

Delivery Program / Operational Plan

Quarterly Progress Report

2019/2020 Q1 (July-September 2019)

GENERAL MANAGER

General Manager

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Councillors will support and advocate for the needs of all members in our community.	4.1a (1)	Councillors available and contactable by community members	General Manager	Ongoing	100%	Councillor's contact information is available on Council's website and can be obtained upon request.
Investigate options to work in partnership and enter into joint venture arrangements to make better use of facilities within the local government area.	1.2c (5)	Provide Council representation on relevant Section 355 Committees	General Manager	In Progress	50%	Majority of s.355 committees have council representation. An updated report will be provided to council.
Actively seek and apply for funding opportunities which deliver additional income and contribute to community objectives.	2.1a (4)	Pursue available grant opportunities	General Manager	In Progress	25%	Applications submitted for Stronger Country Communities round 3.
Support and advocate for the installation of the National Broadband Network across the local government area.	2.1d (2)	Facilitate provision of information on the NBN to the Community on Council's website	General Manager	In Progress	25%	NBN being rolled out and communicated to rate payers through various media channels.

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Undertake connection of water supply to the Dog on the Tuckerbox site.	2.3c (4)	Commence preparation of an option agreement for the Dog on the Tuckerbox site	General Manager	Completed	100%	Option agreement has been established.
Seek funding for projects aimed at supporting the protection and sustainability of our natural environment.	3.1d (5)	Grant Funding opportunities pursued and secured when available	General Manager	In Progress	25%	Applications submitted for Stronger Country Communities round 3.
Councillors will use all occasions presented to advocate for funding and assistance from other levels of government and agencies.	4.1b (1)	Seek funding opportunities when available	General Manager	In Progress	50%	Applications submitted for Stronger Country Communities round 3.
Participation in LG NSW as the representative body of Local Government in order to improve the standing of Local Government in NSW.	4.1b (2)	Advocate for increases in federal assistance grant funding for Regional NSW	General Manager	Completed	100%	Council resolved and sent letters to support this action.
Participation in relevant REROC activities that will benefit the local government area.	4.1b (3)	Participation in REROC events and activities	General Manager	Ongoing	25%	Participated in REROC board meetings, Energy Workshop, Waste Forum, Youth Forum and any other events and activities hosted by REROC.
Work in partnership with community members, businesses and all levels of government to deliver community priorities.	4.1b (6)	Participation in Stakeholder events and activities	General Manager	In Progress	25%	Attendance at various events and activities undertaken.

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Support for Councillors to attend training, conference and development opportunities will be provided.	4.1e (1)	CGRC attendance at the Local Government NSW Annual General Conference	General Manager	Completed	100%	CGRC attended the Local Government NSW Annual General Conference. Report provided to the November Council Meeting.
Programs and activities which encourage and develop the capacity of current and future community leaders is provided.	4.1e (2)	Identify programs and activities which encourage and develop the capacity of current and future community leaders	General Manager	Ongoing	25%	Councillors have attended various seminars and training.
Provide and maintain services and infrastructure that assists the efficient and effective undertaking of the duties of the elected Council.	4.1e (3)	Continue to provide and maintain services and infrastructure to assist elected representatives in undertaking their duties	General Manager	Ongoing	25%	Councillors have attended various seminars and training. Hardware provided to facilitate Councillors in their role.
Support Council's elected representatives in undertaking their role in the community.	4.1e (4)	Continue to provide administrative support to Council's elected representatives to assist in undertaking their role in the community	General Manager	Ongoing	25%	Administrative support provided to Council's elected representatives.
Review the efficiency and effectiveness of Council's adopted Organisational Structure and ensure the structure and staffing mix can adequately deliver the activities approved by Council.	4.3f (2)	Implement Operational Plan activities	General Manager	In Progress	25%	Operational plan being delivered as required.

Development, Building and Compliance

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Provide accurate and timely advice regarding existing and proposed development within the legislative scope of Council.	2.2a (3)	Inspections undertaken within 48 hours of notification	Manager Development, Building and Compliance	Ongoing	100%	This is an ongoing measure. All inspections are undertaken within 48 hours of notification with many being undertaken in 24 hours or less.
	2.2a (3)	Responses to enquiries provided within 5 working days	Manager Development, Building and Compliance	Ongoing	100%	This is an ongoing action with responses to enquiries provided within 5 working days, many are responded in less time.
Develop and operate development control plans to ensure compliance with appropriate legislation and to achieve the best possible planning and development outcomes for the community.	2.2b (1)	Commence preparation of new draft Development Control Plan	Manager Development, Building and Compliance	Not Yet Commenced	0%	Drafting of the DCP will commence upon completion of LEP.
Develop and operate development control systems which ensure compliance with appropriate legislation and achieve the best possible environmental outcomes.	3.1a (1)	Ongoing and continued assessment of all applications against environmental impact and legislative requirements	Manager Development, Building and Compliance	Ongoing	100%	This is a statutory requirement and completed by all assessment staff. All applications are assessed for impact in accordance with legislation, assessment reports and decisions are recorded.
Contribute to coordinated planning and reporting across local, regional, state and federal areas for the	3.1d (4)	Monthly lodgement of ABS statistics	Manager Development, Building and Compliance	Ongoing	100%	Reports completed and submitted as required.

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management of the environment.	3.1d (4)	Monthly lodgement of Building Professionals Board (BPB) statistics	Manager Development, Building and Compliance	Ongoing	100%	Reports completed and submitted.
Develop and operate development control systems to ensure compliance with appropriate legislation and to achieve the best possible development outcomes for the community.	3.2a (1)	Provide Development Applicants with relevant information concerning Disability Discrimination legislation	Manager Development, Building and Compliance	Ongoing	100%	This is a standard condition on all applications.
Ensure new development is considerate of our heritage.	3.2a (2)	Assessment of all Development Applications includes heritage considerations as applicable and in accordance with the LEP	Manager Development, Building and Compliance	Ongoing	100%	All applications are assessed in accordance with legislative requirements, including heritage. The assessment reports and decisions are recorded as required by legislation.
Ensure that planning and development controls are in place to promote and facilitate a variety of housing options for residents.	3.2b (1)	Commence preparation of new draft Development Control Plan	Manager Development, Building and Compliance	Not Yet Commenced	0%	Drafting of DCP will commence upon completion of LEP.
Determine development applications in an efficient and effective manner based on merit	4.1c (3)	80% of DAs determined within statutory 40 days' timeframe	Manager Development, Building and Compliance	Ongoing	100%	Development applications are assessed within legislative timeframes. 80% of applications meet this requirement. Staffing levels do, at times, make this difficult to achieve.

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Develop and operate safe food handling and public health controls.	1.3c (2)	Implement a Food Safety Education Scheme by promoting the benefits of food safety to our communities and educating operators on food safety practices	Manager Development, Building and Compliance	In Progress	10%	The employment of a dedicated environmental health officer in late July has seen the commencement of a program of risk based inspection and education with food shop operators.
Work with land-owners, farmers and other agencies to advocate for the protection of the local agricultural sector through an effective land-use strategy.	2.1b (1)	Complete Rural Land Strategy	Manager Development, Building and Compliance	In Progress	80%	The strategy is to be placed on public exhibition the first week in October with a view to being brought back to Council for adoption in November 2019.
Develop and operate development control systems which support the protection of agricultural land.	2.1b (2)	Commence development of new LEP and DCP	Manager Development, Building and Compliance	Not Yet Commenced	0%	Background strategic studies are nearing completion. Upon completion of these studies and adoption by Council the drafting of the LEP will commence. The DCP controls will commence after the LEP drafting is complete.
Implement a range of initiatives which support and promote the sustainable development of the towns' Central Business Districts and industrial land.	2.1e (1)	Commence preparation of Cootamundra and Gundagai Town Strategies	Manager Development, Building and Compliance	In Progress	80%	The Cootamundra 2050 Town Strategy is to be placed on public exhibition in the first week of October with a view to being brought back to Council for adoption in November. The Gundagai Town Strategy will be undertaken in 2020.

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Encourage growth in development and construction locally.	2.1e (3)	Develop factsheets for developing and building in the local area	Manager Development, Building and Compliance	In Progress	10%	Identification of existing and required factsheets has been undertaken. Some existing factsheets require updating and this has commenced. Limited staff resources at present has seen this item progress less quickly than would have been ideal.
Develop a new, comprehensive Local Environmental Plan for the local government area.	2.2a (1)	Commence preparation of new draft Development Control Plan	Manager Development, Building and Compliance	Not Yet Commenced	0%	Drafting of the DCP will commence upon completion of the LEP.
Identify and address current and future land-use needs through integrated strategic planning and development.	2.2a (2)	Commence preparation of new draft Comprehensive Local Environmental Plan	Manager Development, Building and Compliance	Not Yet Commenced	0%	The last of the background Strategic planning documents are nearing completion; the drafting of the LEP will commence upon completion of the studies.
	2.2a (2)	Develop Rural Land Use Strategy	Manager Development, Building and Compliance	In Progress	80%	This strategy is to be placed on public exhibition in the first week of October with a view to being reported to Council in November for adoption.
Develop and operate development control plans to ensure compliance with appropriate legislation and to achieve the best possible planning and development outcomes for the community.	4.3a (4)	Develop new Section 7.11 Development Contribution plan and Section 64 Headworks Charges	Manager Development, Building and Compliance	Not Yet Commenced	0%	These plans will be drafted upon the completion of the LEP drafting.

