Odour Control Works Dubbo STP <b>Project Completed</b>	0	2,662	0	0	0	2,662
6003 - Septage Reveal Station Macerator <b>Carried over to 2017/2018</b>	30,000	0	0	0	-29,931	69
6004 - Odour Control Miriam Pump Station <b>Project Completed</b>	0	936	0	0	0	936
6017 - Keswick SPS - Odour Control System <b>Project Completed</b>	0	684	147	0	0	831
6019 - DSTP Clarifer Launder Covers <b>Project Completed</b>	0	0	165,470	12,850	0	178,320
6020 - Scour Pits - Cootha Pipeline <b>Project Completed</b>	0	251	1,054	0	2,000	3,305
6025 - Richardson Road SPS <b>Project Completed</b>	0	83,000	0	0	-1,871	81,129
6029 - Thompson Street Odour Control <b>Project Completed</b>	0	87,337	9,595	0	-615	96,317
6050 - Dubbo STP Gas Generator (PC) <b>Project Completed</b>	0	16,500	0	2,000	0	18,500
6053 - Nanima Village STP Scheme (PC) <b>Project Completed</b>	0	0	0	0	12,000	12,000
6054 - Wellington STP Remediation <b>Project Completed</b>	0	0	0	0	4,700	4,700

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Function No. **2.05**

### *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>SEWERAGE SERVICES</b>	<b>Function:</b>	<b>Sewerage</b>
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Sewerage - Acquisition of Assets 03.08071 - Augmentation	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6056 - Low Pressure System in East St (C) <b>Design Completed</b>	0	0	0	0	15,525	15,525
<b>03.08071 - Augmentation Total</b>	<b>9,089,182</b>	<b>466,610</b>	<b>859,898</b>	<b>-2,287,846</b>	<b>-2,030,622</b>	<b>6,097,222</b>

Sewerage - Acquisition of Assets 03.08073 - Asset Replacement/Refurbishment	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
5600 - Alfred St SPS - 450mm Valve <b>Project Completed</b>	0	0	0	0	10,495	10,495
5668 - Dubbo STP RAS Screw 2 (Archimedis) <b>Decommissioned</b>	5,000	0	0	0	-5,000	0
5676 - Troy STP Step Screen Refurbishment <b>Project Completed</b>	0	0	0	5,472	0	5,472
6014 - Erskine St Sub Pump #1 (Dry) <b>Project under review</b>	20,000	0	0	-20,000	0	0
6019 - Boothenba Road SPS Switchboard <b>Project under review</b>	5,000	0	0	-5,000	0	0
6204 - Alfred St SPS Flowmeter <b>Project under review</b>	15,000	0	0	-15,000	0	0
6219 - Brocklehurst SPS Pump 1 <b>Project under review</b>	50,000	0	0	-50,000	0	0
6220 - Brocklehurst SPS Pump 2 <b>Project under review</b>	50,000	0	0	-50,000	0	0
6221 - Brocklehurst SPS Switchboard <b>Project under review</b>	5,000	0	0	-5,000	0	0
6225 - Bunglegumbie SPS Pump 3 <b>Carried over to 2017/2018</b>	100,000	0	0	0	-88,667	11,333
6228 - Cooreena Rd SPS Pump 1 <b>Project under review</b>	50,000	0	0	-50,000	0	0
6510 - Dubbo STP Grit Removal 2 <b>Project under review</b>	5,000	0	0	-5,000	0	0
6516 - Dubbo STP Polymer Pump 1 <b>Project under review</b>	5,000	0	0	0	-5,000	0
6530 - Dubbo STP Stormwater Return Pump 2 <b>Project under review</b>	5,000	0	0	0	-5,000	0

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### Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>SEWERAGE SERVICES</b>	<b>Function:</b>	<b>Sewerage</b>
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Sewerage - Acquisition of Assets 03.08073 - Asset Replacement/Refurbishment	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6531 - Dubbo STP Supernatant Pump 1 <b>Project under review</b>	5,000	0	0	0	-5,000	0
6541 - Erskine St SPS Switchboard <b>Project under review</b>	5,000	0	0	-5,000	0	0
6542 - Keswick SPS Air-Conditioner <b>Project under review</b>	10,000	0	0	-10,000	0	0
6548 - Margaret Crescent SPS Flowmeter <b>Project under review</b>	15,000	0	0	-15,000	0	0
6570 - Railway St SPS Switchboard <b>Project under review</b>	5,000	0	0	-5,000	0	0
6571 - Thompson Street Well Odour System <b>Project under review</b>	170,000	0	0	-170,000	0	0
6585 - Troy Gully SPS Pump 4 <b>Project under review</b>	100,000	0	0	0	-100,000	0
03.08073 - Asset Replacement/Refurbishment Total	625,000	0	0	-399,528	-198,172	27,300

Sewerage - Asset Renewals - Asset Maintenance 03.08077 - Main Rehabilitation	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
5653 - Mains Rehabilitation (Relining) <b>Carried over to 2017/2018</b>	1,000,000	3,000	247,790	175,633	238,108	1,664,531
5659 - Vent Replacement <b>Project Completed</b>	0	10,400	0	44,402	5,250	60,052
5662 - Manhole Rectification Program <b>Carried over to 2017/2018</b>	200,000	0	0	0	-150,310	49,690
03.08077 - Main Rehabilitation Total	1,200,000	13,400	247,790	220,035	93,048	1,774,273

Sewerage - Asset Renewals - Asset Maintenance 03.08078 - Furniture & Fittings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
5672 - 2 x Hot Water Systems <b>Project Completed</b>	0	0	0	0	1,880	1,880
03.08078 - Furniture & Fittings Total	0	0	0	0	1,880	1,880

<b>OPERATIONAL PLAN</b>
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Function No. **2.05**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>SEWERAGE SERVICES</b>	<b>Function:</b>	<b>Sewerage</b>
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Wellington - Capital Expenses 03.07301 - Sewerage - Asset Renewal	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7100 - Renewals Other Infrastructure <b>Carried over to 2017/2018</b>	0	529,000	0	0	-526,150	2,850
7102 - Sewer Camera <b>Project Completed</b>	0	0	0	0	-6,246	-6,246
03.07301 - Sewerage - Asset Renewal Total	0	529,000	0	0	-532,396	-3,396

### Operational Program

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
03.00005 - Treatment & Disposal Of Sewerage - Maintenance Total	249,121	0	3,089	88,011	101,091	441,312
03.00003 - Treatment & Disposal Of Sewage - Operations Total	2,195,903	0	111,257	25,387	-478,149	1,854,398
03.00011 - Sewer Reticulation Total	689,271	0	66,206	2,910	-56,094	702,293
03.00013 - Pumping Stations - Operations Total	499,566	0	-9,157	-139,003	-120,133	231,273

## OPERATIONAL PLAN

Function No. **2.06**

### *Performance Review*

Quarter ended: **June**

Principal Activity:	<b>WASTE SERVICES</b>	Function:	<b>Domestic Waste Management Services</b>
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**Manager Responsible: Manager Civil Infrastructure & Solid Waste  
Mr S Clayton**

**Function Objectives:**

To provide high quality cost effective waste management services for the residents of the City of Dubbo.

To facilitate public participation in waste avoidance and the reduction of domestic waste being disposed of to landfill.

**NOTE:** *This Operational Plans Activity, Actions and Performance Targets, along with the KPI's, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.*

Activity	Action	Performance Targets/Service Level
Waste Recycling Service	3.4.1.1 Provide a fortnightly domestic recycling service to all properties serviced by a Council garbage collection service and other commercial and industrial properties on request.	16,480 recycling services provided each fortnight.  More than 80% of dry recyclables diverted from the domestic waste stream following the introduction of kerbside recycling. (Increase from 30% in 2008/2009).
	<b>Service was provided.</b>	<b>Approximately 70% of dry recyclables was diverted from domestic waste stream as per results of the April 2015 recycling bin audit.</b>
	3.4.2.1 Implement a four (4) year education programme to promote domestic recycling services.	Due by June annually.
	<b>The 2016/2017 program included: School Environmental Management Program, Early Learning Centres Program (including staff development sessions), hosting recycling display at the Dubbo Show, hosting the "Keep Australia Beautiful" education program at primary schools in Dubbo and Wellington areas.</b>	<b>This was implemented.</b>
	3.4.4.1 Monitor quantities of recyclables collected through the kerbside recycling and drop-off centre services.	Due by June annually.
	<b>3,406t were collected during 2016/2017.</b>	<b>This has been done.</b>
Waste Management Strategy	3.4.4.6 Introduce a kerbside garden/organics waste bin service to all residential properties.	More than 500 tonnes of garden waste diverted from the domestic waste stream. (Average for previous 4 years = 468 tonnes).
	<b>Completed tendering process (including evaluating tenders) for Regional Waste Services including organics collection and processing in cooperation with Narromine Shire and Mid-Western Councils.</b>	<b>608.3t diverted during 2016/2017.</b>
	Implement solid waste management strategy programmes as appropriate.	All programmed actions pertaining to solid waste management strategy are completed/pursued.
Rural Household Garbage Transfer Stations	<b>This was done.</b>	<b>Strategies were implemented.</b>
	3.4.3.3 Monitor usage rates of the Rural Transfer Stations and Whylandra Waste & Recycling Centre.	Review monthly.
	<b>Based on throughput to date, the average monthly throughput for our 3 transfer stations was 72t in 2016/2017 compared to 79t in 2015/2016.</b>	<b>This was done.</b>

<b>OPERATIONAL PLAN</b>
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Function No. **2.06***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>WASTE SERVICES</b>	<b>Function:</b>	<b>Domestic Waste Management Services</b>
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Activity	Action	Performance Targets/Service Level
Management Services - from other functions	Cost of services including: - management, financial, technical, information technology and corporate overheads provided to this function.	Level of service to agreed brief(s) provided.
	<b>Charges reviewed in February prior to budget preparation.</b>	<b>Agreed briefs were monitored.</b>
Management Services	3.4.3.1 Review annual domestic waste management charge and tipping charges to ensure operating expenses are recovered and capital programs funded over the long term.	Review completed by March annually.
	<b>This was undertaken as part of annual operating plan review process for 2017/2018.</b>	<b>2017/2018 charges were drafted.</b>
Kerbside Collection/Transportation	Provide a once weekly domestic kerbside garbage collection service for residents located within the designated kerbside collection area.	16,498 services provided each week.
	<b>Service was provided.</b>	<b>16,750 services provided per week in 2016/2017.</b>
	Provide free yearly kerbside clean-up service for residents located within the designated kerbside collection area which includes the villages of Eumungerie, Ballimore, Wongarbon and Mogriguy.	Service provided annually in August/September.
	<b>Service was provided.</b>	<b>690t was collected overall under the 2016 Bulky rubbish Clean Up.</b>
Greenwaste Service	Provide and monitor green waste yields from kerbside clean-up services for bulky rubbish/green waste in Aug/Sept and pruning's and tree trimmings in March.	500 tonnes of green waste recovered and diverted from domestic waste stream.
	<b>This was done.</b>	<b>239t recovered under clean-up services in 2016/2017.</b>
	Provide an annual pruning's and tree trimmings clean-up kerbside collection to the built up areas of Dubbo Brocklehurst and Wongarbon in March.	Service provided annually in March.
	<b>Service was provided in March.</b>	<b>This was achieved.</b>
Disposal – Domestic Waste	Provide for the disposal of domestic waste at the Whylandra Waste and Recycling Centre.	Ongoing.
	<b>This was done.</b>	<b>This was achieved.</b>
Acquisition of Assets	Undertake the approved Capital Works programme as defined in the Key Projects section of the Operational Plan.	Programme implemented.
	<b>This was done.</b>	<b>This was achieved.</b>



<b>OPERATIONAL PLAN</b>
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Function No. **2.06**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>WASTE SERVICES</b>	<b>Function:</b>	<b>Domestic Waste Management Services</b>
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**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-4,806,071	-1,021,596	-51,210	-5,223	-5,884,100	3,218	<b>1</b>	-5,880,882	-5,880,882
Expenditure	5,424,226	896,839	-1,182,146	0	5,138,919	132,637	<b>2</b>	5,271,556	5,271,556
<b>Operating Total</b>	<b>618,155</b>	<b>-124,757</b>	<b>-1,233,356</b>	<b>-5,223</b>	<b>-745,181</b>	<b>135,855</b>		<b>-609,326</b>	<b>-609,326</b>
<b>Capital</b>									
Income	-197,239	0	0	0	-197,239	14,597	<b>3</b>	-182,642	-182,642
Expenditure	0	0	0	0	0	0	<b>4</b>	0	0
<b>Capital Total</b>	<b>-197,239</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-197,239</b>	<b>14,597</b>		<b>-182,642</b>	<b>-182,642</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	<b>420,916</b>	<b>-124,757</b>	<b>-1,233,356</b>	<b>-5,223</b>	<b>-942,420</b>	<b>150,452</b>		<b>-791,968</b>	<b>-791,968</b>
<b>Restricted Assets</b>									
	-420,916	124,757	1,233,356	5,223	942,420	-150,452	<b>5</b>	791,968	791,968
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>

Note	Details
1	No significant variance to budget.
2	Operating Expenditure increased by \$132,637 mainly due to Kerbside Collection and Processing \$77,211, Disposal Costs \$112,743, less Collections Costs Other Waste \$83,022, there was a reduction in Greenwaste Services \$9,292, Domestic Waste Disposal \$44,629, Kerbside Collection/Transportation \$98,783 and a reduction in Rural Household Garbage Transfer Stations \$38,488, Domestic Collection expenses \$53,995
3	Capital Income reduced by \$14,597 due to depreciation
4	No Variance to budget.
5	Restricted Assets decreased by \$150,452 due to an increase in operating expenses and depreciation income

**Key Performance Indicators**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
No. of weekly Domestic "weekly collection/fortnightly recycling collection" Services.	16,480	16,130	16,750	Total operating expenses (excl. Rural Transfer Station (Exp) per service	\$220.86	\$243.86	\$212.74	No. of instances where customer service level not met	Nil	Nil	Nil

<b>OPERATIONAL PLAN</b>
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Function No. **2.06***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>WASTE SERVICES</b>	<b>Function:</b>	<b>Domestic Waste Management Services</b>
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**Key Projects****Operations Works Program**

Domestic Waste - Kerbside Collect/Transportation 01.00216 - Waste Recycling	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
1187 - Public Place Recycling Stations	6,254	0	0	0	-6,254	0
1190 - Works - Waste Recycling	15,000	0	0	0	-15,000	0
1200 - Kerbside Recycling Contract - Collection	928,000	0	0	0	61,292	989,292
1201 - Kerbside Recycling Contract - Processing	600,000	0	0	0	37,173	637,173
<b>01.00216 - Waste Recycling Total</b>	<b>1,549,254</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>77,211</b>	<b>1,626,465</b>

Domestic Waste - Kerbside Collect/Transportation 01.00220 - Rural Household Garbage Transfr Stations	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
1194 - Works - Rural Household Transfer Station	200,000	0	0	0	-38,448	161,552
<b>01.00220 - Rural Household Garbage Transfr Stations Total</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-38,448</b>	<b>161,552</b>

<b>OPERATIONAL PLAN</b>
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Function No. **2.06***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>WASTE SERVICES</b>	<b>Function:</b>	<b>Domestic Waste Management Services</b>
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Domestic Waste - Kerbside Collect/Transportation 01.00226 - Kerbside Collection/Transportation	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
1198 - Annual Cleanup Day - Waste Collection	174,318	0	12,319	0	6,239	192,876
1199 - Green Waste Collection Day	0	0	0	0	1,873	1,873
1200 - Works - Kerbside Collection/Transport	1,460,000	0	0	0	-105,482	1,354,518
1201 - Landcare (P&LC) - Street Tree Trimmings	1,413	0	0	0	-1,413	0
<b>01.00226 - Kerbside Collection/Transportation Total</b>	<b>1,635,731</b>	<b>0</b>	<b>12,319</b>	<b>0</b>	<b>-98,783</b>	<b>1,549,267</b>

Domestic Waste - Kerbside Collect/Transportation 01.00227 - Greenwaste Service	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
1208 - Annual Greenwaste Clean Up Service	111,000	0	0	0	-9,292	101,708
<b>01.00227 - Greenwaste Service Total</b>	<b>111,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-9,292</b>	<b>101,708</b>

<b>OPERATIONAL PLAN</b>
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Function No. **2.07***Performance Review*Quarter ended: **June**Principal  
Activity:**WASTE SERVICES**

Function:

**Other Waste  
Management Services**

**Manager Responsible: Manager Civil Infrastructure & Solid  
Waste  
Mr S Clayton**

**Function Objectives:**

To provide a high quality cost effective environmentally responsible waste collection transportation and disposal service for the owners/occupiers of commercial/industrial premises located within the kerbside collection area.  
To provide an efficient roadside/reserves litter collection service.  
To provide an efficient street litter receptacle collection, transportation, disposal and cleaning service for the Parks and Landcare Division and Civil Infrastructure Branch.  
To provide a waste disposal and resource recovery service for both residential and non-residential properties that consistently satisfies the changing needs of customers and has a positive impact on the environment and climate change.

**NOTE: This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.**

Activity	Action	Performance Targets/Service Level
Rural Household Garbage Transfer Stations	Maintain Rural Household Waste Transfer Stations (RHWTs's)	No reasonable criticisms received in respect of RHWTs's maintenance standard.
	<i>Transfer stations were maintained.</i>	<i>None received for 2016/2017.</i>
Collection Costs Other Waste Services	Provide domestic garbage and recycling bin collection service to owners/occupiers of commercial/industrial premises located within the designated kerbside collection area.	Service levels are met by contractors in accordance with conditions of the contract. Day labour services provided in accordance with internal agreed briefs.
	<i>Service was provided.</i>	<i>This was achieved.</i>
Waste Audit/Recycling	Conduct a biennial domestic waste audit in accordance with OEH guidelines.	Waste audits conducted and findings reported to Waste Services Working Party.
	<i>Next Domestic Waste audit scheduled for first half of 2017/2018.</i>	<i>Not achieved in 2016/2017.</i>
Street Litter/Park Bins	Provision of street litter receptacles collection service.	832 litter bin services provided each week.
	<i>Service was provided.</i>	<i>This was achieved.</i>
Roadside Litter Cleanup	Provide a service to collect garbage illegally dumped on reserves and roadsides.	Roadsides and reserves are kept in clean condition within budgeting limitations.
	<i>Service was provided.</i>	<i>This was achieved.</i>
	3.4.2.4 Monitor the number of incidences of illegal dumping on roadsides and reserves.	Review by June annually.
	<i>76 incidences of illegal dumping reported for 2016/2017.</i>	<i>This was achieved.</i>
	Litter cleanups for major transport corridors.	Regular cleanups conducted along highways and major arterial urban roads.
	<i>This was provided.</i>	<i>This was done.</i>

<b>OPERATIONAL PLAN</b>
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Function No. **2.07***Performance Review*Quarter ended: **June**

Principal Activity:	<b>WASTE SERVICES</b>	Function:	<b>Other Waste Management Services</b>
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Activity	Action	Performance Targets/Service Level
Management Services - from other functions	Cost of Services including:- management, financial, technical, information technology and corporate overheads provided to this function.	Level of service to agreed brief(s) provided.
	<b>Charges reviewed in February prior to budget preparation.</b>	<b>Agreed briefs were monitored.</b>
Management Services	3.4.3.1 Review annual Domestic Waste management charge and tipping charges to ensure operating expenses are recovered and capital programs funded over the long term.	Review by March annually.
	<b>This was undertaken as part of annual operating plan review process for 2017/2018.</b>	<b>Review completed.</b>
Disposal Area Operations	3.4.3.3 Monitor usage rates of the Rural Transfer Stations and Whyandra Waste & Recycling Centre.	Reviewed monthly.
	<b>46,125t of waste has been landfilled in 2016/2017 made of 18,584t of domestic waste and 27,541t of commercial waste.</b>	<b>This was done.</b>
	3.4.4.4 Develop additional strategies to increase resource recovery from the commercial waste stream.	More than 20% of commercial waste stream is set aside for reuse or recycling at the Whyandra Waste and Recycling Centre.
	<b>Council resolved at its July meeting to proceed to the next stage of the Dubbo Organics project involving calling tenders for construction of an organics processing plant.</b>	<b>A diversion rate of 14% was achieved in 2016/2017.</b>
Waste Education Program	3.4.2.5 Undertake to partner with other educators such as other branches of Council, NetWaste and local educational institutes and waste industry members in relation to one litter prevention initiative.	Completed by June annually.
	<b>Council participated in an initiative involving developing a regional litter plan (completed in 2016/2017) and implementing an action plan. Planning for a litter reduction campaign targeting Elston Park was commenced in 2016/2017.</b>	<b>This was achieved.</b>
	3.4.2.3 Conduct a campaign promoting the Whyandra Waste & Recycling Centre services for receipt of low risk household hazardous waste, paint, gas bottles, fluorescent tubes etc prior to their transfer off site for recycling.	Completed by June annually.
	<b>Council participated in a 3 year regional and local campaign to promote Community Recycling Centres, including Dubbo CRC at the Whyandra Waste and Recycling Centre. Initiatives included the delivery of CRC flyers with 2016/2017 rate notices in July.</b>	<b>This was achieved.</b>

<b>OPERATIONAL PLAN</b>
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Function No. **2.07***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>WASTE SERVICES</b>	<b>Function:</b>	<b>Other Waste Management Services</b>
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Activity	Action	Performance Targets/Service Level
Environmental Management Investigations	3.4.2.6 Conduct the Waste 2 Art Competition and exhibition launch.	Completed by June annually.
	<i>A record number of entries were received in the 2017 Dubbo Waste to Art competition which culminated in an exhibition at the WPCC running from 01 April to 28 May.</i>	<i>This was achieved.</i>
Charge Out Station Operations	Fulfil requirements of the Landfill Environmental Management Plan (LEMP).	Whylandra Waste & Recycling Centre is operated in accordance with the EPA licence and LEMP.
	<i>The annual license return and Annual Environmental Monitoring Report were submitted to the EPA.</i>	<i>This was achieved.</i>
Asset Maintenance Program - Routine	Provide a charge out station to accurately charge customers for the reasonable cost of disposing of their waste.	Whylandra Waste & Recycling Centre is open to domestic and commercial/industrial users between 8.00am and 5.00pm daily except Christmas Day.
	<i>Service was provided.</i>	<i>This was achieved</i>
Asset Maintenance Program - Cyclic	Undertake ancillary and infrastructure asset management programs.	Internal road at the Whylandra Waste & Recycling Centre is maintained in a satisfactory condition.
	<i>Programme being undertaken.</i>	<i>This was achieved.</i>
Acquisition of Assets	Undertake major building asset maintenance as stated in the asset management plan for Waste Management Services.	Buildings are maintained in a satisfactory condition.
	<i>Programme was undertaken.</i>	<i>This was achieved.</i>
Acquisition of Assets	Undertake the approved Capital Works programme as defined in the Key Projects section of the Operational Plan.	Programme implemented.
	<i>Programme was undertaken.</i>	<i>This was achieved.</i>

**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-5,136,134	-506,568	2,475,471	-936	-3,168,167	395,127	1	-2,773,040	-2,773,040
Expenditure	919,520	215,366	1,363,993	42,543	2,541,422	-284,374	2	2,257,048	2,257,048
<b>Operating Total</b>	<b>-4,216,614</b>	<b>-291,202</b>	<b>3,839,464</b>	<b>41,607</b>	<b>-626,745</b>	<b>110,753</b>		<b>-515,992</b>	<b>-515,992</b>
<b>Capital</b>									
Income	-311,184	-137,817	0	-20,000	-469,001	120,221	3	-348,780	-348,780
Expenditure	7,318,182	1,058,810	-6,553,490	-578,259	1,245,243	-563,122	4	682,121	682,121
<b>Capital Total</b>	<b>7,006,998</b>	<b>920,993</b>	<b>-6,553,490</b>	<b>-598,259</b>	<b>776,242</b>	<b>-442,901</b>		<b>333,341</b>	<b>333,341</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>	<b>2,790,384</b>	<b>629,791</b>	<b>-2,714,026</b>	<b>-556,652</b>	<b>149,497</b>	<b>-332,148</b>		<b>-182,651</b>	<b>-182,651</b>
<b>Restricted Assets</b>	<b>-2,790,384</b>	<b>-629,791</b>	<b>2,714,026</b>	<b>556,652</b>	<b>-149,497</b>	<b>332,148</b>	5	<b>182,651</b>	<b>182,651</b>
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>

<b>OPERATIONAL PLAN</b>
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Function No. **2.07**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>WASTE SERVICES</b>	<b>Function:</b>	<b>Other Waste Management Services</b>
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Note	Details
1	Operating Income decreased by \$395,127 mainly due to Tipping Charges \$298,930, Grant Don't Dump (Wellington) \$45,180, Loss on Sale of Assets \$60,000
2	Operating Expenditure decreased by \$284,374 mainly due to Depreciation \$13,571, Collection Costs Other Waste \$83,022, Less: Domestic Waste \$112,743, Disposal Area Operations \$386,696, a reduction in Waste Education Program \$17,597, Waste Management Depreciation (Wellington) \$67,851, Management Services from Other Functions \$38,211, Waste Services Costs Charged to other function increased by \$35,341, in Management Services (Organics Processing Facility Preliminaries) \$349,397, Operating Expenses (Wellington) \$68,544
3	Capital Income reduced by \$120,221 are due to Depreciation \$173,226, Proceeds from Sales of Assets \$6,695 and savings on Proceeds of Sale of Assets \$59,700
4	Capital expenditure decreased by \$563,122 due to Acquisition of Assets \$37,435 and Asset Renewals of \$525,687
5	Transfer to Restricted Assets increased by \$332,148 and the funds are retained within the function for future use.

### Key Performance Indicators

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
No. of weekly commercial/ industrial kerbside garbage collection Services.	1,207	1,211	1,203	Cost of collection per service	\$83.56	\$197.60	\$129.91	No. of written complaints	Nil	NIL	Nil
Tonnes of waste entombed at Whylandra Waste & Recycling Centre per year	53,218	46,200	46,125	Total waste disposal expenses per tonnes of waste landfilled	\$28.32	\$41.97	\$41.24				

### Key Projects

#### Capital Works Program

Other Waste - Proceeds from Sale of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09741 - Other Waste - Plant & Equipment Sold						
8041 - Landfill Compactor (719) <b>Project Complete</b>	-100,000	0	0	-20,000	0	-120,000
8060 - Box Trailer <b>Carried over to 2017/2018</b>	-300	0	0	0	300	0
8088 - Profit/Loss on Sale of Assets	0	0	0	0	-60,000	-60,000
01.09741 - Other Waste - Plant & Equipment Sold Total	-100,300	0	0	-20,000	-59,700	-180,000

<b>OPERATIONAL PLAN</b>
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Function No. **2.07***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>WASTE SERVICES</b>	<b>Function:</b>	<b>Other Waste Management Services</b>
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Wellington - Capital Revenues 01.08670 - Proceeds from Sale of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7000 - Plant & Equipment	0	-6,695	0	0	-1,149	-7,844
<b>01.08670 - Proceeds from Sale of Assets Total</b>	<b>0</b>	<b>-6,695</b>	<b>0</b>	<b>0</b>	<b>-1,149</b>	<b>-7,844</b>

Other Waste - Acquisition of Assets 01.08113 - Other Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6504 - Transfer Station Construction <b>Carried over to 2017/2018</b>	0	450,000	0	-450,000	0	0
6505 - Purchase of Mobile Garbage Bins <b>Carried over to 2017/2018</b>	0	3,080	0	0	-3,080	0
<b>01.08113 - Other Assets Total</b>	<b>0</b>	<b>453,080</b>	<b>0</b>	<b>-450,000</b>	<b>-3,080</b>	<b>0</b>

Other Waste - Acquisition of Assets 01.09114 - Other Waste - Plant & Equipment	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6756 - Box Trailer <b>Carried over to 2017/2018</b>	1,782	0	0	0	-1,782	0
6759 - Landfill Compactor (719) <b>Project Complete</b>	650,000	0	0	-194,000	120,000	576,000
<b>01.09114 - Other Waste - Plant &amp; Equipment Total</b>	<b>651,782</b>	<b>0</b>	<b>0</b>	<b>-194,000</b>	<b>118,218</b>	<b>576,000</b>

Other Waste - Acquisition of Assets 01.09116 - Other Waste - Other Structures	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6766 - Groundwater Bore Replacement <b>Carried over to 2017/2018</b>	0	0	40,000	0	-40,000	0



<b>OPERATIONAL PLAN</b>
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Function No. **2.07***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>WASTE SERVICES</b>	<b>Function:</b>	<b>Other Waste Management Services</b>
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Other Waste - Acquisition of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09116 - Other Waste - Other Structures						
6767 - Leachate Drainage System /Garbage Cell	166,400	0	-166,400	0	0	0
<b>Carried over to 2017/2018</b>						
6786 - Street Litter Enclosures	0	0	18,216	0	-4,100	14,116
<b>Project Complete</b>						
6802 - Community Recycling Centre	0	0	4,553	65,741	-70,294	0
<b>Carried over to 2017/2018</b>						
6803 - DROPP Structure	6,500,000	0	-6,450,000	0	-39,160	10,840
<b>Carried over to 2017/2018</b>						
<b>01.09116 - Other Waste - Other Structures Total</b>	<b>6,666,400</b>	<b>0</b>	<b>-6,553,631</b>	<b>65,741</b>	<b>-153,554</b>	<b>24,956</b>

Other Waste - Acquisition of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09119 - Other Waste - Land						
6775 - Crown Road Purchase	0	0	141	0	-141	0
<b>Transferred to Operating Expense</b>						
<b>01.09119 - Other Waste - Land Total</b>	<b>0</b>	<b>0</b>	<b>141</b>	<b>0</b>	<b>-141</b>	<b>0</b>

Wellington - Capital Expenses	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.08112 - Asset Renewals						
6500 - Renewals - Landfill Rehabilitation	0	100,000	0	0	-71,537	28,463
<b>Carried over to 2017/2018</b>						
6501 - Renewals - Plant & Equipment	0	486,471	0	0	-454,150	32,321
<b>Carried over to 2017/2018</b>						
<b>01.08112 - Asset Renewals Total</b>	<b>0</b>	<b>586,471</b>	<b>0</b>	<b>0</b>	<b>-525,687</b>	<b>60,784</b>

**OPERATIONAL PLAN**Function No. **2.07***Performance Review*Quarter ended: **June**

Principal Activity:	<b>WASTE SERVICES</b>	Function:	<b>Other Waste Management Services</b>
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**Operational Program**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.00253 - Waste Audit/Recycling Total	0	0	1,407	0	1,246	2,653
01.00255 - Street Litter/Parks Bins Total	165,954	0	1,135	0	-1,705	165,384
01.00257 - Roadside Litter Clean Up Total	53,395	0	4,771	225	4,963	63,354
01.00265 - Disposal Area Operations Total	1,508,009	0	21,464	36	-180,873	1,348,636
01.00266 - Waste Education Program Total	42,445	0	0	0	-17,597	24,848
01.00267 - Environmental M/Ment Investigations Total	43,931	0	0	0	-6,786	37,145
01.00269 - Charge Out Station Operations Total	211,309	0	0	0	-5,426	205,883

<b>OPERATIONAL PLAN</b>
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Function No. **3.02**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>WATER</b>	<b>Function:</b>	<b>Water Supply</b>
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**Manager Responsible: Manager Water Supply/Sewerage  
Mr Stephen Carter**

**Function Objectives:**

To provide a safe, reliable and cost-effective water supply which is customer focused, enhances the Dubbo environment and caters for the sustainable growth of the City.

**NOTE:** *This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.*

Activity	Action	Performance Targets/Service Level
Water Treatment Operations	3.2.1.2 Implement Council's adopted Drinking Water Quality Management Plan.	Water is supplied to all customers at the agreed level of service.
	<i>Drinking water quality plan implemented.</i>	<i>Water was supplied to all customers at the customer service standards and in accordance with ADWG 2011 guidelines</i>
Water Depot Operation	3.2.2.2 Maintain existing volumetric water extraction licences and acquire new licences from time to time.	Acquire high security licences when available.
	<i>Licenses retained.</i>	<i>Council considers suitable water licences for acquisition when placed on the market.</i>
Water Treatment Maintenance	Efficient operation of water depot.	Efficient operation of water depot.
	<i>Water Depot operated efficiently.</i>	<i>Water Depot operated efficiently.</i>
Property/Cottage Maintenance	3.2.1.3 Implement all operations and maintenance procedures inherent within Council's Water Supply Asset Management Plan.	Ensure maintenance procedures adhered to.
	<i>Council's water Asset Management Plan being compiled. Due for completion December 2017</i>	<i>Water sites are well maintained.</i>
Water Supply Storage Systems Maintenance	Maintain sites to a satisfactory standard.	Sites are well maintained and retain their asset value.
	<i>Water sites were maintained to a satisfactory standard.</i>	<i>Water sites were well maintained.</i>
Water Depot Maintenance	Maintenance of reservoirs, painting, landscaping, cleaning.	Water reservoirs are available for use.
	<i>Reservoirs were maintained to a satisfactory standard.</i>	<i>All water reservoirs were available.</i>
Client Services Operations	Maintenance of water depot.	Depot is available for service at all times.
	<i>Water depot has been well maintained.</i>	<i>Water Depot is available at all times.</i>
Infrastructure Services	3.2.6.1 Ensure water conservation information is readily available to water customers on Council's website.	Ensure website is updated regularly.
	<i>Water Conservation Information is available on website.</i>	<i>Water Conservation Information is available on Councils website.</i>
Infrastructure Services	Develop Infrastructure standards.	Comply with Infrastructure standards.
	<i>Infrastructure standards drafted.</i>	<i>Existing standards are complied with. New standards adopted and being complied with.</i>

<b>OPERATIONAL PLAN</b>
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Function No. **3.02**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>WATER</b>	<b>Function:</b>	<b>Water Supply</b>
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Activity	Action	Performance Targets/Service Level
Pipelines Maintenance	Maintenance of pipelines to meet the original design duty.	All hydrants are serviced every 3 years.
	<b><i>Pipelines are being maintained.</i></b>	<b><i>Hydrants are currently being serviced.</i></b>
Meter Maintenance	Replace old meters and maintain serviceability of meter fleet.	Replacement of meters after 12 years or 7,500KL registration.
	<b><i>Old meters have been replaced in accordance with replacement policy.</i></b>	<b><i>Old meters have been replaced in accordance with replacement policy.</i></b>
Meter Reading Operations	Meter reading effectively and efficiently managed.	All meters read within "window" of opportunity.
	<b><i>Meter reading contract being managed satisfactorily.</i></b>	<b><i>All meter reads were completed within the time frame to suite billing.</i></b>
Management Services – from other functions	Cost of Services including:- management, financial, technical, information technology and corporate overheads provided to this function.	Level of service to agreed brief(s) provided.
	<b><i>Services have been being provided.</i></b>	<b><i>Levels of service to agreed brief have been provided.</i></b>
Management Services	3.2.1.4 Monitor and respond as necessary to the proposed Murray Darling Basin Plan.	Prompt reply to basin plan when required.
	<b><i>Continuing to maintain and respond as necessary.</i></b>	<b><i>Council will reply to Murray Darling Basin plan as appropriate.</i></b>
	3.2.3.1 Monitor demand and implement management actions as required.	Ability to supply water to the City without heavy water restrictions in most years.
	<b><i>Council to implement demand management plan where required.</i></b>	<b><i>Council is able to supply water within restrictions in most years.</i></b>
	3.2.4.1 Review Water Supply Strategic Business Plan and Capital Works programme.	Review by February annually. Amalgamates SBP being developed July 17
	<b><i>Strategic Business Plans revised periodically.</i></b>	<b><i>Strategic Business Plan is in final stages of print</i></b>
	3.2.5.1 Maintain a water supply system that is robust enough to cater for growth.	Ensure regular maintenance of the system.
	<b><i>Water supply is robust enough to cater for growth.</i></b>	<b><i>System is regularly maintained.</i></b>
	3.2.6.3 Maintain water charging to ensure 75% or more of operational revenue is generated by usage charges.	Review annually in conjunction with strategic business plan.
	<b><i>Water charges set to adhere to objective.</i></b>	<b><i>Water charging is achieved continually.</i></b>
3.2.1.5 Review Council's Section 64 Contributions Policy for Water Supply and Sewerage Services in light of NSW Office of Water Guidelines (yet to be released).		Review by December 2016.
	<b><i>Guidelines have been published and City Strategy Services to commence development of new policy.</i></b>	<b><i>Completion date June 2018.</i></b>
Water Supply Storage Systems - Operations	Reservoirs are operated efficiently and effectively.	Reservoirs are operated efficiently and effectively.
	<b><i>Reservoirs are operated efficiently and effectively.</i></b>	<b><i>Reservoirs are operated efficiently and effectively.</i></b>
Land Leases - RSA	Railway Pipeline Agreements.	Ensure all pipeline agreements are maintained.
	<b><i>Council will maintain all known rail pipeline agreements.</i></b>	<b><i>Council will maintain and honour rail pipeline agreements.</i></b>

# OPERATIONAL PLAN

Function No. **3.02**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>WATER</b>	<b>Function:</b>	<b>Water Supply</b>
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Activity	Action	Performance Targets/Service Level
Installation at Cost to Consumer	Undertake installation services at request of Consumers.	Recover full cost of work.
	<b>Council to undertake installation work for customers.</b>	<b>Council to recover full cost of connection plus 10%.</b>
Community Service Obligation	Supply water supply services to publically used community facilities, such as parks, racecourse, showground.	Water supply provided free of charge to community Facilities.
	<b>Council supplies water free to community facilities.</b>	<b>Council supplies water free to community facilities.</b>
Bore Operations	Operate and maintain water supply bores in accordance with DPI Water NSW..	No unscheduled shut downs other than power failure.
	<b>Council operates and maintains water production bores.</b>	<b>Achieved to date.</b>
Bores Maintenance - Potable	Reactive maintenance of bores used to source water for treatment.	Regular maintenance of bores.
	<b>Reactive maintenance around and on water production bores.</b>	<b>Reactive maintenance carried out on water production bores.</b>
Booster Pump Operations	Operate and maintain Booster pumping station.	No unscheduled shut downs other than power failure.
	<b>Booster pump stations operated and maintained.</b>	<b>Achieved to date.</b>
Booster Pump Station Maintenance	Maintenance of booster pump station.	Regular maintenance of pump stations.
	<b>Booster pump stations maintained.</b>	<b>Booster pump stations maintained.</b>
Asset Management Systems Operations	Review and update 20 year programme of augmentation works required to continue to service customers.	Review by March annually.
	<b>Review undertaken periodically.</b>	<b>Review currently being done.</b>
Strategic Plan for Operations Systems	Plans for operational systems.	Ensure plans are available to operators.
	<b>Operations systems are planned.</b>	<b>Operational plans are available</b>
Dead End Flushes	Plan for regular dead end flushes	Carry out regular dead end flushes.
	<b>Dead ends are regularly flushed.</b>	<b>Dead ends are flushed half yearly.</b>
Demand Drought Management	3.2.2.1 Seek additional water resources to cater for the growth of the City.	Increase town water licences beyond existing effective 10,000ML to 15,000ML by 2015 so as to cater for growth.
	<b>Tender was sought but application was unsuccessful.</b>	<b>Council remains on the lookout for additional water licences.</b>
Acquisition of Assets	Undertake other approved capital works programme as defined in the Key Project Section of the Operational Plan.	Programme implemented.
	<b>Capital works plan has been undertaken.</b>	<b>Programme being implemented.</b>
Councils infrastructure maintained and improved to meet the needs of our community	Water and Sewer infrastructure maintained in accordance with Asset Management Plans.	Maintenance of water and sewer infrastructure in accordance with adopted budget and 30 year financial plan.
	<b>Maintenance plans being met</b>	<b>Maintenance plans being met</b>

# OPERATIONAL PLAN

Function No. **3.02**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>WATER</b>	<b>Function:</b>	<b>Water Supply</b>
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**Financial Statement:**

	2016 / 2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-19,677,812	-2,981,399	55,787	-480,388	-23,083,812	-1,696,398	<b>1</b>	-24,780,210	-24,780,210
Expenditure	15,895,564	2,725,968	606,133	-644,278	18,583,387	-1,528,058	<b>2</b>	17,055,329	17,055,329
<b>Operating Total</b>	<b>-3,782,248</b>	<b>-255,431</b>	<b>661,920</b>	<b>-1,124,666</b>	<b>-4,500,425</b>	<b>-3,224,456</b>		<b>-7,724,881</b>	<b>-7,724,881</b>
<b>Capital</b>									
Income	-3,835,665	-589,649	-39,141	0	-4,464,455	199,314	<b>3</b>	-4,265,141	-4,265,141
Expenditure	9,325,877	4,391,305	-3,587,219	-2,296,781	7,833,182	165,484	<b>4</b>	7,998,666	7,998,666
<b>Capital Total</b>	<b>5,490,212</b>	<b>3,801,656</b>	<b>-3,626,360</b>	<b>-2,296,781</b>	<b>3,368,727</b>	<b>364,798</b>		<b>3,733,525</b>	<b>3,733,525</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>	<b>1,707,964</b>	<b>3,546,225</b>	<b>-2,964,440</b>	<b>-3,421,447</b>	<b>-1,131,698</b>	<b>-2,859,658</b>		<b>-3,991,356</b>	<b>-3,991,356</b>
<b>Restricted Assets</b>	<b>-1,707,964</b>	<b>-3,546,225</b>	<b>2,964,440</b>	<b>3,421,447</b>	<b>1,131,698</b>	<b>2,859,658</b>	<b>5</b>	<b>3,991,356</b>	<b>3,991,356</b>
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>

Note	Details
<b>1</b>	Operating Income has increased by \$1,669,396 mainly due to Section 64 contributions \$870,655, Sundry Income \$160,344, Consumption Charge \$889,088 however there was a decrease in Contribution by Developers of \$160,819 and House Service Connection Fees \$13,286
<b>2</b>	Operating Expenditure has decreased by \$1,528,058 mainly due to Water Treatment Maintenance \$35,902, Bores Maintenance \$25,982, Booster Pump Stations Maintenance \$23,999, Water Treatment Operations \$93,047, Client Services \$52,055, Infrastructure Services \$60,377, Meters \$220,630, Community Services Obligations \$751,336 and Asset Management Operations \$182,678
<b>3</b>	Capital Income decreased by \$199,314 mainly due to Depreciation \$149,989 and two light vehicles not being replaced in the year of 2016/2017 to the amount of \$28,472
<b>4</b>	Capital Expenditure increased by \$165,484 mainly due to an increase in Other Structures \$436,681 (mainly South Dubbo Weir Grant \$366,011), Augmentation Construction \$89,060, less Pumps and Equipment Purchases \$92,695, Plant Purchases \$44,682, Mains Replacement \$62,466, New House Services \$20,985, Water Supply Mains \$160,819, Asset Replacement/Refurbishment \$32,366
<b>5</b>	Transfer to Restricted Assets increase by \$2,859,658 mainly due to additional revenue and decreased spending. Funds will be utilised in future works.

**Key Performance Indicators**

Workload	2016/17			Efficiency	2017/18			Effective.	2018/19		
	Prev.	Est	YTD		Prev.	Est.	YTD		Prev.	Est	YTD
Quantity of water treated and distributed	5456	8,200Ml	8271.222	Operating expenses per Ml treated	\$1,830	\$1,870	\$1,892	Number of water restrictions imposed.	Nil	Nil	Nil
	01.07.16 – 30.06.16				\$957.66	\$934.60	\$949.07		Number of written complaints about water pressure	Nil	63
Average quantity of water supplied to each customer	347.317	690kl	526.49kl	Management costs as proportion of total operating costs	20.53%	23.50%	21.25%				
Total water supply connections	15,569	15,775	15,710								

<b>OPERATIONAL PLAN</b>
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Function No. **3.02***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>WATER</b>	<b>Function:</b>	<b>Water Supply</b>
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**Key Projects**  
**Capital Works Program**

Water Supply - Proceeds from Sale of Assets 02.08001 - Works Plant - Sales	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
4033 - Truck (408) <b>Project Completed</b>	-50,000	0	-27,852	0	0	-77,852
4037 - Ute T/Top Filtration Plant (136) <b>Carried over to 2017/2018</b>	-14,472	0	0	0	14,472	0
4038 - Utility (137) <b>Carried over to 2017/2018</b>	-14,000	0	0	0	14,000	0
4041 - Wagon Wtr/Treatment Plant (137) <b>Project Completed</b>	0	0	-16,364	0	0	-16,364
5200 - Truck (467) <b>Project Completed</b>	-22,000	0	-13,275	0	0	-35,275
<b>02.08001 - Works Plant - Sales Total</b>	<b>-100,472</b>	<b>0</b>	<b>-57,491</b>	<b>0</b>	<b>28,472</b>	<b>-129,491</b>

Water Supply - Acquisition of Assets 02.08051 - Works Plant - Purchases	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
5037 - Truck (408) <b>Project Completed</b>	140,000	0	-7,373	0	0	132,627
5045 - Ute T/Top Filtration Plant (136) <b>Carried over to 2017/2018</b>	34,182	0	0	0	-34,182	0
5049 - Wagon Water Treatment Plant (137) <b>Project Completed</b>	33,097	0	-1,304	0	0	31,793
5060 - Tipping Truck (467) <b>Project Completed</b>	75,000	0	-7,809	0	0	67,191
5095 - Non Destructive Trailer (525) <b>Project Completed</b>	80,000	0	-4,800	0	0	75,200
5096 - Emergency Trailer (526) <b>Carried over to 2017/2018</b>	10,500	0	0	0	-10,500	0
<b>02.08051 - Works Plant - Purchases Total</b>	<b>372,779</b>	<b>0</b>	<b>-21,286</b>	<b>0</b>	<b>-44,682</b>	<b>306,811</b>

<b>OPERATIONAL PLAN</b>
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Function No. **3.02***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>WATER</b>	<b>Function:</b>	<b>Water Supply</b>
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Water Supply - Acquisition of Assets 02.08053 - Pumps & Equipment >\$5 & 000	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
5100 - Various <b>Project Completed</b>	84,000	0	0	0	-42,360	41,640
5104 - Bourke Hill Motorised Valve <b>Project Completed</b>	0	500	0	0	-85	415
5163 - Telemetry Equipment <b>Carried over to 2017/2018</b>	21,000	0	0	0	-21,000	0
5174 - Pierzometer Network <b>Carried over to 2017/2018</b>	6,300	0	0	-6,300	0	0
5179 - Security Cameras <b>Carried over to 2017/2018</b>	6,300	0	0	0	-6,300	0
5187 - PLC Upgrade <b>Carried over to 2017/2018</b>	22,950	0	0	0	-22,950	0
02.08053 - Pumps & Equipment >\$5 & 000 Total	140,550	500	0	-6,300	-92,695	42,055

Water Supply - Acquisition of Assets 02.08055 - New House Services	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
5171 - Construction - House Services <b>Project Completed</b>	50,164	0	0	0	-20,985	29,179
02.08055 - New House Services Total	50,164	0	0	0	-20,985	29,179

Water Supply - Acquisition of Assets 02.08063 - Contributed Assets - Water Mains	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
5197 - Water Supply Mains <b>Project Completed</b>	499,307	0	0	0	-160,819	338,488
02.08063 - Contributed Assets - Water Mains Total	499,307	0	0	0	-160,819	338,488



<b>OPERATIONAL PLAN</b>
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Function No. **3.02**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>WATER</b>	<b>Function:</b>	<b>Water Supply</b>
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Water Supply - Acquisition of Assets 02.08064 - Other Structures	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
5214 - South Dubbo Weir Grant <b>Carried over to 2017/2018</b>	0	1,586,680	0	0	366,011	1,952,691
5217 - Weir (PC) <b>Project Completed</b>	0	0	11,138	0	6,500	17,638
5220 - Water Depot (PC) <b>Project Completed</b>	0	0	2,500	3,000	1,500	7,000
5223 - Flood Gauge - Little River Arthurville <b>Project Completed</b>	0	0	0	0	20,890	20,890
5224 - Flood Gauge-Talbragar River- Gulambula Br <b>Project Completed</b>	0	0	0	0	20,890	20,890
5225 - Flood Gauge-Bell River-Maughan St Bridge <b>Project Completed</b>	0	0	0	0	20,890	20,890
<b>02.08064 - Other Structures Total</b>	0	1,586,680	13,638	3,000	436,681	2,039,999

Water Supply - Acquisition of Assets 02.08069 - Augmentation Works	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
3050 - Automated Meter Reading Equipment <b>Carried over to 2017/2018</b>	2,000,000	0	-2,000,000	0	3,074	3,074
4101 - Reservoir - addit CW storage JGWTP (PC) <b>Carried over to 2017/2018</b>	20,000	0	0	0	-11,500	8,500
5437 - Pipelines - Obley Rd/Newell Hwy - (PC) <b>Carried over to 2017/2018</b>	0	1,638	0	2,603	2,527	6,768
5438 - Pipelines - Obley/Newell (C) <b>Carried over to 2017/2018</b>	1,745,000	0	0	-1,742,310	0	2,690
5516 - Eumungerie Water Supply Scheme <b>Carried over to 2017/2018</b>	0	1,374,654	0	325,346	152,517	1,852,517
5610 - Birch Ave PRV Zone (800m & DN225) (C) <b>Reviewed and no longer required</b>	30,000	0	0	-30,000	0	0
5612 - Wheelers PRV (220m & DN225 & 750mDN300) (S) <b>Reviewed and no longer required</b>	9,000	0	-9,000	0	0	0
5613 - Wheelers PRV (220m & DN225 & 750m & DN300) (C) <b>Reviewed and no longer required</b>	200,000	0	-200,000	0	0	0

<b>OPERATIONAL PLAN</b>
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Function No. **3.02**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>WATER</b>	<b>Function:</b>	<b>Water Supply</b>
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Water Supply - Acquisition of Assets 02.08069 - Augmentation Works	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
5640 - Pipeline-Erskine St to Myall Reseri (PC) <b>Carried over to 2017/2018</b>	38,000	0	-38,000	0	0	0
5646 - New WTP-Backwash/Irr-Sth Dubbo&other (PC) <b>Project Completed</b>	0	0	0	0	600	600
5656 - Reservoir Cameras <b>Project Completed</b>	20,000	0	0	0	-5,927	14,073
5662 - WTP Clarifier Walkway Ladder&Lift Arm C <b>Project Completed</b>	100,000	0	0	0	-21,138	78,862
5666 - Unattended Fast Fill Standpipes (PC)/(C) <b>Project Completed</b>	0	7,000	23,000	0	-296	29,704
5699 - Pipeline - Sheraton/Eulomogo (PC) <b>Project under review</b>	265,000	0	0	-265,000	0	0
5708 - Bore Water Pipeline Thorby to Newtown(PC) <b>Project under review</b>	21,000	0	0	-21,000	0	0
5712 - WTP Standby Chlorination <b>Project Completed</b>	0	41,802	0	0	0	41,802
5714 - WTP Optimisation Electrical upgrade <b>Carried over to 2017/2018</b>	0	28,370	4,800	0	-9,070	24,100
5715 - WTP Optimisation Lime System <b>Project Completed</b>	0	300	0	0	329	629
5722 - Pipelines " River Crossing(PC) <b>Carried over to 2017/2018</b>	60,000	0	0	0	-22,050	37,950
5723 - Pipelines " River Crossing <b>Carried over to 2017/2018</b>	500,000	0	-500,000	0	0	0
5743 - Newtown Reservoirs Upgrade Concept (PC) <b>Project deferred</b>	0	0	1,826	0	-913	913
5744 - Newtown Reservoirs Upgrade (PC) <b>Project deferred</b>	0	0	3,872	0	-1,624	2,248
5746 - Newtown Reservoirs Upgrade (S) <b>Project deferred</b>	275,000	0	-275,000	0	0	0
5792 - JGWTP - 15ML Storage (PC) <b>Carried over to 2017/2018</b>	0	0	0	0	8,538	8,538
6210 - Lime Dosing Unit (C) <b>Project Completed</b>	0	58,046	0	0	0	58,046
6211 - Pipeline - Chapmans Road (PC) <b>Project under review</b>	50,000	0	0	-50,000	0	0

<b>OPERATIONAL PLAN</b>
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Function No. **3.02**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>WATER</b>	<b>Function:</b>	<b>Water Supply</b>
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Water Supply - Acquisition of Assets 02.08069 - Augmentation Works	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6220 - Keswick Estate PRV Construction <b>Project Completed</b>	0	3,000	1,945	0	-298	4,647
6226 - Hydrated Lime (PC) <b>Carried over to 2017/2018</b>	60,000	0	0	0	-60,000	0
6227 - Argyle Ave (250mm main) (C) <b>Project Completed</b>	0	2,178	57,822	15,000	47,157	122,157
6229 - Boundary Rd Main & PRV Relocation (PC) <b>Project Completed</b>	0	8,000	800	0	80	8,880
6230 - Boundary Rd Main & PRV Relocation (C) <b>Carried over to 2017/2018</b>	0	31,480	-1,285	0	56	30,251
6500 - Bald Hill Reservoir & Geurie <b>Carried over to 2017/2018</b>	0	0	0	764	165	929
6522 - Capstan Drive <b>Project Completed</b>	0	0	0	0	6,833	6,833
<b>02.08069 - Augmentation Works Total</b>	<b>5,393,000</b>	<b>1,556,468</b>	<b>-2,929,220</b>	<b>-1,764,597</b>	<b>89,060</b>	<b>2,344,711</b>

Water Supply - Acquisition of Assets 02.08071 - Asset Replacement / Refurbishment	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
5577 - PRV's <b>Project Completed</b>	50,000	0	0	0	-16,482	33,518
5578 - Shibbles Bore 1 <b>Project Completed</b>	0	500	0	0	-380	120
5579 - Thorby Avenue Bore <b>Project Completed</b>	50,000	1,000	0	-50,035	0	965
5580 - West Dubbo WPS <b>Project Completed</b>	50,000	0	-50,000	0	32,050	32,050
5582 - JGWTP CW Pump 3 <b>Project Completed</b>	0	0	0	0	19,641	19,641
5717 - Bore Asset Renewal <b>Under Review</b>	23,171	0	0	-23,171	0	0
5718 - WTP Asset Renewal <b>Project Completed</b>	46,343	0	0	0	2,237	48,580
5719 - Booster Pump Stations <b>Carried over to 2017/2018</b>	51,005	0	0	0	-51,005	0
5720 - Reservoir Asset Renewals <b>Carried over to 2017/2018</b>	26,611	0	0	0	-24,955	1,656

<b>OPERATIONAL PLAN</b>
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Function No. **3.02**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>WATER</b>	<b>Function:</b>	<b>Water Supply</b>
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Water Supply - Acquisition of Assets 02.08071 - Asset Replacement / Refurbishment	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
5721 - Other Asset Renewals <b>Move to operations</b>	0	3,950	0	0	0	3,950
5730 - Existing Clarifier Remediation Works (C) <b>Carried over to 2017/2018</b>	20,000	0	-20,000	0	0	0
5766 - SCADA RTU Upgrades <b>Carried over to 2017/2018</b>	12,000	0	0	0	-12,000	0
5788 - Safety Equipment (B/A`s) <b>Move to operations</b>	6,653	0	0	-6,653	0	0
5819 - Erskine St Booster Pump #1 <b>Project Under Review</b>	50,000	0	0	-50,000	0	0
6209 - Ballimore Reservoir Rectify Entry Points <b>Project Completed</b>	0	4,804	0	0	4,751	9,555
6210 - Buninyong Reserv.1 Rectify Entry Points <b>Project Completed</b>	0	4,806	0	0	1,751	6,557
6211 - Buninyong Reserv.2 Rectify Entry Points <b>Project Completed</b>	0	4,316	0	0	2,241	6,557
6216 - Eulomogo Reservoir Rectify Entry Points <b>Project Completed</b>	0	4,806	0	0	1,751	6,557
6219 - Myall St Reserv.2 Rectify Entry Points <b>Project Completed</b>	0	4,806	0	0	1,751	6,557
6221 - Newtown Reservoir 5 Rectify Entry Points <b>Project Completed</b>	0	4,810	0	0	1,751	6,561
6226 - Rifle Range Reserv.1 Rectify Entry Point <b>Project Completed</b>	0	4,806	0	0	1,751	6,557
6233 - Wongarbon Reservoir Rectify Entry Points <b>Project Completed</b>	0	4,806	0	0	1,751	6,557
6502 - WTP Online Instrument Replacement <b>Carried over to 2017/2018</b>	12,000	0	0	0	-8,865	3,135
6511 - SWTP Switchboard Replacement <b>Carried over to 2017/2018</b>	700,000	0	-306,692	56,692	-7,751	442,249
6512 - Rifle Range Reserv.2 Rectify Entry Point <b>Project Completed</b>	0	4,806	0	0	1,751	6,557
6513 - Bourke Hill Reservoir Rectify Entry Point <b>Project Completed</b>	0	4,806	0	0	1,751	6,557

# OPERATIONAL PLAN

Function No. **3.02**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>WATER</b>	<b>Function:</b>	<b>Water Supply</b>
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Water Supply - Acquisition of Assets 02.08071 - Asset Replacement / Refurbishment	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6514 - Newtown Reservoir 1 Rectify Entry Points <b>Project Completed</b>	0	4,806	0	0	1,751	6,557
6515 - Newtown Reservoir 2 Rectify Entry Points <b>Project Completed</b>	0	4,806	0	0	1,751	6,557
6516 - Newtown Reservoir 3 Rectify Entry Points <b>Project Completed</b>	0	4,806	0	0	1,751	6,557
6517 - Newtown Reservoir 4 Rectify Entry Points <b>Project Completed</b>	0	4,806	0	0	1,751	6,557
6518 - Myall Street Reserv.1 Rectify Entry Pts <b>Project Completed</b>	0	4,806	0	0	1,749	6,555
6519 - Yarrandale Reservoir Rectify Entry Point <b>Project Completed</b>	0	0	0	4,810	1,751	6,561
6596 - Asset Replacement/Refurbishment <b>Project Completed</b>	0	0	0	0	3,640	3,640
<b>02.08071 - Asset Replacement / Refurbishment Total</b>	<b>1,097,783</b>	<b>77,052</b>	<b>-376,692</b>	<b>-68,357</b>	<b>-32,366</b>	<b>697,420</b>

Water Supply - Asset Renewals - Asset Maintenance 02.08073 - Mains Replacement	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
5650 - Goode - Taylor to Jubilee <b>Project Completed</b>	0	0	0	0	-2,510	-2,510
5652 - Fitzroy - Myall to Roper <b>Project Completed</b>	0	95,711	24,379	1,536	7,121	128,747
5657 - Fitzroy - Cobra to Bultje <b>Project Completed</b>	0	0	10,602	5,190	15,915	31,707
5676 - Morgan - Muller to River <b>Project Completed</b>	0	0	77,809	46,572	4,046	128,427
5678 - Longabardi - Morgan to Fitzroy <b>Project Completed</b>	0	0	57,078	1,541	38	58,657
5721 - Stonehaven (C) <b>Project Completed</b>	0	0	0	0	9,931	9,931
5761 - Gilbert & Laughton to High (PC) <b>Project Completed</b>	0	0	0	0	227	227

<b>OPERATIONAL PLAN</b>
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Function No. **3.02**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>WATER</b>	<b>Function:</b>	<b>Water Supply</b>
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Water Supply - Asset Renewals - Asset Maintenance 02.08073 - Mains Replacement	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
5862 - Fitzroy St (Myall/Roper) PC <b>Project Completed</b>	0	2,000	0	0	-213	1,787
6230 - Darling - Macquarie to Naman <b>Project Completed</b>	0	0	-914	0	914	0
6530 - Airport (Narromine Rd to Terminal) (C) <b>Project Completed</b>	0	0	23,030	0	12,897	35,927
6534 - Darling 300mm Talbragar to Wingewarr (C) <b>Project Completed</b>	0	4,250	-24	0	0	4,226
6548 - Myall Street (Fitzroy St to Morgan St) <b>Project Completed</b>	0	2,147	4,900	1,439	12,097	20,583
6552 - Burroway St (Goonoo to Tenandra) (C) <b>Project Completed</b>	0	0	0	0	61,726	61,726
6557 - W135-138 Tamworth (Bris to Fitzroy St PC) <b>Project Completed</b>	0	0	0	0	26,695	26,695
6559 - W139-142-Tamworth(Bris-Fitzroy 200 (C) <b>Carried over to 2017/2018</b>	356,250	0	-356,250	0	0	0
6603 - W139-142-Tamworth(Bris-Fitzroy St 250(C) <b>Carried over to 2017/2018</b>	456,750	0	-456,750	0	0	0
6606 - W143 Macquarie (Vet to Water Depot)(PC) <b>Carried over to 2017/2018</b>	21,000	0	0	0	-21,000	0
6610 - W144 Jubilee (Goode to Tamworth St (PC) <b>Carried over to 2017/2018</b>	20,000	0	0	0	-20,000	0
6615 - W150 Darling(W)(Bris-Cobra)(C) <b>Carried over to 2017/2018</b>	10,000	0	0	0	-10,000	0
6619 - W151 Darling(E)(Cobra to Carrington)(C) <b>Carried over to 2017/2018</b>	23,000	0	0	0	-23,000	0
6626 - W153-Dalton(Boundary-Wheatleys L)(PC) <b>Carried over to 2017/2018</b>	34,000	0	0	0	-34,000	0
6631 - Glenabby Dr (Blackbutt to Harrison)(C) <b>Project Completed</b>	0	0	0	0	832	832
6703 - Wingewarra St 75mm Bourke to Darling (C) <b>Carried over to 2017/2018</b>	0	4,725	245,275	0	-226,664	23,336

<b>OPERATIONAL PLAN</b>
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Function No. **3.02**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>WATER</b>	<b>Function:</b>	<b>Water Supply</b>
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Water Supply - Asset Renewals - Asset Maintenance 02.08073 - Mains Replacement	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6705 - Alfred Street <b>Project Completed</b>	0	0	0	0	26,382	26,382
6717 - Spences St (Wilkins St-cul de sac)-100mm <b>Project Completed</b>	0	0	0	0	17,842	17,842
6751 - Spence Street (Cul-de-sac) <b>Project Completed</b>	0	0	0	0	78,258	78,258
<b>02.08073 - Mains Replacement Total</b>	921,000	108,833	-370,865	56,278	-62,466	652,780

Water Supply - Asset Renewals - Asset Maintenance 02.08074 - Mains Extensions	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
5914 - Future Extensions <b>Project Completed</b>	0	0	0	0	997	997
5916 - Whylandra St x-connect B/Club to Minor C <b>Project Completed</b>	0	0	0	0	-95	-95
5917 - Chapman`s Rd Water Maint Ext (PC) <b>Project Completed</b>	0	1,288	0	0	0	1,288
5923 - Harefield Rd (C) <b>Project Completed</b>	0	12,505	0	0	0	12,505
5924 - Healey Street - (PC) <b>Project Completed</b>	0	0	0	0	39,207	39,207
5925 - Richardson Road <b>Project Completed</b>	0	0	0	0	351	351
5935 - Holmwood PRV to 250mm T Section <b>Project Completed</b>	0	25,938	8,021	0	0	33,959
5941 - Bunglegumbe STP to Blizzardfield Rd (C) <b>Project Completed</b>	0	212	3,504	0	6,710	10,426
5944 - Douglas Mawson mains Extension (PC) <b>Project Completed</b>	0	10,609	2,245	0	0	12,854
5948 - Websdale Drive extension to Jacqueline D <b>Project Completed</b>	0	0	0	0	2,450	2,450
<b>02.08074 - Mains Extensions Total</b>	0	50,552	13,770	0	49,620	113,942

**OPERATIONAL PLAN**Function No. **3.02***Performance Review*Quarter ended: **June**

Principal Activity:	<b>WATER</b>	Function:	<b>Water Supply</b>
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Wellington - Capital Expenses 02.07201 - Capital Renewal	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7100 - Renewals - Plant & Equipment	0	112,712	83,436	25,364	0	221,512
7102 - Renewals - Other Infrastructure	0	792,169	0	-542,169	4,136	254,136
02.07201 - Capital Renewal Total	0	904,881	83,436	-516,805	4,136	475,648



<b>OPERATIONAL PLAN</b>
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Function No. **3.02**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>WATER</b>	<b>Function:</b>	<b>Water Supply</b>
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### Operational Program

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
02.00003 - Water Treatment Maintenance Total	404,641	0	26,960	4,990	-35,902	400,689
02.00053 - Booster Pump Stations Maintenance Total	49,715	0	662	0	-24,440	25,937
02.00001 - Water Treatment Operations Total	3,549,330	0	106,990	-477,939	-96,971	3,081,410
02.00005 - Water Supply Storage Systems Total	133,333	-3,438	57,052	5,438	14,020	206,405
02.00015 - Pipelines Total	686,213	0	7,979	0	-13,121	681,071
02.00019 - Meters Total	390,997	0	3,080	0	-220,630	173,447
02.00021 - Meter Reading Operations Total	360,337	0	0	-23,153	-131,103	206,081
02.00030 - Water Supply Storage Systems - Operations Total	20,316	0	-180	0	20,991	41,127
02.00045 - Bores Operations Total	250,754	0	27,183	-21,489	-4,731	251,717
02.00051 - Booster Pump Stations Operations Total	143,225	0	-2,550	-26,262	-31,570	82,843

<b>OPERATIONAL PLAN</b>
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Function No. **4.01**

## *Performance Review*

Quarter ended: **June**

Principal Activity:	<b>COMMUNITY PROTECTION</b>	Function:	<b>Stormwater</b>
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**Manager Responsible: Manager Technical Support  
Mr Mark Stacey**

**Function Objectives:**

To provide adequate infrastructure, together with planning for new infrastructure, to cater for the present and future disposal of stormwater within the City, taking into account both the control of volume and quality of the stormwater discharged.

To protect individual and minimise damage to property under threat from storm events, due to inadequacies within the drainage system.

To ensure safe and trafficable driving conditions in rainy weather to a defined and cost effective level of service.

To maintain existing stormwater system.

**NOTE:** *This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.*

Activity	Action	Performance Targets/Service Level
Urban Drainage - Maintain Existing System	1.5.8.1 Implement rolling programme to improve known deficiencies in existing drainage schemes.	At least one drainage deficiency rectified each year, subject to funding.
	<b><i>Program developed and implemented</i></b>	<b><i>Muller Street drain has been cleared out and reshaped to improve flows and help alleviate flooding issues in Muller Street.</i></b>
	1.5.8.3 Investigate new drainage complaints regarding stormwater inundation within six months of receipt of the complaint including village areas.	Number of complaints from property owners as a result of stormwater overflowing from Council drains/facilities is no more than 5.
	<b><i>This has been achieved as appropriate.</i></b>	<b><i>Major storm event, estimated to be greater than a 1:20 year storm event occurred Friday evening 16/12/2016. Underground pipe system in various areas of Dubbo (designed to cater for 1:5 or 1:10 year's storm events) could not cope. 10 Houses subjected to storm water inundation. Further storm event March 2017 with similar issues. Council responding to various CRM's and investigating problem areas.</i></b>
	1.5.9.1 Implement a programme for maintenance of the City's drainage work.	Clear water way area and ensure sound stormwater structures.
	<b><i>This is being achieved as and is continually being met as required or required or as appropriate.</i></b>	<b><i>This is being achieved as required or as appropriate.</i></b>
Studies/Preconstruction (Section 94)	1.5.8.4 Develop stormwater models for one existing catchment each year within the urban area.	Develop by June annually.
	<b><i>Development of stormwater models on sub-catchment areas continue to be developed as and when required usually as a consequence of Development pressures in a particular sub-catchment area and/or deficiencies become known due to the Superior Asset Management Programme and production of the Stormwater Asset Management Plan.</i></b>	<b><i>This is being achieved.</i></b>
	1.5.8.5 Review Section 94 contributions Plan for Stormwater Drainage.	Plan reviewed by June 2017.
	<b><i>Guidelines have been published and City Strategy Services are to commence development of a new policy.</i></b>	<b><i>Completion date June 2018</i></b>

<b>OPERATIONAL PLAN</b>
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Function No. **4.01**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>COMMUNITY PROTECTION</b>	<b>Function:</b>	<b>Stormwater</b>
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Activity	Action	Performance Targets/Service Level
Management Services – from other functions	Cost of services including:- management, financial, technical, information technology and corporate overheads provided to this function.	Level of service to agreed brief(s) provided.
	<b><i>This is being continually achieved.</i></b>	<b><i>This is being continually achieved.</i></b>
Management Services	Not undertaken.	Completed by July 2015.
	<b><i>This is now to be included in conjunction with “Community Needs Survey” in 2017.</i></b>	<b><i>This is now to be included in conjunction with “Community Needs Survey” in 2017. This action now with Corporate Development.</i></b>
Catchment Management Planning	1.5.12.2 Develop and implement a community based Stormwater Education programme.	Improve community awareness of the causes and effects of stormwater pollution as a result of urbanisation increases by June annually.
	<b><i>This is being continually achieved as required and/or as opportunities become available (ie: sustainability expo, etc).</i></b>	<b><i>This is being continually achieved as required and/or as opportunities become available (ie: sustainability expo, etc).</i></b>
Asset Management - Stormwater	5.3.1.10 Monitor the Corporate wide planning oversight and performance of Asset Management for functional areas of the Organisation.	Asset Management Plans for the Stormwater Function are prepared and submitted by due date.
	<b><i>This is being continually achieved as or when required/appropriate.</i></b>	<b><i>Asset Management Plan to be updated by Oct/Nov 2017 as part of Systems Asset Management project.</i></b>
Acquisition of Assets	Undertake the approved Capital Works programme as defined in the Key Projects section of the Operational Plan.	Programme implemented.
	<b><i>This is being achieved</i></b>	<b><i>Project underway for completion in 2017/2018.</i></b>
	1.5.10.1 Wongarbon Village Drainage Scheme is implemented.	Scope of Project completed by September 2015.
	<b><i>Report and funding requirements submitted to Council in July 2015.</i></b>	<b><i>\$7.5 million estimated costs considered too high, currently reviewing 2015 report. Draft report from consultants, Cardno, on an “alternate solution” has been received and is currently being reviewed. Carnos have provided a bill of Quantities for revised works. Council currently carrying out cost estimates for this work.</i></b>

<b>OPERATIONAL PLAN</b>
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Function No. **4.01***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>COMMUNITY PROTECTION</b>	<b>Function:</b>	<b>Stormwater</b>
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**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-2,888,930	-33,550	-14,201	122,411	-2,814,270	-1,491,929	1	-4,306,199	-4,306,199
Expenditure	2,369,051	98,976	0	-175,280	2,292,747	-69,236	2	2,223,511	2,223,511
<b>Operating Total</b>	<b>-519,879</b>	<b>65,426</b>	<b>-14,201</b>	<b>-52,869</b>	<b>-521,523</b>	<b>-1,561,165</b>		<b>-2,082,688</b>	<b>-2,082,688</b>
<b>Capital</b>									
Income	-963,100	0	0	-1,190	-964,290	94,883	3	-869,407	-869,407
Expenditure	4,717,358	31,650	0	-2,475,177	2,273,831	1,096,065	4	3,369,896	3,369,896
<b>Capital Total</b>	<b>3,754,258</b>	<b>31,650</b>	<b>0</b>	<b>-2,476,367</b>	<b>1,309,541</b>	<b>1,190,948</b>		<b>2,500,489</b>	<b>2,500,489</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	3,234,379	97,076	-14,201	-2,529,236	788,018	-370,217		417,801	417,801
<b>Restricted Assets</b>									
	-2,867,311	1,700	14,201	2,529,236	-322,174	520,217	5	198,043	198,043
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>367,068</b>	<b>98,776</b>	<b>0</b>	<b>0</b>	<b>465,844</b>	<b>150,000</b>		<b>615,844</b>	<b>615,844</b>

Note	Details
1	Operating Income increased by \$1,491,929 mainly due to Contributions and Donations – Infrastructure of \$1,445,526
2	Operating Expenses decreased by \$69,236 mainly due to a decrease in Depreciation \$94,883, Tree Root Repairs \$13,223, Studies/Preconstruction (Section 94) \$58,757, Wellington Maintenance \$55,914, and there was an increase in Urban Drainage maintenance of \$186,586
3	Capital Income decreased by \$94,883 due to Deprecation
4	Capital Expenditure increased by \$1,096,065 mainly due to Contributed Assets – Stormwater \$1,445,526 and a reduction in Keswick Estate Development \$410,336
5	Transfer to Restricted Assets increased by \$520,217 mainly due to capital works funds unexpended and are to be utilised within the function in 2017/2018 to complete identified works.

**Key Performance Indicators:**

Workload	2017/2018			Efficiency	2016/2017			Effective.	2017/2018		
	Prev.	Est	YTD		Prev.	Est.	YTD		Prev.	Est	YTD
Drainage Complaints Investigated	0	4	26	Average time taken to complete investigation (weeks)	2	2	2	Total number of complaints received	0	2	33
Number of Section 94 projects	0	0	0	Projects within Budget	N/A	N/A	N/A				
No. of Blockages rectified	0	0	15	Percentage completed within customer service levels	100%	100%	100%	Number of repeated complaints re same problem	0	2	0

<b>OPERATIONAL PLAN</b>
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Function No. **4.01***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>COMMUNITY PROTECTION</b>	<b>Function:</b>	<b>Stormwater</b>
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**Key Projects****Capital Works Program**

Stormwater - Acquisition of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09131 - Minor Drainage Extensions (In assoc with K&G)						
6816 - Brisbane St K & G (South Cobra Street)	80,000	0	0	-80,000	0	0
<b>Carry over to 2017/2018</b>						
6824 - Preconstruction - Tech Support	20,000	0	0	0	-12,591	7,409
<b>Carry over to 2017/2018</b>						
01.09131 - Minor Drainage Extensions (In assoc with K&G) Total	100,000	0	0	-80,000	-12,591	7,409

Stormwater - Acquisition of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09133 - Gross Pollutant Trap Installation						
6818 - Bultje Street GPT	110,000	0	0	0	-108,494	1,506
<b>Carry over to 2017/2018</b>						
01.09133 - Gross Pollutant Trap Installation Total	110,000	0	0	0	-108,494	1,506

Stormwater - Acquisition of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09135 - Drainage Extensions						
6824 - Preconstruction - Tech Support	50,000	0	0	0	-4,009	45,991
<b>Project Complete</b>						
01.09135 - Drainage Extensions Total	50,000	0	0	0	-4,009	45,991

<b>OPERATIONAL PLAN</b>
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Function No. **4.01***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>COMMUNITY PROTECTION</b>	<b>Function:</b>	<b>Stormwater</b>
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Stormwater - Acquisition of Assets 01.09137 - Contributed Assets - Stormwater	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6826 - Stormwater Drainage <b>Project Complete</b>	1,069,620	0	0	0	1,954,452	3,024,072
01.09137 - Contributed Assets - Stormwater Total	1,069,620	0	0	0	1,954,452	3,024,072

Stormwater - Acquisition of Assets 01.09145 - Wongarbon Drainage	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
4627 - Investigation & Design <b>Carry over to 2017/2018</b>	20,000	0	0	0	-8,414	11,586
4628 - Wongarbon Drainage Scheme <b>Carried over to 2017/2018</b>	536,449	0	0	-536,449	0	0
01.09145 - Wongarbon Drainage Total	556,449	0	0	-536,449	-8,414	11,586

Stormwater - Acquisition of Assets 01.09147 - Keswick Estate Development	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
4630 - Redirect.Channel Nth Keswick Stg4 Rel3B <b>Carry over to 2017/2018</b>	400,000	0	165,712	0	-310,492	255,220
01.09147 - Keswick Estate Development Total	400,000	0	165,712	0	-310,492	255,220

Stormwater - Asset Renewals - Asset Maintenance 01.09127 - Rectification Works	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6805 - Technical Support Charge <b>Carry over to 2017/2018</b>	30,000	0	0	0	-18,549	11,451
6819 - Devils Hole <b>Project Complete</b>	0	0	0	63,155	-63,155	0

<b>OPERATIONAL PLAN</b>
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Function No. **4.01***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>COMMUNITY PROTECTION</b>	<b>Function:</b>	<b>Stormwater</b>
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Stormwater - Asset Renewals - Asset Maintenance 01.09127 - Rectification Works	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6840 - Pipe Relining <b>Project Complete</b>	0	0	0	0	878	878
6842 - West Dubbo Drain Reinstatement <b>Project Complete</b>	30,000	0	0	0	66,278	96,278
6845 - Egret Park GPT <b>Project Complete</b>	0	0	0	1,385	68,931	70,316
01.09127 - Rectification Works Total	60,000	0	0	64,540	54,383	178,923

Stormwater - Asset Renewals - Asset Maintenance 01.09142 - Hennessy Basin Facility	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
4622 - Stage 1 Infrastructure Consultant Design <b>Carried over to 2017/2018</b>	704,948	0	0	-704,948	0	0
4624 - Treatment Pond Design <b>Carried over to 2017/2018</b>	44,221	0	0	-44,221	0	0
4625 - Pipe Crossings of Hennessy Rd <b>Carried over to 2017/2018</b>	825,000	0	0	-825,000	0	0
01.09142 - Hennessy Basin Facility Total	1,574,169	0	0	-1,574,169	0	0

Stormwater - Asset Renewals - Asset Maintenance 01.09144 - Troy Basin Facility	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
4624 - Design <b>Project Complete</b>	0	14,201	0	20,988	46,464	81,653
4625 - External Pipeline / Rail Crossing Const <b>Carried over to 2017/2018</b>	150,000	0	0	-150,000	0	0
4626 - Basin Construction <b>Carried over to 2017/2018</b>	400,000	-14,201	-165,712	-220,087	0	0
01.09144 - Troy Basin Facility Total	550,000	0	-165,712	-349,099	46,464	81,653

<b>OPERATIONAL PLAN</b>
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Function No. **4.01***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>COMMUNITY PROTECTION</b>	<b>Function:</b>	<b>Stormwater</b>
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Wellington - Capital Expenses 01.08110 - Asset Renewals	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6500 - Other Infrastructure <b>Project Complete</b>	0	31,650	0	0	-6,309	25,341
01.08110 - Asset Renewals Total	0	31,650	0	0	-6,309	25,341

**Operational Program**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.00298 - Urban Drainage - Existing System Total	304,441	0	0	16,276	222,620	543,337
01.00300 - Studies/Preconstruction (Section 94) Total	65,000	0	0	0	-60,542	4,458
01.00314 - Catchment Management Planning Total	62,500	0	0	0	-6,491	56,009



<b>OPERATIONAL PLAN</b>
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Function No. 4.02

## *Performance Review*

Quarter ended: June

Principal Activity:	<b>COMMUNITY PROTECTION</b>	Function:	<b>Fire Services</b>
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**Manager Responsible: Manager Civil Infrastructure & Solid Waste  
Mr Stephen Clayton**

**Function Objectives:**

To protect people and minimise damage to property under threat from fire or other natural forces and/or external hazards.

