

Delivery Program / Operational Plan

Quarterly Progress Report

2020/2021 Q1

1: A vibrant and supportive community: All members of our community are valued

1.1: Our Community is inclusive and connected

1.1a: A range of programs, activities and events are delivered and promoted across the region to create opportunities for all members of our community to come together and strengthen community cohesion.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1a (1)	Deliver a range of programs, activities and events and ensure they are planned, promoted and executed in an efficient, inclusive and professional manner.	Develop and revise protocols for Civic Events and Ceremonial Functions based on latest Covid-19 advice	Coordinator Business	In Progress	Policy currently being reviewed.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1a (2)	Work with our community to promote community spirit by assisting with the administration, organisation and promotion of events and community gatherings as required.	Develop and conduct a community survey to gauge community interests and expectations regarding local events and activities	Coordinator Business	In Progress	Various surveys are being conducted on numerous topics to gauge community interest and expectation. These surveys are conducted to improve the information base for the Community Engagement Strategy and Communications Strategy, which are being developed as part of the Community Strategy Plan review.
1.1a (3)	Encourage the development of initiatives to welcome new residents and make them aware of the opportunities which exist in the local government area.	Develop and retain current centralised information on the LGAs attributes in the towns and villages including features, events and service, and promote and make available, livability information via council's website	Manager Community and Culture	Ongoing	Constantly updating information as it comes to hand on the Visit Cootamundra, Visit Gundagai and Gundagai/Coota Local Websites.
1.1a (4)	Provide modern, vibrant and relevant library services, programs and activities to the community in conjunction with Riverina Regional Library (RRL).	Consider the needs of stakeholders in developing library collections and services in line with Covid-19 requirements	Manager Community and Culture	Ongoing	Patrons are encouraged to suggest new purchases and new authors to add to our standing order list.
		Implement program to encourage Library membership and increase overall membership numbers	Manager Community and Culture	Ongoing	Our library membership is strong with over 3000 current members.

1.1b: Cultural and arts facilities and services are promoted and supported.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1b (1)	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.	Pursue available grant opportunities	Manager Community and Culture	Ongoing	Created list of relevant arts bodies to forward funding opportunities to.
1.1b (2)	Provide assistance to art and cultural bodies to promote and develop programs and facilities.	Establish new protocols for the operation and management of 'The Arts Centre Cootamundra'	Manager Community and Culture	Ongoing	This is an ongoing discussion with stakeholders.
1.1b (3)	Undertake development of Cootamundra library outdoor area.	Develop outdoor space adjoining the Stephen Ward Rooms Cootamundra Library for indoor/outdoor meeting space	Manager Facilities	In Progress	Additional grant funding approved through SCCF3 for total library refurbishment. External covered area is part of the overall refurbishment and designs are being progressed in consultation with staff

1.1c: Local groups, clubs, and volunteer organisations are recognised, promoted and supported.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1c (1)	Ensure the best interests of local volunteer and community organisations are promoted where ever possible.	Identify appropriate avenues to promote and support the best interests of local volunteer and community organisations where ever possible	Manager Community and Culture	Ongoing	Volunteer newsletter developed. Processes for induction and management of Council volunteers updated.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1c (2)	Encourage volunteerism across the local government area.	Identify appropriate avenues to promote, support and encourage volunteerism across the local government area	Manager Community and Culture	Ongoing	Where opportunities exist Council assists with promotion.
1.1c (3)	Provide support and funding where possible to support a range of community groups deliver positive outcomes for the local community.	Investigate funding opportunities	Manager Community and Culture	Ongoing	Forward relevant funding opportunities to groups seeking funding, and promote on social media.

1.1d: Recognise and value the importance and uniqueness of the history and heritage of our area and its communities.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1d (1)	Continue to provide and maintain the local museums both as a repository and for public viewing of valuable local historical memorabilia.	Continue to provide and maintain local museums	Manager Community and Culture	Ongoing	Continuing to communicate with the local Heritage Centre and actively looking and applying for grants. Looking at operating model of Gundagai Railway Museum.
1.1d (2)	Seek funding opportunities for the conservation and enhancement of local historical buildings and structures and undertake these activities.	Investigate funding opportunities	Manager Community and Culture	Ongoing	Old Gundagai Gaol working bee to commence masterplan activities.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1d (3)	Facilitate the coordination and promotion of the different historical groups and heritage assets within the local government area.	Identify ways to promote the different historical groups and heritage assets within the local government area	Manager Community and Culture	Ongoing	Act as a conduit for information and respond to public enquiry.

1.1e: Develop and implement a range of activities and initiatives which promote a culture of accessibility and inclusiveness.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1e (1)	Develop and implement accessibility strategies as identified in the Disability Inclusion Access Plan.	Advocate for access to respite services for carers of disabled children	Manager Community and Culture	Not Yet Commenced	At this stage services are still not available locally.
		Advocate for the allocation of more resources for education, early intervention and childcare for children with a disability	Manager Community and Culture	In Progress	Attended meetings with OOSH Gundagai
		Ensure information concerning accessible public transport including Community Transport is readily available	Manager Community and Culture	Ongoing	Look at add listings on Gundagai Local and Cootamundra Local
		Ensure signage on Council buildings is clear and easy to read	Manager Community and Culture	Completed	New signage installed. Facility manager is aware of need to update signage as resources allow.
		Ensure that the needs of all stakeholders are considered on all Council committees	Manager Community and Culture	Ongoing	At this stage bringing opportunities back to Access & Inclusion Committee for consideration.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1e (1)	Develop and implement accessibility strategies as identified in the Disability Inclusion Access Plan.	Ensure the Councils Community Strategic Plan considers barriers to an inclusive community and any issues raised	Manager Community and Culture	Ongoing	Projects including PAMP and Albert Park Placespace.
		In reviewing Council purchasing policy consider ways we can better support businesses which employ people with disabilities	Coordinator Business	Completed	Procurement policy updated and adopted in January 2020. Procurement Procedures and Guidelines updated in June 2020.
		Provide appropriate information on the available access in promotional material for community and tourism events	Manager Community and Culture	Ongoing	Information is included on website and the visitor brochures.
		Provide opportunities for stakeholders to easily report access concerns	Manager Community and Culture	Ongoing	Access concerns can be reported through council complaints process or to members of the Access & Inclusion Committee.
		Provide support to community organisations in seeking funding for accessibility and inclusion projects	Manager Community and Culture	Ongoing	Supported projects being undertaken.
		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	Ongoing	Coordinator business to complete as resources allow.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1e (1)	Develop and implement accessibility strategies as identified in the Disability Inclusion Access Plan.	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	Ongoing	Coordinator business to update as resources allow.
		When updating mapping and websites include access information on facilities and activities	Manager Community and Culture	Ongoing	Coordinator business to complete as resources allow.
1.1e (2)	Develop and implement a Youth Strategy which meets the needs of young people within our community.	Implement Youth Strategy	Manager Community and Culture	In Progress	Draft being developed in conjunction with Youth Councils.

1.2: Public spaces provide for a diversity of activity and strengthen our social connections

1.2a: Maintain and enhance the amenity of our main streets and public spaces so that they are attractive, clean and people feel safe.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.2a (1)	Enhance the amenity and appearance of our towns main streets.	Commence intersection improvements for the corner of West and Sheridan Streets in Gundagai	General Manager	In Progress	Landscaping and pavement plans under preparation.
		Commence preparation for the creation of a Masterplan for Cootamundra CBD	Manager Community and Culture	In Progress	Funding achieved and works underway. Access still needs to be considered and also paving for future grants applications for the Cootamundra main street.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.2a (1)	Enhance the amenity and appearance of our towns main streets.	Implement upgrades to main street and public spaces as funded by grants	Manager Community and Culture	In Progress	Funding has been allocated.
1.2a (2)	Provide and maintain a clean and attractive streetscape.	Provide an attractive streetscape, by implementing the strategies identified in the Public Open Spaces Strategy	Manager Community and Culture	Ongoing	Strategies are being implemented as resources allow.
		Provide an attractive streetscape, by implementing the strategies identified in the Public Open Spaces Strategy	Manager Waste, Parks and Recreation Service	In Progress	Designs have been completed and submitted to Council Workshop for consideration and approval. Council has unofficially approved for works to proceed in accordance with designs presented and funding allocation of \$500,000. Grant Funding
1.2a (3)	Plan for and manage the construction of public space upgrades as funding permits.	Investigate options for improving access to local businesses	Manager Community and Culture	In Progress	Access & Inclusion committee are working on a fact sheet to assist Cootamundra businesses navigate planning requirements pertaining to access upgrades.