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Identify and follow-up opportunities to increase Council's revenue base including grant funding opportunities to deliver additional income to fund major projects.	4.3a (4)	Identify grant opportunities to fund major projects as they arise, lodge grant applications as appropriate	Manager Development, Building and Compliance	Ongoing	100%	Grants are applied for as appropriate and when available.

Regulatory Services

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Provide well-maintained cemeteries and efficient, appropriate and dignified cemetery operations and services that create the most peaceful surroundings possible for funeral parties and visitors.	4.3d (5)	Complete the Mapping of Cemeteries for plot identification, future planning and publishing of information online	Manager Regulatory Services	In Progress	60%	Project continuing.
	4.3d (5)	Develop a Cemetery Services Strategic plan	Manager Regulatory Services	In Progress	20%	Development of the Cemetery Services Strategic Plan has commenced.
A range of programs are supported, promoted and controlled to encourage and enforce responsible companion animal ownership.	1.3c (3)	Continue Companion Animals Audit	Manager Regulatory Services	Ongoing	25%	Companion Animals Audit continuing.

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Develop and operate safe food handling and public health controls.	1.3c (2)	Implement a Food Safety Education Scheme by promoting the benefits of food safety to our communities and educating operators on food safety practices	Manager Development, Building and Compliance	In Progress	10%	The employment of a dedicated environmental health officer has seen the commencement of a risk based inspection and education program. Fact sheets are under development to assist in food operators increase their skills and knowledge in safe food handling.
Maintain an active involvement and positive relationship with FRNSW, RFS and SES, Health, Ambulance, Police, Local Land Services and all emergency services organisations within the legislative framework and for the benefit of the community.	1.3d (3)	Liaise with Local Emergency Operations Controller to ensure coordination of emergency management assistance	Manager Regulatory Services	Ongoing	25%	Coordination conducted at the Local Emergency Management Committee meetings (LEMC) scheduled four times a year. Next meeting scheduled for November 2019.
Provide administrative support for the co-ordination of the various emergency services to provide the most effective disaster management for the community.	1.3d (4)	Provide administrative support to emergency management meetings	Manager Regulatory Services	Ongoing	25%	Administrative support provided on an ongoing basis.
A range of programs are supported, promoted and controlled to encourage and enforce responsible	1.3c (3)	Analyse data captured through Companion Animals Management System (CAMs) for resource reviews	Manager Regulatory Services	Completed	95%	Data captured and CAMs systems is up and running. Data still to be analysed.

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companion animal ownership.	1.3c (3)	Conduct two (2) Education and Awareness Days in regard to Companion Animals	Manager Regulatory Services	In Progress	50%	Free Education and Awareness day scheduled for 23 November 2019, these are to be run in conjunction with the free microchipping days.
	1.3c (3)	Conduct two (2) Free Microchipping Days for Companion Animals	Manager Regulatory Services	Ongoing	50%	Free microchipping day scheduled for 23 November 2019.
Co-ordinate between the District and Local Emergency Management Committees and provide effective emergency management assistance as required.	1.3d (1)	Liaise with the District and Local Emergency Management Committees to ensure coordination of Emergency Management assistance	Manager Regulatory Services	Ongoing	25%	Local Emergency Management Committee meetings scheduled for four (4) times a year. Next meeting scheduled for November 2019.
Develop and maintain effective and well tested emergency management plans.	1.3d (2)	Conduct annual review and update of the Local Emergency Management Plan and Emergency Management Procedures	Manager Regulatory Services	Completed	100%	Completed in August 2019.
Provide administrative support for the co-ordination of the various emergency services to provide the most effective disaster management for the community.	1.3d (4)	Establish and equip functional Emergency Operations Centres at Cootamundra and Gundagai	Manager Regulatory Services	In Progress	80% 40%	Cootamundra centre 80% completed. Gundagai centre 40% completed.

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Provide, maintain and upgrade as funding permits the saleyards facility which allows the regular sale of animals from this and surrounding districts in a suitable environment.	2.1b (3)	Current Saleyards facility maintained	Manager Regulatory Services	Ongoing	25%	Saleyards facility maintained on a regular and ongoing basis.
Provide a facility through which used chemical drums can be disposed of correctly.	3.1c (3)	Provide a drum muster collection service each year at both Cootamundra and Gundagai	Manager Regulatory Services	Ongoing	25%	Drum Muster collection service is available on a scheduled day in February, May, August and November as well as available on an on-demand basis in Cootamundra and is available on an on-demand basis in Gundagai.
A range of programs are supported, promoted and controlled to reduce and enforce illegal dumping.	3.1d (6)	Investigate options for technology, to enhance illegal dumping surveillance	Manager Regulatory Services	In Progress	5%	Options are being investigated.
	3.1d (6)	Undertake illegal dumping surveillance	Manager Regulatory Services	In Progress	5%	Surveillance options are being investigated.
Noxious weeds will be contained, reduced or eliminated as appropriate.	3.1e (1)	Develop a Community Education and Awareness program in regards to weed management	Manager Regulatory Services	In Progress	25%	Community Education and Awareness program not yet developed, however weeds management education has been provided to farmers.
	3.1e (1)	Undertake Weed Control program in conjunction with Riverina Regional Strategic Weed Management Plan 2017-2022	Manager Regulatory Services	Ongoing	25%	Weed Control Program continuing on an ongoing basis.

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Promote and deliver programs and initiatives which promote and educate the community on noxious weeds and pest management practices.	3.1e (2)	Participate in the Managers Established Pest Animals and Weeds Project (MEPAAW)	Manager Regulatory Services	Ongoing	25%	Participation in progress.
Provide well-maintained cemeteries and efficient, appropriate and dignified cemetery operations and services that create the most peaceful surroundings possible for funeral parties and visitors.	4.3d (5)	Construct non-denominational beams at Coolac, Nangus, South Gundagai and Tumblong Cemeteries	Manager Regulatory Services	Completed	100%	All beams installed. Project Completed.
	4.3d (5)	Provide signage, seating and additional landscaping for the Gundagai Area Cemeteries	Manager Regulatory Services	In Progress	40%	Seating and landscaping completed. Signage yet to be provided.

Community and Culture

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Ensure the best interests of local volunteer and community organisations are promoted where ever possible.	1.1c (1)	Identify appropriate avenues to promote and support the best interests of local volunteer and community organisations where ever possible	Manager Community and Culture	In Progress	30%	Promotion of various community events and activities through print, radio and online.
Encourage volunteerism across the local government area.	1.1c (2)	Identify appropriate avenues to promote, support and encourage volunteerism across the local government area	Manager Community and Culture	In Progress	30%	Planning underway for new Friend of Gundagai Gaol Group and support to Bradman Museum and Heritage Centre volunteers.

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Provide support and funding where possible to support a range of community groups deliver positive outcomes for the local community.	1.1c (3)	Investigate funding opportunities	Manager Community and Culture	Ongoing	25%	Several SCCF3 and other funding program applications of community groups supported.
Develop and implement accessibility strategies as identified in the Disability Inclusion Access Plan.	1.1e (1)	Advocate for access to respite services for carers of disabled children	Manager Community and Culture	In Progress	20%	Engaging in industry discussion and keeping informed of changes.
	1.1e (1)	Advocate for the allocation of more resources for education, early intervention and childcare for children with a disability	Manager Community and Culture	In Progress	20%	Keeping informed of industry and changes.
	1.1e (1)	Conduct a triennial survey of service providers to garner information on access issues in the area	Manager Community and Culture	Completed	100%	Audit paperwork obtained ready for assessment.
	1.1e (1)	Ensure information concerning accessible public transport including Community Transport is readily available	Manager Community and Culture	Completed	100%	Information is available and council is aware of where to refer people.
	1.1e (1)	Ensure signage on Council buildings is clear and easy to read	Manager Community and Culture	Completed	100%	Official audit yet to be completed but new signage installed is in keeping.
	1.1e (1)	Ensure that the needs of all stakeholders are considered on all Council committees	Manager Community and Culture	Ongoing	25%	Strategies have been identified and are being implemented to ensure the needs of all stakeholders are considered on council committees.