**NOTE:** This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.

Activity	Action	Performance Targets/Service Level
Contribution to NSW Fire Brigade	Contribute to Ministry for Police and Emergency Services for Fire and Rescue NSW Services.	Payments made by specified dates.
	<b>Four invoice's received and payments made.</b>	<b>All payments made by due dates.</b>
	1.5.3.1 Meet annually with the Regional Manager of Fire and Rescue NSW.	Meet by October annually.
Operations - Reimbursed by Bush Fire Control	<b>Contact made with Fire and Rescue Senior Management four times a year.</b>	<b>Contact is made at each Local Emergency Management Committee meeting.</b>
	Claim all reimbursable expenses incurred under this heading in the following year against the Rural Fire Fighting Fund.	100% Eligible reimbursement from Bush Fire Fighting Fund.
	<b>Claims were lodged through the year.</b>	<b>Full reimbursement entitlement sought.</b>
Operations and Emergency Response	Carry out land inspections and monitor fuel loadings	Land manager compliance with notices from Rural Fire Services.
	<b>Inspections carried out at start of fire season.</b>	<b>5 non-compliance reports issued.</b>
	1.5.4.1 Attend meetings of the Rural Fire Service Dubbo Liaison Committee four (4) time a year	July/October/February/April annually.
	<b>Three meetings held..</b>	<b>Most recent meeting held 20 January 2017.</b>
	1.5.4.3 Issue Notification letters and S66 Notices as required and reinspect properties for compliance within set time.	Full compliance from property owners.
	<b>No notices issued.</b>	<b>No non compliance reports issued.</b>
	1.5.4.4 Promote rural fire safety (e.g. firebreaks on rural lots), by giving media releases and advertisements to all media outlets.	Regular media releases regarding fire safety.
	<b>Rural Fire Service regularly conducted rural fire safety publicity in lead up to and during fire danger period.</b>	<b>RFS media team orchestrated publicity.</b>
	1.5.4.5 Implement annual Hazard reduction Programmes and report activity to Rural Fire Service Zone Manager.	Complete by June annually.
<b>Hazard reduction implemented.</b>	<b>Hazard reduction has been completed.</b>	

<b>OPERATIONAL PLAN</b>
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Function No. **4.02**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>COMMUNITY PROTECTION</b>	<b>Function:</b>	<b>Fire Services</b>
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Activity	Action	Performance Targets/Service Level
Fire Control Centre - Operations	Education and development of all volunteer fire fighters.	Increase the number of trained volunteer fire fighters.
	<b>Education programmes were implemented by Orana team RFS.</b>	<b>Numbers fluctuate but trend has been upwards.</b>
	Maintain a 24 hour call out system.	Ensure adequate staff numbers to meet requirement.
	<b>System kept operational through the year.</b>	<b>Staffing contingent adequate.</b>
	Ensure Emergency Operation Centre and Stations are on standby for activation at all times.	All firefighting plant and equipment readily available for use.
	<b>Emergency operation centre maintained at operational ready status.</b>	<b>All plant has received annual maintenance.</b>
Management Services - from other functions	1.5.4.2 Meet six (6) monthly with Rural Fire Service Orana Zone Manager to review training activity and accommodation/facility needs.	Meeting held by March/September annually.
	<b>Meeting with Orana Team Manager held quarterly or as needed.</b>	<b>Meeting held August, November and February. Regular contact maintained.</b>
	Services including management, financial, technical, information technology and corporate overheads provided to this function.	Level of service to agreed brief(s) provided.
<b>Services were being rendered.</b>	<b>Service level provided as agreed.</b>	
Electricity Charges - Brigade Stations	Ensure all brigade stations have adequate electricity supply.	Electricity consumption is contained to within budget estimates.
	<b>All connected stations were supplied.</b>	<b>Electricity charges were within budget.</b>
Contribution to Bushfire Council	Contributions made as determined by the Minister of the Rural Fire Fighting Fund.	Payments made by specified dates.
	<b>Payment made on invoice.</b>	<b>\$589,947 payment made.</b>
Asset Maintenance Program - Routine	Undertake minor building asset maintenance as required.	Buildings operational and presentable.
	<b>Building maintenance scheduled through the year as necessary.</b>	<b>Buildings in fair to good condition.</b>
Acquisition of Assets	Undertake the approved Capital Works programme as defined in the Key Projects section of the Operational Plan.	Programme implemented.
	<b>Orana Zone storage shed extension and Orana Air Base hardstand pad were current projects.</b>	<b>Work is completed on aircraft loading hardstand and Orana Zone Storage Shed Extension.</b>

# OPERATIONAL PLAN

Function No. **4.02**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>COMMUNITY PROTECTION</b>	<b>Function:</b>	<b>Fire Services</b>
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**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-590,254	-650,735	-86,096	-437	-1,327,522	434,427	<b>1</b>	-893,095	-893,095
Expenditure	1,586,226	685,274	29,016	14,457	2,314,973	-175,223	<b>2</b>	2,139,750	2,139,750
<b>Operating Total</b>	<b>995,972</b>	<b>34,539</b>	<b>-57,080</b>	<b>14,020</b>	<b>987,451</b>	<b>259,204</b>		<b>1,246,655</b>	<b>1,246,655</b>
<b>Capital</b>									
Income	-435,513	-228,094	0	0	-663,607	-1,559	<b>3</b>	-665,166	-665,166
Expenditure	360,000	453,991	85,295	13,316	912,602	-412,817	<b>4</b>	499,785	499,785
<b>Capital Total</b>	<b>-75,513</b>	<b>225,897</b>	<b>85,295</b>	<b>13,316</b>	<b>248,995</b>	<b>-414,376</b>		<b>-165,381</b>	<b>-165,381</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	920,459	260,436	28,215	27,336	1,236,446	-155,172		1,081,274	1,081,274
<b>Restricted Assets</b>									
	-108	-13,791	-28,215	-27,336	-69,450	155,172	<b>5</b>	85,722	85,722
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>920,351</b>	<b>246,645</b>	<b>0</b>	<b>0</b>	<b>1,166,996</b>	<b>0</b>		<b>1,166,996</b>	<b>1,166,996</b>

Note	Details
<b>1</b>	Operation Income reduced by \$434,427 mainly due to Contributions \$47,684, Bushfire equipment Grants \$360,000, Other Income \$73,681, Capital Grants and Contributions \$426,523, Operational Grants and Contributions \$109,656. There was also an increase in Reimbursement Capital Works \$226,064, Reimbursement of Operation Expenses \$91,969, Sundry Income \$240,906 and income from the sale of Fire Tankers of \$23,957
<b>2</b>	Operating Expenditure decreased to \$175,223 mainly due to Operations Reimbursed by Bushfire Control \$47,081, Fire Control Centre \$6,924, SMSS Building Site and Building Expenses \$26,654, Wellington Operating Expenses \$97,814
<b>3</b>	Capital Income increased by \$1,559 due to depreciation
<b>4</b>	Capital Expenditure decreased by \$412,817 mainly due to Fire Control Plant and Equipment \$360,000, Asset Renewals \$375,200 and an increase in Fire Services – Other Structures (Orana Aircraft Operations Hardstand Area) \$228,576, Fire Control Buildings (Vehicle Storage Shed) \$100,155
<b>5</b>	Restricted Assets increased by \$155,172 and will be utilised in this function in future years

**Key Performance Indicators**

Workload	YTD			Efficiency	YTD			Effective.	YTD		
	Prev.	Est	YTD		Prev.	Est.	YTD		Prev.	Est	YTD
No. of Bush Fire Brigades	16	16	37	Firefighting expenditure per capita (40,975 population)	\$25.25	\$23.62	\$24.21	No. of unit failures	1	0	0
No. of Accredited Basic Fire Fighters (Audit of brigades undertaken to determine current number of active members)	325	450	813		No. of Fires started by children	0	0	0			
No. of Communications Brigades	1	1	1		No. of Fires started from escaped permit burns	0	0	0			
No. of Accredited Crew Leaders	72	80	175		No. of Section 66 Notices not complied with	0	0	0			
No. of Accredited Village Fire Fighters	152	170	176								
No. of Accredited Advanced Fire Fighters	115	118	174								

<b>OPERATIONAL PLAN</b>
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Function No. 4.02

## Performance Review

Quarter ended: June

<b>Principal Activity:</b>	<b>COMMUNITY PROTECTION</b>	<b>Function:</b>	<b>Fire Services</b>
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Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
No. of constructed Fire Stations	16	16	31								
No. of Fire Tankers under 15 years	27	27	40								
No. of Section 66 Notices issued	0	0	5								

### Key Projects

#### Capital Works Program

Fire Services - Acquisition of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09156 - Fire Control - Plant & Equipment						
6840 - BFC Catalogue Items - Capital <b>Project Deferred</b>	360,000	0	0	0	-360,000	0
01.09156 - Fire Control - Plant & Equipment Total	360,000	0	0	0	-360,000	0

Fire Services - Acquisition of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09159 - Fire Services - Other Structures						
6897 - Orana Aircraft Operations Hardstand Area <b>Carried over to 2017/2018</b>	0	13,791	4,795	6,389	228,576	253,551
6898 - Fire Tanks & Slabs Dubbo & Bodangora <b>Carried over to 2017/2018</b>	0	0	40,500	776	25,788	67,064
6899 - Fire Tank - Install and Connect - Dubbo <b>Carried over to 2017/2018</b>	0	0	40,000	0	-40,000	0
01.09159 - Fire Services - Other Structures Total	0	13,791	85,295	7,165	214,364	320,615

<b>OPERATIONAL PLAN</b>
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Function No. **4.02***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>COMMUNITY PROTECTION</b>	<b>Function:</b>	<b>Fire Services</b>
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Fire Services - Acquisition of Assets 01.09164 - Fire Control - Buildings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6895 - SMSS Building - Dubbo FCC <b>Project Complete</b>	0	0	0	1,217	2,782	3,999
6897 - Vehicle Storage Shed - Extension (PC/C) <b>Project Complete</b>	0	0	0	4,934	100,155	105,089
01.09164 - Fire Control - Buildings Total	0	0	0	6,151	102,937	109,088

Wellington - Capital Expenses 01.08120 - Acquisition of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6500 - Land & Buildings <b>Project Complete</b>	0	65,000	0	0	5,082	70,082
01.08120 - Acquisition of Assets Total	0	65,000	0	0	5,082	70,082

Wellington - Capital Expenses 01.08121 - Asset Renewals	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6500 - Plant & Equipment <b>Project Deferred</b>	0	375,200	0	0	-375,200	0
01.08121 - Asset Renewals Total	0	375,200	0	0	-375,200	0

**Operational Program**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.00330 - Contribution to NSW Fire Brigade Total	330,000	22,334	0	0	0	352,334
01.00339 - Contribution To Bushfire Council Total	359,000	230,948	0	0	-1	589,947

<b>OPERATIONAL PLAN</b>
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Function No. **4.03**

## *Performance Review*

Quarter ended: **June**

Principal Activity:	<b>COMMUNITY PROTECTION</b>	Function:	<b>Emergency Management</b>
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**Manager Responsible: Manager Civil Infrastructure & Solid Waste  
Mr S Clayton**

**Function Objectives:**

To protect people and minimise damage to property under threat from fire or other natural forces and/or external hazards.
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<b>NOTE:</b> <i>This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.</i>
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Activity	Action	Performance Targets/Service Level
Management Services - from other Functions	Cost of Services including:- management, financial, technical, information technology, and corporate overheads provided to this function.	Level of service adhered to in terms of agreed brief(s).
	<b>Services were rendered.</b>	<b>Service levels were delivered.</b>
Asset Maintenance Program - Routine	Undertake minor building asset maintenance as Required.	Buildings operational and presentable.
	<b>Building maintenance undertaken as required. New air conditioning installed.</b>	<b>Building maintained in a fair and functional condition.</b>
Emergency Centre and Operations	1.5.5.1 Review Disaster PLAN (DISPLAN) and Local Emergency Management Sub Plans annually.	Review by April annually.
	<b>DISPLAN has been completely redrafted into the new Emergency Management Plan format to comply with the SERM Act. Proposal to retain Wellington information as a separate plan. Integration of LEMC's successfully achieved.</b>	<b>Emergency Management Plan reviewed.</b>
	1.5.5.3 Local Emergency Management Committee to meet four times a year.	Meeting to be held in August/ November/ February/May annually.
State Emergency Services Operations	<b>Meetings held as Scheduled.</b>	<b>Meetings held 16 August, 15 November, 21 February and 16 May 2017.</b>
	Maintain a 24 hour call out system.	The Local Units ranks have the capability of mobilising three vehicles simultaneously.
	<b>System Operational.</b>	<b>Unit on Standby for activation as needed.</b>
	1.5.5.4 Meet with the Dubbo State Emergency Services Local Controller six (6) monthly to review recruitment and training programme for the Unit.	Meeting held in November/May annually.
Contribution to SES	<b>Activities of the unit were reported at the quarterly Local Emergency Management Committee meeting.</b>	<b>New controller appointed in August and attended LEMC in November, February and May.</b>
	Contributions made as determined by Emergency NSW.	Payments made by specified dates.
	<b>Payment made on invoice.</b>	<b>\$93,846 payment made.</b>

<b>OPERATIONAL PLAN</b>
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Function No. **4.03***Performance Review*Quarter ended: **June**

Principal Activity:	<b>COMMUNITY PROTECTION</b>	Function:	<b>Emergency Management</b>
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**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	0	-2,100	0	642	-1,458	-2,910	<b>1</b>	-4,368	-4,368
Expenditure	105,033	34,039	0	7,650	146,722	14,415	<b>2</b>	161,137	161,137
<b>Operating Total</b>	<b>105,033</b>	<b>31,939</b>	<b>0</b>	<b>8,292</b>	<b>145,264</b>	<b>11,505</b>		<b>156,769</b>	<b>156,769</b>
<b>Capital</b>									
Income	0	-1,697	0	0	-1,697	137	<b>3</b>	-1,560	-1,560
Expenditure	0	21,658	0	0	21,658	0	<b>4</b>	21,658	21,658
<b>Capital Total</b>	<b>0</b>	<b>19,961</b>	<b>0</b>	<b>0</b>	<b>19,961</b>	<b>137</b>		<b>20,098</b>	<b>20,098</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	105,033	51,900	0	8,292	165,225	11,642		176,867	176,867
<b>Restricted Assets</b>									
	2,967	-20,658	0	-8,292	-25,983	-11,642	<b>5</b>	-37,625	-37,625
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>108,000</b>	<b>31,242</b>	<b>0</b>	<b>0</b>	<b>139,242</b>	<b>0</b>		<b>139,242</b>	<b>139,242</b>

Note	Details
<b>1</b>	Operating Income increased by \$2,910 mainly due to Sundry Income \$2,330
<b>2</b>	Operation Expense increase by \$14,415 mainly due to Provision for Major Emergency Operations \$26,950, less State Emergency Services Operations \$8,909 and Emergency Centre & Operations \$2,396
<b>3</b>	No significant variance to budget
<b>4</b>	No variance to budget.
<b>5</b>	Transfers from Restricted Assets increased by \$11,642 due to movements in operating and capital expenses as mentioned above

**Key Performance Indicators**

Workload	Efficiency			Effective.	Efficiency						
	Prev.	Est	YTD		Prev.	Est.	YTD				
No. of Emergency Response Units	3	3	3	Total Operating Cost per capita (40,975 pop.)	\$2.11	\$2.63	\$2.56	No. of Accredited Volunteers	30	30	28
No. of LEMC Meetings	4	4	3								

<b>OPERATIONAL PLAN</b>
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Function No. **4.03***Performance Review*Quarter ended: **June**

Principal Activity:	<b>COMMUNITY PROTECTION</b>	Function:	<b>Emergency Management</b>
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**Key Projects****Capital Works Program**

Emergency Management - Acquisition of Assets 01.09163 - Emergency Management - Facilities	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6883 - Airconditioning Unit <b>Project complete</b>	0	21,658	0	0	0	21,658
01.09163 - Emergency Management - Facilities Total	0	21,658	0	0	0	21,658

**Operational Program**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.00357 - Contribution to SES Total	70,000	23,846	0	0	0	93,846



# OPERATIONAL PLAN

Function No. 5.01

## Performance Review

Quarter ended: June

Principal Activity: **CITY DEVELOPMENT**Function: **Livestock Markets**

**Manager Responsible: Acting Director Corporate Development  
Mrs Natasha Comber**

**Function Objectives:**

To operate a livestock selling facility that observes all regulations, legislation, codes and policies governing the handling, movement, welfare, disposal and sale of livestock which operated at no cost to ratepayers and generated income to undertake improvements whilst providing an annual dividend to General Purposes.

**NOTE:** This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.

Activity	Actions	Performance Targets/Service Level
Yard Operations Costs	4.4.3.2 Carry out an "Asset Condition" assessment of the Regional Livestock Markets.	Minimum of 75% of users are satisfied with the operation and facilities (as shown by survey).
	<b>Asset condition assessment completed.</b>	<b>Survey undertaken with overall satisfaction rating of 70.1% achieved.</b>
Cleaning and Washdown Facility	Undertake cleaning of facilities and wash down of yards together with a value add truck wash facility	Yards and facilities are clean and available and vehicles leaving the site do not pollute the surrounding environment
	<b>Completed. A five (5) year contract commenced 1/7/2015.</b>	<b>Achieved.</b>
Marketing & Promotion	Cost of advertising & membership to industry association	Costs incurred are measurable and reasonable for the returns achieved.
	<b>Two (2) advertisements placed, three (3) media releases, weekly radio segment maintained, Prime TV interview, ABC radio interview and 2WEB radio interview, feature in Dubbo Show Guide and sponsorship of 2828 Dinner Under the Stars.</b>	<b>Achieved.</b>
Direct Sale Expenses	Cost of conduct of sales	Attain financial result in accordance with estimates
	<b>Sales conducted.</b>	<b>Achieved.</b>
WHS, QA and Environmental Management	4.4.3.4 Undertake an annual review of the National Saleyards Quality Assurance Programme and prepare for external audit annually.	Review undertaken annually in November
	<b>Audit undertaken in November 2016.</b>	<b>Compliance achieved.</b>
	4.4.3.9 Complete staged upgrade of the Cattle Management Facility.	Livestock selling facility throughput levels are maintained or increased Cattle: 215,000 Sheep: 1,200,000
	<b>Holding yards project completed in August 2016. Construction of the stack pens, drafting area, ramps and weighbridge is complete. Construction of the selling pens to be completed August 2017.</b>	<b>Throughput achieved; Cattle 199,431 Sheep 1,437,030 Goats 9,462</b>
	4.4.3.5 Undertake an external audit process for user compliance with the Work Health and Safety System every three years.	Review to be undertaken by November 2016.
	<b>External audit undertaken in November 2016.</b>	<b>Achieved.</b>
	4.4.3.6 Implement the requirements of the Market's Environmental Management Plan and undertake an independent external audit of implementation every two years.	Implementation due by November 2016.
	<b>Completed.</b>	<b>Current Environmental Management Plan implemented. A further review to be undertaken on completion of new cattle selling facility.</b>

# OPERATIONAL PLAN

Function No. 5.01

## Performance Review

Quarter ended: June

<b>Principal Activity:</b>	<b>CITY DEVELOPMENT</b>	<b>Function:</b>	<b>Livestock Markets</b>
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Activity	Actions	Performance Targets/Service Level
Management Services - from to other Functions	Cost of services including: - management, financial, technical, information technology and corporate overheads provided to this function.	Amounts charged are accepted as reasonable for the level of service provided.
	<b>Costs are determined by agreed brief and provided.</b>	<b>Achieved.</b>
Asset Management Program - Routine	Undertake Building Asset Management Program	Buildings operational and presentable
	<b>Competed as per works program.</b>	<b>Achieved.</b>
Asset Management Program - Cyclic	Undertake 20 year Building Asset Management Program	Buildings maintained in a satisfactory condition
	<b>Completed as per works program.</b>	<b>Achieved.</b>
Management Services	4.4.1.1 Business Plans are developed for the Dubbo City Regional Airport, Regional Livestock Markets, Dubbo City Holiday Park and Property Development following discussions with stakeholders.	By March annually.
	<b>Business Plan 2017/2018 completed.</b>	<b>Achieved.</b>
	4.4.3.3 Meet regularly with Roads and Maritime Services, Livestock and Bulk Carriers, Selling Agents and Saleyard Operators Association to develop 'Chain of Responsibility' processes.	No sustained examples of Council not meeting its obligations with regard to statutory 'Chains of Responsibility'.
	<b>Completed.</b>	<b>Achieved.</b>

### Financial Statement:

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-5,645,964	-182,283	0	351,069	-5,477,178	-186,137	1	-5,663,315	-5,663,315
Expenditure	3,283,872	5,654	0	-21,980	3,267,546	-324,818	2	2,942,728	2,942,728
<b>Operating Total</b>	<b>-2,362,092</b>	<b>-176,629</b>	<b>0</b>	<b>329,089</b>	<b>-2,209,632</b>	<b>-510,955</b>		<b>-2,720,587</b>	<b>-2,720,587</b>
<b>Capital</b>									
Income	-1,057,888	0	0	0	-1,057,888	-76,325	3	-1,134,213	-1,134,213
Expenditure	4,924,094	1,560,878	0	-581,603	5,903,369	-661,446	4	5,241,923	5,241,923
<b>Capital Total</b>	<b>3,866,206</b>	<b>1,560,878</b>	<b>0</b>	<b>-581,603</b>	<b>4,845,481</b>	<b>-737,771</b>		<b>4,107,710</b>	<b>4,107,710</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	<b>1,504,114</b>	<b>1,384,249</b>	<b>0</b>	<b>-252,514</b>	<b>2,635,849</b>	<b>-1,248,726</b>		<b>1,387,123</b>	<b>1,387,123</b>
<b>Restricted Assets</b>									
	-1,791,114	-1,378,595	0	252,514	-2,917,195	1,248,726	5	-1,668,469	-1,668,469
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>-287,000</b>	<b>5,654</b>	<b>0</b>	<b>0</b>	<b>-281,346</b>	<b>0</b>		<b>-281,346</b>	<b>-281,346</b>

Note	Details
1	Operating Income has increased by \$186,137 mainly due to increased throughput numbers for sheep \$261,977, increased truck wash income \$55,335 less decreased throughput numbers for cattle \$126,799.
2	Operating Expenditure has decreased by \$324,818 mainly due to savings in operations less increased depreciation charges of \$76,325.
3	Capital Income has increased by \$76,325 due to increased depreciation charges.
4	Capital Expenditure has decreased by \$661,446 mainly due to the carryover to 2017/2018 of cattle yard upgrades \$ 623,498 and the workshop upgrade \$73,600 less cattle crush \$16,168, sheep yard survey \$8,118 and entrance lighting \$7,007.
5	Transfers to restricted assets have decreased by \$1,248,726 mainly due to increased sheep throughput and truck wash income, savings in operational expenses and the carryover of capital projects.



## OPERATIONAL PLAN

Function No. 5.01

### Performance Review

Quarter ended: June

<b>Principal Activity:</b>	<b>CITY DEVELOPMENT</b>	<b>Function:</b>	<b>Livestock Markets</b>
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Livestock Markets - Asset Renewals - Maintenance 01.09174 - Livestock - Infrastructure - Road & Bridge & Footpath	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6881 - Reseal Car Park <i>Carry over.</i>	75,000	0	0	-75,000	0	0
01.09174 - Livestock - Infrastructure - Road & Bridge & Footpath Total	75,000	0	0	-75,000	0	0

Livestock Markets - Asset Renewals - Maintenance 01.09176 - Livestock Markets - Buildings - Non Specialised	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7000 - Main Toilet Upgrade <i>Carry over.</i>	100,000	0	0	-100,000	0	0
01.09176 - Livestock Markets - Buildings - Non Specialised Total	100,000	0	0	-100,000	0	0

Livestock Markets - Asset Renewals - Maintenance 01.09177 - Livestock Markets - Other Structures	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6909 - Sheeppanels <i>Carry over.</i>	20,000	0	0	-20,000	0	0
01.09177 - Livestock Markets - Other Structures Total	20,000	0	0	-20,000	0	0

Livestock Markets - Asset Renewals - Maintenance 01.09179 - Livestock Markets - Other Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6922 - Upgrade Truck Wash Pumps <i>Completed (claimed under insurance).</i>	0	15,000	0	-15,000	0	0
6923 - Upgrade Canteen <i>Carry over.</i>	100,000	0	0	-100,000	0	0
01.09179 - Livestock Markets - Other Assets Total	100,000	15,000	0	-115,000	0	0

<b>OPERATIONAL PLAN</b>
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Function No. 5.01

*Performance Review*

Quarter ended: June

<b>Principal Activity:</b>	<b>CITY DEVELOPMENT</b>	<b>Function:</b>	<b>Livestock Markets</b>
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Livestock Markets - Asset Renewals - Maintenance 01.09180 - Livestock Markets - Furniture and Fittings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6935 - 2 Park Setting & Seats <i>Completed.</i>	0	0	0	0	4,359	4,359
01.09180 - Livestock Markets - Furniture and Fittings Total	0	0	0	0	4,359	4,359

<b>OPERATIONAL PLAN</b>
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Function No. 5.02

## Performance Review

Quarter ended: June

Principal Activity: **CITY DEVELOPMENT**Function: **Airport**

**Manager Responsible: Manager Airport Operations  
Mrs Natalie Nissen**

**Function Objectives:**

To provide an airport facility approved by the Air Services Australia that caters for private and commercial aviation operators and their passengers which operates at no cost to ratepayers and generates income to undertake improvements and further generates sufficient funds to provide an amount for transfer to General Revenue.

**NOTE:** This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.

Activity	Actions	Performance Targets/Service Level
Airside Operations	Conduct regular and statutory maintenance program	Runway in a safe working condition. All inspections satisfy CASA requirements
	<i>Daily inspections have been completed.</i>	<i>2016/2017 maintenance program has been completed. Daily, weekly, monthly, half yearly and annual routine inspections have been undertaken as per the Aerodrome Manual approved and audited by CASA.</i>
		Pavements meet CASA Standards for Safe operation as inspected <i>Achieved.</i>
	3.1.18.6 Undertake Safety/Technical Audit utilising Civil Aviation Safety Authority approved auditor.	Meet Requirements of Manual Of Standards 139. September annually <i>Achieved.</i>
Management Services	Provide budget and operational advice and direction	Supervise Groundsman Works schedules completed Attain financial result in accordance with estimates <i>Achieved.</i>
	3.1.18.1 Continue to lobby Federal and State Governments and utilise the resources of the Australian Airport Association to ensure continued viable access to Kingsford Smith Airport for regional airlines.	Access to Kingsford Smith Airport maintained <i>Achieved.</i>
	3.1.18.2 Maintain membership of the Australian Airport Association.	Membership renewed in July 2015 <i>Achieved.</i>
	3.1.18.3 Implement the regional promotions program aimed at expanding the user base of the Airport.	At least 175,000 RPT passengers utilise the Airport on an annual basis. <i>Annual passengers for 2016/2017 were 217,518 which was a passenger growth of 7.00%.</i>
	<i>Third party advertising has been removed and concept designs developed to advertise in-house. Promotion of the destinations and airlines via facebook has been achieved with support provided to marketing campaigns for Great Western Plains and Fly Pelican launch.</i>	

<b>OPERATIONAL PLAN</b>
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Function No. 5.02

*Performance Review*

Quarter ended: June

<b>Principal Activity:</b>	<b>CITY DEVELOPMENT</b>	<b>Function:</b>	<b>Airport</b>
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Activity	Actions	Performance Targets/Service Level
Management Services - From Other Functions	3.1.18.7 Undertake an annual emergency exercise.	One emergency exercise (either Table Top or Mock) complete per year as per MOS136
	<b>Complete.</b>	<b>Actual emergencies on runway 05/23 occurred 31 October 2016 and 2 March 2017. Emergency plan was implemented and all services attended.</b>
	3.1.18.8 Monitor the extent of compliance to the Dubbo City Airport Transport Security Programme.	No breaches of transport security program
	<b>Complete.</b>	<b>Office Transport and Security Audit undertaken May 2017, compliance maintained.</b>
	3.1.18.9 Maintain attendance of Regional Infrastructure Consultancy Meeting (RICM)	Report complete on requirements for the Airport.
	<b>Complete.</b>	<b>Meeting attended 1 March 2017.</b>
	3.1.18.10 Maintain a watching brief on developments with respect to the proposed Badgerys Creek airport	Provide Council with updated information as received, including communication with Sydney Airport Corporation directly, or via Australian Airports Association
	<b>Complete.</b>	<b>Attended NSW Australian Airports Association meetings on 1 September 2016 and 6 March 2017. Sydney Airport Corporation have decided not to build and operate the Western Sydney Airport. A Government owned company will be established to develop the Airport with operations scheduled for 2026.</b>
	4.4.1.1 Business Plans is developed for the Dubbo City Regional Airport following discussions with stakeholders.	No foreseeable business risks not identified.
	<b>Complete.</b>	<b>Nil identified.</b>
Management Services - From Other Functions	4.4.1.2 Airlines are advised of any changes to fees associated with the adopted Business Plan for the Dubbo City Regional Airport three months prior to the commencement of any change in fees in accordance with IATA rules.	Council to notify airlines by March of any changes to fees.
	<b>Airlines have been advised.</b>	<b>Achieved.</b>
Building Operations & Maintenance	Cost of services including: - management, financial, technical, information technology, and corporate overheads provided to this function.	Amounts charged are accepted as reasonable for the level of service provided.
	<b>Costs have been determined by agreed brief and provided.</b>	<b>Charges were reasonable for level of service provided.</b>
Landside Operations	Undertaken Building Asset Management Program	Buildings operational and presentable.
	<b>Complete as per works program.</b>	<b>Achieved.</b>
Asset Management Program - Routine	Conduct regular mower and cleaning program	Grounds clean and tidy at all times.
	<b>Complete as per works program.</b>	<b>Achieved.</b>
Asset Management Program - Routine	Undertake Building Asset Management Program	Buildings operational and presentable.
	<b>Complete as per works program.</b>	<b>Achieved.</b>

## OPERATIONAL PLAN

Function No. 5.02

### Performance Review

Quarter ended: June

<b>Principal Activity:</b>	<b>CITY DEVELOPMENT</b>	<b>Function:</b>	<b>Airport</b>
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Activity	Actions	Performance Targets/Service Level
Asset Management Program - Cyclic	Undertake 20 year Building Asset Management Program	Buildings operational and presentable.
	<b>Complete as per works program.</b>	<b>Achieved.</b>

#### Financial Statement

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-3,508,891	-166,285	-101,874	-97,212	-3,874,262	-276,308	1	-4,150,570	-4,150,570
Expenditure	2,788,353	100,438	5,966	-2,730	2,892,027	104,846	2	2,996,873	2,996,873
<b>Operating Total</b>	<b>-720,538</b>	<b>-65,847</b>	<b>-95,908</b>	<b>-99,942</b>	<b>-982,235</b>	<b>-171,462</b>		<b>-1,153,697</b>	<b>-1,153,697</b>
<b>Capital</b>									
Income	-720,634	0	0	0	-720,634	-7,745	3	-728,379	-728,379
Expenditure	978,581	95,030	136,430	-180,969	1,029,072	69,488	4	1,098,560	1,098,560
<b>Capital Total</b>	<b>257,947</b>	<b>95,030</b>	<b>136,430</b>	<b>-180,969</b>	<b>308,438</b>	<b>61,743</b>		<b>370,181</b>	<b>370,181</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	-462,591	29,183	40,522	-280,911	-673,797	-109,719		-783,516	-783,516
<b>Restricted Assets</b>									
	147,591	-29,183	-40,522	280,911	358,797	109,719	5	468,516	468,516
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>-315,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-315,000</b>	<b>0</b>		<b>-315,000</b>	<b>-315,000</b>

Note	Details
1	Operating Income has increased by \$276,308 mainly due to increased passenger number and screening revenue \$261,597 and secure parking fees \$15,372.
2	Operating Expenditure has increased by \$104,846 mainly due to additional screening expenses \$79,808, increased airside ground maintenance expenses \$20,895 and increased depreciation charges \$7,745.
3	Capital income has increased by \$7,745 due to increased depreciation charges.
4	Capital Expenditure has increased by \$69,488 due to the carryover to 2017/2018 of the hire car park \$295,173 and grant funding expended for the Runway and Lighting upgrade and General Aviation Area upgrade \$364,661.
5	Transfers to restricted assets have increased by \$109,719 mainly due to the carryover of the hire car park, increased operating revenue less expended funding for the Runway and Lighting upgrade and General Aviation Area upgrade.

#### Key Performance Indicators

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective	Prev.	Est	YTD
Number of aircraft landings	9,981	9,400	12,278	Total operating expenses per passenger	\$11.53	\$11.33	\$10.43	Percentage of inspections that satisfy CASA requirements	100%	100%	100%
Number of passengers per annum	203,294	185,000	217,518		% Availability of aerodrome for unrestricted use	100%	100%	100%			
				Number of written complaints	Nil	Nil	2				



<b>OPERATIONAL PLAN</b>
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Function No. 5.02

## Performance Review

Quarter ended: June

Principal Activity: **CITY DEVELOPMENT**

Function:

**Airport****Key Projects****Capital Works Program**

Airport - Acquisition of Assets 01.09200 - Airport - Plant & Equipment	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6942 - Ground to Air Radios - Airport Vehicles <i>Completed.</i>	0	0	2,076	0	0	2,076
6943 - Ground Power Unit <i>Completed.</i>	0	0	14,995	0	0	14,995
01.09200 - Airport - Plant & Equipment Total	0	0	17,071	0	0	17,071

Airport - Acquisition of Assets 01.09201 - Airport Furniture & Fittings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6940 - Cafe Equipment <i>Completed.</i>	0	0	717	0	0	717
01.09201 - Airport Furniture & Fittings Total	0	0	717	0	0	717

Airport - Asset Renewals - Maintenance 01.09208 - Airport - Other Structures	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6977 - 43L Bunglegumbie Rd - New Water Tank <i>Completed.</i>	0	0	4,800	0	0	4,800
01.09208 - Airport - Other Structures Total	0	0	4,800	0	0	4,800

Airport - Asset Renewals - Maintenance 01.09210 - Airport - Other Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6950 - Zip Tap Installed NTL Kitchenette Area <i>Completed.</i>	0	0	3,741	-58	0	3,683
01.09210 - Airport - Other Assets Total	0	0	3,741	-58	0	3,683

<b>OPERATIONAL PLAN</b>
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Function No. 5.02

## Performance Review

Quarter ended: June

Principal Activity: **CITY DEVELOPMENT**

Function:

**Airport**

Airport - Asset Renewals - Maintenance 01.09212 - Airport - Infrastructure Pavements	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6952 - Runway 05/23 Lighting Replacement <i>Project ongoing.</i>	30,000	0	0	0	-28,206	1,794
6956 - Design Asphalt Overlay Runway 05/23 <i>Project ongoing.</i>	40,000	40,000	108,521	100,000	76,169	364,690
6960 - Internal Road From RFS to New GA Area <i>Project ongoing.</i>	250,000	40,000	0	0	71,252	361,252
6961 - Extend GA Apron/Foxtrot Taxiway <i>Project ongoing.</i>	0	50,000	0	0	-424	49,576
6974 - NSRF - Stage 1 - Road/Drainage Services <i>Project ongoing.</i>	0	0	1,580	0	234,734	236,314
6977 - NSRF - Stage 4 Construct Apron & Service <i>Project ongoing.</i>	0	0	0	0	11,136	11,136
01.09212 - Airport - Infrastructure Pavements Total	320,000	130,000	110,101	100,000	364,661	1,024,762

Airport - Asset Renewals - Maintenance 01.09213 - Airport Infrastructure - Roads	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6956 - Security Car Park <i>Carry over.</i>	308,581	-24,690	0	-280,911	0	2,980
6962 - Hire Car Car Park <i>Carry over.</i>	0	0	328,520	0	-295,173	33,347
01.09213 - Airport Infrastructure - Roads Total	658,581	-46,170	0	-280,911	-295,173	36,327

**OPERATIONAL PLAN**

Function No. 5.02

*Performance Review*

Quarter ended: June

**Principal Activity: CITY DEVELOPMENT****Function:****Airport**

Airport - Asset Renewals - Maintenance 01.09215 - Asset Renewal Airport - Buildings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6905 - Roof Replacement 43L Bunglegumbie Rd <i>Completed.</i>	0	11,200	0	0	0	11,200
01.09215 - Asset Renewal Airport - Buildings Total	0	11,200	0	0	0	11,200

<b>OPERATIONAL PLAN</b>
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Function No. 5.03

## Performance Review

Quarter ended: June

Principal Activity: **CITY DEVELOPMENT**Function: **City Development**

**Manager Responsible: Acting Director Corporate Development  
Ms Natasha Comber**

**Function Objectives:**

Facilitate the economic development of the City, implementation of the adopted Economic Development Strategy Plan with a view to increasing employment opportunities and maintaining population growth within the City along with expanding the level of services available to the regional community.

**NOTE:** This Operational Plans Activity, Actions and Performance Targets, along with the KPI's, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.

Activity	Actions	Performance Targets/Service Level
Economic Development	1.1.6.1 Provide support to businesses / agencies endeavouring to recruit skilled workers to the City.  <i>995 Jobs have been uploaded to the Dubbo Jobs website July 2016 – June 2017.  Evo-Jobs website launched in late March 2016.</i>	No examples of opportunities to support industry sector recruitment campaigns overlooked.  <i>Achieved, Support provided to major industries such as Corrective Services, NSW Police, NSW Health and University of Rural Health in recruiting skilled professionals to the Local Government Area.</i>
	2.2.5.9 Develop a mining industry services development strategy.  <i>The adopted Mining Services Action Plan implemented part of the adopted Economic Development Action Plan.</i>	Strategy to be developed by August 2016. No action to date  <i>Action Plan implemented.  Updates provided to stakeholders on key Alkane milestones.  Supported and attended industry breakfast meeting hosted by METS - mining, equipment, technology and services</i>
	4.1.1.1 Undertake an annual review of the Economic Development Strategy.  <i>Completed.</i>	No reasonable criticism of strategy and action plan implementation. Review due May annually.  <i>Review undertaken in August 2016 to allow for the development of a bridging Economic Development Action Plan for the new Local Government Area.  No reasonable criticism received regarding implementation of strategy or action plan.</i>
	4.1.1.2 Develop the annual Economic Development Action Plan.  <i>Completed.</i>	Plan is to be developed in May and adopted by 30 June annually.  <i>Plan adopted by Council in August 2016. Quarterly reports have been submitted to Council.</i>
	2.4.1.2 Undertake an annual review of the Economic Profile of the City.  <i>Completed, online economic profile updated regularly with release of new Australian Bureau Statistics and Tourism Research Australia data.  Dubbo Data Centre has been updated.  Local Government Area profile completed.  Population Projections completed.  Online Data Centre maintained.</i>	Economic Profile updated by June annually.  <i>Achieved, quarterly updates of population and tourism research integrated into public economic profile and economic modelling software.  Population Projections have been updated for Dubbo City completed July 2016.  Western Plains Economic Profile completed July 2016.  Dubbo City and Dubbo Region Economic Profile completed for Dubbo Regional Council September 2016.  Dubbo City and Dubbo Region Population Projections completed for Dubbo Regional Council September 2016.</i>

<b>OPERATIONAL PLAN</b>
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Function No. 5.03

## Performance Review

Quarter ended: June

<b>Principal Activity:</b> CITY DEVELOPMENT	<b>Function:</b> City Development
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Activity	Actions	Performance Targets/Service Level
City Development/Partnerships	<p>4.1.2.5 City Marketing program (web, media) support the attraction of skilled professionals.</p> <p><i>Evocities Dubbo Jobs/Evo Jobs website maintained</i></p> <p><i>Evocities digital marketing program implemented.</i></p> <p><i>Evocities positive media program has been supported.</i></p> <p><i>New Evojobs platform has been developed.</i></p> <p><i>Local case studies have been provided to Evocities PR Officer.</i></p> <p><i>Wellington residential attraction video and local case studies have been developed to support Correctional Centre attraction of staff.</i></p> <p><i>Resident enquiry management process has been established.</i></p> <p><i>Dubbo Regional Council Website has been updated to support New Resident engagement (Wellington &amp; Dubbo).</i></p> <p><i>Content has been updated on the 'Love the life we live' website including links to the new Wellington Visitor/New Resident Guide.</i></p>	<p>A minimum of 6,895 skilled professionals in the City (increased from 6,157) (measured through the ABS Census).</p> <p><b><i>There are 10,652 skilled professionals in the Dubbo City and 12,645 skilled professionals in the LGA, including categories of professionals, clerical and administration, technicians, trades and managers.</i></b></p>
	<p>2.2.5.8 Participate in the DCC / University of New South Wales mining working party to promote Dubbo as a Centre for sustainable mining.</p> <p><i>Working Party no longer exists.</i></p>	<p>Active participation on the Mining Working Party.</p> <p><b><i>No participation required to date.</i></b></p>
	<p>Implement the Economic Development Strategy</p> <p><b><i>Completed, Economic Development Action Plan has been Implemented.</i></b></p> <p><b><i>304 new and existing businesses provided with assistance through economic development services year to date.</i></b></p> <p><b><i>Ignite Action Plan implemented including:</i></b></p> <ul style="list-style-type: none"> <li>• <i>Vacant Shop Front engagement</i></li> <li>• <i>\$40K funding received through Round 2 of the Murray Darling Energise Enterprise Fund for public arts project, business activation, and proactive promotion of CBD activation.</i></li> <li>• <i>\$40K funding received through Round 3 of the Murray Darling Energise Enterprise Fund for business acumen training for CBD business owners &amp; managers.</i></li> <li>• <i>\$40K funding received through Round 3 of the Murray Darling Energise Enterprise Fund for public light activation projects.</i></li> </ul>	<p>Increase number of new business and expansion of existing business.</p> <p><b><i>93 Business expansion enquiries provided with support and information.</i></b></p> <p><b><i>34 enquires provided support to establish, expand or set up pop up shops in the CBD</i></b></p> <p><b><i>Ignite our CBD program implemented:</i></b></p> <ul style="list-style-type: none"> <li>• <i>75 businesses registered as MyDubbo Card redemption stores</i></li> <li>• <i>MyDubbo marketing campaign implemented</i></li> <li>• <i>\$40,000 awarded through the Energise Enterprise Fund (EEF) for an Ignite Skill Building Program</i></li> <li>• <i>Ignite Skill Building Program delivered</i></li> <li>• <i>Analysis complete on parking provisions, signage and parking officer rotations.</i></li> <li>• <i>Analysis of the Dubbo CBD CCTV cameras completed</i></li> </ul>

<b>OPERATIONAL PLAN</b>
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Function No. 5.03

## Performance Review

Quarter ended: June

<b>Principal Activity:</b> CITY DEVELOPMENT	<b>Function:</b> City Development
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Activity	Actions	Performance Targets/Service Level
Other Promotions/Activities	<p>4.1.2.1 Continue to partner with other regional cities in the “Evocities” programme.</p> <p><b>Membership maintained.</b></p> <p><i>Evocities digital marketing program has been supported through regular posting on Facebook, Twitter and Linked In.</i></p> <p><i>\$20,000 advertising plan to promote the 2016 Evocities MTB Series utilising event funding provided by Destination NSW implemented.</i></p> <p><i>Regular blog content to drive visitation to the new Evocities website developed.</i></p> <p><i>New Welcome post card initiative commenced.</i></p> <p><i>New Evojobs website launch.</i></p> <p><i>Evomtb series event report completed.</i></p>	<p>Evocities membership is maintained.</p> <p><b>Dubbo Jobs website has been maintained: 995 jobs and business opportunities uploaded for Dubbo LGA. 370,426 visits to the portal have been recorded to June 2017.</b></p> <p><b>45,317, visitors to Evocities website January 2017- June 2017</b></p> <p><b>107,676 visitors to Evojobs website January – June 2017.</b></p> <p><b>141 national/metro editorials achieved July 2016 – June 2017.</b></p>
Management Services - from other Functions	<p>Cost of services including: - management, technical, information technology and corporate overhead provided to this function.</p> <p><b>Costs have been determined by agreed brief and provided.</b></p>	<p>Amount charged are accepted as reasonable for the level of service provided.</p> <p><b>Charges were reasonable for level of services provided.</b></p>
Economic Development Projects	<p>4.1.1.3 Implement the annual Economic Development Action Plan.</p> <p><b>Economic Development Action Plan has been implemented.</b></p> <p><b>Including.</b></p> <ul style="list-style-type: none"> <li>• <i>Economic profile of the City maintained and public access to statistics provided for both Community and Economic Profiles.</i></li> <li>• <i>Business attraction and investment service provided.</i></li> <li>• <i>Business retention and expansion services provided.</i></li> <li>• <i>Dubbo business training calendar maintained.</i></li> <li>• <i>Economic modelling service provided.</i></li> <li>• <i>Monthly tourism market report collated and distributed.</i></li> <li>• <i>Support and facilitation of the Dubbo Accommodation Network maintained.</i></li> <li>• <i>Events Network maintained.</i></li> <li>• <i>Support and facilitation of Destination Management Working group maintained.</i></li> <li>• <i>Tourism Circuit signage completed.</i></li> <li>• <i>Participated in regional economic opportunities and infrastructure priorities project.</i></li> <li>• <i>Economic support provided to potential solar investor, transport business, health service, river trails project,</i></li> </ul>	<p>Responsible parties are monitored for timeliness of actions</p> <p><b>Achieved, parties have been monitored and all actions completed in a timely manner and in accordance with Economic Development Action Plan.</b></p> <p><b>Quarterly reports provided to Council.</b></p>

<b>OPERATIONAL PLAN</b>
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Function No. 5.03

*Performance Review*

Quarter ended: June

<b>Principal Activity: CITY DEVELOPMENT</b>	<b>Function: City Development</b>
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Activity	Actions	Performance Targets/Service Level
	<p><i>hospitality service, Accommodation operator &amp; visitor experience.</i></p> <ul style="list-style-type: none"> <li>• <i>Successful Round 3 Murray Darling Basin Energise Enterprise Fund application (\$25,000) to conduct LGA Freedom Camper Economic Study</i></li> <li>• <i>Successful Round 3 Murray Darling Basin Energise Enterprise Fund application (\$35,000) to conduct Business Development Program across the LGA</i></li> <li>• <i>Wellington Correctional Centre Expansion Opportunities Paper and Action plan adopted by Council in December 2016. Action plan being implemented including development of a Wellington New Resident Guide and support for Wellington Correctional Centre recruitment activities.</i></li> <li>• <i>Membership to Small business friendly Council' initiative maintained</i></li> <li>• <i>Presented at regional and Sydney Recruitment events in partnership with the Wellington Correction Centre.</i></li> <li>• <i>Hosted city tour form Indian and Japanese Consular Generals</i></li> <li>• <i>Coordinated and hosted 3 Australian Tourism Exchange Familiarisation Tours.</i></li> </ul>	
	4.1.3.1 Implement the Economic Development Strategy for the City.	The level of development in the City increases as measured by annual Development Application Values.
	<b><i>Completed, Economic Development Action Plan has been implemented.</i></b>	<b><i>795 Development and Complying Development Applications for the Former Dubbo LGA. Value \$187,878,316</i></b>
		<b><i>854 Development and Complying Development Applications for the 12 month period for the Dubbo Regional Council. Value \$193,206,934.</i></b>
	4.1.3.2 Maintain a current, up to date economic/demographic profile of the City.	Due March annually. Published by June.
	<b><i>Completed, online Economic and Community profiles of the City has been maintained.</i></b>	<b><i>Achieved, updated Population Projections for Dubbo City have been completed July 2016 and made available on-line.</i></b>
		<b><i>Updated Population Projections for Wellington have been completed July 2016 and made available on-line.</i></b>
		<b><i>Updated Population Projections for Dubbo Regional Council LGA have been completed July 2016 and made available on-line.</i></b>

<b>OPERATIONAL PLAN</b>
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Function No. 5.03

## Performance Review

Quarter ended: June

<b>Principal Activity:</b>	<b>CITY DEVELOPMENT</b>	<b>Function:</b>	<b>City Development</b>
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Activity	Actions	Performance Targets/Service Level
<p>A diverse and sustainable business sector, with the skills and business acumen to develop, grow and prosper</p> <p>A recognized "Wellington" brand that promotes the opportunities and benefits of living, working or visiting the local government area.</p>	<p>4.1.3.3 Report quarterly on the implementation of the Economic Development Strategy.</p> <p><b>Completed.</b></p>	<p>Reports submitted in the financial reporting cycle</p> <p><b>Achieved.</b></p>
	<p>4.1.3.4 Support and promote local business development activities, such as development programmes, seminars and business awards.</p> <p><b>Completed.</b>  <i>Maintained business training calendar  Renewed membership with Dubbo Chamber of Commerce.</i></p> <p><i>Gold supporter 2016 Orana Mutual Chamber of Commerce Business Awards  Ongoing support and facilitation of the Ignite Program.</i></p> <p><i>Continued support provided to the Dubbo Accommodation Network.</i></p> <p><i>City Development Partnership Program membership opportunities and benefits promoted.  Facilitation of grant information to local businesses for infrastructure development projects.  Monthly combined City Development newsletter provided to local businesses.</i></p>	<p>Minimum of two development programmes are supported</p> <p><b>Achieved.</b>  <i>Regional Platters industry Program completed.  Regional Platters Guide developed in partnership with 30 Producers and 6 Tour operators across 7 Local government Areas.</i></p> <p><i>Obtained \$10,000 to support delivery of 2 back to business events in February 'Easy to do business' and Service NSW program supported.</i></p> <p><i>Great Business Program developed. 133 Businesses from Wellington and Dubbo registered. 657 business owners and employees attended 2 business development workshops</i></p> <p><i>Ignite Skill Building Program delivered.</i></p>
	<p>4.1.3.5 Support where necessary initiatives by major investors to establish operations in Dubbo.</p> <p><b>Completed, all enquiries have been responded to appropriately.</b></p>	<p>Provide support as necessary.</p> <p><b>Achieved, support has been provided to 33 potential new businesses and/or investors.</b></p>
	<p>4.1.3.6 Quarterly update programme is implemented to monitor and maintain key statistical information.</p> <p><b>Completed, program has been implemented.</b></p>	<p>All information supplied to prospective investors is accurate, relevant and timely.</p> <p><b>Achieved, information has been provided as appropriate.</b></p>
	<p>Develop prospectus for attraction and retention of industry and residents.</p> <p><b>Completed, current prospectus has been developed and displayed on website. New prospectus to be developed September 2017.</b></p>	<p>Adopt and implement prospectus.</p> <p><b>Achieved.</b></p>
	<p>Review existing Economic Development Plan and establish clear and identifiable linkages with Orana Regional Action Plan.</p> <p><b>Completed, Economic Development Action Plan reflects relevant Activities.</b></p> <p><b>Maintained communication with Regional Development Australia Orana.</b></p>	<p>Adopt and implement plan.</p> <p><b>Action plan has been implemented.</b></p>
	<p>Develop promotion plan for Wellington targeted at the attraction of residents and major project relocations.</p>	<p>Branding  Marketing Strategy  Economic Development prospectus  Investment/relocation (residents) prospectus</p>



<b>OPERATIONAL PLAN</b>
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Function No. 5.03

## *Performance Review*

Quarter ended: June

<b>Principal Activity:</b>	<b>CITY DEVELOPMENT</b>	<b>Function:</b>	<b>City Development</b>
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Activity	Actions	Performance Targets/Service Level
	<p><b>Completed.</b></p> <p><i>Wellington New Resident Guide has been completed.</i></p> <p><i>Wellington New Resident video has been completed.</i></p> <p><i>Enquiry management process for Wellington New Resident enquiries has been established.</i></p>	<p><b>Achieved.</b></p> <p><i>Wellington Correctional Centre Opportunities Paper and Action Plan has been developed.</i></p> <p><i>Wellington Visitor and New Resident Guide has been developed.</i></p> <p><i>Wellington has been included in the Rhino Adventure visitor experience.</i></p> <p><i>Wellington Boot promotion completed.</i></p> <p><i>Wellington Caves promoted significantly in the Brisbane and Melbourne Train promotion for 'fly to a great adventure' campaign.</i></p> <p><i>Wellington 200 Celebrations has been supported.</i></p>
	<p>Community economic development projects.</p> <p><b>Completed.</b></p> <p><i>Wellington Correctional Centre Expansion Opportunities Paper and Action plan adopted by Council in December 2016. Project included consultation with 60 stakeholders.</i></p> <p><i>Regional Platters Program has been developed in partnership with 60 producers and 6 tour operators and 7 Local Governments.</i></p> <p><i>Great Business Program has been developed in partnership with Regional Australia Bank, Dubbo Chamber of Commerce, Wellington Business Chamber and 133 participating businesses. 657 Business owners and staff attended 2 business development workshops held in May 2017.</i></p>	<p>Small business friendly Council participation Renew Wellington project</p> <p><b>Achieved, Council remains small business friendly.</b></p>
<p>Medical and specialist services are available and accessed across the local government area</p>	<p>Support programmes which assist in attracting medical professionals to the local government area.</p> <p><b>Completed.</b></p> <p><i>New Wellington New Resident Guide has been developed.</i></p> <p><i>Content has been updated on the 'Love the life we live' website including links to the new Wellington Visitor/New resident Guide.</i></p> <p><i>New resident page on Council website has been updated to reflect LGA approach to managing new resident enquiries.</i></p>	<p>Support the Wellington Learning Committee who link medical students to training opportunities in Wellington through Sydney University and Rural Far West.</p> <p><b>No Action.</b></p>
<p>A strong agricultural sector with increased value adding of locally produced commodities</p>	<p>Support and encourage a strong agricultural sector.</p> <p><b>4 Wellington and 4 Dubbo based businesses participated in the Regional Platters program.</b></p> <p><i>High level support provided to Regional Development Australia Orana to support attendance at an expo in in China.</i></p>	<p>Provide support for fundraising, promotional projects and grant applications within the sector Planning proposals to support growth and development.</p> <p><b>Achieved, Regional Platters Program completed.</b></p> <p><i>Support has been provided to private enterprise business for successful funding application to provide further engagement with agricultural industry through tourism development workshops.</i></p>

# OPERATIONAL PLAN

Function No. 5.03

## Performance Review

Quarter ended: June

<b>Principal Activity:</b>	<b>CITY DEVELOPMENT</b>	<b>Function:</b>	<b>City Development</b>
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Activity	Actions	Performance Targets/Service Level
	<i>Supported development of video to promote region as Super Centre with direct agricultural trade to China.</i>	

### Financial Statement:

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	0	-20,000	-70,000	-100,000	-190,000	-61,935	1	-251,935	-251,935
Expenditure	855,012	179,712	90,300	100,000	1,225,024	-63,529	2	1,161,495	1,161,495
<b>Operating Total</b>	<b>855,012</b>	<b>159,712</b>	<b>20,300</b>	<b>0</b>	<b>1,035,024</b>	<b>-125,464</b>		<b>909,560</b>	<b>909,560</b>
<b>Capital</b>									
Income	0	0	0	0	0	0	3	0	0
Expenditure	0	0	0	0	0	0	4	0	0
<b>Capital Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	<b>855,012</b>	<b>159,712</b>	<b>20,300</b>	<b>0</b>	<b>1,035,024</b>	<b>-125,464</b>		<b>909,560</b>	<b>909,560</b>
<b>Restricted Assets</b>									
	32,950	-131,591	-20,300	0	-118,941	125,464	5	6,523	6,523
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>887,962</b>	<b>28,121</b>	<b>0</b>	<b>0</b>	<b>916,083</b>	<b>0</b>		<b>916,083</b>	<b>916,083</b>

Note	Details
1	Operating Income has increased by \$61,935 mainly due to contributions made toward the Regional Platters and Free Camping projects \$17,200 and income from The Great Business Program \$42,120.
2	Operating Expenditure has decreased by \$63,529 due to the carry over to 2017/2018 of Zoo Economy study \$30,000, Ignite project \$50,710 and Great Business Program \$44,754 less salaries for Economic Development Project Officer \$48,173 and Wellington Industrial Promotion \$5,375.
3	No variance to budget.
4	No variance to budget.
5	Transfers to restricted assets have decreased by \$125,464 due to the carryover of Zoo Economy study, Ignite project and Great Business Program.

### Key Performance Indicators

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est	YTD	Effective.	Prev.	Est	YTD
Number of enquiries for assistance/ information received by Economic Development	276	170	304	Cost per enquiry	\$1,067	\$1,276	\$1,282	Customer satisfaction with Economic Development services	100%	80%	91.7%
City Development Programs implemented/supported	12	15	12					Estimate Residential Population (ABS)	41,934	41,384	50,077
Number of enquiries managed via Evo Central	326	370	273	Enquires Resulting in Actual New Residents	177 house olds (329 individu als)	135	109 house olds (215 individu als)	Number of complaints	Nil	Nil	Nil

<b>OPERATIONAL PLAN</b>
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Function No. 5.03

## Performance Review

Quarter ended: June

<b>Principal Activity:</b> CITY DEVELOPMENT	<b>Function:</b> City Development
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Workload	Prev.	Est	YTD	Efficiency	Prev.	Est	YTD	Effective.	Prev.	Est	YTD
Number of Industry Famil and network events attended	12	12	18					Number of subscriptions to City Development Invest in Dubbo Newsletter	186	150	2348 (combine d City Develop ment newslette r)
Number of City Development Invest in Dubbo newsletters	4	4	15								

### Key Projects

#### Capital Works Program

City Development - Promotions 01.00433 - Economic Development Projects	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
1571 - Economic Development - Projects <i>Completed.</i>	100,000	0	26,110	39,150	-38,365	126,895
1593 - CBD Ignite Project <i>Carry over.</i>	115,853	101,591	0	20,000	-51,581	185,863
01.00433 - Economic Development Projects Total	215,853	101,591	26,110	59,150	-89,946	312,758

# OPERATIONAL PLAN

Function No. 5.04

## Performance Review

Quarter ended: March

Principal Activity: **CITY DEVELOPMENT**Function: **Property Development**

**Manager Responsible: Manager Commercial Facilities  
Mr Simon Tratt**

**Function Objectives:**

To undertake a residential land development programme which provides land at market prices in response to market forces and which provides funding for On-going development opportunities and provides funding for one off major projects. Provides an annual dividend to general Revenue.

To provide sufficient land at the shortest possible lead time of industrial land to meet market requirements with such land marketed at a break-even price.

**NOTE:** This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.

Activity	Actions	Performance Targets/Service Level
Ground Maintenance / Sundries	Implement a regular grounds maintenance program	All grounds clean and tidy, and in serviceable condition.
	<b>Maintenance program implemented.</b>	<b>Achieved.</b>
Residential Land - Management Services.	Cost of services including: - management, financial, technical, information technology and corporate overheads provided to this Function.	Amounts charged are accepted as reasonable for the level of service provided.
	<b>Costs have been determined by agreed brief and provided.</b>	<b>Charges were reasonable for level of service provided.</b>
Other Land	4.4.2.3 Undertake construction of residential allotments based on market conditions.	Meet residential land market requests and achieve a ROI of 10%. ROI to include land value at its purchase price plus CPI
	<b>Keswick Stage 4 Release 3A construction completed February 2017. There are 13 lots remaining lots currently for sale in release 3A. Construction of Release 3B (29 lots) commences in August 2017.</b>	<b>Return on investment for all current projects exceeds 10%.</b>
Industrial Land- Management Services	Costs of investigating acquisition of property outside of councils portfolio	Undertake necessary investigation in a cost effective manner and accurately capture all costs
	<b>Completed.</b>	<b>Feasibility studies undertaken to assess acquisitions.</b>
Property Portfolio - Management Services	Co-ordinate the design, construction and sale of industrial land.	Have a minimum of 5 service industrial allotments available for sale
	<b>Completed. Moffatt Stage 3 construction design plans has being prepared by Tech Support.</b>	<b>There are 3 industrial lots remaining available for sale at Moffatt Estate. Construction of Stage 3 (15 lots) is planned for 2018/2019.</b>
Property Portfolio - Management Services	Oversee the Council Property Portfolio	Meet all Council land requests
	<b>Completed.</b>	<b>Achieved.</b>
Property Portfolio - Management Services	Develop a user friendly portfolio, including land acquisitions and disposals policies	Policies and portfolio documentation must be complete, logical and able to be understood and implemented
	<b>No action due to amalgamation process.</b>	<b>Achieved. Policy details the processes for different situations.</b>
Property Portfolio - Management Services	4.4.2.1 Maintain a comprehensive database of property market statistics and indicators from which to monitor the Dubbo market for residential and industrial development.	10% return on investment (measured by net profit over assets employed, on a commercial accounting basis).
	<b>Completed.</b>	<b>Achieved.</b>
Property Portfolio - Management Services	4.4.1.1 Business Plans are developed for the Dubbo City Regional Airport, Regional Livestock Markets, Dubbo City Holiday Park and Property Development following discussions with stakeholders.	No foreseeable business risks not identified.

## OPERATIONAL PLAN

Function No. 5.04

### Performance Review

Quarter ended: March

<b>Principal Activity:</b>	<b>CITY DEVELOPMENT</b>	<b>Function:</b>	<b>Property Development</b>
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Activity	Actions	Performance Targets/Service Level
	<b>2017/2018 Business Plan completed.</b>	<b>Achieved.</b>
	1.4.4.2 Identify and take advantage of opportunities to add to Council's land portfolio in regard to the "River spine" of the urban area as defined in the Open Space Masterplan and Recreation Strategy. <b>Completed.</b>	Maintain watching brief to identify opportunities <b>Achieved.</b>

#### FINANCIAL STATEMENT:

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-2,794,031	71,642	-36,288	-519,684	-3,278,361	-593,490	1	-3,871,851	-3,871,851
Expenditure	213,330	15,209	2,429	9,000	239,968	18,129	2	258,097	258,097
<b>Operating Total</b>	<b>-2,580,701</b>	<b>86,851</b>	<b>-33,859</b>	<b>-510,684</b>	<b>-3,038,393</b>	<b>-575,361</b>		<b>-3,613,754</b>	<b>-3,613,754</b>
<b>Capital</b>									
Income	-504,070	730,000	0	0	225,930	437,706	3	663,636	663,636
Expenditure	4,409,891	-950,370	33,859	0	3,493,380	81,084	4	3,574,464	3,574,464
<b>Capital Total</b>	<b>3,905,821</b>	<b>-220,370</b>	<b>33,859</b>	<b>0</b>	<b>3,719,310</b>	<b>518,790</b>		<b>4,238,100</b>	<b>4,238,100</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	1,325,120	-133,519	0	-510,684	680,917	-56,571		624,346	624,346
<b>Restricted Assets</b>									
	-1,562,120	147,431	0	510,684	-904,005	56,571	5	-847,434	-847,434
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>-237,000</b>	<b>13,912</b>	<b>0</b>	<b>0</b>	<b>-223,088</b>	<b>0</b>		<b>-223,088</b>	<b>-223,088</b>

Note	Details
1	Operating Income has increased by \$593,490 mainly due the recognition of Royal Freemasons yearly instalment as operating income \$451,288 and increased revenue from Moffatt Estate Stage 2 \$167,600.
2	Operating Expenditure has increased by \$18,129 due to increased expenses for other land investigations \$12,302 and Industrial land maintenance \$3,155.
3	Capital Income has decreased by \$437,706 mainly due to the recognition of Royal Freemason yearly instalment as operating income.
4	Capital Expenditure has increased by \$81,084 due to increase of assets construction in future releases \$148,197 less acquisition of assets \$67,113.
5	Transfers to restricted assets have decreased by \$56,571 to fund future development.

#### Key Performance Indicators – Land Development

Workload	Efficiency			Effective.	Efficiency			Effective.
	Prev.	Est	YTD		Prev.	Est	YTD	
Review residential and industrial land holdings and report to Council	No	Yes	No	No. of residential land available for sale	3	33	13	Number of industrial lots available for sale - Moffatt Estate
Number of lots sold								
- Industrial	1	3	1	Respond to all land sales within 24 hours	95%	95%	95%	
- Residential	23	15	27					

<b>OPERATIONAL PLAN</b>
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Function No.

5.04

## Performance Review

Quarter ended:

March

<b>Principal Activity:</b> CITY DEVELOPMENT	<b>Function:</b> Property Development
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Workload	Prev.	Est	YTD	Efficiency	Prev.	Est	YTD	Effective.	Prev.	Est	YTD
Review and provide a report on DCC Property Portfolio	Delayed due to amalgamation	Yes	Delayed due to amalgamation	Residential Return on Investment % (including land value)	13.5%	13%	14.3%	Feasibility analysis provided with all industrial developments	N/A	Yes	N/A
Number of Projects assistance required	10	6	11	Acquisitions and Disposals Strategy is adopted by Council	No	Yes	No	Feasibility analysis provided with all residential developments	Yes	Yes	Yes
Audit Council Maintenance Schedule for Property	ongoing	Yes	No	Building asset management plan updated annually and adopted by Council	No	Yes	Yes	All projects are managed to the agreed brief	Yes	Yes	Yes

### Key Projects

#### Capital Works Program

Property Development - Acquisition of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09234 - Assets Const - Land Development - Stormwater						
7027 - Keswick Stage 4 Release 3A <i>Completed.</i>	200,000	92,740	10,747	0	-57,774	245,713
7072 - Keswick Stage 4 Release 3B <i>Completed.</i>	407,000	-197,900	-10,747	0	2,685	201,038
7073 - Keswick RFBI Re-alignment <i>Completed.</i>	0	0	3,493	0	0	3,493
01.09234 - Assets Const - Land Development - Stormwater Total	607,000	-105,160	3,493	0	-55,089	450,244

<b>OPERATIONAL PLAN</b>
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Function No. 5.04

## Performance Review

Quarter ended: **March**

<b>Principal Activity: CITY DEVELOPMENT</b>	<b>Function: Property Development</b>
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Property Development - Acquisition of Assets 01.09238 - Assets Const - Land Development - Water	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7027 - Keswick Stage 4 Release 3A <i>Completed.</i>	160,000	26,960	0	0	-52,935	134,025
7073 - Keswick Stage 4 Release 3B <i>Completed.</i>	220,000	-116,680	0	0	8,368	111,688
01.09238 - Assets Const - Land Development - Water Total	380,000	-89,720	0	0	-44,567	245,713

Property Development - Acquisition of Assets 01.09240 - Assets Const - Land Development - Sewer	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7074 - Keswick Stage 4 Release 3A <i>Completed.</i>	60,000	220,440	87,554	0	-122,281	245,713
7076 - Keswick Stage 4 Release 3B <i>Completed.</i>	125,000	71,800	-87,554	0	91,792	201,038
01.09240 - Assets Const - Land Development - Sewer Total	185,000	292,240	0	0	-30,489	446,751

Property Development - Acquisition of Assets 01.09242 - Assets Const - Land Development - Roads	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7051 - Moffatt Estate <i>Carry over.</i>	700,000	-700,000	0	0	0	0
7080 - Keswick Stage 5 - Works Services <i>Completed.</i>	605,000	0	0	0	-154,883	450,117
7082 - Keswick Stage 4 Release 3A - 36 Lots <i>Completed.</i>	900,000	-347,730	0	0	207,207	759,477
01.09242 - Assets Const - Land Development - Roads Total	2,205,000	-1,047,730	0	0	52,324	1,209,594

**OPERATIONAL PLAN**

Function No. 5.04

*Performance Review*Quarter ended: **March**

**Principal Activity:** CITY DEVELOPMENT      **Function:** Property Development

Property Development - Acquisition of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09243 - Assets Const - Land Development - Land						
7091 - Part Lot 20 DP 817323 - 25 Purvis Lane <i>Completed.</i>	0	0	30,366	0	0	30,366
7093 - Purchase of 83 Farnham Road Farnham <i>Completed.</i>	0	0	0	0	10,708	10,708
01.09243 - Assets Const - Land Development - Land Total	0	0	30,366	0	10,708	41,074



<b>OPERATIONAL PLAN</b>
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Function No. 5.05

## Performance Review

Quarter ended: March

Principal Activity: **CITY DEVELOPMENT**Function: **Dubbo City Holiday Park**

**Manager Responsible: Manager Commercial Facilities  
Mr Simon Tratt**

**Function Objectives:**

To operate a star Holiday Park at a minimum AAAT classification of 4 stars, that provides facilities and services consistent with contemporary tourist expectations which operates at no cost to ratepayers and generates income to undertake improvement whilst providing an annual dividend to General Revenue.

Activity	Actions	Performance Targets/Service Level
Management Services - from other functions	Cost of services including:- management , financial, technical, information technology and corporate	Amounts charged are accepted as reasonable for the level of service provided.
Management Services	<b>Costs have been determined by agreed brief and provided.</b>	<b>Charges were reasonable for level of service provided.</b>
	4.4.1.1 Business Plans are developed for the Dubbo City Regional Airport, Regional Livestock Markets, Dubbo City Holiday Park and Property Development following discussions with stakeholders.	No foreseeable business risks not identified.
	<b>2017/2018 Business Plan complete.</b>	<b>Achieved.</b>
	4.4.4.1 Monitor security breaches and develop strategies where appropriate to ensure Park remains a safe environment for users.	No examples of reasonable criticism of the operation and/or facilities of the park.
Grounds Operations	<b>Complete, a night watchman was employed at Park by ATPM.</b>	<b>Achieved.</b>
	4.4.4.2 Review the rating criteria developed by AAA Tourism to ensure that the Park's long term Capital Improvement Programme is relevant to achieving a minimum 4 star rating.	AAA Tourism rating is four (4) stars.
	<b>Completed.</b>	<b>Achieved.</b>
	Conduct regular pool & playground maintenance program	All grounds clean and tidy
Marketing & Promotion	<b>Completed.</b>	<b>Achieved.</b>
	4.4.4.4 Implement a promotion programme which includes membership of the Top Tourist Park chain.	Maintain AAAT rating
	<b>Completed.</b>	<b>Achieved.</b>
	4.4.4.4 Implement a promotion programme which includes membership of the Top Tourist Park chain.	Pool & Playground are clean, safe and functional.
Building Operations	4.4.4.4 Implement a promotion programme which includes membership of the Top Tourist Park chain.	<b>Achieved.</b>
	4.4.4.4 Implement a promotion programme which includes membership of the Top Tourist Park chain.	Costs incurred are measurable and reasonable for the returns achieved.
Asset Management Program - Routine	<b>Completed.</b>	<b>Achieved.</b>
	Conduct regular building maintenance program.	All buildings clean, safe and serviceable
Asset Management Program - Cyclic	<b>Completed.</b>	<b>Achieved.</b>
	Undertaken Building Asset Management Program	Buildings operational and presentable
	<b>Completed.</b>	<b>Achieved.</b>
	4.4.4.5 Review and update the Capital Works Programme to ensure that the Caravan Park remains one of the leading caravan parks in the region.	Buildings maintained in a satisfactory condition.
Asset Management Program - Cyclic	<b>Capital works program adopted by Council and 90% complete.</b>	<b>Achieved.</b>
	4.4.4.6 Develop and implement a quality assurance programme for the Park.	Program has systematic measurement, compares to a standard, includes process monitoring and feedback loop.
	<b>Completed, utilising quality assurance programme of ATPM.</b>	<b>Achieved.</b>

# OPERATIONAL PLAN

Function No. 5.05

## Performance Review

Quarter ended: March

**Principal Activity: CITY DEVELOPMENT      Function: Dubbo City Holiday Park**

### Financial Statement:

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-1,590,527	0	-3,000	0	-1,593,527	-37,463	1	-1,630,990	-1,630,990
Expenditure	1,410,104	0	-20,060	0	1,390,044	17,313	2	1,407,357	1,407,357
<b>Operating Total</b>	<b>-180,423</b>	<b>0</b>	<b>-23,060</b>	<b>0</b>	<b>-203,483</b>	<b>-20,150</b>		<b>-223,633</b>	<b>-223,633</b>
<b>Capital</b>									
Income	-159,635	0	0	0	-159,635	-19,811	3	-179,446	-179,446
Expenditure	202,000	70,600	23,060	27,276	322,936	21,542	4	344,478	344,478
<b>Capital Total</b>	<b>42,365</b>	<b>70,600</b>	<b>23,060</b>	<b>27,276</b>	<b>163,301</b>	<b>1,731</b>		<b>165,032</b>	<b>165,032</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	<b>-138,058</b>	<b>70,600</b>	<b>0</b>	<b>27,276</b>	<b>-40,182</b>	<b>-18,419</b>		<b>-58,601</b>	<b>-58,601</b>
<b>Restricted Assets</b>									
	<b>-61,942</b>	<b>-70,600</b>	<b>0</b>	<b>-27,276</b>	<b>-159,818</b>	<b>18,419</b>	<b>5</b>	<b>-141,399</b>	<b>-141,399</b>
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>-200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-200,000</b>	<b>0</b>		<b>-200,000</b>	<b>-200,000</b>

Note	Details
1	Operating Income has increased by \$37,463 due to increased revenue achieved for caravan sites \$154,814 and motel accommodation \$25,205 less decreased revenue for cabin accommodation \$133,965 and tent sites \$5,521.
2	Operating Expenditure has increased by \$17,313 mainly due to increased depreciation charges.
3	Capital Income has increased by \$19,811 due to increased depreciation charges.
4	Capital Expenditure has increased by \$21,542 mainly due to the Southern Amenities upgrade \$30,761 less carry over to 2017/2018 for concrete pool relining \$12,000.
5	Transfers to restricted assets have decreased by \$18,419 mainly due to carry over of capital works and increased operating income.