1.2b: Promote our sense of identity and enhance the attractiveness of our region by investing in town and village entrances.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.2b (1)	Improve the amenity of town and village entrances.	Continue signage upgrades for entry to towns and villages	Manager Community and Culture	In Progress	Gundagai signage to commence February. Cootamundra is undergoing redesign due to RMS problems with original location.

1.2c: Encourage the wide-spread use of open spaces and community facilities by ensuring they are welcoming, accessible, maintained and managed for everyone to enjoy, and that they continue to meet the needs of our community.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.2c (1)	Maintain and improve Council buildings and properties in accordance with asset management plans.	Consider accessibility when planning and delivering future Council building upgrades	Manager Facilities	Ongoing	Maintenance of grounds are part of our operational works. Accessibility for all new builds are considered and part of the planning process. Consideration is being given to existing grounds and buildings and budgets being prepared for possible modification works in the future
		Design new Council developments with accessibility to the main entrance	Manager Facilities	In Progress	As part of the planning/design process, accessibility is considered and reviewed by an access consultant. Any existing access issues are being investigated and budgets prepared for future modifications
		Investigate modifications to Council buildings to improve accessibility for staff	Manager Facilities	Ongoing	Investigating the priority buildings for urgent modifications and prepare drawings/budgets to carry out works

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.2c (2)	Maintain and improve Council library facilities.	Create post Covid-19 programs to cater for ongoing service delivery to isolated residents	Manager Community and Culture	Ongoing	Looking at funding opportunities for projects which connect communities.
1.2c (3)	Maintain and improve Councils parks and recreation and sporting facilities.	Complete revitalisation works to Council Parks, Gardens and Sporting Grounds across the local government area	Manager Waste, Parks and Recreation Service	Ongoing	This is achieved via the level of maintenance and level of funding allocated.
		Maintain Sporting Grounds as per the current adopted schedules and specifications	Manager Facilities	In Progress	Staff are working with the Gundagai Golf Course staff to make sure grounds are mowed and watered on a regular basis. Staff are also working on new landscaping/fencing to have a more inviting sporting precinct
1.2c (4)	Co-ordinate the provision of Council facilities for community use.	Maintain public open spaces, and identify and manage capital improvement as detailed in the Public Open Spaces Strategy	Manager Waste, Parks and Recreation Service	Ongoing	This is achieved via the level of maintenance and level of funding allocated.
		Maintain public open spaces, and identify and manage capital improvement as detailed in the Public Open Spaces Strategy	Manager Facilities	Ongoing	Future planning and budgeting of improvements to existing spaces and identifying the main areas of improvement required in conjunction with the Public Spaces Strategy
1.2c (5)	Investigate options to work in partnership and enter into joint venture arrangements to make better use of facilities within the local government area.	Revise Council representation and liaison with relevant Section 355 Committees	General Manager	In Progress	Reports tabled to Council.

1.3: Our community members are healthy and safe

1.3a: A broad range of services are provided and supported to meet the needs of all members to promote personal health and well-being and encourage a healthy lifestyle.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3a (1)	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.	Initiate and participate in Community Drug, Alcohol and Mental Health first response meetings	Manager Community and Culture	Ongoing	Attend meetings, when they occur, and provide assistance, where able.
1.3a (1)		Participate in Interagency Network opportunities	Manager Community and Culture	Ongoing	Attend meetings, when they occur.
1.3a (2)	Promote a wide range of health and community services offered by various agencies in the local government area.	Utilise available mediums for promotion of services	Manager Community and Culture	Ongoing	Promoted via social media and newsletters. Looking at how information is displayed on website.
1.3a (3)	Provide and maintain Mirrabooka Community Centre building to facilitate health and welfare needs of the community.	Undertake continued improvements at Mirrabooka Community Centre	Manager Community and Culture	Ongoing	New flooring installed, and maintenance issues undertaken as they arise.
1.3a (4)	Promote programs which encourage healthy lifestyle choices and activities.	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	Ongoing	This is achieved in accordance with the level of funding and resources allocated.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
		Promote programs which encourage healthy lifestyle choices and activities as identified in the Recreation Needs Study and Public Open Spaces Strategy	Manager Facilities	In Progress	Assisting sporting groups to encourage sport and physical activities. Keeping and improving our pathways, free and accessible for all users.

1.3b: Provide opportunities for the recreational and active use of parks, sporting facilities and swimming pools by ensuring they are promoted, accessible, safe, maintained and managed, and meet the needs of all age groups.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3b (1)	Provide, maintain, renew and promote high quality sporting, swimming and active recreational facilities and programs for the community, active sporting associations and visitors.	Facilitate comprehensive consultation sessions with stakeholders, the public and users, to assist in the Implementation of the Public Open Spaces Strategy	Manager Facilities	In Progress	Discussion with sporting groups and end users for all activities, to discuss improvements to facilities and action plan to be developed for future works
		Facilitate comprehensive consultation sessions with stakeholders, the public and users, to assist in the Implementation of the Public Open Spaces Strategy	Manager Waste, Parks and Recreation Service	In Progress	This is being implemented by holding public meetings and newspaper media/electronic stories, holding community surveys etc. This is evident with such projects as The new proposed Pump Track, Stadium Climbing Wall, Parker Street Redevelopment, Albert Park, Wallendbeen Mainstreet, War memorials both at Coota and Wolla, etc.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
		Finalise development of the Recreation Needs Study and Public Open Spaces Strategy	Manager Community and Culture	Completed	The Recreation Needs Study and Public Open Spaces Strategy is complete and adopted by Council.
		Finalise development of the Recreation Needs Study and Public Open Spaces Strategy	Manager Facilities	In Progress	Document created and under review for adoption
		Finish improvements to the Gundagai Netball Courts lighting and amenities	Manager Facilities	In Progress	New clubhouse design being finalised after consultation with user groups. New lighting has been completed and sewer stack to be relocated to allow amenities work to be completed. DA/CC application being prepared for submission
		Finish upgrade to Community Fitness infrastructure in Gundagai	Manager Facilities	In Progress	Additional pieces of equipment have been purchased in conjunction with the Gundagai Youth council. Equipment to be installed early new year
		Complete construction of Country Club Oval Clubhouse/Amenities Building	General Manager	In Progress	Loan approved by Council and actions being undertaken by Country Club.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3b (2)	Provide and maintain parks and gardens that are aesthetically pleasing, accessible and are available for passive recreational pursuits.	Complete maintenance and revitalisation works to Council Parks, Gardens and Sporting Grounds across the local government area	Manager Facilities	In Progress	New gardens, seeding, seating, topdressing and water coolers are all part of ongoing works throughout the Gundagai area. Upgrade of playgrounds and improvements to carparks are all underway
1.3b (4)	Develop and implement an inspection and maintenance plan for playground equipment.	Continue undertaking routine playground maintenance and inspections as per the program, for Cootamundra	Manager Waste, Parks and Recreation Service	Ongoing	Implemented as and when required and in accordance with council's WH & S policy.
		Continue undertaking routine playground maintenance and inspections as per the program, for Gundagai	Manager Facilities	In Progress	New and old playgrounds are inspected and a record of findings are being collected. Repairs undertaken and/or, a program of replacement items are being put together with planning for major replacements and budgets being looked at
		Investigate funding opportunities to enhance Council playgrounds, indoor and outdoor sporting and passive areas to enhance accessibility	Manager Waste, Parks and Recreation Service	Ongoing	This is being undertaken as and when the opportunity arises. E.g. availability of grant funding, resources and timelines.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3b (5)	Undertake improvements to the Cootamundra and Gundagai swimming pool facilities.	Encourage the pool & gymnasium managers/leasees to conduct activities for people of all abilities	Manager Facilities	Ongoing	Equipment, as part of grant funding, is being purchased to assist with access for all users. Pool programs are being developed and advertised by council lessee. Gym membership is on the increase and lessee is coordinating programs to suit individuals
		Encourage the pool & gymnasium managers/leasees to conduct activities for people of all abilities	Manager Waste, Parks and Recreation Service	Completed	This has been completed with the Cootamundra Aquatic Centre and Sports Stadium now being managed by private contractor, L&R Group. The operation will be monitored to ensure councils objectives and outcomes are achieved.
1.3b (6)	Work in partnership with active sporting associations, community groups and health providers to ensure sporting facilities are fit for current and future community need.	Finish construction of the new facility building located at the Gundagai Netball Precinct as part of Recreation Master Plan	Manager Facilities	In Progress	DA/CC being submitted for final approval. Modification of designs have been undertaken to meet budget allowed. Sewer breather pipe being relocated to allow construction works to be undertaken
		Identify the current and future community needs of councils public open spaces, and implement the actions as per the Public Open Spaces Strategy	Manager Facilities	In Progress	Works were undertaken as part of the recreational needs study and awaiting adoption by council. Planning required, in conjunction with user groups to implement the recommendations