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	1.1e (1)	Ensure the Council's Community Strategic Plan considers barriers to an inclusive community and any issues raised	Manager Community and Culture	Ongoing	0%	Council to ensure that Council's Community Strategic plan considers accessibility. Any updates made to the Community Strategic plan will consider this, as well as the new plan to be created in 2028.
	1.1e (1)	Provide appropriate information on the available access in promotional material for community and tourism events	Manager Community and Culture	Ongoing	25%	Appropriate information being developed and provided where applicable.
	1.1e (1)	Provide opportunities for stakeholders to easily report access concerns	Manager Community and Culture	Ongoing	25%	Provided through council complaints process and the Access & Inclusion Committee.
	1.1e (1)	Provide support to community organisations in seeking funding for accessibility and inclusion projects	Manager Community and Culture	Ongoing	25%	Support provided to community organisations, wherever possible, to assist with sourcing funding.
	1.1e (1)	Review Council documents to make them easy to complete for people of all abilities. All forms to include how people can access assistance in completion	Manager Community and Culture	In Progress	20%	Changed newsletter to larger print.
	1.1e (1)	Update existing Council channels to ensure that they have the ability to include access information and other stakeholder requirements, and that this is collected	Manager Community and Culture	In Progress	20%	Strategies gradually being put in place. Will be an ongoing action.

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	1.1e (1)	When updating mapping and websites include access information on facilities and activities	Manager Community and Culture	In Progress	20%	Some updates have been made as identified. Project will be ongoing, and is still underway.
Continue to consult with local health services providers and identify and advocate for opportunities to improve the quality and range of health services provided in the local government area.	1.3a (1)	Initiate and participate in Community Drug, Alcohol and Mental Health first response meetings	Manager Community and Culture	In Progress	25%	Attended meetings and provided assistance where able.
	1.3a (1)	Participate in Interagency Network opportunities	Manager Community and Culture	Ongoing	25%	Attended meetings.
Promote a wide range of health and community services offered by various agencies in the local government area.	1.3a (2)	Utilise available mediums for promotion of services	Manager Community and Culture	Ongoing	20%	Shared information given to Council by service providers. Listings of Health and Community Services promoted on Coota local/Gundagai local and CGRC website.
Provide and maintain Mirrabooka Community Centre building to facilitate health and welfare needs of the community.	1.3a (3)	Undertake improvements at Mirrabooka Community Centre	Manager Community and Culture	In Progress	70%	Works underway, some remain.
Work with various agencies to promote a range of programs, activities and opportunities which improve the health, well-being and employability of our community.	2.4a (2)	Facilitate mediums to promote programs activities and opportunities offered in the local government area by other bodies	Manager Community and Culture	Ongoing	25%	Promotion provided through websites, social media and email newsletters on request.

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Provide modern, vibrant and relevant library services, programs and activities to the community in conjunction with Riverina Regional Library (RRL).	1.1a (4)	Consider the needs of stakeholders in developing library collections and services	Manager Community and Culture	In Progress	65%	Customer requests, collection weeding (based on loans) and program based feedback used to respond to stakeholder needs effectively.
	1.1a (4)	Implement program to encourage Library membership and increase overall membership numbers	Manager Community and Culture	Ongoing	70%	<p>* Sign Up September, RRL membership drive, saw memberships double from the previous month in Gundagai, also giving welcome packages (including book bag, pencil and book mark) and entering all new members into the 'new member' draw to be decided at the end of November.</p> <p>* Cootamundra Library had 33 new members sign up in September.</p> <p>* Penny Howse spoke to the local ladies Probus group in September to highlight library services and to attract new library members.</p>
Encourage the development of initiatives to welcome new residents and make them aware of the opportunities which exist in the local government area.	1.1a (3)	Develop and retain current centralised information on the LGA's attributes in the towns and villages including features, events and services	Manager Community and Culture	In Progress	70%	New Cootamundra Website launched. Ongoing updates to New Resident Packs, Country Change information and Coota/Gundagai local sites.
	1.1a (3)	Promote and make available, Liveability Information to residents via Council's website	Manager Community and Culture	In Progress	70%	Tourism websites updates, Coota/Gundagai local and support to a number of community events.

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Build and sustain partnerships with cultural and arts bodies, and the local arts community, to support activities and to secure funding for cultural and arts development in the local government area.	1.1b (1)	Pursue available grant opportunities	Manager Community and Culture	Ongoing	0%	Worked with the Arts Centre Cootamundra to develop SCCF3 Funding applications. Ongoing work in developing the Old Mill Cultural Centre in Gundagai.
Provide assistance to art and cultural bodies to promote and develop programs and facilities.	1.1b (2)	Advocate for funding for the Fit for the Future masterplan project for The Arts Centre Cootamundra	Manager Community and Culture	In Progress	80%	Funding application submitted to SCCF3.
Continue to provide and maintain the local museums both as a repository and for public viewing of valuable local historical memorabilia.	1.1d (1)	Continue to provide and maintain local museums	Manager Community and Culture	Ongoing	50%	Ongoing support to museum operations.
Seek funding opportunities for the conservation and enhancement of local historical buildings and structures and undertake these activities.	1.1d (2)	Investigate funding opportunities	Manager Community and Culture	Ongoing	25%	Funding application for the Old Mill at Gundagai. Successful funding for the WW2 Heritage site at Cootamundra.
	1.1d (2)	Secure funding for Main Street Heritage Paint Scheme in Gundagai and the Wallendbeen Heritage Study	Manager Community and Culture	Completed	100%	Funding secured for Main Street Heritage Paint scheme in Gundagai and the Wallendbeen Heritage Study.

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Facilitate the coordination and promotion of the different historical groups and heritage assets within the local government area.	1.1d (3)	Identify ways to promote the different historical groups and heritage assets within the local government area	Manager Community and Culture	Ongoing	20%	Promotion through social media.
Enhance the amenity and appearance of our towns' main streets.	1.2a (1)	Commence preparation for the creation of a Masterplan for Cootamundra CBD	Manager Community and Culture	In Progress	0%	Report to October Council Meeting for stage 2.
	1.2a (1)	Construct Gundagai Main Street Public Toilet	Manager Community and Culture	Completed	100%	Gundagai Main Street Public Toilet project completed.
Provide and maintain a clean and attractive streetscape.	1.2a (2)	Provide an attractive streetscape, by implementing the strategies identified in the Open Spaces Strategy	Manager Community and Culture	Ongoing	20%	Strategies are being implemented.
Plan for and manage the construction of public space upgrades as funding permits.	1.2a (3)	Investigate options for improving access to local businesses	Manager Community and Culture	In Progress	20%	Audit paperwork is yet to be completed.
Improve the amenity of town and village entrances.	1.2b (1)	Plan signage upgrades for entry to towns and villages	Manager Community and Culture	In Progress	0%	Stockinbingal heritage walk and Tumblong interpretive signs under development.
Develop and implement an integrated Tourism and Economic Development	2.1a (1)	Analyse 'standardised visitor data' to build a visitor profile	Manager Community and Culture	In Progress	50%	Branding and marketing strategy under development.

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Strategy for the Cootamundra-Gundagai region.	2.1a (1)	Appoint an Economic Development/Tourism Officer in Cootamundra	Manager Community and Culture	Completed	100%	Tourism and Economic Development Officer appointed.
	2.1a (1)	Arrange two annual joint meetings with the Cootamundra Tourism Action Committee and the Gundagai Tourism Action Committee	Manager Community and Culture	In Progress	50%	One meeting held, further meeting to be held in March 2020.
	2.1a (1)	Commence preparation for creating and maintaining Council's tourism websites	Manager Community and Culture	In Progress	25%	Cootamundra tourism website complete, Council website yet to be reviewed.
	2.1a (1)	Consider Assess Trails, Art Trails and Walking and Riding Trails, in budget development deliberations inclusive of capital and operational expenditure, for 2019/20 and beyond	Manager Community and Culture	In Progress	20%	Trail funding sought through SCCF3.
	2.1a (1)	Coordinate a workshop with businesses and Tourism Action Committees to plan for growth in the visitor economy held	Manager Community and Culture	In Progress	25%	Tourism forum in Cootamundra held, Gundagai to be convened in new year.
	2.1a (1)	Determine costing and funding source for an LGA wide promotional documentary	Manager Community and Culture	In Progress	10%	Considering funding opportunities.
	2.1a (1)	Implement 'standardised visitor data capture'	Manager Community and Culture	In Progress	20%	Yet to be implemented at some sites.

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	2.1a (1)	Implement masterplan improvements to Heritage Centre and have shovel ready for grant applications	Manager Community and Culture	Not Yet Commenced	0%	Need to develop masterplan and seek council endorsement.
	2.1a (1)	In collaboration with investors/owners, assist in the creation of a masterplan for an outlet for local produce at the Old Gundagai Mill site	Manager Community and Culture	In Progress	40%	Plan for site redevelopment drafted.
	2.1a (1)	Prepare update reports to Council on achievements, against the action plan contained in the Tourism and Economic Development Strategy	Manager Community and Culture	Not Yet Commenced	0%	Update report to be prepared for January 2020 Council meeting.
	2.1a (1)	Secure and develop The Motorcycle Collection as a tourism attraction in Cootamundra	Manager Community and Culture	In Progress	0%	Need to determine a suitable site.
Work in partnership with individuals, the private sector, other agencies and levels of government to deliver economic development initiatives.	2.1a (2)	Facilitate and host a meeting with businesses across the LGA annually to discuss business conditions and issues impacting growth	Manager Community and Culture	Completed	100%	Business Networking evenings to be held each October. Business Networking evening has been scheduled for 2019.
	2.1a (2)	Identify businesses who would partner with Council in a program of regularly updated information distributed from their premises	Manager Community and Culture	In Progress	30%	Information distribution through motels and food outlets has been in place for some time. Need to review information available in food businesses.