### Key Performance Indicators:

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est	YTD	Effective.	Prev.	Est	YTD
Number of				Total operating				% Utilisation of			
- Family Unit 6 berth	3	3	3	Operating Expenses per site (134 sites)	\$10,476	\$7,492	\$10,503	- Family Units 5 berth	41	60	57
- Family Unit 5 berth	5	5	3					- Family Units 6 berth	40	65	51
- Deluxe Cabin	8	8	8	Average Length of Stay	1.96	2	2.01	- Deluxe Cabin	68	73	61
- Family Budget Cabin	8	8	8					- Family Budget Cabin	56	70	60
- Studio Cabin	9	9	9					- Studio Cabin	80	73	70
- Ensuite Powered Sites	10	10	10					- Ensuite Powered Sites	52	55	52
- Drive thru	27	30	30					- Drive thru Sites	70	80	58
- Powered sites	42	42	42					- Powered Sites	47	65	62
- powered camp sites	19	9	9					- Tent Sites	15	15	43
- Unpowered Caravan Sites	0	10	12					- Unpowered Caravan Sites	0	50	17
	131	134	134								

## OPERATIONAL PLAN

Function No. 5.05

### Performance Review

Quarter ended: **March**

<b>Principal Activity:</b> CITY DEVELOPMENT	<b>Function:</b> Dubbo City Holiday Park
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Workload	Prev.	Est	YTD	Efficiency	Prev.	Est	YTD	Effective.	Prev.	Est	YTD
No. of sites used per annum	25,324	24,000	23,196					Has Park maintained its 4 Star AAAT rating	Yes	Yes	Yes
								Number of written complaints relating to facilities or staff	1	1	1

### Key Projects

#### Capital Works Program

Holiday Park - Acquisition of Assets 01.09263 - Holiday Park - Plant & Equipment	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7089 - Washing Machine/Dryers <i>Completed.</i>	0	4,600	0	0	0	4,600
01.09263 - Holiday Park - Plant & Equipment Total	0	4,600	0	0	0	4,600

Holiday Park - Acquisition of Assets 01.09264 - Holiday Park - Furniture & Fittings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7101 - Hot Water Unit <i>Completed.</i>	0	0	0	0	1,360	1,360
7102 - Vinyl to Cabin 75 <i>Completed.</i>	0	0	0	0	2,189	2,189
01.09264 - Holiday Park - Furniture & Fittings Total	0	0	0	0	3,549	3,549

Holiday Park - Acquisition of Assets 01.09277 - Holiday Park - Other Structures	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7142 - Shade Sails - Jumping Pillow <i>Completed.</i>	35,000	0	10,325	0	0	45,325
01.09277 - Holiday Park - Other Structures Total	35,000	0	10,325	0	0	45,325

## OPERATIONAL PLAN

Function No. 5.05

### Performance Review

Quarter ended: **March**

<b>Principal Activity:</b>	<b>CITY DEVELOPMENT</b>	<b>Function:</b>	<b>Dubbo City Holiday Park</b>
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Holiday Park - Asset Renewals - Maintenance 01.09262 - Holiday Park - Other Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7080 - Concrete Pool Relining <i>Carry over.</i>	12,000	0	0	0	-12,000	0
7082 - Upgrade caravan & ensuite sites <i>Completed.</i>	0	0	28,705	0	0	28,705
<b>01.09262 - Holiday Park - Other Assets Total</b>	<b>12,000</b>	<b>0</b>	<b>28,705</b>	<b>0</b>	<b>-12,000</b>	<b>28,705</b>

Holiday Park - Asset Renewals - Maintenance 01.09265 - C/Park - Other Structures	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7090 - Jumping Pillows <i>Completed.</i>	40,000	-26,000	0	-2,614	-768	10,618
7102 - Trampoline <i>Completed.</i>	0	7,000	0	-110	0	6,890
<b>01.09265 - C/Park - Other Structures Total</b>	<b>40,000</b>	<b>-19,000</b>	<b>0</b>	<b>-2,724</b>	<b>-768</b>	<b>17,508</b>

Holiday Park - Asset Renewals - Maintenance 01.09276 - Asset Renewal - Buildings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7105 - Southern Amenities Refurbishment <i>Completed.</i>	115,000	85,000	-25,000	30,000	30,761	235,761
<b>01.09276 - Asset Renewal - Buildings Total</b>	<b>115,000</b>	<b>85,000</b>	<b>-25,000</b>	<b>30,000</b>	<b>30,761</b>	<b>235,761</b>

Holiday Park - Asset Renewals - Maintenance 01.09278 - Holiday Park - Furniture & Fittings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7052 - Replacement of mattresses <i>Completed.</i>	0	0	9,030	0	0	9,030
<b>01.09278 - Holiday Park - Furniture &amp; Fittings Total</b>	<b>0</b>	<b>0</b>	<b>9,030</b>	<b>0</b>	<b>0</b>	<b>9,030</b>

<b>OPERATIONAL PLAN</b>
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Function No. 5.06

## Performance Review

Quarter ended: June

Principal Activity: **CITY DEVELOPMENT**Function: **City Marketing & Communications**

**Manager Responsible: Acting Director Corporate Development  
Mrs Natasha Comber**

**Function Objectives:**

To provide an effective and efficient city marketing, corporate communications and city information service in a professional manner.
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<b>NOTE:</b> <i>This Operational Plans Activity, Actions and Performance Targets, along with the KPI's, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.</i>
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Activity	Actions	Performance Targets/Service Level
Design & Production Services	Provide design and production services to the organisation.	Amounts charged are accepted as reasonable for the level of service provided.
	<b>Services provided, \$129,847 cost recovered.</b>	<b>Achieved, charges were competitive with the local market.</b>
City Promotions Program	Funding/resources to implement marketing and promotion activities	Any relevant co-funding opportunities are recognised.
	<b>Actions under the Economic Development Action Plan have been undertaken.</b>	<b>Opportunities have been recognised and sourced.</b>
	<b>All opportunities to attract visitors, events and new residents have been recognised and actions undertaken as appropriate.</b>	<b>Key cofounding opportunities included:</b>
		<b>2016/2017 City Development Partnership Program - supported by 140 businesses and 6 destinations.</b>
		<b>The Rhino Adventure annual program</b>
		<b>NSW Train Link campaign</b>
		<b>Newcastle and Dubbo holiday giveaway –partnered by Dubbo City Regional Airport, Fly Pelican, Newcastle City Council, Taronga Western Plains Zoo and Old Dubbo Gaol.</b>
		<b>Dubbo and Great Western Plains, Great Big Adventures \$25,000 brand building television campaign</b>
		<b>Campaign in partnership with Fly Pelican targeting Canberra market.</b>
		<b>Fly Your Way Into a Great Big Adventure in partnership with JetGo targeting Melbourne and Brisbane markets.</b>
		<b>Drive You Way into a Great Big Adventure targeting self-drive market and partnered by Adventures Media and Mars Camper Trailers.</b>
	4.1.2.2 Implement the adopted Marketing and Communication Programme for the City.	All promotional activities are utilised to promote Dubbo as a leading regional centre.
	<b>Completed, marketing activities have been implemented through the Local Government Area Economic Development Action Plan.</b>	<b>Achieved, all materials, messages and activities are produced to drive visitation, attract new residents and investors and endorse Dubbo's reputation as an events destination.</b>
		<b>Key materials include:</b>
		<b>Dubbo and Great Western Plains Visitors Guide Project (130,000 copies) completed.</b>

<b>OPERATIONAL PLAN</b>
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Function No. 5.06

*Performance Review*

Quarter ended: June

<b>Principal Activity: CITY DEVELOPMENT</b>	<b>Function: City Marketing &amp; Communications</b>
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Activity	Actions	Performance Targets/Service Level
		<p><i>Dubbo Events Guide Project (3,000 copies) completed.</i></p> <p><i>City's New Resident Guide Project (1,000 copies) completed.</i></p> <p><i>Dubbo.com.au website - refresh completed.</i></p> <p><i>Visitwellington.com.au - refresh completed.</i></p>
	<p>4.1.2.3 Report on progress and performance of current Marketing and Communication Strategy for the City (City Development Delivery Plan).</p> <p><b>Completed, reported through the Economic Development Action Plan.</b></p>	<p>Progress report submitted to Council in November and May annually on implementation of City Marketing Strategy.</p> <p><b>Achieved.</b></p>
	<p>4.1.2.4 Communicate with industry to provide information on co-operative campaign/promotional opportunities.</p> <p><b>Completed, all channels of communications have been utilised to reach and target industry as appropriate.</b></p> <p><b>Monthly eBlast has a reach of 2,348 recipients (June 2017).</b></p>	<p>Opportunities communicated via monthly e-updates, targeted emails, industry meetings and one on one meetings.</p> <p><b>Achieved, 29 significant cooperative opportunities have been communicate including</b></p> <ul style="list-style-type: none"> <li>• <b>Launch of City Development Partnership Program</b></li> <li>• <b>Smile its Christmas</b></li> <li>• <b>Ignite Program</b></li> <li>• <b>Special Offer Program</b></li> </ul>
	<p>4.1.3.6 Quarterly Update Programme is implemented to monitor and maintain key statistics and information.</p> <p><b>Completed.</b></p>	<p>All information supplied to prospective investors is accurate, relevant and timely.</p> <p><b>Achieved.</b></p> <p><b>Economic Profile update has been completed.</b></p> <p><b>Population Projection Paper has been completed.</b></p> <p><b>Online Dubbo Data Centre has been maintained.</b></p> <p><b>Dubbo.com.au refresh has been completed.</b></p> <p><b>Visitwellington.com.au refresh has been completed.</b></p> <p>100% of identified actions completed.</p>
	<p>4.2.1.1 Develop and implement a 12 month City Development Strategy and Delivery Plan.</p> <p><b>Completed, Local Government Area Economic Development Action Plan adopted at August 2016 meeting.</b></p>	<p><b>City Promotion actions completed include:</b></p> <ul style="list-style-type: none"> <li>• <b>2016/2017 City Development Partnership Program</b></li> <li>• <b>Media and School Room on dubbo.com.au</b></li> <li>• <b>Rhino Design Program – Gateway Signs</b></li> <li>• <b>Installation of Digital Sign</b></li> <li>• <b>Direct Marketing Campaign – school groups</b></li> <li>• <b>Fly Pelican social media campaign</b></li> <li>• <b>Wellington Rhino competition and design</b></li> <li>• <b>Smile its Christmas (Dubbo) program</b></li> <li>• <b>Jingle on the Bell (Wellington) program.</b></li> <li>• <b>3 visitor campaigns targeting, Canberra, Brisbane and Melbourne geographic markets – Fly you way to a great big adventure</b></li> <li>• <b>1 visitor campaign targeting self-drive market – Drive your way to a great big adventure</b></li> <li>• <b>Direct marketing campaign targeting business events and conferences</b></li> <li>• <b>Facilitated filming in Dubbo and Wellington by filmmaker, Greg Grainger (The Travel Oz).</b></li> <li>• <b>Facilitated visit to Dubbo by travel bloggers, The Green Family (29K followers).</b></li> <li>• <b>Led the development of The Dubbo GoldFest Weekend Packages targeting events market.</b></li> <li>• <b>Brokered an outside broadcast of The Today Show including a site at the Wellington Caves 1.2M viewers</b></li> </ul>

<b>OPERATIONAL PLAN</b>
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Function No. 5.06

*Performance Review*

Quarter ended: June

<b>Principal Activity: CITY DEVELOPMENT</b>	<b>Function: City Marketing &amp; Communications</b>
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Activity	Actions	Performance Targets/Service Level
	<p>4.2.1.4 Report on the progress and performance of the 12 month City Development Strategy and Delivery Plan.</p> <p><i>Completed, progress and performance reported through the Economic Development Action Plan. Third quarter report submitted to the June 2017 Council meeting.</i></p>	<p>Financial support contributed to promotional campaigns by industry.</p> <p><b>Achieved.</b></p> <p><i>\$240,000 funding has been contributed by industry to support 18 months of activities from July 2016-December 2017.</i></p> <p><i>76 Businesses supported Smile its Christmas.</i></p> <p><i>12 Businesses supported Jingle on the Bell in addition to three local businesses partnering with Council to install community Christmas tree.</i></p> <p><i>Financial and in-kind support from 5 Council areas, Fly Pelican, Jet Go, Adventures Media and Mars Campers to undertake campaigns targeting air and self-drive travellers and targeting Brisbane, Canberra and Melbourne geographic areas.</i></p>
	<p>4.2.1.5 Communicate with industry to provide information on local, regional and state cooperative campaign/promotional opportunities.</p> <p><i>Communication has been undertaken through Events Network, Accommodation Network, Destination Management Working Group, quarterly Economic Development newsletter, monthly City Development Newsletter and Ignite stakeholder newsletter.</i></p> <p><i>Attended, chaired and provided leadership and administrative support to regional Destination Management Group meetings held in in Coonabarabran, Warren, Dubbo and Gilgandra</i></p> <p><i>Industry familiarisation has been coordinated for the Wellington Caves, Burrendong Arboretum, Burrendong Sport &amp; Recreation Centre and Burrendong Holiday Park.</i></p>	<p>100% of relevant local, regional and state cooperative promotions opportunities communicated to industry.</p> <p><b>Opportunities have been communicated.</b></p>
	<p>4.2.1.6 Dubbo City Development Partnerships Programme is maintained.</p> <p><i>Partnership Programs have been maintained.</i></p>	<p>A minimum of 130 partners involved in the City Partnership Programme.</p> <p><b>140 businesses participated in the City Development Program. 61 partners in the Dubbo Visitor Information Centre Partnership Program.</b></p>
	<p>4.2.2.4 Undertake monthly and quarterly reviews and updates of key information and promotional material.</p> <p><i>Cyclic review of print, digital and outdoor touchpoints have been undertaken.</i></p>	<p>Weekly reviews of the City Promotional website and quarterly reviews of the key promotional materials ensures accuracy, relevance and timeliness.</p> <p><b>No incidents of misinformation or irrelevant messages/content/images recorded.</b></p>
	<p>4.3.1.1 All key promotional activities reflect the City Brand and support key brand messages.</p> <p><i>Completed, all collateral and digital platforms under the City Development Partnership Program reflect the Dubbo brand.</i></p>	<p>80% stakeholder satisfaction with key areas of the Promotions Programme.</p> <p><b>91.7% satisfactions as shown by survey.</b></p>

<b>OPERATIONAL PLAN</b>
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Function No. 5.06

*Performance Review*

Quarter ended: June

<b>Principal Activity: CITY DEVELOPMENT</b>	<b>Function: City Marketing &amp; Communications</b>
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Activity	Actions	Performance Targets/Service Level
	<p>4.3.2.1 City Promotions Strategy and other associated programmes and strategies to include activities that support local promotion and community pride on being home of the TWPZ.</p> <p><b>Achieved, Taronga Western Plains Zoo has been supported in relevant programs and promotions.</b></p>	<p>All relevant promotional activities within the City Promotions Strategy and Action Plan support local promotion of Taronga Western Plains Zoo (TWPZ).</p> <p><b>Taronga Western Plains Zoo was promoted and supported via:</b></p> <ul style="list-style-type: none"> <li>• <b>Featuring on front cover of Dubbo and Great Western Plains Visitors Guide and map</b></li> <li>• <b>Inclusion in the Special Offer Program for events.</b></li> <li>• <b>Partnership in Fly Pelican campaign.</b></li> <li>• <b>Promotion of discounted zoo tickets promoted as a call-to-action for NSW TrainLink campaign.</b></li> <li>• <b>Promotion of discounted zoo tickets in \$25,000 Dubbo and Great Western Plains brand building television campaign.</b></li> <li>• <b>Partnership with Zoo on NFXM outside broadcast and promotion.</b></li> <li>• <b>Partnership with Zoo on filming of Caravan and Camping Australia DVD.</b></li> <li>• <b>Zoo image used on one-third of flags in CBD Banner Campaign to promote the new suite of guides in market August – December.</b></li> <li>• <b>New animal arrivals and experience developments promoted on social media</b></li> <li>• <b>Inclusion of Taronga Western Plains Zoo as an event venue or social activity in development of event attraction bids</b></li> <li>• <b>Taronga Western Plains Zoo highly promoted in the Brisbane and Melbourne trains advertising campaign and subsequent social media activity</b></li> <li>• <b>Zoo included in collateral and messaging – Fly your Way and Drive your Way (Great Big Adventure) campaigns</b></li> <li>• <b>The Today Show broadcasted live from Taronga Western Plains Zoo</b></li> </ul>
		<p>No key opportunity to collaborate with the TWPZ is overlooked.</p> <p><b>Achieved, no opportunity has been overlooked.</b></p>
	<p>5.3.5.1 Implement Community Consultation procedures in line with Council's Community Engagement Policy.</p> <p><b>Completed, Community Consultation policy has been updated.</b></p> <p><b>Presentation has been provided to Executive Staff on increasing engagement through engaging communications.</b></p>	<p>Community satisfaction with the current level of communication with the community (target - 85%, current level is 62%).</p> <p><b>70% satisfaction rating achieved as per most recent Community Needs Survey.</b></p> <p><b>New corporate website has been completed. New monthly e-newsletter has been distributed. Increased incidents of Social media utilised as engagement tool.</b></p>
Events Attraction / Delivery	<p>1.3.5.1 Review and Implement the Dubbo City Event Strategy as adopted (City Development Delivery Plan).</p> <p><b>Completed, actions have been delivered under the Economic Development Action Plan.</b></p>	<p>All actions in the Dubbo City Event Strategy are completed each year.</p> <p><b>Achieved, actions completed were:</b></p> <ul style="list-style-type: none"> <li>• <b>Regular meetings of the Dubbo Event Network</b></li> <li>• <b>Review and update of on-line Event Organisers Toolbox.</b></li> <li>• <b>Communications with industry regarding event activity in the City and opportunities for local businesses.</b></li> </ul>



<b>OPERATIONAL PLAN</b>
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Function No. 5.06

*Performance Review*

Quarter ended: June

<b>Principal Activity: CITY DEVELOPMENT</b>	<b>Function: City Marketing &amp; Communications</b>
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Activity	Actions	Performance Targets/Service Level
		<ul style="list-style-type: none"> <li>• <i>Event Development Fund (Stream 1) and Major Event Sponsor Program (Stream 1) opened July 2016.</i></li> <li>• <i>Digital sign installed</i></li> <li>• <i>Event bid – Country v City 2017 submitted - unsuccessful</i></li> <li>• <i>Event bid successful – Local Government Water Conference</i></li> <li>• <i>Direct Marketing Campaign – conference market completed.</i></li> <li>• <i>Event bid – NSW Farmers Conference – unsuccessful</i></li> <li>• <i>Delivery of NSW Water Management Conference.</i></li> <li>• <i>Funding of \$64,257 provided to 12 events (Stream 2 – Event Development Fund and Major Event Sponsor Program)</i></li> <li>• <i>Early Expressions of Interest submitted – Melbourne Cup (unsuccessful)</i></li> <li>• <i>Support of the Queens Baton Relay in 2018 and Wellington Bicentenary Celebrations</i></li> </ul>
	1.4.3.3 Implement the City Events Strategy and City Promotions Action Plan (City Development Delivery Plan).	Financial support contributed to promotional campaigns by industry.
	<b>Completed.</b>	<b>Achieved.</b> <ul style="list-style-type: none"> <li>• <i>\$40,000 NSW TrainLink campaign (funded by NSW TrainLink) completed.</i></li> <li>• <i>\$1,500 provided by Dubbo City Regional Airport for Fly Pelican campaign.</i></li> <li>• <i>\$3,464 in-kind support provided by Fly Pelican, Taronga Western Plains Zoo and Old Dubbo Gaol for Fly Pelican campaign.</i></li> <li>• <i>Artlands contributed \$680 to CBD flags</i></li> <li>• <i>Taronga Western Plains Zoo contributed \$5,000 to Dubbo and Great Western Plains \$25,000 television campaign.</i></li> <li>• <i>Coonamble, Gilgandra, Narromine, Warren and Warrumbungles contributed \$25,000 to 2016/17 Dubbo and Great Western Plains Visitor Attraction campaign.</i></li> <li>• <i>Old Dubbo Gaol contributed \$5,000 to 2016/17 Dubbo and Great Western Plains Visitor Attraction campaign.</i></li> <li>• <i>Wellington Caves contributed \$5,000 to 2016/17 Dubbo and Great Western Plains Visitor Attraction campaign</i></li> <li>• <i>Wellington Caves contributed \$5,000 towards The Today Show.</i></li> </ul>
	4.1.2.6 Deliver two (2) major campaigns targeting key tourism markets annually.	No major initiative/opportunities are overlooked to support attraction of skilled professionals and visitors.
	<b>Completed.</b> <i>Visit Wellington Guide and website redevelopment has been completed.</i> <i>Phase three of the Great Western Plains Great Big Adventure campaign concept, timeline and budget has been completed.</i>	<b>Achieved, no major initiative/opportunities have been overlooked.</b>
	4.1.2.7 Deliver at least one major campaign/initiative promoting Dubbo City as service/retail centre.	Campaigns delivered on time and on budget, no major initiative/opportunities are overlooked.

<b>OPERATIONAL PLAN</b>
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Function No. 5.06

## Performance Review

Quarter ended: June

<b>Principal Activity: CITY DEVELOPMENT</b>	<b>Function: City Marketing &amp; Communications</b>
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Activity	Actions	Performance Targets/Service Level
Staff Communications	<p><b>Completed.</b></p> <p><i>My Dubbo shop local card has been launched with 75 participating businesses.</i></p> <p><i>Great Business Program has been developed. 133 Businesses from Wellington and Dubbo registered. 657 business owners and employees attended 2 business development workshops on Collaboration not Competition and Connecting with Today's Customer.</i></p>	<p><b>Achieved, no opportunities have been overlooked.</b></p>
	<p>5.4.3.4 Review, update and implement the Internal Communications Strategy.</p>	<p>Strategy and report presented in December annually.</p>
Corporate Communications	<p><b>Completed.</b></p> <p><i>Prepared and progressively implemented staff engagement plan for the Transition Project. All required internal communication activities have been completed.</i></p> <p><i>New staff e-newsletter has been developed and first distributed in April 2017. This has replaced the former Dubbo City Council's Communique newsletter. The new electronic format aims to celebrate the concept of "One Team" and has been extremely well-received.</i></p>	<p><b>Achieved, strategy adopted by Executive Staff in December 2016. New Strategy to be presented to Executive Leadership Team in July 2017.</b></p>
	<p>Prepare Annual Report- Appendix B</p>	<p>Meet requirements of the 1993 Local Government Act as a minimum.</p>
	<p><b>Completed.</b></p>	<p><b>Achieved, annual report snapshot developed and communicated.</b></p>
	<p>1.4.3.4 Implement the Corporate Communications Programme.</p>	<p>Positive opinion of the Organisation is achieved and no reasonable criticism of performance of corporate communications.</p>
	<p><b>Completed.</b></p>	<p><b>Achieved, no reasonable criticism of performance received.</b></p>
	<p>5.3.5.2 Review the adopted Social Media Policy.</p>	<p>Policy reviewed annually.</p>
	<p><b>Completed.</b></p>	<p><b>Achieved, updated policy adopted by Executive Staff in December 2016.</b></p>
	<p>5.4.3.1 Review, update and submit to Council a draft Corporate Communications Strategy.</p>	<p>Overall satisfaction with performance of Council measured biannually - target 85%</p>
<p><b>Completed. Community Engagement Strategy has been prepared in line with Department of Premier and Cabinet requirements for merged Councils.</b></p> <p><i>New Corporate Communications Strategy has been prepared for presentation to Executive Leadership Team in July 2017.</i></p>	<p><b>Community Satisfaction Survey for New Councils has been undertaken by Department of Premier and Cabinet.</b></p>	
<p>5.4.3.2 Implement as required and report to Council annually on the achievements in implementing the adopted Corporate Communications Strategy.</p>	<p>Report to be presented at July meeting.</p>	
<p><b>Completed, New Corporate Communications Strategy adopted by Executive Staff in December 2016.</b></p> <p><i>Presentation has been provided to Executive Staff on increasing engagement through engaging communications.</i></p> <p><i>Social Media Policy presentations have been undertaken outdoor staff at Dubbo and Wellington.</i></p>	<p><b>Achieved, report on Interim strategy adopted by Executive Staff in December 2016.</b></p>	

<b>OPERATIONAL PLAN</b>
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Function No. 5.06

*Performance Review*

Quarter ended: June

<b>Principal Activity: CITY DEVELOPMENT</b>	<b>Function: City Marketing &amp; Communications</b>
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Activity	Actions	Performance Targets/Service Level
Visitors Information Services	5.4.3.3 Provide communications support to major projects.	All major projects provided support
	<i>Completed.</i>	<p><b>Communication support was provided to:</b></p> <ul style="list-style-type: none"> <li>• <i>Free cuppa for the driver</i></li> <li>• <i>Stronger Communities Fund</i></li> <li>• <i>Airport Runway project</i></li> <li>• <i>Weir Safety</i></li> <li>• <i>Dubbo City website</i></li> <li>• <i>Rhino Adventure</i></li> <li>• <i>Wellington Guide Launch</i></li> <li>• <i>The Great Business Program</i></li> <li>• <i>My Dubbo Shopping card</i></li> <li>• <i>Wellington Pool Consultation</i></li> <li>• <i>Financial Assistance grants</i></li> <li>• <i>Luna Park Playground consultation/Luna Park open day</i></li> <li>• <i>Daphne Park consultation</i></li> <li>• <i>Regional Platters</i></li> <li>• <i>Operational Plan and Budget</i></li> <li>• <i>ANZAC Day</i></li> <li>• <i>Wellington CBD Beautification</i></li> <li>• <i>Wellington Caves redevelopment</i></li> <li>• <i>Back to Business Week</i></li> <li>• <i>West View Drive-In</i></li> <li>• <i>Visit Wellington website</i></li> <li>• <i>Dubbo Ignite website</i></li> <li>• <i>Easy to do business</i></li> <li>• <i>Changes to Rates</i></li> <li>• <i>Fire Emergency Services Levy</i></li> <li>• <i>Council Elections</i></li> <li>• <i>Clean Up Australia Day</i></li> <li>• <i>Various Capital Works projects including Capstan Drive roundabout, Eumungerie Water Supply, the Erskine Street Pump Station</i></li> </ul>
	4.2.2.1 Provide an effective City Information service that promotes the City, LGA and its various attractions and services.	Visitor Information Centre operates 364 days a year.
	<i>Services have been provided.</i>	<i>Dubbo Visitor Information Centre operated 7 days a week with the exception of Christmas day. Wellington Visitor Information Centre operated 7 days a week with the exception of Christmas and Boxing day.</i>
Visitors Information Services	4.2.2.6 Monitor commercial accommodation occupancy rates for trends.	Average commercial accommodation occupancy rate increases by an average of 2% over the average of the past 3 years.
	<i>Completed.</i> <i>Wellington Accommodation occupancy measurement program has been established.</i>	<p><i>Achieved, Dubbo Commercial Accommodation rate is 67.97%. This is a 2% increase on the previous year of 66.53%.</i></p> <p><i>Wellington statistics are inconclusive as not in market for 12 months.</i></p>
Visitors Information Services	1.4.5.7 Develop Regional RV and Caravanning positioning paper in cooperation with Inland NSW and Destination Management Plan working group	Action supported through the Destination Management Plan
	<i>Completed, Freedom Camper Economic Study completed June 2017.</i>	<p><i>Achieved, action was listed as priority in Destination Management Plan.</i></p> <p><i>323 face to face surveys have been undertaken by Dubbo &amp; Wellington Visitor Information Centres.</i></p>

<b>OPERATIONAL PLAN</b>
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Function No. 5.06

## Performance Review

Quarter ended: June

<b>Principal Activity: CITY DEVELOPMENT</b>	<b>Function: City Marketing &amp; Communications</b>
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Activity	Actions	Performance Targets/Service Level
Visitors Information Centre Operations	4.2.2.7 Conduct an annual City Promotions Program Customer Satisfaction Survey.	80% stakeholder satisfaction with key areas of the Promotions Programme.
	<b>Completed.</b>	<b>91.7% customer satisfaction as shown by the survey.</b>
	4.2.2.2 Develop and implement a program for all permanent staff and Ambassadors of the Visitor Information Centre (VIC) to spend at least 35 hours p.a. each on familiarisations across all sectors of the City.	100% of visitors rate tourism/visitor information services as satisfactory.
	<b>Completed.</b>	<b>Achieved, service satisfaction rating of 100% achieved for Dubbo.</b>
		<b>Quality of information satisfaction rating of 100% achieved for Dubbo.</b>
		<b>Wellington visitors survey is under development.</b>
	4.1.2.8 Distribute a series of information packages for the various market segments that provide information for the following enquiry types: - events and conferences - visitor - investment - new resident	90% of Visitor Information Centre customers satisfied with quality of service provided (as measured by rolling survey).
	<b>290 Information packs provided from Dubbo.</b>	<b>100 % satisfaction rating achieved by Dubbo for service provided.</b>
	<b>39 Information Packs provided from Wellington</b>	<b>Wellington visitors survey developed.</b>
4.1.2.9 Undertake a monthly rolling customer satisfaction survey	Surveys undertaken.	
<b>Completed.</b>	<b>358 surveys completed for Dubbo.</b>	
	<b>Wellington visitors survey being developed.</b>	
4.2.2.3 Review service levels and Capital Works Programme to ensure that the VIC maintains its Visitor Information Network Accreditation.	Level one accreditation maintained.	
<b>Completed.</b>	<b>Level One Accreditation maintained for Dubbo</b>	
	<b>Level Two Accreditation maintained for Wellington.</b>	
4.2.2.8 Promote community use of the event staging and seating area deck.	Deck area is utilised by the community.	
<b>Completed.</b>	<b>Achieved, deck has been utilised by Dubbo Farmers Markets, Riverside Markets, Mothers Groups (weekly), Tour Groups, School Groups and Visitors and locals, Headspace event &amp; international Midwife Day event.</b>	
Trading Stock Purchases	Manage souvenirs available for sale to ensure products are popular and cost effective	To increase yield per customer.
	<b>Souvenir range has been maintained.</b>	<b>Yield achieved was \$0.85 per customer for Dubbo and \$0.60 for Wellington.</b>
	<b>Introduced Great Western Plains branded souvenir range, developed in collaboration with Coonamble, Warren, Gilgandra, Dubbo, Wellington, Narromine and Warrumbungles as key locations.</b>	
Management Services-From Other Function	Cost of Services including: - management, financial, technical, information technology, parks and land care services and corporate overheads provided to this function.	Amounts charged are accepted as reasonable for the level of service provided.

<b>OPERATIONAL PLAN</b>
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Function No. 5.06

## Performance Review

Quarter ended: June

<b>Principal Activity: CITY DEVELOPMENT</b>	<b>Function: City Marketing &amp; Communications</b>
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Activity	Actions	Performance Targets/Service Level
Asset Management Program - Routine	<i>Costs have been determined by agreed brief and provided.</i>	<i>Charges were reasonable for level of service provided.</i>
	Undertake Building Asset Management Program	Buildings operational and presentable.
Asset Management Program - Cyclic	<b>Completed.</b>	<b>Achieved.</b>
	Undertake 20 year Building Asset Management Program	Buildings maintained in a satisfactory condition.
A thriving tourism industry including building on our Aboriginal culture and heritage	<b>Completed.</b>	<b>Achieved.</b>
	Update tourist publications.	Monthly advertising Biannual Visitor Guide Aboriginal Cultural Strategy
Ongoing participation in Western Plains and Central NSW Tourism Initiatives.	<b>Completed.</b>	<b>Achieved, Discover Magazine promotions maintained and Wellington Visitor and Resident Guide has been developed. Dubbo Visitor Information Centre launched the Aboriginal Medicinal Garden.</b>
		Actions in line with Dubbo and Great Western Plains Marketing initiatives Communications maintained with members of Great Western Plains and Central NSW Tourism
Community cooperation, participation and coordination around arts and cultural activities.	<b>Completed.</b>	<b>Achieved, 2016/2017 City Development Partnership Program established, partnered by 6 destinations across Great Western Plains.</b>
		<b>The Rhino Adventure annual program finalised, partners included Central NSW Tourism destinations Bathurst, Orange and Parkes.</b>
Continued support and promotion of local events.	<b>Completed, support provided to 133 events.</b>	<b>Dubbo and Great Western Plains, Great Big Adventures \$25,000 brand building television campaign to promote visitation in the summer school holidays completed.</b>
		<b>'Fly your way to a big adventure' and 'Drive your way to a big adventure' campaigns completed.</b>
A contemporary community website that helps build participation in the arts	Continued support and promotion of local events.	Continued support of Major Local Events Financial support provided to major local events.
	<b>Completed.</b>	<b>Achieved, Event Development Fund (over \$1,000) applications reviewed and funding provided.</b>
Council website provide links to cultural activities and events.	<b>Completed.</b>	<b>Major Event Sponsorship program implemented.</b>
		<b>Funding of \$64,257 provided to 12 events (Stream 2 – Event Development Fund and Major Event Sponsor Program).</b>
		<b>High level support provided to major event activity.</b>
		<b>Event packages in partnership with Dubbo Gold Cup and RiverFest are in development.</b>
	Update the Visit Wellington website with current links to cultural activities and events.	
	<b>Completed.</b>	<b>Achieved.</b>

<b>OPERATIONAL PLAN</b>
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Function No. 5.06

## Performance Review

Quarter ended: June

<b>Principal Activity:</b>	<b>CITY DEVELOPMENT</b>	<b>Function:</b>	<b>City Marketing &amp; Communications</b>
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**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-164,035	-32,925	-14,882	-3,206	-215,048	-45	1	-215,093	-215,093
Expenditure	1,283,156	660,991	19,108	3,206	1,966,461	-158,772	2	1,807,689	1,807,689
<b>Operating Total</b>	<b>1,119,121</b>	<b>628,066</b>	<b>4,226</b>	<b>0</b>	<b>1,751,413</b>	<b>-158,817</b>		<b>1,592,596</b>	<b>1,592,596</b>
<b>Capital</b>									
Income	-46,362	-11,670	0	0	-58,032	-2,193	3	-60,225	-60,225
Expenditure	0	13,642	2,774	0	16,416	8,133	4	24,549	24,549
<b>Capital Total</b>	<b>-46,362</b>	<b>1,972</b>	<b>2,774</b>	<b>0</b>	<b>-41,616</b>	<b>5,940</b>		<b>-35,676</b>	<b>-35,676</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	1,072,759	630,038	7,000	0	1,709,797	-152,877		1,556,920	1,556,920
<b>Restricted Assets</b>									
	60,963	-249,488	8,000	0	-180,525	102,877	5	-77,648	-77,648
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>1,133,722</b>	<b>380,550</b>	<b>15,000</b>	<b>0</b>	<b>1,529,272</b>	<b>-50,000</b>		<b>1,479,272</b>	<b>1,479,272</b>

Note	Details
1	No significant variance to budget.
2	Operating Expenditure has decreased by \$158,772 mainly due to carry over to 2017/2018 for Major Event Sponsorship program \$8,824, Wellington tourism banners \$5,000, image library \$40,000, content management system \$25,000, online mapping tool \$14,053, stakeholder management solution \$10,000 and transfer to Community and Recreation for Wellington Bicentenary event \$50,000.
3	No significant variance to budget.
4	Capital Expenditure has increased by \$8,133 mainly due to purchase of a camera \$3,179 and display cabinets at the Wellington Visitor Information Centre \$4,955.
5	Transfers to restricted assets have decreased by \$102,877 due to the carry overs to 2017/2018.

**Key Performance Indicators**

Workload	Prev.	Est.	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est.	YTD
Local retail/CBD campaigns or activities	4	4	5	Industry funding for City Marketing campaigns	\$65,164	\$25,000	\$60,913	Number of placed or supported positive media articles	19	20	9
Visitor Attraction Campaigns	3	2	3	Number of people maintained / on Communications Database	1592	1400	2348	Number of visits to city website dubbo.com.au	261,279	200,000	244,575
Support Destination NSW / Inland Tourism collaborative / initiatives	4	3	3	City Development Delivery Plan is adopted by Council.	Yes	Yes	Yes	Key stakeholder satisfaction with City Development program	100%	80%	91.7%
								Number of City Development Partners	182	180	201

<b>OPERATIONAL PLAN</b>
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Function No.

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## Performance Review

Quarter ended:

June

<b>Principal Activity:</b>	<b>CITY DEVELOPMENT</b>	<b>Function:</b>	<b>City Marketing &amp; Communications</b>
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Workload	Prev.	Est.	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est.	YTD
Number of event bids submitted/ supported	9	6	4					Successful event bids	2	2	2
Number of City Development Newsletter	12	12	15					Number of events assisted (high level)	153	50	133
Dubbo Visitor Satisfaction surveys completed	427	100	383					Average occupancy % of commercial accommodation	66.63%	64%	67.97%
Industry surveys conducted	5	2	2					Level 1 Accreditation maintained Dubbo	Yes	Yes	Yes
Number of hours Dubbo Visitors Information Centre opened	2,974	2,912	2990	Total operating expenses for Visitors Information Centre per attendee. (operating exp/door count only)	\$6.22	\$ 6.50	\$6.69	Number of complaints regarding service by staff of the Dubbo VIC	NIL	Nil	Nil
Number of attendees at Dubbo Visitors Info Centre	81,886	90,000	76,740	Average Souvenir purchases per visitor at Dubbo VIC (souvenir income/door count)	\$0.70	\$0.90	\$0.85	Satisfaction with quality of service provided at Dubbo	99.5%	95%	100%
Number of City Tours conducted in Dubbo	8	8	13	Satisfaction with quality of information provided at Dubbo	99.7%	95%	100%	Number of City Ambassadors at Dubbo VIC	12	10	12
Number of Dubbo Visitor Information Packs mailed out/ emailed/ downloaded	629	700	290								
Media releases	330	250	319	Number of Web Administrators	23	20	35	Number of visits to Council website dubbo.nsw.gov.au	153,745	165,000	202,000

<b>OPERATIONAL PLAN</b>
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Function No.

5.06

## Performance Review

Quarter ended:

June

<b>Principal Activity:</b>	<b>CITY DEVELOPMENT</b>	<b>Function:</b>	<b>City Marketing &amp; Communications</b>
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Workload	Prev.	Est.	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est.	YTD
Media Enquires	193	600	414	Client satisfaction with communication services	85%	80%	No action to date				
Council Meetings attended	28	22	30	Total organic reach of Dubbo City (Facebook profile)	146,904	230,000	181,601	Number of engaged followers of Dubbo City (Facebook profile)	N/A	30,000	24,231
Weekly placements City Connection	51	52	50	Design Service charges to Council Divisions	\$101,120	\$137,296	\$136,907	Community engagement opportunities promoted	Yes	Yes	Yes
Annual Report to residents completed	Yes	Yes	Yes								
State of the City Report completed	Yes	Yes	Yes								
Statutory Report developed and provided to Minister	Yes	Yes	Yes								
Communications Strategy revised and updated in June	Yes	Yes	Yes	Corporate Communication policies adhered to	Yes	Yes	Yes				
Internal Communications Strategy revised and updated in December	Yes	Yes	Yes								
Staff information sessions held	4	2	4								
Staff newsletters produced	3	4	3								
GM monthly updates to staff	11	11	15								



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Function No. 5.06

*Performance Review*

Quarter ended: June

<b>Principal Activity: CITY DEVELOPMENT</b>	<b>Function: City Marketing &amp; Communications</b>
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**Key Projects****Capital Works Program**

City Marketing & Comm- Acquisition of Assets 01.09486 - City Image - Other Structures	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7924 - Digital Sign Board <i>Completed.</i>	0	13,642	2,774	0	0	16,416
01.09486 - City Image - Other Structures Total	0	13,642	2,774	0	0	16,416

City Marketing & Comm- Acquisition of Assets 01.09488 - City Image - Furniture & Fittings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7300 - Canon Camera <i>Completed.</i>	0	0	0	0	3,178	3,178
7301 - Wellington VIC - Display Cabinets <i>Completed.</i>	0	0	0	0	4,955	4,955
01.09488 - City Image - Furniture & Fittings Total	0	0	0	0	8,133	8,133

<b>OPERATIONAL PLAN</b>
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Function No. 5.07

## Performance Review

Quarter ended: June

Principal Activity: **CITY DEVELOPMENT**

Function:

**Showground**

**Manager Responsible: Acting Director Corporate Development  
Mrs Natasha Comber**

**Function Objectives:**

To provide a modern public showground facility that is a venue for a wide variety of user group activities.

To market the facilities of the Showground and fulfil the needs of a wide variety of users which results in the Dubbo Showground becoming a major contributor to the economic well-being of the City of Dubbo.

To fund the operation and maintenance of the Showground to a suitable standard.

**NOTE:** This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.

Activity	Actions	Performance Targets/Service Level
Show and Sale Set Up	Provide appropriate infrastructure and service for shows and sales <b>Completed.</b>	Showground is secured outside working hours. <b>Achieved.</b>
Marketing and Promotions	4.4.5.2 Implement the marketing programme aimed at increasing the revenue of the facility. <b>Completed.</b>	Increase profile of Showground <b>Achieved.</b> <i>The Showground website has been updated weekly showcasing the upcoming events. Dubbo Showground featured in the Dubbo Events Guide, 3,000 copies have been distributed to event holders. Major events held included the Dubbo Show which attracted record numbers in excess of 20,000 and Nitro circus which attracted approximately 15,000 people. The World Dohne Sheep Conference was held with attendees coming from 6 different countries including South Africa and China. Two portable amenities blocks have been installed to be utilised for events.</i>
Management Services - From Other Functions	Cost of Services including:- Management, Administration, Corporate Development, Information Technology & Corporate Overheads provided to this function. <b>Costs have been determined by agreed brief and provided.</b>	Amounts charged and accepted as reasonable for the level of service provided. <b>Costs were reasonable for level of service provided.</b>
Management Services	Provide pertinent financial and operational advice and instructions <b>Advice has been provided.</b>	Attain financial result in accordance with estimates <b>Achieved.</b>
	4.4.5.1 Survey major event organisers of the Showground facility on an ongoing basis to ensure satisfaction levels retained, and return business achieved. <b>Surveys have been issued to event holders at the conclusion of each event.</b>	70% of users are satisfied with facilities and services (as shown by survey). <b>Achieved, 75% of users are satisfied with facilities and services.</b>
Grounds Operations	Implement a regular grounds maintenance program <b>Completed.</b>	All grounds clean and tidy, and in serviceable condition. <b>Achieved.</b>

<b>OPERATIONAL PLAN</b>
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Function No. 5.07

## Performance Review

Quarter ended: June

<b>Principal Activity:</b>	<b>CITY DEVELOPMENT</b>	<b>Function:</b>	<b>Showground</b>
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Activity	Actions	Performance Targets/Service Level
Building Operations	Undertake operation of the Showground	Showground is provided in a cost effective manner and available at all times.
	<b>Completed.</b>	<b>Achieved.</b>
Bar - Expo Centre	Conduct regular building maintenance program	All buildings clean, safe and serviceable.
	<b>Completed.</b>	<b>Achieved.</b>
Asset Management Program - Routine	Engage staff and supplies, supervise operations	Users satisfied with service provided and such service is provided in a cost effective manner.
	<b>Completed.</b>	<b>Achieved.</b>
Asset Management Program - Cyclic	Undertake Building Asset Management Program	Buildings operational and presentable.
	<b>Completed.</b>	<b>Achieved.</b>
	Undertake 20 year Building Asset Management Programme	Buildings maintained in a satisfactory condition.
	<b>Completed.</b>	<b>Achieved.</b>

**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-358,913	-24,033	-47	-12,857	-395,850	20,025	1	-375,825	-375,825
Expenditure	1,079,712	190,616	47	-12,143	1,258,232	21,803	2	1,280,035	1,280,035
<b>Operating Total</b>	<b>720,799</b>	<b>166,583</b>	<b>0</b>	<b>-25,000</b>	<b>862,382</b>	<b>41,828</b>		<b>904,210</b>	<b>904,210</b>
<b>Capital</b>									
Income	-334,972	-98,664	0	0	-433,636	16,670	3	-416,966	-416,966
Expenditure	137,000	231,368	13,718	-7,000	375,086	-30,397	4	344,689	344,689
<b>Capital Total</b>	<b>-197,972</b>	<b>132,704</b>	<b>13,718</b>	<b>-7,000</b>	<b>-58,550</b>	<b>-13,727</b>		<b>-72,277</b>	<b>-72,277</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>	<b>522,827</b>	<b>299,287</b>	<b>13,718</b>	<b>-32,000</b>	<b>803,832</b>	<b>28,101</b>		<b>831,933</b>	<b>831,933</b>
<b>Restricted Assets</b>	<b>-48,313</b>	<b>-231,368</b>	<b>-13,718</b>	<b>32,000</b>	<b>-261,399</b>	<b>6,854</b>	5	<b>-254,545</b>	<b>-254,545</b>
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>	<b>474,514</b>	<b>67,919</b>	<b>0</b>	<b>0</b>	<b>542,433</b>	<b>34,955</b>		<b>577,388</b>	<b>577,388</b>

Note	Details
1	Operating Income has decreased by \$20,025 mainly due to fewer livestock events held.
2	Operating Expenditure has increased by \$21,803 mainly due to water consumption charges for Wellington Showground \$34,955 less decreased depreciation charges \$13,152.
3	Capital Income has decreased by \$16,670 due to decreased depreciation charges.
4	Capital Expenditure has decreased by \$30,397 due to savings from Wellington Showground electricity upgrade \$16,195, Wellington Showground land and building renewals \$6,413 and Dubbo Showground portable amenities \$9,938.
5	Transfers from restricted assets have decreased by \$6,854 mainly due to savings in capital projects less shortfall in revenue.

<b>OPERATIONAL PLAN</b>
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Function No. 5.07

## Performance Review

Quarter ended: June

<b>Principal Activity: CITY DEVELOPMENT</b>	<b>Function: Showground</b>
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**Key Performance Indicators:**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
No. of days Expo Centre used	31	70	67	Total Operating Expenses per day (365 days)	\$2,750	\$3,553	\$3,407	Number of written complaints relating to facilities or staff	Nil	Nil	Nil
No. of events Showground used											
-Livestock	52	65	66								
-Non Livestock	33	40	40								

**Key Projects****Capital Works Program**

Showground - Acquisition of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09290 - Showground - Furniture & Fittings						
7122 - Expo Centre - 2 Hot Water Systems <i>Completed.</i>	0	0	0	0	7,600	7,600
01.09290 - Showground - Furniture & Fittings Total	0	0	0	0	7,600	7,600

Showground - Acquisition of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09297 - Showground - Other Assets						
7121 - Electricity Upgrade <i>Completed.</i>	0	100,000	0	0	-927	99,073
7123 - Upgrade Horse Panels <i>Completed.</i>	25,000	0	0	0	-1,024	23,976
7141 - Portable Amenities <i>Completed.</i>	80,000	0	0	25,000	-9,938	95,062
01.09297 - Showground - Other Assets Total	105,000	100,000	0	25,000	-11,889	218,111

Showground - Asset Renewals - Maintenance	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09295 - Showground - Buildings						
7121 - Office Building Upgrade <i>Carry over.</i>	32,000	0	0	-32,000	0	0
01.09295 - Showground - Buildings Total	32,000	0	0	-32,000	0	0

<b>OPERATIONAL PLAN</b>
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Function No. 5.07

*Performance Review*

Quarter ended: June

<b>Principal Activity:</b>	<b>CITY DEVELOPMENT</b>	<b>Function:</b>	<b>Showground</b>
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Wellington - Capital Expenses 01.08221 - Asset Renewals	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7000 - Land & Buildings <i>Completed.</i>	0	22,140	13,718	0	-6,413	29,445
7001 - Other Infrastructure <i>Completed.</i>	0	3,500	0	0	-3,500	0
7009 - Electricity Upgrade <i>Completed.</i>	0	105,728	0	0	-16,195	89,533
01.08221 - Asset Renewals Total	0	131,368	13,718	0	-26,108	118,978

## OPERATIONAL PLAN

Function No. 5.09

### Performance Review

Quarter ended: June

Principal Activity: **CITY DEVELOPMENT**Function: **Wellington Caves Complex**

**Manager Responsible: Caves Complex Manager  
Ms Jodie Anderson**

**Function Objectives:**

Wellington Caves reserve is a tourist attraction with significant cultural, historical and educational values. The site offers guided tours and interpretation of the Caves Reserve. The Caves Caravan Park operates at a minimum rating of 3.5 stars, the Kiosk supports the complex with souvenirs / merchandise sales. The facilities and services provided are consistent with contemporary tourist expectations. The Wellington Caves Reserve operates to ensure the conservation and protection of the reserve and enable public recreation of this important tourist attraction.

A further review of the facility is to commence following implementation of the interim integrated structure.

Activity	Actions	Performance Targets/Service Level
Operating Expenditure	Provide day to day operations of the Caves and Caravan Park Complex including Tours, Accommodation, Cleaning, Promotions, Café Operations and Sale of Souvenirs.	Facility operates daily except for Christmas Day.
	<b>Completed.</b>	<b>Achieved.</b>
Marketing & Promotion	1.2 A thriving tourism industry, including acknowledgement of the Aboriginal heritage and culture.	Annual visitor number to the Wellington Caves.
	<b>Completed. Aboriginal heritage and history on the Caves Reserve is acknowledged through interpretation in the Visitors Centre and Wellington Caves Souvenir book.</b>	<b>Annual visitation was 28,797.</b>
	Develop co-operative arrangements with other tourist destinations and businesses with a view to packaging complex products and services.	Marketing and Promotion program is structured across multiple target markets and based on holiday, general admission and events.
	<b>Completed. An MOU for a partnership with the Australian Museum and Flinders University has been drafted. The Caves Manager regularly attends the Dubbo Accommodation meetings. The Wellington Caves works with the Wellington Golf course in offering stay &amp; play packages for accommodation and course fees.</b>	<b>Achieved.</b>
	1.2.2 Promotion and Advertising – Develop and implement an annual Marketing and Promotion Program for the Wellington Caves Complex.	Media Campaigns are undertaken using variety of media.
	<b>Completed.</b>	<b>Achieved. New signage has been installed and Caves was featured on the Today Show on 29 June 2017.</b>
Trading Stock Purchases	Manage souvenirs available for sale to ensure products are popular and cost effective.	To increase yield per customer.
	<b>Completed.</b>	<b>Yield to date data not available. A new point of sale system is to be implemented.</b>
Management Services	1.2.5 Develop a Business Plan and Asset Improvement Strategy for the Caves and Caravan Park Complex.	Business Plan developed including 20 years rolling Total Asset Management Strategy.
	<b>Completed.</b>	<b>2017/2018 Business plan completed.</b>
	Implementation of new website for the Caves.	Tourism Website Updates
	<b>Completed.</b>	<b>Achieved.</b>
Grounds Operations	Conduct regular maintenance program ensuring historical and heritage significance is taken into account.	No unreasonable adverse criticism of condition of the complex.

<b>OPERATIONAL PLAN</b>
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Function No. 5.09

## Performance Review

Quarter ended: June

Principal Activity: **CITY DEVELOPMENT**Function: **Wellington Caves Complex**

Activity	Actions	Performance Targets/Service Level
Building Operations	<b>Completed.</b>	<b>Lampenflora identified in Cathedral Cave and the phosphate mine. A management plan is being created to go to the Caves advisory group.</b>
		Tourism rating is three and a half (3.5) stars for Caravan Complex.
Asset Management Program - Routine	Conduct regular Building Maintenance Program.	<b>Achieved.</b> Pool & Playground and amenities are clean, safe and functional.
	<b>Building Maintenance Program to be developed.</b>	<b>Achieved.</b> All buildings are maintained to prescribed standards.
Asset Management Program - Cyclic	Conduct Asset Management Program.	Maintenance Service Levels Specifications Developed.
	<b>Asset Management Program to be developed.</b>	<b>To be developed.</b>
A thriving tourism industry including building on our Aboriginal culture and heritage	Undertake 20 year Building Asset Management Program.	Facilities and Structures are maintained and fit for purpose conditions.
	<b>Asset Management Program to be developed.</b>	<b>Achieved.</b>
	Implementation of new websites for Tourism, Caves and Council.	Tourism website updated. Caves online booking system.
	<b>Completed.</b>	<b>Achieved.</b>

**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	0	-850,127	-45,536	47,000	-848,663	-32,587	1	-881,250	-881,250
Expenditure	0	1,093,791	0	-47,000	1,046,791	-7,311	2	1,039,480	1,039,480
<b>Operating Total</b>	<b>0</b>	<b>243,664</b>	<b>-45,536</b>	<b>0</b>	<b>198,128</b>	<b>-39,898</b>		<b>158,230</b>	<b>158,230</b>
<b>Capital</b>									
Income	0	-84,000	0	0	-84,000	-9,202	3	-93,202	-93,202
Expenditure	0	542,225	100,000	0	642,225	-164,687	4	477,538	477,538
<b>Capital Total</b>	<b>0</b>	<b>458,225</b>	<b>100,000</b>	<b>0</b>	<b>558,225</b>	<b>-173,889</b>		<b>384,336</b>	<b>384,336</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>	<b>0</b>	<b>701,889</b>	<b>54,464</b>	<b>0</b>	<b>756,353</b>	<b>-213,787</b>		<b>542,566</b>	<b>542,566</b>
<b>Restricted Assets</b>	<b>0</b>	<b>-542,425</b>	<b>-54,464</b>	<b>0</b>	<b>-596,889</b>	<b>213,787</b>	<b>5</b>	<b>-383,102</b>	<b>-383,102</b>
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>	<b>0</b>	<b>159,464</b>	<b>0</b>	<b>0</b>	<b>159,464</b>	<b>0</b>		<b>159,464</b>	<b>159,464</b>

Note	Details
1	Operating Revenue has increased by \$32,587 mainly due to increased accommodation income.
2	Operating Expenditure has decreased by \$7,311 due to operational savings \$16,513 less increased depreciation charges \$9,202.
3	Capital Income has increased by \$9,202 due to increased depreciation charges.
4	Capital Expenditure has decreased by \$164,687 mainly due to the carry over to 2017/2018 Visitor Experience Centre \$98,892, Caravan park land & buildings repair \$23,216, Caves land & building repair \$15,261, Kiosk land & buildings repair \$6,770 and Caves other infrastructure and repair \$21,104.
5	Transfers to restricted assets have decreased by \$213,787 due to the carryover of capital works and increased accommodation revenue.

## OPERATIONAL PLAN

Function No. 5.09

### Performance Review

Quarter ended: June

Principal Activity: **CITY DEVELOPMENT**Function: **Wellington Caves Complex****Key Performance Indicators:**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est	YTD	Effective.	Prev.	Est	YTD
Days operational per year - Caves		363	364	Total operating expenses per Caves Visitor		\$17.39	\$36.09	No. of visitors to the Caves		30,000	28,797
								Percentage of satisfied customers as per Visitors online survey		100%	Customer satisfaction survey to be developed.
Site Numbers								Occupancy			
- Standard Units		7	7	7				- Standards Units		50%	33.62%
- Golf Club Units		7	7	7				-Golf Club Units		50%	19.02%
- Park Cabins		4	4	4				- Park Cabins		50%	37.37%
- Powered Sites		36	36	36				-Powered Sites		50%	21.04%
- Camp Sites		29	29	29				- Camp Sites		50%	4.42%
Total		83	83	83							
								Has Park maintained its 3.5 Star Rating		Yes	*Occupancy has been affected by the refurbishment of cabin accommodation Yes
								Number of sustainable complaints relating to facilities or staff		0	0

**Key Projects****Capital Works Program**

Wellington Caves Complex - Acquisition of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.08150 - Caravan Park - Other Infrastructure						
7050 - Caravan Park - Other Infrastruct.&Repair <i>Completed.</i>	0	23,510	0	5,419	0	28,929
01.08150 - Caravan Park - Other Infrastructure Total	0	23,510	0	5,419	0	28,929



## OPERATIONAL PLAN

Function No. 5.09

### Performance Review

Quarter ended: June

<b>Principal Activity:</b>	<b>CITY DEVELOPMENT</b>	<b>Function:</b>	<b>Wellington Caves Complex</b>
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Wellington Caves Complex - Acquisition of Assets 01.08170 - Wellington Caves - Land & Buildings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7000 - Caves - Wellington Experience Centre <i>Carry over.</i>	0	0	100,000	0	-98,892	1,108
01.08170 - Wellington Caves - Land & Buildings Total	0	0	100,000	0	-98,892	1,108

Wellington Caves Complex - Asset Renewals - Maint. 01.08200 - Land & Buildings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7100 - Caravan Park - Land & Buildings & Repair <i>Carry over.</i>	0	392,159	-6,708	-5,419	-23,216	356,816
7101 - Caves - Land & Buildings & Repair <i>Carry over.</i>	0	21,432	0	0	-15,261	6,171
7102 - Kiosk - Land & Buildings & Repair <i>Carry over.</i>	0	8,450	0	0	-6,770	1,680
01.08200 - Land & Buildings Total	0	422,041	-6,708	-5,419	-45,247	364,667

Wellington Caves Complex - Asset Renewals - Maint. 01.08201 - Other Infrastructure	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7100 - Caravan Park-Other Infrastruct.&Repair <i>Completed.</i>	0	19,574	6,708	0	556	26,838
7101 - Caves - Other Infrastructure & Repair <i>Carry over.</i>	0	67,600	0	0	-21,104	46,496
01.08201 - Other Infrastructure Total	0	87,174	6,708	0	-20,548	73,334

# OPERATIONAL PLAN

Function No. 6.01

## Performance Review

Quarter ended: June

Principal Activity:	<b>BUILT &amp; NATURAL ENVIRONMENT</b>	Function:	<b>Environment &amp; Health Services</b>
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**Manager Responsible: Manager Environmental Control  
Mrs Debbie Archer**

**Function Objectives:**

To monitor and report on public health issues and respond to and assess potential threats to the environment.

**NOTE:** This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.

Activity	Action	Performance Targets/Service Level
Food Premise Regulation and Education Services	Inspection of food premises as detailed in Agreed Brief.	100% of premises inspected annually
	<b>All high risk food premises inspected at least once in 2016/2017. Low risk premises inspected every three years in accordance with Agreed Brief.</b>	<b>All premises inspected in 2016/2017 in accordance with Agreed Brief.</b>
	Food handling seminar / program conducted as detailed in Agreed Brief.	Seminar completed by October
Health Program Regulation and Education Services	<b>Procedure in place ensured program carried out in 2016/2017.</b>	<b>Canteen seminar held 6/9/2016</b>
	Inspections of pools, skin penetration and registered premises as detailed in Agreed Brief	100% of premises inspected annually
Health and Food Services Administration	<b>Procedure in place ensured all inspections carried out in accordance with Agreed Brief.</b>	<b>100% of Regulated Premises inspected at least once in 2016/2017 in accordance with Agreed Brief.</b>
	Planning, organising, directing and controlling human and other resources relating to food and health Agreed Brief.	Agreed Brief successfully carried out
Waste Management/Recycling	<b>Sufficient funding and other necessary resources provided to effectively carry out this activity.</b>	<b>Services provided to Human Environment Services function in accordance with Agreed Brief.</b>
	Monitor compliance of Whylandra Landfill operation as detailed in Agreed Brief.	Implementation monitored for compliance in accordance with statutory requirements.
Pollution Control	<b>Procedure in place ensured monitoring carried out.</b>	<b>Monitoring carried out as required in 2016/2017. No examples of non-compliance.</b>
	2.2.8.1 Hold meetings with the Office of Environment and Heritage (now EPA) to exchange knowledge and updates on environmental matters including licences and pollution incidents.	Meetings to be held October and April annually
	<b>Meetings held in 2016/2017 as programmed.</b>	<b>First meeting held in October 2016. EPA contacted on an issues basis.</b>
Management Services - from other Functions	2.2.8.2 Undertake a minimum of three (3) media and/or education campaigns on pollution including litter issues.	Programs completed in March, July and November annually
	<b>Procedure in place ensured campaigns carried out in 2016/2017.</b>	<b>Illegal dumping program undertaken in July 2016</b>
	Amounts charged for management, financial, technical, information technology and corporate overheads are accepted as reasonable for the level of service provided.	Charges agreed and services provided considered satisfactory
	<b>Internal overheads accepted under Agreed Brief for services from other Divisions.</b>	<b>Amounts considered fair and reasonable for the level of service provided.</b>

<b>OPERATIONAL PLAN</b>
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Function No. **6.01**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>BUILT &amp; NATURAL ENVIRONMENT</b>	<b>Function:</b>	<b>Environment &amp; Health Services</b>
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Activity	Action	Performance Targets/Service Level
Management Services (Environmental Control)	Planning, organising, directing and controlling human and other resources to achieve the functions objectives.	Amounts charged are accepted as reasonable for the level of service provided
	<b>Sufficient funding and other necessary resources provided to effectively carry out this activity in 2016/2017.</b>	<b>Achieved and ongoing.</b>
	5.2.2.1 Implement the adopted Actions within both the Delivery Program and Operational Plan.	100% of adopted Actions within both the Delivery Program and Operational Plan are achieved by June annually.
	<b>Procedure in place ensured the adopted actions within the Delivery Program and Operational Plan were achieved in 2016/2017.</b>	<b>Programmed actions achieved in 2016/2017.</b>
General Environmental Control	Assess Part 5 proposals, Development Applications and relevant Section 68 applications as detailed in Agreed Brief.	Assessments completed within agreed timeframes.
	<b>Processes and procedures in place ensured assessment were carried out within set timeframes.</b>	<b>For period 1/7/2016 to 30/06/2017 – Seventy five (75) referrals received. Seven (7) Pt V Assessments received in period 1/7/2016 to 30/06/2017. All assessments completed within set timeframes.</b>
	Planning, organising, directing and controlling human and other resources pertaining to environmental investigation and regulation.	Achievement of function objectives in terms of general environmental matters
	<b>Sufficient funding and other necessary resources provided to effectively carry out this activity.</b>	<b>Achieved and ongoing. Service levels maintained.</b>

**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-6,740	0	-100,000	10,289	-96,451	8,144	<b>1</b>	-88,307	-88,307
Expenditure	402,349	86,544	100,390	-10,289	578,994	-83,046	<b>2</b>	495,948	495,948
<b>Operating Total</b>	<b>395,609</b>	<b>86,544</b>	<b>390</b>	<b>0</b>	<b>482,543</b>	<b>-74,902</b>		<b>407,641</b>	<b>407,641</b>
<b>Capital</b>									
Income	0	0	0	0	0	0	<b>3</b>	0	0
Expenditure	0	0	0	0	0	0	<b>4</b>	0	0
<b>Capital Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	395,609	86,544	390	0	482,543	-74,902		407,641	407,641
<b>Restricted Assets</b>									
	38,074	0	0	0	38,074	51,000	<b>5</b>	89,074	89,074
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>433,683</b>	<b>86,544</b>	<b>390</b>	<b>0</b>	<b>520,617</b>	<b>-23,902</b>		<b>496,715</b>	<b>496,715</b>

Note	Details
<b>1</b>	Operating Income decrease (\$8,144) is attributed to a reduction in the expected reimbursement claim associated with the demolition of dangerous burnt out dwellings in Wellington.
<b>2</b>	Operating Expenditure reduction (\$83,046) relates mainly to savings in Salary and Overhead expenses.
<b>3</b>	No variation to budget.
<b>4</b>	No variation to budget.
<b>5</b>	Transfer to Restricted Assets increase (\$51,000) resulting from savings in operating expenses.

<b>OPERATIONAL PLAN</b>
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Function No. **6.01***Performance Review*Quarter ended: **June**

Principal Activity:	<b>BUILT &amp; NATURAL ENVIRONMENT</b>	Function:	<b>Environment &amp; Health Services</b>
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**Key Performance Indicators:**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
Number of pollution incidents investigated.	214 (Includes animal noise investigations)	240	294 Former DCC LGA (Includes animal noise invest.)	Investigation of incidents commenced within 24 Hrs of notification.	100%	100%	100%	Offender provided with relevant information to prevent further incident.	Yes	Yes	yes

# OPERATIONAL PLAN

Function No. **6.02**

## Performance Review

Quarter ended: **June**

Principal Activity: **BUILT & NATURAL ENVIRONMENT**

Function: **Building & Development Serv.**

Manager Responsible: **Manager Building & Development Serv.  
Mr Stephen Wallace**

### Function Objectives:

Provide a service to the Community in the processing and assessment of development and regulatory applications within statutory time frames and provide a comprehensive inspection of buildings during the following construction and encourage development which is compatible with and enhances the environment.

**NOTE:** *This Operational Plans Activity, Actions and Performance Targets, along with the KPI's, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.*

Activity	Actions	Performance Targets/Service Level
Onsite Waste Treatment Device control	Process applications and monitor for compliance.	100% of complete applications determined within 28 days.
Water Connection - Plumbing Inspection	<b>Applications processed in accordance with statutory requirements.</b>	<b>For period 1/7/2016 to 30/06/2017 - 100% completed within 28 Days.</b>
	Inspect all water connection installations for compliance with relevant statutory requirements.	Respond to 90% of all requests for inspections within a 24 hour period.
Sewer - Drainage/Inspections	<b>Inspections undertaken in accordance with statutory requirements.</b>	<b>100% responded to within 24 hours period in 2016/2017.</b>
	Inspect all plumbing and drainage installations for compliance with relevant statutory requirements.	Respond to 90% of all requests for inspections within a 24 hour period.
Pool Legislation/Inspection	<b>Ongoing.</b>	<b>100% responded to within 24 hours.</b>
	Inspect all private swimming pools approved within previous two years to ensure compliance with statutory safety standards and advise all pool owners on pool safety standards.	No pools approved in the previous twelve months within the City that do not comply with statutory requirements of the Swimming Pool Act.
	<b>Procedure in place ensured all private swimming pools approved within previous two years complied with safety standards and owner made aware of requirements.</b>	<b>100% of pools inspected in 2016/2017 met safety standards.</b>
	1.5.1.8 Undertaken compliance inspections of all registered private swimming pools.	Ongoing.
Management Services - from other Functions	<b>Processes in place ensured all registered private swimming pools inspected in accordance with Swimming Pool Regulations.</b>	<b>Inspections carried out on an ongoing basis.</b>
	Cost of services including management, financial, technical, information technology and corporate overheads provided to this function.	Amounts charged are accepted as reasonable for the level of service provided.
Management Services	<b>Internal overheads accepted under Agreed Brief for services from other Divisions.</b>	<b>Amounts considered fair and reasonable for the level of services provided.</b>
	Planning, organising, directing and controlling human and other resources.	Achievement of Function Objectives in terms of key indicators
	<b>Funding and other necessary resources provided to effectively carry out this activity.</b>	<b>Achieved in 2016/2017.</b>
	5.2.2.1 Implement the adopted Actions within both the Delivery Program and Operational Plan.	100% of adopted Actions within both the Delivery Program and Operational Plan are achieved by June annually.
	<b>Procedures in place ensured the adopted actions within the Delivery Program and Operational Plan were achieved in 2016/2017.</b>	<b>Program achieved in 2016/2017.</b>

<b>OPERATIONAL PLAN</b>
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Function No. **6.02***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>BUILT &amp; NATURAL ENVIRONMENT</b>	<b>Function:</b>	<b>Building &amp; Development Serv.</b>
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Activity	Actions	Performance Targets/Service Level
Fire Safety	2.2.3.2 Produce annual documentation for the development and construction industries advising of legislative changes including Building Code of Australia (BCA) amendments and variations in Council's policies and requirements.	Produce and distribute document by July annually
	<i>Procedure in place ensured documentation advising of legislative changes and BCA amendments and variations were produced as circumstances require.</i>	<i>Documents produced and distributed in 2016/2017.</i>
	2.2.3.3 Undertake an annual conference with the real estate agents, development and building industries on planning and building issues.	Conference with real estate agents and building and development industries to be held by August annually.
	<i>Procedure in place ensured conference took place as programmed.</i>	<i>Combined with Administrator's Forums held July 2016 and May 2017.</i>
Building Certificates - (Sec 149(A)&(B))	Inspect existing buildings for compliance with relevant fire safety standards.	Four (4) major buildings inspected annually for compliance with relevant fire standards
	<i>Procedure in place ensured at least four (4) buildings inspected in 2016/2017.</i>	<i>Four (4) buildings inspected in period 1/7/2016 to 30/06/2017.</i>
	Inspect, consider and determine all applications as required under Section 149 (A) and (B) of EP&A.	90% of compliant Building Certificates issued within 15 days
Building Certificates - Assessment, approval and inspection	<i>All Section 149 (A) and (B) (EP&amp;A) issued in accordance with legislation.</i>	<i>For period 1/7/2016 to 30/06/2017 - Compliant applications issued - 16/16 (100%). Total number approved (former DCC LGA- 23).</i>
	Assess and approve applications in accordance with statutory standards, codes and requirements and Council policies.	(a) 95% of fully documented Construction Certificates processed within 28 days where no referral is required.
	<i>Processes and procedures in place ensured all applications were assessed and determined in accordance with statutory requirements, codes and Council Policies.</i>	<i>For period 1/7/2016 to 30/06/2017 - Fully documented 347/387 (89.7%). Total number issued - 475 (former DCC LGA)</i>
		85% of clients satisfied with level of service.
Approvals other - (Sec 68 LG Act)		<i>Last survey period - 2014/2015. Satisfaction level determined at 89%.</i>
		95% of fully documented Complying Development Certificates processed within 10 working days.
		<i>For period 1/7/2016 to 30/06/2017 - 17/20 (85%) achieved. 24 Applications determined.</i>
		90% of all requests for inspections responded to within 24 hours
Section 149 (2) and (5) Certificates		<i>For period 1/7/2016 to 30/06/2017 - 100% achieved.</i>
	Consider and determine all relevant applications as outlined in Section 68 of the Local Government Act 1993.	All relevant applications as defined by Section 68 Local Government Act 1993, processed and approved within fourteen (14) days where all relevant information has been provided and where no referrals are required
	<i>Procedures in place ensured service levels were achieved in 2016/2017.</i>	<i>For the period 1/7/2016 to 30/06/2017 - 100% achieved within 14 days (where information supplied).</i>
	Process and issue certificates pursuant to Section 149(2) and (5) of the EP&A Act 1979.	95% of Section 149(2) Certificates issued within five working days.
	<i>Processes and procedures in place ensured service levels were maintained in 2016/2017.</i>	<i>For period 1/7/2016 to 30/06/2017 - 1039/1069 - 97.2%. (former DCC LGA)</i>

<b>OPERATIONAL PLAN</b>
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Function No. **6.02***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>BUILT &amp; NATURAL ENVIRONMENT</b>	<b>Function:</b>	<b>Building &amp; Development Serv.</b>
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Activity	Actions	Performance Targets/Service Level
Strategic Landuse Policy Development	2.2.3.5 Undertake an annual review of the Development Control Plan to ensure relevance and compatibility with changing needs and ecologically sustainable development principles.	95% of Section 149(5) Certificates issued within 10 working days. <b>For period 1/7/2016 to 30/06/2017 - 319/319 (100%). (former DCC LGA)</b> Review carried out by December annually.
		<b>Review to be carried out by September 2017 as a component of the Amalgamation Harmonisation Project programmed to be undertaken by September 2017.</b>
Management Services - Statutory Planning	Consultation with Developers and Consultants to provide advice on planning and development requirements of the EP&A Act 1979 and the Dubbo City Council.  <b>Procedures and processes in place ensured consultation service were available and provided as and when required.</b>	No examples of general dissatisfaction by the broad community of the adopted development standards contained in the DCP(s).  <b>No examples of general dissatisfaction by the broader community in 2016/2017.</b>
		Review of Development Policy Codes and Development Control Plan carried out by December annually.  <b>Review to be carried out by September 2017 as a component of the Amalgamation Harmonisation Project.</b>
Environmental Control	Cost of salaries relating to the provision of services to environmental management activities  <b>Sufficient funding provided in 2016/2017 to carry out this activity.</b>	Achieve function and policy objectives in terms of environmental regulation.  <b>Assessment and inspection processes in place.</b>
		2.2.3.1 Undertaken an annual review of all Development Policy Codes and the Development Control Plan to ensure relevance and compatibility with changing needs and ecologically sustainable development principles.  <b>Review to be carried out by September 2017 as a component of the Amalgamation Harmonisation Project programmed to be undertaken by September 2017.</b>
Development Application assessment/approval/inspection	Assess and determine applications in accordance with statutory standards and requirements and Council policies  2.2.9.6 Assess landuse applications within adopted Performance Targets.  <b>Procedures in place in 2016/2017 ensured landuse applications were assessed within adopted performance targets.</b>	Fully documented Development Applications are processed within the following criteria:  85% within 28 days where advertising/ referral not required;  <b>For period 1/7/2016 to 30/06/2017 - 418/473/ (88.3%) (former DCC LGA)</b>
		85% within 28 days plus 21 additional days where advertising is required;  <b>For period 1/7/2016 to 30/06/2017 - 82/95 (86.3%) (former DCC LGA)</b>
		70% within 40 working days when referred to statutory authorities;  <b>For period 1/7/2016 to 30/06/2017 - 21/35 (60%). (former DCC LGA)</b>

<b>OPERATIONAL PLAN</b>
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Function No. **6.02***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>BUILT &amp; NATURAL ENVIRONMENT</b>	<b>Function:</b>	<b>Building &amp; Development Serv.</b>
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Activity	Actions	Performance Targets/Service Level
		70% within 60 working days when referred to other 'approval' authorities as an integrated development under the Environmental Planning and Assessment Act 1979;
		<b>For period 1/7/2016 to 30/06/2017 - Nil (0) applications received that have not been included in other categories.</b>
		50% within 60 working days where the 'approval' requires the concurrence of another authority (ie Crown developments).
		<b>For period 1/7/2016 to 30/06/2017 - Nil (0) applications received that have not been included in other categories.</b>
	2.2.9.1 Undertake an annual review of the procedure for processing Development Applications.	Review to be carried out by July annually
	<b>Review of procedures ongoing. Major review undertaken March 2017 as part of the Organisation Service Review emanating from the merger of Dubbo and Wellington Councils.</b>	<b>Review undertaken March 2017 as part of the Organisational Review emanating from the merger. A further major review is envisaged for early 2017/2018 coinciding with the programmed implementation of the Dept. of Planning and Environment's Electronic Planning Portal for NSW Local Government.</b>
	Undertake inspection of all developments to ensure compliance with Council approvals.	No reasonable examples of development taking place which is incompatible with the surrounding natural and built environment.
	<b>Procedure and inspection program in place ensured all developments in 2016/2017 complied with development consent.</b>	<b>Nil (0) examples for period 1/7/2016 to 30/06/2017.</b>
	2.2.9.2 Continue to implement the adopted Environmental Services Communication Strategy.	Ongoing.
	<b>Implementation ongoing.</b>	<b>Ongoing.</b>
	2.2.9.4 Undertake a biannual review of application processing times and numbers.	Reviews to be carried out March and October annually.
	<b>Major review undertaken January 2017 as part of the Organisation Service Review emanating from the merger of Dubbo and Wellington Councils.</b>	<b>Major review undertaken January 2017 as part of the Organisational Service Review emanating from the merger of Dubbo and Wellington councils.</b>
	2.4.3.3 Undertake an annual conference with the real estate agents, development and building industries and Chamber of Commerce on planning and building issues.	Conference to be held by August annually.
	<b>Procedure in place ensured annual conference took place in 2016/2017.</b>	<b>Combined with Administrator's Forums held July 2016 and May 2017.</b>
	2.6.1.1 Ensure landscaping of private and public developments maximizes opportunities for low maintenance and environmentally sustainable beautification works.	Landscaping of all new residential, commercial and industrial developments positively contributes to the aesthetic and environmental condition of the City.
	<b>Considered during the DA assessment process. Determinations conditioned where relevant and</b>	<b>For period 1/7/2016 to 30/06/2017 - all applications received were assessed in accordance</b>



# OPERATIONAL PLAN

Function No. **6.02**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>BUILT &amp; NATURAL ENVIRONMENT</b>	<b>Function:</b>	<b>Building &amp; Development Serv.</b>
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Activity	Actions	Performance Targets/Service Level
	<i>inspections procedure in place ensured compliance.</i>	<i>with legislative requirements and adopted plans and policies.</i>

### Financial Statement:

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-1,354,400	-147,100	0	-65,527	-1,567,027	-193,747	1	-1,760,774	-1,760,774
Expenditure	2,630,504	212,240	0	-7,663	2,835,081	-32,535	2	2,802,546	2,802,546
<b>Operating Total</b>	<b>1,276,104</b>	<b>65,140</b>	<b>0</b>	<b>-73,190</b>	<b>1,268,054</b>	<b>-226,282</b>		<b>1,041,772</b>	<b>1,041,772</b>
<b>Capital</b>									
Income	-793	0	0	0	-793	534	3	-259	-259
Expenditure							4		
<b>Capital Total</b>	<b>-793</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-793</b>	<b>534</b>		<b>-259</b>	<b>-259</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	1,275,311	65,140	0	-73,190	1,267,261	-225,748		1,041,513	1,041,513
<b>Restricted Assets</b>									
	55,359	0	0	42,190	97,549	21,312	5	118,861	118,861
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	1,330,670	65,140	0	-31,000	1,364,810	-204,436		1,160,374	1,160,374

Note	Details
1	Operating Income increase (\$193,747) mainly relates to application fees associated with Development, Construction Certificate and 149 Certificate applications.
2	Operating Expenditure decrease (\$32,535) relates to operating expense savings in various cost centres.
3	No significant variation to budget.
4	No variation to budget.
5	Transfer to Restricted Assets increase(\$21,312) is operational savings.