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3b (6)	Work in partnership with active sporting associations, community groups and health providers to ensure sporting facilities are fit for current and future community need.	Identify the current and future community needs of councils public open spaces, and implement the actions as per the Public Open Spaces Strategy	Manager Waste, Parks and Recreation Service	Ongoing	All Cootamundra Open Spaces are maintained in accordance with available resources and funding.
1.3b (7)	Programs are developed to ensure the ongoing risk assessment and maintenance of Council facilities.	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	Implemented as and when required and in accordance with council's WH & S policy. This is the same as item (1.3b (4))
		Implement the 'Detail Works Activity Program'	Manager Waste, Parks and Recreation Service	Ongoing	This is being achieved by the level and routine maintenance program that's in place and the further development of the community open spaces where and when funding allows.
		Investigate funding opportunities to enhance Council playgrounds, indoor and outdoor sporting and passive areas to enhance accessibility	Manager Waste, Parks and Recreation Service	In Progress	This is currently being implemented with the development of Parker Streetscape, Albert Park, Jubilee park, Pump Track, Climbing Wall, Wolla Mainstreet etc.
		Investigate funding opportunities to enhance Council playgrounds, indoor and outdoor sporting and passive areas to enhance accessibility	Manager Facilities	Ongoing	Continue to create master plans for sites and budget preparation, ready for grant opportunities. Work with Community and Culture to identify suitable grants

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3b (7)	Programs are developed to ensure the ongoing risk assessment and maintenance of Council facilities.	Review existing footpath network and facilities to determine upgrade and connectivity improvement requirements	Manager Technical Services	Ongoing	Ongoing review of footpath network with area.
		Review existing footpath network and facilities to determine upgrade and connectivity improvement requirements	Manager Civil Works	Ongoing	Monthly inspections completed. Seek grants for projects as determined.

1.3c: Work with key partners and members of our community to maintain low levels of local crime and deliver community safety.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3c (1)	Work in partnership with local agencies to identify and advocate for opportunities to improve overall community safety.	Road Safety Officer to work in partnership with RMS on RMS Road Safety Campaigns	Manager Civil Works	Ongoing	RSO continuing working partnership. Submitting road safety programs and projects
1.3c (2)	Develop and operate safe food handling and public health controls.	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	Ongoing	This is an ongoing measure. COVID has interrupted some education and inspection timeframes, however individual training and inspections have recommenced in a COVID safe manner
1.3c (3)	A range of programs are supported, promoted and controlled to encourage and	Analyse data captured through Companion Animals Management System (CAMs) for resource reviews	Manager Regulatory Services	Ongoing	Data captured through CAMs system and analysis recorded. Ongoing process.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3c (3)	enforce responsible companion animal ownership.	Conduct two (2) Education and Awareness Days in regard to Companion Animals	Manager Regulatory Services	Ongoing	Continuing, although COVID-19 restrictions have not allowed for planned days.
		Conduct two (2) Free Microchipping Days for Companion Animals	Manager Regulatory Services	Ongoing	Events to be held in November and December 2020.
		Continue Companion Animals Audit	Manager Regulatory Services	Ongoing	Continuing as an ongoing process.

1.3d: Deliver dependable emergency service management practices and responses which protect our community members.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3d (1)	Co-ordinate between the District and Local Emergency Management Committees and provide effective emergency management assistance as required.	Liaise with the District and Local Emergency Management Committees to ensure coordination of Emergency Management assistance	Manager Regulatory Services	Ongoing	Continuing with LEMC meetings by way of mail in reports.
1.3d (2)	Develop and maintain effective and well tested emergency management plans.	Conduct annual review and update of the Local Emergency Management Plan and Emergency Management Procedures	Manager Regulatory Services	Ongoing	Continuing.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3d (3)	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.	Liaise with Local Emergency Operations Controller to ensure coordination of emergency management assistance	Manager Regulatory Services	Ongoing	Continuing process Council staff in constant contact with LEOCON.
1.3d (4)	Provide administrative support for the co-ordination of the various emergency services to provide the most effective disaster management for the community.	Establish and equip functional Emergency Operations Centres at Cootamundra and Gundagai	Manager Regulatory Services	In Progress	Cootamundra centre is now established and well equipped. In process of establishing and equipping Gundagai centre.
		Provide administrative support to emergency management meetings	Manager Regulatory Services	Ongoing	Continuing.

2: A prosperous and resilient economy: We are innovative and open for business

2.1: The local economy is strong and diverse

2.1a: Develop and deliver strategies which support the economic sustainability of the Cootamundra-Gundagai region.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1a (1)	Develop and implement an integrated Tourism and Economic Development Strategy for the Cootamundra-Gundagai region.	Analyse standardised visitor data to build a visitor profile	Manager Community and Culture	In Progress	Implementation underway.
		Arrange two (2) annual joint meetings with the Cootamundra Tourism Action Committee and the Gundagai Tourism Action Committee	Manager Community and Culture	In Progress	Previous meeting held in March 2020, next meeting to occur in November 2020.
		Commence preparation for creating and maintaining Councils tourism websites	Manager Community and Culture	Ongoing	Cootamundra Website complete and maintained accordingly. Gundagai website rebrand underway.
		Consider Assess Trails, Art Trails and Walking and Riding Trails, in budget development deliberations inclusive of capital and operational expenditure	Manager Community and Culture	In Progress	Application for funding for the Cootamundra-Tumblong Rail Trail being developed.
		Coordinate a workshop with businesses and Tourism Action Committees to plan for growth in the visitor economy held	Manager Community and Culture	In Progress	Planning to coordinate another workshop post COVID-19.
		Determine costing and funding source for an LGA wide promotional documentary	Manager Community and Culture	In Progress	Looking at funding options.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1a (1)	Develop and implement an integrated Tourism and Economic Development Strategy for the Cootamundra-Gundagai region.	Implement standardised visitor data capture'	Manager Community and Culture	In Progress	Monthly statistics now recorded at both the Cootamundra Heritage Centre and Bradman's Birthplace.
		Implement masterplan improvements to Heritage Centre and have shovel ready for grant applications	Manager Community and Culture	In Progress	Masterplan development meeting are underway.
		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	Further funding will be required for building access upgrades and stabilisation of the structure.
		Prepare update reports to Council on achievements, against the action plan contained in the Tourism and Economic Development Strategy	Manager Community and Culture	Ongoing	Updates provided through the IP&R process.
		Secure and develop The Motorcycle Collection as a tourism attraction in Cootamundra	Manager Community and Culture	Ongoing	Suitable site yet to be acquired.
2.1a (2) 2.1a (2)	Work in partnership with individuals, the private sector, other agencies and levels of government to deliver economic development initiatives.	Facilitate and host a meeting with businesses across the LGA annually to discuss business conditions and issues impacting growth	Manager Community and Culture	Ongoing	Will plan post COVID
		Identify businesses who would partner with Council in a program of regularly updated information distributed from their premises	Manager Community and Culture	Ongoing	Information provided at Cafes and accommodation businesses.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1a (3)	Implement strategies which encourage the growth of the local population.	Participate in Country Change initiative	Manager Community and Culture	Ongoing	Provided up to date information for campaigns and responded to new resident enquiries.
2.1a (4)	Actively seek and apply for funding opportunities which deliver additional income and contribute to community objectives.	Pursue available grant opportunities	General Manager	In Progress	Advise of several grant opportunities reported to Council.