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	2.1a (2)	Negotiate new memorandum of understanding with Cootamundra Development Corporation	Manager Community and Culture	Completed	100%	Memorandum of understanding has been negotiated with Cootamundra Development Corporation.
Implement strategies which encourage the growth of the local population.	2.1a (3)	Participate in Country Change initiative	Manager Community and Culture	Ongoing	25%	Council participated in the initiative and will continue.
Work with key partners to explore and advocate for opportunities to better utilise and develop transportation and freight networks which meet our community needs.	2.1c (1)	Investigate options to better use and develop transportation and freight networks in the Local Government area	Manager Community and Culture	In Progress	10%	Invited potential developer to meet with Council.
Promote the development of efficient telecommunications technology for business, land owners, education and health needs.	2.1d (1)	Support and promote the NBN installation in the Local Government area, which drives high quality connectivity to meet business and student needs	Manager Community and Culture	Completed	100%	NBN roll out supported and promoted where appropriate.
Promote to the community and industry groups potential	2.1e (2)	Facilitate communication mediums for training and funding opportunities for businesses	Manager Community and Culture	Ongoing	20%	Ongoing though social media and newsletter.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
growth opportunities and development efficiencies.	2.1e (2)	Identify value adding opportunities (use of new technology, processes and packaging, collaborations, shared transport costs, use of waste materials for new products etc.) to maximise the opportunities in the sectors where Cootamundra-Gundagai's competitive advantage exists	Manager Community and Culture	In Progress	0%	Statistical information obtained ready for opportunities to be determined.
Work in partnership with agencies and other levels of government to support local businesses.	2.1f (1)	Facilitate and support local business training opportunities	Manager Community and Culture	Ongoing	25%	Several training sessions held.
Work with key partners and local business owners, investors and employers to investigate, advocate for and promote opportunities for business development and networking.	2.1f (2)	Develop a list of available industrial land and publish quarterly updates on Council's website	Manager Community and Culture	Not Yet Commenced	0%	Not yet commenced due to competing priorities.
Maintain a close liaison and continue to work with Regional Development Australia.	2.1f (3)	Attend Regional Development Australia forums	Manager Community and Culture	Ongoing	25%	Attended Regional Development Australia forum.
	2.1f (3)	Participate in the Country Change Initiative	Manager Community and Culture	Ongoing	25%	Council participated in the initiative and will continue.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Develop and implement an integrated Tourism and Economic Development Strategy for the Cootamundra-Gundagai region.	2.3a (1)	Implement strategies from the Tourism and Economic Development Strategy	Manager Community and Culture	In Progress	50%	Strategy developed, implementation underway.
Work co-operatively with key partners to identify opportunities and to further promote the local government area to tourists and visitors.	2.3b (1)	Include access information on facilities and activities when updating mapping and websites	Manager Community and Culture	Ongoing	0%	Ongoing, updated as identified and as required.
	2.3b (1)	Investigate options for the production of a Mobility Map	Manager Community and Culture	Not Yet Commenced	0%	Not yet commenced due to competing priorities.
Work with the community to develop a marketing strategy for the local government area as a tourist destination.	2.3b (2)	Develop Branding Marketing Strategy for Tourism and Economic Development of the Local Government Area	Manager Community and Culture	In Progress	50%	Under development.
Ensure local programs, activities and events are actively promoted via a range of mediums to attract and encourage visitors and tourists.	2.3b (3)	Create, maintain and promote a Calendar of Activities, Programs and Community Events	Manager Community and Culture	Completed	100%	Calendar of Activities, Programs and Community Events have been created for both areas, and are regularly maintained and promoted.
	2.3b (3)	Develop Cootamundra Tourism Website and both hardcopy and email Events Newsletter	Manager Community and Culture	Completed	100%	Cootamundra Tourism Website and both hardcopy and email Events Newsletter developed.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
	2.3b (3)	Implementing a competitive application based events funding program in the LGA with guidelines for grant process and eligibility criteria to be developed, by 31 December 2019, and advertising for applications, by 29 February 2020	Manager Community and Culture	Not Yet Commenced	0%	Not yet commenced due to competing priorities.
Provide a high quality accommodation facility at the Caravan Parks in Cootamundra and Gundagai for the use of visitors.	2.3c (3)	Review existing Caravan Park facilities, recommend improvements and consider funding options	Manager Community and Culture	Not Yet Commenced	0%	Not yet commenced due to competing priorities.
Maintain and improve the tourism infrastructure, facilities and services in the local government area to make our area an attractive place to visit.	2.3c (5)	Commence implementation of the recommendations of the Gundagai Gaol Masterplan	Manager Community and Culture	In Progress	20%	Drainage work underway.
	2.3c (5)	Develop Strategic Management Plan for WWII inland aircraft fuel depot	Manager Community and Culture	In Progress	10%	Consultant engagement to prepare interpretive materials.
Develop a Place Plan which incorporates the Economic Development, Open Space Recreation, Arts and Cultural and Disability Action Strategies.	4.1c (4)	Develop Placemaking plan for the planning decision and management of Public Spaces in the Local Government Area	Manager Community and Culture	Not Yet Commenced	0%	Not yet commenced due to competing priorities.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Provide and maintain Visitor Information Centres which meet the needs of tourists and visitors to our local government area.	2.3c (1)	Analyse Visitor Services Review conducted in 18/19 and conduct further research as necessary	Manager Community and Culture	Not Yet Commenced	0%	Not yet commenced due to competing priorities.
Undertake a redevelopment of the Gundagai Visitor's Information Centre.	2.3c (2)	Re-develop the Gundagai Visitors Information Centre, including removal of internal visitors toilets, provision of a theatrette space and accessibility improvements	Manager Community and Culture	Not Yet Commenced	0%	Yet to commence. Seeking further funding.
Continue to foster and support the Youth Council.	4.1b (5)	Develop a Youth Council in Cootamundra	Manager Community and Culture	In Progress	25%	Role of Youth & Inclusion Officer advertised.

Finance and Customer Service

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Provide quality customer service during all "front line" interactions between Council and the community and in all other interactions between staff, agencies, Council and the community.	4.3d (1)	Develop and implement a new Customer Service Charter	Manager Finance and Customer Service	In Progress	60%	Customer Service Charter has been developed. Early stages of implementation underway.
Requests for service are processed in an efficient and effective manner.	4.3d (4)	Complete Customer Satisfaction Survey to provide comparison data for the benchmark identified in 2018	Manager Finance and Customer Service	Not Due to Commence	0%	Scheduled for first half of 2020.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
	4.3d (4)	Review responsibilities and provide training to enable customer service staff to respond to Planning and Rating enquiries	Manager Finance and Customer Service	In Progress	50%	CGRC hosted customer service staff from neighbouring councils at a 2-day rates for counter staff training session conducted by LGTI. Similar training on planning is being investigated.
Ensure Council's long term financial planning supports the delivery of community expectations and financial stability.	4.3a (1)	Undertake processes to consolidate Council's rating structure	Manager Finance and Customer Service	In Progress	15%	Councillor workshops have been held to identify priorities. Financial modelling will be conducted when land values provided by the Valuer General have been finalised.
Ensure the availability of finances are managed, controlled, reviewed and regularly reported on in order to provide the appropriate services and facilities within the allocated budget and achieve the maximum value for expenditure.	4.3a (2)	Prepare and implement procedures to enable all staff with budget responsibility to effectively operate Council's integrated budgeting process	Manager Finance and Customer Service	In Progress	75%	<p>Reporting procedures have been enhanced to enable managers to monitor budgets on a daily basis.</p> <p>Monthly reporting procedures running well.</p> <p>September 2019 Quarterly Budget Review completed one month ahead of schedule.</p> <p>Further expansion on reporting by department managers to be completed.</p>
Support and funding for elections is provided as required.	4.3b (2)	Make provision in the Long Term Financial Plan for funding of the 2020 Council elections	Manager Finance and Customer Service	Not Due to Commence	0%	Will be included in 2020 budget, to be complied early 2020.