### Key Performance Indicators:

Workload	Prev.			Est.			YTD			Effective.	Prev.			Est.			YTD		
Number of Construction Certificates issued (Ccl)	518	520	475	% of CCs processed within 28 days (no referral)	92.4%	100%	89.7% (347/387)	% of clients satisfied with level of services provided	89%	82%	89%								
No. of Building Certificates issued (Section 149(A))	51	40	23	90% of compliant certificates issued in 15 days.	95.7%	95%	100%	Number recorded complaints	Nil	Nil	Nil								
No. Section 149 Certificates issued:	988	1000	1069	% processed within 5 days	92.8%	95%	97.2%	No. of written complaints	Nil	Nil	Nil								
149(2)																			
149(5)	319	240	319	% processed within 10 days	100%	100%	100%												

<b>OPERATIONAL PLAN</b>
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Function No. **6.02***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>BUILT &amp; NATURAL ENVIRONMENT</b>	<b>Function:</b>	<b>Building &amp; Development Serv.</b>
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Workload	Prev.	Est.	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est.	YTD
				Cost per S149 Cert .	\$55.13	\$52.53	\$49.97				
No. of Waste Treatment Device (WTD) Approvals	27	38	34	Cost per WTD application processed and inspected	\$594.15	\$352.37	\$500.82	% of applications processed within 21 days	100%	100%	100%
No. of DAs assessed and approved	629	650	695 DRC	% of DAs processed in 28 days (no referrals)	92.1%	90%	88.3%	% of clients satisfied with DA processing Former DCC LGA	89%	82%	89%
No of CDCs assessed and approved.(DCC and Private Cert.)	153	145	159 DRC	Cost per DA /CDC (includes assessment, approval and inspection - DRC)	\$2800.68	\$2,606.30	\$2387.53	% of fully documented Council assessed CDC's determined within 10 days.	90.% (9/10)	85%	85% (17/20) Total - 24 DCC LGA

<b>OPERATIONAL PLAN</b>
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Function No. 6.04

## *Performance Review*

Quarter ended: June

Principal Activity:	<b>BUILT &amp; NATURAL ENVIRONMENT</b>	Function:	<b>Environmental Sustainability Serv.</b>
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**Manager Responsible: Manager Environmental Control  
Mrs Debbie Archer**

**Function Objectives:**

To support the Organisation and community to plan and implement environmentally-sustainable initiatives and to report on the Organisation and community's progress.

**NOTE:** This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.

Activity	Actions	Performance Targets/Service Level
Management Services	Planning, organising, directing and controlling human and other resources	Achievement of Function objectives within satisfactory timeframes and budget
	<i>Funding and other necessary resources provided to effectively carry out this activity in 2016/2017.</i>	<i>Function objectives achieved in 2016/2017.</i>
Environmental Sustainability Services	5.2.2.1 Implement the adopted Actions within both the Delivery Program and Operational Plan.	100% of adopted Actions within both the Delivery Program and Operational Plan are achieved by June annually.
	<i>Procedure in place ensured the adopted actions within the Delivery Program and operational Plan were achieved in 2016/2017</i>	<i>Program achieved in 2016/2017.</i>
	2.1.1.1 Review the implementation of and monitor the Dubbo Environmental Management Plan with respect to all identified environmental sectors.	Report progress in November and April annually
	<i>Draft Environmental Management Plan waiting on development of Corporate Plan before Management Plan can continue.</i>	<i>No update provided in November 2016 due to the Plan being under review.</i>
	2.1.1.2 Undertake an annual audit of energy consumption across Council activities.	Energy consumption audit to be undertaken by October annually
	<i>Audit undertaken October 2016.</i>	<i>Consumption reported in SOE released in October 2016.</i>
	2.1.1.4 Review of Council's Energy Strategy and report on the outcomes of the review.	Review of Council's Energy Strategy to be undertaken by July annually
	<i>Review of Strategy's implementation plan now a component of the amalgamated harmonisation projects in light of the merger of Dubbo and Wellington.</i>	<i>Council's Energy Strategy will require further review in due course as a result of the merger and is a component of the amalgamated harmonization projects.</i>
	2.1.2.2 Monitor Council's groundwater network and report annually.	Report completed by December annually.
	<i>Procedure in place ensured report completed by December 2016.</i>	<i>Report presented to Executive Staff Committee February 2017. Progress also reported through SOE.</i>
2.1.2.4 Actively participate on the Central West Catchment Management Authority (CMA) Local Government Reference Group.	Attend quarterly meetings.	
<i>Sustainability Coordinator represents Council at regular forums.</i>	<i>Alliance Meeting held November 2016.</i>	

<b>OPERATIONAL PLAN</b>
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Function No. **6.04***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>BUILT &amp; NATURAL ENVIRONMENT</b>	<b>Function:</b>	<b>Environmental Sustainability Serv.</b>
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Activity	Actions	Performance Targets/Service Level
Management Services - from other Functions	2.1.2.5 Prepare and formulate the State of the Environment report in accordance with the requirements of the Local Government Act 1993.	Completion of State of Environment Report by October annually.
	<i>SOE report completed November 2016.</i>	<i>Report completed November 2016 and available on website.</i>
	2.1.3.1 Undertake an annual review of the Education for Sustainability Strategy.	Review of the Education for Sustainability Strategy to be undertaken by November annually.
	<i>Procedure in place ensured Strategy Review carried out November 2016.</i>	<i>Council's Energy Strategy will require further review in due course as a result of the merger.</i>
	2.1.3.2 Provide up-to-date information to the community regarding sustainability initiatives and opportunities.	Sustainable City Expo to be held by June annually.
	<i>Programmed regular information day held annually. Print and television media used where appropriate</i>	<i>Utilising web, social media and media to raise awareness within the community. Dubbo City Expo and Science Festival held 27 August 2016 with 950 people in attendance.</i>
Increased production and use of renewable energy	Cost of services including: management, financial, technical, information technology and corporate overheads provided to this Function.	Amounts charged are accepted as reasonable for the level of service provided
	<i>Automated journal process in place. Reporting timetables achieved in 2016/2017.</i>	<i>Automated monthly journals occurred in accordance with agreed brief.</i>
	Recognise and examine the potential to produce renewable energy within Wellington Council activities	Identify and apply for available grant funding. Participate in renewable energy program. Work on Council's energy efficiencies.
	<i>E 21 program available to monitor energy use. Renewable energy opportunities monitored.</i>	<i>Funding opportunities monitored.</i>

**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	0	0	-1,500	0	-1,500	0	<b>1</b>	-1,500	-1,500
Expenditure	338,725	0	1,500	0	340,225	-14,490	<b>2</b>	325,735	325,735
<b>Operating Total</b>	<b>338,725</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>338,725</b>	<b>-14,490</b>		<b>324,235</b>	<b>324,235</b>
<b>Capital</b>									
Income	0	0	0	0	0	0	<b>3</b>	0	0
Expenditure	0	0	0	0	0	0	<b>4</b>	0	0
<b>Capital Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>	<b>338,725</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>338,725</b>	<b>-14,490</b>		<b>324,235</b>	<b>324,235</b>
<b>Restricted Assets</b>	<b>10,477</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,477</b>	<b>0</b>	<b>5</b>	<b>10,477</b>	<b>10,477</b>
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>	<b>349,202</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>349,202</b>	<b>-14,490</b>		<b>334,712</b>	<b>334,712</b>

<b>OPERATIONAL PLAN</b>
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Function No. **6.04***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>BUILT &amp; NATURAL ENVIRONMENT</b>	<b>Function:</b>	<b>Environmental Sustainability Serv.</b>
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Note	Details
1	No variation to budget.
2	Operating Expenditure decrease (\$14,490) has resulted from a small reduction in operating expenses in various cost centres.
3	No variation to budget
4	No variation to budget.
5	No variation to budget.

**Key Performance Indicators:**

Workload	Prev.	Est.	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est.	YTD
Organisation energy usage (MWh)	18,330 MWH (2015)	17,000 MWH (2016)	21,168 MW (2016)	No of accounts with reduced usage	66% (48out of 73)	70%	49.3% 36/73	Reduction in consumption (for corresponding period last financial year)	5.9% (Incr.)	2% (Incr)	15.4% Inc. ( on same period 2015/16
Number of bore sites monitored	120	120	120	No of months bore network monitored	12 Mths 6 Insp.	12 Mths 6 Insp.	12 Mths 12 Insp.	Number of sites with reduced SWL	46/120	30/120	30/120

<b>OPERATIONAL PLAN</b>
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Function No. 6.05

## Performance Review

Quarter ended: June

### BUILT & NATURAL

Principal Activity:

### ENVIRONMENT

Function:

### Environmental Support Serv.

**Manager Responsible:   Manager Business Support  
Mr Ken Williams**

#### Function Objectives:

Provide a management and business support service which provides for the effective and efficient operation of the Environment Services Division; and provide an effective Land Information System that satisfies the needs of the organisation.

**NOTE:** *This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.*

Activity	Actions	Performance Targets/Service Level
Management Support Operations	Provide strategic direction and management to the Environmental Services Division.	Division operating in an effective and efficient manner.
	<i>Input into strategic direction and management of the Division provided as and when required.</i>	<i>Support services provided as and when required. Division's operating and efficiency objectives achieved.</i>
Management Services	5.2.2.1 Implement the adopted Actions within both the Delivery Program and Operational Plan.	100% of Actions within both the Delivery Program and Operational Plan are achieved by June annually.
	<i>The adopted actions within the Delivery Program and Operational Plan were achieved in 2016/2017</i>	<i>100% of the programmed actions achieved in 2016/2017.</i>
Management Services from other Functions	Cost of services including management, financial, technical, information technology and corporate overheads provided to this Function.	Amounts charged are accepted as reasonable for the level of service provided.
	<i>Internal overheads accepted under Agreed Brief for services from other Divisions.</i>	<i>Amounts considered fair and reasonable for the level of service provided.</i>
Land Information Services (LIS)	To develop and maintain Land Information System	Corporation's satisfaction with LIS output
	<i>Development and maintenance ongoing. Pertinent staff attended LIS User Group meetings throughout 2016/2017.</i>	<i>Nil complaints received in 2016/2017 in respect of LIS services provided.</i>
	2.2.9.7 Implement e-Services Project Plan to increase the extent of land use information available electronically.	Development Applications are able to be lodged electronically with Council. Plan implementation ongoing.
	<i>E Certificates programmed to be implemented in 2016/2017. Software installed 3 July 2017 enabling E Certificates capability. Commencement scheduled for Second quarter 2017.</i>	<i>New Authority based computer system under development and to commence operating 3 July 2017 includes e Planning and e Certificate capabilities.</i>
Immunisation support services	Administrative support for infant immunisation activity	Monthly clinics organised and conducted achieving Greater Western Area Health Service standards
	<i>Administrative services provided to Function 8.1 to conduct monthly immunisation clinics in 2016/2017.</i>	<i>Twelve (12) clinics held on schedule. Nil complaints received. Council's administrative service relating to immunisation clinics ended in June 2017.</i>
Administration/Secretarial Support	Provide business support services to the Environmental Services Division and for ratepayers, Councillors and other Divisions	Provide Councillors, ratepayers and all Council Divisions with accurate information and advice in a timely manner. Annual Operating Plan and Budget adopted and reviewed by specified dates
	<i>Procedure in place ensured Operating Plan and Budget development achieved adopted timetable.</i>	<i>Operating Plan and Budget adopted by Council June 2017.</i>

<b>OPERATIONAL PLAN</b>
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Function No. 6.05

## Performance Review

Quarter ended: June

<b>BUILT &amp; NATURAL</b>	
<b>Principal Activity: ENVIRONMENT</b>	<b>Function: Environmental Support Serv.</b>

Activity	Actions	Performance Targets/Service Level
Certificate processing operations	Receipt, register, preparation and administrative support for certificates processed and issued by Division.	Customer services levels achieved
	<i>Services provided to Function 6.2 ensured targets achieved.</i>	<i>Section 149(2) and (5) and Building Certificates achieved adopted service levels in 2016/2017.</i>
Application processing operations	Receipt, register, preparation and administrative support for certificates processed and issued by Division	Customer service levels achieved
	<i>Services provided to Function 6.2 ensured targets achieved.</i>	<i>Services provided by Business Support Services enabled service levels to be achieved for complete DAs and CCs issued in 2016/2017.</i>

**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	0	0	-230	0	-230	-567	1	-797	-797
Expenditure	-51,921	0	230	0	-51,691	567	2	-51,124	-51,124
<b>Operating Total</b>	<b>-51,921</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-51,921</b>	<b>0</b>		<b>-51,921</b>	<b>-51,921</b>
<b>Capital</b>									
Income	0	0	0	0	0	0	3	0	0
Expenditure	0	0	0	0	0	0	4	0	0
<b>Capital Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	-51,921	0	0	0	-51,921	0		-51,921	-51,921
<b>Restricted Assets</b>									
	51,921	0	0	0	51,921	0	5	51,921	51,921
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	0	0	0	0	0	0		0	0

Note	Details
1	No significant variation to budget.
2	No significant variation to budget
3	No variation to budget
4	No variation to budget
5	No variation to budget

**OPERATIONAL PLAN**

Function No. 6.05

*Performance Review*

Quarter ended: June

**BUILT & NATURAL****Principal Activity: ENVIRONMENT****Function: Environmental Support Serv.****Key Performance Indicators – Land Development:**

Workload	Prev.	Est.	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est.	YTD
Number of functions requiring OP/budget assistance	7	7	7					OP & budget time frames met	Yes	Yes	yes
								Delivery Program objectives and time frames met	Yes	Yes	yes
Land Information System developed and maintained	Yes	Yes	Yes					No. of complaints	Nil	Nil	Nil



<b>OPERATIONAL PLAN</b>
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Function No. 6.09

## *Performance Review*

Quarter ended: June

<b>Principal Activity:</b>	<b>BUILT &amp; NATURAL ENVIRONMENT</b>	<b>Function:</b>	<b>City Strategy Services</b>
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**Manager Responsible: Manager City Strategy Services  
Mr Steven Jennings**

**Function Objectives:**

Prepare, implement, monitor and review Council's Strategic Landuse Plans to provide philosophy and direction for future management of rural, industrial, commercial, recreational, residential and other urban development.  
To develop policies and standards to achieve a healthy and sustainable environment.  
Interpret and review Council's Strategic Landuse Strategies to assist with implementation through the relevant provisions of the Environmental Planning and Assessment Act.  
Introduce and continually review LEPs, DCPs and Contribution Plans under the Environmental Planning and Assessment Act 1979 and the Local Government Act 1993.  
Undertake City Strategy development on behalf of the organisation.

**NOTE:** This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.

Activity	Actions	Performance Targets/Service Level
Local Environmental Plan management	Planning, organising, directing and controlling human and other resources.	Achievement of Function objectives in terms of key indicators.
	<b>Funding and other necessary resources provided to effectively carry out this activity in 2016/2017.</b>	<b>Achieved 2016/2017.</b>
Strategic Landuse Planning and Development	Implement Council's adopted Rural and Urban Development Strategies	Strategic Landuse Plans enable Council to facilitate appropriate future growth. Plans reviewed every seven years.
	<b>Review of Land Use Strategies to be undertaken with preparation of new Comprehensive LEP.</b>	<b>Minor Operational Review undertaken in April 2017.</b>
Statutory Services	Developer Contribution Plans/Policies reviewed on behalf of other Divisions/Functions	Maintain and review Section 94 and 64 Plans and Policies in accordance with current legislation and practice.
	<b>Review of contribution Plan/ Policies carried out in accordance with Agreed Briefs.</b>	<b>Section 94 Plans and Policies maintained. Reviews undertaken as required by plan owner.</b>
Management Services	5.2.2.1 Implement the adopted Actions within both the Delivery Program and Operational Plan	100% of adopted Actions within both the Delivery Program and Operational Plan are achieved by June annually.
	<b>Procedures in place ensured the adopted actions within the Delivery Program and Operational Plan were achieved.</b>	<b>New Section 94 Plan for Open Space commenced 1 July 2016. Urban Roads Plan delayed by RMS actions associated with LH Ford Bridge.</b>
Management Services - from other Functions	Cost of services including: management, financial, technical, information technology and corporate overheads provided to this function. Ensure key land use planning related data is held by Corporation.	Amounts charged are accepted as reasonable for the level of service provided.  No key data unavailable when needed.
	<b>Internal overheads accepted under an Agreed Brief for services from other Divisions. Maintenance of LIS in respect of data is ongoing.</b>	<b>Amounts charged considered fair and reasonable for the level of service provided. Key data available when required.</b>
Development Support	Monitor and assist in the interpretation and application of strategic land use strategies, LEPs and DCPs as appropriate when considering DAs.	Interpretation and advice available in good time.
	<b>Pre-lodgement advice and Council Planners were available for assistance as and when required in 2016/2017.</b>	<b>For period 1/7/2016 to 30/06/2017 - 100% availability.</b>

<b>OPERATIONAL PLAN</b>
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Function No. 6.09

## *Performance Review*

Quarter ended: June

Principal Activity:	<b>BUILT &amp; NATURAL ENVIRONMENT</b>	Function:	<b>City Strategy Services</b>
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Activity	Actions	Performance Targets/Service Level
	2.2.3.2.1 Produce annual documentation for the development industry, advising of legislative changes.	Documentation regarding changes to Strategic Landuse LEP and DCP is produced and distributed by July annually.
	<b><i>Procedure in place ensured documentation prepared and distributed timely and as and when required.</i></b>	<b><i>Undertaken through quarterly Mayoral Developers Forums and in conjunction with annual document provided by Building and Development Service. Forums held 20 July 2016 and May 2017.</i></b>
	2.2.5.1 Provide input into NSW Regional Landuse Strategy (Mining).	Ongoing.
	<b><i>Meeting held with the Director General of Planning and information provided in respect of the Dubbo context.</i></b>	<b><i>Ongoing.</i></b>
	2.2.5.2 Participate in the Regional Mining Working Group.	Ongoing.
	<b><i>Director Environmental Services is a member of the Regional Mining Taskforce. Meetings held bi-monthly.</i></b>	<b><i>Ongoing.</i></b>
	2.2.5.7 Undertaken an annual review of the Urban Land Monitors.	Review undertaken November annually.
	<b><i>Procedure in place ensured annual review carried out by November 2016.</i></b>	<b><i>Review undertaken and presented to February 2017 Executive Staff Committee.</i></b>
	2.4.1.1 Undertake an annual review of the Urban Land Monitors. (Available land)	Review to be carried out by November annually.
	<b><i>Procedure in place ensured review carried out.</i></b>	<b><i>Review undertaken and presented to February 2017 Executive Staff Committee.</i></b>
	2.4.2.1 Undertake a review of the Urban Areas Development Strategy on a seven (7) year cycle.	Review to be carried out by June 2017.
	<b><i>Procedure in place to ensure review carried out by July 2018.</i></b>	<b><i>Review to be carried out by July 2018 as a component of the amalgamation harmonisation projects.</i></b>
	2.4.3.1 Liaise with the NSW Real Estate Institute, the Dubbo Chamber of Commerce and Industry Inc and development industry on locational demands and development types affecting the City.	Liaison undertaken by August annually.
	<b><i>Procedure in place ensured liaison took place in 2016/2017.</i></b>	<b><i>Frequent liaison undertaken through the Administrators Development Forum every three months. Forum held 20 July 2016.</i></b>
	Prepare minor LEPs/DCPs if appropriate for particular developments.	DCPs completed within four (4) months and submitted to Council for adoption.
	<b><i>Procedure and processes in place enabled the preparation of minor LEP/DCP amendments as required.</i></b>	<b><i>For period 1/7/2016 to 30/06/2017 – All applications received were completed and reported to Council within four months.</i></b>
	Assess planning proposal relating to amendments to the LEP.	Ongoing.
	<b><i>Processes in place ensured determinations were in line with policy requirements.</i></b>	<b><i>Ongoing.</i></b>
	2.4.3.2 Review the comprehensive LEP every five years following the five year Strategic Review.	Review to be carried out by June 2017.
	<b><i>Processes in place ensure comprehensive LEP is reviewed following the five year Strategic Review.</i></b>	<b><i>Operational review to be to carried out by September 2017 as a component of the amalgamation harmonisation projects.</i></b>

<b>OPERATIONAL PLAN</b>
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Function No. 6.09

## Performance Review

Quarter ended: June

<b>Principal Activity:</b>	<b>BUILT &amp; NATURAL ENVIRONMENT</b>	<b>Function:</b>	<b>City Strategy Services</b>
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**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-86,000	0	-50,000	11,000	-125,000	38,000	<b>1</b>	-87,000	-87,000
Expenditure	706,686	50,000	59,049	-15,000	800,735	-43,749	<b>2</b>	756,986	756,986
<b>Operating Total</b>	<b>620,686</b>	<b>50,000</b>	<b>9,049</b>	<b>-4,000</b>	<b>675,735</b>	<b>-5,749</b>		<b>669,986</b>	<b>669,986</b>
<b>Capital</b>									
Income	0	0	0	0	0	0	<b>3</b>	0	0
Expenditure	0	0	0	0	0	0	<b>4</b>	0	0
<b>Capital Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	620,686	50,000	9,049	-4,000	675,735	-5,749		669,986	669,986
<b>Restricted Assets</b>									
	29,556	-50,000	-10,000	0	-30,444	491,094	<b>5</b>	460,650	460,650
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>650,242</b>	<b>0</b>	<b>-951</b>	<b>-4,000</b>	<b>645,291</b>	<b>485,345</b>		<b>1,130,636</b>	<b>1,130,636</b>

Note	Details
<b>1</b>	Operating Income decrease (\$38,000) is due to miscellaneous income being below budget estimates.
<b>2</b>	Operating Expenditure decrease (\$43,749) is due to savings in Salaries and Overheads.
<b>3</b>	No variation to budget.
<b>4</b>	No variation to budget.
<b>5</b>	Transfer to Restricted Assets increase (\$485,385) mainly due to funds of \$193,000 being allocated to Integrated Planning and Reporting requirements for 2017/2018 and allocation of \$200,000 for the review various Plans in over the next couple of years.

**Key Performance Indicators:**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
Section 94 Plans revised and updated to meet statutory obligations and Council requirements	1	4	1	Section 94 Plans prepared in accordance with Agreed Brief requirements	Yes	4	1	Section 94 Plans meet Council requirements	Yes	Yes	Yes

<b>OPERATIONAL PLAN</b>
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Function No. 6.10

## Performance Review

Quarter ended: June

### BUILT & NATURAL

Principal Activity:

### ENVIRONMENT

Function:

### Ranger Services

Manager Responsible:

**Manager Environmental Control  
Mrs Debbie Archer**

Function Objectives:

To respond to community requests on matters relevant to the function and, where necessary, enforce the requirements of various acts, regulations and Policies.

**NOTE:** This Operational Plans Activity, Actions and Performance Targets, along with the KPI's, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.

Activity	Actions	Performance Targets/Service Level
Stock Impounding	2.2.8.3 Undertake media and/or education campaigns on stock related incidents in consultation with Livestock, Health and Pest Authority	Campaign completed by June annually
	<b>Procedure in place ensured any campaign was undertaken in consultation with Livestock Health and Pest Authority as appropriate.</b>	<b>Campaign generally carried out by June each year.</b>
Management Services - from other Functions	Amounts charged for management, financial, technical, information technology and corporate overheads are accepted as reasonable for the level of service provided	Charges agreed and services provided considered satisfactory
	<b>Automated Journal process in place ensured reporting timetable achieved.</b>	<b>Automated monthly journals occurred in accordance with Agreed Briefs.</b>
Management Services	Planning, organising, directing and controlling human and other resources to achieve the functions objectives	Achievement of Function objectives within satisfactory timeframes and budget
	<b>Sufficient funding and other necessary resources provided to effectively carry out this activity.</b>	<b>Achieved in 2016/2017.</b>
	5.2.2.1 Implement the adopted Actions within both the Delivery Program and Operational Plan.	100% of adopted Actions within both the Delivery Program and Operational Plan are achieved by June annually.
	<b>Procedure in place ensured the adopted actions within the Delivery Program and Operational Plan were achieved in 2016/2017.</b>	<b>Programmed actions achieved in 2016/2017.</b>
Companion Animal Control	1.5.6.1 Undertake an annual review of the Companion Animals Action Plan	Review carried out by May annually
	<b>Procedure in place ensure review carried out May 2017.</b>	<b>Review carried out May 2017.</b>
	1.5.6.6 Implement an education program to ensure residents are aware of the requirements for keeping Companion Animals	Implement education program by May annually
	<b>Program in place ensured educational program implementation by May 2017. Funding application submitted for further education.</b>	<b>Pet month held August 2016.</b>
		Number of dog related incidents is less than previous year
		<b>For period 1/7/2016 to 30/06/2017 - 7.3% reduction on corresponding period 2015/2016.</b>
		Increase in number of dogs registered under the Companion Animals Act (compared to previous year)
		<b>For period 1/7/2016 to 30/06/2017 16.9% increase on corresponding period 2015/2016.</b>

<b>OPERATIONAL PLAN</b>
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Function No. 6.10

## Performance Review

Quarter ended: June

<b>BUILT &amp; NATURAL</b>	
<i>Principal Activity:</i> <b>ENVIRONMENT</b>	<i>Function:</i> <b>Ranger Services</b>

Activity	Actions	Performance Targets/Service Level
Pollution Control	Investigate and enforcement of incidents of pollution.	Increase in number of cats registered under the Companion Animals Act (compared to previous year) <i>For period 1/7/2016 to 30/06/2017- 9.3% decrease on corresponding period 2015/2016.</i> Complaints responded to in a timely manner
	<i>Funding and other necessary resources provided to effectively carry out this activity.</i>	<i>Complaints responded to on a priority of risk bases.</i>
Pest Destruction	Control noxious birds/animals.	Complaints responded to in a timely manner
	<i>Funding and other necessary resources provided to effectively carry out this activity.</i>	<i>Complaints responded to on a priority of risk basis. Coordination with NPWS and Parks &amp; Landcare regarding Magpie control.</i>
Other Ranger Services	Enforce relevant statutory requirements	Increased public awareness of statutory requirements
	<i>Funding and other necessary resources provided to effectively carry out this activity.</i>	<i>Promotion of issues carried out via media, web, information days and penalty notices and cautions ongoing.</i>
	Enforce litter reduction policies in defined areas.	Littering and illegal dumping incidents are effectively managed.
	<i>Funding and other necessary resources provided to effectively carry out this activity.</i>	<i>Ongoing monitoring of public areas and reserves. Mail-outs to affected properties.</i>

**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-80,050	-15,500	0	-10,954	-106,504	-54,894	1	-161,398	-161,398
Expenditure	827,135	154,454	561	10,954	993,104	36,932	2	1,030,036	1,030,036
<b>Operating Total</b>	<b>747,085</b>	<b>138,954</b>	<b>561</b>	<b>0</b>	<b>886,600</b>	<b>-17,962</b>		<b>868,638</b>	<b>868,638</b>
<b>Capital</b>									
Income	0	-2,971	0	0	-2,971	-997	3	-3,968	-3,968
Expenditure	0	0	0	0	0	6,300	4	6,300	6,300
<b>Capital Total</b>	<b>0</b>	<b>-2,971</b>	<b>0</b>	<b>0</b>	<b>-2,971</b>	<b>5,303</b>		<b>2,332</b>	<b>2,332</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>	<b>747,085</b>	<b>135,983</b>	<b>561</b>	<b>0</b>	<b>883,629</b>	<b>-12,659</b>		<b>870,970</b>	<b>870,970</b>
<b>Restricted Assets</b>	<b>29,670</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>29,670</b>	<b>0</b>	<b>5</b>	<b>29,670</b>	<b>29,670</b>
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>	<b>776,755</b>	<b>135,983</b>	<b>561</b>	<b>0</b>	<b>913,299</b>	<b>-12,659</b>		<b>900,640</b>	<b>900,640</b>

Note	Details
1	Operating Income increase (\$54,894) mainly due to animal registrations and miscellaneous fines.
2	Operating Expenditure increase (\$36,932) is additional operating expenses relating to Wellington Rangers and pound operation.
3	No significant variation to budget.
4	The increase in Capital Expenditure (\$6,300) relates to the erection of a new chain wire fenced enclosure at the shelter.
5	No variation to budget.

<b>OPERATIONAL PLAN</b>
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Function No.

6.10

## Performance Review

Quarter ended:

June

### BUILT & NATURAL

Principal Activity:

### ENVIRONMENT

Function:

### Ranger Services

#### Key Performance Indicators:

Workload	Prev.	Est.	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est.	YTD
Dogs registered per annum (CAA):	848	900	992	Operating cost per animal registered (including Wellington animal control cost)	\$1028.98	\$1044.41	\$1027.71	Increase in dog registrations under CAA	42.4% (decrease)	9.7%	16.9%
Cats registered per annum (CAA):	54	60	49					Increase in cat registrations under CAA	41.9% (decrease)	20%	9.3% Decrease
Dog complaints	1007	950	933	% complaints actioned within 7 days	85.6%	90%	89.8%	Reduction in number of complaints (comparable per. 15/16)	15.5% (increase)	2%	7.3%
Cat complaints	203	190	184	% of complaints actioned within 7 days.	84.2%	85%	88.9%	Decrease in cat complaints	15.5%	3%	9.4%
Stock impounding/ complaints	84	65	73	% of complaints actioned within 2 hours (main highways)	100%	100%	100%	Decrease in stock impounded	34.8%	0%	13%
No. of litter infringements issued	15	24	5					Decrease in number of infringements issued	25%	0%	66.6%
Abandoned vehicles investigated	172	125	219	Impounding Act procedures commenced within 24 hours of vehicle determination	95% Est	75%	85%	Reduction in number of abandoned vehicles investigations / impounded	23.7% (increase)	21.8%	27.3% (increase)
			All figures Form DCC LGA								

<b>OPERATIONAL PLAN</b>
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Function No. 6.11

*Performance Review*

Quarter ended: June

**BUILT & NATURAL**

Principal Activity:

**ENVIRONMENT**

Function:

**Animal Shelter**

**Manager Responsible:   Manager Environmental Control  
Mrs Debbie Archer**

**Function Objectives:**

To respond to community requests on matters relevant to the function and, where necessary, enforce the requirements of various acts, regulations and policies.

**NOTE:** *This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.*

Activity	Actions	Performance Targets/Service Level
Management Services - from other Functions	Amounts charged for management, financial, technical, information technology and corporate overheads are accepted as reasonable for the level of service provided	Charges agreed and services provided considered satisfactory
Management Services	<b>Internal overheads accepted under Agreed Brief for services from other Divisions.</b>	<b>Amounts considered fair and reasonable for the level of service provided.</b>
	Planning, organising, directing and controlling human and other resources to achieve the functions objectives	Achievement of Function objectives within satisfactory timeframes and budget
	<b>Sufficient funding and other necessary resources provided to effectively carry out this activity.</b>	<b>Achieved in 2016/2017.</b>
Companion Animal Management	5.2.2.1 Implement the adopted Action within both the Delivery Program and Operational Plan.	100% of adopted Actions within both the Delivery Program and Operational Plan are achieved by June annually.
	<b>Procedure in place ensured the adopted actions within the Delivery Program and Operational Plan were achieved in 2016/2017.</b>	<b>Programmed actions achieved in 2016/2017.</b>
	Companion animals impounded and sheltered in accordance with relevant Regulations and Guidelines.	Regulatory standards achieved.
Animal Shelter Operations	<b>Procedure in place ensured companion animals were impounded and sheltered in accordance with relevant Regulations and Guidelines.</b>	<b>Currently standards achieved.</b>
	Sufficient funding provided to maintain and operate the shelter to a satisfactory level and to meet relevant Regulations and Guidelines.	Regulatory requirements and Guidelines achieved.
Animal Shelter Operations	<b>Sufficient funds held in Restricted Assets to carry out shelter building improvements required under new National Regulations expected to be introduced in 2017/2018 relating to animal welfare and the keeping of animals.</b>	<b>Current requirements and guidelines achieved. National guidelines not released in 2016/2017 as envisaged.</b>
	1.5.6.3 Undertake an annual audit of the operations of the Dubbo City Animal Shelter	Audit carried out by July annually
	<b>Procedure in place ensured audit carried out in 2016/2017.</b>	<b>Audit carried out July 2016 as part of the Organisation Service Review emanating from the merger of Dubbo and Wellington Councils.</b>
Animal Shelter Operations	1.5.6.4 Undertake an annual review of the adopted Management Procedures Manual for the operation of the Animal Shelter in conjunction with the Royal Society for the Prevention of Cruelty to Animals (RSPCA).	Review carried out by April annually
	<b>Procedure in place ensured Management Procedures Manual reviewed in 2016/2017.</b>	<b>Review carried out April 2017.</b>

# OPERATIONAL PLAN

Function No. 6.11

## Performance Review

Quarter ended: June

<b>BUILT &amp; NATURAL</b>		
<b>ENVIRONMENT</b>	<b>Function:</b>	<b>Animal Shelter</b>
<i>Principal Activity:</i>		

Activity	Actions	Performance Targets/Service Level
Asset Management Routine	Animal Shelter under Council's Asset Management Improvement Strategy for Council's Assets.  <i>Essential Service program in place. Twenty year asset maintenance program adopted and forms part of Animal Shelter Business Plan.</i>	Building maintained in a satisfactory condition.  <i>Building maintenance carried out as and when required. Essential Services Inspection carried out annually in accordance with regulatory requirements. Audit of Wellington shelter undertaken October 2016.</i>

### Financial Statement:

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-73,200	0	0	0	-73,200	-2,117	1	-75,317	-75,317
Expenditure	561,659	-1,226	0	0	560,433	-34,735	2	525,698	525,698
<b>Operating Total</b>	<b>488,459</b>	<b>-1,226</b>	<b>0</b>	<b>0</b>	<b>487,233</b>	<b>-36,852</b>		<b>450,381</b>	<b>450,381</b>
<b>Capital</b>									
Income	-45,890	0	0	0	-45,890	-6	3	-45,896	-45,896
Expenditure	136,770	0	0	0	136,770	-80,000	4	56,770	56,770
<b>Capital Total</b>	<b>90,880</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>90,880</b>	<b>-80,006</b>		<b>10,874</b>	<b>10,874</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	579,339	-1,226	0	0	578,113	-116,858		461,255	461,255
<b>Restricted Assets</b>									
	-8,992	0	0	0	-8,992	80,000	5	71,008	71,008
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>570,347</b>	<b>-1,226</b>	<b>0</b>	<b>0</b>	<b>569,121</b>	<b>-36,858</b>		<b>532,263</b>	<b>532,263</b>

Note	Details
1	No significant variation to budget.
2	Operating Expenditure decrease (\$34,735) relates to cost savings in shelter general operating expenses and building maintenance costs.
3	No significant variation to budget.
4	Capital Expenditure decrease (\$80,000) is due to funds carried forward to 2017/2018 to carry out Animal Shelter upgrades to meet envisaged new national standards.
5	Transfer to Restricted Assets increase (\$80,000) is the funding carried forward to carry out shelter improvements not undertaken in 2016/2017.

### Key Performance Indicators

Workload	2016/2017			Efficiency	2017/2018			Effective.	2018/2019		
	Prev.	Est	YTD		Prev.	Est.	YTD		Prev.	Est	YTD
Dogs impounded per annum	1518	1510	1585	Operating cost per animal impounded	\$196.90	\$236.00	\$197.92	Dog impoundings increase by less than 5% on corresponding figure for previous year	2.7%	1.3%	4.4%
Cat impounding/surrenders	969	900	1103		\$196.90	\$236.00	\$197.92		Cat impoundings increase by less than 5% on corresponding figure for previous years.	7.2%	1.1%



<b>OPERATIONAL PLAN</b>
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Function No. 6.11

*Performance Review*

Quarter ended: June

**BUILT & NATURAL**

Principal Activity:

**ENVIRONMENT**

Function:

**Animal Shelter****Key Projects****Capital Works Program**

Animal Shelter - Asset Renewals - Maintenance 01.09368 - Asset Renewals - Asset Maintenance	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7500 - Animal Shelter Animal Enclosure Upgrade <i>Carry Over</i>	80,000	0	0	0	-80,000	0
01.09368 - Asset Renewals - Asset Maintenance Total	80,000	0	0	0	-80,000	0

<b>OPERATIONAL PLAN</b>
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Function No. 7.07

## *Performance Review*

Quarter ended: June

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Cemeteries</b>
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**Manager Responsible: Manager Business Support (CS)  
Mr Jamie Angus**

**Function Objectives:**

To provide a cost effective and sympathetic Cemetery service and facility to the Community.
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<b>NOTE:</b> This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.
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Activity	Action	Performance Targets/Service Level
Asset Management Program – Cyclic	Undertake 20 year Cemetery Asset Management Program.	No written complaints regarding condition of assets.
	<b>Achieved.</b>	<b>One written complaint received regarding the condition of the Old Dubbo Cemetery.</b>
Asset Management Program – Routine	Undertake Cemetery asset maintenance as required.	No written complaints regarding condition of assets.
	<b>Achieved.</b>	<b>One written complaint received regarding the condition of the Old Dubbo Cemetery.</b>
Grounds Maintenance	Undertake regular maintenance program.	No instances of cemeteries being in poor condition.
	<b>Achieved.</b>	<b>Only instances were due to rain weather events.</b>
Interments	Provide timely interments upon request by Funeral Directors to Public Health Standards.	No instances of Public Health Regulations being contravened.
	<b>Achieved.</b>	<b>Nil.</b>
Management Services from other Functions		No more than 3 complaints received annually in regard to Council interment and maintenance programmes. <b>One written complaint received.</b>
		95% satisfaction rating by funeral directors and community of the quality of the Council managed cemeteries. <b>Regular contact and meetings as requested with funeral directors. No issues were raised in relation to the quality of the Cemeteries.</b>
	Review Cemetery Business Plan; determine policy and procedures; determine annual revenue policy; financial and strategic planning; administration of interments; administration of interment and maintenance contracts with third parties; determine and oversee capital works program.	No reasonable criticism of overall cemetery management policies and decisions.
	<b>Achieved.</b>	<b>Nil.</b>
		Capital works program ensures adequate grave sites are available as required and landscaping enhances the cemeteries' appearance.  <b>September audit of available plots in each area carried out and no issues with level of plots available. Capital purchases of onsite storage and grass protection mats as part of the site landscape and beautification project at New Dubbo Cemetery. Additional 3 beams installed at Wellington Lawn Cemetery to increase sites.</b>

<b>OPERATIONAL PLAN</b>
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Function No. 7.07

## Performance Review

Quarter ended: June

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Cemeteries</b>
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Activity	Action	Performance Targets/Service Level
	Cost of services including; management and financial accounting; information technology; corporate overheads.	Amounts charged are accepted as reasonable for the level of service provided.
	<i>Achieved.</i>	<i>Achieved.</i>

**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-209,207	-136,890	-59	-32,709	-378,865	-35,005	1	-413,870	-413,870
Expenditure	369,610	163,568	660	6,423	540,261	50,252	2	590,513	590,513
<b>Operating Total</b>	<b>160,403</b>	<b>26,678</b>	<b>601</b>	<b>-26,286</b>	<b>161,396</b>	<b>15,247</b>		<b>176,643</b>	<b>176,643</b>
<b>Capital</b>									
Income	-27,379	-9,548	0	0	-36,927	-2,593	3	-39,520	-39,520
Expenditure	85,000	16,334	2,000	-66,827	36,507	-2,319	4	34,188	34,188
<b>Capital Total</b>	<b>57,621</b>	<b>6,786</b>	<b>2,000</b>	<b>-66,827</b>	<b>-420</b>	<b>-4,912</b>		<b>-5,332</b>	<b>-5,332</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	<b>218,024</b>	<b>33,464</b>	<b>2,601</b>	<b>-93,113</b>	<b>160,976</b>	<b>10,335</b>		<b>171,311</b>	<b>171,311</b>
<b>Restricted Assets</b>									
	-81,876	7,466	-2,601	93,113	16,102	-10,335	5	5,767	5,767
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>136,148</b>	<b>40,930</b>	<b>0</b>	<b>0</b>	<b>177,078</b>	<b>0</b>		<b>177,078</b>	<b>177,078</b>

Note	Details
1	Operating Income increased by \$35,005 mainly due to higher than forecast Interment and Exclusive Rights income.
2	Operating Expenditure increased by \$50,252 mainly due to additional expenses relating to digging fees and work at Bodangora Cemetery (\$5,831)
3	Capital Income increased by \$2,593 due to an adjustment in Depreciation.
4	Capital Expenditure decreased by \$2,319 due mainly to savings internal roadwork reseal.
5	Transfer to Internally Restricted Assets has decreased by \$10,335 mainly due to additional Operational Expenditure.

**Key Performance Indicators**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
No. of Dubbo interments	70	65	79	Cost per grave dug for Dubbo Cemeteries.	\$846.27	\$939	\$912	No. of complaints re: cemetery interments for Dubbo Cemeteries.	NIL	NIL	NIL
No. of ashes in New Dubbo Cemetery	2	1	3	Graves dug as per Manual of Procedure for Dubbo Cemeteries.	100%	100%	100%	No. of written complaints regarding condition of New Dubbo Cemetery	NIL	NIL	NIL
No. of Reservations in New Dubbo Cemetery	51	36	56	Cost per hectare to maintain Lawn Cemetery & Old Dubbo Cemetery	\$6,001.79	\$6,504	\$6,061	No. of written complaints regarding condition of Old Dubbo Cemetery	NIL	NIL	1
No. of hectares maintained											

<b>OPERATIONAL PLAN</b>
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Function No. **7.07**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Cemeteries</b>
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Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
-New Dubbo Cemetery	11.42ha	11.42ha	11.42ha								
-Old Dubbo Cemetery	6.5ha	6.5ha	6.5ha								

### Key Projects

#### Capital Works Program

Cemeteries - Acquisition of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09401 - Cemetery - Road Infrastructure						
7170 - Road Reseal <b>Project Completed</b>	20,000	0	0	0	-15,309	4,691
7171 - Storage <b>Project Completed</b>	0	3,009	0	0	0	3,009
<b>01.09401 - Cemetery - Road Infrastructure Total</b>	<b>20,000</b>	<b>3,009</b>	<b>0</b>	<b>0</b>	<b>-15,309</b>	<b>7,700</b>

Cemeteries - Acquisition of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09403 - Cemetery - Land Improvements						
7178 - Irrigation Extension <b>Project Completed</b>	0	0	2,000	-1,827	1,890	2,063
7180 - New Concrete Beams <b>Project Completed</b>	0	0	0	0	11,100	11,100
7182 - Landscaping/Furniture/Signage <b>Project Carried Over</b>	50,000	0	0	-50,000	0	0
7183 - Extend Ashes Section <b>Project Carried Over</b>	15,000	0	0	-15,000	0	0
<b>01.09403 - Cemetery - Land Improvements Total</b>	<b>65,000</b>	<b>0</b>	<b>2,000</b>	<b>-66,827</b>	<b>12,990</b>	<b>13,163</b>

Cemeteries - Acquisition of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09404 - Cemetery - Plant & Equipment						
7190 - Grass Protection Flooring <b>Project Completed</b>	0	13,325	0	0	0	13,325
<b>01.09404 - Cemetery - Plant &amp; Equipment Total</b>	<b>0</b>	<b>13,325</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,325</b>

# OPERATIONAL PLAN

Function No. **7.08**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Recreation Services</b>
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**Manager Responsible: Director of Community Services  
Mr David Dwyer**

**Function Objectives:**

To encourage residents to pursue recreational activities; to provide a range of recreation facilities and programs to meet the needs of residents in a cost effective and efficient manner.

**NOTE:** *This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.*

Activity	Actions	Performance Targets/Service Level
Services Provided to Other Functions	Fees charged to internal Council clients for use of facilities. <b>Fees were charged where applicable to internal clients.</b>	No reasonable criticism by clients of the charge rates and condition of facilities. <b>No criticism.</b>
Recreation Programs - Other	Insurance of South Dubbo Scout hall and annual contribution to the Western Region Academy of Sport. <b>Allocations were provided in 2016/2017 budget for these purposes and insurances were renewed.</b>	South Dubbo Scout hall is insured for fair value and contributions to the Western Region Academy of Sport are made in accordance with agreed formula. <b>Achieved.</b>
Recreation Planning & Management	Residents and sporting organisations provided with current and accurate information, enquiries relating to recreational matters, administration of Sports Council, booking the hire of recreation venues and facilities. Covers the cost of salaries and overheads and ancillary employment costs. <b>Residents and Sporting organisations provided with current and accurate information. Budget allocations were made to cover these costs. Agreed brief with Parks &amp; Landcare Services Division to undertake these activities.</b>	No reasonable criticisms of recreation planning, venue bookings, administration of the Sports Council and advice. <b>No criticism received to date in relation to recreation planning, venue bookings, administration of the Dubbo City Sports Council, or advice.</b>
	Payment to Parks and Landcare Division for sportsground preparation and maintenance. <b>Payment was made as per agreed brief.</b>	No reasonable criticism of the standard of sports fields. Charges by Parks and Landcare Division accepted as fair and reasonable for the level of service provided. <b>No criticism.</b>
	5.3.1.2.1 Operational Plans (including budget) adopted in June each year for the Recreational Services Branch on a quarterly basis. <b>Achieved.</b>	Operational Plans for the Recreational Services Function adopted by Council by due date. <b>Achieved.</b>
	5.3.1.5.1 Branch reviews of the Operational Plan (including budget) undertaken for the Recreational Services Branch on a quarterly basis. <b>Achieved.</b>	Quarterly reviews undertaken and submitted to Finance and Policy Committee by due date. <b>Achieved.</b>
	5.3.1.10.1 Monitor the development of Asset Management Plans for the Recreational Services Branch. <b>Twenty year asset maintenance plans developed for all buildings. Further development of plans monitored.</b>	Asset Management Plans for the Recreational Services Branch are prepared and submitted by due date. <b>Twenty year maintenance plans were in place. All corporate asset management requirements were complied with.</b>
	5.3.1.11.1 Zero based budgeting framework is utilised within the Recreational Services Branch. <b>Zero based budgeting monitored and utilised where applicable.</b>	All Zero based budgeting requirements are fully adhered to within the Recreational Services Branch. <b>Zero based budgeting requirements adhered to within the function where applicable.</b>
Recreation Facilities Operations	Cleaning, utility costs, insurance and security of community halls and racecourse. <b>Budget allocation made to fully cover these costs in 2016/2017. For racecourse, insurance only was provided.</b>	No reasonable criticism of cleanliness of facilities. <b>No criticism.</b>

## OPERATIONAL PLAN

Function No. **7.08**

### *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Recreation Services</b>
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Activity	Actions	Performance Targets/Service Level
Major Sporting Events	Financial support for major sporting events held in the City by the provision of field preparation and supply of additional services such as toilets, garbage bins, portable grandstands.	Community has the opportunity to view high quality sporting events.
	<b>Financial support for Group 11 Rugby League Grand Final included in the 2016/2017 financial budget.</b>	<b>NSW Athletics and NSW Country Championships.</b>
Asset Management Program - Routine	Routine repairs and maintenance to recreation facilities	No reasonable complains relating to the condition of recreation facilities. No injuries caused due to poor building condition.
	<b>Ongoing Funds provided in 2016/2017 budget.</b>	<b>No complaints or injuries.</b>
Asset Management Program - Cyclic	Cyclic repairs and maintenance to recreation facilities in accordance with 20 year asset management plans.	No complaint relating to the condition of recreation facilities. No injuries caused due to poor building condition.
	<b>Repairs and maintenance budgeted for and undertaken in accordance with 20 year plan.</b>	<b>No complaints or injuries.</b>

#### Financial Statement:

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-20,044	-21,748	-3,287	0	-45,079	7,767	<b>1</b>	-37,312	-37,312
Expenditure	845,212	198,624	30,998	0	1,074,834	-24,011	<b>2</b>	1,050,823	1,050,823
<b>Operating Total</b>	<b>825,168</b>	<b>176,876</b>	<b>27,711</b>	<b>0</b>	<b>1,029,755</b>	<b>-16,244</b>		<b>1,013,511</b>	<b>1,013,511</b>
<b>Capital</b>									
Income	-103,575	-330,581	0	0	-434,156	1,136	<b>3</b>	-433,020	-433,020
Expenditure	6,600	147,937	6,261	54,090	214,888	-16,702	<b>4</b>	198,186	198,186
<b>Capital Total</b>	<b>-96,975</b>	<b>-182,644</b>	<b>6,261</b>	<b>54,090</b>	<b>-219,268</b>	<b>-15,566</b>		<b>-234,834</b>	<b>-234,834</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	<b>728,193</b>	<b>-5,768</b>	<b>33,972</b>	<b>54,090</b>	<b>810,487</b>	<b>-31,810</b>		<b>778,677</b>	<b>778,677</b>
<b>Restricted Assets</b>									
	<b>477</b>	<b>-147,500</b>	<b>-33,972</b>	<b>-54,090</b>	<b>-235,085</b>	<b>5,490</b>	<b>5</b>	<b>-229,595</b>	<b>-229,595</b>
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>728,670</b>	<b>-153,268</b>	<b>0</b>	<b>0</b>	<b>575,402</b>	<b>-26,320</b>		<b>549,082</b>	<b>549,082</b>

Note	Details
<b>1</b>	Operating Income decreased by \$7,767 mainly due to a reduction required in the Dubbo Turf Club Licence Fee.
<b>2</b>	Operating Expenditure decreased by \$24,011 mainly due to savings in the asset management and operations of Community Halls.
<b>3</b>	No significant variance to budget.
<b>4</b>	Capital Expenditure decreased by \$16,702 mainly due to savings in Turf Club Road Project.
<b>5</b>	Transfer from restricted assets has decreased by \$5,490 mainly due to a reduction in funding required for asset maintenance of Community Halls.

#### Key Performance Indicators:

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
No. Applications for Major Sporting Events funding.	3	4	8	Cost per capita for Recreation Planning & Management expenditure	\$15.02	\$15.98	\$15.98	No. of complaints about condition of community halls	1	2	NIL

<b>OPERATIONAL PLAN</b>
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Function No. **7.08**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Recreation Services</b>
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**Key Projects****Capital Works Program**

Recreation Services - Proceeds from Sale of Assets 01.09855 - Assets Sold - Land & Buildings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7100 - Sale of Racecourse Land <b>Project Completed</b>	0	-261,851	0	0	0	-261,851
01.09855 - Assets Sold - Land & Buildings Total	0	-261,851	0	0	0	-261,851

Recreation Services - Asset Renewals - Maintenance 01.08260 - Asset Renewals - Land & Buildings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7250 - Public Halls <b>Project Completed</b>	0	51,197	0	0	-1,013	50,184
01.08260 - Asset Renewals - Land & Buildings Total	0	51,197	0	0	-1,013	50,184

Recreation Services - Asset Renewals - Maintenance 01.09415 - Recreation Services - Buildings (Renewals)	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7201 - Underpinning of Racecourse Toilet Block <b>Project Completed</b>	0	36,740	2,570	60,690	7,852	107,852
01.09415 - Recreation Services - Buildings (Renewals) Total	0	36,740	2,570	60,690	7,852	107,852

<b>OPERATIONAL PLAN</b>
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Function No. **7.08**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Recreation Services</b>
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Recreation Services - Asset Renewals - Maintenance 01.09417 - Recreation Services - Furniture & Fittings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7211 - Girl Guides Hall - Painting <b>Project Carried Over</b>	6,600	0	0	-6,600	0	0
7316 - Wongarbon Hall Painting <b>Carried Over</b>	0	0	3,691	0	-3,691	0
01.09417 - Recreation Services - Furniture & Fittings Total	6,600	0	3,691	-6,600	-3,691	0

Recreation Services - Asset Renewals - Maintenance 01.09419 - Recreation Services - Road Infrastructure	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7200 - Turf Club Road <b>Project Completed</b>	0	60,000	0	0	-19,850	40,150
01.09419 - Recreation Services - Road Infrastructure Total	0	60,000	0	0	-19,850	40,150



<b>OPERATIONAL PLAN</b>
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Function No. 7.10

## Performance Review

Quarter ended: June

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Library Services</b>
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**Manager Responsible: Director Community Services  
Mr David Dwyer**

**Function Objectives:**

To provide an effective and efficient educational and recreational library service for the residents of Dubbo.
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<b>NOTE:</b> This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.
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Activity	Actions	Performance Targets/Service Level
Asset Maintenance Program - Cyclic	Cyclic repairs and maintenance to the Dubbo Branch Library Building as per the twenty year asset management plan.	Library remains operational and presentable.
	<b>Cyclic repairs and maintenance were budgeted for and are undertaken in accordance with twenty year maintenance plan.</b>	<b>Achieved.</b>
Asset Maintenance Program - Routine	Routine repairs and maintenance to the Dubbo Branch Library Building.	No reasonable complaints on the condition of the Library Building.
	<b>Routine maintenance was undertaken.</b>	<b>No complaints received.</b>
Contributions to Macquarie Regional Library	Funding to cover the costs of Dubbo Branch Library and Regional Library Staff salaries and ancillary costs and overheads and the purchase of library materials.	The Macquarie Regional Library performs to average industry library service standard as per the NSW Public Library Statistics. A minimum of 230,000 articles borrowed from the library per annum.
	<b>Budget allocation was made to cover these costs. Quarterly allocation was made to Macquarie Regional Library for these costs.</b>	<b>Report submitted to Council in March 2017.</b>
Research Operating Expenses	Funds to preserve, conserve and catalogue the local history collection.	No instances of the local history collection deteriorating due to inadequate resources and procedures / policies.
	<b>\$4,000 was provided in 2016/2017 budget for this purpose.</b>	<b>No instances.</b>
Library Building Operations	Funding for cleaning, electricity, gardening, waste collection, insurance and security.	No reasonable complaints concerning the Library's amenity. No instances for the Library being compromised due to inadequate security arrangements.
	<b>Budget allocation was made to fully cover these costs.</b>	<b>No complaints or instances.</b>
Management Services	Proportion of costs of Community Support Services to manage this function.	All required reports, budgets and plans are completed on time and to the satisfaction of General Manager / Council.
	<b>Costs based on estimated time spent on this function by Director Community Services, Manager Business Support and Business Support Officer.</b>	<b>Achieved.</b>
	1.3.6.2 Provide input to the Macquarie Regional Library's Corporate Strategic Plan to define the long term library service needs and facility needs for the Dubbo Community.	65% of residents are borrowers at the Macquarie Regional Library.
	<b>Achieved</b>	<b>48.94% of residents are enrolled borrowers.</b>
	1.3.6.3 Continue to lobby the State Government for increased recurrent funding for local government library services.	Increased funding is received from the State Government.
	<b>No increase in recent State budget of recurrent per capita funding. Lobbying continued.</b>	<b>No increase in recent State budget of recurrent per capita funding.</b>

<b>OPERATIONAL PLAN</b>
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Function No. **7.10**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Library Services</b>
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Activity	Actions	Performance Targets/Service Level
Management Services from Other Functions	1.3.6.4 Provide a report on the performance of Macquarie Regional Library in providing a library service to the City. <i>Report submitted in March 2017.</i>	Report due by March annually.  <b>Achieved.</b>
	1.3.6.1 Undertake biennial survey of residents to ascertain requirements of a Library service.  <i>Survey not due until 2017/2018.</i>	Survey completed September 2016. A satisfaction rating of 95% by patrons of the services and facilities of the Dubbo Branch Library.  <b>Survey not due until 2017/2018.</b>
	Cost of services from internal service providers such as financial and management accounting, corporate overhead and printing.  <i>2016/2017 budget accommodated these costs.</i>	Amounts charged are accepted as reasonable for the level of service provided.  <b>Amounts considered fair and reasonable for the levels of service provided.</b>

**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-149,897	-39,085	0	7,031	-181,951	-95,459	<b>1</b>	-277,410	-277,410
Expenditure	1,996,827	360,799	0	-7,031	2,350,595	112,691	<b>2</b>	2,463,286	2,463,286
<b>Operating Total</b>	<b>1,846,930</b>	<b>321,714</b>	<b>0</b>	<b>0</b>	<b>2,168,644</b>	<b>17,232</b>		<b>2,185,876</b>	<b>2,185,876</b>
<b>Capital</b>									
Income	-68,863	-5,305	0	0	-74,168	-45,730	<b>3</b>	-119,898	-119,898
Expenditure	14,000	422,068	7,553	2,769	446,390	-36,505	<b>4</b>	409,885	409,885
<b>Capital Total</b>	<b>-54,863</b>	<b>416,763</b>	<b>7,553</b>	<b>2,769</b>	<b>372,222</b>	<b>-82,235</b>		<b>289,987</b>	<b>289,987</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>	<b>1,792,067</b>	<b>738,477</b>	<b>7,553</b>	<b>2,769</b>	<b>2,540,866</b>	<b>-65,003</b>		<b>2,475,863</b>	<b>2,475,863</b>
<b>Restricted Assets</b>	<b>85,249</b>	<b>-422,068</b>	<b>-7,553</b>	<b>-2,769</b>	<b>-347,141</b>	<b>65,003</b>	<b>5</b>	<b>-282,138</b>	<b>-282,138</b>
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>	<b>1,877,316</b>	<b>316,409</b>	<b>0</b>	<b>0</b>	<b>2,193,725</b>	<b>0</b>		<b>2,193,725</b>	<b>2,193,725</b>

Note	Details
<b>1</b>	Operating Income increased by \$95,400 due Grant Income from Public Library Infrastructure Grant.
<b>2</b>	Operating Expense increased by \$112,691 mainly due to expenses relating to the Public Library Infrastructure Grant and Depreciation Expenses.
<b>3</b>	Capital Income has increased by \$45,730 due to adjustments in Depreciation.
<b>4</b>	Capital Expenditure decreased by \$36,505 mainly due to savings in capital projects.
<b>5</b>	Transfers from restricted assets has decreased by \$65,003 mainly due to savings in capital projects and operational savings.

<b>OPERATIONAL PLAN</b>
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Function No. **7.10**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Library Services</b>
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**Key Performance Indicators**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
Number of articles borrowed per annum	192,122	230,000	228,037	Total operating expenses per borrowing	\$9.89	\$8.82	\$12.11	No. of registered borrowers as percentage of population	55.40%	65%	48.94%
								No. of complaints about condition of library building, fixtures and furniture.	NIL	NIL	NIL
No. of hours library open to public per week	49	49	49					No. of borrowings per registered borrower per annum	8.23	8.6	9.06

**Key Projects****Capital Works Program**

Library Services - Acquisition of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09441 - Library - Office Equipment						
7245 - Office Equipment	6,000	0	0	0	-6,000	0
<b>Project Carried Over</b>						
01.09441 - Library - Office Equipment Total	6,000	0	0	0	-6,000	0

Library Services - Acquisition of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09444 - Furniture and Fittings						
7252 - Various Furniture & Fittings	8,000	0	0	0	-5,808	2,192
<b>Project Complete</b>						
01.09444 - Furniture and Fittings Total	8,000	0	0	0	-5,808	2,192

Library Services - Asset Renewal - Maintenance	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09442 - Library - Buildings Renewal						
7245 - Building Improvement - Dubbo	0	422,068	7,553	2,769	-24,697	407,693
<b>Project Complete</b>						
01.09442 - Library - Buildings Renewal Total	0	422,068	7,553	2,769	-24,697	407,693

<b>OPERATIONAL PLAN</b>
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Function No. 7.11

## *Performance Review*

Quarter ended: June

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Old Dubbo Gaol</b>
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**Manager Responsible: Manager Business Support (CS)  
Mr Jamie Angus**

**Function Objectives:**

To provide an historical and educational tourist attraction in an efficient and effective manner.

**NOTE:** *This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.*

Activity	Action	Performance Targets/Service Level
Trading Stock Purchases	Manage souvenirs available for sale to ensure products are popular and cost effective.	Yield per customer from sources other than admissions is increased.
	<b>Achieved.</b>	<b>Yield for 2016/17 achieved was \$3.38. Yield in 2015/16 was \$3.07.</b>
Operating Expenditure	Day to day running costs including cleaning and promotions, purchase and sale of souvenirs.	Operating costs per patron to either remain static or Decrease.
	<b>Achieved.</b>	<b>Operating cost per patron for 2016/17 was \$16.99. The 2015/2016 value was \$18.11.</b>
Management/Admissions-Salaries & O/Heads	Staff salaries for managers and gatekeepers to supervise admissions, financial management, general administration and exhibition development maintenance.	Management and overhead costs per patron to either remain static or decrease.
	<b>Achieved.</b>	<b>Costs for 2016/2017 was \$9.70, this is compared to the 2015/2016 value of \$9.10.</b>
Management Services from other Functions	1.3.7.2 Develop co-operative arrangements with other tourist destinations and businesses with a view to packaging Old Dubbo Gaol products and services.	50,000 people visit the Gaol per annum.
	<b>Achieved.</b> <b>Welcome to Dubbo Event Package</b> <b>Wine and Nourishment Event</b> <b>Great Western Plains Destination Campaign</b> <b>123tix Event – Dubbo's Best Kept Secret</b> <b>123tix Local Ticketing online for Admission and Events.</b>	<b>47,984 visitors.</b>
	1.3.7.3 Develop and implement an annual Marketing and Promotion Programme for the Old Dubbo Gaol.	Marketing and Promotion program structured across multiple mediums and based on holiday, general admission and events.
	<b>Marketing and Promotion Programme was adopted as a component of the 2016/17 Business Plan.</b>	<b>Achieved.</b>
Management Services from other Functions	Cost of Services including: - management, financial, technical, information technology and corporate overheads provided to this Function.	Amounts charged are accepted as reasonable for the level of service provided.
	<b>These costs were determined by agreed brief between internal parties.</b>	<b>Amounts were considered reasonable for level of service.</b>
Interpretation/Exhibition Project	1.3.7.1 Undertake the development of one (1) new exhibition per annum.	100% of patrons are satisfied with exhibitions.
	<b>Woodblock Paving Entrance Project</b> <b>Watchtower Exhibition Project</b>	<b>Achieved.</b>

## OPERATIONAL PLAN

Function No. **7.11**

### Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Old Dubbo Gaol</b>
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Activity	Action	Performance Targets/Service Level
Asset Management Program - Routine	Undertake Building Asset Management Program.	Buildings operational and presentable.
	<b>Implemented.</b>	<b>Achieved.</b>
Asset Management Program - Cyclic	Undertake 20 year Building Asset Management Program.	Buildings maintained in a satisfactory condition.
	<b>Budget allocations made to cover cost of program and being progressively implemented.</b>	<b>Achieved.</b>
	1.3.7.4 Implement the actions contained in the 20 year Asset Management Plan to take into account the heritage significance of the site and buildings.	
	<b>Actions was implemented as per Plan.</b>	

#### Financial Statement:

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-554,093	-160,355	-22,638	23,950	-713,136	-21,894	1	-735,030	-735,030
Expenditure	861,072	29,503	55,980	-86,638	859,917	126,396	2	986,313	986,313
<b>Operating Total</b>	<b>306,979</b>	<b>-130,852</b>	<b>33,342</b>	<b>-62,688</b>	<b>146,781</b>	<b>104,502</b>		<b>251,283</b>	<b>251,283</b>
<b>Capital</b>									
Income	-73,667	0	-14,532	0	-88,199	-79,045	3	-167,244	-167,244
Expenditure	66,000	133,852	-25,128	-33,240	141,484	-30,195	4	111,289	111,289
<b>Capital Total</b>	<b>-7,667</b>	<b>133,852</b>	<b>-39,660</b>	<b>-33,240</b>	<b>53,285</b>	<b>-109,240</b>		<b>-55,955</b>	<b>-55,955</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	299,312	3,000	-6,318	-95,928	200,066	-4,738		195,328	195,328
<b>Restricted Assets</b>									
	66,735	-3,000	6,318	95,928	165,981	4,738	5	170,719	170,719
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>366,047</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>366,047</b>	<b>0</b>		<b>366,047</b>	<b>366,047</b>

Note	Details
1	Operating Income increased by \$21,894 mainly due additional admission and event income.
2	Operating Expense increased by \$126,396 mainly due to expenses relating to operational costs associated with capital infrastructure upgrades, exhibition development and event equipment and operations.
3	Capital Income has increased by \$79,045 due to adjustments in Depreciation.
4	Capital Expenditure decreased by \$30,195 due to Operational costs associated with capital projects for Restart.
5	No significant variance to budget.

#### Key Performance Indicators

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
Hours open per week	49	49	49	Total operating expenses per patron	\$18.11	\$17.39	\$16.99	No. of patrons	46,829	50,000	47,984
				Total surplus (deficit) from Operations	\$248,975	\$306,979	\$251,283	Percentage of satisfied customers as per Visitors Comment Book	100%	100%	100%

<b>OPERATIONAL PLAN</b>
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Function No. 7.11

## *Performance Review*

Quarter ended: June

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Old Dubbo Gaol</b>
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**Key Projects****Capital Works Program**

Old Dubbo Gaol - Acquisition of Assets 01.09458 - Assets Purchased - Other Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
5664 - Historical Exhibition <b>Project Complete</b>	0	5,000	0	-6,049	0	-1,049
6518 - Outdoor Cinema <b>Project Carried Over</b>	2,000	0	0	-2,000	0	0
6520 - Event Lighting - Event Space Coborra <b>Project Complete</b>	0	7,107	0	0	0	7,107
6521 - Event Space - Marquees <b>Project Complete</b>	0	0	6,655	0	0	6,655
6522 - Event - Portable Stage <b>Project Complete</b>	0	0	0	4,880	0	4,880
01.09458 - Assets Purchased - Other Assets Total	2,000	12,107	6,655	-3,169	0	17,593

Old Dubbo Gaol - Asset Renewals - Maintenance 01.09455 - Old Dubbo Gaol - Buildings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
5906 - Watchtower & Render Project NSW Heritage <b>Project Complete</b>	64,000	0	-64,000	0	0	0
5909 - Entrance Signage Cobbora Transition <b>Project Complete</b>	0	30,000	30,000	0	-30,195	29,805
5910 - Foyer Project Cobbora Transition <b>Project Complete</b>	0	59,411	2,217	0	0	61,628
5911 - Event Space Project Cobbora Transition <b>Project Complete</b>	0	32,334	0	-30,071	0	2,263
01.09455 - Old Dubbo Gaol - Buildings Total	64,000	121,745	-31,783	-30,071	-30,195	93,696

# OPERATIONAL PLAN

Function No. 7.14

## Performance Review

Quarter ended: June

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Social Services</b>
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**Manager Responsible:      Manager Social Services**  
**Mr John Watts**

**Function Objectives:**

To support social service programs for the benefit of residents; to provide financial support to community groups; to provide community facilities, to undertake social planning activities.

**NOTE:** This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.

Activity	Actions	Performance Targets/Service Level
Community Facilities Education	Operational costs of providing buildings for culture, childcare and education activities	No reasonable criticism of standard of facilities
	<b>2016/2017 budget accommodated these costs.</b>	<b>No criticism received.</b>
Asset Maintenance Program - Routine	Undertake Building Asset Management Program	Buildings operational and presentable
	<b>Routine maintenance undertaken as required.</b>	<b>All buildings were operational and presentable.</b>
Asset Maintenance Program - Cyclic	Undertake 20 year Building Asset Management Program	Buildings maintained in a satisfactory condition
	<b>Cyclic repairs and maintenance budgeted for and undertaken in accordance with twenty year asset management plan.</b>	<b>All buildings were maintained in a satisfactory condition.</b>
Services Provided to Other Functions	The proportioned costs of the salaries and overheads of the Manager Social Services to Family Day Care Services and Rainbow Cottage Child Care Centre	The amounts charged are accepted or fair and reasonable for the level of service provided
	<b>Costs based upon estimated time spent on these functions by Manager Social Services.</b>	<b>Achieved.</b>
Management Services from other Functions	Cost of Services including: management, financial, technical, information technology and corporate overheads provided to this Function.	Amounts charged are accepted as reasonable for the level of service provided
	<b>2016/2017 budget accommodated these costs.</b>	<b>Amounts were considered reasonable for the level of service provided.</b>
Contributions - Gen Donations (Sec 356)	Contributions and subsidies to community groups to undertake social, educational and cultural programs	Applications invited by due date & reports submitted to Council.
	<b>Financial Assistance Program was undertaken in February and July each year.</b>	<b>Financial Assistance Program was undertaken in February and July each year. July round was deferred due to the merger. \$15,000 donated in October 2016. \$15,000 was donated in April 2017.</b>
Community Service Programs	Preparation and implementation of Dubbo Social Plan, Conduct of Social Impact Assessments, input to planning such as LEPs, Integrated Planning, Business Plans, and Administration of Community Services Committee. Support to Youth Council, Management of Youth Development Strategies.	Social Plan recommendations implemented.
	<b>Council employs the Manager Social Services, Aboriginal Liaison Officer and the Youth Development Officer to undertake these activities. They regularly attended meetings etc with key stakeholders.</b>	<b>Social Plan actions were implemented. Quarterly reports made to the Finance and Policy Committee on the progress of the Plan.</b>

# OPERATIONAL PLAN

Function No. **7.14**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	Function:	<b>Social Services</b>
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Activity	Actions	Performance Targets/Service Level
	1.2.1.2 Report on the provision of and demand for child care places in Dubbo.	938 long day childcare centre places in Dubbo. Report submitted to Council in June annually.
	<b>Report provided to address child care requirements in Dubbo in June 2017.</b>	<b>Report provided in June 2017. 1236 long day childcare centre places in Dubbo.</b>
	1.2.1.3 Monitor the availability of State and Federal Government capital and recurrent funding for additional preschool places.	740 full day preschool places per week available in the community.
	<b>All funding opportunities were monitored.</b>	<b>No decrease in preschool places to date.</b>
	1.2.2.1 Develop and implement on an annual basis a new Social Plan for the Dubbo Local Government Area.	100% of needs identified and documented and addressed for provision of social services.
	<b>Social Plan deferred pending availability of ABS information.</b>	<b>100% of needs addressed.</b>
	1.2.3.1 Implement Council's component of and provide support for the Youth Foundation in the community.	Youth Foundation activities supported.
	<b>Council is a member of the Dubbo Youth Foundation. The Manager Social Services regularly attends meetings.</b>	<b>Support provided.</b>
	1.2.7.3 Attend quarterly meetings of the Strategic Human Services Interagency Group Forum.	Quarterly meetings attended.
	<b>Interagency activities suspended due to merger.</b>	<b>Interagency activities suspended due to merger.</b>
	1.2.9.1 Annually review and implement the actions of the Ageing Strategy.	Review conducted May annually.
	<b>Ageing Strategy actions implemented and reviewed annually.</b>	<b>Review undertaken in May 2017.</b>
	1.5.2.3 Continue to monitor complaints regarding the operation of licensed premises in the City.	No complaints to the Liquor Administration Board regarding licensed premises.
	<b>Council was a member of the Liquor Accord. The Manager Social Services attends meetings.</b>	<b>No complaints received.</b>
	1.5.2.4 Support initiatives developed by the Community Drug Action Team and Dubbo Liquor Accord and support initiatives there from.	CDAT and Liquor Accord supported. Manager Social Services active member of Liquor Accord Group.
	<b>Council was a member of the Community Drug Action Team and the Liquor Accord. The Youth Development Officer attends the Community Drug Action Team. The Manager Social Services attends Liquor Accord meetings.</b>	<b>CDAT and Liquor Accord supported. Manager Social Services active member of Liquor Accord Group.</b>
	1.5.2.5 Review the implementation of the Dubbo Crime Prevention Plan.	100% of actions in the Crime Prevention Plan implemented
	<b>The 2015-2018 Dubbo Crime Prevention Plan was been approved by the Department of Justice.</b>	<b>The 2015-2018 Dubbo Crime Prevention Plan was approved by the Department of Justice. Funding applications made for Wellington and Dubbo Crime Prevention Plans.</b>
	5.3.1.2.1 Operational Plans (including budget) adopted in June each year for the Social Services Branch.	Operational Plans for the Social Services Branch adopted by Council by due date.
	<b>Plans adopted in June 2017.</b>	<b>Plans adopted in June 2017.</b>



## OPERATIONAL PLAN

Function No. **7.14**

### *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	Function:	<b>Social Services</b>
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Activity	Actions	Performance Targets/Service Level
Aboriginal Liaison Operations	5.3.1.5.1 Branch reviews of the Operational Plan (including budget) undertaken for the Social Services Branch on a quarterly basis.	Quarterly reviews undertaken and submitted to Finance and Policy Committee by due date.
	<b>Branch reviews of the Operational Plan were undertaken on a quarterly basis.</b>	<b>Quarterly reviews for 2016/2017 were submitted to the Finance and Policy Committee meetings.</b>
	5.3.1.9.1 Monitor the ongoing implementation of the NAMSPlus asset reporting tool for the Social Services Branch.	NAMSPlus is being implemented with the Social Services Branch.
	<b>NAMSPlus is no longer applicable for Community Services Division. Asset Management reporting now comes under National Asset Management Accounting Framework (NAMAF).</b>	<b>NAMSPlus is no longer applicable for Community Services Division. Asset Management reporting now comes under National Asset Management Accounting Framework (NAMAF).</b>
	5.3.1.10.1 Monitor the Corporate wide planning, oversight and performance of Asset Management for functional areas of the Organisation for the Social Services Branch.	Asset Management Plans for the Social Services Branch are prepared and submitted by due date.
	<b>Monitoring ongoing.</b>	<b>Plans submitted by due date.</b>
	5.3.1.11.1 Monitor the use of the zero based budgeting framework by the Organisation within the Social Services Branch.	All Zero based budgeting requirements are fully adhered to within the Social Services Branch.
	<b>Zero based budgeting was monitored and utilised.</b>	<b>Zero based budgeting requirements were adhered to within the Social Services Branch where appropriate.</b>
	The provision of effective and strong links, communication and networks within the local Aboriginal Community, Dubbo City Council and State and Federal Government Agencies.	No reasonable criticism of Aboriginal Liaison Officer.
	<b>Council employed an Aboriginal Liaison Officer to undertake these activities. He attends regular meetings etc with key stakeholders.</b>	<b>No criticism. Grace Toomey has taken 12 months Leave Without Pay. Lionel Wood undertaking role.</b>
1.2.5.1 Make representations to the State and Federal Governments to increase coordinated funding for programmes to improve the education, health, employment and economic development opportunities of Aboriginal people.	The unemployment rate of Aboriginal people decreases annually.	
<b>Council continued to make representations to Government Agencies for increased funding. The Manager Social Services and Aboriginal Liaison Officer regularly attended meetings etc with key stakeholders.</b>	<b>Dubbo Aboriginal population unemployment was 18.5% - 2011 Census. Details are not yet available from 2016 Census.</b>	
1.2.5.2 Council continues to have an Aboriginal Liaison Officer to support and assist the Aboriginal Community.	Funding provided in budget for employment of Aboriginal Liaison Officer.	
<b>The Aboriginal Liaison Officer was a permanent position.</b>	<b>2016/2017 budget accommodated these costs.</b>	

<b>OPERATIONAL PLAN</b>
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Function No. 7.14

## *Performance Review*

Quarter ended: June

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	Function:	<b>Social Services</b>
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Activity	Actions	Performance Targets/Service Level
Dubbo Neighbourhood Centre	Contributors to rent of the Dubbo Neighbourhood Centre; subsidy of the Dubbo Neighbourhood Centre operations; professional management of services delivered by the Dubbo Neighbourhood Centre.	100,000 enquiries per annum handled by Dubbo Neighbourhood Centre.
	<b>Council continued to provide financial assistance to the Dubbo Neighbourhood Centre.</b>	<b>81,345 enquiries to the Dubbo Neighbourhood Centre.</b>
	1.2.2.2 Provide financial contribution for the operations of the Dubbo Neighbourhood Centre.	100% utilisation rate of services provided at Dubbo Neighbourhood Centre
	<b>2016/2017 budget accommodates these costs. \$65,500 for a Subsidy along with \$94,500 provided in the 2016/2017 budget.</b>	<b>Services were utilised 100% of the time.</b>
	1.2.8.2 Dubbo Neighbourhood Centre to review the Community On Line Directory monthly and to include the outcomes of the review in the biannual reports to Council on the status of the Directory.	Online Directory updated monthly.
	<b>The Dubbo Neighbourhood Centre provided six (6) monthly reports to Council in August and December 2016.</b>	<b>Report delivered to Finance and Policy Committee in December 2016.</b>
Aboriginal Employment Project	Employment of 2 Aboriginal Apprentices	Apprenticeships successfully completed
	<b>Apprentices employed in Fleet Services and Parks and Landcare.</b>	<b>The Fleet Services apprenticeship is due for completion in February 2018. The Parks and Landcare apprenticeship is due for completion in October 2020.</b>
Youth Development Officer	The provision of strategies through a community development model undertaking a number of youth related activities.	No reasonable criticism of Youth Development Officer
	<b>Youth Development Officer consulted with the Dubbo Youth Council and the community to develop activities and strategies.</b>	<b>No criticism.</b>
	1.2.3.2 Develop and deliver youth programmes to meet identified needs in consultation with appropriate youth agencies.	100% of issues affecting youth resolved by Council with Youth Council input.
	<b>The Youth Development Officer developed programs in consultation with agencies. The annual Youth Week program was undertaken with the assistance of the Dubbo Youth Council.</b>	<b>All issues referred to Youth Council for input.</b>
		1,300 young people attend Youth Week activities.
		<b>Youth Week held in April 2017.</b>
	All activities and entertainment are planned and organised with the assistance of young people.	
	<b>Youth Development Officer ensured all activities are undertaken with the assistance of young people.</b>	

<b>OPERATIONAL PLAN</b>
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Function No. 7.14

## *Performance Review*

Quarter ended: June

Principal Activity:	<b>COMMUNITY SERVICES</b>	Function:	<b>Social Services</b>
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Activity	Actions	Performance Targets/Service Level	
SBS Radio	1.2.3.3 In consultation with the Dubbo Youth Council, develop a prioritised list of future youth services and facilities for consideration by Council.	Submission made by Youth Council to Council every November on issues for upcoming budget considerations.	
	<b>Youth Council requested a Trainee position to be engaged in the Social Services Branch.</b>	<b>Youth Council requested a Trainee position to be engaged in the Social Services Branch.</b>	
	1.2.3.4 Youth Council to submit two reports to Council on its deliberations on youth issues and activities undertaken.	Presentations made to Council in June & December each year.	
	<b>Reports deferred due to merger.</b>	<b>Reports deferred due to merger.</b>	
	1.2.8.1 Conduct reviews of the Youth Services Directory managed by Dubbo City Council.	Community and Youth Services Directories maintained to 95% accuracy.	
	<b>Youth Development Officer regularly updated Youth Services Directory.</b>	<b>95% accuracy was maintained.</b>	
	Transmission of news/current events in languages other than English.	Positive community response to the service.	
	<b>Council continued to support the ongoing operation of SBS Radio. \$500 was provided in 2016/2017 budget to cover the licensing costs.</b>	<b>There was no criticism of this service.</b>	
	DACWP Support Expenses	Administrative support of the DACWP	No reasonable criticism of Council's involvement with the DACWP
		<b>Council provided clerical and financial management support of the DACWP.</b>	<b>No complaints.</b>
A range of aged facilities, respite and crisis accommodation options across the local government area.	Provide and maintain the Wellington Senior Citizen Centre.	Senior Citizen Centre maintained in accordance with Maintenance Program	
	<b>Centre maintained in line with asset maintenance requirements.</b>	<b>Centre maintained.</b>	
Medical and specialist services are available and accessed across the local government area	Support in programmes that promote a healthy lifestyle.	Facilitate Senior Citizen activities which are health based Foster relationships with other Allied Health services to implement programmes	
	<b>The Community Services Coordinator developed programs in consultation with agencies and the community.</b>	<b>Activities were delivered and relationships maintained.</b>	

# OPERATIONAL PLAN

Function No. **7.14**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	Function:	<b>Social Services</b>
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Activity	Actions	Performance Targets/Service Level
Indigenous culture is valued, recognised and celebrated.	Support the promotion of Indigenous culture.	Aboriginal Community Advisor provides support to Aboriginal & Torres Strait Island activities and Wellington Local Aboriginal Land Council.  Encourage opportunities to promote Aboriginal Culture.  Adopt and Implement Wellington Aboriginal Cultural Strategy.  Support other Aboriginal community based organisations (including Gungi).
	<b>Council employed an Aboriginal Community Advisor to undertake these activities. He attends regular meetings etc with key stakeholders.</b>	<b>All required activities delivered.</b>
Provision of Ageing & Disability position within Council	Community Services Coordinator position is provided in Council's organisational structure.	Community Services Coordinator to continue to provide information and referral for aged and disabled community members to receive services and support.  Coordinator to collaborate with other service providers regarding ageing and disability services within the Wellington LGA.  Coordinator to source continued funding for position through government agencies. Coordinator to review current service position relating to relevant future funding.
	<b>Community Services Coordinator position was funded on a permanent basis.</b>	<b>All required activities delivered.</b>
Mentoring programmes are available and used across the community.	Support the Communities for Children Coordinator role in conjunction with supporting the mentoring programs run with Centacare and other appropriate organisations.	Communities for Children Coordinator to continue Mums to Mentor program through external funding through Centacare.
	<b>Communities for Children position supported.</b>	<b>Program continued.</b>
	Work in partnership with education providers and business on programmes to develop employment skills.	Engage with development proponents to establish training opportunities Work experience program/identify training opportunities
Young people have the facilities and opportunities to be engaged in recreation, learning and community life.	<b>Council employed a Community Services Coordinator to undertake these activities. She attended regular meetings etc with key stakeholders.</b>	<b>All required activities delivered.</b>
	Communities for Children Coordinator to provide activities for children aged 0-12 years	Provide intensive support to families who are not accessing services, focusing on Parent Education, children aged 6-12 years and providing service coordination and collaboration
	<b>Communities for Children Coordinator undertook activities.</b>	<b>Families supported.</b>
	Support Indigenous Youth Development Programs.	Liaise with Wellington Local Aboriginal Land Council, local schools, TAFE and Interagency and Community Services Advisory Committee to support Indigenous Youth development programs
	<b>Council employed an Aboriginal Community Advisor to undertake these activities. She attended regular meetings etc with key stakeholders.</b>	<b>Liaison ongoing.</b>

# OPERATIONAL PLAN

Function No. **7.14**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	Function:	<b>Social Services</b>
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Activity	Actions	Performance Targets/Service Level	
Safe community and reduced levels of crime.	Continue maintenance of the CCTV network and its capability.	CCTV network maintained and renewed with minimum disruption in accordance with Council's annual maintenance budget. Request for footage from NSW Police provided within determined time frames.	
	<b>CCTV network maintained.</b>	<b>CCTV network maintained, footage provided within determined timeframes.</b>	
	Support Crime Prevention Committee.	Facilitate the outcomes of the Crime Prevention Plan. Bi-Monthly meetings of Crime Prevention committee. Work with community groups and agencies to promote a safer community and implementation of new Crime Prevention Plan. Work with grants and submission officer to apply for funding (when applicable) with Attorney Generals Department to implement strategies.	
	<b>Crime Prevention Committee disbanded due to merger.</b>	<b>The 2015-2018 Wellington Crime Prevention Plan has been approved by the Department of Justice. Funding application made.</b>	
	Capable and self-sufficient communities engaged in decision making about issues that affect them	Community representations on Council Section 355 Committees.	Reviewed annually by Council (September). Committee agenda's in line with outcomes of Community Strategic Plan
	<b>Section 355 Committees disbanded due to merger.</b>	<b>Section 355 Committees disbanded due to merger.</b>	
Provision of Community Transport in Wellington	Encourage and support volunteer involvement across the community.	Encourage and support community participation in activities. Support agencies that utilise community volunteers.	
	<b>Council employed a Community Services Coordinator to undertake these activities. She attended regular meetings etc with key stakeholders.</b>	<b>All support and encouragement provided.</b>	
	Engage in Community Consultation Meetings across the Wellington Local Government Area.	Engage with the community via methods listed in the Community Engagement Strategy including 2 x Community Consultation meetings per year and a dedicated email address <a href="mailto:haveyoursay@wellington.nsw.gov.au">haveyoursay@wellington.nsw.gov.au</a>	
	<b>Council employed a Community Services Coordinator to undertake these activities. She attended regular meetings etc with key stakeholders.</b>	<b>All required activities delivered.</b>	
Provision of Community Transport in Wellington	Provision of Community Transport for Wellington LGA through existing community transport funding from Transport for NSW	Provide daily pickups for eligible community members (Monday-Friday) with wheelchair accessible buses.  Fortnightly village transfers to Wellington from Yeoval and Mumbil.  Provide transport to Dubbo and Orange as required (for specialist appointments).  Provide a weekly hydrotherapy trip to Dubbo.  Provide 3 day per week pickups for the "Young at Heart" Club.	
	<b>Community Transport contract transferred to LiveBetter on 01/07/2017.</b>	<b>Community Transport contract transferred to LiveBetter on 01/07/2017.</b>	

# OPERATIONAL PLAN

Function No. **7.14**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	Function:	<b>Social Services</b>
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**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-99,997	-312,378	-15,829	-71,674	-499,878	-1,903,252	<b>1</b>	-2,403,130	-2,403,130
Expenditure	990,800	838,129	-549	45,169	1,873,549	-2,001	<b>2</b>	1,871,548	1,871,548
<b>Operating Total</b>	<b>890,803</b>	<b>525,751</b>	<b>-16,378</b>	<b>-26,505</b>	<b>1,373,671</b>	<b>-1,905,253</b>		<b>-531,582</b>	<b>-531,582</b>
<b>Capital</b>									
Income	-43,135	-16,762	0	0	-59,897	-1,603	<b>3</b>	-61,500	-61,500
Expenditure	35,346	10,778	92,590	2,000	140,714	364,455	<b>4</b>	505,169	505,169
<b>Capital Total</b>	<b>-7,789</b>	<b>-5,984</b>	<b>92,590</b>	<b>2,000</b>	<b>80,817</b>	<b>362,852</b>		<b>443,669</b>	<b>443,669</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	<b>883,014</b>	<b>519,767</b>	<b>76,212</b>	<b>-24,505</b>	<b>1,454,488</b>	<b>-1,542,401</b>		<b>-87,913</b>	<b>-87,913</b>
<b>Restricted Assets</b>									
	-78,634	-138,565	-91,212	26,505	-281,906	1,607,274	<b>5</b>	1,325,368	1,325,368
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>804,380</b>	<b>381,202</b>	<b>-15,000</b>	<b>2,000</b>	<b>1,172,582</b>	<b>64,873</b>		<b>1,237,455</b>	<b>1,237,455</b>

Note	Details
1	Operating Income increased by \$1,903,252 mainly due grant funding received for Playmates Cottage Project.
2	No significant variance to budget.
3	No significant variance to budget.
4	Capital Expenditure increased by \$364,455 mainly due to development costs associated with the Playmates Cottage Project.
5	Transfer to Internally Restricted Assets increased by \$1,607,274 mainly due to unallocated funds of the Playmates Cottage Grant.