2.1b: Develop and implement land-use strategies and management practices which protect our agricultural sector.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1b (1)	Work with land-owners, farmers and other agencies to advocate for the protection of the local agricultural sector through an effective land-use strategy.	Implement Rural Land Strategy	Manager Development, Building and Compliance	In Progress	Council's Rural Lands Strategy has been adopted and the appropriate recommendations and findings have been included in Council's Local Strategic Planning Statement. The recommendations and finds of both these documents will be used to inform the comprehensive, consolidated local environmental planning instrument and associated policies.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1b (2)	Develop and operate development control systems which support the protection of agricultural land.	Develop new LEP and DCP	Manager Development, Building and Compliance	In Progress	Council is continuing to finalise its strategic land use planning documents to inform the development of both the LEP and DCP and supporting suite of policies and documents.
2.1b (3)	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.	Continue to maintain Saleyards Facility	Manager Regulatory Services	Completed	Full time Regulatory attendant employed to maintain facility.

2.1c: Ensure transportation networks link our local government area with other regional centres and cities and support economic, environmental and community needs.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1c (1)	Work with key partners to explore and advocate for opportunities to better utilise and develop transportation and freight networks which meet our community needs.	Investigate options to better use and develop transportation and freight networks in the Local Government area	Manager Community and Culture	Ongoing	Looking at potential with Inland Rail

2.1d: Ensure communication and electronic technologies are accessible to all, meet the current and future needs of our community, and provide consistent and reliable coverage across the local government area.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1d (1)	Promote the development of efficient telecommunications technology for business, land owners, education and health needs.	Continue to 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	NBN roll out supported and promoted where appropriate. Potential partnership with Wi-sky
2.1d (2)	Support and advocate for the installation of the National Broadband Network across the local government area.	Facilitate provision of information on the NBN to the Community on Councils website	General Manager	Completed	NBN is now available in the LG area.
2.1d (3)	Offer and promote free public wi-fi internet access in key public spaces across the local government area.	Continue to offer free Wi-Fi service at Council Libraries and Administration Centres	Coordinator Business	Ongoing	Public Wi-Fi has been consistently available to designated areas.

2.1e: Identify, promote and incentivise the strategic and innovative investment opportunities that exist in our region.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1e (1)	Implement a range of initiatives which support and promote the sustainable development of the towns Central Business Districts and industrial land.	Implement Cootamundra and Gundagai Town Strategies	Manager Development, Building and Compliance	In Progress	The Cootamundra Town Strategy has been finalised and the recommendations and findings have been incorporated into Council's Local Strategic Planning Statement. The Gundagai Town Strategy is to be finalised in the latter part of 2020

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1e (2)	Promote to the community and industry groups potential growth opportunities and development efficiencies.	Facilitate communication mediums for training and funding opportunities for businesses	Manager Community and Culture	Ongoing	Business Update Newsletters in Gundagai and in Cootamundra in conjunction with the CDC
		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-Gundagais competitive advantage exists	Manager Community and Culture	Ongoing	VIBE Survey to look at new and emerging growth patterns.
2.1e (3)	Encourage growth in development and construction locally.	Develop factsheets for developing and building in the local area	Manager Development, Building and Compliance	Completed	Factsheets and checklists have been updated and are now on Council's website.

2.1f: Develop and strengthen effective partnerships with, and between, locally-based organisations and business operators to enhance connectivity and working together.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1f (1)	Work in partnership with agencies and other levels of government to support local businesses.	Facilitate and support local business training opportunities	Manager Community and Culture	Ongoing	Promoted training. At the moment this is mostly online due to COVID.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1f (2)	Work with key partners and local business owners, investors and employers to investigate, advocate for and promote opportunities for business development and networking.	Develop a list of available industrial land and publish quarterly updates on Councils website	Manager Community and Culture	Ongoing	Looking to expand available land as supply is an issue.
2.1f (3)	Maintain a close liaison and continue to work with Regional Development Australia.	Attend Regional Development Australia forums	Manager Community and Culture	Ongoing	Attended.
		Participate in the Country Change Initiative	Manager Community and Culture	Ongoing	Participated.

2.2: Strategic land-use planning is co-ordinated and needs-based

2.2a: Develop integrated land-use strategies which meet the community's current and future needs.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.2a (1)	Develop a new, comprehensive Local Environmental Plan for the local government area.	Commence preparation of new draft Development Control Plan	Manager Development, Building and Compliance	In Progress	Land use studies to inform the development of a comprehensive, consolidated LEP, DCP and supporting documents are nearing completion with only one identified study left to complete.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.2a (2)	Identify and address current and future land-use needs through integrated strategic planning and development.	Commence preparation of new draft Comprehensive Local Environmental Plan	Manager Development, Building and Compliance	In Progress	Strategic Land Use strategies to inform the development of a comprehensive, consolidated LEP and DCP are nearing completion with only one identified study left to complete.
2.2a (3)	Provide accurate and timely advice regarding existing and proposed development within the legislative scope of Council.	Inspections undertaken within 48 hours of notification	Manager Development, Building and Compliance	Ongoing	This ongoing action is being met with all inspections being undertaken in agreed timeframes.
		Responses to enquiries provided within 5 working days	Manager Development, Building and Compliance	Ongoing	80% of enquiries to the department are responded to within the allocated timeframe. More in depth responses require a longer timeframe for research and response.

2.2b: Provide appropriate land-use development to meet market demand

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.2b (1)	Develop and operate development control plans to ensure compliance with appropriate legislation and to achieve the best possible	Commence preparation of new draft Development Control Plan	Manager Development, Building and Compliance	In Progress	Strategic Land Use strategies to inform the development of a comprehensive, consolidated LEP and DCP are nearing completion with only one identified study left to complete.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3a (4)	planning and development outcomes for the community.	Develop new Section 7.11 Development Contribution plan and Section 64 Headworks Charges	Manager Development, Building and Compliance	Not Yet Commenced	A comprehensive review of these documents will be undertaken upon completion of strategic land use studies and draft LEP documents.
2.2b (2)	Ensure that a supply of industrial and residential land is available at all times to facilitate the orderly expansion of the local government area.	Complete construction of roads and provisions of services for subdivision of industrial land at Turners Lane in Cootamundra	Manager Civil Works	Not Yet Commenced	Design completed. Awaiting funding.
		Market and promote Bourke Estate residential subdivision in Gundagai	General Manager	In Progress	Marketing being undertaken - Excellent uptake.
		Prepare preliminary planning proposal for Stage 2 of Claron Estate residential subdivision in Cootamundra, including access to the Cemetery	General Manager	In Progress	Discussions being organised.

2.3: Tourism opportunities are actively promoted

2.3a: Develop and implement strategies which provide opportunities for increased tourism.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.3a (1)	Develop and implement an integrated Tourism and Economic Development Strategy for the Cootamundra-Gundagai region.	Implement strategies from the Tourism and Economic Development Strategy	Manager Community and Culture	Ongoing	Implementation ongoing.

2.3b: Actively promote the local government area and local programs, activities and events to attract visitors to the region.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.3b (1)	Work co-operatively with key partners to identify opportunities and to further promote the local government area to tourists and visitors.	Include access information on facilities and activities when updating mapping and websites	Manager Community and Culture	Ongoing	Including on tourism websites as upgrades take place. Coordinator business to include on Council sites with upgrades.
		Investigate options for the production of a Mobility Map	Manager Community and Culture	Ongoing	Look for external funding? Also could be considered as part of PAMP.
2.3b (2)	Work with the community to develop a marketing strategy for the local government area as a tourist destination.	Develop Branding Marketing Strategy for Tourism and Economic Development of the Local Government Area	Manager Community and Culture	Ongoing	Branding being implemented. Targeted 12 months action plan for marketing under development.
2.3b (3)	Ensure local programs, activities and events are actively promoted via a range of mediums to attract and encourage visitors and tourists.	Continue to maintain and promote Calendar of Activities, Programs and Community Events	Manager Community and Culture	Ongoing	Calendar of Activities Programs and Community Events is regularly promoted and maintained.
		Implement a competitive application based events funding program in the LGA	Manager Community and Culture	Completed	Implemented.
		Maintain Cootamundra Tourism Website, and continue production of Events Newsletter	Manager Community and Culture	Ongoing	Cootamundra Tourism Website is maintained and production of Events Newsletter continues.