Business

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Deliver a range of programs, activities and events and ensure they are planned, promoted and executed in an efficient, inclusive and professional manner.	1.1a (1)	Develop a Civic Events and Ceremonial Functions Policy	Manager Business	In Progress	70%	A draft policy has been developed and will be circulated for comment
Work with our community to promote community spirit by assisting with the administration, organisation and promotion of events and community gatherings as required.	1.1a (2)	Develop and conduct a community survey to gauge community interests and expectations regarding local events and activities	Manager Business	In Progress	20%	Development of survey has commenced.
A range of consultation and engagement activities will be offered to our community in order to plan the long term future direction of the local government area and to inform Council's decision-making.	4.2a (1)	Establish Digital Communication Panel	Manager Business	Completed	100%	Panel developed for surveys and for documents on Public Exhibition.
Progress towards the achievement of the Community Strategic Plan objectives will be shared with the community via a range of communication methods.	4.2d (1)	Continue to promote the objectives of the community strategic plan via Council's media channels	Manager Business	Ongoing	25%	Media channels including the community newsletter, social media and media releases are being utilised to promote council's strategies and plans.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Current, informative and easy access to Council information is made available to the community using a range of communication methods, including traditional media and digital channels, Council's website, Community News newsletter and social media.	4.3c (1)	Develop Engagement Strategy to inform the community and receive feedback, including feedback on major projects	Manager Business	Not Yet Commenced	0%	To commence in 2020.
	4.3c (1)	Improve services available on Council's websites through the development of eServices and online forms	Manager Business	Not Yet Commenced	0%	To commence with implementation of Authority Upgrade to 7.1 in 2020.
Council ensures statutory compliance is achieved and demonstrates good governance practices.	4.3b (1)	Participate in the Alliance Legislative Compliance Framework Methodology	Manager Business	In Progress	15%	Active participant in Alliance Audit Risk and Improvement Committee.
Implement effective integrated risk management strategies and practices.	4.3b (3)	Undertake development of a Corporate Risk Register	Manager Business	In Progress	20%	Organisational risk register is under development.
Promote local employment and training opportunities within the Council organisation.	2.4a (1)	Develop Council Training Plan	Manager Business	In Progress	30%	Information from Performance Reviews has been collated and will form the foundation of the training plan.
	2.4a (1)	Include consideration for disability inclusion in Council's Workforce Management Plan	Manager Business	In Progress	20%	To be included in update of Workforce Management Plan.
	2.4a (1)	Investigate barriers that exist for people with a disability and their carers in accessing employment in council positions and standing for council positions	Manager Business	In Progress	20%	EEO Policy has been developed as a starting point. Coordinator HR will liaise with Disability and Inclusion Action Group for further information.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
	2.4a (1)	Relevant discrimination legislation to be included in EEO Policy, Staff Induction and Recruitment Training	Manager Business	In Progress	50%	EEO Policy has been developed and adopted by Council. Integration into Induction and recruitment training is in progress.
Implement strategies which promote Cootamundra-Gundagai Regional Council as being an employer of choice.	4.3f (1)	Review and enhance recruitment practices	Manager Business	Not Due to Commence	0%	Will be done in conjunction with review of recruitment processes.
Implement the Workforce Management Plan to support all staff in the delivery of community expectations.	4.3f (3)	Update statistics and demographics in the Workforce Management Plan	Manager Business	In Progress	20%	Current statistical information being sourced.
Provide a safe and healthy environment for staff and contractors through compliance with all WH&S legislative requirements and minimising risk.	4.3f (4)	Develop internal Council newsletter and incorporate WHS messages to all staff	Manager Business	Not Yet Commenced	0%	Scheduled for initiation in 2020.
Develop and implement a Staff Wellbeing Program	4.3f (5)	Develop and implement Staff Wellbeing Program	Manager Business	Not Yet Commenced	0%	To be developed in 2020.
Implement a training plan to enhance the skills and knowledge of staff across the organisation.	4.3g (1)	Develop Staff Training Plan	Manager Business	In Progress	30%	Information from Performance Plans to provide the foundation for an organisation training plan.
Provide learning and development opportunities to	4.3g (2)	Develop succession plans for each Section of Council	Manager Business	Not Due to Commence	0%	To be initiated with Performance Reviews.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
staff to develop the individual's potential and meet the needs of the community and organisation.	4.3g (2)	Performance Review Program implemented and the first cycle	Manager Business	Not Due to Commence	0%	Performance Reviews to Commence in third quarter.
Offer and promote free public wi-fi internet access in key public spaces across the local government area.	2.1d (3)	Continue to offer free Wi-Fi service at Council Libraries and Administration Centres	Manager Business	In Progress	25%	Public Wi-Fi is has been consistently available to designated areas.
Implement effective integrated risk management strategies and practices.	4.3b (3)	Develop and implement an Internal Audit and Fraud Control Plan	Manager Business	Completed	100%	Internal Fraud Control Plan has been approved by Council.
Adopt and maintain information technology and communication services and infrastructure that assists the efficient and effective undertaking of Council's operations, increases productivity and adequately supports the organisation and our community's needs.	4.3d (1)	Work with the Customer Service Team to develop an Online Booking System for Council facilities	Manager Business	In Progress	20%	Investigation has commenced.
	4.3d (2)	Integrate Civica/Authority (Finance System) and Magiq Documents (EDRMS)	Manager Business	In Progress	15%	Integration has commenced.
	4.3d (2)	Review Business Systems and identify services that can be delivered on Council's Website	Manager Business	Not Yet Commenced	0%	To commence in 2020.
Staff are supported in the achievement of organisational objectives by having access to a range of business tools, systems and technologies.	4.3g (3)	Provide ongoing enhancement to Staff Intranet	Manager Business	Not Yet Commenced	0%	Needs analysis to be undertaken.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Implementation of the Cootamundra-Gundagai Regional Council's suite of plans, including the Community Strategic Plan, Delivery Program, Operational Plan and resourcing plans.	4.1a (2)	Present half-yearly Progress Reports on 19/20 Operational Plan to Council and the Community	Manager Business	Ongoing	25%	Progress Reports are now taking place quarterly, to coincide with the Quarterly Budget Review Statements. The first Quarterly Progress Report is due at the November Council meeting.
Council's corporate plans are informed by community expectations and are reviewed and updated on a regular basis to meet the changing needs of our community members.	4.1a (3)	Conduct 6 monthly review of Operational Plan and resourcing strategies	Manager Business	Not Yet Commenced	0%	Will commence this quarter.
The development of the Cootamundra-Gundagai Regional Council's integrated suite of plans, including the Community Strategic Plan, Delivery Program, Operational Plan and resourcing plans, provide a clear strategic direction and drives the organisation's activities.	4.1c (1)	Develop and adopt 2020-21 Operational Plan	Manager Business	Not Yet Commenced	0%	Will commence in early 2020 in conjunction with the budget.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Council's decision-making and future planning shows evidence of being linked to Council's integrated suite of plans and the needs of our community.	4.1c (2)	All decision making reports, including strategies and plans are to show linkages to the relevant objective in the Community Strategic Plan	Manager Business	In Progress	50%	Linkages to the CSP are included in Business Paper reports. A process has commenced to link Strategic documents to the CSP.
Council will track the progress towards the achievement of the corporate plan objectives against measurable outcomes.	4.1d (1)	Pulse software Program is fully operational and used by all relevant staff	Manager Business	Completed	100%	Staff have received full training and are using the software to provide updates on their relevant section Operational Plan progress report actions.
The integrated planning and resourcing documents will be reviewed and updated on a regular basis to meet the changing needs of our community members.	4.1d (2)	Develop a strategy to update Council's Integrated planning suite of plans and resourcing strategies on a regular basis to meet the changing needs of our community	Manager Business	Not Yet Commenced	0%	Strategy to update the Community Strategic Plan will commence in 2020.
	4.1d (2)	Integrated planning and resourcing strategies reviewed and updated as legislatively required	Manager Business	In Progress	25%	Reporting required for the first quarter is on track.
Progress on the achievement of corporate plan objectives will be shared with the community via a range of communication methods.	4.1d (3)	Develop and present report identifying Community communication options and strategies	Manager Business	In Progress	70%	Analysis of current Community newsletter is underway.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Council will regularly and continuously seek community feedback to seek additional input to the Community Strategic Plan.	4.2b (1)	Relevant staff to undertake Community Engagement Training (IAP2)	Manager Business	Not Yet Commenced	0%	Conflict with training dates for 2019. Training will take place in 2020.
Cootamundra-Gundagai Regional Council's suite of plans will be reviewed and updated on a regular basis to meet the changing needs of our community members.	4.2b (2)	Develop a strategy to update the Community Strategic Plan on a regular basis to meet the changing needs of our community	Manager Business	Not Yet Commenced	0%	Due to commence in 2020.
Progress towards the achievement of the Community Strategic Plan objectives will be shared with the community via a range of communication methods.	4.2c (1)	Continue to promote the objectives of the community strategic plan via Council's media channels	Manager Business	Ongoing	25%	Media channels including the community newsletter, social media and media releases are being utilised to promote council's strategies and plans.
Promote the objectives of the Community Strategic Plan and work in partnership with community members, businesses and other local stakeholders to deliver community priorities.	4.2c (1)	Develop a Community Engagement Strategy to assist with delivering the objectives in the Community Strategic Plan	Manager Business	Not Yet Commenced	0%	For action in third quarter.
Develop and implement accessibility strategies as identified in the Disability Inclusion Access Plan.	1.1e (1)	In reviewing Council purchasing policy consider ways we can better support businesses which employ people with disabilities	Manager Business	In Progress	5%	Will be incorporated in conjunction with review of Procurement Policy and Procedure.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Ensure all procurement meets legislative and policy requirements and delivers best value for the community and the Council.	4.3a (3)	Develop a suite of Audit Reports to monitor procurement practices	Manager Business	In Progress	40%	Several reports have been developed. Currently working to develop additional reporting methods.
	4.3a (3)	Undertake assessment and improvement of procurement processes	Manager Business	In Progress	25%	Review of Procurement Policy and Procedure is currently being undertaken.
Council's records are managed in compliance with the appropriate legislation and supports efficient and effective work practices.	4.3d (3)	Review infoXpert workflows to streamline record keeping	Manager Business	In Progress	100%	Comprehensive review has taken place along with system upgrade. Updates to workflows will take place as required.