**Key Performance Indicators:**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
Number of enquiries handled at the Dubbo Neighbourhood Centre	125,956	100,000	82,546	Cost per enquiry at the Dubbo Neighbourhood Centre	\$1.27	\$1.60	\$2.75	Average utilisation rate of DNC	100%	100%	100%
Number of activities co-ordinated by MSS, ALO & YDO	50	50	50					No reasonable criticism of Community Services Management	NIL	NIL	NIL

<b>OPERATIONAL PLAN</b>
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Function No. **7.14***Performance Review*Quarter ended: **June**

<b>Principal</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Social Services</b>
<b>Activity:</b>			

**Key Projects****Capital Works Program**

Social Services - Acquisition of Assets 01.09501 - Social Services - Acquisition of Buildings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7300 - Playmates Cottage <b>Project Carried Over</b>	0	6,278	68,610	2,000	107,193	184,081
7310 - Development Costs <b>Project Carried Over</b>	0	0	23,980	0	262,767	286,747
01.09501 - Social Services - Acquisition of Buildings Total	0	6,278	92,590	2,000	369,960	470,828

Social Services - Acquisition of Assets 01.09504 - Social Services - Capital Items	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7381 - Mens Shed Stronger Building Roof Project <b>Project Complete</b>	0	0	0	0	19,300	19,300
01.09504 - Social Services - Capital Items Total	0	0	0	0	19,300	19,300

Social Services - Asset Renewals - Maintenance 01.09502 - Social Services - Furniture & Fittings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7306 - House in the Park - Painting <b>Project Carried Over</b>	5,346	0	0	0	-5,346	0
7308 - House in the Park - Flooring <b>Project Complete</b>	30,000	0	0	0	-18,359	11,641
01.09502 - Social Services - Furniture & Fittings Total	35,346	0	0	0	-23,705	11,641

<b>OPERATIONAL PLAN</b>
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Function No. **7.14***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	Function:	<b>Social Services</b>
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Wellington - Capital Expenses 01.08015 - Renewals - Buildings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6500 - Renewals - Land & Buildings <b>Project Complete</b>	0	4,500	0	0	-1,100	3,400
01.08015 - Renewals - Buildings Total	0	4,500	0	0	-1,100	3,400



<b>OPERATIONAL PLAN</b>
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Function No. 7.16

## Performance Review

Quarter ended: June

Principal Activity:

**COMMUNITY SERVICES**

Function:

### Rainbow Cottage Child Care Centre

**Manager Responsible:      Manager Social Services**  
**Mr John Watts**

**Function Objectives:**

To provide a quality, cost effective, centre-based child care service.

**NOTE:** *This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.*

Activity	Action	Performance Targets/Service Level
Professional Expenses	Costs of professional services such as audit fees.	Costs are increased by no more than CPI each year.
	<b>Budget allocation made to fully cover these costs in 2016/2017.</b>	<b>Costs for 2016/2017 were only increased by 2015/2016 CPI figure.</b>
Asset Maintenance Program – Routine	Undertake Building Asset Management Program.	Buildings operational and presentable and meet relevant Government regulations.
	<b>Routine maintenance undertaken as required.</b>	<b>Buildings are operational and meet Government regulations and legislation.</b>
Operations Other Expenses	Day to day running costs including advertising consumables and equipment.	Costs are increased by no more than CPI each year.
	<b>Budget allocation made to fully cover these costs in 2016/2017.</b>	<b>Costs for 2016/2017 were only increased by the 2015/2016 CPI figure.</b>
Asset Maintenance Program – Cyclic	Undertake Building Asset Maintenance Program.	Buildings operational and presentable and meet relevant Government regulations.
	<b>Cyclic repairs and maintenance budgeted for and undertaken in accordance with twenty year asset management plan.</b>	<b>Buildings were operational and meet Government regulations and legislation.</b>
Operations Building and Grounds	Security, running expenses of child care centre building and playground	No reasonable criticism of standard of child care centre.
	<b>Budget allocation made to fully cover these costs in 2016/2017.</b>	<b>No criticism of standard of child care.</b>
Operations – Salaries and Overheads	Provision of quality child care, financial and policy planning, staff training and publicity. Adherence to National Quality Framework and accreditation requirements.	100% utilisation rate of available child care places.
	<b>Budget allocation made to fully cover these costs in 2016/2017. The National Quality Framework Guidelines are followed.</b>	<b>100% utilisation achieved.</b>
Management Services from other Functions	Costs of Services including: management, financial, technical, information technology and corporate overheads provided to this Function.	Accreditation is maintained.
	<b>2016/2017 budget accommodates these costs.</b>	<b>Accreditation was maintained.</b>
		Amounts charged are accepted as reasonable for the level of service provided.
		<b>Amounts were considered reasonable for the level of service provided.</b>
Communications	Costs of communication including telephone and Postage	Costs are increased by no more than CPI each year.
	<b>2016/2017 budget accommodates these costs.</b>	<b>Costs for 2016/2017 were only increased by 2015/2016 CPI figure.</b>

<b>OPERATIONAL PLAN</b>
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Function No. 7.16

## Performance Review

Quarter ended: June

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Rainbow Cottage Child Care Centre</b>
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**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-1,193,148	-32,719	-3,000	28,696	-1,200,171	31,303	<b>1</b>	-1,168,868	-1,168,868
Expenditure	1,254,752	32,719	9,973	-68,056	1,229,388	38,367	<b>2</b>	1,267,755	1,267,755
<b>Operating Total</b>	<b>61,604</b>	<b>0</b>	<b>6,973</b>	<b>-39,360</b>	<b>29,217</b>	<b>69,670</b>		<b>98,887</b>	<b>98,887</b>
<b>Capital</b>									
Income	-28,246	0	0	0	-28,246	-3,025	<b>3</b>	-31,271	-31,271
Expenditure	45,000	0	-2,973	-42,027	0	6,678	<b>4</b>	6,678	6,678
<b>Capital Total</b>	<b>16,754</b>	<b>0</b>	<b>-2,973</b>	<b>-42,027</b>	<b>-28,246</b>	<b>3,653</b>		<b>-24,593</b>	<b>-24,593</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	<b>78,358</b>	<b>0</b>	<b>4,000</b>	<b>-81,387</b>	<b>971</b>	<b>73,323</b>		<b>74,294</b>	<b>74,294</b>
<b>Restricted Assets</b>									
	22,417	0	-4,000	81,387	99,804	-73,323	<b>5</b>	26,481	26,481
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>100,775</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100,775</b>	<b>0</b>		<b>100,775</b>	<b>100,775</b>

Note	Details
1	Operating Income decreased by \$31,303 mainly due reduction in Fees and Charges Income.
2	Operating Expense increased by \$38,367 mainly due additional costs in Child Care Trainees.
3	No Significant Variance to Budget
4	Capital Expenditure increased by \$6,678 due to Capital Expenditure on Kitchen Equipment and Air Conditioner for Baby's Room.
5	Transfer to Restricted Assets has decreased by \$73,323 mainly due to a reduction in Operational Income and Expenses.

**Key Performance Indicators**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
Number of hours centre is open per week	50	50	50	Total operating expenses per child care place	\$20,876	\$21,787	\$22,198	Utilisation of available child care places	98%	100%	100%
								No reasonable criticism of quality of child care	NIL	NIL	NIL
Number of child care places	58	58	58					No reasonable criticism of standard of child care centre	NIL	NIL	NIL

<b>OPERATIONAL PLAN</b>
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Function No. **7.16***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Rainbow Cottage Child Care Centre</b>
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**Key Projects****Capital Works Program**

Rainbow Cottage - Acquisition of Assets 01.09519 - Rainbow - Plant & Equipment	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7323 - Air Conditioner <b>Project Complete</b>	0	0	0	0	2,948	2,948
01.09519 - Rainbow - Plant & Equipment Total	0	0	0	0	2,948	2,948

Rainbow Cottage - Asset Renewals - Maintenance 01.09517 - Rainbow - Furniture & Fittings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7305 - Bathroom <b>Project Carried Over</b>	30,000	0	0	-30,000	0	0
7307 - Fridges & Microwaves <b>Project Complete</b>	0	0	0	0	2,068	2,068
7308 - Fridge <b>Project Complete</b>	0	0	0	0	1,662	1,662
01.09517 - Rainbow - Furniture & Fittings Total	30,000	0	0	-30,000	3,730	3,730

Rainbow Cottage - Asset Renewals - Maintenance 01.09518 - Rainbow - Other Structures	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7306 - Rainbow - Playground Landscaping <b>Project Carried Over</b>	15,000	0	-2,973	-12,027	0	0
01.09518 - Rainbow - Other Structures Total	15,000	0	-2,973	-12,027	0	0

<b>OPERATIONAL PLAN</b>
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Function No. 7.17

## *Performance Review*

Quarter ended: June

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Family Day Care Services</b>
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**Manager Responsible: Manager Social Services  
Mr John Watts**

**Function Objectives:**

To provide an affordable and quality home-based child care service.
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<b>NOTE:</b> This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.
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Activity	Action	Performance Targets/Service Level
Management Services from other Functions	Cost of Services including: management, financial, technical, information technology, and corporate overheads provided to this Function.	Amounts charged are accepted as reasonable for the level of service provided.
	<b>2016/2017 budget accommodates these costs.</b>	<b>Amounts were considered reasonable for the level of service provided.</b>
Minor Equipment Purchases	Costs associated with the purchase of toys and office equipment.	Costs increased by no more than CPI each year.
	<b>2016/2017 budget accommodates these costs. \$2,200 provided in 2016/2017 budget.</b>	<b>Costs were only increased by CPI.</b>
Operations – Fee Relief	Cost of expenses associated with the receipt of government fee relief.	Fee Relief Expenses match Fee Relief Income.
	<b>2016/2017 budget accommodates these costs.</b>	<b>Fee Relief Expenses match Fee Relief Income.</b>
Operations – Other Expenses	Day to day running costs including advertising consumables and equipment.	Total surplus (deficit) from operations.
	<b>2016/2017 budget accommodates these costs.</b>	<b>Total (\$114,186)</b>
Operations – Salaries & Overheads	Provision of places for home-based child care service, publicity, staff training, financial and management planning, accreditation requirement and National Quality Framework, adherence to Licensing requirements, provision of toys and equipment to carers, advice to carers and parents.	Accreditation is maintained. No breaches concerning National Quality Framework.
	<b>2016/2017 budget accommodates these costs. The National Quality Framework requirements were followed.</b>	<b>Accreditation is maintained. There were no breaches under the National Quality Framework.</b>
	1.2.1.1 Actively pursue the recruitment of additional carers in the Dubbo Family Day Care Scheme.	300 children Family Day Care child care places in Dubbo.
	<b>There was an ongoing program to recruit additional carers.</b>	<b>There are currently 434 Family Day Care child care places in Dubbo.</b>

<b>OPERATIONAL PLAN</b>
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Function No. 7.17

## Performance Review

Quarter ended: June

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Family Day Care Services</b>
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**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-1,903,913	0	-12,747	0	-1,916,660	46,330	1	-1,870,330	-1,870,330
Expenditure	2,046,808	0	4,700	0	2,051,508	-66,992	2	1,984,516	1,984,516
<b>Operating Total</b>	<b>142,895</b>	<b>0</b>	<b>-8,047</b>	<b>0</b>	<b>134,848</b>	<b>-20,662</b>		<b>114,186</b>	<b>114,186</b>
<b>Capital</b>									
Income	-3,425	0	0	0	-3,425	1,796	3	-1,629	-1,629
Expenditure	0	0	0	0	0	0	4	0	0
<b>Capital Total</b>	<b>-3,425</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-3,425</b>	<b>1,796</b>		<b>-1,629</b>	<b>-1,629</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	139,470	0	-8,047	0	131,423	-18,866		112,557	112,557
<b>Restricted Assets</b>									
	17,445	0	8,047	0	25,492	18,866	5	44,358	44,358
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	156,915	0	0	0	156,915	0		156,915	156,915

Note	Details
1	Operating Income decreased by \$46,330 mainly due to a reduction in Fees and Charges Income.
2	Operating Expense decreased by \$66,992 mainly due to savings in Fee Relief Expenses and Operational Savings
3	No significant variance to budget.
4	No variance to budget.
5	Transfer to Restricted Assets increased by \$18,866 mainly due to Operating Expenses and Fee Relief.

**Key Performance Indicators**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
Number of carers inducted into the Scheme per annum	6	15	8	Total operating expenses per annum	\$1,947,032	\$2,046,808	\$1,984,516	Satisfaction level of parents and carers is above 95%	100%	100%	97%
Number of carers in scheme	55	60	46					Number of children in care.	459	610	434
Number of home visits conducted per annum per educator	15	12	17	Average time to conduct a home visit	1.5HRS	1.5HRS	1.5HRS	Number of breaches and complaints made against carers	2	2	5

# OPERATIONAL PLAN

Function No. **7.18**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Cultural Services</b>
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**Manager Responsible: Director Community Services  
Mr D Dwyer**

**Function Objectives:**

To provide facilities and financial subsidies to cultural groups to improve the level of cultural activity and awareness in the Dubbo community.

**NOTE:** This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.

Activity	Action	Performance Targets/Service Level
Band Operations	Provide funding subsidies to the City's major musical organisations.	Funding ensures musical groups continue to provide public entertainment at major City events and celebrations and that residents have the opportunity to engage in music as a recreational pastime.
	<b>2016/2017 budget allocations made for Macquarie Philharmonia, Dubbo District Concert Band and Pipe Band as subsidies and to cover insurance of instruments in the case of the Concert Band.</b>	<b>All bands continued to provide public performances.</b>
Asset Maintenance Program – Routine	Routine repairs and maintenance is undertaken on the South Dubbo Band Hall.	South Dubbo Band Hall remains operational and there are no reasonable complaints on the presentation of the building.
	<b>Routine repairs carried out as required.</b>	<b>No reasonable complaints.</b>
Asset Maintenance Program – Cyclic	Cyclic repairs and maintenance is undertaken on the South Dubbo Band Hall in accordance with the 20 year asset management plan.	South Dubbo Band Hall remains operational and there are no reasonable complaints on the presentation of the building.
	<b>Cyclic repairs and maintenance budgeted for and carried out in accordance with the 20 year asset management plan.</b>	<b>No reasonable complaints.</b>
Contributions – Dubbo Eisteddfod	Providing funding for the conduct of the annual Eisteddfod at the Dubbo Regional Theatre and Convention Centre.	A quality event is staged for spectators and participants.
	<b>\$8,000 provided in 2016/2017 budget.</b>	<b>Eisteddfod held in June 2017.</b>
Contributions – Christmas Tree	Costs of erecting, dismantling and purchasing decorations and lights for the CBD Christmas Tree.	The Christmas Tree contributes to a festive feel and spirit for residents and visitors.
	<b>Christmas Tree scheduled erected on 29 November 2016 and dismantled on 10 January 2017. \$3,500 provided for the Christmas Tree in the 2016/17 budget.</b>	<b>The Christmas Tree added colour and interest to the CBD during the Christmas/New Year period.</b>
Contributions – Carols By Candlelight	Financial support to the organisation conducting the annual Carols by Candlelight.	The Carols provide residents with a quality festive event to celebrate Christmas as a community.
	<b>\$2,500 provided in 2016/2017 budget for Carols by Candlelight in Victoria Park.</b>	<b>Carols held in December 2016.</b>
Contributions – Red Ochre Events Inc.	Financial support to the organisation conducting the annual Aboriginal Red Ochre Festival.	The event allows the Aboriginal community to showcase and celebrate its culture and for residents and visitors to enjoy a quality and entertaining event.
	<b>The Aboriginal Red Ochre Festival was not held in 2016.</b>	<b>The Aboriginal Red Ochre Festival was not held in 2016.</b>
Contributions – Central Orana Arts	Annual fee for Council to maintain its membership of Orana Arts.	Membership of Orana Arts is maintained.
	<b>\$22,602 allocated in the 2016/2017 budget for membership of Orana Arts.</b>	<b>Membership maintained for 2016/2017.</b>

<b>OPERATIONAL PLAN</b>
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Function No. **7.18**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Cultural Services</b>
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Activity	Action	Performance Targets/Service Level
Contributions – Macquarie Philharmonia	1.3.2.2 Continue membership of and fully participate in the activities of Orana Arts.	
	<i>Council staff at DRTCC and WPCC and the Director Community Services had regular contact with Orana Arts. Director was a board member for 2016/17.</i>	
Management Services From Other Functions	Financial support of the Regional Orchestra	Financial support of the Macquarie Philharmonia is maintained.
	<i>\$5,000 allocated in the 2016/2017 budget for Macquarie Philharmonia Orchestra.</i>	<i>Support maintained.</i>
Sister City Activities	Internal service costs for management accounting, corporate overheads, community support services and printing.	Amounts charged are accepted as reasonable for the level of service provided.
	<i>Costs covered the overheads of administering cultural services in the city.</i>	<i>Amounts considered to be fair and reasonable for the levels of service provided.</i>
A Thriving tourism industry including building on our Aboriginal culture and heritage	Administer the City's Sister City relationships and provide subsidised airfares for the Minokamo Student Exchange Programme. Funding covers the costs of staff salaries and overheads.	No reasonable complaints relating to the maintenance of good international and national relationships.
	<i>A part time Sister Cities Officer was employed to manage the Sister City Affairs and \$22,000 was allocated in 2016/2017 for travel subsidies for students and chaperones travelling to Minokamo and Wujiang as part of the student exchange programme. The costs of hosting Minokamo and Wujiang students and other Sister City delegations were covered in the budget.</i>	<i>No complaints.</i>
Community cooperation, participation and coordination around arts and cultural activities.	Develop an Aboriginal Cultural Strategy.	No reasonable complaints on the management of the Minokamo Student Exchange Programme.  <i>No complaints.</i> Adoption and implementation of Aboriginal Cultural Strategy.
	<i>No action due to Council merger.</i>	<i>No action due to Council merger.</i>
Develop arts and cultural programmes.	Continued support and promotion of local events.	Support external Arts and Culture program. Support Aboriginal Cultural Strategy.
	<i>Ongoing support provided to events such as the Wellington Bicentenary and NSW Swimming Championships.</i>	<i>Ongoing support provided.</i>
	Support the delivery of arts and cultural events within the local government area.	Support external Arts and Culture program.
	<i>Ongoing support provided.</i>	<i>Ongoing support provided e.g. Stuart Town Ironbark Festival.</i>

# OPERATIONAL PLAN

Function No. **7.18**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Cultural Services</b>
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### Financial Statement:

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-3,171	0	2,259	-3,579	-4,491	-2,057	1	-6,548	-6,548
Expenditure	218,142	2,503	811	1,488	222,944	12,980	2	235,924	235,924
<b>Operating Total</b>	<b>214,971</b>	<b>2,503</b>	<b>3,070</b>	<b>-2,091</b>	<b>218,453</b>	<b>10,923</b>		<b>229,376</b>	<b>229,376</b>
<b>Capital</b>									
Income	0	0	0	0	0	0	3	0	0
Expenditure	0	0	0	0	0	0	4	0	0
<b>Capital Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	<b>214,971</b>	<b>2,503</b>	<b>3,070</b>	<b>-2,091</b>	<b>218,453</b>	<b>10,923</b>		<b>229,376</b>	<b>229,376</b>
<b>Restricted Assets</b>									
	499	0	-3,070	9,149	6,578	42,676	5	49,254	49,254
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>215,470</b>	<b>2,503</b>	<b>0</b>	<b>7,058</b>	<b>225,031</b>	<b>53,599</b>		<b>278,630</b>	<b>278,630</b>

Note	Details
1	No significant variance to budget
2	Operational Expenses has increased mainly due to expenses relating to Arts Conference and the Wellington Bi-Centenary.
3	No variance to budget
4	No variance to budget
5	Transfers to restricted assets has increased by \$42,676 mainly due to unallocated Wellington Bi-Centenary funds which were carried over to 2017/18.

### Key Performance Indicators

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD	
Number of Sister City Advisory Committee meetings per annum	3	4	2	Total operating expenses per capita	\$5.16	\$5.19	\$5.69	Number of reasonable complaints on condition of South Dubbo Band Hall.	NIL	NIL	NIL	
									Percentage of Japanese students who rate their student exchange to Dubbo as excellent/satisfactory.	100%	100%	100%
										Percentage of Dubbo students who rate their student exchange to Minokamo as excellent/satisfactory.	100%	100%



## OPERATIONAL PLAN

Function No. 7.19

### *Performance Review*

Quarter ended: June

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Community Support Services</b>
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**Manager Responsible:   Manager Business Support  
Mr J Angus**

**Function Objectives:**

To provide a management and business support service which provides for the effective and efficient operation of the Community Services Division.

**NOTE:** *This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.*

Activity	Action	Performance Targets/Service Level
Services Provided to Other Functions	The proportioned costs of the salaries and overheads of the Director Community Services, Manager Business Support and Business Support Officer. Administration and support of other functions of the Division.	The amounts charged are accepted as fair and reasonable for the level of service provided.
	<b>Costs were proportioned of salaries and overheads amongst all functions of the Community Services Division and based upon an estimation of time spent on each function by Director Community Services, Manager Business Support and Business Support Officer.</b>	<b>Amounts considered reasonable for level of service and time spent engaged with each function of the Division.</b>
Management Services from other Functions	Internal service costs for customer service, telephones, printing, management accounting, information management and Civic Administration Centre accommodation.	The amounts charged are accepted as fair and reasonable for the level of service provided.
	<b>Internal overheads accepted under Agreed Brief for support services from other Divisions to Business Support Services.</b>	<b>Amounts considered to be fair and reasonable for the level of service provided.</b>
Community Services Management	Salaries and ancillary costs for the employment of the Director Community Services. Provide strategic management and direction to the Community Services Division.	Division operates in an efficient and effective manner. All required reports, plans, budgets are provided on time and to the satisfaction of the General Manager and Council. All advice to Council is satisfactory.
	<b>Employment of the Divisional Director for leadership of the Division and representation of the Division at various Council Committee, Working Parties and internal committees and working parties.</b>	<b>Achieved.</b>
	1.1.4.1 Hold three (3) meetings per annum of the Dubbo City Council/ Charles Sturt University Working Party to discuss future development and operations of the Dubbo campus.	360 students are undertaking courses at university campus in Dubbo.
	<b>Three (3) meetings held.</b>	<b>329 students enrolled until October 2016. However there are a further 90 students enrolled from November to February 2017.</b>
	1.1.5.1 Monitor the position and lobby the State Government to provide a variety of high quality primary and secondary education and vocational training facilities and opportunities in the City.	No evidence of a decrease in the quality of education facilities and opportunities in the City.
	<b>Monitoring undertaken. No lobbying undertaken.</b>	<b>90.5% answered yes to the question "do you believe Dubbo has an appropriate range of educational services?" 2013 Community Needs Survey.</b>
1.1.5.3 Hold an annual meeting with the Dubbo Office of the Department of Education to discuss primary and secondary education in Dubbo.	No examples of the loss of any primary, secondary and vocational training programmes in the City.	
<b>No meeting held.</b>	<b>No examples.</b>	

<b>OPERATIONAL PLAN</b>
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Function No. 7.19

## *Performance Review*

Quarter ended: June

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Community Support Services</b>
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Activity	Action	Performance Targets/Service Level
	1.3.2.5 Cultural events continue to be included in the Council's weekly "What's On" calendar of events and activities.	No incidences of significant cultural events not being included in the "What's On" calendar.
	<b>Achieved.</b>	<b>No incidences.</b>
	1.3.4.2 The Arts/Cultural Forum meets quarterly to discuss marketing of facilities and services and cooperative/complimentary services and activities.	A forum of Government, private sector and not for profit arts groups meet regularly.
	<b>Quarterly meetings held.</b>	<b>Achieved.</b>
	1.5.2.1 Meet on a quarterly basis with local senior officials of NSW Police to discuss service provision.	Meetings held in September, December, March and June annually.
	<b>Four (4) meetings held.</b>	<b>Four (4) meetings held.</b>
	1.5.2.2 Monitor police numbers in the City.	Police numbers are maintained at or above establishment levels.
	<b>Monitoring undertaken.</b>	<b>Achieved.</b>
	5.1.1.2 Undertake an annual review of the number of volunteers available to Council activities and the number of volunteered hours contributed.	Number of volunteers involved in Council activities increases.
	<b>13,485 hours for 2016 figures in comparison to 10,298 hours in 2015.</b>	<b>Number of volunteers was 385 for 2016 compared to 294 for 2015.</b>
	5.1.1.3 Council supports Festivals and Events within the City that promote culture and harmony.	Cultural Festivals and Events are held in the City.
	<b>For 2016/2017 DREAM Festival provided with \$40,000, Multicultural Festival \$15,000, Eisteddfod \$8,000 and Carols by Candlelight \$2,500. Guidance and assistance provided by staff as required.</b>	<b>Red Ochre Festival and Multicultural Festival not held in 2016, DREAM Festival held in October 2016 and Eisteddfod in June 2017.</b>
	5.1.1.6 Continue to administer the City of Dubbo Hall of Fame and invite nominations each February for inductees.	Nominations invited February annually.
	<b>Hall of Fame deferred indefinitely.</b>	<b>No further action on Hall of Fame.</b>
	5.2.2.1 Implement the adopted actions within both the Delivery Program and Operational Plan.	100% of adopted actions within both the Delivery Program and Operational Plan are achieved.
	<b>Achieved.</b>	<b>Achieved.</b>
	5.3.1.2.1 Operational Plan (including Budget) adopted in June each year for the Community Services Division.	Operational Plans for the Community Services Division adopted by Council by due date.
	<b>Achieved.</b>	<b>Achieved.</b>
	5.3.1.5.1 Divisional reviews of the Operational Plan (including budget) undertaken for the Community Services Division on a quarterly basis.	Quarterly reviews undertaken and submitted to Finance and Policy Committee by due date.
	<b>Achieved.</b>	<b>Achieved.</b>
	5.3.1.10.1 Monitor the Corporate wide planning, oversight and performance of Asset Management for functional areas of the Organisation for the Community Services Division.	Asset Management Plans for the Community Services Division are prepared and submitted by due date.
	<b>Achieved.</b>	<b>Achieved.</b>

<b>OPERATIONAL PLAN</b>
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Function No. 7.19

## Performance Review

Quarter ended: June

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Community Support Services</b>
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Activity	Action	Performance Targets/Service Level
Business Support Services	5.3.1.11.1 Monitor the use of the zero based budgeting framework by the Organisation for the Community Services Division.	All Zero based budgeting requirements are fully adhered to within the Community Services Division.
	<b>Zero based budgeting framework implemented in the Division for all Capital Expenditure.</b>	<b>Achieved for all Capital Expenditure.</b>
	Salaries and ancillary costs for the employment of the Manager Business Support and Business Support Officer. Provide business support services including reception services to the Community Services Division.	Division operates in an efficient and effective manner. All required reports, plans, budgets are provided on time and to the satisfaction of the General Manager and Council. All advice and support to the Branches of the Community Services Division are satisfactory.
	<b>Employment of staff to assist Director Community Services to manage the Division.</b>	<b>Achieved.</b>
	5.3.2.2 Provide relevant information to Directors and Managers in regard to accessing grant funding.	Monthly grants reports submitted to the Executive Staff Committee meeting.
	<b>Information relating to grants regularly distributed to staff. Reports submitted to Executive Staff and Administrator on grant related data.</b>	<b>Achieved.</b>

**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-2,000	0	0	0	-2,000	-174	1	-2,174	-2,174
Expenditure	-14,778	0	0	0	-14,778	174	2	-14,604	-14,604
<b>Operating Total</b>	<b>-16,778</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-16,778</b>	<b>0</b>		<b>-16,778</b>	<b>-16,778</b>
<b>Capital</b>									
Income	0	0	0	0	0	0	3	0	0
Expenditure	0	0	0	0	0	0	4	0	0
<b>Capital Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>	<b>-16,778</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-16,778</b>	<b>0</b>		<b>-16,778</b>	<b>-16,778</b>
<b>Restricted Assets</b>	<b>16,778</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,778</b>	<b>0</b>	5	<b>16,778</b>	<b>16,778</b>
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>

Note	Details
1	No significant variance to budget.
2	No significant variance to budget.
3	No variance to budget.
4	No variance to budget.
5	No variance to budget.

<b>OPERATIONAL PLAN</b>
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Function No. **7.19***Performance Review*Quarter ended: **June**

Principal Activity:	<b>COMMUNITY SERVICES</b>	Function:	<b>Community Support Services</b>
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**Key Performance Indicators:**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
Number of functions of Council serviced.	11	11	11					AOP & Budget time frames met	Yes	Yes	Yes
Number of grants reports submitted to Executive Staff Committee	11	11	11					Management Plan objectives and time frames met	Yes	Yes	Yes
								Agreed Strategies and Actions, AOP Comments time frames met	Yes	Yes	Yes
								No reasonable complaints received	Nil	Nil	Nil

<b>OPERATIONAL PLAN</b>
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Function No. 7.20

## Performance Review

Quarter ended: June

Principal Activity:

**COMMUNITY SERVICES**

Function:

**Regional Theatre & Convention Centre**

**Manager Responsible: Manager Theatre & Convention Centre  
Ms Linda Christof**

**Function Objectives:**

To provide a first class facility for the entertainment and convention requirements of the residents of and visitors to Dubbo on a cost effective basis.

**NOTE:** This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.

Activity	Action	Performance Targets/Service Level
Asset Maintenance Program – Routine	Maintain the property at 20 Carrington Avenue.	No reasonable complaints from tenants on the condition of the asset.
	<b>Property upgraded and maintained.</b>	<b>Occupied by Corporate Development - Marketing and Communication's Branch. No complaints received.</b>
	Routine maintenance and repairs to the DRTCC according to the Asset maintenance/ Replacement Plan. <b>Asset Maintenance Program Budget of \$55,000 allocated in Financial Year 2016/2017. Outstanding repairs include leaks from March 2017 storms (insurance claim to be finalised), de-commissioned divider doors in the Convention Centre (grant application submitted) and aging and failing lights in the Convention Centre to be addressed.</b>	DRTCC remains operational and there are no reasonable complaints on the presentation of the building. <b>Previous leaks identified prior to the storm have been repaired.</b> <b>Fallen ceiling in men's toilets of Wellington Convention Centre was repaired in November 2016.</b>
Administration Operating Expenses	Monitor expenses relating to Box Office, Venue Bookings and office management.	DRTCC operates in an efficient and effective manner within the allocated budget.
	<b>Monthly Function budget review conducted and any anomalies investigated and corrected.</b>	<b>Operations of both facilities monitored.</b>
Building Operations	Maintain funding for cleaning, repairs and maintenance, energy, gardening, waste collection, insurance and security.	No reasonable complaints concerning DRTCC building operations.
	<b>Building Operations Budget of \$259,717 allocated in Financial Year 2016/2017 in place.</b>	<b>No complaints.</b>
Management Salaries and Overheads	Monitor salaries and ancillary costs for the employment of DRTCC staff and performance level of staff.	No instances of DRTCC being compromised due to neglect of essential services. <b>No complaints.</b>
	<b>Management Salaries &amp; Overheads Budget of \$900,957 in place. Functions Officer and Venue Technician positions filled with temporary appointments until 1 September 2017.</b>	A minimum of 80,000 visitors to the Dubbo Regional Theatre and Convention Centre per annum. No reasonable complaints received on staff performance and customer service. <b>DRTCC – 64,361 visitors compared with 66,833 for the same period in 2015/2016. No complaints received.</b> <b>WCC – 10,620 compared with 6.20 the same period in 2016/2017.</b>

<b>OPERATIONAL PLAN</b>
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Function No. 7.20

## *Performance Review*

Quarter ended: June

Principal Activity:	<b>COMMUNITY SERVICES</b>	Function:	<b>Regional Theatre &amp; Convention Centre</b>
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Activity	Action	Performance Targets/Service Level
Management Services from other Functions	1.3.1.5 Seek sponsorships for the Dubbo Regional Theatre and Convention Centre.	Secure a Platinum/Gold/Silver Sponsor.
	<i>Secured Gold and Curtain Raiser Sponsors for 2017-2018 Secured inaugural 2017 Season Launch Sponsor – Kings Hall Jewellers. Secured 2018 Season Launch Sponsor – Kings Hall Jewellers.</i>	<i>Platinum Sponsor, Dubbo Jaguar Land Rover prematurely ended their sponsorship agreement on 9 July 2017.</i>
	5.3.1.2.1 Operational Plans (including budget) adopted in June each year for the Dubbo Regional Theatre & Convention Centre Branch.	Operational Plans for the Dubbo Regional Theatre & Convention Centre Branch adopted by Council by due date.
	<b>Completed.</b>	<b>Adopted.</b>
	5.3.1.5.1 Branch reviews of the Operational Plan (including budget) undertaken for the Dubbo Regional Theatre & Convention Centre Branch.	Quarterly reviews undertaken and submitted to Finance and Policy Committee by due date.
	<b>Completed.</b>	<b>Completed.</b>
	5.3.1.9.1 Monitor the ongoing implementation of the NAMSPlus asset reporting tool for the Dubbo Regional Theatre & Convention Centre Branch.	NAMSPlus is being implemented with the Dubbo Regional Theatre & Convention Centre Branch.
	<i>NAMSPlus is no longer applicable for Community Services Division. Asset Management reporting now comes under National Asset Management Accounting Framework (NAMAFA).</i>	<i>NAMSPlus is no longer applicable for Community Services Division. Asset Management reporting now comes under National Asset Management Accounting Framework (NAMAFA). This is currently being implemented through the Superior Asset Management Group.</i>
	5.3.1.10.1 Monitor the Corporate wide planning, oversight and performance of Asset Management for functional areas of the Organisation for the Dubbo Regional Theatre & Convention Centre Branch.	Asset Management Plans for the Dubbo Regional Theatre & Convention Centre Branch are prepared and submitted by due date.
	<i>20 year asset maintenance plan utilised to cover buildings and equipment.</i>	<i>All asset maintenance undertaken in accordance with asset maintenance plan.</i>
5.3.1.11.1 Monitor the use of the zero based budgeting framework by the Organisation for the Dubbo Regional Theatre & Convention Centre Branch.	All Zero based budgeting requirements are fully adhered to within the Dubbo Regional Theatre & Convention Centre Branch.	
<b>Zero based budgeting utilised where required.</b>	<b>Zero based budgeting utilised where required.</b>	
Internal services provided - Administration Printing, Community Support, Corporate Overhead, Financial Accounting, IT, Management Accounting and Telephones.	Amounts charged are accepted as reasonable for the level of service provided.	
<b>Management Services from other functions was in-line with percentage of year elapsed.</b>	<b>Amounts accepted as reasonable.</b>	

<b>OPERATIONAL PLAN</b>
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Function No. 7.20

## Performance Review

Quarter ended: June

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Regional Theatre &amp; Convention Centre</b>
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Activity	Action	Performance Targets/Service Level
Bar Operations	Monitor cost of operating bar including wages, drinks, confectionary and bar supplies and maintaining reasonable profit margin.	No reasonable criticism of quality of stock and customer service. Achieve a 10% surplus after all expenses.
	<b>Bar operations monitored.</b>	<b>No reasonable criticism of quality of stock and customer service. Achieved 29% surplus.</b>
Promotion & Market & Audience Development	Monitor cost of marketing products and services through Season Brochure, website, radio, television, print and social media, mail outs, flyers and posters.	Introduce new marketing channels aimed at achieving cost effectiveness.
	<b>Marketing costs monitored and television commitments significantly reduced due to patron survey results.</b>	<b>Marketing campaign initiated with radio station DCFM 88.9.</b>
	1.3.1.6 Conduct an annual survey of patrons to seek ratings and comments on the Dubbo Regional Theatre and Convention Centre's products and facilities.	A satisfaction rating of 85% by patrons of the products and facilities of the Dubbo Regional Theatre and Convention Centre.
	<b>Annual survey for patrons conducted October 2016, February 2017 and June 2017.</b>	<b>Survey results indicate that the: Subscriber satisfaction rating is 84.4%. Patron satisfaction rating is 96.4% Great Business Program 100%</b>
		Dubbo Regional Theatre and Convention Centre used a minimum of 130 days per annum for business/community events.
		<b>DRTCC - Total of 150 days compared with 154 days for the period 2015/2016.</b>
		Dubbo Regional Theatre and Convention Centre used a minimum of 100 days for ticketed performances.
		<b>DRTCC - Total of 93 days compared with 109 days for the period 2015/2016.</b>
		Two joint projects with local / and or regional arts education / youth agencies and organisations.
		<b>June-August – Macquarie Conservatorium – Children's Choir performed in Marriage of Figaro by Opera Australia.</b>
	<b>August – Local Ballet Schools – Creative/Technical Dance Workshop – CounterMove – Sydney Dance Company</b>	
	<b>November – Teacher Information Session on 2017 Season (Department of Education, WPC, Macquarie Regional Library, Dubbo Branch and Day Care Centre Teachers)</b>	
	<b>Swan Lake – Moscow Ballet Classique – partnered with St Johns College - String Ensemble provided entertainment in the foyer.</b>	
	<b>Diary of a Wombat – partnered with Dubbo Branch, Macquarie Regional Library for character visit and book reading, partnered with Western Plains Cultural Centre for Minimakers Workshop making wombat puppets.</b>	

<b>OPERATIONAL PLAN</b>
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Function No. 7.20

## Performance Review

Quarter ended: June

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Regional Theatre &amp; Convention Centre</b>
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Activity	Action	Performance Targets/Service Level
DRTCC Events - Show Expenditure	Monitor cost of performance fees, royalties, equipment hire, accommodation and per diems, advertising, labour and sundry expenses.	Budget monitored and no instances of costs higher than budget without justification.
	<b>Monitoring of each show from Contract to reconciliation. Ticket sales monitored daily and marketing campaigns adjusted.</b>	<b>Budget forecast formula used for each production.</b>
	1.3.1.8 Attract and program a diverse range of local, touring and school shows for a wide range of target audiences, including aged care residents.	Average 60% attendance across all performances over 12 months (industry average 59%)
	<b>Shows selected based on DRTCC's programming policy and productions available for touring.</b>	<b>Average attendance of season shows 59.1%.</b>
	1.3.1.9 Develop an annual Subscription Season Programme for Dubbo Regional Theatre and Convention Centre.	Minimum of 22 shows selected by September.
	<b>Total of 25 shows selected for 2017 comprising of 19 entrepreneured shows and six hirer/promoter shows.</b>	<b>Total of 25 shows in the 2017 Season program.</b>
Services Provided to Other Functions	Fees charged to internal service hirers.	Amounts charged are accepted as reasonable for the level of service provided.
	<b>As per Revenue Policy. Community/Not for Profit Rate.</b>	<b>Amounts charges were accepted as reasonable.</b>

**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-1,773,616	0	-46,374	239,789	-1,580,201	111,540	1	-1,468,661	-1,468,661
Expenditure	4,435,875	-2	-7,130	-200,576	4,228,167	-164,054	2	4,064,113	4,064,113
<b>Operating Total</b>	<b>2,662,259</b>	<b>-2</b>	<b>-53,504</b>	<b>39,213</b>	<b>2,647,966</b>	<b>-52,514</b>		<b>2,595,452</b>	<b>2,595,452</b>
<b>Capital</b>									
Income	-641,063	0	0	0	-641,063	82,810	3	-558,253	-558,253
Expenditure	585,818	5,000	0	-140,000	450,818	-11,048	4	439,770	439,770
<b>Capital Total</b>	<b>-55,245</b>	<b>5,000</b>	<b>0</b>	<b>-140,000</b>	<b>-190,245</b>	<b>71,762</b>		<b>-118,483</b>	<b>-118,483</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	2,607,014	4,998	-53,504	-100,787	2,457,721	19,248		2,476,969	2,476,969
<b>Restricted Assets</b>									
	-34,530	-5,000	53,504	100,787	114,761	-19,248	5	95,513	95,513
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>2,572,484</b>	<b>-2</b>	<b>0</b>	<b>0</b>	<b>2,572,482</b>	<b>0</b>		<b>2,572,482</b>	<b>2,572,482</b>

Note	Details
1	Operating Income decreased by \$111,540 mainly due a reduction in Ticket Income for Hirer Promoter Shows and DRTCC Shows.
2	Operating Expense decreased by \$164,054 mainly due to a decrease in Hirer Promoter Royalties and operational expenses.
3	Capital Income decreased by \$82,810 due to adjustment in Depreciation.
4	Capital Expenditure decreased by \$11,048 mainly due to the Macquarie Room Divider Project being carried over to 2017/18.
5	Transfer to Restricted Assets decreased by \$19,248 mainly due a reduction of ticketing income.



<b>OPERATIONAL PLAN</b>
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Function No. 7.20

## Performance Review

Quarter ended: June

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Regional Theatre &amp; Convention Centre</b>
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**Key Performance Indicators:**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
Days hired for business/ community related events	154	130	150	Operational costs per capita.	\$102.71	\$114.60	\$105.20	No. of reasonable complaints of Centre's operation	0	4	0
Days hired for performing arts related	109	100	93					No. of people attending ticketed theatre performances	32,656	28,000	25,614
No. of season subscribers	313	260	287								

**Key Projects****Capital Works Program**

Regional Theatre & CnvtN - Asset Renewals-Mainten	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09578 - DRTCC - Furniture & Fittings						
7301 - DRTCC - Macquarie Room Divider <b>Project Carried Over</b>	150,000	0	0	-150,000	0	0
7304 - Air Conditioners <b>Project Carried Over</b>	4,500	0	0	0	-4,500	0
7306 - Heating Water Pressurisation Tank <b>Project Carried Over</b>	6,000	0	0	0	-6,000	0
01.09578 - DRTCC - Furniture & Fittings Total	160,500	0	0	-150,000	-10,500	0

Regional Theatre & Convention C- Acquisition Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09549 - Regional Theatre & Convention Ctr-Plant & Equip.						
7393 - Dubbo Regional Theatre <b>Project Carried Over</b>	0	1,350	0	0	-1,350	0
01.09549 - Regional Theatre & Convention Ctr-Plant & Equip. Total	0	1,350	0	0	-1,350	0

<b>OPERATIONAL PLAN</b>
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Function No. **7.20***Performance Review*Quarter ended: **June**

Principal Activity:	<b>COMMUNITY SERVICES</b>	Function:	<b>Regional Theatre &amp; Convention Centre</b>
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Regional Theatre & Convention C- Acquisition Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09551 - DRTCC - Furniture & Fittings						
9001 - Lighting <b>Project Complete</b>	0	0	0	10,000	-257	9,743
9010 - Minor Equipment - Stage Operations <b>Project Complete</b>	0	3,650	0	0	-1,756	1,894
9016 - Mobile Selfie Wall <b>Project Complete</b>	0	0	0	0	1,250	1,250
9017 - 2 Yamaha Speakers <b>Project Complete</b>	0	0	0	0	1,502	1,502
01.09551 - DRTCC - Furniture & Fittings Total	0	3,650	0	10,000	739	14,389

<b>OPERATIONAL PLAN</b>
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Function No. 7.21

## Performance Review

Quarter ended: June

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Western Plains Cultural Centre</b>
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**Manager Responsible:   Manager Western Plains Cultural Centre  
Mr Andrew Glassop**

**Function Objectives:**

To create a sense of place for the region's residents, workers and visitors alike, integral to the sustainability of Dubbo's lifestyle needs, through active engagement in learning and cultural heritage.

**NOTE:** This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.

Activity	Actions	Performance Targets/Service Level
Services Provided to Other Functions	Fees charged to internal Council clients for use of facilities. <b>All fees itemised in WPCCC Revenue Policy.</b>	No reasonable criticism by clients of the charge rates and condition of facilities or services. <b>Nil.</b>
Building Operations	Building and system Inspections and maintenance according to legislation requirements, energy and other running costs. <b>Contracts for essential services established for air conditioning, security, fire monitoring and prevention and lifts.</b>	No breaches of regulations or legislation. No threats to the operation or security of the building. <b>Nil.</b>
Asset Maintenance - Routine	Routine repairs and maintenance to WPCCC facilities. <b>Asset maintenance plan in place including regular inspections and repairs as needed. \$76,665 allocated in FY 2016/2017.</b>	No reasonable complains relating to the condition of recreation facilities. <b>Nil.</b>
Salaries and Overheads	Payment for salaries and wages by WPCCC officers and casual staff. <b>All staff salaries budgeted for in WPCCC budget. \$811,250 allocated in Financial Year 2016/2017.</b>	
Salaries and Overheads	2.6.2.2 Implement the adopted Public Art Strategy. <b>Policy implemented and monitored. Report on Public Art Register to be submitted in February 2017.</b>	Public Artwork Installed biennially. <b>Scoreboard works installed October and December 2016 and February 2017.</b>
	1.3.2.4 Ensure the Community Arts Centre is made available for venue hire to community and corporate groups at reasonable prices. <b>Revenue charges accepted as reasonable by Dubbo Regional Council under WPCCC Revenue Policy and approved.</b>	The Western Plains Cultural Centre's Community Arts Centre is utilised for a minimum of 2500 hours per annum. <b>Utilised for 4,508 hours in Financial Year 2016/2017.</b>
	1.3.3.1 The Western Plains Cultural Centre Advisory Board continues to hold a position for a member of the Dubbo Aboriginal Community Working Party. <b>Following the merger of Dubbo City Council and Wellington Council the WPCCC Advisory Board was disbanded. A decision on any replacement board/committee/panel has yet to be made.</b>	A specific position is maintained and filled. <b>Following the merger of Dubbo City Council and Wellington Council the WPCCC Advisory Board was disbanded. A decision on any replacement board/committee/panel has yet to be made.</b>
	1.3.3.2 Include Aboriginal culture in the Western Plains Cultural Centre's exhibition and event calendar each year. <b>Inclusion of Aboriginal cultural material indicated in WPCCC policy.</b>	A minimum of one (1) exhibition or public programme per annum is held at the Western Plains Cultural Centre which focuses on Aboriginal culture. <b>Aleshia Lonsdale (July 2016) Saltwater Country (August 2016) Old Land New Marks (October 2016) Unfinished Business (November 2016), Colonial Afterlives (January 2017).</b>

## OPERATIONAL PLAN

Function No. 7.21

### *Performance Review*

Quarter ended: June

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Western Plains Cultural Centre</b>
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Activity	Actions	Performance Targets/Service Level
	5.3.1.2.1 Operational Plans (including budget) adopted in June each year for the Western Plains Cultural Centre Branch.	Operational Plans for the Western Plains Cultural Centre Branch adopted by Council by due date.
	<i>Operational plan was adopted in June 2017.</i>	<i>Operational plan was adopted in June 2017.</i>
	5.3.1.5.1 Operational Plan (including budget) review undertaken for the Western Plains Cultural Centre Branch on a quarterly basis.	Quarterly reviews undertaken and submitted to Finance and Policy Committee by due date.
	<i>Operational Plan (including Budget) was reviewed in September 2016, December 2016.</i>	<i>Achieved.</i>
	5.3.1.9.1 Monitor the ongoing implementation of the NAMSPlus asset reporting tool for the Western Plains Cultural Centre Branch.	NAMSPlus is being implemented with the Western Plains Cultural Centre Branch.
	<i>NAMSPlus is no longer applicable for Community Services Division. Asset Management reporting now comes under National Asset Management Accounting Framework (NAMAF).</i>	<i>NAMSPlus is no longer applicable for Community Services Division. Asset Management reporting now comes under National Asset Management Accounting Framework (NAMAF). This is currently being implemented through the Superior Asset Management Group.</i>
	5.3.1.10.1 Monitor the development of Asset Management Plans for the Western Plains Cultural Centre Branch.	Asset Management Plans for the Western Plains Cultural Centre Branch are prepared and submitted by due date.
	<i>20 year asset management plan for buildings in place.</i>	<i>NAMSPlus is no longer applicable for Community Services Division. Asset Management reporting now comes under National Asset Management Accounting Framework (NAMAF). This is currently being implemented through the Superior Asset Management Group.</i>
	<i>NAMSPlus is no longer applicable for Community Services Division. Asset Management reporting now comes under National Asset Management Accounting Framework (NAMAF).</i>	
	5.3.1.11.1 Zero based budgeting framework is utilised within the Western Plains Cultural Centre Branch.	All Zero based budgeting requirements are fully adhered to within the Western Plains Cultural Centre Branch.
	<i>Capital Works expenditure delivered through zero based budgeting.</i>	<i>Achieved.</i>
Management Services from other functions	Cost of services from internal service providers such as financial and management accounting, corporate overhead and printing.	Amounts charged are accepted as reasonable for the level of service provided.
	<i>Amounts allocated within WPCC budget. \$326,111 allocated in Financial Year 2016/2017.</i>	<i>Agreed briefs accepted detailing levels of service.</i>
Administration Operating Expenses	Administrative support for WPCC services and processes	Ensure administration runs within budget.
	<i>Amounts allocated within WPCC budget. \$57,721 allocated in Financial Year 2016/2017.</i>	<i>Achieved.</i>
Audience Development - Promotion	Funding for marketing and promotion of WPCC exhibitions, facilities' and events.	Ensure all marketing materials are produced on time.
	<i>Amounts allocated within WPCC budget. \$43,808 allocated in Financial Year 2016/2017.</i>	<i>The January-June 6-month printed programme was delayed and was distributed in January 2017. All other materials were produced on time.</i>
	1.3.1.1 Undertake an annual survey of residents to gauge satisfaction on the Western Plains Cultural Centre's level of service.	A satisfaction rating of 95% by patrons of the services and facilities of the Western Plains Cultural Centre.
	<i>Survey undertaken in November each year.</i>	<i>98% satisfaction with the WPCC, 89% satisfaction the Outlook Café.</i>
	1.3.1.2 Develop and implement appropriate marketing plans and education programmes for schools and the general public for key exhibitions at the Western Plains Cultural Centre.	A minimum of 75,000 visitors to the Western Plains Cultural Centre per annum.
	<i>Plans developed and implemented on an annual basis.</i>	<i>97,278 visitors recorded.</i>

<b>OPERATIONAL PLAN</b>
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Function No. 7.21

## Performance Review

Quarter ended: June

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Western Plains Cultural Centre</b>
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Activity	Actions	Performance Targets/Service Level
Education Expenses	1.3.1.3 Develop an exhibition programme for the Western Plains Cultural Centre for each coming financial year that utilises all relevant spaces.	24 exhibitions held at the Western Plains Cultural Centre during the year.
	<b>Programme developed on an annual basis and submitted to WPCC Advisory Board for comment. Amounts allocated within WPCC budget. \$92,625 allocated in Financial Year 2016/2017.</b>	<b>27 exhibitions installed tin Financial Year 2016/2017.</b>
	1.3.1.4 Develop and implement educational programmes that utilise the capabilities of the Western Plains Cultural Centre's Education Resource Centre.	A minimum of 4,000 people attend public and education programmes at the Western Plains Cultural Centre.
	<b>Amounts allocated within WPCC budget. \$33,551 allocated in Financial Year 2016/2017.</b>	<b>8,101 to date.</b>
Trading Stock - Purchases	1.3.2.1 Develop public and education programmes for the Western Plains Cultural Centre for each financial year.	Public and Education programmes developed and implemented.
	<b>Plans developed and implemented on an annual basis.</b>	<b>Achieved.</b>
	1.3.2.3 Continue to conduct workshops, lectures, education programmes and school term and school vacation workshops for children at the Western Plains Cultural Centre.	Workshops, Lectures and Education Programmes available during school holiday periods.
	<b>Plans developed and implemented on an annual basis.</b>	<b>Achieved.</b>
Events Expenses	Funds for the purchase of goods to be sold in the WPCC shop.	No reasonable complaints received regarding quality of goods.
	<b>Amounts allocated within WPCC budget. \$4,400 allocated in Financial Year 2016/2017.</b>	<b>Nil.</b>
Exhibitions	Funds for presenting events and public programmes at WPCC.	All events and public programmes adhere to WPCC policy.
	<b>Amounts allocated within WPCC budget. \$14,500 allocated in Financial Year 2016/2017.</b>	<b>Achieved.</b>
Exhibitions	Funds for the preservation, conservation, cataloguing and research of WPCC collections.	All objects in WPCC collections are cared for and stored according to WPCC policy.
	<b>Amounts allocated within WPCC budget. \$40,831 allocated in Financial Year 2016/2017.</b>	<b>Achieved.</b>

<b>OPERATIONAL PLAN</b>
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Function No. 7.21

## Performance Review

Quarter ended: June

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Western Plains Cultural Centre</b>
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**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-282,414	-330	-23,937	-275	-306,956	-9,262	1	-316,218	-316,218
Expenditure	2,230,222	61,169	12,752	-104,060	2,200,083	53,101	2	2,253,184	2,253,184
<b>Operating Total</b>	<b>1,947,808</b>	<b>60,839</b>	<b>-11,185</b>	<b>-104,335</b>	<b>1,893,127</b>	<b>43,839</b>		<b>1,936,966</b>	<b>1,936,966</b>
<b>Capital</b>									
Income	-204,901	-7,108	0	0	-212,009	-10,685	3	-222,694	-222,694
Expenditure	305,278	182,586	41,585	-106,489	422,960	130,656	4	553,616	553,616
<b>Capital Total</b>	<b>100,377</b>	<b>175,478</b>	<b>41,585</b>	<b>-106,489</b>	<b>210,951</b>	<b>119,971</b>		<b>330,922</b>	<b>330,922</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	2,048,185	236,317	30,400	-210,824	2,104,078	163,810		2,267,888	2,267,888
<b>Restricted Assets</b>									
	128,154	-182,256	-30,400	201,766	117,264	-64,880	5	52,384	52,384
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>2,176,339</b>	<b>54,061</b>	<b>0</b>	<b>-9,058</b>	<b>2,221,342</b>	<b>98,930</b>		<b>2,320,272</b>	<b>2,320,272</b>

Note	Details
1	Operating Income increased by \$9,162 mainly due additional Venue Hire Income.
2	Operating Expense increased by \$53,101 mainly due to expenses relating to additional performances and openings of exhibitions.
3	Capital Income increased by \$10,685 due to adjustment in Depreciation.
4	Capital Expenditure increased by \$130,656 mainly due to furniture and fittings for Dry Studio CAC Internal Lift project
5	Transfer to Restricted Assets decreased by \$64,880 mainly due to costs associated to Capital Projects and Operational Expenses.

**Key Performance Indicators:**

Workload	Prev.			Est.			YTD			Effective.	Prev.			Est.			YTD		
	Prev.	Est.	YTD	Prev.	Est.	YTD	Prev.	Est.	YTD		Prev.	Est.	YTD	Prev.	Est.	YTD			
Days open to the public	322	363	363	No. of exhibitions installed on time	92%	100%	100%	No. of people using the Community Arts Centre	10,687	12,000	17,896								
No. of bookings at Community Arts Centre	2,122	1,300	1,298	Percentage of programmes held on time	100%	100%	100%	No. of patrons attending Museum/Gallery	93,864	75,000	97,278								
Hours utilised by casual hirers of CAC	12,625	11,000	4508	No. of complaints due to double bookings, missed bookings, incorrect bookings of venues	NIL	NIL	NIL	No. of complaints from venue hirers regarding facilities, equipment, staff, cleanliness etc	1	NIL	NIL								
No. of rooms available for hire	14	14	14	No. of complaints by venue hirers due to incorrect induction etc for venue hirers	NIL	NIL	NIL	No. of people taking part in public and education programmes	5,531	8,000	13,358								
No. of bookings for Auditorium and Boardroom.	120	200	196	No. of complaints due to incorrect information regarding exhibitions	NIL	NIL	NIL	No. of hours lost due to workplace injury	NIL	NIL	NIL								
				No. of complaints due to incorrect information regarding public programmes	NIL	NIL	1	Adherence to Asset Maintenance schedule	100%	95%	100%								

<b>OPERATIONAL PLAN</b>
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Function No. 7.21

## *Performance Review*

Quarter ended: June

<b>Principal Activity:</b>	<b>COMMUNITY SERVICES</b>	<b>Function:</b>	<b>Western Plains Cultural Centre</b>
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**Key Projects****Capital Works Program**

Wellington - Capital Expenses 01.08250 - Asset Renewals - Land & Buildings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7000 - Museum <b>Project Carried Over</b>	0	85,000	0	-85,000	0	0
01.08250 - Asset Renewals - Land & Buildings Total	0	85,000	0	-85,000	0	0

Wellington - Capital Expenses 01.08251 - Asset Renewals - Other Infrastructure	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7000 - Museum <b>Project Carried Over</b>	0	16,000	0	-16,000	0	0
01.08251 - Asset Renewals - Other Infrastructure Total	0	16,000	0	-16,000	0	0

WPCC - Acquisition of Assets 01.09535 - WPCC - Other Structures	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7052 - CBD Heritage Trail Manufacture - Install <b>Project Complete</b>	0	307	31,787	0	67,305	99,399
7054 - Security DVR Upgrade <b>Project Complete</b>	0	0	0	0	5,367	5,367
01.09535 - WPCC - Other Structures Total	0	307	31,787	0	72,672	104,766

## OPERATIONAL PLAN

Function No. **8.01**

### *Performance Review*

Quarter ended: **June**

Principal Activity:	<b>HUMAN ENVIRONMENT</b>	Function:	<b>Human Environment Services</b>
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**Manager Responsible: Director Community Services  
Mr David Dwyer**

**Function Objectives:**

To maintain public health standards by controlling and regulating the use of particular premises and activities and ensuring compliance with statutory requirements; conduct health programs to protect public health and education the public.

**NOTE:** *This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.*

Activity	Actions	Performance Targets/Service Level
Alcohol Free Zone	Expenses related to maintaining signage & advertising alcohol free zones.	No reasonable criticism of the lack of adequate signage of the zones.  Zones are renewed within the required timeframes.
	<b>Sufficient funds budgeted in 2016/2017 to maintain the signs in good order.</b>	<b>No complaints to date. Zones not due for renewal until 2018.</b>
Safety Cameras - CBD	Expenses related to the maintenance of the CBD safety cameras including minor equipment replacement.	Safety cameras are operational for a minimum of 95% of time.
	<b>Sufficient funds allocated in 2016/2017.</b>	<b>100% of time operational.</b>
Food Premises Inspection	1.5.1.2 Review the partnership arrangements with the NSW Food Authority for Council to implement the provisions of the Food Act and Regulations.	Review to be carried out by June annually.
	<b>Programmed review undertaken March 2017.</b>	<b>Review carried out March 2017.</b>
	1.5.1.3 Undertake at least one (1) inspection of all food premises per year.	At least one (1) inspection of all food premises carried out by March each year.  85% of food premises comply with statutory requirements on initial inspection.
Management Services from Other Functions	Cost of services including financial and management accounting, corporate overheads and Environmental Services Administration.	Amounts charged are accepted as reasonable for the service provided.
	<b>Costs covering the overheads of administering this function allocated in the budget.</b>	<b>Amounts considered fair and reasonable for the levels of services provided.</b>
Management Services	The proportioned part of the salaries and overheads of the Community Services Support Branch staff involved in managing this function – financial and strategic planning, pandemic planning, developing policies and procedures, reporting to Council, community liaison and liaison with contractors and suppliers.	No policies, procedures and programs for the protection of public health to be found inadequate.
	<b>Costs covered part of the salaries and overheads of the Director Community Services, Manager Business Support and Business Support Officer.</b>	<b>No inadequacies identified.</b>



<b>OPERATIONAL PLAN</b>
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Function No. **8.01***Performance Review*Quarter ended: **June**

Principal Activity:	<b>HUMAN ENVIRONMENT</b>	Function:	<b>Human Environment Services</b>
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Activity	Actions	Performance Targets/Service Level
Health Programs	1.1.1.1 Continue to lobby and support Western NSW Local Health network to attract general and specialist medical practitioners to Dubbo including community health staff.	No decrease in the number of General Practitioners in Dubbo.
	<i>Lobbying undertaken.</i>	<i>No decrease identified.</i>
	1.1.1.2 Lobby the State Government to ensure adequate professional staff are available to service the Dubbo Base Hospital and associated services.	No incidences of long term vacancies of medical staff at Dubbo Base Hospital.
	<i>Administrator and General Manager met regularly with Local Member Troy Grant MP to discuss hospital redevelopment progress and personnel resources.</i>	<i>No incidences identified.</i>
	1.1.1.3 Monitor the impact on Dubbo of the management/operations of the Western NSW Local Health Network.	No decisions made by Local Health Network adversely impacting on Dubbo.
	<i>Dubbo and Orana Region had a good level of representation on the local Health Network. No adverse impacts identified.</i>	<i>No adverse decisions identified to date.</i>
	1.1.2.1 Lobby the State Government for the ongoing staged development of the Dubbo Base Hospital facility.	Dubbo Base Hospital is substantially redeveloped.
	<i>Redevelopment work well underway. Master Plan for future redevelopment completed. Announcement of \$150M for stages 3 and 4 of the redevelopment.</i>	<i>Construction underway with stage 1 of the redevelopment completed at the end of 2014 and Stage 2 officially opened in January 2016. Stage 3 builder announced &amp; Scheduled for completion by end of 2017.</i>
	1.1.3.1 In conjunction with Sydney University and Charles Sturt University, lobby the Federal Government for health tertiary courses and training courses and facilities in the City.	The range of health tertiary courses available in the City is increased.
	<i>The Administrator has held discussions with Sydney University and Charles Sturt University in relation to these matters. Letter of support provided to CSU to submit application to Federal Government for selection as a rural health training university.</i>	<i>No increase identified.</i>
1.1.3.2 Hold two (2) meetings per annum between Dubbo City Council and Sydney University to discuss future development and operations of the University's Rural Medical School in the City.	Two meetings to be held annually.	
<i>The Administrator is a member of the University of Sydney Community Advisory Board. No meetings held in 2016/2017.</i>	<i>No meetings held.</i>	
1.5.1.9 Undertake at least one (1) inspection of all registered regulated premises per year.	100% of registered premises comply with statutory requirements on initial inspection. All premises to be inspected by March annually.	
<i>Program in place ensured all registered premises were inspected at least once in 2016/2017.</i>	<i>100% of registered premises complied with statutory requirements on initial inspection in 2016/2017.</i>	

## OPERATIONAL PLAN

Function No. **8.01**

### Performance Review

Quarter ended: **June**

Principal Activity:	<b>HUMAN ENVIRONMENT</b>	Function:	<b>Human Environment Services</b>
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Activity	Actions	Performance Targets/Service Level
Immunisation Services	1.5.1.5 Undertake the annual inspection and water sampling program of all public swimming pools and spas including motels and hotels in November, January and February each year, and indoor pools every two months to ensure water quality standards are maintained.	100% of public pools and spas inspected meet statutory health requirements. Inspections to be completed by end of February annually.
	<b>Inspection regime commenced in November 2016 for public swimming pools and spas.</b>	<b>Inspection program completed. 100% met statutory health requirements.</b>
	1.5.1.8 Undertake compliance inspections of all registered private swimming pools.	Ongoing
	<b>Inspection program commenced April 2016.</b>	<b>Completed.</b>
	1.5.1.7 Conduct two (2) public health programs per year.	Health programs to be conducted by December and April each year.
	<b>Program in place ensured two (2) public health programs conducted in 2016/2017.</b>	<b>Information package mailed out to owners of Registered Premises in September 2016. Food Calendar Mail out - December 2016.</b>
	1.5.2.7 Meet with local senior officials of the Ambulance Service to discuss service provision.	100% satisfaction rating for ambulance services and facilities for the region.
	<b>Meeting held May 2017.</b>	<b>Survey completed with 94% satisfaction rating.</b>
	Immunisation of children and adults against a range of diseases including whooping cough, tetanus, diphtheria, Hib, measles, mumps, rubella, polio and hepatitis.	100% of infants participate in immunisation program.
	<b>Program in place ensured immunisation clinics held on the third Wednesday of each month in 2016/2017</b>	<b>Twelve (12) clinics held in 2016/2017. Final Council clinic held on 21 June 2017.</b>

#### Financial Statement:

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-49,850	0	0	0	-49,850	-14,534	1	-64,384	-64,384
Expenditure	282,388	9,967	0	0	292,355	-12,972	2	279,383	279,383
<b>Operating Total</b>	<b>232,538</b>	<b>9,967</b>	<b>0</b>	<b>0</b>	<b>242,505</b>	<b>-27,506</b>		<b>214,999</b>	<b>214,999</b>
<b>Capital</b>									
Income	-18,388	0	0	0	-18,388	-3	3	-18,391	-18,391
Expenditure	0	0	0	0	0	0	4	0	0
<b>Capital Total</b>	<b>-18,388</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-18,388</b>	<b>-3</b>		<b>-18,391</b>	<b>-18,391</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>	<b>214,150</b>	<b>9,967</b>	<b>0</b>	<b>0</b>	<b>224,117</b>	<b>-27,509</b>		<b>196,608</b>	<b>196,608</b>
<b>Restricted Assets</b>	<b>14,804</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,804</b>	<b>24,310</b>	<b>5</b>	<b>39,114</b>	<b>39,114</b>
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>	<b>228,954</b>	<b>9,967</b>	<b>0</b>	<b>0</b>	<b>238,921</b>	<b>-3,199</b>		<b>235,722</b>	<b>235,722</b>

Note	Details
1	Operating Income has increased by \$14,534 mainly due to additional income in Food Premises Inspections.
2	Operating Expenditure has decreased by 12,972 due to savings in maintenance costs associated to the Dubbo CCTV System.
3	No significant variance to budget.
4	No variance to budget.
5	Transfer to Restricted Assets has increased by \$24,310 due to savings associated with CCTV Systems allocated to future asset maintenance of the System.

<b>OPERATIONAL PLAN</b>
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Function No. **8.01***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>HUMAN ENVIRONMENT</b>	<b>Function:</b>	<b>Human Environment Services</b>
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**Key Performance Indicators:**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
Number of water samples taken per annum	128	130	167	Cost per sample	\$44.75	\$140.92	\$127.41	Number of cases of illness reported due to unhealthy pool and spa water	Nil	NIL	Nil
	Inspections now only carried out Twice a year)										
Number of immunisations per annum	1698	1850	1103	Net Council cost per immunisation	\$25.05	\$22.05	\$36.98	Percentage of children entering school being immunised	96%	97%	N/A
Number of health education programs held each year	3	2	2	Cost per Education Program	\$4296	\$6,796.50	\$6796.50	Number of participants in Health Programs	337	200	328
Number of registered premises inspected per annum(Skin Penetration, Cooling towers every 3 years)	61	60	55	Cost per premises inspection	\$181.75	\$185.00	\$151.36	Number of registered premises which comply on first inspection	100%	100%	100 %
Number of Food Premises inspected per annum(Low risk inspected every 3 years)	372 (242 Premises)	235	286 Premises 353 Inspections (DRC)	Cost per premises inspection	\$213.64	\$222.86	\$178.44	Number of food premises which comply on first inspection	65%	75%	60 % (Approx)
								Number of incidences of safety camera failure	0	2	0

<b>OPERATIONAL PLAN</b>
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Function No. **9.01**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Horticultural Services</b>
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**Manager Responsible:   Manager Horticultural Services  
Mr Ian McAlister**

**Function Objectives:**

To provide high quality recreation space and facilities to meet the widest practical range of passive recreational needs and expectations of both residents and visitors to Dubbo. To provide an arboricultural service for the City which will develop and maintain a safe aesthetically pleasing and environmentally beneficial urban arboricultural setting.