2.3c: Invest in improvements to visitor amenity and experiences.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.3c (1)	Provide and maintain Visitor Information Centres which meet the needs of tourists and visitors to our local government area.	Analyse Visitor Services Review and conduct further research as necessary	Manager Community and Culture	Ongoing	Agritourism strategy underway. Planning for extension to Cootamundra Heritage Centre.
2.3c (2)	Undertake a redevelopment of the Gundagai Visitors Information Centre.	Re-develop the Gundagai Visitors Information Centre, including removal of internal visitors toilets, provision of a theatre space and accessibility improvements	Manager Community and Culture	Not Yet Commenced	To be completed in the next 6 months.
2.3c (3)	Provide a high quality accommodation facility at the Caravan Parks in Cootamundra and Gundagai for the use of visitors.	Review existing Caravan Park facilities, recommend improvements and consider funding options	Manager Community and Culture	In Progress	Review to be undertaken in November 2020.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.3c (4)	Undertake connection of water supply to the Dog on the Tuckerbox site.	Deliver infrastructure for water supply extension to Dog on the Tuckerbox site	Manager Assets	In Progress	The scope of work was expanded to extend water supply to Coolac, which led to up sizing of infrastructure with cost. The project is now considered in two stages, Stage 1 Extension of water supply to Dog on the Tucker Box and complete concept design for water supply extension to Coolac, Stage 2 work include detail design and construction of water supply extension to Coolac. This work is not part of the original scope of works. Current funds are not adequate to delivery Stage 1 work.
2.3c (5)	Maintain and improve the tourism infrastructure, facilities and services in the local government area to make our area an attractive place to visit.	Commence implementation of the recommendations of the Gundagai Gaol Masterplan	Manager Community and Culture	In Progress	Working Bee November 6th. Funding can be sought now that the State Heritage Listing has gone through.
		Develop Strategic Management Plan for WWII inland aircraft fuel depot	Manager Community and Culture	In Progress	Funding sought for access upgrades and site rectification.

2.4: Our local workforce is skilled and workplace ready

2.4a: Develop and implement strategies which increase the knowledge, skills and health of our local workforce.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.4a (1)	Promote local employment and training opportunities within the Council organisation.	Develop Council Training Plan	General Manager	In Progress	HR Coordinator is currently collecting feedback from Managers and staff.
		Include consideration for disability inclusion in Councils Workforce Management Plan	General Manager	In Progress	To be included in the update of the Workforce Management Plan. Currently updating HR system so that data is correct.
		Include relevant discrimination legislation in EEO Policy, Staff Induction and Recruitment Training	General Manager	In Progress	Integration of EEO Policy and Plan are in the process of being adopted into induction and the recruitment process.
		Investigate barriers that exist for people with a disability and their carers in accessing employment in council positions and standing for council positions	General Manager	In Progress	Coordinator HR to liaise with Disability and Inclusion Action Group.
2.4a (2)	Work with various agencies to promote a range of programs, activities and opportunities which improve the health, well-being and employability of our community.	Facilitate mediums to promote programs activities and opportunities offered in the local government area by other bodies	Manager Community and Culture	Ongoing	Promotion provided through websites, social media and email newsletters on request.

3: Sustainable natural and built environments: We connect with the places and spaces around us

3.1: The natural environment is valued and protected

3.1a: Develop and implement land-use strategies and management practices which enhance and protect our natural environments and biodiversity.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1a (1)	Develop and operate development control systems which ensure compliance with appropriate legislation and achieve the best possible environmental outcomes.	Continue to assess all development applications against environmental impact and legislative requirements	Manager Development, Building and Compliance	Ongoing	Strategic Land Use strategies to inform the development of a comprehensive, consolidated LEP and DCP are nearing completion with only one identified study left to complete.
3.1a (3)	Provide and maintain a stormwater disposal system which minimises the carriage of pollutants from the stormwater system to the creek and river systems.	Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Civil Works	In Progress	Works on last protect in current program to commence in Q4 2020
		Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Technical Services	In Progress	Stormwater priority projects completed. Ongoing review of stormwater issues in line with assessment report.
		Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Assets	Ongoing	Previous program, stormwater infrastructure upgrade at Tor Street, Gundagai has been completed.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1a (4)	Develop and implement a street tree planting plan which enhances amenity and our natural environment.	Continue to undertake Street Tree Planting in accordance with Gundagai Street tree planning Masterplan	Manager Facilities	In Progress	West Street was identified in the master plan and has had new trees planted. Dangerous and old trees have been identified for removal and works are underway to make safe. Ongoing plantings are being undertaken as per the plan. Modification of the plan is being considered due to tree species and a modified document will be presented to council at a later date

3.1b: Investigate and implement renewable energy technologies to reduce our environmental footprint.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1b (1)	Investigate, identify and promote opportunities that exist within the local government area for implementation of renewable energy technologies.	Negotiate terms of a power partnership agreement on various Council facilities	General Manager	In Progress	Presentation made at Council Workshop.
3.1b (2)	Undertake a review of the environmental impact of Council-owned facilities and infrastructure and implement measures which Councils environmental impact.	Investigate funding sources for solar energy works for Council buildings	Manager Facilities	In Progress	Council staff have investigated several options for solar with various companies. Analyzing the best value for money options before proceeding further

3.1c: Investigate and implement sustainable waste and water strategies.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1c (2)	Provide and maintain appropriate rubbish removal, disposal, recycling and greenwaste facilities in the most cost effective, environmentally sustainable and efficient manner.	Commence planning for construction of a re-use shop at Cootamundra Waste depot	Manager Waste, Parks and Recreation Service	In Progress	This is being incorporated with the proposed Landfill Master Plan.
		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	Draft Waste Strategy Completed, landfill rehabilitation assessment investigation and report, Landfill Master Plan, shire landfill land surveys, new amenities building Coota, MRF Fencing, new Transfer Station Compactor, are all in progress.
		Undertake improvements at Gundagai Waste Depot as per the Waste Implementation Plan	Manager Waste, Parks and Recreation Service	In Progress	The only works budgeted for the 2020/20221 financial year is the renewal of the Landfill operations management contract.
3.1c (3)	Provide a facility through which used chemical drums can be disposed of correctly.	Continue to provide a drum muster collection service each year at both Cootamundra and Gundagai	Manager Regulatory Services	Ongoing	Drum muster service continuing for the LGA.
3.1c (5)	Reuse waste water to increase the amenity of Council parks, gardens and recreational facilities and to reduce the demand on the water supply.	Collaborate with Council departments to increase the use of re-treated water to Gundagai ovals	Manager Facilities	In Progress	Discussions with Asset manager for possible use after new sewer treatment plant is operational. Options for raw water to be used on ovals is also being investigated

3.1d: Deliver, encourage and support a range of programs, activities and projects that promotes awareness and encourages the active protection and sustainability of our natural environment.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1d (1)	Provide programs, information and services to our community to increase awareness of, and participation in, environmentally sustainable activities.	Investigate opportunities to use raw water	Manager Assets	In Progress	Treated effluent produced at Gundagai sewage Treatment Plant is inadequate during dry summer months to meet irrigation demands for Gold course and sporting oval. Options are being considered to use raw water to supplement this. Agreement would be required with Natural Resources Access Regulator to use the unused allocation for this purpose.
3.1d (2)	Provide programs, information and services to increase voluntary recycling and reuse to reduce waste to landfill.	Investigate funding opportunities and conduct community consultation and education sessions for the materials recovery facility	Manager Waste, Parks and Recreation Service	Ongoing	No funding was allocated and or resources made available for this to proceed during the 2020/2021 financial. Council staff are working however with REROc promoting waste management via a collaborative approach with surrounding Councils.
		Investigate funding opportunities to construct a new adult change facility at the Waste Facility in Cootamundra	Manager Waste, Parks and Recreation Service	Ongoing	No Funding allocated for the 2020/2021 financial year for any structural works to proceed. Staff will/are making applications as and when opportunities arise.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1d (2)	Provide programs, information and services to increase voluntary recycling and reuse to reduce waste to landfill.	Investigate funding opportunities to construct a new adult change facility at the Waste Facility in Gundagai	Manager Waste, Parks and Recreation Service	Not Yet Commenced	Currently no strategies are in place at this time.
3.1d (3)	Encourage the best use of treated water through water saving measures.	Investigate opportunities to increase the use of reuse water	Manager Assets	Ongoing	Use of treated effluent to irrigate Dog off Leash park at Cootamundra is in progress. In the past, it has been experienced that during long dry summer the irrigation demand was well in excess of treated effluent produced by Cootamundra Sewage Treatment Plant. The existing 80 ML storage dam is being used as balance storage to overcome this to some extent.
3.1d (4)	Contribute to coordinated planning and reporting across local, regional, state and federal areas for the management of the environment.	Monthly lodgement of ABS statistics	Manager Development, Building and Compliance	Ongoing	Returns are completed and submitted within timeframes as required.
		Monthly lodgement of Building Professionals Board (BPB) statistics	Manager Development, Building and Compliance	Ongoing	Reports are completed and submitted within timeframes as required.
3.1d (5)	Seek funding for projects aimed at supporting the protection and sustainability of our natural environment.	Grant Funding opportunities pursued and secured when available	General Manager	Ongoing	Grants are sourced and applied for when available, details of grants and outcomes are regularly reported to Council.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1d (6)	A range of programs are supported, promoted and controlled to reduce and enforce illegal dumping.	Investigate options for technology, to enhance illegal dumping surveillance	Manager Regulatory Services	In Progress	Grants have been submitted for funding.
		Undertake illegal dumping surveillance	Manager Regulatory Services	In Progress	Overt surveillance continuing, grant submitted for funds for cameras.