DEPUTY GENERAL MANAGER

Deputy General Manager

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Investigate, identify and promote opportunities that exist within the local government area for implementation of renewable energy technologies.	3.1b (1)	Negotiate terms of a power partnership agreement on various Council facilities	General Manager	In Progress	25%	Two proposals received and presented at Councilor workshops.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Ensure adequate project management techniques are in place to ensure the delivery of projects which meet the changing needs of our community on time, within budget and to an acceptable standard.	4.3e (2)	Undertake monitoring of project implementation	General Manager	Ongoing	25%	A spreadsheet detailing each of the projects has been developed and distributed to Councillors via the monthly major project report.
Enhance the amenity and appearance of our towns' main streets.	1.2a (1)	Commence intersection improvements for the corner of West and Sheridan Streets in Gundagai	General Manager	In Progress	50%	Majority of civil works undertaken, landscaping and pavements to follow.

Civil Works

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Provide and maintain a safe and well maintained aerodrome for use by commercial and recreational aircraft and promote use by external users.	2.1c (2)	Provide aerial loading facilities for RFS firefighting aircraft	Manager Civil Works	In Progress	50%	Works commenced Late October and expected to be finished end November.
	2.1c (2)	Provide asphalt surface for motor sport activities	Manager Civil Works	Completed	100%	Asphalt surface provided at the Aerodrome.
Operate an efficient quarrying service in an environmentally responsible manner that meets all statutory requirements and standards.	3.1a (2)	Renew permit with Forestry Corporation to access Nanangroe Quarry	Manager Civil Works	Completed	100%	Agreement signed off.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Provide and maintain a stormwater disposal system which minimises the carriage of pollutants from the stormwater system to the creek and river systems.	3.1a (3)	Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Civil Works	In Progress	10%	Works commenced on projects in Gundagai and Cootamundra.
Maintain civil infrastructure including roads, footpaths, bridges and traffic facilities to agreed standards as set out in asset management plans.	3.2d (2)	Undertake annual road maintenance program	Manager Civil Works	Ongoing	45%	Ongoing as resources and conditions permit. Currently road maintenance being completed as required.
Undertake the annual footpath renewal and extension program.	3.2d (3)	Undertake Footpath Renewal and Extension Program	Manager Civil Works	Ongoing	45%	Renewal being completed as per budgets.
Improve functionality and amenity within Council's work depots.	4.3a (6)	Complete planning for improvements to Cootamundra Depot and Bradman Street Depot	Manager Civil Works	In Progress	5%	Ongoing discussions taking place.
Ensure that a supply of industrial and residential land is available at all times to facilitate the orderly expansion of the local government area.	2.2b (2)	Complete construction of roads and provisions of services for subdivision of industrial land at Turners Lane in Cootamundra	Manager Civil Works	Not Yet Commenced	0%	Design completed with costing for CGRC to undertake works. Awaiting further advice.
	2.2b (2)	Market and promote Bourke Estate residential subdivision in Gundagai	General Manager	In Progress	25%	Marketing being undertaken as required and will continue.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
	2.2b (2)	Prepare preliminary planning proposal for Stage 2 of Claron Estate residential subdivision in Cootamundra, including access to the Cemetery	General Manager	In Progress	10%	Planning underway.
Work in partnership with local agencies to identify and advocate for opportunities to improve overall community safety.	1.3c (1)	Road Safety Officer to work in partnership with RMS on RMS Road Safety Campaigns	Manager Civil Works	Ongoing	45%	RSO projects ongoing both with CGRC and RMS.
Develop and implement strategies to improve safety and accessibility of all road users.	3.2d (1)	Ensure information is available for users of scooters and electric wheelchairs on footpaths. Pedestrian safety information should also be made available	Manager Civil Works	In Progress	5%	RSO been in discussions with relevant groups and Access Committee.
	3.2d (1)	Road Safety Officer to work in partnership with RMS on RMS Road Safety Campaigns	Manager Civil Works	Ongoing	45%	RSO working with RMS and in conjunction with road safety campaigns to raise Road safety awareness.
Programs are developed to ensure the ongoing risk assessment and maintenance of Council facilities.	1.3b (7)	Review existing footpath network and facilities to determine upgrade and connectivity improvement requirements	Manager Civil Works	Ongoing	45%	Ongoing throughout the year. Apply for grants for works when available.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Provide a safe and healthy environment for staff and contractors through compliance with all WH&S legislative requirements and minimising risk.	4.3f (4)	Monthly WHS reports and statistics discussed at Managers Meetings	Manager Civil Works	Ongoing	25%	Audit undertaken and results discussed at managers meeting. Injury statistics are discussed at managers meetings.

Technical Services

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Provide and maintain a stormwater disposal system which minimises the carriage of pollutants from the stormwater system to the creek and river systems.	3.1a (3)	Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Technical Services	In Progress	25%	Works are underway at O'Hagan St and will commence within Tor St next week. These are the priority locations identified within the Stormwater Mitigation Project.
Maintain civil infrastructure including roads, footpaths, bridges and traffic facilities to agreed standards as set out in asset management plans.	3.2d (2)	Undertake Adjungbilly Road Heavy Vehicle Access Project	Manager Technical Services	In Progress	80%	Remaining road works are scheduled to commence, with a seal date targeted prior to Christmas.
	3.2d (2)	Undertake annual road maintenance program	Manager Technical Services	Ongoing	25%	Ongoing Maintenance Grading and other routine works as appropriate.
Undertake the annual footpath renewal and extension program.	3.2d (3)	Undertake Footpath Renewal and Extension Program	Manager Technical Services	Ongoing	0%	Footpath works are programmed in accordance with allocated budget.
Improve functionality and amenity within Council's work depots.	4.3a (6)	Complete construction on Gundagai Depot Training Facility	Manager Technical Services	Completed	100%	Training Facility is operational.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Council's fleet of light vehicles and heavy plant is maintained to ensure efficient, cost-effective and timely service delivery.	4.3d (6)	Undertake plant replacement in accordance with related policies and programs	Manager Technical Services	Ongoing	25%	Excavator replacement tender is in the evaluation stage, RFQ has been issued for a new watercart.
Programs are developed to ensure the ongoing risk assessment and maintenance of Council facilities.	1.3b (7)	Review existing footpath network and facilities to determine upgrade and connectivity improvement requirements	Manager Technical Services	Ongoing	25%	Footpath program in place - creation of an updated PAMP has been discussed but not actioned to date.
Provide a safe and healthy environment for staff and contractors through compliance with all WH&S legislative requirements and minimising risk.	4.3f (4)	Monthly WHS reports and statistics discussed at Managers Meetings	Manager Technical Services	Ongoing	25%	Audit undertaken and results discussed at managers meeting. Injury statistics are discussed at managers meetings.