**NOTE:** *This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.*

Activity	Actions	Performance Targets/Service Level
Urban Parks Operations	Provision of a regular gardening and turf maintenance service to all passive recreation areas and public gardens	All passive recreation areas and public gardens are maintained to the standard of their specified Maintenance Service Levels. High percentage of available garden space displaying colour and/or greenery.
	<i>A regular gardening and turf maintenance service was provided through the Parks and Landcare Operations branch for 2016/17. Agreed briefs completed within defined parameters.</i>	<i>Passive recreational areas and public gardens were consistently maintained at 95-100% of their Maintenance Service Levels throughout 2016/2017.</i>
	Inspect and rectify defects of hard assets such as irrigation systems, playgrounds, park furniture and water fountains.	Inspections carried out as per the maintenance standard specification and defects rectified accordingly.
	<i>Asset inspections were completed down to and including those identified as Local Medium in accordance with the DAMP and the Determination of Variation completed by Director Parks and Landcare Services.</i>	<i>Inspections completed within Organisational timeframe and in accordance with the Maintenance Service Levels.</i>
	<i>Defects were recorded and scheduled in accordance with the Maintenance Service Levels for each category. 95% of defects were rectified within defined parameters.</i>	
	1.1.1.5 Concept Plans for the redesign of Theresa Maliphant Park into a therapeutic park to service the customers of Dubbo Base Hospital shall be adopted by Council.	Concept plans adopted by Council by June 2016.
	<i>A concept design has been received and presented to DRC in March 2017 by Moir Landscape Architecture.</i>	<i>June date not achieved. Concept designs received during March 2017. Project to be postponed until further notice due to road infrastructure development within the area.</i>
1.4.5.3 Review horticultural, arboricultural and open space components of all development applications and provide recommendations for any conditions of approval in accordance with the Open Space Master Plan and Recreational Strategy.	Active participation in Development Unit meetings ensuring 100% of landscaping associated with new development is considered consistent with the Open Space Masterplan and Recreation Strategy - ongoing.	
<i>All new sub-division Development Applications were assessed in accordance with the Open Space Master Plan and appropriate recommendations included in the Conditions.</i>	<i>Active membership by Parks and Landcare Services was maintained. No examples of inappropriate provision of horticultural, arboricultural or open space were identified / reported.</i>	

<b>OPERATIONAL PLAN</b>
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Function No. **9.01**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Horticultural Services</b>
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Activity	Actions	Performance Targets/Service Level
	<p>2.2.4.1 Conduct a minimum of three (3) planning meetings with Centre of Excellence Advisory Committee and key organisations.</p> <p><i>Committee has not been established due to the low level of development of the Dubbo Regional Botanic Garden (&lt;20% of Garden developed to date).</i></p>	<p>Identify new stakeholders and facilitate initial meetings.</p> <p><i>No meetings held to date. However annual visits from the Minokamo Gardeners have continued.</i></p> <p><i>Excellent feedback about the condition of Shoyoen is being received from the Gardeners and from other visitors.</i></p>
	<p>2.2.4.5 Continue to develop the Specialist Japanese Horticultural skills training programme for the Parks and Landcare staff and others.</p> <p><i>The Specialist Japanese horticultural skills programme was completed for 2016/2017. Japanese Gardeners visited Shoyoen and oversaw staff training in late August / early September.</i></p>	<p>No significant examples of opportunities not addressed.</p> <p><i>Additional training opportunities in Japanese gardening and cultural elements assessed and implemented as appropriate.</i></p>
	<p>2.2.4.6 Liaise with Minokamo for advice and assistance in maintaining authenticity of Shoyoen.</p> <p><i>Minokamo gardener (Kondoh-san and Toshi-san) assisted staff in pruning of trees, construction of viewing deck and carried out an audit on Shoyoen in August/September.</i></p>	<p>No more than 3 discreet elements of the Shoyoen requiring modification post audit.</p> <p><i>No discreet elements were identified for further modifications.</i></p>
	<p>2.2.4.7 Conduct on-site/ remote audits of the Shoyoen utilising Minokamo resources.</p> <p><i>Minokamo gardeners carried out an audit on Shoyoen in August/September.</i></p>	<p>An audit undertaken and reviewed by Minokamo by March 2017.</p> <p><i>Japanese Gardeners consider Shoyoen as 'true Japanese Garden'.</i></p>
	<p>2.2.4.8 Pursue opportunities for the acquisition of grant support from external sources to aid in the activities and development of the Regional Botanic Garden.</p> <p><i>Opportunities were pursued as they were identified.</i></p> <p><i>An EOI under ClubGrants Cat 3 for the Adventure Playground was prepared and successful in getting through to the funding round.</i></p> <p><i>\$1.54million funding was secured under Stronger Communities (Major Projects) to construct the playground and carpark.</i></p>	<p>No significant examples of grant opportunities not addressed.</p> <p><i>Grant submissions prepared and submitted as opportunities were identified. No examples of applicable grants not being submitted for the development of the DRBG.</i></p> <p><i>2 grant applications successful under the Stronger Communities (Major Projects)</i></p> <p><i>-Adventure Playground \$1.3million</i> <i>-DRBG Carpark \$240,000</i></p> <p><i>The Horticultural Centre of Excellence Development Application was approved by Environmental Services.</i></p>
	<p>2.2.6.1 Review horticultural, arboricultural and open space components of all development applications and provide recommendations for any conditions of approval that can enhance biodiversity outcomes.</p> <p><i>Das were assessed with recommendations being provided on biodiversity enhancement within the city.</i></p>	<p>Active participation in Development Unit meetings ensuring no examples of opportunities to enhance the biodiversity of open space are missed.</p> <p><i>Attended 90% Development Unit meetings and continued to actively promote the enhancement of biodiversity within the City opportunities allowed.</i></p>
	<p>2.2.6.2 Ensure the provision of drainage reserves in urban areas incorporate biodiversity considerations.</p> <p><i>Standard landscape plans for stormwater infrastructure (including swales and water retarding basins) that address biodiversity considerations were developed and approved.</i></p>	<p>100% of approved designs and landscape plans for drainage reserves address biodiversity considerations.</p> <p><i>Implementation of the approved designs have seen an increase in endemic plantings within the stormwater infrastructure of the City.</i></p>

## OPERATIONAL PLAN

Function No. **9.01**

### *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Horticultural Services</b>
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Activity	Actions	Performance Targets/Service Level
Public Amenities Operations and Maintenance	2.2.7.3 Water sensitive urban design elements are incorporated into landscape components of development both internal and external to Council.	Active participation in Development Unit and Project planning meetings ensure all opportunities to incorporate Water Sensitive Urban Design are implemented.
	<b><i>Water Sensitive Urban Designs (WSUD) are considered in situations where the Parks and Landcare Division have direct input into design phase.</i></b>	<b><i>MHS have attended DU meetings and promoted the use of WSUD principles where appropriate.</i></b>
	Regularly clean amenities buildings in accordance with frequency of use by public.	High use amenities cleaned daily and no reasonable criticism from the public.
	<b><i>Serenity Landscapes have the contract for the cleaning of the amenities. No unreasonable criticism was received over the past 12 months.</i></b>	<b><i>All amenities were cleaned within defined schedule (none daily) with no unreasonable criticism received.</i></b>
	Provision of a building maintenance service including programmed renovation works.	Maintenance as per Council's recommended Asset Management Schedule for buildings.
Parks and Reserves Lighting	<b><i>Buildings under the control of this function were maintained in accordance with the asset plan, and were inspected annually.</i></b>	<b><i>This program was achieved with no negative comment being received by the general public.</i></b>
	<b><i>Identified works were carried in accordance with the asset plan.</i></b>	
	Cost of providing electricity for pedestrian lighting in this function.	Amounts charged are accepted as reasonable for the level of service provided.
Management Services from other functions	<b><i>The cost of providing electricity for pedestrian lighting was within the budgeted amount for the Horticultural Services function and paid for through Manager Civil Infrastructure and Solid Waste</i></b>	<b><i>Electricity costs were deemed acceptable.</i></b>
	Cost of services including management, financial, technical, information technology and corporate overheads provided to this function are acceptable.	Amounts charged are accepted as reasonable for the level of service provided.
Asset Maintenance Program - Horticulture	<b><i>Services were provided.</i></b>	<b><i>Amounts charged were within the constraints of the identified operating overheads.</i></b>
	Undertake schedule of works identified in the Asset Maintenance Replacement Plan contained in the Horticulture Function Plan	All works scheduled are completed in a timely and effective manner.
Asset Maintenance Horticulture Amenities	<b><i>The majority of identified asset maintenance works for this function was carried out through the Parks and Landcare Operations Branch.</i></b>	<b><i>Asset maintenance tasks were completed within the identified timeframe and within budget.</i></b>
	<b><i>The full works program was completed as scheduled.</i></b>	
Asset Maintenance 2% Special Variation	Undertake schedule of works identified in the Amenities Maintenance Replacement Plan contained in the Horticulture Function Plan	All works scheduled are complete in a timely and efficient manner.
	<b><i>The works program for amenities was completed.</i></b>	<b><i>All work completed in a timely manner and within budget.</i></b>
Street Tree Maintenance	Undertake additional Maintenance that could not be undertaken with existing budget to maintain Park Standards	All works completed in a timely and efficient manner.
	<b><i>Additional maintenance works was completed within the defined budget amount.</i></b>	<b><i>Scheduled works was completed on time and within budget.</i></b>
	Provision of an efficient and effective arboricultural service to the organisation.	Actions specified in agreed briefs are professionally undertaken and are completed within budgeted allocation.
	<b><i>This was achieved through the ongoing development of strategic planning documents, implementation of plans and the provision of arboricultural advice.</i></b>	<b><i>Street Tree Maintenance was undertaken by the Parks and Landcare Operations Branch for the Civil Infrastructure and Solid Waste Function.</i></b>

<b>OPERATIONAL PLAN</b>
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Function No. **9.01**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Horticultural Services</b>
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Activity	Actions	Performance Targets/Service Level
Trees - Special Projects	Provision of an efficient and effective arboricultural service to the organisation.	Actions specified in agreed briefs are professionally undertaken and are completed within budgeted allocation.
	<p><i>Strategic tree planning services continued to be provided for a number of high profile jobs throughout the City as they were identified.</i></p> <p><i>Horticultural Services was successful in gaining \$80,000 in grant funding provided by the Office of Environment and Heritage with the outcome to achieve an 80% increase in shade throughout central Bultje Street.</i></p> <p><i>Consultation and planning has begun with Technical Services Division to initiate this project.</i></p>	<p><b>Horticultural Services assisted the Operations Branch in negotiating Tree Special Project Works.</b></p>
	3.1.11.3 Develop a Maintenance Service Level based inspection regime for trees in road reserves	No more than then 1% of standing street trees are in the category of "hazardous requiring removal" by July 2015.
Infrastructure	<p><i>Draft documentation is in development with a report pending in April for consideration by Executive Staff.</i></p>	<p><b>This was achieved with the completion of the removal of the 45 high risk / high consequence hazardous trees.</b></p> <p><b>Additional work on reducing hazardous trees was completed within the allocated budget of \$59,000. 49 hazardous trees were made safe.</b></p> <p>Review standard plans for specific sites and implement as required.</p>
	2.2.1.7 A suite of standard landscape plans are developed for stormwater infrastructure (including swales and water retarding basins) that meet water sensitive urban design principles, allow for water harvesting / reuse schemes to be incorporated into their developments and / or address biodiversity considerations.	<p><b>Plans adopted and will be reviewed periodically.</b></p>
Acquisition of Assets	1.3.3.4 Implement components of the Wiradjuri Park Masterplan including sourcing external funding opportunities.	Continue to seek external funding as opportunities arise.
	<i>No further work was carried out due to no external funding being identified.</i>	<b>Funding opportunities were followed up as they were identified.</b>

# OPERATIONAL PLAN

Function No. **9.01**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Horticultural Services</b>
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**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-243,670	40,439	-227,634	-166,343	-597,208	-627,891	<b>1</b>	-1,225,099	-1,225,099
Expenditure	3,908,729	1,082,402	27,847	-76,764	4,942,214	-224,020	<b>2</b>	4,718,194	4,718,194
<b>Operating Total</b>	<b>3,665,059</b>	<b>1,122,841</b>	<b>-199,787</b>	<b>-243,107</b>	<b>4,345,006</b>	<b>-851,911</b>		<b>3,493,095</b>	<b>3,493,095</b>
<b>Capital</b>									
Income	-917,498	-115,638	0	0	-1,033,136	26,260	<b>3</b>	-1,006,876	-1,006,876
Expenditure	584,500	303,860	340,169	156,721	1,385,250	-587,851	<b>4</b>	797,399	797,399
<b>Capital Total</b>	<b>-332,998</b>	<b>188,222</b>	<b>340,169</b>	<b>156,721</b>	<b>352,114</b>	<b>-561,591</b>		<b>-209,477</b>	<b>-209,477</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	3,332,061	1,311,063	140,382	-86,386	4,697,120	-1,413,502		3,283,618	3,283,618
<b>Restricted Assets</b>									
	-23,328	-413,726	-140,382	86,386	-491,050	1,413,502	<b>5</b>	922,452	922,452
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>3,308,733</b>	<b>897,337</b>	<b>0</b>	<b>0</b>	<b>4,206,070</b>	<b>0</b>		<b>4,206,070</b>	<b>4,206,070</b>

Note	Details
<b>1</b>	Operating Revenue increased by \$627,891 mainly due to Section 94 contributions (\$565,540) and grant funding for capital contributions (\$48,452).
<b>2</b>	Operating Expenditure decreased by \$224,020 mainly due to carry over projects for Civil Infrastructure for Erskine Street Tree Replacement (\$142,862), Horticulture Asset Maintenance (\$35,000) and Victoria Park Old Depot (\$13,000).
<b>3</b>	Capital Income decreased \$26,260 due to a decrease in depreciation.
<b>4</b>	Capital Expenditure decreased \$587,851 mainly due to carry over projects for Victoria Park Irrigation (\$278,549), Victoria Park Skate Park (\$90,000) and Cameron Park Amenities (\$285,625).
<b>5</b>	Transfers from Restricted Assets decreased \$1,413,502 mainly due to restriction of Section 94 contributions (\$559,733) and capital work carry over projects for Victoria Park Irrigation (\$278,549), Victoria Park Skate Park (\$90,000), Cameron Park Amenities (\$285,625), Daphne Park Playground (\$80,000), DRBG Centre of Excellence (\$20,000) and Asset maintenance (\$35,000).

**Key Performance Indicators**

Workload	Prev.	Est.	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est.	YTD
Maintenance of Regional Medium Parks - Urban	18.2 ha	18.2 ha	18.2ha	Annual cost per Ha to maintain Regional Medium Parks	\$35,393	\$34,986	\$34,967	% of Regional Medium Parks Maintenance to Standards	100%	100%	95%
Maintenance of Regional Basic Parks - Urban	57.3ha	57.3ha	57.3ha	Annual cost per Ha to maintain Regional Basic Parks - Urban	\$0	Leased	\$295.00 Contract. Mowing	Percentage of Regional Basic Parks - Urban maintained to standard	N/A	Leased	0
Maintenance of District High Parks - Urban	4.04ha	4.04ha	4.04ha	Annual cost per Ha to maintain District High Parks	\$58,799	\$56,967	\$50,647	Percentage of District High Parks maintained to standard	100%	100%	95%



<b>OPERATIONAL PLAN</b>
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Function No. **9.01***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Horticultural Services</b>
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Workload	Prev.	Est.	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est.	YTD
Maintenance of District Medium Parks - Urban	23.47ha	23.47ha	23.47ha	Annual cost per Ha to maintain District Medium Parks	\$10,218	\$15,795	\$13,020	Percentage of District Medium Parks maintained to standard	100%	100%	95%
Maintenance of District Low Parks - Urban	8.79ha	8.79ha	8.79ha	Annual cost per Ha to maintain District Low Parks	\$8,082	\$9,926	\$12,646	Percentage of District Low Parks maintained to standard	100%	100%	95%
Maintenance of Local High Parks	9.95ha	9.95ha	9.95ha	Annual cost per Ha to maintain Local High Parks	\$15,652	\$13,902	\$10,750	Percentage of Local High Parks maintained to standard	100%	100%	95%
Maintenance of Local Medium Parks - Urban	24.92ha	24.92ha	24.92ha	Annual cost per Ha to maintain Local Medium Parks	\$8,798	\$8,225	\$9,021	Percentage of Local Medium Parks maintained to standard	90%	100%	95%
Maintenance of Local Low Parks - Urban	30.02ha	30.02ha	30.02ha	Annual cost per Ha to maintain Local Low Parks	\$4,563	\$3,935	\$5,350	Percentage of Local Low Parks maintained to standard	90%	100%	95%
Maintenance of Local Basic Parks - Urban	15.80ha	15.80ha	15.80ha	Annual cost per Ha to maintain Local Basic Parks	\$4,750	\$5,980	\$5,689	Percentage of Local Basic Parks maintained to standard	90%	100%	95%
Maintenance of General Low Parks - Urban	18.8 ha	18.8 ha	18.8 ha	Annual cost per Ha to maintain General Basic Parks	\$916	\$1046	\$1,187	Percentage of General Basic Parks maintained to standard	90%	100%	95%
Maintenance of General Basic Parks - Urban	22 ha	22 ha	22 ha	Annual cost per Ha to maintain General Basic Parks	\$1,410	\$1,003	\$1,868	Percentage of General Basic Parks maintained to standard	90%	100%	95%

<b>OPERATIONAL PLAN</b>
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Function No. **9.01***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Horticultural Services</b>
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Workload	Prev.	Est.	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est.	YTD
Percentage of Playgrounds with Shade Structures	33% plus 5 (27%) with natural shade	67%	30% plus 5 (25%) with natural shade	Number of shade structures constructed within budget estimate	0	1	1	Number of new playground structures constructed	2	2	1
Percentage of playgrounds structures that are 15 years and older	22%	10%	20%	Number of playgrounds replaced within budget estimate	1	2	1	Number of 15 years and older playgrounds replaced	2	2	1
Number of vandalism incidents per year per playground	2	3	3					Number of complaints regarding playground vandalism	1	3	3
Percentage of softfall undersurfaces that comply with Australian Standards	100%	100%	100%	Average cost per square metre to replace under surfaces that do not comply with standards	\$350	\$350	\$380	Number of sustainable complaints/injuries as a result of playground undersurfaces	0	0	0

<b>OPERATIONAL PLAN</b>
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Function No. **9.01***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Horticultural Services</b>
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**Key Projects****Capital Works Program**

Horticulture - Acquisition of Assets 01.09555 - Horticultural Services - Other Structures	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7432 - Korean War Memorial <b>Completed</b>	0	10,000	-974	0	0	9,026
7472 - Driftwells Park Monument <b>Completed</b>	0	3,110	3,390	0	0	6,500
7493 - Elizabeth Park Viewing Deck <b>Completed</b>	0	18,094	0	0	-341	17,753
7501 - Elizabeth Park Quercus <b>Carry Over 2017/2018</b>	0	30,900	9,634	16,549	-12,758	44,325
7502 - Dubbo Regional Botanic Gardens - Carpark <b>Completed Design</b>	0	0	0	0	18,000	18,000
7504 - Ollie Robbins Oval BBQ <b>Completed</b>	0	0	0	0	2,316	2,316
01.09555 - Horticultural Services - Other Structures Total	0	62,104	12,050	16,549	7,217	97,920

Horticulture - Acquisition of Assets 01.09559 - Horticultural Services - Land	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7419 - 1A Warne Street Wellington <b>Completed</b>	0	0	0	0	7,569	7,569
9421 - Regand Park/Smith Land <b>Completed</b>	0	200,416	0	0	0	200,416
01.09559 - Horticultural Services - Land Total	0	200,416	0	0	7,569	207,985

<b>OPERATIONAL PLAN</b>
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Function No. **9.01***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Horticultural Services</b>
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Horticulture - Asset Renewals - Maintenance 01.09563 - Horticultural Service- Other Structures (Renewals)	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7428 - Sir Roden Cutler Bubbler <b>Funds reallocated</b>	8,000	0	0	-8,000	0	0
7429 - Wahroonga Park BBQ South <b>Completed</b>	10,000	-2,500	0	0	-4,835	2,665
7430 - Elizabeth Park - Oasis Shelters <b>Completed</b>	8,000	0	0	0	-1,434	6,566
7431 - Elizabeth Park Signage <b>Completed</b>	6,000	0	0	0	540	6,540
7432 - Daphne Park Playground <b>Completed</b>	25,000	0	0	0	9,443	34,443
7433 - York Street Park Log Fencing Replacement <b>Completed</b>	5,500	0	0	0	3,831	9,331
7460 - Victoria Park Irrigation <b>Carry Over 2017/2018</b>	270,000	0	0	152,000	-268,549	153,451
7517 - Elizabeth Park - Shoyoen Pumps <b>Completed</b>	5,000	0	0	0	-650	4,350
8476 - Daphne Park Playground Softfall <b>Carry Over 2017/2018</b>	25,000	0	0	0	-25,000	0
8501 - Macquarie Lions Shade Cloth <b>Completed</b>	18,000	0	0	-15,913	0	2,087
8503 - Sir Roden Cutler Platform Path <b>Funds reallocated to Biddymbungie granite pathway</b>	12,000	0	0	-12,000	0	0
8518 - Wahroonga Park Central BBQ <b>Completed</b>	0	2,500	0	0	0	2,500
8527 - Victoria Park Bin Surrounds <b>Funds reallocated to Quercus</b>	12,000	0	0	0	-12,000	0
8542 - Spears Drive Playground <b>Completed</b>	0	50,000	16,316	0	27	66,343
8546 - Cameron Park Rotunda <b>Completed</b>	0	0	0	0	10,375	10,375
9002 - Elston Park Bore Motor Replacement <b>Completed</b>	0	0	0	10,460	6,900	17,360
9003 - Victoria Park Skate Park <b>Carry Over 2017/2018</b>	80,000	-20,000	0	0	-51,812	8,188

<b>OPERATIONAL PLAN</b>
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Function No. **9.01***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Horticultural Services</b>
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Horticulture - Asset Renewals - Maintenance 01.09563 - Horticultural Service- Other Structures (Renewals)	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
9004 - Lunar Park Playground <b>Completed</b>	100,000	0	0	0	-7,372	92,628
9006 - Ollie Robbins Fence <b>Completed</b>	0	0	19,803	0	9,068	28,871
9007 - Dubbo Reg. Botanic Garden Advent Playgnd <b>Completed Design</b>	0	0	0	0	20,650	20,650
9008 - Cameron Park Amenities <b>Carry Over 2017/2018</b>	0	0	292,000	-6,375	-285,625	0
9009 - Biddybungie Park Granite Pathway <b>Completed</b>	0	0	0	20,000	-2,682	17,318
01.09563 - Horticultural Service- Other Structures (Renewals) Total	584,500	30,000	328,119	140,172	-599,125	483,666

Wellington - Capital Expenses 01.08500 - Horticulture - Asset Renewal	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7000 - Renewals - Land & Buildings <b>Completed</b>	0	11,340	0	0	-7,822	3,518
01.08500 - Horticulture - Asset Renewal Total	0	11,340	0	0	-7,822	3,518

## OPERATIONAL PLAN

Function No. **9.02**

### *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Landcare Services</b>
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**Manager Responsible:** **Manager Landcare Services**  
**Mr Lynton Auld**

**Function Objectives:**

To provide and enhance habitat for indigenous flora and fauna across the City, to provide quality passive recreation space and facilities to meet the widest practical range of community and visitor needs and expectations and to protect and enhance the environment and agricultural production through the control of noxious weeds and pest species across the City.

**NOTE:** *This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.*

Activity	Actions	Performance Targets/Service Level
Noxious Plant Inspection	Inspection of private properties, road reserves and river foreshore areas to identify and monitor weed infestation.	Full compliance with Council's Weed Action Program commitments.
	<i>Inspections are completed for the 2016/17 year.</i>	<i>Inspection targets nominated in the 2015-2020 Weed Action Plan are well understood and compliance has been achieved to date.</i>
	1.3.3.5 Continue to build working relationships with the Terramungamine Reserve Traditional Owners.	Traditional Owners needs and wishes are considered and met wherever possible.
	<i>Terramungamine Reserve traditional owners, the Tubba-Gah people, have formed a burial ground management committee in conjunction with Community Services. That committee is aware of the need to form a Reserve management committee but has yet to convene such a group despite ongoing requests from Council. As issues have arisen in the past members of that group have approached MLS for support and advice, this has been fostered and will continue to be supported while still seeking formation of a formal committee.</i>	<i>Traditional owner needs and desires were sought and met wherever possible.</i>
Rural Parks & Foreshores Operations	1.3.3.6 Undertake consultation with all stakeholders when undertaking strategic planning and redevelopment of open space elements to allow for the incorporation of appropriate and community approved Indigenous culture focused interpretative material.	Indigenous stakeholders are included in consultation process during development of strategic plans and redevelopment of open space.
	<i>Consultation with the Indigenous community is a key part of all redevelopment planning.</i>	<i>Indigenous community members have been consulted during development of plans and redevelopment of open space.</i>
	1.4.4.1 Complete design and documentation for river based recreational infrastructure that is consistent with the Open Space Masterplan, regional eco-tourism plans/opportunities and the Recreation Strategy	60% of the urban river corridor is developed for passive and active recreational pursuits.
	<i>Planning for future recreational development along the river corridor continues. Designs for the Boat Shed at Sandy Beach are complete as are plans for the development of Regand Park. Discussions with community groups has led to targeted infrastructure development such as the lighting of the eastern bank of the Macquarie River through Dubbo.</i>	<i>60% of the urban river corridor is developed and accessible for public recreation. Further development which will expand and improve upon this infrastructure.. This is specifically aimed at Regand Park as the current highest priority for new work, and the already busy Sandy Beach. The almost completed eastern bank river lighting has dramatically increased evening usage, the newly completed 18 hole disc golf course is similarly expected to continue to increase recreational use of the river corridor.</i>

## OPERATIONAL PLAN

Function No. **9.02**

### *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Landcare Services</b>
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Activity	Actions	Performance Targets/Service Level
	<p>1.4.4.2 Identify and take advantage of opportunities to add to Council's land portfolio in regard to the "River Spine" of the urban area as defined in the Open Space Masterplan and the Recreation Strategy</p> <p><i>Opportunities are monitored, none were identified in 2016/17.</i></p>	<p>No examples of opportunities for appropriate acquisition not undertaken.</p> <p><i>No missed opportunities were identified.</i></p>
	<p>1.4.4.3 Identify and source available government assistance programmes as they become available in respect of the river corridor.</p> <p><i>Opportunities were monitored and applied for as they became available. Assistance was also provided to community groups seeking grant funding in the form of grant writing or financial management.</i></p>	<p>60% of the urban river corridor is developed for passive and active recreational pursuits.</p> <p><i>60% of the urban river corridor has been developed for recreational use. Current facilities are constantly upgraded as resources allow.</i></p>
	<p>1.4.5.1 Review compliance with the response/repair times defined in the adopted Risk Management Plan (Defined Asset Management Plan).</p> <p><i>Response times are monitored and were satisfactory during 2016/17.</i></p>	<p>No incidence of reported injuries incurred through use of Council's open space and recreation facilities</p> <p><i>No injuries reported to date.</i></p>
	<p>2.1.4.5 Investigate any possible commercial opportunities to take advantage of the carbon offset methodologies and programmes.</p> <p><i>Opportunities were monitored and assessed during 2016/17. Council is registered as a carbon sequestration provider which allows us to act in this field as soon as an opportunity is identified.</i></p>	<p>Through the development of the 'Neutral Drive' program offer an example of an effective carbon offset program and investigate the feasibility of targeting other organisations for carbon offsetting using the same methodology.</p> <p><i>The Neutral Drive program has been extended to the Golf Links Creek Reserve in Dubbo's west. This site will allow enhanced promotion of the program, thereby raising the program's profile and increasing opportunities for outside investment.</i></p>
	<p>2.2.1.8 Undertake an annual review and quantify impact of salinity on public open space using the data from the groundwater monitoring network</p> <p><i>A review of saline impacted open space across the LGA revealed no increase in area. Less than 2 hectares remains impacted by scalds across the former Dubbo City LGA.</i></p>	<p>No more than three (3) hectares of public open space is affected by urban salinity</p> <p><i>There has been no increase in scalded land with less than 2 ha remaining impacted in the former Dubbo LGA. An assessment of the Dubbo Regional Council, Wellington urban area has commenced with no evidence of salinity in public land found to date.</i></p>
	<p>2.2.1.9 Monitor opportunities for revegetation through agro forestry, carbon sequestration and related programs and target these plantings for "at risk" sub-catchments</p> <p><i>Revegetation opportunities were investigated, particularly in the carbon sequestration and biodiversity offsetting arenas. Opportunities were unsuccessfully explored with a mining operation and the RMS regarding offsetting projects which would also have revegetated Councils Regand Park in line with the Master Plan.</i></p>	<p>Develop planting plans for "at risk" sub-catchments.</p> <p><i>Troy Gully remains the primary "at risk" catchment. Existing plantings will be complemented by planting and small engineering works following Council adoption of the current Review into Troy Gully Salinity.</i></p>

<b>OPERATIONAL PLAN</b>
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Function No. **9.02**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Landcare Services</b>
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Activity	Actions	Performance Targets/Service Level
Regular Urban and Rural Programme	2.2.1.10 Implement the Noxious Weeds/Pest Species management programme and Plans.	Noxious Weed and Pest Species Plans are implemented as programmed
	<i>The Weed Action Plan commitment Council has made regarding 2016/17 was adequately met. Starling control in Macquarie Street continued to be the principle action from Council's Feral Animal Strategy. Two dispersal techniques were trialled on specific trees in Macquarie Street late in the 2017 Starling season and both were demonstrably effective. A report is being drafted to Council seeking approval to implement a street wide Starling dispersal project. Monitoring of Indian Myna's also continued with none found in Dubbo to date, despite reports. Indian Mynas are known to occur in the old Wellington LGA and a merged Council feral animal approach is now necessary.</i>	<i>Noxious Weeds and Pest Species Plans were implemented as planned. The Dubbo Feral Animal Strategy will require re-drafting to encompass all of the old Wellington LGA as well as updating the existing Strategy.</i>
	2.2.1.11 Stage at least two (2) noxious weeds displays at appropriate public exhibitions per year	Noxious Weed education displays are conducted at two (2) public forums
	<i>Noxious weed displays were undertaken at the Dubbo and Wellington shows during 2016/17.</i>	<i>Noxious weed displays were undertaken at the Dubbo and Wellington shows during 2016/17</i>
	2.2.1.14 Develop and submit grant funding applications for the Noxious Weeds Programme.	As appropriate and required grant applications are completed for the Noxious Weed Programme.
	<i>Grant funding submissions and reports for the 2016/17 year are up to date.</i>	<i>Grant funding applications to the NSW Weed Action Program are up to date and complete.</i>
	2.2.2.1 Advise landholders of their responsibilities under the Noxious Weeds Act.	Less than five (5) Section 18 Noxious Weeds Notices required to be issued.
	<i>This was undertaken at each private land inspection.</i>	<i>No Section 18 notices were recorded for 2016/17.</i>
	2.2.2.2 Implement the programme to encourage landholders to avail themselves of Councils self-help Noxious Weed Control resources	
	<i>This program was promoted at each private landholder inspection.</i>	
Treatment of declared Noxious weeds as per classification priority and seasonal factors.	Effective reduction in weed infestation area.	
<i>Noxious Weed treatments continued appropriately throughout 2016/17.</i>	<i>Weed loads ebb and flow with seasons, high profile weeds are low priority for DPI (being well established already across the landscape), therefore attracting limited funding. This may well result in an apparent spread in well-known weeds while at the same time high profile, well-funded, new incursion weeds are being reduced in area. Weed management across the DRC area during 2016/17 year was effective</i>	
Management Services from other functions.	Cost of services including management, financial, technical, information technology and corporate overheads provided to this function.	Amounts charged are accepted as reasonable for the level of service provided.
	<i>Costs are being charged as per agreed briefs.</i>	<i>Amounts charged are seen to be reasonable.</i>



## OPERATIONAL PLAN

Function No. **9.02**

### *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Landcare Services</b>
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Activity	Actions	Performance Targets/Service Level
Landcare Operations	2.2.7.1 Provide flora and fauna information to inform road design and maintenance works and incorporate into a Geographical information System (GIS) mapping layer to enable forward planning for rural roadside works design and programmes	Prompt response to requests for data ensuring that the design or construction process is aware of potential environmental constraints
	<i>Flora and Fauna advice was provided as requested across the organisation. Advice was provided to IT in relation to the Mount Wellesley tower proposal in the form of a Part V environmental assessment. Similar advice was provided to IT in relation to the towers at 12 Mile Creek Rd and Rifle Range Rd. An assessment of an internally developed Part V was provided to Technical Services Division in relation to the extension of Boundary Road. REF memos have been provided to Technical Services for road works planned for Railway Street Wongarboon, Bennelong Road south of Dubbo and Purvis Lane in Dubbo.</i>	<i>All requests for data were promptly responded to.</i>
	2.5.1.3 Implement the revised Recreation Strategy Plan as it applies to the Villages.	The revised Recreation Strategy Plan is incorporated in Village designs and recommendations are prioritised.
	<i>As far as it applies to the villages the Recreation Strategy was applied.</i>	<i>The Recreation Strategy was incorporated into village planning.</i>
	2.5.1.5 Implement Village Beautification Plans	Develop a priority of works in consultation with Village communities.
	<i>Village Beautification Plans were implemented as planting guides whenever Council or Community planting occurred within the villages.</i>	<i>Given low levels of demand in villages this prioritisation tends to be based upon requests as they are received. All requests to date have been met.</i>
Gardening Services	Provision of an efficient and effective Landcare gardening advice service to the organisation.	Actions specified in agreed briefs are professionally undertaken and are completed within budget allocation.
	<i>Landcare advice was made available to the organisation upon request.</i>	<i>Agreed briefs were completed professionally and within budget.</i>
Landcare Services	Provision of Landcare services to open passive recreational areas.	All passive open space areas are maintained to the standard of their specified Maintenance Service Level.
	<i>Landcare services were provided to Council open passive areas in conjunction with Council Parks and Landcare Operations Branch or contractors and managed by MLS.</i>	<i>There was a 95% compliance with Maintenance Service Levels.</i>
CMA Special Projects	Undertake joint Local Land Services projects as agreed.	All works are completed in a timely and effective manner.
	<i>Joint projects continued to be undertaken as they were funded or designed. Council continued to manage funds on behalf of the LLS Local Government Reference Group which is the residual of a CMA funded project. MLS was a lead player in the development of the LLS' Regional Weed Strategy.</i>	<i>All works requested were undertaken as required.</i>

<b>OPERATIONAL PLAN</b>
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Function No. **9.02**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Landcare Services</b>
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Activity	Actions	Performance Targets/Service Level
Asset Maintenance Program - Landcare	Undertake schedule of works identified in the Asset Maintenance Replacement Plan contained in the Landcare Function Plan.	All works scheduled are completed in a timely and effective manner.
	<b><i>The scheduled works were carried out by Council Parks and Landcare Operations Branch.</i></b>	<b><i>Asset maintenance works were completed by Council's Parks and Landcare Operations team during 2016/17.</i></b>
Asset Maintenance Program - Landcare Amenities	Undertake schedule of works identified in the Asset Maintenance Replacement Plan contained in the Landcare Function Plan.	All works scheduled are completed in a timely and effective manner.
	<b><i>The scheduled works were carried out by Council Parks and Landcare Operations Branch.</i></b>	<b><i>Asset maintenance works were completed by Council's Parks and Landcare Operations team during 2016/17.</i></b>
Asset Maintenance - 2% Special Variation	Undertake additional maintenance that could not be undertaken with existing budget to maintain reserve standards.	All works scheduled are completed in a timely and effective manner.
	<b><i>Works funded by the 2% special variation were prioritised ahead of other work.</i></b>	<b><i>All scheduled work was carried out in a timely manner.</i></b>
Acquisition of Assets	Undertake the approved Capital Works Program as defined in the Key Projects section of the Operational Plan.	Capital Works are completed.
	<b><i>The approved Capital Works Plan has been carried out for 2016/17.</i></b>	<b><i>Identified Capital Works have either been completed or contractors engaged to complete activities using funds carried over.</i></b>
<b>WELLINGTON DELIVERY PROGRAM ACTIONS</b>		
Increased use of our river assets for leisure activities	Secure grant funding to provide improved ancillary recreation activities, signage, seating, boat ramps.	Identify and apply for available grant funding with Council's Grants Officer.
	<b><i>Community grant funding was received for track lighting works along the river corridor through assistance from Titan Mud Run and the Stampede Committee. MLS worked with community groups that were successful under Stronger Communities (Community Grants) to provide additional recreational facilities.</i></b>	<b><i>Additional lights are being installed along the river walkway north and south of the LH Ford Bridge that is being funded through the Stronger Communities (Community Grants).</i></b>
	Support community and government groups to improve river habitat at recreational areas.	Provide in-kind support to community groups and agencies.
	<b><i>Support to Landcare groups and river assistance programs continued through 2016/17 and is anticipated to continue through 2017/18.</i></b>	<b><i>Support was provided upon request.</i></b>
Attractive and well maintained villages that showcase their heritage	Maintenance and improvements to villages within Council's Maintenance and Renewal budgets	Monthly Village Maintenance Program. Mowing, whipper snipping, general maintenance, monitored monthly.
	<b><i>Improvements to village recreational areas identified through function's Capital Works program. Wongarbron was the focus for 2016/17.</i></b>	<b><i>Support and assistance provided to village communities as requested.</i></b>

# OPERATIONAL PLAN

Function No. **9.02**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Landcare Services</b>
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**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-50,703	-52,899	-25,872	-32,721	-162,195	-83,514	1	-245,709	-245,709
Expenditure	1,207,407	204,512	40,113	73,794	1,525,826	-110,724	2	1,415,102	1,415,102
<b>Operating Total</b>	<b>1,156,704</b>	<b>151,613</b>	<b>14,241</b>	<b>41,073</b>	<b>1,363,631</b>	<b>-194,238</b>		<b>1,169,393</b>	<b>1,169,393</b>
<b>Capital</b>									
Income	-212,309	0	0	0	-212,309	39,905	3	-172,404	-172,404
Expenditure	33,000	65,988	169,700	261,977	530,665	-419,300	4	111,365	111,365
<b>Capital Total</b>	<b>-179,309</b>	<b>65,988</b>	<b>169,700</b>	<b>261,977</b>	<b>318,356</b>	<b>-379,395</b>		<b>-61,039</b>	<b>-61,039</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	977,395	217,601	183,941	303,050	1,681,987	-573,633		1,108,354	1,108,354
<b>Restricted Assets</b>									
	25,169	-74,876	-183,941	-268,050	-501,698	673,633	5	171,935	171,935
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>1,002,564</b>	<b>142,725</b>	<b>0</b>	<b>35,000</b>	<b>1,180,289</b>	<b>100,000</b>		<b>1,280,289</b>	<b>1,280,289</b>

Note	Details
1	Operating Income increased \$83,514 mainly due to grants and subsidies (\$16,000) and RFS Rural Road Slashing funding (\$77,556).
2	Operating Expenditure decreased \$110,724 mainly due to asset maintenance carry over projects (\$67,831) and the Bell/Macquarie River Erosion Impact Study carry over (\$35,000).
3	Capital Income decreased \$39,905 due to depreciation.
4	Capital Expenditure decreased \$419,300 mainly due to carry over projects for SCF Grant funding Moxon Park (\$85,000) Euchareena Projects (\$84,700), Geurie Multicourt Facility (\$270,800) and Wongarbron Tennis Court Fence (\$33,000).
5	Transfers from Restricted Assets decreased \$673,633 mainly due to carry over projects for SCF Grant funding for Moxon Park (\$85,000) Euchareena Projects (\$84,700) Geurie Multicourt Facility (\$270,800), Wongarbron Tennis Court Fence (\$33,000), Asset Maintenance (\$67,831) LLS Biodiversity Grant Funding (16,000) and Troy Gully salinity study (\$100,000).

**Key Performance Indicators**

Workload	Prev.			Est.			YTD			Efficiency	Effective.		
	Prev.	Est.	YTD	Prev.	Est.	YTD	Prev.	Est.	YTD		Prev.	Est.	YTD
Number of rural properties inspected	265	300	182	\$207	\$335	\$170	100%	100%	100%	Cost to inspect per property (initial insp.)	95%	100%	95%
Length of road to be inspected or treated for noxious weeds	2362	2362km	4120km	\$51	\$45	\$11	0	10	0	Cost to inspect/treat roads per km	95%	100%	95%
Maintenance of District Medium Parks – Rural	22.47	26.17 Ha	26.17 Ha	\$4,755	\$5,290	\$5,387	95%	100%	95%	Annual Cost per Ha to maintain District Medium Parks	95%	95%	95%
Maintenance of District Low Parks - Rural	44.60 Ha	44.60 Ha	44.60 Ha	\$2,586	\$2,420	\$2,437	95%	95%	95%	Annual cost per Ha to maintain District Low Parks - Rural	95%	95%	95%

<b>OPERATIONAL PLAN</b>
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Function No. **9.02**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Landcare Services</b>
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Workload	Prev.	Est.	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est.	YTD
Maintenance of Local Medium Parks - Rural	4Ha	4Ha	4Ha	Annual cost per Ha to maintain Local Medium Parks - Rural	\$1302.00	\$2,493	\$3,918	Percentage of Local Medium maintained to standard.		95%	95%
Maintenance of Local Low Parks - Rural	124 Ha	124 Ha	124 Ha	Annual cost per Ha to maintain Local Low parks - Rural	\$741	\$574	\$607	Percentage of Local Low maintained to standard	95%	95%	95%
Maintenance of General Community Medium Parks - Rural	32.12 Ha	32.12 Ha	32.12 Ha	Annual cost per Ha to maintain General Community Medium Parks - Rural	\$0	\$53	\$53	Percentage of General Community Medium maintained to standard.	95%	100%	95%
Maintenance of General Community Low Parks - Rural	253 Ha	253 Ha	253 Ha	Annual cost per Ha to maintain General Community Low Parks - Rural	\$43	\$113	\$43	Percentage of General Community Low maintained to standard.	95%	95%	95%
Maintenance of General Community Basic Parks - Rural	50.46 Ha	50.46 Ha	50.46 Ha	Annual cost per Ha to maintain General Community Basic Parks - Rural	\$80	\$167	\$258	Percentage of General Community Basic maintained to standard	95%	95%	95%
Number of Gardening Services briefs	2	2	2	Number of briefs undertaken within agreed costings	2	2	2	Number of Gardening Services briefs rated as satisfactory by clients	2	2	2

<b>OPERATIONAL PLAN</b>
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Function No. **9.02**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Landcare Services</b>
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**Key Projects****Capital Works Program**

Landcare Services - Acquisition of Assets 01.09577 - Acquisition of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7400 - Riverbank Park Lighting Stage 1 <b>Completed – Stage 1</b>	0	23,492	0	2,650	3,013	29,155
7402 - Moxon Park Improvements a€" SCF Major <b>Carry Over 2017/2018</b>	0	0	85,000	0	-85,000	0
7403 - Euchareena Local Projects <b>Carry Over 2017/2018</b>	0	0	84,700	0	-84,700	0
7404 - Geurie Multi Court Facility <b>Carry Over 2017/2018</b>	0	0	0	278,000	-270,800	7,200
7405 - Moxon Park (SCF R1) <b>Completed</b>	0	0	0	0	24,673	24,673
7407 - Riverbank Park Lighting Stage 2 (SCF) <b>Completed – Stage 2</b>	0	0	0	0	16,400	16,400
<b>01.09577 - Acquisition of Assets Total</b>	<b>0</b>	<b>23,492</b>	<b>169,700</b>	<b>280,650</b>	<b>-396,414</b>	<b>77,428</b>

Landcare Services - Asset Renewals - Maintenance 01.09558 - Renewal of Assets-Asset Maintenance Program-West	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7423 - Wongarbron School Cent Tennis Court Fence <b>Carry Over 2017/2018</b>	33,000	0	0	0	-33,000	0
7472 - Egret Park Irrigation <b>Completed</b>	0	0	0	10,000	0	10,000
7483 - Wongarbron School Centenary - Playground <b>Funding reallocated to Geurie Multicourt facility</b>	0	33,000	0	-33,000	0	0
7492 - Riverbank Park Fencing <b>Completed</b>	0	2,393	0	0	0	2,393
7493 - Moxon Park Picnic Shelter <b>Completed</b>	0	1,075	0	0	1,177	2,252
7495 - Village Beautification - Euchareena <b>Completed</b>	0	0	0	4,327	2,047	6,374

<b>OPERATIONAL PLAN</b>
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Function No. **9.02**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Landcare Services</b>
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Landcare Services - Asset Renewals - Maintenance 01.09558 - Renewal of Assets-Asset Maintenance Program-West	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7496 - Mumbil Tennis Club Asbestos Removal <b>Completed</b>	0	0	0	0	6,890	6,890
01.09558 - Renewal of Assets-Asset Maintenance Program-West Total	33,000	36,468	0	-18,673	-22,886	27,909

Landcare Services - Asset Renewals - Maintenance 01.09576 - Regand Park - Acquisition of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7495 - Regand Park Granite Pathways <b>Completed</b>	0	6,028	0	0	0	6,028
01.09576 - Regand Park - Acquisition of Assets Total	0	6,028	0	0	0	6,028

# OPERATIONAL PLAN

Function No. **9.04**

## Performance Review

Quarter ended: **June**

Principal Activity:

**PARKS & LANDCARE**

Function:

### Parks & Landcare Business Support Services

**Manager Responsible: Manager Business Support  
Mrs Natasha Everett**

**Function Objectives:**

To provide management and business support services which provide for the effective and efficient operation of the Parks and Landcare Services Division. To maintain a continuous improvement culture within the Function to ensure we remain relevant, effective and up to date with the current industry standards and advances.

**NOTE:** *This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.*

Activity	Actions	Performance Targets/Service Level
Management Services	Provide strategic direction and management to the Parks and Landcare Services Division.	To provide Councillors ratepayers and all Council divisions with accurate information and advice in a timely manner.
	<b>Provision of Management Services to all Functions within the Division without exception.</b>	<b>Provision of Management Services to all Functions within the Division without exception was achieved.</b>
	1.4.5.1 Review Compliance with the response / repair time defined in the adopted Risk Management plan (Defined Asset Management Plan) DAMP.	Conduct Divisional internal audits quarterly for DAMP compliance. Comply with the Organisational requirements for Integrated planning and reporting.
	<b>Ongoing assessment for compliance is undertaken.</b>	<b>Audits completed Quarterly for DAMP compliance. June Audit and reporting has been completed.</b>
	1.4.5.6 Implement adopted Section 94 Open Space Contributions Plan.	Ensure development of the Open Space Network is consistent with the Adopted Open Space Section 94 Contribution Plan.
	<b>Adopted Section 94 Open Space Contributions Plan will be implemented accordingly.</b>	<b>The Open Space Network is being developed consistently with the Open Space Section 94 Contribution Plan and Masterplan.</b>
	1.4.6.4 Identify grant funding opportunities and facilitate the preparation of grant applications to support community groups to undertake maintenance and development projects on and for recreational facilities.	Coordinate the Division's approach to grant funding ensuring opportunities are properly investigated and where appropriate applied for.
Business Support Services	<b>Undertaken as opportunities arise, sourced from various government agencies and funding bodies.</b>	<b>All grant opportunities were investigated and applied for where appropriate.</b>
	Provide business support services to the Parks and Landcare Services Division.	Various corporate and operational plans reviewed, implemented and updated. Division operating in an effective and efficient manner.
Annual Operational Plan (including Annual Budget) Preparation	<b>Provision of Business Support Services to all Functions within the Division without exception.</b>	<b>Provision of Business Support Services to all Functions within the Division without exception was achieved.</b>
	5.3.1.1.1 Operational Plans for the Parks and Landcare Division adopted by Council by due date.	Operational Plans (including budget) adopted in June each year for the Parks and Landcare Division.
	<b>Operational Plans developed and adopted for the Division by due date.</b>	<b>Operational Plans developed and budget was adopted.</b>

<b>OPERATIONAL PLAN</b>
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Function No. **9.04***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Parks &amp; Landcare Business Support Services</b>
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Activity	Actions	Performance Targets/Service Level
Quarterly Budget Review	5.3.1.10.1 Monitor the Corporate wide planning, oversight and performance of Asset Management for functional areas of the Organisation, for the Parks and Landcare Division.	Asset Management Plans for the Parks and Landcare Division are prepared and submitted by due date.
	<i>Divisional Asset Management Plans were monitored and reviewed.</i>	<i>Plans were prepared and submitted by due date.</i>
	5.3.1.11.1 Monitor the use of the zero based budgeting framework by the Organisation within the Parks and Landcare Division.	All zero based budgeting requirements are fully adhered to within the Parks and Landcare Division.
	<i>Framework was utilised within the Division.</i>	<i>Zero Based budgeting frameworks were utilised.</i>
Management Services from other functions.	5.3.4.1.1 Divisional reviews of the Operational Plan (including budget) undertaken for the Parks and Landcare Division on a quarterly basis.	Quarterly reviews undertaken and submitted to Finance and Policy Committee by due date.
	<i>Review of Operational Plans and budgets were undertaken on a quarterly basis.</i>	<i>Reviews were undertaken and submitted by due date.</i>
	Cost of services including management, financial, technical, information technology and corporate overheads provided to this function.	Amounts charged are accepted as reasonable for the level of service provided.
	<i>Provision of Management Services to all Functions within the Division without exception.</i>	<i>Amounts charged were accepted as reasonable for level of service provided.</i>

**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	0	0	0	0	0	0	<b>1</b>	0	0
Expenditure	-78,809	0	6,457	25,000	-47,352	0	<b>2</b>	-47,352	-47,352
<b>Operating Total</b>	<b>-78,809</b>	<b>0</b>	<b>6,457</b>	<b>25,000</b>	<b>-47,352</b>	<b>0</b>		<b>-47,352</b>	<b>-47,352</b>
<b>Capital</b>									
Income	0	0	0	0	0	0	<b>3</b>	0	0
Expenditure	0	0	0	0	0	0	<b>4</b>	0	0
<b>Capital Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>	<b>-78,809</b>	<b>0</b>	<b>6,457</b>	<b>25,000</b>	<b>-47,352</b>	<b>0</b>		<b>-47,352</b>	<b>-47,352</b>
<b>Restricted Assets</b>	<b>78,809</b>	<b>0</b>	<b>-6,457</b>	<b>-25,000</b>	<b>47,352</b>	<b>0</b>	<b>5</b>	<b>47,352</b>	<b>47,352</b>
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>

Note	Details
<b>1</b>	No variance to budget.
<b>2</b>	No variance to budget.
<b>3</b>	No variance to budget.
<b>4</b>	No variance to budget.
<b>5</b>	No variance to budget.



**OPERATIONAL PLAN**

Function No. **9.04**

*Performance Review*

Quarter ended: **June**

Principal Activity:	<b>PARKS &amp; LANDCARE</b>	Function:	<b>Parks &amp; Landcare Business Support Services</b>
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**Key Performance Indicators:**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
Agreed Briefs	7	7	7					AOP & Budget time frames met	100%	100%	100%
								Management Plan objectives and timeframes met	100%	100%	100%

<b>OPERATIONAL PLAN</b>
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Function No. 9.05

## *Performance Review*

Quarter ended: June

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Sporting Facilities Services</b>
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Manager Responsible:

**Manager Sporting Facilities**  
**Mr Wes Giddings**

Function Objectives:

To provide high quality recreation space and facilities to meet the widest practical range of active recreational needs and expectations of both residents and visitors to Dubbo.

**NOTE:** *This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.*

Activity	Actions	Performance Targets/Service Level
Sporting Facilities Operations	Provision of sporting ground and associated facilities.	Sporting grounds maintained to a standard of their respective Maintenance Service Level.
	<b><i>All sporting grounds and associated facilities were maintained to Maintenance Service Levels.</i></b>	<b><i>Sporting grounds were maintained at 95% of Maintenance Service Levels.</i></b>
	1.4.6.4 Identify grant funding opportunities and facilitate preparation of grant applications to support community groups to undertake maintenance and development projects for facilities.	No significant examples of grant funding opportunities not addressed.
	<b><i>This function continues to apply for grant funding, either directly or through the provision of support from community groups.</i></b>	<b><i>There were no examples of grant funding that have not been pursued, if deemed appropriate, or can be supported by matching funds. The Sporting function is currently applying for a grant through Crown Lands for new sports lighting at John McGrath Oval.</i></b>
	1.4.6.7 Implement the Barden Park Regional Centre for Athletics Business Plan in regard to targeting regional events.	Barden park is the Regional Centre for Athletics in the Central West NSW and the Orana Region.
	<b><i>The business plan was implemented and regional events were targeted.</i></b>	<b><i>Barden Park remains the regional centre for athletics.</i></b>
	1.4.6.9 Continue to co-ordinate development of Junior Rugby/Cricket club facilities at Victoria Park including targeting of external funding opportunities.	Victoria Park sporting precinct is capable of holding regional level sporting events/carnivals.
	<b><i>All external funding opportunities were targeted where appropriate.</i></b>	<b><i>Victoria Park is capable of holding regional events.</i></b>
1.4.6.11 Complete design and documentation for Victoria Park No 1 Oval in regard to the removal of cycleway and subsequent upgrading of the Oval.	Victoria Park sporting precinct is capable of holding regional level sporting events/carnivals.	
<b><i>Unit rates have been developed and a project estimate for this project. Currently it is unaffordable with the need for matching funds for large grants excluding Council from applying.</i></b>	<b><i>The Victoria Park sporting precinct is already capable of holding regional level sporting events/carnivals. Major element missing is suitable canteen facilities. Designs to Construction Certificated standard has been developed.</i></b>	

<b>OPERATIONAL PLAN</b>
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Function No. **9.05**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Sporting Facilities Services</b>
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Activity	Actions	Performance Targets/Service Level
	1.4.6.13 In conjunction with Sporting Groups seek external funding for the construction of a second synthetic field at Pioneer Park.	Pioneer Park Hockey Complex is capable of holding regional events.
	<i>Council has completed a detailed design and costing for a second synthetic field and applied for grants in this regard. Council will continue to work with Dubbo Hockey Association seeking external funding. Funding is unlikely due to Hockey Association playing numbers.</i>	<i>Pioneer Park Hockey Complex is capable of holding low level regional events. The complex will not be able to host high level regional events until a second synthetic field is constructed.</i>
	1.4.6.15 Source external funds through the application of the Sponsorship policy to regional sporting assets.	Ensure at least 1 Regional Sporting facility receives funds sourced through the Sponsorship Policy.
	<i>External funds have been sourced for Caltex Park (Apex Oval). Targeting for sponsorship now is focused on the Lady Cutler Oval and Barden Park complexes.</i>	<i>Council has been successful in naming rights and sponsorship for Apex Park (Dubbo Apex Club's Caltex Park) 2016/2017.</i>
	1.4.6.16 Implement an Apex Oval sand base profile 'best practice' Maintenance Manual	Dubbo Apex Clubs Caltex Park is acknowledged as the best football facility in regional NSW.
	<i>Council continues to follow the best practice manuals that were given to Council by the contractor who installed the playing surface.</i>	<i>The ground continues to be acknowledged as one of the best football facility in regional NSW. Council has received great feedback from regional towns that have played at Caltex Park during the above average rain fall that Dubbo received.</i>
	1.4.6.19 In conjunction with Sporting Groups seek external funding for the upgrade of tennis facilities to a regional standard.	Tennis sporting precinct is capable of holding regional level sporting events/carnivals.
	<i>Council continues to work with Paramount Tennis Club in seeking external funding.</i>	<i>Tennis sporting precinct is capable of holding minor regional level sporting events/carnivals.</i>
	1.4.6.20 Implement the Regional Centre of Excellence for Athletics Business Plan.	Barden Park is the Regional Centre for Athletics in the Central West NSW and the Orana Region.
	<i>The Barden Park Business Plan continues to be updated and implemented.</i>	<i>Barden Park is the Centre of Athletics for country NSW.</i>
	1.4.6.21 In conjunction with Sporting Groups seek external funding for the construction of a new cycle track off Victoria Park No 1 Oval and the expansion of the Victoria No 1 Oval turf surface.	Victoria Park Sporting precinct is capable of holding regional level sporting events/carnivals.
	<i>Council to continuing to work with Sporting Groups when external funding is made available.</i>	<i>Victoria Park Sporting precinct is capable of holding regional events with the precinct holding the U/19 Country Cricket Championship and U/13 &amp; U/14 State Cricket Championship playing this year.</i>
	2.2.7.4 Continue to roll out of the Centralised Irrigation Control System throughout the Open Network.	Quantified reduction in the reliance on potable water by Open Space and other horticultural elements.
	<i>All Sporting Facilities within Dubbo have the Centralised Irrigation Control System installed.</i>	<i>Feasibility study has started looking at getting Pioneer Park, Lions Parks West, Sir Roden Cutler Park, Delroy Park off town water.</i>

<b>OPERATIONAL PLAN</b>
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Function No. 9.05

## *Performance Review*

Quarter ended: June

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Sporting Facilities Services</b>
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Activity	Actions	Performance Targets/Service Level
<b>WELLINGTON DELIVERY PROGRAM</b>		
Preparation of Sporting Facilities	1.4.6.6 Undertake the annual review of Sporting Associated requirements and associated Agreed Briefs for Sporting Preparation.	Cost of Sporting Preparation does not increase above CPI.
	<b><i>The review was complete for the 2017/2018 budget.</i></b>	<b><i>Adopted costs of sporting preparation was not forecasted to increase above CPI.</i></b>
Public Amenities Maintenance - Sport	1.4.2.6 Review costs and programmes associated with sport preparation in regard to achieving efficiencies and passing on savings to users.	Cost of sports field preparation does not increase above CPI.
	<b><i>Internal cost and programme review was conducted at the end of each sporting season</i></b>	<b><i>Adopted costs of sporting preparation was not forecasted to increase above CPI.</i></b>
Trees Special Project Iconic Tree Planting	Regularly clean amenities buildings in accordance with frequency of use by public.	High use amenities cleaned daily and no reasonable criticism from the public.
	<b><i>A cleaning schedule for all amenities under the control of this function was developed and is being implemented.</i></b>	<b><i>Amenities are cleaned in accordance with the schedule and available budget. No significant complaints have been received from the public</i></b>
Management Services from other Functions	Shade and aesthetics around the City's sports fields is improved through a staged planting program that enhances the sporting field's amenity.	Minimum of one sporting oval is planted with shade trees each year.
	<b><i>A forecast planting program was developed to continue to improve shade and aesthetics at sporting field amenities.</i></b>	<b><i>Trees were planted at Barden Park on the spectator mounds.</i></b> <b><i>Shade trees were scheduled to be planted at the Victoria Park 2 and 3 Amenities Building.</i></b>
Acquisition of Assets	Cost of services including management, financial, technical, information technology and corporate overheads provided to this function.	Amounts charged are accepted as reasonable for the level of service provided.
	<b><i>Services were charged to function.</i></b>	<b><i>Amounts charged were accepted as reasonable.</i></b>
Attractive and well maintained parks, recreation and sporting facilities.	Undertake the approved Capital Works Program as defined in the Key Projects section of the Operational Plan.	Capital Works are completed on time and on budget.
	<b><i>Capital Works program was completed on schedule.</i></b>	<b><i>Capital Works were completed within budget with minimal carry over of works.</i></b>
Attractive and well maintained parks, recreation and sporting facilities.	Rygate Park Development.	Complete Rygate Park development project within grant funding budget and timeline.
	<b><i>Stage one of Rygate Park Development was completed.</i></b>	<b><i>Stage one was completed within grant funding budget and timeline. Council will look at other possibilities for grant funds to complete the next stages of Rygate Park Development.</i></b>
Attractive and well maintained parks, recreation and sporting facilities.	Maintenance and improvement to parks and recreational areas within Council's Maintenance and Renewal budgets in conjunction with community sporting and facilities groups.	Sporting field maintenance in accordance with relevant sports and seasons.
	<b><i>Maintenance and improvements to the sporting facilities was carried out according to the 2016/2017 Budget.</i></b>	<b><i>Preparation of sporting fields were carried out in accordance to user group's requests that are within budget.</i></b>

# OPERATIONAL PLAN

Function No. **9.05**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Sporting Facilities Services</b>
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**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-242,871	-422,600	-796	-19,484	-685,751	85,542	<b>1</b>	-600,209	-600,209
Expenditure	3,032,333	415,588	8,354	-5,205	3,451,070	-133,197	<b>2</b>	3,317,873	3,317,873
<b>Operating Total</b>	<b>2,789,462</b>	<b>-7,012</b>	<b>7,558</b>	<b>-24,689</b>	<b>2,765,319</b>	<b>-47,655</b>		<b>2,717,664</b>	<b>2,717,664</b>
<b>Capital</b>									
Income	-1,380,694	-95,481	0	0	-1,476,175	53,453	<b>3</b>	-1,422,722	-1,422,722
Expenditure	411,622	650,797	265,514	-286,418	1,041,515	-73,676	<b>4</b>	967,839	967,839
<b>Capital Total</b>	<b>-969,072</b>	<b>555,316</b>	<b>265,514</b>	<b>-286,418</b>	<b>-434,660</b>	<b>-20,223</b>		<b>-454,883</b>	<b>-454,883</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>	<b>1,820,390</b>	<b>548,304</b>	<b>273,072</b>	<b>-311,107</b>	<b>2,330,659</b>	<b>-67,878</b>		<b>2,262,781</b>	<b>2,262,781</b>
<b>Restricted Assets</b>	<b>204,049</b>	<b>-250,694</b>	<b>-273,072</b>	<b>311,107</b>	<b>-8,610</b>	<b>117,878</b>	<b>5</b>	<b>109,268</b>	<b>109,268</b>
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>	<b>2,024,439</b>	<b>297,610</b>	<b>0</b>	<b>0</b>	<b>2,322,049</b>	<b>50,000</b>		<b>2,372,049</b>	<b>2,372,049</b>

Note	Details
<b>1</b>	Operating Revenue decreased \$85,542 mainly due to lower Oval Lighting charges (\$45,409) and South Dubbo Cricket Club grant (\$23,194).
<b>2</b>	Operating Expenditure decreased \$133,197 mainly due to Sporting Facilities Maintenance (\$65,001), carry over of Victoria Park 2/3 – Iconic Tree Planting (\$30,000) and Public Amenities Maintenance (\$27,141).
<b>3</b>	Capital Revenue decreased by \$53,453 due to depreciation.
<b>4</b>	Capital Expenditure decreased by \$73,676 mainly due to a reduction in forecast expenditure for Wellington capital expenses (\$138,123)
<b>5</b>	Transfers from Restricted Assets decreased by \$117,878 due to carryover Rygate Park/Bicentennial fence (\$40,000), Iconic Tree Planting (\$30,000), Public Amenities Maintenance (\$28,000) and a Ground Safety Initiative (\$50,000).

**Key Performance Indicators:**

Workload	Prev.	Est.	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est.	YTD
Maintenance of Regional Premium Sporting Facilities	8.9Ha	8.9Ha	8.9Ha	Annual cost per Ha to maintain Regional Premium facilities	\$21,105	\$16,253	\$16,995	Percentage of Regional Premium Facilities maintained to standard	95%	100%	95%
Maintenance of Regional High Sporting Facilities	2.8Ha	6.2Ha	6.2Ha	Annual cost per Ha to maintain Regional High facilities	\$12,094	\$12,090	\$8,832	Percentage of Regional High Facilities maintained to standard	95%	100%	95%
Maintenance of Regional Medium Sporting Facilities	3.4Ha	22.7Ha	22.7Ha	Annual cost per Ha to maintain Regional Medium facilities	\$11,777	\$10,448	\$11,351	Percentage of Regional Medium Facilities maintained to standard	95%	100%	95%
Maintenance of District Medium Sporting Facilities	10.3Ha	12.5Ha	12.5Ha	Annual cost per Ha to maintain District Medium Facilities	\$11,705	\$10,428	\$10,767	Percentage of District Medium Facilities maintained to standard	95%	100%	95%
Maintenance of District Low Sporting Facilities	22.3Ha	20.4Ha	20.4Ha	Annual cost per Ha to maintain District Low Facilities	\$7,291	\$6,951	\$9,237	Percentage of District Low Facilities maintenance to standard	95%	100%	95%

<b>OPERATIONAL PLAN</b>
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Function No. **9.05**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Sporting Facilities Services</b>
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Workload	Prev.	Est.	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est.	YTD
Maintenance of Local Medium Sporting Facilities	13.4Ha	13.4Ha	13.4Ha	Annual cost per Ha to maintain Local Medium facilities	\$1,567	\$1,183	\$1,990	Percentage of Local Medium Facilities maintained to standard	95%	100%	95%
Maintenance of Local Low Sporting Facilities	0	13.4Ha	13.4Ha	Annual cost per Ha to maintain Local Low Facilities	0	\$604	\$0	Percentage of Local Low Facilities maintained to standard	0	100%	95%
Area of Ops sporting facilities prepared for Community Services (ha)	88.66Ha	96.56Ha	96.56Ha	Annual cost per ha	\$2,524	\$2,351	\$2,426	Number of sustainable complaints received from Community Services Division	0	0	0

### Key Projects

#### Capital Works Program

Sporting Facilities - Acquisition of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09596 - Sporting Facilities - Other Structures						
7526 - Lady Cutler East Lighting <b>Completed</b>	0	0	0	0	5,870	5,870
7739 - Victoria Park Storage Shed Covers <b>Completed</b>	0	12,500	16,339	0	0	28,839
7805 - Geurie Multi Court Fac. & Playground Eqp <b>Project transferred to Landcare</b>	0	0	245,000	-245,000	0	0
7806 - Rygate Park Goal Posts <b>Completed</b>	0	0	0	4,505	55	4,560
7807 - Bard.Park-Extend Pole Vault Landing Area <b>Completed</b>	0	0	0	0	7,885	7,885
01.09596 - Sporting Facilities - Other Structures Total	0	12,500	261,339	-240,495	13,810	47,154

<b>OPERATIONAL PLAN</b>
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Function No. **9.05**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Sporting Facilities Services</b>
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Sporting Facilities - Acquisition of Assets 01.09597 - Sporting Facilities - Buildings - West	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7553 - Vic 2 & 3 Amenities Post Construction <b>Completed</b>	0	0	12,675	0	1	12,676
01.09597 - Sporting Facilities - Buildings - West Total	0	0	12,675	0	1	12,676

Sporting Facilities - Acquisition of Assets 01.09598 - Sporting Facilities - Land Improvement	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7542 - Victoria Park No 2 & 3 Carpark <b>Completed - Current Stage</b>	0	20,000	0	-11,084	7,499	16,415
01.09598 - Sporting Facilities - Land Improvement Total	0	20,000	0	-11,084	7,499	16,415

Sporting Facilities - Asset Renewals - Maintenance 01.09600 - Sporting Fac. -Other Structures (Renewals) - West	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7545 - Hans Clavan Sport Field Lighting <b>Completed</b>	189,722	-4,145	-8,500	-46,371	0	130,706
7550 - Lady Cutler Sth Synthetic Cricket Covers <b>Carry over 2017/2018</b>	7,500	0	0	-7,500	0	0
7699 - Victoria Park/Cricket Covers <b>Completed</b>	0	4,145	0	0	0	4,145
7701 - Victoria Park No1 Grandstand Surrounds <b>Carry Over 2017/18</b>	0	48,000	0	-21,418	0	26,582
7702 - Victoria Park No2 & 3 Carpark <b>Funds reallocated 01.9598.7542</b>	20,000	-20,000	0	0	0	0
7740 - Pioneer Park Hockey Surface	0	0	0	0	827	827

<b>OPERATIONAL PLAN</b>
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Function No. **9.05***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Sporting Facilities Services</b>
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Sporting Facilities - Asset Renewals - Maintenance 01.09600 - Sporting Fac. -Other Structures (Renewals) - West	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7752 - Martins Bore Pump Component Replacement <b>Completed</b>	0	0	0	0	21,523	21,523
7763 - Victoria Park No. 3 Pitch <b>Completed</b>	50,000	0	0	0	0	50,000
7764 - Caltex (EDSC) Sports Lighting <b>Completed</b>	0	0	0	6,450	1,060	7,510
7766 - Lighting Control for Sports Lights <b>Completed</b>	0	7,000	0	4,000	2,232	13,232
7767 - Lady Cutler Nets <b>Completed</b>	0	0	0	30,000	-2,425	27,575
01.09600 - Sporting Fac. -Other Structures (Renewals) - West Total	267,222	35,000	-8,500	-34,839	23,217	282,100

Sporting Facilities - Asset Renewals - Maintenance 01.09601 - Sporting Facilities - Buildings - Amenities	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7659 - Dubbo Rugby Clubhouse Ceiling <b>Completed</b>	0	0	0	0	19,185	19,185
01.09601 - Sporting Facilities - Buildings - Amenities Total	0	0	0	0	19,185	19,185

Wellington - Capital Expenses 01.08300 - Sporting - Asset Renewal - East	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7000 - Renewals-Other Infrast. (Rygate Park) <b>Completed – Current Stage</b>	0	583,297	0	0	-138,123	445,174
01.08300 - Sporting - Asset Renewal - East Total	0	583,297	0	0	-138,123	445,174



<b>OPERATIONAL PLAN</b>
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Function No. 9.06

## *Performance Review*

Quarter ended: June

Principal Activity:	<b>PARKS &amp; LANDCARE</b>	Function:	<b>Parks &amp; Landcare Operations</b>
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**Managers Responsible: Managers Parks & Landcare Operations**  
**West - Mr Mark Kelly**  
**East – Mr Duane Whittle**

**Function Objectives:**

The provision of specialised Horticultural and Landcare related services to in-house service purchasers (clients) and customers external to council in a cost effective and efficient manner with full cost recovery to be achieved.

**NOTE:** This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.

Activity	Actions	Performance Targets/Service Level
Parks and Landcare Operations – West		
Urban Parks Operations	Maintain parks to Agreed Brief.	Works completed within timeframe, budget and maintenance service levels.
	<b>All parks maintained to Agreed Briefs.</b>	<b>All works completed on time, within their identified maintenance service levels.</b>
	2.2.4.5 Continue to develop the 'Specialist Japanese Horticultural Skills' training programme for Parks & Landcare staff and others.	Facilitate an annual visit by Minokamo landscape professionals to undertake training.
	<b>The Specialist Japanese Horticultural skills training program continued with the assistance of 2 gardeners from Minokamo in September 2016. Three Parks and Landcare Operations staff received training in Japanese gardening techniques during the Minokamo Gardeners visit.</b>	<b>Annual visit by Minokamo Landscapers for 2016 was successful with training provided to three Parks and Landcare Operations staff.</b>
	1.4.5.1 Review compliance with the response/repair times defined in the adopted Risk Management Plan (Defined Asset Management Plan).	No incidence of reported injuries incurred through use of Council's open space and recreation facilities.
	<b>All Defects repaired within the required timeframe.</b>	<b>No reports submitted to date.</b>
Community Participation	2.2.1.1 Conduct at least four community tree planting activities per year.	Facilitate more than 600 hours of community assisted tree planting and maintenance projects.
	<b>Three community tree planting activities have been conducted to date primarily along the river foreshores.</b>	<b>523 hours of Community assisted tree planting and maintenance projects were completed in 2017 with 592 trees planted within councils assets</b>
	2.2.1.2 Provide support to the Troy Landcare, Clean-up Australia Day, Adopt-a-Park Groups, Friends of Elizabeth Park and Orchid Society.	5,000 hours of community involvement in parks, gardens, Landcare and sporting facilities development and maintenance.
	<b>Support has been provided to the above identified groups on request. This has involved the provision of resources and information.</b>	<b>There has been a total of 5232 community volunteer hours been dedicated to parks, gardens, landcare and sporting facilities development and maintenance in 2017.</b>
	2.2.1.3 Work with the community to establish additional Adopt-a-Park groups.	Establish three new Adopt-a-Park groups.
	<b>Ongoing promotion of new adopt-a-park groups and opportunities are currently being investigated.</b>	<b>No new Adopt-A-Park groups were established in 2017.</b>

<b>OPERATIONAL PLAN</b>
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Function No. 9.06

## Performance Review

Quarter ended: June

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Parks &amp; Landcare Operations</b>
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Activity	Actions	Performance Targets/Service Level
	2.2.1.4 Actively support the organisers of the Dubbo Clean Up Australia Day.	Participation at Clean Up Australia Day increases from 2014/2015 levels.
	<i>Support has been scheduled for Dubbo's Clean Up Australia Day. Clean up Australia Day was successfully held on March 5<sup>th</sup>.</i>	<i>Clean Up Australia Day was held on March 5<sup>th</sup>. Parks and Landcare staff fostered community support through media and other activities leading up to this event.</i>
	2.2.1.5 Provide opportunities for the community to participate in environmental programs along the river corridor.	At least two (2) community engagement activities are held along the river corridor reserves annually.
	<i>Opportunities for the community to participate in environmental programs continued to be provided through National and local events that have included: National Tree Day – which supported Dubbo Bushcare and Dubbo Field Nats as well as the wider community in planting trees at Regand Park and at Wattle Grove.</i>	<i>This was exceeded with three community activities being completed in 2017. These have included Macquarie River Bush care working bees, National Tree Day Challenge Work Groups, and school groups.</i>
	2.5.1.2 Provide ongoing support to the village based Adopt-a-Park Groups.	Assist the community to implement the beautification plans.
	<i>Providing support to groups as required through the provision of materials, and other resources.</i>	<i>All requests were considered and will be acted upon as appropriate in accordance with the village beautification plan, once they are adopted.</i>
Gardening Services	3.1.11.1 Implement phase up/phase down provisions as necessary for the maintenance service levels for roadside landscaping in respect of the City's entrances and major sub-arterials, including medians in particular.	Ensure adequate Branch input and recommendations to Civil Infrastructure review of service levels in accordance with Corporate timetables.
	<i>All city's entrances and medians were maintained to Agreed Briefs.</i>	<i>All works completed on time, within maintenance service levels within defined timeframe, budget and specification.</i>
Gardening Services	2.1.4.6 Utilise Council generated green waste productivity.	Green waste generated from Parks and Landcare Services Operations are fully utilised.
	<i>Mulching was completed in September 2016 at Bunglegumbie green waste site. Mulch will be utilised in City landscaping as deemed appropriate.</i>	<i>Mulch from green waste has been used this financial year on Council's assets.</i>
Private Works	Undertake private works as opportunities arise.	Works completed within timeframe, budget and specification.
	<i>No private works undertaken due to current high work load.</i>	<i>No private works undertaken.</i>
Asset Maintenance - Landcare	Maintain assets to Agreed Brief.	Works completed within timeframe, budget and specification.
	<i>All Asset Maintenance Works programmed were undertaken according to the Asset Maintenance program.</i>	<i>All Asset Maintenance Works programmed for the 2017 financial were completed within defined timeframe, budget and specification.</i>
Asset Maintenance - Amenities Landcare	Maintain assets to Agreed Brief.	Works completed within timeframe, budget and specification.
	<i>All Asset Maintenance Works programmed were undertaken according to the Asset Maintenance program.</i>	<i>All Asset Maintenance Works programmed for the 2017 financial were completed within defined timeframe, budget and specification.</i>

<b>OPERATIONAL PLAN</b>
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Function No. **9.06**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Parks &amp; Landcare Operations</b>
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Activity	Actions	Performance Targets/Service Level
Rural Parks and Foreshores Operations	Maintain Parks to Agreed Brief.	Works completed within timeframe, budget and maintenance service levels.
	<b>All parks maintained to Agreed Brief.</b>	<b>All works completed on time, within maintenance service levels within defined timeframe, budget and specification.</b>
Sporting Facilities Asset Maintenance	Maintain assets to Agreed Brief.	Works completed within timeframe, budget and specification.
	<b>All Asset Maintenance Works were undertaken according to the Asset Maintenance program.</b>	<b>All Asset Maintenance Works programmed for the 2017 financial were completed within defined timeframe, budget and specification.</b>
Sporting Asset Maintenance Amenities	Maintain assets to Agreed Brief.	Works completed within timeframe, budget and specification.
	<b>All sporting facilities were maintained to Agreed Brief.</b>	<b>All works completed on time, within maintenance service levels within defined timeframe, budget and specification.</b>
Preparation of Sporting Facilities	1.4.2.6 Review costs and programs associated with sport preparation in regard to achieving efficiencies.	Cost of sports field preparation does not increase above CPI.
	<b>Costs and programs were reviewed with the development of new agreements with user groups for sporting preparation in December.</b>	<b>The cost of sporting preparation did not increase above the CPI throughout the year.</b>
Preparation of Sporting Special Works	Carry out sporting field preparation to Agreed Brief.	Works completed within timeframe allocation and Code of Practice.
	<b>Agreed Briefs created as Special Works as required.</b>	<b>All works completed on time and in accordance with Code of Practice guidelines.</b>
Management Services	Cost of services provided to this function including management, financial, information technology and corporate overheads.	Amounts charged are accepted as reasonable for the level of service provided.
	<b>Management services charged to the function in accordance with Agreed Briefs.</b>	<b>Amounts charged were acceptable.</b>
Parks and Landcare Operations – East Horticultural Services Maintenance	Continue to maintain the CBD within Council's Maintenance and Renewal budgets	- Weekly street sweeping program - Litter removal, hedge trimming, irrigation maintenance, plant/shrub replacement
	<b>Wellington CBD area has been maintained within current budgets.</b>	<b>Weekly street sweeping program has been maintained whilst hand litter removal is performed daily and as required in between times. Hedge trimming, irrigation maintenance and plant/shrub replacement has been undertaken according to programs to sustain a neat tidy appearance.</b>
	Maintenance and improvements to villages within Council's Maintenance and Renewal budgets	- Monthly Village Maintenance Program - Mowing, whipper snipping, general maintenance, monitored monthly
	<b>Villages have been maintained and continually improved within current budgets.</b>	<b>All villages have been monitored for any safety issues and maintenance issues on a monthly basis. Mowing, whipper snipping, weed spraying and any other general maintenance has been undertaken as required.</b>

<b>OPERATIONAL PLAN</b>
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Function No. **9.06**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Parks &amp; Landcare Operations</b>
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Activity	Actions	Performance Targets/Service Level
Sporting Facilities Maintenance	Rygate Park Development	- Complete Rygate Park development project within grant funding budget and timeline
	<i>The Rygate Park sporting ground development has been completed.</i>	<i>The Rygate Park development (new lighting, irrigation system and playing surface upgrade) is complete. The project was completed within the grant funding budget and within the agreed and allotted time frame. User groups are currently benefiting by playing twilight and night summer sports.</i>
	Maintenance and improvement to parks and Recreational areas within Council's Maintenance and Renewal budgets in conjunction with community sporting and facilities groups.	- Sporting field maintenance in accordance with relevant sports and seasons.
	<i>All parks and recreation areas have been maintained and improved within budget controls and within reasonable requests from community and sporting groups.</i>	<i>All sporting fields have been maintained to a high standard relevant to each sporting group's particular season. We have had positive feedback from user groups throughout the year.</i>
	Buildings maintained in accordance with Asset Management Plans.	- Infrastructure maintained in accordance with maintenance plans
	<i>All buildings have been maintained in accordance with the asset management plan.</i>	<i>All infrastructure has been maintained as per maintenance plans and work schedules to a standard.</i>

**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	0	0	0	0	0	0	<b>1</b>	0	0
Expenditure	-67,702	0	0	0	-67,702	-1,782	<b>2</b>	-69,484	-69,484
<b>Operating Total</b>	<b>-67,702</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-67,702</b>	<b>-1,782</b>		<b>-69,484</b>	<b>-69,484</b>
<b>Capital</b>									
Income	-1,350	0	0	0	-1,350	87	<b>3</b>	-1,263	-1,263
Expenditure	0	0	0	0	0	1,695	<b>4</b>	1,695	1,695
<b>Capital Total</b>	<b>-1,350</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-1,350</b>	<b>1,782</b>		<b>432</b>	<b>432</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>	<b>-69,052</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-69,052</b>	<b>0</b>		<b>-69,052</b>	<b>-69,052</b>
<b>Restricted Assets</b>	<b>69,052</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>69,052</b>	<b>0</b>	<b>5</b>	<b>69,052</b>	<b>69,052</b>
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>

Note	Details
<b>1</b>	No variance to budget.
<b>2</b>	No significant variance to budget.
<b>3</b>	No significant variance to budget.
<b>4</b>	No significant variance to budget.
<b>5</b>	No variance to budget.