3.1e: Undertake active weeds and pest management practices.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1e (1)	Noxious weeds will be contained, reduced or eliminated as appropriate.	Develop a Community Education and Awareness program in regards to weed management	Manager Regulatory Services	In Progress	Community Education and Awareness program development is progressing. Weeds management education has been provided to farmers.
		Undertake Weed Control program in conjunction with Riverina Regional Strategic Weed Management Plan	Manager Regulatory Services	Ongoing	Biosecurity & Regulatory staff undertaking active weed management, using electronic weed capture and reporting.
3.1e (2)	Promote and deliver programs and initiatives which promote and educate the community on noxious weeds and pest management practices.	Participate in the Managers Established Pest Animals and Weeds Project (MEPAAW)	Manager Regulatory Services	Ongoing	Appropriate Council officers participate in the project as required.

3.2: Our built environments support and enhance liveability

3.2a: Develop and implement land-use plans and design practices which complement the character of our communities, are considerate of our heritage, support sustainable design practices and respond to changing needs.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2a (1)	Develop and operate development control systems to ensure compliance with appropriate legislation and to achieve the best possible development outcomes for the community.	Provide Development Applicants with relevant information concerning Disability Discrimination legislation	Manager Development, Building and Compliance	Ongoing	Reference to Disability Discrimination legislation is included in development consents as appropriate.
3.2a (2)	Ensure new development is considerate of our heritage.	Include heritage considerations when assessing all Development Applications, as applicable, and in accordance with the LEP	Manager Development, Building and Compliance	Ongoing	All applications are assessed in accordance with the requirements of the relevant Acts, Regulations, LEP and DCP, including heritage considerations.

3.2b: Ensure a variety of housing options are made available.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2b (1)	Ensure that planning and development controls are in place to promote and facilitate a variety of housing options for residents.	Continue preparation of new draft Development Control Plan	Manager Development, Building and Compliance	In Progress	Strategic Land Use strategies to inform the development of a comprehensive, consolidated LEP and DCP are nearing completion with only one identified study left to complete.

3.2c: Deliver and maintain infrastructure to meet the current and future needs of our community.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2c (1)	Operate and maintain a water reticulation system capable of providing potable water to all connected premises with minimum disruption and maximum efficiency.	Implement an Integrated Water Cycle Management (IWCM) Plan	Manager Assets	Ongoing	Draft issue paper was completed and issued for comments. Reference Group has been established to develop this further under the guidance of Department of Planning, Industry and Environment (DPIE).
3.2c (3)	Investigate options for the connection of a water supply to Nangus Village, and consult with the community.	Partner with Goldenfields Water to prepare business case for connection of water supply to Nangus Village	Manager Assets	In Progress	Feasibility study has been completed and development of a business case is in progress. Recent hydraulic analysis indicate that the transmission pipe supplying to the proposed Nangus Reservoir has to be amplified from DN100 to DN150 to meet peak demands.
3.2c (4)	Operate and maintain a sewage system and treatment plant capable of removing sewage from all connected premises with minimum disruption and maximum efficiency.	Commence construction for the Gundagai Sewer Treatment Plant replacement	Manager Assets	In Progress	A contract has been let to Precision Civil Infrastructure to construct a 3000 EP sewage treatment plant, replacing existing sewage pump station and rising main. Progress of work completed at the end of September is 25%.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2c (5)	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.	Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Assets	Ongoing	Work is in progress. Planning of new works has commenced.
3.2c (7)	Manage Councils waste collection, disposal and processing facilities.	Manage Councils waste collection, disposal and processing facilities in accordance with the Waste Strategy and Implementation Plan	Manager Waste, Parks and Recreation Service	Ongoing	This is in progress and monitored by the EPA via reporting processes and license conditions.
3.2c (8)	Provide an adequate mix of high quality, disabled accessible and appropriately located public toilet facilities.	Continue monitoring Council Public Toilet Facilities	Manager Facilities	In Progress	Renovation works undertaken to Yarri Park facility. A New build is planned for the 20/21 year in Carberry Park with a Changing Places (Adult Change) facility as part of the site re-development. A Feasibility study to be investigated for a new amenity to be constructed at the new playground (Lindley Park) South Gundagai. Additional amenities were constructed at Anzac Park for spectators and existing amenities are being looked at for future upgrade works.

3.2d: Develop and implement strategies to deliver safe and accessible local roads, bridges, footpaths and parking.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2d (1)	Develop and implement strategies to improve safety and accessibility of all road users.	Ensure information is available for, users of scooters and electric wheelchairs on footpaths, and pedestrian safety	Manager Civil Works	Ongoing	Road Safety Officer providing details as appropriate. Covid -19 restricting public meetings
		Road Safety Officer to work in partnership with RMS on RMS Road Safety Campaigns	Manager Civil Works	Ongoing	Working in partnership with TfNSW and other groups as required.
3.2d (2)	Maintain civil infrastructure including roads, footpaths, bridges and traffic facilities to agreed standards as set out in asset management plans.	Undertake annual Road Maintenance Program	Manager Technical Services	Ongoing	Continual road maintenance within road network as required.
		Undertake annual Road Maintenance Program	Manager Civil Works	Ongoing	Works progressing as conditions and resources permit.
3.2d (3)	Undertake the annual footpath renewal and extension program.	Undertake Footpath Renewal and Extension Program	Manager Civil Works	Ongoing	Renewal of paths as per funding availability. Seeking grant fund were appropriate.
		Undertake Footpath Renewal and Extension Program	Manager Technical Services	Ongoing	Footpath works within works program for completion later in year.
3.2d (4)	Develop and implement asset management plans and strategies for all transport assets.	Review and update condition assessment data across the local government area	Manager Assets	Ongoing	Road, bridges and foot path assets valuation was completed in July 2020. A new GIS layer is to be created in the Intramap to include this.

3.2e: Supply local public transport networks to cater for the current and future needs of residents, businesses and visitors.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2e (2)	Advocate for State and Federal departments to improve public transport networks to meet the needs of our community.	Work with Riverina Joint Organisation on identified public transport initiatives	Manager Assets	Ongoing	Working with Riverina Joint Organisation on various common tenders for member councils. Recently participated in alum tendering process.

4: Good Governance: An actively engaged community and strong leadership team

4.1: Decision-making is based on collaborative, transparent and accountable leadership

4.1a: Council is representative of the community and works together to meet the needs of our local government area.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1a (1)	Councillors will support and advocate for the needs of all members in our community.	Ensure Councillors are available and contactable by community members	General Manager	Ongoing	Councillor's contact information is available on Council's website and can also be obtained upon request.
4.1a (2)	Implementation of the Cootamundra-Gundagai Regional Councils suite of plans, including the Community Strategic Plan, Delivery Program, Operational Plan and resourcing plans.	Present quarterly 'Progress Report' on Delivery Program/Operational Plan to Council and the Community	Coordinator Business	Ongoing	Q1 Progress Report to be presented at the November Council Meeting.
4.1a (3)	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.	Conduct 6 monthly review of Operational Plan and resourcing strategies	Coordinator Business	In Progress	A review schedule and strategy is to be developed to assist with the management of review processes for all CGRC Integrated Planning and Reporting (IPR) documents.