Assets

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Enhance the amenity and appearance of our towns' main streets.	1.2a (1)	Construct Gundagai Main Street Public Toilet	Manager Assets	Completed	100%	Work completed and final cost report is to be prepared.
Provide and maintain a stormwater disposal system which minimises the carriage of pollutants from the stormwater system to the creek and river systems.	3.1a (3)	Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Assets	In Progress	0%	Asset Management Plans reviewed and GPT are considered where appropriate.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Provide and maintain a stormwater disposal system which allows the removal of stormwater from the towns in the most economical and efficient manner possible whilst minimising impact on natural environment.	3.2c (5)	Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Assets	Ongoing	0%	Design and construction of new systems / amplification is in progress.
Implement effective integrated risk management strategies and practices.	3.2c (6)	Undertake Cootamundra Flood Study	Manager Assets	In Progress	25%	Cootamundra Flood study Interim report submitted on 29 August 2019. Modelling and final report is being prepared.
Develop and implement asset management plans and strategies for all transport assets.	3.2d (4)	Review and update condition assessment data across the local government area	Manager Assets	Ongoing	0%	Service providers are to be engaged to do condition assessment and identifying capital works requirements.
Advocate for State and Federal departments to improve public transport networks to meet the needs of our community.	3.2e (2)	Work with Riverina Joint Organisation on identified public transport initiatives	Manager Assets	Ongoing	0%	Coordinated with REROC on technical and procurement related issues.
Develop Asset Management plans which deliver long-term financial sustainability and asset renewal.	4.3a (5)	Implement works programs to improve asset condition	Manager Assets	Ongoing	0%	Asset management plans reviewed and updated and new assets created are capitalised.
	4.3a (5)	Review and improve Asset Management Plans	Manager Assets	Ongoing	0%	Asset management plans revised and updated as required.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Staff are supported in the achievement of organisational objectives by having access to a range of business tools, systems and technologies.	4.3g (3)	Undertake integration of Mapping Systems with Council's Corporate Systems	Manager Assets	Ongoing	0%	Council Mapping system is updated regularly.
Undertake connection of water supply to the Dog on the Tuckerbox site.	2.3c (4)	Deliver infrastructure for water supply extension to Dog on the Tuckerbox site	Manager Assets	In Progress	10%	Meeting with designers and RMS held and detailed design work is in progress for Stage 1 Water supply to Dog on the Tucker Box and Stage 2 (Detailed design only), Water supply Extension to Coolac.
Provide programs, information and services to our community to increase awareness of, and participation in, environmentally sustainable activities.	3.1d (1)	Investigate opportunities to use raw water	Manager Assets	Ongoing	25%	Options will be investigated to use raw water where feasible.
Encourage the best use of treated water through water saving measures.	3.1d (3)	Investigate opportunities to increase the use of reuse water	Manager Assets	Ongoing	25%	Recycled water is in used for irrigation of parks and Gardens at Cootamundra and Golf Course and sporting fields at Gundagai.
Operate and maintain a water reticulation system capable of providing potable water to all connected premises with minimum disruption and maximum efficiency.	3.2c (1)	Implement an Integrated Water Cycle Management (IWCM) Plan	Manager Assets	Ongoing	25%	PWA is preparing Integrated Water Cycle Management Plan.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Undertake Cootamundra Water Main Replacement Program.	3.2c (2)	Continue Cootamundra Water Main Replacement Program	Manager Assets	In Progress	70%	Mains laid and progressively connected to the system.
Investigate options for the connection of a water supply to Nangus Village, and consult with the community.	3.2c (3)	Partner with Goldenfields Water to prepare business case for connection of water supply to Nangus Village	Manager Assets	In Progress	20%	Consulting Engineers 'Cardno' has been engaged to do Feasibility Study and draft Feasibility Report and will be available for comments in February 2020.
Operate and maintain a sewage system and treatment plant capable of removing sewage from all connected premises with minimum disruption and maximum efficiency.	3.2c (4)	Commence construction for the Gundagai Sewer Treatment Plant replacement	Manager Assets	Ongoing	10%	Detail design work completed on the proposed new Sewage Treatment Plant for Gundagai and tender documents are being prepared. Proposed construction commencement on March / April 2020.
	3.2c (4)	Invite tenders and enter into contract for the relining of Sewer Mains	Manager Assets	Completed	100%	Existing contract was extended for another year with Interflow for cleaning and lining. Using the provisions.

Waste, Parks and Recreation Services

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Provide and maintain a clean and attractive streetscape.	1.2a (2)	Provide an attractive streetscape, by implementing the strategies identified in the Open Spaces Strategy	Manager Waste, Parks and Recreation Service	In Progress	75%	Beautification and refurbishment of Cootamundra's C.B.D area is progressing well with the current works program 50% completed. Works will stop during the hot summer months while work will focus on watering and caring for the new gardens/plants/trees. Upgrade works will recommence in April 2020.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Maintain and improve Council's parks and recreation and sporting facilities.	1.2c (3)	Complete revitalisation works to Council Parks, Gardens and Sporting Grounds across the local government area	Manager Waste, Parks and Recreation Service	In Progress	60%	Improvement works have commenced throughout Cootamundra and surrounding villages. These works have included new tree plantings, removal of unwanted trees and shrubs, garden refurbishments, upgrade and refurbishment of open space infrastructure. There has also been a lot of work involved in preparing open space and street tree strategic plans, open space classifications, specifications and works implementation plans.
Co-ordinate the provision of Council facilities for community use.	1.2c (4)	Public open spaces maintained, and capital improvement works identified and managed, as detailed in the Open Spaces Strategy	Manager Waste, Parks and Recreation Service	Ongoing	25%	Public open spaces maintained as per the Open Spaces Strategy. There has been no funding allocated for any Open Space capital or improvement works outside normal maintenance works.
Promote programs which encourage healthy lifestyle choices and activities.	1.3a (4)	Promote programs which encourage healthy lifestyle choices and activities as identified in the Recreation Needs Study and Open Spaces Strategy	Manager Waste, Parks and Recreation Service	Completed	100%	Draft Recreation Needs Study has been completed.
Maintain and improve Council's parks and recreation and sporting facilities.	1.3b (1)	Construct Country Club Oval Clubhouse/Amenities Building	General Manager	In Progress	80%	Project was delayed due to labour and budget challenges. A loan was approved by council to undertake outstanding works.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Provide, maintain, renew and promote high quality sporting, swimming and active recreational facilities and programs for the community, active sporting associations and visitors.	1.3b (1)	Develop Recreation Needs Study and Open Spaces Strategy	Manager Community and Culture	In Progress	50%	Draft is being internally reviewed.
	1.3b (1)	Facilitate comprehensive consultation sessions with stakeholders, the public and users, to assist in the development of the Public Open Spaces Strategy	Manager Community and Culture	In Progress	55%	Sports Council meetings and recreational needs study consultation.
	1.3b (1)	Undertake a full review of Council's Recreational Officers position descriptions to maximise opportunities for future recreational development	Manager Waste, Parks and Recreation Service	Completed	100%	Review completed, currently with Human Resources for review and submission to the Consultative Committee and General Manager for consideration.
	1.3b (1)	Undertake Fisher Park lighting upgrade	Manager Waste, Parks and Recreation Service	In Progress	70%	Works are progressing to time, cost and quality. All materials have been ordered and waiting delivery. Project is on schedule and due for completion by December 2019.

Provide and maintain parks and gardens that are aesthetically pleasing, accessible and are available for passive recreational pursuits.	1.3b (2)	Commence planning for the installation of a Regional Playground at Jubilee Park in Cootamundra	Manager Community and Culture	In Progress	80%	Playground due for completion in December 2019.
	1.3b (2)	Complete maintenance and revitalisation works to Council Parks, Gardens and Sporting Grounds across the local government area	Manager Waste, Parks and Recreation Service	Ongoing	60%	Improvement works have commenced throughout Cootamundra and surrounding villages. These works have included new tree plantings, removal of unwanted trees and shrubs, garden refurbishments, upgrade and refurbishment of open space infrastructure. There has also been a lot of work involved in preparing open space and street tree strategic plans, open space classifications, specifications and works implementation plans.
Develop and implement an inspection and maintenance plan for playground equipment.	1.3b (4)	Investigate funding opportunities to enhance Council playgrounds, indoor and outdoor sporting and passive areas to enhance accessibility	Manager Waste, Parks and Recreation Service	Completed	100%	Grant applications have been submitted for funding to build a bouncing pillow at the Cootamundra Aquatic Centre, Rock Climbing Wall at the Sports Stadium, upgrade of Pioneer Park, Palmer Park Wallendbeen, & Pump Track Cootamundra.
	1.3b (4)	Playground inspection and maintenance program developed and implemented for Cootamundra	Manager Waste, Parks and Recreation Service	Ongoing	100%	These works are carried out on a regular basis.
Undertake improvements to the Cootamundra and Gundagai swimming pool facilities.	1.3b (5)	Conduct a full operational review and report to council on the Cootamundra Aquatic Centre	Manager Waste, Parks and Recreation Service	In Progress	50%	EOI have been called and due to close in October. Report will be submitted to the November council meeting for consideration. Consultant appointed timeline for completion is 22 weeks.

	1.3b (5)	Project manage and deliver a new splash play area at Cootamundra Pool	Manager Waste, Parks and Recreation Service	In Progress	70%	Works are on Schedule, on budget and to expected quality outcomes. Works are scheduled to be completed by December 2019.
Work in partnership with active sporting associations, community groups and health providers to ensure sporting facilities are fit for current and future community need.	1.3b (6)	The current and future community needs of Council's Public Open Spaces are identified and actions implemented as per the Public Open Spaces Strategy	Manager Waste, Parks and Recreation Service	In Progress	50%	Works are continuing and will be in accordance with financial allocations.
Programs are developed to ensure the ongoing risk assessment and maintenance of Council facilities.	1.3b (7)	Carry out and document regular safety inspections and implement work activities that will ensure that all facilities are in a safe and working condition fit for purpose	Manager Waste, Parks and Recreation Service	Ongoing	50%	Works have been implemented in accordance with financial allocations.
	1.3b (7)	Develop a Detail Works Activity Program that will review the asset and condition, maintenance programs and unit costs to annually maintain these assets to an adopted standard	Manager Waste, Parks and Recreation Service	Completed	100%	All full review and report have been submitted to council and adopted. Adopted plan is now ready for consideration and implementation for the next 2020/2021 financial and operation plan review.
	1.3b (7)	Investigate funding opportunities to enhance Council playgrounds, indoor and outdoor sporting and passive areas to enhance accessibility	Manager Waste, Parks and Recreation Service	Completed	100%	Grant applications have been submitted for funding to build a bouncing pillow at the Cootamundra Aquatic Centre, Rock Climbing Wall at the Sports Stadium, upgrade of Pioneer Park, Palmer Park Wallendbeen, & Pump Track Cootamundra.