<b>OPERATIONAL PLAN</b>
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Function No. **9.06***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Parks &amp; Landcare Operations</b>
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**Key Performance Indicators:**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
Number of Parks and Landcare Services Agreed Briefs	155	190	183	Number of Briefs undertaken within agreed costings	155	190	183	Number of briefs rates as being undertaken satisfactorily by clients	100%	100%	100%
								Full cost recovery obtained	Yes	Yes	Yes

**Key Projects****Capital Works Program**

Parks Operations - Acquisition of Assets 01.09610 - Parks & Landcare Operations - Furniture & Fittings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7562 - 250 Litre Flammable Cabinet <b>Completed</b>	0	0	0	0	1,695	1,695
01.09610 - Parks & Landcare Operations - Furniture & Fittings Total	0	0	0	0	1,695	1,695

# OPERATIONAL PLAN

Function No. **9.07**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Recreation Planning &amp; Programs</b>
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**Manager Responsible:   Manager Recreation Planning & Programs  
Mrs Tracey Whillock**

**Function Objectives:**

To encourage residents to pursue recreational activities; to provide a range of recreation facilities and programs to meet the needs of residents in a cost effective and efficient manner.

**NOTE:** *This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.*

Activity	Actions	Performance Targets/Service Level
Services Provided to Other Functions          Recreation Planning & Management	Fees charged to internal Council clients for use of facilities.	No reasonable criticism by clients of the charge rates and condition of facilities.
	<i>Fees have been charged to internal clients.</i>	<i>No negative feedback from clients has been received.</i>
	Residents and sporting organisations provided with current and accurate information, enquiries relating to recreational matters, administration of Sports Council, booking the hire of recreation venues and facilities. Covers the cost of salaries and overheads and ancillary employment costs.	No reasonable criticisms of recreation planning, venue bookings, administration of the Sports Council and advice.
	<i>Residents and Sporting organisations provided with current and accurate information. Budget allocations were made to cover these costs.</i>	<i>No criticism received in relation to recreation planning and programs, venue bookings, administration of the Dubbo Regional Sports Council (formally Dubbo City Sports Council), or advice.</i>
	1.4.1.1 In consultation with the Dubbo City Sports Council and the Dubbo Youth Council, review requirements for the provision of future recreation facilities for young people.	Continue to liaise with Dubbo City Sports Council to implement provision for recreation facilities for young people,
	<i>Dubbo Regional Sports Council (formally Dubbo City Sports Council) was consulted through participation in the development of the Dubbo Recreation Strategy, Sports Council AGM and Community Needs Survey. Consultation undertaken with the Dubbo Youth Council by inclusion in the draft exhibition phase of the Recreation Strategy.</i>	<i>Dubbo Regional Sports Council (formally Dubbo City Sports Council) was consulted through participation in the development of the Dubbo Recreation Strategy, Sports Council framework/AGM, the 2040 Community Strategic Plan and Community Needs Survey.</i>
	1.4.2.1 In consultation with the Dubbo Regional Sports Council and other stakeholders, review requirements for the provision of future recreation facilities for all sectors of the Dubbo community e.g. aged, youth, disabled, families and indigenous groups.	60% of residents participate in recreational activities.
	<i>Dubbo Regional Sports Council (formally Dubbo City Sports Council) was consulted for the provision of future recreational facilities for many diverse categories such as aged, youth, disabled, families and Indigenous groups.</i>	<i>Consultation has occurred with Dubbo and District Football Association in applying for a grant to develop a new amenities facility at Lady Cutler East which provides access to disability toilets.</i>
	1.4.2.2 Oversee the implementation of the Recreation Strategy for the City.	90% of residents rate sporting and recreational facilities as satisfactory.
	<i>Undertaken in consultation with user groups and asset owners of Council.</i>	<i>Latest results of the community satisfaction survey show close to 90% satisfied with sporting infrastructure.</i>

<b>OPERATIONAL PLAN</b>
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Function No. **9.07***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Recreation Planning &amp; Programs</b>
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Activity	Actions	Performance Targets/Service Level
	<p>1.4.2.3 Encourage and foster community awareness, participation and self-help in the development and maintenance of recreation facilities through the Dubbo City Sports Council.</p> <p><i>Council has undertaken a strategic planning workshop process via the Sports Council with all interested sporting groups. This enables groups to be better at applying for grant funding and developing their own sporting facilities.</i></p>	<p>90% of residents rate sporting and recreational facilities as satisfactory.</p> <p><i>Latest results of the community satisfaction survey show close to 90% satisfied with sporting infrastructure.</i></p> <p><i>Consultation with sporting clubs has occurred throughout April and May in regard to planning of developments to sporting facilities at Lady Cutler East, Nita McGrath Netball Courts, Riverbank Ovals, South Dubbo Oval and Junior Rugby League Clubhouse.</i></p> <p><i>Extensive consultation with Wellington sporting clubs has occurred throughout April, May and June in regard to developing master plans for sporting facilities including Rygate Park and Kennard Park.</i></p>
	<p>1.4.2.5 Ensure input is received from seasonal sportsground users for field preparation requirements.</p> <p><i>Input from Winter 2017 Sportsground User Groups was received by mid-February 2017.</i></p> <p><i>Draft allocations adopted at the February Sports Council meeting.</i></p>	<p>Input is received by due date.</p> <p><i>The Winter 2017 Sporting Ground Usage applications were received by the due date from all Dubbo and Wellington sporting groups and have been adopted by the Dubbo Regional Sports Council Management Meeting held in February.</i></p> <p><i>The Summer 2017/2018 Sporting Ground Usage applications have been opened and will close on 12 August 2017 for allocation at the September Dubbo Regional Sports Council Management Meeting.</i></p>
	<p>1.4.2.6 Review Costs and programs associated with sport preparation in regard to achieving efficiencies.</p> <p><i>Costs are reviewed annually in regard to efficient sporting preparation.</i></p>	<p>Cost of sport field preparation does not increased above CPI.</p> <p><i>Costs of sport field preparation have not risen above CPI.</i></p>
	<p>1.4.6.2 Implement the Dubbo Events Strategy as it relates to sporting associations and potential events.</p> <p><i>Events Strategy communicated to sporting groups. Potential events have been referred to Dubbo and Wellington Events Strategy when applicable.</i></p>	<p>The number of high profile sporting events held in the City have increased.</p> <p><i>The number of high profile sporting events held in the Dubbo Regional Council area continues to increase with the following events held Dubbo: Greater Dubbo Fun Run and Combined Catholic Colleges State Touch Championships.</i></p>
	<p>1.4.6.3 Ensure the incorporation of sporting event requirements into the capital improvements of recreational facilities.</p> <p><i>All capital improvements are assessed incorporating sporting event requirements and prioritised through the capital works prioritisation process.</i></p>	<p>The number of high profile sporting events held in the City increases.</p> <p><i>Every opportunity is taken to increase the number of high profile sporting events in conjunction with RPP and City Development. Currently discussions are being held with:</i></p> <ul style="list-style-type: none"> <li>- <i>NSW Touch, Touch Football Australia and Wellington Aboriginal Health Corporation Service to host a NSW Indigenous Touch Knockout</i></li> <li>- <i>National Rugby League to host a NRL</i></li> </ul>

<b>OPERATIONAL PLAN</b>
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Function No. **9.07***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Recreation Planning &amp; Programs</b>
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Activity	Actions	Performance Targets/Service Level
		<p><i>Game in 2018</i></p> <ul style="list-style-type: none"> <li>- <i>Central Coast Mariners to host an A League game</i></li> <li>- <i>NSW Touch in bidding to host Junior State Cup in 2019 and State Cup in 2018</i></li> <li>- <i>Athletics NSW to host Country Championships in 2019</i></li> <li>- <i>Little Athletics NSW to host the State Multi Event in 2019</i></li> <li>- <i>Cricket NSW to host State Carnivals</i></li> <li>- <i>Water Polo NSW to host a junior championships</i></li> </ul>
	1.4.6.6 Undertake an annual review of sporting association requirements and associated Agreed Briefs for Sporting Preparation.	Review undertaken in June annually.
	<i>An annual review of sporting association requirements for sporting preparation has commenced and is scheduled to be completed by June 2017.</i>	<i>Council adopted the sporting association requirements for sporting preparation and the 2016/2017 fees and charges plus a three percent (3%) increase which was incorporated into the 2017/2018 revenue policy.</i>
	5.3.1.2.1 Operational Plans (including budget) adopted in June each year for the Recreational Services Function.	Operational Plans for the Recreational Services Function adopted by Council by due date.
	<i>Operational Plan for Recreational Planning and Programs branch was adopted.</i>	<i>Operational Plan for Recreational Planning and Programs branch was completed by June 2017.</i>
	5.3.1.5.1 Branch reviews of the Operational Plan (including budget) undertaken for the Recreational Services Branch on a quarterly basis.	Quarterly reviews undertaken and submitted to Finance and Policy Committee by due date.
	<i>Branch Quarterly Reviews completed on time.</i>	<i>Achieved to date.</i>
	5.3.1.11.1 Zero based budgeting framework is utilised within the Recreational Services Branch.	All Zero based budgeting requirements are fully adhered to within the Recreational Services Branch.
	<i>All zero based budgeting requirements have been achieved to date.</i>	<i>All zero based budgeting requirements have been achieved to date.</i>
Preparation of Sporting Facilities	Payment to Parks and Landcare Division for sportsground preparation and maintenance.	No reasonable criticism of the standard of sports fields. Charges by Parks and Landcare Division accepted as fair and reasonable for the level of service provided.
	<i>Payment made as per agreed brief.</i>	<i>Achieved to date. No reasonable criticism received in relation to sports ground standards and conditions. Charges determined as fair and reasonable.</i>
Management Services from other Functions	Internal services provided – financial and management accounting, corporate overhead, telephone, printing, Civic Administration Building accommodation, computer and information management.	Amounts charged are accepted as reasonable for the level of service provided.
	<i>Internal overheads accepted under Agreed Brief for support services from other Divisions to Recreation Planning and Programs Branch.</i>	<i>Amounts considered fair and reasonable for the level of service provided.</i>



<b>OPERATIONAL PLAN</b>
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Function No. **9.07**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Recreation Planning &amp; Programs</b>
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Activity	Actions	Performance Targets/Service Level
Major Sporting Events	Financial support for major sporting events held in the City by the provision of field preparation and supply of additional services such as toilets, garbage bins, portable grandstands.	Community has the opportunity to view high quality sporting events.
	<i>Financial support in the provision of services will be provided for major events.</i>	<i>High quality sporting facilities provide the community with the opportunity to view high calibre events. Financial support provided through City Development Funding Streams to offer in kind services associated with hiring and preparing sporting facilities for major sporting events.</i>
Contributions - DA Fees	Council's financial support of sporting bodies submitting DAs for projects on Council owned and controlled land.	No requests for financial support for DA fee costs.
	<i>An amount of \$500 has been budgeted for provided support to sporting bodies submitting DAs for projects on Council owned and controlled land.</i>	<i>Currently no requests have been received to date.</i>
Sports Council	Auspice funds to ensure the ongoing operation of the Dubbo City Sports Council.	No complaints relating to the management of the Sports Council funds.
	<i>An estimated \$620 in income is raised from Sports Councils member fees. This amount is reinvested in supporting the ongoing operation of the Dubbo City Sports Council.</i>	<i>No complaints have been received in relation to the management of the Sports Council Funds.</i>
	1.4.3.1 Conduct an annual sports award presentation ceremony to recognise excellence in sporting achievements of Dubbo residents.	Conducted November annually.
	<i>Dubbo Sports Awards held in November 2016.</i>	<i>Dubbo Sports Awards were held on Friday 18 November 2016 at the Dubbo RSL and recognised sporting achievements and volunteers from Wellington and Dubbo communities.</i>

**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b><u>Operating</u></b>									
Income	-101,988	-19,211	-15,389	12,775	-123,813	-84,798	1	-208,611	-208,611
Expenditure	57,306	19,211	15,389	12,136	104,042	9,766	2	113,808	113,808
<b>Operating Total</b>	<b>-44,682</b>	<b>0</b>	<b>0</b>	<b>24,911</b>	<b>-19,771</b>	<b>-75,032</b>		<b>-94,803</b>	<b>-94,803</b>
<b><u>Capital</u></b>									
Income							3		
Expenditure							4		
<b>Capital Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>	<b>-44,682</b>	<b>0</b>	<b>0</b>	<b>24,911</b>	<b>-19,771</b>	<b>-75,032</b>		<b>-94,803</b>	<b>-94,803</b>
<b>Restricted Assets</b>	<b>44,682</b>	<b>0</b>	<b>0</b>	<b>-24,911</b>	<b>19,771</b>	<b>75,032</b>	5	<b>94,803</b>	<b>94,803</b>
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>

<b>OPERATIONAL PLAN</b>
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Function No. **9.07**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Recreation Planning &amp; Programs</b>
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Note	Details
1	Operating Revenue increased by \$84,798 mainly due to fees for Sporting Bodies (\$43,727), Community User Groups (\$25,946) and the MTB Evocities Councils Contributions (\$12,387).
2	Operating Expenditure increased by \$9,766 mainly due to MTB Evocities Series (\$21,966) and user groups (\$11,337)
3	No variance to budget.
4	No variance to budget
5	Transfers to Restricted Assets increased by \$75,032 mainly due to Recreation Planning Recreation Study (\$59,919).

**Key Performance Indicators:**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est	YTD	Effective.	Prev.	Est	YTD
No. of Sports Council Meetings per annum	11	14	14	Cost per capita for Recreation Planning & Management expenditure	\$15.34	\$16.50	\$13.30	No. of sports affiliated with Sports Council	28	44	44
Seasonal Ground Allocations completed by set time frame	6	6	6		Percentage of Seasonal Ground Allocation requests able to be met	100%	100%	100%			
Number of applications for major sporting events funding	6 via Event Development Fund & 10 other events supported by Council funding.	13	13		Adherence to wet weather policy	100%	100%	100%			
								Adherence to conditions of use	95%	100%	100%

# OPERATIONAL PLAN

Function No. **9.08**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Aquatic Leisure Centres</b>
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**Manager Responsible:   Manager Sporting Facilities  
Mr Wes Giddings**

**Function Objectives:**

To provide an aquatic facility for the social, recreational and sporting requirements of the residents of and visitors to Dubbo on a cost effective basis.

**NOTE:** *This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.*

Activity	Actions	Performance Targets/Service Level
Pool Operations	Operation of pool infrastructure, promotion of facility and learn to swim campaign.	90,000 patrons to attend pool each year. A minimum of 31% of pool costs recovered from users.
	<b><i>A media release was organised for the DALC's opening. Promotions and other advertising have been scheduled to be released throughout the year.</i></b>	<b><i>Additional promotion of Waterside Packages and Pool Party Packages and Learn to Swim Campaigns have all been promoted for additional patronage. Attendance is tracking well.</i></b>
Management Services from other Functions	Cost of Services including: - management, financial, technical, information technology and corporate overheads provided to this Function.	Amounts charged are accepted as reasonable for the level of service provided.
	<b><i>Costs considered appropriate.</i></b>	<b><i>Amounts charged accepted as fair and reasonable for level of service provided.</i></b>
Management Services	Supervision of pool operation including safety and convenience of patrons, financial management and customer services.	No reasonable criticism of Pool operations. No reported pool accidents or injury. No incidents of pool being closed for health reasons.
	<b><i>Contract enforced and upheld in respect of these matters. Fortnightly facility inspections commenced 5 September 2016.</i></b>	<b><i>No reasonable criticism was received during the pool season with no accidents reported and no incidents of closure for health reasons.</i></b>
	1.4.7.1 Pursue grant funding for the upgrade option plan for the Dubbo Aquatic Leisure Centre.	More than 90,000 patrons utilise Dubbo Aquatic Leisure Centre for each swimming season.
	<b><i>\$800,000 received from Stronger Communities (Major Projects) for the installation of a Water Park at the DALC.</i></b>	<b><i>87,188 patrons from 10/09/2016 – 07/04/2017</i></b>
	1.4.7.4 Undertake a statistically valid survey of patrons rating the services offered and delivered at the DALC by June 2017.	90% of patrons rate the services and facilities of the Dubbo Aquatic Leisure Centre as satisfactory.
	<b><i>Action has commenced.</i></b>	<b><i>Action has commenced.</i></b>
	Monitor and annually appraise the performance of the Dubbo Aquatic Leisure Centre Management Contractor.	90% of patrons rate the services and facilities of the Dubbo Aquatic Leisure Centre as satisfactory.
	<b><i>Monitoring processes established and implemented. No breach of Contract reported.</i></b>	<b><i>Monitoring processes established and implemented. No breach of Contract reported.</i></b>
Asset Management Program - Routine	Undertake Building Asset Management Program.	Buildings operational and presentable.
	<b><i>During the closure of the DALC major works where completed on the amenities.</i></b>	<b><i>All buildings where operational and presentable for the opening of the DALC. Continued monitoring of buildings had been undertaken to make sure buildings continue to be operational and presentable while the DALC is open.</i></b>
Asset Management Program - Cyclic	Undertake 20 year Building Asset Management Program.	Buildings maintained in a satisfactory condition.
	<b><i>Asset program was completed on time.</i></b>	<b><i>All building maintenance were maintained in a satisfactory condition.</i></b>

<b>OPERATIONAL PLAN</b>
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Function No. **9.08**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Aquatic Leisure Centres</b>
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**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-333,443	-97,400	-380	19,452	-411,771	4,241	<b>1</b>	-407,530	-407,530
Expenditure	1,001,623	512,388	51,091	-16,596	1,548,506	-101,880	<b>2</b>	1,446,626	1,446,626
<b>Operating Total</b>	<b>668,180</b>	<b>414,988</b>	<b>50,711</b>	<b>2,856</b>	<b>1,136,735</b>	<b>-97,639</b>		<b>1,039,096</b>	<b>1,039,096</b>
<b>Capital</b>									
Income	-116,370	-86,994	0	0	-203,364	3,971	<b>3</b>	-199,393	-199,393
Expenditure	430,721	225,208	238,289	-107,689	786,529	-123,851	<b>4</b>	662,678	662,678
<b>Capital Total</b>	<b>314,351</b>	<b>138,214</b>	<b>238,289</b>	<b>-107,689</b>	<b>583,165</b>	<b>-119,880</b>		<b>463,285</b>	<b>463,285</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	982,531	553,202	289,000	-104,833	1,719,900	-217,519		1,502,381	1,502,381
<b>Restricted Assets</b>									
	-257,005	-217,208	-289,000	104,833	-658,380	217,519	<b>5</b>	-440,861	-440,861
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>725,526</b>	<b>335,994</b>	<b>0</b>	<b>0</b>	<b>1,061,520</b>	<b>0</b>		<b>1,061,520</b>	<b>1,061,520</b>

Note	Details
<b>1</b>	Operating Revenue increased by \$4,241 mainly due to revenue from Water Slide Receipts (\$6,326) and Fitness Passport (\$5,629).
<b>2</b>	Operating Expenditure decreased by \$101,880 mainly due to decreases in operational expenses for Wellington and Geurie Pools (\$53,308), Aquatic Centre Insurance (\$21,537), DALC Contract (\$21,384) and carryover of the Wellington Pool Strategic Plan (\$25,603).
<b>3</b>	Capital Revenue decreased by \$3,971 due to depreciation.
<b>4</b>	Capital expenditure decreased by \$123,851 mainly due to the carryover of Geurie Aquatic Leisure Centre resurfacing project (\$140,000)
<b>5</b>	Transfers to Restricted Assets increased by \$217,519 mainly due to Geurie Pool resurfacing (\$140,000), WALC Maintenance & Renewal (\$56,536), DALC Masterplan (\$31,500) and Wellington Strategic Plan for Pools (\$25,603).

**Key Performance Indicators:**

Workload	Prev.			Est.			YTD			Effective.	Prev.			Est.			YTD		
	Prev.	Est.	YTD	Prev.	Est.	YTD	Prev.	Est.	YTD		Prev.	Est.	YTD	Prev.	Est.	YTD			
Number of days pool is open	206	203	203	Total operating expenses per patron	\$6.25	\$10.86	\$12.39	Number of patrons	92,248	90,000	87,188	Compliance to Management Agreement by Contractor.	100%	100%	100%				
	Water temperature in degrees Celsius.	24	25		24	No of Swimming Carnivals held at DALC	24		26	26									
Number of written complaints re:-		Nil	Nil	Nil	- health		Nil	Nil	Nil										
		Nil	Nil	Nil			- safety	Nil	Nil	Nil									
Nil	1	1	- customer service	Nil	1	1													

<b>OPERATIONAL PLAN</b>
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Function No. **9.08**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Aquatic Leisure Centres</b>
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**Key Projects****Capital Works Program**

Aquatic Leisure Centres - Acquisition of Assets 01.09472 - DALC - Acquisition of Assets - Other Structures	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7289 - BBQ Area <b>Completed</b>	0	0	0	597	0	597
01.09472 - DALC - Acquisition of Assets - Other Structures Total	0	0	0	597	0	597

Aquatic Leisure Centres - Acquisition of Assets 01.09474 - DALC - Acquisition of Assets - Plant & Equipment	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7199 - Lane Ropes <b>Completed</b>	12,500	13,000	0	-8,370	0	17,130
7286 - Pool Blanket <b>Carry Over 2017/18</b>	30,000	-21,000	0	-9,000	0	0
7288 - Equipment Replacement - Lane Ropes <b>Carry Over 2017/18</b>	5,200	0	0	-5,200	0	0
01.09474 - DALC - Acquisition of Assets - Plant & Equipment Total	47,700	-8,000	0	-22,570	0	17,130

Aquatic Leisure Centres - Acquisition of Assets 01.09475 - DALC - Loan - Principal Repayment	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
5663 - Aquatic Centre - Loan No.4 (CBA)	33,521	0	0	0	24	33,545
01.09475 - DALC - Loan - Principal Repayment Total	33,521	0	0	0	24	33,545

<b>OPERATIONAL PLAN</b>
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Function No. **9.08***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Aquatic Leisure Centres</b>
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Aquatic Leisure Centre -Asset Renewals - Maintenance 01.08029 - Wellington Pool-Asset Renewals - Office Equipment	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6003 - Uniwell Ex-570 Cash Register <b>Completed</b>	0	0	0	0	1,541	1,541
01.08029 - Wellington Pool-Asset Renewals - Office Equipment Total	0	0	0	0	1,541	1,541

Aquatic Leisure Centre -Asset Renewals - Maintenance 01.08030 - Wellington Pool-Asset Renewals-Maint.-Other Struct	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6001 - 50m Pool Infrastructure <b>Completed</b>	0	0	50,000	-29,867	8,132	28,265
01.08030 - Wellington Pool-Asset Renewals-Maint.-Other Struct Total	0	0	50,000	-29,867	8,132	28,265

Aquatic Leisure Centre -Asset Renewals - Maintenance 01.08031 - Wellington Pool-Asset Renewals - Buildings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6011 - Men`s Amenities <b>Completed</b>	0	0	0	0	6,255	6,255
01.08031 - Wellington Pool-Asset Renewals - Buildings Total	0	0	0	0	6,255	6,255

<b>OPERATIONAL PLAN</b>
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Function No. **9.08***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Aquatic Leisure Centres</b>
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Aquatic Leisure Centre -Asset Renewals - Maintenance 01.08035 - Geurie Pool - Asset Renewals-Maint.-Other Struct.	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6015 - Pool Resurface <b>Carry Over 2017/18</b>	0	0	140,000	0	-140,000	0
01.08035 - Geurie Pool - Asset Renewals-Maint.-Other Struct. Total	0	0	140,000	0	-140,000	0

Aquatic Leisure Centre -Asset Renewals - Maintenance 01.08037 - Geurie Pool - Asset Renewals - Plant & Equip.	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6020 - Chlorination System <b>Completed</b>	0	0	39,000	-653	0	38,347
6021 - Backwash Tank <b>Carry Over 2017/18</b>	0	0	5,000	0	-5,000	0
01.08037 - Geurie Pool - Asset Renewals - Plant & Equip. Total	0	0	44,000	-653	-5,000	38,347

Aquatic Leisure Centre -Asset Renewals - Maintenance 01.08040 - Wellington Pool-Asset Renewals-Plant & Equip	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
3000 - CCTV Upgrade <b>Completed</b>	0	0	8,681	0	0	8,681
3001 - Kiosk - Air Conditioning <b>Completed</b>	0	0	4,727	0	0	4,727
01.08040 - Wellington Pool-Asset Renewals-Plant & Equip Total	0	0	13,408	0	0	13,408

<b>OPERATIONAL PLAN</b>
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Function No. **9.08**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Aquatic Leisure Centres</b>
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Aquatic Leisure Centre -Asset Renewals - Maintenance 01.08041 - Geurie Pool - Asset Renewals - Office Equipment	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6025 - Uniwell Ex-575F Cash Register <b>Completed</b>	0	0	0	0	1,000	1,000
01.08041 - Geurie Pool - Asset Renewals - Office Equipment Total	0	0	0	0	1,000	1,000

Aquatic Leisure Centre -Asset Renewals - Maintenance 01.08042 - Geurie Pool - Asset Renewals - Buildings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6015 - Geurie Pool - Asset Renewals - Buildings <b>Completed</b>	0	0	0	0	2,850	2,850
01.08042 - Geurie Pool - Asset Renewals - Buildings Total	0	0	0	0	2,850	2,850

Aquatic Leisure Centre -Asset Renewals - Maintenance 01.09470 - DALC - Asset Renewal - Other Structures	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7284 - Pool Blankets <b>Completed</b>	44,500	7,500	3,617	-1,000	0	54,617
7289 - 50m Starting Blocks <b>Completed</b>	0	0	0	0	2,197	2,197
7292 - 50m Pool Joints <b>Completed</b>	0	50,000	0	-1,950	0	48,050
7295 - Renewal of Clubroom Kitchen <b>Completed</b>	0	23,000	-8,407	0	0	14,593
7297 - DALC Entrance Roller Doors <b>Completed</b>	0	9,250	0	150	0	9,400
7298 - 50m Pool - Heater <b>Carry Over 2017/2018</b>	0	143,458	0	-32,439	-2,197	108,822
7301 - 50m Pool Concrete Concourse	0	0	0	0	98	98



<b>OPERATIONAL PLAN</b>
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Function No. **9.08***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>PARKS &amp; LANDCARE</b>	<b>Function:</b>	<b>Aquatic Leisure Centres</b>
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Aquatic Leisure Centre -Asset Renewals - Maintenance 01.09470 - DALC - Asset Renewal - Other Structures	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7302 - Trolleys - Pool Blankets/Lane Ropes <b>Completed</b>	15,000	0	0	-3,017	0	11,983
7303 - 50m Pool Winch <b>Completed</b>	0	0	8,520	0	0	8,520
01.09470 - DALC - Asset Renewal - Other Structures Total	59,500	233,208	3,730	-38,256	98	258,280

Aquatic Leisure Centre -Asset Renewals - Maintenance 01.09473 - DALC - Asset Renewal - Buildings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7289 - Upgrade Amenities Block <b>Carry Over 2017/2018</b>	290,000	0	-12,849	-16,940	0	260,211
01.09473 - DALC - Asset Renewal - Buildings Total	290,000	0	-12,849	-16,940	0	260,211

Aquatic Leisure Centre -Asset Renewals - Maintenance 01.09477 - Asset Renewal - Office Equipment	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7298 - Monitor <b>Completed</b>	0	0	0	0	1,249	1,249
01.09477 - Asset Renewal - Office Equipment Total	0	0	0	0	1,249	1,249

<b>OPERATIONAL PLAN</b>
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Function No. **10.01**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Customer Services</b>
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**Manager Responsible:   Manager Customer Services  
Mr Michael Bridge**

**Function Objectives:**

To provide services to customers in a proactive and informative manner.
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<b>NOTE:</b> <i>This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme.</i>
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Activity	Action	Performance Targets/Service Level
Customer Service	Provide services to all customers of Council.	All customer enquiries attended to using defined customer service procedures.
	<i>Services effectively and efficiently provided to customers.</i>	<i>Customer Services procedures were adhered to by Customer Services staff when dealing with enquiries from customers.</i>
	5.2.2.1.1 Implement the adopted actions within both the Delivery Program and Operational Plan as they apply to the Customer Services Function.	Delivery Program and Operational Plan actions implemented.
	<i>Implementation commenced and is on target for completion by due date.</i>	<i>Completed by 30 June 2017.</i>
Call Centre Services	5.3.6.1 Review and update the implementation of the Customer Service Strategy.	Customer Services Strategy reviewed and updated.
	<i>Review completed January 2017, the document is relevant and accurate.</i>	<i>Review completed in March 2017.</i>
Front Counter Operations	Provide services to all customers contacting Council via telephone.	All customer enquiries attended to using defined customer service procedures.
	<i>Services effectively and efficiently provided to customers.</i>	<i>Customer Services procedures were adhered to by Customer Services staff when dealing with enquiries from customers.</i>
Reception	Provide services to customers entering the Civic Administration Building.	All customer enquiries attended to using defined customer service procedures.
	<i>Services effectively and efficiently provided to customers.</i>	<i>Customer Services procedures were adhered to by Customer Services staff when dealing with enquiries from customers.</i>

<b>OPERATIONAL PLAN</b>
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Function No. **10.01***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Customer Services</b>
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**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	0	0	-12,107	0	-12,107	0	<b>1</b>	-12,107	-12,107
Expenditure	-31,616	0	-14,721	0	-46,337	5,017	<b>2</b>	-41,320	-41,320
<b>Operating Total</b>	<b>-31,616</b>	<b>0</b>	<b>-26,828</b>	<b>0</b>	<b>-58,444</b>	<b>5,017</b>		<b>-53,427</b>	<b>-53,427</b>
<b>Capital</b>									
Income	0	0	0	0	0	0	<b>3</b>	0	0
Expenditure	0	0	0	0	0	0	<b>4</b>	0	0
<b>Capital Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	-31,616	0	-26,828	0	-58,444	5,017		-53,427	-53,427
<b>Restricted Assets</b>									
	31,616	0	26,828	0	58,444	-5,017	<b>5</b>	53,427	53,427
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	0	0	0	0	0	0		0	0

Note	Details
<b>1</b>	No variance to budget.
<b>2</b>	Operating Expenditure has increased by \$5,017 mainly due to additional Telephone expenditure.
<b>3</b>	No variance to budget.
<b>4</b>	No variance to budget.
<b>5</b>	Transfer to restricted asset has decreased by \$5,017 to fund the additional operating expenditure

**Key Performance Indicators**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
Number of customers attended to at front counter and reception (Dubbo office)	34,149	36,000	35,636	% of abandoned calls is less than 5%	2%	3%	2%	% of requests attended to by CSC in accordance with defined service standards	95%	95%	95%
								% of external customers satisfied with service provided by Customer Service Centre	85%	85%	85%
Number of customers to in call centre (Dubbo office)	57,256	60,500	59,174	Average time taken to answer calls in less than 30 seconds	12	15	16				
				Longest delay before call answered is less than 120 seconds	298	240	356				

<b>OPERATIONAL PLAN</b>
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Function No. 10.02

## Performance Review

Quarter ended: June

Principal Activity:

**CORPORATE SERVICES**

Function:

### Corporate Development/Strategic Management

**Manager Responsible: Manager Business Support  
Mrs Kimberley Biles**

**Function Objectives:**

To actively promote local government as an effective, responsible and responsive form of government.
To promote and improve public awareness of Council's activities and operations thereby promoting the Corporate image of the Council.
To ensure Council operates using innovative, flexible and responsible management systems capable of providing efficient and timely manner the functions of Council.
To effectively plan, organise, direct and control in an efficient and timely manner the functions of Council.
To facilitate inter-government relations to ensure the maximum co-operation between the Council and the Federal and State Governments to achieve the optimum Government support for the City of Dubbo.
To maintain the potential of Council's non rate income generating activity.
To develop a draft "4 Year Delivery Program" for the Council and the organisation.

**NOTE:** *This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.*

Activity	Actions	Performance Targets/Service Level
Strategic Management	5.1.1.5 & 5.2.2.4 An annual Report is provided to the Community on Council's progress in the delivery of Dubbo 2036.	Annual report distributed by due date.
	<b>Completed.</b>	<b>Annual report to be submitted to August Council meeting.</b>
Internal Audit	Implement Audit function.	All potential or actual inadequacies in the organisations systems, standards and controls are addressed.
	<b>Function implemented.</b>	<b>Reports submitted.</b>
Business Support Services	5.2.2.5 Report on the progress with the Delivery Program.	Biannual report prepared as required.
	<b>December 2016 report complete. June 2017 report to be submitted to August Council meeting.</b>	<b>Achieved.</b>
Development of Corporate Plans and Strategies	4.4.1.1 Business Plans are developed for the Dubbo City Regional Airport, Regional Livestock Markets, Dubbo City Holiday Park and Property Development following discussions with stakeholders.	Meetings are held with working parties as required.
	<b>Business Plans for 2017/2018 have been completed.</b>	<b>Working parties have not been formed.</b>
	5.2.2.1 Implement the adopted actions with both the Delivery Program and Operational Plan.	100% of adopted actions with both the Delivery Program and Operational Plan are achieved.
	<b>Actions have been implemented.</b>	<b>Achieved.</b>
	5.2.2.3 Report on the progress with the Community Strategic Plan, Delivery Program and Resourcing Strategy.	Progress report due by June 2017.
	<b>Completed.</b>	<b>End of term June 2017 Delivery Program report to be submitted to August Council meeting.</b>
5.3.2.1 Review each year the various marketing strategies contained in the various Business Plans.		25% of total revenue is from user charges.
	<b>Completed.</b>	<b>Actuals show 26.40%.</b>

<b>OPERATIONAL PLAN</b>
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Function No. **10.02***Performance Review*Quarter ended: **June**

Principal Activity:	<b>CORPORATE SERVICES</b>	Function:	<b>Corporate Development/Strategic Management</b>
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Activity	Actions	Performance Targets/Service Level
Commercial Facilities Services	5.3.1.15 A review of the Community Strategic Plan to develop the rolling 4 year Delivery Program, Operating Plan and Resource Strategy documents are adopted by Council.	Review undertaken by June 2017.
	<b>As per the proclamation a new Community Strategic Plan must be established by 1 July 2018. Draft 2040 plan in development by City Strategy.</b>	<b>Processes are in place to ensure reviews are undertaken by 1 July 2018.</b>
	5.4.1.2 Pursue opportunities for strategic alliances and/or resource sharing with neighbouring councils.	At least two strategic alliances are maintained.
	<b>Opportunities have been monitored.</b>	<b>Internal Audit – BOD Alliance, Lower Macquarie Water Utility and Central West Local Government Water Quality alliances remain in place.</b>
	5.4.1.3 Implement an annual Strategic Internal Audit Programme based on resource sharing model involving Bathurst/Orange/ Dubbo Councils.	A 4 x 1 year rolling Internal Audit Programme is approved by 30 June each year.
	<b>Completed.</b>	<b>Internal Audit Programme 2017-2019 adopted at June 2017 meeting.</b>
	5.3.1.1 Co-ordinate Council's Integrated Planning and Reporting requirements.	100% of statutory requirements of the Local Government Act in respect of Integrated Planning and Reporting are met.
	<b>Completed.</b>	<b>Achieved.</b>
	5.1.1.4 The Dubbo 2036 Champions Group report annually on the progress against the identified community Performance Indicators.	Report provided by July.
	<b>End of term report reflects as appropriate Community Performance Indicators.</b>	<b>End of term report to be submitted to August Council meeting.</b>
	5.4.1.5 Monitor the Local Government Reform Agenda and report to Council on issues, opportunities and threats.	Ongoing monitoring.
	<b>Completed.</b>	<b>Achieved.</b>
4.4.1.1 Business Plans are developed for the Dubbo City Holiday Park and Property Development following discussions with stakeholders.	Meetings are held with working parties as required.	
<b>Business Plans for 2017/2018 have been completed.</b>	<b>Working parties have not been formed.</b>	
5.3.1.10 Monitor the Corporate wide planning, oversight and performance of Asset Management for functional areas of the Organisation.	Ongoing monitoring.	
<b>Completed.</b>	<b>Achieved.</b>	

<b>OPERATIONAL PLAN</b>
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Function No. **10.02***Performance Review*Quarter ended: **June**

Principal Activity:

**CORPORATE SERVICES**

Function:

**Corporate Development/Strategic Management****Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-600	0	0	0	-600	-935	<b>1</b>	-1,535	-1,535
Expenditure	-41,096	98,068	0	0	56,972	-133,783	<b>2</b>	-76,811	-76,811
<b>Operating Total</b>	<b>-41,696</b>	<b>98,068</b>	<b>0</b>	<b>0</b>	<b>56,372</b>	<b>-134,718</b>		<b>-78,346</b>	<b>-78,346</b>
<b>Capital</b>									
Income	0	0	0	0	0	0	<b>3</b>	0	0
Expenditure	0	0	0	0	0	0	<b>4</b>	0	0
<b>Capital Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	<b>-41,696</b>	<b>98,068</b>	<b>0</b>	<b>0</b>	<b>56,372</b>	<b>-134,718</b>		<b>-78,346</b>	<b>-78,346</b>
<b>Restricted Assets</b>									
	41,696	-98,068	0	0	-56,372	134,718	<b>5</b>	78,346	78,346
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>

Note	Details
<b>1</b>	No significant variance to budget.
<b>2</b>	Operating Expenditure has decreased by \$133,783 due to carry over to 2017/2018 of Corporate Development Consultant \$79,978, Building Asset data \$19,740 and Community Needs Survey \$35,000.
<b>3</b>	No variance to budget.
<b>4</b>	No variance to budget.
<b>5</b>	Transfers to restricted assets have increased by \$134,718 mainly due to the carryover of funds to 2017/2018.

**Key Performance Indicators**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est	YTD	Effective.	Prev.	Est	YTD
Number of appearances on talk back radio by General Manager	11	11	11					Has Annual Report been distributed as required by Act	Yes	Yes	Yes
Number of IA investigations	8	12	9	Staff Morale	77% participation rate from my say survey undertaken August 2015. Development program to be developed.	80% participation rate from the Organisation and Development Program developed to address key area's	Staff Morale survey delayed due to amalgamation. Processes in place to undertake survey end of 2017.	Delivery Program, Operational Plan & Budget time frames met	Yes	Yes	Yes
Number of meetings held per annum with members of Parliament	15	20	15	Level of Grant Income	\$31.61m	\$15.8m	\$28.63m	Audit and Risk Management Committee is supported	Yes	Yes	Yes

**OPERATIONAL PLAN**

Function No. **10.02**

*Performance Review*

Quarter ended: **June**

Principal Activity:	<b>CORPORATE SERVICES</b>	Function:	<b>Corporate Development/Strategic Management</b>
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Workload	Prev.	Est	YTD	Efficiency	Prev.	Est	YTD	Effective.	Prev.	Est	YTD
Number of Functions requiring Operational & Budget Assistance	8	8	9								
Total Hours spent on Internal Auditing	80	105	174								

<b>OPERATIONAL PLAN</b>
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Function No. 10.03

## *Performance Review*

Quarter ended: June

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Fleet Management Services</b>
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**Manager Responsible: Manager Fleet Management Services  
Mr Steve Colliver**

**Function Objectives:**

To provide sound management of the plant and vehicle resources of Council, meet statutory requirements and provide fleet management services and technical advice to the organisation in a timely and cost effective manner.
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<b>NOTE:</b> <i>This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.</i>
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Activity	Action	Performance Targets/Service Level
Two Way Radio Maintenance	Under a regular maintenance program monitor user needs and user levels.	Achieve maximum availability of all radio equipment.
	<i>Following the merger a complete review of the two way system was carried out with a view to upgrade to a single digital system that will provide whole of LGA coverage.</i>	<i>Simoco Aust have been awarded the Two Way Communication Upgrade Tender, the implementation is expected to start in August 2017.</i>
Repairs to Workshop Plant & Tools	Provision of a suitable up to date environment for servicing/maintenance of Council's plant and vehicle fleet.	Achieve a minimum level of serviceability of workshop plant and tools.
	<i>The Hawthorn Street workshop is a modern facility that meets the requirement for servicing and maintaining Council's fleet. A full audit will be conducted on the Wellington workshop to ascertain what if any upgrades are required.</i>	<i>Achieved.</i>
Workshop Expenses Not Directly Charged	Identify consumables associated with the workshop operations and ensure cost recovery across fleet operations.	Workshop expenses not directly charged are fully recovered.
	<i>A review was undertaken in conjunction with the annual Fleet Budget to ensure that the Dubbo workshop costs were identified as a cost recovery item. No details are available at this time as to the cost recovery with the Wellington workshop.</i>	<i>Achieved.</i>
Fleet Management Operations	Ensure that the Council Fleet is appropriate to meet operational requirements by the provision of Plant & Equipment either by ownership or external hire.	Review on a quarterly basis the fleet make up to ensure operational requirements are being met.
	<i>A review was conducted in conjunction with the Annual Plant Report regarding the provision of plant and equipment for the Dubbo Office. The outcome of this review was presented to Council.</i>	<i>Achieved.</i>
	5.3.4.2 Provide quarterly and an annual Plant report to Motor Vehicle and Plant Committee.	Reports provided by August/October/February/April.
	<i>Quarterly and Annual Plant reports are provided within Corporate timeframe.</i>	<i>Annual Plant Report presented to Council in August 2016 and Quarterly Plant Reports presented in October 2016, February 2017 and April 2017.</i>
	5.3.4.3 Monitor and take appropriate action in respect of motor vehicle crashes involving Council vehicles.	Report submitted by June annually.
	<i>Crash information is recorded on an ongoing basis and action regarding crashes is as per the policy.</i>	<i>Submitted as part of the Annual Plant Report in August 2016.</i>



<b>OPERATIONAL PLAN</b>
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Function No. **10.03**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Fleet Management Services</b>
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Activity	Action	Performance Targets/Service Level
Fleet Operations	5.3.1.10 Ongoing development of Asset Management Plans for the Fleet Management Function.	Asset Management Plans for the Fleet Management Function are prepared and submitted by due date.
	<b><i>Fleet Management Services Asset Management Plans are incorporated into Ausfleet and are reviewed on an ongoing basis.</i></b>	<b><i>The 2016/2017 Fleet Asset Management Plan delivered by the due date.</i></b>
	5.3.1.11 Zero based budgeting framework is utilised within the Fleet Management Function.	Zero based budgeting requirements are fully adhered to within the Fleet Management Function.
	<b><i>Fleet Management Services is a zero based budget function.</i></b>	<b><i>Achieved.</i></b>
	5.3.4.1 Review the makeup of the fleet to ensure operational requirements are being met in a cost effective manner.	Review completed by September annually.
	<b><i>Ongoing process that is reported on in the Quarterly Plant Reports.</i></b>	<b><i>Achieved.</i></b>
	Undertake the servicing and maintenance of the Rural Fire Service "White Fleet".	Service items in accordance with agreed service levels.
	<b><i>The "white fleet" of the Rural Fire Services is maintained and serviced by workshop staff.</i></b>	<b><i>Achieved.</i></b>
Running Expenses – Plant/Vehicle	Review the sundry plant and equipment register and identify replacement/additions as required.	Update the sundry plant and equipment on an annual basis to ensure optimum operational outcomes.
	<b><i>An annual audit is conducted on sundry plant to determine condition and suitability.</i></b>	<b><i>Achieved.</i></b>
	Reduce the environmental impact of operating a large diverse plant and equipment fleet.	Plant approx 1,600 trees to offset CO2 emissions. Maintain Clean Fleet membership.
	<b><i>Recycling programs are undertaken to maintain Clean Fleet membership and planted trees in accordance with the Neutral Drive program.</i></b>	<b><i>Achieved, approx 1,000 Trees have been planted at Golf Links Creek.</i></b>
Acquisition of Assets	Ensure all costs associated with the servicing and running of Council's fleet are captured effectively.	Service items in accordance with agreed service levels and are fully cost recovered.
	<b><i>Ongoing process.</i></b>	<b><i>Achieved.</i></b>
Councils infrastructure maintained and improved to meet the needs of our community	Undertake the approved Capital Works programme as defined in the Key Projects section of the Operational Plan.	Program implemented.
	<b><i>Ongoing process.</i></b>	<b><i>Achieved.</i></b>
	Commit funds to plant modernisation.	Plant replacement program reviewed annually.
	<b><i>10 Year Plant Replacement Program has been established to ensure that a modern and well utilised fleet is appropriately funded.</i></b>	<b><i>Achieved.</i></b>

<b>OPERATIONAL PLAN</b>
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Function No. **10.03**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Fleet Management Services</b>
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**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-280,047	-35,800	-24,288	-16,145	-356,280	-11,152	<b>1</b>	-367,432	-367,432
Expenditure	-79,682	35,800	4,968	14,057	-24,857	-373,728	<b>2</b>	-398,585	-398,585
<b>Operating Total</b>	<b>-359,729</b>	<b>0</b>	<b>-19,320</b>	<b>-2,088</b>	<b>-381,137</b>	<b>-384,880</b>		<b>-766,017</b>	<b>-766,017</b>
<b>Capital</b>									
Income	-2,897,432	-1,226,392	-358,711	55,957	-4,426,578	579,306	<b>3</b>	-3,847,272	-3,847,272
Expenditure	3,855,047	2,665,407	848,327	42,191	7,410,972	-2,188,013	<b>4</b>	5,222,959	5,222,959
<b>Capital Total</b>	<b>957,615</b>	<b>1,439,015</b>	<b>489,616</b>	<b>98,148</b>	<b>2,984,394</b>	<b>-1,608,707</b>		<b>1,375,687</b>	<b>1,375,687</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	597,886	1,439,015	470,296	96,060	2,603,257	-1,993,587		609,670	609,670
<b>Restricted Assets</b>									
	-597,886	-1,439,015	-470,296	-96,060	-2,603,257	1,993,587	<b>5</b>	-609,670	-609,670
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>

Note	Details
<b>1</b>	Operating Income increased by \$11,152 mainly due to Profit on Sale of Assets \$35,623 less lower than expected Leaseback \$25,625
<b>2</b>	Operating Expenditure has decreased by \$373,728 mainly due to Wellington Operating Expenses \$386,878 which includes Depreciation of \$278,116
<b>3</b>	Capital Income has decreased by \$579,306 mainly due to Depreciation \$347,555 and to Plant not changed over in the 2016/2017 year which includes Small Plant \$12,200, Major Plant \$9,545, Light Vehicles \$145,235 and Wellington equipment of \$36,734
<b>4</b>	Capital Expenditure has decreased by \$2,188,013 mainly due to Plant and Equipment not being changed over in the 2016/2017 year which includes Two Way Radio Equipment of \$200,000, Minor Plant \$200,024, Major Plant \$208,000, Light Vehicles \$355,644 and Wellington Acquisition of Assets \$1,028,579. There are a number of items within this capital expenses that will be changed over and purchased in the 2017/2018 year
<b>5</b>	Transfer to Restricted Assets has increased by \$1,993,587 due to items not being changed over and will be carried over to 2017/2018 so will be utilised within the branch for Plant and Equipment replacements

**Key Performance Indicators**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
								Major plant availability	96.71%	90%	96.75%
								Utilisation rate major plant items	91.70%	85%	92.63%
								Utilisation rate of specialised items	53.08%	55%	56.22%

<b>OPERATIONAL PLAN</b>
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Function No. **10.03***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Fleet Management Services</b>
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**Key Projects****Capital Works Program**

Fleet - Proceeds from Sale of Assets 01.09927 - Assets Sold - Sundry Plant	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
8239 - Trailer (572) <b>Carried over 2017/2018</b>	-500	0	0	0	500	0
8253 - Trailer (536) <b>Carried over 2017/2018</b>	-227	0	-46	0	273	0
8500 - Welder/Generator (952) <b>Project Completed</b>	-500	0	-1,734	0	0	-2,234
8514 - Light Plant Trailer (514) <b>Carried over 2017/2018</b>	-500	-2,077	0	0	2,577	0
8517 - Light Plant Trailer (547) <b>Carried over 2017/2018</b>	-800	0	0	0	800	0
<b>01.09927 - Assets Sold - Sundry Plant Total</b>	<b>-2,527</b>	<b>-2,077</b>	<b>-1,780</b>	<b>0</b>	<b>4,150</b>	<b>-2,234</b>

Fleet - Proceeds from Sale of Assets 01.09929 - Assets Sold - Small Plant	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
8248 - Linemarker (935) <b>Carried over 2017/2018</b>	-1,000	0	0	0	1,000	0
8254 - Mower (960) <b>Carried over 2017/2018</b>	-3,000	0	0	0	3,000	0
8260 - Mower F/Cut (350) <b>Carried over 2017/2018</b>	-5,000	0	0	0	5,000	0
8273 - Trailer (594) <b>Project Completed</b>	0	0	-8,591	0	0	-8,591
8299 - Line Marker (934) <b>Carried over 2017/2018</b>	-1,000	0	0	0	1,000	0
8303 - Trailer - 546 <b>Carried over 2017/2018</b>	-1,200	0	0	0	1,200	0
8346 - Mower (328) <b>Project Completed</b>	-6,000	0	-3,340	0	0	-9,340
8359 - Speed Trailer (524) <b>Carried over 2017/2018</b>	-1,000	0	0	0	1,000	0
<b>01.09929 - Assets Sold - Small Plant Total</b>	<b>-18,200</b>	<b>0</b>	<b>-11,931</b>	<b>0</b>	<b>12,200</b>	<b>-17,931</b>

<b>OPERATIONAL PLAN</b>
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Function No. **10.03***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Fleet Management Services</b>
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Fleet - Proceeds from Sale of Assets 01.09931 - Assets Sold - Minor Plant	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
8307 - Skidsteer Loader (439) <b>Project Completed</b>	-30,000	0	0	0	5,000	-25,000
8308 - Skidsteer Loader (201) <b>Project Completed</b>	-30,000	0	0	0	4,800	-25,200
8316 - Tractor (388) <b>Project Completed</b>	-8,000	0	0	0	827	-7,173
8326 - Truck 4T (154) <b>Project Completed</b>	-30,000	0	0	0	-14,182	-44,182
8328 - Truck 5T (162) <b>Project Completed</b>	-40,000	0	0	0	-6,818	-46,818
8332 - Truck C/Cab (158) <b>Project Completed</b>	-40,000	0	0	-9,545	0	-49,545
8333 - Truck C/Cab (157) <b>Project Completed</b>	-40,000	0	0	-9,545	0	-49,545
8334 - Truck C/Cab (156) <b>Project Completed</b>	-40,000	0	0	-9,545	0	-49,545
8335 - Truck C/Cab (155) <b>Project Completed</b>	-40,000	0	0	-9,545	0	-49,545
8342 - Truck Canter (326) <b>Carried over 2017/2018</b>	-20,000	0	0	0	20,000	0
8352 - Truck (323) <b>Project Completed</b>	-12,000	0	0	0	-7,545	-19,545
8353 - Skidsteer Loader (380) <b>Project Completed</b>	-30,000	0	0	0	0	-30,000
8361 - Forklift (959) <b>Carried over 2017/2018</b>	-8,000	0	0	0	8,000	0
8364 - Elevated Work Platform (513) <b>Project Completed</b>	0	0	-8,436	0	0	-8,436
8472 - Dog Trailer (2565) <b>Project Completed</b>	0	0	0	0	-21,818	-21,818
<b>01.09931 - Assets Sold - Minor Plant Total</b>	<b>-368,000</b>	<b>0</b>	<b>-8,436</b>	<b>-38,180</b>	<b>-11,736</b>	<b>-426,352</b>

<b>OPERATIONAL PLAN</b>
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Function No. **10.03***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Fleet Management Services</b>
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Fleet - Proceeds from Sale of Assets 01.09933 - Assets Sold - Major Plant	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
8339 - Grader (282) <b>Project Completed</b>	0	0	-116,364	0	0	-116,364
8342 - Grader (284) <b>Project Completed</b>	0	0	-116,364	0	0	-116,364
8350 - Roller M/T (218) <b>Carried over 2017/2018</b>	-35,000	0	0	0	35,000	0
8353 - Roller S/P (212) <b>Carried over 2017/2018</b>	-40,000	0	0	0	40,000	0
8356 - Sweeper (166) <b>Project Completed</b>	-130,000	0	0	70,000	0	-60,000
8391 - Haulage Truck (2233) <b>Project Completed</b>	0	0	0	0	-65,455	-65,455
<b>01.09933 - Assets Sold - Major Plant Total</b>	<b>-205,000</b>	<b>0</b>	<b>-232,728</b>	<b>70,000</b>	<b>9,545</b>	<b>-358,183</b>

Fleet - Proceeds from Sale of Assets 01.09935 - Assets Sold - Light Vehicles	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
4047 - Environmental-Building & Development (99) <b>Project Completed</b>	-12,000	0	0	182	0	-11,818
7725 - Technical - Tech Support (64) <b>Project Completed</b>	-15,500	0	-8,136	0	0	-23,636
8300 - Environmental-Building & Develop. (59) <b>Project Completed</b>	-12,000	-3,455	0	0	0	-15,455
8301 - Corp Development - Comm Facilities (45) <b>Project Completed</b>	-19,000	-2,818	0	0	0	-21,818
8302 - Environmental-Building & Develop. (60) <b>Project Completed</b>	-21,000	1,734	0	0	0	-19,266
8376 - Technical - Tech Support (103) <b>Carried over 2017/2018</b>	-12,000	0	0	0	12,000	0
8379 - Environmental - Env Control (73) <b>Project Completed</b>	-13,000	-3,221	0	0	0	-16,221
8383 - P&LC - Landcare Services (95) <b>Project Completed</b>	-19,000	0	-7,031	2,366	0	-23,665

<b>OPERATIONAL PLAN</b>
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Function No. **10.03**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Fleet Management Services</b>
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Fleet - Proceeds from Sale of Assets 01.09935 - Assets Sold - Light Vehicles	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
8384 - P&LC - Sporting (71) <b>Carried over 2017/2018</b>	-19,000	0	0	0	19,000	0
8387 - Technical - Works (75) <b>Carried over 2017/2018</b>	-14,000	0	0	0	14,000	0
8391 - Technical - Civil Infrastructure (61) <b>Project Completed</b>	0	0	-14,531	1,321	0	-13,210
8392 - Comm Services - Business Support (74) <b>Project Completed</b>	-16,159	0	0	-5,659	0	-21,818
8394 - Technical - Works (69) <b>Carried over 2017/2018</b>	-14,000	0	0	0	14,000	0
8395 - Corp Development - Airport (89) <b>Project Completed</b>	-21,000	0	0	0	-7,765	-28,765
8398 - Technical - Tech Support (96) <b>Project Completed</b>	-16,000	-6,923	0	0	0	-22,923
8399 - Environmental - Environ. Control (85) <b>Project Completed</b>	-12,000	0	0	0	-3,468	-15,468
8401 - Org Services - Director (32) <b>Project Completed</b>	-21,500	0	0	0	-8,856	-30,356
8402 - Comm Services - Director (36) <b>Project Completed</b>	-18,000	0	-3,376	0	0	-21,376
8405 - Corp Development - Director (37) <b>Project Completed</b>	-41,000	881	0	0	0	-40,119
8406 - Technical - Director (33) <b>Carried over 2017/2018</b>	-24,000	0	0	0	24,000	0
8408 - Technical - Tech Support (82) <b>Carried over 2017/2018</b>	-14,000	0	0	0	14,000	0
8413 - Corp Development - General Manager (31) <b>Carried over 2017/2018</b>	-59,000	0	0	0	59,000	0
8417 - Org Services - Administration (81) <b>Project Completed</b>	0	0	0	0	-28,583	-28,583
8418 - Corp Development - Official Vehicle (35) <b>Project Completed</b>	-14,000	0	-7,038	0	0	-21,038
8429 - Technical - Works (101) <b>Carried over 2017/2018</b>	-19,239	0	0	0	19,239	0
8431 - P&LC - Operations (114) <b>Project Completed</b>	-12,000	0	0	0	-3,129	-15,129

<b>OPERATIONAL PLAN</b>
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Function No. **10.03**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Fleet Management Services</b>
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Fleet - Proceeds from Sale of Assets 01.09935 - Assets Sold - Light Vehicles	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
8434 - P&LC - Operations (110) <b>Carried over 2017/2018</b>	-11,000	0	0	0	11,000	0
8435 - P&LC - Operations (111) <b>Project Completed</b>	-9,500	0	-2,318	0	0	-11,818
8436 - Environmental - City Strategy (108) <b>Project Completed</b>	-15,000	-5,107	0	0	0	-20,107
8441 - Technical - Fleet (106) <b>Project Completed</b>	-12,000	0	-8,015	1,820	0	-18,195
8445 - Environmental - Business Support (50) <b>Project Completed</b>	-19,752	0	0	0	-3,884	-23,636
8447 - Org Services - GIS (139) <b>Carried over 2017/2018</b>	-13,000	0	0	0	13,000	0
8465 - Environmental - Building & Develop (55) <b>Carried over 2017/2018</b>	0	0	-23,215	0	23,215	0
8467 - Technical - Tech Support (42) <b>Project Completed</b>	0	0	0	0	-17,769	-17,769
8468 - Environmental - Building & Develop. (43) <b>Project Completed</b>	-15,000	0	0	0	-3,765	-18,765
8471 - Environmental- Building & Develop. (46) <b>Project Completed</b>	-14,000	0	-29,639	23,782	0	-19,857
8472 - Environmental - City Strategy (44) <b>Project Completed</b>	0	0	-19,857	-1,763	0	-21,620
<b>01.09935 - Assets Sold - Light Vehicles Total</b>	<b>-567,650</b>	<b>-18,909</b>	<b>-123,156</b>	<b>22,049</b>	<b>145,235</b>	<b>-542,431</b>

Wellington - Capital Revenues 01.08850 - Proceeds from Sale of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
8200 - Plant & Equipment <b>Project Completed</b>	0	-428,950	0	0	35,100	-393,850
<b>01.08850 - Proceeds from Sale of Assets Total</b>	<b>0</b>	<b>-428,950</b>	<b>0</b>	<b>0</b>	<b>35,100</b>	<b>-393,850</b>

<b>OPERATIONAL PLAN</b>
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Function No. **10.03**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Fleet Management Services</b>
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Fleet - Acquisition of Assets 01.09613 - Assets Purchased - Two Way Radio Equipment	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7609 - Communication Equipment <b>Carried over 2017/2018</b>	200,000	0	0	0	-200,000	0
01.09613 - Assets Purchased - Two Way Radio Equipment Total	200,000	0	0	0	-200,000	0

Fleet - Acquisition of Assets 01.09615 - Assets Purchased - Sundry Plant	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7871 - Welder/Generator (952) <b>Project Completed</b>	8,000	-332	0	0	0	7,668
7887 - Trailer (572) <b>Carried over 2017/2018</b>	3,000	0	0	0	-3,000	0
7903 - Trailer (536) <b>Carried over 2017/2018</b>	2,000	-1,048	0	0	-952	0
7924 - Light Plant Trailer (514) <b>Carried over 2017/2018</b>	3,876	-3,273	0	0	-603	0
7928 - Light Plant Trailer (547) <b>Carried over 2017/2018</b>	6,000	0	0	0	-6,000	0
7932 - Dual Axle Plant Trailer (544) <b>Project Completed</b>	0	5,273	0	0	0	5,273
01.09615 - Assets Purchased - Sundry Plant Total	22,876	620	0	0	-10,555	12,941

Fleet - Acquisition of Assets 01.09619 - Assets Purchased - Minor Plant	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7613 - Bobcat Skidsteer (201) <b>Project Completed</b>	78,200	0	0	0	-5,533	72,667
7628 - Skidsteer Bobcat (439) <b>Project Completed</b>	94,688	0	0	0	-26,244	68,444
7633 - Tractor (380) <b>Project Completed</b>	78,500	0	0	0	2,625	81,125
7634 - Tractor (388) <b>Project Completed</b>	90,827	0	-23,388	0	0	67,439



<b>OPERATIONAL PLAN</b>
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Function No. **10.03***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Fleet Management Services</b>
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Fleet - Acquisition of Assets 01.09619 - Assets Purchased - Minor Plant	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7647 - Truck C/Cab (154) <b>Project Completed</b>	145,000	0	0	0	6,961	151,961
7648 - Truck C/Cab (155) <b>Project Completed</b>	145,000	0	0	-16,254	0	128,746
7649 - Truck C/Cab (156) <b>Project Completed</b>	145,000	0	0	-16,254	0	128,746
7650 - Truck C/Cab (157) <b>Project Completed</b>	145,000	0	0	-15,894	0	129,106
7651 - Truck C/Cab (158) <b>Project Completed</b>	145,000	0	0	-16,254	0	128,746
7804 - Truck (326) <b>Carried over 2017/2018</b>	90,000	0	0	0	-90,000	0
7809 - Truck 4T (323) <b>Project Completed</b>	75,000	0	0	0	-794	74,206
7811 - Forklift (959) <b>Carried over 2017/2018</b>	91,000	0	0	0	-91,000	0
8476 - Mini Excavator 5t (491) <b>Project Completed</b>	73,709	0	7,591	0	0	81,300
01.09619 - Assets Purchased - Minor Plant Total	1,544,924	0	-15,797	-64,656	-200,024	1,264,447

Fleet - Acquisition of Assets 01.09621 - Assets Purchased - Major Plant	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7653 - Grader (282) <b>Project Completed</b>	0	0	343,500	14,840	0	358,340
7655 - Grader (284) <b>Project Completed</b>	0	0	358,000	0	0	358,000
7661 - Roller M/T (218) <b>Project Completed</b>	170,000	0	0	0	-38,000	132,000
7664 - Roller S/P (212) <b>Carried over 2017/2018</b>	170,000	0	0	0	-170,000	0
7667 - Sweeper (166) <b>Project Completed</b>	345,000	0	-33,848	0	0	311,152
01.09621 - Assets Purchased - Major Plant Total	685,000	0	667,652	14,840	-208,000	1,159,492

<b>OPERATIONAL PLAN</b>
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Function No. **10.03***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Fleet Management Services</b>
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Fleet - Acquisition of Assets 01.09623 - Assets Purchased - Light Vehicles	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7684 - Technical - Tech Support (103) <b>Carried over 2017/2018</b>	34,606	0	0	0	-34,606	0
7686 - Environmental - Env Control (73) <b>Carried over 2017/2018</b>	32,000	0	0	0	-32,000	0
7692 - P&LC - Sporting (71) <b>Carried over 2017/2018</b>	37,000	0	0	0	-37,000	0
7693 - P&LC - Landcare Services (95) <b>Project Completed</b>	37,000	0	-3,547	1	0	33,454
7694 - Environmental - City Strategy (108) <b>Project Completed</b>	32,000	-3,167	0	0	0	28,833
7696 - Technical - Works (75) <b>Carried over 2017/2018</b>	32,719	0	0	0	-32,719	0
7700 - Technical - Tech Support (82) <b>Carried over 2017/2018</b>	32,000	0	0	0	-32,000	0
7701 - Corp Development - Airport (89) <b>Project Completed</b>	37,000	0	0	-3,321	0	33,679
7702 - Technical - Civil Infrastructure (61) <b>Project Completed</b>	0	0	37,151	0	0	37,151
7703 - Technical - Tech Support (64) <b>Carried over 2017/2018</b>	32,000	0	-32,000	0	0	0
7704 - Technical - Works (69) <b>Carried over 2017/2018</b>	35,763	0	0	0	-35,763	0
7707 - Technical - Tech Support (96) <b>Project Completed</b>	32,000	-2,326	0	0	0	29,674
7708 - Environmental - Env Control (85) <b>Project Completed</b>	32,000	0	0	-6,666	0	25,334
7709 - Org Services - Director (32) <b>Project Completed</b>	39,942	0	0	793	0	40,735
7713 - Corp Development - Director (37) <b>Project Completed</b>	53,892	-2,846	0	0	0	51,046
7715 - Environmental - Building & Develop. (59) <b>Project Completed</b>	32,000	-809	0	0	0	31,191
7716 - Environmental - Building & Develop. (60) <b>Project Completed</b>	37,000	-1,711	0	0	0	35,289
7719 - Corp Development - General Manager (31) <b>Project Completed</b>	67,942	0	0	0	69	68,011

<b>OPERATIONAL PLAN</b>
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Function No. **10.03***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Fleet Management Services</b>
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Fleet - Acquisition of Assets 01.09623 - Assets Purchased - Light Vehicles	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7725 - Corp Development - Comm Facilities (45) <b>Project Completed</b>	37,000	-3,556	0	0	0	33,444
7726 - Org Services - Administration (81) <b>Carried over 2017/2018</b>	0	0	0	33,464	-33,464	0
7727 - Corp Development - Official Vehicle (30) <b>Project Completed</b>	49,563	-4,068	0	0	0	45,495
7728 - Comm Services - Business Support (74) <b>Project Completed</b>	37,000	0	0	-3,490	0	33,510
7734 - Technical - Fleet (106) <b>Project Completed</b>	35,591	0	1,152	0	0	36,743
7737 - Technical - Works (101) <b>Carried over 2017/2018</b>	41,385	0	0	0	-41,385	0
7742 - P&LC - Operations (114) <b>Project Completed</b>	29,450	0	0	-2,041	0	27,409
7745 - P&LC - Operations (110) <b>Project Completed</b>	32,492	0	0	0	-1,394	31,098
7746 - P&LC - Operations (111) <b>Project Completed</b>	25,806	0	-3,763	0	0	22,043
7752 - Environmental - Building Develop. (99) <b>Project Completed</b>	32,000	0	0	-809	0	31,191
7819 - Technical - Director (33) <b>Carried over 2017/2018</b>	41,684	0	0	0	-41,684	0
7823 - Org Services - GIS (139) <b>Carried over 2017/2018</b>	32,000	0	0	0	-32,000	0
7827 - Environmental - Business Support (50) <b>Project Completed</b>	37,000	0	0	0	-1,698	35,302
7830 - Pooled (130) <b>Project Completed</b>	0	0	28,588	0	0	28,588
7833 - Environmental - Building & Develop. (55) <b>Project Completed</b>	0	0	30,092	1	0	30,093
7834 - Org Services - Management Account. (80) <b>Project Completed</b>	0	0	25,745	0	0	25,745
7836 - Comm Services - Director (36) <b>Project Completed</b>	37,612	-3,519	0	0	0	34,093

<b>OPERATIONAL PLAN</b>
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Function No. **10.03***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Fleet Management Services</b>
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Fleet - Acquisition of Assets 01.09623 - Assets Purchased - Light Vehicles	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7840 - Comm Services - Recreation Services (86) <b>Project Completed</b>	0	0	35,207	0	0	35,207
7846 - Technical - Tech Support (42) <b>Project Completed</b>	0	0	0	32,341	0	32,341
7847 - Environmental - Building & Develop. (43) <b>Project Completed</b>	32,000	0	0	-2,846	0	29,154
7848 - Environmental - City Strategy (44) <b>Project Completed</b>	0	0	0	31,191	0	31,191
7850 - Environmental - Building & Develop. (46) <b>Project Completed</b>	32,000	-4,182	0	0	0	27,818
7876 - Org Serv.- Safety Systems Officer (146) <b>Project Completed</b>	0	0	28,119	0	0	28,119
7911 - Director Technical Services 2 (9) <b>Project Completed</b>	0	0	38,836	0	0	38,836
<b>01.09623 - Assets Purchased - Light Vehicles Total</b>	1,169,447	-26,184	185,580	78,618	-355,644	1,051,817

Fleet - Acquisition of Assets 01.09625 - Assets Purchased - Small Plant	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7765 - Line Marker (935) <b>Project Completed</b>	34,900	0	0	2,905	0	37,805
7772 - Mower (960) <b>Carried over 2017/2018</b>	43,500	0	0	0	-43,500	0
7779 - Mower F/Cut (350) <b>Carried over 2017/2018</b>	40,000	0	0	0	-40,000	0
7792 - Trailer (594) <b>Project Completed</b>	0	0	226	10,484	0	10,710
7814 - Trailer (546) <b>Carried over 2017/2018</b>	19,000	0	0	0	-19,000	0
7815 - Line Marker (934) <b>Carried over 2017/2018</b>	34,900	0	0	0	-34,900	0
7908 - Mower (328)	42,000	-7,504	0	0	0	34,496

<b>OPERATIONAL PLAN</b>
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Function No. **10.03**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Fleet Management Services</b>
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Fleet - Acquisition of Assets 01.09625 - Assets Purchased - Small Plant	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7920 - Speed Trailer (524) <b>Project Completed</b>	18,500	0	0	0	-1,011	17,489
7921 - Generator 8kva (998) <b>Project Completed</b>	0	0	10,666	0	0	10,666
01.09625 - Assets Purchased - Small Plant Total	232,800	-7,504	10,892	13,389	-138,411	111,166

Wellington - Capital Expenses 01.08290 - Acquisition of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7500 - Plant & Equipment <b>Project Completed</b>	0	2,651,675	0	0	-1,028,579	1,623,096
01.08290 - Acquisition of Assets Total	0	2,651,675	0	0	-1,028,579	1,623,096

Wellington - Capital Expenses 01.08291 - Asset Renewals	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7500 - Other Infrastructure <b>Project Completed</b>	0	46,800	0	0	-46,800	0
01.08291 - Asset Renewals Total	0	46,800	0	0	-46,800	0

<b>OPERATIONAL PLAN</b>
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Function No. 10.04

## *Performance Review*

Quarter ended: June

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Management Accounting Services</b>
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**Manager Responsible:   Manager Management Accounting Serv.  
Mrs Jane Bassingthwaite**

**Function Objectives:**

To develop Annual Operating Plans and Budgets. Prepare Quarterly Statements and provide Management Reports which enable the Organisation's performance to be monitored against the Annual Operating Plan & Budget. To develop and maintain a Total Asset Management Strategy for the Organisation.
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Activity	Action	Performance Targets/Service Level
Total Asset Management Strategy Development	5.3.1.4.1 Finalise Annual Review of the Asset Management Strategy.	Asset Management Strategy maintained, and asset owners provided with advice and assistance.
	<i>Consolidated Dubbo and Wellington Asset Management Strategy to be developed by the Asset Management Group for inclusion in the 2018 IP&amp;R documentation.</i>	<i>Review due to be complete in September 2017.</i>
Annual Operating Plan & Budget Preparation	5.3.1.2 Operational Plan (including budget) adopted in June each year.	Annual Operating Plan & Budget adopted by Council by the specified date.
	<i>Consolidated Dubbo and Wellington Operational Plan adopted in June 2017.</i>	<i>Consolidated Operational Plan adopted by Council on 26 June 2017.</i>
	5.3.1.11 Monitor the use of the zero based budgeting framework by the Organisation.	Zero Based Budgeting requirements included in budgets.
	<i>Processes developed to monitor the use of zero based budgeting.</i>	<i>The use of zero based budgeting requirements were included in 2017/2018 budgets.</i>
Quarterly Statements Preparation & Review	5.3.1.12 Update Council's long term planning financial model annually.	Long Term Planning Financial Model updated annually to reflect adopted strategies.
	<i>Consolidated Dubbo and Wellington Long Term Financial Plan for 2017/2018 adopted in June 2017.</i>	<i>Updated as part of the 2017/2018 budget process.</i>
	5.3.1.5 Operational Plan (including budget) review undertaken by Council on a quarterly basis.	Reviews undertaken and reported to Council each quarter.
Management Accounting Services	<i>Consolidated Dubbo and Wellington Quarterly reviews were undertaken at the end of September, December, March and June.</i>	<i>The first consolidated Dubbo and Wellington quarterly review submitted to Council in October 2016. All Quarterly Financial Statements were submitted to Council on due dates.</i>
	5.2.2.1.1 Implement the adopted actions within both the Delivery Program and Operational Plan as they apply to the Management Accounting Services Function.	Delivery Program and Operational Plan actions implemented.
Wellington Delivery Program Actions	<i>Management Accounting actions investigated and implemented.</i>	<i>Actions implemented in accordance with Delivery Program and Operational Plan requirements.</i>
	Council is well managed, meeting its statutory and operational requirements. Ensure the long term financial sustainability of council.	Quarterly budget reviews completed and reported to Council.
	<i>Consolidated Dubbo and Wellington Operational Plan, Budget and Long Term Financial Plan developed and adopted in June 2017.</i>	<i>Consolidated Operational Plan adopted by Council on 26 June 2017.</i>

<b>OPERATIONAL PLAN</b>
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Function No. **10.04**

## Performance Review

Quarter ended: **June**

Principal Activity:	<b>CORPORATE SERVICES</b>	Function:	<b>Management Accounting Services</b>
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Activity	Action	Performance Targets/Service Level
		Long Term Financial Plan completed and reviewed annually.
		<b>Consolidated Dubbo and Wellington Long Term Financial Plan for 2017/2018 developed and adopted in June 2017.</b>
		Monthly reports on major projects submitted.
		<b>Achieved</b>

**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-14,854	0	0	0	-14,854	0	1	-14,854	-14,854
Expenditure	-14,785	0	0	0	-14,785	1,742	2	-13,043	-13,043
<b>Operating Total</b>	<b>-29,639</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-29,639</b>	<b>1,742</b>		<b>-27,897</b>	<b>-27,897</b>
<b>Capital</b>									
Income	0	0	0	0	0	0	3	0	0
Expenditure	0	0	0	0	0	0	4	0	0
<b>Capital Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	-29,639	0	0	0	-29,639	1,742		-27,897	-27,897
<b>Restricted Assets</b>									
	29,639	0	0	0	29,639	-1,742	5	27,897	27,897
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>

Note	Details
1	No variance to budget.
2	No significant variance to budget.
3	No variance to budget.
4	No variance to budget.
5	No significant variance to budget.