4.1b: Strengthen strategic partnerships with the community, business and all levels of government.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1b (1)	Councillors will use all occasions presented to advocate for funding and assistance from other levels of government and agencies.	Seek funding opportunities when available	General Manager	Ongoing	Advice of several grant opportunities reported to Council.
4.1b (2)	Participation in LG NSW as the representative body of Local Government in order to improve the standing of Local Government in NSW.	Advocate for increases in federal assistance grant funding for Regional NSW	General Manager	Ongoing	Council resolved and sent letters to support this action.
4.1b (3)	Participation in relevant REROC activities that will benefit the local government area.	Participation in REROC events and activities	General Manager	Ongoing	Continued participation has taken place in REROC board meetings and other events and activities hosted by REROC.
4.1b (5)	Continue to foster and support the Youth Council.	Formalise the Youth Council in Cootamundra	Manager Community and Culture	Completed	Youth Council developed.
4.1b (6)	Work in partnership with community members, businesses and all levels of government to deliver community priorities.	Participation in Stakeholder events and activities	General Manager	Ongoing	Participated where able, however Covid-19 has impacted participation levels, especially on large scale events.

4.1c: A clear strategic direction is outlined in Councils corporate plans and guides Councils decision-making and future planning.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1c (1)	The development of the Cootamundra-Gundagai Regional Councils integrated suite of plans, including the Community Strategic Plan, Delivery Program, Operational Plan and resourcing plans, provide a clear strategic direction and drives the organisations activities.	Develop and adopt Operational Plan for next financial year	Coordinator Business	Not Yet Commenced	Development of the 21/22 Operational Plan will commence in early 2021 in conjunction with the budget.
4.1c (2)	Council's decision-making and future planning shows evidence of being linked to Councils integrated suite of plans and the needs of our community.	All decision making reports, including strategies and plans are to show linkages to the relevant objective in the Community Strategic Plan	Coordinator Business	In Progress	Linkages to the Community Strategic Plan are included in the Business Paper Reports and are being added to new template for plans, guides and reports.
4.1c (3)	Determine development applications in an efficient and effective manner based on merit	80% of DAs determined within statutory 40 days timeframe	Manager Development, Building and Compliance	Ongoing	The majority of development applications are determined within statutory timeframes, although staff resources at times makes this challenging.
4.1c (4)	Develop a Place Plan which incorporates the Economic Development, Open Space Recreation, Arts and Cultural and Disability Action Strategies.	Develop Placemaking plan for the planning decision and management of Public Spaces in the Local Government Area	Manager Community and Culture	In Progress	Cootamundra 2050 plan complete. Gundagai equivalent in planning phase.

4.1d: Monitor, review and report on the outcomes of corporate plans.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1d (1)	Council will track the progress towards the achievement of the corporate plan objectives against measurable outcomes.	Continually identify improvements in operating councils corporate planning software (Pulse)	Coordinator Business	In Progress	<p>Further modules are being investigated with demonstrations arranged with staff and Pulse representative for the Project Management Module, Delegations and Policy Module and Risk Management Module.</p> <p>Governance Officer continually monitors improvement updates for the current reporting system, and recently participated in the latest features walk-through webinar hosted by Pulse.</p>
4.1d (2)	The integrated planning and resourcing documents will be reviewed and updated on a regular basis to meet the changing needs of our community members.	Develop a strategy to update Councils Integrated planning suite of plans and resourcing strategies on a regular basis to meet the changing needs of our community	Coordinator Business	In Progress	A review schedule and strategy is to be developed to assist with the management of review processes for all CGRC Integrated Planning and Reporting (IPR) documents. CGRC Community Engagement Strategy will be developed by February 2021.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1d (2)		Integrated planning and resourcing strategies reviewed and updated as legislatively required	Coordinator Business	In Progress	All Integrated Planning and Reporting (IPR) documents are reviewed and updated as legislatively required as per the Office of Local Government IPR manual and guidelines. A summarised review schedule and strategy is also being developed to further assist staff meet these requirements.
4.1d (3)	Progress on the achievement of corporate plan objectives will be shared with the community via a range of communication methods.	Develop and present report identifying Community communication options and strategies	Coordinator Business	In Progress	A report will be presented to council once the CGRC Community Engagement Strategy has been finalised, anticipated for February 2021.

4.1e: Elected representatives are trained, skilled, resourced and knowledgeable.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1e (1)	Support for Councillors to attend training, conference and development opportunities will be provided.	Attend the Local Government NSW Annual General Conference, in line with any Covid-19 requirements	General Manager	Completed	CGRC to attend the Online conference in November 2020.
4.1e (2)	Programs and activities which encourage and develop the capacity of current and future community leaders is provided.	Identify programs and activities which encourage and develop the capacity of current and future community leaders	General Manager	Ongoing	Available and relevant seminars and training attended by Councillors.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1e (3)	Provide and maintain services and infrastructure that assists the efficient and effective undertaking of the duties of the elected Council.	Continue to provide and maintain services and infrastructure to assist elected representatives in undertaking their duties	General Manager	Ongoing	Ongoing support provided as needed.
4.1e (4)	Support Councils elected representatives in undertaking their role in the community.	Continue to provide administrative support to Councils elected representatives to assist in undertaking their role in the community	General Manager	Ongoing	Ongoing support provided as needed.

4.2: Active participation and engagement in local decision-making

4.2a: Ensure opportunities for genuine and robust community consultation and engagement are provided to all members of our community.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.2a (1)	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 Councils decision-making.	Continue to maintain support for councils Digital Communication Panel	Coordinator Business	Ongoing	Ongoing promotions to encourage participation in the Digital Communication Panel is being undertaken via councils media channels.

4.2b: Provide opportunities to review the objectives and delivery of the Community Strategic Plan to ensure it continues to meet the changing needs of the community.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.2b (1)	Council will regularly and continuously seek community feedback to seek additional input to the Community Strategic Plan.	Relevant staff to undertake Community Engagement Training (IAP2)	Coordinator Business	Not Yet Commenced	Training delayed due to Covid-19 restrictions. To be rescheduled for 2021.
4.2b (2)	Cootamundra-Gundagai Regional Councils suite of plans will be reviewed and updated on a regular basis to meet the changing needs of our community members.	Develop a strategy to update the Community Strategic Plan on a regular basis to meet the changing needs of our community	Coordinator Business	Not Yet Commenced	A review schedule and strategy is to be developed to assist with the management of review processes for all CGRC Integrated Planning and Reporting (IPR) documents. The CGRC Community Engagement Strategy, and the CSP Community Engagement Strategy will be developed by February 2021.

4.2c: Engage and partner with the community in delivering the objectives of the Community Strategic Plan.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.2c (1)	Promote the objectives of the Community Strategic Plan and work in partnership with community members, businesses and other local stakeholders to deliver community priorities.	Develop a Community Engagement Strategy to assist with delivering the objectives in the Community Strategic Plan	Coordinator Business	In Progress	The CGRC Communication Engagement Strategy, and the CSP Communication Engagement Strategy will be developed by February 2021.

4.2d: Promote and celebrate the achievements of Council and our local community.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.2c (1)	Progress towards the achievement of the Community Strategic Plan objectives will be shared with the community via a range of communication methods.	Continue to promote the objectives of the community strategic plan via Councils media channels	Coordinator Business	Ongoing	All council media channels, which include: the community newsletter, social media, website and media releases are being utilised to promote council's strategies and plans.
		Continue to promote the objectives of the community strategic plan via Councils media channels	Coordinator Business	Ongoing	All council media channels, which include: the community newsletter, social media, website and media releases are being utilised to promote council's strategies and plans.