Undertake a review of waste services across the Local Government area and develop a waste strategy that provides equitable waste services for all residents.	3.1c (1)	Undertake waste strategy review and community consultation	Manager Waste, Parks and Recreation Service	In Progress	75%	Draft waste strategy has been completed and presented to council at a workshop, currently being considered by council.
Provide and maintain appropriate rubbish removal, disposal, recycling and greenwaste facilities in the most cost effective, environmentally sustainable and efficient manner.	3.1c (2)	Commence planning for construction of a re-use shop at Cootamundra Waste depot	Manager Waste, Parks and Recreation Service	In Progress	10%	Currently being considered as part of the waste strategy.
	3.1c (2)	Commence planning for construction of Waste Facilities and methods of operation as determined by the Waste Implementation Plan	Manager Waste, Parks and Recreation Service	In Progress	10%	Pending the outcome of the Waste Strategy.
	3.1c (2)	Undertake improvements at Gundagai Waste Depot as per the Waste Implementation Plan	Manager Waste, Parks and Recreation Service	In Progress	20%	Pending the outcome of the Waste Strategy.
Provide a facility for the composting and re-using of greenwaste.	3.1c (4)	Implement Cootamundra Regional Organics Project (CROP)	Manager Waste, Parks and Recreation Service	In Progress	10%	Pending the outcome of the Waste Strategy.
Provide programs, information and services to increase voluntary recycling and reuse to reduce waste to landfill.	3.1d (2)	Investigate funding opportunities and community consultation to locate a suitable adult change room in Cootamundra	Manager Waste, Parks and Recreation Service	Not Yet Commenced	0%	Not yet commenced due to competing priorities.
	3.1d (2)	Undertake construction of a new Adult Change facility to Gundagai	Manager Waste, Parks and Recreation Service	Not Yet Commenced	0%	Not yet commenced due to competing priorities.

Manage Council's waste collection, disposal and processing facilities.	3.2c (7)	Manage Council's waste collection, disposal and processing facilities in accordance with the Waste Strategy and Implementation Plan	Manager Waste, Parks and Recreation Service	Completed	100%	Being implemented in accordance with councils financial and implementation plan.
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Facilities

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Undertake development of Cootamundra library outdoor area.	1.1b (3)	Develop outdoor space adjoining the Stephen Ward Rooms Cootamundra Library for indoor/outdoor meeting space	Manager Facilities	In Progress	40%	Updated design being undertaken, some works completed eg: auto doors and awning.
Maintain and improve Council buildings and properties in accordance with asset management plans.	1.2c (1)	Create an Outdoor Reading Space adjoining the Gundagai Library	Manager Facilities	In Progress	95%	Major works completed waiting for under cover tables/chairs.
	1.2c (1)	Design new Council developments with accessibility to the main entrance	Manager Facilities	Ongoing	15%	New builds having accessibility taken into consideration.
	1.2c (1)	Future Council building upgrades to include all access considerations	Manager Facilities	Ongoing	15%	All new builds to have accessibility included.
	1.2c (1)	Investigate modifications to Council buildings to improve accessibility for staff	Manager Facilities	Ongoing	10%	Major projects to be completed first. Budgets and designs to be investigated for access within existing structures. Toilet facilities to be first step.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Undertake a review of the environmental impact of Council-owned facilities and infrastructure and implement measures which Council's environmental impact.	3.1b (2)	Investigate funding sources for solar energy works for Council buildings	Manager Facilities	Ongoing	25%	Electricity contracts being reviewed. Solar options being further investigated and identification of main buildings which would be beneficial to have solar installed.
Provide an adequate mix of high quality, disabled accessible and appropriately located public toilet facilities.	3.2c (8)	Finish construction of the Gundagai Main Street Public Toilet	Manager Facilities	Completed	100%	New facility completed.
Maintain and improve Council's parks and recreation and sporting facilities.	1.2c (3)	Sporting Grounds maintained as per the current adopted schedules and specifications	Manager Facilities	Ongoing	70%	Audit carried out and works undertaken as per audit results. Ongoing project.
Co-ordinate the provision of Council facilities for community use.	1.2c (4)	Public open spaces maintained, and capital improvement works identified and managed, as detailed in the Open Spaces Strategy	Manager Facilities	Ongoing	30%	Capital works being undertaken.
Promote programs which encourage healthy lifestyle choices and activities.	1.3a (4)	Promote programs which encourage healthy lifestyle choices and activities as identified in the Recreation Needs Study and Open Spaces Strategy	Manager Facilities	Not Yet Commenced	0%	Investigating options.
Provide, maintain, renew and promote high quality	1.3b (1)	Develop Recreation Needs Study and Open Spaces Strategy	Manager Facilities	In Progress	80%	Report to go to council after final review of study and strategy.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
sporting, swimming and active recreational facilities and programs for the community, active sporting associations and visitors.	1.3b (1)	Facilitate comprehensive consultation sessions with stakeholders, the public and users, to assist in the development of the Public Open Spaces Strategy	Manager Facilities	Completed	100%	Public meeting held throughout LGA and ideas taken on board.
	1.3b (1)	Undertake improvements to the Gundagai Netball Courts lighting and amenities	Manager Facilities	Ongoing	40%	Lighting upgrade completed. Design and costing being investigated for clubhouse area.
	1.3b (1)	Upgrade Community Fitness infrastructure in Gundagai and Cootamundra	Manager Facilities	In Progress	60%	Funding of \$15,000 allocated from Grant funding. Equipment and quotes being investigated. Upgrades to Gundagai Pool has been undertaken.
Provide and maintain parks and gardens that are aesthetically pleasing, accessible and are available for passive recreational pursuits.	1.3b (2)	Complete maintenance and revitalisation works to Council Parks, Gardens and Sporting Grounds across the local government area	Manager Facilities	Ongoing	50%	Tree plantings, garden bed upgrades. Mowing, spraying and general upkeep being routinely undertaken.
	1.3b (2)	Complete re-development of border gardens to Gundagai playground areas	Manager Facilities	Ongoing	35%	Gardens being upgraded on a needs to basis. Flowers being rotated and new beds being created.
Construct a large-scale Adventure Playground in Gundagai.	1.3b (3)	Commence construction of the Gundagai Large Scale Adventure Playground	Manager Facilities	In Progress	30%	Major play equipment currently being installed.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Develop and implement an inspection and maintenance plan for playground equipment.	1.3b (4)	Playground inspection and maintenance program developed and implemented for Gundagai	Manager Facilities	Ongoing	25%	P&G foreman undertaking inspections and records being compiled for repairs/replacement.
Undertake improvements to the Cootamundra and Gundagai swimming pool facilities.	1.3b (5)	Commence and complete re-painting works during off season to Gundagai Pool	Manager Facilities	Completed	100%	Re-painting of pools has been undertaken, along with new disable ramp.
	1.3b (5)	Commence planning & tendering for disable ramp to Gundagai Pool	Manager Facilities	Completed	100%	All works completed for tiling, construction of ramp.
	1.3b (5)	Encourage the pool & gymnasium managers/ leasees to conduct activities for people of all abilities	Manager Facilities	Ongoing	60%	Current lessees already programming activities and encourage use by all user groups.
Work in partnership with active sporting associations, community groups and health providers to ensure sporting facilities are fit for current and future community need.	1.3b (6)	Commence construction of the new facility building located at the Gundagai Netball Precinct as part of Recreation Master Plan	Manager Facilities	In Progress	25%	Designs being updated to fit within budget. User groups to be consulted on the design prior to tendering.
	1.3b (6)	The current and future community needs of Council's Public Open Spaces are identified and actions implemented as per the Public Open Spaces Strategy	Manager Facilities	Ongoing	25%	Open space strategy has been completed in consultation with public groups. Further planning required for creation of budget items.
Programs are developed to ensure the ongoing risk assessment and maintenance of Council facilities.	1.3b (7)	Investigate funding opportunities to enhance Council playgrounds, indoor and outdoor sporting and passive areas to enhance accessibility	Manager Facilities	Ongoing	25%	Investigation and applications to be formalised. Proposals ready for when required.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Develop and implement a street tree planting plan which enhances amenity and our natural environment.	3.1a (4)	Street Tree planting undertaken in accordance with Gundagai Street tree planting Masterplan	Manager Facilities	Ongoing	50%	Tree works well underway as per council's master plan. Dangerous trees have been removed and new plantings in place.
Reuse waste water to increase the amenity of Council parks, gardens and recreational facilities and to reduce the demand on the water supply.	3.1c (5)	Collaborate with Council departments to increase the use of re-treated water to Gundagai ovals	Manager Facilities	In Progress	40%	Discussions with water/sewer team and sporting groups to highlight the need to use re-use water on sporting fields and Yarri Park.