**Key Performance Indicators**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD	
Number of Functions in the Operational Plan and Quarterly Statements	63	63	65	Cost of Management Accounting Services as a % of the total Budget	0.37%	0.35%	.30%	Cost per Function	\$7,840	\$8,084	\$8,111	
										Yes	Yes	Yes
											Yes	Yes

## OPERATIONAL PLAN

Function No. **10.05**

### *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Financial Accounting Services</b>
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**Manager Responsible:   Manager Financial Accounting Services  
Mr Wayne Sonneman**

**Function Objectives:**

To provide Statutory Financial Accounting Services to the Organisation.

**NOTE:** *This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme.*

Activity	Action	Performance Targets/Service Level
Statutory Accounting & Reporting	5.3.1.3 Complete Financial Statements and other statutory reports and returns as required.	Complete by due date.
	<b>Achieved.</b>	<b>Audit of former Dubbo City Council and Wellington Council complete.</b>
Rates Revenue and Rating Structure	5.3.2.4 Complete an annual review of rating structure.	Review conducted by due date, and includes recommendations on rating structure and impacts on Rates revenue estimates.
	<b>Reviewed in February 2017, reported submitted to Council in March 2017.</b>	<b>Rating Structure report recommendations adopted at the March 2017 Ordinary Council meeting.</b>
Expenditure Accounting Services	Raise and recover Rates, Charges and other debtors on behalf of the Functions of Council.	Rates and Annual Charges levied by due date, user charges and other debtors raised and recovered effectively.
	<b>Achieved.</b>	<b>Achieved.</b>
	Accurate and correct costing of expenditure (including Payroll, Accounts Payable, Stores, and Assets) on behalf of the Functions of Council.	Accounts payable paid within required timeframe, all stores issued at correct value and correctly costed to Functions, all employees paid correctly and on time, all assets accounted for accurately in the Capital Value Register.
	<b>Achieved.</b>	<b>Achieved.</b>
	2.1.4.7 Monitor Government initiatives regarding carbon reduction/offset schemes for opportunities.	Government initiatives monitored.
	<b>No new initiatives identified that will benefit Council.</b>	<b>Monitoring ongoing.</b>
	5.2.2.1.1 Implement the adopted actions within both the Delivery Program and Operational Plan as they apply to the Financial Accounting Services Function.	Delivery Program and Operational Plan actions implemented.
	<b>Achieved.</b>	<b>Achieved.</b>
	5.3.2.3 Monitor the level of State and Federal Government grants payable to local government including Financial Assistance Grants (FAGs) and make necessary submissions.	Grants monitored and submissions made.
	<b>Feedback received from Grants Commission on calculation of disabilities for 2016/2017 grant calculation. No scope for submission to vary the methodology.</b>	<b>No submissions required.</b>



<b>OPERATIONAL PLAN</b>
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Function No. **10.05**

## Performance Review

Quarter ended: **June**

Principal Activity:	<b>CORPORATE SERVICES</b>	Function:	<b>Financial Accounting Services</b>
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Activity	Action	Performance Targets/Service Level
Central Supply Service	5.3.2.5 Council funds are invested in accordance with legislative provisions and Council's adopted Investment Policy and Strategy.	Investments made in accordance with Investment Policy and Strategy reported to Council in July and December annually.
	<i>All funds invested in accordance with the Minister's Order and Council's Investment Policy and Strategy.</i>	<i>All funds invested in accordance with the Minister's Order and Council's Investment Policy and Strategy. Policy and Strategy adopted at the December 2016 Ordinary Council Meeting.</i>
	5.3.1.13 Provide a cost effective supply, contract administration, purchasing, storage and distribution facility.	Stock levels are appropriate and reflect the usage requirements of Council. All purchases are at the most competitive cost with all items supplied under contract in accordance with contract terms.
Wellington Delivery Program Actions	<i>Achieved.</i>	<i>Stock monitored and various LG Procurement and Regional Procurement contracts utilised to obtain best price for Council.</i>
Council is well managed, meeting its statutory and operational requirements.	Ensure council meets its statutory requirements.	Annual report submitted by November. Strategic Planning documents adopted by June. Financial statements audited September. Pecuniary interest returns completed September. Pension rebate, rating return submitted.
	<i>Financial Statements for both former Council's completed within statutory time frame.</i>	<i>Completed within required time frame.</i>

**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-156,214	0	-163,400	-811	-320,425	-21,618	<b>1</b>	-342,043	-342,043
Expenditure	46,515	0	269,515	812	316,842	-513	<b>2</b>	316,329	316,329
<b>Operating Total</b>	<b>-109,699</b>	<b>0</b>	<b>106,115</b>	<b>1</b>	<b>-3,583</b>	<b>-22,131</b>		<b>-25,714</b>	<b>-25,714</b>
<b>Capital</b>									
Income	0	0	0	0	0	0	<b>3</b>	0	0
Expenditure	0	0	0	0	0	0	<b>4</b>	0	0
<b>Capital Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>	<b>-109,699</b>	<b>0</b>	<b>106,115</b>	<b>1</b>	<b>-3,583</b>	<b>-22,131</b>		<b>-25,714</b>	<b>-25,714</b>
<b>Restricted Assets</b>	<b>109,699</b>	<b>0</b>	<b>-106,115</b>	<b>-1</b>	<b>3,583</b>	<b>22,131</b>	<b>5</b>	<b>25,714</b>	<b>25,714</b>
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>

Note	Details
<b>1</b>	Operating income has increased by \$21,618 mainly due to additional funding for the Fire and Emergency Services Levy Implementation Subsidy.
<b>2</b>	No significant variance to budget.
<b>3</b>	No variance to budget.
<b>4</b>	No variance to budget.
<b>5</b>	Transfer to restricted assets has increased by \$22,131 mainly due to additional income.

<b>OPERATIONAL PLAN</b>
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Function No. **10.05***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Financial Accounting Services</b>
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**Key Performance Indicators**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
Number of Rate Assessments	18,368	18,482	18,650	Cost of Rates Management Services per assessment	\$87.17	\$88.97	\$99.50	Rates outstanding as a percentage of rates collectable	4.60%	5.00%	29.26%
Number of pays prepared weekly	401	395	411	Cost per accounts payable transaction	\$6.69	\$7.20	\$6.44	Financial Reports completed within statutory timeframe	Yes	Yes	Completed by due date
Total number of accounts receivable transactions processed	20,865	19,500	22,631	% of amounts paid on Creditors statements current and 30 days.	96.27%	97%	99.29%				
Number of Accounts Payable transactions processed	55,153	51,602	57,771	% of amount outstanding more than 90 days on Accounts Receivable	5.21%	30%	0.61%				
Number of Section 603 Certificates issued.	1,120	1,175	1,132	Index of performance of Council's Cash Plus accounts compared to the UBS Australian Bank Bill Index	1.53	1.54	1.74				

<b>OPERATIONAL PLAN</b>
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Function No. **10.06***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Human Resource Services</b>
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**Manager Responsible:   Manager Human Resource Services  
Ms Maria Crisante**

**Function Objectives:**

To provide a Human Resource service to the Organisation.
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<b>NOTE:</b> <i>This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.</i>
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Activity	Action	Performance Targets/Service Level
Human Resources	Provide operational support to the HR Branch.	Appropriate support provided.
	<i>Operational Support provided on a daily basis.</i>	<i>Ongoing monitoring continues</i>
	1.2.5.3 Council's Workforce Plan provides opportunities for employment of Aboriginal Trainees and Apprentices.	Opportunities for employment of Aboriginal Trainees and Apprentices provided.
	<i>An indigenous employment plan was developed to ensure Council's workforce demographics match that of the community</i>	<i>Employment Plan developed as part of Council's workforce plan.</i>
	5.2.2.1.1 Implement the adopted actions within both the Delivery Program and Operational Plan as they apply to the Human Resource Services Function.	Delivery Program and Operational Plan actions implemented.
	<i>Actions implemented as per required timeframe.</i>	<i>Achieved.</i>
	5.3.1.4 Finalise Annual Review of the Workforce Plan.	Workforce Plan reviewed annually.
	<i>Workforce Plan reviewed to reflect Council's workforce requirements. This new Workforce Plan will change significantly on the basis of the amalgamation.</i>	<i>Review completed March 2017. Work will commence shortly on the new Workforce plan.</i>
	Provide recruitment services to all Divisions.	Vacant positions filled within 10 weeks of approval to recruit. Limited external recruitment occurring due to merger requirements.
	<i>During the protection phase of an amalgamated council, certain restrictions regarding recruitment are defined by the Local Government Act 1993.</i>	<i>All vacant positions must be advertised internally first. A new recruitment policy will be implemented to support legislative requirements of a merged Council.</i>
	5.3.7.1 The Equal Employment Opportunity (EEO) Management Plan is developed biennially.	Actions in EEO Management Plan implemented and reported.
	<i>EEO Management Plan 2014-2016 in place.</i>	<i>New EEO Plan deferred until it can be reflective of the new Council.</i>
5.3.7.2 Implement actions within the adopted Workforce Management Strategy.	Actions implemented by due date.	
<i>Projects actioned as per timeframe.</i>	<i>Report to ESC in August 2016 has deferred most projects identified in the strategy to ensure the focus from HR is on the amalgamation. These projects will be reviewed in the new Workforce Management Plan scheduled for 2017.</i>	

<b>OPERATIONAL PLAN</b>
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Function No. **10.06***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Human Resource Services</b>
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Activity	Action	Performance Targets/Service Level
	5.3.7.3 Implement and monitor the annual Safety Systems Development plan to ensure the organisation meets its legislative requirements.	The Safety Systems Development plan is implemented and reviewed annually.
	<b>2016/2017 Workplace Health and Safety Plan developed.</b>	<b>New plan currently being drafted to reflect new Council.</b>
	5.3.7.4 Undertake a biennial Organisation wide Staff Climate Survey.	Actions implemented by due date.
	<b>My Say Survey undertaken in Dubbo in August 2015.</b>	<b>Actions from this survey are no longer applicable. Currently reviewing options to conduct another survey to establish a baseline for the new Council.</b>
	5.3.7.5 A Corporate Training Programme is developed and implemented.	The Corporate Training Program is developed and implemented by due dates.
	<b>2016 Learning and Development Calendar was in place.</b>	<b>Learning and Development Calendar for 2016 implemented and training provided as per schedule. This now needs to be reviewed to incorporate new Council requirements.</b>
	5.3.7.6 Implement an audit programme that ensures that Work Safe Management Systems are being implemented and enable the Organisation to meet the requirements of the Work Health and Safety Act.	Audit programs implemented and reported to Executive Staff Committee
	<b>Complete organisational wide self-audit.</b>	<b>Self-Audit completed by all divisions. External audit also completed in September 2015.</b>
	5.3.7.12 Develop and implement Corporate succession plans.	Actions implemented by due date.
	<b>Plans Developed.</b>	<b>Achieved.</b>
	Provide a Workers Compensation and Injury Management service to all Divisions.	All statutory obligations are met. Injuries are effectively managed throughout the Organisation.
	<b>All statutory obligations are met. Injuries are effectively managed throughout the Organisation.</b>	<b>Procedures for managing injuries followed. Reporting completed and sent to Executive Staff monthly.</b>
	Provide an Employee Assistance Program to the Organisation.	Employee Assistance Program is provided and communicated to staff.
	<b>Employee Assistance Program provided and accessed by staff as required.</b>	<b>Providers communicated to staff via staff meetings, Communique and posters on notice boards.</b>
	Provide an efficient payroll service to the Organisation.	All employees paid weekly in accordance with awards and agreements.
	<b>Efficient payroll services provided to all staff.</b>	<b>Award increase processed and paid as of first pay period in July 2016. All pays processed on time and on a weekly basis.</b>
	Provide advice to management on industrial matters and negotiate matters with staff and Industrial Bodies	Industrial matters negotiated satisfactorily.
	<b>Industrial advice and support provided.</b>	<b>Grievances and other industrial matters attended to in a timely manner.</b>  <b>Providing significant industrial advice on the basis of the amalgamation.</b>

# OPERATIONAL PLAN

Function No. **10.06**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Human Resource Services</b>
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Activity	Action	Performance Targets/Service Level
Improved employment opportunities for all ages and sectors of the community	Provide Work Health & Safety services to staff.	Work Health & Safety services provided as required.
	<i>Work Health and Safety support provided on a daily basis.</i>	<i>Investigations, training sessions and audits conducted on a regular basis</i>
	Support local schools with work experience placement.	4 work experience placements per year.
	<i>Work Experience placements are accommodated where operationally able.</i>	<i>On target to achieve placement requirements.</i>
	Continue to explore opportunities to employ apprentices.	Develop succession planning strategies. Identify internal training opportunities.
Wellington Delivery Program Actions	<i>Apprentices to be considered as part of new Organisational Structure.</i>	<i>Succession planning to be revisited. Internal training opportunities incorporated into Training Plan for Council.</i>
	Support the Wellington Learning Community.	Participation in the Wellington Learning Community.
	<i>No action.</i>	<i>No action.</i>

### Financial Statement:

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	0	0	0	-110,000	-110,000	0	<b>1</b>	-110,000	-110,000
Expenditure	-76,393	0	-56,958	110,000	-23,351	-143,246	<b>2</b>	-166,597	-166,597
<b>Operating Total</b>	<b>-76,393</b>	<b>0</b>	<b>-56,958</b>	<b>0</b>	<b>-133,351</b>	<b>-143,246</b>		<b>-276,597</b>	<b>-276,597</b>
<b>Capital</b>									
Income	-200	0	0	0	-200	1	<b>3</b>	-199	-199
Expenditure	0	0	0	0	0	0	<b>4</b>	0	0
<b>Capital Total</b>	<b>-200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-200</b>	<b>1</b>		<b>-199</b>	<b>-199</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>	<b>-76,593</b>	<b>0</b>	<b>-56,958</b>	<b>0</b>	<b>-133,551</b>	<b>-143,245</b>		<b>-276,796</b>	<b>-276,796</b>
<b>Restricted Assets</b>	<b>76,593</b>	<b>0</b>	<b>56,958</b>	<b>0</b>	<b>133,551</b>	<b>143,245</b>	<b>5</b>	<b>276,796</b>	<b>276,796</b>
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>

Note	Details
<b>1</b>	No variance to budget.
<b>2</b>	Operating expenditure has decreased by \$143,246 mainly due to are reduction of the Work Health & Safely costs of \$102,130 and general Human Resources costs of \$52,054.
<b>3</b>	No significate variance to budget.
<b>4</b>	No variance to budget
<b>5</b>	Transfer to restricted assets has increased by \$143,245 due to the reduction in operating expenditure.

### Key Performance Indicators

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
Number of employees -Permanent	314	315	435 (464.99 FTE)	Total operating expenses of Human Resource Service per permanent employee	\$3,745	\$4,108	\$3,109				

<b>OPERATIONAL PLAN</b>
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Function No. 10.07

## *Performance Review*

Quarter ended: June

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Information Management Serv.</b>
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**Manager Responsible: Manager Information Management Serv.  
Mr Matthew Green**

**Function Objectives:**

To promote and support the effective and efficient use of Information Management systems extensively within Council.

**NOTE:** *This Operational Plans Activity, Actions and Performance Targets, along with the KPI's, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.*

Activity	Action	Performance Targets/Service Level
Printing & Photocopying Service	Provision of effective and efficient printing and photocopying service to the Organisation.	A competitive cost and proficient service is provided.
	<b><i>Photocopying services provided effectively and efficiently to organisation.</i></b>	<b><i>All realistic demands of the photocopying services are met at agreed cost.</i></b>
Corporate Information Services	Provision of an accurate and comprehensive Records Management service for the Corporation.	Time efficient and accurate provision of data to the Corporation.
	<b><i>Records management service provided that meets the needs of the organisation.</i></b>	<b><i>Time efficient and accurate provision of data to the Corporation achieved.</i></b>
Telecommunications/Telecommunications Accounts	Manage telephone accounts/provide support for Telecommunication equipment and services.	Suitable services and equipment are provided to meet the need of the organisation.
	<b><i>Accounts managed effectively and support provided on as needs basis for telecommunications equipment and services.</i></b>	<b><i>Telecommunications needs of the organisation met. Review of Unified Communications tenders commenced.</i></b>
Strategic Planning	5.2.2.1.1 Implement the adopted actions within both the Delivery Program and Operational Plan as they apply to the Information Management Services Function.	Delivery Program and Operational Plan actions implemented.
	<b><i>Information Management actions under implementation.</i></b>	<b><i>Actions implemented in accordance with Delivery Program and Operational Plan requirements.</i></b>
	5.3.3.1 Implement actions within the adopted Information Management Strategy.	Information Management Strategy actions implemented.
	<b><i>Information Management Delivery Program adopted by Executive Staff Committee in July 2014. Actions have been prioritised by consultation throughout organisation and due dates have been determined.</i></b>	<b><i>Information Management Delivery Program adopted by Executive Staff Committee in July 2014. Actions are currently being implemented.</i></b>
	5.3.3.2 Undertake full review of the Information Security Controls.	Review and implementation of security policies occurs annually.
	<b><i>Security Audit conducted by independent security specialist with resulting actions currently being implemented.</i></b>	<b><i>Preliminary review undertaken.</i></b>

<b>OPERATIONAL PLAN</b>
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Function No. **10.07**

## *Performance Review*

Quarter ended: **June**

Principal Activity:	<b>CORPORATE SERVICES</b>	Function:	<b>Information Management Serv.</b>
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Activity	Action	Performance Targets/Service Level
	5.3.3.3 Undertake a review of mobile alternatives for remote access to Council.	Review undertaken of alternate mobile technologies and recommendations assessed.
	<i>Mobile alternatives currently available for remote access to Council's systems include Apple iPads, Motion tablet devices, Getac devices and terminal services.</i>	<i>Apple iPads approved as corporate devices. Microsoft Surface Pro devices currently being trialed.</i>
	5.3.3.4 Develop internet based solutions for the submission of applications, payments and customer enquiries.	Solutions developed.
	<i>Implementation of Authority on-line rates payments complete. Development Application tracking has been implemented. Development Application lodgement to be implemented as part of merger upgrades</i>	<i>Implementation of Authority online rates payments complete. Online tracking made available in December 2015. Future plans of on-line capabilities include on-line certificates.</i>
Operations Services – Infrastructure Asset Management	Infrastructure Asset Management.	All infrastructure assets are effectively managed.
	<i>Infrastructure assets have been effectively managed.</i>	<i>Infrastructure have been effectively managed.</i>
Operations Services – Service Desk	Service Desk Services.	Service Desk system is maintained. All support requests are satisfactorily met. User Support Services available between 8.00am – 5.30pm Monday to Friday.
	<i>Service Desk Services provided effectively within available resource limitations.</i>	<i>Majority of support requests met satisfactorily. User Support Services are available between 8am – 5.30pm Monday to Friday.</i>
Operations Services – Software Management	Software Management.	Software Licence compliance is achieved.
	<i>Effective software management provided to the organisation.</i>	<i>Software licence compliance reviewed annually and supported by volume licensing programs.</i>
Support & Development	Maintain adequate licence renewals for current software.	Manage development of software applications and maintain adequate licensing levels.
	<i>Software licence compliance reviewed annually and supported by volume licensing programs.</i>	<i>No software development performed.</i>
Management Services from Other Functions	Cost of Services for printing, telephone, office space rental and GIS services.	Amounts charged are accepted as reasonable for the level of service provided.
	<i>Costs are based on a user pays system and recovered monthly.</i>	<i>Amounts charged are calculated on the infrastructure, software and support of the network and associated devices.</i>
Information Services	Develop solutions to the information needs of Management and provide support.	Management Information Systems are developed. Documentation and training is provided and user problems addressed.
	<i>Report writing and specification development undertaken according to user requirements.</i>	<i>Management Information Systems are sourced and implemented according to user requirements. Documentation and training facilitated.</i>
Consulting & Advisory Service – General	Project Management and Team Leading.	Services are provided to agreed brief.
	<i>Project management services are offered as required. Methodology for project management of IT related projects currently being undertaken.</i>	<i>Project management services are achieved.</i>

<b>OPERATIONAL PLAN</b>
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Function No. **10.07**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Information Management Serv.</b>
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Activity	Action	Performance Targets/Service Level
Functional Planning	Solutions Provision.	Systems development is arranged with third party and/or undertaken in house to specifications/agreed brief.
	<b><i>Solutions investigated and implemented.</i></b>	<b><i>No instance of third party systems development undertaken.</i></b>
	Oversee all Information Management implementations in organisation. Maintain Corporate IM Maturity and awareness of system to optimise utilisation/exploitation by users.	Regular reports are provided to GM/ESC. Selected applications are reviewed annually. All enhancement requirements are documented and communicated to supplier.
Consulting & Advisory Service – Major Systems Implementation	<b><i>Active involvement in Information Management Implementations throughout organisation. Continual education and research opportunities provided to staff to increase level of IM maturity for exploitation by users.</i></b>	<b><i>Information Management reporting to Executive Staff is occurring on a bi-monthly basis.</i></b>
	Solutions Provision.	System developments are arranged with third party and/or undertaken in house to specifications/agreed brief.
	<b><i>Active involvement in Information Management Implementations throughout organisation. Continual education and research opportunities provided to staff to increase level of IM maturity for exploitation by users.</i></b>	<b><i>Information Management reporting to Executive Staff is occurring on a bi-monthly basis.</i></b>
Server Room/Infrastructure Facilities	Maintain infrastructure.	Servers and Facilities are maintained.
	<b><i>Server room infrastructure is maintained.</i></b>	<b><i>Server room infrastructure maintained and upgrade completed in September 2015.</i></b>
Geographical Information Systems	To develop and maintain a digital record of the City's cadastre.	New subdivisions recorded within one month of the linen being released.
	<b><i>City's cadastre maintained up to date.</i></b>	<b><i>Corporate GIS updated with newly released linen plans within one month of receiving.</i></b>
	To develop mapping based systems using Council's digital database linked to available textual databases (eg. Property System). <b><i>Implementation of noxious weeds application with GIS Integration.</i></b>	Mapping based systems developed and linked to available textual databases. <b><i>Implementation of noxious weeds application with GIS integration. Integration with TRIM achieved.</i></b>
Acquisition of Assets	Undertake the approved Capital Works Program as defined in the Key Projects section of the Operational Plan.	Program implemented.
	<b><i>Capital Works Program undertaken.</i></b>	<b><i>Capital Works Program has been executed as scheduled.</i></b>



<b>OPERATIONAL PLAN</b>
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Function No. **10.07**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Information Management Serv.</b>
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**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-16,500	0	0	0	-16,500	3,095	<b>1</b>	-13,405	-13,405
Expenditure	-174,062	0	194,361	17,898	38,197	-862,024	<b>2</b>	-823,827	-823,827
<b>Operating Total</b>	<b>-190,562</b>	<b>0</b>	<b>194,361</b>	<b>17,898</b>	<b>21,697</b>	<b>-858,929</b>		<b>-837,232</b>	<b>-837,232</b>
<b>Capital</b>									
Income	-133,829	0	0	0	-133,829	-2,059	<b>3</b>	-135,888	-135,888
Expenditure	425,000	170,000	0	102,753	697,753	411,388	<b>4</b>	1,109,141	1,109,141
<b>Capital Total</b>	<b>291,171</b>	<b>170,000</b>	<b>0</b>	<b>102,753</b>	<b>563,924</b>	<b>409,329</b>		<b>973,253</b>	<b>973,253</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	<b>100,609</b>	<b>170,000</b>	<b>194,361</b>	<b>120,651</b>	<b>585,621</b>	<b>-449,600</b>		<b>136,021</b>	<b>136,021</b>
<b>Restricted Assets</b>									
	-100,609	-170,000	-194,361	-120,651	-585,621	449,600	<b>5</b>	-136,021	-136,021
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>

Note	Details
<b>1</b>	No significant variance to budget
<b>2</b>	Operating expenditure has decreased by \$862,024 mainly due to a reduction of Operations Services- Infrastructure Asset Management \$209,808 and Support & Development \$316,017. An increase in services provided of \$439,303 due to additional support services. The Telecommunication costs had an increase of \$85,102.
<b>3</b>	No significant variance to budget
<b>4</b>	Capital expenditure has increased by \$411,388 mainly due to an increase in Office Equipment purchases of \$235,617 and Microwave Link cost due to the amalgamation of \$333,525. There was a reduction of \$159,243 to general Plant and Equipment purchases.
<b>5</b>	Transfer from restricted assets has decreased by \$449,600 to fund future Computer Equipment Purchases.

**Key Performance Indicators**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
No. workstation users supported	365	430	415					% availability of major CCF Services Components			
No. Mobile users	282	370	405					-Internet	100%	99.999%	99.999%
								-File Server	99.9778%	99.900%	99.985%
								-Authority	99.996%	99.900%	99.996%
								-GIS Server	99.999%	99.900%	99.996%
								-TRIM	99.9995	99.900%	99.996%
								-Remote Access	100%	99.900%	99%
								-Email	99.992%	99.900%	99.993%
No. of Service Desk requests recorded/handled	3120	4000	3150	Average service desk call resolution time	1.25 days	3 days	1.5 days	Client satisfaction with Service Desk call handling is >80%	84.5%	90%	88%

<b>OPERATIONAL PLAN</b>
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Function No. **10.07***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Information Management Serv.</b>
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Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
				% of service desk resolutions provided within defined timeframes	89%	90%	90.15%				
No. of packages and/or applications	150	150	150								
No. of servers supported				No. of Computer Virus incidents identified	1780	4,500	3570	No. of Computer Virus Outbreaks	0	0	0
-Physical	9	15	9	No. of Intrusion attempts to Council's network	2960	1,000	450	No. of security breaches	0	0	0
-Virtual	91	100	150								
No. of remote sites supported	22	35	33					% emails identified as SPAM and removed	8.54%	30%	10%
No. of Information Systems projects Undertaken	100	75	55								
No. of documents processed in Records System	220,934	360,000	278,759	Cost per document processed in Records Management System	\$0.50	\$0.50	\$0.50				
No. of Geographical Information Projects undertaken	25	60	22					No. of Geographical Information interfaces with other applications	19	35	14

<b>OPERATIONAL PLAN</b>
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Function No. **10.07**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Information Management Serv.</b>
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**Key Projects****Capital Works Program**

Information Management - Acquisition of Assets 01.09653 - Office Equipment	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7893 - Hardware Purchases - PC's/Laptops <i>Ongoing Project – Equipment Purchased when required</i>	0	0	0	0	37,138	37,138
7928 - Hardware Purchases - Server <i>Project Complete</i>	0	0	0	95,775	6,260	102,035
7935 - Software <i>Ongoing Project –Purchased when required</i>	50,000	0	0	6,978	16,800	73,778
7950 - Hardware Purchases - Misc <i>Ongoing Project –Purchased when required</i>	0	0	0	0	5,250	5,250
7960 - Mobile Computing Development <i>Project carried over to 2017/2018</i>	10,000	0	0	0	-10,000	0
7962 - Upgrade Network at Remote Sites <i>Project carried over to 2017/2018</i>	50,000	0	0	0	14,080	64,080
7965 - Sharepoint Development <i>Project carried over to 2017/2018</i>	15,000	0	0	0	-15,000	0
8301 - Electronic Timesheet Capture <i>Project ongoing</i>	0	0	11,210	0	0	11,210
8302 - Unified Communications System <i>Ongoing Project –Purchased when required</i>	300,000	0	-11,210	0	68,728	357,518
8311 - APC Smart-UPS x 2	0	0	0	0	2,682	2,682
8312 - Priava Management Software <i>Project Complete</i>	0	0	0	0	43,100	43,100
8313 - Serverlink LCD Console Drawer 17` <i>Project Complete</i>	0	0	0	0	1,300	1,300
8314 - HPE 8-Port 10GBE Module <i>Project Complete</i>	0	0	0	0	6,540	6,540
8337 - Amalgamation - ILF - OLR & Actus & BIS <i>Project Complete</i>	0	0	0	0	58,739	58,739
01.09653 - Office Equipment Total	425,000	0	0	102,753	235,617	763,370

<b>OPERATIONAL PLAN</b>
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Function No. **10.07**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Information Management Serv.</b>
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Information Management - Acquisition of Assets 01.09656 - Furniture & Fittings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7904 - Sony 65` FHD Smart TV <i>Project Complete</i>	0	0	0	0	1,489	1,489
01.09656 - Furniture & Fittings Total	0	0	0	0	1,489	1,489

Information Management - Acquisition of Assets 01.09657 - Plant & Equipment	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7810 - Amalgamation - Microwave Link <i>Project Complete</i>	0	0	0	0	312,802	312,802
7811 - Microwave Link Rifle Range & Waste Mgmt <i>Project Complete</i>	0	0	0	0	20,723	20,723
01.09657 - Plant & Equipment Total	0	0	0	0	333,525	333,525

Wellington - Capital Expenses 01.08115 - Office Equipment	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6500 - Plant & Equipment (IT) <i>Ongoing Project –Purchased when required</i>	0	170,000	0	0	-159,243	10,757
01.08115 - Office Equipment Total	0	170,000	0	0	-159,243	10,757

# OPERATIONAL PLAN

Function No. 10.08

## Performance Review

Quarter ended: June

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Governance &amp; Risk Services</b>
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**Manager Responsible:   Manager Governance & Risk Services  
Mr Michael Ferguson**

**Function Objectives:**

To develop and maintain an effective administrative service system to ensure optimum performance to the organisation.

**NOTE:** This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.

Activity	Action	Performance Targets/Service Level
Risk Management Strategy	5.3.1.8 Review the Enterprise Risk Management Strategy to determine its effectiveness in managing risk.	Review undertaken, effectiveness determined and report submitted to the Executive Staff Committee.
	<i>Echelon Australia engaged to review existing documentation and facilitate the development of an updated Enterprise Risk Management Policy and Plan. Draft copies of reviewed policies and plans provided by Echelon. Expected to be completed during August 2017.</i>	<i>Echelon Australia engaged to review existing documentation and facilitate the development of an updated Enterprise Risk Management Policy and Plan. Draft copies of reviewed policies and plans provided by Echelon. Expected to be completed during August 2017.</i>
Operational services for the Council	5.3.1.6 Update Councillors Notebook annually and incorporate any requirements under the Local Government Act or other legislation applicable to the elected representatives.	Notebook updated annually.
	<i>Revised Councillor Notebook under development for new Council following elections in September 2017.</i>	<i>Revised Councillor Notebook under development for new Council following elections in September 2017.</i>
Administrative Support to the Organisation	5.2.2.1.1 Implement the adopted actions within both the Delivery Program and Operational Plan as they apply to the Administrative Services Function.	Delivery Program and Operational Plans implemented.
	<i>Actions undertaken</i>	<i>Actions implemented.</i>
	5.4.2.1 Maintain an up to date database of Council's statutory requirements.	Database established and maintained.
	<i>Investigations into possible solutions to provide management tool for managing Council's Statutory requirements being investigated.</i>	<i>Investigations into possible solutions to provide management tool for managing Council's Statutory requirements being investigated.</i>
Council is well managed, meeting its statutory and operational requirements.	2.2.3.6 Undertake Mayoral quarterly forum with developers to discuss Council related issues.	Forums are undertaken each quarter.
	<i>Developers Forum conducted on 29 March 2017.</i>	<i>Developers Forum conducted on 29 March 2017.</i>
	Ensure council decision making processes are transparent, ethical and accountable.	Council resolutions promptly actioned.  Timely reports presented to council with clear and concise information with stand-alone recommendations.
	<i>Council decision making processes are transparent, ethical and accountable.</i>	<i>Council resolutions are promptly actioned.  Timely reports are presented to council with clear and concise information with stand-alone recommendations.</i>

**OPERATIONAL PLAN**

Function No. **10.08**

*Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Governance &amp; Risk Services</b>
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**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-70,000	0	-16,626	-176	-86,802	-25,642	<b>1</b>	-112,444	-112,444
Expenditure	-100,312	0	45,080	77,194	21,962	6,368	<b>2</b>	28,330	28,330
<b>Operating Total</b>	<b>-170,312</b>	<b>0</b>	<b>28,454</b>	<b>77,018</b>	<b>-64,840</b>	<b>-19,274</b>		<b>-84,114</b>	<b>-84,114</b>
<b>Capital</b>									
Income	0	0	0	0	0	0	<b>3</b>	0	0
Expenditure	0	0	0	0	0	0	<b>4</b>	0	0
<b>Capital Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	-170,312	0	28,454	77,018	-64,840	-19,274		-84,114	-84,114
<b>Restricted Assets</b>									
	170,312	0	-28,454	-77,018	64,840	19,274	<b>5</b>	84,114	84,114
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>

Note	Details
<b>1</b>	Operating income has increased by \$25,642 mainly due to a Statewide Mutual Risk Rebate.
<b>2</b>	No significant variance to budget.
<b>3</b>	No variance to budget.
<b>4</b>	No variance to budget.
<b>5</b>	Transfer to restricted assets has increased by \$19,274 due to additional income.

**Key Performance Indicators:**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
								Insurances reviewed and updated annually.	Yes	Yes	Yes
								Agendas delivered within required time frames.	Yes	Yes	Yes

<b>OPERATIONAL PLAN</b>
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Function No. 10.09

## *Performance Review*

Quarter ended: June

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Civic Administration Building</b>
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**Manager Responsible:   Manager Governance & Risk Services  
Mr Michael Ferguson**

**Function Objectives:**

To provide a clean and safe working environment for the Corporation.
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<b>NOTE:</b> This Operational Plans Activity, Actions and Performance Targets, along with the KPI's, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.
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Activity	Action	Performance Targets/Service Level
Other Council Building Operations	Provide a cleaning service to other Council facilities.	Facilities cleaned as per agreed briefs.
	<b>Cleaning service provided.</b>	<b>Buildings cleaned daily.</b>
Civic Administration Building – Operational Services	5.2.2.1.1 Implement the adopted actions within both the Delivery Program and Operational Plan as they apply to the Civic Administration Building Function.	Delivery Program and Operational Plan actions implemented.
	<b>Actions undertaken.</b>	<b>Actions implemented.</b>
	5.3.6.2 Review, test and update annually the Civic Administration Building Disaster Response Plan.	Annual review undertaken, however review extended regarding long term alternative accommodation.
	<b>No action to date. To be completed following accommodation review and implementation of new organisation.</b>	<b>No action to date. To be completed following accommodation review and implementation of new organisation.</b>
Civic Administration Building Cleaning Services	Provision of a clean work amenity.	Civic Administration Building cleaned daily to agreed brief specification.
	<b>Cleaning service provided.</b>	<b>Building cleaned daily.</b>
Asset Management Program – Routine	Work amenity maintained to appropriate standard.	Minor maintenance undertaken in accordance with quarterly check.
	<b>Asset maintenance program formalised and implemented.</b>	<b>Undertaken as programmed.</b>
Asset Management Program – Cyclic	Work amenity maintained to appropriate standard.	Other maintenance undertaken in accordance with Asset Management Program.
	<b>Asset maintenance program formalised and implemented.</b>	<b>Undertaken as programmed.</b>
Acquisition of Assets	Undertake the approved Capital Works Program as defined in the Key Projects section of the Operational Plan.	Program implemented.
	<b>Capital Works undertaken in accordance with Capital Works Program</b>	<b>Capital Works undertaken in accordance with Capital Works Program</b>
Wellington Delivery Program Actions	Ensure the continuity of council's functions and minimise risks associated with such activities.	Business Continuity Plan in place. Implementation of Disaster Recovery Plan.
	<b>Business Continuity and Disaster Recovery Plan in place for functions located within Civic Administration Building</b>	<b>Business Continuity and Disaster Recovery Plan in place for functions located within Civic Administration Building</b>

<b>OPERATIONAL PLAN</b>
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Function No. **10.09**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Civic Administration Building</b>
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**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-50,918	0	-136	0	-51,054	-6,810	1	-57,864	-57,864
Expenditure	-260,760	313,380	10,251	62,835	125,706	-142,126	2	-16,420	-16,420
<b>Operating Total</b>	<b>-311,678</b>	<b>313,380</b>	<b>10,115</b>	<b>62,835</b>	<b>74,652</b>	<b>-148,936</b>		<b>-74,284</b>	<b>-74,284</b>
<b>Capital</b>									
Income	-130,030	-127,690	0	-51,081	-308,801	24,459	3	-284,342	-284,342
Expenditure	228,286	127,376	35,400	0	391,062	-15,625	4	375,437	375,437
<b>Capital Total</b>	<b>98,256</b>	<b>-314</b>	<b>35,400</b>	<b>-51,081</b>	<b>82,261</b>	<b>8,834</b>		<b>91,095</b>	<b>91,095</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	-213,422	313,066	45,515	11,754	156,913	-140,102		16,811	16,811
<b>Restricted Assets</b>									
	213,422	-58,760	-45,515	-11,754	97,393	140,102	5	237,495	237,495
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>0</b>	<b>254,306</b>	<b>0</b>	<b>0</b>	<b>254,306</b>	<b>0</b>		<b>254,306</b>	<b>254,306</b>

Note	Details
1	No significant variance to budget
2	Operating expenditure has decreased by \$142,126 mainly due to a saving in Civic Administration Building Operational Expenditure of \$117,667 and decrease in Depreciation Expense of \$24,459.
3	Capital income has decreased by \$24,459 due to a reduction in Depreciation (non cash expenditure)
4	Capital expenditure has decreased by \$15,625 mainly due to reduction in planned expenditure on the Wellington Administration Building.
5	Transfer to restricted assets increased by \$140,102 to fund future asset renewal works.

**Key Performance Indicators**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
Area of available office accommodation	1635.06m <sup>2</sup>	1635.06m <sup>2</sup>	1685m <sup>2</sup>	Total operating expense per m <sup>2</sup> of useable space	\$763.92	\$795.51	\$616.71	% of personnel satisfactorily accommodated.	95%	95%	95%

**Key Projects****Capital Works Program**

Civic Admin. Building - Acquisition of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09663 - CAB - Other Structures						
7924 - CCTV Cameras	0	0	0	0	5,904	5,904
<b>Project Complete</b>						
01.09663 - CAB - Other Structures Total	0	0	0	0	5,904	5,904



<b>OPERATIONAL PLAN</b>
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Function No. **10.09***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Civic Administration Building</b>
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Civic Admin. Building - Acquisition of Assets 01.09665 - CAB - Furniture & Fittings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7922 - Minor Furniture <i>Ongoing – Furniture purchased when required</i>	22,000	0	0	0	-19,161	2,839
7938 - Carrington Ave - Bench Tops & Cupboards <i>Project Complete</i>	0	0	0	0	2,840	2,840
7939 - Carrington Ave - Hydrotap <i>Project Complete</i>	0	0	0	0	3,035	3,035
7940 - Mayor's Conference Room - Hydrotap <i>Project Complete</i>	0	0	0	0	3,035	3,035
7941 - 2nd Floor - Hydrotap <i>Project Complete</i>	0	0	0	0	3,591	3,591
7942 - Wellington Office - Dishwasher <i>Project Complete</i>	0	0	0	0	839	839
<b>01.09665 - CAB - Furniture &amp; Fittings Total</b>	<b>22,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-5,821</b>	<b>16,179</b>

Civic Admin. Building - Acquisition of Assets 01.09666 - Plant & Equipment - CAB	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7927 - Replacement of Council Chamber Air-Con <i>Project Complete</i>	0	0	35,400	0	0	35,400
7930 - Air Con - Pumps <i>Project Complete</i>	0	0	0	0	8,615	8,615
<b>01.09666 - Plant &amp; Equipment - CAB Total</b>	<b>0</b>	<b>0</b>	<b>35,400</b>	<b>0</b>	<b>8,615</b>	<b>44,015</b>

<b>OPERATIONAL PLAN</b>
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Function No. **10.09**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Civic Administration Building</b>
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Civic Admin. Building - Acquisition of Assets 01.09668 - C.A.B. - Buildings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7940 - Carrington Avenue - Office Improvements <i>Project Complete</i>	0	0	0	0	5,409	5,409
01.09668 - C.A.B. - Buildings Total	0	0	0	0	5,409	5,409

Civic Admin. Building - Asset Renewals - Maint. 01.08280 - Wellington Administration Building - Asset Renewal	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
5900 - Land & Buildings <i>Project Complete</i>	0	78,760	0	0	-28,660	50,100
01.08280 - Wellington Administration Building - Asset Renewal Total	0	78,760	0	0	-28,660	50,100

<b>OPERATIONAL PLAN</b>
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Function No. **10.10**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Technical Support Services</b>
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**Manager Responsible:   Manager Technical Support  
Mr Mark Stacey**

**Function Objectives:**

To provide an Engineering Design, Development and Technical Support service to the organisation.
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<b>NOTE:</b> <i>This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.</i>
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Activity	Action	Performance Targets/Service Level
Management Services	Management advice is provided to branch functions and provide advisory service to the organisation for engineering related matters.	Advice is delivered as appropriate.
	<i><b>This is being achieved.</b></i>	<i><b>This is being achieved.</b></i>
Development Section	Provide Engineering advice and assessment for all Development Applications and Subdivision Construction Certificates referred to the Branch.	100% of "complete" development applications processed within 15 working days (non referred).
	<i><b>This is being achieved.</b></i>	<i><b>This is being achieved.</b></i>
	To supervise contractors for both private and Council subdivision activities.	Inferior infrastructure works undertaken NOT accepted.
	<i><b>This is being achieved.</b></i>	<i><b>This is being achieved.</b></i>
Design Section	To survey, design and prepare plans for Council works.	Plans completed a minimum two months prior to construction.
	<i><b>This is being achieved.</b></i>	<i><b>This is being achieved.</b></i>
	Undertaken project management of survey, design and construction activities for all Council subdivisions.	Co-ordination ensures land release not delayed due to incomplete works.
	<i><b>This is being achieved. Design for Council's residential sub-division is now one stage release "in front" of construction requirements.</b></i>	<i><b>This is being achieved.</b></i>
Acquisition of Assets	Undertake the approved Capital Works programme as defined in the Key Projects section of the Operational Plan.	Programme implemented.
	<i><b>No Capital Works identified for 2016/2017 Financial Year.</b></i>	<i><b>No Capital Works identified for 2016/2017 Financial Year.</b></i>



<b>OPERATIONAL PLAN</b>
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Function No. **10.11***Performance Review*Quarter ended: **June**

Principal Activity:

**CORPORATE SERVICES**

Function:

**Business Support Services  
(Technical)**

**Manager Responsible:   Manager Business Support  
Mr Ray Mills**

**Function Objectives:**

To collate and assist in the development of the Division's Annual Operational Plan (including Annual Budget) and review the quarterly Budget. Ensure that expenditure is contained within the Budget approved by Council.

**NOTE:** *This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.*

Activity	Action	Performance Targets/Service Level
Quarterly Budget Review	5.3.1.5 Operational Plan (including budget) review undertaken by Council on a quarterly basis.	Quarterly reviews undertaken and submitted to Finance and Policy Committee by due date.
	<b>Quarterly reviews will be undertaken at the end of September, December, March and June.</b>	<b>June 2017 Quarterly Review submitted to the Finance and Policy Committee meeting in August 2017.</b>
Business Support Operations	Provide Business Support Operations that relate to the Technical Services Division and for ratepayers, Councillors and other Divisions	To provide ratepayers, Councillors, other Divisions and Branches of the Technical Services Division with accurate information and advice in a timely manner.
	<b>Undertaken and ongoing.</b>	<b>Undertaken and ongoing.</b>
	Provide Strategic Management and Direction to the Technical Services Division.	Division operating in an efficient and effective manner.
	<b>Undertaken and ongoing.</b>	<b>Achieved.</b>
	5.3.1.10 Monitor the ongoing implementation of the NAMSPlus asset reporting tool for the Technical Services Division	NAMSPlus is being implemented within the Technical Services Division.
	<b>NAMSPlus is no longer applicable for Technical Services Division. Asset Management reporting now comes under National Asset Management Accounting Framework (NAMAF).</b>	<b>NAMSPlus is no longer applicable for Technical Services Division. Asset Management reporting now comes under National Asset Management Accounting Framework (NAMAF). This is currently being implemented through the Superior Asset Management group.</b>
	5.3.1.10 Monitor the Corporate wide planning, oversight and performance of Asset Management for functional areas of the Organisation.	Asset Management Plans for the Technical Services Division are prepared and submitted by due date.
	<b>Asset Management Plans have been developed for required branches in Technical Services.</b>	<b>Asset Management Plans submitted by required date.</b>
	5.3.1.11 Monitor the use of the zero based budgeting framework by the Organisation.	All zero based budgeting requirements are fully adhered to within the Technical Services Division.
	<b>Zero based budgeting utilised.</b>	<b>Zero based budgeting adhered to.</b>
Annual Operational Plan (including Annual Budget) Preparation	5.3.1.2 Operational Plans (including budget) adopted in June each year.	Operational Plans for the Technical Services Division adopted by Council by due date.
	<b>Operational Plans for 2016/2017 adopted by Council in June 2016 for Technical Services Division.</b>	<b>Operational Plans for 2016/2017 were adopted at Councils meeting in June 2016.</b>

<b>OPERATIONAL PLAN</b>
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Function No. **10.11***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Business Support Services (Technical)</b>
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**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-293	0	293	0	0	0	<b>1</b>	0	0
Expenditure	-31,482	0	-73,925	0	-105,407	0	<b>2</b>	-105,407	-105,407
<b>Operating Total</b>	<b>-31,775</b>	<b>0</b>	<b>-73,632</b>	<b>0</b>	<b>-105,407</b>	<b>0</b>		<b>-105,407</b>	<b>-105,407</b>
<b>Capital</b>									
Income	0	0	0	0	0	0	<b>3</b>	0	0
Expenditure	2,500	0	0	0	2,500	-2,500	<b>4</b>	0	0
<b>Capital Total</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>-2,500</b>		<b>0</b>	<b>0</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	-29,275	0	-73,632	0	-102,907	-2,500		-105,407	-105,407
<b>Restricted Assets</b>									
	29,275	0	73,632	0	102,907	2,500	<b>5</b>	105,407	105,407
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>

Note	Details
<b>1</b>	Operating Income – No Variance
<b>2</b>	Operating Expense – No Variance
<b>3</b>	Capital Income – No Variance
<b>4</b>	Capital Expenditure decreased by \$2,500 due to Office Equipment not being purchased
<b>5</b>	Restricted Assets increased by \$2,500 due to the non-purchase of Office Equipment in this financial year.

**Key Performance Indicators:**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
Number of functions requiring Operational Plan (including Annual Budget) assistance	17	17	17	Cost of Business Support Services as a % of Total Divisional Expenditure	1.04%	1.05%	0.98%	Delivery program, Operational Plan (including Annual Budget) time frames met	Yes	Yes	Yes
Number of Branches requiring secretarial or administrative assistance	6	6	6	Cost per Function	\$67,274	\$69,124	\$52,741	Delivery Program and Quarterly Budget timeframes met.	Yes	Yes	Yes

<b>OPERATIONAL PLAN</b>
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Function No. **10.11***Performance Review*Quarter ended: **June**

Principal Activity:	<b>CORPORATE SERVICES</b>	Function:	<b>Business Support Services (Technical)</b>
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**Key Projects****Capital Works Program**

Business Support Tech. - Acquisition of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09684 - Technical Support - Office Equipment						
7930 - Scanner	2,500	0	0	0	-2,500	0
<b>Project complete</b>						
01.09684 - Technical Support - Office Equipment Total	2,500	0	0	0	-2,500	0

# OPERATIONAL PLAN

Function No. **10.12**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Depot Services</b>
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**Manager Responsible: Manager Governance & Risk Services  
Mr Michael Ferguson**

**Function Objectives:**

To provide a clean, safe and adequately sized functional working environment for the users of the Depot.

**NOTE:** This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.

Activity	Action	Performance Targets/Service Level
Depot Operations	5.2.2.1.1 Implement the adopted actions within both the Delivery Program and Operational Plan as they apply to the Civic Administration Building Function.	Delivery Program and Operational Plan actions Implemented.
	<b>Actions undertaken.</b>	<b>Actions implemented.</b>
Asset Management – Routine	Provide routine maintenance on an as required basis.	Building routine maintenance carried out within an acceptable time.
	<b>Routine maintenance provided.</b>	<b>Routine maintenance provided.</b>
Asset Management - Cyclic	Carry out cyclic maintenance in accordance with the Building Asset Management Plans	Cyclic maintenance carried out as scheduled in the Building Asset Management Plans.
	<b>Cyclic maintenance provided.</b>	<b>Cyclic maintenance provided.</b>

**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-12,500	0	0	0	-12,500	5,417	1	-7,083	-7,083
Expenditure	-10,701	183,711	0	29,119	202,129	-98,159	2	103,970	103,970
<b>Operating Total</b>	<b>-23,201</b>	<b>183,711</b>	<b>0</b>	<b>29,119</b>	<b>189,629</b>	<b>-92,742</b>		<b>96,887</b>	<b>96,887</b>
<b>Capital</b>									
Income	-122,399	-53,045	0	0	-175,444	6,431	3	-169,013	-169,013
Expenditure	0	146,199	0	0	146,199	-54,671	4	91,528	91,528
<b>Capital Total</b>	<b>-122,399</b>	<b>93,154</b>	<b>0</b>	<b>0</b>	<b>-29,245</b>	<b>-48,240</b>		<b>-77,485</b>	<b>-77,485</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>	<b>-145,600</b>	<b>276,865</b>	<b>0</b>	<b>29,119</b>	<b>160,384</b>	<b>-140,982</b>		<b>19,402</b>	<b>19,402</b>
<b>Restricted Assets</b>	<b>145,600</b>	<b>-166,199</b>	<b>0</b>	<b>-29,119</b>	<b>-49,718</b>	<b>140,982</b>	<b>5</b>	<b>91,264</b>	<b>91,264</b>
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>	<b>0</b>	<b>110,666</b>	<b>0</b>	<b>0</b>	<b>110,666</b>	<b>0</b>		<b>110,666</b>	<b>110,666</b>

Note	Details
1	Operating income has decreased by \$5,417 due to Optus Lease income.
2	Operating expenditure has decreased by \$98,159 mainly due to savings in Depot Operation expenditure of \$23,987, Asset Maintenance of \$40,505 and Depreciation of \$6,431.
3	Capital income has decreased by \$6,431 due to Depreciation (non cash expenditure).
4	Capital Expenditure has decreased by \$54,671 mainly due to a decrease in planned expenditure on the Wellington Depot Washbay and an increase in Asset Renewals.
5	Transfer to restricted assets has increased by \$140,982 for future asset renewals.



<b>OPERATIONAL PLAN</b>
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Function No. **10.12**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Depot Services</b>
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**Key Performance Indicators:**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
Site area available	28,320m <sup>2</sup>	28,320m <sup>2</sup>	28,320m <sup>2</sup>	Total operating expense per m <sup>2</sup> of usable site area.	\$16.72	\$15.45	\$14.29	% of personnel satisfactorily accommodated.	95%	95%	95%
Building Area				Total operating expense per m <sup>2</sup> of usable space	\$105.65	\$99.66	\$92.15				
Available Stores Pt B5	740m <sup>2</sup>	740m <sup>2</sup>	740m <sup>2</sup>								
Mechanical Workshop Pt B5	900m <sup>2</sup>	900m <sup>2</sup>	900m <sup>2</sup>								
Noxious Weeds B3	243.8m <sup>2</sup>	243.8m <sup>2</sup>	243.8m <sup>2</sup>								
Concrete Trades B1	180.5m <sup>2</sup>	180.5m <sup>2</sup>	180.5m <sup>2</sup>								
Utilities B4	608m <sup>2</sup>	608m <sup>2</sup>	608m <sup>2</sup>								
Amenities/Offices B2	351.5m <sup>2</sup>	351.5m <sup>2</sup>	351.5m <sup>2</sup>								
Rangers/Trades/Waste B7	463.6m <sup>2</sup>	463.6m <sup>2</sup>	463.6m <sup>2</sup>								
Ancillary B6	126.8m <sup>2</sup>	126.8m <sup>2</sup>	126.8m <sup>2</sup>								
Truck Wash B9	312m <sup>2</sup>	312m <sup>2</sup>	312m <sup>2</sup>								
Parks & Landcare Building	466.2m <sup>2</sup>	466.2m <sup>2</sup>	466.2m <sup>2</sup>								

**Key Projects****Capital Works Program**

Depot Services - Acquisition of Assets 01.09696 - Depot - Other Structures	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7965 - Colourbond Sheets to Wire Fence <i>Project Complete</i>	0	0	0	0	8,182	8,182
01.09696 - Depot - Other Structures Total	0	0	0	0	8,182	8,182

<b>OPERATIONAL PLAN</b>
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Function No. **10.12***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Depot Services</b>
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Depot Services - Acquisition of Assets 01.09697 - Depot - Buildings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7963 - Distribution Boards <i>Project Complete</i>	0	0	0	0	24,961	24,961
01.09697 - Depot - Buildings Total	0	0	0	0	24,961	24,961

Depot Services - Asset Renewals - Maintenance 01.09691 - Depot - Furniture & Fittings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
7952 - Hydrotap Unit <i>Project Complete</i>	0	0	0	0	4,959	4,959
7953 - Upgrade Lighting In Workshop To LED <i>Project Complete</i>	0	0	0	0	8,448	8,448
01.09691 - Depot - Furniture & Fittings Total	0	0	0	0	13,407	13,407

Wellington - Capital Expenses 01.08016 - Wellington Depot - Buildings	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
6501 - Washbay <i>Project carried over to 2017/2018</i>	0	146,199	0	0	-101,221	44,978
01.08016 - Wellington Depot - Buildings Total	0	146,199	0	0	-101,221	44,978

# OPERATIONAL PLAN

Function No. **10.13**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Rates &amp; General Revenue</b>
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Manager Responsible: Manager Financial Accounting Services  
**Mr Wayne Sonneman**

**Function Objectives:**

To raise General Revenue for the Organisation.

**NOTE:** This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.

Activity	Action	Performance Targets/Service Level
General Purpose Rates	5.3.2.4 Complete an annual review of rating structure.	Rates structure reviewed and adopted for incorporation into the Delivery Plan and Operational Plan by due date.
	<i>Reviewed in February 2017, reported submitted to Council in March 2017.</i>	<i>Rating Structure report recommendations adopted at the March 2017 Ordinary Council meeting.</i>
Interest on Investments	5.3.2.5 Council's funds invested in accordance with Legislative provisions, and Council's adopted Investment Policy and Strategy.	Return on investment maximised and investments compliant with requirements.
	<i>All funds invested in accordance with the Minister's Order and Council's Investment Policy and Strategy.</i>	<i>All funds invested in accordance with the Minister's Order and Council's Investment Policy and Strategy. May 2017 return was 3.03% per annum compared to the Aus Bond Bank bill Index of 1.76%.</i>
Financial Assistance Grants	5.3.2.3 Monitor the level of State and Federal Government grants payable to local government including Financial Assistance Grants (FAGS) and make any necessary submissions.	Grants Commission return is submitted by due date, is accurate and maximise Council's Financial Assistance Grant. All allowable disabilities are included in return.
	<i>Feedback received from Grants Commission on calculation of disabilities for 2016/2017 grant calculation. No scope for submission to vary the methodology.</i>	<i>Return completed by November 2016.</i>

**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-34,927,561	-11,043,585	990,780	-107,814	-45,088,180	-5,953,945	1	-51,042,125	-51,042,125
Expenditure	682,893	0	9,220	0	692,113	7,943	2	700,056	700,056
<b>Operating Total</b>	<b>-34,244,668</b>	<b>-11,043,585</b>	<b>1,000,000</b>	<b>-107,814</b>	<b>-44,396,067</b>	<b>-5,946,002</b>		<b>-50,342,069</b>	<b>-50,342,069</b>
<b>Capital</b>									
Income	-556,027	0	0	0	-556,027	343,777	3	-212,250	-212,250
Expenditure	0	0	0	0	0	0	4	0	0
<b>Capital Total</b>	<b>-556,027</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-556,027</b>	<b>343,777</b>		<b>-212,250</b>	<b>-212,250</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>	<b>-34,800,695</b>	<b>-11,043,585</b>	<b>1,000,000</b>	<b>-107,814</b>	<b>-44,952,094</b>	<b>-5,602,225</b>		<b>-50,554,319</b>	<b>-50,554,319</b>
<b>Restricted Assets</b>	<b>1,101,470</b>	<b>2,741,250</b>	<b>-1,000,000</b>	<b>107,814</b>	<b>2,950,534</b>	<b>5,502,479</b>	5	<b>8,453,013</b>	<b>8,453,013</b>
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>	<b>-33,699,225</b>	<b>-8,302,335</b>	<b>0</b>	<b>0</b>	<b>-42,001,560</b>	<b>-99,746</b>		<b>-42,101,306</b>	<b>-42,101,306</b>

<b>OPERATIONAL PLAN</b>
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Function No. **10.13**

## *Performance Review*

Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Rates &amp; General Revenue</b>
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Note	Details
1	Operating income has increased by \$5,797,704 mainly due to Federal Assistance Grant for 2017/2018 paid in advance and additional interest on investment of \$373,702.
2	No significant variance to budget.
3	Capital income has decreased by \$343,777 due to Employee Leave Entitlements being paid.
4	No variance to budget.
5	Transfer to restricted assets increased by \$5,460,663 mainly due to the Federal Assistance Grant for 2017/2018 paid in advance.

**Key Performance Indicators**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
Number of Rate Assessments	18,368	18,482	18,650	Cost of Rates Management Services per assessment	\$87.17	\$88.97	\$99.50	Grants Commission Return submitted by due date 30/11	Yes	Yes	Yes
Total number of 603 certificates issued	1,120	1,175	1,132	Index of performance of Cash Plus accounts – 12 months to date	1.53	1.54	1.80	Percentage of Rates and Annual Charges outstanding to Percentage collectable reduced.	4.60%	5%	29.26%

# OPERATIONAL PLAN

Function No. **10.16**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Works Services</b>
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**Manager Responsible:    Manager Works  
Mr Robert Flakeler**

**Function Objectives:**

To carry out construction and maintenance activities to clients agreed briefs in an effective and timely manner and maintain a high quality output.

**NOTE:** *This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.*

Activity	Action	Performance Targets/Service Level
Kerbside Collection & Disposal	Maintain Collections to Agreed Brief.	Works completed on time, and within budget.
	<b>Service levels adopted and Agreed Brief in place.</b>	<b>Agreed Brief monitored and within budget.</b>
Footpaths & Cycleways	Maintenance, construction and reconstruction of Footpath and Cycleways as to agreed brief(s).	Works completed on time, and within budget.
	<b>Service levels adopted and Agreed Brief in place.</b>	<b>Agreed Brief monitored and within budget.</b>
Traffic	Maintenance, and construction of Carparks and other Traffic facilities to agreed brief(s).	Works completed on time, and within budget.
	<b>Service levels adopted and Agreed Brief in place.</b>	<b>Agreed Brief monitored and within budget.</b>
Miscellaneous Projects	Provision of minor services or construction works to other Council functions as requested.	Works completed on time, and within budget.
	<b>Service levels adopted and Agreed Brief in place.</b>	<b>Agreed Brief monitored and within budget.</b>
State Roads	Maintenance, construction and reconstruction of State Roads and National Highway as agreed in Contract.	Works completed on time, and within budget.
	<b>Service levels adopted and Agreed Brief in place.</b>	<b>Agreed Brief monitored and within budget.</b>
Urban Roads	Maintenance, construction and reconstruction of roads and kerb & gutter to agreed brief(s).	Works completed on time, and within budget.
	<b>Service levels adopted and Agreed Brief in place.</b>	<b>Agreed Brief monitored and within budget.</b>
Rural Roads	Maintenance, construction and reconstruction of Rural Roads, Regional Roads to agreed brief(s).	Works completed on time, and within budget.
	<b>Service levels adopted and Agreed Brief in place.</b>	<b>Agreed Brief monitored and within budget.</b>
Other Customers	Provision of minor services or construction works to other Council functions as requested.	Works completed on time, and within budget.
	<b>Service levels adopted and Agreed Brief in place.</b>	<b>Agreed Brief monitored and within budget.</b>
Stormwater	Maintenance construction of Stormwater facilities to agreed brief(s).	Works completed on time, and within budget.
	<b>Service levels adopted and Agreed Brief in place.</b>	<b>Agreed Brief monitored and within budget.</b>
Quarry Management and Rehabilitation	Operate quarries to provide gravel for works.	Quarry operations are maintained on a sustainable basis.
	<b>Stockpiles in place.</b>	<b>Regularly maintained.</b>
	5.3.1.10.1 Ongoing development of Asset Management Plans for the Works Services Function.	Asset Management Plans for the Works Services Function are prepared and submitted by due date.
	<b>Regularly monitored and replaced as required.</b>	<b>Regularly monitored and replaced as required.</b>

<b>OPERATIONAL PLAN</b>
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Function No. **10.16***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Works Services</b>
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Activity	Action	Performance Targets/Service Level
Private Works	Carry out works for external clients of Council to Agreed brief.	Works completed on time, and within budget.
	<i>Service levels adopted and Agreed Brief in place.</i>	<i>Agreed Brief monitored and within budget.</i>
Management Services from other Functions	Cost of Services including: - management, financial, technical, information technology and corporate overheads provided to this function.	Level of service to agreed brief(s) provided.
	<i>Charges reviewed in February prior to budget preparation. Any negotiation to change in service levels take place prior to draft budget.</i>	<i>Agreed Brief monitored.</i>
Management Services	To provide co-ordination of activities within this function.	Project completed within defined time frames.
	<i>Management Activities as required.</i>	<i>Monitored and within budget.</i>
Rural Transfer Stations	Maintain to Agreed Brief.	Works completed on time, and within budget.
	<i>Service levels adopted and Agreed Brief in place.</i>	<i>Agreed Brief monitored and within budget.</i>
Waste Disposal Services	Operate and Maintain to Agreed Brief.	Works completed on time, and within budget.
	<i>Service levels adopted and Agreed Brief in place.</i>	<i>Agreed Brief monitored and within budget.</i>

**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	-80,000	0	-200,000	63,826	-216,174	-75,652	<b>1</b>	-291,826	-291,826
Expenditure	57,565	260,233	200,000	-63,826	453,972	-388,249	<b>2</b>	65,723	65,723
<b>Operating Total</b>	<b>-22,435</b>	<b>260,233</b>	<b>0</b>	<b>0</b>	<b>237,798</b>	<b>-463,901</b>		<b>-226,103</b>	<b>-226,103</b>
<b>Capital</b>									
Income	-32,724	0	0	0	-32,724	-3,890	<b>3</b>	-36,614	-36,614
Expenditure	0	0	0	0	0	16,592	<b>4</b>	16,592	16,592
<b>Capital Total</b>	<b>-32,724</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-32,724</b>	<b>12,702</b>		<b>-20,022</b>	<b>-20,022</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>	<b>-55,159</b>	<b>260,233</b>	<b>0</b>	<b>0</b>	<b>205,074</b>	<b>-451,199</b>		<b>-246,125</b>	<b>-246,125</b>
<b>Restricted Assets</b>	<b>55,159</b>	<b>-260,233</b>	<b>0</b>	<b>0</b>	<b>-205,074</b>	<b>451,199</b>	<b>5</b>	<b>246,125</b>	<b>246,125</b>
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>

Note	Details
<b>1</b>	Operating Income increased by \$75,652 due to Private Works
<b>2</b>	Operating Expenditure decreased by \$316,565 less miscellaneous works undertaken for other divisions
<b>3</b>	No significant variance this quarter
<b>4</b>	Capital expenditure increased by \$16592 due to purchase of minor office equipment
<b>5</b>	Transfer to Restricted Assets has increased by \$351,354 and will be utilised in carry over works in the 2017/2018 year.

<b>OPERATIONAL PLAN</b>
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Function No. **10.16**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Works Services</b>
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**Key Performance Indicators:**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
Length of State Roads (km)	46km	46km	111km	Cost/M2 (urban) Reconstruction	\$130	\$134/m2	\$144	Number of complaints from clients	0	0	0
Length of National Road (km)	5.36km	5.36km	5.36km	Cost/M2 (rural) Reconstruction	\$70	\$75	\$95/m <sup>2</sup>				
Length of Urban Sealed Road	324km	324km	350km	Cost/lm to reconstruct kerb & gutter	\$310	\$320	\$320/lm				
Length of Rural Sealed Road	482.02 km	485km	918km								
Length of Rural Unsealed Road	441.62km	492km	1389km								
Length of paved footpaths maintained	81.6km	81.6km	105.2km								
Length of off road cyclepath	25.5km	25.5km	25.5km								
Length of kerb and gutter	401km	402km	445km								
Value of total Works undertaken to Agreed Briefs	\$15,653,019	\$23,589,107	\$14,459,936								

**Key Projects****Capital Works Program**

Works Services - Acquisition of Assets	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	June Adjustment	Revised Annual Estimate / Actuals
01.09979 - Works - Office Equipment						
7701 - Trimble Total Station <b>Project completed</b>	0	0	0	0	8,263	8,263
7702 - Rexel Auto 750 Shredder <b>Project completed</b>	0	0	0	0	4,320	4,320
7703 - Motorized 100` Projection Screen <b>Project completed</b>	0	0	0	0	4,009	4,009
01.09979 - Works - Office Equipment Total	0	0	0	0	16,592	16,592

<b>OPERATIONAL PLAN</b>
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Function No. **10.17***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Transition Project Management</b>
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**Manager Responsible: Transition Project  
Mr Murray Wood**

**Function Objectives:**

To coordinate the projects and activities associated with Council amalgamations in order to deliver sustainable organisational change and meet NSW government requirements.
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Activity	Action	Performance Targets/Service Level
Transition Project Management	To create a cost efficient and effective Amalgamation focused Project Management service.	Completion of the requirements of the Phase 1 – Roadmap issued by the Department of Premier and Cabinet.
	<p><i>Project plans approved by steering committee:</i></p> <p><i>Customer Service Harmonisation</i></p> <p><i>Website Redesign</i></p> <p><i>External Branding</i></p> <p><i>Internal Branding</i></p> <p><i>Asset Strategy and Plan</i></p> <p><i>Integrated 2 Way Radio system</i></p> <p><i>People and Engagement</i></p> <p><i>Organisation Redesign</i></p> <p><i>HR Systems and Policies</i></p> <p><i>Salary Management System</i></p> <p><i>Major Projects Stronger Communities Fund</i></p>	<p><i>Adoption of the process and timing for moving to new salary structure. Consultant is expected to deliver of new structure early in 2017</i> <b>100%</b></p> <p><i>Document service levels and plan a review process.</i> <b>100%</b></p> <p><i>Deliver initial community engagement activities.</i> <b>100%</b></p> <p><i>Continue to deliver the Implementation Plan and monitor and report progress.</i> <b>100%</b></p> <p><i>Council adopted the projects for the Stronger Communities Fund – major projects round after community consultation. Office of Local Government informed.</i></p> <p><i>New organisational structure development requires the analysis of service review outcomes.</i> <b>90%</b></p>
New Council Implementation Fund	To effectively allocate the Merger Implementation funding to appropriate projects.	Funded projects delivered in accordance with adopted Project plan scope and specifications.
	<p><i>Approved funding items to date:</i></p> <p><i>Implementation of a new Civica platform, installation of microwave link infrastructure between Dubbo and Wellington administration buildings,</i></p> <p><i>Consultancies for the service review, organisational culture, salary management system.</i></p> <p><i>Activities funded to date include GIS aerial photo integration, participation in Department and Cabinet workshops with other newly created Councils, logo replacement on signage, buildings and fleet items.</i></p>	<p><i>Projects continue to be implemented in accordance with project plans.</i></p> <p><i>Office of Local Government 6 monthly report submitted in January in accordance with requirements. Next report due in June 2017.</i></p>
Stronger Communities Fund	To effectively oversee the Stronger Communities funding to approved projects	Funded projects delivered in accordance with Office of Local Government requirements
	<i>All community groups that received funding in Round of the community round have been contacted by Council staff in regards to providing acquittal documentation.</i>	<i>Templates and correspondence have clearly articulated Fund requirements to community groups to enable effective and efficient acquittal processes.</i>



<b>OPERATIONAL PLAN</b>
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Function No. **10.17**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Transition Project Management</b>
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Activity	Action	Performance Targets/Service Level
	<p><i>Timetable and documentation for Community Projects Round 2 have been developed for release in the fourth quarter.</i></p> <p><i>Major Projects have been allocated budgets in accordance with determination of the Stronger Communities Fund selection panel and subsequently via formal resolution of Council.</i></p> <p><i>The Stronger Communities Major Projects have been selected to trial a web based platform to enable ease of access to project updates by the community.</i></p>	<i>All projects are in the planning phase to date</i>

**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	0	0	-200,500	-200,500	-401,000	138,554	<b>1</b>	-262,446	-262,446
Expenditure	0	4,941,747	349,580	0	5,291,327	-2,373,862	<b>2</b>	2,917,465	2,917,465
<b>Operating Total</b>	<b>0</b>	<b>4,941,747</b>	<b>149,080</b>	<b>-200,500</b>	<b>4,890,327</b>	<b>-2,235,308</b>		<b>2,655,019</b>	<b>2,655,019</b>
<b>Capital</b>									
Income							<b>3</b>		
Expenditure							<b>4</b>		
<b>Capital Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>	<b>0</b>	<b>4,941,747</b>	<b>149,080</b>	<b>-200,500</b>	<b>4,890,327</b>	<b>-2,235,308</b>		<b>2,655,019</b>	<b>2,655,019</b>
<b>Restricted Assets</b>	<b>0</b>	<b>-4,941,747</b>	<b>-149,080</b>	<b>200,500</b>	<b>-4,890,327</b>	<b>2,235,308</b>	<b>5</b>	<b>-2,655,019</b>	<b>-2,655,019</b>
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>

Note	Details
<b>1</b>	Operating income has decreased by \$138,554 due to less than expected interest on the Stronger Communities Grant and Amalgamation Implementation Fund.
<b>2</b>	Operating Expenditure has decreased by \$2,373,862 mainly due to reduction in expenditure of the Amalgamation Implementation Fund Projects.
<b>3</b>	No variance to budget
<b>4</b>	No variance to budget
<b>5</b>	Transfer from restricted assets has decreased by \$2,235,308 due to the Amalgamation Implementation Fund restricted for expenditure in 2017/2018.

**Key Performance Indicators**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
Number of Project Plans endorsed by Project Steering Committee		35	17	DPC – Roadmap requirements within timeframe		22	16	All projects (including Stronger Communities Fund) managed in accordance with adopted Project Plans		10	50

<b>OPERATIONAL PLAN</b>
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Function No. 11.01

## Performance Review

Quarter ended: June

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Governance</b>
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**Manager Responsible: Manager Governance & Risk Services  
Mr Michael Ferguson**

**Function Objectives:**

To develop and maintain an effective Administrative Service System that ensures optimum support to the Council.
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<b>NOTE:</b> This Operational Plans Activity, Actions and Performance Targets, along with the Key Performance Indicators, generally relate to the former Dubbo City Council's Delivery Programme. The Financial Statements have been consolidated to include both ex Dubbo and Wellington.
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Activity	Action	Performance Targets/Service Level
Subscriptions to Associations	Maintain membership to Local Government Associations.	Memberships appropriate for responsible and representative Government.
	<b>Membership maintained.</b>	<b>Current membership appropriate.</b>
Strategic Management	Services provided regarding the direction and control of the functions of the Council.	Amounts charged are accepted as reasonable for the services provided.
	<b>Services provided.</b>	<b>Charges are reasonable/actual.</b>
Statutory Accounting and Reporting	Services provided for preparation of Statutory Reports.	Amounts charged are accepted as reasonable for the services provided.
	<b>Services provided.</b>	<b>Charges are reasonable/actual.</b>
Sister City Activities	Maintain contributions towards Sister City Activities.	Donations are appropriate.
	<b>Contribution maintained.</b>	<b>Donations are reasonable.</b>
Dubbo City Council Scholarship (CSU)	Annual Charles Sturt University Scholarship.	Scholarship awarded on an annual basis.
	<b>Scholarship maintained.</b>	<b>Provided and awarded annually.</b>
Receptions and Civic Activities	Provision of services and facilities for civic activities.	Activities represent responsible and representative Government.
	<b>Services provided.</b>	<b>Activities considered appropriate.</b>
Public Relations	Cost of services provided including preparation of annual reports and public relation activities.	Amounts charged are acceptable as reasonable for the services provided.
	<b>Budgeted estimates provide for these services.</b>	<b>Audited to comply.</b>
	5.2.1.1 Undertake a community survey to determine community satisfaction levels of the elected Councillors.	Overall satisfaction with the performance of elected Councillors (measured biennially – target 85%).
	<b>Not required. Council is under administration and accordingly does not have Councillors during 2016/2017 period.</b>	<b>Not required. Council is under administration and accordingly does not have Councillors during 2016/2017 period.</b>
Services Provided – Admin Services	Cost of services including secretarial support and office accommodation for Council.	Amounts charged are accepted as reasonable for the service provided.
	<b>Budgeted estimates provide for these services.</b>	<b>Charges are reasonable.</b>
Members Expenses	Costs of elected members including fees, travel, insurance etc.	Expenses are in accordance with relevant Acts, regulations and policy documents.
	<b>Administrator's expenses provided in budget.</b>	<b>Audited to comply.</b>
	5.3.1.7 Provide funding to permit Councillors to undertake individual training programs.	Funding provided and Councillors advised of all training opportunities.
	<b>Not required. Council is under administration and accordingly does not have Councillors during 2016/2017 period.</b>	<b>Not required. Council is under administration and accordingly does not have Councillors during 2016/2017 period.</b>

<b>OPERATIONAL PLAN</b>
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Function No. **11.01**

## Performance Review

Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Governance</b>
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Activity	Action	Performance Targets/Service Level
Election Expenses	5.2.1.1 Undertake a community survey to determine community satisfaction levels of the elected Councillors.	Overall satisfaction with the performance of elected Councillors (measured biennially – target 85%).
	<b>Not required. Council is under administration and accordingly does not have Councillors during 2016/2017 period.</b>	<b>Not required. Council is under administration and accordingly does not have Councillors during 2016/2017 period.</b>
	Costs of running quadrennial election of Councillors.	Elections carried out according to Act and Regulations.
Mayors Discretionary Fund	<b>Provision currently made in the 2016/2017 Budget however this will be required to carry forward to 2017/2018 as the election has been deferred until September 2017 following the merger of the former Dubbo City and Wellington councils.</b>	<b>Act and Regulations complied with. Election has been deferred until September 2017 following the merger of the former Dubbo City and Wellington councils. Elections to be conducted by the Electoral Commission of NSW as specified in the merger proclamation.</b>
	Discretionary payments for Mayoral Activities. <b>Provision for payments made in budget.</b>	Activities are appropriate for responsible and representative Government. <b>Audited internally.</b>

**Financial Statement:**

	2016/2017 Original Budget	September Adjustment	December Adjustment	March Adjustment	Revised Annual Estimate at March	June Adjustment	Notes	Revised Annual Estimate	YTD Actuals
<b>Operating</b>									
Income	0	0	0	0	0	0	1	0	0
Expenditure	66,893	-289,054	8,000	0	-214,161	-58,140	2	-272,301	-272,301
<b>Operating Total</b>	<b>66,893</b>	<b>-289,054</b>	<b>8,000</b>	<b>0</b>	<b>-214,161</b>	<b>-58,140</b>		<b>-272,301</b>	<b>-272,301</b>
<b>Capital</b>									
Income	0	0	0	0	0	0	3	0	0
Expenditure	0	0	0	0	0	0	4	0	0
<b>Capital Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>Available Funds Movement Prior to Restricted Asset Funding</b>									
	66,893	-289,054	8,000	0	-214,161	-58,140		-272,301	-272,301
<b>Restricted Assets</b>									
	-66,893	289,054	-8,000	0	214,161	58,140	5	272,301	272,301
<b>Funds Available to (-), or Required From Rates and Other Council Revenue</b>									
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>

Note	Details
1	No variance to budget.
2	Operating Expenditure as increased by \$58,140 mainly due to reduction in expenditure on Receptions and Civic Activities of \$13,906 and Printing of \$37,488.
3	No variance to budget.
4	No variance to budget.
5	Transfer to restricted assets has increased by \$58,140 mainly due to fund required in 2017/2018 for Councillor training and the purchase of Councillor Equipment.

<b>OPERATIONAL PLAN</b>
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Function No. **11.01***Performance Review*Quarter ended: **June**

<b>Principal Activity:</b>	<b>CORPORATE SERVICES</b>	<b>Function:</b>	<b>Governance</b>
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**Key Performance Indicators:**

Workload	Prev.	Est	YTD	Efficiency	Prev.	Est.	YTD	Effective.	Prev.	Est	YTD
No. of Councillors	0*	0	0	Cost per Capita for Receptions and Civic Activities/ Members Expenses/ Subscriptions	\$13.44	\$12.08	\$10.75				
No. of Council/ Committee Meetings	44	46	57	Cost per capita of Governance	\$40.30	\$42.06	\$32.50	All agendas prepared and delivered in accordance with time frame	Yes	Yes	Yes

\* Following merger of the former Dubbo City and Wellington councils on 12 May 2016, Council was dissolved and Council is currently governed by an Administrator.