4.3: Cootamundra-Gundagai Regional Council is a premier local government Council

4.3a: Maintain a strong and robust financial position that supports the delivery of services and strategies and ensures long-term financial stability.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3a (1)	Ensure Councils long term financial planning supports the delivery of community expectations and financial stability.	Continue to consolidate Councils rating structure	Manager Finance and Customer Service	Completed	Complete.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3a (2)	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.	Prepare and implement procedures to enable all staff with budget responsibility to effectively operate Councils integrated budgeting process	Manager Finance and Customer Service	Ongoing	A new version of the budget management software has been implemented and user access is being reviewed to ensure consistency with monthly finance reporting.
4.3a (3)	Ensure all procurement meets legislative and policy requirements and delivers best value for the community and the Council.	Develop a suite of Audit Reports to monitor procurement practices	Coordinator Business	In Progress	Monitoring procedures are in place. Procurement policy and procedure has also been updated, in conjunction.
		Undertake assessment and improvement of procurement processes	Coordinator Business	In Progress	Procurement Policy was reviewed and adopted in January 2020. Procurement Procedure and Guidelines for Officers was developed and adopted in June 2020. These documents will be regularly reviewed and improved as required and per the review schedules.
4.3a (4)	Identify and follow-up opportunities to increase Councils revenue base including grant funding opportunities to deliver additional income to fund major projects.	Identify grant opportunities to fund major projects as they arise, lodge grant applications as appropriate	Manager Development, Building and Compliance	Ongoing	Grant opportunities are identified and applications made as appropriate.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3a (5)	Develop Asset Management plans which deliver long-term financial sustainability and asset renewal.	Implement works programs to improve asset condition	Manager Assets	Ongoing	Asset renewal program has been identified and implemented progressively depending on the availability of capital project funding.
		Review and improve Asset Management Plans	Manager Assets	Ongoing	Asset Management plans are reviewed and asset renewal details are updated in the asset register.
4.3a (6)	Improve functionality and amenity within Councils work depots.	Complete planning for improvements to Cootamundra Depot and Bradman Street Depot	Manager Civil Works	Not Yet Commenced	Preliminary investigations ongoing

4.3b: Council meets all legislative requirements and operates within good governance practices and frameworks.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3b (1)	Council ensures statutory compliance is achieved and demonstrates good governance practices.	Participate in the Alliance Legislative Compliance Framework Methodology	Coordinator Business	Ongoing	Active participant in the Alliance Audit Risk and Improvement Committee, next meeting anticipated for November 2020.
3.2c (6)	Implement effective integrated risk management strategies and practices.	Continue undertaking Cootamundra Flood Study	Manager Assets	Ongoing	Flood study findings were presented by Consultants WMA Water on 9 September 2020 to the Flood Management Committee. Comments made at this meeting was taken into consideration and the flood model is rerun and is scheduled to be presented on 11 November 2020.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3b (3)	Implement effective integrated risk management strategies and practices.	Implement Councils Fraud Control Plan	Coordinator Business	In Progress	Implementation of Fraud Control Plan is in progress.
		Undertake development of a Corporate Risk Register	Coordinator Business	In Progress	Corporate risk register is under development. It is anticipated to be developed by the end of 2020.

4.3c: Information is communicated to our community consistently, reliably and timely, and over a variety of platforms to meet the needs of residents.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3c (1)	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, Councils website, Community News newsletter and social media.	Develop Community Engagement Strategy to inform the community and receive feedback, including feedback on major projects	Coordinator Business	In Progress	The CGRC Community Engagement Strategy, and the CSP Community Engagement Strategy will be developed by February 2021.
		Improve services available on Councils websites through the development of eServices and online forms	Coordinator Business	Not Yet Commenced	To commence with the implementation of the Authority Upgrade to 7.1 which has been delayed due to scheduling issues until 2021.

4.3d: Council services the community in a manner that is professional, efficient and promotes an ease of doing business.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3d (1)	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.	Develop and implement a new Customer Service Charter	Manager Finance and Customer Service	Ongoing	Charter has been developed, currently being reviewed before implementation.
4.3d (2)	Adopt and maintain information technology and communication services and infrastructure that assists the efficient and effective undertaking of Councils operations, increases productivity and adequately supports the organisation and our communitys needs.	Work with the Customer Service Team to develop an Online Booking System for Council facilities	Coordinator Business	In Progress	To commence with the implementation of the Authority Upgrade to 7.1 which has been delayed due to scheduling issues until 2021.
		Integrate Civica/Authority (Finance System) and Magiq Documents (EDRMS)	Coordinator Business	In Progress	Further investigation required to meet our changing needs.
		Review Business Systems and identify services that can be delivered on Councils Website	Coordinator Business	Not Yet Commenced	To commence with the implementation of the Authority Upgrade to 7.1 which has been delayed due to scheduling issues until 2021.
4.3d (3)	Councils records are managed in compliance with the appropriate legislation and supports efficient and effective work practices.	Review infoXpert workflows to streamline record keeping	Coordinator Business	In Progress	Comprehensive review undertaken, further continual improvements are ongoing.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3d (4)	Requests for service are processed in an efficient and effective manner.	Complete Customer Satisfaction Survey to provide comparison data for the benchmark identified in 2018	Manager Finance and Customer Service	Not Due to Commence	Planned for quarters 3 and 4.
		Review responsibilities and provide training to enable customer service staff to respond to Planning and Rating enquiries	Manager Finance and Customer Service	Not Due to Commence	On hold due to COVID 19 restrictions.
4.3d (5)	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.	Complete the Mapping of Cemeteries for plot identification, future planning and publishing of information online	Manager Regulatory Services	In Progress	Ongoing.
		Develop a Cemetery Services Strategic plan	Manager Regulatory Services	Ongoing	Pending completion of mapping project. Ongoing.
		Provide signage, seating and additional landscaping for the Gundagai Area Cemeteries	Manager Regulatory Services	Completed	Action Completed.
4.3d (6)	Councils fleet of light vehicles and heavy plant is maintained to ensure efficient, cost-effective and timely service delivery.	Undertake plant replacement in accordance with related policies and programs	Manager Technical Services	Ongoing	Backhoe and MR Tipper ordered, other items noted within replacement program are planned to be replaced later in the year.

4.3e: Continuous improvement practices are utilised to ensure facilities and services are provided efficiently and meet the changing needs of our community.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3e (1)	Effective day-to-day management and leadership of the organisation conducts service reviews and implements continuous improvement practices to create greater efficiencies and effectiveness across the organisation.	Identify and develop improvement programs	General Manager	In Progress	Finance Committee working list developed.
4.3e (2)	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.	Undertake monitoring of project implementation	General Manager	Ongoing	A spreadsheet detailing each of the projects has been developed and distributed to Councillors via the monthly major project report.

4.3f: Council attracts, retains, develops and supports employees in a safe, healthy and non-discriminatory work environment.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3f (1)	Implement strategies which promote Cootamundra-Gundagai Regional Council as being an employer of choice.	Review and enhance recruitment practices	General Manager	Not Yet Commenced	Review of recruitment practices will commence in the Second quarter.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3f (2)	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.	Implement Operational Plan activities	General Manager	Ongoing	Operational plan being delivered.
4.3f (3)	Implement the Workforce Management Plan to support all staff in the delivery of community expectations.	Update statistics and demographics in the Workforce Management Plan	General Manager	Ongoing	Currently updating HR system so that data is correct.
4.3f (4)	Provide a safe and healthy environment for staff and contractors through compliance with all WH&S legislative requirements and minimising risk.	Develop internal Council newsletter and incorporate WHS messages to all staff	General Manager	Not Yet Commenced	Project has been delayed due to competing priorities. Scheduled for initiation in 2021.
		Monthly WHS reports and statistics discussed at Managers Meetings	Manager Technical Services	Ongoing	WHS officers are working on new reporting structure that will provide improved statistics and data for management group. Expected to roll out in next few weeks.
		Monthly WHS reports and statistics discussed at Managers Meetings	Manager Civil Works	Ongoing	Reports being presented
4.3f (5)	Develop and implement a Staff Wellbeing Program	Develop and implement Staff Wellbeing Program	General Manager	Not Yet Commenced	Project has been delayed due to competing priorities. Scheduled for initiation in 2021.

4.3g: Council staff are well-trained, skilled, resourced and knowledgeable.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3g (1)	Implement a training plan to enhance the skills and knowledge of staff across the organisation.	Develop Staff Training Plan, following skills/performance process	General Manager	In Progress	HR Coordinator is currently collecting feedback from Managers and staff.
4.3g (2)	Provide learning and development opportunities to staff to develop the individuals potential and meet the needs of the community and organisation.	Develop succession plans for each Section of Council	General Manager	Not Yet Commenced	To be initiated with performance reviews in 2021.
		Implement Performance Review Program, and undertake the first cycle	General Manager	Not Due to Commence	Performance reviews to commence in 2021.
4.3g (3)	Staff are supported in the achievement of organisational objectives by having access to a range of business tools, systems and technologies.	Provide ongoing enhancement to Staff Intranet	Coordinator Business	Not Yet Commenced	Further discussions to be had on the viability of keeping current system. Options to enhance or replace, will be investigated in 2021.
		Undertake integration of Mapping Systems with Councils Corporate Systems	Manager Assets	In Progress	A training session was organised for council staff on the Mapping System. Proposed to establish a GIS reference group within the organisation to identify the need for GIS improvement.